

*This template is offered as a practical beginning. You will need to personalize your own program, depending on the specific unique applications at your facility, along with the availability of external/internal resources.*

## **Template For a Written Rescue and Retrieval Plan**

Our Company's Fall Protection System Rescue and Retrieval Plan:

The following personnel have been assigned to our Rescue and Retrieval Team:

Names: \_\_\_\_\_

Our Team Leader(s) (for each shift) is as follows: Name(s): \_\_\_\_\_

The fall protection coverage area to which this plan applies is described as follows: (e.g. Rail Unloading Area) \_\_\_\_\_

The recommended equipment for the rescue is as follows: (e.g. 28 foot ladder, Fulton Oxygen Respirator, Genie Man Lift, etc.) \_\_\_\_\_

This rescue equipment is located or stored in the following locations: (the Genie Manlift is in normally located in Warehouse 21, on the North Wall; the nearest Fulton Oxygen respirator is located in the First Aid Station in Building 22; the Ladder is usually in the Maintenance Shed) \_\_\_\_\_

If this rescue equipment is locked up, the keys may be located at (or with whom): (e.g. call Joe Jones at extension 234 or on his cell phone at 555-1234; or Ed Smith on his cellular at 555-2345. If all keys are unavailable, break permission is granted to break the door down to gain access) \_\_\_\_\_

Emergency phone numbers are:

911 (if Available): 911

Fire: 555-5555

Police: 555-5555

Ambulance (EMT): 555-5555

Local Hospital: 555-5555

Procedure for calling for help:

**Immediately notify your rescue/retrieval team:** (examples: sound the alarm, call the front office who will notify crew, activate emergency beepers, etc. Rescue/Retrieval team takes over rescue operation.

**If necessary, call Outside Emergency Services:** (examples: call 911, call fire department, call ambulance, call hospital and notify them a victim is en route, call victims' family, etc.