

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS
REPORT**

TO: Mayor Peake and Council
FROM: Carrie Sykes, Joint Health & Safety Committee Representative
DATE: January 15, 2008
SUBJECT: Emergency Evacuation Procedures

Recommendation:

Be it resolved that the Council of the Corporation of the Township of Lake of Bays hereby adopt the attached Emergency Evacuation Procedures Policy.

Origin: Joint Health & Safety Committee

Background:

Upon review of the existing Health & Safety policies and procedures it was determined that the Township of Lake of Bays did not have procedures for the evacuation of Council and staff from municipal buildings during emergencies.

As it is essential for the safety and well being of Council and staff to have standard operating procedures for the evacuation of municipal buildings in emergencies the attached Emergency Evacuation Procedures were developed by the Joint Health & Safety Committee with the assistance of Ontario Fire Marshall's office and have been reviewed by both Management and our Fire Chief.

It is the recommendation of the Joint Health & Safety Committee that Council and staff receive training on these procedures annually and that regular testing of the procedures are conducted at least twice a year.

The Joint Health & Safety Committee will review the Emergency Evacuation Procedures annually and make required updates as necessary.

Respectfully submitted,



Carrie Sykes
Joint Health & Safety Committee Representative