



## Emergency Response Plan

**Prepared by:** Gordon Hood, Coordinator Health Safety and Environment

**Approved by:** Jim Toye, City Manager

**Signature:**  **Procedure No:** 3.1

**Effective:** August 17, 2018 **Replaces:** N/A

### Procedure:

1. Facility managers will create emergency plans for the facilities that they are responsible for ensuring that all reasonably potential emergencies are incorporated into the plan. These will include Fire and Chemical leaks and may also include bomb threats, armed or violent individuals, severe weather incidents or other potential emergencies specific to that facility.
2. Facility managers will ensure that all plans include both the written practices to be followed and an overall floor plan of the facility which will include the locations of emergency exits, supplies or alarms. The plans will also designate the Marshall and Wardens.
3. The final draft of the Emergency plan will be forwarded to the Coordinator Health Safety and Environment for review.
4. The Coordinator Health Safety and Environment will consult with the Occupational Health and Safety committee for that facility and incorporate reasonable recommendations for improvements in consultation with the facility manager.
5. The finalized plan will be submitted to the level of management responsible for the facility for final approval.
6. Any situations which require the activation of the plan will be documented and reported as required in the Incident Management Policy.
7. At least once annually the plan will be tested with a drill organized by the facility manager and coordinated with the Coordinator Health Safety and Environment or other competent assessors.

8. Upon completion of the drill the facility manager will meet with the assessment team to review the drill and determine if any amendments to the plan are required. Any issues noted will be documented and forwarded to both the facility manager and Coordinator Health Safety and Environment.
9. If amendments to the plan are required the facility manager will be responsible for the amendments following the same process as outlined in this procedure, sections 1-3.

**References and Related Statements of Policy and Procedure:**

- National Fire Code
- *Saskatchewan Employment Act*
- Incident Management Policy