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
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| 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
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| 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
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| Workers trained in the use ofemergency 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
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| Location and use of emergencyFacilities | 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:
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| Fire protection requirements  | * Sprinkler systems are located in all rooms at the work site
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| Alarm and emergencycommunication 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
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| 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 andevacuation | 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
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| Designated rescue andEvacuation 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)
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Completed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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