

PATHWAYS ABILITIES SOCIETY

POLICY TITLE: FOREST FIRE EMERGENCY

Applies to: All Personnel, Volunteers, Persons Served, Families and Caregivers

POLICY

Pathways Abilities Society services, excluding the homes, will close if the city is in imminent threat of a forest fire and normal operation would pose a danger to individuals and staff while attending services or would prevent them from returning safely to their worksite or home. At all times, individuals and or caregivers will assess their personal safety in deciding whether or not to attend under such conditions.

For the society to be "closed" means services are not held, meetings and other scheduled events are cancelled. Staff, other than those employed at Pathway's homes as defined in this statement, are not expected to be at work.

Forest fire can sometimes be intimidating even though the society does not officially close. Staff that live at some distance from the society can be particularly affected. Time not worked due to forest fire conditions will be accounted for through vacation time, personal leave day, emergency unpaid leave day or flexible working hours accumulated, except in cases where employees are sent home by the employer due to a closing decision made by the executive director.

Pathways Abilities Society will close after service hours have started for the day only in extreme circumstances. A decision to close during the day will be made by the executive director or his/her designate. A decision to close during the day will specify whether the closing is "immediate" or at a stated hour. Unless otherwise specified, the closing continues from that hour until the beginning of work on the next day.

When the Society is closed essential services must be maintained for the care and protection of the home members living in Pathways' supported homes. The executive director or his/her designate will designate staff that is to provide essential services either in the home or at emergency evacuation locations. The supervisor is responsible for assigning duties to be carried out and making reasonable arrangements for the protection of essential staff and home members. When requesting staff to work essential services, the area supervisors will show flexibility and consider the person's circumstances and ability to get to and from the defined worksite. No department can designate any essential service or require staff to work during a closed period without approval from the executive director or his/her designate.

The executive director, supervisors, managers maintain and have available an updated staff and person's served contact telephone list.

Effective/Revision Date

March 27, 2006
September 12, 2011
January 24, 2013
September 16, 2013

Board Approval

Date Approved

March 27, 2006
September 12, 2011
January 25, 2013
September 16, 2013