



Emergency Response Plan

Branch:

Location:

Date completed:

Signed:

Emergency Operations Coordinator (EOC)

The emergency operations coordinator (EOC) is the person who serves as the main contact person for the company in an emergency. The EOC is responsible for making decisions and following the steps described in this emergency response plan. In the event of an emergency occurring within or affecting the worksite, the primary contact will serve as the EOC. If the primary contact is unable to fulfill the EOC duties, the secondary contact will take on this role.

EOC

Name:

Phone Number:

E-mail:

PRIMARY CONTACT

Name:

Telephone Number:

Other Phone Number:

E-mail:

SECONDARY CONTACT

Name:

Telephone Number:

Other Phone Number:

E-mail:

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Emergency Contact Numbers

Fire Station:

Ambulance:

Police:

Hospital:

Other:

Potential Emergencies

The following potential emergencies have been identified in hazard assessments:

1.

2.

3.

4.

Location of Emergency Equipment

Fire Alarm:

Fire Extinguisher:

Panic Alarm Button:

Emergency Supply Kit:

Other:

Employees Trained in the Use of Emergency Equipment

All employees have received emergency equipment training:

YES

NO

Date:

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First Aid

Type of first aid kit:

Location of first aid kit:

Other supplies:

Transportation for ill or injured employees:



Communications

We will communicate our emergency plans to employees in the following way:

In the event of a disaster, we will communicate with employees in the following way:



Procedures for Rescue and Evacuation

Evacuation plan for _____ location

(address)

- We have developed these plans in collaboration with neighbouring businesses and building owners to avoid confusion or gridlock.
- We have ensured that exits are clearly marked.
- We will practice evacuation procedures _____ times a year.

If we must leave the workplace quickly, we will follow this evacuation procedure:

Person responsible for issuing all clear: _____

Fire Evacuation

- Use a building telephone only if you are safe from the fire.
- Do not use the elevator.
- While exiting, walk, do not run. Shut all doors behind you and alert those who have difficulty hearing that an emergency evacuation of the building underway. Proceed along corridors and through exits in a calm and orderly manner. High heeled shoes are hazardous while proceeding downstairs, and it is advisable to remove them before entering the stairwell. Do not push or jostle.
- Assist handicapped persons to reach the nearest safe exit:
- Keep exits clear by permitting others to pass. It may be necessary to locate handicapped persons in or near the exit, and wait for fire department assistance.
- If you must use an escape route where there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor as you move toward the exit.
- Before you open a closed door, feel it with the back of your hand. If it is hot, leave it closed and use your alternate escape route. If it feels normal, brace your body against the door and open it a crack - be prepared to slam it shut if heat or smoke starts to rush in.
- If all exits are blocked by fire or smoke, enter a room preferably with an exterior window, and seal the cracks in the door with available material to prevent smoke entering the room. Phone 911 to report your situation, and attract the attention of someone outside the building by any possible means.
- When you have reached the outside of the building, move away from the exit allowing others behind you to emerge.
- Do not attempt to drive your vehicle from the parking area.
- Do not enter the building again until permitted by a fire department officer or the fire safety director.

(date)

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