



Title:

Housing Services Internal Policy-Department of Social Services-Emergency Evacuation

Policy No.:

SL 011

Revisions:

July 14, 2017

January 1, 2022

Effective Date:

February 29, 2008

Applies to:

The policy and procedures contained in this document apply to the following Housing Providers:

- * Municipal & Private Non-Profit
- * Public Housing
- * Rent Supplement (incl. former OCHAP/CSHP)



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Purpose of the policy

The Housing Services wish to establish a procedure to evacuate its buildings in case of an emergency.

Emergency Situations

The following situations are considered as emergencies:

1. A power outage of more than one hour.
2. The fire alarm goes off, the firemen arrive on site and a fire is detected.
3. The fire alarm goes off, the firemen arrive on site and they do not detect the problem within 30 minutes.
4. An evacuation is declared by Emergency Services.

Procedure for evacuation

In the above emergency situations, the following procedure will be adopted.

1. If the building custodian is not present, the building contact person will call our office and will speak with:

Alain Lacelle, Housing Services Manager at:

1-613-675-4661 or 1-800-667-9825 between 8 a.m. and 4 p.m.

or his cellular phone at 613-306-0104

2. If Alain is not available, the contact person will call:

Michel Fauteux, Engineering and Building Services Manager at:

1-613-675-4661 or 1-800-667-9825 between 8 a.m. and 4 p.m.

or his cellular phone at 613-551-6270

3. The contact person will follow the manager's instructions.
4. If the building custodian is present, he will call his manager and will follow his instructions.
5. If the Engineering and Building Services Manager takes the call, he will call the Housing Services Manager.

6. The Housing Services Manager will call a bus to transport the tenants to the evacuation centre. He will use the list in the Fire Safety Plan to find the appropriate telephone numbers. He will then call the person responsible for the evacuation centre to see if the centre can accommodate our tenants. Then, he will call his employees so they can help tenants to relocate once they have arrived at the evacuation centre.
7. If the Housing Services Manager is not available, the Engineering and Building Services Manager will call the Community Relations Agent so that she can attend to the Housing Services Managers' duties.
8. If the Community Relations Agent is not available, another Housing Services employee will handle it.

Questions

If you have questions about this document, please contact your Housing Services Manager at the United Counties of Prescott and Russell.

APPROVED BY: Original signed by Sylvie Millette

DATE: _____