

Emergency Response Plans

		Approved by:	Parks and Recreation Directors
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		Category:	Parks, Forestry and Recreation
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Policy Statement

Emergency Response Plans empower staff to act responsibly when initiating measures that they consider reasonable to stabilize an emergency situation while ensuring the safety of staff, participants, volunteers and the public.

Site specific Emergency Response Plans for medical emergencies and evacuation in the event of fire, bomb threat, chemical spill, gas leak or similar emergency situations must be developed for all Parks and Recreation Facilities and Programs. Site specific plans in shared use facilities must be co-ordinated with all facility users.

All site-specific plans must follow Parks and Recreation's guidelines for Medical Emergencies, Evacuation Procedures, Bomb Threats, Robberies and Electrical System Malfunction Procedures as well as the Department's Emergency Response/Media Hotline Plan.

Facilities have been issued an Emergency Response Plan binder which must be prominent and accessible to all facility staff. It is mandatory that all staff are trained in the Emergency Response Plan procedures and protocols.

Definitions

Emergency Response Plan:

A detailed plan that identifies, defines and establishes the sequence of procedures used to manage, communicate and coordinate the emergency response process for any emergency and includes the following criteria:

- Allows for effective and efficient evacuation
- Is posted in the work place showing the location of fire alarms, fire extinguishers and emergency exits
- Meets the requirements of the Occupational Health and Safety Act:

Approval of Plans

The Supervisor of Recreation and Facilities/Parks in consultation with the Staff Support Unit is responsible for ensuring that Emergency Response Plans **(Medical Emergency, Emergency Evacuation, Bomb Threat, and Robberies)** are developed for all of their facility locations. Safety Consultants in the Human Resources department to provide technical support to the process.

Plans are submitted to the Regional Manager for review and approval. Fire Safety Plans must be reviewed and approved by the chief Fire Official for the District.

Plans must be kept on site in **the Facility Emergency Response Manual** and accessible to all facility staff. One additional copy must be kept at a centralized off-site location with the district Operations Support Coordinator.

Training

- The Supervisor of Recreation & Facilities/Parks is responsible for ensuring that all full and part-time facility and program staff and volunteers are trained in Emergency Response procedures so that they are familiar with their responsibilities and can act appropriately in the event of an emergency. Staff Support Units to assist Supervisors of Recreation & Facilities/Parks with training and orientation of their staff.
- Staff and volunteers must receive an orientation to Emergency Response procedures prior to first work shift.
- Emergency Response drills are to be conducted with all staff and volunteers at each facility to meet seasonal requirements at a minimum of once per year.

Further Information

See Facility Emergency Response Manual and/or check the following policies for :

- Medical Emergencies
- Emergency Facility Evacuations
- Bomb Threat Response
- Robbery Response
- Electrical System Malfunction

Emergency Readiness Checklist

The Supervisor of Recreation and Facilities/Parks is responsible to ensure that:

1. Site specific plans are developed for each facility for the following emergency procedures:

Emergency evacuation

Major Medical
Fire evacuation

2. Site specific plans are approved by:

Fire Official (Fire evacuation only)
Health and Safety Co-ordinator
Regional Manager

3. Facility Emergency Response Co-ordinator has been identified for each facility.

4. Facility Emergency Response Co-ordinator Designate has been identified for each facility.

5. All facility staff have been oriented in the emergency response procedures for their facility and are aware of their roles and responsibilities should an emergency occur.
6. Practice drills have been done for each facility for all emergency response situations as required - minimum once per year.
7. A current alphabetized Material Safety Data Sheet (MSDS) binder is on site and in an accessible location in accordance with legislative requirements.
8. A list of all chemicals used in the facility and their location is compiled and kept in the MSDS binder.
9. A list of current emergency numbers has been compiled and is accessible for use should an emergency occur.
10. A checklist of all facility rooms is developed to assist with building searches.
11. Floor plans showing the location of all shut-off valves are in the Emergency Manual.
12. Fire extinguishers, alarms, first aid kits and first aid equipment are inspected regularly and are in good working order. Keep facility inspection records on site.
13. Ensure all applicable safety legislation is adhered to.

