# Emergency response plan (template)

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

## Section 1: General information

**Employer:**

**Address:**

**Completed by:**

**Date:**

### Potential emergencies

(For example: medical event, flood, fire, robbery. Refer to your hazard assessment to determine which hazards could require rescue or evacuation. List those here.)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

## Section 2: Work site resources and procedures

### Emergency and personal protective equipment, including fire protection requirements

(For example: alarms, sprinklers, fire suppression systems, fire extinguishers, hoses, fire doors.)

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Location** | **Operating procedures** |
|  |  |  |
|  |  |  |
|  |  |  |

### First aid

(For example: type and location of first aid kits and supplies; first aiders per shift; first aid room if applicable; transportation plan.)

|  |  |
| --- | --- |
| **Type of first aid kit/supply** | **Location** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Shift** | **First aider names** |
| Morning |  |
| Afternoon |  |
| Evening |  |

**Location of first aid room:** (if applicable)

**Transportation plan:**

### List and location of emergency facilities

(For example: fire station, hospital, police.)

|  |  |  |
| --- | --- | --- |
| **Facility name** | **Address** | **Distance from work site** |
|  |  |  |
|  |  |  |
|  |  |  |

### Alarm and emergency communication requirements

(For example, type of alarm, paging or PA system.)

|  |  |
| --- | --- |
| **Type** | **Details** |
|  |  |
|  |  |
|  |  |

### Rescue and evacuation procedures

* (Procedure)
  + (Procedure steps)
* (Procedure)
  + (Procedure steps)

### Emergency response procedures

(Detailed procedures to be followed for each identified emergency, including who is responsible for what.)

* (Emergency)
  + (Procedure steps)
* (Emergency)
  + (Procedure steps)

### Emergency response training and requirements

(List the positions or names of workers trained to use each type of emergency equipment and those trained in rescue and evaluation procedures.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Shift** | **Position/names of trained workers** | **Training received** | **Training frequency** |
| Morning |  |  |  |
| Afternoon |  |  |  |
| Evening |  |  |  |

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