

EMERGENCY RESPONSE – UTILITY FAILURE

HS 3.7

INTENT

Staff will be able to respond specifically to situations involving power outages, gas leaks and floods.

POLICY

In the event of utility failure such as power outage, gas leak, gas odour, water leak or flooding, water being turned off by the city, water main failure, heat loss or electrical outage, a Manager or delegate is in charge of emergency arrangements. If the power authority cannot give a reasonable assurance that the power will be restored within one hour of enquiry (1/2 hour in Fall/Winter), operations will be shut down until power is restored. Emergency supplies are readily available and maintained at all sites owned, leased or operated by the SCCSS to ensure essential services are maintained in the event of a utility failure. Employees are orientated to the location and use of emergency supplies at all sites owned, leased or operated by the SCCSS.

SITE SPECIFIC PROCEDURES

- Each location will develop its own site-specific procedures to follow. The procedure will appear in the appendix of the Health and Safety Policy folder on site, and be posted if necessary.
- Copies of all site-specific procedures will be filed with the Facilities Coordinator.
- All staff will be orientated to the site-specific procedures for their location.

1. Procedures in case of power outage will address the following:

- The closure of day program/administration facility if necessary and provision for the dispersion and care of persons served.
- Residential services will use back-up systems developed in the event of a power outage and documented in their emergency plan
- In a power outage where facilities have only electronic phones, there will be a corded landline telephone available for use when there is no power.
- Safety of staff and persons served.
- Post outage procedure.

2. Procedures in the case of gas leak or gas odour will address the following:

- The evacuation of the facility.
- Safety procedures prior to evacuation.

3. Procedures in the case of a water leak or flooding, water main failure, or loss of water supply will address the following:

- Location of water shut-off valves.
- Emergency contact procedures

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