### Company Name – Emergency Procedures\*

| Emergency | Equipment | Response Step |
| --- | --- | --- |
| **Fire** | * Smoke detectors * Fire alarm systems * Fire extinguishers (Ensure appropriate size and adequate quantity) | * Report fire emergency to supervisor and fire warden * Call 911 * Sound fire alarm to alert others * Fire warden directs evacuation * Follow office evacuation plan * If you are trained and safe to do so, use emergency equipment (fire extinguisher) to control or extinguish fire * Assemble at designated muster area and wait for head count * Fire warden conducts head count and reports any missing person to supervisor and emergency services * Only return to building after permission is given |
| **First Aid** | * First aid kits in office, shop and vehicles (Ensure appropriate size and adequate quantity) | * Contact first aider for treatment * If alone and capable, locate first aid kit and carry out self-treatment * Notify supervisor and submit first aid report |
| **Injuries and Medical Aid** | * Ambulance service * Company or private vehicle or taxi for injured worker transportation, if necessary | * Notify supervisor and first aider * First aider provides initial assessment and treatment * If medical treatment required, supervisor or first aider accompanies injured worker * For serious injury, call 911 to obtain ambulance transport * Secure the scene to prevent further danger, if safe to do so |
| **Fatality** | * First aid kit * Automated External Defibrillator (AED), if available | * Notify company owner and first aider immediately * Call 911 * First aider provides initial assessment * All public communication to be handled by company owner * Do not announce name of victim over the radio * Secure the scene to prevent further danger, if safe to do so |
| **Earthquake** | * Emergency survival kit in office/shop * Drivers to carry their own personal emergency survival kit | **Office and Shop:**   * Find safe shelter such as under door frame, desk or supporting beams * Crouch down, protect face and head with hands and arms * Stay away from windows, filing cabinets, shelving, overhead structures that may fall * and follow evacuation procedures * Shut off sources of ignition and gas supply if possible * Be prepared for aftershocks which may cause further damage   **Outdoor:**   * Do not go into a building * Do not go near power lines, trees or any structures that may collapse * Crouch down, protect face and head with hands and arms * If in vehicle, quickly pull over, try to stay in open area, keep away from overpasses and remain in vehicle until earthquake stopped * Once earthquake stopped, check for injuries * Be prepared for aftershocks which may cause further damage |
| **Other Natural Disasters (tsunami, flood, hurricane)** | * Emergency survival kit in office/shop * Drivers carry personal emergency survival kits | * Monitor local weather conditions of areas being travelled * Stay tuned with weather warning from local radio stations * Be alert of surrounding conditions * Be prepared to take alternate or evacuation routes |

\* Complete this form, altering emergency categories, equipment listed and response steps as needed to align it with the hazards faced in your company. Add additional categories as required to cover all hazards identified in the Potential Emergencies Listing created earlier.

### Emergency Phone Numbers\*

|  |  |  |
| --- | --- | --- |
| Company Name | Emergency Agency | Safety Authority |
| **First Aider:**  Mike WorkerXX  **Company Owner:**  Bob ABCXX  **Supervisor:**  Kelly SuperXX  **Worker Safety Representative:**  Joe OHSXX  **Worker Safety Representative:**  Joe OHSXX  **Other:**  **Other:**  **Other:** | **Fire, Ambulance, and Police:**  911  **CANUTEC:** \*\* 613-996-6666 or  \*666 on a Cell Phone  **Other:**  **Other:**  **Other:**  **Other:**  **Other:** | **ESDC:**  **WSBC:**  **BC Safety Authority:**  **BC Ministry of Transport:**  **BC Ministry of Environment:**  **Environment Canada:**  **Other:**  **Other:**  **Other:** |

a\* Complete this list as required for each company location. This can include offices, warehouses, yard, vehicle cabs, emergency responders, safety authorities and any special suppliers such as your fuel dealer if you have tanks onsite, or your natural gas utility company.

In each case, list the phone, cellular and radio call signal, as applicable, for key contact people within the company. Also include numbers for emergency responders and safety authorities.]

\*\* These numbers are the same across Canada for the Canadian Transport Emergency Contact (CANUTEC).