CALGARY SAFETY CONSULTANTS

Scenario Assessment and ERP Review

Identify, rate and plan for your emergencies

How to use this checklist

Use this checklist to decide which emergencies your emergency response plan must cover, what you need to respond to each one, and where the gaps are. Work through it with supervisors, experienced workers and your health and safety committee or representative, ideally after a site walk. Then use the results to fill in the Emergency Response Plan Template, and come back to Parts E and F every year and after every drill or real event.

• **Part A** screens for potential emergencies. • **Part B** rates each one. • **Part C** checks people, equipment, communication and outside help. • **Part D** turns the gaps into actions. • **Part E** is the annual review checklist. • **Part F** logs drill and exercise findings and records sign-off.

Assessment details

Company or employer

Site, building, project or operation

Completed by

Date

Shifts or crews covered

Participants (workers, committee or representative)

Rating guide

Rate each emergency before you plan for it. Multiply likelihood by consequence for a priority score from 1 to 25. Every emergency on your list gets a line in the plan, but higher scores need fuller procedures, more training and more practice.

Score	Likelihood	Consequence
1	Rare: not expected, but could happen	Minor: first aid, little or no damage or downtime
2	Unlikely: could happen in the next 10 years	Moderate: medical aid, short disruption
3	Possible: has happened here or in similar work	Serious: lost-time injury, evacuation, some damage
4	Likely: expected in the next few years	Major: hospitalization, several people affected, site shutdown
5	Almost certain: happens most years (e.g. winter storms)	Severe: fatality or multiple serious injuries, major loss

Priority: 15 to 25 = high, needs a full written procedure, trained responders, equipment and regular drills. 8 to 14 = medium, needs a written procedure and annual practice. 1 to 7 = low, needs at least a line in the plan, such as evacuate and call 911.

Distance to nearest hospital emergency department

Ambulance response time

Fire response time

Before you start

- ☐ A site walk has been done with workers who know the site, its storage, traffic and work at height or in confined spaces.
- ☐ Hazard assessments, incident and near-miss records, first aid records and safety data sheets have been reviewed.
- ☐ Neighbouring hazards (rail, pipelines, industry, flood areas) and seasonal weather have been considered.

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Part A: Which emergencies could happen here?

Tick each emergency that could realistically happen at this site, on this work or on the way to it. Think about your work, your location, your neighbours, your season and past incidents and near misses.

Fire and explosion

- ☐ Building or structure fire
- ☐ Vehicle or equipment fire
- ☐ Hot work fire
- ☐ Battery or charging fire
- ☐ Gas explosion
- ☐ Wildfire nearby

Medical

- ☐ Serious injury or trauma
- ☐ Cardiac arrest
- ☐ Diabetic or allergic emergency
- ☐ Overdose
- ☐ Heat or cold injury
- ☐ Mental health crisis

Chemical and gas release

- ☐ Spill of a hazardous product
- ☐ Leaking cylinder
- ☐ Natural gas or propane leak
- ☐ Toxic gas (e.g. hydrogen sulphide)
- ☐ Release from a neighbour
- ☐ Transport incident nearby

Severe weather and natural events

- ☐ Blizzard or extreme cold
- ☐ Tornado or high winds
- ☐ Thunderstorm, lightning or hail
- ☐ Flood
- ☐ Extreme heat
- ☐ Wildfire smoke

Utility and system failure

- ☐ Power outage
- ☐ Loss of heat in winter
- ☐ Water or sewer failure
- ☐ Communications outage
- ☐ Fire protection out of service
- ☐ Ventilation failure

Violence and security

- ☐ Threat or aggressive person
- ☐ Robbery
- ☐ Armed intruder
- ☐ Bomb threat or suspicious package
- ☐ Domestic violence at work
- ☐ Civil unrest nearby

Structural collapse

- ☐ Racking or storage collapse
- ☐ Roof under snow load
- ☐ Trench or excavation collapse
- ☐ Scaffold or formwork failure
- ☐ Crane or hoist failure
- ☐ Building damage

Rescue

- ☐ Worker suspended in fall arrest
- ☐ Confined space
- ☐ Caught in machinery
- ☐ Stranded at height or on equipment
- ☐ Water or ice rescue
- ☐ Entrapment in material

Vehicles, remote and mobile work

- ☐ Mobile equipment incident
- ☐ Vehicle collision or rollover
- ☐ Pedestrian struck
- ☐ Serious injury far from help
- ☐ Vehicle stranded in winter
- ☐ Missed check-in

Other emergencies identified

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Part B: Rate each emergency

List every emergency ticked in Part A. Rate likelihood (L) and consequence (C) from 1 to 5, multiply for the score and set the priority.

Emergency scenario	L 1-5	C 1-5	Score	Priority H / M / L	Notes (where, when, who is exposed)

☐ Every ticked emergency has been rated, including low-rated ones that only need a short line in the plan.

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Part C: Check what you would respond with

For each high and medium priority emergency, record what the response needs and what you have now. The difference is the gap.

Scenario	Trained people on every shift?	Equipment needed / on hand	Communication that works?	Outside help and arrival time	Gap

Outside help and neighbours

- ☐ The local fire department knows the site, its hazardous materials, shut-offs and access points.
- ☐ Emergency services can find the site and the right gate, including at night and in winter.
- ☐ We know whether the local fire service can do high-angle, confined space or water rescue here.
- ☐ Neighbouring tenants or industries share alarm, muster and hazard information with us.
- ☐ On multi-employer sites, everyone knows whose plan applies and who counts contractors.

Notes from conversations with the fire department, EMS, neighbours or the prime contractor

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Part D: Turn the gaps into actions

Give each gap an owner and a due date. Track open actions in your corrective action system and update the plan when each one is closed.

Gap from Part C, E or F	Action	Owner	Due	Done
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

Interim measures while actions are open

Reviewed with management by

Date

Shared with the committee or representative on

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Part E: Annual emergency response plan review

Tick each item that is true. Anything you can't tick goes into the action plan in Part D.

The plan

- ☐ The scenario list matches current work, equipment, chemicals, layout, location and season.
- ☐ Each high and medium priority scenario has a short, specific procedure with first actions listed first.
- ☐ Site address, legal land location or GPS, gate and directions are correct and posted.
- ☐ Every emergency contact number has been checked in the last 12 months.
- ☐ Every role has a named person and a backup for each shift, including nights and weekends.
- ☐ The plan agrees with the building fire safety plan and any prime contractor or client plan.

People and training

- ☐ All workers, contractors and regular visitors were briefed on alarms, exits, muster and shelter locations.
- ☐ Wardens, coordinators, first aiders and rescuers have current role-specific training on record.
- ☐ Workers interviewed could explain what they would do in at least two scenarios.
- ☐ Workers who need help to evacuate have an individual plan made with them.

Equipment and facilities

- ☐ Alarms can be heard or seen in all areas, and emergency lighting has been tested.
- ☐ Extinguishers, first aid kits, AEDs, spill kits and rescue equipment are present, inspected and recorded.
- ☐ Exits and routes are marked and clear, and muster points are still safe and suitable in winter.
- ☐ Communication works in every work area, including remote and mobile work.

Testing and learning

- ☐ At least one drill or exercise was held in the last 12 months, or more often where the law or risk requires.
- ☐ Each drill, exercise and real emergency was debriefed and its findings recorded in Part F.
- ☐ Findings from drills, incidents and near misses were turned into actions, and the actions were closed.
- ☐ Changes since the last review (people, layout, processes, legislation) were reflected in the plan.

Review completed by	Date	Items not ticked (moved to Part D)

Review notes and decisions

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Part F: Drill, exercise and real-event findings

Date	Type (drill, tabletop, real)	Scenario	Time to headcount	What worked and what didn't	Action in Part D
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Review sign-off

Overall result of this review

Next review date

Name	Position	Signature or initials	Date

Next step: update the Emergency Response Plan Template with your new scenarios, procedures and contacts, issue the new version to every shift and replace posted copies. Our free guide is at calgarysafetyconsultants.ca/safety-guides/emergency-management/emergency-response-plan/.

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