

Crawford Smith & Swallow Emergency Plan

Port Colborne Office

508 Steele Street, Port Colborne 905-835-0121

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-ordinators:

Rob Steven – extension **4704**

Christine Dakin - extension **4706**

Alternate Emergency Co-ordinator:

Bryanna Joss – extension **4709**

VOICE COMMUNICATION SYSTEM – Contact Christine (extension 4706) or Bryanna (extension 4709) or yell aloud for the whole office to hear if you become aware of an emergency situation.

FIRST AID KIT

The first aid kit is located on the wall above the watercooler in the Kitchen.

EMERGENCY PHONE NUMBERS

EMERGENCY	911
POLICE (NON-EMERGENCY)	905-735-7811
FIRE DEPARTMENT	905-834-4512
HOSPITAL	905-378-4647
POISON CONTROL	1-800-222-1222

Alarm System:	Regional Signal	905-346-2933
Gas Company:	ENBRIDGE GAS – Emergency	1-866-763-5427
Electric Company:	Canadian Niagara Power	1-844-501-9473

CONTRACTORS

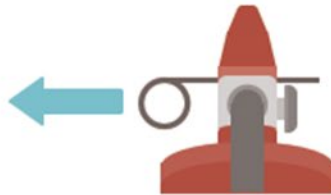
Electrician:	Gordon Wright	905-356-5730
Plumber:	Winn's Plumbing and Heating	905-834-4484

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_{PULL}



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

A_{AIM}



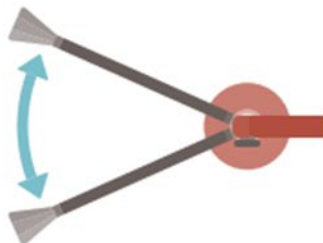
2. Aim the extinguisher low, pointing the nozzle at the base of the fire. Do not aim at the flames themselves.

S_{SQUEEZE}



3. Squeeze the handle to release the extinguishing agent.

S_{SWEEP}



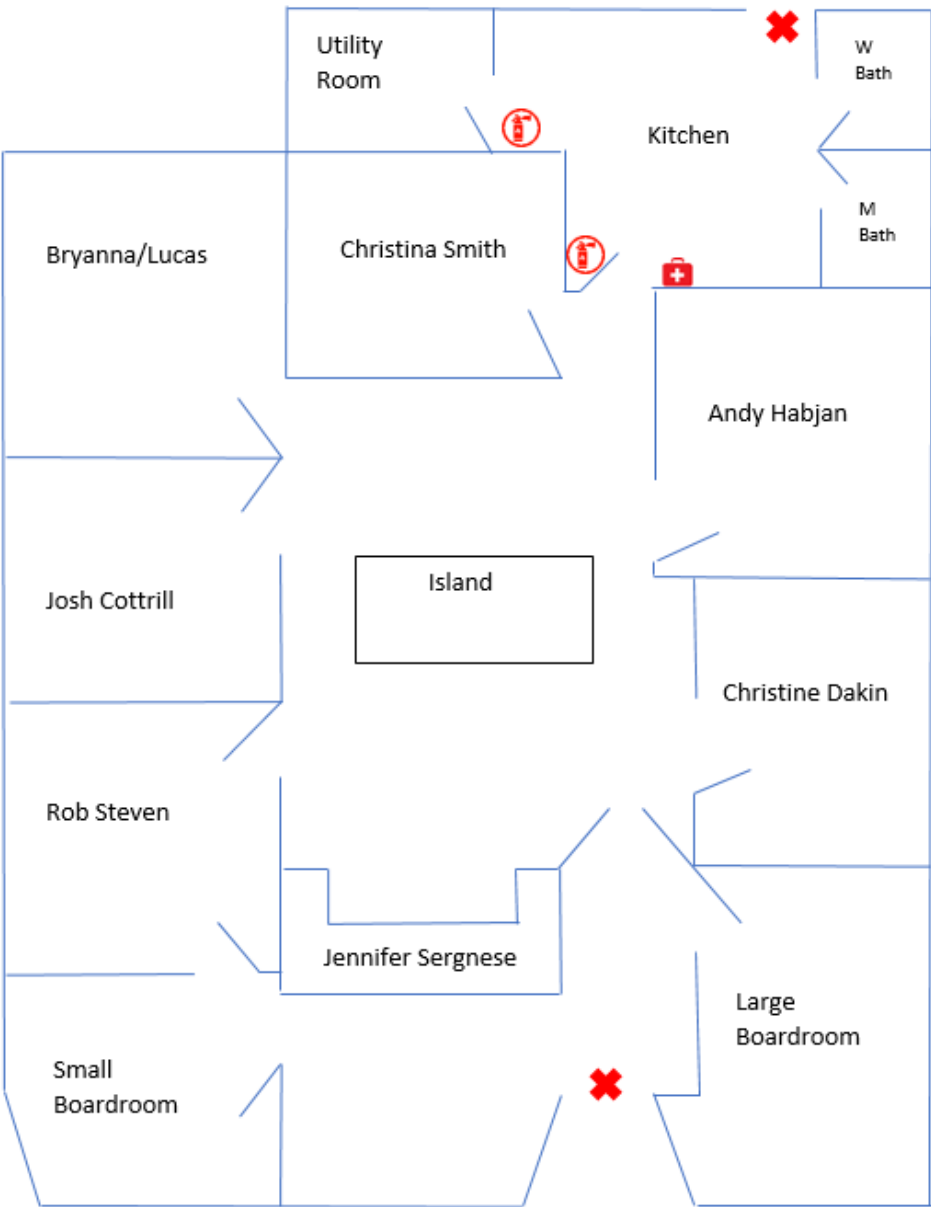
4. Sweep the extinguisher from side to side, continuing to aim at the base of the fire until it appears to be out.




OFFICE MAP:

LOCATIONS OF FIRE EXITS, FIRE EXTINGUISHERS AND FIRST AID KIT

MAIN FLOOR:

Port Colborne Office Map as of January 2025



	Emergency Exit
	Fire Extinguisher
	First Aid Kit

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 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 to the office

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

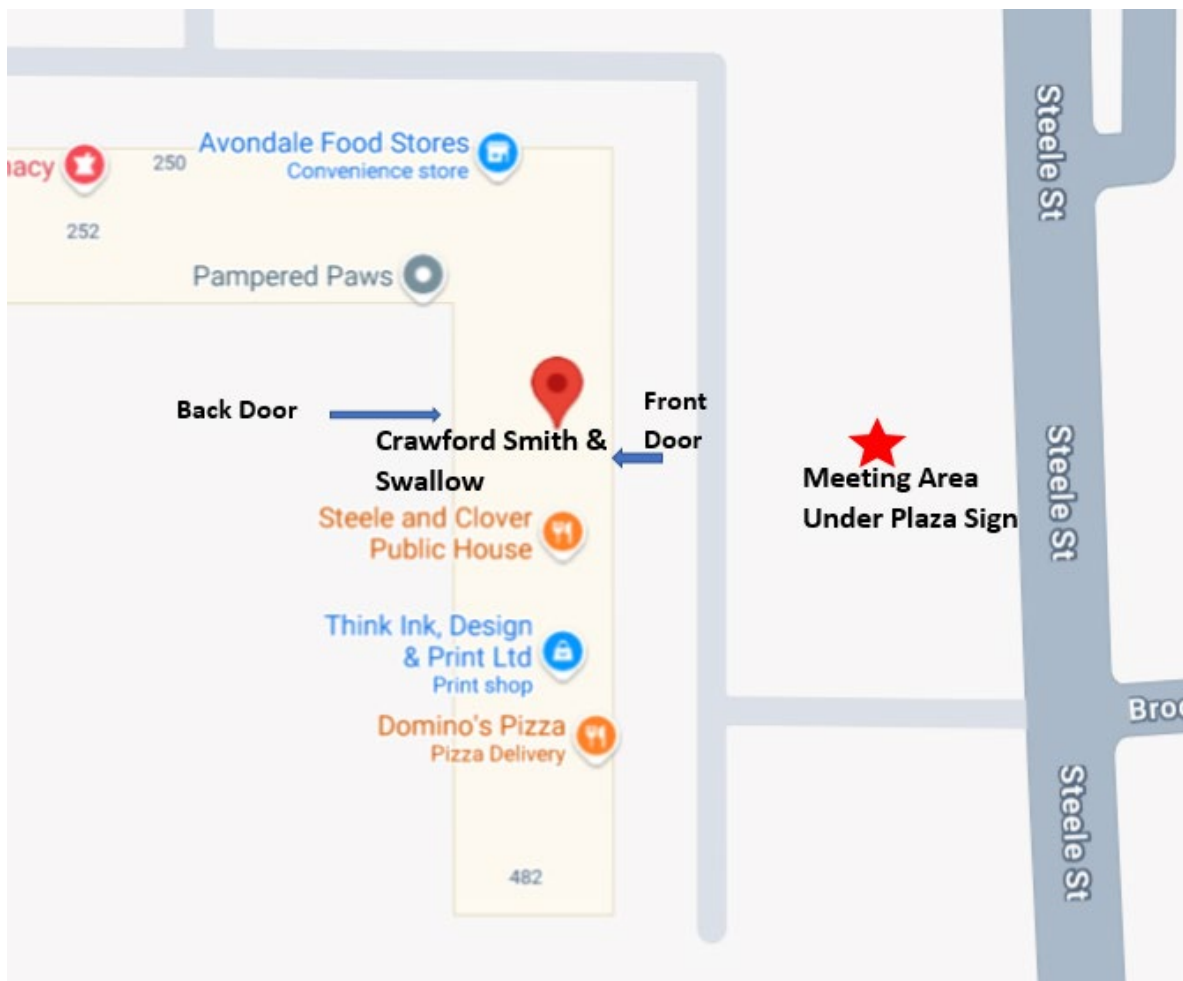
MEDICAL EMERGENCY

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 an Emergency Coordinator 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 building is necessary, all employees will move to the nearest/safest exit and proceed to the “meeting area” under the Plaza Sign which is located directly across the parking lot from the front door towards Steele Street.



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 an 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.