This Emergency Response Plan (“Plan”) provides ABS Company with standardized procedures to ensure the safety of all employees, visitors, and facilities during emergencies. The Plan includes protocols for fire incidents, medical emergencies, natural disasters, communication flow, and evacuation.

**1. Fire Emergency**

* **Detection:** Upon discovering fire or smoke, activate the nearest fire alarm pull station immediately.
* **Response:** Employees must evacuate calmly using designated emergency exits; do not use elevators. Close doors behind you if safe to do so.
* **Assembly:** Gather at the assigned assembly point located at [specify location]. Supervisors will account for all personnel.
* **Firefighting:** Trained personnel may use extinguishers for small fires only if doing so does not endanger safety.

**2. Medical Emergency**

* **Immediate Action:** Call the onsite medical team or dial emergency services at **[Emergency Number]**.
* **First Aid:** Trained staff will administer first aid until professional medical help arrives. Do not move the injured unless there is immediate danger.
* **Notification:** Report the incident to the Safety Officer and document the event following company protocols.

**3. Natural Disasters (e.g., earthquake, flood, severe weather)**

* **Preparedness:** Employees should familiarize themselves with safe zones and emergency kits located throughout the facility.
* **During Event:** Follow instructions from Emergency Coordinators and shelter in place or evacuate as directed.
* **Post-Event:** Conduct headcounts, check for injuries, and report hazards or damages to management.

**4. Communication Protocols**

* **Emergency Contacts:**  
  | Role | Name | Phone | Email |  
  |-----------------------|-----------------|-----------------|---------------------|  
  | Safety Officer | [Name] | [Phone] | [Email] |  
  | Facility Manager | [Name] | [Phone] | [Email] |  
  | HR Manager | [Name] | [Phone] | [Email] |
* **Notification System:** Use the internal PA system, emergency alert apps, or SMS to communicate real-time updates.
* **External Communication:** Designated spokesperson will handle media and public inquiries.

**5. Evacuation Routes**

* Clear signage displays primary and secondary evacuation routes positioned throughout the workplace at [specify location].
* Routes lead directly to safe assembly areas outside the building. Regular drills will ensure employee familiarity.

**6. Employee Roles**

* **Floor Wardens:** Lead evacuations, assist personnel with disabilities, and report headcounts.
* **Emergency Response Team:** Coordinate emergency procedures, administer first aid, and liaise with emergency responders.
* **All Employees:** Follow instructions promptly, participate in drills, and report emergencies immediately.

This Plan is reviewed annually or after any incident to incorporate improvements. All employees must acknowledge understanding and compliance with these procedures.

Picture of signature

Olivia Wilson

Manager