

Emergency management plan - TEMPLATE

Location of First Aid Kit _____

Location of Fire Extinguisher and hoses _____

Key Management Contact **name** _____ **wk** _____ **ah** _____ **mob** _____

Evacuation Safe Meeting Point: (example car park, main entrance gate etc) _____

NOTE: In the event of any kind of incident or emergency, every action and outcome must be recorded on an incident report form, with times, names and other important details.

EMERGENCY AND EVACUATION PROCEDURES

Incident	Initial Response	Emergency Contacts	Staff Responsibilities	Follow Up Action