

	Title	Emergency Response Plan (ERP)	Section	Policies	Author	K.G.
	Category	Health, Safety, Environment	Policy #	6.1	Revised	05 Jan 2026

1. Policy Statement

When seconds count, preparation is everything.

Artistic Stairs is committed to protecting our people and the public in the event of a disaster. We will establish and maintain a comprehensive Emergency Response Plan (ERP) for every worksite to ensure that effective action is taken immediately to minimize loss and save lives.

2. Purpose & Scope

- **Purpose:** To establish a system for emergency preparedness, response, and recovery in compliance with *Part 7 of the Alberta Occupational Health and Safety Code*.
 - **Scope:** Applies to all operations. A specific ERP must be developed for the Head Office and for *each* active construction project.
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3. Roles & Responsibilities

- **Management:**
 - Conduct a Vulnerability Assessment to identify potential emergencies (e.g., fire, sour gas, tornado) applicable to Company operations.
 - Provide necessary emergency equipment (e.g., alarms, fire extinguishers, rescue kits).
 - Ensure the ERP is tested at least Annually.
 - **Supervisors:**
 - Develop and post the Site-Specific ERP for their project.
 - Ensure all workers know the location of the Muster Point and First Aid kits.
 - Lead emergency drills and complete the *Drill Evaluation Form*.
 - **Workers:**
 - Participate in emergency drills.
 - Know the alarm signals and evacuation routes for their specific site.
 - Report any missing or expired emergency equipment (e.g., empty fire extinguisher).
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4. Procedures & Standards

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1) Site-Specific ERP Requirements

Every active worksite must have a written ERP posted in a conspicuous location (e.g., Safety Board, Site Trailer). The plan must include:

- **Emergency Numbers:** 911, nearest hospital, poison control, and utility companies.
- **Muster Point:** A specific, safe location for headcounts.
- **Key Personnel:** Names of First Aiders and the Site Supervisor.
- **Evacuation Route:** Map or description of how to exit the site safely.

2) Potential Emergency Scenarios

Based on our operations, the ERP must address the following standard scenarios:

- **Medical Emergency:** Injury or sudden illness.
- **Fire / Explosion:** Site evacuation procedures.
- **Chemical Release:** Spills or gas leaks (e.g., natural gas line hit).
- **Severe Weather:** Tornado, lightning, or extreme cold.
- **Workplace Violence:** Intruder or active threat.

3) Drills & Testing

- **Frequency:** A full emergency evacuation drill must be conducted at least Annually.
 - *Construction Best Practice:* Conduct a drill on each new major project or quarterly.
- **Evaluation:** After every drill (or actual event), the Supervisor must complete an After-Action Review to identify deficiencies (e.g., "Warning alarm was not loud enough").
- **Corrective Action:** Any gaps identified during the drill must be corrected immediately.

4) Emergency Equipment

- **Fire Extinguishers:** Must be inspected monthly (visual) and serviced annually.
- **Alarms:** Construction sites must have an effective means of raising the alarm (e.g., air horn, siren, or radio "All Call").

5) Roll Call (Headcount)

In the event of an evacuation:

1. All workers must proceed immediately to the Muster Point.

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2. The Supervisor will conduct a roll call using the daily sign-in log.
 3. No one may leave the Muster Point until cleared by the Supervisor or Emergency Services.
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5. References & Legislation

- **Alberta OHS Code:** Part 7 (Emergency Preparedness and Response)
- **Related Forms:**
 - o Site-Specific Emergency Response Plan (Poster)
 - o Emergency Drill Report / Evaluation Form