

READY TO USE

EMERGENCY PLAN

HSE ADVISOR CANADA

EMERGENCY RESPONSE PLAN

Comprehensive Emergency Preparedness & Response Procedures

Customizable template for all business types and industries

TEMPLATE INSTRUCTIONS

This is a fill-in-the-blank template. Replace all **GREEN HIGHLIGHTED FIELDS** with your specific information.

Print this document and fill in by hand, OR edit digitally and save as your customized plan.

- ✓ **Step 1:** Complete all company/facility information
- ✓ **Step 2:** Add your emergency contacts and phone numbers
- ✓ **Step 3:** Customize procedures for your specific workplace
- ✓ **Step 4:** Train all employees on the completed plan
- ✓ **Step 5:** Review and update annually

DOCUMENT CONTROL & APPROVAL

Company Name:	
Facility/Location:	
Plan Version:	
Effective Date:	
Next Review Date:	
Approved By:	Signature: _____ Date: _____



EMERGENCY CONTACTS - POST PROMINENTLY

IN CASE OF EMERGENCY:

MEDICAL EMERGENCY: Call 911

FIRE EMERGENCY: Call 911

POLICE/SECURITY EMERGENCY: Call 911

INTERNAL EMERGENCY CONTACTS

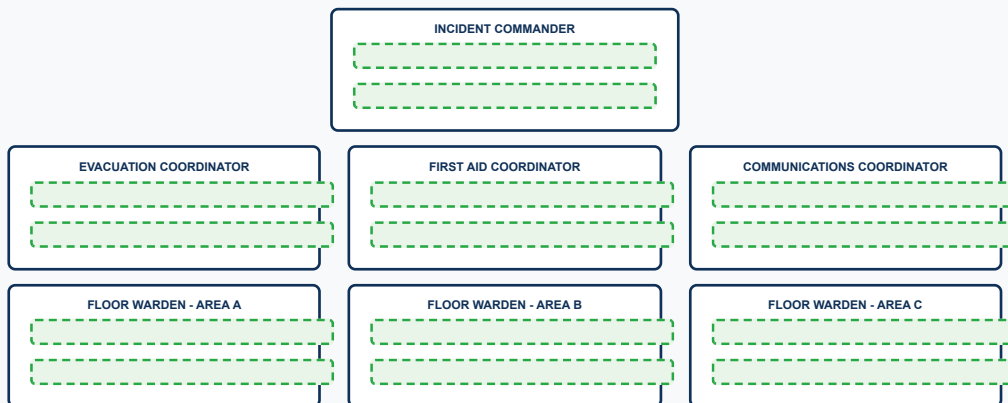
Position	Name	Phone
Emergency Coordinator		
Backup Coordinator		
Safety Manager		
Facility Manager		

EXTERNAL EMERGENCY SERVICES

Service	Organization
Fire Department	
Police	
Hospital/EMS	
Poison Control	Provincial Poison Centre
Utilities (Gas)	
Utilities (Electric)	

EMERGENCY RESPONSE ORGANIZATION

Emergency Response Team Structure



Roles & Responsibilities

INCIDENT COMMANDER

- Overall emergency response coordination
- Decision making and resource allocation
- Communication with external agencies
- Emergency termination decisions

EVAUATION COORDINATOR

- Evacuation route management
- Assembly point coordination
- Headcount and accountability
- Missing person reports

FIRST AID COORDINATOR

- Medical emergency response
- First aid and CPR administration
- Coordination with EMS
- Injury documentation

COMMUNICATIONS COORDINATOR

- Internal emergency notifications
- External stakeholder communication
- Media relations coordination
- Emergency system activation



EVACUATION PROCEDURES



GENERAL EVACUATION PROCEDURE

1

ALARM ACTIVATION: Upon hearing the evacuation alarm or receiving evacuation instructions, stop all work immediately

2

SECURE AREA: Shut down equipment safely if time permits (max 30 seconds)

3

ASSIST OTHERS: Help visitors and coworkers, especially those needing assistance

4

USE NEAREST EXIT: Proceed to nearest exit route - DO NOT use elevators

5

STAY LOW: If smoke is present, stay low and cover nose/mouth

6

GO TO ASSEMBLY POINT: Report to designated assembly area

7

REPORT TO WARDEN: Check in with floor warden for headcount

8

REMAIN AT ASSEMBLY POINT: Do not leave until all-clear is given



Evacuation Routes & Assembly Points

Area/Floor	Primary Exit Route	Secondary Exit Route	Assembly Point



Special Considerations

• Mobility-Impaired Persons:

• Visitors:

• After Hours:

• Weather Considerations:

FIRE EMERGENCY PROCEDURES

FIRE EMERGENCY RESPONSE

- 1 DISCOVER FIRE:** Anyone discovering a fire should remain calm
- 2 ACTIVATE ALARM:** Pull nearest fire alarm to alert building occupants
- 3 CALL 911:** Call fire department immediately - provide location and details
- 4 ATTEMPT SUPPRESSION:** If fire is small and you're trained, use appropriate extinguisher
- 5 EVACUATE IF NEEDED:** If suppression fails or fire spreads, evacuate immediately
- 6 CLOSE DOORS:** Close doors behind you to contain fire and smoke
- 7 ACCOUNT FOR PERSONNEL:** Ensure all personnel evacuate safely
- 8 MEET FIRE DEPARTMENT:** Provide information to arriving firefighters

Fire Equipment Locations

Location	Equipment Type	Fire Class	Last Inspection



MEDICAL EMERGENCY PROCEDURES



MEDICAL EMERGENCY RESPONSE

- 1 **ASSESS SITUATION:** Determine severity - is person conscious and breathing?
- 2 **CALL FOR HELP:** Serious injuries: Call 911 immediately
- 3 **DO NOT MOVE:** Do not move injured person unless in immediate danger
- 4 **PROVIDE FIRST AID:** Trained personnel provide appropriate first aid
- 5 **NOTIFY MANAGEMENT:** Inform emergency coordinator and management
- 6 **SECURE AREA:** Keep area clear for emergency responders
- 7 **DOCUMENT INCIDENT:** Complete incident report forms
- 8 **FOLLOW UP:** Arrange return-to-work or accommodation as needed



First Aid Equipment & Personnel

First Aid Kit Locations:

-
-
-
-

Trained First Aid Personnel:

-
-
-
-



AED (Automated External Defibrillator) Information

AED Location:

AED Trained Personnel:



SEVERE WEATHER EMERGENCY PROCEDURES



SEVERE WEATHER RESPONSE (TORNADO/SEVERE THUNDERSTORM)

1

WEATHER WATCH: Monitor weather conditions and warnings

2

SHELTER ACTIVATION: Move to designated shelter areas immediately

3

AVOID WINDOWS: Stay away from windows, glass, and large roof areas

4

TAKE COVER: Get under sturdy furniture or against interior walls

5

PROTECT HEAD: Cover head and neck with hands and arms

6

REMAIN CALM: Stay in shelter until all-clear is given

7

ASSESS DAMAGES: Check for injuries and structural damage after event

8

EVACUATE IF UNSAFE: If building is damaged, evacuate to safe area



Shelter Areas

Building Area	Primary Shelter Location	Capacity	Shelter S



EMERGENCY RESPONSE TRAINING SCHEDULE



Required Training Programs

Training Program	Target Audience	Frequency	Last Completed	Next Due Date
General Emergency Response	All Employees	Annual		
Evacuation Drills	All Employees	Quarterly		
Fire Extinguisher Training	Selected Personnel	Annual		
First Aid/CPR	Emergency Team	Every 2 Years		
Emergency Coordinator Training	Response Team Leaders	Annual		



Training Record Keeping

Training records must be maintained for all emergency response training. Records should include:

- Employee name and position
- Training program and date completed
- Trainer name and qualifications
- Training evaluation results
- Next training due date

BUSINESS CONTINUITY PLANNING

Critical Business Functions

Business Function	Priority Level	Recovery Time	Alternate Location

Alternate Facilities

Primary Alternate Location:

Secondary Alternate Location:

Remote Work Capabilities:

Need Professional Emergency Planning Support?

HSE Advisor Canada specializes in comprehensive emergency response planning, training, and regulatory compliance for Canadian businesses.

 **FREE EMERGENCY PREPAREDNESS ASSESSMENT**

Our Emergency Planning Services Include:

- Custom emergency response plan development
- Emergency response team training and certification
- Evacuation route planning and optimization
- Emergency drill planning and execution
- Business continuity planning and risk assessment
- Regulatory compliance verification and documentation

EXPERT CONSULTATION AVAILABLE 24/7

 Contact Information:

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Website: hseadvisor.ca/contact | Email: info@hseadvisor.ca

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HSE ADVISOR CANADA - Professional Emergency Response Planning & Safety Consulting

 **Legal Notice:** This template provides a framework for emergency planning. Professional consultation recommended for comprehensive emergency preparedness and regulatory compliance.

 **Template Maintenance:** Review and update this plan annually or after any significant workplace changes, incidents, or regulatory updates.

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