4S CONSULTING

Emergency Preparedness Checklist

Plans, roles, first aid (updated June 2026), equipment and drills for Ontario employers

Ontario | Review at least once a year, and after every drill or emergency

Workplace: _____ **Reviewed by:** _____ **Date:** _____

1. Plan

- [ ] Likely emergencies identified (fire, medical, spills, weather, utility failure, violence, structural)
- [ ] Written emergency response plan for each, including evacuate vs shelter in place
- [ ] Fire safety plan in place and approved, if the Ontario Fire Code requires one for your building
- [ ] Plan covers visitors, contractors and people who need help evacuating
- [ ] Emergency contact list current (911, utilities, key staff, families)

2. People and roles

- [ ] Emergency coordinator, wardens, accountability and communications leads named
- [ ] Backups named for every role, on every shift
- [ ] Workers, contractors and visitors trained on alarms, exits and assembly points
- [ ] Wardens and first aiders trained for their roles

3. First aid (Reg. 1101 and WSIB First Aid Program)

- [ ] Certified first aider on site at all times on every shift: Basic First Aid (5 or fewer workers) or Intermediate First Aid (6 or more)
- [ ] First aid certificates current (valid three years); expiry dates tracked
- [ ] First aid kits stocked and checked at least four times a year, with inspection cards filled in
- [ ] Each first aid station has a kit, the Form 82 poster and a list of first aiders
- [ ] First aid room provided if 200 or more workers on any one shift
- [ ] First aid kits in work vehicles

4. Equipment and exits

- [ ] Fire alarms, extinguishers, emergency lighting and exit signs working and inspected
- [ ] Exit routes and doors clear; evacuation maps posted
- [ ] Assembly points set and known
- [ ] AEDs, spill kits and eyewash stations where needed

5. Practise and review

- [ ] Drills run at the frequency the fire safety plan requires, and reviewed (log below)
- [ ] Tabletop exercises for other scenarios (spill, medical, severe weather)
- [ ] Plan reviewed in the last 12 months, and after every drill, emergency or major change
- [ ] JHSC has reviewed the plan and checks emergency equipment during inspections

Drill record

Date	Drill type	Time to clear	Issues found	Fixed by

Train your team to respond

4S Consulting offers Emergency Response e-learning, plus CPO-approved JHSC Part 1, Part 2 and Refresher training (online, live virtual or on-site).

4sconsult.com/training/jhsc-certification-training/