

Emergency Plan Template

Use this template to document how your organization warns people, protects them, accounts for them, and resumes safe operations. Replace every blank, validate site arrangements, and approve the completed plan before use.

Organization and approval

Organization and site address

Scope including buildings shifts remote staff and visitors

Plan owner and backup contact

Version effective date next review date and approving official

Planning assumptions

Identify occupied areas, peak attendance, public access, people needing assistance, and essential services. Attach a site map with verified exits, assembly areas and hazard-specific shelter locations. Keep personal assistance details in a restricted companion record.

Occupancy hours and essential operations

Priority hazards and site constraints

Completion gate

- [] Replace all blanks and remove instructions that do not apply.
- [] Verify routes, accessible arrangements and alarms with responsible site personnel.
- [] Attach the completed contact sheet and record staff orientation.
- [] Obtain management approval and identify any unresolved gaps.

Digital planning resource. Customization is required. Purchase does not provide regulatory certification or individualized consulting. This template is not a determination of which laws or standards apply to your organization.

Emergency Contact Sheet

Keep a verified copy accessible during an outage. Enter actual local contacts; do not assume a number or service is available. Limit access to personal numbers and keep public and internal versions separate if needed.

Organization site address suite and responder entrance

Last verified by and date next verification date

For an immediate emergency in the United States call 911 when safe. Follow local arrangements elsewhere. Do not place a test call to an emergency number to verify this sheet.

Service or role	Name or agency	Primary and backup number
Site lead		
Facilities / landlord		
Accountability lead		
Assistance coordinator		
Police nonemergency		
Fire nonemergency		
Utility emergency line		
IT / communications		
Alternate worksite		

Official alert sources and offline copy locations

Essential vendor or additional contact and number

Verification method: confirm published agency numbers through official sources; obtain consent for personal contacts. Record after-hours coverage and extension or access instructions where needed.