

Purpose:

- 1 To ensure The City is prepared to respond to emergencies that may require rescue or evacuation from City facilities.
- 2 To comply with the Occupational Health and Safety Act, Regulation and Code of Alberta.

Policy Statement(s):

- 3 Each department has a current, site specific emergency response plan that includes the following:
 - (1) The identification of various potential and specific emergencies (e.g. fire, tornado, flood, violence, spills, or releases);
 - (2) Procedures for dealing with the identified emergencies;
 - (3) The identification of, location of and operational procedures for emergency equipment;
 - (4) The emergency response training requirements;
 - (5) The location and use of emergency facilities;
 - (6) The fire protection requirements;
 - (7) The alarm and emergency communication requirements;
 - (8) The first aid services required;
 - (9) Procedures for rescue and evacuation (e.g. confined space);
 - (10) Designated rescue and evacuation workers.
- 4 Workers who are designated to provide rescue services and supervise evacuation procedures in an emergency:
 - (1) are provided with appropriate training and equipment;
 - (2) are involved in emergency planning;
 - (3) conduct, at required intervals, appropriate training exercises that simulate the identified potential emergencies required to ensure that workers are competent to carry out their duties.

References/Links:

- 1 Department specific procedures and/or guidelines
- 2 Emergency Management Bylaw 3468/A-2012
- 3 Municipal Emergency Management Plan (MEMP)
- 4 Occupational Health & Safety Act, Regulation and Code of Alberta
- 5 2201-CP Hazard Assessment, Elimination, and Control

6 2211-CA Bomb & Other Threat

7 2211-CP Threat Response

8 4205-CP Spill Response

Scope/Application:

1 This policy applies to all departments.

Authority/Responsibility to Implement:

1 The Human Resources Manager ensures this policy meets legislated requirements.

2 Department managers are responsible for implementing and monitoring this policy in their department. This includes ensuring all workers are informed of expectations of this policy.

Inquiries/Contact Person:

1 HR Team Lead - Wellness & Safety

Policy Monitoring and Evaluation:

1 This policy will be reviewed and evaluated at least every three years with amendments made as required.

Document History:

Date:	Signature:	Title:
Approved: October 2, 2006	“Norbert Van Wyk”	City Manager
Revised: July 11, 2009	“Craig Curtis”	City Manager
Reviewed: April 19, 2012	“Marge Wray”	Human Resources Manager
Reviewed: September 13, 2019	“Kristy Svoboda”	Director of Human Resources
Reviewed: October 7, 2020	“Tracy Bruce”	Human Resources Manager