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DP 078

2009-02-10

WORKPLACE EMERGENCY EVACUATION PLANS AND PROCEDURES

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1. BACKGROUND

The establishment of custodian departments and the subsequent responsibilities associated with being owner/custodian and/or employer/occupant necessitates a realignment of roles and responsibilities to ensure compliance with the prescribed codes, standards, and regulations regarding workplace emergency evacuation plans and procedures.



2. PURPOSE

The purpose of this departmental policy (DP) and code of practice is to clarify the roles and responsibilities for the preparation of emergency plans, emergency procedures, and the establishment of building emergency organizations (BEO).



3. POLICY

Public Works and Government Services Canada shall ensure that building emergency plans, emergency procedures and BEOs are established in all Crown owned, leased and lease purchase buildings under its control in accordance with the requirements set forth in the [Canada Labour Code \(Part II\)](#), [Canada Occupational Safety and Health Regulations \(Part XVII- Safe Occupancy of the Workplace\)](#), the [Treasury Board's Standard for Fire Safety Planning and Fire Emergency Organization \(Chapter 3-1\)](#), and the [National Fire Code of Canada](#).



4. SCOPE

This DP applies to PWGSC Crown-owned, leased and lease purchase buildings.



5. DEFINITIONS

Building supervisory staff (*personnel de surveillance de l'immeuble*) means the persons having delegated responsibility for the provision of property management services; includes building/system operators and the base building security staff.

Hazardous occurrence (*situation comportant des risques*) means an event occurring at, or through the course of an employee's work that results in, or has the potential to result in, a fatality, injury, property damage or an escape of a hazardous material. For the purpose of investigating, recording and reporting hazardous occurrences, the following are included under this term: critical incidents; disabling injuries; nondisabling injuries; minor injuries; minor occurrences and near-misses.

Life safety systems (*systèmes de sécurité des immeubles*) means the building systems installed, the equipment made available on site, and the building design features that are present for the safety of occupants and for the assistance of fire fighters during a building emergency, including but not limited to:

- fire alarm and voice communication systems;
- emergency lighting systems;
- elevators for emergency use;
- sprinkler systems;
- smoke control systems;
- fire water supplies (pumps, standpipe and hose);
- emergency power supplies including generators and transfer switches;
- fire extinguishers;
- fire separations;
- means of egress;
- fire dampers and fire stop flaps;
- sump and ejector pumps;
- areas of refuge.

Qualified person (*personne qualifiée*) means, with respect to a specified duty, a person who because of his/her knowledge, training and experience, is qualified to perform that duty safely and properly.

Senior employer representative (*représentant supérieur de l'employeur*) means the individual appointed to a managerial position with the delegated authority to make and carry out decisions of an operational nature, on behalf of the department, for the workplace.



6. ROLES AND RESPONSIBILITIES

1. Branch/Agency Heads are accountable for the implementation of this DP within their areas of responsibility. This accountability is further referenced in [DP 007, Annex A - Accountability Framework for the Health and Safety Function](#).
2. The Assistant Deputy Minister, Corporate Services, Policy and Communications Branch, through the Director, Corporate Environment, Health and Safety, is responsible for the following:
 1. establishing departmental guidelines for emergency evacuation procedures and BEOs;
 2. providing advice and guidance with regard to requirements for emergency evacuation plans and procedures;
 3. ensuring that a BEO is established in all buildings where PWGSC is the major occupying department;
 4. providing advice and guidance in the development and delivery of information sessions, instructions and training for members of BEOs, managers, supervisors and employees;
 5. monitoring the workplaces to ensure that emergency evacuation plans and procedures are developed and implemented as required;
 6. liaising, on behalf of the Department, with regulatory bodies and central agencies, provincial/territorial fire marshals and commissioners, and municipal/fire authorities on related matters and negotiating enhancements, alternatives and/or equivalencies to code requirements.

3. The Assistant Deputy Minister, Real Property Branch, and in the Parliamentary Precinct Branch, the Senior Assistant Deputy Minister, are responsible for the following:
 1. ensuring there are competent individuals responsible for building operations (building supervisory staff) who will provide assistance, as required, to police, fire and ambulance emergency services responding to a building emergency;
 2. ensuring that building emergency evacuation plans have been developed and posted by the owner/custodian or AFD service provider in all buildings/facilities owned, managed, or leased by the Department;
 3. ensuring the delivery of training sessions for the building supervisory staff pertaining to their duties and responsibilities regarding the implementation of the building emergency evacuation plan and procedures;
 4. ensuring that all required records are maintained on site in accordance with the prescribed standards set out in Part 6 and 7 of the *National Fire Code of Canada* in PWGSC Crown-owned and managed buildings, and ensuring that the related documents are on site for leased buildings.
4. Regional Managers responsible for Environment, Health and Safety are responsible for the following, in buildings where PWGSC employees are occupants:
 1. ensuring that emergency procedures have been prepared in consultation with local police, fire, ambulance emergency services, owner/custodian or AFD service provider representatives, and the Workplace Health and Safety Committees/Representatives;
 2. ensuring that BEOs have been established;
 3. coordinating/delivering information/training sessions to PWGSC members of the BEOs;
 4. ensuring that PWGSC managers, supervisors and employees are trained in the emergency plans and procedures established for their workplace;
 5. organizing/coordinating annual meetings of the PWGSC BEOs and debriefing sessions held to review the effectiveness of emergency plans and procedures;
 6. monitoring PWGSC employees' participation in annual building evacuation/drill exercises;
 7. maintaining a copy of the emergency evacuation plan and procedures and reviewing them on an annual basis;
 8. investigating and resolving issues that have been reported by Workplace Health and Safety Committees and Representatives;
 9. monitoring workplaces periodically to ensure compliance with all requirements set forth in this DP;
 10. reporting to the Regional Health and Safety Committee, and to the Director, Corporate Environment, Health and Safety, on a quarterly basis, the level of compliance achieved with respect to the requirements set forth in this DP.
5. Building Emergency Organization (BEO) Members are responsible for the following:
 1. attending training/information sessions related to their duties and responsibilities;
 2. implementing the requirements of the emergency procedures;
 3. participating in the review of the workplace emergency evacuation plan and procedures.
6. Workplace Health and Safety Committees and Representatives are responsible for the following:
 1. providing input to the development of workplace emergency evacuation plans and procedures;
 2. identifying situations where revisions and/or enhancement to plans and procedures may be required;
 3. monitoring workplaces on a regular basis to ensure that plans and procedures are posted and that information/training and/or instructions have been provided to employees;
 4. reporting issues related to emergency evacuation plans or procedures, that cannot be resolved at the workplace, to the Regional Manager responsible for Environment, Health and Safety.
7. Supervisors are responsible for the following:
 1. identifying employees in need of special assistance in the event of an emergency evacuation;
 2. ensuring that procedures to accommodate employees requiring special assistance are included in the emergency evacuation procedures;

3. ensuring that all employees are notified of, and attend, all required information sessions;
 4. maintaining, at the workplace, all current information/instructions regarding emergency evacuation plans and procedures, as provided.
8. Employees are responsible for the following:
1. abiding by the approved procedures with respect to the emergency evacuation plan;
 2. taking all necessary precautions to ensure their personal safety and health, the safety and health of other employees and any other person likely to be affected;
 3. complying with all instructions from the senior employer representatives concerning the safety and health of employees;
 4. cooperating with any authorized person exercising a duty relating to the fire safety plan and emergency evacuation procedures;
 5. reporting to the manager or supervisor any hazardous occurrence in the workplace that is likely to be dangerous to their health and safety or to the health and safety of other employees or other persons granted access to the workplace;
 6. advising the supervisor if they require special assistance in the event of an emergency evacuation.



7. GUIDELINES

1. Training

Building supervisory staff and all members of the BEO shall be trained in the emergency procedures described in the emergency plan before they are given any responsibility for the safe and orderly evacuation of building occupants.

2. Monitoring

The Director, Corporate Environment, Health and Safety shall periodically monitor emergency evacuation plans and procedures to ensure that requirements are met and that plans and procedures are developed and implemented.

Regional Managers responsible for Environment, Health and Safety shall review emergency evacuation plans and procedures on an ongoing basis, and shall verify that employees have been provided with the required information, training and instructions.

Workplace Health and Safety Committees/Representatives shall monitor workplaces on a regular basis to ensure that evacuation plans and procedures are kept up-to-date and that the necessary information, training and instructions are provided to employees.

3. Reporting

Regional Managers responsible for Environment, Health and Safety shall report to the Regional Health and Safety Committees, and to the Director, Corporate Environment, Health and Safety, on a quarterly basis, the level of compliance to the requirements contained in this DP.

Workplace Health and Safety Committees/Representatives shall immediately report deficiencies in the fire protection and auxiliary life safety systems to the owner/custodian representative. Issues related to, or inconsistencies with the requirements for emergency evacuation plans and procedures that cannot be resolved at the workplace shall be reported to the Regional Manager responsible for Environment, Health and Safety.



8. PROCEDURES

[Annex A - Code of Practice - Workplace Emergency Evacuation Plans and Procedures.](#)
[Appendix - Responsibility Matrix - Workplace Emergency Plans and Procedures.](#)



9. COMPLIANCE

Compliance with this DP is mandatory and in accordance with prescribed safety and health legislation. The refusal of an employee at any level to comply with this DP or with the provisions of the prescribed codes, standards, regulations, and/or DPs will be considered as misconduct.



10. REFERENCES

Acts and Regulations:

- [Canada Labour Code, Part II](#);
- [Canada Occupational Safety and Health Regulations, Part XVII, Safe Occupancy of the Workplace](#);

Treasury Board Secretariat Publication:

- [Chapter 3 - 1 - Standard for Fire Safety Planning and Fire Emergency Organization](#).

PWGSC Publications:

- [DP 007 - Health and Safety Policy](#);
- [DP 009 - Critical Incident Reporting Policy](#);
- [DP 018 - Hazardous Occurrence Investigation, Reporting and Recording](#);
- [DP 023 - Safety and Health Committees and Representatives](#).

Other Publications:

- [National Building Code of Canada](#);
- [National Fire Code of Canada](#).



11. CANCELLATION

This departmental policy cancels DP 078 dated 2000-04-10.



12. INQUIRIES

Headquarters:

Director

Corporate Environment, Health and Safety

Telephone: 819-956-6961

Regional:

Regional Managers responsible for Environment, Health and Safety

Original Signed by
François Guimont

François Guimont
Deputy Minister and
Deputy Receiver General for Canada



Annex A - Code of Practice - Workplace Emergency Evacuation Plans and Procedures

1. Building Emergency Evacuation Plans

The Assistant Deputy Minister, Real Property Branch, and in the Parliamentary Precinct Branch, the Senior Assistant Deputy Minister, shall ensure that the owner/custodian or AFD service provider develops, maintains, and posts the building emergency evacuation plan.

Each building emergency evacuation plan shall include the following:

A plan of the building/facility, showing:

- Building Information:
 - the name, if any, of the building and the address of the building;
 - the name and address of the owner/custodian;
 - the name, location and contact information of the PWGSC Property and Facility Management Team and/or the AFD service provider of the building;
 - the names and locations of the tenants/occupants of the building;
 - the date of preparation of the plan;
 - the scale of the plan;
 - the cardinal or compass points;
 - the location of the building in relation to nearby streets and in relation to all buildings and other structures located within 30 m of the building;
 - the maximum number of persons normally occupying the building at any time;
 - a diagram of the building showing thereon its principal dimensions;
 - the number of floors above and below ground level;
 - the building's life safety systems, including the type of fire alarm and communication systems.
- Floor Plans:
 - the date of preparation of the plan;
 - the scale of the plan;
 - a floor schematic diagram showing thereon its principal dimensions;
 - the maximum number of persons normally occupying the floor at any time;
 - the location of all fire escapes, fire exits, stairways, elevating devices, main corridors, and other means of egress;
 - type and location of the building's fire emergency systems.

2. Building Emergency Procedures

Building emergency procedures shall be developed to address potential emergency situations which shall include, but not be limited to the following:

- fire/explosions;
- bomb threats;
- power outage;
- emergency/medical/first-aid response;
- demonstrations/occupations;
- passengers trapped in elevator cars;
- earthquakes;
- tornadoes;
- floods;

- chemical spills;
- disruption in water supply.

3. Building Evacuation Procedures

A full description of the evacuation procedures to be followed in evacuating the building, including:

- activating the fire alarm;
- notifying the fire department;
- evacuating employees who require special assistance.

4. Building Emergency Contacts

The names, room numbers and telephone numbers of the following employees:

- chief emergency warden of the building;
- deputy chief emergency warden of the building;
- designated building supervisory staff;
- base building security.

A copy of the building emergency evacuation plan shall be kept at a central location in the lobby/entrance area of the building and shall be made readily accessible to police, fire and/or ambulance emergency service personnel.

Floor schematic diagrams shall be posted in the elevator lobby (if applicable) adjacent to each exit stairwell of each floor.

5. Building Emergency Organizations (BEO)

In a building where there is only one occupying federal department, it is the responsibility of that department to establish a BEO. In a building occupied by more than one department, it is the joint responsibility of all the departments in the building. The department having the largest number of employees is responsible for ensuring the establishment of the BEO.

1. Annual Meetings

Members of a BEO shall meet at least once each year to review the emergency evacuation plan and procedures and related responsibilities.

In addition, after each evacuation and after each emergency or drill exercise, the BEO shall meet to review the overall effectiveness of the plan and procedures.

Special meetings shall be held as required when revisions to the evacuation plan or emergency procedures have been made.

2. Evacuation Drills

As a minimum, annual drill evacuation exercises shall be carried out in workplaces occupied by employees.

Evacuation drills shall be conducted for each location where an evacuation plan and procedures have been developed and implemented.

The owner/custodian or AFD service provider, or property management, shall arrange and conduct evacuation drills in consultation with the BEO and tenant/occupants, and the local fire service.

The frequency of any drill exercises beyond the annual evacuation drill shall be established based on the specific requirements of the site.

Evacuation drill exercises only, shall be reported in [PWGSC-TPSGC 545](#) (PDF Version).

3. Training and Instructions

Employees shall be provided with the necessary training and instructions to enable them to respond to an

emergency situation at the workplace in a safe and orderly manner.

4. Housekeeping Fire Inspections

Housekeeping fire inspections of each building/facility occupied by employees shall be conducted by a qualified person/persons at established intervals.

Housekeeping fire inspections shall include the visual inspection of all exit and egress routes. In addition, all fire protection equipment shall be inspected to ensure that it is in good working order and ready for use at all times.

Where an emergency evacuation plan has been established, a housekeeping fire inspection shall be conducted once every six months. For other buildings/facilities, the interval for inspections shall be determined based on the particular circumstances and requirements of the site.

5. Records Maintenance

Records relating to emergency evacuation plans and procedures shall be maintained for a period of 2 years for each building/facility as follows:

1. **Emergency Evacuation Plans and Procedures:** A copy of the approved/current emergency evacuation plan and procedures and the organization structure of the BEO shall be kept on site by the owner/custodian or property manager.
2. **Training and Instruction Records:** A record of all training and instructions provided to PWGSC employees shall be maintained by Learning, Career Management and Recognition, Human Resources Branch, for a period of two years from the date when the training occurred and instruction was provided. The Regional Manager responsible for Environment, Health and Safety shall ensure that all such records are readily available and kept up-to-date.
3. **Housekeeping Fire Inspections:** A record of each housekeeping fire inspection and follow-up action carried out in the building/facility shall be maintained on site by the Workplace Health and Safety Committee/Representative and/or recorded in the minutes of the Workplace Health and Safety Committee meetings.
4. **Annual/Special Meetings and Evacuation Drills:** A record of each meeting of the BEO and evacuation drill exercises shall be maintained on site by the Workplace Health and Safety Committee or Representative and/or recorded in the minutes of the Workplace Health and Safety Committee meetings.

6. Reporting Fires and False Alarms

All fires and false alarms shall be investigated, reported and recorded as per the requirements prescribed by [DP 009 - Critical Incident Reporting Policy](#) and [DP 018 - Hazardous Occurrence Investigation, Reporting and Recording](#).

[Appendix - Responsibility Matrix - Workplace Emergency Plans and Procedures](#)

