

Task/Process: Emergency Prevention and Preparedness Policy	Task/Process: Emergency Prevention and Preparedness Policy
Prepared/Revised by: Mark Lavaway/Jessica Lagoda/Katelyn Doyle	Approved by: Mark Lavaway
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### **Ed Mirvish Enterprises Limited – Emergency Prevention and Preparedness Policy**

#### **Purpose:**

Ed Mirvish Enterprises Limited (EMEL) is committed to the wellbeing and health and safety of its employees, patrons, contractors, subcontractors and visitors. EMEL endeavours to support the prevention of illness and injury through the provision and maintenance of a healthy and safe work environment at all of its theatres and offices.

The purpose of this policy is to identify risks and potential emergency situations and how best to manage them. This policy will also communicate who is responsible for emergency coordination and to mitigate the long-term effects of an emergency. The objective of this policy is to increase the safety of the building(s) and all of its occupants, by taking a proactive approach to reduce risks and to prepare for and manage an emergency.

#### **Scope:**

The EMEL Emergency Prevention and Preparedness Policy applies to all areas at:

- The Princess of Wales Theatre - 300 King St. W.
- The Royal Alexandra Theatre – 260 King St. W.
- The CAA Ed Mirvish Theatre – 244 Victoria St.
- The CAA Theatre – 651 Yonge St.
- Mirvish Productions Head Office – 322 King St. W. / Remote Work Locations

**NOTE:** Each of the buildings within the scope is unique and therefore requires specific emergency response procedures.

#### **Definitions:**

**Emergency:** a situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the force of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Types of emergencies include, but are not limited to: bomb threats, chemical spills, fire, gas leaks, threat of violence (Active Assailant), confined space entrapment, medical emergencies, motor vehicle incidents, power failure, adverse weather conditions, working at heights emergencies/rescue, external threats and pandemic (broad public emergency).

**Assembly Points:** a location designated as the place to meet for people to gather in case of an emergency.

*Emergency Coordinator(s):* the individual(s) in the field that is a direct representative of the building owner and/or building property management. This individual will ensure that activities between the local emergency response agencies and the general public are coordinated and in place.

**NOTE:** *Each of the buildings within the scope have been assigned an emergency coordinator; please refer to the emergency response procedures.*

*Preparedness:* actions taken prior to an emergency or disaster to ensure an effective response.

*Prevention:* the action of stopping something from happening or arising.

*Emergency response teams:* working groups composed of individuals from all EMEL venues who will conduct the frontline operations of an emergency response, under the direction of their Emergency Coordinator.

### **Roles and Responsibilities:**

#### Security

- Respond, handle or assist with the emergency as per internal procedures and training.
- Provide status reports and assistance as directed by the Emergency Coordinator.

#### Emergency Coordinator

- Coordinates the activities of Front of House staff and/or Office staff and is the designated liaison between management and municipal emergency responders.
- Provide ongoing oversight of the Emergency Response Plan, implement the Emergency Response Plan in an emergency.
  - Identifies the risks that are within or related to their areas of responsibilities and base emergency management plans on the assessment of risks, including those related to critical infrastructure
- Coordinate emergency response teams.
  - Communicate emergency prevention procedures with all workplace parties and known external interested parties
- Have a sustainable capacity to meet the goals outlined in individual emergency management plans, based on priorities, needs analysis and capability requirements.

#### Front of House staff

- Primary responders during show hours who provide assistance as directed by the Emergency Coordinator.
- Bring forward any matters concerning actual or perceived Health and Safety issues within the workplace to a Manager or Supervisor so to mitigate any future emergencies.
- Have an in-depth knowledge of the workplace, as well as its emergency procedures and policies

#### Management

- Comply with OHSA, as well as its own Health and Safety Policies, including but not limited to EMEL Competency Policy and the Health and Safety Training Policy
- Provide support and guidance as requested by the Emergency Coordinator.

- Apply and implement changes based on lessons learned and best practices derived from the conduct of training and exercises as well as from response and recovery experiences.
- Keep a list of Fire wardens for your assigned area(s) up to date and ensure that back-ups are assigned for each Fire Warden

#### HR Department

- Comply with Health and Safety Policies, including but not limited to EMEL Competency Policy and the Health and Safety Training Policy
- Communicate emergency prevention procedures with all workplace parties and known external interested parties, including specific training for any person with defined duties or responsibilities in relation to the procedures or plans
- When developing policies and procedures, be able to identify the necessary resources to implement the prevention procedures, while taking into account the needs of other interested parties, such as emergency services, authorities or the general public
- Provide training, arrangements or measures, where appropriate, aimed at mitigating risks from hazards, relevant to the workplace
- Apply and implement changes based on best practices derived from the conduct of training and exercises as well as from response and recovery experiences.
- Develop an emergency contacts list and a resource list
- Know the emergency procedures specific to each location and as outlined in the Emergency Procedures Policy
- Fire drills are to be held annually—this ensures all Supervisory staff and other staff are completely familiar with emergency evacuation procedures
  - Be aware and familiar with guidelines for conducting fire drills, as outlined in the Fire Safety Plan

#### Joint Health and Safety Committee

- Bring forward any matters concerning actual or perceived Health and Safety issues within the workplace
- Conduct walkthroughs aimed at identifying any hazards or possible hazards, and alert the committee or management of them
- Recommend changes based on best practices derived from the conduct of training and exercises as well as from response and recovery experiences.

#### Procedure:

1. Establish the planning team: representatives from all departments and levels, with support from senior management, is most effective
2. Assess the risks at each of the buildings within the scope
3. Develop the emergency response plan
4. Implement the plan: obtain equipment, communicate, and train
5. Test the plan: hold drills or simulation exercises
  - a. This includes but is not limited to: Fire drills, Active Attacker Training, First Aid Training, etc.
6. Review the plan based on the outcomes from testing, and or practice
7. Ensure the plan is accessible within the above defined Scope of EMEL

**Training:**

Building operation staff must be trained in the Emergency Procedures Plan and Fire Safety Plan. Security must also be trained in the Emergency Procedures Plan and Fire Safety Plan, initial response to a variety of emergency incidents, meeting and escorting responders and assisting in evacuating building occupants.

**Evaluation:**

Management, along with the Emergency Coordinators and JHSCs, will evaluate EMEL Emergency Prevention and Preparedness Policy annually and monitor and ensure the ongoing compliance of staff.

**Revisions:**

<b>Revision Made</b>	<b>Revision Made By</b>	<b>Date</b>

**Approvals:**

The following individuals have read and approved the policy herein:

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>
Mark Lavaway Director of Labour Relations		