WHS DOCUMENTS & TEMPLATES

DOC-EMP-TPL · Emergency Plan Template with Evacuation Drill Record

Product Overview

For: Australian workplaces of any size: managers, emergency coordinators, wardens and WHS advisers

Version 1.0 · 15 November 2026

SAMPLE

An emergency plan for each workplace that covers what the WHS laws ask for, contacts, the emergency team, the emergencies that could happen and the first actions, evacuation, shelter in place, communication, testing and training, with a drill record.

Complete the plan for each site: emergency contacts, the emergency team and its roles, a list of the emergencies that could happen there with the first actions for each, evacuation steps, people who need help to leave, shelter in place and lockdown, how people communicate, and the schedule for drills, testing, training and review.

The Evacuation Drill Record (Word and PDF) records the timings, what the observers saw against nine checks, the number of people, the debrief and the actions, so each drill improves the plan.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Emergency plan for one workplace: contacts, team, emergencies and first actions, evacuation, shelter in place, communication, testing and training	02_TEMPLATE/Emergency Plan.docx and .pdf
Evacuation drill record: timings, observers' checks, numbers, debrief and actions	02_TEMPLATE/Evacuation Drill Record.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Offices, shops, warehouses, workshops, clinics and sites that need a written emergency plan
- Emergency coordinators and wardens who run drills
- Businesses with several sites that want one consistent plan for each

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How to Use This Template

How to complete, adapt and keep the emergency plan template with evacuation drill record

1 What this template is for

An emergency plan tells everyone at a workplace what to do when something goes badly wrong: who is in charge, how to get out or where to shelter, how the emergency services are called, how the injured are cared for, and how people are accounted for. It only works if it fits the site and people have practised it.

2 How to use it

Step	What to do
1	Walk the site with the people who work there. Note the exits, the assembly area, alarms, extinguishers, first aid, and anything that could cause or worsen an emergency.
2	Fill in the contacts and the emergency team. Make sure every area and shift has a warden and a first aider.
3	Work through 'What could happen here', and write first actions that fit this site. Delete what cannot happen and add what can.
4	Plan for people who need help to leave, and for visitors and contractors.
5	Talk the plan through with workers and health and safety representatives, then approve it and display it with the evacuation diagram.
6	Train the team, induct everyone on the plan, and run a drill. Record it on the Evacuation Drill Record and fix what it shows.
7	Review the plan every year, after a drill or a real emergency, and after a change to the site or the people.

3 Who does what

Who	What they do
Emergency coordinator	Takes charge in an emergency, runs drills and keeps the plan current
Wardens	Check their areas are clear, help people out and report to the coordinator
First aiders	Give first aid until emergency services take over
Everyone	Knows the alarms, exits and assembly area, and follows instructions

4 The law, in brief

The WHS laws require a business to prepare an emergency plan for each workplace, maintain it so it stays effective, and put it into action in an emergency. The plan provides for an effective response, evacuation, notifying the emergency services at the earliest opportunity, medical treatment and assistance, and effective communication between the person coordinating the response and everyone at the workplace. It also provides for testing the procedures, how often, and information, training and instruction for the workers who carry them out. The plan takes into account the work, the hazards, the size and location of the workplace, and the number and kinds of people there.

Victoria's OHS laws have no general emergency plan requirement in these terms, but an employer must still provide a safe working environment, and the OHS Regulations require emergency procedures for some hazards and workplaces. The plan meets both.

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Emergency Plan

Emergency procedures for one workplace: contacts, the team, response, evacuation, communication, testing and training

This plan sets out what happens in an emergency at this workplace. It is based on the hazards here and what could happen, and takes into account the work done, the size and location of the workplace, and the number and kinds of people here, including visitors and anyone who needs help to leave. Complete one for each site, share it with everyone who works there, and practise it.

Site		**Address: [Site address]**	
Emergency coordinator: [Emergency coordinator]		**Deputy coordinator**	
Assembly area: [Assembly area]		**Alternative assembly area**	
Plan prepared by		**Plan date and next review**	

1 Emergency contacts

Who	Number
Fire, police, ambulance	000 (112 from a mobile with no coverage)
SES (storm and flood)	132 500
Poisons Information Centre	13 11 26
WHS regulator	**[Regulator and phone number]**
Emergency coordinator and deputy	
First aiders	
Building manager or landlord	
Electricity, gas and water faults and emergencies	
After-hours contact for the business	

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Emergency Plan Template with Evacuation Drill Record

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An emergency plan for each workplace that covers what the WHS laws ask for, contacts, the emergency team, the emergencies that could happen and the first actions, evacuation, shelter in place, communication, testing and training, with a drill record.

What the full product contains

- **Emergency plan for one workplace: contacts, team, emergencies and first actions, evacuation, shelter in place, communication, testing and training**
  02_TEMPLATE/Emergency Plan.docx and .pdf
- **Evacuation drill record: timings, observers' checks, numbers, debrief and actions**
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- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

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