

EMERGENCY PREPAREDNESS

Background

The Division is committed to the health and safety of its stakeholders and recognizes that, despite its best efforts, incidents requiring an effective emergency response may still occur.

The planning and requirements in this section assist Division management and employees in the preparedness of emergencies. It is up to management, supervisors and administrators to make sure employees are adequately trained in the Emergency Management Plan (EMP) and that employees know its location, how to activate and how to follow the plan.

Safety is the most important priority during any emergency response. Stay calm, alert, focused, report immediately, and provide assistance only when safe to do so.

Emergency Preparedness ensures the Division has the resources to deal with emergency situations at the workplace. Emergency Preparedness includes:

- Employees reporting to their supervisor or designate, for all emergencies.
- Ensuring first aid kits meet the minimum requirements of the appropriate legislative body and are full prior to starting any job;
- Ensuring all other first aid equipment (i.e. backboards, splints, etc.) are in a designated location that is familiar and accessible.
- Ensuring updated lists of emergency phone numbers are posted in the supervisor truck or office, and all employees know where the EMP is located;
- Ensuring that communications systems are suitable for the area and that individuals can get through to the required parties on them;
- Promptly contacting outside agencies for assistance;
- In the event of an emergency, establishing and maintaining an effective means of communication throughout the emergency and during the rescue process.

The EMP is intended to provide direction for a safe response to emergencies, to prevent or limit injuries, damage to property, and the environment.

Definition

An emergency is a serious, unexpected, and potentially dangerous situation, either present or imminent, requiring immediate action to protect the health, safety, or well-being of people or to limit property damage.

Procedures

1. Emergency Management Plan (EMP)

- 1.1 A detailed EMP shall be developed and implemented for all worksites. Each EMP will be developed before any work commences. The planned actions taken in the initial minutes of an emergency are detailed.
 - 1.1.1 Emergency Response Procedures are written and conducted in a certain order in response to an emergency event to evacuate, shelter or lockdown.
- 1.2 Each EMP will be kept on the site and will contain the following information:
 - 1.2.1 Identification of possible emergencies, including a safe entry and exit;
 - 1.2.2 Hazardous areas not intended to be accessible to employees must be secured by locked doors or equivalent means of security, and must not be entered unless safe work procedures are developed and followed;
 - 1.2.3 Procedures for dealing with identified emergencies;
 - 1.2.4 The identification, location, and operational procedures for emergency equipment;
 - 1.2.5 Emergency response training requirements;
 - 1.2.6 Location and use of emergency facilities, including hospitals, police, Emergency Medical Service (EMS), and Shock Trauma Air Rescue Society (STARS);
 - 1.2.7 Fire protection requirements;
 - 1.2.8 Alarm and emergency communication requirements;
 - 1.2.9 First aid services required;
 - 1.2.10 Procedure for rescue and evacuation;
 - 1.2.11 Designated certified first aiders will be assigned into rescue teams if required;
 - 1.2.12 Pre-determined muster point location;
 - 1.2.13 Emergency contact numbers and names.
- 1.3 Any EMP, temporary or short term as well as long term worksites and facilities will be reviewed periodically and annually. All documentation shall be retained.

2. Emergency Response Testing

- 2.1 Emergency Response drills will be conducted to test responses, assist with training, and identify opportunities for improvement.
- 2.2 Testing must reflect a credible type of event for the place in question.
- 2.3 Emergency Response drills shall be documented and evaluated to identify any weaknesses and recommended corrective actions.
- 2.4 All Emergency Response records are to be submitted to the appropriate manager, supervisor, Safety and Wellness Coordinator or designate for review and filing.

3. First Aid

- 3.1 Employees requiring first aid must successfully complete and be certified in Standard First Aid with CPR training by an approved agency.
 - 3.1.1 Records of training received will be kept in employee files.
 - 3.1.2 Emergency response equipment must be maintained in a clean, dry, serviceable condition, and be protected from the environment.
 - 3.1.3 All First aid equipment will be regularly inspected, clearly labeled, properly stored in a manner that maintains integrity and be maintained according to the specifications of Division procedures.
- 3.2 The Division will ensure that First aid services are readily available.
 - 3.2.1 Equipment, supplies, and procedures will be located in conspicuously posted places near/around the worksite.
 - 3.2.2 This will be available and accessible during all working hours.
- 3.3 All First aid responses shall be detailed in a First aid treatment record and kept in a secure location to protect the confidentiality of the affected individual. All First Aid treatment records must be made available to Occupational Health and Safety personnel upon their request.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 33, 52, 53, 196, 197, 222 Education Act
Disaster Services Act
Emergency Medical Aid Act
Freedom of Information and Protection of Privacy Act
Fire Prevention Act
Occupational Health and Safety Act
Occupational Health and Safety Regulation
Occupational Health and Safety Code