



UNIVERSITY
OF MANITOBA

Physical Plant

89 Freedman Crescent
Winnipeg, Manitoba
Canada, R3T 2N2

Phone: 474-6307
Fax: 474-7565

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To: Physical Plant Staff

From: Rudy M. Mejía, Assistant Director, Physical Plant

Subject: Emergency Preparedness Directive

Physical Plant is the first responder to a number of emergencies that could affect the University of Manitoba. In some cases our department plays a very active role and in some supports other departments such as Security Services, Environmental Health and Safety and Human Resources or external agencies such as the Fire Paramedic Services.

Physical Plant ensures that plans are in place to deal with emergency situations in all our facilities. Physical Plant provides:

- First Aid to an injured worker;
- Transportation to a medical facility;
- Contact outside agencies for assistance.

Management is responsible for the development of emergency procedures for any unusual hazards or tasks that all staff may encounter. Emergency preparedness information is available in our safety manual and posted in prominent areas. All employees must be given an orientation to ensure they are aware of:

- Emergency contact numbers of outside assistance;
- Emergency telephone numbers;
- Escape plan and muster points;
- Location of emergency equipment;
 - Fire extinguishers,
 - First aid supplies,
 - Rescue equipment,
- Location of MSDS sheets;
- U of M emergency contact numbers;
- Use of communication devices.