

#### 43. Evacuation Policy and Procedure

##### **Policy:**

- (a) No-one is exempt from evacuation if an evacuation has been ordered.
- (b) The safety and well-being of evacuees is paramount and takes precedence over all other considerations.
- (c) An evacuation plan, showing different exit routes from each room, will be posted in each Society-owned or operated home and program site, preferably near an exit where it can be easily accessed in an emergency. See below for sample evacuation plan. The evacuation plan will address the following:
  - (i) Accounting for all persons involved
  - (ii) Ensuring the safety of all persons served
  - (iii) Locating temporary shelter, when applicable
  - (iv) Emergency phone numbers
  - (v) Notification of appropriate emergency authorities
- (d) Any staff member has the authority to initiate an evacuation if deemed necessary according to the guidelines set forth in the Society's Policy and Procedures Manual, or as directed by emergency services personnel.
  - (i) The supervisor will be responsible for determining whether sheltering in place is appropriate, in consultation with emergency personnel.
  - (ii) Essential services will be identified by the Executive Director or designate.
  - (iii) The supervisor will be responsible for ensuring the continuation of essential services following an evacuation.
- (e) The senior staff member on duty will take charge of the evacuation.

##### **Procedure:**

- (a) Turn off lights and heating appliances, and shut down computers, if possible.
- (b) Lock up or secure any confidential or pertinent documents, if possible.
- (c) Evacuate everyone in a calm and orderly manner, using stairwells. Take emergency preparedness kit, if appropriate.
- (d) Check each room as you go. If a second staff member is available, have that person lead everyone to the designated meeting place while you check the site to ensure that everyone is out.
- (e) Close doors and windows as you leave.

- (f) Assemble people in the designated meeting place and make sure everyone is accounted for.
- (g) If necessary, lead everyone to the designated temporary shelter or safe space.
- (h) Call emergency services, if not already contacted. Identify yourself as the person in charge and identify your current location.
- (i) Call other emergency contacts, as required.
- (j) The priority is to ensure the safety and security of evacuees. Stay calm and await instructions from emergency personnel. Do not leave individuals unattended.
- (k) Re-enter the building only when given permission from emergency personnel.

## SAMPLE EVACUATION PLAN

Attach floor plan showing primary and secondary evacuation routes and location of fire alarm boxes. Post evacuation plan near the exit for easy access.

Program name:
Street address:
Individuals receiving service:
Special needs: what assistance or support will individuals need in the event of an evacuation?
Designated meeting place:
Designated temporary shelter or safe space, if needed (include directions and contact details):
Emergency contacts:

Any staff member has the authority to initiate an evacuation if deemed necessary according to the guidelines set forth in the Society's Policy and Procedures Manual.

The senior staff member on duty will take charge of the evacuation. The evacuation procedure will be:

1. In the event of a fire, pull the fire alarm if not already sounded.
  - Only use a fire extinguisher if you're trained to use it and the fire is small. Do this only after the alarm is sounded.
  - Never enter a room that is smoke filled.
  - Never enter a room if the door is hot to the touch.
  - If primary exit is blocked, use the secondary exit to evacuate the site.
2. Turn off lights and shut down computers, if possible.
3. Lock up or secure any confidential or pertinent documents, if possible.
4. Evacuate everyone from the site, using stairwells. Take emergency supplies, if possible.
5. Check each room as you go. If a second staff member is available, have that person lead everyone to the designated meeting place while you check the site to ensure that everyone is out.
6. Close doors and windows as you leave.
7. Assemble people in the designated meeting place and make sure everyone is accounted for.
8. If necessary, lead everyone to the designated temporary shelter or safe space.
9. Call emergency services, if not already contacted. Identify yourself as the person in charge and identify your current location.
10. Call other emergency contacts, as required.
11. The priority is to ensure the safety and security of evacuees. Stay calm and await instructions from emergency personnel. Do not leave individuals unattended.
12. Re-enter the building only when given permission from emergency personnel.