



Emergency Response Plan Template

17 Feb 2023 / Jose Montrose

Complete

Score	0%	Flagged items	0	Actions	1
-------	----	---------------	---	---------	---

Company name RMJ Manufacturing

Location New Jersey, USA
(40.0583238, -74.4056612)

Prepared by Jose Montrose

Prepared on 17.02.2023 16:00 PST

Potential emergency situations (based on the conducted hazard and risk assessment)

Fire, robbery, health-related (e.g., chemical and radiation overexposure)

Actions

1 action

Emergency Response Plan Checklist

Is the number of your first aid responders enough?

No

For CY 2023, we'll be training more employees to add to our list of first aid responders. This is to account for the business's continuous expansion and growth efforts as we welcome new team members starting Q2.

To Do | Assignee SafetyCulture Staff | Priority Low | Due 24.02.2023 17:37 PST | Created by SafetyCulture Staff

Coordinate with the head of the ERP team to create the proposal/s on training and staff requirements for the additional first aid responders.

List and Location of Emergency Equipment and Facilities

Emergency Equipment

Emergency Equipment 1

Equipment

Fire Extinguishers

Location

Maintenance Rooms for each floor (near the emergency exits)

Operating Procedures

Please refer to the attached document for the detailed operating procedures of fire extinguishers.

[Operating Procedures for Fire Extinguishers \[2023 Update\].pdf](#)

First Aid

First aid kit and location

- Class A First Aid Kits (for very common injuries) are stocked in the Clinic (first floor) and Maintenance Rooms (third and fifth floor)
 - Class B First Aid Kits (for complex cases) are stocked in the Clinic (first floor) and all Maintenance Rooms per floor
-

First aid supplies and location

All first aid supplies are available and stocked in the Clinic and Maintenance Rooms (third and fifth floor)

Name/s of first aider/s in the morning, afternoon, and night shifts

- Kelly Salinger for the morning shift
 - Beck Norton for the afternoon shift
 - Ria Badgley for the night shift
-

Transportation plan

Aside from the three (3) general-use company vehicles, two (2) emergency vehicles are on standby. Four (4) drivers from the Emergency Response Team are also on standby and on call.

Emergency Facilities

Emergency Facilities 1

Facility Name

Newark Fire Department

Contact Person and Number

+1 973-733-7400

Address

311 Washington St, Newark, NJ
07102

Emergency Facilities 2

Facility Name

Newark Police Division

Contact Person and Number

+1 973-733-6000

Address

311 Washington St, Newark, NJ
07102

Emergency Facilities 3

Facility Name

Saint Michael's Medical Center

Contact Person and Number

+1 973-877-5000

Address

111 Central Ave, Newark, NJ
07102

Alarm and emergency communication requirements

Depending on the type of emergency, our requirements should be well-specified. Hence, the requirements for alarm and emergency communication are detailed in the attached document.

[Alarm and Emergency Communication Requirements - RMJ Manufacturing.pdf](#)

Rescue and evacuation procedures

Fire

- Activate the fire alarm.
- Call 911 immediately and provide information.
- Emergency responders assist injured personnel.
- Exit the building following emergency maps.
- Assist physically impaired individuals to a secure area.

Rescue and evacuation procedures for other emergency situations (robbery, health-related (e.g., chemical and radiation overexposure)) are detailed in the attached document.

Emergency response procedures

Medical Emergencies

- Check for signs such as chest pain, difficulty breathing, excessive or uncontrollable bleeding, unconsciousness, and life-threatening injuries (severe head injuries, severe burns, etc.)
- Call 911, then the Emergency Response Team, and report the nature of the illness or injury, your name, and the location and telephone number from which you are calling.
- Administer first aid (if you are trained AND permission is granted by the injured).
- Direct emergency and medical personnel to the scene.
- Remain with the victim until emergency personnel arrives.

Again, other emergency response procedures specific to certain situations are detailed in the attached document.

Emergency Response Training and Requirements

Emergency Response Training and Requirements 1

List the names and job titles of employees trained to use each emergency equipment and perform emergency response procedures including rescue and evacuation.

Employee Name and Title

Chloe Austin - Health and Safety Officer II

Shift (Morning, Afternoon, or Night)

Morning

Training Received

First Aid and CPR/AED Training

Training Frequency

Every 6 months

Emergency Response Training and Requirements 2

List the names and job titles of employees trained to use each emergency equipment and perform emergency response procedures including rescue and evacuation.

Employee Name and Title

Jill Collins - Health and Safety Officer I

Shift (Morning, Afternoon, or Night)

Afternoon and Night

Training Received

Fire Safety Training

Training Frequency

Every 6 months

Planning Team List

Property management company contact name and number

JMB Property Management - Kyle Howard 200-500-0111

Emergency Response Plan Checklist

1 action

Is there a written emergency response plan for each work site that aligns with the hazards at the site?

Yes

Does this plan include a list of potential emergencies?

Yes

Does this plan include emergency response procedures?

Yes

Does this plan include a list of workers trained to provide emergency response procedures?

Yes

Does this plan include rescue and evacuation procedures?

Yes

Does this plan include a list of workers trained to provide rescue and evacuation procedures?

Yes

Does this plan include emergency response training requirements?

Yes

Does this plan include alarm and emergency communication requirements?

Yes

Does this plan include a list and the locations of emergency equipment and facilities?

Yes

Does this plan include emergency contact information?

Yes

Do your first aid suppliers comply with legal requirements?

Yes

Is the number of your first aid responders enough?

No

For CY 2023, we'll be training more employees to add to our list of first aid responders. This is to account for the business's continuous expansion and growth efforts as we welcome new team members starting Q2.

To Do | Assignee SafetyCulture Staff | Priority Low | Due 24.02.2023 17:37 PST | Created by SafetyCulture Staff

Coordinate with the head of the ERP team to create the proposal/s on training and staff requirements for the additional first aid responders.

Are workers informed of their responsibilities stated in the plan?

Yes

Are emergency response drills conducted on a regular basis?

Yes

Even if these are regularly conducted, we'd need to enforce stricter measures for CY 2023. More on this as we conduct our next emergency response planning next month.

Is the plan current and/or updated?

Yes

Completion

Comments and recommendations

To summarize the notes and assigned actions from this ERP:

- For CY 2023, we'll be training more employees to add to our list of first aid responders. This is to account for the business's continuous expansion and growth efforts as we welcome new team members starting Q2.
 - Coordinate with the head of the ERP team to create the proposal/s on training and staff requirements for the additional first aid responders.
 - Even if emergency response drills are regularly conducted, we'd need to enforce stricter measures for CY 2023. More on this as we conduct our next emergency response planning next month.
-

Signature



Jose Montrose
17.02.2023 17:38 PST

Appendix

[Operating Procedures for Fire Extinguishers \[2023 Update\].pdf](#)

[Alarm and Emergency Communication Requirements - RMJ Manufacturing.pdf](#)

[Rescue and Evacuation Procedures - RMJ Manufacturing.pdf](#)

[Emergency Response Procedures - RMJ Manufacturing.pdf](#)