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Milieu de travail EDSC  
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## Emergency Procedures

Now that most of us are coming to the office regularly, we should brush up on a critical aspect of our personal security – evacuations!

[Emergency evacuations](#) can be necessary for more than just fires. Floods, gas leaks, suspicious packages, etc. – all these scenarios could warrant an evacuation.

To prepare for an evacuation we should first read the [evacuation plan or emergency procedures for our building](#). When we arrive onsite, we should locate at least two emergency exits near our workstations and know where the designated emergency meeting locations are.

Remember, with ESDC's adjusted flexible work model, we are not always in the same work location, so we should know the emergency exits wherever we are working.

We should also know the location of our floor emergency wardens and first aid attendants. We can find them by looking for signage or asking our manager.

Please find more information regarding [preparation for an emergency evacuation](#) on iService.

### Persons Requiring Assistance (PRA)

Any person with mobility, hearing, vision, or other limitations, whether temporary or permanent, may require assistance in evacuating a building or need to have other appropriate measures taken in the context of an emergency. It is the responsibility of the individual to reach to their manager to identify themselves and inform their manager of their emergency and evacuation needs to ensure that the appropriate assistance is in place for them. The employee requiring assistance must work with their manager and the Building's Chief Emergency Warden to establish the appropriate measures required to maximize their security. Please consult [Persons Requiring Assistance \(PRA\)](#) for more information.

PRAs should consult the [PRA - Guide](#) in order to ensure their safety during emergencies or evacuations.

PRAs should also complete the [Personal Emergency Plan form](#) and submit it to their manager, who will then notify the [BMS Accommodations Team](#). This will allow for appropriate

plans or measures to be established ahead of time and implemented to assist them during such an emergency.

For more information about the responsibilities of managers and employees during emergencies, please see the links provided below:

- [Persons Requiring Assistance \(PRA\) – Guide](#)
- [Person Requiring Assistance – Personal Emergency Plan](#)
- [Person Requiring Assistance – Quick Reference Guide](#)
- [Planning for safety – Evacuating people who need assistance in an emergency](#)

## **Employee Training**

### **SABA - The Building Emergency and Evacuation Team (BEET) training course**

This foundational level course is intended for **all employees** returning to the workplace. In addition to this training material, employees will need to contact the BEET organization for the buildings where they will be working to familiarize themselves with the building specific emergency procedures.

The **Learning Objectives** are as follows:

- Understand the roles and responsibilities of the BEET;
- Be familiar with the tasks the BEET performs in different emergency situations;
- Provide an overview of how the BEET conducts a building inspection;
- Know the order in which the BEET prioritizes their response to an emergency;
- Understand the BEET process to evacuate occupants from a building; and
- Gain knowledge of emergency management measures with respect to pandemic protocols.

**We strongly encourage all employees returning to work to complete this training.** This course should take you approximately 90 minutes to complete. To register, log into your SABA account and go to [Building Emergency and Evacuation Teams 101 \(BEET\) - Course ID# 0000088508](#).

## Region- and Site-Specific Emergency Information

Information regarding emergency evacuation procedures can be found through Archibus on the [Building Emergency and Evacuation Plan](#). Please log in to the system and find the building in question to learn about your site specific procedures and expectations.

For more information about First Aid contacts at ESDC building locations, please see the appropriate link below based on your location.

Region	Location Link
Alberta	<a href="#">Workplace OHS Info - Alberta (service.gc.ca)</a>
British Columbia	<a href="#">Workplace OHS Info - British Columbia (service.gc.ca)</a>
Manitoba	<a href="#">Workplace OHS Info - Manitoba (service.gc.ca)</a>
New Brunswick	<a href="#">Workplace OHS Info - New Brunswick (service.gc.ca)</a>
National Capital Region	<a href="#">Workplace OHS Info - NCR (service.gc.ca)</a>
Newfoundland and Labrador	<a href="#">Workplace OHS Info - Newfoundland and Labrador (service.gc.ca)</a>
Nova Scotia	<a href="#">Workplace OHS Info - Nova Scotia (service.gc.ca)</a>
Ontario A to M	<a href="#">Workplace OHS Info - Ontario - Workplaces A to M (service.gc.ca)</a>
Ontario N to Z	<a href="#">Workplace OHS Info - Ontario - Workplaces N to Z (service.gc.ca)</a>
Prince Edward Island	<a href="#">Workplace OHS Info - Prince Edward Island (service.gc.ca)</a>
Quebec	<a href="#">Workplace OHS Info - Quebec (service.gc.ca)</a>
Saskatchewan	<a href="#">Workplace OHS Info - Saskatchewan (service.gc.ca)</a>
Territories	<a href="#">Workplace OHS Info - Territories (service.gc.ca)</a>

## Contact Us

Please contact ISSD's [BMS Accommodations Team](#) for questions related to Emergency Management, or contact the [Emergency Management and Business Continuity \(EMBC\)](#) team.