

## Emergency Response Plan (Sample)

Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

<b>POTENTIAL EMERGENCIES (Based on Hazard Assessment)</b>	The following are identified potential emergencies: _____ _____ _____ _____										
<b>EMERGENCY PROCEDURES</b>	In the event of an emergency ( <b>type or general</b> ) _____ _____ occurring within or affecting the work site, the ( <b>designated person</b> ) _____ makes the following decisions and ensures the appropriate key steps are taken: <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>										
<b>LOCATION OF EMERGENCY EQUIPMENT</b>	Emergency equipment is located at: <ul style="list-style-type: none"> <li>• Fire Alarm: _____</li> <li>• Fire Extinguisher: _____</li> <li>• Fire Hose: _____</li> <li>• Panic Alarm Button: _____</li> <li>• Other _____</li> </ul>										
<b>WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT</b> (List of names of workers trained)	1. _____ 2. _____ 3. _____ 4. _____										
<b>EMERGENCY RESPONSE TRAINING REQUIREMENTS</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: center;">Type of Training</th> <th style="width: 30%; text-align: center;">Frequency</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table>	Type of Training	Frequency								
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<b>LOCATION AND USE OF EMERGENCY FACILITIES</b>	The nearest emergency services are located: <ul style="list-style-type: none"> <li>• Fire station: _____</li> <li>• Ambulance: _____</li> <li>• Police: _____</li> <li>• Hospital: _____</li> <li>• Other: _____</li> </ul>										

<b>FIRE PROTECTION REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• _____ are located are located _____ _____</li> </ul>
<b>ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• _____ _____ _____</li> </ul>
<b>FIRST AID</b>	<p>First Aid Supplies are located at:</p> <ul style="list-style-type: none"> <li>• First Aid Kit Type: _____ Location: _____</li> <li>• Other: _____</li> </ul> <p>First Aiders are:</p> <ul style="list-style-type: none"> <li>• Name: _____ Location: _____ Shift or hours of work: _____</li> </ul> <p>Transportation for ill or injured workers is by _____ _____. Call _____.</p>
<b>PROCEDURES FOR RESCUE AND EVACUATION</b>	<p>In case of (type of emergency/evacuation)</p> <ul style="list-style-type: none"> <li>• _____ _____</li> <li>• _____ _____</li> </ul>
<b>DESIGNATED RESCUE AND EVACUATION WORKERS</b>	<p>The following workers are trained in rescue and evacuation:</p> <ul style="list-style-type: none"> <li>• Name: _____ Location: _____</li> <li>• Name: _____ Location: _____</li> </ul>

Completed on: \_\_\_\_\_

Signed: \_\_\_\_\_