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## Health and Safety Emergency Resource Management Procedure

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### 1.0 PURPOSE

The purpose of this procedure is to ensure that employee emergency resources have been trained and properly assigned to University buildings as an essential component of an effective emergency preparedness plan, and to meet any applicable legislated requirements.

### 2.0 ASSIGNING AND REPLACING EMERGENCY RESOURCE EMPLOYEES

A list of emergency resource employees will be made available to each manager designate. Included with this list will be any applicable certification expiry dates. It will be the responsibility of the manager designate to ensure that a **Health and Safety Emergency Resource Notice** is current at all times and posted within their designated building/areas. Human Resources will send reminder notices to manager designates in January and August of each year in order to assist with this task.

In the event that an emergency resource employee's relationship with the University ends, they are going to be absent from the University for an extended time period or they relocate to another building, the manager designate will need to ensure that replacements are secured and that the Health and Safety Emergency Resource Notice is updated. The Health and Safety Officer as well as Manager, Public Safety and Security and Emergency Management can assist with training the replacement(s).

Emergency resource employees are also strongly encouraged to keep manager designates up to date on any changes to their employment relationship, pending leaves, relocations etc.

### 3.0 EMERGENCY RESOURCE SUMMARIES

#### 3.1 Fire Wardens

<b>requirements for each designated area:</b> 1 principal and 1 back-up
<b>training availability:</b> annually (at minimum)
<b>contact:</b> Scott Bronson, Manager, Public Safety & Security & Emergency Management

**Overview:** Fire wardens will ensure that occupants in an assigned area evacuate the building or are positioned in a safe haven area. The fire wardens are to walk through their assigned areas on their way out of the building, looking for occupants who have not evacuated.

Fire wardens are not to place themselves in danger during this process.

If fire and/or smoke are observed, wardens are to leave the building immediately.

In the event that an occupant is unable to be evacuated from the building, the fire warden shall assist that individual to a safe area.

Each fire warden's responsibility is strictly to assist building occupants to evacuate safely, effectively and efficiently within a matter of minutes.

**Fire Wardens should attend to their work area/building and familiarize themselves or obtain the following:**

- The location of all Fire Alarm Pull Stations in your area/building.
- The location of all Fire Extinguishers in your area/building.
- The location of all "Designated Safety Zones" (DSZ) in your area/building.
- The location of all stairwells in your area/building.
- Take Fire Extinguisher training.
- With your other area Fire Wardens, select a meeting place so that everyone who has been evacuated from your area/building can meet and be accounted for or updated with information if the event is going to be long term.

Notify the Manager Health and Safety Resource designate in your area/building when you are on holidays or will not be available to perform Fire Warden Duties to assist in ensuring that our contingent of Fire Wardens in that area is appropriate.

### **UPON HEARING THE FIRE ALARM**

The Fire Warden will adhere to the Emergency Procedures and, provided it is safe to do so, and with all due regard for personal safety will:

- Immediately put on your Fire Warden identification (hat, vest or arm bar).
- Instruct assistance from staff members to aid anyone in their office who requires assistance (i.e. wheelchair, blind, recent surgery, etc.).
- Proceed to a central area and start the evacuation of the area by directing occupants to the nearest exits.
- Conduct a systematic search of washrooms, offices, classrooms and all other areas frequented by occupants.
- Ensure total evacuation.
- Close all doors behind you.
- Evacuate the building using the nearest exit.

- Report and advise if your area has been evacuated or if anyone has been left back inside.
- After exiting building do not return into the building until it is declared safe to do so by the Fire Services.
- Advise evacuees to move as far as possible away from the building.

**Stage 1 and Stage 2 Alarms**

- Upon notification of a **Stage One Fire Alarm**:
  - Obtain your Fire Warden identification items, (hat, vest, or arm bar).
  - Prepare for an evacuation order.
  - Determine if anyone is at a “Designated Safety Zone”.
  - No order, stand down and resume regular duties.
- Upon notification of a **Stage Two Fire Alarm**:
  - Immediately direct person(s) out of the building using the closest safe exits.
  - Do not use elevators.
  - If person(s) are at a “Designated Safety Zone”, inform them that:  
*Assistance will be given to them.  
That they will not be placed or left in an unsafe situation.*
  - Notify security of the “Designated Safety Zone” and how many people require assistance.
  - Once everyone has evacuated, stay with the people at the “DZS” until security or emergency service workers arrive on scene.
  - Only evacuate a person from the “DSZ” if it is unsafe to remain there.
  - Once outside and away from the building, if possible, account for everyone in your area and report anyone missing to security at that area.

Wait for further instructions.

[additional one and two stage alarm details](#)

**3.2 First Aid/CPR Responders**

<b>requirements for each designated area:</b> 1 trained per each floor per building
<b>training availability:</b> annually (at minimum)
<b>contact:</b> Dave Roger, Health and Safety Officer

**Overview:** Whether the illness or injury is caused by work or not, what is important is that lives can be saved and minor injuries prevented from becoming serious by the quick intervention of a trained first aider.

**"First aid" means**

- (a) in cases in which a person will need medical treatment, treatment for the purpose of preserving life and minimizing the consequences of injury until medical treatment is obtained, and
- (b) Treatment of minor injuries that would otherwise receive no medical treatment or that do not need medical treatment;

**"First aid attendant" means**

- (a) a person who holds a valid first aid certificate issued by the WSIB or by a person recognized by the WSIB and who is designated as a first aid attendant by the employer

Within each University building, there will be 1 certified 1<sup>st</sup> Aid/CPR responder on each floor, in order to ensure all employees have access to immediate medical care if such is required.

**Training:**

- 1<sup>st</sup> Aid/CPR training is a 2 full day course, which is valid for 3 years.
- Before the 3 year expiry date, a 1-day refresher course can be taken (only valid once).
- Once the 3 years have expired or the 1-day refresher course is exhausted, the 2day course must be taken again in order to be certified.

**First aid attendant responsibilities**

- (1) The first aid attendant must
  - (a) Promptly provide injured workers with a level of care within the scope of the attendant's training
  - (b) Refer for medical treatment workers with injuries considered by the first aid attendant as being serious or beyond the scope of the attendant's training.
- (2) A first aid attendant must be physically and mentally capable of safely and effectively performing the required duties
- (3) The first aid attendant is responsible, and has full authority, for all first aid treatment of an injured worker until responsibility for treatment is accepted
  - (a) At a place of medical treatment,
  - (b) By an ambulance service acceptable to the Board, or
  - (c) By a person with higher or equivalent first aid certification.
- (4) The first aid attendant does not have authority to overrule a worker's decision to seek medical treatment or the worker's choice of medical treatment.

### **3.3 Defibrillator Responders**

<b>requirements for each designated area:</b> 1 trained nearby each defibrillator & 1 back up
<b>training availability:</b> annually (as individual expiry dates are approached)
<b>contact:</b> Dave Roger, Health and Safety Officer

**Overview:** Message from The Central East Prehospital Care Program -

Durham Region is a Cardiac Safe Community.

CEPCP manages Public Access Defibrillators (PAD) in more than 150 sites across all Durham Region municipalities through our Cardiac Safe Community Program.

CEPOP are supported by Lakeridge Health, Durham Region EMS, Ontario Power Generation (OPG) and Fire Services in 8 municipalities (Ajax, Clarington, Brock, Oshawa, Whitby, Pickering, Scugog and Uxbridge).

**Our Program:** *When a cardiac emergency strikes, trained responders at each site can spring into action with training from the Cardiac Safe Community Program. Not only does the program teach the use of a Semi-Automatic External Defibrillator (SAED), it enhances the responder's ability to deal with medical emergencies in any environment. Those enrolled in the program will learn lifesaving techniques from expert paramedics and firefighters, who face life-threatening emergencies on a daily basis. Our instructors are qualified to deliver Cardio Pulmonary Resuscitation (CPR) and SAED according to the guidelines set by the Heart and Stroke Foundation of Ontario and the CEPCP.*

*We offer a 5-hour PAD/AED course that includes adult CPR and the safe use of an AED. This program provides medical oversight, guidelines, education, continuous support, event review and critical incident stress management to ensure best practice.*

*Our program ensures that every certified SAED provider can perform defibrillation safely and effectively.*

*If you would like more information about the Cardiac Safe Community Program please contact us at 1-866-423-8820.*

While each Cardiac Safe Community site has trained Target Responders to attend to any emergency that should arise in their facility, Public Access Defibrillators are just that--public. Any member of the public is capable of using one of these units. PADs are automated and, after simply turning on the unit, feature instructional prompts for carrying out a rescue.

Local industries and corporations have also joined our Cardiac Safe Community with on-site Automated External Defibrillator (AED) response and/or PAD programs. These partners include:

- Ontario Power Generation - Emergency Medical and AED response within both generation facilities and PADs across five OPG sites.
- Oshawa Centre - Security staff trained in AED response.

# Health and Safety

## Emergency Resource Notice

<p>(insert building name)</p> <p>(insert #) Floor</p>	
<b>Prepared by:</b> Manager's Name	<b>Effective date:</b>
<b>First Aid Responder(s):</b>	Name One, Rm 1233, ext 1233 Name Two, Rm 1234, ext 1234
<b>Fire Warden(s):</b>	Name One, Rm 1233, ext 1233 Name Two, Rm 1234, ext 1234
<b>Defibrillator Location:</b>	<i>Insert location here</i>