CALGARY SAFETY CONSULTANTS

Emergency Response Plan

Site emergency response planning template

Complete one plan for each site, or for each type of mobile or field work. Fill it in with the people who work there, base it on the emergencies that could realistically happen, and make sure everyone knows where to find it. Review it at least once a year, after every drill or real emergency, and whenever the site, the work or the people change.

Site information

Company

Site name

Plan date

Street address, legal land location or GPS coordinates

Site phone

Directions for emergency responders, including the best access point and any gate codes

Nearest hospital or medical clinic

Distance

Travel time

Muster point (primary)

Muster point (alternate)

Utility shut-off locations (gas, power, water)

Where safety data sheets are kept

Emergency contacts

Contact	Name or service	Phone or radio	Alternate
Emergency services (911 where available)			
Ambulance (if not 911)			
Fire department			
Police			
Poison centre			
OHS regulator			
Environmental spill reporting line			
Utilities (gas, power)			
Company emergency contact			
Client or prime contractor			

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so adapt this form to your workplace and confirm the requirements that apply to you.

Emergency roles

Role	Name	Phone or radio	Alternate
Emergency coordinator			
Alternate coordinator			
First aider(s)			
Calls emergency services			
Headcount at muster point			
Meets and guides responders			

Communication

How workers will raise and receive the alarm

- ☐ Cell phone (check coverage)
- ☐ Two-way radio
- ☐ Satellite phone or device
- ☐ Alarm, horn or siren
- ☐ Check-in system for lone workers
- ☐ Public address system

Radio channel

Alarm signal (for example, three long blasts)

All-clear signal

First aid and emergency equipment

First aid requirements depend on your jurisdiction, the number of workers, the hazards and the distance and travel time to medical care.

Item	Location	Checked by	Last checked
First aid kit(s)			
AED			
Eyewash or shower			
Fire extinguishers			
Spill kit			
Rescue equipment			
Emergency transport vehicle			

How an injured worker will be transported to medical care, and who arranges it

Evacuation

Evacuation routes and exits

Who confirms the headcount

How visitors and contractors are accounted for

Who gives the all-clear

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Emergencies this site could face

Tick each scenario that could realistically happen here and note the key response steps. Use the blank rows for others, such as workplace violence, utility failure or wildlife. Attach detailed procedures where needed, such as rescue from heights or confined spaces.

Applies	Emergency	Key response steps	Equipment needed
☐	Medical emergency or serious injury		
☐	Fire or explosion		
☐	Hazardous product spill or release		
☐	Gas leak, including H2S		
☐	Severe weather or wildfire		
☐	Vehicle or equipment incident		
☐	Rescue from heights or confined space		
☐	Missing or overdue worker		
☐			
☐			

Training, drills and review

- ☐ Plan reviewed with all workers
- ☐ New workers shown the plan at orientation
- ☐ Plan posted at the site
- ☐ Drill held this year

Drill or review date	Type (drill, tabletop, review)	What we learned and changed	Led by

Plan approved by	Date	Next review date	Version

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