

# Erie St. Clair Community Care Access Centre Centre d'accès aux soins communautaires d'Érié St-Clair

<b>Policy and Procedure Manual</b>	
<b>Section: Health and Safety Management</b> <b>Subject: Emergency Preparedness/Evacuation</b>	<b>HR.HSM.03.0026</b>
	<b>Page 1 of 3</b>
<b>Effective Date:</b> 21/04/2011	<b>Cross Reference:</b> <a href="#">Occupational Health and Safety- Roles and Responsibilities</a> ; <a href="#">Occupational Health and Safety- Rights of Workers</a> ; <a href="#">Joint Occupational Health and Safety Committee (JOHSC)</a> ; <a href="#">Fire and Smoke Safety</a> ; <a href="#">Evacuation Drills</a>
<b>Date of Origin:</b> 25/11/2008 <b>Version Number:</b> 1 <b>Next Review:</b> 21/04/2012 <b>Frequency:</b> Annually	<b>Chief Executive Officer Approval:</b>  <i>Kuchta, Betty</i> Signature  <u>20/04/2011</u> Date

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**RATIONALE:** Potential emergencies such as fires, explosions, bomb threats, spills or chemical releases may require employees and other building occupants of the three physical sites of the Erie St. Clair Community Care Access Centre to safely and efficiently evacuate the buildings. A comprehensive Safety and Evacuation Plan has been developed for each physical site of the ESC CCAC to ensure that occupants are adequately familiar with the building and with the proper procedures for evacuation. The objective of this policy and process is to reduce the possible consequences of human injury and damage to property in an emergency.

**SCOPE:** All Erie St. Clair Community Care Access Centre employees, students, volunteers and visitors at the worksite.

**POLICY:**

**The Erie St. Clair Community Care Access Centre is dedicated to the health and safety of all individuals at the worksite. An Emergency Evacuation Plan provides tools and procedures to ensure that all occupants of the physical sites of the organization are safely and efficiently evacuated from the buildings in the event of an emergency.**

**The Emergency Evacuation Plan has been developed based upon the *Fire Protection and Prevention Act*, Ontario Fire Code (Ontario Regulation 388/97). It provides an audit of life safety resources in the building, identifies the structure of a Fire Safety Committee, describes actions to be taken in the event of a fire and details maintenance and procedural duties required to provide the level of fire safety as required by the Code.**

**The Emergency Evacuation Plan is located in the Human Resources Department and in the Intake Department at each physical site and shall be accessed and removed during an evacuation by designated Emergency Evacuation Coordinators/Monitors.**

**Each of the three physical sites of the ESC CCAC shall have a designated Emergency Evacuation Coordinator to oversee activities in the event of an emergency.**

# Erie St. Clair Community Care Access Centre Centre d'accès aux soins communautaires d'Érié St-Clair

**All ESC CCAC employees will be provided with an orientation on the Emergency Evacuation Plan. This Plan and all related policies and procedures shall be reviewed annually and revised as necessary.**

## **RESPONSIBILITIES:**

- The Chief Executive Officer or designate is responsible for the overall implementation of the Emergency Evacuation Plan.
- An Emergency Evacuation Coordinator will oversee the development of the Emergency Evacuation Plan necessary to meet the mandatory requirements of relevant legislation, for each physical site of the ESC CCAC.

## **OUTCOMES/EVALUATION:**

- The expectation is 100% participation of all employees and visitors at all three physical sites of the ESC CCAC.

## **PROCEDURE(S):**

All employees of the ESC CCAC must take an active role in reviewing and understanding their responsibilities during an emergency evacuation:

1. Know the procedures established to implement safe evacuation
2. Be familiar with the building layout, exits and fire protection equipment locations in their respective areas and designated assembly area
3. Be familiar with good fire prevention practices and report any known or suspected fire hazards to the Emergency Evacuation Coordinator
4. Advise the Emergency Evacuation Coordinator or Emergency Evacuation Monitors/Fire Captains if assistance is required in the event of an emergency evacuation situation
5. During an emergency or evacuation, stay calm and follow the Plan. As circumstances dictate, the Plan may have to be altered and the directions/instructions of the Emergency Evacuation Coordinator, Emergency Evacuation Monitors/Fire Captains or Fire Department should be followed
6. Please notify the Emergency Evacuation Coordinator or Emergency Evacuation Monitors/Fire Captains if special assistance is required for disabled persons in the event of an emergency. Please relay this information before a situation occurs in order to allow for pre-planning inclusion
7. Implement the Emergency Evacuation Plan in the event of an untoward or emergency situation at the affected physical site
8. The emergency is over when the "All Clear" is given by the Emergency Evacuation Coordinator or designate.
9. Emergency Evacuation Coordinator will carry out the following:
  - a) Develop the Emergency Evacuation Plan necessary to meet mandatory requirements
  - b) Ensure that the Emergency Evacuation Plan is distributed to all parties outlined in the Plan and that personnel have been trained to discharge their duties as identified in the Plan
  - c) Revise the Plan as necessary/required and distribute a copy to the Property Manager (Landlord) of the facility
  - d) Survey and compile a list of people in the building who require assistance to leave under emergency conditions
  - e) Initiate fire drills as outlined in the Plan and coordinate with the Property Manager (Landlord)

## Erie St. Clair Community Care Access Centre Centre d'accès aux soins communautaires d'Érié St-Clair

- f) Designate and train an Alternate to act in this position during any absence from the building
  - g) Establish a location for a "Command Post" in the event of an emergency, where the Coordinator and Evacuation Monitors/Fire Captains will attend after their roles in the evacuation have been completed, in order to communicate information to the Fire Department and to receive direction
10. Emergency Evacuation Monitors/Fire Captains and Alternates will carry out the following:
- a) The safe conduct of people in their assigned area to a safe location during an emergency
  - b) Familiarizing themselves with the Emergency Evacuation Plan and procedures to be followed in the event of an emergency
  - c) Participating in emergency drills and oversee the orderly evacuation of their assigned areas
  - d) Knowing the location of all persons in their assigned area requiring evacuation assistance
  - e) Ensuring all persons requiring evacuation assistance are escorted to a safe area during an alarm and informing the Emergency Evacuation Coordinator of their location
  - f) Assigning door monitors to maintain smooth and continuous movement of persons on stairs and through exits as required
  - g) Ensuring their Alternate is aware of an approved/planned absence from the office

### RELEVANT DOCUMENTATION:

- Occupational Health and Safety Act, 1990
- Ontario Fire Protection and Prevention Act, Ontario Fire Code (Ontario Regulation 388/97)

### DEFINITION(S):

**Emergency Evacuation Coordinator**— an onsite Manager of the ESC CCAC who is responsible for the overall implementation and administration of the Emergency Evacuation Plan.

**Emergency Evacuation Monitors/Fire Captains and Alternates**— employees who are in charge of their assigned areas and are responsible to ensure the safe egress of employees, guests and visitors from danger and from the building. Their responsibility begins when the emergency is declared and ends when the "All Clear" is given.

### REFERENCE/SOURCE:

- 1) CCAC Policies and Procedures: H&S-600-004-01 (Inactive); H&S-600-004-02 (Inactive); H&S-600-004-03 (Inactive); H&S-600-004-04 (Inactive); H&S-600-004-05 (Inactive)
- 2) *Emergency and evacuation planning guide for employers*. Retrieved October 27, 2008 from <http://bepreparedcalifornia.ca.gov/EPO>
- 3) Fire Protection and Prevention Act, 1997, *Ontario Fire Code* (Ontario Regulation 388/97)
- 4) Ontario Government. *Occupational Health and Safety Act, 1990*
- 5) *Risk analysis and the security survey*. Retrieved October 27, 2008 from <http://books.google.ca>