# Emergency response plan (template)

This is one example of an emergency response plan template. **If you choose to use this template, make sure you customize it to your work and work site.**

## Section 1: General information

**Employer:**

**Address:**

**Completed by:**

**Date:**

### Potential emergencies

(For example: medical event, flood, fire, robbery. Refer to your hazard assessment to determine which hazards could require rescue or evacuation. List those here.)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

## Section 2: Work site resources and procedures

### Emergency and personal protective equipment, including fire protection requirements

(For example: alarms, sprinklers, fire suppression systems, fire extinguishers, hoses, fire doors.)

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Location** | **Operating procedures** |
|  |  |  |
|  |  |  |
|  |  |  |

### First aid

(For example: type and location of first aid kits and supplies; first aiders per shift; first aid room if applicable; transportation plan.)

|  |  |
| --- | --- |
| **Type of first aid kit/supply** | **Location** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Shift** | **First aider names** |
| Morning |  |
| Afternoon |  |
| Evening |  |

**Location of first aid room:** (if applicable)

**Transportation plan:**

### List and location of emergency facilities

(For example: fire station, hospital, police.)

|  |  |  |
| --- | --- | --- |
| **Facility name** | **Address**  | **Distance from work site**  |
|  |  |  |
|  |  |  |
|  |  |  |

### Alarm and emergency communication requirements

(For example, type of alarm, paging or PA system.)

|  |  |
| --- | --- |
| **Type** | **Details** |
|  |  |
|  |  |
|  |  |

### Rescue and evacuation procedures

* (Procedure)
	+ (Procedure steps)
* (Procedure)
	+ (Procedure steps)

### Emergency response procedures

(Detailed procedures to be followed for each identified emergency, including who is responsible for what.)

* (Emergency)
	+ (Procedure steps)
* (Emergency)
	+ (Procedure steps)

### Emergency response training and requirements

(List the positions or names of workers trained to use each type of emergency equipment and those trained in rescue and evaluation procedures.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Shift** | **Position/names of trained workers** | **Training received** | **Training frequency** |
| Morning |  |  |  |
| Afternoon |  |  |  |
| Evening |  |  |  |

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. Neither the Crown, nor its agents, employees or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this form.