

Declared Emergencies Policy



1. **POLICY**

- XYZ Co. is responsible to ensure the safety of its employees, customers and the public, and to manage emergencies and business interruption in order to minimize loss and inconvenience, in any emergency or business interruption.
- An Emergency Response Team (**ERT**) shall be established at each work site of XYZ Co. the **ERT** should be comprised of a least one representative from each of management, human resources, and the Joint Health and Safety Committee which is responsible for assessing risks to XYZ Co. its employees, equipment and data, and for developing strategies and procedures to both prevent disruption and minimize loss from disruption of operations.
- Health-related emergencies are:
 - affected employees are required to adhere to public health directives in the event of a public-health quarantine;
 - XYZ Co. reserves the right to place any employee on mandatory leave if the employee attends at the work-place after being exposed to an individual with an illness or disease related to the declared emergency or, the employee shows symptoms associated, in the event that of a declared emergency which is health related. Until the affected employee can produce a doctor's certificate stating that the affected employee is fit to work, the employee will be required to remain on leave; and
 - employees in order to reduce the spread in the workplace any infectious disease or illness are expected to follow established ERT procedures including but not limited to, hand working, cough and sneeze etiquette, and holding virtual meetings instead of in person.

2. **PURPOSE**

- The purpose of this policy is to establish protocols and procedures related to Declared Emergencies for the duration of a declared emergency under the *Emergency Program Act, Public Health Act, Workers Compensation Act*, or other legislation which may apply.

3. **SCOPE**

- This policy applies to all employees.

4. RESPONSIBILITY

- To establish an **ERT** on a work site and to cause an Emergency Response Plan to be developed, published and communicated to all employees, is the responsibility of the senior manager at each work site.
- The Emergency Response Team (**ERT**) has the following responsibilities:
 - to develop and publish an Emergency /response Plan for the work site and for each department located at the work site.
 - to ensure that the Managers and employees in each department are trained and knowledgeable about the Plans.
 - to plan fire safety and evacuation procedures for employees in conjunction with fire and safety professionals and to ensure employees are properly trained.
 - to ensure employees have easy and rapid access to emergency telephone numbers.
 - to create a disaster management kit in conjunction management personnel by collecting essential data regarding business equipment, finance and banking arrangements, computer systems, suppliers, clients, and key personnel.
 - to ensure that the workplace has adequate emergency suppliers on hand.
 - to ensure that key employees while working with supervisors have back-up employees who can act in the absence of the key employee.
 - to establish strategies for communicating relevant information about an emergency or business interruption to employees, clients and customers.
 - to determine and implement strategies that minimize risk to employees, clients and the public during an emergency situation.
- To communicate with local officials in order to provide the most current information available on the status of a declared emergency.
- During a health-related emergency or health quarantine, to determine protocols for enhanced cleanliness practices at the workplace.
- to follow-up and maintain up-to-date status reports on emergency situations including statistics related to employee sickness or absenteeism.
- at least once a year, to review and update Emergency Response Plans.
- Department Emergency Coordinators are responsible for:
 - to become knowledgeable about changes to the Departmental Emergency Plan;
 - to periodically review that PLAN and recommend changes to make the PLAN more effective; and
 - to direct and assist coworkers in the effective handling of any emergency situations that may arise.
- All employees are responsible for adhering and following the protocols outlined by **ERT**, management or public authorities.

5. DEFINITIONS

- **“Emergency”** includes any occurrence, such as fire, power failures, bomb threats, armed attacks, toxic spills, natural disasters, accidents, injuries, declared health emergencies or other business interruptions which result in a partial or total shutdown of business operations.
- **“Emergency Response Plan”** is a plan for responding to an emergency that may require rescue or evacuation and must include the following:
 - the identification of potential emergencies.
 - procedures for dealing with the identified emergencies.
 - the identification of, location of and operational procedures for emergency equipment.
 - the emergency response training requirements.
 - the location and use of emergency facilities.

- the fire protection requirements.
- the alarm and emergency communication requirements.
- the first aid services required.
- procedures for rescue and evacuation.
- the names of designated rescue and evacuation workers.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Emergency Program Act (British Columbia)

Employment Standards Act (British Columbia) *Public Health Act* (British Columbia)

Workers Compensation Act (British Columbia) and Regulations

Personal Information Protection Act (British Columbia)

Personal Information Protection and Electronic Documents Act (Canada)

SPP HR 2.06.BC – Hours of Work

SPP HR 3.07.BC – Reporting Pay SPP HR 3.08.BC – Call-In Pay

SPP HR 4.12.BC – Emergency Leave

SPP HR 4.13.BC – Short Term Disability/Sick Pay Benefits

SPP HR 4.15.BC – Family Medical Leave or Compassionate Care Leave

SPP HR 5.07.BC -Personal Information Protection

SPP HR 6.02.BC -Accident and Injury Reporting

SPP HR 6.10 BC – Civil Emergencies and Business Interruptions SPP HR 6.51 BC – Fitness to Work

SPP HR 6.52 BC – Restricted Access SPP HR 6.53 BC – Work From Home

7. PROCEDURE

- As soon as possible a risk assessment shall be conducted by the ERT. An Emergency Response Plan must be published for each department at the work site.
- implement recommended training programs;
- provide periodic updates and refresher sessions for employees; and
- In the aftermath of an emergency or business interruption, to review and revise emergency procedures, if necessary.

8. ATTACHMENTS

Attachment A- Sample Emergency Telephone Contact List

ATTACHMENT A

SAMPLE EMERGENCY TELEPHONE CONTACT LIST

Police: 911 Fire: 911

Ambulance: 911

Poison Control:

Emergency Co-ordinator: Name: Phone:

Supervisor: Name: Phone:

Manager: Name:
 Your location:
 Room: Floor:
 Building: Address:

Nearest intersection:

Phone:

First Aid Kit Location:

Fire Extinguisher Location: