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| **Company Name:** |  |
| **Date Reviewed:** |  |

**Purpose**

The purpose of [**Company Name**] Emergency Response Plan is to prepare employees for dealing with emergency situations. The ERP is designed to minimize injury, loss of human life and company resources by training employees, supplying, and maintaining necessary equipment and assigning responsibilities to individuals. The ERP applies to all emergencies that may reasonably be expected to occur at [**Company Name**]workplaces.

**Responsibilities**

***Emergency Operations Coordinator***

The Emergency Operations Coordinator (EOC) is the person who serves as the main contact person for the company in an emergency. The EOC 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 EOC. If the primary contact is unable to fulfill the EOC duties, the secondary contact will take on this role.

***Management***

Managementis responsible to ensure that if there is a need to rescue or evacuate a worker, risk assessments will be conducted, written safe work procedures developed, workers trained in those procedures and a person assigned to coordinate their implementation.

Management will develop, maintain, and implement an Emergency Response Plan appropriate to the hazards of the workplace. The ERP will address the emergency conditions which may arise from within the workplace and from adjacent workplaces. The ERP will be reviewed annually by management and the Joint Committee or Worker Representative. The ERP procedures will be posted on site and accessible for workers to read.

Management is responsible for reporting to the local fire department if they have at the workplace any hazardous products in quantities which may endanger firefighters. Management must also report without delay to the local utility service if they hit or damage a utility service.

***Supervisors***

Supervisors are responsible for following all emergency procedures and ensuring that their employees are trained in the procedures. Supervisors must ensure that the ERP procedures and Evacuation maps are posted throughout the workplace and accessible for workers. Emergency Contact Numbers are to be posted by all phones.

Supervisors are to ensure there is a primary, and if required, a secondary means of escape for all work areas. They must ensure that all emergency exit routes are marked and accessible at all times and that all emergency and firefighting equipment is available and in good working condition.

Supervisors are designated as the **Evacuation Wardens**.

***Workers***

Workers are responsible for ensuring they know, understand, and follow the procedures within the Emergency Response Plan. Workers are also responsible for reporting any hazards that may lead to an emergency such as blocked exits and emergency equipment missing or defective.

***Contractors***

Contractors are responsible for complying with this Emergency Response Plan and their own ERP specific to their work. Contractors will be provided training regarding the ERP during their Orientation.

**Training:**

All workers will be given instruction in fire prevention and the emergency evacuation procedures in the workplace. Such training will take place during orientation training and annually through emergency drills. Workers will be trained in the following:

* Components of the Emergency Response Plan
* Who will be in charge during an emergency
* Individual roles and responsibilities
* Potential threats, hazards, and protective actions
* Notification, warning, and communications procedures
* How to locate both workers and family members in an emergency
* Emergency Response procedures
* Evacuation, shelter, and accountability procedures
* Location and use of common emergency procedures

Training will also be required when designating Evacuation Wardens or others with special assignments and when introducing a new equipment, materials, or processes.

If it is noticed during emergency exercises that the workers performance needs to be improved, then extra training is required.

Workers who are assigned firefighting duties will be required to have special training by a qualified instructor and retrained at least annually. They must also be physically capable to perform the duties.

Records for all emergency response training will be kept on file.

**Drills**

Emergency Drills will be held at least once a year to test the effectiveness of the emergency exit routes and procedures. A record of the drill will be kept and forwarded to the Joint Health & Safety Committee or Worker Representative. A review of the Drill will be conducted, and recommendations will be put forward with individuals assigned responsibilities for action items.

**Evacuation Routes**

Emergency evacuation escape route plans must be posted in Designated Areas throughout the worksite. Evacuation routes and emergency exits must be clearly marked and have emergency lighting in case of power failure. Emergency routes must be wide enough to accommodate the number of evacuating people, clean and unobstructed at all times and unlikely to expose evacuation people to additional hazards.

**Assembly Areas – (Muster Stations)**

The Designated Assembly areas must be Marked and located a safe distance from the workplace as to not endanger workers. There is No Smoking allowed at the Assembly area in case of a gas leak or other hazardous conditions. Procedures should be in place in case the need for further evacuation in case the incident expands. This may consist of sending people home by normal means or providing them with transportation to an offsite location.

Following an evacuation, all people on site, workers, visitors, and contractors are to report to the Designated Assembly area or “Muster Station” for a head count to ensure everyone has been evacuated safely. Supervisors are responsible for accounting for all their employees under their direction. The Emergency Operations Coordinator should receive a list of the names and last known location of missing employees as soon as possible after arriving at the assembly area.

**Search and Rescue:**

**Search and rescue efforts should ONLY be conducted by properly trained and equipped professionals**. Death or serious injury can occur if untrained employees re-enter a damaged or contaminated facility.

**Re-Entry:**

Once the building has been evacuated, no one shall re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). All employees shall remain at the Designated Assembly Area until the fire department or other emergency agency notifies the Emergency Operations Coordinator that either:

* The building is safe for re-entry, in which case workers shall return to their workstations, or
* The building / assembly area is not safe, in which case personnel shall be instructed by the Emergency Operations Coordinator on how/when to vacate the premises.

**Emergency Contact Information:**

Management shall maintain a current list of all employee’s personal emergency contact information and shall keep the list in a Designated area for easy access in the event of an emergency.



**Emergency Roles**

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| **EMPLOYEE** **NAME** | **EMERGENCY ROLE** | **CONTACT** **INFO** | **TRAINING** **DATE** |
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|  | Primary Emergency Operations Coordinator |  |  |
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|  | Secondary Emergency Coordinator |  |  |
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