

Subject: FIRE/ EMERGENCY EVACUATION	Staff
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Cross Reference: Facility Lockdown Policy; Occupational Health and Safety Act, RSO 1990 – Ontario; Accessibility for Ontarians with Disabilities Act, 2005	Approved By: Executive Director

POLICY:

Every staff member will be responsible for ensuring that Vaughan Community Health Centre (VCHC) premises are a safe environment for all staff, clients, visitors, students, volunteers, and tenant(s). Staff from VCHC and its tenant(s) will share the responsibility of ensuring that all occupants safely evacuate the premises when necessary: for example, in the event of a fire, a bomb threat, hazardous contamination threat, or natural disaster. In case of a fire, the signal to evacuate is the fire alarm. In all other emergencies, a paged announcement will follow.

PROCEDURE:

All emergency situations that are deemed to impact the safety of staff, clients, and the public on VCHC premises, will be handled in accordance with the Accessible Customer Service Standards, Integrated Standards and other related regulatory requirements such as those in accordance with the Occupational Health & Safety Act., Ontario.

1. In the event of a fire

- On seeing a fire, all occupants will leave the room immediately, close the door behind them, (keeping it unlocked) and sound the fire alarm. The fire/evacuation marshal will contact 911 immediately. The fire/evacuation marshal for VCHC will be the Finance and Operations Manager and the Administrative Assistant will be the back-up. Staff will inform the front desk about the fire. If the fire is a small one and staff members are trained and confident in using the fire extinguisher, they may attempt to extinguish the fire.

2. When the fire alarm sounds

- Everyone will evacuate the building immediately. All staff will ensure that the office and exam doors are **CLOSED AND UNLOCKED** before they evacuate. VCHC employees, clients, students, volunteers, and visitors will exit using the closest emergency exit at the time of the alarm. Staff will ensure all clients in waiting areas are evacuated and offer help if anyone needs help to evacuate. If it is not safe to exit through the front doors, staff shall review the posted fire plans to find the nearest alternate exit. **Elevators may NOT be used for evacuation.**

3. Evacuation of occupants who require help

- Staff will make a quick assessment of those who need assistance in evacuating the premises. If it is safe, staff will help them to evacuate. If it is not safe those needing assistance who are on the second floor will be moved to the VCHC board room and the doors will be closed and left unlocked.
- The **VCHC board room** is designated as a fire shelter because the walls contain fire-proof materials. If the board room is inaccessible or unsafe, one of the examination rooms or the stairwell is a safe alternative. When staff providing assistance exit the building, they will inform the fire department immediately about the need to evacuate people and their whereabouts.
- VCHC staff and other occupants will meet at the North East corner of the parking lot (entrance of the underground parking) and wait for instructions. The VCHC's tenant's staff will exit at the closest exit and congregate at the North West corner of the parking lot (closest to Jane St.). Designated fire/evacuation marshals of VCHC and its tenant shall have the sign-in/out list of employees, clients, students, volunteers, and visitors and will conduct a roll call to account for all occupants. Staff will re-enter the building **ONLY** after the Property Manager or the fire department has instructed staff that it is safe to do so. The fire/evacuation marshal will record the evacuation in a health and safety incident report.

4. Floor Drawings

- Floor drawings of the nearest fire exits are posted in the following locations:
 - 1st floor: reception area, program rooms hallway, offices hallway, computer lab
 - 2nd floor: reception area, exam rooms hallway, board room, staff kitchen, Chronic Disease Centre

5. Fire Extinguishers

- Fire extinguishers are installed in the following locations:
 - 1st floor: all 3 program kitchens and fire exit door in the outreach team area
 - 2nd floor: reception area, staff kitchen, mailroom, stairwell door, backdoor of Chronic Disease Centre

FIRE/EMERGENCY EVACUATION SAFETY RESPONSIBILITIES:

Daily Responsibilities

All VCHC and its occupants are expected to document the time of their entry and exit from the building as follows:

Who	Where to sign in/out
Health Promotion Team, Programs and Services Director	Program offices hallway on 1 st floor
Clinical Team, Medical Secretary Team, Allied Health Professionals,	Clinical hallway by the chart room on 2 nd floor
Diabetes Team, Administrative Team	Administrative hallway on 2 nd floor
Diabetes Receptionists, Diabetes and COPD Program Coordinator, Allied Health Professionals	Administrative hallway on 2 nd floor
Students, volunteers, visitors	Either at the 1 st or 2 nd floor reception desk
Group/program participants	1 st floor reception desk
Students, volunteers, visitors	Reception desks at either the 1 st or 2 nd floor.

Designation of fire wardens

The VCHC Joint Health and Safety Committee (JHSC) and the tenant will recruit, train, and assign primary and back-up fire/evacuation wardens for each part of the building as follows:

- Zone 1: 2nd floor reception area, chart room, clients' washroom, interview/meeting room, storage room
- Zone 2: 2nd floor exam rooms, offices, medical supplies room, staff kitchen
- Zone 3: 2nd floor administrative and diabetes offices, board room, mail room, and washroom

- Zone 4: 2nd floor Chronic Disease Centre
- Zone 5: 1st floor offices, meeting room, photocopier/storage room
- Zone 6: 1st floor program rooms, computer lab, receptionist office, reception area, storage room, washrooms

Staff who may require assistance during a fire/emergency evacuation

The staff of the VCHC and the tenant is strongly encouraged to inform their direct supervisor of their need for assistance during a fire/emergency evacuation. The direct supervisor will work with the staff to provide individualized emergency response information.

RESPONSIBILITIES IN AN ALARM:

1. The wardens will check all spaces in their assigned zone to ensure that everyone has evacuated, that doors are closed and UNLOCKED, and that everyone is accounted for.
2. VCHC first and second floor reception staff will be responsible for taking the sign-in/out sheet and fire safety binder with them as they evacuate the premise. The binder contains the fire safety plan and emergency contact information.

TRAINING

All VCHC staff will receive basic fire safety and evacuation training during orientation, and key staff will receive additional fire/evacuation warden training. The VCHC will offer this training to the tenant's staff as needed.

EVACUATION DRILLS

Fire/evacuation drills will be conducted once a year. VCHC staff team is required to participate in the drills. The JHSC will organize and conduct the drill and debriefing at the end of the drill. The evacuation procedures may be amended as needed.