

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<u>EMERGENCY PROCEDURES</u> <u>POLICY</u>	REVISED May 2004
Resolution No.	Supercedes Resolution No.
Policy Number 5.21	PAGE 1 of 3

1. PURPOSE:

To create a comprehensive action plan to be taken under various emergency situations.

2. RESPONSIBILITY:

- A. The on shift supervisor or Manager is responsible for the implementation of the "EMERGENCY PROCEDURE", in the event of an emergency.
- B. The employee is responsible for knowing the nearest emergency exit location and safety area.
- C. The supervisor/Manager is responsible for ensuring this policy is adhered to and for reporting any incident as outlined in the Emergency Procedure.

3. PROCEDURE:

A. DEFINITION:

- i. An emergency condition may be created as a result of a:
 - (a) fire
 - (b) explosion
 - (c) bomb threat
 - (d) flood, earthquake or tornado
 - (e) chemical spill or leak
 - (f) severe or critical injuries
 - (g) robbery
 - (h) natural gas leak/propane leak
 - (i) accidents/incidents involving vehicles or equipment

B. COMMUNICATION:

- i. When the emergency situation is restricted to a department, or a small area, verbal communication may be employed.
- ii. In the event of a facility wide evacuation, the fire alarm or the applicable system established in that workplace will be employed.

iii. Depending on the nature of the emergency, the supervisor/Manager will contact the appropriate emergency service:

(a)	Ambulance	911
(b)	Fire	911
(c)	Hospital	274-3266
(d)	Police	911
(e)	Fort Frances Power Corporation	274-9291
(f)	Union Gas	1-877-969-0999
(g)	Ontario Hydro	1-800-465-1115
(h)	Ministry of Environment	1-888-367-7622
(i)	Ministry of Labour	1-800-561-4850
(j)	Health Unit	274-9827

iv. The above numbers should be used only when the emergency is not extreme, i.e. contact is made with a gas line but the line is not ruptured call Union Gas; or if a small amount of a designated substance is spilled call M.O.E. and Fire Department.

In **EXTREME EMERGENCY CASES** call **911**. Extreme emergencies are outlined in HS-17, III, A(1).

v. The supervisor will notify the Manager and the Chief Administrator Officer if a facility wide evacuation takes place.

C. EVACUATION:

i. Upon notification of the evacuation directive, designated employees at the locations below will:

- (a) City Hall - evacuate the general public and any maintenance workers in the area
- (b) Recreation Centres - evacuate the general public and any maintenance workers in the area
- (c) Day Care Centre - evacuate the children and any visitors
- (d) Library - evacuate the children and general public
- (e) Museum - evacuate the general public
- (f) Public Works - evacuate the general public and any visitors
- (g) Fire Departments - evacuate visitors and the general public and exit the buildings through the nearest safe emergency exit.
- (h) Airport - evacuate the general public

ii. All other employees will exit the building immediately, upon notification of the evacuation directive.

iii. The posted **Emergency Exits Floor Plan** shows which exits are to be used during emergency evacuation.

- iv. Employees will exit in an orderly fashion.
- v. Under no circumstances should an employee turn back.
- vi. Once outside the building, all employees will report to the safe area identified in the Workplace Emergency Procedure.
- vii. The supervisor or Manager will perform a head count to ensure that all employees have been evacuated and notify the appropriate Emergency Service Personnel.

D. RETURN TO FACILITY:

- i. Once the facility is deemed safe for re-entry, the supervisor will re-walk the facility with the Emergency Service Personnel.
- ii. Following this, the supervisor or Manager may instruct the employees to return to their work stations.

E. FIRE DRILLS:

- i. Each workplace shall perform annual evacuation practice drills.
- ii. Schedule shall be forwarded to JHSC.