

# EMERGENCY RESPONSE PLAN TEMPLATE

This Emergency Response Plan (ERP) template is provided for general informational purposes only and is intended as a resource to help organizations develop their own internal emergency response procedures and strategies. It does not constitute legal, professional, safety or other professional advice and may not address all risks, regulations or requirements applicable to your organization, location, facility, situation or industry. By using this ERP, you acknowledge that it is your responsibility to evaluate, adapt, and validate the content to support your operational needs and to consult with professionals as needed. Acrisure, LLC disclaims all liability for any loss, damage, or injury that may result from use or reliance on this ERP. Please contact your Acrisure client advisor if you would like assistance completing this ERP, or email us at [RiskResources@Acrisure.com](mailto:RiskResources@Acrisure.com)



COMPANY NAME: \_\_\_\_\_ LOCATION(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ PHONE: \_\_\_\_\_

## INTRODUCTION AND PURPOSE

This Emergency Response Plan (ERP) establishes procedures designed to help protect employees, visitors, and property during various emergency situations. It can be used to establish a coordinated response, help minimize harm, and support business continuity.

## OBJECTIVES

- Ensure life safety
- Provide clear roles and actions
- Comply with regulatory requirements
- Maintain operational resilience

## EMERGENCY TYPE:

SHELTER IN PLACE  
EVACUATION EMERGENCY  
OTHER: \_\_\_\_\_

ATTACH FACILITY MAPS SHOWING  
SHELTER LOCATIONS, EMERGENCY  
EXITS AND EVACUATION ROUTES.

## ROLES AND RESPONSIBILITIES ERT USES RADIOS, CELL PHONES, OR IN-PERSON COMMUNICATION DURING EMERGENCIES.

### EMERGENCY RESPONSE TEAM (ERT)

TEAM LEADER NAME: \_\_\_\_\_

WORK/CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TEAM LEADER ALTERNATE NAME: (SAFETY/EXECUTIVE OFFICER) \_\_\_\_\_

WORK/CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SAFETY LEADERS: (LIST TWO)

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

WORK/CELL: \_\_\_\_\_ WORK/CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FIRST AID RESPONDERS:

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

WORK/CELL: \_\_\_\_\_ WORK/CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AREA FLOOR MONITORS: (IF APPLICABLE)

AREA/FLOOR: \_\_\_\_\_ AREA/FLOOR: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

WORK/CELL: \_\_\_\_\_ WORK/CELL: \_\_\_\_\_

### ALERTS:

CALL 911

ALARM

PA ANNOUNCEMENT

VERBAL ANNOUNCEMENT

CELL PHONE MESSAGING

OTHER: \_\_\_\_\_

### ASSEMBLY POINT:

\_\_\_\_\_

**CALL  
911**

**EMERGENCY  
COMMUNICATION**

FIRE: \_\_\_\_\_ EMS: \_\_\_\_\_

POLICE: \_\_\_\_\_

## EXTERNAL EMERGENCY CONTACTS

POISON CONTROL: \_\_\_\_\_ CDC: \_\_\_\_\_  
 COUNTY EMERGENCY MANAGEMENT: \_\_\_\_\_ OSHA REGION: \_\_\_\_\_  
 NATIONAL WEATHER SERVICE: \_\_\_\_\_

## UTILITY COMPANY EMERGENCY CONTACTS

ELECTRIC: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 WATER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 GAS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

## EMERGENCY EQUIPMENT

DESCRIPTION: _____	DESCRIPTION: _____	DESCRIPTION: _____
WHERE LOCATED: _____	WHERE LOCATED: _____	WHERE LOCATED: _____
AUTHORIZED USER: _____	AUTHORIZED USER: _____	AUTHORIZED USER: _____
AUTHORIZED USER: _____	AUTHORIZED USER: _____	AUTHORIZED USER: _____

## CHEMICAL SPILL

### LOCATION OF:

SPILL CONTAINMENT AND SECURITY EQUIPMENT: \_\_\_\_\_ SPILL CLEAN UP COMPANY: \_\_\_\_\_  
 PERSONAL PROTECTIVE EQUIPMENT (PPE): \_\_\_\_\_  
 MSDS: \_\_\_\_\_ PHONE: \_\_\_\_\_

## PERSONNEL REQUIRED TO REMAIN ON SITE

*DURING SOME EMERGENCY SITUATIONS, IT MAY BE NECESSARY FOR SOME SPECIALLY ASSIGNED PERSONNEL TO REMAIN AT THE WORK AREAS TO PERFORM CRITICAL OPERATIONS.*

### ASSIGNMENTS:

WORK AREA: _____	WORK AREA: _____	WORK AREA: _____
NAME: _____	NAME: _____	NAME: _____
TITLE: _____	TITLE: _____	TITLE: _____
PHONE: _____	PHONE: _____	PHONE: _____
ASSIGNMENT: _____	ASSIGNMENT: _____	ASSIGNMENT: _____

## ADDITIONAL PLANS AND PROCEDURES

### EMERGENCY TYPES

#### EVACUATION EMERGENCIES:

- Fires
- Explosions
- Chemical spills
- Structural failures
- Toxic gas releases
- Viral outbreaks
- Bomb threats
- Extreme heat or cold
- Winter storms
- Thunderstorms
- Wildfires
- Earthquakes
- Floods
- Tsunamis
- Hurricanes
- Tornadoes
- Landslides
- Weather and other natural disasters

#### WORKPLACE VIOLENCE

- Verbal or nonverbal abuse
- Bullying or other threatening behavior
- Robbery or other criminal actions
- Harassment
- Physical assault
- Domestic violence
- Active shooter

#### SHELTER-IN-PLACE EMERGENCIES

- Chemical spills
- Oil spills
- Radiation emergencies
- Toxic gas releases

#### MEDICAL EMERGENCIES

- Asthma or other breathing difficulties
- Allergic reactions
- Concussions
- Diabetes
- Heart attack/cardiac arrest
- Strokes
- Heat exhaustion/heat stroke
- Seizures
- Wound care

#### TERRORISM EMERGENCIES

- Cyber attacks
- Biological or chemical threats
- Bomb threats/explosions

### MEDICAL EMERGENCIES

#### POTENTIAL EMERGENCIES:

- Cardiac arrest
- Severe allergic reactions
- Heat stroke
- Seizures
- Diabetic emergencies
- Bleeding / wounds
- Respiratory distress

#### RESPONSE: CALL 911

- Notify First Aid Responders
- Provide care within scope of training
- Assist responders upon arrival

### EMERGENCY PROCEDURES

#### GENERAL RESPONSE STEPS

- **Call 911 if life-threatening.**
- Initiate internal alert system.
- Activate appropriate response protocol: evacuation, shelter-in-place, lockdown/lockout.

#### ASSEMBLY POINT:

- Accounting Procedure: Headcount conducted by Safety Leaders at assembly point
- Reentry: Only announced by ERT Leader after clearance from authorities.

#### SHELTER-IN-PLACE EMERGENCIES MAY INCLUDE:

- Tornado
- Severe weather
- Chemical spill
- Radiation emergency
- Shelter Locations
- Lowest interior room, no windows
- Interior hallways
- Above ground floor for hazmat incidents

#### LOCKDOWN EMERGENCIES MAY INCLUDE:

- Active shooter
- Workplace violence
- Armed robbery
- Imminent external threat

## TRAINING & DRILLS

#### TRAINING:

- All employees trained on defined interval.
- New hires trained during orientation
- Frequency of Drills:
  - Fire Drill:
  - Lockdown Drill:
  - Severe Weather Drill:
  - Post-Drill Review:
- Conduct debrief after each drill
- Identify gaps and implement improvements

#### EMERGENCY EQUIPMENT & RESOURCES MAY INCLUDE:

- Equipment Location
- Fire extinguishers throughout site
- First aid kits
- AED (Automated External Defibrillator)
- Flashlights / batteries
- Emergency radio
- Spill kits (if applicable)

*\*Equipment should be used only by properly trained personnel*

## EVACUATION & REENTRY

#### EVACUATION:

- Post evacuation route maps in each work area. The following information should be marked on evacuation maps:

- ☐ Emergency exits
- ☐ Primary and secondary evacuation routes
- ☐ Locations of fire extinguishers
- ☐ Fire alarm pull stations' location
- ☐ Assembly points

#### Site personnel should know at least two evacuation routes

- Use nearest marked exit
- Assist persons with disabilities as assigned
- Proceed to assembly point
- Safety Leaders will conduct headcount
- Report missing persons to ERT Leader

#### REENTRY:

Only announced by ERT leader based on clearance from emergency services.

## ADDITIONAL PLANS & PROCEDURES

- If required, designated staff will shut down critical systems (for example, equipment, utilities) prior to evacuation.
- Name equipment/utility to shut down
- Document all post-incident actions and lessons learned.
- Conduct annual review and update of this plan.
- Develop external communication plan (media, families, others).
- Designate and train spokespeople
- Prepare recovery and restoration plan.