



Fire Safety Plan

Company	
Address	
Completed by (your name)	
Date (today's date)	
Potential emergency (e.g. power outage, flood, fire, robbery) Refer to your hazard assessment to determine which hazards could require rescue or evacuation	

List and location of emergency equipment and facilities:

Emergency equipment including fire protection requirements (e.g. alarms, fire extinguishers, hoses, fire doors)	Equipment	Location	Operating procedures
First aid (e.g. first aid kit – type and location; blanket, first aiders/shift, transportation)	First aid kit		Location
	First aid supplies		Location
	First Aiders		
	Morning shift	Afternoon shift	Night shift
	Transportation plan		
List and location of emergency facilities (e.g. fire station, hospital, police)	Facility name		Address/distance

Alarm and emergency communication requirements					
Rescue and evacuation procedures	Procedures				
Emergency response procedures (Detailed procedures to be followed for each identified emergency)	Emergency situation		Procedures		
Emergency response training and requirements (list the positions or names of workers trained to use each type of emergency equipment and those trained in rescue and evacuation procedures)	Position or name			Training received	Frequency
	AM shift	PM shift	Night shift		

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Planning team list

Management

Department	Name
	Position

Health & safety committee members or representative

Name	Position
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Workers

Name	Position	Shift
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Property Management Company

Contact name	Phone
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Fire | Police | EMS

Name	Phone
Name	Phone
Name	Phone

Municipality

Department	Name
	Phone

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Emergency contact list (template)

Company address	Business phone
Prepared by	

Emergency response contacts

Police	9-1-1
Police (non-emergency)	
Emergency Medical Services (Ambulance)	9-1-1
Fire	9-1-1
Poison control	1-800-332-1414

Company contacts

Owner/General manager	
Manager	
Health and Safety coordinator	
Maintenance	
Security	
Public relations (designated)	
Other	

Alberta Government contacts

Occupational Health and Safety	1-866-415-8690 (toll free) 780-415-8690 (in Edmonton)
Workers' Compensation Board (WCB)	1-866-922-9221 (toll free)
Alberta Environment	
Other	

Company contacts

Power company	
Gas company	
Telephone company	
Insurance company	

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Emergency response plan (template)

Company				Completed date				
				Reviewed date				
Address								
Worker's name	Training completion date							Date
	Standard first aid		Rescue and Evaluation	Emergency Warden	Fire Extinguisher	Emergency Response Plan	Other	
	Initial	Recertify						

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Emergency response plan – Record of drill (template)

Leader conducting drill		
Department		Drill date
Type of drill (e.g. evacuation, table top, role play)		
Participants		
Evacuation time		
Items done well		
Items requiring improvement		
Corrective actions	Assigned to	Target date
Scheduled date of next drill		
Comments		
Reviewed by		Date
<hr/>		
Name		Signature

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Planning team list

Use the following checklist to help you decide whether or not your organization is prepared for an emergency.

Checklist	YES	NO
Is there a written emergency response plan for each work site aligning with the hazards at the site?	☐	☐
Does this plan include:		
A list of potential emergencies?	☐	☐
Procedures for dealing with the identified emergencies?	☐	☐
A list of responsible emergency response personnel?	☐	☐
Procedures for rescue and evacuation?	☐	☐
A list of designated rescue and evacuation workers?	☐	☐
Emergency response training requirements?	☐	☐
Alarm and emergency communication requirements?	☐	☐
Fire protection requirements?	☐	☐
Identification, location and instructions for use of emergency equipment and facilities?	☐	☐
Emergency contact information?	☐	☐
Do your first aid suppliers and facilities meet legislated requirements?	☐	☐
Do you have the required number of trained first aiders?	☐	☐
Do workers understand their responsibilities under the plan?	☐	☐
Have workers been trained in their individual responsibilities?	☐	☐
Are emergency response drills conducted regularly?	☐	☐
Are all records of emergency response activities (including drills) reviewed to identify gaps?	☐	☐
Is the plan current?	☐	☐

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