

Emergency Plan



By Midwest Emergency District

BOMB THREAT

Anyone may receive a bomb threat simply by answering the telephone. All threats are to be taken seriously.

GENERAL INSTRUCTIONS

- Phones should be used from outside the building. A phone from a neighboring building or cell phone can be used.
- It is best to keep a minimum distance of 150 feet(50 metres from the building)
- Manual doors, without door alarms, should be used when possible

If you receive a bomb threat by phone you should:

- Keep the caller on the line as long as possible
- STAY CALM and Listen carefully
- Be courteous
- Alert co-workers if possible
- Document as the caller talks
- Exit the building using a manually operated door, if possible
- Dial 911 from outside the building

DO NOT activate any light switches, cell phones, portable radios or slam doors as they may act as activation devices.

If a bomb threat is received in the mail, e-mail or fax:

- Spread by word of mouth Bomb Threat
- Do not handle the parcel or letter
- If the letter was opened avoid any further handling
- Dial 911 from OUTSIDE the building
- Document pertinent information regarding the letter:
 - Did it have a post mark
 - If it was hand delivered, describe the delivery person and delivery vehicle if possible

If you should discover a suspicious package:

- Spread by word of mouth Bomb Threat
- DO NOT touch the package
- Clear the area
- Dial 911 from OUTSIDE the facility
- Document all details of the package and events leading up to the discovery

When evacuating:

- Avoid moving people through unchecked and potentially hazardous areas
- Move a minimum of 350 ft (Canadian guideline) away and into a sheltered area away from potential debris

BOMB THREAT INFORMATION

Time of Call Received: _____

Call Received by: _____

Call Received on Line _____

Bomb Information Received from Caller

1. When is the bomb to explode? _____
2. Where is the bomb located? _____
3. What does the bomb look like? _____

Caller Information

1. What is the caller's name? _____
2. Where is the caller calling from? _____
3. Caller characteristics:
 - a. ___ male b. ___ female
 - c. ___ accents _____
 - d. ___ voice tone _____
 - e. ___ demeanour (calm, aggitated) _____
 - f. ___ diction (nasal, lisp)
 - g. ___ language (articulate, poor, out of context) _____
4. Describe any background noises. _____

Bomb Package Information

1. Describe the Package: _____
2. Where was the postmark from: _____
3. When was it postmarked: _____
4. Was the package delivered to the facility by hand? Yes No
If Yes Fill out an Identification Chart-Person (FORM ADPF I1)
5. Was the package touched by anyone? Yes No
6. Were the RCMP notified? Yes No



ENTRANCE CLOSED

Use entrance

located _____

Emergency Telephone Numbers

Police, Fire, Ambulance, Poison Treatment 911

| | |
|---|----------------|
| Manitoba Hydro | 1-888-624-9376 |
| Manitoba EMO | 1-204-945-5555 |
| Environmental Accidents | 1-204-945-4888 |
| Highway Conditions | 1-877-627-6237 |
| Natural Gas Concerns (MB Hydro Gas Operations) | 1-800-465-3816 |

Six things to tell the Operator when you need help:

1. Who you need – Police, Fire or Ambulance.
2. Where you need the help – the address.
3. What is happening now?
4. How did it happen?
5. When did it happen?
6. Your name.

EVACUATION

In some emergency situations it may become necessary to leave your home or business and move to a safer location.

GENERAL RESPONSE:

Partial evacuation, removal of public and staff from the danger area to a safe area behind a set of fire doors within the building.

Complete evacuation of the entire building to a safe location.

All staff shall respond to any evacuation by:

- Secure your department by shutting down all equipment:
Including but not limited to:
 - HVAC (air exchange systems)
 - Propane / natural gas
 - Appliances
 - Shut off water if you have time.
- Close / lock all windows and doors.
- Assist with public evacuation.
- Assist with other duties as assigned.

Chemical Spills

DEFINITION

Dangerous Goods –Substances or products that, in uncontrolled conditions, can present a risk to life, property, or the environment.

“Dangerous goods” is the legislated terminology for Hazardous Materials in Canada and Manitoba specifically.

Hazardous Materials - A substance, solid, liquid or gas, that when released is capable of creating harm to people, property and the environment. HAZMAT is an abbreviation for hazardous materials. Hazardous Materials is a term used to describe dangerous goods in the United States.

PREAMBLE

Depending on the size, scope and mandate of the building there may be various hazardous materials on site, the handling of which may present risk to staff and/or public.

While each product has its own unique properties and hazards, some general guidelines can be developed. These, however, do not replace the MSDS sheets required for the specific products used at local buildings.

Hazardous materials take many forms, such as solids, liquids or gases. They can be combustibles such as fuel, natural gas and propane. Different cleaning agents also pose hazard alone, or when mixed together. Be aware of product labeling and read instructions before use.

An external spill may also affect the building in a variety of ways. Evacuation may or may not be required. It is important to remember that in such an event community resources may be needed in several areas. Communication is vitally important in such an event.

What to do During a Hazardous Material Release:

1. Do not go to see what is happening - leave the area.
2. Call 911
3. Stay away from the area and do not let anyone go there.
4. Follow the instructions from 911 and the Fire Department.

STAFF MITIGATION

- A Building Master Binder of MSDS is located _____
Identify location of Master Binder
- The fire department will be informed of this location

1. Buildings that utilize propane or natural gas will include all shut off valve locations in their Fire Plan and new staff orientations.
 2. Staff who normally handle a potentially hazardous substance shall be:
 - Trained in proper handling and clean up procedures for spills specific to the product(s) involved
 3. Where hazardous materials must be moved through the building (on delivery of additional quantities or disposal of used material), a route and time should be identified and selected to avoid:
 - Public areas
 - Interaction with staff or visitors
 - Areas that would make containment or clean up of a spill difficult
 4. Appropriate PPE (personal protective equipment) shall be worn as per MSDS guidelines.
- **Product clean up involving Hazardous Materials will not be done by staff.**

If spill or release of hazardous material occurs in the building

The following actions will be taken :

- Immediately evacuate area
- Close all doors and windows if possible in area immediately related to spill but do not re-enter room or risk contact with the product to do so
- Phone 911 for Fire Department assistance
- **ALL STAFF WHO MAY HAVE BEEN EXPOSED OR CONTAMINATED TO PRODUCT MUST BE DECONTAMINATED BY FIRE DEPARTMENT OR RESPONDING HAZMAT TEAM PRIOR TO HAVING ANY CONTACT WITH OTHER STAFF, Public, OR LEAVING**

Flammable and/or Explosive Products

The following actions will be taken :

- Avoid activating lights or any other electrical switches
- Contain the spread of fire or chemical by closing doors and windows
- **DO NOT RE-ENTER AREA OF RELEASE FOR ANY REASON WHAT SO EVER**
- Activate Evacuation by word of mouth
- Remove all public and staff to safe location
- **DO NOT activate alarms as this could ignite products**
- **DO NOT key microphones on portable radios, fleetnets, or cell phones due to the presence of potentially explosive gases**
- Dial 911 for Fire Department and EMS assistance using a landline or cell phone **outside** of the facility

HOSTAGE

Includes: Hold-up, Break-in, Intruder, Hostage Situation

GENERAL RESPONSE: When an intruder is discovered:

- Stay Calm – Pay close attention to detail.
- In the interests of safety, find out what the intruder wants:
 - Drugs
 - Money
 - Hostage
 - Other _____
- Cooperate with intruder(s) by complying with demands whenever possible.
- Maintain safety of yourself and other people in the building.
- If safe to do so, lock doors between yourself and the incident area.
- If safe to do so evacuate the building.
- Call 911 as soon as it is safe.**
- If the Intruder has left, lock the doors to the building when safe to do so.
- Provide necessary information to police.
- Ensure all people in the building are accounted for.

Insert
Building
Map
Highlight
Exits

Medical Emergency

In the event of a cardiac arrest or other sudden medical emergency, remember the basic first aid principles: **Check – Call – Care**

GENERAL RESPONSE:

- Check the scene for safety.

- **Check** for Unresponsiveness

- **Call 911** if required

- **Care:** Treatment as required.

- Bring the First Aid Kit / Heart machine if there is one in the Building.

- If you are not directly involved in the care, provide assistance as directed.

SMOKE OR FIRE

RESPONSIBILITIES OF THE PERSON DISCOVERING THE SMOKE/FIRE

1. Immediately notify all persons within the building.
 - Shout or page over the phone system:
'FIRE, FIRE, FIRE' with the location of the fire
 - If the building has a Fire pull station "pull it"
2. Contain the fire by closing the door to the room or space.
3. If the fire is small (ie garbage can) you may use a fire extinguisher to extinguish the fire.
4. CALL 911 for Fire Department, EMS and police assistance.
5. Evacuate the building.
 - Ensure that all building occupants are accounted for.
 - Have all everyone meet at a single 'rally point'
_____ to ensure that everyone has evacuated the building safely.
6. Upon arrival of the fire department notify the *Officer in Charge* of the location of the fire.
7. Do not re-enter the building until you have received the "All Clear" from the *Fire Department*.

POWER OUTAGE

PREAMBLE

Power outages are of particular concern due to their impact on the public and business interruption.

In the event of a power failure:

- STAY CALM
- Check the people in the building.
- Check with your neighbours to see if they have power.
- Ensure communications systems are working.
- Turn off /unplug all unnecessary equipment.
- Gather necessary supplies for extended power outage (ie. Blankets, flashlights etc).
- Call Manitoba Hydro to report the power outage.
- Locate a battery operated radio to listen for any information.
- Report all downed power lines by phoning 911.
- Power Failure Phone(s) is/are located _____
Input location of power failure phone(s)

Once Power is back on:

1. Wait a few minutes for the power to stabilize before plugging in appliances / equipment again.
2. Check all equipment (water heaters, natural gas hook ups etc) are working.
3. Turn off any portable heaters.

Adverse Weather Situations

PREAMBLE

Severe weather can occur at any time. It may include many different types of weather including but not limited to rain, snow, sleet, hail, tornadoes, extreme heat/cold and many more. It is important to remain informed about the status of weather conditions. It is also important to remain calm and be prepared in the event that the weather conditions do not improve for an extended period of time. Tornadoes occur most frequently between the hours of 1600-1800 and usually between the months of May-September.

MITIGATION

1. Preplanning is crucial. Lists of resources to be utilized in the event of an adverse weather situation will be updated seasonally.
2. Winter Survival Kit:
 - Ice scraper and brush, Methyl hydrate (fuel line de-icing)
 - Flashlight and extra batteries, booster cables, shovel and tow rope
 - Flares or other signal aids, sand or kitty litter, candles and coffee tins
 - Matches/lighter, blankets/warm clothing, granola bars, candy, sugar cubes
 - First aid kit, compass, hatchet or axe, cellular phone

As in any situation the SAFETY of the public and staff is paramount.

A **Weather Watch** is provided when conditions are favourable for a severe storm to develop. These are usually issued early in the day. It is a good idea to pay attention to the weather and listen to the radio for up-dated information.

A **Weather Warning** means that severe weather is happening or that severe weather conditions are very likely.

Manitoba Highways Conditions

1 - 877 – 627 - 6237

<http://tgs.gov.mb.ca/roadinfo>

Internet Weather

www.weatheroffice.ec.gc.ca/canada

***** Keep tuned in to weather updates on radio, television or internet *****

Extreme Heat

1. Slow down. Your body can't do its best in high temperatures.
2. Get out of the heat and into a cooler place as soon as you begin to feel too warm
3. Drink plenty of water to keep your body from dehydrating.
4. Maintain salt levels in your body (check with your doctor)
5. Avoid high protein foods. They increase your body's water loss and heat production.
6. Dress appropriately in light-weight, light-coloured clothing.
7. Avoid getting sunburned, it restricts the body's cooling system.

Tornadoes

1. Warning Signs of Tornado
 - Severe thunderstorms with frequent thunder and lightning
 - An extremely dark sky sometimes highlighted by green or yellow clouds
 - A rumbling sound, such as a freight train or a whistling sound similar to a jet aircraft.
 - A funnel cloud at the rear of a thunder cloud often behind a curtain of heavy rain or hail.
2. What to do during a Tornado
 - Listen to the radio during the storm for updates on the storm
 - Take cover if the tornado is close
 - Go to the basement or take shelter in a ground floor room, closet or hallway.
 - Protect yourself by sitting under a heavy table or desk.
 - Stay away from windows and outside walls and doors.
 - Avoid large halls, churches, arenas etc, their roofs may collapse.
 - Stay close to the ground, protect your head and hide from flying debris.

Hail

1. Take cover
2. Stay inside a vehicle or building.

Blizzards

1. When a blizzard is forecast, stay turned to the radio for updates.
2. Stay indoors.
3. If you must go outside, dress for the weather.
4. Let someone know where you plan to go and estimated time of your arrival.

Flood

1. Stay away from flooded areas and flooded buildings.
2. Do not wade in flood waters.
3. Do not allow children to go near flooded areas.
4. Do not drive through flood water which maybe deeper than you think.
5. If in danger shut off all power in the building.

Shelter in Place

PREAMBLE

External Air Exclusion, or shelter in place, as it is often referred to, restricts the entry of external contaminated air by shutting down air exchange systems. This procedure should be used in the event that there is not enough time to permit an evacuation or an evacuation is not deemed necessary due to circumstances.

The purpose of a shelter in place is to suspend any activity or system that creates an exchange of air between that in the building and the external environment.

SHELTER IN PLACE

Upon notification of an external air exclusion,

- Announce in the building that you are Sheltering in place.
- VISITORS PLEASE REMAIN IN the building UNTIL YOU RECEIVE FURTHER INSTRUCTIONS FROM STAFF”
- Designate the emergency entrance to be used during the Shelter in Place
Emergency entrance should preferably have 2 sets of doors so that when entering from the outside or going out, there is a safety zone. You will go through the first door, allow it to close before opening the second door.
- Place a sign on the designated door to ensure proper use
- Lock all other doors.
 - Ready made signs can be found at the back of the emergency plan.
- Designate a staff member to monitor and restrict traffic flow to essential access only.

All personnel will:

- Close and lock windows and doors in their immediate area
- Advise public in their area to remain in the building.
- Dampen towels and place in and around windows and doors to further reduce the amount of outside air getting in.

All air exchange systems will be shut down

- Air system exhaust fans will be shut down
 - All bathroom, kitchen, and circulating fans will be shut down
 - Air conditioning units will be shut off
- **Shelter in Place will cease when :**
 - Consultation with appropriate agencies has occurred AND deemed safe to do so *this may vary depending on the situation”

VIOLENCE

Employees have the fundamental right to a work environment free of behaviors such as discrimination, harassment, disruptive workplace conflict, disrespectful behavior and workplace violence.

GENERAL RESPONSE:

VIOLENCE in the building:

- Remove self from danger.
- Apply *Non-violent Crisis Intervention* methods where applicable.
- Remove visitors to a safe area.
- If the situation escalates or resolution is not possible - Call 911.**
- Monitor the incident.
- Maintain the safety of yourself and the public. If safe to do so, lock doors between yourself and the incident.
- Provide necessary information to police.
- Ensure all occupants are accounted for.
- Document as required.