Example of an Emergency Response Plan — A & B Insurance Co.

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| Potential emergencies  (based on hazard assessment) | The following are identified potential emergencies:   * Fire | |
| Emergency procedures | In the event of a fire occurring within or affecting the work site, the Fire Warden (or deputy) makes the following decisions and ensures the appropriate key steps are taken:   * advise all personnel * pull the fire alarm to alert the nearest fire station and initiate all fire alarms within the building * evacuate all persons to a safe point in the staff parking lot and account for everyone including visitors and clients | |
| Location of emergency equipment | Emergency equipment is located at:   * Fire Alarm * 1 – at the reception desk * 1 – by the back door * Fire Extinguisher * 1 – in the office hallway * Fire Hose * 1 – in the office hallway next to the fire extinguisher * Panic Alarm Button * 1 – at the main reception desk under the computer | |
| Workers trained in the use of  emergency equipment | (1) Smokey Bear  (2) Joe Smith  (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Emergency response training  requirements | Type of training   * Use of fire extinguishers * Practice fire drills | Frequency   * Orientation and annually * At the call of building management |
| Location and use of emergency  Facilities | The nearest emergency services are located at:   * Fire station: 10 Fire Street – 2 blocks east * Ambulance: 40 Sun Street – 10 blocks south * Police: 1 Police Plaza – 20 blocks west * Hospital: 101 Hospital Avenue – 4 blocks east * Other: | |
| Fire protection requirements | * Sprinkler systems are located in all rooms at the work site | |
| Alarm and emergency  communication requirements | * Pulling the fire alarm automatically alerts the fire department and initiates an alarm within the building * The fire alarm signal is intermittent sharp beeps | |
| First aid | First aid supplies are located at:   * Type No. 1 First Aid Kit at the main reception desk * Blankets in the storage room   First Aiders are:   * Will B. Safe (Standard First Aider) * Sun Shine (Emergency First Aider)   Transportation for ill or injured workers is by ambulance.  Call 911 | |
| Procedures for rescue and  evacuation | In case of fire:   * Advise all personnel * Pull the fire alarm * Evacuate all persons to a safe point in the staff parking lot and account for everyone including visitors and clients * Assist ill or injured workers to evacuate the building * Provide first aid to injured workers if required * Call 911 to arrange for transportation of ill or injured workers to the nearest health care facility if required | |
| Designated rescue and  Evacuation workers | The following workers are trained in rescue and evacuation:   * Smokey Bear (Fire Warden) * Joe Smith (Deputy Fire Warden) * Will B. Safe (Standard First Aider) * Sun Shine (Emergency First Aider) | |

Completed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_