Emergency plan template

A council building or one owned by another organisation will likely already have an Emergency Plan in place and so their plan should be adopted. If no plan exists, you need to develop an Emergency Plan. This template outlines what should be covered and provides a draft to complete.

**Date:**

**District Group:**

**Scope**

[In xxx District Group, we undertake the following activities: xxx e.g. bushwalks, meetings, garden visits, propagation activities, plant sales, bush care…

The kind of risks we face might include: fire, electrical outage, data breach, significant injuries or medical events and natural disasters.

If any emergency occurs, this plan will be put into action

**Emergency contacts**

[List local emergency services as well as useful contacts relevant to your group.]

|  |  |  |
| --- | --- | --- |
| Contact | Name | Phone number |
| Emergency services – triple zero | Fire/police/ambulance | 000  In remote areas: 112 |
| Police |  | [(Area code) Number] |
| State Emergency Services (SES) |  |  |
| Nearby businesses |  |  |
| Poison information line |  | 131126 |
| Utilities |  |  |
| COVID-19 information lines |  |  |

**Emergency team – roles and responsibilities**

[Who will take what actions in response to an emergency? E.g.

The President or whoever is leading this activity will make the call that there is an emergency.]

**Emergency procedures (for each scenario)**

How and where do you evacuate to?

How will you check that everyone is out?

Who will be contacted? Include emergency services numbers. What are phone numbers?

How to provide medical help – where is the first aid kit, who are first aiders, what medical facility is closest

**After the emergency**

[Who should be notified?

Any further action required? ]

**Testing the emergency plan**

[How will you test your plan? At what frequency? fire alarm testing.]

**Training**

[How will you train people in implementing the plan?]

**Reviewing, reporting and record-keeping**

[How often will you review this plan? Eg every two years]