

**FACILITY OF _____
EMERGENCY PLAN**

(Template)

Date: _____

Table of Contents

RECORD OF AMENDMENTS	2
DISTRIBUTION LIST	3
EMERGENCY PLAN AUTHORIZATION.....	4
INTRODUCTION.....	5
PURPOSE	6
AIM	6
ACTIVATING AND IMPLEMENTING THE PLAN	6
AUTHORITY	6
HAZARD/RISK ANALYSIS	6
EMERGENCY COORDINATION CENTER - ECC	7
EMERGENCY MANAGEMENT TEAM	7
COMMUNICATIONS AND PUBLIC WARNINGS	7
HEALTH AND FIRST AID.....	7
EMERGENCY EVACUATION PLANS.....	8
Annex A EMERGENCY MANAGEMENT TEAM MEMBERS	9
Annex B RESPONSIBILITIES OF EMERGENCY MANAGEMENT TEAM (EMT)	10
Emergency Management Coordinator.....	11
Evacuation Lead	12
Public Information Lead	13
Maintenance Lead	14
Annex C EVACUATION GRAB AND GO KIT.....	15
Annex D FIRE & EXPLOSION	16
Staff Responsibilities	16
Basic Steps When Discovering a Fire	17
Fire Drills	17
Fire Evacuation Guidelines	17
Annex E BOMB THREATS.....	18
Bomb Threat Procedures.....	18
Action to be taken	18
Precautions	18
Media Relations	18
Re-Entry	18
Annex F RESOURCE LISTS.....	19
Annex G FACILITY FLOOR PLAN.....	20

RECORD OF AMENDMENTS

REMOVE PAGES	ADD PAGES	INSERTED BY	DATE

DISTRIBUTION LIST

AGENCY	# COPIES

FACILITY OF *(INSERT NAME HERE)*
EMERGENCY PLAN AUTHORIZATION

Date Original Plan implemented: _____

Authorized by: _____

Management Signature: _____

Date Authorized: _____

Administration

The undersigned have been provided a copy of this plan and recognize its completion:

Fire Chief: _____

Police Official: _____

INTRODUCTION

The contents of this emergency plan provide guidance for facilities to respond to an emergency that may affect the facility and its occupants.

We face such risks as chemical spills, gas leaks, severe weather conditions, major explosions, fires, and power outages, etc.

To be prepared for an emergency is to be aware of the potential impacts of an event which may include the evacuation of the facility.

This plan will not prevent or reduce the possibility of an emergency occurring. It will, however, aid in providing a prompt and coordinated response thereby reducing injury and loss of property.

The facility staff must be informed of the emergency management program, as they will become the key part of a designated team that will ensure the safety of facility occupants.

PURPOSE

The purpose of this plan is to outline the course of action to be followed when an emergency threatens the (INSERT NAME HERE).

AIM

The aim of this plan is to provide for the protection and preservation of life and property, and the maintenance of essential services in an orderly fashion during and after an emergency.

ACTIVATING AND IMPLEMENTING THE PLAN

The Emergency Management Coordinator (EMC) or his/her alternate may implement this plan in part or in full when necessary action is required for the preservation of life, property and the environment. This action is needed to deal with situations that go beyond the day-to-day routine operations of the facility.

AUTHORITY

All authority in an emergency situation within this facility comes directly under the Emergency Management Coordinator or his/her alternate.

In case of a fire, the Fire Chief, or delegate, on arrival will assume full authority on the scene. In the case of a bomb threat, the police assume full authority while on scene.

HAZARD/RISK ANALYSIS

This emergency plan is not intended to be a step-by-step guide on how to deal with each type of emergency the facility could face, but rather is intended to add a layer of efficiency to the first critical hours of an emergency by setting out procedures. Some of the steps should be on how to notify and assemble those who will deal with the emergency, individual and group responsibility, how to communicate, and where to obtain additional resources.

Nevertheless, it is important to identify and analyse hazards or risks, which the facility may face. This analysis should be added as annexes to the overall plan, to deal with reoccurring emergencies that could pose a risk.

Some examples are chemical spills, gas leaks, weather conditions, major explosions, fires, building collapse, which are unique to your community and facility. It is critical to conduct your own Hazard Analysis for your area and determine which risks could constitute adding Annexes to your plan.

EMERGENCY COORDINATION CENTER - ECC

The ECC is the physical location where the Emergency Management Coordinator and Emergency Management Team gather to discuss any pertinent information in relation to the emergency.

The location of the ECC is at _____, with the alternate ECC located at _____.

EMERGENCY MANAGEMENT TEAM

The Emergency Management Team is the team that provides assistance to the Emergency Management Coordinator in the event of an emergency. They may gather in the ECC to discuss any pertinent information in relation to the emergency i.e. communications, maintenance, administration, evacuation.

Members of the Emergency Management Team (EMT) are selected and chaired by the Emergency Management Coordinator (EMC). (See Annex A).

COMMUNICATIONS AND PUBLIC WARNINGS

The existing communications in the facility must be adequate for emergency purposes. A clearly understood system of communications must be used, including distinctive warning signals or messages.

THE SYSTEM MUST BE CAPABLE OF REACHING ALL PARTS OF THE FACILITY.

In the event of power failure or loss of internal communications, alternate arrangements of maintaining contact between levels of authority must be considered. This may be done by use of personal cell phones, assuming phone systems are not lost, personal contact and the use of loudspeaker or whatever other means might be necessary.

It is essential that the facility have immediate access to a loudspeaker and flashlights located in a easily accessed area.

HEALTH AND FIRST AID

It is essential that the facility have a fully equipped first aid kit readily available in a designated part of the building.

In the event that emergency services are required you should immediately call 9-1-1.

All members of the Emergency Management Team should be familiar with basic first aid and CPR. This can be achieved through a basic first aid course. Keep in mind that you may also have occupants with special needs.

EMERGENCY EVACUATION PLANS

The facility must prepare evacuation plans for permanent display throughout the facility.

- A chart showing the floor plan of the facility in a simple graphical form.
- A suggested size of 11x14 inches, laminated is recommended.
- The chart should easily identify emergency exits throughout the facility with large red arrows.
- The emergency exit floor plan should be identified with large letters.

Please ensure that all staff members are familiar with the location of emergency exits.

Annex A EMERGENCY MANAGEMENT TEAM MEMBERS

MEMBER	CONTACT	RESIDENCE	BUSINESS	CELL
EMC - Coordinator				
Alternate Coordinator				
Maintenance				
Public Information				
Evacuation				

Annex B RESPONSIBILITIES OF EMERGENCY MANAGEMENT TEAM (EMT)

The general overall responsibilities of the Emergency Management Team are listed below but are not limited to the following:

- Prepare facility emergency plan and form an Emergency Management Team.
- Liaise with Senior Management
- Liaise with emergency measures groups within your municipality.
- Establish telecommunications system
- Coordinate evacuation
- Account for evacuated staff and clients
- Confirm evacuation is complete
- Alert outside population of risk
- Request external aid
- Arrange for provision of 1st aid
- Sound the all-clear
- Assist with evacuation
- Lead evacuees to the pre-designated assembly area
- Account for evacuated staff and clients
- Liaise with media
- Staff Communications
- Client Communications
- Assist with coordinating activities
- Responsible for the operation and shut-down of building systems and utilities
- Assist with coordinating activities

Emergency Management Coordinator

Roles and Responsibilities

The EMC is responsible for but not limited to the following:

- a) implementing emergency plans and procedures, using any or all resources available to the facility.
- b) ensuring the proper response teams are notified of the emergency i.e. police, fire, ambulance, hospital
- c) directing and controlling all facility emergency operations, except as agreed upon between the facility and the municipality.
- d) requesting assistance from other facilities and outside groups in accordance with mutual aid arrangements or agreements.
- e) notification to the general public of the facility emergency.
- f) chairing the Emergency Management Team.
- g) acting as media spokesperson.

Evacuation Lead

Roles and Responsibilities

The Lead of Evacuations is responsible for but not limited to the following:

- a) ensuring that occupants in an evacuation are directed to exits in an orderly fashion;
- b) ensuring occupants are supervised at a pre-designated assembly area when evacuated;
- c) assisting others during an emergency;

Public Information Lead

Roles and Responsibilities

The Lead of Public Information is responsible for but not limited to the following:

- a) preparing information releases to the media;
- b) coordinating media releases with other agencies;
- c) informing parents, spouses and other pertinent family members of the emergency
- d) communicating with staff throughout the emergency.

Maintenance Lead

Roles and Responsibilities

The Lead of Maintenance is responsible for but not limited to the following:

- a) operating and modifying building systems and utilities;
- b) advising the Emergency Management Team of facility limitations and vulnerabilities; and
- c) securing floor plans of facility.

Annex C EVACUATION GRAB AND GO KIT

- Loud speaker
- 2-way Radio Communication Devices (2)
- Flashlights
- First Aid Kits
- Map of Facility
- Copies of facility emergency plan
- List of staff telephone numbers

Annex D FIRE & EXPLOSION

When a fire alarm has been activated without any warning, staff must initiate all evacuation procedures as described in fire drill procedures.

Usually within the first several minutes of a warning the situation will be dictated by the severity of the fire or explosion however it may not be initially apparent so all measures should be taken to ensure the safety of staff and residents.

A fire should only be put out if the person is under complete control of the situation. At no time should any person jeopardize his or her safety.

FULL EVACUATION MUST NOT BE HINDERED AT ANY TIME EVEN THOUGH CONTAINMENT OF THE EMERGENCY IS UNDER CONTROL.

(Refer to facility evacuation floor plan contained in the back of this document for escape routes - Annex G).

Staff Responsibilities

- Pay attention to good housekeeping. Report fire hazards whenever or wherever you discover them.
- Pay strict attention to the use of matches and smoking.
- Know your duties in case of fire.
- Know location and operation of fire extinguishers in your area.
- Know location of all building exits.
- Keep calm - use your common sense.
- Take part in fire drills.
- Staff in other units, departments must be available to assist in fire area if necessary.
- Always be on alert for signs of fire and the smell of smoke.
- Exit lights burnt out - Report.
- Electrical equipment left on - Ensure you turn off electrical equipment when finished.
- Obstructions. Ensure that all doors, exits, corridors and stairways are free from obstructions

FIRE & EXPLOSION Continued

Basic Steps When Discovering a Fire

- Notify staff members in immediate area and confine the fire by closing door.
- Go to the nearest pull station and activate fire alarm.
- Inform the Emergency Measures Coordinator of the extent of the fire.
- Extinguish fire, and only if safe to do so.
- If not possible, evacuate immediately.
- Remember the first five minutes of a fire are the most important.
- Be familiar with the use of a fire extinguisher before a fire occurs.
- If you have to leave the room, close the door behind you.
- Always fight a fire from a position near the door, i.e. make sure you can get out if the fire gets out of control.
- If you are using an extinguisher, aim at the base of the fire.

Fire Drills

When fire drills are announced, all personnel will react exactly as if a real fire has occurred.

Fire Evacuation Guidelines

If an evacuation is required:

1. Direct and assist staff and clients to exit the building.
2. Special attention should be given to those requiring assistance (i.e. wheelchair, elderly, people with small children).
3. Direct staff and clients to the pre-designated assembly area _____.
Keep the area clear for responding fire department and police departments.
4. Do not remove cars from the parking lots, unless requested by the fire or police office at the site.
5. Personnel shall carry out their assigned duties (if applicable), with the EMC in full control, until the fire or police arrive on scene.
6. Building re-entry will occur only upon instruction of the Fire Chief.

Annex E BOMB THREATS

Bomb Threat Procedures

A bomb threat is not to be ignored at any time. The local police will direct you. Any information received about a bomb should be considered as a real threat and the following actions taken:

- The person receiving a bomb threat by telephone should do the following **DO NOT HANG UP THE TELEPHONE**
- Note the time of the call, the exact wording of the message, any oddities of the callers speech and listen and note any background noises.
- Have someone call 9-1-1. Explain that you have a bomb threat.
- Keep the caller on the line as long as possible and try to ask the following questions:
 - Where is the location of the bomb?
 - What type of bomb is it and what time is it set to go off?
 - What type of container or package is it in?
 - Why are you doing this?

Notify the following:

- 911
- Emergency Management Coordinator
- Immediate Supervisor

Action to be taken

The Emergency Management Coordinator will coordinate evacuation of the building. The Police will decide if a building wide search will be carried out.

Remain calm

- follow the evacuation procedures;
- take personal effects with you, briefcase, purse, lunch container, etc.;
- remember you have been trained and you do have a plan

Precautions

If you discover a device or suspect device do not touch or move it; notify the police and do not assume that it is the only one.

Media Relations

All media relations should be done in coordination with police

Re-Entry

Re enter the building only after the police authorities and the EMC give the all clear.

Annex F RESOURCE LISTS

RESOURCE	CONTACT	RES #	BUS #	CELL #
Canadian Red Cross				
Local nurses (support)				
Community groups				
Clergy				
Snow removal				
Poison Control				
Snowmobiles				
Environmental Emergencies			800-565-1633	
Maritime Electric				
Weather Information				

**Annex G FACILITY FLOOR PLAN
DISPLAYING EMERGENCY EXITS AND ASSEMBLY AREA**