

Emergency Preparedness

Emergencies can occur at any time. Having an Emergency Measures Plan prepared can aid in the effectiveness of handling emergency situations. The Prince Edward Island Emergency Measures Organization (EMO) is responsible for managing emergency situations by providing information to aid in the four phases of emergency management planning. Each government department has their own unique emergency plan and designated EMO team consisting of a lead member and alternate. Employees should be aware of who is part of this team along with the basis of the emergency plan of their department.

Four Phases of Emergency Management

- Presentation/Mitigation – efforts to reduce or eliminate impacts from an emergency.
- Preparedness – actions to limit the potential impact or result of an emergency.
- Response – actions to deal with the emergency as it unfolds.
- Recovery – aid in assistances to return things back to normal following an emergency.

First Aid

Completing a First Aid Risk Assessment for every work location is an important part of emergency preparedness and helps ensure the right first aid resources are available when needed. Under PEI's first aid requirements, workplaces must have first aid resources in place based on the results of a First Aid Risk Assessment. It is important to know who is trained in first aid and where first aid supplies are located. For more information, see the [WCB Workplace First Aid Regulations Guide](#).

Extreme Weather

Be prepared for severe weather. In Atlantic Canada, hurricane season runs from May to November, with the highest risk of severe weather from mid-August to mid-October. Review your emergency plan, stay in touch with your employer before, during, and after an emergency, and keep extra supplies and equipment readily available.



Emergency Preparedness Kit

An emergency can happen at any time thus it is important to have an updated emergency preparedness kit at home with the necessary supplies for different situations. For a full detailed list of recommended emergency kit supplies visit [Government of PEI – Emergency Preparedness Guide](#).

- A three to five day supply of food and water, at least two liters of water person and non-perishable food and a can opener.
- First aid kit, flashlight, whistle and dust mask
- Printed emergency contact list with phone numbers and names
- Cash, ideally up to \$200 in small bills
- A hand-crank or battery powered radio and extra batteries
- Extra blankets, duct tape and plastic sheeting for emergency shelter
- Toilet paper, tissues, moist towelettes, garbage bags and plastic ties



Emergency Preparedness in the Workplace

An emergency poses an immediate risk of significant harm to health, life, property or the environment. Preparing for emergencies is an important part of your workplace health and safety program and is a legal requirement throughout Canada.

Common types of emergencies



fires or
explosions



medical
emergencies



severe
weather



earthquakes



major power
failures



hazardous
material spills

4 elements of an emergency management program



Prevention

Policies and procedures to minimize the occurrence of emergencies



Preparation

Activities and procedures to make sure your organization is ready to effectively respond



Response

The action to be taken when an emergency occurs



Recovery

Practices to resume to normal business operations

What's in a written emergency response plan ?

- ✓ Scope and outline potential emergencies
- ✓ Alarms and other methods of initiating a response
- ✓ Site-specific response procedures
- ✓ Command structure, roles and responsibilities
- ✓ Shutting down of power
- ✓ Evacuation and assembly procedures
- ✓ Communication systems and protocols
- ✓ Emergency contact lists
- ✓ Resource lists

Why prepare for emergencies?

Keep employees and responders free from harm

Manage life-threatening situations

Minimize damage to the environment, equipment, machinery, tools, etc.

Minimize downtime

As a worker, it is important that you know how to

Identify common types of emergencies

Respond if you encounter a situation

Respond when an emergency alarm is activated

Ask your employer for more information and training

6 key steps to emergency planning

