

This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.

[insert company info here]

EMERGENCY PREVENTION AND PREPAREDNESS

Date of Issue: choose issue date	Review Date: choose date for review
Written by: person(s) who wrote document	Date: insert date written
Reviewed by: person(s) who reviewed	Date: insert date written
Approved by: person responsible for process	Date: insert date written

PURPOSE

The purpose of this procedure is to promote a preventive attitude toward safety in the workplace during times of emergency, as well as satisfy federal and provincial regulatory requirements. This plan discusses actions that [Company Name] personnel must take to ensure employee safety from fire and other emergencies.

The procedure addresses emergencies that may reasonably be expected to occur in the workplace and covers such topics as fire, chemical release, tornadoes, floods, other weather phenomenon and first aid response. The specific goal of this procedure is to facilitate a safe evacuation of employees during an emergency.

SCOPE

The key objectives of this procedure are to:

- Improve safety awareness and emergency/disaster readiness.
- Protect lives and assets of the corporation.
- Assign specific emergency responsibilities.
- Provide training and preparation for fire brigade and employees.
- Provide for orderly and efficient transition from normal to emergency procedures.
- Review the plan with local emergency response officials and note key contacts and telephone numbers.
- Develop a crisis communication plan for dealing with the media.
- Purchase and maintain equipment and supplies necessary for emergency situations.
- Provide the communication and transportation systems needed in emergencies.
- Develop and lead simulations and drills based on the Emergency Response Plan.
- Periodically evaluate and revise the emergency response plan.

- Document evaluation results and corrective actions and make necessary adjustments in revised plan.

RELATED DOCUMENTATION

External

- Ontario Occupational Health and Safety Act (OHSA) and associated regulations
- Ontario Fire Code

Internal

- Emergency Response Procedure
- Roles and Responsibilities Procedure
- Legal Risk Registry

DEFINITIONS

OHSA	Occupational Health and Safety Act
Emergency	An emergency is an unplanned event that could result in injury or illness to an employee, damage to property or damage to the environment.
PPE	Personal Protective Equipment

ROLES & RESPONSIBILITIES

Management

- It is the responsibility of management to ensure that this procedure complies with the applicable provincial OHSA and regulations.
- Management is responsible for providing aid in the development and implementation of this as well as site-specific procedures within the respective Group.
- Management is responsible for ensuring that all personnel have access to and are familiar with this Procedure

Supervisors

- Supervisors are responsible for incorporating and enforcing the requirements of this Procedure into project plans, budgets, and activities, including any applicable equipment, as well as ensuring that all workers have been adequately trained on this procedure.
- Supervisors are responsible for implementing and monitoring this Procedure in the office or during project operations and activities. Supervisors are also responsible for informing management of any deficiencies with respect to this Procedure.

Workers

- It is the responsibility of all workers to follow the requirements of this procedure as provided by your supervision and management.

JHSC

- The Joint Health and Safety Committee (JHSC), or designated personnel, will review the Procedure on a periodic basis.

PROCEDURE

Potential Emergencies

[Company name] will conduct an assessment for the presence of risks either internal or external to operation that could result in an emergency. The assessment will identify any specialized rescue needs and determine where these services may be provided—generally by outside resources. Outside responders will be listed by location, contact numbers and type of service.

This survey will occur during initial development and periodically as part of the regular review. A list of potential risks includes but is not limited to the following:

1) Fire

Fire could involve building structure, wood stock, chemicals, oils and solvents. Hazard assessments will address the potential for fire and identify measures to eliminate or mitigate the potential in all phases of work. An emergency response plan with procedures compliant with NFCC and local Fire Codes shall be developed. Where garbage that may constitute a fire hazard is present, covered receptacles for the garbage will be available that are suitable to the nature of the hazard.

2) Medical

Medical emergencies could result from injury, heat stress, chemical overexposure, heart attack, stroke, epilepsy, diabetes, health pandemic, and other problems.

3) Hazardous Substance Spill

A hazardous substance spill could endanger employees, property and the environment.

4) Explosion

Explosion could result from over pressurized vessels such as boilers, tanks and pipelines as well as ignition of explosive concentrations of gases, chemicals and wood dust.

5) Building Collapse

Building collapse could result from strong winds, snow accumulation, washout of building supports, explosion or collision with mobile equipment.

6) Earthquake

Earthquakes could happen anywhere. The greatest risk areas are the populated regions on the west coast of North and South America.

7) Flooding

Flooding could result from severe weather, process water or failure of sump pumps.

8) Transportation

Transportation emergencies may involve collision, roll over, derailment, tanker leak, fire or explosion.

9) Freeze-Up

Extreme cold could freeze water lines resulting in loss of process water and fire fighting water.

10) Electrical

The sudden loss of electrical power may result in the loss of process control, damaging shutdown of equipment, loss of alarms, communication and light, and possibly loss of computer-stored data.

11) Terrorism

Terrorism could involve bomb threats, hostage taking, shooting or sabotage.

10) Periphery Incidents

A major disaster could occur on the highway, rail line or on city streets, which could affect [Company Name] depending on the nature of the incident and the wind conditions.

Co-ordination with Outside Emergency Response Organizations

[Company Name] will co-ordinate response capability with the nearest local emergency response organization. A plan will be developed to provide for adequate response to emergencies on site, in view of the ability of the local emergency response organization to respond.

Emergency Alarms

Workspaces are equipped with emergency alarms. Where the facility is leased, responsibility for the alarm system rests with the building owner/manager. [Company Name] will familiarize all employees with the sound of the alarm and the action to be taken when an alarm sounds. Information on emergency alarms and the appropriate response should be included in the safety orientation training Procedure. Alarm systems will be tested periodically.

Emergency Drills

1) Evacuation Routes

Establish evacuation routes and muster points for all accessible areas of the workplace. Clearly mark the access routes on a map of the operations and post the map in conspicuous locations.

2) Emergency Response

Employees expected to respond to emergency situations and who have received training in emergency response procedures will participate in a drill at least annually, practicing the procedures learned in the training Procedure.

3) Evacuation

All employees will participate in an evacuation and rendezvous head count drill *at least* annually. A record of the drills including lessons learned will be maintained by management.

4) Disabled Persons

Make and develop provisions for the safe evacuation of disabled persons, specific to the needs of the individuals.

Incident Review / Lessons Learned

Following the incident and upon completion of the incident review by [Company Name], a “lessons learned” session will occur with a target completion of 30 days after the event itself. All involved companies and agencies will be invited to attend the session and share information on how the response process may be enhanced.

Review of Emergency Measures Procedure / Emergency Response Plan

The Emergency Measures Procedure / Emergency Response Plan will be reviewed annually to ensure that it is relevant to the type of risks that are present, and will be updated when there are significant changes to operations, equipment or personnel. Management will be responsible for leading a review of the plan in consultation with the joint health and safety committee (JHSC), as available. Revisions to the Plan must be communicated to the affected personnel.

Training

Train all employees in the following emergency response procedures:

- Fire alarms
- Class A fires (wood, paper, some plastics, textiles)
- Class B fires (oil, paint, solvent, gasoline, grease)
- Class C fires (electrical)
- Spill containment
- Evacuation measures

Specific procedures to be followed during an emergency are outlined in [Company Name]’s Emergency Response Procedures.

Dated at _____ this _____ day of _____, 20__.

Signature

Witness

Name & Title (please print)

Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

SAMPLE