[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Emergency evacuation plan

One document that tells everyone where to go, who does what, and how you check all are safe.

Site	[Site name and address]
Plan date	[Date]
Plan owner	[Name, role]
Review date	[Date]

Alarm and alert

The alarm sounds as [continuous / intermittent tone]. On hearing it, [immediate instruction, e.g. stop work, switch off equipment].

Escape routes

Area	Primary route	Alternative route
[Area]	[Route description]	[Route description]
[Area]	[Route description]	[Route description]

Assembly point

Location	[Assembly point description]
Do not	[e.g. re-enter the building until told]

Roles

Role	Person	Duties
Fire marshal	[Name]	[Sweep area, check toilets]
Roll-call lead	[Name]	[Take register at assembly point]
First aider	[Name]	[Treat casualties]
Call the fire service	[Name]	[Dial emergency number, meet crew]

People needing assistance

[Names or roles of people who need help evacuating, and their buddies.]

Drill record

Date	Time to evacuate	Issues found	Actions

[Company name]

[Date]	[Minutes]	[Issues]	[Actions]

Sign-off

Plan owner	Approved by	Date