

Section Human Resources	Administrative Procedure Number RCJTC AP.05.07
Administrative Procedure Title Emergency Response	
Date September 1, 2010	Revised

The RCJTC endeavours to protect staff and visitors in the office by adopting procedures which minimize the risk of injury or damage in the event of an emergency situation.

The appropriate action/response to different types of emergencies is as follows.

Earthquake: Staff are to stay under desks until the earthquake has subsided, then exit the building. Once outside the building, staff are to wait a safe distance away until the building has been inspected and declared safe to re-enter.

Tornadoes: Staff are to go into the lunch room (primary) or washroom or storage room (secondary) as neither has windows or glass. Once the tornado has passed, evacuate the building. The building will have to be inspected and declared safe before employees are allowed to re-enter the building.

Predator: Call 911, then proceed into the washroom (primary) or storage room (secondary) as both have locks from the inside. Once help arrives, exit the building.

Bomb Threat: Call 911, exit the building, maintain a safe distance away from the building (congregate at the RCJTC sign on the front lawn), and take attendance.

Nuclear Release: Staff are to stay under desks until the release has subsided and an all clear status is given, then exit the building if necessary.

Fire Emergency:

The purpose of the Fire Emergency Plan is:

- a. to ensure the safeguard of human lives in the event of fire;
- b. to establish a systematic and orderly evacuation plan;
- c. to ensure prompt raising of the fire alarm and marshalling of first aid fire- fighting efforts;
- d. to establish responsibilities of individuals involved in handling emergencies.

Signal for Fire Alarm

The alarm signal for fire is a continuous ringing note resounding from the electrically operated bells on every storey of the building.

The fire alarm signal can be raised by:

...Providing safe, efficient, effective transportation to our students

- a. Automatic heat and smoke detector system.
- b. Fire alarm pull station.

Emergency Contacts with Administration Master Keys

All Areas:

Manager of Plant..... 613-735-4309
 Dan Paquette..... 613-689-2630
 Shawn Gowers..... 613-732-0885

Warehouse Only:

Shawn Gowers..... 613-687-1519

Transportation Only:

General Manager 613-635-1691

Shop & Transportation Only:

Ivan Johnson 613-735-4309

Emergency Numbers

The Security Company..... 1-800-604-8120
 Fire Department Emergency 911
 Police Department 911

Location of Alarm Systems

The alarm system is located in each of these areas:

- Warehouse: just inside side door
- Transportation: just inside front door
- Shop: just inside side door

IF YOU DISCOVER A FIRE

R—REMOVE ANYONE IN DANGER, CLOSE DOORS

A—ANNOUNCE FIRE LOCATION—PAGE

ACTIVATE “FIRE ALARM” SYSTEM USING PULL STATION

C—CALL FIRE DEPARTMENT

E—EXIT THE BUILDING OR EXTINGUISH THE FIRE IF IT CAN BE DONE SAFELY

***Press the page button on any phone and announce FIRE
Code, Zone, and Location 3 times***

***FIRE DEPARTMENT EMERGENCY Dial 911
Or NON-EMERGENCY 613-735-6821 Extension 1201***

Manpower Pool Meeting Area

All employees without specific departmental duties as outlined below are instructed to assemble in the outside parking area.

When the Alarm Sounds

1. Remove anyone in danger. Ensure that anyone who is in the building with limited mobility, hearing or vision impairment is helped out of the building.
2. If the alarm rings and the location of the fire is unknown, confirm that the annunciator panel is checked and FIRE CODE, Zone, and location are paged three times.
3. Secure valuables and records.
4. Leave all lights on.
5. Ensure doors and windows are closed.
6. Report to the manpower meeting area.
7. When evacuating, do not panic but quickly walk to the nearest exit and proceed to the manpower pool meeting area and bring staff list with you.
8. All staff shall not re-enter the building unless instructed by the Person-in-Charge only.

Note: If the alarm rings and the location of the fire is unknown, one person in each area will check to see where the fire is located.

All Clear will be announced on the instruction of the Person-in-Charge in each section only.

Note: Depending on the actual location of the fire, it may be necessary to exit the facility. “**FIRE ZONE**” should never be crossed during evacuation if alternate route is available.

First Response Team

The first response team responds immediately to the fire site on their work area level with a fire extinguisher from their department or from outside the fire zone. The first response team shall attempt to extinguish or control the fire without taking personal risk.

Person in Charge (Primary – RCJTC General Manager; Secondary – Transportation Supervisor)

In the event that the General Manager is not in the building, the general manager will relay who will be the person in charge in the event of a fire prior to his/her being absent (Transportation Supervisor).

1. Ensure the Fire Alarm system has been activated. Call 911 to ensure fire alarm received by Fire Department.
2. Supervise the evacuation of the staff and visitors. Emergency voice communication systems should be used.
3. Upon arrival of Firefighters, inform the Fire Officer regarding conditions in the building and co-ordinate the efforts of supervisory staff with those of the Fire Department.
4. Provide access and vital information to Firefighters (e.g. master keys for offices, service rooms, location of disabled persons, etc.)
5. See that the fire alarm system is not silenced until the Fire Department has responded

and the cause of the alarm has been investigated.

6. Ensure disabled persons are evacuated to a safe location.
7. Complete head count of all staff in your area.
8. Practice drills will be performed/debriefed annually.

Each person in charge will ensure that every person is out of their area and will then proceed to leave lights on, close doors and windows as he/she checks each area. Immediately proceed to the Manpower meeting area. When reaching the manpower area, please see the Fire Department to inform him/her of the status of your area. In the event that the person is away, delegate an alternate person who you know will be available all day to take your place in your area.

General

Remember, it is in your interest to know:

1. How to report a fire—sound the alarm without delay.
2. What to do in the event of a fire.
3. Location of nearby fire extinguishers and pull stations—learn the proper way to use them.
4. Means of escape in case of fire and to keep staircases, landings and other escape routes clear of obstruction at all times.

Related RCJTC Policy

P.05.07 Emergency Response Policy

Related RCJTC Forms

F.05.07.01 Fire Emergency Plan Floor Register

F.05.07.02 Fire Emergency Plan Evacuation Drill Record Sheet