Emergency and evacuation plan

GateBud

Orchard _____ Date prepared _____

Address or property ID _____ Next review _____

Prepared by _____ People on site, usually _____

1 Who is in charge

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

Coordinator _____ Mobile _____

Deputy _____ Mobile _____

2 What counts as an emergency here

☐ Fire ☐ Serious injury or illness ☐ Chemical or fuel spill ☐ Severe weather ☐ Flood

☐ Earthquake ☐ Vehicle or machinery accident ☐ Other _____

3 Raising the alarm and talking to everyone

How the coordinator tells everyone _____

If there is no phone signal _____

4 Calling emergency services (111)

Address to give _____

Nearest crossroads _____ Gate to use and any gate code _____

Who makes the call _____

5 Evacuating

Assembly point 1 _____ Assembly point 2 _____

Routes out _____

Who runs the roll call _____ Where the sign-in record is kept _____

☐ 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 _____

Trained first aiders _____ Nearest medical centre or hospital _____

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 _____ months Last drill _____

Next drill _____ New staff and visitors are told _____

The headings follow regulation 14 of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016. Free to print and use in your own business; sharing it? Please link to gatebud.com/templates. A free template from GateBud™. Version November 2026. A starting point, not legal, health and safety or professional advice. You are responsible for checking it fits your workplace. To the extent the law allows, GateBud Limited is not liable for loss from its use.

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Evacuation roll-call sheet

GateBud

Orchard _____ Date _____

Roll call run by _____ Time evacuation started _____

Assembly point _____ Time everyone was accounted for _____

No.	Name	Staff, contractor or visitor	Arrived	Safe	Notes

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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