

SCOPE

All workers, which for the purposes of occupational health and safety includes employees and students.

RATIONALE

To ensure the health, safety, and welfare of persons and protection of property in an emergency.

DEFINITION

Emergency: An urgent and/or critical situation, temporary in nature, which threatens or causes harm to people, the environment, property, or disrupts critical operations.

POLICY

Community Care Peterborough workers will provide emergency response to any incident that exceeds normal business activities such as fire, fatality or disabling incident, workplace violence, and any major environmental incidents. Workers will notify local emergency responders (911) to initiate a timely and appropriate response to an emergency and contact the CCP Administration office using a portable or cellular phone. All individuals will be required to fully evacuate the building or area upon activation of the fire alarm.

A coordinator in each location will be designated to be responsible for the administration of the overall emergency response and preparedness process for their service office. Community Care Peterborough will establish necessary mutual aid agreements with the emergency services and other organizations to ensure adequate resources to cope with emergency situations that may arise.

PROCEDURES

1. All Community Care Peterborough offices will develop and regularly review an Emergency Response Plan with general information as well as office specific emergency response information in regards to:
 - a) Fatality or disabling incident;
 - b) workplace violence;
 - c) fire;

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- d) power failure;
 - e) gas leak;
 - f) natural disaster;
 - g) major environmental incident;
 - h) exit routes; and
 - i) a designated meeting place (head count, greeting and directing Emergency Responders).
2. Community Care Peterborough will inform and train all workers so that they are aware of this policy and the procedures to follow in the event of an emergency.
 3. Health and safety inspections will include review of emergency equipment such as fire extinguishers, emergency lighting, and first aid kits.
 4. All Community Care Peterborough offices shall keep a list of emergency contacts in a secure location.
 5. Office floor plans and evacuation procedures will be posted near exits.
 6. There will be established procedures for assisting people with disabilities and people who do not speak English.
 7. Workers must ensure that evacuation route and emergency exits are clear and unobstructed at all times. These evacuation routes and emergency exits must be unlikely to expose people to additional hazards during evacuation.
 8. CCP locations should consider having emergency items on hand to be prepared for an emergency, such as water and flashlights with extra batteries.

In the Event of a Fire

9. Workers will:
 - a) Pull the fire alarm if it hasn't been pulled already;
 - b) if you have been properly trained on how to use a fire extinguisher and it is not a hazard for you to do so, attempt to use the fire extinguisher to put out the fire;
 - c) if able, provide assistance to the individuals who require it;

- d) evacuate using the closest and safest emergency exit;
- e) exit the building, and meet at the designated evacuation point; and
- f) do not re-enter the building until you have been informed that it is safe to do so.

10. Management/designate will:

- a) Call 911 and provide the address of the building;
- b) ensure all employees are evacuating the premises;
- c) direct employees to gather at the designated evacuation point;
- d) provide evacuation assistance to those that require it;
- e) once everyone has evacuated and met at the designated meeting point, perform a headcount to ensure all employees are present; and
- f) ensure that no one re-enters the building until fire authorities have informed that it is safe to do so.

Approved: *Abelain*
(Signature – Executive Director)

Date: 19 Sept. 2018

REFERENCE

Fire Evacuation Plans

