

# Resource Sheet 1:

## Emergency Planning Checklist

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### Leadership and Administration

- 1. Have you appointed someone to develop and administer an emergency response plan?

### Emergency Plan

- 2. Is there a written plan for all probable emergencies?
- 3. Does the plan include?
  - evacuation of people to predetermined safe areas
  - written instructions for all sites on fire, work shutdown, etc.
  - control of hazardous materials
  - removal of vital equipment, materials and records
  - a designated control area
  - a search and rescue plan
  - an all clear and re-entry procedure
  - procedures to alert everyone about an emergency and what they do
- 4. Do you carry out practice drills?
- 5. Do you have fire-fighting procedures?
- 6. Have you informed the fire department about hazardous materials?

### First Aid

- 7. Are the appropriate employees trained in first aid?
- 8. Are the required first aid facilities and equipment readily available and clearly marked?

### Emergency Lighting and Power

- 9. Do you have emergency lighting and power (if necessary)? Are emergency exits marked?
- 10. Have you tested emergency lighting and power systems?

### Source of Energy Controls

- 11. Is there a colour code system for master controls and shut-offs?
- 12. Do all the appropriate people know about this system?
- 13. Is the system checked regularly to ensure that it works?

### Protective and Rescue Equipment

- 14. Is fire extinguishing and fighting equipment checked and adequate?
- 15. Are hazardous materials identified and their location known?
- 16. Is emergency equipment available and regularly maintained (e.g. stretcher, respirators)?

### Emergency Team

- 17. Have you identified an emergency response team?
- 18. Has the emergency response team been adequately trained?

### Communication

- 19. Have you identified a method to communicate during an emergency?

# Resource Sheet 2: Sample Fire Emergency Response Plan

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## Fire Emergency Response Plan

### **Purpose**

To identify the steps for responding to a fire emergency.

### **Responsibility**

All employees are responsible for following the fire emergency response plan.

### **Procedure**

#### A. Extinguishment/Control/Confinement

In the event a small fire is determined to be extinguishable, make sure events unfold in the following sequence:

1. Activate the fire alarm system BEFORE attempting to fight the fire.
2. Call 9-1-1.
3. Attempt to extinguish the fire if it is safe to do so. Keep yourself between the fire and the nearest exit door.

#### B. Evacuation Procedure

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operation, evacuate the building in the following way:

1. Close the door to the area to confine and contain the fire.
2. Evacuate all personnel to the parking lot area (designated meeting place), away from any emergency vehicles.
3. Instruct all employees to report to their supervisor in the parking lot (designated meeting place).
4. Supervisor to report headcount and any missing persons to the Emergency Co-ordinator.
5. Emergency Coordinator to report missing people to the Fire Department.
6. General Manager to act as Emergency Co-ordinator, assign the responsibility in his/her absence, and notify all personnel of replacement.

# Resource Sheet 2: Sample Fire Emergency Response Plan *(cont'd)*

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The actions to be taken by occupants in emergency situations are posted in each department and read as follows:

## **REMAIN CALM**

This building is equipped with a single stage fire alarm system. The fire alarm system is to be activated to alert the other occupants of an emergency and to put into operation the approved fire emergency response plan. The fire department is to be notified by telephoning 9-1-1, giving the correct address and the exact location of the fire.

<h1><b>IN CASE OF FIRE</b></h1>
<h2><b>UPON DISCOVERY OF FIRE</b></h2>
<ul style="list-style-type: none"><li>▪ Leave fire area immediately</li><li>▪ Call Fire Department 9-1-1</li><li>▪ Sound fire alarm</li><li>▪ Close doors</li><li>▪ Leave building via nearest exit and proceed to designated meeting place</li></ul>
<h2><b>UPON HEARING FIRE ALARM</b></h2>
<ul style="list-style-type: none"><li>▪ Leave building via nearest exit</li><li>▪ Close doors behind you and proceed to designated meeting place</li></ul>
<p><b>CAUTION</b></p> <p><b>If you encounter smoke in stairway,</b> <b>use alternate exit</b></p>
<h1><b>REMAIN CALM</b></h1>





