

EMERGENCY RESPONSE PLAN

**INDUSTRY NAME
HERE.**

ADDRESS

DATE

TABLE OF CONTENTS

1. INTRODUCTION

- Brief description of company.
- Services provided/products manufactured
- Location

2. PURPOSE OF THE PLAN

- Provides guidelines for responding to and managing a variety of emergency situations
- Reduce loss of assets and business
- Protect the community and the public
- Ensure employees have the skills and abilities to act efficiently and effectively during emergency situations
- Mobilization of appropriate resources to manage the emergency
- Coordinate effectively with the Emergency Services

3. DEFINITIONS OF EMERGENCIES

3.1 What constitutes an emergency at your employer

3.2 Magnitude of the Emergency

The magnitude of the situation is assessed based upon

Severity:	the nature, size and extent of the problem
Urgency:	is there a potential for the situation to escalate
Threat:	the potential for the level of risk for damage to be significant
Impact:	the effects to people, the environment, property and/or the Company

4. RISK PROFILE

Hazard identification/risk assessment

Natural,
Human Caused

- Civil disorder
- Acts of violence
- Terrorism
- CBRNE

Technological emergencies

- Infrastructure related - roads, hydro, water, sewage, telecommunications, CBRNE

Health – Pandemic, Epidemic

4.3 Hazardous Materials on Hand

This is a listing of the volume of Hazardous materials on hand and the Dangerous Goods Classification in which they belong

Class	Dangerous Goods	Name	Volume
1	Explosives		
2	Gases		
	Div. 1 Flammable		
	Div. 2 Nonflammable		
	Div. 3 Poisonous		
	Div. 4 Corrosive		
3	Flammable Liquids		
	Combustible liquids		
4	Flammable Solids		
	Div. 1 Flammable Solid		
	Div. 2 Subject to Spontaneous Ignition		
	Div. 3 Reactive with Water		
5	Oxidizing Substances		
	Div. 1 Oxidizers		
	Div. 2 Organic Peroxides		
6	Poisonous Substances		
	Div. 1 Poisonous Substances		
	Packing Group I		
	Packing Group II		
	Packing Group III		
7	Radioactive Materials		
8	Corrosives		
	Packing Group I		
	Packing Group II		
	Packing Group III		
9	Miscellaneous		
	Div. 1 Miscellaneous		
	Div. 2 Environmental Hazard		
	Div. 3 Specific Wastes		

Date Completed: _____

5. IMPLEMENTATION OF THE PLAN

On occasion a situation may occur which may require implementation of the Plan. After initiation of the alarm each situation should be assessed for severity and potential for escalation. All staff should be moved to a safe area.

5.1 ACTIVATION

The Emergency Response Plan is to be activated under the following situations

- The activation of the smoke detection unit in the facility through the 24 hour monitoring station system
- Notification by a person of an incident at the facility
- Notification by civil authorities of an impending or occurring emergency within the municipality, which may impact upon the facility.

5.2 NOTIFICATION

Upon activation of the Plan the following notification are to be made immediately

- The Manager or alternate
- Emergency Services through 911
- Employees
- Ministry of Environment (for spills) etc
- List of names and phone numbers

5.3 EVACUATION

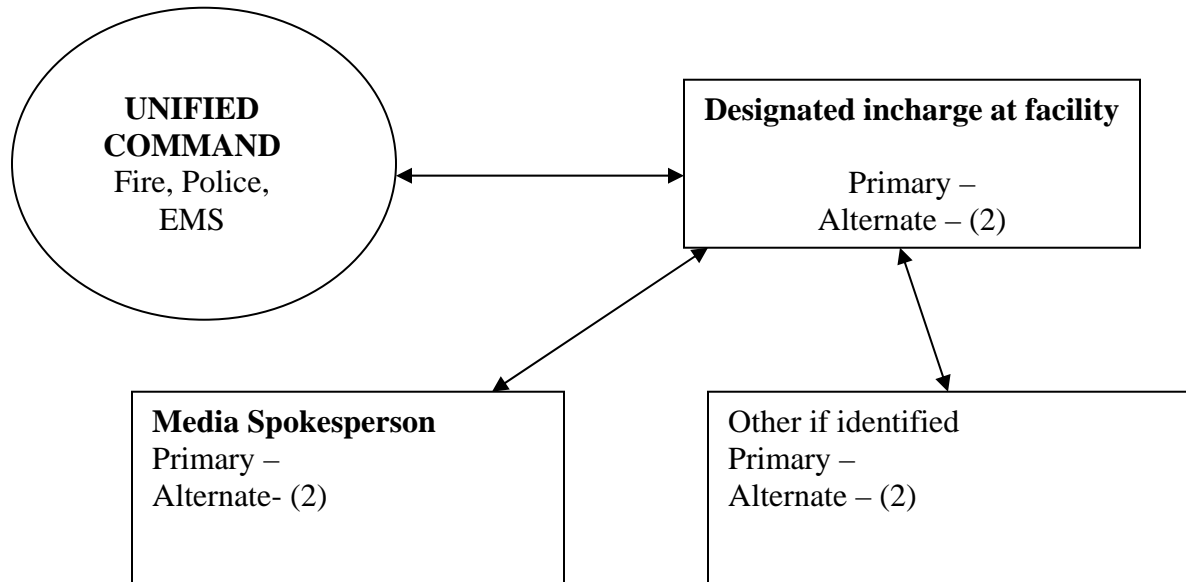
- Staff should secure their area if it is safe to do so
- Evacuate the area (multiple points of egress)
- Assist the injured only if it is safe to do so
- Proceed to the meeting point – state meeting site
- Perform head count
- Site plan with evacuation routes on it

5.4 COORDINATION WITH EMERGENCY SERVICES

- Provide the Fire Incident Commander with details of the incident and any resources available
- Provide information on products on site
- Inform Fire Incident Commander of any missing personnel and their approximate location
- Coordinate with Incident Commander from Police on security issues

- Coordinate with Incident Commander from EMS on personnel information on the injured
- Coordinate with Unified Command when talking to the media

6. EMERGENCY RESPONSE ORGANIZATIONAL CHART



7. EMERGENCY RESPONSE MEMBERS ROLES AND RESPONSIBILITIES

7.1 Emergency Response Lead Facility Manager

- List Duties

7.2 Media Spokesperson

- List Duties

7.3 Other

- List Duties

7.4 List of staff

7.5 Roles and responsibilities of specialty teams

7.6 Roles and responsibilities of all staff

8. Crises Communications procedures

9. Emergency Procedures

- Based on identified hazards

10. **Site Floor Plans**
 - **Site Location**
 - **Site Access Routes**
 - **Site Run Off Plan**
 - **Chemical Storage Floor Plan**
 - **Storage Layout**
 - **Certificate of Authorization**
11. **Safety Systems**
12. **Other information as needed**
13. **Plan Maintenance, Training, Exercises and Distribution**