PEOPLESAFE

CREATING AN EMERGENCY RESPONSE PLAN
STEP BY STEP INFOGRAPHIC

An emergency response plan is an essential element of a business continuity plan and refers to the set of instructions put in place to minimise the damage caused by an emergency, this includes safeguarding property, people and the environment. Use the following steps to create a comprehensive emergency plan:
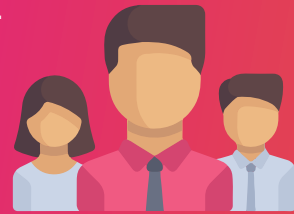
Step 1: Identify the risks
Identify the potential emergencies facing your organisation and rank them by risk and likelihood.

Step 2: Build a team
Pre-planned coordination is necessary to avoid conflicting responsibilities. Tasks that should be assigned include; activating the emergency plan, alerting staff, providing first aid and sounding the all-clear.
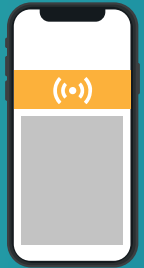
Step 3: Plan your response
Create a clear and concise plan for what to do in the event of each type of incident.

Step 4: Implement protective measures
Where gaps are identified, introduce new protective measures (e.g. emergency notification technology).

Step 5: Ensure staff are trained
Your response plan should be shared internally and employees should be trained to know how to respond in a critical situation.

Step 6: Make critical information accessible
Important information such as floorplans and available resources should be easily accessible to the necessary people.

Step 7: Test the plan
Once the plan has been created, it should be reviewed and readiness testing exercises should be conducted.

Step 8: Update regularly
Your response plan should be reviewed and updated at least annually or when any situation affecting your organisation changes (e.g. changes to key personnel, location or business structure).

For more information, contact us:

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