

MEADOWGREEN CO-OPERATIVE HOMES

POLICIES *and* PROCEDURES

POLICY ON EMERGENCY RESPONSE & PREPAREDNESS

POLICY

Meadowgreen Co-op is committed to ensuring the health, safety and welfare of Employees, members, the general public, the environment, and protection of property should an emergency occur.

Purpose of the plan

The purpose of the Plan is to ensure that Meadowgreen Co-op has specific written procedures in place, which outline the actions that should be taken by the property during an emergency situation. Having emergency procedures should accomplish the following objectives:

- To protect the lives and safety of our employees, members, suppliers and communities
- To ensure that the actions taken during an emergency serve to preserve and protect our assets
- To restore normal operations in a timely and cost-effective manner
- To limit the liability in the event of an incident
- To maintain compliance with regulatory requirements of federal, provincial and municipal agencies
- To enhance Meadowgreen Co-op's ability to recover from financial losses, regulatory fines, damage to equipment or interruption of business
- To reduce the number of decisions to be made during response and recovery operations and eliminate confusion and errors

An emergency under this policy is defined as:

"An urgent and/or critical situation, temporary in nature, that threatens or causes harm to people, the environment, co-op's property or disrupts critical operations."

In order to develop appropriate measures, it is the policy of Meadowgreen Co-op:

- (a) to authorize the Niagara Regional Police Department to initiate a timely and appropriate response to co-op's Emergencies with the assistance of the St. Catharines Fire Department, Emergency Medical Service, the Co-op's Emergency Response Team and other involved organizations.
- (b) to require that all individuals fully evacuate a building or area upon activation of a fire alarm system or upon direction from Police, Emergency Response Team, Fire Department, or Police personnel.
- (c) to establish and maintain an Emergency Response Team to coordinate responses to any emergency.

Emergency Response Team

The persons designated to respond to an emergency:

A-Emergency Manager: Responsible for commanding activities at the emergency site and for resolving the emergency with available resources.

The Emergency Manager is: Nabila Gebri

B-Recovery Director: Responsible for the overall management and decision-making authority regarding the emergency.

The Recovery Director is: Nabila Gebri

C- Notifier: Responsible for contacting emergency services, personnel and resources as required.

The Notifier is: Alan Skore

D-First Responder: First medically trained responder to arrive on site.

The First Responder is: Paramedics, fire fighters _____

E- Public Information Coordinator: Responsible for maintaining two-way communications between the property and the various staff. Also responsible for addressing the media.

The Public Information Coordinator is: Betty Ann Baker

F- Emergency Responders: Co-op's maintenance personnel

The Emergency Responders are: Max & Pauline

Emergency Command Post

The Emergency Command Post (ECP) serves as a centralized management center for emergency operations. Here, decisions are made by the Emergency Manager and the Emergency Response Team based on information provided by civil authorities, the designated Incident Commander and other personnel.

The primary ECP is the Community Center, 14 Wilholme Drive. In case the Community Center is affected by the emergency, the second ECP would be Commonwealth Co-op's community center at 15 Richardson Court #20.

Jubilee Church would serve as a shelter in case an evacuation is in order. Our Emergency Contact is Wendy De Jung 905-682-8941

Emergency Equipment

Meadowgreen Co-op has established an Emergency Supplies cabinet containing standard emergency equipment and a basic Emergency Kit. All equipments are added to the Emergency Supplies Inventory form.

PROCEDURES

Refer to the Event Response Procedures.

Fire Escape Plan

Meadowgreen Co-op has established a Fire Escape Plan. A copy of the plan was given to each household of the co-op.

Alan Skore

President

Jan 26/2011

Date

Tahany Abou Shabab

Secretary

Jan. 26, 2011

Date