



# **Emergency Response Plan Policy**

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**Revised July 2024**

## **Intent**

Parker Pet Care is committed to protecting the health and safety of employees and visitors. In pursuit of this, the company has established an emergency response plan. Each emergency will require a different response, which may include evacuating the workplace or temporarily closing the business. Appropriate responses will be determined by the severity of the event and its effect on the health and safety of employees, visitors, and property.

The policy outlines employee entitlements in the event of an evacuation or business closure. The company will make all reasonable efforts to communicate with employees in a timely manner and will provide employees their entitlements in line with applicable legislation.

## **Guidelines**

Parker Pet Care has developed an emergency response plan outlining the procedures to follow in case of various emergency situations. All employees will be informed of the company's emergency response plan and are expected to follow all procedures outlined in it. A copy of the plan can be found in the lodge kitchen and front office for reference. If an update to this plan is made, employees will be informed as soon as reasonably possible and an updated copy of the plan will be made available.

Employees should inform the company of any changes to their contact information as soon as possible. This information will be used if employees need to be contacted during an emergency.

## **Evacuations**

If employees must evacuate the premises due to an emergency, the company will ensure that the workplace is safe to re-enter before allowing employees to do so. If the business cannot resume operations that day, employees will be sent home and will be paid for their regular hours of work. Employees are expected to show up for their next scheduled shift unless they are contacted by the company and informed otherwise. PPC has a separate evacuation plan for pets in our care.

## **Business Closures**

If the business cannot re-open due to reasons associated with an emergency, Parker Pet Care will notify all employees as soon as reasonably possible. The company will remain in contact with employees to update them on the situation and will provide notice of the date of re-opening.

The company may implement alternate work arrangements, such as working from home where possible, to enable business operations to continue during the closure. Any such arrangements will be communicated to eligible employees, PPC will continue to care for any animals on the properties.

If the business must remain closed for an extended period, the company may place employees on temporary layoffs. These layoffs will be carried out in accordance with applicable legislation and employees will be provided with the required notice.

Wages and benefits during business closures



Employees will not be paid during a temporary business closure and will have the option to use paid sick and vacation days during this period. Parker Pet Care will continue benefit payments during a business closure. Employees will be required to continue to pay their part of the contributions.

Payroll processes may be delayed, depending on the emergency. The company will take all reasonable measure to ensure employees' regular pay day is maintained.

## Acknowledgement and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand Emergency Response Plan Policy of Parker Pet Care. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_