|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Information** | | | | | | | | | | |
| Company Name: | |  | | | | | | | | |
| Location: | |  | | | | | | | | |
| **Meeting Information** | | | | | | | | | | |
| Date: |  | | Time: |  | Presenter: | |  | Translator: |  | |
| **Owner/Management Present (Mandatory for meeting to commence):** | | | | | | | | | | |
| *(Check once reviewed with workers)* | | | | | | | | | | |
| **Items reviewed during meeting** (See Evacuation Plan for: XXX) | | | | | | | | | |  |
| Emergency contacts | | | | | | | | | |  |
| On Farm emergency contact | | | | | | | | | |  |
| Muster point | | | | | | | | | |  |
| Evacuation meeting location | | | | | | | | | |  |
| Evacuation alert information | | | | | | | | | |  |
| Build a grab and go bag | | | | | | | | | |  |
| Evacuation order information | | | | | | | | | |  |
| Staying together during an evacuation information | | | | | | | | | |  |
| Returning to the farm after the evacuation order has been rescinded | | | | | | | | | |  |
|  | | | | | | | | | |  |
|  | | | | | | | | | |  |
| **Notes:** | | | | | | | | | | |
| * Confirm all workers have farm emergency contact phone number * Recommended: Employer to make a copy of all passports and work permits | | | | | | | | | | |
| **Any questions from workers?** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Attendees:** | | | | | | | | | | |
|  | | | | | |  | | | | |
|  | | | | | |  | | | | |
|  | | | | | |  | | | | |
|  | | | | | |  | | | | |
|  | | | | | |  | | | | |
|  | | | | | |  | | | | |
|  | | | | | |  | | | | |