

Template for Medium and Small Businesses



Ministry of Foreign Affairs and Tourism

Department of Tourism

Risk Management

Template for Medium and Small Businesses

MULTI HAZARD PREPAREDNESS PLAN FOR EMREGENCY RESPONSE AND EVACUATION

{Insert Name of Business}

{Insert Date last updated}

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1. Establishment Profile

Name:

Address:

Contacts: - telephone:

Email:

1.2 Management Team

Designation	Name	Contact Telephone numbers
Manager		
Supervisor		
Others - specify		

1.3 Staff List

Name	Position	Female	Male	Contact Telephone numbers
(include all staff)				

1.4 Attach maps of site and buildings.

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2. Emergency Management

2.1 Emergency Management Team (Guesthouses and Self-caterings)

Position on Committee	Name	Job title/ Representing	Contact Tel numbers
N.B Depending on the style of operation small establishments' Emergency team may be only two to five persons			
Manager			
Supervisor			
Others (<i>specify</i>)			

2.2 Details of First Responders

Description	Name of contact person there	Contact Telephone numbers
Police		
Fire and Rescue Services Agency		
Hospital/Health Centres		
Department of Tourism		
Tourism sector focal point		
Others (<i>list them</i>)		

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2.3 Emergency Control Team

(NB: For small guest houses and self-catering members are going to be less and constitute of the same persons and each person will have to take on a few additional responsibilities)

Position on Team	Name	Responsibility on Team	Job title/ Representing	Contact Tel numbers	Related training done
Emergency Command- Leader <i>e.g. Manager</i>					
<i>Deputy leader- e.g. .Supervisor</i>					
<i>Operations – Leader e.g. Manager</i>					
<i>Logistics – Leader e.g. supervisor</i>					
Communications –leader e.g. manager					
<i>Member- Communications e.g. Manager</i>					
Finance & Administration – Leader e.g Manager or accounts person					
<i>Member – procurement e.g Manager or accounts person</i>					
NB: numbers will differ depending on the size of the establishment and not all members will need to be Involved in all emergency cases. However, all functions must be catered for.					

3. Hazard and Risk Assessment and what are your mitigation measures

Hazards related to:	Risks & consequences	What can be done to limit the risks	Person/s responsible	By ,when/ Deadline
Fire inside buildings or surrounding area i) ii) iii) ...				
Flooding i) ii) ...				

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Infectious diseases epidemic				
Landslide				
Transportation accident(on land & sea)				
Kitchen or Laundry accident				
Loss or failure of utilities				
Hazardous materials release				
Civil unrest, including armed attack				
Others – (specify)				

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4. Emergency Response

4.1 Emergency contacts (Medium, Small hotels, guest houses and Self-catering businesses)

	Name	Phone number – office/mobile/home
Manager		
Supervisor		
<i>Maintenance person</i>		
Electrician		
<i>Others (list)</i>		
Other essential services (list)		
Key suppliers		
Key emergency numbers		

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4.2 Emergency Response Procedures

Hazards related to:	Teams to be activated	Response actions, including alert & communication systems* to be used	Evacuation Sites	
			Primary site	Alternative site
Fire inside buildings				
Fire in surrounding area				
Flooding (including tsunami, sea swell)				
Outbreak of Diseases; <i>(infectious diseases i.e. SARS, including SARS-Covid-2 Dengue, , Plague, Ebola etc)</i>				
Wind and rain storms				
Landslide				
Transportation accident				
Accident on establishment site				
Loss or failure of utilities				
Hazardous materials release				
Civil unrest, armed attack				
Others – (specify)				

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4.3 Communications Strategy

Insert your communication strategy here

Explain when, to whom and how you intend to communicate.