This response plan is a checklist of the appropriate response in the event of a real emergency incident.

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| **EMERGENCY INCIDENT RESPONSE PLAN** |
| **Incident Response** | **Initial** | **Actions Taken** |
| Assess the severity of the incident |  |  |
| Evacuate the site – if necessary |  |  |
| Account for everyone |  |  |
| Identify any injuries / damage |  |  |
| Contact emergency services |  |  |
| Commence an event log (use this section for quick documentation) |  |  |
| Appoint a spokesperson |  |  |
| Acquire the maximum information |  |  |
| Brief staff (and clients) on the incident |  |  |
| Activate additional staff and or resources and allocate roles and responsibilities |  |  |
| Contact Key Stakeholders |  |  |
| Comply with regulatory and compliance requirements |  |  |