

Emergency Evacuation Procedure

Overview

There are several situations which may require the need to quickly and safely evacuate the SHSA building. These situations may include the following:

- Discovery of a fire
- Receiving a bomb threat
- A hostage taking or unruly citizen

Procedure

1. The evacuation procedure will be initiated at the moment an injury or threat situation occurs in the office.
2. The SHSA offices do not have Fire Alarm enunciators, therefore the verbal expression (FIRE) will be used or a steady pulse sound triggered by pressing the emergency keys on the alarm system.
3. ALL employees must leave the office in a safe and timely manner and gather at the designated muster point.

Regina

Doors

- The office has two doors to evacuate people. One door is on the southeast side, while the other door is located in the north side of the building – each door is marked with “EXIT” signs.

Muster point

- The North West corner of the adjacent parking lot.

Saskatoon

Doors

- The only door is on the East side of the office.

Muster point

- The sidewalk immediately in front of the office, across the street.

4. Once at the designated muster point 911 **should be contacted immediately**.
 - The evacuation leader or back-up evacuation leader should notify other office neighbours of the emergency situation.

Emergency Communications

Both locations have security alarm systems with Emergency keys pre-programmed. If time permits and the fire or situation does not obstruct the exiting of the building, the Fire, Auxiliary, and Panic buttons are to be pressed.

Once out of the building and at the muster point, designated staffs are to notify **911**.

Employees will meet with the Emergency Responders (Fire Department, Police Service, or EMS personnel) and the designated person will inform them of the emergency situation.

Employees will not make statements or comments to media personnel. All media requests should be



directed to the CEO.

Testing of alarm system and fire drill procedure

The testing of the alarm system and fire drill procedure will note any deficiencies and have immediate corrective action. The safety officer will conduct an annual test of the fire alarm and fire drill.

Alarm system will be tested on an annual basis to ensure that the alarm is working properly.

Fire drills will be held once (1) every year to ensure evacuation procedures are known and retained if a fire or evacuation is to occur.

Emergency Response Plan

Regina Office

Saskatoon Office

Evacuation leader: Administrative Assistant
Back-up evacuation Leader: Business Manager

Evacuation leader: Sr. Safety Advisor
Back-up evacuation Leader: Sr. Safety Advisor

The evacuation leader will coordinate evacuation of the building. These duties and responsibilities include:

- o Ensuring all associates have exited the building (except those with designated responsibilities)
- o That all associates meet at the muster point and take a roll call
- o If call or alarm key was not placed, 911 will be contacted
- o Notify other occupants in neighbourhood office buildings
- o Inform emergency responders of incident

Emergency numbers

In case of an emergency, yell **FIRE** or press the **Emergency key** on alarm system, evacuate promptly and notify appropriate responders, CEO and safety officer.

Fire Department/ Police/ Ambulance – 911

Other Emergency Contacts

Saskatchewan Energy Natural Gas Emergency and Safety	1-800-700-0427
Poison information centre	1-866-454-1212
Occupational Health and Safety	1-800-567-7233
T.S Surelock	1-877-669-6669
CEO	529-7554 ©
Business Manager	537-7283 ©
Safety Officer	537-3042 ©
Eric Pollock (Regina maintenance manager)	536-5454 ©
Jamie Lackie (Saskatoon property manager)	664-1235 (w)

To be posted in employee common area

CEO: 

Date: Sept 27/2010



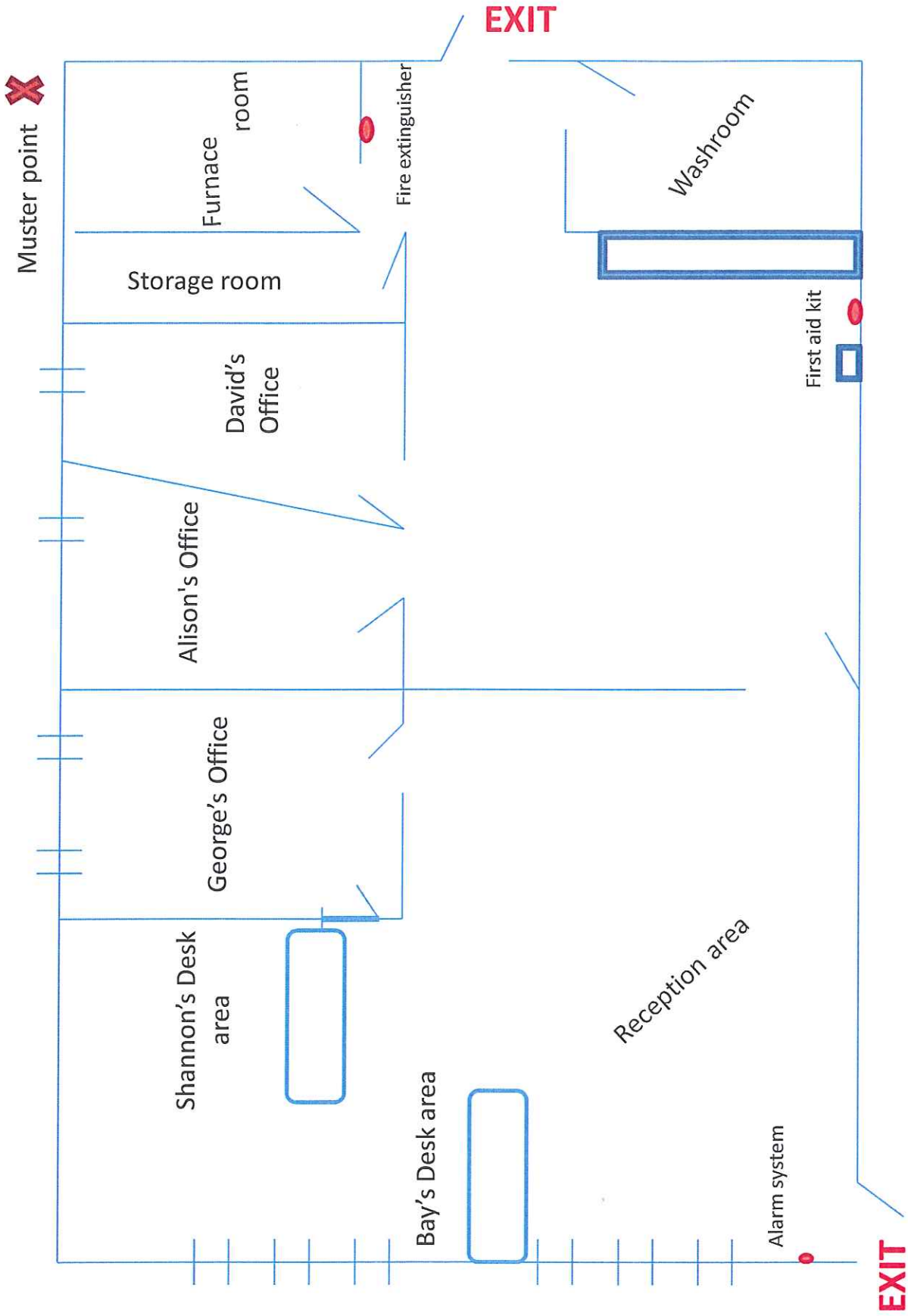
Emergency Numbers

Date:	September 9/10	Location:	Regina
Ambulance:	911		
Police:	911		
Fire Department:	911		
Municipal Electrical Dept:	1-888-757-6937		
Saskatchewan Energy Natural Gas Emergency and Safety	1-800-700-0427		
Occupational Health & Safety:	1-800-567-7233		
Poison control information center	1-866-454-1212		
T.S Surelock	1-877-669-6669		
Emergency Response Team			
Evacuation Leader: Bay Vayachack	530-5090		
Back-up Evacuation Leader: Shannon Pockaj	537-7283		
First Aiders: Shannon Pockaj	537-7283		
David Walker	537-3042		
Building maintenance manager – Eric Pollock			
Work Phone:	565-0762		
mobile Phone:	536-5454		

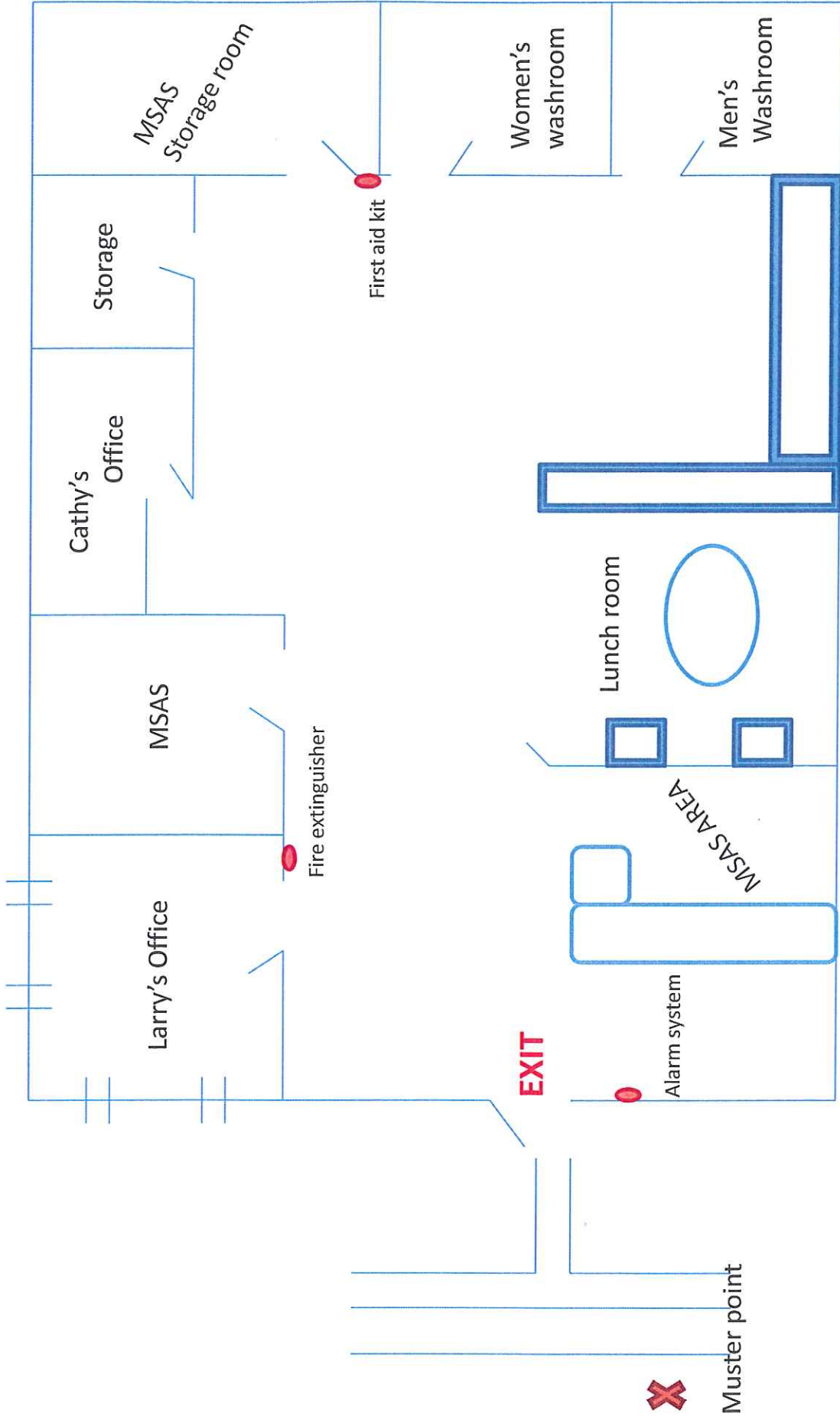


Emergency Numbers

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Occupational Health & Safety:	1-800-567-7233		
Poison control information center	1-866-454-1212		
T.S Surelock	1-877-669-6669		
Emergency Response Team			
Evacuation Leader: Cathy Davidson	227-9830		
Back-up evacuation Leader: Larry Glow	220-7932		
First Aiders: Cathy Davidson	227-9830		
Larry Glow	220-7932		
Building Property manager-Jamie Lackie			
Work Phone:	664-1235		
Building Property Manager assistant- June Fedrau			
Work Phone:	664-1225		



Regina Office



Saskatoon Office