

Emergency Evacuation Plan Template

Complete the fields with workers. Make the plan specific to the actual workplace, hazards, occupants and emergency arrangements.

HOW TO USE Type into the fields, tick relevant boxes, save a copy and print the final approved plan.

1. Workplace and document details

WORKPLACE / BUSINESS NAME

PLAN OWNER / RESPONSIBLE PERSON

SITE ADDRESS

VERSION / DATE ISSUED

NEXT REVIEW DATE

2. Emergency contacts and warning methods

EMERGENCY SERVICES

000

SITE CONTACT / MOBILE

AFTER-HOURS CONTACT

HOW IS THE ALARM RAISED? TICK ALL THAT APPLY

☐ Alarm / siren☐ PA announcement☐ Verbal warning☐ SMS / app☐ Other

ALARM WORDING, CODE OR SPECIAL INSTRUCTIONS

3. Credible emergencies and protective actions

☐ Fire / smoke☐ Gas leak☐ Chemical spill☐ Medical emergency☐ Severe weather☐ Power / equipment failure☐ Violence / threat☐ Other

PRIMARY PROTECTIVE ACTION

☐ Evacuate☐ Shelter in place☐ Lockdown

4. Routes, exits and assembly arrangements

PRIMARY EVACUATION ROUTE

ASSEMBLY AREA

ALTERNATIVE EVACUATION ROUTE

EMERGENCY SERVICE ACCESS / HAZARDS

AREAS NEEDING SPECIAL CHECKING

RE-ENTRY AUTHORITY

Emergency Evacuation Plan Template

Assign practical roles, include people who may need assistance and explain how everyone will be accounted for.

5. Roles and responsibilities

ROLE	NAME / BACKUP	MAIN RESPONSIBILITY
Person in control		
Warden / area coordinator		
First aid person		
Accountability / visitor check		

BACKUP ARRANGEMENTS FOR LEAVE, SHIFTS OR ABSENCE

6. People who may need assistance

PEOPLE / GROUPS REQUIRING ASSISTANCE - PROTECT PRIVACY	AGREED ASSISTANCE AND BACKUP ARRANGEMENTS

ACCESSIBLE ROUTE, REFUGE, COMMUNICATION OR EQUIPMENT NEEDS

7. Accountability, visitors and contractors

HOW WILL WORKERS, VISITORS AND CONTRACTORS BE ACCOUNTED FOR?

MISSING PERSON REPORTING PROCESS - DO NOT RE-ENTER TO SEARCH

8. Immediate evacuation actions

1 Raise the alarm and call 000 when required.	4 Go directly to the assembly area and remain available.
2 Leave by the nearest safe route. Avoid known danger.	5 Report missing, injured or trapped people. Do not re-enter.
3 Assist only within training, the plan and safe limits.	6 Wait for emergency services or the authorised person to permit re-entry.

Emergency Evacuation Plan Template

Record training, drill and review arrangements. Approve the final plan and communicate it to everyone who may need it.

9. Training, drills and review

TRAINING / INDUCTION ARRANGEMENTS

DRILL SCHEDULE / FREQUENCY

REVIEW TRIGGERS - TICK ALL THAT APPLY

- ☐ After a drill
 ☐ After an emergency
 ☐ Layout / hazard change
 ☐ Workforce change

LESSONS AND ACTIONS FROM THE LATEST DRILL, EMERGENCY OR REVIEW

10. Approval and communication

APPROVED BY

POSITION

APPROVAL DATE

HOW AND WHERE WILL THE PLAN BE COMMUNICATED, DISPLAYED AND STORED?

11. Final readiness checklist

- | | |
|--|--|
| ☐ The plan matches the actual workplace and credible emergencies. | ☐ Visitors and contractors are included in accountability arrangements. |
| ☐ Workers and visitors can recognise the alarm and understand what to do. | ☐ Workers receive information, instruction and training. |
| ☐ Primary and alternative routes have been checked and kept clear. | ☐ The plan is tested and lessons are recorded. |
| ☐ The assembly area is safe and does not block emergency access. | ☐ The plan is reviewed after changes, drills and emergencies. |
| ☐ Roles are assigned and backup people are available. | ☐ Emergency contacts and regulator information are current. |
| ☐ People who may need assistance have suitable arrangements. | ☐ No role requires a person to enter danger. |

FINAL NOTES / ACTIONS BEFORE ISSUE

Important: This template is study support only. It is not accredited training, legal advice or a replacement for workplace-specific risk assessment, current laws, Australian Standards, regulator guidance or emergency-service instructions.