



# GENERAL EMERGENCY PREPAREDNESS POLICY

## Emergency Preparedness Policy

E4 Homes Inc will ensure that plans are in place to deal with emergency situations in the building and for specific types of hazards identified. At minimum, E4 Homes Inc will ensure the ability to provide:

- First aid to an injured worker
- Transportation to a medical facility
- Means of contacting outside agencies for assistance
- Means of conducting an initial attack on fire

Management is responsible for the development of emergency procedures for any unusual hazards or tasks that employees may encounter. All emergency preparedness information will be made readily available and employees will be given an orientation to ensure they are aware of:

- Location of emergency equipment
  - First aid supplies
  - Fire extinguishers
  - Rescue equipment
  - AED
- Location of communication device and contact numbers for contacting outside assistance
- Location of SDS sheets
- Escape plan and muster point
- Emergency phone numbers

## First Aid Guidelines

E4 Homes Inc is responsible to ensure the prompt and efficient administration of first aid to an injured employee. We will provide supplies, equipment, and personnel as appropriate to employees and clients while in the building.

At minimum, we will provide and maintain:

- First aid kit, first aid manual and first aid logbook.
- First aid personnel in the building at all times as required by Workplace Safety and Health (WSH) Regulation 5.5(1) Table 1. WSH committee members will hold a valid first aider/CPR/AED certificate with a representative located in the administration, safety, and plan room areas.
- Transportation to a medical facility.
  - If at a distant or isolated workplace, the transportation must be capable of accommodating a stretcher.
- Communication device to contact outside emergency services.

## Procedures for Medical Emergencies

**First responder** – immediately inform reception that first aid assistance is required. State your location. Stay with the person and make him/her as comfortable as possible.

**Receptionist** – locate first aid attendant and send to location of victim.

**First aid attendant** – assess the situation and determine if it is necessary to obtain medical assistance. If medical assistance is required:

- Dial 911
- Request emergency medical assistance
- State our address and your name
- Describe the situation
- Call reception and tell them that emergency assistance has been contacted. Have someone go to the front entrance to escort emergency assistance to the victim.

**Reception** – find out from the ambulance driver to which hospital the person will be taken. Call management or Fire Warden and provide them the details of the incident.

**E4 Homes Inc managers or fire warden** – will notify employee's emergency contact or visitor's place of employment.

### Unconsciousness/heart attack

- If a person is discovered unconscious, check the person's airway, breathing, and circulation.
- Try to determine what caused the loss of consciousness. Check to see if he/she is wearing a medical alert tag. Inform emergency responders if medical alert tag is present.
- If injuries make it necessary for the casualty to be face up, monitor breathing continuously. If necessary, hold the airway open.
- If it is unlikely they have a spinal injury, roll them into the recovery position.
- If the person is not breathing, begin CPR, get someone to call 911 and get the AED.
- If you are alone call 911, get the AED, and begin CPR.
- Only use the AED if you have been trained to do so, otherwise continue CPR until emergency services arrive.

### Tornado

**Warning:** Issued when an identifiable severe weather event is imminent or is already confirmed as occurring. The lead time will rarely exceed 10 minutes.

**Watch:** Issued when conditions are favorable for the development of an identifiable severe weather event although there is still considerable forecast uncertainty. The lead time will rarely exceed three hours.