

EMERGENCY PLAN

SAMPLE ONLY

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Emergency Fire Evacuation Procedure

R	<ul style="list-style-type: none"> • Rescue or Relocate people in immediate danger if you can do so without endangering yourself. • Assist persons with special requirements e.g. disabled persons, small children. • Exit via a safe fire exit. • Do not use elevators
A	<ul style="list-style-type: none"> • Sound the Alarm. Advise others of the situation. • Call the Emergency Service required by dialing 000 from a safe distance. • If in doubt whether the situation is serious the Fire Brigade should still be called • Utilise appropriate protective equipment e.g. coloured hard hats for wardens, protective clothing for chemical spills
C	<ul style="list-style-type: none"> • Confine the fire or hazardous material by closing all doors, windows and other openings, and shutting off the piped and compressed gas as you are EVACUATING. • Ensure no personnel (emergency service personnel excluded) re-enter the building / facility until safe
E	<ul style="list-style-type: none"> • Evacuate the area on direction from the Site Manager or when it is unsafe to remain in the area. (Extinguish fire or contain hazardous material only if you have been trained and feel competent and safe to do so. Only small fires are possible to extinguish, so always be prepared to evacuate). • Ensure all occupants of the building have been evacuated to assembly area • First aid personnel to organise for first aid equipment to be brought to assembly areas • Account for all personnel at the designated assembly areas

Evacuation Assembly Areas	
A	
B	
C	
Notes:	

Evacuation Communication procedures

1. All staff and other personnel on site will be informed of an emergency by (insert method here)
2. Emergency communication will be initiated by (insert applicable staff here e.g. all staff)
3. Backup measures for communication will be (insert alternate communication method here)
4. Emergency services will be contacted by (insert method here) from (insert location here)