# Emergency Response Plan

**Purpose:** This Emergency Response Plan outlines key procedures and contact information for responding to natural disasters and public emergencies to ensure the safety and wellbeing of the public, as well as the continuity of essential services. This document should be reviewed regularly and updated as necessary.

## 1. General Information

**Organization:** {organizationName}

**Plan Effective Date:** {effectiveDate}

**Plan Reviewed By:** {reviewedBy}

## 2. Emergency Types Covered

This plan covers emergency response procedures for the following situations:

{#emergencyTypes}

* {type}

{/emergencyTypes}

## 3. Chain of Command

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Contact Info** |
| {#personnel}{role} | {name} | {contact}{/personnel} |

## 4. Emergency Contact List

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency/Department** | **Contact Person** | **Phone** | **Email** |
| {#contacts}{agency} | {contactName} | {phone} | {email}{/contacts} |

## 5. Evacuation Procedures

{evacuationDescription}

## 6. Emergency Supplies Inventory

{#supplies}

* **{item}:** {quantity}

{/supplies}

## 7. Communication Plan

{communicationPlan}

## 8. Recovery and Continuity Plan

{recoveryPlan}

## 9. Training & Drills

All staff are required to participate in regular training and emergency drills. The following drills are scheduled:

{#drills}

* **{name}:** {date}

{/drills}

## 10. Roles and Responsibilities

|  |  |
| --- | --- |
| **Individual** | **Responsibility** |
| {#responsibilities}{person} | {duty}{/responsibilities} |

## 11. Special Considerations

{#$ specialNotes}

Special Considerations: {specialNotes}

{/}

{#$ !specialNotes}

*No special considerations have been noted at this time.*

{/}

## 12. Revision History

|  |  |  |
| --- | --- | --- |
| **Date** | **Revised By** | **Summary of Changes** |
| {#revisions}{revisionDate} | {revisedBy} | {changeSummary}{/revisions} |