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## Part 7 Emergency Preparedness and Response

### Highlights

- Section 115 requires employers to establish an emergency response plan for responding to an emergency that may require rescue or evacuation. (Section 8 of the *OHS Regulation* requires that the plan be in writing and available to workers.)
- Section 116 specifies the minimum elements to be included in an emergency response plan.
- Section 117 requires employers to ensure designated rescue and emergency workers receive appropriate and adequate training.
- Section 118 requires employers to provide designated rescue and emergency workers with personal protective clothing and equipment appropriate to the work site and the potential emergencies identified in the emergency response plan.

### Requirements

#### Section 115 Emergency response plan

An employer must have an emergency response plan for an emergency that may require the rescue or evacuation of workers (Section 8 of the *OHS Regulation* requires the plan to be in writing and available to workers). The plan establishes what the employer must do until emergency services personnel arrive.

The response plan must address the emergencies identified in the work site hazard assessment required by Part 2 of the OHS Code. The plan is to be developed by the employer with the involvement of affected workers. The procedures to be followed and the personnel involved in emergency response must be specified in the plan. All affected workers must be aware of the plan and familiar with the procedures.

A very simple emergency response plan will often be appropriate for offices, small retail shops and small manufacturing settings. There are often few or no hazardous materials or processes in such settings and workers evacuate when an alarm sounds or are ordered to leave by means of a public announcement. Plans that are more complex are required at workplaces containing hazardous materials or at workplaces where workers fight fires, perform rescue and medical tasks, or evacuation after alarms sound is delayed as workers shut down critical equipment. The employer must keep the plan up-to-date, reflecting current circumstances at the work site.

#### Comments on the use of 911 for emergency services

In some situations an employer may use a “911” service as an acceptable means of providing emergency services at a worksite. Providing first aid and calling “911” may be the complete emergency response plan for this employer. For the most part however, this approach will be limited to employers located in urban areas where the timeliness of the “911” service meets the intent of the requirement.

Using a “911” service replaces some of the employer’s duties under this Part, but not all duties. For example, an employer must still identify potential emergencies, the procedures for dealing with the identified emergencies (which will include calling “911” for particular types of emergencies), fire protection requirements, workers who will supervise evacuation procedures in an emergency, etc.

Regardless of whether or not a “911” service is used, employers must meet the first aid equipment and service requirements of Part 11 of the OHS Code. Using the “911” service does not replace the employer’s obligation to provide the required first aid equipment and services.

#### Comments on the use of 911 for rescue

In the case of rescues involving workers in confined spaces and workers suspended in the air after a fall, calling 911 alone and awaiting the arrival of rescue services personnel is considered to be an insufficient emergency response. The employer must have some basic level of on-site rescue capability – see section 55 for confined spaces and section 140 for fall protection – in the event that rescue services personnel are delayed or unable to attend the scene.

In some situations, rescue services personnel may not have the equipment or skills to perform a rescue e.g. a worker in a confined space deep below ground level in a horizontal tunnelling operation or a worker suspended 100 metres above ground level following the failure of a swingstage scaffold. In such cases, the employer’s on-site rescue capability must be such that the work site is virtually self-sufficient in returning a rescued worker to the surface or ground level.

## Section 116 Contents of plan

Emergency response items such as first aid and fire protection are common to all work sites. Items (a) to (j) of this subsection are the minimum requirements to be addressed in an emergency response plan. It is essential that the emergency response plan be site specific. Individual work sites may need to add additional items that are specific to their operation.

## Section 117 Rescue and evacuation workers

This section defines the scope of the training required by workers assigned to provide rescue or evacuation services. The emergency response training must be appropriate to the work site and the potential emergencies identified in the emergency response plan. The training of designated rescue and emergency workers must include drill exercises that simulate the emergency response required.

In a simple situation where fire is the only emergency requiring evacuation (based on the hazard assessment of the work site) a fire warden should be assigned by the employer to coordinate the evacuation. The employer must provide training or instruction to the fire warden on how to coordinate the evacuation, including during fire drill practices.

## Section 118 Equipment

The employer is responsible for providing proper personal protective clothing and equipment to workers assigned to perform the related emergency response activities. The equipment must meet the requirements of the OHS Code and must be appropriate for dealing with the potential hazards when the workers respond to related emergencies.


Designated rescue and emergency workers are exempt from the fall protection requirements of Part 9 (see section 138). Workers involved in the training and provision of emergency rescue services are permitted to use fall protection equipment and practices other than those specified in Part 9. The exemption is intended to provide rescue personnel with the flexibility to use their specialized skills, knowledge and training to safely perform their tasks.


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## Example of an emergency response plan

Figure 7.1 presents an example of an emergency response plan for a typical office-type workplace. A more complex emergency response plan is often needed at industrial settings.

Additional information about emergency preparedness and response can be found in the following documents:

 CSA Standard CAN/CSA-Z731-03 (R2009), *Emergency Preparedness and Response*

 CSA Standard Z1600-08, *Emergency management and business continuity programs*


 [www.osha.gov/Publications/osha3088.pdf](http://www.osha.gov/Publications/osha3088.pdf)  
How to Plan for Workplace Emergencies and Evacuations (OSHA Publication 3088, revised in 2001)

Figure 7.1 Example of an Emergency Response Plan — A & B Insurance Co.

<p>Potential emergencies (based on hazard assessment)</p>	<p>The following are identified potential emergencies:</p> <ul style="list-style-type: none"> <li>▪ Fire</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	
<p>Emergency procedures</p>	<p>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:</p> <ul style="list-style-type: none"> <li>▪ advise all personnel</li> <li>▪ pull the fire alarm to alert the nearest fire station and initiate all fire alarms within the building</li> <li>▪ evacuate all persons to a safe point in the staff parking lot and account for everyone including visitors and clients</li> </ul>	
<p>Location of emergency equipment</p>	<p>Emergency equipment is located at:</p> <ul style="list-style-type: none"> <li>▪ Fire Alarm                             <ul style="list-style-type: none"> <li>• 1 – at the reception desk</li> <li>• 1 – by the back door</li> </ul> </li> <li>▪ Fire Extinguisher                             <ul style="list-style-type: none"> <li>• 1 – in the office hallway</li> </ul> </li> <li>▪ Fire Hose                             <ul style="list-style-type: none"> <li>• 1 – in the office hallway next to the fire extinguisher</li> </ul> </li> <li>▪ Panic Alarm Button                             <ul style="list-style-type: none"> <li>• 1 – at the main reception desk under the computer</li> </ul> </li> </ul>	
<p>Workers trained in the use of emergency equipment</p>	<p>(1) Smokey Bear                  (2) Joe Smith                  (3) _____                  (4) _____</p>	
<p>Emergency response training requirements</p>	<p>Type of training</p>	<p>Frequency</p>
	<ul style="list-style-type: none"> <li>▪ Use of fire extinguishers</li> <li>▪ Practice fire drills</li> <li>▪</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Orientation and annually</li> <li>▪ At the call of building management</li> </ul>
<p>Location and use of emergency facilities</p>	<p>The nearest emergency services are located at:</p> <ul style="list-style-type: none"> <li>▪ Fire station: 10 Fire Street – 2 blocks east</li> <li>▪ Ambulance: 40 Sun Street – 10 blocks south</li> <li>▪ Police: 1 Police Plaza – 20 blocks west</li> <li>▪ Hospital: 101 Hospital Avenue – 4 blocks east</li> <li>▪ Other:</li> </ul>	

Fire protection requirements	<ul style="list-style-type: none"><li>▪ Sprinkler systems are located in all rooms at the work site</li></ul>
Alarm and emergency communication requirements	<ul style="list-style-type: none"><li>▪ Pulling the fire alarm automatically alerts the fire department and initiates an alarm within the building</li><li>▪ The fire alarm signal is intermittent sharp beeps</li></ul>
First aid	<p>First aid supplies are located at:</p> <ul style="list-style-type: none"><li>▪ Type No. 1 First Aid Kit at the main reception desk</li><li>▪ Blankets in the storage room</li></ul> <p>First Aiders are:</p> <ul style="list-style-type: none"><li>▪ Will B. Safe (Standard First Aider)</li><li>▪ Sun Shine (Emergency First Aider)</li></ul> <p>Transportation for ill or injured workers is by ambulance. Call 911</p>
Procedures for rescue and evacuation	<p>In case of fire:</p> <ul style="list-style-type: none"><li>▪ Advise all personnel</li><li>▪ Pull the fire alarm</li><li>▪ Evacuate all persons to a safe point in the staff parking lot and account for everyone including visitors and clients</li><li>▪ Assist ill or injured workers to evacuate the building</li><li>▪ Provide first aid to injured workers if required</li><li>▪ Call 911 to arrange for transportation of ill or injured workers to the nearest health care facility if required</li></ul>
Designated rescue and evacuation workers	<p>The following workers are trained in rescue and evacuation:</p> <ul style="list-style-type: none"><li>▪ Smokey Bear (Fire Warden)</li><li>▪ Joe Smith (Deputy Fire Warden)</li><li>▪ Will B. Safe (Standard First Aider)</li><li>▪ Sun Shine (Emergency First Aider)</li></ul>

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

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