Emergency Response Plan template

Company:

Address or location:

Completed by: Date:

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| **Potential emergencies** (Refer to your hazard assessment to determine which hazards could require rescue or evacuation) | The following are identified as potential emergencies: | | |
|  | | |
| **Emergency procedures** (Detail procedures to be followed for each identified emergency) | If an emergency (identified above) occurs, these steps need to be taken by the assigned personnel: | | |
|  | | |
| **Locations of emergency equipment** | Emergency equipment is located at: | | |
| Fire alarm: | | |
| Fire extinguisher: | | |
| Fire hose: | | |
| Panic button: | | |
| Other: | | |
| **Emergency response** Name: Training received: Frequency: | | | |
| **equipment training**  (List the names of workers trained to use each type of emergency equipment) |  |  |  |
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| **Location of emergency** | The nearest emergency services are located at: |
| **facilities** | Fire station: |
| Ambulance: |
| Police: |
| Hospital: |
| Other: |
| **Fire protection requirements** | Fire protection equipment listed below can be accessed by trained personnel at the following locations (list equipment and its location): |
|  |  |
| **Alarm and emergency communication requirements** |  |
| **First aid** | Type of first aid kit: |
| Location: |
| Other supplies: |
| First aiders: |
| Work station and shift: |
| Transportation arrangements: |
| **Procedures for rescue and evacuation** |  |
| **Designated rescue and evacuation workers** | The following workers are trained in rescue and evacuation (name and area of expertise): |
|  |  |