

# EVACUATION PLAN

**Business Name:**

**Date created:**

**Business Address:**

**Review date:**

**Write/type in this box how you will evacuate your premises (remember, it may be different on the day).**

**Things to consider:**

Who will do what?

What is the escape route(s)?

How will you tell people (staff/customers/visitors) that you are evacuating?

Where will you evacuate to? How far will you need to go?

If safe to do so, secure your first aid kit and have it accessible just in case - make sure you know where it is.

Call 999.

**Who will authorise evacuation on the day? Make sure they know.**

**Who will be in charge of the evacuation procedure? Make sure they know.**

## OTHER THINGS TO CONSIDER

**How will you keep informed of the incident?**

**Who will inform key contacts to stay away from the premises?**

**How will you account for staff?**