Emergency Response Plan Policy

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<thead>
<tr>
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<td>Delegates: CUSA Executive Director CUSA Director of Human Resources</td>
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Policy
CUSA is committed to maintaining a safe work environment. In the event that CUSA is faced with an emergency situation:

- Fire or explosion
- Flood
- Gas leaks

Immediate action will be taken to protect the health and safety of all employees.

Safety Policy Overview
You are expected to participate and follow the emergency response procedures for your workplace. These procedures will be explained to you during your orientation.

An emergency response plan will be posted.

Safety Plan
A safety plan will be posted on the health and safety communication board at both locations. You should familiarize yourself with that safety plan.

The plan will include:
- A diagram of the building layout with items identified:
  - Emergency Exits.
- Fire extinguishers.
  - Names of CUSA First Aid responders
  - First aid Kit locations
  - Emergency evacuation procedure (Form 25).
  - Assembly area.

**Roles and Responsibilities**

*Fire/Emergency evacuation designate*

- Control the flow of the evacuation. Direct the employees and contractors to the designated meeting place.
- Contact the Facilities Coordinator and emergency departments required for the situation.
- Control the area around the emergency, keeping the public and other individuals from becoming involved.
- Conduct a head count to ensure that the area/building is completely cleared including people listed on the visitor log
- Speak with the emergency crews to ensure proper communication.

*Employees*

- Leave the area. Walk, do not run.
- Alert others.
- Inform supervisor
- Call 911 from a safe area
- Await direction from the fire department

*Training*

All employees will be informed of their responsibilities during the orientation process, if the employees have any questions or concerns they must speak with their supervisor or manager.