**Emergency Action
Plan Template Example**

Emergency
Action Plan

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VERSION 0.0.1

07/15/2025

| Version History |
| --- |
| Version | Approved by | Revision date | Description of change | Author |
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| **Prepared by** |  | **Title** |  | **Date** |  |
| **Approved by** |  | **Title** |  | **Date** |  |

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# High-Level Outline of Emergency Action Plan

These are the major goals of the crisis management action plan.

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| * Protect lives and minimize injuries during emergencies
* Ensure fast evacuation and safety communication
* Minimize damage to equipment and data
 |

# Key Personnel and Contact Information

These are the key resources involved in the crisis management plan, including all key stakeholders and third-party resources.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name And Title** | **Department / Location** | **Role** | **Phone** | **Email** |
| Carmen Robertson | HQ, 3rd Floor | Emergency coordinator | 123-456-0000 |  |
| Brooklyn Jansen | HQ, 2nd Floor | Data & systems safety lead | 234-567-0000 |  |
| Jose Price | HQ, 2nd Floor | Floor warden & drill organizer | 345-678-0000 |  |
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# Emergency Phone Numbers

|  |  |
| --- | --- |
| **Fire department** | 911 |
| **Police department** | 911 |
| **Hospital** |  |
| **Security** |  |
| **Building manager** |  |
| **IT** |  |
| **Water company** |  |
| **Electric company** |  |
| **Gas company** |  |

# Evacuation Routes

|  |
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| * **Primary route:** Exit through the main hallway, stairwell to the east parking lot
* **Alternate route:** South exit through the server room hallway
* **Assembly point:** Green space behind parking lot B (next to fence)

Generated image |

# Action Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Emergency type | Alert / Alarm | Action steps | Person responsible |
| Fire | Building fire alarm | Evacuate immediately using nearest exit. Do not use elevators. | Floor warden |
| Power outage | White strobe lights | Notify building manager. Unplug sensitive equipment. Follow generator plan. | IT manager |
|  |  |  |  |

# Plan Changes or Updates

These are the details regarding any changes or updates you make to the CMAP, version number, and history.

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| Version 1, revised on 7/14/2025, updated contact information |

# Training and Drill Schedule

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| * **Fire drill:** Quarterly (Next: 07/18/2025)
* **Active shooter training:** Bi-annually (Next: 09/10/2025)
* **Emergency response refresher:** Annual (Next: 11/05/2025)
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