



**Consolidated Management Action Plan
Corporate Services, Policy and Communications Branch (CSPCB),
Health, Safety, Security, Emergencies and Administration (HSSEA), and Real Property Branch (RPB)
Audit 2005-728, Audit of PWGSC Compliance to DP-078, Workplace Fire Emergency Evacuation Plans
September 2006**

Recommendation	Office of Principal Interest (OPI)	Implementation Actions	Action Implementation Date(s)
<p>1. Ensure that fire emergency evacuation plans, including building schematics and floor diagrams, contain all of the fire information specified in DP-078.</p>	<ul style="list-style-type: none"> ◆ ADM, Corporate Services, Human Resources and Communications Branch is the office of primary interest. ◆ Director General, HSSEA is accountable for ensuring obligations have been fulfilled. ◆ Office of Secondary Interest (OSI), is the ADM, Real Property Branch (RPB). ◆ Director General, Real Property, National Capital Area (DG, RP, NCA). ◆ The Director General of Professional and Technical 	<p>A comprehensive review for compliance has been undertaken by HSSEA, CEHS in conjunction with Real Property, Property and Asset Managers.</p> <p>On an individual basis, information will be updated and added with GAPS in requirements as dictated through Departmental Policy - 078, identified and addressed as required.</p>	<p>HSSEA, CEHS has initiated the review of facilities plans where PWGSC is the Owner/custodian and primary tenant, to ensure that the plans are up-to-date; and that changes in the building or the nature of its occupancy is taken into account.</p> <p>Real Property Asset and Facilities Managers play an active role in securing the required information and ensuring the continued implementation of DP-078.</p> <p>Updated Evacuation Plans for PWGSC will be completed by the end of the last quarter of fiscal year 2006/07.</p>



	<p>Programs (PTP) is accountable for ensuring their obligations have been fulfilled.</p> <ul style="list-style-type: none"> ◆ Other Key Stakeholders will be acknowledged and engaged as required. 		
--	---	--	--

Recommendation	Office of Principal Interest (OPI)	Implementation Actions	Action Implementation Date(s)
<p>2. Ensure that yearly evacuation or emergency drills are conducted and are adequately documented and reported</p>	<ul style="list-style-type: none"> ◆ ADM, Corporate Services, Human Resources and Communications Branch is the office of primary interest. ◆ Director General, HSSEA is accountable for ensuring obligations have been fulfilled. ◆ Office of Secondary Interest (OSI), is the ADM, Real Property Branch (RPB). ◆ Director General, Real Property, National Capital Area (DG, RP, NCA). 	<p>An evaluation of “drill” status of all buildings where PWGSC is the owner/custodian and primary tenant has been undertaken.</p> <p>Building Safety and Health Committees will be engaged as part of the documentation review. Each Building Emergency Evacuation Team Leader/Coordinator will be interviewed to determine how comprehensive their record keeping is, how information is managed, who is included and the frequency of their evacuation drills.</p> <p>An appropriate reporting sequence and methodology will be adopted for implementation.</p>	<p>Work is already underway to evaluate the status within each identified facility and to take any remedial actions required.</p> <p>Evacuation or emergency drills will be conducted in all facilities where PWGSC is the primary tenant by end of fiscal year 2006/2007.</p>



	<ul style="list-style-type: none"> ◆ The Director General of Professional and Technical Programs (PTP) is accountable for ensuring their obligations have been fulfilled. ◆ Other Key Stakeholders will be acknowledged and engaged as required. 		
--	--	--	--

Recommendation	Office of Principal Interest (OPI)	Implementation Actions	Action Implementation Date(s)
<p>3. Ensure that building fire safety plans are maintained up-to-date and prepared in accordance with local fire departments and as prescribed by the Canada Labour Code, Part II.</p>	<ul style="list-style-type: none"> ◆ ADM, Corporate Services, Human Resources and Communications Branch is the office of primary interest. ◆ Director General, HSSEA is accountable for ensuring obligations have been fulfilled. ◆ Office of Secondary Interest (OSI), is the ADM, Real Property Branch (RPB). 	<p>This recommendation will be managed and GAPS bridge as per Recommendation # 1.</p>	<p>HSSEA, CEHS has initiated the review of facilities plans where PWGSC is the Owner/custodian and primary tenant.</p> <p>Real Property Asset and Facilities Managers play an active role in securing the required information and ensuring the continued implementation of DP-078.</p> <p>Updated Evacuation Plans for PWGSC will be completed by the end of the last quarter of fiscal year 2006/07.</p>



	<ul style="list-style-type: none"> ◆ Director General, Real Property, National Capital Area (DG, RP, NCA). ◆ The Director General of Professional and Technical Programs (PTP) is accountable for ensuring their obligations have been fulfilled. ◆ Other Key Stakeholders will be acknowledged and engaged as required. 		
--	---	--	--

Recommendation	Office of Principal Interest (OPI)	Implementation Actions	Action Implementation Date(s)
<p>4. In consultation with the ADM, Real Property Branch, ensure that specific mandatory training for fire emergency evacuation planning and fire drills are undertaken as prescribed.</p>	<ul style="list-style-type: none"> ◆ Office of Primary Interest (OPI), is the ADM, Corporate Services, Human Resources and Communications Branch. ◆ Director General, HSSEA is accountable for ensuring their obligations have been fulfilled. 	<p>Real Property, NCA with HSSEA, CEHS will ensure training has been made available, and given to all individuals as identified through the planning process.</p> <p>Real Property, NCA in accordance with HSSEA, CEHS will evaluate the current status and raise awareness of the requirement with AFD Contract Administration.</p> <p>This will be accomplished through communiqués and an accountability framework.</p>	<p>Planning underway for yearly drill for PDP III, other primary location either at planning or implementation stage.</p> <p>Evacuation or emergency drills will be conducted in all facilities where PWGSC is the primary tenant by end of fiscal year 2006/2007.</p>



	<ul style="list-style-type: none"> ◆ The ADM, Real Property Branch (RPB) is the office of Secondary Interest (OSI). ◆ Director General, Real Property, National Capital Area (DG, RP, NCA). ◆ The Director General of Professional and Technical Programs (PTP) is accountable for ensuring their obligations have been fulfilled. ◆ Other Key Stakeholders will be acknowledged and engaged as required. 		
--	---	--	--

Recommendation	Office of Principal Interest (OPI)	Implementation Actions	Action Implementation Date(s)
<p>5. Revise Departmental Policy 078, Workplace Emergency Evacuation Plans (April 2000) in consultation with Treasury Board Secretariat, so that it is compatible with Government Policy</p>	<ul style="list-style-type: none"> ◆ Office of Primary Interest (OPI), is the ADM, Corporate Services, Human Resources and Communications Branch. ◆ Director General, HSSEA is accountable for ensuring 	<p>Work is already underway to convene a Working Group of Key Stakeholders to update the Policy i.e. Treasury Board, Unions, CEHS personal and external stakeholders. The Working Group will be comprised of individuals/groups whom the policy may impact directly.</p>	<p>HSSEA, CEHS has taken the lead in establishing this Working Group. A number of Stakeholders have already been identified.</p> <p>Working group will be convened in October/November</p>



	<p>their obligations have been fulfilled.</p> <ul style="list-style-type: none"> ◆ The ADM, Real Property Branch (RPB) is the office of Secondary Interest (OSI). ◆ Director General, Real Property, National Capital Area (DG, RP, NCA). ◆ The Director General of Professional and Technical Programs (PTP) is accountable for ensuring their obligations have been fulfilled. ◆ Other Key Stakeholders will be acknowledged and engaged as required. 		<p>2006 to discuss & to recommend proposed changes to DP-078.</p> <p>Projected completion by the end of the last quarter, fiscal year 2006/07.</p>
--	---	--	--

Recommendation	Office of Principal Interest (OPI)	Implementation Actions	Action Implementation Date(s)
<p>6. Identify and implement requirements for corporate oversight and monitoring to ensure compliance with central</p>	<ul style="list-style-type: none"> ◆ Office of Primary Interest (OPI), is the ADM, Corporate Services, Human Resources and 	<p>Following identification and prioritization of the requirements, the Director General HSSEA will establish a governance profile (with associated performance indicators) that will be implemented as a</p>	<p>HSSEA will establish the requirement Governance structure .</p>



<p>agency and departmental requirements.</p>	<p>Communications Branch.</p> <ul style="list-style-type: none"> ◆ Director General, HSSEA is accountable for ensuring their obligations have been fulfilled. ◆ The ADM, Real Property Branch (RPB) is the office of Secondary Interest (OSI). ◆ Director General, Real Property, National Capital Area (DG, RP, NCA). ◆ The Director General of Professional and Technical Programs (PTP) is accountable for ensuring their obligations have been fulfilled. ◆ Other Key Stakeholders will be acknowledged and engaged as required. 	<p>Corporate requirement providing assurance that DP-078 is being adhered to, and acted upon.</p>	<p>The Governance profile will be communicated to all stakeholders.</p> <p>Projected completion by the end of the last quarter, fiscal year 2006/07.</p>
--	---	---	--