# Emergency Preparedness Policy

Enter your company name in the blank lines below.

_____ is committed to providing fire protection in the event of a fire. The purpose of this policy is to ensure _____ will have an up to date and efficient fire response plan.

The workplace fire response plan will contain the location of emergency exits, fire alarms and fire extinguishers. It will also outline the responsibilities of the employees in the event of a fire. All staff will review the plan annually as well as perform planned fire drills to demonstrate their understanding of the fire response plan.

_____ will provide fire extinguishers and have them tested every twelve months or as specified in OHS regulations. Employees will work with the local fire department and follow their direction in the event of a fire.

Supervisors shall contact senior management to inform them of the fire if they are not on location.

Owner Signature: _____ Date: _____