



ARE YOU FUTURE READY AT WORK?

What you need
to know about
Workplace
Preparedness



brampton.ca/prepared



BRAMPTON



INTRODUCTION

An emergency can occur at any place and at any time. While you can't be prepared for everything, your business and employees can be ready if an emergency does occur.

This guide will help better prepare you and your business for the most likely emergency situations that occur in the workplace. It's a building block for a better, safer business community in Brampton, and should supplement your existing emergency plans and procedures.

For more information, visit www.brampton.ca/prepared or email bemo@brampton.ca

TOPICS COVERED:

- Workplace Emergency Kit
- Fire Alarm Procedures
- Employees with Disabilities
- Medical Emergencies
- Importance of Insurance
- Shelter in Place
- Know Your Risks
- Emergency Contacts

FIRST AID KIT

A first aid kit is an essential part of being prepared for an emergency. First aid kits are customizable depending on the type of work environment you are in.



BASIC TOOL KIT

It's always beneficial to have a tool kit onsite for daily operations and emergency situations.

MEETING PLACES FOR CO-WORKERS/FLOOR MATES

Cell phones or other communications methods may not work. Designate a spot to meet after an evacuation or other emergency situation. Make sure all employees know where that spot is.

MAPS

Having a physical map of your area is an invaluable tool during an emergency. Make sure to mark on the map your business location and meeting spot to give you perspective of where you are and how to navigate.

EMERGENCY CASH

Bank machines might not work during emergencies. You will need cash for necessities.

FOOD AND WATER

A small supply of emergency food or other high-energy/ready-to-eat foods such as granola bars, dried fruits and nuts, jerky, hot/cold drink mixes, soup mixes, etc. Don't forget water!

CLOTHING

Emergencies occur not only anywhere, but at any time of the year. Be sure to include:

- Clothing and required work gear for all seasons
- Outerwear such as coat, hat, gloves, boots
- Umbrella
- Hand warmers

COMFORTABLE SHOES

Keep a pair of comfortable walking shoes at your desk. Walking long distances in uncomfortable shoes isn't fun.

LIGHT

If the power goes out, you should consider having:

- Flashlight
- Extra batteries
- Non-battery operated flashlight
- Glow sticks

COMMUNICATION DEVICES

In an emergency, being able to communicate with others is critical. These items should be considered to ensure you are able to communicate:

- Extra mobile device chargers
- A signal whistle
- A notebook with pens or pencils
- An emergency radio that can be powered by a crank or shaking

PERSONAL ITEMS

You and your employees will have specific personal needs that may need to be met. Ensure your emergency kit has:

- Extra medications
- Deodorant
- Dental hygiene products
- An extra pair of prescription glasses for those who need them
- Feminine hygiene products
- Emergency and non-emergency numbers

IMPORTANT BUSINESS PAPERS (CAN ALSO BE STORED ON A MOBILE DEVICE OR PORTABLE DATA STICK)

When an emergency impacts your workplace, maintaining key information on your workplace can help ensure the survivability of the business. Make sure to have copies of important documents (can also be stored on a mobile device, portable data stick, or a cloud-based server), such as:

- Vital business information for operation
- Insurance documents
- Business contracts
- Business certifications
- Trademarks and/or patents
- Employee records
- Staff manual
- Billing information for key services (i.e. hydro) and clients
- Company logo
- Passwords
- Business continuity plan.

For more information about being “Emergency Ready” and business continuity, visit www.brampton.ca/prepared



EMPLOYEES WITH DISABILITIES

An emergency can put anyone at risk. As a business, if you have an employee(s) with a disability, you should include specific accommodations into your emergency plan.

This needs to be specific to the individual's disability and to their individual needs. Make sure to have a meeting with any employee with a disability to understand how you and other employees can best assist them in an emergency.

Here's a list of items you might want to have on hand for your business and/or suggest employees to keep on hand at work:

- Extra writing pads and pencils for communication
- Whistle or noisemaker
- Assistive devices (e.g. pager, portable visual notification devices)
- Extra vision or hearing aids
- Large print time piece with extra batteries
- Talking clock or Braille clock
- Tire patch kit for a wheelchair

If your employee(s) require a service animal, additional items and plans should be considered within the emergency plan. For more information, contact Brampton Animal Services at 905-458-5800 or animal.services@brampton.ca

TIPS FOR EMERGENCY ASSISTANCE

Here are a few important tips when assisting somebody with a disability.

- Ask first if the person needs your assistance and allow them to identify how best to assist them
- Do not touch the person, their service animal or equipment without permission
- If the individual uses a wheelchair, walker or cane, make sure it goes with them and follow instructions posted on equipment
- Make eye contact when speaking and speak clearly and naturally



INSURANCE

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BUSINESS PROFITS

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IMPORTANCE OF INSURANCE

Previously in this guide, it was mentioned that insurance documents should be kept within your workplace preparedness kit. Insurance can be a valuable tool to have in your emergency tool box. It would be wise to understand the level of coverage your business has.

There are additional packages that a business could purchase to better ensure their preparedness level. An example would be coverage for commercial flood insurance if that is a risk your business faces (see section 'Know Your Risks').

For more information, visit the Insurance Bureau of Canada's website at www.ibc.ca/en/ or contact the Brampton Board of Trade at 905-451-1112

KNOW YOUR RISKS

Knowing the risks that face your business and community is important. By knowing these risks, you can better prepare for an emergency that could happen. The City of Brampton and its emergency response partners are ready to generally assist residents during all types of emergencies. It is crucial to be emergency ready ahead of time to meet the specific needs of your employees, your business and yourself.

Fire, medical emergencies, and external threats are the most common emergencies that could occur. The following sections will discuss what procedures you can adopt to be emergency ready.

FIRE ALARM PROCEDURES



If you discover fire:

- Alert others in your immediate area
- Leave the fire area, closing all doors behind you
- Activate the building alarm system, using the nearest fire alarm pull station
- Call 911

In the event of a fire alarm, you and your employees should respond according to the procedures laid out in your fire safety plan. Fire safety plans are unique and specific to every building. Employees should be familiar with the fire safety plan for their work place and trained in building evacuation procedures. Fire safety plans should be posted in a common area and readily available.

In general, if you hear a fire alarm

- Evacuate immediately
- Follow the directions of the fire safety plans
- Do not use the elevators
- Evacuate to the pre-determined assembly areas, well away from the building

MEDICAL EMERGENCIES



In the event of a medical emergency, someone should immediately call 9-1-1 and provide the emergency medical dispatcher with:

- Your name and telephone number
- The building name and address
- The floor you are located on and your location on the floor
- The nature of the emergency and any details available

Ensure the area is safe and provide first aid based on your level of training. Tell the patient that help is on the way, and stay with patient until help arrives.

If you have security, call them as soon as possible - if they are onsite, they may:

- Attend the scene with a first aid kit and/or an automatic external defibrillator and provide first aid medical treatment
- Update 9-1-1 on the patient's condition and the exact location where emergency medical services personnel should attend
- Have a co-worker meet the emergency personnel and escort them to the patient's location quickly

SHELTER IN PLACE

Shelter-in-place is the practice of going or remaining indoors due to an emergency situation occurring outside of your business. This practice usually occurs in response to an airborne hazardous containment or other environmental threat. In these situations, emergency response professionals may recommend you stay indoors until you receive instructions to leave.

WHEN A SHELTER-IN-PLACE ADVISORY IS ANNOUNCED:

SHELTER

- Go or remain indoors
- Where possible, shelter in an inside room, away from windows and doors
- Do not go outside to investigate
- Bring pets inside if safe to do so
- If your children are at school or daycare, they too will be instructed to remain indoors

SHUT

- Close all windows and doors
- If possible, seal the cracks around doors with wide tape and a rolled damp towel, and tape a piece of plastic over the window to seal it
- Turn off the thermostat for the furnace and turn off hot water heaters

- Turn off air conditioners and exhaust systems
- Do not use the bathroom vents or kitchen vents and tape a piece of plastic over vent to seal it

LISTEN

- Monitor local television, radio, social media, websites and email for information and updates
- Avoid using the telephone, except for emergency calls

SHELTER IN PLACE KIT

Have these specific items in a box to have ready in case of an emergency:

- Plastic for windows
- Duct tape
- Towel for under the door



NOTIFICATION

If there is an emergency, local officials will notify you by radio, television, telephone or by coming to your door with instructions.

Updates about an emergency in Brampton can be found by checking www.brampton.ca/prepared or by following Brampton's Emergency Management Office on Twitter @bemoprepared.

If you smell gas, report it immediately to Enbridge Gas at 1-866-763-5427



KEY CONTACTS

CALL:

- 2-1-1 for community, social, government and non-emergency health services
- 3-1-1 for municipal information and services
- 9-1-1 for immediate assistance, during any emergency where people, property or the environment are at risk

Brampton Emergency Management Office

905-874-2911

www.brampton.ca/prepared

@bemoprepared

bemo@brampton.ca

City of Brampton

905.874.2000 or **3-1-1**

@citybrampton

www.brampton.ca

Brampton Fire and Emergency Services

905.874.2700

@BramptonFireES

www.brampton.ca

KEY CONTACTS

Region of Peel

www.peelregion.ca/contactus

info@peel.ca

905-791-7800

Toll-free **1-888-919-7800**

Peel Regional Police

905.453.3311

[@peelpolicemedia](https://twitter.com/peelpolicemedia)

www.peelpolice.ca

Peel Regional Paramedics

905.791.7800 ext.3951

[@peel_paramedics](https://twitter.com/peel_paramedics)

www.peelregion.ca/paramedics

Peel Region Emergency Response Team

- 24 hours - To report a hazardous spill:

905.791.7800

St. John Ambulance - Peel Branch

905.568.1905

[@SJApeel](https://twitter.com/SJApeel)

www.sjapeel.ca

Canadian Red Cross

1.800.418.1111

@redcrosscanada

www.redcross.ca

**Environment Canada
Weather Office**

www.weatheroffice.ec.gc.ca

**Office of the Fire Marshal
and Emergency Management**

www.emergencymanagementontario.ca

Public Safety Canada

www.getprepared.gc.ca

