**Example Emergency Response Plan**

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| **Emergency Contact Numbers** | | | | |
| **Fire:** |  | **Police:** | |  |
| **Ambulance:** |  | **Property Owner:** | |  |
| **Other:**  (e.g. poison control) |  | **Other:**  (e.g. building security) | |  |
| **Work Site Address:** |  | | | |
| **Work Site Contact Person:** |  | | | |
| **Emergency Type**  (Fire, chemical exposure, bomb threat, etc.) |  | | | |
| **Alarm Type** (Fire alarm, whistle, email notification, etc.) |  | | | |
| **Procedure Type** (Evacuation, shelter in place) |  | | | |
| **Procedure**  List the steps everyone at the work site must follow.  If necessary, assign the steps, such as who sounds the alarm. |  | | | |
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| **Emergency Response Roles** (i.e., first-aider, muster point captain, escort for workers with mobility issues) | **Role** | | **Name** | |
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| **Any other considerations** (i.e., flammable or explosive products on site) |  | | | |
| **Attach a floor plan of the work site that shows where to find:** | * Emergency alarms * Firefighting equipment (extinguishers, fire blanket, etc) * First Aid Kits and AEDs (automatic defibrillators) | | * Evacuation Routes and Muster Points * Location of Flammable/Explosive Products | |