Minutes – Executive Policy Committee – April 13, 2016

REPORTS

Item No. 1 Emergency Protocol for Persons with Disabilities

EXECUTIVE POLICY COMMITTEE DECISION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service, that the City's current emergency protocol for persons with disabilities (employees and visitors/customers) as outlined in the City of Winnipeg Fire Safety Plan Template (attached as Appendix One) be received as information.

DECISION MAKING HISTORY:

Moved by Councillor Lukes,

That the recommendation of the Winnipeg Public Service be concurred in.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On January 13, 2016, the Executive Policy Committee referred the recommendation of the Access Advisory Committee to the Winnipeg Public Service for report back in 90 days.

COMMITTEE RECOMMENDATION:

On December 1, 2015, the Access Advisory Committee noted that during a fire emergency, there were issues with addressing persons with disabilities' needs, and requested the Executive Policy Committee to look at a protocol for emergencies for both employees and customers with disabilities.

ADMINISTRATIVE REPORT

Title: **Emergency Protocol for Persons with Disabilities**

Critical Path: **Executive Policy Committee**

AUTHORIZATION

Author	Department Head	CFO	CAO/COO
K. Blackmon	L. Burch	n/a	M. Jack COO

RECOMMENDATIONS

That the City's current emergency protocol for persons with disabilities (employees and visitors/customers) as outlined in the City of Winnipeg Fire Safety Plan Template (attached as Appendix One) be received as information.

REASON FOR THE REPORT

The Access Advisory Committee recommended that Executive Policy Committee consider an emergency protocol for employees and customers with disabilities.

Executive Policy Committee, at its meeting on January 13, 2016, carried the motion;

> *"that the recommendation of the Access Advisory Committee be referred to the Winnipeg Public Service for report back in 90 days."*

EXECUTIVE SUMMARY

Emergency protocol for employees and visitors/customers with disabilities ('the protocol') is required as part of the Fire Safety Plan for each City building/physical location. Protocol is developed by tenant departments using the Fire Safety Plan Template (see Appendix One) provided by Corporate Safety. Fire Safety Plans are reviewed by the Fire Prevention Branch of the Winnipeg Fire Paramedic Service.

Protocol varies for each location depending on accessibility and building systems. At minimum, the protocol requires identification of persons with disabilities beforehand (if possible) and assistance from the area Fire Warden or using a pre-arranged "buddy-system" during an evacuation. In all cases, Fire Wardens must notify the Chief Fire Warden of the whereabouts of all persons left in the building and may stay with such persons or have them remain near a safe emergency exit until emergency responders arrive.

Corporate Safety provides initial Fire Safety Plan training for all Fire Wardens and Fire Safety Program information for all departments on CityNet. Tenant departments are responsible for maintaining their plans, which includes conducting ongoing training and regular fire drills.

Fire safety for persons with disabilities depends to a large extent on their awareness of the fire protection measures in place. To promote effective communication of the protocol:

1. An Emergency Evacuation Information Sheet (see Appendix Two) has been developed to include key messages for all building occupants respecting emergency evacuation.
2. The information has been shared with tenant departments, through departmental safety resources and Chief Fire Wardens, and is included in Employee Orientation.
3. The City's Fire Safety Program on CityNet has been updated to include the new information and enhance accessibility.

IMPLICATIONS OF THE RECOMMENDATIONS

None.

HISTORY

On November 23rd, 2015 a fire at Grace's Café led to the evacuation of 510 Main Administration and Council buildings. The Access Advisory Committee noted that during the evacuation there were issues in addressing the needs of persons with disabilities. On December 01, 2015, the Access Advisory Committee recommended the Executive Policy Committee consider an emergency protocol for persons with disabilities (employees and visitors/customers).

FINANCIAL IMPACT

Financial Impact Statement

Date: March 4, 2016

Project Name:

Emergency Protocol for Persons with Disabilities

Comments:

This report is received as information only and has no financial impact

Original signed by R. Hodges
Ramona Hodges
Manager of Finance (Campus)
Corporate Finance Department

CONSULTATION

- Coordinator, Access Advisory Committee
- Coordinator, Councillor Liaison (Chief Fire Warden – Council Building)
- Departmental safety resources
- Public Education Branch, Winnipeg Fire Paramedic Service

OURWINNIPEG POLICY ALIGNMENT

01-3 Prosperity (Direction 1): Provide Efficient and Focused Civic Administration and Governance
>Support a competent, productive and healthy workforce through strategic human resource planning that promotes flexible human resource systems, invests in human resource development and is based on values of equity, diversity, innovation and accountability".

SUBMITTED BY

Department:	Corporate Support Services
Division:	Human Resource Planning and Services
Prepared By:	R. Tone, Manager, Human Resource Planning & Services
	K. Blackmon, Organizational Safety and Occupational Hygiene Coordinator
Date:	March 14, 2016

Appendix One – *Excerpt "Persons with Disabilities" City of Winnipeg, Fire Safety Plan Template*

City of Winnipeg Fire Safety Plan Template (word, 436kb)

Excerpt - Page 5

"Persons with Disabilities

Include a procedure that will be used to assist persons with disabilities to evacuate the building. If possible, persons in need of assistance should be identified beforehand. A pre-arranged "buddy-system" may be developed so persons with disabilities are partnered with a colleague who would be able to help them in an evacuation. The "buddy-system" could also include designating certain exit routes for the exclusive use of persons with disabilities. An example procedure could include the following:

> **Fire Wardens are to assist persons with disabilities. This may mean staying with them or having them stand by a safe emergency exit. If Fire Wardens stay with the individual(s), they must instruct someone to tell the Building Chief Fire Warden where they will be staying. If Fire Wardens do not stay behind, they must inform the Building Chief Fire Warden of the whereabouts of the persons left in the building.**

Resources that can be of assistance for developing this section include:

- "Personal Emergency Evacuation Planning Checklist", NFPA
- "2015 City of Winnipeg Accessibility Design Standard, Third Edition"
- "Emergency Evacuation Planning Guide for People with Disabilities", NFPA, June 2007.
- "Fire Safety for People with Disabilities A Public Educator's Guide", Chapter 4 - Fire Safety Strategies for People with Disabilities, Betty Dion Enterprises Ltd, March 2004.

Appendix Two – *City of Winnipeg Emergency Evacuation Information Sheet*

Our Safety, Health & Wellness

Winnipeg

Know Your Emergency Evacuation Plan

Be informed about how to evacuate the building safely in an emergency.

How to be prepared…

- Discuss emergency evacuation procedures with your supervisor when you start work in a new location.
- Know what you are expected to do and participate in fire drills.
- Learn the sounds and visuals of your building's alarm system(s).
- Know at least two escape routes from your work area.
- Count the doors between your work area and the two nearest exits, in case you have to escape a fire with your vision impaired by smoke.
- Know where your building's fire alarm pull stations and fire extinguishers are located and learn how to use them.
- Know the names of your Fire Wardens.

Special Evacuation Needs

Emergency evacuation procedures for persons with disabilities are part of your building Fire Safety Plan. If you need evacuation assistance, notify your supervisor. Your supervisor will put you in contact with your area Fire Warden to discuss the plan, which may include:

- Assistance from the area Fire Warden.
- Use of a pre-arranged 'buddy-system'.
- Use of existing building safety features and safe staging areas.

For more information on special evacuation needs visit CityNet at:
http://citynet/hrintra/workplacewellness/Safety/FireSafety/FireSafetyPlans.stm

Emergency Evacuation 1

In case of fire:

R – Rescue/Remove yourself and others from danger
A – Alarm/Alert; activate the fire alarm at a pull station and call 911
C – Confine the fire/ close doors
E – Evacuate the building. Extinguish the fire using appropriate fire extinguisher only if trained, confident and not alone.

As you leave the building…

- Exit quickly, closing all doors behind you to slow the spread of fire and smoke.
- If you have to escape through smoke, crawl on your hands and knees. Keep your head one to two feet (30 to 60 centimetres) above the floor, where the air will be cleanest.
- Test the doorknob and spaces around the door with the back of your hand. If the door is warm, try another escape route. If it's cool, open it slowly. If smoke pours through, close it quickly.
- Never use an elevator to evacuate, unless directed by the fire department.
- Once you're out, go to your designated meeting place and check in with your Fire Warden. Do not re-enter the building until it has been declared safe by the Fire Department.

If you cannot evacuate the building…

- If you have a cell phone, keep it with you. Call 911 to let them know exactly where you are.
- If there is no fire in your area, close all doors and stay put.
- If there is fire or smoke in your area, go to another room with a street-facing window closing all doors between you and the fire.
- Stuff the cracks around the door and cover vents with cloth to keep out smoke.
- Call 911 again and tell them exactly where you are.
- Wait at the window and signal for help with a flashlight or light-coloured clothing.

For more information about your building's Fire Safety Plan, contact your building Chief Fire Warden or area Fire Warden.

For information on the City's Fire Safety Program visit CityNet at:
http://citynet/hrintra/workplacewellness/Safety/FireSafety/MainPage.stm

February 2016