




Margo Fournier Centre Emergency Response Plan

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Signature:  **Practice No:** 3.1.11

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Introduction:

This manual is a copy of the Safety Plan designed for Margo Fournier Centre a multi-purpose facility operated by the City of Prince Albert. Workplace Safety is a group effort and all building users (this includes Margo Fournier Centre, Eagle's Nest and Kinsmen Community Heritage Centre members) are expected to review this manual. In addition to reading the Safety Plan those listed above are welcome and encouraged to provide feedback and suggestions for future revisions of this manual as necessary. Special attention should be given to *Identification of Existing or Potential Risks*, as this section is dependent on the collective experience of all employees.

This manual contains the essential items required of section 3-20 of the *Saskatchewan Employment Act*, and specifically section 22 of the *Occupational Health and Safety Regulations*, 1996. In addition, this manual contains certain safeguards and suggestions to ensure a safe workplace.

This Margo Fournier Centre plan was prepared by:
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Location of the Safety Plan: Margo Fournier Centre
Plan Reviewed by:
Derek Blais, Recreation Manager
Gordon Hood, Coordinator Health Safety & Environment

Date Plan is to be reviewed:
This Safety Program shall be reviewed on an annual basis every 12 months. Changes must be discussed by all staff and updates are reviewed by the Occupational Health and Safety Committee.

Safety Policy:

The City of Prince Albert aims to prevent injury to all employees. The full City of Prince Albert Safety Policy is posted on bulletin boards and available on the city's website.

- It is the responsibility of the City of Prince Albert to provide a safe working environment.
- The City of Prince Albert shall ensure that safe work procedures are in place and adhered to.
- Supervisors and managers are responsible for ensuring employees and contractors know and follow the Safety Program.
- All employees are responsible to work safely and use safety equipment as required.

Important Rights of Employees:

Right to Know – Employers must provide employees information on all hazards and procedures on how to handle hazardous materials. Orientation for new employees is essential.

Right to Participate – Every employee has the right to participate in the Occupational Health & Safety Committee and contribute to the Safety Program.

Right to Refuse – Employees have the right to refuse work that is unusually dangerous. The worker may refuse to perform any particular job at a place of employment where the worker has reasonable grounds to believe the work is unusually dangerous to the workers' health and safety or the health and safety of others. The worker must inform their supervisor of this refusal. If the employee doesn't believe sufficient steps were taken to safely complete the task they have the right to refuse until the OHS Committee has investigated the matter.

Roles and Responsibilities:

Recreation Coordinator:

- Oversee the administration of the safety program.
- Forward reports of accidents, dangerous occurrences, and refusals to work to the Coordinator Health Safety and Environment.
- Ensure that safety is a part of the agenda for all meetings.
- Identify existing or potential risks.
- Provide safety orientation to instructors, contractors, security/commissionaires, and user groups.

Recreation Programmer:

- Keep an accurate record of training and orientation for all employees and provide copies to the Coordinator Health Safety and Environment.
- Ensure all accidents and dangerous occurrences are documented and forwarded to the Recreation Coordinator.
- Ensure employees and contractors use personal protective equipment and it is provided to them.
- Identify potential risks and report them to the Recreation Coordinator.
- Actively participate in the development and improvement of the safety plan.
- Participate in all safety training programs.
- Be aware of the Emergency Response System (ERS).

Clerical/Custodial Staff:

- Immediately report accidents and dangerous occurrences to Recreation Programmer.
- Actively participate in the development and improvement of the safety plan.
- Participate in in all safety training programs.
- Identify existing or potential risks and report to Recreation Programmer or Recreation Coordinator.
- Be aware of the Emergency Response System.

Safety Orientation for New Employees:

All new staff shall be provided with a safety orientation, new staff shall be provided

- a copy of this plan.
- a tour of the building that will include the location of safety equipment, fire extinguishers, hazards including asbestos and electrical panel boxes.

OH&S Investigation Procedures:

Accidents:

All accidents shall be reported to the Recreation Coordinator. The Recreation Coordinator shall ensure the accident is documented and recorded and forwarded to the Coordinator Health Safety and Environment.

Dangerous Occurrences:

A dangerous occurrence is any event that could have caused death or serious injury. When in doubt immediately contact the immediate supervisor to render a decision.

All dangerous occurrences shall be reported directly and immediately to the immediate supervisor who will report the occurrence to the Coordinator Health Safety and Environment. The FIRST priority must be to attend to the injured. After the injured have been attended to, the scene of the dangerous occurrence must be secured with nothing to be removed or altered

Accident/Dangerous Occurrence Forms:

Accident/Dangerous Occurrence report forms shall be kept in an accessible location at each workplace.

Refusals to Work:

Refusals to work shall be investigated in accordance to Section 3-31 of the *Saskatchewan Employment Act*

Identification of Existing or Potential Risks:

Purpose:

The purpose of identifying risk is to ensure a safe working environment and to increase prevention or control of these risks. This is an ongoing process and results will be added to the Safety Program Manual. All Employees, Supervisors and Management must participate in this process.

Personal Risk:

- **Hypodermic Needles:**

Needles are dangerous and are an important safety and health concern. When a needle is used there is often blood left inside. This blood can contain disease causing materials like Hepatitis and AIDS. The City of Prince Albert has clear guidelines regarding the proper disposal of needles. If you are not comfortable disposing of the needle yourself call the Prince Albert Public Health Region (PAPHR) at 306-765-6533 and they will come and dispose of it for you. You should never touch the needle unprotected (without proper safety equipment). If you are going to dispose of it yourself use the equipment provided (gloves and sharps container) to dispose of the needle and pick up the needle with a set of pliers to avoid direct contact.

- **Assault and/or Physical Threats**

If you are physically threatened by someone either with a weapon (knife) or without a weapon it is critical for your own safety to be prepared.

- Remain calm, the individual threatening yourself or others is in an emotional state and it is important to not upset them further which could escalate the situation. Speak calmly.
- If possible, maintain or create a barrier between yourself and the person that poses a threat. Be aware of your surroundings if possible be closer to an exit than they are.
- If you or an individual within the building is a victim of physical violence, ensure they seek medical attention for their injuries. Report the incident to police, the sooner it is reported the easier it is for police to investigate. Document the injuries and experience if you can't tell someone just yet write down what happened in case you want to talk to the police later on. Have someone take photos of your injuries.
- If you or someone in the building is threatened keep a record of it and report it to both your supervisor and depending on the severity the police.

Medical Emergencies:

There are many personal medical emergencies that can occur in the facility. It is important we have training to assess these emergencies and a process to dispatch medical services. Some medical emergencies that can occur are:

- Heart attack/stroke
- Allergic reactions
- Diabetic attack
- Epileptic seizure
- All employees should know location of nearest first aid kit and AED locations if available
- List of employees trained in First Aid & CPR/AED should be posted on each area's OH & S board
- Do not panic, remain calm

- If no danger provide first aid (if trained to do so) if not trained contact a trained first aider or call 911
- Keep calm and speak clearly
- Identify type of emergency
- Identify location: ex) 1st Ave NW, building and door
- Have someone meet emergency responders at access door and escort to exact location
- Report situation to your manager as soon as possible
- For serious illness or injury call 911 (examples include): shortness of breath, chest pains, loss of consciousness, seizures, head or eye injuries, broken bones, severe cuts & burns, amputations and signs & symptoms of shock
- If in doubt call 911

Emergency Telephone:

- The telephone(s) should be kept on ones person at all times. The number to dial out for emergencies is 9-1-1.

Post Emergency Debriefing:

- At the conclusion of every emergency all employees shall meet to discuss and record the incident and outcome.

Critical Traumatic Incident:

This procedure is used after a critical or traumatic incident has occurred and staff's ability to work may be affected by the incident. The purpose of this procedure is to ensure that employees are treated in an appropriate manner after an incident has occurred.

- Ensure that the proper emergency procedure is followed and EMS has been contacted.
- If staff affected cannot be immediately replaced or the facility cannot be manned with the remaining staff, the facility must be closed.
- Once the facility is closed, contact the Recreation Programmer. The Recreation Programmer will ensure that the Recreation Coordinator is notified of situation.
- Under no circumstances is staff to talk to any member of the public or media regarding the incident.
- The facility will remain closed until the Recreation Coordinator or Recreation Programmer re-opens the facility.

First Aid & First Aid Equipment:

The building must be equipped with a Type II first aid kit. These kits are located within the adjoining buildings. A Type II first aid kit must contain the following:

- a current edition of the first-aid manual;
- a pair of blunt-nose, splinter tweezers;
- disposable latex surgical gloves;
- pocket mask, disposable one-way rebreathe valves;
- cold packs;
- sterile gauze
- sterile bandage

- sterile pads
- tensor bandages
- triangular bandages
- roller bandages
- adhesive tape
- a card of assorted safety pins;
- plastic bags

Hanta Virus:

In the past there have been mice found in and around the Margo Fournier Centre and so now we have an exterminator come into the building monthly to check out the building. As a result, the risk of Hanta Virus must be considered and precautions must be taken if mouse droppings are found within the building. If you find mouse droppings or suspect there is a mouse problem contact Tyrone Pest Control Services at 306-764-4800

Emergency Response System:

The Emergency Response System is designed to respond to an emergency for all building staff. Refer to emergency phone numbers for emergency response units for all emergency situations.

System Participants

- 9-1-1 Center
If the 9-1-1 center receives an emergency call, the center will dispatch the necessary emergency vehicle to your location.
- Curtis Olsen - Recreation Coordinator – 306-953-4812
In the case of an emergency where 9-1-1 has been contacted, inform Curtis on the situation and take any other necessary steps to keep the situation under control.
- Fire Department
The fire department will be called for fire emergencies. Be informed of this system.
- Parkland Ambulance
Parkland Ambulance will be called for medical emergencies. Be informed of this system. The employee will be given a copy of this system for reference.
- City Police
The Police Department will be called for any situations involving theft, vandalism, or abuse. Be informed of this system.

Emergency System Training & Review:

All participants shall be trained in the use of this system. A review of the system shall take place at the beginning of each season.

Post Emergency Debriefing:

At the conclusion of every emergency, all participants shall meet to discuss the process, outcome and complete the necessary paperwork.

Emergency Procedures:

Definitions:

- Emergency may include any or all of the following
 - Fire
 - Power outage
 - Medical
 - Natural gas leak or explosion
 - Danger occurrence/personal risk

Evacuation Procedure:

During office hours:

- Office staff must ensure areas are evacuated by patrons and doors are closed but left unlocked for easy access for Emergency Response Personnel if possible.
- Recreation Coordinator: check basement area (fitness studios, boiler room, and washrooms, heritage Centre if on the way out of the building.
- Recreation Programmer: check upstairs (if eagles nest is not in building), gymnasium, main floor washrooms, change rooms, and winter festival office—only if on the way out.
- Eagles Nest staff: check upstairs, evacuate out of building on way out.
- Program Instructors- check room they are occupying and evacuate to the nearest outdoor exit and advise fire warden if all your participants safely evacuated.

After hours:

- Custodial staff- check main floor (gym, washrooms) and downstairs fitness rooms and check upstairs—on way out.
- Program instructors evacuate room program is in and exit building at nearest outdoor exit advise fire warden if all your participants got out safely.

Fire:

What to do in case of a fire:

- Sound the alarm! If you hear the fire alarm, evacuate the facility, do not investigate
- Immediately call the Fire Department (9-1-1) from a safe place. Give them the name of building, address and location of fire (if known) i.e. second floor
- Leave the building without delay. If the fire is still small and you are able to fight it with proper equipment and proper training and you are clearly not putting yourself or anyone else in danger, fight the fire.
- **DO NOT FIGHT THE FIRE IF:**
 - It is spreading beyond the spot where it started
 - You are not trained on how to use a fire extinguisher
- Close room doors and doors leading to halls, corridors, or stairwells, on your way out of the building to prevent air movement and the spread of smoke. If you can, leave door(s) unlocked. Fire Department personnel will want to enter rapidly and will search to make sure everyone is out safely
- If you are caught in smoke:
 - Keep low to the floor where the air is the clearest (crouch or crawl)
 - Take short breaths (through your nose) until you reach safety
- If there is fire or smoke near your room...Feel the door knob and space between the door and its frame with the back of your hand before you open it. If hot or you see smoke seeping into the room, **DO NOT OPEN THE DOOR!** Use an alternate exit route.
 - If cool open door slowly and be braced to slam door shut if hall is full of smoke or if you feel pressure against door and go to nearest safe exit.
- If a fire does exist in the hall and your access to emergency exits is blocked
 - Remain in the room, **STAY CALM!**
 - Seal off all cracks and vents to keep smoke out with towels, newspapers or clothing— wet if possible
- Take refuge by an outside window. Open window at the top and bottom for ventilation staying as close to floor as possible.
- Shut windows if smoke rushes in.
- Get as many doors between you and the fire as possible.
- If you must remain in the room, stay by the window where rescuers can see you and wave a light coloured cloth to attract rescuers attention.
- Remain calm and do not panic
- Once outside the building...
 - Gather in front of the Margo Fournier Centre entrance to account for everyone. Advise the Fire Warden if anyone did not get out so that they can advise the fire department
 - Stay out of the way of firefighters
 - Inform firefighters if anyone is left in the building (Fire Warden's job—only one person should be meeting with them on arrival)
 - **DO NOT RE-ENTER** the building, unless you are told you may by the Fire Department or other emergency response personnel (i.e. SaskEnergy)

- Be prepared...
 - Become familiar with fire plans for the building
 - Know fire alarm locations
 - Know your building- even in the dark!
 - Have alternate plans/routes in mind in case they are required
 - Never use elevators!

Natural Gas Leak or Explosion:

Call 9-1-1 from a safe place outside the building

- Evacuate the facility as in the Margo Fournier Centre safety procedure for Fire, see Fire evacuation procedures
- Advise building maintenance of the issue.
- Do not activate or turn off any electrical or electronic equipment including phones, lights computers tablets from inside the building as you evacuate the building

Power Outage:

- The emergency lights should come on and remain on for approximately 10 minutes; otherwise the facility will be in darkness.
- Obtain the flashlight from the front counter in the main office. Congregate all patrons in the main floor foyer for Margo Fournier Center patrons and in the Heritage Centre foyer for the Heritage Centre patrons.
- Call SaskPower at 306-953-7600 to determine possible length of the outage.
- If the power remains off for more than 15 minutes or the Emergency lights go out, evacuate all patrons as in the procedure outlined for Fire Evacuation – see Safety Procedures – P&R-Margo Fournier Center-99-001. Contact building maintenance.