

Building Evacuation Policy

POLICY

1. The Agency will ensure the safety of all building occupants through the provision of information related to the safe evacuation of any building in the event of an emergency.
2. Safe evacuation practices will take into consideration the accessibility needs of both staff and visitors to all buildings.
3. All Staff with an identified disability will have a personalized evacuation plan to support safe exit of the building.
4. Visitors requiring support during an evacuation will be given the opportunity to provide emergency information (need link to visitor emergency assistance form).

GENERAL INFORMATION AND DEFINITIONS

These guidelines are intended to establish the procedure to be followed in the event of any emergency which may require evacuation of the building.

In the event that it is necessary to evacuate the building, the following evacuation codes will be used. Additional information around the use of the code and the evacuation procedure appears in the following sections.

CODE RED	Fire (or Fire Drill)
CODE BLACK	Bomb threat/search
CODE GREEN	Evacuation

1. When an evacuation code is paged, act immediately to ensure your safety;
2. Evacuate the building using the evacuation plan as outlined in this policy;
3. Maintenance on the alarm system will be communicated in advance of any testing;
4. Never ignore or assume the alarm is false or the result of a test;
5. The fire alarm system (where equipped) is designed to provide you with an early warning to allow you to safely exit the building during an emergency situation;
6. Never re-enter the building after you have evacuated until the "All-Clear" has been sounded by Fire or Police Services or a member of the Senior Management Team.

CODE RED - Fire

The agency properties are equipped with heat and smoke sensors linked to the Fire Alarm or Security systems. In the event that the system detects heat or smoke, the alarm will sound. If the Fire Alarm sounds, evacuate the building using the evacuation plan as outlined in this policy.

If you encounter a fire before the alarm sounds:

1. Leave the fire area, closing all doors behind you;
2. Sound the Fire Alarm using a pull station (located near the exits) in buildings where equipped;
3. Page a CODE RED at the Eramosa Road location using the PAGE button on any phone
 - "CODE RED ERAMOSA - CODE RED ERAMOSA - PLEASE EVACUATE THE BUILDING";
4. Evacuate the building using the evacuation plan outlined in this policy, closing all doors behind you;
5. Upon hearing a CODE RED page, the Receptionist will trigger the FIRE ALARM Signal to sound the alarm and dispatch the fire department, if safe to do so, and then evacuate the building.

CODE BLACK - Bomb Threat

In the event that a staff member receives a bomb threat:

1. The staff member will consult immediately with their Supervisor to review the communication and determine if the threat warrants a CODE BLACK;
2. If the threat is of a serious nature, the Supervisor will page a CODE BLACK
 - "CODE BLACK ERAMOSA - CODE BLACK ERAMOSA - PLEASE EVACUATE THE BUILDING";
3. Evacuate the building using the evacuation plan outlined in this policy, closing all doors behind you;
4. Upon hearing a CODE BLACK page, the Receptionist will trigger the FIRE ALARM Signal to sound the evacuation alarm and dispatch the fire department and then evacuate the building;
5. Once safely outside the building, the staff member and Supervisor will call 9-1-1 and provide information to Police Services;
6. The Supervisor will connect with the Service Director/member of the Senior Management Team to provide an update;
7. Senior Management team members will coordinate with the police as necessary and will inform staff when the situation is all-clear and it is safe to re-enter the building.

CODE GREEN - Other Evacuation

In the event of any other situation that requires the evacuation of the building, a CODE GREEN will be used. A CODE GREEN may be paged by a member of the Senior Management Team, or the Response Team Leader during a CODE WHITE situation if building evacuation is warranted.

1. A member of the Senior Management Team or the Response Team Leader will page a CODE GREEN
 - "CODE GREEN ERAMOSA - CODE GREEN ERAMOSA – PLEASE EVACUATE THE BUILDING";
2. Evacuate the building using the evacuation plan outlined in this policy, closing all doors behind you;
3. Senior Management team members will coordinate with the police as necessary and inform staff when the situation is all-clear and it is safe to re-enter the building.

EVACUATION PROCEDURE

1. In the event of an Evacuation, please exit the building using the nearest exit.
2. Each site has designated Evacuation Captains who will be responsible for sweeping the building to ensure all clients, volunteers, visitors, and staff have evacuated the building.
3. The Evacuation Captains for each site are:
 - a. designated management team members
 - b. designated health and safety committee members
4. Do not obstruct fire fighters access to the building.
5. Once outside, never re-enter the building until you are told to do so by the Fire Department or Police Services and Senior Management.

Elora

1. Evacuate the building using the nearest safe exit route:
 - Rear exit from Staff Area
 - Side exit Staff Kitchen
 - Front lobby exits
2. Gather at the County Road 21 entrance to the parking lot.

Shelldale

1. Evacuate the suite using the nearest safe exit route:
 - Rear exit from staff area
 - Front exit from lobby area
2. Evacuate the building following the exit signs to the nearest exit
3. Gather in the parking lot outside of the Guelph Community Health Centre.

Eramosa Road

1. Evacuate the building using the nearest safe exit route:
 - Public Space and front half of Children's Services - use the Main Entrance
 - Rear half of Children's Services, Admin and Family Services - use the Staff Entrance
 - Legal Services and Corporate Services - use the Emergency Exit at the back of the building

2. Proceed safely to the Rexall Plaza parking lot.
 - For those exiting the Main Entrance - use the side walk along Eramosa Road
 - For those exiting the Staff Entrance or Emergency Exit - use the walk-way at the rear of the building beside the dumpsters

GENERAL PROCEDURES

1. The Building Evacuation Policy and accompanying forms will be posted on the Agency website, as well as in the reception area of each Agency building.
2. Staff requiring individual emergency plans will be contacted by the Director of Human Resources and Property to create the necessary plan. Only those required to support the plan will be advised of an individual's need for assistance.
3. Visitors requiring assistance in the event of an emergency will complete the necessary form which will be housed at reception and provided to Human Resources.

Date Approved:
Reconfirmed:
Revised:
Approved by: Senior Management Team