

Keep Plan Intact. Use Clipboard or Binder. Place in Easy-to-Find Location.

Date of Original Plan: _____

DEPARTMENTAL EMERGENCY PLAN (Template)

Department: _____

Bldg _____ Rm _____

Supervisor: _____

Original Department Emergency Plan Written by: _____

Date Last Updated	Updated by	Hard Copy & Electronic Copy forwarded to Head of Emergency Planning	Hard Copy & & copy of Electronic Copy (CD) Placed in Department Emergency File

DEPT. EMERGENCY PLAN SECTION:

GENERAL DEPT. PLAN

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