

STATEMENT OF POLICY AND PROCEDURE			
Chapter:	Health & Safety	PP Number:	
Section:		Original Date Approved:	
Title:	Emergency Preparedness Pan	Date Reviewed/Revised	March 2016
Issue to:	All Staff/All Stakeholders	Date of Implementation:	March 2016
Issued by:	Executive Director/Health & Safety Committee	Replaces:	
Cross Reference:	<ul style="list-style-type: none"> • Appendix A Emergency Contact Numbers • Appendix B Community Resources 		

Purpose

The Krasman centre acknowledges its vulnerability to natural and man-made disasters, such as tornadoes, snow storms, etc. Thus the following precautions and plans are created to set a standard for reaction to such events. The Krasman centre finds it crucial to be prepared in this way to ensure the safety of visitors, employees and volunteers of the center.

Policy

It is the responsibility of all the employees of the Krasman Centre to ensure that the Krasman Centre visitors and volunteers remain safe during an emergency situation. Evacuation and lock down procedures should be practiced quarterly led by the health and safety committee representative.

STAFF ROLES, RESPONSIBILITIES and TRAINING

- Staff will be trained on the Emergency Preparedness policy and procedures annually.
- Staff will follow evacuation and emergency procedures specific to each site.
- Emergency numbers will be posted for staff and service users in an easily accessible location.

Procedure

Employees Responsible for implementing precautions and following procedure during state of emergency:

- 1) Senior seniority staff on site
- 2) Program Manager
- 3) Executive Director

Emergency equipment:

Emergency equipment will be checked monthly by the health and safety representative during regular site check.

- Fire alarms
- Carbon monoxide detectors
- Fire extinguishers
- Evacuation route markers
- Alarm systems and Panic Buttons if applicable

Emergency supply checklists:

Emergency Supplies to be kept at each location and checked/updated quarterly by the health and safety committee:

- Flashlights
- Radio
- Food and water rations
- Extra blankets
- First Aid kit and supplies
- Personal Care items
- Emergency kits
- Backup Batteries
- Cash
- Community resource list for visitors, Warm Line, Food Bank, etc.

Emergency evacuation procedures

In the event of an emergency evacuation situation, senior seniority staff on-site becomes facilitator of evacuation procedures. Upon the arrival of an individual with more expertise, this role may be transferred to him/her. The following steps are to be followed by senior seniority staff or their designate (REACT)

Alliston:

- R - Remove persons in immediate danger and send/bring to safety zones away from harm. Safety zone: **PARKING LOT ACROSS PARIS ST. FOR 103 VICTORIA AND 22 PARIS**
- E - Ensure doors are closed to confine fire and smoke
- A - Activate the fire alarm if not already active
- C - Call 911
- T - Try to extinguish the fire if possible or evacuate if the situation is beyond staff's ability to control

If you need to evacuate:

1. Retrieve centre visitor list used for daily statistics, sign in sheet as well as staff personnel board
2. Move to safety zone to wait for emergency responders. Review centre visitor list, sign in sheet list and staff personnel board to ensure everyone has been evacuated.
3. Contact any additional emergency services required. See Appendix A.
4. Ensure access to emergency supplies and tend to wellbeing of persons in safety zone/evacuated persons.
5. Assist emergency responder with any information they may need.
6. Debrief with any centre visitors and provide a list of local community supports. See Appendix B

Richmond Hill downstairs:

- R - Remove persons in immediate danger and send/bring to safety zones away from harm. Safety zone: **GREEN P PARKING SIGN LOCATED EAST OF THE CENTRE ON LORNE AVE**
- E - Ensure doors are closed to confine fire and smoke
- A - Activate the fire alarm if not already active
- C - Call 911 and notify staff upstairs
- T - Try to extinguish the fire if possible or evacuate if the situation is beyond staff's ability to control

If you need to evacuate:

1. Retrieve centre visitor list used for daily statistics, sign in sheet as well as staff personnel board
2. Move to safety zone to wait for emergency responders. Review centre visitor list, sign in sheet list and staff personnel board to ensure everyone has been evacuated.
3. Contact any additional emergency services required. See Appendix A.
4. Ensure access to emergency supplies and tend to wellbeing of persons in safety zone/evacuated persons.
5. Assist emergency responder with any information they may need.
6. Debrief with any centre visitors and provide a list of local community supports.
See Appendix B

Richmond Hill upstairs:

- R - Remove persons in immediate danger and send/bring to safety zones away from harm. Safety zone: **GREEN P PARKING SIGN LOCATED EAST OF THE CENTRE ON LORNE AVE**
- E - Ensure doors are closed to confine fire and smoke
- A - Activate the fire alarm if not already active
- C - Call 911 and notify staff downstairs
- T - Try to extinguish the fire if possible or evacuate if the situation is beyond staff's ability to control

If you need to evacuate:

1. Retrieve staff personnel board
2. Move to safety zone to wait for emergency responders. If evacuation down the stairwell is not possible move to the back office with roof top access. There is an emergency escape ladder located in the office. Unpack the ladder and hook it on the side of the building to provide escape to the rear parking lot. Review centre visitor list, sign in sheet list and staff personnel board to ensure everyone has been evacuated.
3. Contact any additional emergency services required. See Appendix A.
4. Ensure access to emergency supplies and tend to wellbeing of persons in safety zone/evacuated persons.
5. Assist emergency responder with any information they may need.
6. Debrief with any centre visitors and provide a list of local community supports.
See Appendix B

*Staff working externally from Alliston or Richmond Hill drop in centre locations will follow physical location evacuation protocols of program site.

Emergency lock down procedures

In the event of an emergency lock down situation senior seniority staff on-site becomes facilitator of lock down procedures. The following steps are to be followed by senior seniority staff or their designate.

1. Remove persons in immediate danger and send/bring to safety zones away from harm.
 2. Sound alarms, if not activated already. Call 911.
 3. Lock doors.
 4. Contact any additional emergency services required. See Appendix A.
 5. Move to safety zone to wait for emergency responders.
 6. Ensure access to emergency supplies and tend to wellbeing of persons in safety zone.
 7. Assist emergency responder with any information they may need.
 8. Debrief with any centre visitors and provide a list of local community supports. See Appendix B
- Staff working externally from Alliston or Richmond Hill drop in centre locations will follow physical location lock down protocols

Inclement Weather pre-opening procedure

In the event of inclement weather before the daily opening of the drop in centres, the Executive Director makes the final decision to close drop in centres/services while it is unsafe for staff, visitors and volunteers to travel. Every reasonable effort is to be made to keep the centres open during regular hours. If the decision is made that it is unsafe for staff to travel, the executive director or designate must complete the following steps.

1. Contact any staff scheduled for the day
 2. Change the general mailbox voice mail to reflect date and closure details (Call KC main number, press 9 and extension code enter security code)
 3. Post a notice on the main page of the Krasman Centre website.
- An inclement weather poster should be displayed at both centres during the winter months so visitors are aware of the ways to get closure information.

Fire Safety

Precautions, as well as general hazard safety measures:

- Test fire, carbon monoxide alarms, and fire extinguisher.
- Check battery and expiry dates.
- Place fire alarms and fire extinguishers in accessible location.
- Train employees on fire extinguish use and alarm system.
- Train and practice emergency evacuation procedures.
- Clearly mark emergency exits.
- Update emergency contact numbers.
- Post local fire department, ambulance services, police numbers, etc.
- Have inventory list of items that may be damaged by disaster.

Severe Weather and Natural Disasters

Storms-snow, electrical, severe winds, earth quakes, etc. Precautions, as well as general hazard safety measures:

- Plug in necessary equipment to surge protectors.
- Evaluate and remove potential dangers:
- Designate safe shelter area away from windows, doors, appliances and/or emergency exits.
- Secure furniture to wall or floor that is at risk of falling into the safe zone.
- Use battery run radio to listen for weather updates.

Power Outages

If the centre becomes unsafe to occupy, uncomfortable for visitors, clean running water/washrooms unavailable, hot water unavailable; the centre may close at the discretion of E.D., designate or next available senior staff.

Post Emergency Procedure

1. Provide information for alternative resources to visitors. See Appendix B
2. Change general mailbox voice mail to reflect changes to regular drop in programming/hours of operation.
3. Update website with changes to regular drop in programming/hours of operation.
4. Complete a serious occurrence report form within 24 hours of incident and submit to the Executive Director

5. Complete a post event debriefing report and submit to staff present during the incident as well as the Executive Director within 48 hours of the incident
6. Follow up as outlined in the serious occurrence report form and/or post event debriefing form

Appendix A

Emergency Contacts for Alliston

- Emergency services police, fire and ambulance 911
- Town of New Tecumseth Fire: 905-729-1270
- Stevenson Memorial Hospital, Alliston 705-435-6281
- OPP 705-434-1939
- Poison Information Centre - 1-800-268-9017

Emergency Contacts for Richmond Hill

- Emergency services police, fire and ambulance 911
- Richmond Hill Fire: 905-883-5444
- South Lake Hospital 905-895-4521
- McKenzie Health 905-883-1212
- Markham Stouffville Hospital 905-472-2000
- North York General 416-756-6000
- York Region Police 1-866-8POLICE(76-5423)
- Poison Information Centre - 1-800-268-9017

Appendix B

Community Resources For Alliston

- Warm Line: 1-888-777-0979
- Canadian Red Cross. Simcoe Muskoka Branch, Barrie 705-721-3313
- Road Conditions and Construction Info 1-800-268-4686
- Community Information, Distress Line Services, Advice Services Dial 211
- Town of New Tecumseth Fire: 905-729-1270
- Good Sheppard Food Bank: (705) 435-3255
- The Simcoe Muskoka District Health Unit 721-7520 1-877-721-7520
- Telehealth Ontario 1-866-797-0000 1-866-797-0007 TTY
- Ontario Poison Centre 1-800-268-9017
- Stevenson Memorial Hospital, Alliston 705-435-6281

Community Resources For Richmond Hill

- Warm Line: 1-888-777-0979
- Canadian Red Cross. Simcoe Muskoka Branch, Barrie 705-721-3313
- Road Conditions and Construction Info 1-800-268-4686
- York Regional Police 1-866-876-5423
- Fire Department 905-883-5444
- Richmond Hill Community Food Bank (905) 508-4761
- Telehealth Ontario 1-866-797-0000 1-866-797-0007 TTY
- Ontario Poison Centre 1-800-268-9017
- Hospital-York Central: 905-883-1212
- Hospital-Southlake Regional Health Centre: 905-895-4521