



EMERGENCY RESPONSE PLAN

This outline is designed to help small business owners develop an emergency response plan that meets the needs of their small business. This document may need to be modified to include additional sections, depending on the industry in which your small business operates within.

Company name:

Location:

Date completed:

Signature:

EMERGENCY COORDINATORS/CONTACTS

PRIMARY CONTACT

Name:

Phone #:

Email:

SECONDARY CONTACT

Name:

Phone #:

Email:

EMERGENCY CONTACT NUMBERS

Fire Station:

Police:

Hospital:

Ambulance:

Other:

LOCATION OF EMERGENCY EQUIPMENT

Fire extinguisher:

Fire alarm:

Fire hose:

Panic alarm button:

Personal protective equipment (PPE):

FIRST AID KIT

Location of first aid kit:

Last time it was re-stocked:

Other supplies:

Attendant contact (employee trained in first aid):

Location:

Shift hours:

COMMUNICATIONS

How will emergency response plans be communicated to staff?

How often?

Who will lead overviews?

EVACUATION PROCEDURES

Exits are clearly marked: Yes No

Building & site maps are posted: Yes No

Assembly location:

Test runs: _____ times per year

Person responsible for issuing "all clear":

ANNUAL REVIEW

This emergency response plan will be reviewed and updated accordingly in _____.
(Date)