



*Everyone needs a home*

## HFS Emergency Preparedness and Business Continuity Policy

### GENERAL PRINCIPLES

The purpose of this policy is to outline requirements and responsibilities that will ensure Homes First meets its operational requirements, continues to provide essential services, and preserves the reputation of the agency in the event of an emergency situation.

This policy applies to all staff, volunteers, and clients of Homes First.

#### **Policy:**

Homes First is committed to ensuring the health and safety of staff, volunteers and clients in emergency situations.

Homes First recognizes the importance of outlining distinct requirements, responsibilities, and procedures for each role within the agency and will ensure all management and staff are familiar with emergency and evacuation plans for each site. The agency will make every reasonable effort to ensure communication between staff and management is possible in an emergency situation.

Homes First will take all possible measures to ensure the evacuation of clients with mobility issues, as well as service and emotional support animals and pets in an emergency situation.

Homes First will ensure each site is equipped with all materials and equipment necessary to be prepared for an emergency situation and ensure that staff are trained on their appropriate usage.

Homes First recognizes the potential business impacts of emergency situations and will take all reasonable measures to ensure business continuity.

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- As per Toronto Shelter Standards, 2016: Section 11.4(a)(i).
  - Created on March 31, 2017.
  - Approved by HFS Governance and Nominating Committee on April 12, 2017; to be reviewed in 2022.
  - Approved by HFS Board of Directors on April 26, 2017.
  - This Policy applies to all Homes First.