CALGARY SAFETY CONSULTANTS

Emergency Response Plan Template

A site plan for the emergencies you could face

How to use this template

Use this template to write the emergency response plan for one site, building, project or field operation. Complete the **Emergency Scenario Assessment and ERP Review Checklist** first, so you know which emergencies need their own procedure, then fill in each part with the supervisors and workers who know the site and your health and safety committee or representative. Keep it short, specific and current, and post the parts people need in the first five minutes by exits, phones, first aid kits and in vehicles.

• **Parts A to C** give responders and your own people the site details, contacts and roles. • **Parts D to F** cover alarms, evacuation, shelter-in-place, muster points and headcount. • **Part G** holds a procedure block for each emergency you identified. • **Parts H and I** cover rescue, first aid, medical transport and equipment. • **Parts J and K** record training, drills, review and approval.

> **In an emergency, call 911** (or your local emergency number where 911 isn't available) or your site emergency number first. Assign duties to positions (for example, "shift supervisor") rather than named people, and name a backup for every role on every shift.

Plan details

Company or employer

Site, building, project or operation

Prepared by (name and position)

Plan version

Effective date

Next review date

Prime contractor or owner (if any)

Whose plan applies to contractors on this site?

Normal hours of work and shifts

Typical number on site (workers, contractors, visitors)

Jurisdiction (tick all that apply)

- ☐ Alberta
- ☐ British Columbia
- ☐ Saskatchewan
- ☐ Manitoba
- ☐ Ontario
- ☐ Nova Scotia
- ☐ New Brunswick
- ☐ Northwest Territories
- ☐ Yukon
- ☐ Nunavut
- ☐ Federal (Canada Labour Code)
- ☐ Other:

Other plans this plan must agree with

- ☐ Fire safety plan for the building
- ☐ Prime contractor or client site plan
- ☐ Industry regulator ERP (e.g. energy)
- ☐ Neighbouring tenant plans

Workers involved in developing this plan

Name	Position or crew	Committee or rep.	Date
		☐	
		☐	
		☐	
		☐	

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Part A: Site information and directions for responders

Civic address

Municipality

Legal land location or GPS coordinates (remote sites)

Nearest intersection or landmark

Best entrance or gate for emergency vehicles

Gate code or key location

Directions for responders from the nearest highway or town (distances, turns, road conditions in winter)

Nearest hospital emergency department

Address

Travel time

Nearest fire hall

Expected fire response time

Expected ambulance time

Helicopter or air ambulance landing area (if any)

Cell coverage on site

Utility shut-offs and isolation points

Utility or energy source	Location	How to shut it off	Who may do it
Electrical main			
Natural gas or propane			
Water main			
Ventilation or HVAC			
Process or fuel isolation			

Site hazards responders need to know about

- ☐ Flammable liquids or gases
- ☐ Compressed gas cylinders
- ☐ Toxic or corrosive products
- ☐ Hydrogen sulphide or other toxic gas
- ☐ Explosives
- ☐ High-voltage equipment
- ☐ Confined spaces
- ☐ Work at heights
- ☐ Water or ice
- ☐ Radioactive sources
- ☐ Batteries or energy storage
- ☐ Other:

Safety data sheets kept at

Site map with exits, muster points and shut-offs kept at

Part B: Emergency contacts

Check every number at least once a year and whenever people change. Post this list by each phone and in each vehicle.

Contact	Name or organization	Phone	Alternate phone or radio
911 or local emergency number			
Fire department (non-emergency)			
Police (non-emergency)			
Poison and drug information centre			
OHS regulator reporting line			
Workers' compensation board			
Gas utility emergency line			
Power utility emergency line			
Prime contractor or client			
Senior manager			
Safety coordinator			
Spill or environmental response			
Rescue service (if contracted)			
Building or property manager			

Part C: Emergency roles and backups

Name positions first, then the people who fill them on each shift. Tick Trained once the person has had role-specific training.

Role	Day shift	Nights or weekends	Phone or radio	Trained
Emergency coordinator				☐
Backup coordinator				☐
911 caller				☐
Gate and responder guide				☐
Warden: area 1				☐
Warden: area 2				☐
First aider				☐
Rescue team lead				☐
Headcount keeper				☐
Media and family contact				☐
				☐

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Part D: Alarm and communication

How anyone raises the alarm

- ☐ Pull station
- ☐ Air horn or siren
- ☐ Radio call
- ☐ Phone or intercom
- ☐ Mass notification or app
- ☐ Shouting the alarm

Evacuation signal

Shelter-in-place signal

All-clear signal

Emergency radio channel

Backup communication (satellite, landline)

Who speaks to media and clients

Areas where the alarm may not be heard or seen, and how those areas are alerted

Workers who need a visual or other alert (by position or area)

Part E: Evacuation and shelter-in-place

Area or building	Primary route and exit	Secondary route and exit	Warden

People who need help to evacuate: how they will be alerted and helped out (plan this with the people concerned)

When to shelter in place instead of evacuating

- ☐ Tornado or severe storm warning
- ☐ Outside chemical or gas release
- ☐ Wildfire smoke
- ☐ Threat or weapon outside
- ☐ Extreme cold with no safe muster
- ☐ Other:

Shelter-in-place location

Who shuts doors, windows and ventilation

Shelter-in-place supplies and how people are accounted for while sheltering

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Part F: Muster points and headcount

Primary muster point

Alternate muster point (if primary is unsafe or downwind)

Warm-up shelter for winter musters

Who keeps the headcount

Headcount source (tick all used)

- ☐ Sign-in and sign-out sheet
- ☐ Badge or access system
- ☐ Shift roster
- ☐ Contractor log
- ☐ Visitor book
- ☐ Journey or check-in log

Missing-person procedure

- ☐ The warden reports the name and last known location of anyone missing to the emergency coordinator.
- ☐ The coordinator passes the information to the fire department or rescue team on arrival.
- ☐ Nobody re-enters the building or area to look for a missing person unless trained, equipped and directed to do so.
- ☐ Contractors, drivers and visitors are included in the headcount.

Who can give the all-clear to re-enter

Who decides when work can restart

Part G: Scenario procedures

Complete one block for each emergency rated in your scenario assessment, such as fire, medical emergency, chemical release, severe weather, utility failure, violence, structural collapse, rescue at height or in a confined space, vehicle incident and remote-site emergency. Copy pages as needed.

Scenario procedure 1

Emergency scenario

Priority (H / M / L)

Areas or tasks affected

How it is recognized or reported (alarm, signal, call)

Who takes charge (position)

First actions, in order (the first three keep people alive)

Evacuate, shelter in place or isolate? Where people go and how they are counted

Rescue, first aid and equipment for this scenario

Calls and notifications (who, in what order)

Do NOT do

Shutdown, isolation or containment steps

All-clear and recovery: who decides

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Scenario procedure 2

Emergency scenario

Priority (H / M / L)

Areas or tasks affected

How it is recognized or reported (alarm, signal, call)

Who takes charge (position)

First actions, in order (the first three keep people alive)

Evacuate, shelter in place or isolate? Where people go and how they are counted

Rescue, first aid and equipment for this scenario

Calls and notifications (who, in what order)

Do NOT do

Shutdown, isolation or containment steps

All-clear and recovery: who decides

Scenario procedure 3

Emergency scenario

Priority (H / M / L)

Areas or tasks affected

How it is recognized or reported (alarm, signal, call)

Who takes charge (position)

First actions, in order (the first three keep people alive)

Evacuate, shelter in place or isolate? Where people go and how they are counted

Rescue, first aid and equipment for this scenario

Calls and notifications (who, in what order)

Do NOT do

Shutdown, isolation or containment steps

All-clear and recovery: who decides

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Part H: Rescue, first aid and medical transport

Rescue situation	Done by (own team or service)	Equipment and where it is kept	Practised on
Worker suspended in fall arrest			
Confined space			
Trench or excavation			
Water or ice			

First aid kits (type and locations)

AED location

First aid room or station

How an injured worker is transported if an ambulance cannot reach the site

Ambulance meeting point

Part I: Emergency equipment

Equipment	Location	Inspected by	How often	Last checked
Fire extinguishers				
Fire alarm and detection				
Emergency lighting				
Spill kits				
Eyewash or shower				
Gas detectors				
Rescue kit				
Radios or satellite devices				
Responder PPE				
AED				
First aid kits				

Notes on equipment gaps, orders and seasonal items (winter vehicle kits, warm-up shelter supplies)

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Part J: Training and drill record

Date	Training, drill or exercise	Scenario	Who took part	Findings logged
				☐
				☐
				☐
				☐
				☐
				☐
				☐

Part K: Review and sign-off

Reason for this review

- ☐ Annual review
- ☐ After a real emergency
- ☐ After a drill found gaps
- ☐ Layout or process change
- ☐ New site or client
- ☐ People or numbers changed
- ☐ Legislation changed
- ☐ Other:

- ☐ Workers and the committee or representative took part in this review.
- ☐ Contacts, roles and site details were checked and updated.
- ☐ Changes were communicated to all shifts, contractors and posted copies were replaced.

Summary of changes in this version

Next review date

Name	Position	Signature or initials	Date

Need help with your plan? Our free guide, How to Create an Emergency Response Plan, is at calgarysafetyconsultants.ca/safety-guides/emergency-management/emergency-response-plan/. Calgary Safety Consultants can also build or review your emergency response plan and run a tabletop exercise.

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