



## **CITY PROCEDURE**

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|-------------------|--------------------------|----------------------------------------------|
| <b>SECTION:</b>   | <b>HUMAN RESOURCES</b>   | <b>NO: HR – HS - 40</b>                      |
| <b>REFERENCE:</b> | <b>HEALTH AND SAFETY</b> | <b>Date:</b> January 23, 2017                |
|                   |                          | <b>Next Review Date:</b><br>January 23, 2019 |

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**TITLE:       EMERGENCY EVACUATION OF CITY BUILDINGS**

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### **1. 0   POLICY STATEMENT**

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These general rules and responsibilities are in place for the protection of employees, visitors or the general public.

In the event of an emergency or fire alarm, all employees and the general public in the City's public buildings, must evacuate the building by the nearest accessible exit immediately and meet in the identified muster location.

No person shall re-enter the building after a fire alarm without authorization from Emergency Personnel.

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### **2.0   PREPARATION**

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- 2.1   Emergency Building Evacuation/Fire plans for the evacuation of City buildings in the event of fire or other emergency will be prepared by the Department Manager/Supervisor in conjunction with the Health and Safety Coordinator and reviewed by the Joint Health & Safety Committee. The Evacuation plan will be reviewed on an annual basis.
  - 2.2   Emergency Evacuation plans will include procedures, responsibilities, exit routes, muster locations, and will be prepared for all major building locations.
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### **3. 0   FIRE DRILLS**

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- 3.1   Fire drills will be held on an annual basis for all buildings covered by Emergency Evacuation Plans/Fire Plans as a means of plan familiarization. The drills will be coordinated by the Manager/Supervisor or designated person in co-operation with the Dryden Fire Service.

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## **4.0 TRAINING**

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- 4.1 Training of employees will be co-coordinated by the Manager or Supervisor of the building/area. Training will include the basics of fire, Emergency Evacuation/Fire Plans for their building, duties and responsibilities of key personnel as outlined in the plan. New employees will receive this training as part of their orientation.

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## **5.0 EMERGENCY EVACUATION/FIRE PLANS**

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- 5.1 Individual Emergency Evacuation/Fire Plans will be posted in the applicable building near all exits and on safety bulletin boards. A complete copy of all plans will be submitted to and kept by the Health & Safety Coordinator.

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## **6.0 PERSONS WITH DISABILITIES**

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- 6.1 Persons with a disability will have a designated assistant.

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## **7.0 DISCIPLINE**

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- 7.1 Any employee found responsible for wedging open fire doors at any time may be subject to discipline as per the City's Discipline Policy HR-DI-01.

| History                       |                  |                     |                        |
|-------------------------------|------------------|---------------------|------------------------|
| <b>Approval Date:</b>         | January 1, 2003  | <b>Approved by:</b> | Council Resolution     |
| <b>Review Date:</b>           | April 27, 2011   | <b>Approved by:</b> | H & Safety Coordinator |
| <b>Review/Amendment Date:</b> | January 23, 2017 | <b>Approved by:</b> | CAO E. Remillard       |
| <b>Review/Amendment Date:</b> |                  | <b>Approved by:</b> |                        |
| <b>Review/Amendment Date:</b> |                  | <b>Approved by:</b> |                        |