

EMERGENCY RESPONSE - FIRE

HS 3.4

INTENT

Staff will be able to respond specifically to a situation involving a fire.

POLICY

In the event of a fire staff is to respond immediately and ensure client and personal safety to the best of their ability.

PROCEDURE

1. If the fire can be contained with a fire extinguisher staff may choose to do so, keeping safety paramount. Fire extinguishers are located in each facility as per the posted floor plan. Some staff will be trained in the use of fire extinguishers. A record of this will be kept.
2. If the fire cannot be contained, the Emergency Response – Evacuation (3.1) and/or the Emergency Disaster Response (3.2) will be followed.
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, clients and volunteers.

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