

1. All Employees

In an emergency

- Call 9-911 immediately, if not in imminent danger, to report the emergency.
- **IMMEDIATELY OBEY ANY EVACUATION ORDER.**
- Ensure your own safety.
- Ensure the safety of any guest or visitor.
- Notify the Floor/Zone Warden of any staff member who is not accounted for during an evacuation.

General Responsibilities

- Review the Workplace Emergency Preparedness Plan (*the Plan*) annually at a minimum
- Familiarize yourself with *exit routes* and *evacuation procedures*.
- Ensure your visitors are aware of *evacuation routes*.
- Report to your supervisor any hazards (e.g. fire) that may result in an emergency or impede in an evacuation or emergency response (e.g. blocked exits).
- Inform your supervisor and the Building Marshal if you need help in the event of an evacuation.

2. Senior Management

- Approve appropriate resources to ensure effective development, implementation and review of *the plan*.
- Ensure investigation and reports are produced for all near miss, incidents and emergency situations.
- Review all reports provided by the Joint Occupational Health and Safety Committee (JOHSC).
- Ensure appropriate training is developed and delivered to the Building Marshal, Floor/Zone Wardens, management and staff.
- Ensure that a Building Marshal, Floor/Zone Warden and alternates are assigned respectively.
- Ensure the Building Marshal and Floor/Zone Wardens are equipped with emergency equipment, including flashlights and safety vests.

3. Supervisors

- Ensure that evacuation routes are posted in every office of staff reporting to you.
- Review *the plan* with all new employees on first day of employment during their Employee Orientation.
- Take appropriate corrective action to any hazards reported by staff that may result in an emergency or impede in an evacuation.

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4. Building Marshal and Alternate

In an emergency

- Remain outside at the muster location during an evacuation.
- Obtain floor evacuation status reports from Floor Wardens.
- Review a checklist of staff names to confirm who has left the building and report to the Fire Department the names and likely location of unaccounted staff and clients.

General Responsibilities

- Be familiar with the building and the staff and role of Floor/Zone Warden.
- Ensure Evacuation Maps and Emergency Contacts & Reminders form is posted.
- Plan and participate in evacuation practice drills annually.
- Transfer responsibility to the Alternate Building Marshal whenever out of the building for extended periods of time.
- Conduct a post evacuation debrief and provide a report to Senior Management and the Joint Health and Safety Committee.
- Alternate, provide necessary assistance to Floor/Zone Wardens including completing a Floor/Zone Warden tasks when they are absent.

5. Floor/Zone Wardens and Alternates

In an emergency

- Check all areas of the floor including offices, washrooms, storage rooms and file rooms in assigned areas to ensure staff have evacuated.
- Ensure if possible, that all doors, including exit doors, are closed but not locked.
- Ensure the safety of persons requiring evacuation assistance.
- Assemble evacuated staff in the designated assembly area and remind staff to remain there until otherwise instructed.
- Report the status of floor evacuation to the Building Marshal.

General Responsibilities

- Transfer responsibility to an alternate Floor/Zone Warden whenever out of the building for extended periods of time.
- Be familiar with role of Building Marshal in case assistance is required in that role.

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**6. First Aid Attendant
In an emergency**

- Retrieve the First Aid Kit, and go to the scene as quickly as possible.
- Assess and control any hazards.
- Administer first aid and call for emergency medical services, as required.
- Report relevant information to the Ambulance personnel.
- Log the incident in the First Aid book).
- Report incidents to the Joint Health and Safety Committee or the Health and Safety Representative.

General Responsibilities

- Meet with other First Aid Attendants after an emergency to debrief.
- Meet every 6 months with other First Aid Attendants to review the call schedule, procedures, practices, training or any other relevant issues related to first aid.
- Check and replenish first aid kit on a monthly basis and after any use.
- Maintain log of dates and times that the first aid supplies has been checked and replenished.
- Maintain and post an up-to-date list of First Aid Attendants.
- Bring First Aid Kit during an evacuation as long as it is safe to do so.

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