



Emergencies can occur at any time, thus having access to an Emergency Measures Plan 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 a designated Department Emergency Services Officer (DESO) representative and alternate.

- 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 – activities to return things back to normal following an emergency.

In the Atlantic Provinces, hurricane season spans from May to November with the presence of more extreme weather conditions between mid-August and mid-October. During this time, it is important that individuals prepare for the effects of these extreme weather conditions by reviewing emergency plans, communicating frequently with the employer before, during and after an emergency, and having appropriate equipment and supplies readily available.

It is important to have an updated emergency preparedness kit with the necessary supplies for different situations in your workplace. This helps to respond effectively to emergencies and protect the safety and well-being of employees. For a full detailed list of recommended emergency kit supplies, visit [Government of PEI – Emergency Preparedness Guide](#).

- Printed emergency contact list with phone numbers and names.
- A three-to-five day supply of food and water, non-perishable food and a can opener.
- First aid kit, flashlight, whistle and dust mask.
- Cash in small bills.
- A hand-crank or battery powered radio and extra batteries.
- Extra blankets, duct tape and plastic sheeting for emergency shelter.
- Sanitation and hygiene supplies - toilet paper, tissues, moist towelettes, hand sanitizer, and garbage bags.



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



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

