



Emergency Preparedness

Emergency Reporting Procedures

Approved by:

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	