

2. Emergency Preparedness (at work) Policy (Sample)

Policy: **Emergency Preparedness (at work)**

Policy #:

Approved by:

Effective:

Revised:

PREAMBLE: To ensure that all staff are aware of (company name) role in and response to emergencies and disasters occurring within the _____ community

POLICY:

The (company name) Emergency Response Manual and Procedures will be reviewed annually by the Emergency Planning Manager with all employees. (Company name) will ensure that all staff have access to a copy of the current (company name) Emergency Response Manual, which shall be kept in easily identifiable, accessible and well recorded locations.

SCOPE: The policy applies to **all** (company name) employees

PROCEDURE:

In the event of an emergency, staff will follow the protocols and fan-out communication practices as outlined in the (company name) Emergency Response Manual.

Three copies of the Emergency Response Manual will be distributed to each Director and Manager: One copy for the office, one at home and one for their vehicle.

Emergency response expectations will be reviewed bi-annually with all staff at (company name)

Insert Policy Number here
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