

SWP 3.1.5 Emergency Response Plan



Area: Community Services - Cemetery

Overview:

- In an emergency situation all staff should gather at the designated muster point.
- Currently this point is the Gethsemane Columbarium, but check with your supervisor to make sure the muster point hasn't changed.
- It is important to check to make sure everyone is accounted for.
- Staff should be carrying a two way radio at all times so that everyone can be notified of an emergency quickly and conveniently.

GENERAL:

When the fire alarm sounds or evacuation from the office is deemed necessary, all employees must leave the building. The office has been divided into areas with an evacuation leader and back-up evacuation leader assigned to each area. Evacuation leaders are responsible for ensuring everyone from their areas has left the building. In the event an evacuation leader is not in the office to clear their areas, back-up evacuation leaders must assume this responsibility. Emergency evacuation floor plans identifying designate areas are provided to each evacuation leader and back-up evacuation leader.

Emergency evacuation floor plans showing evacuation routes are posted in all areas of the office. Please familiarize yourself with this floor plan and procedure.

The evacuation leaders and back-up evacuation leaders are listed below:

ADMIN BUILDING	EVACUATION LEADER	BACK-UP
AREA "1"	Office Admin	Todd
AREA "2"	Todd	Conner

EVACUATION PROCEDURE:

1. Upon hearing the fire alarm **or** an evacuation from the building or grounds is determined necessary, immediately proceed to the designated muster point at the Geth Niche.
2. All equipment must be de-energized.
3. The evacuation leader of each area will make a quick tour of their designated area to ensure each space is clear. Doors are to be closed by the evacuation leader after each office is checked.
4. At the assembly area, the evacuation leaders will meet and confirm that their areas were clear and that all staff members are accounted for.
5. Staff must NOT return to the facility until building management or the fire department has provided clearance to do so.
6. A call to the facilities department must be made to the Facilities On-Call phone: 403-589-7483

7. A call to the RVC Occurrence Line 403.520.3990 needs to be made by an Evacuation Leader notifying Health & Safety of the Occurrence.

Emergency Reporting Procedures

Cemetery staff must ensure that all emergencies that occur on a Rocky View County site are reported to the Cemetery Supervisor immediately.

If the emergency involves imminent danger, fire, serious injury, or a potential for serious injury to anyone, take immediate steps to protect or lessen the impact of the incident. Contact 9-1-1. Promptly contact the Garden of Peace Cemetery Supervisor by following the Rocky View County Emergency Contact Phone List.

The Emergency Contact Phone List is posted on the Health and Safety Board in the cemetery office.

Emergency Call down List

1. 9-1-1 in emergency situations.
2. Todd Baker – Cemetery Operational Lead – 403-921-8705
3. Angela Pare – Cemetery Administrative Lead – 403-478-8146
4. Facilities On-Call Phone – 403-589-7483
5. Tiff Mochinski (Office 403-520-6292, Cell 403-462-2094)
6. Sheldon Racz (Office 403-520-1285, Cell 403-829-8268)
7. Byron Riemann (Office 403-520-1196, Cell 403-478-8167)
8. CAO – 403-520-1291

BUILDING MANAGEMENT INFORMATION:

262075 Rocky View Point
Rocky View County, AB, T4A 0X2

- Call: 403.230.1401 (24 hours)
- Fax: 403.277.5977
- H+S Advisor 403-462-2094
- Facilities on Call: 403-589-7483

Site Conditions:

- Getting to the muster point in a safe manner
- Knowing when to go to the muster point
- Making sure everyone gets to the muster point