



DRUMHELLER

ADMINISTRATION POLICY



ADMINISTRATION POLICY # A-10-19

Supersedes #A-02-18

Evacuation Procedure

THE PURPOSE OF THIS POLICY IS TO:

To ensure uniform evacuation procedures for all Town facilities.

POLICY STATEMENT:

Upon determining that it is necessary to evacuate the facility, the following procedures shall be followed:

- a) Advise all occupants that it is necessary to evacuate the facility.
- b) Indicate the best route to leave the building.
- c) If safe to do so, check all areas of the facility to ensure everyone is out.
- d) Close and if possible lock these areas behind you.
- e) Meet the responding agency.
- f) Continue to communicate with the public, calm them and help them through the trauma.
- g) Advise the public where to congregate outside. Be sure to stay away from the affected area and not to block the approach of emergency response personal.
- h) Immediately following the evacuation of the facility try to determine if any one is missing. If a search of the facility is necessary, it will be carried out by the Fire department.
- i) Notify staff and the public when it is safe to return to the facility.
- j) During this process, communicate with the senior personal on site.
- k) Conclude procedure by having a debriefing session to monitor the effectiveness of the plan.

NOTE: Refer to each facility for further Emergency Operation Plan for further details.

Adopted by Chief Administrative Officer

Date: November 18/19

Chief Administrative Officer