

**Action Plan Template**

***This Plan was prepared BY:***

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City, State, Zip Code** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures

**Employing Office:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Action Plan**



**Purpose**

*Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under.*

**Location of Plan**

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**Emergency Policy**

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**Alarm System and Notification of Emergencies**

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**Escape Procedures and Exit Routes**

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**Exit Route 1**

*Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under.*

**Exit Route 2**

*Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under.*

**Exit Route 3**

*Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under.*

**Exit Route 4**

*Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under.*

**Exit Route 5**

*Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under.*

**Exit Route 6**

*Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under.*

*Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under.*

**Reporting Emergencies**

*Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under.*

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| **Type of Emergency** | **Contact** | **Phone Number** |
| *Fire* |  |  |
| *Bomb Threat* |  |  |
| *Medical Emergency* |  |  |
| *Others* |  |  |
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**Emergency Numbers Shall be Prominently Pasted near Each Telephone**

*Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under.*

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| --- | --- |
| **Name** | **Phone** |
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**Accounting for Employees**

*Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under. Continue writing content of the emergency action plan here according to the organization and the heading you are writing under.*

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**Rescue and Medical**

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| **Name** | **Phone** |
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**Further Information**

|  |  |
| --- | --- |
| **Name** | **Phone** |
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***Note***

Copy of this emergency action plan shall be provided to every employee in organization that is expected to deal with emergencies.