



Workplace Safety North

North Bay Office

EMERGENCY PLAN

June 2018

**690 McKeown Avenue
North Bay, Ontario**

HS-018-A

**WSN
EMERGENCY PLAN
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EMERGENCY CONTACTS

<u>Local Agency</u>	<u>Telephone Number</u>
Fire Department, Police, Ambulance.....	9-911
Paging in the North Bay Office.....	*374
North Bay Regional Police.....	9-705-472-1234
Hospital	9-705-474-8600
North Bay Hydro	9-705-474-8100
Union Gas Emergency.....	1-877-969-0999
City of North Bay.....	9-705-474-0400
Ministry of Labour.....	9-1-877-202-0008
Health Unit of North Bay	9-705-474-1400
Ontario Provincial Police.....	9-1-888-310-1122
Fire Station 1.....	9-705-474-5662
Ambulance	9-705-474-7400

INTRODUCTION

The purpose of the emergency plan is to minimize the effect of those losses which might occur by:

- Preventing injuries and saving lives
- Reducing property damage
- Providing for continuity or expeditious resumption of operations

An emergency can be defined as:

- An incident causing or having the immediate potential to cause fatal or severe injuries requiring medical or first aid attention
- Unexpected operational incidents which may result in fires or explosions
- Forces of nature such as severe windstorms, floods, lightning, snow storms and, earthquakes
- Deliberate acts of damage from malicious mischief, sabotage and riots

SECTION A

DESCRIPTION OF OFFICE

A-1 Description of the Head Office – North Bay

Workplace Safety North (WSN), North Bay office is an administrative facility with multiple offices, training and meeting rooms in a multi-level (3) building.

The Facility Layout Plan shows (as applicable):

- General layout of the site, areas occupied by administrative activities, and exit and entrance routes
- Zones associated with Emergency Evacuation Procedure
- Location of amenities including:
 - Exit Routes
 - Fire Extinguishers
 - Emergency Lighting
 - Emergency Exits
 - SDS Sheets
 - First Aid Station
 - Cleaning Supplies (cleaning chemical storage)
 - Defibrillator
 - Fire Alarm Push Stations

Emergency Response (HS-018) and a WNS Floor Plan (HS-018-B) are attached

Fire Drills

Fire drills will be held at least once per year to determine effectiveness of this emergency procedure. The person responsible for setting up the fire drill will notify CHUBB that there will be an alarm test at a given time. A written record of the drill will be kept on file at this facility by the Joint Health and Safety Committee.

A-2 Material Inventory

The WHMIS inventories in this manual are updated annually by Corporate Services to reflect changes, additions or deletions.

The Safety Data Sheets (SDS's) for materials in use which pose a potential danger to the environment or to public health and safety have not been attached but are available in the first aid room at the facility.

The Emergency Mobile Device (Surface Pro 4, located in the reception area) will be connected to a printer and tested each morning.

Emergency Exit Guide

Copies of the Floor Plan indicating the route and exits to use in the event of an Emergency Evacuation are posted throughout the building. During evacuation all employees will evacuate and reassemble as outlined above. All employees are to remain assembled pending further instructions from the Building Marshall or designate.

Fire Detection System

WSN has two types of methods for notifying occupants of the need to evacuate:

- 1) Notification over the public address system
- 2) Sounding of Central Fire Alarm system that notifies CHUBB monitoring station of a fire.

Fires will be reported by dialing the public address system (*374). Each phone has a sticker affixed to it showing this information.

The CHUBB system is composed of smoke detectors on each level and heat detectors in the kitchen, electrical room, mechanical room and server room. It also has a red push station at the top of the stairs at the mezzanine level and a push at the employee and main entrance. The push stations have a plastic cover that needs to be raised and then the button pressed. The alarm will be raised at CHUBB operations and they will call the fire department.



After the alarm is over, the alarm station needs to be reset by turning the button in the direction shown. CHUBB should then be called to confirm a successful reset.

SECTION B IMPLEMENTATION

B-1 Organizational Structure of Facility for Implementation

The following personnel will be responsible for the Emergency Plan as follows:

President and CEO:

Responsible for overall operations at WSN, including materials handling and coordination or organization structure needed to implement the goals of the Emergency Plan. The President and CEO will also ensure that an emergency drill is conducted annually at the North Bay office.

Building and Floor Marshalls:

- Implement Emergency Plan in the event of fires, explosion, spill or other emergency situation
- Evaluate effectiveness of overall plan and make recommendations to management on related matters
- Implement individual emergency response plans for identified workers
- Building Marshall shall be the Director of Corporate Services or most senior Manager available if DCS is absent
- If Managers are not available, a Worker Representative from JHSC will be designated

The person nearest to the High Visibility Vest is to announce that they are marshalling that floor (Floor Marshall). If safe to do so, the Floor Marshalls will walk through their zones to make sure all staff have left and will close all doors, if required, assistance can be requested. A door sign required to be placed on the Northern Lights Training Room door handle upon evacuation (located with vest in reception area).

Human Resources

- Ensure that employees requiring an individual emergency response plan have been identified and provided with one
- Keep records of training for all training
- Keep records of all incidents for review
- Report to the JHSC on any incidents that occur
- Prepare individual emergency response plans for staff identified by Human Resources

Customer Care Representatives

Customer Care Representatives (CCRs) will be provided with a designated emergency Mobile Device which will be logged in to the Freedom Enterprise Fob system all day.

CCRs will be responsible to reset any FOB transactions from the previous day at approximately 8:15 each morning ensuring that the FOB system is working and print out the Muster/Anti-Passback listing at that time to ensure printing is working.

Time permitting, and if safe to do so, CCRs will be responsible for printing the Muster Listing upon the evacuation, the evacuation announcement and bringing the Emergency Mobile Device out to the parking lot during the evacuation

B-1.1 Fire, Explosion or Major Structural Building Damage Requiring Evacuation

Upon discovering that there is fire, explosion or structural damage and the need to evacuate, immediately:

Dial ***374**, the paging system and announce loudly that there is a fire and state the approximate location of the fire **AND/OR** open the neared fire alarm cover and press the alarm.

Upon the hearing the announcement or the alarm, all personnel must immediately evacuate the building. **If the alarm has not been tripped yet, open the cover and press the alarm button and evacuate.** The sound of the fire alarm is constant alarm as opposed to the intruder alarm that varies.

1. CCRs will be responsible for printing the Muster Listing and bringing the Emergency Mobile Device or Printout out to the parking lot during the evacuation only if time permits.
2. The person nearest to the High Visibility vest is to announce that they are marshalling that floor (Floor Marshall). The Floor Marshalls will walk through their zones to make sure all staff have left and will close all doors, if required, assistance can be requested. A door sign is required to be placed on the Northern Lights Training Room door handle confirming that it is evacuated. Employees evacuating the building will **NOT** FOB out.
3. A CCR or designate shall conduct the role-call upon arriving in the parking lot at the muster point near the light pole by the dumpsters.
5. The first Floor Marshall shall evaluate if the weather is so extreme that if the evacuation must move to the Redpath Location. The preferred choice is to Muster at the Muster point and then go to Redpath to avoid double locations.
6. The Building Marshall shall ensure that someone is in the parking lot to direct the fire department to the fire area.
7. In the case of a fire or bomb threat the building cannot be re-entered until the Fire Department gives the all clear.
8. The Building Marshall shall:
 - Contact the CEO and/or Director Corporate Services if fire occurs outside of their normal working hours
 - Assist in assessing the extent of damage caused by the fire
 - Prepare "Incident Report form (attached)" and forward a copy to Human Resources
 - Assess the adequacy of the Emergency Plan and the response by personnel to determine if the Plan is adequate and if additional training is needed

B-1.2 Fire Extinguishers and Fire Drills

Fire Extinguishers

In the event of a fire, extinguishers are used to fight a fire only when it is safe for the employee to do so, and if the employee has been trained on how to properly use a fire extinguisher. The Building Marshall should contact the service supplier to have the extinguisher(s) serviced and recharged.

B-1.3 Severe Weather Emergency

During an emergency caused by severe weather conditions, the Building Marshall will send workers home if safe to do so.

The Building Marshall shall:

- Check emergency lighting
- Be alert for fires started by lightning
- Personnel should stay inside the building

In the event of a tornado, personnel should evacuate areas with glass exterior windows. The safest place is close to an interior column.

B-1.4 Bomb Threats

This procedure is to be used in the event of bombs or bomb threats. No threat or call relating to bombs will be disregarded. The determination whether to evacuate or not to evacuate the facilities is a managerial decision. The source of the threat, the frequency of the threats, the effectiveness of search procedures, and occupancy of the building are factors that are used to determine whether to evacuate.

In the event of a bomb threat:

1. Notify the CEO immediately. In the event it occurs at a time when the CEO cannot be reached, contact the most senior manager available.
2. Ensure notification of the fire department (dial 911) from cell phone:
 - Give your name and the name and address of the company 690 McKeown Avenue between Redpath and Toyota Describe nature of the emergency
 - Give any other requested information
3. The CEO or his/her designated alternate have sole authority to:
 - Order and direct evacuation
 - Order and direct re-entry of building after evacuation
 - Order and direct release of publicity

4. Customer Care Representative (CCR) or Senior Management designate activates facility alarms or notifies personnel to evacuate the building using the intercom system *374.
5. CCRs will be responsible for printing the Muster Listing, and bringing the Emergency Mobile Device or Printout to the Muster point in the parking lot during the evacuation only if time permits
8. In the case of a fire or bomb threat the building cannot be re-entered until the Fire Department gives the all clear.

B-1.5 Medical Emergency

In the event of a medical emergency Dial ***374** and announce loudly that there is a need for certified first aider to provide assistance and state the location **AND/OR contact 911 (land line phone dial 9-911)**.

1. Evaluate the condition of the person, ensure area where injury has occurred is safe and have summoned first aid attendant. To the best of his/her ability to decide if the injured person can be safely transported to the nearest hospital or if the injured person needs immediate professional treatment or transportation by ambulance.
2. If immediate professional treatment or transportation by ambulance is required:
 - a. Call 911 immediately:
 - i. Give your name and the name and address of the company 690 McKeown Avenue between Redpath and Toyota
 - ii. Give the nature of the injury
 - iii. Provide any other requested information
 - b. Ensure that someone is assigned to meet the emergency responders at the main entrance to direct them to the injured person.
3. If the injured person can be safely transported to the nearest hospital without immediate medical attention:
 - a. Designate someone to accompany the person to the nearest healthcare facility.
4. For serious injuries requiring hospitalization, notify the CEO and Human Resources as soon as possible.
5. The appropriate supervisor in conjunction with the JHSC representative is responsible to prepare an "Incident Report" form and forward a copy to Human Resources.
6. The appropriate supervisor in conjunction with the JHSC representative will assess the root cause of the incident and include appropriate corrective measures on the 'Incident Report' form to prevent a recurrence.

NOTE: the 'Incident Report' form must be given to Human Resources with 48 hours. Human resourced will notify the CEO and management team.

SECTION C

EMERGENCY NOTIFICATION RESPONSIBILITY

C-1 Arrangements with Local Emergency Response Agencies and Hospitals

The Building Marshall, or their designate, present at the time of the emergency will be responsible for notifying the local agencies and hospitals, beyond 911, as needed.