



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

# **MIS ELECTRONICS INC's EMERGENCY RESPONSE MANUAL**



174 West Beaver Creek Rd.  
Richmond Hill, Ontario L4B 1B4  
Tel: (905) 707- 2305  
Fax: (905) 707-2304

# 1. Table of Contents

2.0	Approvals .....	3
3.0	History .....	3
4.0	Introduction .....	4
5.0	Emergency Response Control .....	8
6.0	Internal Emergency Communication .....	11
7.0	External Emergency Communication.....	13
8.0	Emergency Public (Media) Information .....	14
9.0	Evacuation Procedures .....	16
10.0	Severe Weather .....	21
11.0	Hazardous Materials (Chemical) Release.....	22
12.0	Medical Emergencies .....	22



174 West Beaver Creek Rd.  
Richmond Hill, Ontario L4B 1B4  
Tel: (905) 707- 2305  
Fax: (905) 707-2304

## **2.0 Approvals**

Signature on file:

---

Maryam Afshar  
General Manager  
M.I.S. Electronics Inc.

---

Date

## **3.0 History**

**Issue:** A

**Issue Date:** December 29, 2020

**ECN #:** N/A

**Formulated by:** Maryam Afshar

**Description:** New Procedure



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

## **4.0 Introduction**

### **4.1 Purpose/Scope/Responsibilities**

**4.1.1** The purpose of this document is to provide a manual to resolve any type of interruptions and emergency situations that could affect M.I.S. Electronics Inc.'s service level to the customer and the health and safety of its employees. The manual is intended to show due diligence on the part of M.I.S. Electronics Inc. and to comply with all the Ontario Codes and Regulations.

**4.1.2** The manual should provide a standardized set of procedures to respond to fires, floods, hazardous chemical material releases, medical emergencies, and other emergency situations. These procedures will also be used for the restoration of business operations in a timely manner, secure the safety of employees and visitors in an emergency and to establish an escalation of notification process to customers and senior management of business interruption.

**4.1.3** The response procedures address interruption to Production/Manufacturing, Building Systems, IT Critical Systems, responses to Life Safety, Workplace Violence, and Site Closure.

**4.1.4** Managers and supervisors should maintain a copy of this document. They should be familiar with its contents to achieve a quick resolution to events an notification.

**4.1.5** An "Emergency Response" is required when an internal or external event jeopardizes the continuity of the business for M.I.S. Electronics Inc. and its customers. An emergency response will be required when the site is affected by the following events:

- A-** Power Outages due to natural or man-made conditions
- B-** Building evacuation: actions directed to ensure the safety and welfare of employees due to fire, flood, internal or external threats, structural failure, or related emergencies
- C-** Natural disasters
- D-** Pandemics



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

**4.1.6** M.I.S. Electronics Inc. will assign, equip, train and maintain a force of employees to respond to emergency situations as they arise. The emergency organization will herein be known as the Emergency Response Team (ERT)

**4.1.7** The Emergency Response Team, which operates under the guidance of the Incident Commander (IC), is responsible for:

- Handling emergency situations and
- ensuring safe and rapid site evacuation, hazard identification & correction, and safe re-entry verification and authorization

**4.1.8** The IC is responsible for:

- Notifying outside agencies if community hazard exists
- When necessary, the IC will establish an Incident Command Post, which will be the central point of operations for all emergency situations
- Overall coordination of emergency response

**4.1.9** A copy of the Emergency Procedure Manual shall be posted on the Health & Safety Bulletin boards. A soft copy of the Emergency Procedure Manual will be posted on the Blade Server.

**4.1.10** Managers/Facilitators are responsible for:

- Ensuring that associates follow requirements of the emergency response procedures and are trained on these procedures
- Conducting and participating in emergency response drills as defined in these procedures

## **4.2 References:**

- Ontario Occupational Health & Safety Act & Regulations
- Ontario Building Code
- Ontario Fire Code
- Ontario Public Health



174 West Beaver Creek Rd.  
Richmond Hill, Ontario L4B 1B4  
Tel: (905) 707- 2305  
Fax: (905) 707-2304

#### **4.3 Acronyms used in this procedure**

- EC – Emergency Coordinator
- ERT – Emergency Response Team
- IC – Incident Commander
- JHSC – Joint Health & Safety Committee
- MOT – Ministry of Transportation
- MSDA – Material Safety Data Sheet
- NFPA – National Fire Protection Agency
- OSHA – Occupational Safety & Health Administration
- PPE – Personal Protective Equipment
- WSIB – Workers Safety Insurance Board

#### **4.4 Emergency Contact List**

##### **4.4.1 Emergency Services Numbers**

Police	911	1866 876 5423
Fire Department	911	905 883 5444
Ambulance	911	
Ministry of Environment (spill)	1800 565 4923	

##### **4.4.2 Emergency Response Team**

Incident Commander: Alireza Mirzaei, Prod. Manager, ext. 222, cell #: 416-302-4547

Emergency Coordinator: Maryam Afshar, G.M., ext. 224, cell #: 647-295-6686



174 West Beaver Creek Rd.  
Richmond Hill, Ontario L4B 1B4  
Tel: (905) 707- 2305  
Fax: (905) 707-2304

#### **4.4.3 JHSC Member Contact Numbers & Emergency Response Team**

Maryam Afshar, Management Member, GM, H/R Manager: ext. 224, cell #: 647-295-6686

Alireza Mirzaei, Management Member, Prod Manager: ext. 222 cell #: 416-302-4547

Debbie Yan, Employee Member, Front Desk Clerk: ext. 221

Marlene Guaerzon, Employee Member, Warehouse: ext. 257

#### **4.4.4 Corporate Contacts**

Saeid Mohmedi, President,CEO: ext. 223, cell #: 416-560-2305

Maryam Afshar, General Manager: ext. 224, cell #: 647-295-6686

#### **4.4.5 Company directory**

Saeid Mohmedi, President, CEO: ext. 223

Maryam Afshar, General Manager: ext. 224

John Tryhub, Vice President: ext. 226

David Baird, Controller: ext. 234

Albert Lee, Director of Engineering: ext. 256

Jinyou Qie, Engineering: ext. 239

Dr. Khosroshahi, Nanobiotics Lab: ext.279

Alireza Mirzaei, Production Manager: ext. 222

Debbie Yan, Front Desk Clerk: ext. 221

Maryam Vakili, Purchasing Manager: ext. 240

Elena Zamakh, Project Manager: ext. 233

Marlene Guerzon, Warehouse Supervisor: ext. 257

Farzaneh Rahbar, Testing Dept. Supervisor: ext. 237

Senthil Sinnathurai, SMT Supervisor: ext. 227



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

#### **4.4.6 Other Companies within Building Contacts**

Faucet Canada: Tiam Mohmedi: 416-399-2295, Ethan Teelucksingh: 416-206-1777

Circuit Plus: Mr. Zereshkian: 416-755-1721

Artaflex: Paul Walker: 905-470-0109

#### **4.5 Frequency of Review**

This procedure will be reviewed and reissued annually by the Human Resources Department or the Production/Maintenance Department or as required.

## **5.0 Emergency Response Control**

### **5.1 Purpose**

**5.1.1** This section outlines provisions for the direction and control of emergency operations at M.I.S. Electronics Inc. and specifies who is responsible for overall emergency management as well as logistical aspects of emergency operations.

### **5.2 Responsibilities**

**5.2.1** The Emergency Response Team (ERT) which operates under the guidance of the Incident Commander (IC), is responsible for coordinating the site response activities including, but not limited to evacuation, employee accountability, communications, search and rescue, medical treatment, damage assessment and fire suppression. The ERT will be responsible for maintaining or shutting down the functions of MIS Electronics Inc. during an emergency, such as an evacuation due to fire, flooding, bomb threat, workplace violence, weather, site closure, or facility failure that might impact employee safety.

**5.2.2** All ERT members are responsible for following the operational guidelines set by the IC and the procedures outlined in this manual.



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

**5.2.3** H/R Manager is also responsible for training the ERT and the IC in their responsibilities.

### **5.3 Incident Command System**

**5.3.1** The Incident Command System (ICS) is designed for use in response to medical emergencies, technological accidents and severe weather incidents. The IC handles management of the major functions, including the designation of Command and Operational staff equipped to manage the hand-on details of the incident. The primary objective of the ICS is to manage resources for effective control of any situation.

### **5.4 Command Staff**

**5.4.1** The EC is responsible for overall management of the scene. In large-scale incidents, the EC is responsible for consulting with upper management teams to determine the acceptable level of expense and effort for remediation or managing the response efforts. In these situations, the EC is responsible for contacting the President of M.I.S. Electronics Inc.

**5.4.2** The **Incident Commander** is responsible for the management of all incident operations. The IC will manage incidents by establishing the organizational elements as recommended in each of the chapters of this manual. The IC will keep the EC informed of all incident operations and will communicate any special needs to the EC. Following the Incident Command System, the first ERT member that responds to the scene of an emergency is the designated Incident Commander when the assigned IC is not on site. Transfer of command may occur when a higher-ranking ERT member arrives on the scene. Transfer of command should be face to face and acknowledged by both responders, and all other ERT members should be notified about the transfer to avoid any confusion regarding who is responsible for making decisions. The IC is responsible for the following:

- Establishing the Incident Command Post and ensuring activation of the Emergency Response
- Coordinating with outside emergency response agencies, if necessary
- Coordinating building evacuation and best location for evacuated personnel if primary meeting locations are impacted by the incident
- Determining requirements for shut down of building utilities such as electrical, gas and HVAC system



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

- Determining when the building is safe for re-entry
- Conducting incident debriefing with the ERT members
- Completing an Emergency Response Report to document the incident and actions taken by the ERT. JHSC maintains copies of the Emergency Response Reports
- In most cases, the IC is responsible for the EC's duties

**5.4.3** Should an incident take place in which the news media responds to the M.I.S. Electronics Inc. location, the IC will ensure that the **Public Information Officer (PIO)** is designated and informed. The PIO is responsible for preparing news releases and establishing a central information center for the news media. Other duties for the PIO are identified in the procedures of this manual.

There are 2 certified members of the JHSC. When necessary, the IC will designate a certified member to act as a **safety officer**. The safety officer is responsible for assessing hazards and monitoring the situation to determine if hazards change. The safety officer is also responsible for alerting the IC and operational personnel of any unsafe conditions. The safety officer has the authority to stop work to correct unsafe situations that may endanger ERT members, associates, employees or the community.

**5.4.5** In the event of an emergency requiring a **Liaison**, the IC will contact the HR manager to act as the point of contact for all external agencies and for internal management. Examples of external agencies are OSHA, Fire and Police.

**5.4.6** **The controller** is a non-ERT member responsible for all financial and cost analysis aspects of the incident. This person will report his findings to the CEO for authorization to release funds for additional resources to contain the emergency. The involvement of the controller usually occurs after the control/containment phase has been completed and will therefore not be directly concerned with the incident operations during the emergency

## **5.5 Tactical Priorities**

When responding to an emergency, the IC will protect the following Tactical Priorities in order of most importance: Life and Health, Environment, Property, Business interruption.



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

## 5.6 Emergency Contacts

In an emergency, any individual in the Emergency Contact List above may be contacted to assume a position within the ICS.

# **6.0 Internal Emergency Communication**

## 6.1 Purpose

6.1.1 This section of the manual describes communication methods used during an emergency.

## 6.2 Reporting Emergencies

6.2.1 At any time for an emergency, call 911

6.2.2 Between 8:00 am and 4:30 pm, the Front Desk Receptionist can be reached at ext. 221. While reporting the incident, provide the following information and do not hang up until receptionist confirms all the details:

- Exact location of the emergency
- Nature of the emergency
- Number of persons involved
- Telephone number or extension of the caller
- Name of caller

The receptionist must call 911 if necessary and the IC. In accordance with Ontario law, in case of a 911 call, the IC or the manager on duty must complete and Accident/Investigation Form and submit it to the H/R within 24 hours of the incident. The H/R is responsible for submitting the Form 7 to WSIB within 3 days of the incident.



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

### **6.3 Emergency Notification System – Paging System**

6.3.1 Should conditions warrant, the EC must advise all personnel of the emergency using the paging system or by contacting the Department Supervisors' internal extensions as listed above.

### **6.4 Responsibilities**

#### **6.4.1 Emergency Coordinator (EC)**

Upon receiving a report on an emergency, the EC shall either:

- Page ERT member (in case of medical emergency or chemical spill)
- Implement the Evacuation Procedure (in case of fire/explosion)
- Implement the Severe Weather Procedure
- Call the IC

Contact the President for direction with large scale incidents.

### **6.5 Incident Commander**

6.5.1 The Incident Commander is the basic decision-maker with authority and responsibility over the entire ERT. The IC will evaluate the scope and the nature of the emergency and will use this information to advise ERT members of necessary activities for mitigating the incident.

6.5.2 The IC, in conjunction with the General Manager, is responsible for determining the potential impact of the incident on the surrounding community and the extent of community notification, if required.

### **6.6 Management Communication**

6.6.1 When requested by the GM, the senior management team will report to the designated Management Command Center. Management will conduct appropriate emergency functions while maintaining communication with the IC. Management functions include:



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

- Disaster Recovery
- Planning/Finance issues
- Communicating with the Public Information Officer on press releases
- Communicating with IC, EC, and PIO for dissemination of information to employees
- Communicating with IC for recommendations for release of aid or funds

## **6.7 External Communication**

6.7.1 Company telephones or personal cell phones will serve as the primary means of communication with off-site authorities. Section 4.4 of this manual contains the emergency phone numbers. Text, twitter and other social media may be used if emergency phone numbers are busy or flooded.

# **7.0 External Emergency Communication**

## **7.1 Purpose**

7.1.1 The extent of involvement of government agencies and/or private organizations in emergencies will depend upon the type and magnitude of the incident. This chapter outlines the types of assistance available from outside organizations during emergencies.

## **7.2 Coordination with Outside Agencies**

7.2.1 M.I.S. Electronics Inc. IC will communicate the incident with outside emergency response agencies.

7.2.2 M.I.S. Electronics Inc. uses the services of the Richmond Hill Fire Department during emergencies. The Fire Department has been informed of the layout of the



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

facility and the potential hazards associated with its operations. The Fire Department has a copy of M.I.S. Electronics Inc.'s Contingency Plan.

7.2.3 In the event of a large-scale fire, M.I.S. Electronics Inc. will rely on the Fire Department to initiate any evacuation that may be necessary for surrounding and neighboring homes or businesses and for providing shelter when necessary.

7.2.4 The Material Safety Data Sheets (MSDS) used in the facility will be provided to emergency services upon request. The MSDS is posted on the Blade server which can be accessed quickly if hard copy has been damaged by the incident.

7.2.5 Other agencies that may be contacted in the event of an emergency are listed in Section 4.4 of this manual where their contact information is listed. These agencies are The Fire Department whose role is to assist in all life-safety issues in initial care of medical victims, The Police are the security-related agency for control of emergencies related to bomb threats, sabotage, civil disturbance and work-place violence and maintain order, conduct community evacuations and control movement of vehicles and traffic for containment of the incident. Ministry of the Environment assists in controlling contaminant spillage and its environmental impact.

## **8.0 Emergency Public (Media) Information**

### **8.1 Purpose**

8.1.1 This chapter provide for the managed release of information to the public during and following an emergency.

### **8.2 Policy**

8.2.1 In order to avoid the release of confusing, contradictory, or misleading information, only the Public Information Officer (PIO), usually a senior member of the management team on site is authorized to communicate with the media on behalf of M.I.S. Electronics Inc.



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

### **8.3 Responsibility**

**8.3.1** The PIO is responsible for preparing press releases and other information for release to media during an emergency. If an incident requires a PIO in another role, the IC will appoint a designate for the PIO.

### **8.4 Press Release**

**8.4.1** The PIO or designate and the President must approve all press releases prior to their dissemination. Press releases should be planned in coordination with the IC, and EC. The press release should outline:

- The nature and extent of emergency incident
- The response actions currently in progress
- Impact on surrounding areas
- Coordination with emergency agencies
- Should not address cause, blame or speculation

### **8.5 Media Guidelines**

**8.5.1** The following guidelines must be followed when communicating with the media/press:

- Top management must be notified and authorize the communication
- If a statement is promised in the media release, it must be delivered
- Only evidence-based information can be released to the press
- Names of victims must not be released
- Follow-up releases with confirmed information can be arranged
- Release of financial information or estimates for damage control and repair, photographs of the site should not be allowed without authorization from President
- All press releases, inquiries and interviews should be logged for future reference



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

## **8.6 Rumor Control**

**8.6.1** News stories must be monitored by H/R Manager or GM to ensure that the media is distributing information that is factual. Any information that is not true or is rumored must be corrected immediately by the PIO and the PIO must arrange for another media release to contain the rumor.

**8.6.2** PIOs or any M.I.S. employee when questioned must never answer “no comment” as “no comment” suggests an affirmative answer and can be damaging.

# **9.0 Evacuation Procedures**

## **9.1 Purpose**

9.1.1 Evacuation of an area may be necessary in the event of an emergency with the potential to threaten the life and/or safety of personnel. This section of the manual contains evacuation procedures that must be followed by all personnel in any such event and identifies all associates responsible for key evacuation roles. As such, pre-planning helps to ensure the fast, safe, and organized egress of employees, contractors, and visitors. Pre-planning also facilitates orderly and efficient recovery of business once the threat has been mediated.

## **9.2 General**

9.2.1 The decision to evacuate the building or any portion of may be made by any of the following persons: Production Manager, General Manager, IC, or President.

9.2.2 Situations that may require the full evacuation include but are not limited to : fire, explosion, severe flooding, bomb threat or armed attack.

9.2.3 Personnel will be notified of an emergency evacuation via the paging system or by Fire/Police emergency services personnel.

9.2.4 Evacuation will be conducted using the Emergency Evacuation Plan posted on the production area wall.



174 West Beaver Creek Rd.  
Richmond Hill, Ontario L4B 1B4  
Tel: (905) 707- 2305  
Fax: (905) 707-2304

### 9.3 Responsibilities

9.3.1 M.I.S. Electronics Inc. Management is responsible for:

- Providing a safe work environment for all employees
- Supporting Emergency Procedures and the Safety Plan by providing any resources for their implementation and execution
- Reviewing and approving Evacuation Procedures, routes, meeting zone locations as pre-planning for the emergency response

9.3.2 The IC is responsible for:

- Implementing the Evacuation Procedures
- Notifying the ERT about the status of all incidents
- Notifying the ERT about any evacuation and re-entry

9.3.3 The JHSC is responsible for:

- Assisting the IC with administration and execution of the Evacuation Procedures as required
- Documenting Evacuation Procedures and updating them when changes occur either to the infrastructure, or significant H/R population
- Establishing and publishing Emergency Evacuation Routes and Meeting Zone locations
- Reviewing and updating Emergency Evacuation Routes
- Planning and conducting periodic Emergency Evacuation Drills

9.3.4 The ERT is responsible for:

- Implementing the Incident Command System
- Assigning Sweep Team Personnel



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

- Assessing all incidents, conducting building sweeps, and implementing appropriate mitigation solutions

- Complete appropriate clean-up procedures and assign personnel

9.3.5 Sweep Team will be responsible for:

- Take appropriate actions when evacuation notice is given
- Be familiar with evacuation routes, emergency exit locations and meeting zone locations

- Direct employees and visitors to evacuation exits

- Assist injured personnel

- Report any issues to IC or ERT

9.3.6 Area Supervisors shall participate in:

9.3.6.1 Evacuation Pre-Planning

Ensure all associates have been trained in Emergency Evacuation Procedures. This training should be completed on the first day each employee reports to work and must include: Description of ENS alarm that may be heard in work area, Location of evacuation maps and routes, Location of nearest evacuation exits, Meeting Zones and Additional instruction in the event that an evacuation occurs, and the associate is in another area of building.

Maintain clear and unobstructed aisles, passageways and Emergency Exits at all times.

Designate a minimum of two associates per area to assist any associates who may need extra help in evacuating (e.g., deaf, blind, mobility impaired, etc.)

Establish shutdown procedures for process equipment and potentially hazardous operations where applicable.

9.3.6.2 Evacuation Drill

Secure all Proprietary Documents if time permits

Contact and inform Fire Department

Follow instructions of ERT



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

Ensure all personnel move quickly and orderly to closest Emergency Exit(s) and assemble personnel at designated Meeting Location, at least 150 feet from the building

Ensure safe evacuation of all disabled persons

Yield to all emergency vehicles and personnel

Report any missing personnel to ERT Personnel

Prohibit anyone from re-entering the building until instructed to do so by the ERT.

IC to reset the Fire Alarm System

Contact and inform Fire Department that the Evacuation Drill is completed.

9.3.7 All MIS employees will participate in: Evacuation Pre-Planning and actual evacuation.

## **9.4 Evacuation Procedure**

9.4.1 Full Building Evacuation: Upon notification of a total or partial building evacuation, all affected personnel will exit through the nearest Emergency Exit and proceed to their group's pre-designated Meeting Zone. Supervisors will account for their personnel and report any missing persons to an ERT member. All personnel should remain at least 150 away from the building and yield to all emergency vehicles and personnel.

### **9.5 Key Points to Follow During Evacuation:**

- DO stop all work.
- DO exit through nearest emergency exit and report directly to Meeting Location.
- DO follow instructions given by ERT or other emergency responders
- DO NOT run.
- DO NOT lag behind.
- DO NOT make any unnecessary noise.



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

- DO NOT stop for personal belongings.
- DO NOT go to the restroom.
- DO NOT return to the building until advised to do so by an ERT member.
- DO NOT go home unless authorized to do so by your Supervisor.
- DO NOT attempt to move vehicle(s) unless instructed to do so by an ERT member, or an emergency responder.
- DO NOT block emergency vehicle thoroughfares.
- DO NOT smoke.

## 9.6 Emergency Notification System

9.6.1 Fire Evacuation, Bomb Threat, Armed Threat: An audible message through the speaker/paging system will alert everyone in the building. A Building evacuation for a fire, explosion, bomb or armed threat will be done. All employees should immediately exit the building and move into the Meeting Zone outside after hearing the message according to the procedures explained above. Employees can only return to their work stations after an “All Clear” directive is heard from ERT or external emergency personnel such as the Fire Department.

9.6.2 From a safe location outside, dial 911 and report the Fire/Bomb/Armed threat. The person reporting the emergency must provide the following information and does not hang up the phone until the 911 associate confirms all the details and allows them to hang up the phone: Exact location of the emergency, type of emergency, if they have seen or heard of injuries and if anyone is trapped or perhaps missing, whether or not the fire is near a critical system or areas such as chemical storage.

9.6.3 Area Supervisor Responsibilities: Ascertain the nature, extent and location of the fire, immediately call 911 and order the evacuation of the area or building, notify the IC.

9.6.4 Incident Commander Responsibilities: Establish the a command post, ascertain the nature, extent and location of the emergency and alert 911. Activate the procedures in section 5.0, create a response plan and call for additional resources. Establish communication with the Fire Department and provide ERT support as per their request. Provide any information on any chemicals and their location in the building and provide the MSDS binder if necessary.



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

9.6.5 Emergency Response Team Responsibilities: Ensure evacuation of the immediate area or building, ensure that 911 has been notified, provide support to the Fire Department Team on site. Do not take any action if you feel you are at unreasonable amount of risk. Rescue and first aid take priority over fire suppression. Do not enter fire or smoke filled areas, consider that an explosion is always a possibility during a fire and do not turn off the sprinkler system unless advised by the Fire Department.

## **10.0 Severe Weather**

### 10.1 Purpose/Policy

This chapter establishes the procedures for protecting M.I.S. Electronics Inc.'s personnel and visitors in the event of a severe weather condition such as tornadoes, hurricanes, thunderstorms and snow or ice storms. M.I.S. Electronics Inc. will make all reasonable provisions to protect personnel from harm when there is severe weather announcements and conditions. M.I.S. will establish a reliable method for early warning, identifies safe areas within the facility to remain in when leaving the facility is not a safe choice and will train personnel on the appropriate actions to take when these emergencies occur.

### 10.2 General

The IC will monitor the National Weather Channel on TV or Radio when there are weather warnings and notifications. The IC will notify the personnel through the paging system if conditions warrant. The weather safe zones should be identified in places like washrooms where there are no windows and are away from electrical wiring or hot water pipes. No-one should stay on the manufacturing floor. Everyone should sit or lie on the floor, or take cover under tables or work surfaces (if available), draw knees to chest, and protect head and face with hands. Remain in this position until an "All Clear" signal is broadcast over the paging system.



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

In Snow or Ice storms, the plant and general manager will determine when the facility will be closed for business or if operating schedules will be altered. Employees should expect that the plant will be open and shall make every effort to report for work, unless, they have been notified otherwise. In cases of unsafe driving conditions, employees must make prudent decisions about reporting to work and should always inform their production or H/R manager.

## **11.0 Hazardous Materials (Chemical) Release**

### **11.1 Purpose**

The purpose of this section is to minimize safety, health, and environmental hazards due to releases of hazardous materials. Due to very limited Hazardous Materials at M.I.S. Electronics Inc., a full team to handle a major clean-up is not necessary. In this situation, M.I.S. will contact the Fire Department and the Ministry of Environment Spill reporting.

### **11.2 Local Chemical Spill**

For a minor chemical spill, M.I.S. has provided a Chemical Clean-up Kit System inside the production area. The Production Manager has been trained on how to use this and all employees know of its location and purpose. If the chemical spill cannot be contained or cleaned, the Fire Department should be notified.

## **12.0 Medical Emergencies**

### **12.1 Purpose**

This Chapter outlines activities for medical emergencies, whether as an individual situation, or as part of a larger disaster.



174 West Beaver Creek Rd.

Richmond Hill, Ontario L4B 1B4

Tel: (905) 707- 2305

Fax: (905) 707-2304

## 12.2 General

Reporting Medical Emergencies: The department supervisor should be informed immediately of the location of the emergency, type of emergency, what is the condition of the injured person, what are the symptoms, if the injured is conscious, number of persons involved and the name and telephone number or extension of the person calling.

The departmental supervisor must notify 911 if necessary and inform the ERT.

ERT members will proceed to the location with emergency equipment, while one ERT member will meet the ambulance or emergency personnel at the entrance. The ERT members with first aid training are responsible for initial medical treatment until the ambulance arrives. A designated employee will accompany the injured to the medical facility if transport is required.