



Policy

POL.H.23.157

[**Emergency Response & Evacuation Plan**]

Policy Type: Health & Safety
Date Approved: 31 May 2023
Department: Human Resources

PURPOSE

To ensure continued compliance with the Ontario Fire Code (Ontario Regulation 388/97, as amended), the City of Brockville will ensure they have an approved Fire Safety Plan and train staff to carry out its contents.

To ensure the safe evacuation of City of Brockville facilities in case of an emergency. This is accomplished by ensuring unobstructed exit paths, appropriate emergency lighting, prompt evacuation and identifying designated personnel to assist in the evacuation.

DEFINITION OF ALARMS

Burglar Alarm - Tone Continuous
Fire Alarm - Tone Intermittent

EMERGENCY EVACUATION ASSEMBLY POINTS

Refer to Appendix A

RESPONSIBILITIES

The building has one Chief Warden and alternate with areas Wardens and alternates(aka; floor representatives and their alternates attached) who will direct the evacuation of persons from their respective areas as quickly as possible in a safe and controlled manner.

THE CHIEF WARDEN/ALTERNATE	<ul style="list-style-type: none">• Announce the evacuation to staff• Wear a safety vest to be visible to staff and emergency personnel• Ensure the Building Evacuation Plan is developed and maintained• An up-to-date list of area Wardens/ Alternates and Employee Checklist is maintained• Ensure all proceed to the designated assembly area for the facility - see APPENDIX A for your assembly point location.• Be the sole/main liaison between the evacuated group and emergency response team.• Meet with area Wardens at assembly point to ensure head count.• Report headcount to Fire department.• The Chief Warden will only allow re-entry to a building after the Emergency Services Personnel has authorized such re-entry. The chain of command on authorization to re-enter an evacuated building flows from the Emergency Services Personnel to the Chief Warden, Area Wardens and finally Managers/Supervisors who in turn instruct personnel accordingly.• Declare the "ALL CLEAR" before reentering the building.• Ensure evacuation diagrams are developed and posted• Ensure evacuation drills are conducted and logged accordingly• Following the evacuation, the Chief Warden;• Prepares a report following the evacuation• Reports to management
---------------------------------------	---

<p>THE AREA WARDENS/ALTERNATE</p>	<ul style="list-style-type: none"> • Announce the evacuation to the staff; • Wear a safety vest to be visible to staff and emergency personnel • Ensure that all doors are closed, but not locked, in his/her area and check the washrooms, perform room sweeps. • Evacuate all persons from their respective areas as quickly as possible in a safe and controlled manner. • Retrieve the employee checklist and bring to the assembly area – conduct your attendance taking and advise of any issues to the Chief Warden. • Ensure all proceed to the designated assembly area for the facility – as per Appendix A. • Note any persons with disabilities and assist them with evacuation so long as doing so does not place the person with disability at risk of greater injury. The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the facility has safely evacuated, notify the emergency responders of the location of the person with disability.
<p>MANAGERS AND SUPERVISORS</p>	<ul style="list-style-type: none"> • Know evacuation procedures for the area under their supervision • Inform new personnel of evacuation procedures • Ensure that exit paths are kept clear and unobstructed at all times • Notify the Chief Warden of plans for modification of any part of an exit path (including exit doors)

EMPLOYEES	<ul style="list-style-type: none"> • Follow direction and exit building upon hearing the fire alarm • Be responsible for visitors/others in the building if needed. • ONLY if safe to do so, take personal belongings (keys, purses, wallets, etc.) • If safe to do so, close doors behind you if you are the last one to exit an office • Assist others who may be in need of assistance • DO NOT USE THE ELEVATOR • Proceed to the designated assembly area for the facility and report to your Area Warden or Supervisor. • <u>Report to your area Warden as soon as possible to ensure you are accounted for.</u> • REMAIN IN THE DESIGNATED AREA • Advise Chief Warden of evacuation accommodations that may be required as soon as possible • Follow instructions from Chief Warden, Area Wardens, Health and Safety Committee Members or Emergency Services Personnel • DO NOT re-enter the building until the "ALL Clear" has been instructed to by the Chief Warden or alternate
------------------	--

PROCEDURE

BUILDING EVACUATION PROCEDURE (During Working Hours)	<ul style="list-style-type: none"> • The evacuation of the facility will be initiated by the activation of the fire alarm • Proceed to the designated assembly area for the facility – refer to Appendix A which is the and report to your Area Warden or alternate. Evacuate the building in an orderly fashion using the safest and closest exit route. In winter or inclement weather, get your jacket if it is safe to do so.
---	--

<p>BUILDING EVACUATION PROCEDURE (Before/After Working Hours)</p>	<ul style="list-style-type: none"> • Emergency Evacuation Plan (After Regular Business Hours) • In the event of an emergency situation within or immediately around the any of the City of Brockville facilities, all occupants of the building are required to follow the following steps in order to ensure their safety: • People in the building after 4:00 P.M. will: <ul style="list-style-type: none"> • Sound the fire alarm by activating the nearest Pull Station • Advise your coworkers to leave the building. • Proceed to the designated assembly area for the facility and report to your Area Warden or alternate (may use nearby Wedgewood in inclement weather) • Assist others who may be in need of assistance • Exit the building upon hearing the fire alarm • NOT USE THE ELEVATOR(if applicable) • ONLY if safe to do so, take personal belongings (keys, tools, wallets, etc.) • If safe to do so, close doors behind you if you are the last one to exit the building • Stay at a safe distance from the building in order to advise Emergency Services Personnel of the problem and the problem area of the building • Follow instructions from Emergency Services Personnel • DO NOT re-enter the building until instructed to do so by the Emergency Services Personnel
<p>WARDENS</p>	<ul style="list-style-type: none"> • Under no circumstances is anyone expected to place themselves in danger during any emergency for the purpose of exercising these duties. Thus, the assignment of these duties is based on the Good Samaritan principle of performing them so long as doing so does not place anyone at greater risk to their personal safety • Ensure that R.A.C.E. is followed if smoke or flames are discovered in your work area: <ul style="list-style-type: none"> • rescue, • alarm, • close all doors, • evacuate

BUILDING ELECTRICAL POWER OUTAGE	<ul style="list-style-type: none"> • In the event of an extended electrical power outage, we would ask all employees to do the following to obtain further instructions: <ul style="list-style-type: none"> ◦ See Appendix A for your Emergency Response location(s). • Facilities with public access /Customer Service will place a sign to indicate we are closed until further notice due to power outage. • Supervision will receive instructions from IT (as per the Hydro updates provided) as to the expected duration of the electrical outage. • All emergency lighting remains available for approx. 1 hour. • If the electrical power is to remain off for more than 1 hour, instructions will be provided to the employees on next steps as per Supervision.
Location of emergency pull stations	<ul style="list-style-type: none"> • All entrances/exits • Top and bottom of the stair wells (if applicable) • Chambers (City Hall building)
Office Phone Paging Function	This is for City Hall - See attached - Appendix D

References

Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 - <https://www.ontario.ca/laws/statute/97f04>

O. Reg. 388/97: Fire Code - <https://www.ontario.ca/laws/regulation/970388>

Occupational Health & Safety Act R.S.O 1990
<https://www.ontario.ca/laws/statute/90o01>

Consequences of Non-Compliance

City of Brockville employees who are identified as high-risk for exposure are expected to attend education & training and follow the procedures outlined in this document. Non-compliance could lead to progressive discipline including and up to termination.

Review Cycle

This policy is to be reviewed yearly or when required.

Appendix A - City of Brockville Assembly points

City of Brockville Facilities	Assembly points/employee checklist's locations
City Hall	<p>Assembly point:</p> <p>Primary area: Brockville Rowing Club on the south side of Water Street behind City Hall Secondary area: Wedgewood Retirement Residence (in inclement weather)</p> <p>Emergency response(power outage)</p> <p>Upper floor - Chambers/board room Main floor – Planning board room</p> <p>Tornado response:(two types of warnings)</p> <p>Tornado Watch - stay aware of weather forecast Tornado Warning – tornado is occurring - prepare to act and seek shelter.</p> <p>If in a car – pull over and go to lower ground. i.e. ditch Do not go under an overpass.</p> <p>Go to the following location with no windows/close doors.</p> <ul style="list-style-type: none"> • Main floor – Basement hallway • 2nd floor – finance rooms, 302, 320, HR hallway, shut doors. <p>Employee Checklist locations(Area/alternate Warden's)</p> <ol style="list-style-type: none"> 1. H&S Board Mailroom – Main level 2. H&S Board - Upper level

<p>Gord Watts Municipal Center</p>	<p>Assembly point:</p> <p>Lower parking lot (northwest of the GWMC building)</p> <p>Emergency response(power outage)</p> <p>Upper floor - Board room Main floor – garage area</p> <p>Tornado response:(two types of warnings)</p> <p>Tornado Watch - stay aware of weather forecast Tornado Warning – tornado is occurring - prepare to act and seek shelter.</p> <p>If in a car – pull over and go to lower ground. i.e. ditch Do not go under an overpass.</p> <p>Go to the following location with no windows and close doors.</p> <ul style="list-style-type: none"> • Board room 2nd floor <p>Employee Checklist locations(Area/alternate Warden’s)</p> <ol style="list-style-type: none"> 1. H&S Board – front administrative office
<p>Memorial Center</p>	<p>Assembly point:</p> <p>Facility Parking Lot</p> <p>Emergency response(power outage)</p> <p>Front Lobby area</p> <p>Tornado response:(two types of warnings)</p> <p>Tornado Watch - stay aware of weather forecast Tornado Warning – tornado is occurring - prepare to act and seek shelter.</p> <p>If in a car – pull over and go to lower ground. i.e. ditch Do not go under an overpass.</p>

	<p>Go to the following location with no windows and close doors.</p> <ul style="list-style-type: none"> • Main floor dressing rooms. <p>Employee Checklist locations(Area/alternate Warden's)</p> <p>Front office – sub foreman's office</p>
Youth Arena	<p>Assembly point:</p> <p>Facility parking lot</p> <p>Emergency response(power outage)</p> <p>Arena office</p> <p>Tornado response:(two types of warnings)</p> <p>Tornado Watch - stay aware of weather forecast Tornado Warning – tornado is occurring - prepare to act and seek shelter.</p> <p>If in a car – pull over and go to lower ground. i.e. ditch Do not go under an overpass.</p> <p>Go to the interior for the building with no windows and close doors.</p> <ul style="list-style-type: none"> • Main floor dressing rooms. <p>Employee Checklist locations(Area/alternate Warden's)</p> <p>Arena office</p>
Brockville Museum	<p>Assembly point:</p> <p>Henry Street parking Lot</p> <p>Emergency response(power outage)</p>

	<p>Front entrance lobby area</p> <p>Tornado response:(two types of warnings)</p> <p>Tornado Watch - stay aware of weather forecast Tornado Warning - tornado is occurring - prepare to act and seek shelter.</p> <p>If in a car – pull over and go to lower ground. i.e. ditch Do not go under an overpass.</p> <p>Go to the following location with no windows and close doors.</p> <ul style="list-style-type: none"> • Basement area <p>Employee Checklist locations(Area/alternate Warden's)</p> <p>Front desk area</p>
<p>Brockville Arts Centre (BAC)</p>	<p>Assembly point:</p> <p>Parking lot across St. Paul's Street (across from the Mill restaurant)</p> <p>Emergency response(power outage)</p> <p>Front office area</p> <p>Tornado response:(two types of warning)</p> <p>Tornado Watch - stay aware of weather forecast Tornado Warning - tornado is occurring - prepare to act and seek shelter.</p> <p>If in a car – pull over and go to lower ground. i.e. ditch Do not go under an overpass.</p> <p>Go to the following location with no windows and close doors.</p> <ul style="list-style-type: none"> • Basement - dressing room area

	<p>Employee Checklist locations(Area/alternate Warden's)</p> <p>Front office H&S board</p>
<p>Water Pollution Control Center (WPCC)</p>	<p>Assembly point:</p> <p>Flagpole - outside main entrance area</p> <p>Emergency response(power outage)</p> <p>Upper floor - Main floor – board room</p> <p>Tornado response:(two types of warnings)</p> <p>Tornado Watch - stay aware of weather forecast Tornado Warning – tornado is occurring - prepare to act and seek shelter.</p> <p>If in a car – pull over and go to lower ground. i.e. ditch Do not go under an overpass.</p> <p>Go to the following location with no windows and close doors:</p> <ul style="list-style-type: none"> • proceed to the nearest lowest level floor in any of these buildings Operations Center(OC), Screen & Degrat(SD), Digester 200(DC), Dewatering(DW), East Service (ES). <p>Employee Checklist locations(Area/alternate Warden's)</p> <p>2. H&S Board - Main floor 3. H&S Board - Upper level</p>
<p>Water Systems</p>	<p>Assembly Point:</p> <p>Employee Parking Lot</p> <p>Emergency response (power outage): Control room area</p>

	<p>Tornado response:(two types of warnings)</p> <p>Tornado Watch - stay aware of weather forecast Tornado Warning - tornado is occurring - prepare to act and seek shelter.</p> <p>If in a car – pull over and go to lower ground. i.e. ditch Do not go under an overpass.</p> <p>Go to the following location(s) depending on where you are:</p> <ul style="list-style-type: none"> • Main building water treatment plant basement • PAC pump room in the basement west side of the plant <p>Employee Checklist location(Area/alternate Warden's) –</p> <p>Control room station</p>
<p>Fire Station 1</p>	<p>Assembly Point:</p> <p>Back employee Parking Lot</p> <p>Emergency response (power outage):</p> <p>Garage area</p> <p>Tornado response:(two types of warnings)</p> <p>Tornado Watch - stay aware of weather forecast Tornado Warning - tornado is occurring - prepare to act and seek shelter.</p> <p>If in a car – pull over and go to lower ground. i.e. ditch Do not go under an overpass.</p> <p>Go to the following location with no windows and close doors.</p> <ul style="list-style-type: none"> • Change room area downstairs

	<p>Employee Checklist location(Area/alternate Warden's)</p> <p>H&S Board</p>
<p>Fire Station 2</p>	<p>Assembly Point:</p> <p>Employee Parking Lot</p> <p>Emergency response (power outage):</p> <p>Garage area</p> <p>Tornado response:(two types of warnings)</p> <p>Tornado Watch - stay aware of weather forecast Tornado Warning - tornado is occurring - prepare to act and seek shelter.</p> <p>If in a car – pull over and go to lower ground. i.e. ditch Do not go under an overpass.</p> <p>Go to the following location with no windows and close doors.</p> <ul style="list-style-type: none"> • Training room <p>Employee Checklist location(Area/alternate Warden's)</p> <p>H&S Board</p>

Appendix B

AREA WARDENS & EMPLOYEE CHECK LIST – this will not be attached as this will be updated and posted as required by each facility.

Y:\Human resources\emergency evacuation\Emergency Response & Evacuation Employee Checklists for each facility.

Appendix D–**Office phone paging Instructions – City Hall
(If applicable)**

1. Click the "More" button
2. Click the "Paging" button
3. Make sure "CH Page GP" is highlighted and click "Page"
4. Pick up Receiver and speak, when finished, click "End Page" and hang up phone.

