

# **Crawford Smith & Swallow Emergency Plan**

## **Fort Erie Office**

76 Jarvis Street, Fort Erie, ON L2A 2S4 905-871-2610

*Crawford Smith & Swallow is committed to having an emergency plan in place for each of our locations to assist staff and the public to respond in the event of an emergency.*

### **EMERGENCY RESPONSE TEAM**

**Emergency Co-ordinator:**

**Lance Radinovic – extension 1100**

**Alternate Emergency Co-ordinator:**

**Patty Mountain - extension 1101 (Reception)**

**First Aid Response Team:**

**VOICE COMMUNICATION SYSTEM** –Contact reception at 1101 if you become aware of an emergency situation or just tell everyone.

### **FIRST AID KIT**

The first aid kit is located in the drawer in the storage room off the kitchen.

### **EMERGENCY PHONE NUMBERS**

<b>EMERGENCY</b>	<b>911</b>
<b>POLICE (NON-EMERGENCY)</b>	<b>905-871-2300</b>
<b>FIRE DEPARTMENT</b>	<b>905-871-1600</b>
<b>HOSPITAL</b>	<b>905-378-4647</b>
<b>POISON CONTROL</b>	<b>1-800-222-1222</b>

Alarm System:	Regional Signal	905-346-2933
Gas Company:	ENBRIDGE GAS – Emergency	1-866-763-5427
Electric Company:	Canadian Niagara Power	905-871-0330

### **CONTRACTORS**

Electrician:	Gordon Wright	905-356-5730
Plumber:	Gordon Wright	905-356-5730
Roofer:	Pec Roof Maintenance	905-685-4001

# How to Properly Use a Fire Extinguisher



While the specifics may vary depending on the model you own, most fire extinguishers operate the same basic way. Stand six to eight feet away from the fire and remember to **PASS**:

**P**<sub>PULL</sub>



1. Pull the pin at the top to break the tamper seal.

**A**<sub>AIM</sub>



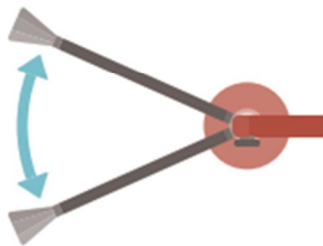
2. Aim the extinguisher low, pointing the nozzle at the base of the fire. Do not aim at the flames themselves.

**S**<sub>SQUEEZE</sub>



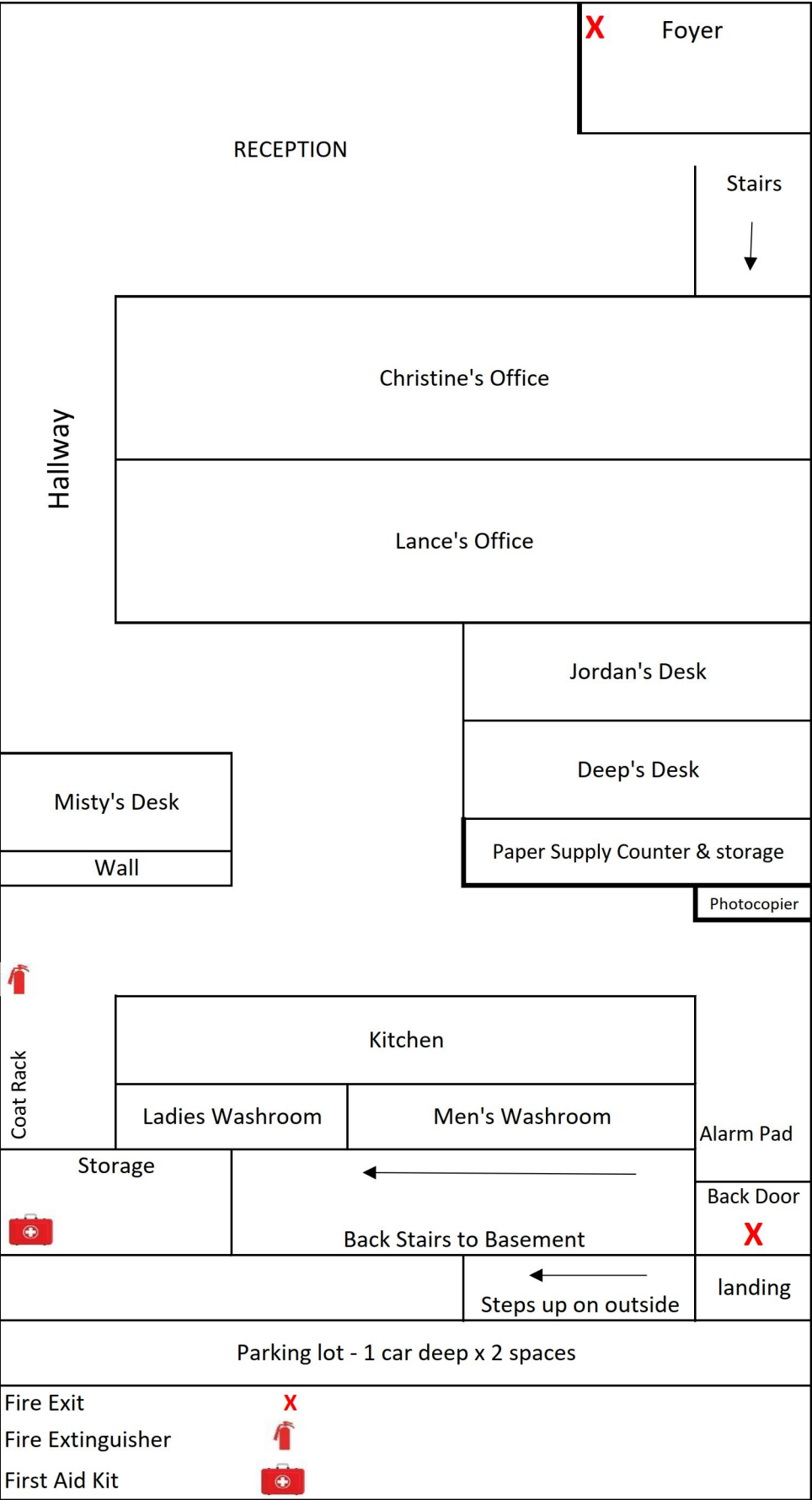
3. Squeeze the handle to release the extinguishing agent.

**S**<sub>SWEEP</sub>



4. Sweep the extinguisher from side to side, continuing to aim at the base of the fire until it appears to be out.

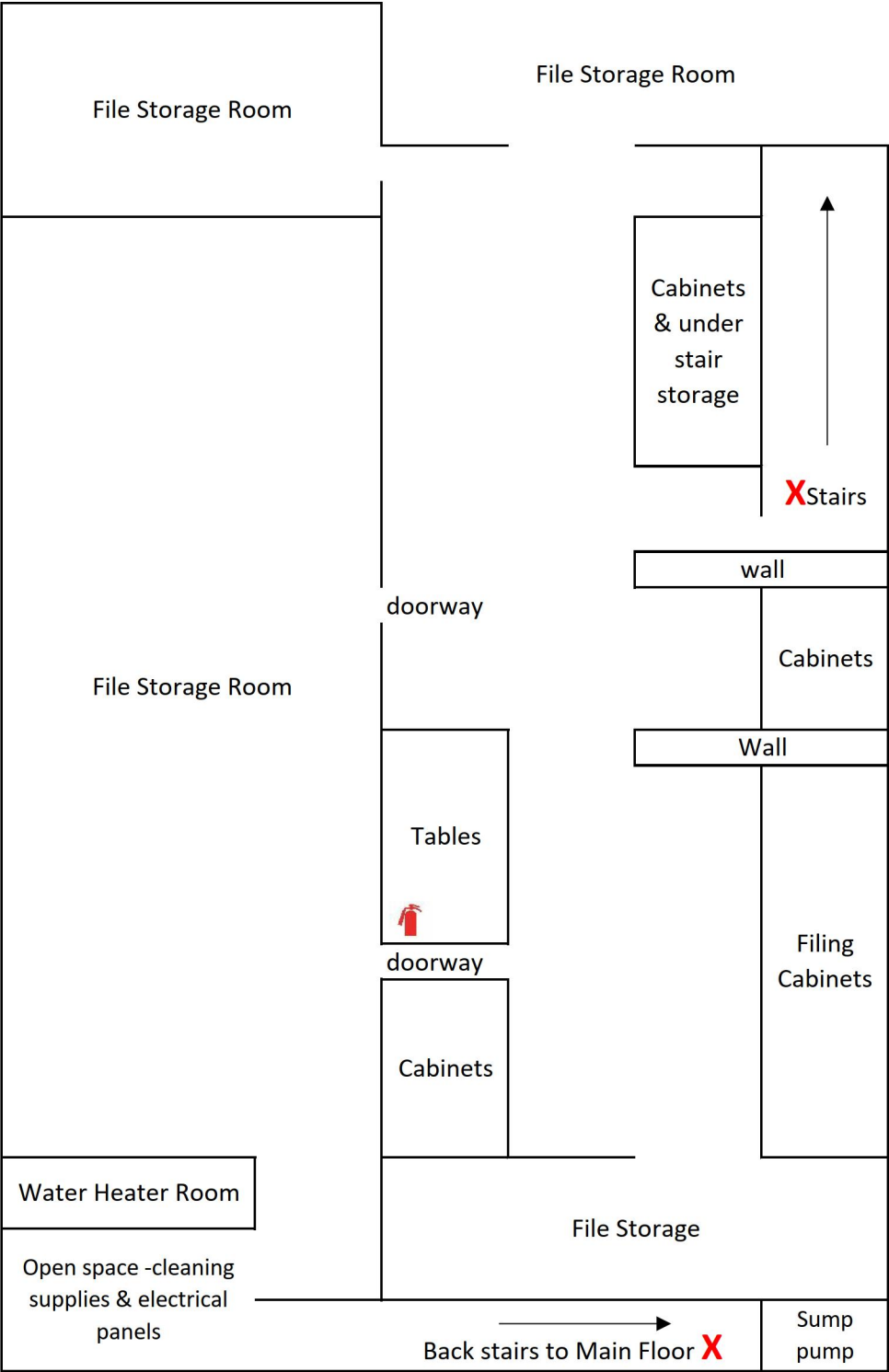
OFFICE MAP:  
LOCATION OF FIRE EXITS, FIRE EXTINGUISHER AND FIRST AID KIT



MAIN FLOOR

OFFICE MAP:  
LOCATION OF FIRE EXITS AND FIRE EXTINGUISHER

BASEMENT



Fire Exit  
Fire Extinguisher



# **EMERGENCY PROCEDURES FOR ALL OCCUPANTS**

## **FIRE/EXPLOSION**

### **Upon discovery of fire or smoke:**

- REMAIN CALM
- Leave affected area immediately, alerting your coworkers
- Close all doors behind you
- Alert reception so they can call 911 and use the Voice Communication system to alert other staff members
- Leave the building using the nearest exit

### **Upon hearing the alarm:**

- REMAIN CALM
- Alert reception
- Begin to evacuate immediately
- Close all doors behind you
- Follow instructions broadcast over the Voice Communication system

### **Fight the fire ONLY if:**

- The Fire Department has been notified
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit
- The fire extinguisher is in working condition and personnel are trained to use it

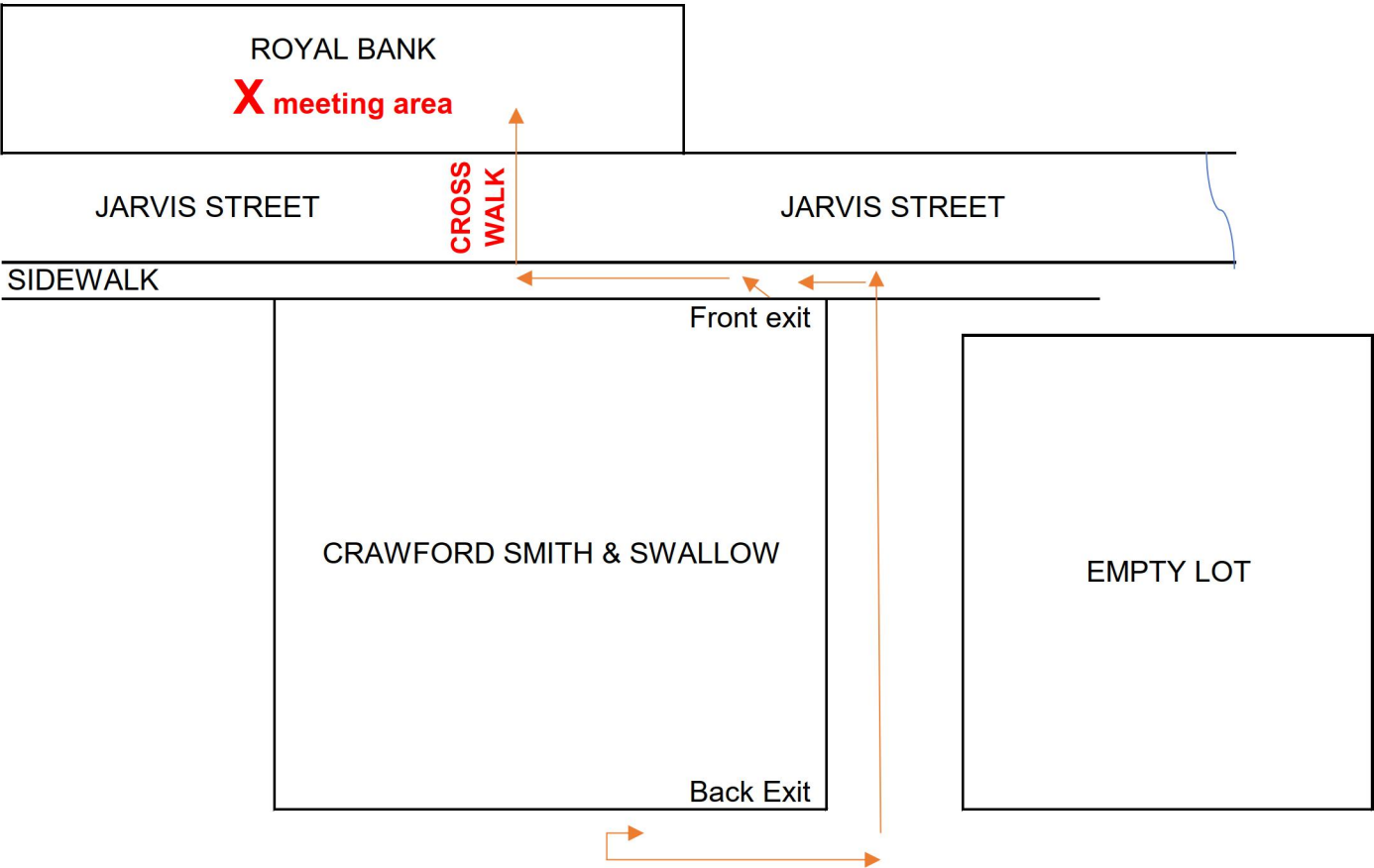
## **MEDICAL EMERGENCY**

### **In the event of a medical emergency:**

- Call 911
  - Provide the following information:
    - nature of the medical emergency
    - location of the emergency (address, incident location)
- Have someone alert Reception and retrieve the First Aid Kit
- Do not move the victim unless absolutely necessary
- Reception will call the personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the First Responders

**EMPLOYEE MEETING AREA**

In case of an emergency where evacuation of the builing is necessary, all employees will move directly to the nearest/safest exit and proceed to the "meeting area" which is across the street directly from our front door, at the RBC entrance pavillion.



## **CIVIL UNREST/HUMAN THREAT**

### **In the event of a threat of violence from outside:**

- Ensure exterior doors are locked
- Alert reception so they can call 911 and use the Voice Communication system to alert other staff members
- Move away from windows and doors
- Follow instructions broadcast over the Voice Communication system
- Remain inside the building until deemed safe by law enforcement

### **In the event of a threat of violence inside the office:**

#### **A - If you witness a potential threat:**

- Remain calm and discreetly alert a Emergency Coordinator.
- Provide details such as the location, description of the individual, and nature of the threat.
- Avoid escalating the situation by maintaining a non-confrontational demeanor.

#### **B. If there is an active threat:**

##### **1. Run:**

- Evacuate the building immediately if it is safe to do so.
- Leave belongings behind.
- Warn others along your escape route.

##### **2. Hide:**

- If evacuation is not possible, find a secure location out of the attacker's view.
- Lock and barricade doors, turn off lights, silence electronic devices, and stay quiet.
- Do not open the door until law enforcement confirms it is safe.

#### **C. Reporting:**

- Call 911 when it is safe, providing clear details about the situation.