



STANDARDS & PROCEDURES

Category:	Health & Safety	
Approved by:	Chief Executive Officer	Review Date:
Effective Date:	July 1, 2015	July 1, 2018
Board Policy Reference:		
Cross – References:		
Lead:	Director of Corporate Services	
Code:	HR-550	

EVACUATION RESPONSE PLAN

PREAMBLE/PURPOSE

To define the manner in which the workplace will respond to an emergency in the event that evacuation is required.

DEFINITIONS

Emergency – is an unplanned event that causes a need for the Society and its workers to take some type of emergency actions. These situations could be from a natural or man-made cause

STANDARDS

Standards are basic rules of practice to support Board Policy and provide context for Procedures. They are also informed by intent of legislation, Ministry Directives, accreditation requirements, best practice research and quality improvement activities. Departures require written approval from the Chief Executive Officer or member of the Senior Team and may be considered if reasons are beyond the control of the staff member, e.g. service user is not available for interview. Workload is not a valid reason for not meeting standards.

1. This Standard and Procedure applies to all employees.
2. This Standard and Procedure will be communicated to all employees during orientation training. Specific training will be provided to individuals designated to respond in an emergency. Training records will be held with Health and Safety Committee.
3. All employees will be trained in the emergency evacuation procedures.

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PROCEDURES

Procedures are a practical guide regarding what to do, when to do it and who is responsible. They detail the implementation of Standards and ensure that professional practice is delivered within a consistent framework. They are also informed by requirements of legislation, Ministry Directives, accreditation requirements, best practice research and quality improvement activities. Procedural departures may be approved in writing by a supervisor if circumstances are beyond the control of a staff member, e.g. service user is not available.

1. Accounting for all Employees present at each site

- 1.1 Employees are responsible to indicate they are in or out of the building at all times in the electronic calendar.
- 1.2 Employees are responsible to report to the designated meeting location and report to the supervisor or designate.
- 1.3 Employees are to remain at the meeting sight until the supervisor or designate has given approval to leave.
- 1.4 Employees attending any worksite other than their designated home office site will be responsible to ensure their attendance is updated with this information.

2. Meeting Room at all locations:

- 2.1 Will have evacuation procedures and meeting locations posted at the exit of the room.
- 2.2 Where there are persons other than BGCFS employees in attendance, the Chair person of the meeting will be responsible to:
 - Inform all attendees at the beginning of the meeting of the evacuation procedure and the meeting location.
 - To circulate the sign-in sheet and take this sheet with them in the event of an evacuation.
 - Forward the sign in sheet to reception at the end of the meeting. Reception will forward the sheets to the Health and Safety Committee on a weekly basis or as requested by the employer health and safety designate.

3. Individuals will be responsible to:

- 3.1. Sign in at each meeting.
- 3.2. Follow instructions of the chairperson in the event of an evacuation.
- 3.3. Report to the designated meeting location and remain there until instruction is given by the chairperson.

4. At the designated meeting locations:

- 4.1 Meeting chairperson will have the meeting sign-in sheets.
- 4.2 Supervisor or designate will account for their team members.

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4.3 Individuals will remain at the designated meeting location until supervisor or designate has given authorization to re-enter the building.

5. In the event of a Fire or Emergency Evacuation

5.1 Individuals will proceed to the nearest exit and proceed to the designated meeting spot.

5.2 Individuals with an Emergency Evacuation Accommodation Plan will be evacuated as per the accommodation.

5.3 Individuals should close their office doors once the office is vacated and check all offices on the way to the exit. Close all doors once you have confirmed the room is empty. Never back track.

5.4 In the event of a fire, sound the fire alarm, call 911 if it is safe to do so.

5.5 Meeting chairperson will take sign-in sheets to the designated meeting location.

6. The Evacuation Coordinator:

6.1 Is the first supervisor to arrive at the designated meeting location.

6.2 Will check with each meeting chairperson, and supervisor or designate to ensure all employees and other persons are accounted for.

6.3 Will communicate with emergency response services.

6.4 Will inform supervisors when it is safe to enter the building or for employees to be dismissed from the meeting location.

Address	Assembly Point(s)	Evacuation Coordinator & backup
Main Office 640 2 nd Avenue East Owen Sound	North end of parking lot	First Supervisor/ Leader at the designated meeting Location
5 McGivern Street Walkerton	South East corner of the back parking lot	First Supervisor/ Leader at the designated meeting Location
268 Berford Street Warton	Across the street in front of building	First Supervisor/ Leader at the designated meeting Location

7. The Employee's responsibilities:

7.1 If for any reason the facility must be evacuated, the assigned signal will be given. If for any reason the assigned signal cannot be used, the employees will be advised verbally to evacuate.

7.2 All employees must leave the facility by the nearest safe exit and meet at their designated assembly point.

7.3 Once at the designated meeting point, you must remain there and do not re-enter the building for any reason until you have been instructed to do so.

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- 7.4 Provide first aid to any injured person's, if trained.
- 7.5 If you are requested by the Evacuation Coordinator to greet emergency personnel, follow this direction and when the emergency personnel arrives, direct them to the emergency coordinator location.
- 7.6 Do not speak with the media.
- 7.7 Follow directions of the Evacuation Coordinator.

8. **General Precautions**

- 8.1 Always keep an exit at your back and never get trapped.
- 8.2 Never re-hang an extinguisher after use.
- 8.3 Ensure extinguishers are recharged.
- 8.4 Replacement extinguishers must be provided while used extinguisher is being recharged.
- 8.5 Fire extinguishers must be easily accessible.

PRACTICE NOTES

Practice Notes are guidelines developed to provide users with recommendations for best practice.

Forms:

Sign-in sheets at reception
Sign-in sheets at each meeting room
Emergency evacuation and meeting location posted in each meeting room
Fire Drill Report

Approval History:

August 5, 2014

Source References & Notes:

- Requirement of Ministry of Children and Youth Services and is used as baseline for measuring level of performance within the ministry's overall accountability framework for child welfare.

Evaluation

The emergency response plans and this policy will be evaluated by the Health and Safety Committee annually and following each evacuation drill.