

Emergency Response & Evacuation Policy



PURPOSE

[Company Name] (“the Company”) is committed to ensuring the safety and well-being of all employees, contractors, visitors, and other stakeholders on its premises. This Policy outlines the procedures for responding to emergencies, including evacuations, to minimize risks and promptly address threats to health, safety, and property. It provides guidelines on roles, responsibilities, and communication methods to help prevent injury and loss in emergency situations.

SCOPE

This Policy applies to all full-time, part-time, contract, and casual employees of the Company who are covered by the relevant occupational health and safety legislation in their province/territory of work or by federal regulations if they are federally regulated. It also applies to all contractors, visitors, and other persons on Company premises. In the event of a conflict between this Policy and local legislation, the greater right or benefit for the individuals will apply.

DEFINITIONS

- **“Emergency”**: Any unexpected situation or occurrence (e.g., fire, explosion, natural disaster, hazardous material spill, medical crisis, active threat) that poses an imminent risk to people, property, or operations.
- **“Evacuation”**: The organized, phased, or total removal of people from dangerous or potentially dangerous areas to a place of safety.
- **“Assembly Point”**: A designated safe location outside or away from the building where individuals should gather following an evacuation.
- **“Emergency Response Team (ERT)”**: A group of employees and/or managers trained to coordinate evacuation procedures, liaise with external emergency services, provide first aid, and assist in managing an emergency

ELIGIBILITY

All employees, contractors, and visitors within the Company’s premises are subject to this Policy and the procedures described herein. Every individual is expected to follow the instructions given by the Emergency Response Team, management, and/or external emergency services during an emergency.

LENGTH OF LEAVE

Not Applicable. In the context of emergencies, the “leave” is replaced by necessary time away from the workplace or evacuation intervals. Employees may be instructed to remain off-site until the premises are deemed safe. The duration of any such absence will be determined by the nature of the emergency and guidance from local authorities.

APPLICATION & NOTICE REQUIREMENTS

1. Reporting an Emergency:

- Employees must immediately dial the designated internal emergency number or call external emergency services (e.g., 911) when aware of an urgent threat (e.g., fire, medical crisis).
- The reporting employee should also notify a supervisor, manager, or member of the Emergency Response Team as soon as it is safe to do so.

1. Initiating an Evacuation:

- Upon determining that an evacuation is necessary, authorized personnel (e.g., ERT members, managers) will activate the alarm system or use other communication methods (e.g., PA announcements).
- Employees and visitors must follow posted evacuation routes and proceed to their assigned Assembly Points in a calm and orderly manner.

1. Communication During Emergencies:

- The Company will communicate updates using the public address system, text alerts, emails, or other available channels.
- Employees should remain at the Assembly Point until they receive instructions from the ERT or emergency services

JOB PROTECTION

1. **No Penalty for Compliance:** Employees will not be penalized, disciplined, or terminated for complying with evacuation orders or other emergency procedures.
2. **Protection from Discipline:** If an employee refuses to re-enter the workplace due to a reasonable belief that it remains unsafe, the Company will investigate and address the concern in line with occupational health and safety legislation.

CONTINUATION OF BENEFITS

In the event of a prolonged closure or interruption of operations due to an emergency, the Company will communicate with employees regarding the status of wages, benefits, and alternative work arrangements, subject to applicable employment standards and contractual obligations.

RETURN TO WORK

1. **Notification of Safe Re-Entry:** The Company will consult with emergency services, inspectors, or other relevant authorities to determine when it is safe to return to the workplace.
2. **Position and Compensation:** Employees will be reinstated to their same or comparable positions, with the same pay and benefits, once the premises are declared safe and operations resume.
3. **Accommodation:** If an employee sustains an injury or develops a medical condition

during or due to the emergency, the Company will consider reasonable accommodations in compliance with human rights legislation.

CONFIDENTIALITY

Any personal or medical information collected in relation to an emergency or evacuation (e.g., injury details) will be treated as confidential and used only to manage the situation and comply with legal obligations.

NON-RETALIATION

The Company strictly prohibits retaliation against any employee who raises safety concerns, participates in emergency procedures, or refuses unsafe re-entry in good faith. No adverse action will be taken against employees for exercising their right to a safe workplace.

POLICY ADMINISTRATION

The [HR Department/Designated Manager/Emergency Response Coordinator] is responsible for:

- Administering this Policy consistently.
- Overseeing emergency drills, evacuation plans, and compliance with health and safety legislation.
- Handling questions about emergency procedures and addressing safety concerns.

[Company Name]

Effective Date: [Insert Date]

Authorized by: [Name, Title]

Date: [Signature Date]

How to Use This Template

1. **Adapt and Customize:** Tailor the policy language to your organization's specific operations, building layout, and local emergency services protocols.
2. **Review with Legal Counsel:** Confirm that the policy meets the requirements of relevant occupational health and safety legislation and any local fire code regulations.
3. **Communicate to Employees:** Publish or share this Policy (e.g., in an employee handbook, on the intranet, posted on safety boards), and conduct regular training or drills to ensure all staff understand their roles and responsibilities in an emergency

Table of Jurisdictional Differences

Emergency response and evacuation requirements may vary across provinces/territories and for federally regulated employers under the Canada Labour Code. The following chart summarizes core considerations. Always consult current occupational health and safety laws, fire codes, and local emergency regulations for precise requirements.