

Section/Number: Occupational Health and Safety - 005	Approval Date: (DD/MM/YY)
Subject: Fire/Emergency Evacuation Plan	Amendment Dates:
<p>Policy</p> <p>All employees and visitors will follow the Fire/Emergency Evaluation Plan in the event of a fire or other emergency situation.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The Building/Facility Evacuation Diagram showing all fire exits will be posted in highly visible locations in each room/area of the building or facility.</li> <li>2. A Fire/Emergency Warden will be identified for each Community Government building or facility including the Community Government Office, Recreation Facilities, Community Government Garage and Water Treatment Plant.</li> <li>3. The Fire/Emergency Warden will be in charge in the event of a fire or other emergency.</li> <li>4. When a fire or emergency occurs, the fire alarm will be sounded or activated by the employee discovering the fire/emergency.</li> <li>5. If safe to do so, the staff member closest to the fire/emergency will: <ul style="list-style-type: none"> <li>R – Remove anyone in immediate danger</li> <li>A – Activate the alarm system if it is not already activated</li> <li>C – Contain the fire/emergency by closing fire doors if safe to do so</li> <li>E – Extinguish the fire or contain the emergency without risking personal safety.</li> </ul> </li> <li>6. All employees and visitors will evacuate the facility according to the Building/Facility Emergency Evacuation Plan. <ol style="list-style-type: none"> <li>6.1. Employees and visitors must proceed to the nearest emergency exit unless it is blocked by the fire/emergency situation.</li> <li>6.2. If the emergency exit is blocked by the fire/emergency situation, they must proceed to the nearest available emergency exit.</li> </ol> </li> <li>7. All emergency exits must not be blocked or hindered and must have emergency release bars to allow for easy exit.</li> <li>8. All employees and visitors must report to the designated Muster Station immediately after evacuating the building/facility.</li> <li>9. The Fire Warden will be responsible for taking a head count of all employees and known visitors at the Muster Stations.</li> </ol>	

10. The Fire Warden will report any suspected missing individuals to the emergency responders (i.e. Fire Fighters or Ambulance Personnel).

Attachments

Facility Emergency Evacuation Plans/Diagrams **(Each Community Government must develop and post the Emergency Evacuation Plans/Diagrams for each facility).**

References

N/A