[Insert organisation name/logo]

**[Insert organisation address]**

# EMERGENCY RESPONSE PLAN

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **R** | **→** | **RESCUE** | **→** | Rescue any persons in immediate danger if safe to do so. |
| **A** | **→** | **ALARM** | **→** | Raise the alarm/alert others, contact emergency services on ph. 000**.** In case of fire activate alarm. |
| **C** | **→** | **CONTAIN** | **→** | Close doors to contain fire and secure the area. |
| **E** | **→** | **EXTINGUISH /**  **EVACUATE** | **→** | Attempt to extinguish fire only if trained and/or safe to do so. Evacuate premises. |

**EMERGENCY EVACUATION**

**Emergency assembly area:**

**[Insert exact location of assembly area for e.g. corner of Hill and Sullivan Street]**

**[Insert assembly area map/photograph]**

**[Complete and identify the 2 items in the red boxes]**

Emergency assembly area

[Insert organisation/office location point]