

# Emergency Management Plan

SAMPLE

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## Purpose and Scope

This Emergency Management Plan (EMP) sets out the arrangements, structures and procedures that [Company Name] will implement to prepare for, respond to and recover from emergencies that may impact workers, contractors, visitors and others at or near [Company Name] workplaces.

The objectives of this EMP are to:

- Establish clear emergency management roles, responsibilities and communication pathways.
- Identify foreseeable emergency scenarios and outline appropriate control measures.
- Provide practical procedures to protect life, health, property and the environment.
- Support compliance with applicable work health and safety (WHS) legislation, Australian Standards and industry best practice.

This EMP applies to:

- All [Company Name] workplaces, including offices, depots, warehouses, workshops, retail sites and all temporary or remote worksites.
- All workers, including employees, contractors, labour hire personnel, volunteers and work experience students.
- All visitors, clients and members of the public who may be affected by an emergency at a [Company Name] workplace.

## Legislative and Standards Framework

[Company Name] will manage emergencies in accordance with relevant WHS legislation, regulations, codes of practice and Australian Standards, including but not limited to:

- Work Health and Safety Act (jurisdiction-specific)
- Work Health and Safety Regulation (jurisdiction-specific)
- Safe Work Australia Codes of Practice (e.g. Managing the Work Environment and Facilities)
- AS 3745 Planning for emergencies in facilities
- AS 1851 Routine service of fire protection systems and equipment

[Company Name] acknowledges its primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers and others by providing and maintaining safe systems of work, including effective emergency plans and procedures.

## Definitions

For the purposes of this Emergency Management Plan:

- **Emergency:** An event, actual or imminent, that endangers or threatens to endanger life, property, the environment or the continuity of critical operations and requires a coordinated response.
- **Critical Incident:** A traumatic or high-impact event that may cause significant physical or psychological harm and may require specialised post-incident support.
- **Emergency Control Organisation (ECO):** A group of persons responsible for the implementation of the facility's emergency response procedures, including Chief Warden, Wardens and Communications Officer.
- **Evacuation:** The controlled movement of people from a hazardous or potentially hazardous area to a safer location.
- **Shelter-in-place:** The strategy of remaining indoors in a safe location within the facility when evacuation may increase risk.

## Emergency Planning Responsibilities

### Officers and Senior Management

Officers and senior management of [Company Name] will:

- Ensure appropriate resources are allocated to implement and maintain this EMP.
- Approve the EMP and any significant amendments.
- Review emergency performance, incident reports and audit outcomes.
- Support training, drills and continuous improvement activities.

### Managers and Supervisors

Managers and supervisors will:

- Implement this EMP within their areas of responsibility.
- Ensure workers are trained in relevant emergency procedures.
- Ensure emergency equipment is available, accessible and maintained.
- Participate in emergency planning, drills and debriefs.
- Ensure contractors and visitors are briefed on site-specific emergency arrangements.

### Workers

All workers must:

- Take reasonable care for their own health and safety and that of others during emergencies.
- Follow all reasonable instructions given by Wardens and emergency services.
- Familiarise themselves with local emergency procedures, exits and assembly areas.