

SAMPLE

Emergency Procedures

Use this sample as a guideline to help you prepare your emergency procedures. This is only a guideline. You'll need to tailor it to meet the health and safety needs of your particular workplace. For example, you'll need to add specific contact information for each situation.

Medical

All injuries or illnesses must be reported.

Collapse or Serious Injury

Person closest to injured person:

1. Ensure the accident scene is safe and that there is no further danger to you or the injured person.
2. Do not move the injured person unless there is a high risk of further injury and it is safe for you to do so.
3. Keep calm and do not leave the injured worker unattended.
4. Contact the Occupational First Aid Attendant immediately and report the exact location of the patient and the patient's condition.
5. Be prepared to assist when directed by the First Aid Attendant.

<i>Emergency Phone Numbers</i> 9 – 250 – 123-4567 First Aid Attendant 9 – 911 Ambulance If required or requested by the First Aid Attendant, call for an ambulance and provide as much information as possible. <ul style="list-style-type: none">• Designate someone to meet the ambulance	<i>Work Location</i> 333 Main Street Anywhere, BC Phone: 250 123-1122 <ul style="list-style-type: none">• Corner of Main and Second Avenue• Front door – main access for ambulance
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Minor injury or illness

1. Contact the First Aid Attendant immediately by calling 9 – 12-4567.
2. Follow the First Aid Attendant's instructions and provide as much information as possible.
3. Ensure that your manager is informed that you have reported to the First Aid Attendant.

Alarm Bells

Continuous ringing:

1. Evacuate the building as quickly as possible.
2. Follow the direction of your area's fire warden or their designated alternate and go to your assembly area.

Assembly area:

Main Park, located immediately across from main entrance of building, corner of Main Street and Second Avenue.

Fire

If you discover fire:

1. Immediately shout "FIRE" and activate the nearest internal fire alarm pull station.
2. For assistance, call security at 123-1234.
3. Dial 9 – 911 for Fire Department. State the location and nature of the emergency or have someone else do so and report back to you.
4. If trained and safe to do so, attempt to extinguish or control the fire with appropriate fire-fighting equipment.
5. If not safe to do so, or if you cannot extinguish or control the fire, then try to contain it by closing the doors.
6. Evacuate the area and proceed to your assembly area:
 - Do not use the elevators.
 - Do not leave the assembly area until instructed by the Evacuation Control Officer.
 - Do not re-enter the building for any reason until the Evacuation Control Officer indicates it is safe to do so.
 - Report your fire warden to ensure an accurate head count.

Security

If you need help, take the following actions (as required):

1. Dial 9 – 911 for police and notify your manager.
2. Take only reasonable measures to protect other staff from violence and to protect company property from damage; do not endanger yourself.
3. Report all threats to your manager and health and safety committee – using incident report form.

Building Emergency

If you discover building damage that is an immediate hazard:

Take reasonable measures to protect employees from hazard or send a co-worker to report the damage (and report back to you) while you stand and watch over the hazard. Report hazard to building maintenance, including location and description of damage.

Building maintenance, dial 9 – 123-4455.