

# Diocese of London Diocesan Centre Joint Health and Safety Committee Manual

## 016C-Building Evacuation

---

### **POLICY GOAL**

To define the manner in which the workplace will be evacuated

### **DEFINITIONS**

None

### **APPLICABLE FORMS**

Emergency Contact Numbers-016A

Emergency Response Team-016B

### **SCOPE**

This policy applies to all employees and visitors at the Diocesan Centre.

### **TRAINING**

All employees will receive training in the requirements of this policy at the time orientation is completed and when changes are made to this section of the Ontario Occupational Health and Safety Act and Regulations.

### **POLICY**

In the event of an emergency situation, it may be necessary for all employees and visitors to evacuate the building. This must be done quickly and calmly, to prevent any injuries.

**Building Evacuation Procedure:** The same procedure is to be followed whatever the reason for the evacuation. Individual policies for different types of emergencies will specify when to initiate the evacuation procedure.

### **SPECIFIC RESPONSIBILITIES:**

#### **Reception**

- Page (calmly) “**evacuate the building immediately**”
- **Call 911**
- Obtain the employee/ visitors log and door key upon exiting the building.
- Provide the employee/ visitors log and door key to the Evacuation Coordinator.

#### **All Employees Responsibilities**

- If for any reason the facility must be evacuated, the assigned signal will be given. If for any reason the assigned signal cannot be used, the employees will be advised verbally to evacuate.
- All employees must leave the facility by the nearest safe exit.
- Do not use the elevator.
- All employees will meet at the designated meeting point, see below.
- Once at the designated meeting point you must remain there, and do not re-enter the building for any reason until you have been instructed that it is safe.
- Provide first aid to any injured persons, if trained

- If you are requested by the Evacuation Coordinator to greet emergency personnel, follow this direction and when the emergency personnel arrive direct them to the Evacuation Coordinator location
- Do not speak with the media
- Follow directions of the Evacuation Coordinator

### **Supervisor Responsibilities**

- Exit the building and go to the designated meeting area
- Perform a head count and let the Evacuation Coordinator know that all are accounted for, or advise of any missing personnel. UNDER NO CIRCUMSTANCES SHOULD SUPERVISORS GO LOOKING FOR MISSING PERSONNEL.
- Provide first aid to injured person(s), if trained.
- The Evacuation Coordinator on duty will advise emergency responders of any missing personnel, or advise that all are accounted for.
- Maintain all of your workers at the designated location
- Follow directions of the Evacuation Coordinator
- Do not speak to the media
- When the “all clear” signal has been given by the Emergency Coordinator then you can direct workers that they can return to the facility.
- Supervisors will direct workers to perform any necessary tasks to speed return to full operation.

### **Evacuation Coordinator**

- Exit the building and go to the designated meeting area
- Obtain the employee/ visitors sign in log which contains all of the checklists that are required to be followed during the evacuation
- Obtain the door key for the building from Receptionist
- Take headcounts and record on the sign-in sheets
- Send personnel to entrances of the property to stop any unwanted persons from entering the premises and also to greet emergency personnel
- Take direction from the emergency personnel when given
- Give the all clear to re-enter the building when directed by the emergency responders that it is alright to do so.

# Diocese of London Diocesan Centre Joint Health and Safety Committee Manual

