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Purpose

Each ANC Foster location shall have a written Emergency Response Plan, appropriate to the hazards of the workplace, in order to respond to an emergency that may require rescue or evacuation.

Each Emergency Response Plan shall be prepared to reflect all known probable emergency conditions which may arise from within the workplace and from adjacent workplaces, the minimum of which will include fire or other emergencies.

Emergency Response Planning, Issuing and Annual Review Guidelines

An emergency response plan appropriate for the nature and size of the facility will be developed for each ANC Foster work site. In the event of an emergency at any place of work, arrangements must be made for:

- The safe and rapid evacuation of persons from the place of work;
- Emergency communications; and
- Appropriate medical treatment of injured persons.

In making arrangements for the emergency response plan, the following must be taken into account:

- The nature of the hazards at the place of work;
- The size and location of the place of work; and
- The number, mobility and capability of persons at the place of work.


If employees work at a fixed place of work, there must be:

- Adequate arrangements are made for the shutting down and evacuation of the place of work in the event of an emergency;
- Details of the arrangements for any such evacuation are kept on display in an appropriate location or locations at the place of work; and
- One or more persons are appointed and appropriately trained to oversee any such evacuation and, if appropriate, in the use of on-site fire fighting equipment.

Emergency Response Plans shall be established, implemented, reviewed, maintained and updated annually in conjunction with:

- Client emergency services department requirements.
- ANC Foster safety staff and management.
- The requirement to ensure the plan is up to date to reflect current circumstances at the workplace.

The plan is to be reviewed before the job and when conditions warrant and should be used for routine and non-routine emergencies as well as changes in operation, and products or services which warrant new emergency situations.

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Additionally, a review of the emergency action plan should occur with employees:

- When the plan is developed or the employee is assigned initially to a job.
- When the employee's responsibilities under the plan change.
- When the plan is changed.

Evacuation Procedures Planning

Procedures for emergency evacuation shall include type of evacuation and exit route assignments. The individual site evacuation procedure shall be appropriate to the risk must be developed and implemented to:

- Notify staff, including the first aid attendant, of the nature and location of the emergency,
- Evacuate employees safely,
- Check and confirm the safe evacuation of all employees,
- Notify the fire department or other emergency responders, and
- Notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace. Notification of the public must be in conformity with the requirements of other jurisdictions, including provincial and municipal agencies.

Emergency Response Equipment

Listing of Types of Emergency Equipment

Each site Emergency Response Plan shall identify, list the locations of and provide operational procedures for types of emergency equipment.

Inspection & Maintenance Records

Maintenance records must be kept, including but not limited to the name of manufacturer, the type of equipment, the date put into service, when and for what purpose the equipment has been used, the date of the last inspection and name of the inspecting person, any damage suffered, and the date and nature of any of maintenance on emergency response equipment.


The ANC Foster designated representative will perform and maintain the ANC Foster Emergency Inspection Checklist Form on a monthly basis. The checklist shall be maintained for retention in active files for two years and in on site archives for seven years.

Training

Any person who may be exposed to a risk to health and safety at any ANC Foster place of work must be provided with any information, instruction and training necessary to ensure the person's health and safety.

Medical Response

There must be provided at each place of work first aid facilities that are adequate for the immediate treatment of injuries and illnesses that may arise at the place of work.

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There must be regard to the location of the place of work, the number of employees at a particular location and the type of work being undertaken in determining the nature, number and location of the first aid facilities and the number of trained first aid personnel that are required.

ANC Foster will comply with Sub clauses (4)–(7) of the OHS Regulations which prescribes the minimum facilities and personnel that are required at various sites or places of work.

If appropriate based on the hazards present ANC Foster will comply with clause 194 as to additional first aid requirements in relation to the treatment of cyanide poisoning.

ANC Foster will comply with provisions contained in the WorkCover Document No 121 First Aid in the Workplace - Guide.


First Aid Kits

For ANC Foster work sites with more than 25 persons employed first aid kits must be under the control of trained first aid personnel.

Larger Facilities

The first aid facilities at a place of work at which more than 200 persons work, or at a construction site at which more than 100 persons work, must include a first aid room that:

- Is under the control of a person described in paragraph (b), (c), (d) or (e) of the definition of trained first aid personnel in subclause (1) of the OHS Regulation, clause 20 (7), and
- Is located so that it is readily accessible during working hours to persons working at the place of work or site, and
- Is situated at a convenient distance from:
 - toilets, and
 - a sink or a wash basin equipped with suitable drainage and a supply of clean hot and cold running water, and
 - a means of boiling water, and
- Has an access door that is wide enough to allow the entry and exit of a patient on a stretcher, and
- Is well lit and well ventilated, and
- Contains the following:
 - a work bench or a dressing trolley,
 - a cupboard for storage,
 - a suitable container fitted with a disposable bag or liner for soiled dressings,
 - a suitable container for the safe disposal of needles or other sharp implements,
 - an electric power point,
 - a couch with blankets and pillows,
 - a telephone,
 - a stretcher, lifting frame or similar device for transporting patients,

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- a sufficient supply of soap and disposable towels, and
- a copy of the current edition of an occupational first aid handbook approved by WorkCover.

Register of Injuries

A register of injuries is required to be kept under the Workplace Injury Management and Workers Compensation Act 1998.

Location and Use of Emergency Facilities

ANC Foster shall ensure each Emergency Response Plan lists the location and how to use emergency facilities for each work site. A list shall be posted in a conspicuous area showing local emergency facilities and how to contact. Examples include:

- Client Emergency Response Department (Initial Responder for All Emergencies If Applicable)
- Local Police, Local Hospital, Poison Center, etc.

Fire Protection & Response

ANC Foster shall ensure each Emergency Response Plan provides fire protection and response planning within each site Emergency Response Plan and is utilized during all phases of work. As a minimum, all shall include the following:

Protection


- Smoking is not permitted except in designated ‘SMOKING’ areas.
- Facilities shall be designed and maintained in accordance with local fire code and regulations.
- Portable fire extinguishers shall be stationed, inspected and maintained in accordance with local fire code and regulations. ANC Foster personnel shall be trained in their use.
- Flammable and combustible liquids shall be properly stored.
- Employees shall report all fire safety issues to their immediate supervisor.
- Facilities shall be inspected by use of the ANC Foster Emergency Inspection Checklist

Response

In the event of a fire, personnel working in facility will adhere to the following procedure for their work area:

- Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present.
- If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt get out.
- Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Roads are designated as fire lanes. Vehicles can stop there for unloading, but no parking will be allowed.


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ANC Foster Emergency Inspection Checklist

Department:	Location:	Date of Inspection:
Inspected by:	Title:	Ext:


This form is to be used monthly.

	N/A	Yes	No
Is every means of egress arranged and clearly marked, so that the way to safety is unmistakable at all times?			
Are exits signs lit?			
Are there sufficient exits for the prompt escape of all employees in case of fire or other emergencies?			
Are doors that aren't exits that could be mistaken as one, clearly marked "Not an Exit"?			
Do exit doors swing out?			
Are means of egress at least 28 inches at any point and adequate width for the number of people?			
Are egresses kept clear of obstructions and materials at all times?			
Is there proper lighting for emergency exiting? (i.e. during a power failure)			
Are at least two exits by separate ways of travel available for each occupant?			
Is the minimum width of any exit way no less than 28 inches?			
Are furnishings and decorations so placed that they will not obstruct the exits, the access thereto, or the egress there from, or the visibility thereof?			
Are explosive and highly flammable furnishings or decorations prohibited?			
Are evacuation maps posted in readily accessible places?			
Do employees know where their muster point is located?			
Do employees know area hazards, the nearest exit and alternate routes of escape?			
Do employees know the preferred means of reporting emergencies?			
Do employees know the site emergency number(s)?			
Is the site emergency number posted on or by the phone?			
Do employees know what signal indicates evacuation?			
Can all personnel perceive the employee alarm?			

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This form is to be used monthly.

	N/A	Yes	No
Do employees with special assistance needs been addressed?			
Employees questioned know where the emergency shut off is for the natural gas			
Are fire hydrants accessible?			
Are fire hydrants inspected yearly and records maintained to show the date?			
Are control and operating valves locked open or electronically supervised?			
Are fire hoses maintained and periodically tested?			
Are combustibile materials kept away from ignition sources?			
Are standpipe and hose system components visually inspected quarterly?			
Is the accumulation of flammable and combustibile materials controlled so they do not contribute to fire emergency?			
All Compressed Gas Cylinders tied or chained to eliminate tipping			
Are detection systems installed and maintained?			
Are all trouble alarms and fire signals investigated?			
Do detection/alarm systems shut down or reverse HVAC systems for smoke control?			
Do detection/alarm systems close smoke or fire doors?			
Do detection/alarm systems activate local alarms?			
Are alarm and PA systems periodically tested?			
Does everyone know where the nearest fire extinguisher is stored?			
Has the area fire extinguisher been maintenance tested within the last year and tagged to show the date?			
Are fire extinguishers accessible and the proper type for the fire hazard?			
Are employees trained in how to use fire extinguishers?			
Are the extinguishers clean and well cared for?			
Is the seal and lock pin in place?			
Clear access to extinguishers? Not blocked			
Is the extinguisher location plainly marked, so as to be visible at a distance?			
Is the extinguisher class marked on the extinguisher?			


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This form is to be used monthly.

	N/A	Yes	No
Are first aid supplies stocked, clean, accessible and sanitary?			
Are there eye/body wash facilities near injurious corrosive materials?			
Is a person or persons adequately trained to render first aid available in the near proximity to the workplace?			
Are AEDs present and operators trained?			
Condition of First Aid Kits Acceptable			
Are employees/subcontractors familiar with the incident/accident reporting process?			
Do employees/subcontractors know where accident/incident forms are located?			

Date of last inspection of sprinkler system (required yearly) _____

Comment/Actions:

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ANC Foster Evacuation Report

This form is to be used to record all emergency evacuations (including drills).

Building Details

Building Name _____ Number of Floors (including ground) _____
Designated Muster Station _____ Person Completing Form _____

Evacuation Details

Evacuation Date/Time: _____/_____
Evacuation Drill Yes No
Trigger for Evacuation: Fire Alarm Activated ___ Drill ___ ERT ___ Security ___
Emergency Situation: _____

Condition: Staff Only ___ All Occupants ___ After Hours ___ Unoccupied ___ Weather _____

Number of Evacuees _____ Elapsed Time to Evacuate _____ minutes

Evacuation was orderly with no panic Yes No
Mobility-impaired persons present (sight, hearing, physical, etc.)? Yes No
The majority of evacuees went to the mustering points? Yes No
Were the building occupants notified of this drill? Not a drill Yes No


Emergency Control Organization

Emergency Coordinator _____ Deputy Emergency Coordinator _____

Emergency Coordinators were stationed at the proper emergency control point? Yes No
All Fire Wardens reported to the Emergency Coordinator? Yes No
If not, who did not report in? _____
All Fire Wardens were identifiable (vests, hard hats, flash lights)? Yes No
Control of external building exits achieved? Yes No
Did the Fire Wardens perform their duties correctly? Yes No
Evacuation maps and emergency procedures posters are up-to-date? Yes No

Building Fire & Emergency Equipment

Was the evacuation signal audible throughout the building? Yes No
Automatic closing fire doors closed when the fire alarm activated? Yes No
Card access doors automatically released when the fire alarm activated? Yes No
Fire doors and emergency exits unobstructed? Yes No

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Emergency Response Members

Client: Maintenance Security ANC Foster Emergency Coordinator HSE


Emergency Response Team Fire Brigade Ambulance Police Other: _____

ANC Foster Action Sheet

Issue(s)	Action(s) Required	By Who	By When	Sign Off/Date

Records

- Keep the original in your Emergency Response folder and monitor to ensure all action items completed as soon as possible. Report delays to senior management.
- Copies shall be distributed in accordance with the ANC Foster Site Emergency Response Plan.

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Emergency Response Plan Orientation Check List

Employee Name _____ Department _____


Hire/Transfer Date _____ Orientation Date _____

- Emergency Procedures
- Evacuation route(s) from assigned work area
- Evacuation from an unfamiliar area
- Location of Emergency Assembly Areas
- Receiving and following instructions during an emergency
- ALL CLEAR and re-entry procedure
- Reporting hazards and/or substandard conditions
- Advising anyone who may require assistance during an emergency evacuation
- Location of Emergency Equipment (i.e. Fire Extinguishers, etc.)

Employee Signature: _____


Orientation Conducted by: _____

Job Position/Title: _____

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Sample Emergency Response Plan Core Requirements

POTENTIAL EMERGENCIES (BASED ON HAZARD ASSESSMENT)	The following are identified potential emergencies:	
	<ul style="list-style-type: none"> • Fire • List others 	
EMERGENCY PROCEDURES	<p>In the event of a fire occurring within or affecting the work site, the Emergency Coordinator (or deputy) makes the following decisions and ensures the appropriate key steps are taken:</p> <ul style="list-style-type: none"> • advise all personnel • pull the fire alarm to alert the nearest fire station and initiate all fire alarms within the building • evacuate all persons to a safe point in the assembly area and account for everyone including visitors and clients 	
LOCATION OF EMERGENCY EQUIPMENT	<p>Emergency equipment is located at:</p> <ul style="list-style-type: none"> • Fire Alarm – List • Fire Extinguisher – List • Fire Hose - List 	
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT	<p>(1) _____ (2) _____ (3) _____ (4) _____</p>	
EMERGENCY RESPONSE TRAINING REQUIREMENTS	<p>Type of Training</p> <ul style="list-style-type: none"> • Use of fire extinguishers • Practice fire drills 	<p>Frequency</p> <ul style="list-style-type: none"> • Orientation and annually • At the call of site management
LOCATION AND USE OF EMERGENCY FACILITIES	<p>The nearest emergency services are located at:</p> <ul style="list-style-type: none"> • List facilities 	

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FIRE PROTECTION REQUIREMENTS	<ul style="list-style-type: none"> List all site fire protection requirements.
ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	<ul style="list-style-type: none"> Pulling the fire alarm automatically alerts the fire department and initiates an alarm within the building The fire alarm signal is (describe sound and pattern)
FIRST AID	First aid supplies are located at: <ul style="list-style-type: none"> List First Aiders are: <ul style="list-style-type: none"> List all names Transportation for ill or injured workers is by (describe). The contact number or radio channel is (describe).
PROCEDURES FOR RESCUE AND EVACUATION	In case of fire: <ul style="list-style-type: none"> Advise all personnel Pull the fire alarm Evacuate all persons to a safe point in the staff parking lot and account for everyone including visitors and clients Assist ill or injured workers to evacuate the building Provide first aid to injured workers if required Call emergency response personnel to arrange for transportation of ill or injured workers to the nearest health care facility if required.
DESIGNATED RESCUE AND EVACUATION WORKERS	The following workers are trained in rescue and evacuation (or describe client rescue organization): <ol style="list-style-type: none"> _____ _____ _____ _____
Completed on: _____ Signed: _____	