Emergency action plan

Site or facility _____ **Address** _____

Plan date _____ **Plan owner** _____

Reviewed on _____ **Site phone** _____

Emergency contacts

Name or service	Role	Phone	Backup phone

Evacuation routes and assembly points

Mark the primary and the backup route, and where everyone meets.

How people are alerted

Horn, radio, phone call, text. Say what each sounds like.

Roles during an emergency

Role	Name	Backup	What they do

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com

Nearest clinic and hospital

Name, address, phone and the route from the site.

Special hazards on site

Fuel, chemicals, confined spaces, overhead lines, anything responders should know.

Drill log

Date	Type of drill	Led by	Notes