

EMERGENCY RESPONSE AND FIRE & SAFETY PLAN

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1.0 EMERGENCY CONTACT INFORMATION

In order to facilitate the response in emergencies and assist employees, a listing of emergency phone number contacts is provided below:

Agency / Individual	Contact Information
Vice President and First Aid Attendant - Anita Bhandari	Work: 778-688-5399 Home: 604-540-6271 Cell: 778-837-2594
President and First Aid Attendant - Dusty Steinson	Cell: 604-603-8905
Fire Department	Emergency: 911 Non-emergency: 604-294-7190
Police (RCMP)	Emergency: 911 Non-emergency: 604-294-7922
Ambulance	Emergency: 911 Non-emergency: 604-872-5151
Burnaby Hospital 3935 Kincaid Street Burnaby, BC V5G 2X6	604-434-4211
855 West 12th Avenue Vancouver, BC V5Z 1M9	604.875.4111
Fraser Health Corporate Office 300, 10334 - 152A Street Surrey BC V3R 7P8	1-877-935-5669 or 604-587-4600
Poison Control Centre	604-682-5050 604-682-2334
BC Provincial Emergency Program (PEP)	1-800-663-3456
CANUTEC (for assistance with response to hazardous materials or radiation releases – 24 hours)	1-613-996-6666
Canadian Nuclear Safety Commission -Duty Officer	Ottawa (613) 995-0479 (24 hour number) Calgary, Alberta (403) 292-5785 Mississauga, Ontario (416) 821-7760 Laval, Quebec (514) 667-6360

2.0 INTRODUCTION

The *Emergency Response and Safety Plan* applies to all personnel working for Safety etc.. The *Plan* deals with emergencies that may arise in a building.

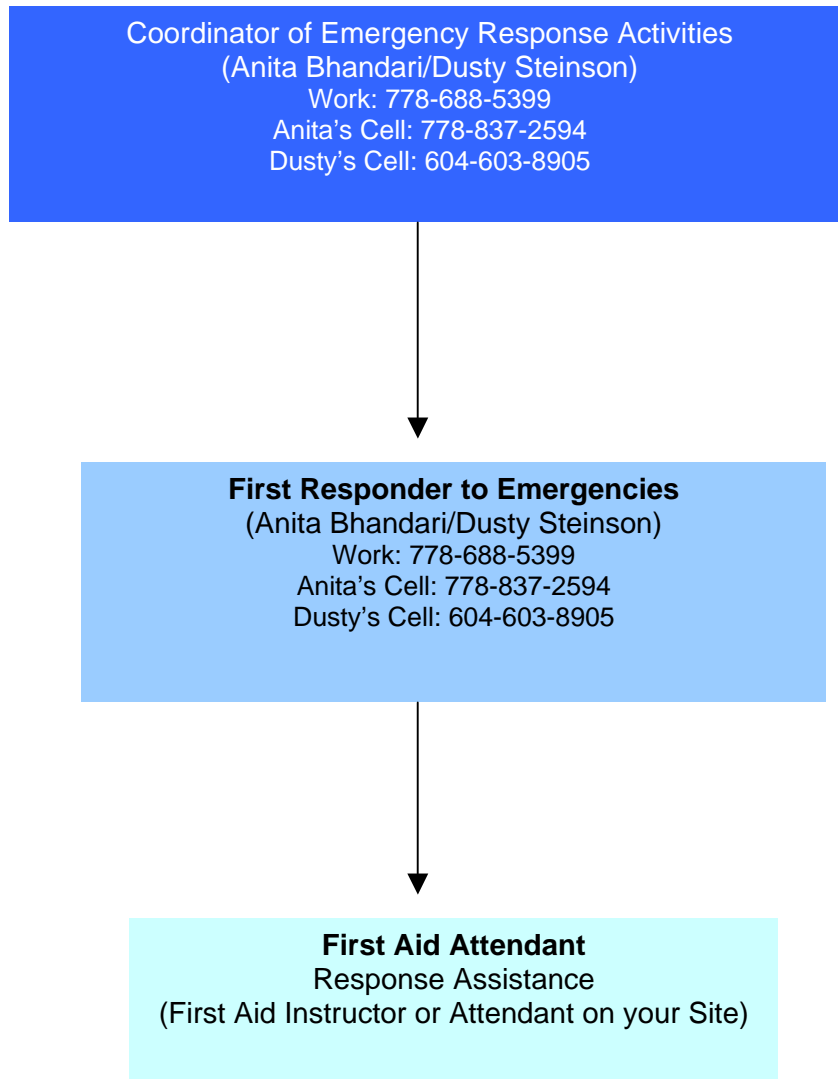
The *Emergency Response and Safety Plan* defines the responsibilities of personnel and site visitors and outlines the procedures to be followed when responding to emergencies in a way that will avoid or reduce health and safety risks and hazards, minimize trauma, reduce environmental damage and reduce response and clean-up costs.

The *Emergency Response and Safety Plan* provides personnel with a quick reference for individual responsibilities and communications with internal and external resources. It assists managers and employees in gaining control over emergency situations by taking appropriate actions, notifying key personnel, devoting the appropriate resources and by providing the direction to resolve the emergency.

3.0 EMERGENCY RESPONSE ORGANIZATIONAL STRUCTURE

In terms of response to emergencies, the following organizational chart depicts who is in charge and should make decisions.

Figure 3.1 Emergency Response Chain of Command



4.0 HAZARD IDENTIFICATION AND RISK ANALYSIS

A hazard is a thing or a condition that may expose an object to a risk of harm. A risk is the likelihood of the harm actually occurring. Based on a qualitative hazard identification and risk analysis, the following procedures have been developed to aid in an emergency:

1. General Evacuation
2. Blood and Bodily Fluid Contact
3. Worker Injury (First Aid or Severe Injury)
4. Fire
5. Chemical Spill
6. Incident Involving Radioisotope
7. Natural disaster
8. Flood
9. Bomb Threat
10. Personal Threat

These are detailed in the following sections.

5.0 EMERGENCY RESPONSE PROCEDURES

The following emergency procedures have been developed based on the hazard and risks in the office building.

5.1 General Evacuation

All employees or contract employees of Safety etc must be familiar with the emergency building evacuation in the building that they will be working in. All attendants must show-up on site at least a ½ hour before class to become familiar with their site and go through general evacuation procedures. All instructors must go through these procedures with their class prior to starting each class. Each procedure must go through the following.

1. Emergency exits in the building
2. Primary muster station/location
3. Secondary muster location
4. Student count at muster location

5.2 Worker Injury

Worker injuries can be minor first aid incidents to severe injuries. The office First Aid Attendant or Instructor is trained to handle worker injuries. Each Instructor must be familiar where these medical supplies located in the office.

All injuries and incidents are to be reported to Anita Bhandari or Dusty Steinson on

the date of the occurrence. Each attendant is responsible for completing the appropriate forms and submitting them to Anita Bhandari or Dusty Steinson on the date of the occurrence.

The following procedures should be followed in the event of a worker injury.

It is a policy that Safety etc. does not supply or provide any sort of medication (such as aspirin, cold medication, etc.) to employees other than during a medical emergency (e.g., aspirin for a heart attack).

5.2.1 Severe Injury

Should there be a severe injury requiring professional medical attention, immediately:

- Call 911 to request an ambulance.
- Call the First Aid Attendant.
- Make sure the scene is safe before entering
- Stabilize the injured person while waiting for medical attention (e.g., follow the first aid procedures. Don't move them, cover them with a blanket, ongoing monitoring of the person, etc.)
- Do not leave the scene until instructed to do so.

6.0 BLOOD AND BODILY FLUID CONTACT

Disposable latex gloves must be used by all persons whenever contact with blood or other body fluids is anticipated. Discard gloves after each use.

6.1 Ventilation Masks and/or Protection Shields

When performing any ventilations, a mask or shield must be used. Cleanliness is essential to preventing infection.

All persons must wash their hands:

- Before and after contacting casualties
- Before and after handling wounds, dressings or bandages, or first aid instruments
- Whenever hands are visibly soiled
- Before and after eating
- After using the toilet
- After blowing or wiping the nose

6.2 First Aid Treatment Procedures

Always wear gloves

- Follow the Priority Action Approach
- Dispose of any contaminated bandages pads and dressings in a medical waste container or if one is not available, flush materials down the toilet.
- Remove Gloves and place in a strong plastic bag. Bags can be passed on to the ambulance attendant for disposal or placed in the medical waste container.
- Contaminated clothing should be washed immediately.
- Wash hands thoroughly using an antibacterial soap.

6.3 Cleaning Spills of Blood and Other Contaminated Materials

1. Put on plastic gloves and, if splashing is expected, chemical goggles.
2. Visible material should be removed with disposable towels and -placed in a strong plastic bag.
3. Entire area must be wiped thoroughly using towels and a 1:10 solution of bleach and water.
4. Towels must again be placed in the strong plastic bag.
5. Where necessary, shoes and goggles should be wiped to decontaminate them.
6. Remove gloves using the safe removable techniques in your first aid manual and place in a strong plastic bag and seal. Bag can be passed on to the ambulance or disposed of in the medical waste container.
7. Contaminated clothing should be cleaned.
8. Wash hands thoroughly using a germicidal soap from a first aid kit.

7.0 FIRE

The building's fire alarm system is activated by pulling the manual fire pull station. The alarm sound is a continuous bell.

Be familiar with where the Portable fire extinguishers are located throughout the building.

- All employees should be familiar with the locations of emergency fire equipment and shall conduct their business in a manner that does not generate a fire hazard.
- Do not block access to fire extinguishers or other fire-fighting equipment.
- All employees are to be familiar with the Building Fire Safety Plan posted on the walls.
- All students or visitors entering the class are to be registered in so we can ensure that they have safely left the building should there be an evacuation.

The procedures to respond to a fire are:

- Assess the situation.
- Pull the fire alarm and summon help.
- If safe, try to extinguish fire using a portable fire extinguisher. Tips for fire

extinguisher use include:

- Pull safety pin and aim nozzle at base of flame
- Pull trigger and sweep fire at the base
- Move forward as you are sweeping
- If the fire cannot be extinguished, then evacuate the building (according to the Evacuation Procedures) and shut all doors as you leave.
- Stay at the muster location, until told to move to another location.

All fire-related incidents are to be reported to the Anita Bhandari or Dusty Steinson on the date of the incident.

7.1 Flood or Water Release

In the event of a flood or water line break:

- Survey the scene for hazards (falling ceiling tiles, etc.).
- Unplug all electrical equipment in the area, if safe to do so (do not stand in water to unplug equipment)
- Attempt to locate the source of the water (if not a flood event).
- Phone the building management company and report the incident.

8.0 BOMB THREAT

Most bomb threats are hoaxes. Unfortunately the hoax can only be recognized once the event has been dealt with by professionals. The purpose of a bomb threat plan is to reduce the impact sought by the caller.

Should the office receive a bomb threat call 911:

- remain calm, do not hang-up, take the threat seriously, get the attention of someone else to attempt to trace the call (note caller ID or dial *69)
- Attempt to gather as much information as possible. Write down the exact wording of the bomb threat and ask the following questions:
 - When will the bomb explode?
 - Where is the bomb?
 - When was it put there?
 - What does it look like?
 - What kind of bomb is it?
 - What will make the bomb explode?
 - Why did you place the bomb?
 - What is your name?
 - Where are you?
 - What is your address?

- Write down exact words. Take notice of the caller's mannerism and accent and the background noises.
- The threat may be specific or non-specific. Report the threat to Anita Bhandari or Dusty Steinson immediately.
- Do not evacuate until you have ensured that the exit routes are safe.

9.0 PERSONAL THREAT

Personal threats are handled as a workplace hazard under the Workers Compensation Act of BC. Therefore all threats are to be reported and investigated as a safety incident.

9.1 Definition of Workplace Violence

Workplace violence is any act in which a person is abused, threatened, intimidated or assaulted in their employment. It can include threatening behaviour such as destroying property, verbal or written threats that express an intent to inflict harm, harassment and physical attacks such as hitting, shoving, pushing, kicking or sexual assault.

Sexual harassment problems will be handled as per Safety etc. policy.

Any threats derived from alcohol or drugs will be handled as per Safety etc. policy.

9.2 Failing a Student

As an instructor, if you need to deliver bad news to a student please ensure you follow the procedures listed below.

1. make sure that there is another person close by in case the individual is to react in an obscene manner.
2. ensure that you are the closest to the exit.
3. ensure that there are not visible weapons located in the room.

10.0 REPORTING THREATS

All threats of harm and death threats will be taken seriously. Threats voiced openly will be treated as if the danger is eminent. Implied threats will be acted upon as a threat.

A. All threats will be reported to Anita Bhandari and/or Dusty Steinson.

- B. If the threat is eminent, a call should be placed to 911. Do not assume there is no risk; let the police deal with the matter. Report the police (RCMP) file number to Anita Bhandari and/or Dusty Steinson.
- C. If the threat is implied, call the police on a non-emergency number. Report the police file number to Anita Bhandari and/or Dusty Steinson.

10.1 Local Area Disasters

Local area disasters could include such events as earthquake, excessive snowfall, ice storm, or volcano eruption. All employees are encouraged to maintain an emergency kit in their car that includes the following:

- First Aid Kit
- Flashlight with spare batteries
- Battery operated radio
- Blanket
- Spare shoes
- Dry food & water

The office has a battery-powered radio located at reception. Listen to a local radio station for instructions and/or evacuation notices.

10.1.1 Earthquake

Earthquakes strike without warning. It is important to be familiar with the following procedures. Knowing how to respond and what to do could save your life.

Movement of the ground is seldom the actual cause of death or injury. Most casualties result from partial building collapse, falling objects and debris, like toppling chimneys, ceiling plaster and light fixtures. The following procedures should be followed:

- Before the shaking starts, know the safe spots in your area:
 - Against inside walls
 - Under study tables, desks or supported doorways
 - Know the danger spots:
 - Windows
 - Mirrors
 - Hanging objects
 - Tall unsecured furniture and fixtures
 -

During the shaking:

1. If indoors, stay there.
2. Protect yourself by taking cover under a table, desk or crouch against an interior wall (do not stand in a doorway). Do not stand under light fixtures, near bookshelves, etc. If possible, pre-determine a safe

- location to take cover in an earthquake.
3. Do not leave cover until instructed to do so.
 4. Do not use elevators.
 5. If in a crowded public place do not rush for the doors. Move away from shelves that may contain objects that could fall
 6. If outdoors get into an open area away from trees, buildings, walls and power lines.

After the shaking stops:

1. Check for injuries. Apply first aid as you may be trained to provide. Do not move injured individuals unless they are in immediate danger.
2. If there is severe injury you should follow the Severe Worker Injury Procedures and call for help - otherwise do not tie up the telephone lines
3. Be prepared for aftershocks. Evacuate the building when advised to do so.
4. After a major shock, evacuate the building as in a fire. Remember additional shocks or tremors may occur.
5. Keep calm. Follow the Evacuation Procedures. Do not run outdoors. Watch for falling debris or electrical wires when leaving the building.
6. Proceed to the muster area for a head count.
7. Do not use Emergency Response Routes, as these are for emergency vehicles only.

11.0 DIRECTIONS TO CLOSEST HOSPITAL

Please ensure you are familiar with the closest hospital and contact number.

12.0 RECORDS

All incidents are to be reported to Anita Bhandari and/or Dusty Steinson.

Records that should be maintained include:

- First Aid Report
- Employee existing medical conditions (Confidential information only to be kept by First Aid Attendant)
- 7A form
- Records of Review of Emergency Response and Fire Safety Plan