

Encore Master Builder

EMERGENCY RESPONSE PLAN / SITE INFORMATION

Project Name: Building Futures	Location: Cherot, St. Albert
Client:	Effective Date: September 2026
Emergency signal and communications used on this site:	
Muster Point location:	

Emergency Contacts

Contacts	Name	Number
Ambulance		911
Hospital		911
Fire Department		911
RCMP		911
OH&S Reporting		1-866-415-8690
Spill Hot Line		1-800-222-6514
Poison Control Center		1-800-332-1414
Power	Fortis Alberta	780-310-9473
Natural Gas	Atco gas Edmonton Emerg #	780-420-5585
Incident Coordinator	School Teacher/Supervisor	
Supervisor	Tony Pacheco	Cell#: 780-267-2703

In the event of an incident, this form will be used as a tool to aid in plans to control any emergencies and rescue/evacuate any injured parties. The full emergency response plan, including potential emergencies and procedures, is found in Section 7 of the Health, Safety and Environment Manual.

Roles & Responsibilities: Incident Coordinator

The Incident Coordinator listed above will control all Emergency Response for Encore personnel.

1. Complete a head count and ensure all personnel are present at Muster Area.
2. Assess situation, give direction, designate CALLER, if EMS is required.
3. Protect Workers by assessment of changing conditions.
4. Ensure all equipment is shutdown and jobsite is secure.
5. Complete Incident Report if necessary, obtain witness statements, complete follow up items.

First Aid & Facilities

Number of first aiders required for this project: _____

Designated First Aider(s): _____

1. The designated first aider(s) will be posted in the office and kitchen.
2. It is the first aider's responsibility to provide care to injured people.

Is there a MediCentre / First Aid on site?	Location:
Location of fire extinguishers:	
Location of other fire protection equipment:	
Location of other emergency equipment: (specify item and location)	
Location of emergency facilities: (eyewash, shower, etc)	
Rescue plan for onsite work:	
Designated rescue workers:	

EMS Call Criteria

This is the criteria that EMS will require to respond to an incident/accident:

- Date and Time of call
- Who is calling (Full name)?
- What number you're calling from?
- Where are you calling from?
- How many people are injured?
- What happened?
- The location of the incident? (Be prepared to give an address)

*** POST NEAR LAND & MOBILE TELEPHONES ***