

Passed By Council on: 11/09/2009

Purpose

To ensure all Employees and visitors are protected in City facilities in the event of an emergency. To ensure all Employees are trained to respond during an emergency situation.

Policy Statement

- All City occupied facilities shall have an Emergency Response Program which shall include and/or identify:
- a trained Emergency Response Team;
- evacuation maps and procedures;
- assembly areas;
- emergency contact numbers;
- location of fire extinguishers;
- location of First Aid kits;
- personnel trained in First Aid.

Responsibilities:

Directors/Manager shall:

- ensure that an Emergency Response Program is developed for their Department/Division.

Program Coordinator shall:

- coordinate the overall organization and implementation of Emergency Response Program activities;
- coordinate at least one (1) fire drill per year per location.

Emergency Response Team shall:

- complete assigned duties when required.

Guidelines:

- a risk assessment is required for Divisions in which a need to rescue or evacuate Employees may arise;
- appropriate written procedures shall be developed and implemented and an Employee assigned to coordinate their implementation;
- written rescue and evacuation procedures are required but not limited to:
 - work in confined spaces;
 - work with hazardous substances;
 - underground work;
 - work in close proximity to power lines;
 - work on or over water;
 - workplaces where there are persons who require physical assistance to be moved.

Application

Responsibilities

All employees

Definition

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report – October 28, 2009; Regular Meeting of Council – November 9, 2009.

Review Period

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