

EMERGENCY RESPONSE - EVACUATIONS

HS 3.1

INTENT

In the event of a safety issue, evacuation will be carried out in a safe and efficient manner.

POLICY

The nature of the emergency or disaster dictates the responding action. Evacuation drills (see 3.3HS, 3.4HS, 3.5HS, 3.6HS, 3.7HS and 3.8HS) will be conducted annually with the results recorded.

PROCEDURE

1. The Emergency Exit Plan, posted in each work area, will be followed
2. A health and safety contact for each building location will be identified.
3. An evacuation plan for each site will be developed and communicated to all staff and clients where appropriate.
4. Staff will assist clients in the evacuation. If safe, all doors and windows will be closed and lights turned off. A search of all areas of the building will be made to ensure all staff, clients, students, volunteers, and visitors have left the premises.
5. All occupants will meet in a designated area for each facility and remain until they have been accounted for. Each workplace site will have its own designated area. The overall authority will be assumed by one of the managers as circumstances dictate. Staff will make every reasonable attempt to account for their clients/co-workers. If anyone is missing, the fire department and/or the police must be notified. Staff must remain with clients until their safety is assured. Individuals with physical disabilities will be given assistance to evacuate.
6. If a third party individual is seeking information regarding a client being at the agency during a natural disaster, fire, etc., the confidentiality policy will be superseded by the urgency of the situation. We will inform the individual of the client's status. The client will then be notified at an appropriate time that their status was relayed to a third party.
7. No one is to return to the building / premises until instructed by the proper authorities.

EFFECTIVE: Dec. 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: H&S Committee	FREQUENCY: Annually