## EMERGENCY PREPAREDNESS AND RESPONSE PLAN

[Organization Name] is committed to ensuring the health and safety of all employees and any visitors to its workplace. As such, [Organization Name] has developed the following policy to guide its employees and managers in the event of emergency situations. Preparing for emergencies is a critical part of our health and safety commitment.

DEFINITIONS

An “emergency” is a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.

Some common types of emergencies include:

* Fires or explosions
* Medical emergencies
* Severe weather and earthquakes
* Major power failures
* Hazardous material spills

POLICY

To ensure that in the event of an emergency, all [Organization Name]’s employees are prepared for their roles and responsibilities, the following plans must be followed. These emergency plans are necessary to:

* Keep employees, visitors, and first responders free from any further injuries;
* Succeed in managing life-threatening situations;
* As much as possible, minimizing any damage to equipment, machinery, tools, and any part of the environment; and
* Ensuring a return to work as safely as possible.

In the event of any workplace injuries of any kind, [Organization Name] will follow the appropriate reporting requirements, as per British Columbia’s Occupational Health and Safety Regulation, and/or the Collective Agreement, as applicable.

The following four major elements have been considered for this Emergency Preparedness and Response Policy:

1. Prevention (use of the policies and procedures to follow to avoid or minimize any emergencies),
2. Preparation (the actions and procedures to take to ensure that [Organization Name] and its employees are ready to effectively respond),
3. Response (the actions to be taken in the event of an emergency), and
4. Recovery (how employees and supervisors can return to normal business operations).

Planning

At [Organization Name], supervisors must have a plan for responding to emergencies that could reasonably be expected to arise that includes:

* Assessing any risks or hazards to the workplace,
* Developing specifics for the emergency response plan,
* Implementing the plan (including communicating and training the plan to employees),
* Testing the plan by holding drills on a (Insert schedule) basis, and
* Improving or modifying the plan as additional information becomes available.

The organization will ensure it has:

* Up-to-date emergency contact information for all employees, including supervisors,
* A schedule which outlines who will be on shift so that they may be checked off in the event of an evacuation, and
* A list of emergency names and contacts (e.g., poison control, etc.) that is kept in (Insert various locations).

Fire or Explosion Preparedness

At [Organization Name], there is an alarm that will be triggered in the event of a fire. (Remove if not applicable)

In the event of a fire:

* Employees are to evacuate, following the below evacuation procedures,
* The fire must be reported, and the information must include:
  + Who is reporting the fire,
  + What has happened (to the best of the person’s knowledge),
  + Where it has happened (Insert address),
  + If there are any injuries, and
  + Whether there are others who may be in the path of the fire.

**Evacuation Procedures**

In the event the fire alarm sounds, or there is an emergency situation that requires evacuation, [Organization Name] employees must remain calm and proceed in an orderly fashion.

Employees are to proceed down the stairs – the elevator is never to be used in the event of an emergency – and through the closest door. In the event the closest door is blocked or unavailable, employees are to proceed to another exit. Once employees are out of the building, employees are to proceed to the **designated meeting spot** so that everyone can be counted. The supervisor will have a copy of the schedule to ensure that all employees are accounted for.

Medical Emergency Preparedness

In the event of an emergency, employees are reminded that the organization has first aid kits. In addition, the employees who are first aid trained are posted on the bulletin board.

If an employee comes across a medical emergency, they are directed to call for help (911) immediately. They also need to survey the area around the injured person to ensure that there are not any hazards that could affect their own safety before moving towards the injured person.

If the employee is first aid trained, they should follow the instructions provided during their first aid training in assessing the person, the environment, and the need for additional support. If the situation requires it, be prepared to provide aid for life-threatening situations, including bleeding, loss of a pulse, or loss of breathing.

A reminder to employees that all emergency numbers can be accessed on the bulletin board.

Employees are to provide assistance to first responders as they arrive, including by noting anything that could help the injured party, and providing any information requested by the first responders.

After the medical emergency has passed, the employee will be requested to provide a statement outlining what occurred, which may help in preventing any further occurrences. The employee is to provide the statement to their supervisor.

Severe Weather and Earthquake Preparedness

As there may be different levels of preparedness required for severe/inclement weather or earthquakes, the following procedure is for immediate danger due to an earthquake, or storm. In the event of a “weather watch”, [Organization Name] will closely monitor the inclement weather situation, and immediately notify employees if emergency procedures need to be started. In the event of a “weather warning”, the below procedure should be followed. [Organization Name] will ensure that the following procedure is practiced at minimum annually.

In the event of severe weather or an earthquake, employees are to:

* Proceed to the nearest “safe place.”
  + This safe place could consist of a desk, or sturdy table, or against an interior wall, provided there are not any bookcases, cupboards, windows, or any other kind of furniture that could fall during an earthquake.
* Employees are to protect their eyes by keeping their heads down.
* As after-shocks could follow an earthquake, it is important for employees to wait in their safe place until the shaking stops, and then proceed with a personal inventory, making sure that they are not injured.
* Employees should look carefully for hazards such as fire, including damaged electrical lines, broken gas lines, etc.
* If an evacuation is necessary (and as directed by the emergency captain), employees are directed to always use the stairs, not the elevator.
* Once outside, employees should move away from buildings, trees, streetlights, and any overhead wires, covering their head as they move.

Major Power Outage Preparedness

At [Organization Name], major power outages could occur. During an outage, the supervisor will phone the utility company to verify whether the outage is widespread. Employees are to safely gather together in the lobby during the power outage.

Employees are to ensure that there are not any persons in the elevators, and that no one attempts to use the elevators. In the event of a medical emergency during an outage, the supervisor will direct employees as needed to provide space for emergency services. 911 is only to be called if an emergency is life-threatening; emergency services will be overwhelmed in the event of a power outage.

As instructed, employees may be required to unplug their computers and other electrical appliances to guard against surges when the power returns. The doors to the refrigerators must be kept closed.

Hazardous Material Spill Preparedness

At [Organization Name], all WHMIS procedures are followed to prevent any leaks, spills, or damage due to hazardous materials. However, as accidents may occur, [Organization Name] will follow the below steps to ensure the safety of all employees and visitors to the workplace.

When a spill occurs, 

1. The first step is for employees to communicate that there is a spill to others in the area.
   1. As required, the supervisor may commence evacuation procedures.
2. If evacuation procedures are not required, the next step will be to control the spill by closing the container or righting what spilled over.
   1. Note: [Organization Name] has PPE available in the event of a spill; employees may access it from their supervisor.
3. The next step is to contain the hazard by ensuring that it does not spill over into any other places (this could include spreading sand, kitty litter, etc.), to prevent any open paths for the liquid.
   1. If the employee cleaning up the spill must leave the area for any reason, they are instructed to block off the area where the spill occurred with the use of caution tape or caution cones or any other method to prevent access.
4. The next step is to clean the spill and check for damages. If any cleaning materials come in contact with a hazardous substance, they should be disposed of immediately, unless they can be safely disinfected. [Organization Name] will follow all applicable WHMIS procedures and will never instruct employees to perform clean-up work that goes against the stated instructions on the SDS sheet. Employees are to verify which chemicals may be used to clean up spills, prior to their use.
   1. In the event of damages to property, [Organization Name] will ensure that the area continues to be blocked off until the appropriate repairs can be made.