

**EMERGENCY DISASTER RESPONSE**

**HS 3.2**

**INTENT**

In the event of an emergency/disaster employees will be aware of the correct procedures for each type of response.

**POLICY**

In the event of an emergency/disaster (i.e. medical, fire, earthquake, natural disaster, bomb threat, threatening situation, utility failure), staff is to respond immediately and ensure client and personal safety to the best of their ability.

Emergency disaster kits will be available at each work site.

**PROCEDURE**

1. Staff will be notified by an announcement / alarm so as to place themselves in a safe situation or evacuate. In the event that evacuation is necessary, the “Evacuations for Emergency or Disaster” procedures will be followed (3.1HS).
2. The Manager with overall authority will identify an individual to contact the appropriate emergency service immediately and have them report back. It is recommended that phone lines stay free during earthquakes or natural disaster.
3. After emergency has subsided, all aspects of the emergency must be documented on a “Critical Incident Report” by the Executive Director or alternate so a report can be filed with the Board Chairperson. A file number, copies of any emergency personnel reports and all relevant information must be acquired and forwarded to the Executive Director.
4. The Executive Director will review the response to the disaster and make recommendations when needed or requested.
5. Debriefing and counselling services will be provided or obtained when required to all staff, students, clients and volunteers.
6. All sites will develop procedures to follow during utility failure (see 3.7 HS Utility Failure).

<b>EFFECTIVE: Dec. 1, 2015</b>	<b>APPROVED BY: Executive Director</b>	
<b>REPLACES: April 1, 2014</b>	<b>MONITORING: H&amp;S Committee</b>	<b>FREQUENCY: Annually</b>