**Emergency Policy**

The risk of an incident cannot be totally eliminated, therefore (*Company name here*) will take the following steps to help insure the proper reaction to any situation:

* Provide initial emergency first aid training and refresher training, ensuring the appropriate number of first aid trained individuals at each work place at all times.
* Ensure first aid trained personnel are known or their names are posted.
* Provide transportation to a medical facility for injured persons.
* Provide training on fire extinguishers and initial fire fighting.
* Provide communications in the form of cell phone or radios.
* Provide appropriate first aid kits and ensure that records are kept.
* Have a site rescue / evacuation plan posted and employees given training on how to safely evacuate.

Signed: Date: