



DRUMHELLER

ADMINISTRATION POLICY



ADMINISTRATION POLICY # A-03-06

CODE 99

THE PURPOSE OF THIS POLICY IS TO:

To alert all Town Staff of a potential emergency situation and to provide direction to staff in the event that a Code-99 is called.

POLICY STATEMENT:

Procedure:

Calling a "Code-99":

1. The Chief Administrative Officer or a Deputy Director of Disaster Services can activate a Code-99.
2. A Code-99 should only be used in level 2 or level 3 emergency situations. A level 2 emergency has high impact and only last for a short duration, being under 8 hours. A level 3 emergency has high impact and last for a long duration, being over 8 hours.
3. The Town Staff may be required to assist in the situation.

In the event of a "Code-99" on the radio, Town staff with portable radios shall:

1. Secure the work site. Town staff may have to leave someone there until other arrangements can be made.
2. Collect tools and equipment.
3. If an employee sees other Town workers while returning to the shop, stop and inform them of the situation and help them if necessary.
4. Proceed back to 117-7Ave S.E. (Shop A); avoid going to the location of the incident.

5. Drive legally and with care. It is possible that due to the nature of the incident emergency vehicles and other responders are on route and are in a hurry.
6. Approach and pull into the yard slowly. There may be a number of vehicles arriving at the same time. Do not block the shop doors.
7. Park in an orderly fashion.
8. Report to the coffee room and be sure all Town staff member's presence is noted.
9. Wait for instructions. Please be patient and remain calm.

*****DO NOT USE THE RADIO UNLESS NECESSARY.**

*****DO NOT TALK TO THE MEDIA; REFER THEM TO A SUPERVISOR.**

Adopted by Management Committee

Date: October 24, 2006



Chief Administrative Officer