**[](https://www.smartsheet.com/try-it?trp=12401&utm_source=template-word&utm_medium=content&utm_campaign=SEO)Emergency Action   
Plan Template Example**

Emergency   
Action Plan

ABC Tech Solutions   
123 Innovation Way

Austin, TX 78701

www.abctechsolutions.com

VERSION 0.0.1

07/15/2025

| Version History | | | | |
| --- | --- | --- | --- | --- |
| Version | Approved by | Revision date | Description of change | Author |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prepared by** |  | **Title** |  | **Date** |  |
| **Approved by** |  | **Title** |  | **Date** |  |

# TABLE OF CONTENTS

[TABLE OF CONTENTS 2](#_Toc200024023)

[1. High-level outline of emergency action plan 3](#_Toc200024024)

[2. Key personnel and contact information 4](#_Toc200024025)

[3. Emergency phone numbers 5](#_Toc200024026)

[4. Evacuation routes 5](#_Toc200024027)

[5. Action plan 6](#_Toc200024028)

[6. Plan changes or updates 6](#_Toc200024029)

[7. Training and drill schedule 7](#_Toc200024030)

# High-Level Outline of Emergency Action Plan

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

|  |
| --- |
| * 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 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Emergency Phone Numbers

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

# Evacuation Routes

|  |
| --- |
| * **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.

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

# Training and Drill Schedule

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

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |