



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR – HS - 30

REFERENCE: HEALTH AND SAFETY

Date: Feb 1, 2017

**Next Review Date:
Feb 1, 2019**

TITLE: EMERGENCY PREPAREDNESS

1.0 POLICY

- 1.1 It is the policy of the City of Dryden to ensure that procedures are developed, implemented and maintained to effectively address emergency situations, which may occur at the workplace.

These measures are developed to reduce the risk of death or personal injury, provide for the safety, care and comfort of workers, reduce and minimize damage to property, equipment and inventory, and accelerate the resumption of normal operations.

2.0 APPLICATION

- 2.1 These measures apply to, but are not limited to serious injuries/incidents, acute illness (i.e., heart attack, choking, etc.), explosions, bomb threats, severe weather, flooding, power interruptions, and fire.

3.0 RESPONSIBILITY

- 3.1 Senior Managers:
(a) must identify the emergencies most likely to occur at their workplace including the external environment. The procedure may include the following:

Fire	Power failure
Gas leak	Chemical spill
Explosions	Bomb Threats
Extreme Weather Conditions	Flooding
Medical Emergencies	Workplace violence

3.2 Department Managers:

- (a) must ensure supervisors have been familiarized with the emergency plan and evacuation procedures as it pertains to their specific work areas;
- (b) must communicate with and notify the appropriate outside agencies to deal with and respond to emergency situations;
- (c) must assess the situation to determine whether or not it is necessary to activate emergency procedures, including partial or full evacuations;
- (d) must delegate responsibility for emergency operations; and,
- (e) must inform senior officials of the status of emergency situations.

3.3 Supervisors:

- (a) must ensure workers under their supervision are familiar with the provisions of the emergency plan;
- (b) must ensure workers under their supervision are instructed as to the location of emergency exits, evacuation routes, staging and assembly areas and telephones;
- (c) must account for each worker under his or her supervision and report this information to the Department Manager if an evacuation is required;
- (d) must carry out emergency plan responsibilities as assigned; and,
- (e) must ensure the provisions of the emergency plan are reviewed with workers annually.

3.4 Workers:

- (a) must to report to their immediate supervisor, or any available supervisor, the existence of any emergency situations;
- (b) if trained in the use and application of first-aid, artificial respiration, firefighting techniques or rescue operations, must respond and provide assistance in emergency situations under the direction of the Supervisor;
- (c) where applicable, must evacuate the building or property by the closest and safest exit in an orderly fashion under the direction of a supervisor or upon hearing the designated emergency signal, must report directly to the appropriate staging and assembly areas following evacuation; and,
- (d) must remain at the pre-determined assembly area until further instructions are provided by supervision.

4.0 PROCEDURE

4.1 Staging Areas and Assembly Areas:

- (a) Staging areas are those areas that workers will report to following a partial or full evacuation. These areas shall be designated in each department. Alternate staging areas will also be identified.

This procedure is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

- (b) Once all are accounted for, workers may be directed by supervisors to proceed to an assembly area, or be given other instructions.

4.2 Emergency First-aid:

- (a) Where applicable, existing first-aid facilities will be utilized, for emergency situations occurring in the building or property area.
- (b) Triage areas will be established, in the event of a partial or full evacuation, or where it is not practical to provide medical attention at the existing first-aid facilities.

4.3 Notification System:

- (a) The existing internal communication system shall be used, where practical, to provide notification for evacuation.
- (b) Where notification in the above manner is not practical or possible, direct voice communication shall be used and carried out by members of supervision (or designates).

4.4 Maps and Floor Plans:

- (a) If applicable, maps and floor plans shall be developed to illustrate the building or property layout and will identify: emergency exits; evacuation routes; staging areas; assembly areas; and the internal communication system.

5.0 TRAINING

- 5.1 Workers shall be trained and instructed in the provisions of the emergency plan. All training shall be documented and reviewed annually.

History			
Approval Date:	September 19, 2011	Approved by:	By-law 3919-2011
Review/Amendment Date:	February 1, 2017	Approved by:	CAO E. Remillard
Review/Amendment Date:		Approved by:	
Review/Amendment Date:		Approved by:	
Review/Amendment Date:		Approved by:	
Review/Amendment Date:		Approved by:	