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## **36.0 EMERGENCY RESPONSE POLICY**

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Emergency response procedures shall be reviewed at the start of each job and the necessary emergency phone numbers updated and kept easily accessible.

Each crewmember shall know the location of:

1. First Aid kit
2. Fire extinguisher
3. Location of nearest phone/mobile radio and how to operate the communication equipment.
4. Specialty Personal Protection Equipment or any necessary rescue equipment and how to use it.
5. Notify Supervisor and Safety Coordinator of an incident (after contacting necessary fire, police, ambulance, etc.)

### **36.1 Emergency Response Procedures/ Field**

The notification procedures shall be followed for survey operations in the event of the following emergencies:

- Serious injury or fatality
- Explosive mishap
- Dangerous goods mishap

The following information shall be provided to the person (s) being notified:

- Location of incident/accident
- Type of incident/accident
- Person(s) involved
- Time of occurrence
- Action already taken
- Assistance required

Beairsto Lehnert Ketchum Engineering Ltd.: The survey crew employee shall notify the Supervisor in charge of the project.

Beairsto Lehnert Ketchum Engineering Ltd. Safety Manuals have been made for each vehicle.

These booklets are in the possession of each survey crew and have the following phone numbers:

<b>CONTACT</b>	<b>PHONE NUMBER</b>
Forest Fire	427-FIRE (427-3473)
Local R.C.M. P.	911
Alberta Environmental Protection	1-800-222-6514
Occupational Health & Safety	780-538-5249
Public Safety Services (Alberta)	1-800-272-9600
<b>Note: The following phone numbers are to be updated at the start of each new job</b>	
Hospital Emergency No.	911
Local Helicopter Charter No.	*Insert with each job
Local Fire Emergency No.	911
Crew Office No.	532-4919
Party Chief's Mobile No.	Insert Individual Number

### **36.2 R.C.M.P.**

The party chief, or his crew member, shall ensure that in the event of the previously mentioned emergencies, the R.C.M.P. is notified immediately.

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### **36.3 OFFICE EMERGENCY PROCEDURES**

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#### **Reasons for Having Emergency Procedure**

1. To ensure the safety of all people in the area.

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2. To ensure that any acutely ill or injured persons receive proper medical aid immediately.
3. To ensure a fire is brought under control in the shortest possible time **without** putting people in danger.

**PURPOSE:**

To clarify the response by all occupants of the building in the event that one of the following types of emergency situations should occur:

1. The occurrence of an acute illness affecting an employee.
2. The occurrence of an accident causing physical injury.
3. Outbreak of fire during normal working day - 8:00 a.m. - 5:00 p.m. - Monday to Friday.

**The Occurrence of an Acute Illness Affecting an Employee**

1. One employee trained in emergency first aid will tend to the stricken employee, ensuring his/her comfort and safety.
2. One employee will be immediately directed to call 911 to summon an ambulance.
3. One employee will be directed to go to property entrance to direct the ambulance to the closest entrance.

**The Occurrence of an Accident Causing Physical Injury**

1. All injuries, no matter how minor, must be reported to the supervisor in charge, or in his absence, to a qualified First Aider, so that appropriate first aid treatment is applied immediately.
2. All injuries, no matter how minor, must be reported on an SAIR (Supervisors Accident Investigation Report) form. (Copies available in central filing.)
3. **Do not move casualty** unless further danger is imminent, **or** until a complete assessment of the casualty is made and no head or back injury is evident **or** until instructed by the 911 operator.
4. If a serious injury or fatality has occurred, leave the work area as you found it. An investigation will have to take place.
  - In the event of a serious injury or fatality, the most senior management person present shall contact the RCMP and be involved in the notification process.
5. Send a competent individual outside to ensure that the route to the scene of the accident is not impeded. He/she will then wait in a visible location until the ambulance arrives and will direct it to the scene of the accident.
6. If necessary, the supervisor or other management must call 911 and request ambulance service and provide them with the following information:
  - a) location
  - b) contact phone number
  - c) number of casualties
  - d) type of injury or injuries

**Outbreak of Fire During Normal Working Day - 8:00 a.m. to 5:00 p.m.**

1. The person responsible for ensuring that the Emergency Procedures function properly will be the Fire Marshall. **Ross Frisken** is the Fire Marshall and will be

- responsible for the upstairs area. **Dennis Hussey** will be the alternate and will be responsible for the east wing of the main floor. **Chad Mielke** will be responsible for the west wing of the main floor.
2. The Fire Marshall will have command until the Emergency Response Team arrives. The Emergency Response Team will usually request that the Fire Marshall continue as his liaison and assistant.  
**Fire Marshall's Responsibilities**
    - a) Ensure the safety of all people to the best of his/her ability.
    - b) Ensure that evacuation is in progress if required.
    - c) Conduct a head count, ensure all people are accounted for.
    - d) Ensure all entrances to the building are manned so that no unauthorized persons can gain access to the fire.
    - e) Communicate with the Emergency Response Team (see Points to Remember)
    - f) Ensure all evacuate persons remain evacuated.
  3. **ANYONE** noticing a fire is to shout "**FIRE**" three (3) times, as well as pressing "**page**" and shouting "**FIRE**" three times over the office intercom system. Also advise Caribou Land Services by speed dialing "**096**" and shouting "**FIRE**" three (3) times and hollering "**FIRE**" up the stairs three (3) times.
  4. Should you be the one to discover a fire:
    - Do not attempt to action a fire detected in the Electrical Room. A fire in this area will be the responsibility of the Emergency Response Team.
    - Any other fire may be actioned by staff with available fire extinguishers, provided it is within their level of ability, training and competence.
  5. When leaving your office, be sure to shut your door behind you.
  6. **Ross Frisken** (Fire Marshall) is to exit out front door.

#### **POINTS TO REMEMBER**

- The **MUSTER AREA** is at the front door of the Jackpot Grill. That muster point will enable the entries to the office to be viewed so no unauthorized persons can gain entry to the office.
- **Everyone is to proceed quickly** to the Muster Area, so that a head count can be conducted quickly and efficiently.
- Once evacuated, **no one is to re-enter the building** until cleared to do so by the Emergency Response Team.
- If a **head count should indicate that someone is missing**, **IMMEDIATELY advise the Emergency Response Team** of the missing person(s).

## TESTING OF EMERGENCY RESPONSE SYSTEM

Testing is to be done by Ross Frisken, Dennis Hussey and/or Chad Mielke twice a year on an unscheduled basis. Results, outlining any deficiencies in the procedure, are to be noted on the **Emergency Procedures Inspection Report**.

### EMERGENCY NUMBERS

#### CONTACT:

FOREST FIRE	427-FIRE (427-3473)
LOCAL RCMP	911
LOCAL RCMP GRANDE PRAIRIE OFFICE	1-780-538-5700
ALBERTA ENVIRONMENTAL PROTECTION	1-800-222-6514
OCCUPATIONAL HEALTH & SAFETY	1-780-538-5249
PUBLIC SAFETY SERVICES (ALBERTA)	1-800-272-9600
HOSPITAL EMERGENCY NO.	911
LOCAL FIRE EMERGENCY NO.	911

### COMPANY PHONE LIST

	WORK CELL	HOME	PERSONAL CELL		WORK CELL	HOME	PERSONAL CELL
OFFICE		532-4919		IAN K.	814-3065	814-7972	
JOSE V.	831-5147	513-1470		ROSS F.	518-4648	539-3212	
DARREN B.	518-6029	539-5526		MATT F.	402-1827	539-1478	
TED T.		513-5540		BRUCE B.	814-2199	532-5892	
*MATT B.	814-2239	568-3647		JOHN L.	832-7832	532-6170	
*RICK B.	518-1425	568-2785		MATT V.	512-4318	882-7931	
*DARRIN T.	518-7493	568-3296		CURT T.	518-9376		832-1681
MARK M.	933-4551	532-4551		DENNIS H.	933-8795	513-6291	
BRAD B.	933-6655	539-7814	876-3239	GEOFF V.	933-9080	532-2974	933-1515
RYAN W.	933-8199	513-2430		CODY B.	228-3016	228-3016	228-3016
				ANDY H.	832-7882		

\*REMOTE AREA CONTACTS

**ALBERTA AMBULANCE OPERATORS ASSOCIATION**

**(1-780-987-2040)**

GRANDE PRAIRIE	1-780-538-1253
GRANDE CACHE	1-780-827-3362
FOX CREEK	1-780-622-2838
VALLEYVIEW	1-780-524-4026
SPIRIT RIVER	1-780-864-3970
PEACE RIVER	1-780-624-3375
FAIRVIEW	1-780-835-6138
BEAVERLODGE	1-780-354-3088
HIGH PRAIRIE	1-780-523-6436

**STOP & THINK**

RESUME WORK HAZARDS

LOOK AROUND & IDENTIFY HAZARDS

CONTROL RISK

ASSESS RISK



**STOP & THINK & SEE IT AGAIN FOR THE FIRST TIME**

**36.4 OCCUPATIONAL HEALTH AND SAFETY ACT – FIRST AID REGULATION**

SEE OCCUPATIONAL HEALTH AND SAFETY HANDI-GUIDE PART 11

**36.5 OCCUPATIONAL HEALTH AND SAFETY ACT**

SEE OHS HANDI-GUIDE OFFICE/LIBRARY