



UNIVERSITY
OF MANITOBA

Physical Plant

A COR™ Certified Workplace

Emergencies and Response Communication

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Workshop #000248

September 2010



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Competency Check

Contact the Training and Safety Coordinator (474-7460) to write the Competency Check after completing this online workshop.



References



- Workplace Safety and Health Act, Sect 5(a)
- Safety & Health Manual, Chapter 11
- Employee Orientation Manual
- Duff Roblin Fire Incident Report
- Final Report Fire Duff Roblin
- Safe Job Procedure – Emergency Response
Communication Procedures



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Objective

To offer you the information needed to be competent in your understanding of emergencies and communication procedures in the event of an emergency.



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Emergencies





Workshop content

- Objective
- Emergencies
 - Preparedness
 - Plans
 - Management responsibility



Workshop content

- Identification of hazards
- Emergency levels
- Security Services Department
- Emergency checklist



Workshop content

- Emergency response communication
 - Two-way Radios
 - Emergency Codes
 - Roles and responsibilities
 - Director / Assistant Director
 - Manager Central Energy Plant (CEP)



Workshop content

- Emergency Coordinator
- Managers / Assistant Managers
- Workers
- Following an emergency
- Emergency Coordinator Checklist



Emergency preparedness

- Physical Plant is responsible to respond to a number of emergencies.
- In some cases our department plays a very active role. In other cases supports other departments and external agencies.



Plans are in place

- Physical Plant ensures that plans are in place to deal with emergency situation in our facilities, effecting our staff such as:
 - First Aid to an injured worker;
 - Transportation to a medical facility;
 - Contact outside agencies for assistance.





Management is responsible for

- Develop emergency procedures for any hazards.
- Provide an orientation to ensure all employees are aware of:
 - Emergency contact numbers;
 - Muster points;
 - Location of emergency equipment.



Management is responsible for

- Location of Material Safety Data Sheets.
- Use of communication devices.
- Provide training on all Safe Job Procedures and Safe Work Practices.
- Conduct regular toolbox, tailgate, and Staff meetings.





Identification of hazards

- A hazard is a condition which has the potential to cause an injury or property damage.
- A hazard assessment is to be carried out and documented by the worker **at the job site *before*** the task starts.





Emergency planning

- Identify possible hazards.
- Develop a Response Plan.
- Conduct Emergency Exercises.
- Post Incident Debriefing to evaluate the Response Plan.



Emergency levels

- Emergencies are grouped by type:
 - Tier 1 (Incident) response.
 - Tier 2 (Emergency) response.
 - Tier 3 (Disaster) response.



Security Services

In an event considered a Tier 2 (Emergency) or Tier 3 (Disaster) or in some cases Tier 1 (Incident), Security Services is to be immediately contacted.



Emergency checklist



1. Render First Aid.
2. Call Security Services (24/7).
3. Notify Director and/or Assistant Director.
4. Restrict immediate area of the incident to authorized personnel only.
5. Do not disturb incident scene (except to preserve life).
6. Take witnesses' names / phone numbers.



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Emergency response communication



Two-way radios

- During an emergency, preference must be given to calls related to the emergency. All other calls must be avoided.
- In case of an emergency, you must clearly say:
- “681 – 681 This is an emergency”
- And when the emergency is over
- “681 – 681 The emergency is over”





Emergency Codes

- **RED** **FIRE**
- **BLACK** **BOMB THREAT**
- **GREEN** **EVACUATION OF FACILITY**
- **BROWN** **CHEMICAL SPILL**



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Roles and Responsibilities



Director / Assistant Director

- With the declaration of a Tier 2 (Emergency) or Tier 3 (Disaster) and in some cases Tier 1 (Incident):
 - Responsible for all Physical Plant actions;
 - Communication between U of M Emergency Response Manager (in Emergency Command Centre), Managers, and Emergency Coordinator.



Manager Central Energy Plant

- Responsible for:
 - Maintains current Physical Plant Emergency Contact List.
 - Asbestos Emergency Kits are available.





Manager Central Energy Plant

- CEP engineer's Truck #90 carries current floor plans for all building and areas and other necessary safety equipment is up-to-date.
- All personnel has access to necessary safety equipment located in the CEP lockup.
- Log Book is available in the CEP lockup, required for tracking all events.





Emergency Coordinator

EC will be appointed among the managers. His or her responsibilities are:

- Reports to the Director / Assistant Director.
- Act as a recorder (maintaining a log book).
- Distribute information about resources and potential hazards.



Managers / Assistant Managers

- Report to the Director / Assistant Director.
- Communicate their activity to Emergency Coordinator.
- Collaborate and communicate with other Work Units, and other agencies.



Managers / Assistant Managers

- Manage services and supervise workers.
- Ensure workers have the required Personal Protective Equipment.
- Identify, assess and communicate hazards.
- The most opportune time to carry out such communication is at shift changes and / or immediately following significant events.



Workers

- Carry out assignments as given by the supervisor.
- Ensure that their whereabouts is known by the supervisor.
- Wear Personal Protective Equipment when applicable.
- Identify, assess and communicate hazards.



Following an emergency

- The Manager / Assistant Manager / Supervisor is to:
 - Conduct a documented debriefing session with their staff at a toolbox / tailgate / staff meeting (within 3 working days).
 - Write a report (including worker recommendations) and submit it to the Director / Assistant Director (within 7 working days).



Following an emergency

Emergency Coordinator submits his / her report with recommendations (including the Emergency Response Communication Log) to the Director / Assistant Director (within 7 working days).



Following an emergency

Following the receipt of all reports, the Director / Assistant Director will hold a final debriefing with Managers / Assistant Managers (timeframe to be determined by the Director / Assistant Director).



Following an emergency

- The Director / Assistant Director debriefing notes (along with recommendations) are to be submitted to the Physical Plant Local Area Safety & Health Committees (Fort Garry and Bannatyne).
- The Director / Assistant Director debriefing notes (along with recommendations) are to be passed to all Managers / Assistant Managers, who will debrief their staff.



Emergency Coordinator Checklist



- **During an emergency:**
 - Notify appropriate people.
 - Record directives, communication and activities between the Director / Assistant Director / Supervisors and outside agencies.



Emergency Coordinator Checklist



- Radios are distributed to all staff involved in the emergency.
- Ensure Personal Protective Equipment is available and distributed during the event.



Emergency Coordinator Checklist



- **After** an emergency:
 - Coordinate all reports.
 - Write the Emergency Coordinator report.
 - Submit all reports to the Director / Assistant Director.



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Remember

At no time are individuals permitted to act in any way that puts themselves or others in harms way. The preservation of human life is the primary concern.



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Remember

Everyone is to take reasonable care to protect his or her safety and health and safety and health of other persons who may be affected by his acts or omissions.



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Competency Check

