

 <p>Family & Children's Services of Guelph and Wellington County</p>	Policy		
	Policy Title: Building Evacuation Policy C2-g-080		Policy Number: C2-g-080
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	Issuing Department: Corporate Services		Approved By: Navex Admin

Evacuation Policy

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 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. Page a CODE RED at the Eramosa Road location using the PAGE button on any phone
 - "CODE RED ERAMOSIA - CODE RED ERAMOSIA - 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 RED page, the Receptionist will call 9-1-1 to dispatch the fire department, if safe to do so, and then evacuate the building ensuring to take the sign-in sheet.

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 ERAMOSIA - CODE BLACK ERAMOSIA - PLEASE EVACUATE THE BUILDING";
3. All staff must evacuate the building using the evacuation plan outlined in this policy, closing all doors behind you and taking your fob with you;
4. The Receptionist is responsible for taking the sign-in sheet when evacuating the building and then needs to report to a member of Senior Management or to a member of the Response Team;
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 ERAMOSIA - CODE GREEN ERAMOSIA – PLEASE EVACUATE THE BUILDING";

2. Evacuate the building using the evacuation plan outlined in this policy, closing all doors behind you and taking your fob with 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. Elora: Supervisors
 - b. Shelldale: Supervisors
 - c. Eramosa: Corporate Services Management team and the Executive Assistant of Corporate Services
4. Do not obstruct firefighters' 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 Country 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 following the exit signs to the nearest exit.
2. Proceed safely to the sidewalk at the front of the building (Eramosa Road).

REFERENCES

- [Code White Policy C2-g-100](#)
 - Record of Drill Report
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