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| **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| Returning to the farm after the evacuation order has been rescinded |  |
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| **Notes:** |
| * Confirm all workers have farm emergency contact phone number
* Recommended: Employer to make a copy of all passports and work permits
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| **Any questions from workers?** |
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| **Attendees:** |
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