EMERGENCY RESPONSE PLAN

Locality

_____

Address

_____

Phone

_____

Contact Person

_____

Date of Last Plan Review

_____

Objectives of the Emergency Response Plan

Identify the purpose and objectives of the emergency response plan. Describe what the response team must do in case of an emergency (e.g., evacuating students in a school, residents from flooded areas, providing first aid, etc.).

- Identification of risks specific to the community.
- Establishment of evacuation, shelter, and intervention procedures.
- Definition of intervention team roles.
- Ensuring effective communication in case of emergency.

I. Evacuation Plan (e.g., for a school) [to be developed for each public building]

Evacuation may be necessary in case of fire, earthquakes, floods, or other hazards. The evacuation team will lead the building evacuation and guide people to a safe location outside.

WARNING

People will be alerted to evacuate the building using the following system:	*Use of alarm systems (bells, sirens, audio messages, SMS, mobile applications).*

ASSEMBLY POINT

Evacuated individuals must gather at the following location to be counted by the evacuation team:	*Specify location*

The evacuation plan/map has been posted in the following locations:

(An evacuation plan/map will be displayed in a visible location in the building clearly indicating the evacuation location(s)

HEADCOUNT

A designated person will bring the list of individuals inside the building to the assembly point to verify that everyone has been evacuated. The evacuation team leader will be informed if anyone is missing or injured.	*Name, Position, Phone* *In case of unavailability, they will be replaced by:* *Name, Position, Phone*

REPORTING

The evacuation team informs authorities about any individuals remaining in the building.

II. Evacuation Team

Evacuation Team Leader	Name/Location
Evacuation team leader	*Name, Position, Phone* *Backup* *Name, Position, Phone*
Floor Monitors (one per floor)	*Name, Position, Phone* *Backup* *Name, Position, Phone*
Monitors at Assembly Point (recording evacuated persons and informing the leader if anyone is missing or injured)	*Name, Position, Phone* *Backup* *Name, Position, Phone*

III. Emergency Shelter Plan (storms, floods, etc.)

If a flood warning is issued, broadcast an alert throughout all buildings, instructing everyone to move to the designated shelter. The evacuation team will assist in relocating individuals to the shelter.

Emergency shelter team leaders	Name / Location
Shelter Team Leader	*Name, Position, Phone* *Backup* *Name, Position, Phone*
Weather Monitoring & Alert Official	*Name, Position, Phone* *Backup* *Name, Position, Phone*
Shelter Guidance Personnel	*Name, Position, Phone* *Backup* *Name, Position, Phone*

Weather Warning System Location	*Sirens, alarms, SMS, mobile apps*
Shelter Locations	*Address and access details*

Warning System & Shelter Locations

IV. Medical Emergency Plan

In case of a medical emergency:

📞 Call 112 and provide details about the victim(s):

- o Number of victims and their location
- o Nature of injury or illness
- o Type of hazards present
- o Closest emergency access point

Trained personnel administer first aid until the ambulance arrives.

Personnel trained to administer first aid, CPR (cardiopulmonary resuscitation) or use an automated external defibrillator.

Name	Location/ Phone

Medical Equipment Available:

Locations of first aid kits and other medical supplies

Location of first aid kits	
Locations of automated external defibrillators (AEDs) and other medical equipment	

PROCEDURES

- Only trained personnel should provide first aid.
- Do not move the victim unless their location is unsafe.
- Restrict access to the incident site.
- Use "universal precautions" to prevent contact with bodily fluids.
- Meet the ambulance at the nearest access point and guide them to the victim.

V. Fire Emergency Plan

Steps to follow in case of fire:

ACTIVATE ALARM (if available).

CALL 112 – to alert firefighters.

EVACUATE – follow procedures.

🏃 ➡️ 📍 **ASSEMBLY AT EVACUATION POINT**.

SUPPORT RESPONSE TEAMS – Provide building plans, keys, missing persons information.

PROCEDURES

- Evacuate people using designated escape routes to primary assembly areas.
- Direct building occupants toward stairs and exits away from the fire.
- Do not use elevators (if applicable).
- The evacuation team will track all individuals at the assembly point.
- Meet the Fire Response Team and inform their leader about the evacuation status, injuries, and provide building plans or keys if needed.

VI. Property Protection

1. **Preparations before a forecasted event:**

- Inspect and secure building structures.
- Protect essential equipment and assets.
- Prepare alternative energy sources.
- Review plans for moving mobile assets.
- Shut off water and gas sources if needed.
- Update emergency repair contact lists.

2. **Damage Assessment After Incident:**

- Ensure area safety before re-entering.
- Document damages (photos, videos).
- Identify structural damage.
- Notify authorities and insurance companies.

3. **Salvaging Undamaged Property:**

- Move intact items to a protected space.
- Remove water and moisture to prevent deterioration.
- Isolate damaged areas to limit further destruction.

4. **Cleanup & Restoration:**

- Remove hazardous debris.
- Clean and disinfect affected surfaces.
- Inspect and repair electrical and plumbing systems.
- Restore damaged structures.

Annexes

Specific Risks or Threats

_____

Instructions: Review the following list of hazards and identify those applicable to your locality. Develop emergency procedures for each identified risk.

Natural Hazards (Geological, Meteorological, and Biological):

Geological Risks:

- Earthquakes
- Landslides

Meteorological Hazards:

- Flash floods, river flooding
- Drought
- Heavy snowfall and blizzards
- Severe storms
- Heatwaves and extreme temperatures
- Lightning (followed by fires)

Biological hazards

- Foodborne diseases
- Epidemics and pandemics

Technological and industrial hazard
- Fires and explosions
- Failures in electricity, water, gas, and telecommunications networks

Human and social hazards

Accidental:
- Hazardous material spill
- Incident at a nuclear power plant (if the locality is located near a nuclear facility)
- Explosion/Fire
- Transportation accident
- Building collapse
- Extrication needs (vehicles, confined spaces, high angles, water)
- Transportation incidents (motor vehicles, rail, boats, airplanes, pipelines)

Intentional
- Robbery
- Missing person, child abduction, workplace violence, etc.
- Others (street riots, violent demonstrations, bomb threats, etc.)

Annexes

Emergency Intervention Teams

Identify the members of the emergency intervention teams (if not already included in other lists):

- Personnel responsible for building management and those who can assist with intervention activities.
- Security personnel
- Other individuals trained to use fire extinguishers, provide first aid, etc.

Team	Person's name	Location	Work phone	Mobil phone

Emergency Public Services and Contractors

Emergency service	Name	Emergency phone	Other phones
Firefighters			
Emergency medical services			
Police station			
Hospital			
Sanitary inspector			
Environmental Agency			
Gas service			
Electrician			
Installer			
Etc.			

Warning, Notification, and Communication Systems

The following systems are used to alert employees to take protective measures (e.g., evacuation, moving to shelter in the event of strong storms, taking shelter at the workplace, etc.) and to provide them with information. The communication capabilities enable members of our intervention team to communicate with each other and with other individuals.

	System	Location
Alarm system	Fire alarm	
	Public address	
	Other (describe)	
Notification system	Electronic	
	Phone	
Other communication systems	Voice/Direct verbal address	
	:::	

Fire Protection Systems

Document the fire protection systems, including the types of systems, their location, the area or hazards protected, and instructions.

System type	Location	Access Point / Instructions
Automatic Sprinkler System	Control valve	
	Control valve	
	Control valve	
Special extinguishing systems	Kitchen	
	etc.	
:::	:::	

Revision History

Revizion nr.	Date	Description of changes	Authorization

Distribution and Access to the Plan

The plan will be distributed to the members of the emergency intervention team. A copy of the document must be kept by the team leader. The plan will be available for review by all employees.

Provide printed copies of this plan in the area designated as the emergency operations center (e.g., the local town hall). Multiple copies should be stored at this center to ensure that team members can quickly review roles, responsibilities, tasks, and reference information when the team is activated.

An electronic copy of this plan should also be stored on a secure and accessible website (or on a cloud service such as Google Drive, Dropbox, etc.) that allows remote access.

Electronic copies should also be stored on a secure USB flash drive for printing upon request.