

Element 8

Emergency Response Planning





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Emergency Response Program

Purpose

Emergency preparedness means having plans in place when an emergency does happen. At a minimum, site specific and general emergency plans should be capable of;

- Providing first aid to the injured.
- Conducting initial firefighting at the incipient stage of a fire.
- Promptly contacting outside agencies for assistance.

Town of Sexsmith ensures general emergency response plans, evacuation processes and general emergency procedures is an ongoing process to stay current with the issues related to operational needs, hazards identified through the formal hazard assessment and site-specific hazard assessment processes, legislation and regulations and best practices from industry.

Legislation

Emergency Preparedness and Response

The Alberta Occupational Health and Safety Code, Part 7 Emergency Preparedness and Response outlines the employer must establish an emergency response plan for responding to an emergency that may require rescue or evacuation. The employer must involve affected workers in establishing the emergency response plan and ensure the plan is current. The employer must ensure that an emergency response plan is current.

First Aid Regulation

In the Alberta OHS Code, Part 11 First Aid outlines the training standards, the employer's responsibilities to provide first aid services, supplies and equipment and provide first aid room in accordance with the applicable requirements of Schedule 2, Tables 3 to 7 or an acceptance form a Director of Medical Services.

AED Regulations, Alberta OHS Guideline

Outlined in the Automated External Defibrillators in the workplace, OHS information for employers and workers, FA015, requires the employer must perform a hazard assessment and identify the specific needs of the worksite including; whether AEDs can be safely used, population at risk, existing emergency response plan and the availability of emergency medical services. The employer must consider the type of AED being used at the worksite and determine the appropriate level of training requirements for first aiders or other individuals and develop a system to ensure first aid certification of workplace first aiders is kept up to date.



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Incipient Stage of Fire Definition

Incipient stage of a fire is where a fire begins. Once ignition occurs and the combustion process begins, development in the incipient stage depends largely upon the characteristics and configuration of the fuel involved. In the early stages of a fire development, the fire has not yet involved the environment within the compartment to a significant extent. The definition of the incipient fire stage is from the International Fire Station Training Association, IFSTA, training manual.

Responsibilities

Managers

Managers are to ensure the creation and review of the site-specific emergency response plans when new hazards are identified through formal/site-specific hazard assessments or inspections or from a post-incident.

Managers are to ensure site-specific emergency plans and general emergency procedures reflect the risks and hazards in permanent and temporary worksites or when temporary work is introduced to the workplace.

Managers are responsible for ensuring that site-specific emergency response plans are created for their area of responsibility, ensuring affected workers are involved in the creation of that plan, and participating in the creation of a site-specific emergency response plan for their place of work.

Managers are also responsible for ensuring an annual evacuation drill is completed. The results of drills, table topics are documented and debrief meetings are documented and if necessary, corrective actions are implemented and communicated to affected staff.

Managers are to ensure all workers are trained in the emergency response plans and general emergency procedures and follow-up with workers with ensuring all affected workers are aware of the corrective actions from mock drills and table topic reviews.

Supervisors

Supervisors shall assist managers and participate in the creation and review of the general emergency response plan and update emergency procedures, site-specific plans if new hazards are introduced or post-incident where the emergency response plan was used and ensure all corrective actions have been followed up on.

Supervisors are responsible for the application and on-going operation of the site-specific emergency response plan in their area of responsibility.

Supervisors are also responsible for participating in drills and debrief meetings on the site-specific emergency response plan.

Supervisors are to ensure their staff understand the site-specific emergency response plans and their roles in an emergency.



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Workers

Workers may be asked to participate in the creation of an emergency response plan for their place of work and making suggestions for the improvement of that plan.

Workers are to be informed on the site-specific emergency plans and general emergency procedures.

Workers shall participate in drills and debrief meetings from emergency drills or table top reviews.

General Emergency Response and Evacuation Procedures

The general emergency response and evacuation procedures are used in conjunction with the site-specific emergency response plan. The general response and evacuation procedures are guidelines and can be used for table top training and drill response training.

Rescue Operations

SEARCH AND RESCUE SHOULD NOT BE ATTEMPTED IF IT PLACES ANY LIFE IN DANGER.

The first person on the scene of an emergency should;

1. Notify the site supervisor of the need to rescue workers.
2. Determine if a rescue can be safely attempted.
3. Wear appropriate personal protective equipment when attempting a rescue.

When an injured worker is found, the rescuer should;

1. Keep the injured person motionless and begin first aid.
2. Call or send for help.

Emergency Evacuation Procedure

An evacuation may be necessary in the event of a fire, earthquake, severe weather or chemical spill. The extent of an evacuation may be different for different types of hazards.

When an alarm is sounded all workers must leave the area and meet at the designated muster locations.

Prior to the onset of any job that is not located at a municipal facility, then safe areas must be identified on site-specific emergency response plans and affected workers are trained.

Accounting for all workers following an evacuation is critical. Take a head count after the evacuation, when workers, volunteers, visitors are at the muster point.

Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations.



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Competent and trained personnel will provide rescue services, provide first aid or medical aid assistance and performed when the safety of the rescuer is assured.

Evacuation Steps

- Remain Calm.
- Carefully put down any tools you are using.
- Proceed outside using the exit closes to your worksite.
- When safe to do so, aid in the evacuation of other people requiring special assistance.
- Once outside, proceed to the muster location and report to your supervisor.
- Remain at the muster point until the head count has been completed.
- LEAVE YOUR VEHICLE PARKED – should emergency equipment be required, a clear access from the road to the facilities.
- Wait for further instructions.

Contacting Outside Emergency Assistance

When an injury, accident or fire occurs, outside assistance from the local ambulance service or fire department may be needed. It is essential that every worker knows where the nearest means of communication is and how to summon assistance. Use the emergency list provided or call (9)-911.

In the shop or office setting, telephones are normally used to get aid. Emergency numbers are posted at each entrance/exit.

In field settings and remote/temporary locations, non-company phones may be used to get help. In such situations, it is especially important that provisions are made for getting help and that all workers at the temporary or field sites know what these provisions are.

Emergency procedures and related telephone numbers are available and must be understood by all workers.

Emergency Incident Response Procedures

The following steps must be taken following any incident or vehicle accident. The order in which they are done can only be determined by the people who witness or arrive at the scene of the accident, and the prevailing conditions.

- Remain Calm.
- The person encountering the accident should make a quick evaluation of the scene before disturbing anything or taking further actions.
- Determine if there are any hazards in the area that could harm themselves, other workers or cause further loss.
- Take immediate action to make the area safe.
- Call for assistance.
- Treat injured persons as soon as it can be safely done. Only move the victim if there is an imminent danger, such as fire, electrical hazards, or atmospheric contamination.
- Do not make any unnecessary changes to the scene of the accident.



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- Record any changes that are made for accident investigation.
- Secure the surrounding area until authorities arrive.

The municipality provides the required emergency equipment, including, but not limited to; fire extinguishers, first aid kits, eye wash stations and any alarming systems.

Site-specific emergency procedures identify the nearest emergency facilities, fire departments and external emergency providers.

Field projects are to determine the location of emergency facilities and estimated time of response on their daily site-specific pre-job meeting minutes or site-specific hazard assessment forms.

Identified on site-specific emergency procedures may need to identify the specific individuals who are competent to safely transport an injured worker to a hospital or emergency facility, if required for the field site.

Workers, supervisors, managers, contractors, visitors and others involved in any emergency involving any injury or illness, or damage to vehicle or equipment are required to report the incident on the Incident Report Form.

Emergency Response Training

During orientation and at regular meetings all workers are informed where the muster areas are located and the safest routes to the muster areas.

Only workers who are competent and adequately trained in rescue will be permitted to perform rescues.

Training for rescuers includes simulated rescue or evacuation exercises and regular retraining, appropriate to the type of rescue or evacuation being provided.

At least one member of a rescue team must be a first aid attendant trained to immobilize an injured worker.

All training records are kept on file in the Employee File.

Personal Protective Equipment

A rescue worker must use and wear properly, the appropriate PPE specified in accordance with the training and instruction received.

The use of PPE itself must not endanger the worker. Workers performing rescue or evacuation must wear personal protective clothing and equipment appropriate to the hazards likely to be encountered.

All workers are responsible to maintain, clean, and inspect their own Personal Protective Equipment daily. Qualified workers must inspect ropes and associated equipment visually and physically after each use for rescue, evacuation, or training purposes.



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Defective PPE are tagged out and taken out of service and replaced as soon as possible.

If a defect is noticed on the PPE, then the worker must immediately remove from service and replaced with equipment that is in acceptable condition.

Personal Protective Equipment maintenance records must be kept, including but not limited to;

- Name of manufacturer.
- Type of equipment.
- Date placed into service.
- The use and purpose the PPE.
- Date of the last inspection and name of the inspecting person.
- Maintenance records identifying defects, repairs or replacement.

Site-Specific Emergency Response Plans

Each facility will develop a site-specific emergency response plan.

Managers and supervisors are to develop the site-specific emergency response plan from the risks and hazards identified on formal hazard assessment processes.

Emergency procedures and responses to emergencies need to be prompt, organized and effective. The following emergency procedures will be communicated to workers and will be available for emergency personnel to access during drills and actual emergencies.

The municipality will ensure that an adequate number of workers at a worksite are trained in first aid, and the use of spill kits. The size, type and number of first aid kits must meet the Alberta OHS First Aid requirements, as outlined in Schedule 2 and Tables 3 to 7.

The worksites will be supplied with appropriate level of a spill kit, first aid kit, eye wash stations and fire extinguishers based upon legislative requirements and hazard assessments.

All municipal owned vehicles are equipped with a first aid kit and must be visually inspected at least once a month to ensure all contents are maintained and usable.

Emergency contact list are to be developed identifying emergency and external emergency providers.

Internal emergency personnel on emergency contact lists will include the following;

- Trained first aid personnel
- Fire Leads, e.g. individuals responsible for sweeping the facility/area to ensure everyone is evacuated
- Rescue personnel, e.g., confined space rescue personnel
- Department managers, supervisors and key management personnel trained and responsible for organizing and responding to all types of emergencies.



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External emergency providers included on emergency contact lists may include the following;

- Instructions for contacting 9-1-1, e.g., does the worker need to dial 9 before dialing the emergency number
- Name and location of nearest hospital or emergency facility
- Alberta One-Call
- Emergency Utility providers, e.g. Telus, Atco Electric, Atco Gas, Eastlink, Aquatera
- OHS Contact Centre
- Local police and fire departments
- Alberta Environment

Fire Prevention Plan

A fire hazard area is one where any source of ignition may cause fire or explosion to occur. Signs are posted in conspicuous places at all entrances to fire hazard areas.

The signs identify the area as a fire hazard area and prohibit the use of an open flame or other source of ignition in the area.

Site-specific fire hazard areas should be identified and communicated to employees prior to commencing work activities.

Workers are to shut off equipment, close gas cylinders, etc. prior to evacuating an area, if safe to do so and if the worker has time to shut off/down equipment and gas cylinders.

During a fire or evacuation workers are not to continue to use their operational equipment, machinery, or tool of a type that may provide a source of ignition or smoke or use an open flame or other source of ignition.

Prevention of fires is the best method to protect workers from a fire. The following guidelines must be adhered to;

- If the task requires your vehicle to enter a hazardous area, ensure that it is equipped with a combustion air intake and exhaust discharge with a flame arresting device.
- If an event, such as a gas leak or spill of a flammable product occurs all vehicles must be left parked, do not go back into your vehicle for any reason.
- Re-entering a vehicle may create a static charge that may cause an explosion.
- No smoking or open flames are allowed near areas where flammable vapours may be present.
- Care must be taken when working around or with any flammable substance.

Any additional site-specific fire prevention methods will be identified on appropriate hazard assessment report. The fire plan must be updated to assess all the hazards associated with the work being performed.

Fire and Fire Extinguishers

Fire fighters are trained to extinguish all types of fires; they know what to do and what to look for, even after the fire has been doused.



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Signs will be posted at all entrances to fire hazard areas, both onsite and within each facility; as well as signs indicating the location of fire extinguishers.

Everyone is to be informed on the locations of emergency fire extinguishers and can be part of the formal and site-specific orientation process.

Fire Extinguishers Classes

Class "A" fires involve material such as paper, plastic, wood and other common combustibles.

Class "B" fires involve grease, oil or gasoline. Dry chemical extinguishers will work, but these fires can be harder to extinguish and should be approached with extreme caution.

Class "C" fires involve burning electrical motors or transformers. This type of fire changes from "C" to Class "A" or "B" as soon as the power is cut off (or shorts out). Dry chemical can be used here also because it will not conduct electricity and will put out "A" or "B" type fires.

Using Portable Fire Extinguishers

Prior to starting to fight the fire, designate someone to call the fire department. Portable fire extinguishers are made for incipient fires.

Pull the Fire Extinguisher Pin,

Aim at what is burning – not at the flames or smoke,

Squeeze the handle, and

Sweep the nozzle back and forth.

Keeping portable fire extinguishers visible and easily accessible always helps ensure that when a fire emergency occurs, a fire extinguisher can be easily and quickly reached.

If the fire is too big or moving too fast to control, the fire extinguisher is to be used to assist workers and others when evacuating the area.

The goal is to leave an area and alarm others to leave the area, not to put out a fire that may be too large to extinguish.

Training on Portable Fire Extinguishers

All workers, managers and supervisors will be trained in the use, care, inspection and maintenance reporting of fire extinguishers.



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Only trained personnel are to use fire extinguishers. Training may include a general awareness course, or the Fire Department may conduct a fire extinguisher orientation and training.

Fire extinguisher training is to be documented, and may use the internal training form, with participants signing the attendance roster, to provide documentation of the fire extinguisher training was completed.

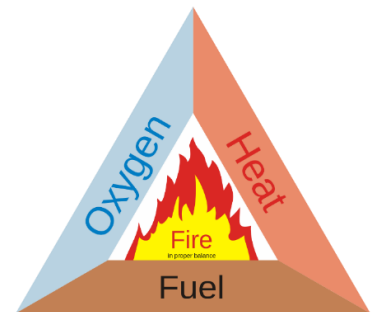
Reporting Incipient Fires and Use of Fire Extinguishers

- When fire extinguishers are used on incipient fires the Fire Department is to be notified.
- Call the Fire Department or 9-1-1 when incipient fires are extinguished.
- Complete the emergency report.
- Fire Departments are trained with investigating incipient fires to ensure all fires are extinguished and the facility is safe.

The Fire Triangle/Tetrahedron

The following elements must be present at the same time in order to produce fire;

- Enough oxygen to sustain combustion.
- Enough heat to raise the material to its ignition temperature.
- Some sort of fuel or combustible material.
- The chemical, exothermic reaction that is fire.



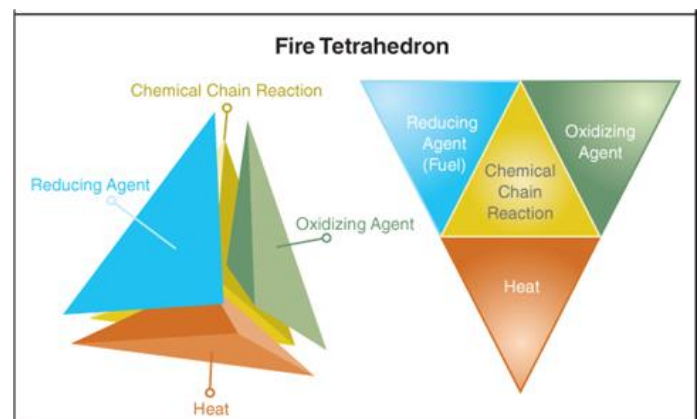
Fire Triangle Diagram

Oxygen, heat, and fuel are frequently referred to as the "fire triangle." Add in the fourth element, the chemical reaction, and you have a fire "tetrahedron."

If one of the four elements of a fire is removed, the fire can be extinguished. If all four elements are reintroduced, then a fire may start up again.

Essentially, fire extinguishers put out fire by taking away one or more elements of the fire triangle/tetrahedron.

Fire safety, at its most basic, is based upon the principle of keeping fuel sources and ignition sources separate.





First Aid Procedures

Municipal facilities, such as rinks, arenas, town offices and pools are open to the public and workers may need to contact emergency services to assist with members of the public, volunteers, other workers, contractors or sub-contractors.

When providing first aid procedures, the first step is to call 9-1-1 for emergency services. When assisting first aiders follow the instructions of the first aider.

First aiders are to maintain control of the situation and provide the injured or ill individual to the level of their first aid training.

The role of the first aid personnel is not to diagnose conditions. When professional emergency personnel are on-site, the first aider may be asked to provide details to the victim and circumstances, which led up to the emergency.

Once a first aider is assisting an injured person, they are not to leave the injured person, until an emergency personnel or medical physician relieves them from their services as a first aid attendant.

Emergency Drills Process

Fire Drill Coordinator Responsibilities

The site-specific emergency response plan will identify the requirements for dedicated Fire Drill Coordinators and alternates.

The role of the Fire Drill Coordinator and alternate may organize the annual drill with managers and supervisors and when on-site and it is safe to do so, may be responsible for sweeping the evacuated areas during actual emergency evacuations.

Fire Drill Coordinators and alternates, once at the muster point, will conduct the headcount.

The Fire Drill Coordinator may help managers, fire department chiefs and committee members or health and safety representatives determine additional table top emergency procedures for practicing and reviewing with staff, volunteers and contractors, self-employed persons or any other worksite party reporting to the worksite.

Managers will follow up with all affected workers for a post-evacuation drill or post-actual evacuation and review the following;

- Deficiencies in the emergency response plan or actual emergency.
- Ensure recommendations on improvements are implemented.
- Follow up on recommendations with a follow-up mock evacuation drill or table top review or inspection to ensure corrective actions are effective and in place.
- Follow up with workers who miss the scheduled drill, to ensure all workers are familiar with the emergency evacuation procedures and corrective actions are communicated with all affected workers.



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How to Conduct a Drill

The following steps outline key elements when organizing, during the drill practice and post drill review and follow up.

Drills will be performed, assessed, and documented annually. Drill records are kept on file.

Before the Drill

Identify an individual to time the evacuations. **Evacuations taking longer than 4 minutes**, will require reassessment of the evacuation procedures and re-tested for ensuring all workers assigned to the worksite are trained and knowledgeable in the safe evacuation procedures.

Managers are to communicate the annual drill requirements to affected workers and ensure their workers understand the emergency evacuation procedures to be followed. A manager may wish to inform affected workers prior to the drill or not announce the drill schedule to add the element of surprise and measure the effectiveness of the drill.

At facilities where alarms are installed, a check of the alarm system regularly will ensure it is operational in the event of a real emergency. Managers are responsible to ensure workers know how to use the alarm system. Coordinating with the alarm provider, Police, Fire Department and local EMS and 9-1-1 dispatch will allow the alarm system to be used in a drill.

Alarm or alarming systems may include at facilities or permanent structures, but not limited to;

- Air Horns
- Panic buttons
- Silent alarms
- Video cameras

Instructions on emergencies should be discussed with workers during orientation and on an annual basis.

All emergency equipment including spill clean-up equipment, fire extinguishers, first aid equipment, etc. must be inspected and in good condition.

During the Drill

1. Announce the start of the drill by using a public address system or having designated workers alert staff. Have someone time the drill.
2. Workers should act as though it is a real emergency is occurring;
 - a. Move as quickly as possible to the muster point.
 - b. Or the designated shelter-in-place, such as inside room for a tornado.
 - c. Close doors, to help contain the fire and smoke from spreading, if safe to do so and time allows.
3. When evacuating a building, use stairs to reach the lowest level of a building.



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4. Once all persons have evacuated, the drill coordinator or person in charge during an evacuation shall take a head counted to ensure everyone is accounted for and identify any missing personnel.
5. The drill coordinator can announce that the emergency has passed, and the drill is over.
6. The drill coordinator will then hold a short debriefing with all employees involved with the drill.
7. Workers can then return to work.

Post Drill Reviews

The Fire Drill Coordinator and manager will identify any necessary changes in the evacuation procedure including muster point location, number of safe areas or muster points, functionality of alarm system and instructions, communication methods, method of knowing how many workers are present, etc.

All workers are to be debriefed on the drill either just after the drill or at the next safety meeting. Managers will follow up with workers who miss a drill or table topic to ensure the workers are trained on the evacuation process and corrective actions.

Workers may be asked to provide recommendations or suggestions for improving the site-specific emergency plan or general emergency procedures.

Potential or Actual Threats, Harassment, Violence including Domestic Violence

The municipality developed a workplace violence and harassment directive and procedures and are the basis to identify where the hazards or potential hazards require additional procedures.

The emergency procedures for dealing with harassment and violence of any type, suspicious persons and domestic violence are to be developed for each specific area and identified in each area's site-specific emergency response plan.

Potential or actual violence may come from a variety of sources, such as landowners, other drivers, clients, workers, managers, supervisors, visitors/volunteers, or any other worksite party.

In the case of any threatening situation or concern that a threatening situation is arising, safety is everyone's priority;

- Leave the area.
- Workers are to notify their direct supervisor, manager or any manager as soon it is safe to do so.
- A decision will be made whether to report the incident to the police.
- In case of a threat being made, leave the area at once and call (9)-911 and report the incident.

Lock-down and Shelter-in-place during Threats

The municipality will need to identify the site-specific procedures for dealing with the safe manner to lock down a facility or permanent building. Lock down procedures identify when the workers, managers and supervisors at the worksite have warning of an active shooter or assailant near their facility or building.



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Shelter-in-place identify the areas where locked doors or areas to hide behind.

When encountering an active shooter or assailant inside the facility or building, remember there is no one right way to keep yourself safe. Training and practicing drills are effective means for practicing shelter-in-place and lock down procedures.

The priority for shelter-in-place is to;

- Calmly assess the situation.
- Remain calm and leave the situation quickly, if leaving is a safe possibility.
- Hide, lock doors and windows.
- Fight back, this may mean fighting for your life.

The priority is to get away, and if possible, leave the worksite. If you are unable to leave, then find a place to hide behind and prepare yourself for fighting for your life.

Assailants motive is to do the most amount of harm in the shortest period. Hiding behind locked doors and staying quiet, often the active shooter or assailant will move on.

Do not post on social media, during or after the emergency.

Contact with Overhead Powerlines

If a vehicle load or part of the vehicle is in contact with an overhead power line the operator needs to take the following precautions;

- Stay in the vehicle. Shut off vehicle. Wait for help.
- Refrain from touching the vehicle and the ground at the same time. Touching anything in contact with the ground could result in serious injury or fatality.
- If outside the vehicle, keep others away. Warn others not to touch the load, load lines, boom, bucket or any other part of the equipment.
- Call for help or ask for another person to call emergency services and the utility company to shut off the power or energy source.
- Only move the vehicle once the utility company shuts off the power/energy source and directed to do so from the utility representative.
- If a fire or other emergency situations require you to leave the vehicle, then jump clear. Never step down, as this provides the current to travel through you to the ground; resulting in serious injury or possible death.
- Jump with feet together and shuffle or hop away in small steps/leaps. Refrain from taking large steps. Voltage differential across the ground, as one foot may be touching a higher voltage area than the other; the difference in voltage can result in death.

Lighting Failure

- To work safely it is important to have the appropriate type and amount of light.
- Lights that are burnt out or flickering should be changed at the first available time.



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- Emergency lighting will be provided in places that are normally used during periods of darkness or that do not have an available source of natural light.
- Work must only be performed when enough light is available. The work may need to be moved into an area that has more light, additional lighting brought in, or the work may be postponed until natural light can be utilized or additional lighting brought in.

Spill Clean Up and Re-Entry

If workers are required to control a release of a hazardous substance, to perform cleanup of a spill, or to carry out testing before re-entry, the following will be provided;

- adequate written safe work procedures,
- appropriate personal protective equipment which is readily available to workers and is adequately maintained, and
- material or equipment necessary for the control and disposal of the hazardous substance.

Severe Weather and Shelter-in-place

Site-specific emergency response plans will need to include the facility process when alarming workers and others working outside when severe weather notifications are required.

In the event of a severe storm warning within the surrounding area;

1. Disconnect electrical equipment and appliances not required for emergency use.
2. Do not use the telephone except for an emergency or essential business.
3. Avoid structures with wide roof spans and move to areas away from windows and go to the identified safe shelter-in-place.
4. Tornado warnings:
 - a. Shelter-in-place and go to the safe room, as identified on emergency maps.
 - b. Upper floors are unsafe. If there is no time to descend, go to a closet, a small room with strong walls, or an inside upper hallway.
 - c. If in open country and time permits, locate suitable shelter. If not, lie in the nearest ditch or ravine. Be alert for flash floods.

Threat of Lightning 30-30 Rule

The 30-30 Rule is a quick method to determine the threat of lightning. The 30-30 Rule is based upon the Weather Stem training and the National Lightning Safety Institute (USA) and National Weather Services (Canada), <https://www.weather.gov/safety/lightning-safety>.

30 Seconds

- When lightning strikes, count the number of seconds before hearing the thunder.
- If the time is less than 30 seconds, lightning is a threat.
- Seek shelter immediately.
- Report your findings immediately to your supervisor, as others may need to be informed to leave the worksite.
- If lightning is not seen, hearing thunder is an early warning sign to move to shelter.



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30 Minutes

- After hearing the last rumble of thunder, wait 30 minutes before leaving the shelter.
- There is still a danger after a storm is over, remain in the shelter until all threats of the storm has passed.

H2S Exposure

If a worker is overcome with H2S, you must not go and rescue him without protecting yourself first by donning a breathing apparatus:

1. **EVACUATE**

- Get to a safe area immediately.
- Move upwind if release is downwind of you.
- Move crosswind if release is upwind of you.
- Move to higher ground if possible.

2. **ALARM**

- Call for help "Man Down", sound bell, horn, whistle or call for help by radio.

3. **ASSESS**

- Do a headcount. Consider other hazards.

4. **PROTECT**

- Put on breathing apparatus before attempting rescue.

5. **RESCUE**

- Remove victim to a safe area.

6. **FIRST AID**

- Apply CPR if necessary.

7. **MEDICAL AID**

- Arrange transport of casualty to medical aid. Provide information to Emergency Medical Services (EMS).

Transporting Injured Workers to a Hospital

If any worker is seriously or critically injured (9)-911 is to be called.

If the municipal workers are to transport an injured worker, the injured worker must be accompanied by at least one first aider in addition to the operator of the vehicle.

Once at the hospital, at least one member of staff will stay with the injured employee until a family member or spouse arrives at the hospital, or otherwise advised by the medical staff.



Smoking Procedures

The municipality is committed to providing a safe workplace for all workers, including providing designated smoking areas and prohibiting smoking or smoke at worksites.

Definition

Smoke or Smoking means to inhale, exhale, burn, or have control over a lighted cigarette, cigar, pipe, hookah pipe, or other lighted or heated device or apparatus designed to burn, heat or vaporize tobacco, Cannabis, any other weed, or any other substance for the purpose of inhaling or tasting its emissions;

Smoking Rules

- All workers are aware of and have access to information regarding the Tobacco Reduction Act.
- No worker shall smoke in an enclosed place of employment, job shack, building or enclosed workspace.
- No worker shall smoke within 5 metres of any doorway, window, or air intake of a public place or workplace.
- The hazards of second-hand smoke and the potential source of ignition in the workplace will be discussed with all employees at health and safety meetings, pre-job meetings and where smoking and ignition poses a potential hazard to a job site or job tasks.
- Designated smoking areas will be provided where appropriate and will ensure appropriate safety precautions are taken to protect people and property.
- Comply with the appropriate provincial legislation.
- Smoking will ***not be permitted*** in municipal vehicles or in municipal equipment.
- When at a permanent or temporary worksite the use of identified smoking areas and smoking containers are to be used for managers, supervisors, workers, contractors, sub-contractors, volunteers and all other worksite parties assigned to worksites.
- During an evacuation or drill there will be no smoking at the muster point.

Communications Procedures

Evacuation Communication

Effective communications must be maintained between the workers engaged in rescue or evacuation and support persons.

Once the requirement for an evacuation is imminent, workers must;

- Notify other workers, including the first aid attendant, of the nature and location of the emergency.
- Evacuate safely.
- Check and confirm the safe evacuation of all workers.
- Notify the fire department or other emergency responders.
- Notify their manager or supervisor and when asked to do so, assist in coordinating with emergency services on adjacent workplaces or residences, which may be affected from the emergency evacuation needs.



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Implemented: 2020-01-01

Revised:

A director of emergency management or alternative will provide notification to the public and must conform with the requirements of other jurisdictions, including provincial and municipal agencies.

Media Relations

The municipality will assist the media through providing relevant, honest and prompt answers to questions within the bounds of reason, practicality and safety.

Under no circumstances are media personnel permitted into controlled areas.

Workers, visitors, volunteers, contractors, sub-contractors should direct all media inquiries to the CAO, Director of Emergency Management, and are not to provide the media representative with details of an emergency or allow media into an emergency location.

Notifying Next-of-Kin

The CAO or a senior management team member will notify the next-of-kin the deceased or seriously injured worker at the first possible opportunity.

In the event of a fatality, the next-of-kin notification must not occur until official certification by a doctor or coroner has occurred. The RCMP may be required to direct the notification process.

Evacuation and Muster Maps

Managers must ensure muster maps and evacuation routes are posted at each entrance or exit door at a permanent facility.

Site-specific emergency plans must include the muster locations.

At temporary or field sites must identify the muster location on either a site-specific emergency plan or documented on the site-specific hazard assessment.

Muster maps may include;

- Address of the facility, and if emergency doors are identified, include door identifying number on the muster map
- Location of fire extinguishers
- Location of first aid and AED units
- Location of outside muster location
- Identification of shelter-in-place
- May include specific routes and identify a dot or some other means to inform the person where they are located and possible safe routes out of the building to the muster point
- May include the general emergency number, (9)-9-11, After hours emergency numbers for Public Works or the Town Office main number



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Emergencies Contact Lists

Emergency contact lists will vary from each application and site-specific emergency plans.

Internal use emergency contact lists include cell phone numbers and internal emergency numbers that need to be protected from public access.

The Town of Sexsmith emergency contact numbers posted at facility entrance/exits will have general municipal town emergency number, external emergency numbers and need to identify call out procedures, e.g. when using a municipal telephone dial 9 before dialing the number.

Examples of External Emergency Numbers

The external emergency contact numbers are available for the public to access and have less information and include the general municipal 24-hour emergency numbers the municipality wishes the public to have.

Emergency contact information sheets need to identify call out procedures, e.g. when using a municipal telephone dial 9 before dialing the number.

The external emergency contact information may be included on muster/evacuation maps of the facility or structure.

| | |
|--|----------------|
| Fire, Ambulance or Police | (9)-911 |
| Administration Office, address and hours of service | |
| Public Works 24 Hour Emergency | |
| First Aid Attendant (only include this if there is a full time first aid attendant, may include the First Aid Attendant from Ag Society) | |
| Location of First Aid Kits and AED, (only AED or kits available to the public, or may be included on the muster map) | |



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Examples of Internal Emergency Numbers

Each department will need to include, either on one general emergency contact list or a separate list the following names and contact information for the following municipal workers;

- Fire Drill Coordinator or on-site fire lead responsible for the facility or worksite.
- First Aid and Rescue Personnel.
- Department Managers or key personnel to call in cases of fire, flood, violence, etc.
- Health and Safety Representative, or committee members assigned to the facility or worksite.

| Fire, Ambulance or Police | (9)-911 |
|---|----------------------------------|
| Administration Office (address) | 780-568-4345 |
| Public Works 24 Hour Emergency | |
| Beaverlodge RCMP Detachment (M-F 8:30am-4:30pm) | 780-354-2955 or 911 |
| Crime Stoppers - TIPS Line | 1-800-222-8477 |
| Beaverlodge Regional Hospital (422 10a Street, Beaverlodge, AB) | 780-354-2136 or 911 |
| Grand Prairie Hospital (11205 – 110 Street, Grande Prairie, AB) | 780-538-6146 or 911 |
| Poison & Drug Information | 1-800-332-1414 |
| Alberta Health Link, (Dementia Advice, general health information) | 811 |
| Medication & Herbal Advice Line | 1-800-332-1414 |
| Family Violence Info Line | 310-1818 |
| Mental Health Services | 1-877-303-2642 |
| Bullying Help Line (24 Hr) | 1-888-456-2323 |
| Addiction Services Helpline | 1-866-332-2322 |
| Child Abuse Hotline | 1-800-387-5437 |
| Alberta OHS Reporting (filing a complaint, reporting serious incidents) | 1-780-415-8690 1-866-415-8690 |
| WCB Report Fatal Accidents | 1-855-498-7969 |
| WCB Contact Centre | 1-866-922-9221 |
| Forestry reporting/emergencies only | 310-(FIRE) 3473 |
| Telephone (Telus) | 780-310-3100 |
| ATCO Gas 24- hour Service | 1-800-511-3447 |
| ATCO Electric 24 hour | 1-800-668-5506 |
| Transportation of Dangerous Goods - 24hours emergency | 1-800-272-9600 |
| After Hours insurance contact Claimspro, Workers are to advise their direct supervisor of required emergency services or assistance. Managers or supervisors are to contact Claimspro, the municipality are members of the AMSC Insurance Program, and Claimspro will direct the manager or supervisor of the next steps. | 1-866-939-2862 |



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Element 8 – Forms & Checklists