

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

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POLICY TITLE:

SUBJECT:

Office Unforeseen Incidents

Office Closure

POLICY SECTION:

POLICY NO:

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EFFECTIVE DATE: March 5, 2014

ENACTED BY:

AMENDED - January 4, 2023

Resolution, By-Law 23-11

Purpose

The Township of the North Shore acknowledges there may be times when unforeseen incidents will prevent an employee from remaining on the job. This policy establishes the procedure to follow in such circumstances, such as:

When entering the building:

1. There is detection of an unpleasant, unhealthy odour;
  2. Evidence of criminal activity, such as a break-in;
  3. Power outage;
  4. Absence of water/heat
  5. Fire & Smoke
  6. Robbery Attempt
  7. Only one staff member present in office
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1. An unpleasant, unhealthy odour could be the result of lethal septic or propane leakage. The building shall be cleared immediately and the Clerk/Designate will call a qualified company with the necessary sensors to determine the source of the odour and arrange for a time for the inspection. Notice of closure will be posted on the front door. When the issue has been taken care of, the Clerk/Designate will notify staff that it is safe to return to work.
  2. Upon discovering a break-in has occurred, the building will be immediately evacuated and a call to 911 will be made to send the Ontario Provincial Police. Notification will be given to all of staff of the situation and will be notified when it is safe to return to work. Notice of closure will be posted on the front door.
  3. When entering the premises and it is determined that there is a power outage, a call to Hydro One to inquire how long the outage will last. If the outage will extend more than two hours, the employees will be sent home until further notice is given by the Clerk/Designate to return to work. If the main hydro feed is not the problem, an electrician will be contacted to evaluate the problem. Notice of closure will be posted on the front door.
  4. In the case of a water main breakage or freezing, or heat is non-existent, the Clerk/Designate will contact the appropriate contractor to assess the situation. If contractor is unable to assess the situation immediately, or is delayed more than two hours, the office will be closed and staff sent home until arrangements can be made. Notice of closure will be posted on the front door. In the case of not immediately contacting a contractor, the office will be closed and a contact number will be left on the contractor's voicemail to call the Clerk/Designate to

- arrange an evaluation/repair. The Clerk/Designate will contact staff when to report back to work.
5. When fire or smoke is discovered, call 911 and evacuate immediately. Staff will be sent home until further notice from the Clerk/Designate. Notice of closure will be posted on the front door.
  6. If the office experiences a robbery/robbery attempt, all staff are to remain calm, listen, comply and cooperate, seek safety if possible. Any staff who become aware of the situation, but who are not directly involved, may choose to call 911 if safety will not be jeopardized to alert the Ontario Provincial Police. Once robber(s) exit the building, immediately lock all doors, and alert the Ontario Provincial Police. Notice of Closure will be posted on the front door. Any damage will be assessed and recorded. All staff are to remain inside of the building until the OPP arrive to give statements. Staff will debrief and a report will be filled out to keep on file of the incident. Staff will be sent home and the Clerk/Designate will contact staff when to report back to work.
  7. In such cases where only one staff member is present in the office, all doors must be locked and a Notice of closure will be posted on the front door. Staff are to remain in the building until a second staff arrives. Staff may choose, at their discretion, to allow rate payers into the office if a prior appointment has been made

A number of generic "Notice of Closure" or "Notice of Closure Due to Emergency" posters will be prepared and stored where access will enable staff to quickly post on the front door.

In all the above cases, employees sent home will be paid a minimum of four hours. Where employees work in excess of the minimum four hours, they will be paid for a full workday.