

## Emergency Response Plan

The actions taken in the initial minutes of an emergency are critical.

- A prompt warning to evacuate can save lives.
- A call for help to public emergency services.
- An onsite worker trained to administer first aid.
- Action by workers can help control a leak.

An understanding of what can happen will enable you to respond appropriately and effectively to save lives and property.

### Priorities

At each location a risk assessment of the facility must be completed to determine potential emergencies.

Attention to contributing factors such as worksite location, types of tasks, and historical weather patterns need to be considered.

In order, your actions in an emergency should be:

1. Contact emergency services
2. Provide first aid for injured and/or ill personnel
3. Evacuate and account for all personnel
4. Contact Corporate office
5. Assemble the company's Emergency Response Team
6. Conduct incident investigation



## Responsibilities

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The worksite supervisor will select an appropriate worker, and together they will assess and identify the local risks and develop an emergency response site specific plan to use when an emergency occurs.

The site supervisor and the worker are responsible for:

- Providing training for every worker to ensure they understand their role and responsibility in emergencies.
- Conduct annual drills as per company policy.
- Document all training and drills conducted in the response of emergency situations.
- Develop a list of contact personnel.
  - Follow emergency flowchart.

## Training and Mock Drills

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Every new site worker receives training on the Emergency Response Plan (ERP). All workers will receive additional training when ERP procedures change.

Mock drills are held annually (as per company policy).

Orientation training will explain to a new worker what role they play in evacuations.

Training includes:

- emergency reporting structure (to whom)
- evacuation routes, muster station or emergency meeting points (from site map)
- what type of communication devices are to be used and their location
- specific assigned duties
- location of emergency equipment (first aid, AED), spill kits and eye wash station"

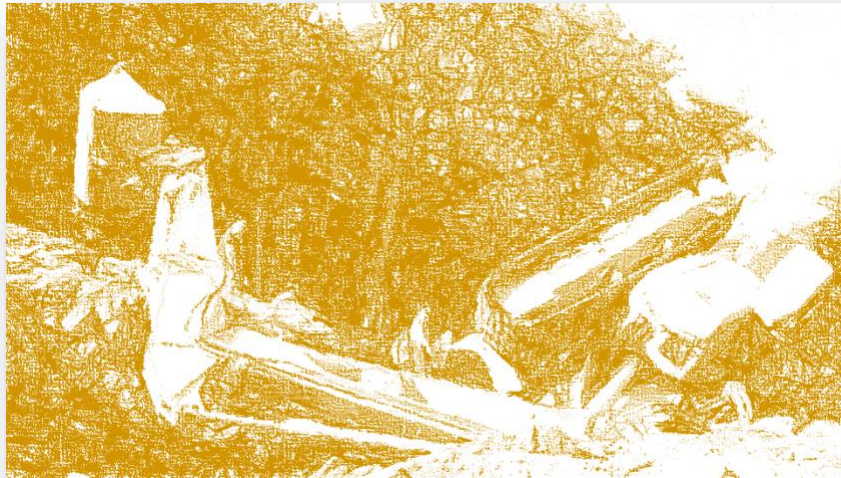
## Post-Disaster Reviews

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Reviews are conducted after real and mock disasters to:

- assess the overall response to the emergency.
- identify strengths and weaknesses and create action plans.
- keep worker and customer lists current.
- ensure your plans are held by key personnel on and offsite.

## Emergency Situations



### *Injury / Medical Emergency*

If a worker is injured or unable to continue to work, the supervisor or coworker must:

- Call for emergency first aid from a First Aid attendant
- NOT attempt to move the injured person unless the person is in imminent further danger
- Provide the attendant with the location of the casualty or incident
- Provide information on the number and severity of casualties
- Provide information on the scene of the incident



If serious injury is suspected, call 911 (see below).

The initial First Aid attendant is in full control of the scene and will direct one person to call for an ambulance.

Call 911 or the emergency number for the area

Be prepared with this information for the 911 dispatcher:

- Advise it is a workplace incident
- The complete address and telephone number of the facility or GPS location
- Whether First Aid is at the scene
- Brief description of the incident and the injuries
- Number of casualties
- If workers are conscious or unconscious

A designated person must meet the ambulance at the same location given to the dispatcher to escort them by the shortest route to the incident scene.

They must also ensure management and their Safety Rep are notified as soon as possible.

## Fire

### Fire Preparedness

- Familiarize yourself with the layout of your facility.
- Know the location or direction of the two best escape routes from your area.
- If you're in-doors, count the number of doors between you and each of those routes.
  - This may save your life if you must escape through a darkened, smoke-filled corridor and can't see the doors.
- Learn where the closest fire alarm or alert system is located.
- Know where fire extinguishers are located.
- Program 911 or an emergency number speed dial on your cell phone.
- Know the location of the muster station.
- Know who your emergency first aiders are.



It is possible that a fire originating off our sites could still threaten us.

Local governments, municipalities and regional districts have the primary responsibility for issuing:

<b>Evacuation Alerts</b>	Warning of imminent threat to life and property, and people would be asked to be ready to leave on short notice.
<b>Evacuation Order</b>	Imminent risk, evacuation order is issued and people must leave the area immediately.
<b>Evacuation Rescind</b>	The evacuation order is lifted by local authorities.

You are expected to respect and obey these alerts and orders.



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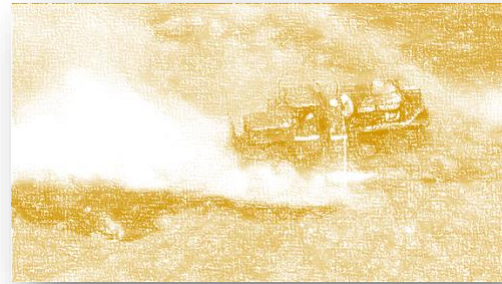
Each facility is required to have site-specific written evacuation procedures outlining:

- The names and contact details of the appointed workers and Response Teams
- How to summon First Aid and evacuate the facility
- Location of the muster station
- Locations of emergency equipment

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### Fire prevention

- Smoke only in designated areas.
- Keep containers of oil clear of breaker panels or any electrical wiring.
- Be alert around electrical equipment.
  - If electrical equipment is not working correctly, or giving off an unusual odour, have maintenance check to eliminate risk of fire.
  - Keep all heat-producing appliances away from the wall or any combustibles.
  - Make sure all appliances in your area, such as coffee makers, are turned off when not in use.
- When using electrical cords:
  - protect them from damage.
  - inspect their condition regularly.
  - promptly replace any electrical cord that is damaged.
  - Check amperage load specified by the manufacturer and do not exceed it.
- Do your part to maintain a dust-free, debris-free environment.



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### ERP for a fire

1. Activate the fire alarm or alert system for your facility.
2. Phone 911 or the fire emergency number for your area.
3. Fight the fire only if
  - The blaze is small and
  - you have been trained or
  - know how to use a fire extinguisher.
  - See [Using multi-purpose fire extinguisher](#)
  - Evacuate via the nearest safe exit.
4. Assist persons requiring assistance.
5. Report to the muster station.
  - Remain at the muster station for a head count.
  - Stay at the muster station until given "ALL CLEAR" to return by the authorized personnel

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### If you hear a fire alarm or alert system

1. Evacuate via the nearest safe exit.
2. Assist persons requiring assistance.
3. Report to the muster station.

- Remain at the muster station for head count to be done by supervisors and the fire department to be notified regarding any missing personnel. Head count needs to include Contractors and visitors that are known or expected to be onsite.
- Stay at the muster station until given "ALL CLEAR" by authorized personnel.

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## Fire Evacuation from a building

1. Pull or sound the fire alarm.
2. Use a building telephone only if you are safe from the fire.
3. Walk to the nearest exit. Do not run.
  - Shut all doors behind you.
  - Alert those who may be working around loud equipment.
  - Proceed along exit routes in a quiet and orderly manner.
  - Assist persons requiring assistance.
  - If you must use an escape route where there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor as you move toward the exit.
4. Before you open a closed door, feel it with the back of your hand.
  - If it is hot, leave it closed. Use an alternate escape route.
  - If it feels normal, brace your body against the door and open it a crack. Be prepared to shut it quickly if heat or smoke start to rush in.
5. If all exits are blocked by fire or smoke
  - enter a room preferably with an exterior window.
  - Seal the cracks in the door if possible to prevent smoke from entering.
  - Attract the attention of someone from the outside by any means possible.
6. Once outside, go directly to the muster station.
7. Stay at your muster station. Do not leave the area.

8. Do not re-enter the building until the Fire Department has permitted you to do so.



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## Using multi-purpose fire extinguisher

You should only attempt to fight a small fire if you are certain on how to use the fire extinguisher and if the fire could block your escape route.

Remember: *PASS*

- Pull the pin
- Aim low, pointing the extinguisher nozzle at the base of the fire.
- Squeeze the handle to release the extinguishing agent.
- Sweep from side-to-side at the base of the fire until it appears to be out.

Watch the area. If fire breaks out again, repeat use of the extinguisher.



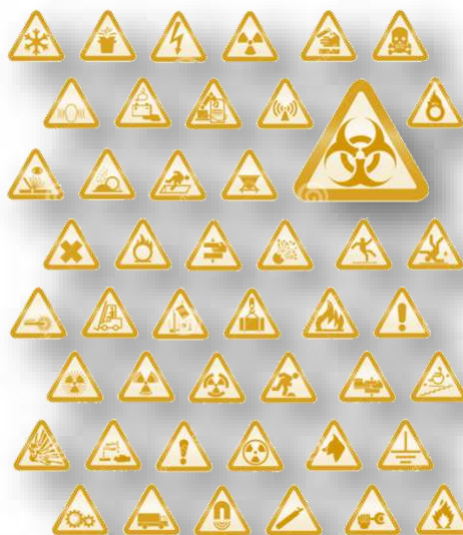
## Hazardous Materials Leaks and Spills

Prevention and knowledge are the best cure.

- Hazardous material handling preparedness
- Spill prevention measures.
- Follow the WHMIS program.
- Refer to SDS for handling and storage of materials.
- Inspect containers to see if they are compatible with the stored materials.
- Ensure emergency shutoffs are identified and accessible.
- Educate workers on the materials being used.

If a hazardous materials incident occurs

1. Evacuate the area.
2. Sound alarm or alert system to evacuate the premises.
3. Leave the area by the nearest safest exit or egress route.
4. Move against the direction the wind is blowing (upwind) if possible.
5. Call 911 or another emergency number.
6. Go to your muster station.
  - Stay at the muster station for head count.
  - Wait and provide information to first responders.
  - Do not re-enter the area until "ALL CLEAR" is given by the emergency responders or authorized personnel.



If a spill occurs

1. Only if you do not put yourself at risk
  - perform spill emergency response procedures according to the Material Safety Data Sheets (SDS).
  - If you are not familiar with the product, do not attempt to clean the spill.
2. If feasible, minimize the spillage by
  - shutting off a valve
  - stopping a leak



- righting an overturned container,  
or
  - whatever is appropriate.
- 3. Contain the spill with available equipment.
- 4. Secure the area and alert coworkers.
- 5. Remove contaminated clothing and thoroughly wash exposed skin.
- 6. Contact emergency services.
- 7. Contact provincial authorities if required.

Dispose of contaminated materials in appropriate containers.

### *Wildlife Encounters*

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Food and garbage odours attract animals.

- Properly store and dispose of all garbage at work sites.
- Respect all wild animals, they can be dangerous. Do not approach them.
- In the event of any contact with an animal, bears, snakes, spiders, etc. seek first aid immediately.