

Workplace emergency plan

A fill-in template. It does not replace your legal safety duties or advice from civil defence and occupational safety authorities.

Organisation

Site address

Date

Plan owner

Phone

Next review date

EMERGENCY NUMBERS

UAE: Police 999 | Ambulance 998 | Civil Defence (fire) 997 (source: u.ae, Handling emergencies)

Building management

Security desk

Facilities on call

ROLES

Emergency coordinator

Name

Phone

Deputy coordinator

Name

Phone

Fire wardens (per floor)

Name

Phone

First aiders

Name

Phone

Communications lead

Name

Phone

EVACUATION

Exits and routes for each floor

Assembly point 1

Assembly point 2 (backup)

How we check everyone is out (roll call method)

Shelter, alerts and people needing help

SHELTERING IN PLACE

Safest internal rooms, who closes windows and switches off air intake, where supplies are kept

--

HOW STAFF GET ALERTS

Phone alerts, email, group chat, PA system, backup if phones are down

--

STAFF AND VISITORS WHO MAY NEED EXTRA HELP

Name	Need	Assigned helper
Name	Need	Assigned helper
Name	Need	Assigned helper
Name	Need	Assigned helper

SUPPLIES ON SITE

- | | |
|---|--|
| ☐ Drinking water | ☐ Power banks |
| ☐ First aid kits | ☐ Emergency contact list on paper |
| ☐ Torches and batteries | ☐ High visibility vests for wardens |
| ☐ Battery or wind-up radio | ☐ Copy of this plan at reception |



Drills and review log

Date	Type of drill or review	Time to evacuate	Issues found and fixed
Date	Type of drill or review	Time to evacuate	Issues found and fixed
Date	Type of drill or review	Time to evacuate	Issues found and fixed
Date	Type of drill or review	Time to evacuate	Issues found and fixed
Date	Type of drill or review	Time to evacuate	Issues found and fixed
Date	Type of drill or review	Time to evacuate	Issues found and fixed
Date	Type of drill or review	Time to evacuate	Issues found and fixed
Date	Type of drill or review	Time to evacuate	Issues found and fixed
Date	Type of drill or review	Time to evacuate	Issues found and fixed