

[Organization Name]

Emergency Management Plan

[Version Date]

Document Review and Signatures

The *[Organization Name]* Emergency Management Plan (EMP) is approved and adopted by the following:

[Name]
Executive Director

[Name]
Board of Directors, President

[Name]
CFO

[Name]

[Name]
COO

[Name]

[Name]

[Name]

Record of Changes

[Organization Name] continually builds upon emergency protocols and plans. As different components are developed, they will be added to or replace existing sections. This chart is meant to be a record of these changes.

Date of Change	Nature of Change (brief summary)	Section and page of changes	Person who made/approved the change

Distribution List

The [Organization Name] Emergency Management Plan is distributed to the following individuals in the organization. If updates or changes are made to the plan these individuals will be notified within a week.

Organization Leadership

- € [List position here]
- € [List position here]
- € [List position here]

All Directors

- € [List position here]
- € [List position here]

Others

- € [List position here]
- € [List position here]