



BRITISH COLUMBIA
CONSERVATION
FOUNDATION

Facility Information

Facility Name:
Facility Address:
Date Prepared:

Emergency Phone Numbers

Fire Department:
Ambulance:
Police:
Building Manager:

Emergency Contact List

First Aid Attendant	Contact Number	Schedule	OFA Level
Primary:			
Secondary:			
Type of Kit:	Location of Kit:		

Emergency Coordinator	Schedule
Primary:	
Secondary:	

Emergency Reporting and Evacuation Procedures

Types of emergencies personnel are to be competent in responding to include:

- Medical
- Snow storm
- Earthquake
- Fire
- Other:
- Other:

Medical Emergency

- Call 911 and provide the following information:
 - Nature of medical emergency
 - Address (the first aid attendant will send someone to meet the emergency responders)
 - Your name and phone number
- Do not move victim unless absolutely necessary
- Call the first aid attendant and follow their instructions

Snow Storm

The nature of a snow storm provides for more warning than other events. The facility manager should decide if the facility will stay open. If the facility closes this should be communicated to all personnel to ensure no one needlessly drives.

If indoors:

- Be ready to evacuate as directed by the facility manager/emergency coordinator.
- If it is too hazardous to leave the facility be prepared to shelter in place.

Shelter in Place

If required to shelter in place:

- Bring everyone into the interior room(s). Shut and lock the door(s).
- Have everyone call/text their emergency contact to let them know where they are and that they are safe.
- Close and lock all windows, exterior doors and any other opening to the outside.
- Ensure all employees are familiar with the building's heating and air conditioning system.
- Select interior room(s) preferably above the ground floor, with the fewest windows and vents
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate.

Location and Contents of Emergency Kit

Earthquake

If you are inside, stay inside. Do not run outside or to other rooms during shaking.

- Drop down onto your hands and knees. This position protects you from falling, but allows you to still move if necessary.
- Cover your head and neck and your entire body if possible under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall, and cover your head with your hands.
- Hold on to your shelter (or to your head and neck) until the shaking stops.

If outside:

- Move to a clear area if you can safely do so; avoid buildings, power lines, trees, signs, vehicles and other hazards.

Fire Emergency

If you discover a fire:

- Notify the other personal to the fire with:

Fire alarm Voice Communication

Pealess Whistle Air Horn

Evacuation Procedure:

Fight the fire only if:

- The fire department has been notified.
- The fire is small and is not spreading.
- Escape is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and you have been trained to use it.

Upon being notified of the fire, personnel must:

- Leave the building/area using the designated escape routes.
- Assemble in the muster station
- Remain outside until the competent authority (designated official or emergency coordinator) announces that it is safe to re-enter.

Emergency Coordinator must:

- Coordinate an orderly evacuation of personnel.
- Perform a head count of personnel who have reported to the muster station.
- Provide the fire department with necessary information about the facility.
- Assist physically challenged employees in emergency evacuation.

