

HR 196 Evacuating the Building

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In the event of an emergency, such as gas leak, bomb scare, fire hazard, power failure the building should be evacuated promptly, and in an orderly fashion.

The Branch Manager is in charge. In his/her absence, the Public Service Assistant (PSA) is in charge.

1. Calmly but firmly obtain everyone's attention and calmly explain the situation.
2. Give assistance to those who need it, such as children and the elderly. Ensure that patrons, especially children and elderly, accompany you to a place of refuge and arrangements for transportation made.
3. Do a careful check that no one is left in the building.
4. Notify appropriate emergency authorities (police, fire, ambulance etc).
5. Notify appropriate authorities, (CEO or Commissioner of Community Services).
6. When the 'all clear' is given, re-enter building and check that lights etc are in working order before re-admitting public.
7. Notify CEO of latest developments.
8. Write an incident report for CEO.