Worked example: a fictional orchard

Emergency and evacuation plan

GateBud

Orchard: Scott Family Orchard (fictional example)
Address or property ID: 123 Example Road, Te Puke
Prepared by: Sam Scott
Date prepared: 5 November 2026
Next review: November 2027
People on site, usually: 3, and up to 14 at harvest

1 Who is in charge

The person authorised to co-ordinate the emergency response and talk to everyone.

Coordinator: Sam Scott
Mobile: 021 000 0001
Deputy: Alex Brown
Mobile: 021 000 0002

2 What counts as an emergency here

- [x] Fire
- [x] Serious injury or illness
- [x] Chemical or fuel spill
- [x] Severe weather
- [ ] Flood
- [ ] Earthquake
- [x] Vehicle or machinery accident
- [x] Other: Power line contact

3 Raising the alarm and talking to everyone

How the coordinator tells everyone: Radio channel 3, then a long horn blast from the packing shed
If there is no phone signal: Runners to each block, and the horn

4 Calling emergency services (111)

Address to give: 123 Example Road, Te Puke, 2 km past the green bridge
Nearest crossroads: Example Rd, Sample St
Gate to use and any gate code: Main gate
Who makes the call: Whoever finds it, then tells Sam

5 Evacuating

Assembly point 1: Car park by the packing shed
Assembly point 2: North gate at the top of block C
Routes out: Main drive to the gate, or the east track to Sample Street
Who runs the roll call: Alex Brown
Where the sign-in record is kept: Gate sign-in

- [x] Site map attached, showing assembly points, gates, first aid kits, fuel and chemical stores, and power and water shut-offs

6 Medical treatment and help

First aid kits are at: Packing shed, workshop and both utes
Trained first aiders: Sam, Priya
Nearest medical centre or hospital: Local clinic

7 Testing and training

WorkSafe's guidance is to test the plan at least once a year. Talking a scenario through counts.

We will practise every: 6 months
Last drill: 12 May 2026
Next drill: 12 November 2026
New staff and visitors are told: At induction and the

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Worked example: a fictional orchard

Evacuation roll-call sheet

GateBud

Orchard Scott Family Orchard

Date 12 May 2026 (drill)

Roll call run by Alex Brown

Time evacuation started 10:05

Assembly point Car park by the packing shed

Time everyone was accounted for 10:12

No.	Name	Staff, contractor or visitor	Arrived	Safe	Notes
1	Sam Scott	Staff	07:30	Yes	
2	Alex Brown	Staff	07:45	Yes	
3	Priya Nair	Staff	07:50	Yes	
4	Tom Walker	Contractor	08:10	Yes	Spraying, block B
5	Lee Chen	Visitor	09:40	Yes	Met at the shed
6	Jo Rangi	Contractor	09:55	Yes	Working in the workshop
7	Sam Patel	Visitor	10:00	Yes	

Take this sheet, your team list and your sign-in record to the assembly point. Tell the emergency coordinator straight away about anyone who is not accounted for.

A paper roll call is only as good as your sign-in book. GateBud lists everyone checked in, on your phone: gatebud.com.

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