

Emergency Response Planning Checklist

Company:	Date
Completed by:	Site:

	In Progress	Completed Date
Program Administration (Who is responsible for implementing the plan?)	<input type="checkbox"/>	
Develop an Emergency Response Standard.	<input type="checkbox"/>	
Develop a Site Emergency Plan.	<input type="checkbox"/>	
• Identify emergency access routes.	<input type="checkbox"/>	
• Indicate location of first aid stations/boxes and fire extinguishers.	<input type="checkbox"/>	
• Show job office(s) and storage facilities (storage for blankets and special rescue equipment).	<input type="checkbox"/>	
• Ensure specialized PPE equipment is on site. (Indicate location.)	<input type="checkbox"/>	
• Ensure sufficient medical aid supplies are available on site (splints, stretchers, etc.) and indicate location.	<input type="checkbox"/>	
• Locate other firefighting equipment (standpipes, Siamese connections, and hydrants).	<input type="checkbox"/>	
• Locate main power supply to project.	<input type="checkbox"/>	
• Identify the location of emergency phones. (Post emergency list.)	<input type="checkbox"/>	
• Identify nearest hospital or medical centre.	<input type="checkbox"/>	
• Identify worker evacuation route(s) and assembly area(s).	<input type="checkbox"/>	
• Contact local fire, police, and ambulance and provide them with your site plan and list of potential emergencies.	<input type="checkbox"/>	
• Locate services to the project (both above ground and underground).	<input type="checkbox"/>	
• Develop on-site traffic routes.	<input type="checkbox"/>	
• Locate outside materials storage and fabricating areas.	<input type="checkbox"/>	
• Locate cranes, man/material hoists, and unloading docks.	<input type="checkbox"/>	

	In Progress	Completed Date
• Locate flammable/combustible materials and cylinder storage.	<input type="checkbox"/>	
• Locate garbage dumpsters and recycling bins.	<input type="checkbox"/>	
• Complete <i>Hazard Identification and Risk Assessment Form</i> .	<input type="checkbox"/>	
• Identify if “high-level” rescue is a possibility.	<input type="checkbox"/>	
• Develop Emergency Response procedures for items identified in your hazard assessment.	<input type="checkbox"/>	
• Ensure that all trades on site keep daily personnel lists. (In the event of a major emergency, check names against personnel gathered in the assembly area.)	<input type="checkbox"/>	
• Include requirements for written notices. (What’s required? When? Completed by whom? Who does it go to?) See legal obligations.	<input type="checkbox"/>	
• Identify the emergency response (ER) team and alternates. (Post names.)	<input type="checkbox"/>	
• Provide specialized training for ER team members.	<input type="checkbox"/>	
• Designate a contact person to call necessary emergency services and MOL, MOEE, etc.	<input type="checkbox"/>	
• Select member of ER team to meet and direct emergency services vehicles to incident scene.	<input type="checkbox"/>	
• Select team member to deal with media, MOL, MOEE, etc.	<input type="checkbox"/>	
• Ensure all required rescue equipment/materials are readily available on site.	<input type="checkbox"/>	
• Provide for emergency traffic control person (properly trained).	<input type="checkbox"/>	
• Make provisions for cordoning off the accident scene to protect workers.	<input type="checkbox"/>	
• Ensure someone on the ER team documents where the injured worker has been taken (hospital, medical centre, etc.).	<input type="checkbox"/>	
• Set out method of communicating the plan.	<input type="checkbox"/>	



Download checklist at ihsa.ca/logbook