

EXAMPLE · PLAN

Emergency response plan

What everyone on site does when something goes wrong

PLAN

Raise the alarm, then act

Example document

This is an example to show the format. It is not a live document and not a client record.

01

Raise the alarm

Call out, use the radio or siren, call 000.

02

Make safe

Stop work, isolate plant only if it is safe to.

03

Muster

Go to the muster point and report to the warden.

CONTACTS

Who to call

ROLE	CONTACT	WHEN
Emergency services	000	Fire, injury or any immediate danger
Site emergency warden	Name, Mobile	Every emergency
Site supervisor	Name, Mobile	After the site is made safe
HSE advisor	Name, Mobile	Any injury, spill or near miss

Drills

Practise the plan with a drill every six months and record what was learned.

Where New Begins

WHO TO SPEAK TO

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