



Emergency Response Plan (Integrated Standards Compliant)

Intent

Gardiner Roberts LLP (“GR”) is committed to protecting the health and safety of its employees, customers, visitors and any other individual on, in or around the premises. The intent of the Emergency Response Plan is to ensure human safety; minimize damages to property; assure rapid and responsive communication to all parties involved and remain compliant with *Ontario Regulation 191/11 Accessibility for Ontarians with Disabilities Act, 2005*.

Scope

The Emergency Response Plan shall apply to GR, its employees, volunteers, visitors, customers and guests on, in, or around the premises of the Firm at all times.

This Plan shall:

- Address the availability of alternative Emergency Response Plan formats;
- Discuss Emergency Survival Kit contents;
- Outline emergency procedures.

Definitions

Emergency is defined as a serious, unexpected, and often dangerous situation requiring immediate action.

Emergency Response Plan – Alternative Formats

GR is dedicated to ensuring the Health and Safety of all of our employees, volunteers, visitors, customers and guests. As such, we will provide our Emergency Response Plan in a format that takes into consideration individual needs.

It is critical that all of our employees, volunteers, visitors, customers and guests know and understand our Emergency Response Plan, if the information provided to you is unclear or in a format that prevents you from fully knowing and understanding our process, please contact the following person as soon as possible:

Ms. Talin Artinian
Human Resources Manager
416-865-6735
tartinian@grllp.com

GR will work with the individual, as soon as practicable, to identify solutions and options that take into consideration their needs. Alternative options include but are not limited to:

- Enlarged text;
- Braille format;
- Communication support either in person or over the phone;
- Documents provided via email.

If requested, and upon approval by the individual, the individual Emergency Response and Fire Evacuation Plan shall be shared with the person designated to provide assistance to the individual.

Emergency Survival Kit

One of the best ways to prepare for an emergency, regardless of the type, is to prepare an Emergency Survival Kit. As a best practice, emergency survival kits should include enough supplies for employees, volunteers, visitors, customers and guests to survive for 72 hours.

Important items to include in the kit are:

- Candles;
- Matches sealed in a water proof bag;
- Fire retardant blankets;
- Flashlight (s)
- Ample batteries;
- Telephone (s) that will work in a power outage;
- A well-stocked first aid kit;
- Non-perishable food;
- Manual can opener;
- Whistle to serve as an extra communication device;
- Cases of bottled water.

Other items can include spare clothes, personal hygiene items, pain and allergy relief pills and assistive devices such as asthma inhalers, canes and diabetic medication.

Emergency Procedures

Fire

If you hear a fire alarm all individuals on, in or around the premises, including employees, customers, visitors, contractors, etc. will:

- Remain calm and encourage others to remain calm
- Evacuate the building immediately when instructed by the building, using the nearest and safest exit
- Close all doors behind you as you leave
 - Immediately report any employee(s), customer(s), visitor(s), contractor(s) or individual(s) who have remained in the building or refused to leave
- Contact security regarding the fire
- Use the fire extinguisher *only if you have been trained and authorized to do so.*
- *Do not return until it has been declared safe to do so by the Fire Department.*

If you are unable to leave your work station, or have returned to it due to fire or heavy smoke:

- Remain calm
- Close all doors to prevent the entry of smoke and fire
- Dial 911 to notify the authorities and inform them of who and where you are
- Signal to the Fire Fighters, by any means possible, to draw attention to you
- If possible, seal all cracks where smoke can get in
- Crouch low to the floor if smoke begins to enter your area
- Move to the nearest protected location in the room or area
- Wait to be rescued and remain calm
- Do not leave the area
- Do not panic or jump
- Listen for instructions or information which may be given by authorized personnel

Natural Disasters

A “weather watch” means that conditions are favourable for severe weather to develop. A “weather warning” means that severe weather has been sighted in the vicinity.

- Remain calm and encourage others to remain calm
- Account for all employees, volunteers, visitors, customers and guests ensuring that everyone is safely inside the facility
- Close all curtains and blinds
- Instruct all individuals to move away from windows and doors
- Listen to weather reports for updates and instructions
- Do not leave the basement or enclosed area until the weather warning has been lifted

Chemical, Biological, Radiological and Nuclear Hazards

In the event that a contaminant, virus, or other harmful agent poses an immediate threat, all individuals, including employees, volunteers, visitors, customers and guests are to:

- Notify Human Resources of the situation immediately
- Remain calm and encourage others to remain calm
- Evacuate the building immediately
- Report to the designated “Emergency Evacuation Area” (the stairwells)
- Notify Security of the hazard and follow any and all instructions

Bomb Threat

In the event of a bomb threat, all threats will be treated as real in order to protect lives and property

- Remain calm and encourage others to remain calm
- Evacuate the building immediately
- Report to the designated “Emergency Evacuation Area”
- Contact Security and follow any and all instructions

Water, Heat or Utility Disruptions

In the event of a power outage:

- Remain calm and encourage others to remain calm
- Gather flashlights and other needed supplies
- Check on all employees, volunteers, visitors, customers and guests to ensure their safety
- If the power outage is prolonged, GR will consider sending everyone home for the remainder of the day

In the case of other utility disruptions, all attempts will be made to determine the cause of the disruption and the probable length of shutdown. Where required, the building will contact the local utility provider to assess and resolve the situation. If the shutdown is prolonged, dismissing employees for the day shall be considered by management.

Missing Person Procedure

The purpose of the Missing Person Procedure is to ensure that all necessary steps are taken when an employee, volunteer, visitor, customer or guest cannot be accounted for during an emergency.

- The Emergency Response & Assessment Team will engage in a systematic search, both inside and outside the premises, when safe to do so and may request the assistance of employees
- Search areas shall include rooms, bathrooms, offices and all other areas in, on, or around the premises.
- Should a search of the premises prove unsuccessful, the Emergency Response & Assessment Team shall notify the authorities by calling 911
- Provide a description of the missing person, or a photograph where available. The authorities will assume control of the search at this point
- All previously contacted persons and law enforcement shall be notified if the missing person turns up due to search, or of their own accord



GARDINER ROBERTS

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Emergency Response Plan of Gardiner Roberts LLP and its contents. I agree to adhere to the Policy, regulations and practices stated in the policy. I understand that if I violate the rules set forth under the Policy, I may face punitive or corrective action, up to and including the termination of employment, and/or potential legal action. I understand that the Firm expressly reserves the right to change, modify or delete the provisions without notice. I further agree that I am responsible for regularly reviewing the terms of the Emergency Response Plan and adhere to this Plan in the event of an emergency.

This completed form must be submitted to Human Resources.

Name: _____

Signature: _____

Date: _____

Human Resources: _____