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**Emergency Preparedness**

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**Emergency Reporting Procedures**

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**Approved by:**

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GAM 3.48 Corporate Health and Safety

**Purpose**

To ensure the appropriate emergency responders are notified during an emergency.

**Scope**

Emergency Reporting Procedures apply to any YG employee, contractor, sub-contractor or visitor who discovers or is informed of an emergency situation.

**Procedure**

- Dial 9-911 (911 if on cell.)
- Identify if you require Police / Fire / or Ambulance
- Provide 911 Operator with the following information
  - Your name**
  - Your Phone Number**
  - Building location**
  - Physical location**
  - Persons affected**
- If you are not in immediate danger, also notify the Floor/Zone Warden as quickly as possible.
- Remain calm and respond to the emergency as appropriate.

Created By	
Approved Date	
Revision Date	