

VILLAGEOS EMERGENCY PROCEDURES

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EMERGENCY RESPONSE MANUAL

Purpose

The purpose of this document is to establish clear emergency procedures for all VillageOS members, volunteers, staff, contractors, visitors, and participants.

These procedures are designed to help protect lives, reduce injuries, minimize property damage, and support an organized response during emergency situations.

Every participant is responsible for understanding these procedures before participating in VillageOS activities.

EMERGENCY RESPONSE PRINCIPLES

In any emergency situation:

1. Protect People First

Human safety always takes priority over property, equipment, crops, or animals.

2. Stay Calm

Remain calm and avoid creating panic.

3. Assess the Situation

Determine the nature and severity of the emergency.

4. Call for Help

Contact emergency services when necessary.

5. Notify Village Management

Inform the Village Manager or designated emergency coordinator immediately.

6. Follow Instructions

Follow directions from emergency responders and Village Management.

IMPORTANT EMERGENCY NUMBERS

Emergency Services

911

Non-Emergency Police

Local Fire Department

Local Hospital

Village Manager

Site Emergency Coordinator

Property Owner / Farm Manager

EMERGENCY ASSEMBLY AREA

Each VillageOS location shall establish a designated emergency assembly area.

Assembly Area Location:

All participants should become familiar with this location upon arrival.

Following an evacuation:

- Proceed directly to the assembly area
 - Remain there until instructed otherwise
 - Participate in attendance verification
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MEDICAL EMERGENCIES

If Someone Is Injured

1. Stop work immediately
2. Assess the situation
3. Call 911 if necessary
4. Notify Village Management
5. Provide first aid only if qualified to do so
6. Stay with the injured person until help arrives

Do not move an injured person unless immediate danger exists.

Serious Injury

Examples include:

- Head injuries
- Unconsciousness
- Severe bleeding
- Broken bones
- Chest pain
- Difficulty breathing
- Severe allergic reactions

Immediately:

- Call 911
 - Assign someone to direct emergency responders
 - Keep the area clear
 - Maintain communication with emergency personnel
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FIRE EMERGENCY

If You Discover a Fire

1. Alert everyone nearby
2. Call 911 immediately
3. Notify Village Management
4. Evacuate the area
5. Proceed to the assembly area

Only attempt to extinguish a small fire if:

- You are trained
- It is safe to do so
- A clear exit path exists

Never place yourself at risk.

Fire Evacuation Procedure

Upon hearing a fire alarm or receiving evacuation instructions:

- Stop all activities
- Shut down equipment if safe
- Leave immediately
- Assist others if possible
- Proceed to the assembly area

Do not re-enter buildings until authorized.

SEVERE WEATHER PROCEDURES

Thunderstorms

When lightning is present:

- Stop outdoor activities
- Leave open fields
- Avoid metal equipment
- Seek shelter immediately

Remain sheltered until conditions improve.

High Winds

Secure loose materials when safe.

Avoid:

- Trees
 - Temporary structures
 - Scaffolding
 - Elevated work areas
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Tornado Warning

If a tornado warning is issued:

- Move immediately to a sturdy structure
- Stay away from windows
- Take cover in the lowest level available
- Protect your head and neck

Remain sheltered until authorities declare conditions safe.

Extreme Heat

Watch for signs of:

- Heat exhaustion
- Heat stroke
- Dehydration

Participants should:

- Drink water regularly
- Take breaks
- Seek shade when necessary

Immediately report symptoms.

POWER OUTAGE PROCEDURES

In the event of a power outage:

- Stop work safely
- Turn off equipment
- Protect critical systems if possible
- Await instructions from Village Management

Do not attempt electrical repairs unless authorized.

EQUIPMENT ACCIDENTS

If equipment is involved in an incident:

1. Shut down equipment immediately
2. Secure the area
3. Assist injured persons if safe
4. Notify Village Management
5. Complete an incident report

Equipment involved in serious incidents must not be restarted until inspected.

HAZARDOUS MATERIAL SPILLS

If fuel, chemicals, or hazardous materials are spilled:

- Stop work immediately
- Keep others away
- Notify Village Management
- Follow spill response procedures
- Contact emergency services if necessary

Do not attempt cleanup unless properly trained.

LIVESTOCK OR ANIMAL INCIDENTS

If an animal escapes or becomes aggressive:

- Do not chase the animal
- Alert Village Management immediately
- Maintain a safe distance
- Follow instructions from trained personnel

Participant safety remains the priority.

MISSING PERSON PROCEDURE

If a participant cannot be located:

1. Notify Village Management immediately
2. Determine last known location
3. Conduct an organized search if instructed
4. Contact emergency services when appropriate

Avoid independent searches unless directed.

SECURITY THREATS

Examples may include:

- Violent behaviour
- Threats
- Trespassing
- Criminal activity

If a threat exists:

- Move to safety
- Call 911
- Notify Village Management
- Follow emergency responder instructions

Do not confront individuals unless necessary to protect life.

EMERGENCY COMMUNICATION

During emergencies:

Village Management may use:

- Mobile phone
- Text message
- Email
- Radio communication
- Public announcements
- Emergency notification systems

Participants should ensure contact information remains current.

INCIDENT REPORTING

The following incidents must be reported:

- Injuries

- Illnesses
- Near misses
- Fires
- Property damage
- Equipment failures
- Security incidents
- Environmental hazards

Incident reports help improve safety and future emergency preparedness.

BUSINESS CONTINUITY

When emergencies impact operations, Village Management may:

- Suspend activities
- Restrict access
- Close facilities temporarily
- Relocate activities
- Implement emergency operating procedures

Participants will be notified as soon as practical.

EMERGENCY PREPAREDNESS CHECKLIST

All participants should:

- ☐ Know emergency contacts
- ☐ Know the assembly area location
- ☐ Understand evacuation routes
- ☐ Know who to contact during emergencies
- ☐ Carry necessary medications
- ☐ Keep emergency contact information current

- ☐ Report hazards promptly
 - ☐ Review this document annually
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ACKNOWLEDGEMENT

I acknowledge that I have reviewed and understand the VillageOS Emergency Procedures.

I understand my responsibility to follow these procedures and cooperate with Village Management and emergency responders during emergency situations.

Participant Name:

Signature:

Date:

Village / Farm Location:

Village Manager:

VILLAGEOS EMERGENCY RESPONSE PRINCIPLE

"Prepare Early. Respond Calmly. Protect People First."

VillageOS.ca

Building Safe, Resilient, and Thriving Communities Through Preparedness and Responsibility.