



4.25 Emergency Response Policy

Intent

The Emergency Response Policy has been created to address, in a coordinated and systematic manner, all types of emergencies potentially affecting the employer. Each property has a specific plan for responding to major emergencies. Roles and responsibilities are assigned for the implementation and execution of a plan in the event of an emergency or catastrophe affecting one of the employer's properties, facilities and/or employees. Employees should refer to their hotel specific emergency response plan.

Scope

This policy applies to all employees in the event of an emergency and/or disaster always and without exception.

Unionized employees are requested to refer to their current Collective Agreement for specific information pertaining to emergency responses. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

The employer's umbrella of operations is located across multiple provinces and various geographic regions subject to varying degrees of likelihood of natural disasters, the employer shall ensure that each of its locations develop and implement an Emergency Response Plan specific to their location.

Guidelines

The employer is committed to supporting the welfare of its employees, guests, visitors and physical premises. This Emergency Response Policy is in place to ensure human safety, minimize damage to property and to assure rapid and responsive communication to all parties involved.

Due to the nature of the services that the employer provides to its guests and the inherent responsibility of keeping our employees and guests safe, it is imperative that employees report an emergency immediately to management.

The employer requires that each hotel location maintain an emergency response/assessment plan to ensure that emergency situations are responded to in a fully coordinated approach, thus ensuring greater effectiveness, efficiency and streamlined communication. *All parties should refer to the specific plan of their hotel for guidelines.*

For the purposes of this policy, the employer defines "emergency" as an instance, or combination of instances, of unsafe conditions that pose a threat to people or property. They are as follows:

1. Fire and/or smoke. Any fire of combustible materials causing danger of burns from the fire or suffocation/choking from smoke inhalation. This can also include nearby fires where there is a clear danger of the fire spreading to the employer' property or causing the air to become unbreathable due to smoke.
2. Natural disaster or severe weather. This is a broad term meaning any emergency caused by inclement weather conditions or tectonic activity. Natural disasters include tornados, floods, earthquakes, mudslides, hurricanes, lightning strikes, avalanches, blizzards, ice storms, severe thunderstorms, and so on. In some cases, natural disaster may also include excessive periods of intensely cold weather, or excessive periods of intensely hot and/or humid weather.
3. Chemical, biological, or radiological incidents. This may include a release of toxic chemicals or other dangerous agents within the vicinity of the employer, including natural gas leaks; the release of harmful bacteria, viruses, or other biological dangers; release of or exposure to radioactive materials.



4. Structural failures. This term encompasses any damage to property or premises that causes unsafe conditions due to structural failure. Failures or pending failures include, but are not limited to, bomb threats, collapsed walls, ceilings, or foundations, burst water mains, electrical power outages, and so on.

All properties are required to conduct hazard assessments of their premises to ensure all potential hazards in relation to emergencies are properly addressed and incorporated into their Emergency Response Plans. These plans will be reviewed at least annually or as required considering an emergency or change to the physical layout of the hotel.