



BRT Group - Human Resources Policy Manual

Policy Title:	Emergency Preparedness	Policy Number:	4.5
Effective Date:	May 1, 2017	Revision Number: Replaces:	New Policy
Prepared By:	Human Resources	Approved By:	President

1. Become familiar with your building. Know the locations of all emergency exits.
2. If you detect fire sound alarm immediately and if safe to do so at your location call 9-1-1.
 - a. If not safe to call 9-1-1 leave building by nearest accessible means. As soon as safe to do so call 9-1-1 immediately. Be prepared to give a description of the emergency.
 - b. When calling 9-1-1 it is important to know the full address of the store.
Responders cannot be dispatched without a proper address. BRT Group's address is **1348 Hwy 7 Peterborough, Ontario.**
 - c. Remain calm, and try to help keep others calm.
3. Leave the building immediately by the nearest means. Do NOT rush or run. Do NOT stop to collect personal items. Where possible and safe to do so, close doors behind you as you leave to slow spread of a potential fire. Where possible and safe to do so leave lighting ON to make a search, if necessary, of the building later easier. If you are with another employee, stay together, and use the "buddy system". At all times be prepared to offer assistance to others and continue to remain calm.
4. During an evacuation the elevator is NEVER to be used. In an emergency situation a power failure could happen at any time, rendering the elevator unusable, or trapping employees inside.
5. Go to the assigned meeting location in the BRT Group rear parking lot adjacent to Water Street. If you exit by the front of the building, you will need to make your way to the BRT Group rear parking lot. Make your presence known to the manager taking head count. If you notice a co-worker missing notify the manager. Remain quiet and alert for additional instructions.



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6. Once the nature of the evacuation is known, the manager will assign an employee to meet Emergency Responders (Fire, Police, and/or Ambulance) at both the George St. and Water St. entrances. This person will also be responsible to inform arriving responders if anyone is unaccounted for and believed to still be in the building. Be sure to include a description of the last known area the person was seen or working in.
7. At ALL times any direction given by, or assistance requested by Emergency Responders will be followed without question/hesitation.
8. Those employees assigned to the retail floor will ensure that all customers are escorted out in a calm and orderly fashion. Notify the manager taking headcount how many customers were escorted out.
9. Those employees who have a visitor to the site at the time are responsible to ensure the visitor is escorted safely from the site.
10. At **NO** time will a BRT Group employee engage in fighting a fire. Use of a fire extinguisher is limited **ONLY** to aid in exiting the building if the means of exit is blocked by fire. When using a fire extinguisher follow the procedure listed, remembering PASS.
 - a. **P – PULL** the pin in the extinguisher fully out.
 - b. **A – AIM** the nozzle at the base of the fire, NOT the flames.
 - c. **S – SQUEEZE** the trigger fully.
 - d. **S – SWEEP** the extinguisher nozzle side to side.
11. As soon as it is safe to, continue exiting the building from the nearest accessible means and report to the designated meeting location (BRT Group rear parking lot adjacent to Water Street).
12. **Never** re-enter the building unless directed by emergency responders.



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4.5.1 Emergency Preparedness Overview

BRT Group supports and is committed to providing a safe and healthful workplace for all our employees and customers. BRT Group will ensure that procedures are in place to protect the safety of employees, visitors, and customers in the event of on-site emergencies. Emergencies related to Workplace Violence and Harassment will be addressed in the Policy of the same name. Medical emergencies are covered under the Accident and Incident Reporting Policy. As needed in the future additional procedures can be added to address new requirements or needs.

This policy covers:

- Fire and evacuation related emergencies 4.5.2
- Power outages 4.5.3

4.5.2 Fire and Evacuation Emergencies

There may arise times when it is necessary to evacuate the premises to ensure employee, visitor and customer safety. Chief among these would be fire related evacuation. Other scenarios could include, but are not limited to:

- Natural Gas Leaks
- Emergencies situations in adjacent businesses
- Other instances as ordered by local EMS officials as needed.

4.5.3 Evacuation Procedure

In the event an evacuation is needed the following procedures will be followed;