

# Sample Emergency Response Plan

Company Name:

Location:

Date Compiled:

Signed:

## Emergency Response Coordinator

The emergency operations coordinator (ERC) is the person who serves as the main contact person for the company in an emergency. The ERC is responsible for making decisions and following the steps described in this emergency response plan. In the event of an emergency occurring within or affecting the worksite, the primary contact will serve as the ERC. If the primary contact is unable to fulfil the ERC duties, the secondary contact will take on this role.

	Primary Contact	Secondary Contact
Name		
Telephone number		
Alternative contact number		
E-mail address		

## Emergency Contact Numbers

Fire Department:

Local ambulance service:

Police:

Hospital:

Internal security department:

Director/Senior manager:

Public relations/liaison officer:

Other:

**Potential Emergencies**

The following list of emergencies has been identified during the hazard assessment:

- 1.
- 2.
- 3.
- 4.
- 5.

**Location of Emergency Equipment**

Fire Alarm:

Fire extinguisher:

Fire hose:

Panic alarm:

Personal protective equipment:

Emergency communication equipment:

Other:

**Training Requirements for Emergency Response**

	Type of Training	How Often
1.		
2.		
3.		
4.		

**Employees trained in the use of Emergency Equipment**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**First Aid**

Type of first aid kit available: \_\_\_\_\_

Location of first aid kit: \_\_\_\_\_

Other supplies available: \_\_\_\_\_

First Aider Details:

Name of first aider: \_\_\_\_\_

Location: \_\_\_\_\_

Contact number: \_\_\_\_\_

Shift/hours of work: \_\_\_\_\_

**Communications**

We will communicate our emergency plans to employees in the following way:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

In the event of a disaster we will communicate with employees in the following way:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Procedures for rescue and evacuation**

Evacuation plan for \_\_\_\_\_ location  
 (Address)

We have developed these plans in collaboration with neighbouring businesses and building owners to avoid confusion or gridlock.

We have located, copied, and posted building and site maps.

We have ensured that exits are clearly marked.

We will practice evacuation procedures \_\_\_\_\_ times a year.

If we must leave the workplace quickly, we will follow this evacuation procedure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

(List your evacuation plan sequentially)

Warning system: (Insert a description of the warning system used and required responses)

The warning system will be tested \_\_\_\_\_times a year.

**Emergency Assembly Points**

Description and Location
1.
2.
3.
4.
5.

Person responsible for issuing all clear: \_\_\_\_\_

Notes:

- Post this response plan along with escape route plot plans in all areas of the business, clearly visible and accessible.
- Place clear signage indicating evacuation points.
- Have all persons sign in on the attached register if feasible. This will assist the evacuation Marshall in the event of an evacuation.
- It is often confusion and lack of information rather than the emergency that kills people – make your plan known and practice it.

