

Office Safety Plan

Paterson Patterson Wyman & Abel
Brandon Office

STAY CALM

Senior Staff (SS) Members are in charge in any emergency situation. If Lorraine is not here, the senior staff member designation moves to Connie and so on.

1. Lorraine 2. Connie 3. Donna

Muster Point: The Muster Point is simply the staff kitchen area. It is the central location where all staff will gather in any crisis. There is a cork board with a map of the building for use by the SS in counting heads. The personal alarms also hang on this corkboard. Plugged in below the corkboard is an emergency flashlight.

Group Page Button: The larger phones (lawyers, reception, senior staff) have a clearly marked Group Page Button which can be used to notify the whole building of an event. Press Group Page & announce the emergency clearly and slowly. You do not need to lift the handset.

Fire:

1. Find the nearest phone with Group Page & announce "Fire, please evacuate".
2. Senior Staff person will call 9,911 (or they will delegate)
3. If it is a small fire and would be able to be put out with a fire extinguisher the senior staff member will either try to put out the fire or delegate that. There are 4 fire extinguishers in the building - in the little office off of reception area, outside of library door, by the back door and on the pillar outside Unit 2 bathroom. See muster map on wall.
4. If it is safe to do so, close the inside and outside doors of the safe and lock it.
5. Go to the parking lot, using a safe exit. Count the people to ensure everyone (clients included) is accounted for. Each staff member and lawyer is responsible for their own area and will report that their area is "CLEAR" to SS.
6. When given the okay by SS, go to the courthouse.

Environmental Hazard Emergency:

1. We'll most likely hear a warning via radio/public broadcast. Whoever becomes aware of a hazard will announce it through Group Page.
2. Go to muster point. There is an emergency flashlight plugged in below the cork board for power outages.
3. Senior staff tells people to stay inside.
4. Shelter in place begins, the "*Shelter in Place Box*" is in Janet's A/R office in the open shelf cabinet.
5. Call 9,911 and say we need rescue.
6. SS to delegate duties.
7. Turn off the A/C, furnace and fans. One thermostat is in Janet's (A/R) office and one on Unit 2 by the server. The thermostat for Re-max is also controlled in our office so if the Unit 2 side thermostat is off so is theirs.
8. Lock and Seal doors with masking tape.
9. Seal off vents with garbage bags and masking tape. (Both bags and tape are in the "*Shelter in Place Box*").
10. Gather in a centre room (Library) and be prepared to go to basement if necessary.
11. Do not open door or go outside if hazardous gas – you will not only endanger yourself but your co-workers as well.
12. Shelter in place is usually only a few hours until you are rescued by emergency crews.
13. In the unlikely case of a longer lock down, staff will surrender all food to the SS for rationing.

Bomb Threat:

1. Inform SS
2. SS will alert or delegate Group Page and calmly ask everyone to go to the muster point.
3. Senior staff person is in charge.
4. Do a head count and ensure everyone is accounted for.
5. Go to courthouse.
6. SS will call 9,911 for further instructions.
7. If police need search assistance the **Senior Partner** is in charge of checking out the building not the senior staff member.

Tornados:

1. If the radio says there is a tornado or if the sky looks like a tornado could occur alert SS member who will decide whether Group Page is warranted.
2. Lock outside doors as protection against wind.
3. Gather at muster point.
4. Take head count.
5. Go to basement. Take flashlight from the corkboard with you. There is another flashlight downstairs. Conserve batteries.

Trouble at Reception:

1. If it seems like a matter that can be solved by Doug Paterson (like a drunk etc.) reception should alert Doug Paterson if possible and if he ignores you speak in his face or grab him so he knows there is a real problem.
2. If it is a more serious matter or if Doug is not here push the Panic Button which sounds a loud noise in Unit 2.
3. When Unit 2 hears noise - tell Senior Staff.
4. SS will call 9,911.
5. An additional person will be asked by SS **to volunteer** to call 911 on a cell phone. While talking on the cell phone, that person will go out the back door (or other door) and proceed to the front door to see what the problem is, and describe the situation to the 911 operator as it is observed.

Safety for appointments remaining after 5PM:

1. If a client remains in an appointment at 5:00 PM, the receptionist will knock on the door and say "It's 5:00, I'm heading out." This will give the lawyer the opportunity to just say "ok goodnight" and continue on with the meeting if they feel safe in doing so, or they will then be able to say to the client "oh my, where has the time gone. I'm going to have to walk you out but I'll give you a call in the morning" or whatever. This way the lawyer is able to have a safe excuse to get the person out of the building while people are still here.
2. This will apply to the male lawyers as well, as the odds of a false allegation by a female client are probably the same as a female lawyer actually being assaulted.

Suspicious Packages:

Generally be aware that a package could be harmful, so be alert at all times. They can be delivered to the office by Canada Post, courier, bus & train delivery service or dropped off in person. **DO NOT TOUCH THE PACKAGE** until you have examined it carefully.

Packages and envelopes should be considered suspicious:

- if you do not know who dropped it off
- if the person delivering it appears nervous, behaves oddly, or doesn't want to identify themselves
- if there is no return address, or if it is unfamiliar & no one is expecting such a parcel. Compare the return address & the postmark; they should be the same
- if there is an excessive amount of postage
- if there is incorrect spelling on the label
- if it is an abnormal size or unusual shape
- if there is an oily stain, or visible wires
- if there is a peculiar odour such as shoe polish, almonds or spices.

If there is a phone number or other contact information on the package try to reach the sender. Ask them who the parcel is intended for, what it is, and why it's being sent.

If you can't identify the package & are still suspicious contact a partner or other lawyer & have them assess the situation. If they consider a threat is present, calmly & discreetly move anyone in the immediate area to a safe location, preferably outdoors. Lock the front door or stand guard at a safe distance outside to prevent anyone new entering the building.

Call 9,911 and initiate evacuation procedure as described in the FIRE section above.

First Aid Emergency:

1. We have 3 people who are trained in St. John's Ambulance. They are Janet Demkey, Caroline Guscott & Kelly McCann. These people will receive a refresher course every 2 yrs.
2. If there is a medical situation and someone is suffering a serious medical event alert one of these people. **They will then be in charge of the scene.**
3. There is a first aid kit located just outside the library hanging on the coat rack. There is a mask for CPR in the first aid kit.
4. There are AED (defibrillators) located:
 - A. At the Court House right outside the door of the main office where you file documents.
 - B. In the basement of the Court House right beside the elevator.
 - C. On the main floor of Westoba Credit Union. The Westoba lobby is open until 5 PM if the Court House is not available.

After Dark Preparedness:

1. When employees leave the building after dark take a personal alarm with you from the corkboard in the kitchen.
2. To activate simply pull the pin out of it and it will emit a high pitch noise.
3. To stop the noise, simply put the pin back in the alarm.
4. Keep in mind as well that cell phones and car key fobs have their own alarms and can be used as a safety resource.

FOR SENIOR STAFF but should be read by all staff and lawyers.

Lorraine; Connie; Donna

Except for medical emergencies, **YOU ARE IN CHARGE OF THE SITUATION.** Your primary duties will be to:

- maintain calm & reassure the staff
 - contact 9,911 & remain on the phone with them. You will give them updates as the scene changes, & likely receive directions from them
 - account for the people in the building. Do this by actually counting noses, &/or by receiving reports back from others that their areas are clear
 - as required, move your people quickly, but calmly, from the Muster Point to the Court House (or basement)
 - give the "okay" that the situation has passed & staff may return to their desks.
- You will know it's ok when the Fire Dep't/Police tell you it's so.

All the above duties can, & should be, delegated as you see fit. You should be free & able to respond if the situation changes, or if Emergency Workers need you.

AND A FINAL NOTE TO ALL STAFF:

Staff will be expected to refresh themselves at least once a year by re-reading and signing this Office Safety Plan.

The Office Safety Plan will be reviewed yearly.

Office Safety Plan
Sept. 10, 2014
Janet Demkey/Donna Bergen/Doug Paterson

I have read this document _____ Date _____

updated August 14, 2015