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| **ABC COMPANY – Occupational Health and Safety Program** | | |
| **Emergency Preparedness and Response** | | Issue date: DD/MM/YYYY  Review date: DD/MM/YYYY |
| Approved by: | Reviewed by: | |

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

# 1.0 PURPOSE

This Emergency Response Procedure (ERP) is designed to ensure the safety of all employees, contractors, visitors, and other stakeholders in the event of an emergency.

# 2.0 DEFINITIONS

**Emergency:** Any unexpected situation that poses an immediate risk to health, safety, property, or the environment.

**Evacuation:** The process of moving people away from danger to a safe location.

**First Aid Responder:** A trained individual responsible for providing initial medical assistance.

**Hazardous Materials:** Substances that pose a risk to health, safety, or the environment.

**Muster Point:** A designated safe location where employees and visitors gather after an evacuation.

# 3.0 RESPONSIBILITIES

**Employer:**

* Develop and implement the emergency response plan.
* Ensure emergency preparedness training for all workers.
* Provide necessary emergency equipment and PPE.
* Regularly review and update the plan.

**Supervisor:**

* Ensure workers understand emergency procedures.
* Conduct regular drills and training.
* Provide first aid assistance until emergency responders arrive.
* Ensure emergency exits and equipment are accessible and functional.

**OHS Committee, WHS Representative or Designate:**

* Review and recommend improvements to emergency procedures.
* Participate in drills and emergency preparedness activities.
* Assist in hazard identification and risk assessments.

**Worker:**

* Follow emergency procedures as outlined in training.
* Report hazards and emergencies immediately.
* Wear appropriate PPE when responding to incidents.
* Assist in evacuations as needed.

**Contractors and Visitors:**

* Follow all emergency protocols and procedures.
* Adhere to evacuation routes and muster point designations.

# 4.0 EMERGENCY TOOLS, EQUIPMENT, AND PPE

The following equipment is required to protect workers during emergencies:

* Fire extinguishers
* First aid kits
* PPE: helmets, gloves, goggles, respirators
* Emergency exit signage
* Spill containment kits
* Communication devices (radios, alarms, emergency phones)

# 5.0 EMERGENCY PROCEDURES

## 5.1 Fire Emergency

**When fire is discovered:**

* Activate the nearest fire alarm.
* Notify the local Fire Department by calling 911.
* If the fire alarm is not available, notify the site personnel about the fire emergency by calling **709-555-5555**.

**Fight the fire ONLY if:**

* The Fire Department has been notified.
* The fire is small and is not spreading to other areas.
* Escaping the area is possible by backing up to the nearest exit.
* The fire extinguisher is in working condition and personnel are trained to use it.

**Upon being notified about the fire emergency, workers must:**

* Evacuate using the nearest exit.
* Do not use elevators.
* Assemble at the designated muster point.
* Remain outside until the Fire Warden or Fire Department personnel announce that it is safe to re-enter

**Fire Warden(s) or supervisors must:**

* Coordinate an orderly evacuation of personnel
* Perform an accurate head count of personnel reported to the designated area
* Notify Fire Department about missing personnel
* Provide the Fire Department personnel with the necessary information about the facility

## 5.2 Medical Emergency

Call 911 and notify first aid personnel. Provide care within the scope of training until responders arrive. Do not move victim unless absolutely necessary.

Provide the following information:

* Nature of medical emergency
* Location of the emergency (address, building, room number)
* Your name and phone number from which you are calling
* Notify personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help.

## 5.3 Hazardous Material Spill

Safety of personnel during chemical exposure is of paramount importance.

* Report all material spills to the supervisor
* The supervisor will notify **local spill cleanup company** or the Fire Department to perform a large chemical spill cleanup
* Only those trained in emergency operations shall perform clean-up operations
* Trained personnel shall take precautions to prevent the spread of chemical spills
* Utilize Safety Data Sheets (SDS) to determine appropriate response measures.  SDS are in **(SDS location)**
* Spills must be handled in a safe manner, while wearing the proper PPE

## 5.4 Severe Weather (Hurricanes, floods, snowstorms, etc.)

* The supervisor will monitor the weather conditions.
* Stay calm and await instructions from the supervisor or the designated official
* Seek shelter in a designated safe area, if required.
* Evacuate as instructed by the supervisor or the designated official, if required.

5.5 Violence in the Workplace

**ABC Company** resources may not be used to threaten, stalk or harass anyone at or outside the workplace. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to the supervisor.

When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. Remove yourself from danger if possible and follow lockdown procedures if required.

**Consider creating a detailed plan about active shooter, bomb threat, or disgruntled employee/customer, if applicable at your workplace.**

# 6.0 NOTIFICATION AND REPORTING

## 6.1 Emergency Contact Information

* Fire/Police/Ambulance: **911**
* Company Emergency Coordinator: **[Name & Contact]**
* First Aid Responders: **[List of Names & Contacts]**
* Nearest Hospital: **[Name & Address]**
* Utility Emergency Numbers (Gas, Electrical, Water): **[Contacts]**
* OHS Division: **[Name & Contact]**

## 6.2 Reporting Procedures

All emergencies must be reported to the supervisor and documented. An incident report must be submitted within 24 hours. The **OHS committee, WHS representative, or designate** will review reports and recommend improvements.

# 7.0. Communication of Emergency Response Plan

All new workers, contractors and visitors will be briefed on emergency procedures during orientation.

Emergency plans will be posted on the health and safety bulletin board and in common areas.

OHS Company will conduct emergency drills twice a year.