



## Emergency Response Plan

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

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

**Signature:**  **Policy No:** 3

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

**Policy:**

The City of Prince Albert recognizes that an emergency situation can occur at any of the facilities that it operates. In order to protect staff, visitors and contractors a consistent emergency process is required.

**Purpose:**

The purpose of this policy is to ensure the orderly evacuation or lock down of city operated facilities in the event of an emergency situation in compliance with both the National Fire Code and *Saskatchewan Employment Act*.

**Scope:**

This policy applies to all city of Prince Albert employees, visitors and contractors.

**Responsibility:**

1. **Department Heads:**

- a. Develop a process that ensures that all facilities that are operated by the City of Prince Albert have an emergency plan which covers all potential issues at that location.
- b. Develop a process that ensures that each facilities plan is tested with a drill at least once annually.

2. **Facility Manager:**

- a. Develop and update plans as required in consultation with the Coordinator Health Safety and Environment.
- b. Provide finalized plans to the facility designate for approval.

3. **Managers:**

- a. Provide information to employees during orientation of the practices to be used in the event of potential emergencies.
- b. Ensure that printed copies of the plans are posted in sufficient locations in their work areas.
- c. Cooperate with all personnel involved with the annual drills.
- d. Ensure that staff under their direction is trained in the requirements of the plan(s) for the facilities that they may be required to work in.
- e. Assist in the development or revisions of plans as required.

4. **Coordinator Health Safety and Environment:**

- a. Assist all locations in the development and implementation of plans that meet all legislated standards including both the *Saskatchewan Employment Act* and the National Fire Code.
- b. Assist in the evaluation of drills at each facility, whenever possible or ensure that competent assessors are present during the drill.
- c. Ensure that as revisions are made to plans that the Occupational Health and Safety Committee having oversight for that facility is consulted.

**Definitions:**

**Facility Manager:** The manager that has primary responsibilities for the daily operations and maintenance of a facility.

**Marshall:** The person that will have the responsibility under all plans to coordinate with emergency response personnel.

**Warden:** The individuals that are designated by work units and notify the Marshall of issues/information as it applies to their work unit or area of responsibility.

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

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