

Emergency Response Planning

Planning and preparing for emergencies in advance is important. Prepare a list of possible emergencies and establish a set of procedures to respond to each emergency.

We suggest that you develop a short, written emergency plan and provide copies to everyone who may have to deal with an emergency at your workplace. This will prevent confusion over “who does what” in the event an emergency occurs. To develop your plan:

- 1.) List possible emergencies.
- 2.) Consider the consequences of each potential emergency at your workplace. Think about what could go wrong at remote work sites.
- 3.) What will activate your emergency response plans, such as declaring an emergency, evacuating employees, calling emergency personnel, initiating rescues, and tending to casualties?
- 4.) Who will carry out each part of your emergency plans? State everyone’s duties and responsibilities, and identify the training they need to do the job.
- 5.) Identify the resources required. These resources include the personnel and equipment needed to deal with each emergency. Consider the location of your workplace, existing resources, and the nature of each emergency.
- 6.) Include a fire safety plan.
- 7.) Include emergency procedures to deal with an accumulation, spill, or leak of hazardous chemical or biological substances.

First Aid

You must provide a certain level of first aid preparedness depending on:

- The number of employees at the workplace at any time
- How hazardous the work performed is
- The distance to a medical facility

See the Workplace Safety and Health Regulations on First Aid for a complete description of first aid requirements at: www.gov.mb.ca/labour/safet/index.html

Emergency Response Planning (ERP)

The size of your company will determine the type of emergency plans and policies you may want to include in your safety manual.

The purpose of an Emergency Response Plan is to protect the health and safety of employees and visitors while on company property, ensure full and effective mobilization of emergency response capability to prevent injury, protect property and minimize losses arising from a catastrophic event and to facilitate an expedient return to partial or complete operation following an interruption.

A written emergency response plan helps to anticipate what decisions will need to be made quickly and under the adverse conditions which often accompany an emergency situation. It allows the organization to identify and to commit the resources of the organization to its implementation. In addition an emergency plan promotes safety awareness and shows the organization's commitment to the safety of workers.

Establishing and maintaining resources such as personnel and equipment to deal with emergencies is one of the larger elements of any safety program. An organization needs to assess what those emergencies are and ensure that critical components are designed to effectively respond to those emergencies and/or eliminate the potential harm from them.

Consider the potential hazards around your business. Some things to consider are;

- hazardous material stored or being manufactured in your vicinity,
- high voltage line locations,
- gas or oil pipelines, and
- structures that may fall; trees, buildings, signs.

Some other things to think about are the age and location of your building. Are you at risk with wind, heavy rains, or floods? What are your evacuation routes? Are they clear and accessible? If one route is blocked off, do you have an alternate safe route to evacuate safely? These are all major things to consider when developing an ERP.

Listed are some Emergency Response Plans to consider but are not limited to:

Floods	Tornados	Injuries / Illness (First Aid)
Bomb Threats	Evacuation	Violence to Staff
Blizzards	Major Power Failure	Chemical Emergencies
Building Collapsing	Fires / Explosions	Train Derailment

Emergency Response Planning (ERP)

An effective ERP should include how to deal with each one of these emergencies individually. It should outline the roles and responsibilities of those in the organization and of external agencies. It should also include a scheduled maintenance program for fire suppression, extinguishers, first aid equipment and other emergency supplies. Roles should include the employer, supervisors, and all employees. Everyone should be trained and know their roles so they can immediately respond.

Again, each ERP should be workplace specific, according to type and size. You might want to have a unique procedure for dealing with chemical spills which will be very different from your fire plan.

Remember, it's your plan based on your hazard assessment. Most importantly, an Emergency Response Plan must be communicated to all employees to be effective.

It's generally a good practice to have one designated person (safety representative, manager, emergency response coordinator) assigned to review, test, and update the emergency plan as required. Plans should also be revised when changes occur such as; renovations, significant increase in staff, or relocation.

Benefits of an Emergency Response Program

Prompt response to emergencies can reduce the costs associated with response and/or damage.

- Shows organization's commitment of the safety of employees
- Reduces the impact on the environment
- Reduces property damage
- Demonstrates responsibility within the community
- More confident employees to deal with emergencies
- Reduces potential injuries or fatalities

Fire Emergency Procedures

In case of fire, do the following:

- Attempt to extinguish the fire only if you can do so safely using ONE portable fire extinguisher
- Leave fire area and close doors
- Activate nearest wall mounted fire alarm
- Notify EMERGENCY 911
- Evacuate the building and keep clear of the exits
- Report to police or fire officers if anyone is suspected of being in the building after general evacuation
- Do not use the elevators

When fire alarm sounds, do the following:

- Evacuate the building quickly even though alarm is suspected to be false

NOTE: it is mandatory for all personnel to be evacuated upon sounding the alarm unless a test has been announced

- Do not use elevators
- Do not re-enter the building, keep clear of evacuated area until authorized by the fire officer or police it is safe to return
- Familiarize yourself with the location of Fire Exits, Fire Suppression Systems and Fire Extinguishers in your area



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Portable Fire Extinguisher Inspection Checklist Rechargeable Type (ABC)

Monthly Inspection:

Shall include a check of at least the following

1. Located in designated place, visible and with signage
2. Hung on an bracket
3. Positioned at a height no higher than 4 feet
4. No obstruction to access or visibility
5. Operating instructions on nameplate legible
6. Safety seals and tamper indicators not broken or missing
7. Examined for obvious physical damage, corrosion, leakage, or clogged nozzle
8. Pressure gauge reading or indicator in the operable range or position
9. For wheeled units, the condition of the tires, wheels, carriage, hose, and nozzle checked.
10. Service company tag attached, signed and dated (annual)
11. Nozzle free and clear of debris
12. To avoid injury, it is recommended you do not lift extinguishers upside down on your inspections to loosen powder. Your fire protection provider will do this on their annual inspection.

Corrective Action:

When an inspection of a fire extinguisher reveals a deficiency in any of the conditions listed above, immediate corrective action should be taken.

*Keep records of inspections.

Inspections:

Monthly inspection	Internal
Annual inspection	Fire Protection Company
6 Year Service	Fire Protection Company
12 Year Hydro Test	Fire Protection Company



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Emergency Telephone Numbers

What the emergency operator will need to know:

- Your name
- What you need (ambulance, police, fire, etc.)
- Address of business
- Where you are
- Telephone number of where you are
- What is happening right now

Ambulance, Fire and Police: _____

Police (Non-emergency): _____

Poison Control Centre: _____

Workplace Safety and Health Division: _____

Natural Gas Concerns: _____

Manitoba Hydro Concerns: _____

Environmental Accident Reporting Line: _____

Health Inspector: _____

SAMPLE



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