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| **Title of Policy:**  Emergency Preparedness Policy | **Number:**  **Policy #3** |
| **Effective Date:**  **April 6, 2023** | **Page Number:**  **1 to 5** |
| **Approved Date:**  **Revision Date:** One year from the effective date | **Approved by:**  **Signature of approving authority:** |
| 1. **Objectives**   The objectives of this policy are to:   * provide guidance during an emergency. * prevent severe losses such as multiple casualties andpossible financial collapse of the organization dueto coordinated efforts: * Making rapid decisions in a short time; * Ensuring resources and trained personnel are available to deal with the emergencies; * Ensuring communication channels during an emergency; and * Ensuring equipment is readily available and functional. * prevent fatalities and injuries. * reduce damage to buildings, stock, and equipment. * protect the environment and the community. * accelerate the resumption of normal operations. * meet legislative requirement of emergency planning (W210, s 7.4(5)).  1. **Applicability**  * This policy applies to all supervisors, managers, employer, safety committee, and emergency response team members.  1. **Definitions**  * Definitions of relevant terms are provided in [**Appendix A.**](file:///C:\Users\RUTVI\Documents\Appendix%20A-Definitions.doc)  1. **Policy Statement specific to the program component**:   Emergency planning is a legislative requirement and forms an integral part of the occupational health and safety program (W210, s 7.4(5)(b)(c)). The development of an emergency preparedness policy will assist in complying with the regulation. This is considered crucial because it enables the organization to respond efficiently and rapidly to recover from an emergency.   * We shall identify and provide resources, including personnel and equipment, that may be required to respond to an emergency in this organization (W210, 7.4(5)(c)). * We shall ensure that emergency responders are properly trained to discharge their duties. * We shall ensure all workers, including managers and supervisors, receive adequate policy and procedure training so they are ready and prepared for possible emergencies. * The employer shall make available the contacts of all internal and external emergency responders. * The performance of the organization in terms of emergency preparedness will be determined using the following KPIs: number of drills conducted and amount of training on emergency response. Details of the KPIs are provided in Appendix B.  1. **Emergency Vulnerability Risk Assessment (EVRA)**  * Management, in consultation with the WSH committee, will complete an emergency vulnerability risk assessment (EVRA) to make risk-based choices to address vulnerabilities, mitigate hazards and prepare for response to, and recovery from, a range of hazardous events. With this assessment, management can rank possible emergencies and plan and develop procedures to address them (See Template 2 for the EVRA tool).  1. **General Emergencies**  * Possible emergencies that could occur in this organization include: * Fire (See procedure #6 for fire emergency evacuation procedures) * Violent Threat and Armed Intruder (See procedure #7 for violence threat and armed intruder emergency procedures) * Chemical Spill * Medical * Bomb Threat  1. **Emergency Preparedness Planning**   For effective emergency preparedness, the employer is obligated to provide the required resources in terms of personnel and equipment (W210, 7.4(5)(c)). Internal resources are available or provided within the organization, while external resources include agencies and businesses that the organization is in partnership with to implement the plan effectively.   * **Internal Resources** * Emergency Response Personnel: * Fire Marshal-1 * Fire Wardens-6 (2 on each floor) * First Aid/CPR Team-9 ( 1 Basic, 2 Intermediate for each floor) * Chemical Spill Responders * Security Staff * Equipment: * Fire alarm system with flashing light * Muster point * Emergency exit plan * First aid equipment * Auxiliary communication equipment * Power generators * Chemical detector equipment * Mobile Equipment * Emergency protective clothing * Respirators * Firefighting and chemical spill equipment * First aid room * Eye wash stations * Escape room * Internal alarm and external alarm connected to police * Templates and forms * Other rescue equipment and signage. * **External Resources** * Winnipeg Fire Department * Paramedics * Winnipeg Police * Emergency preparedness or management centre * Partnership with Tim Hortons near the organization (in case of extreme weather conditions).   **7. Responsibilities/Accountabilities:**  **Employer:**   * Complete the risk vulnerability assessment and oversee emergency planning activities. * Provide resources to ensure emergency planning activities are effective and sustained.   **Managers and Supervisors:**   * Ensure all resources are available and accessible at all times. * Ensure all emergency equipment is inspected as per legislative or manufacturer’s requirements and corrective actions are implemented. * Ensure all emergency equipment is accessible and is not obstructed at all times. * Enforce all emergency procedures. * Ensure practice drills are completed as per legislative requirements. * Ensure all attend training on emergency procedures and that training is documented.   **WSH Committee:**   * Monitor the effectiveness of the emergency procedures during practice drills. * Recommend improvements as required by Safety and Health Professionals. * Assist in the development of emergency procedures as per the risk vulnerability assessment.   **Employees:**   * Attend training. * Participate in all practice drills. * Report any emergency equipment obstructions. * Assist with evacuations when requested.   **Emergency Response Team Members:**   * Assist with emergency preparedness planning, preparation, practice drills, evacuation, and other emergency planning activities. * Attend all required training specific to the emergency. * Assist with practice drills when required. * Assist with emergency equipment inspections.   **Safety and Health Professionals:**   * Assist in the development of emergency procedures as per the risk vulnerability assessment.   **9. Testing the Plan**   * The emergency plan will be tested by conducting exercises and drills to practice all or critical portions (such as evacuation) of the plan. * The plan will be reviewed immediately after each exercise, drill, or after an actual emergency and point to areas that require improvement. * Knowledge of individual responsibilities will be evaluated through written or verbal tests, for example, interviews.   **10**. **Review of Policy**   * Employer will ensure a review of this plan in consultation with the WSH committee every year and revise accordingly.  1. **Consequences for Non-Compliance**  * Non-compliance with this policy shall result in verbal warnings, written warnings followed by termination as per HR Policy on Discipline. * Non-compliance may result in administrative penalties and improvement orders and, dependent on the infraction, may result in criminal charges (W210, s 55(1)(3)).  1. **Policy Implementation Plan**  * This policy and relevant procedures will be implemented according to the training matrix (See [appendix C).](file:///C:\Users\RUTVI\Documents\Appendix%20C-Training%20Matrix.xlsx)  1. **Record Retention**  * Keep records as per the provincial record retention schedule [(Appendix D).](file:///C:\Users\RUTVI\Documents\Appendix%20D-Record%20Retention.pdf)  1. **References**  * Manitoba Workplace Safety and Health Act, W210 (2021). * Padua, E. (2022). Policy Writing, Documentation and Reporting SAFE-1032. * Padua, E. (2023). OHS Policy-Emergency Preparedness Plan. Program Development, SAFE 1443. * Record Retention Manitoba, Safe Work Manitoba. * Safe Work Manitoba (2010). Guide for Developing a Workplace Safety and Health Program. | |

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| **Emergency Procedure:** Fire Emergency Evacuation Procedures  **Procedure Number :** #6 | **Department:** All |
| **Effective Date:** April 6, 2023 | **Next Review Date:** One year from the effective date |
| **Approved Date:** | **Approved by:** |
| 1. **Objectives:**   * To ensure everyone is evacuated from the workplace in the event of a fire. * To ensure regulatory compliance (W210, s.7.4(5)).   **2. Application**   * This procedure applies to everyone, including contractors.   **3.** **Definitions**   * See [Appendix A.](file:///C:\Users\RUTVI\Documents\Appendix%20A-Definitions.doc)   **3. Responsibilities:**  **Employer:**   * Provide human resources and equipment required for fire emergency response. * Ensure fire safety at the workplace. * Ensure the review of the fire safety plan and evacuation procedures annually. * Ensure workers are trained on fire prevention and fire emergency evacuation procedures. * Ensure fire emergency responders (fire marshals and fire wardens) are appointed and trained.   **Workplace Safety and Health (WSH) Committee:**   * Participate in the annual review of the fire safety plan and evacuation procedures.   **Supervisor:**   * Ensure copies of the fire emergency evacuation procedures are posted and maintained on each floor and area that they oversee. * Lead fire emergency evacuation in their departments. * Coordinate fire drills and ensure staff under their supervision participate.   **Workers:**   * Participate in fire drills. * Follow fire emergency evacuation procedures.   **Emergency Responders (Fire Marshals and Fire Wardens):**  **Fire Marshals:**   * Make sure co-workers know how to stay safe in the workplace, prevent fires, and evacuate in the event of a fire. * Maintain the fire safety plan. * Manage safe evacuation of everyone in the workplace during a fire emergency. * Liaise with the Fire Department and coordinate information from the Fire Wardens and alternate Fire Wardens. * Maintain a current list including the fire wardens' numbers, names, and locations in the workplace. * Conduct fire drills in accordance with the fire safety plan.   **Fire Wardens:**   * Manage the evacuation of all persons from their designated areas to the muster point during a fire emergency. * Advise all persons within their assigned areas to evacuate through the nearest safe exit during a fire emergency. * Assist in the evacuation of persons with disabilities. * Ensure fire exits are not obstructed. * Participate in fire drills. * Conduct fire safety inspections and report fire hazards.   **4. Emergency Procedures:**   * **Alerting occupants of the emergency:**   If you discover a fire, follow the steps below:   * 1. Leave the fire area immediately.   2. Activate the fire alarm signal by pulling the manual pull station and alert other staff.   3. Phone the Fire Department by dialing 9-1-1.   4. If safe to do so, assist anyone in immediate danger.   5. Close all doors behind you to confine the fire.   6. Use safest exit stairwells to leave the building.   7. Stay at the muster point (at the end of the motor park). * **Action upon alerting:**   If you hear a fire alarm, follow the steps below:   1. Shutdown process and equipment (as preplanned, where safe to do so). 2. Leave the building immediately (do not use the elevator). Use exit stairwells to leave the building 3. If safe to do so, assist anyone in immediate danger. 4. Close all doors behind you to confine the fire. 5. Gather at the muster point (at the end of the motor park). 6. Under extreme weather conditions (cold or hot), gather at Tim Hortons near the muster point. 7. Do not re-enter the building until the fire marshal or respective supervisory staff announces it is safe.  * If designated with fire emergency duties, carry out pre-planned procedures if safe to do so. * **Post-emergency procedures:**   Take the following steps after a fire emergency:   * 1. Report fire incidents to the workplace health and safety division – where would they find the phone number?   2. Conduct an investigation to determine the root cause of the fire.   3. Resume business continuity and operations if safe to do so or as directed by the employer.   4. Fire Marshall will review, in consultation with the committee as well as other stakeholders, the emergency plan for gaps and revise accordingly.   **5. Review of Procedures:**   * Employer will ensure an annual review of this procedure in consultation with the WSH.   **6. Emergency Practice/Drill Plan**:   * The Fire Marshal will ensure fire drills are held at a minimum once a year and where necessary, twice a year. * Advance notice will be posted one week in advance at all building entrances advising the occupants of the time and date of the practice drills.   • All fire drills must have a designated goal.  • All fire drills require a debriefing, to be coordinated by the Fire Marshal.   * Fire drills are evaluated using the drill evaluation form (**Use** [**Form 5**).](file:///C:\Users\RUTVI\Documents\Form%205-Fire%20Drill%20Evaluation%20Form.docx)   **7. Training or Communication Plan:**   * See the training matrix specific to these procedures [(Appendix C).](file:///C:\Users\RUTVI\Documents\Appendix%20C-Training%20Matrix.xlsx)   **8. Record Keeping:**   * Keep records as per the provincial record retention schedule [(Appendix D).](file:///C:\Users\RUTVI\Documents\Appendix%20D-Record%20Retention.pdf)   **9**. **Resources Required**:  Internal resources available or provided within the organization are:  Personnel:   * Fire Marshal * Fire Wardens   Equipment:   * Fire alarm system with flashing light * Fire extinguishers according to the fire code/building code * Sprinkle system * Muster point * Signage * Emergency exit plan   External resources: agencies and businesses that the organization is in partnership with for effective implementation of this procedure include:   * Winnipeg Fire Department. * Tim Hortons near the Muster Point.   **10. References**   * Manitoba Workplace Safety and Health Act, W210 (2021). * Padua, E. (2023). Emergency Preparedness Planning. Program Development, SAFE-1443. * Record Retention Manitoba, Safe Work Manitoba. * Safe Work Manitoba (2010). Guide for Developing a Workplace Safety and Health Program. * University of Manitoba (2017). Fire Safety Plan. * University of Toronto. <https://www.utm.utoronto.ca/campus-police/fire-warden-duties>. | |

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| **Emergency Procedure:** Violence threat and armed intruder  **Procedure Number:** #7 | **Department:** All |
| **Effective Date: April 6, 2023** | **Next Review Date:** One year from effective date |
| **Approved Date:** | **Approved by:** |
| **1**. **Objective:**   * The objectives of this procedures are to ensure that: * a procedure exists to follow when an incident occurs or occurring. * no one gets injured. * everyone knows their responsibility when violence and armed intruder happens. * the organization meet regulatory requirements (W210, s 7.4(5)).   **2. Application:**   * This procedure applies to all members of the workplace, including employees, contractors, supervisors, managers, and emergency responders.   **3**. **Definitions:**   * See [appendix A](file:///C:\Users\RUTVI\Documents\Appendix%20A-Definitions.doc)   **4. Responsibilities:**  **Employer:**   * Ensure all resources are available and in working condition (emergency alarm and signs). * Ensure that workers and other staff members are trained in the emergency procedure. * Ensure everyone complies and follows the emergency preparedness policy and this procedure.   **Supervisor:**   * Ensure that the workplace has developed and implemented an emergency response procedure. * Ensure the designated emergency responders are trained. * Ensure all the workers know what their roles are during drills and during actual emergencies. * Address all issues highlighted by the emergency responders.   **Worker:**   * Follow the emergency procedure during an actual emergency. * Participate in training, hazard assessment, and drills. * Report or inform senior management regarding any threatening activity or person.   **Emergency Responders:**   * Communicate all the information and instruction to everyone. * Coordinate with incident command leader as well as cooperate with the external agencies. * Alert everyone regarding any emergency situation by means of alarm, signs and other awareness methods exist in workplace. * Prioritize emergency actions. * Assist in evacuating employees from an emergency.   **5. Emergency Procedures:**   * Violence threat and armed intruder emergency procedures are in three steps, which are as follows:  1. **Alerting occupants of the emergency:**     1. Call 911 if possible and safe to do so.    2. Activate the emergency notification system.    3. Public address system will broadcast a recorded announcement as a signal and method of communication.    4. Turn on security alert messenger to transmit a text message warning of the threat of violence or an armed intruder to all registered mobile phones. 2. **Action upon alerting:**   **For violence threat:**   * Violence threats can be made in different ways, and depending upon the mode of threat, there are crucial steps to be taken, which are as follows:  1. **Threats made in person:** 2. Try to let people know about your situation by communicating to your superiors. 3. Tell the person you are speaking to that your main objective is to assist them, not to get in the way of their progress. 4. If you can, try to put the person as far away from you as feasible. 5. As soon as you can, get in touch with the emergency response personnel or the security. 6. If feasible, quickly lock your door if the person has already left the area. 7. **Threats made via telephone:** 8. If at all feasible, have more than one person taken the incoming call. 9. Keep a record of the call's time and the message's precise wording. 10. Maintain the caller talking, get as much information as you can, and understand his motivation. 11. The individual receiving the threat must be available for the police interview. 12. Inform your supervisor or co-workers. 13. If any additional threatening calls come in, the phone where the threat was received needs to be tracked. 14. **Threats made by electronic means:** 15. Do not destroy any copies of the communication. 16. If you think the sender is at or near your place of organization, lock your entrance right away. 17. Inform supervisor 18. Call 911   **For an armed intruder situation**:  Steps to be followed during an armed intruder:   * + 1. **Get out:**  1. Evacuate as soon as you can if you think the armed intruder is not there. 2. Have a strategy and an escape route in mind. 3. If you can, assist others in escaping. 4. Urge people not to approach the area where the armed intruder is currently in existence.    * 1. **Hide:**  * If escape is not possible, just hide and barricade:  1. Enter a room where you feel safe and stay there until the situation comes into control. 2. Close, secure, and barricade doors. 3. Turn off the lights.    * 1. **Fight:**  * As a last step and only to protect yourself from severe bodily harm, prepare to incapacitate the threat. This may take aggressive actions, like:  1. Shouting/ yelling. 2. Throw items at the intruder. 3. Trying to improvise weapons.   **3) Post-emergency procedures:**   * 1. Report the violence threat and armed intruder incident to the workplace safety and health branch when meets criteria.   2. Debrief and identify what can improve the process.   **6. Review of Procedures:**   * The employer reviews the procedure annually in consultation with the WSH committee.   **Emergency Practice/Drill Plan**:   * The emergency responder will hold emergency practice or drill plans on a annual basis. * Evaluation of the drill must be completed by completing a violence evaluation form [(**Use Form 6**).](file:///C:\Users\RUTVI\Documents\Form%206-Violence&Threat%20Drill%20Evaluation%20Form.docx)   **7. Training or Communication Plan:**   * See training matrix [(Appendix C).](file:///C:\Users\RUTVI\Documents\Appendix%20C-Training%20Matrix.xlsx)   **8. Record Keeping:**   * Keep records as per the provincial record retention schedule ([Appendix D](file:///C:\Users\RUTVI\Documents\Appendix%20D-Record%20Retention.pdf)).   **9. Resources Required:**   * Resources that require are internal and external, which are as follows: * **Internal resources:** * Internal resources include personnel and equipment, which are as follows: * **Personnel:** * Emergency responders * **Equipment:** * Emergency alarms and signs * Public address system * Security alert messenger * Emergency exit plan * Forms * **External resources:** * Police * Paramedics * Fire Fighters   **10. Reference:**   * *Active threat procedures*. Mohawk College. (n.d.). Retrieved April 6, 2023, from <https://www.mohawkcollege.ca/about-mohawk/leadership-and-administration/policies-and-procedures/corporate-policies-and/active>. * Manitoba Workplace Safety and Health Act, W210 (2021). * *Threats*. The University of Winnipeg. (n.d.). Retrieved April 6, 2023, from <https://www.uwinnipeg.ca/emergency-guidelines/workplace/threats.html>. * *Threat of violence: Emergency management*. Emergency Management | University of North Dakota. (n.d.). Retrieved April 6, 2023, from https://campus.und.edu/safety/emergencies/threat-of-violence.html. | |