**The Salvation Army**

**Women’s Counselling Centre**

**POLICIES & PROCEDURES MANUAL**

|  |  |
| --- | --- |
| Section: | Health and Safety |
|  |  |
| Date Created: | October 2009 |
| Date Reviewed: | July 2017 |
| Authority: | Director |

**Fire and Disaster Contingency Plan**

**Policy:**

It is the policy of the Women’s Counselling Centre that, in the event of a fire or disaster rendering our Centre unsafe, that every attempt will be made to provide on continuance of counselling services to our clients.

**Procedure:**

Contingency plans are to, some extent, dependent on the nature, duration and area involved in the fire or disaster.

If an emergency renders our centre unsafe or inaccessible for one or two days, normally on site activities will be cancelled and rescheduled.

For emergencies which render our centre unsafe for a longer duration than one or two days, other plans will be made to continue the counselling relationships established with our clients.

The Honeychurch Family Life Resource Centre in Brampton will make counselling space available to us any time we need it. This does need to be booked in advance but it is a standing policy that we are able to use their facility to see clients in Brampton.

If an emergency required relocation of our services, the Director will contact FLRC to see if it is possible for our program to be temporarily relocated there.

Depending on the geographical area affected by the emergency, it may be possible for our programs to be relocated in another Salvation Army building closer than Brampton. The Director will make contact with the person(s) in charge of other Salvation Army facilities as required.

Staff members are also free to conduct telephone counselling and offsite visits with clients as another alternative during an emergency.

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**Evacuation**

**Policy:**

It is the policy of the Women’s Counselling Centre that all staff, students, clients and volunteers will evacuate the centre when necessary in emergency situations.

**Procedure:**

When the alarm sounds, all persons in the Women’s Counselling Centre must leave the building via the nearest fire exit as quickly as possible and meet in the parking lot. Staff members are responsible to ensure that they and their client(s) leave the building and meet in the evacuation area in the parking lot. Reentry into the center will only occur after the Fire/Police Personnel give permission and under guidance of the designated staff person or management. If it is a drill only, the person responsible for the drill will announce it is okay to reenter. Serious incidents will require investigation. Management will support staff through this process.

**Building**

**The Collegeway**

**Parking Lot**

**Evacuation Area**

Driveway

**Evacuation Area 2460 The Collegeway**

Should it be required for us to exit the property due to fire or other emergency, there are two evacuation sites that we can go to as necessary: 1) Erin Mills United Church (Southwest Corner of Winston Churchill and The Collegeway) and 2) St. Margaret’s of Scotland School, 2266 Council Ring Road.