



Administration & Finance Division

To: Mayor and Council

From: Jordan Forbes, Human Resources Coordinator

Date: August 8, 2018

Subject: Policy Update - Emergency Procedures During A Thunder / Lightning Storm

Attached, please find an updated version of the Emergency Procedures During A Thunder / Lightning Storm Policy. We have updated the policy in response to updated best practice information provided by the Government of Canada, input from the Division Manager of Operations and Facilities, as well as input from our Parks and Cemeteries Joint Health and Safety Committee. The only key change proposed is changing the wait time after a storm from 15 minutes to 30 minutes.

This change will not cause any significant impact to operations and will reduce any risk faced by our workers as it relates to lightning.

A handwritten signature in blue ink, appearing to read "Jordan Forbes", is shown within a rectangular box.

Jordan Forbes
Human Resources Coordinator

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the updated Emergency Procedures During a Thunder / Lightning Storm Policy.

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Emergency Procedures During A Thunder / Lightning Storm

Creation Date: June 2008
Revised: August 2018
Resolution Number:
Supersedes Resolution Number:
Policy Number: 5.38

1. PURPOSE:

This policy and its associated procedural guidelines are intended to provide direction to protect all employees during a Thunder and Lightning Storm.

2. SCOPE:

These requirements apply to all Town of Fort Frances employees, contract personnel and contractors.

4. RESPONSIBILITIES:

- I. All individuals who are potentially exposed to the dangers from a Thunder and Lightning Storm are responsible for understanding and carrying out the responsibilities and duties outlined in this policy.
- II. The supervisor and Manager are responsible for ensuring that the employees are properly trained and that the policy is adhered to.

3. PROCEDURE

- i. Since Thunder occurs as a result of lightning, if thunder can be heard, then the presence of lightning is actual. If Thunder can be heard, or lightning sighted, no individual shall participate in work in an exposed or open area. All individuals shall take cover in the nearest available building, and shall remain their until the storm has considered to have ended, which shall be 30 minutes after the last sounding of thunder or sighting of lightning.

- ii. If caught in the open during a thunder and lightning storm go to the nearest building immediately. If no shelter is available, crouch down immediately in the lowest possible spot, do not lie down. Be aware of potential flooding in low lying areas.
- iii. If outdoors during a thunder and lightning storm, avoid water. Also avoid metal objects such as wires, fences, power tools, railroad tracks, etc. Unsafe places include: tents, golf carts, underneath trees. Avoid tall objects, hilltops and open spaces. Where possible, find shelter in a building or in a fully enclosed metal vehicle, such as a car, with the windows shut.
- iv. If indoors during a thunder and lightning storm, avoid water! Stay away from open doors and windows. Hang up the telephone and take off headsets, because lightning may strike electric and phone lines and induce shocks. Turn off and stay away from appliances, computers, television sets, power tools etc. Stay inside until the storm is over.