



Policy

Policy #
POL630

Title

Emergency Response Policy

Section

Human Resources

Approved Date

April 16, 2013

Revised

Associated Documents: NA

Emergency Response Policy

Student Transportation of Eastern Ontario (STEO) is committed to protecting the health and safety of its employees, customers, visitors and any other individual on, in or around the premises. STEO commits to making provision for the extraordinary arrangements and measures that may have to be taken if an emergency occurs where the safety of those individuals is threatened. Emergencies might include fire, persons with weapons, missing persons, bomb threats, hostage takings, local industrial hazards, extreme weather conditions, breakdown of physical facilities, et cetera.

An Emergency Response Plan (ERP) shall be developed that is consistent with this policy. The ERP shall apply to STEO, its employees, visitors, customers and guests on, in, or around the premises of the company at all times. The purpose of the ERP will be as follows:

- To safeguard the lives of staff, students and visitors.
- To minimize damages to property.
- To educate staff regarding procedures during emergencies.
- To delineate the specific responsibilities of all staff in the event of an emergency situation.
- To ensure a coordinated plan of action with municipal authorities and other relevant stakeholders.
- To make staff aware of the evacuation sites and communication network that will be established, should one of the emergency situations arise and to assure rapid and responsive communication to all parties involved.

STEO's ERP will remain compliant with Ontario Regulation 191/11 Accessibility for Ontarians with Disabilities Act, 2005.