**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
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