

# Emergency Response Plan & Office Evacuation Plan Templates: Frequently Asked Questions

## Prepared by People First HR for MDA members

### What might be new in the Emergency Response Procedures Template?

The Emergency Response Procedures attempt to identify the majority of situations that an office may face. Offices are already all using fire plans, but there are more situations that an office may have to deal with (like natural gas leaks, or another type of threat). Having a robust procedure makes sure that employees have had an introduction to what should be happening in such a situation. This template has been designed to inform staff for those 'just in case' situations.

The Emergency Response Procedures Template also provides offices with a format for an inventory of safety systems. This is designed to support existing Health and Safety processes, and ensure awareness within the office of what is available nearby in case of an emergency. An example might be an emergency evacuation chair (for people with disabilities or sedated patients) or an Automated External Defibrillator.

### What might be new in the Emergency Evacuation Template?

Although likely similar in format, this template may be more extensive than what your office is using now. Some of these additions include:

- Alignment with the Accessibility for Manitobans guidelines for emergency response plans for employees with disabilities
- Guidance on how to support patients and guests with varying disabilities in an emergency
- Training and delegation checklists so that in case of emergency, employees will be confident in what to do and who should do it.

### Will our office need to change what we currently have in place?

If your current procedures, plans and posted signage are not as comprehensive as what has been included in these templates, it is recommended that the office uses the most comprehensive version. One of the benefits of using a consistent format across member offices is that staff who work in multiple locations will be familiar with the procedures, and will just need to become familiar with site-specific delegation and floor plans.

## **Do these templates align with the guidance provided by the Winnipeg Fire Department?**

Yes! People First HR aligned the templates with the fire safety plan guidelines and emergency procedures listed [here](#) on their website.

## **What is an ‘area of refuge’?**

Some high-rise or multi-unit buildings (particularly newer builds) may have a designated safe place where people with disabilities who are unable to self-evacuate can wait until emergency personnel are able to reach them. These places may include an identified room with fire doors and emergency ventilation, or a stairwell with large landings. If your practice is located in a multi-story building, check with your landlord or property manager to see if your building has designated such an area.

## **Where do the guidelines for sedated patients come from?**

People First HR consulted with the Manitoba Dental Association on recommended guidelines for sedated patients in an emergency situation. Each office may have additions based on floorplans and location, but the guidelines provided should act as a baseline. For questions on the evacuation of sedated patients, please contact MDA directly.

## **What other information might we need to complete these plans?**

All offices who lease space will require the assistance of their landlord or property manager to provide them with site specific guidance on safety features, and they may also be able to provide evacuation maps, and information regarding muster points.

## **We have a health and safety partner assisting our office who has recommended more specific procedures. Which templates should we use?**

If you have partnered with a health and safety expert, they will be able to address the specifics of your location and integrate these into your office’s procedures. The templates are a good ‘checkpoint’ to ensure you have the requirements of health and safety legislation as well as the Accessibilities for Manitobans Act

### ***Please note:***

*These templates were developed for the Manitoba Dental Association by People First HR. The use of the templates is at the discretion of the practice owner. If you have any questions on the use or contents of these templates, please contact People First HR directly at HRatyourservice@peoplefirsthr.com or 1 (866) 899-1340.*