# Emergency response planning checklist (template)

You can use a checklist like this to help you determine if your organization is prepared for emergencies. **Customize the questions to suit your organizaton.**

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| **Checklist** | **YES** | **NO** |
| **Is there a written emergency response plan for each work site that aligns with the hazards at the site?** |  |  |
| **Does this plan include:** |
|  A list of potential emergencies? |  |  |
|  Procedures for dealing with the identified emergencies? |  |  |
| A list of workers who will provide emergency response? |  |  |
| Procedures for rescue and evacuation? |  |  |
| A list of designated rescue and evacuation workers? |  |  |
| Emergency response training requirements? |  |  |
| Alarm and emergency communication requirements? |  |  |
| Fire protection requirements? |  |  |
| Identification, location and instructions for use of emergency equipment and facilities? |  |  |
|  Emergency contact information? |  |  |
| **Do your first aid suppliers and facilities meet legislated requirements?** |  |  |
| **Do you have the required number of trained first aiders?** |  |  |
| **Do workers understand their responsibilities under the plan?** |  |  |
| **Have workers been trained in their individual responsibilities?** |  |  |
| **Are emergency response drills conducted regularly?** |  |  |
| **Are all records of emergency response activities (including drills) reviewed to identify gaps?** |  |  |
| **Is the plan current?** |  |  |

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. The Crown, its agents, employees, contractors or content contributors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.