Emergency Response Planning Worksheet

WC-16 | Chapter 8 | Both | Version 1.0

Build this plan with the person responsible for the property. Confirm local hazards, official warnings, and emergency services. Train staff and practice the plan before relying on it.

Write in the spaces or click a blank field to type in Word.

Property and exact emergency address	Plan owner and review date

Item	Property plan
1. Who monitors warnings and which official sources?	
2. What warning, closure, or evacuation thresholds apply?	
3. Who decides and who is the backup?	
4. How will staff and guests receive instructions?	
5. Which routes are safe for RVs and what are the alternatives?	
6. Where will people go and how are empty rigs handled?	
7. How will everyone be accounted for?	

Emergency number, local contact, and meeting location

For immediate danger: stop, move away, protect others only if safe, call for help, then document. Do not attempt rescue or repairs beyond your training and authorization.

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Equipment checks and incident record

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Equipment or area	Check interval and person	Location and result

Include first aid supplies, extinguishers, radios, flashlights, and required waterfront equipment. Follow approved inspection intervals and trained rescue limits.

Incident date, time, place, and person reporting

What was observed and who was affected

Calls made, times, and instructions received

Actions taken, guest impact, and remaining restrictions

Photos or records location	Costs or damage reference

Who may authorize reopening and what inspection or clearance is required?

Follow up action, responsible person, and due date

Keep medical and personal details in the appropriate private record. This worksheet supports a property plan and does not replace required procedures or professional clearance.

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