

Emergency Response Plan

Use this template to create a plan for your location.

[CAMPUS NAME]

[Address of the specific location]

In Case of Emergency:

1. Call 000 immediately
2. Provide the operator with:
 - Street name and number
 - Nearest cross streets/landmarks
 - Nature of the emergency
 - Your name and phone number

Evacuation Procedure:

1. Remain calm and follow instructions from emergency wardens
2. Exit the building using the nearest safe exit
3. Do not use elevators
4. Assist any persons with special needs
5. Proceed to the designated assembly point: [SPECIFY LOCATION]
6. Do not re-enter the building until authorised by emergency services

Emergency Contacts:

- Fire Warden: [NAME AND CONTACT]
- First Aid Officer: [NAME AND CONTACT]
- Local Lead Pastors: [NAME AND CONTACT]

Remember:

- Do not waste time collecting personal belongings
- Stay with your group at the assembly point
- Report any missing persons to the Fire Warden

Create an Emergency Evacuation Plan that includes

- Emergency Exits
- Assembly Point
- Fire Extinguisher Locations

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