

# Emergencies and Business Interruptions Policy



## **1. POLICY**

- XYZ Co. has the following responsibilities: in the occurrence of emergency or business interruption:
  - to ensure the safety of its employees, customers and the public;
  - to manage emergencies and business interruptions to minimize loss and inconvenience.
- An Emergency Response Team shall be established at each work site. Such a team will be comprised of a least one representative from each of management, human resources and the Joint Health and Safety Committee which has the following responsibilities:
  - to assess risks to XYZ Co., its employees, equipment and data;
  - to develop strategies and procedures to prevent disruption and minimize loss from disruption of operations.
- Affected employees are required to adhere and follow public health directives, in the event of a public health quarantine.

## **2. PURPOSE**

- To protect employees, customers, and the public, prevent damage to business assets, and minimize business losses stemming from unforeseen events, emergencies and business interruptions is the purpose of this policy.

## **3. SCOPE**

- This policy applies to all employees.

## **4. RESPONSIBILITY**

- The senior work site manager at each location is responsible for establishing an Emergency Response Team for that work site. If and when a work site evaluation is necessary, the work site manager is responsible to determine same.
- The Emergency Response Team has the following responsibilities:
  - to plan fire safety and evacuation procedures for all employees, to train

- employees on those procedures, in conjunction with fire and safety professionals;
- to ensure employees have easy and rapid access to emergency telephone contact;
- to ensure the security of computer systems and data, using anti-virus, firewall and back-up procedures, in conjunction with IT professionals.
- to collect essential data regarding business equipment, finance and banking arrangements, computer systems, suppliers, clients, and key personnel in order to create a disaster management kit, in conjunctions with management personnel.
- to ensure at all times, that the work place has on hand adequate emergency supplies;
- to ensure acting in concert with supervisors that each employee has a back – up employee who can act in their absence; and
- to ensure in the event of an emergency that proper advice has been provided to affect adequate insurance coverage.
- Managers have the following responsibilities:
- to select or appoint a Department Emergency Coordinator for respective departments;
- to ensure the Coordinator is fully knowledgeable and trained in the duties that arise from the Emergency Response Plan;
- Department Emergency Coordinators have the following responsibilities:
- to be knowledgeable about the Emergency Response Plan;
- to periodically review that PLAN; and
- to recommend any changes to make the PLAN more effective;
- to direct and/or assist coworkers in effectively handling emergency situations that may arise from time to time.

## 5. DEFINITIONS

- **Emergency**” includes any occurrence, such as fire, power failures, bomb threats, armed attacks, toxic spills, natural disasters, accidents, injuries, or other business interruptions which result in a partial or total shutdown of business operations.

## 6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

*Employment Standards 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 HR4.12.BC – Emergency Leave

SPP HR3.07.BC – Reporting Pay SPP

HR3.08.BC – Call-In Pay

SPP HR6.02.BC -Accident and Injury Reporting

## 7. PROCEDURE

- The Emergency Response Team shall:

- as soon as possible, conduct a risk assessment; and
- prepare and publish an Emergency Response Plan for each department at the work site. XYZ Co shall implement forthwith recommended emergency prevention measures.
- to ensure recommended employee training programs are implemented, including periodic updates and refresher sessions to all employees.
- to review and revise emergency procedures as required in the aftermath of an emergency or business interruption.
- All employees must follow the procedures outlined in the Emergency Response Plan for evacuation, business prevention and recovery with the Department Emergency Coordinator or assisting co-workers in this connection,
- At least once a year, fire drills and/or building evacuations shall be conducted.
- Periodically, all employees shall:
- be trained in the correct selection of fire extinguisher for each type of fire (electrical, chemical, etc.) and proper use of fire extinguisher. A training log shall be kept for each employee showing the date and the training received.

## **8. ATTACHMENTS**

None