Emergency Response Plan

Plan details and emergency contacts · Post prominently

HSE ADVISOR CANADA
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Company name: _____ Facility / location: _____

Plan version: _____ Effective date: _____

Next review date: _____ Approved by: _____

1. EMERGENCY CONTACTS

Medical, fire or police emergency: call 911. Post this page where every worker can see it.

Internal contacts

POSITION	NAME	PHONE
Emergency coordinator		
Backup coordinator		
Safety manager		
Facility manager		

External services

SERVICE	ORGANIZATION	PHONE
Fire department		
Police		
Hospital / EMS		
Poison control	Poison Centre (national) Ontario Québec	1-844-764-7669 1-800-268-9017 1-800-463-5060
Utility: gas		
Utility: electric		

2. WHERE THE REQUIREMENT COMES FROM

The rules below require emergency procedures or a plan for the workplaces they cover. Check the current text and any other rules that apply to your workplace.

JURISDICTION	SOURCE	WHAT IT REQUIRES
Ontario (construction)	O. Reg. 213/91, s. 17	The constructor establishes written emergency procedures for the project, reviews them with the committee or representative, and posts them.
Alberta	OHS Code, Part 7 (ss. 115–118)	The employer establishes and keeps current an emergency response plan, involves affected workers, and designates and trains rescue and evacuation workers.
British Columbia	OHS Regulation, ss. 4.13–4.18	Risk assessment for rescue and evacuation, written procedures where needed, emergency exit routes, yearly drills with records, and worker instruction.
Federal (Canada Labour Code)	COHSR, Part XVII (ss. 17.4–17.5)	An emergency evacuation plan where more than 50 employees work in a building, plus prepared emergency procedures.

Sources: ontario.ca/laws/regulation/910213; open.alberta.ca/publications/2021_191; worksafebc.com (OHS Regulation, Part 4); laws-lois.justice.gc.ca/eng/regulations/SOR-86-304.

Response Organization

Roles and responsibilities

3. EMERGENCY RESPONSE TEAM

ROLE	NAME	ALTERNATE
Incident commander		
Evacuation coordinator		
First aid coordinator		
Communications coordinator		
Floor warden, area A		
Floor warden, area B		
Floor warden, area C		

ROLE	RESPONSIBILITIES
Incident commander	Overall coordination; decisions and resources; contact with external agencies; deciding when the emergency ends.
Evacuation coordinator	Evacuation routes; assembly points; headcount and accountability; missing person reports.
First aid coordinator	Medical response; first aid and CPR; coordination with EMS; injury documentation.
Communications coordinator	Internal notifications; external stakeholders; media enquiries; activating emergency systems.

4. EVACUATION PROCEDURE

- ☐ **Alarm:** on the alarm or evacuation instruction, stop work.
- ☐ **Secure the area:** shut down equipment only if it is quick and safe to do so (set a time limit for your site, for example 30 seconds).
- ☐ **Assist others:** help visitors and coworkers who need assistance.
- ☐ **Exit:** use the nearest exit. Do not use elevators.
- ☐ **Smoke:** stay low and cover your nose and mouth.
- ☐ **Assembly point:** go to your assembly area and check in with the floor warden for the headcount.
- ☐ **Stay out:** do not re-enter until the all-clear is given.

Evacuation routes and assembly points

AREA / FLOOR	PRIMARY EXIT	SECONDARY EXIT	ASSEMBLY POINT

Mobility-impaired persons:

Visitors:

After hours:

Weather considerations:

Emergency Procedures

Fire, medical and severe weather

5. FIRE EMERGENCY

- ☐ **Raise the alarm:** pull the nearest fire alarm to alert occupants.
- ☐ **Call 911:** give the location and details.
- ☐ **Extinguish:** if the fire is small and you are trained, use the appropriate extinguisher.
- ☐ **Evacuate:** if the fire spreads or cannot be put out, evacuate and close doors behind you.
- ☐ **Account for people:** confirm everyone is out and meet the fire department with information.

Fire equipment locations

LOCATION	EQUIPMENT TYPE	FIRE CLASS	LAST INSPECTION

6. MEDICAL EMERGENCY

- ☐ **Assess:** is the person conscious and breathing?
- ☐ **Call for help:** call 911 for serious injuries.
- ☐ **Do not move:** leave the person where they are unless they are in immediate danger.
- ☐ **First aid:** trained personnel provide first aid.
- ☐ **Notify:** tell the emergency coordinator and management, and keep the area clear for responders.
- ☐ **Document and follow up:** complete the incident report and arrange return to work or accommodation as needed.

FIRST AID KIT LOCATIONS	TRAINED FIRST AID PERSONNEL

AED location: _____ AED-trained personnel: _____

7. SEVERE WEATHER (TORNADO OR SEVERE THUNDERSTORM)

- ☐ **Monitor:** watch weather conditions and warnings.
- ☐ **Shelter:** move to the designated shelter area, away from windows, glass and large roof spans.
- ☐ **Take cover:** get under sturdy furniture or against an interior wall and protect your head and neck.
- ☐ **After the event:** stay until the all-clear, check for injuries and damage, and evacuate if the building is unsafe.

BUILDING AREA	PRIMARY SHELTER	CAPACITY	SHELTER SUPPLIES

Training and Continuity

Training schedule and business continuity

8. TRAINING SCHEDULE

TRAINING PROGRAM	AUDIENCE	SUGGESTED FREQUENCY	LAST COMPLETED	NEXT DUE
General emergency response	All employees	Annual		
Evacuation drills	All employees	Quarterly		
Fire extinguisher	Selected personnel	Annual		
First aid / CPR	Emergency team	Before each certificate expires		
Emergency coordinator	Team leaders	Annual		

> Frequencies are suggestions; follow any minimum your regulator sets. Keep a training record for each person: name and position, program and date, trainer and qualifications, evaluation results and the next due date.

9. BUSINESS CONTINUITY

CRITICAL BUSINESS FUNCTION	PRIORITY	RECOVERY TIME	ALTERNATE LOCATION OR METHOD

Primary alternate location: _____

Secondary alternate location: _____

Remote work capability: _____

10. SIGN-OFF AND REVIEW

Review this plan at least once a year and after any significant workplace change, incident or regulatory update.

_____ _____

APPROVED BY DATE

_____ _____

REVIEWED BY (MANAGEMENT) DATE

Want help applying this?

Our consultants (CRSP Certified · COR & ISO 45001 Lead Auditors) can adapt this to your workplace or review your safety program with you.

(647) 620-5278 · **info@hseadvisor.ca** · **hseadvisor.ca/contact**

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