

## EMERGENCY RESPONSE PLAN

The Commission defines an emergency response plan as an integrated set of policies and procedures that allow workplace parties to prepare for, respond to and recover from emergency incidents. A plan helps to prevent or reduce casualties, property and environmental damage, and financial loss. It also enables the organization to resume normal business operation more quickly.

An emergency response plan should outline and address three key areas:

- ❖ the resources available,
- ❖ responsibilities of all workplace parties and external responders;
- ❖ training requirements needed to deal with emergencies in a controlled manner.

### *Developing and following an emergency preparedness plan*

#### **Step 1**

Conduct an assessment to identify potential emergency situations (such as fire, natural disasters, chemical leaks, loss of water, electrical supplies, computer malfunctions, work stoppages, etc.) and determine emergency preparedness needs.

#### **Step 2**

Identify ways to plan for these situations.

#### **Step 3**

Develop a plan:

- A. Establish an emergency response team with well-defined roles and responsibilities
- B. Obtain input from managers, workers, OH&S committee/WH&S representative/designate
- C. Identify roles of all workplace parties, including essential staff such as maintenance and security workers, human resources personnel and senior managers
- D. Coordinate plan with external resources such as the police, hospitals and utilities
- E. Provide emergency response training
- F. Identify and post evacuation routes
- G. Purchase emergency response equipment
- H. Post names of workers trained in First Aid
- I. Post emergency phone numbers
- J. Develop internal and external communication plans
- K. Conduct drills and exercise
- L. Plan for clean up/recovery/salvage

#### **Step 4**

Develop general procedures as well as procedures specific to each emergency situation.

#### **Step 5**

Review and update the plan regularly based on feedback from the drills as well as changes in personnel, the work environment, work procedures, tools and equipment.