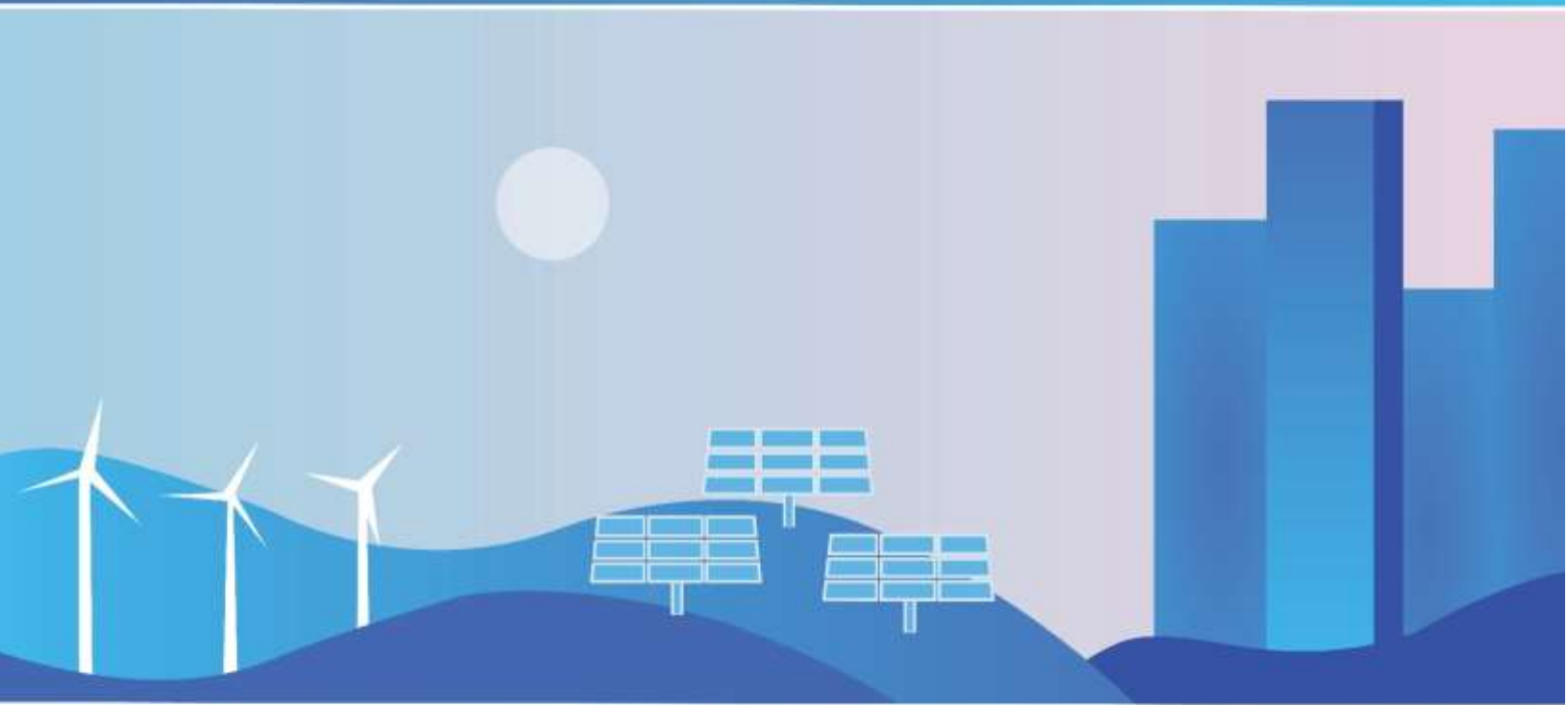




# EMERGENCY RESPONSE PLAN



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# EMERGENCY RESPONSE PLAN

**PROJECT NAME:** Halkirk 2 Wind Project  
**PROJECT NO.:** 23.0198B  
**CLIENT:** Capital Power  
**PROJECT ADDRESS:** TWP Rd 400 & RR 152  
**DATE:** 2023

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# EMERGENCY RESPONSE PLAN

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## 1.0 OBJECTIVES

This Emergency Response Plan is designed to bring together all the means and procedures for a rapid response in case of emergency situations (eg. Fire). These measures also include actions to be observed by everyone to act safely.

The plan has been developed to also emphasize procedures and processes on how to eliminate the event of possible equipment or material damage on the site. Specifically, the following list will explain the types of equipment that may be within the boundaries of the site.

1. Wind Plant Components and Parts
2. Office and storage trailers
3. Heavy Equipment
4. Crane or heavy lift equipment

This plan is regional and specific in application and pertains to a possible emergency event that could occur while work is being performed on the **Halkirk Wind Project** being located in an isolated area, the plan will describe the actions necessary to evacuate the site using the routes described in the plan. This Emergency Response Plan applies to all personnel and visitors present at the construction site.

The emergency response plan addresses the following types of events:

- Evacuation
- Accidents with serious injury and medical emergency
- All fires, even minor ones, explosion, smoke
- Spills of potentially hazardous materials
- Extreme weather conditions
- Telephone threats

## 2.0 EMERGENCY PREPAREDNESS

### 2.1 Muster Point

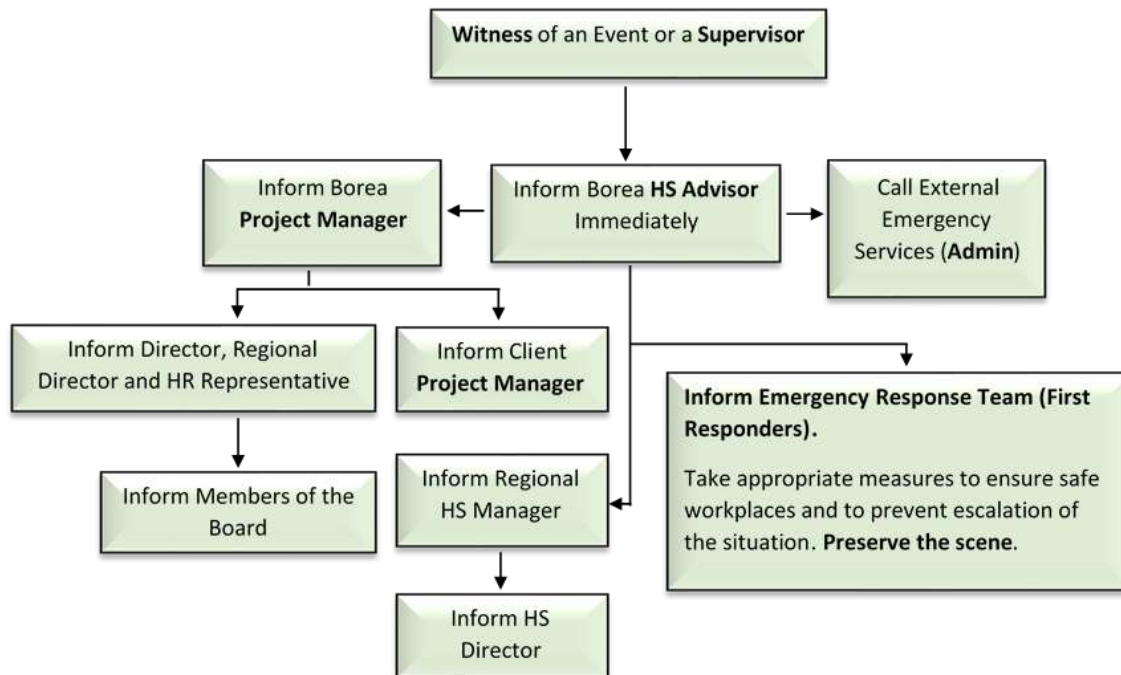
Muster points (emergency assembly areas) must be identified to provide a safe assembly. The muster point must be outside to put people in a safe place to allow for a headcount. This place should be far enough to not interfere with the work of first responders (fire, ambulance, police) and traffic, but close enough that employees can reach it quickly and easily. Normally, the meeting point will be the lay down area. Staff should be informed of the location of the muster point.

Site plans identifying muster points, emergency exits, ambulance points and roads must be posted in Borea and Contractor trailers (these plans will be revised as the site progresses). See **Appendix 9**.

### 2.2 People to Contact

The emergency phone numbers and names of First Aiders (e.g., Medic) must be posted at strategic site locations in lunch rooms and near phones. See **Appendix 2-4**. In the event of an emergency, use a cellular phone. Be sure to follow the chain of communication.

Emergency situations have the potential to involve many persons and/or organizations, including governmental authorities, the media, the public, and specialized resources (such as fire department, decontamination services, ambulance, police department, etc.). Effective communication is therefore critical. It is important to follow the chain of communication when an event triggers the Emergency Response Plan.



## 2.3 Control Center

A field command post will be set up on-site by the Emergency Response Coordinator as required in the early phase of the project. In the event of a major incident requiring coordination, the main conference room located in the Borea trailer is designated as control center.

## 2.4 Emergency Equipment

The Borea Team and Contractor's emergency equipment must be inspected as per site requirements. The complete list of emergency equipment is in **Appendix 5**, and required first aid supplies in **Appendix 8**. An inspection of emergency equipment is made to ensure that it is complete and that there are sufficient quantities.

- Fire extinguishers are located in all of the Borea Construction pick-up trucks. In the event of a fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.
- First aid and spill kits are available in accordance the Alberta OH&S Code, Table 7 First Aid Requirements for High Hazard Work. See **Appendix 8**.

## 2.5 Cellular Communication

On the SHARP HILL project site there will be access to cellular service towers. In the event of an emergency situation cellular phones will be used for all communications.

Information to be communicated includes the following:

- Location of injured person (tower number/nearest Intersection);
- Type of injury;
- Injured person's personal information.

During working hours cellular phones must only be used for emergency purposes.

## 2.6 Records

Records associated with training, equipment checks, implementation of emergency procedures (drills), debriefing, etc., will be available on-site in the HS office.

## 3.0 RESPONSIBILITIES OF PERSONNEL ON-SITE

ERP			
Role	Title	Name	Alternate
ERT Leader	Project Manager	Michael Cummer	(587) 583-4591
Emergency Site Coordinator	HS Coordinator	Bruce Ponych	(403) 550-7355
Emergency Response Team	Medic / First Aider	Carah Oftedal	(306) 240-8530
Site Administrator	Administrative Assistant	Kimberly Kelm	(403) 820-0367
Human Resources	HR Adviser	Frédéric Giroux	(581) 984-9914

### 3.1 ERT Leader (Project Manager)

KEY RESPONSIBILITIES
The role of the Emergency Response Team Leader is to manage and lead the emergency response.
Manage the information flows from the incident scene/emergency response crews to the corporate.

BEFORE AN EVENT		
No.	Task	Completed (* / ✓)
1.	Ensure that members of the Emergency Response Team understand their roles and response procedures.	
<b>Ensure the following in conjunction with the Emergency Site Coordinator</b>		
2.	Establish muster points.	
3.	Develop emergency response procedure specific to the site.	
4.	Update local plans and site maps, noting emergency exits, fire equipment and other emergency related features.	
5.	Develop site emergency equipment/consumables and location inventory.	
6.	Develop, implement and train Emergency Response Teams and site personnel.	
7.	Practice emergency procedures.	

DURING AN EVENT		
No.	Task	Completed (* / ✓)
1.	Assess the current impact of the incident to determine maximum reasonable consequences.	
2.	Get the details of the situation and contact the Construction Director – to inform them of the situation and decide whether to establish links with news media and issues information and statements, determines if a press centre is required.	
3.	Get the details of the situation and contact the Human Resource Adviser.	



DURING AN EVENT		
No.	Task	Completed (*/✓)
4.	With the Emergency Site coordinator, brief and co-ordinate ERT Team on the immediate and short term priorities.	
5.	Ensure the emergency procedures are adhered to.	
6.	Ensure event log is maintained.	
7.	Ensure “critical activities” are maintained.	
8.	Allocate appropriate resources. Determine if external support/mutual aid arrangements are needed.	
9.	Develop a list of people/worksites that might be at risk if the situation escalates.	
10.	Ensure effective briefing of/liaison with contractor groups/partners.	
11.	Ensure regular communications with corporate.	
12.	Determine the need for additional specialist/consultant advice.	
13.	Conduct and receive regular status briefings with Emergency Response Team.	
14.	Appoint and brief the Principal Spokesperson, if needed.	
15.	Establish recovery goals with Emergency Response Team.	
16.	In collaboration with the Emergency Site Coordinator, inform workers when they can return to the workplace.	

AFTER AN EVENT		
No.	Task	Completed (*/✓)
1.	Conduct post-incident review with Emergency Response Teams.	
2.	Review emergency response procedure, if needed.	
3.	Share Lessons Learned.	
<b>Ensure the following in conjunction with the Emergency Site Coordinator</b>		
4.	Ensure stocks of consumables are replenished.	
5.	Review the need for new or additional equipment.	

### 3.2 Emergency Site Coordinator (HS Coordinator)

KEY RESPONSIBILITIES
Ensure good liaison exists between the emergency services and the site Emergency Response Team.
Provide support to the ERT Leader.

BEFORE AN EVENT		
No.	Task	Completed (* / ✓)
1.	With the ERT Leader, prepare the Emergency Response Plan, Threat Identification and Response Procedures for the site.	
2.	Develop site list of emergency equipment/consumables, storage plan, and location of inventories.	
3.	Make sure you have an inventory of emergency supplies available on-site.	
4.	Identify and train people to act as assistants, and messengers during an accident.	
5.	Assess the communication needs of the Emergency Response Team.	
6.	Establish and document evacuation routes and muster points.	
7.	Develop a headcount system to locate and account for employees, contractors and visitors to the site.	

DURING AN EVENT		
No.	Task	Completed (* / ✓)
1.	Assess capacity to handle incident with on-site resources, and the requirement for additional external help.	
2.	Confirm that the emergency services are notified of the situation.	
3.	Start the appropriate emergency procedure. Brief the Emergency Response Team of their specific assignments or coordinate responses activities.	
4.	Ensures traffic movement within the site. Secure access to the incident location.	
5.	Controls the site operations until the arrival of the emergency services as necessary. Control may be passed to the fire department or relevant emergency services.	
6.	Trigger the evacuation procedure (if necessary).	
7.	Communicates with the ERT Leader and report all significant developments regarding the scene of the event.	
8.	Regularly evaluates the status of emergency services, consumables, and orders additional supplies if needed.	
9.	Regularly evaluates safety/level of fatigue of Emergency Response Team and calls in additional support if required.	
10.	Ensures adherence to all emergency procedures.	
11.	Reviews need for mustering of employees.	
12.	Ensures the headcount is completed and forwards the information to the ERT Leader.	
13.	Make sure the teams responding to the incident understand the legal considerations surrounding an incident site. For example: the need to preserve evidence in the event of criminal investigation, and the need to understand the extent of Emergency Service's legal obligations and authority.	
14.	With the ERP Leader, advise employees to stay/leave site.	

AFTER AN EVENT		
No.	Task	Completed (* / ✓)
1.	Ensure all records are up to date.	
2.	Conduct post-incident review with Emergency Response Teams.	
3.	Review emergency procedures response.	
4.	Review external resources response.	
5.	Ensure stocks of consumables are replenished.	

### 3.3 Emergency Response Team (Medic / First Aider)

KEY RESPONSIBILITIES
First Aid providers will be assigned to provide emergency first aid in the event of an injury or illness.

DURING AN EVENT		
No.	Task	Completed (* / ✓)
1.	Attend the meeting point to get instructions from the Emergency Site Coordinator. <ul style="list-style-type: none"> <li>▪ Provides emergency first aid, when necessary.</li> <li>▪ Search for people unaccounted during evacuation process.</li> <li>▪ Support on personnel headcount.</li> <li>▪ Assist with cleanup of spills.</li> <li>▪ Stabilize the injured personnel in preparation for their transportation to a medical center (hospital).</li> <li>▪ Provides support to external medical resources.</li> <li>▪ Emergency traffic control.</li> </ul>	

### 3.4 Administrative Assistant

KEY RESPONSIBILITIES
Provide support to the ERT Leader and the Emergency Site Coordinator.

DURING AN EVENT		
No.	Task	Completed (* / ✓)
1.	Receive emergency calls and dial 911 (if applicable).	
2.	Provide the current list of personnel on the site to the Emergency Site Coordinator.	
3.	Call the ERT substitutes when requested by the ERT Leader.	
4.	Record name, company and time of people exiting or entering the site.	
5.	Keep a record of communications and response activities.	

DURING AN EVENT		
No.	Task	Completed (* / ✓)
6.	Maintain the control center.	

### 3.5 Human Resources

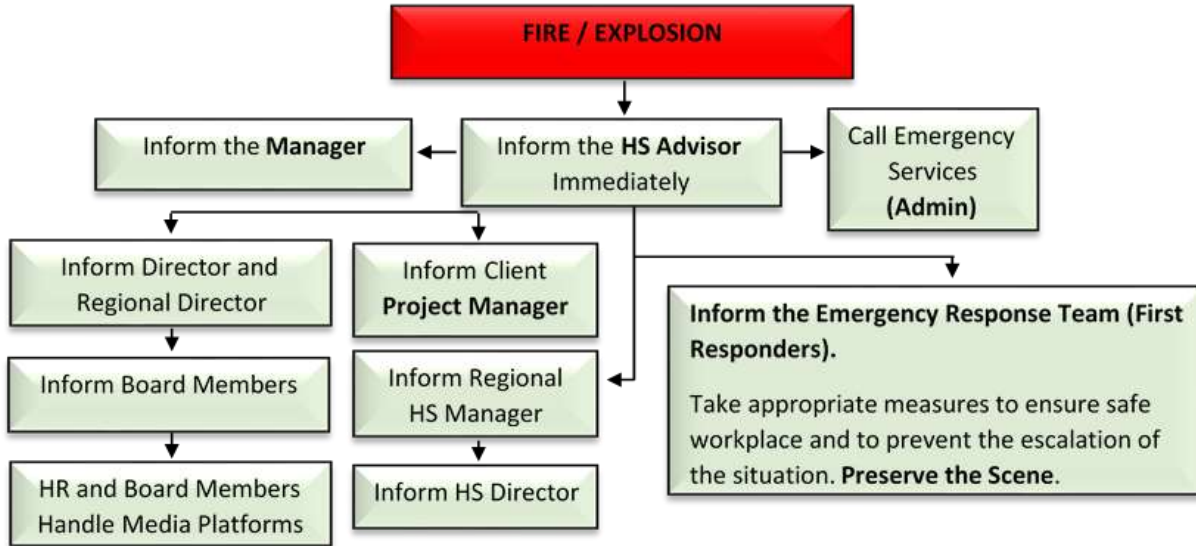
KEY RESPONSIBILITIES		
Develop procedures in respect to the provision of counseling and welfare towards employees and next of kin.		

BEFORE AN EVENT		
No.	Task	Completed (* / ✓)
1.	Establish and maintain a network of welfare and counseling services.	
2.	Identify and train an HR Support Team.	

DURING AN EVENT		
No.	Task	Completed (* / ✓)
1.	Contact the ERT Leader to get details of the situations, the injured list, person(s) that need to be contacted, etc.	
2.	Confirm what information can be released to enquirers/families.	
3.	Ensure no public notification is given to public or media until affected immediate families have been informed by authorities (Police).	
4.	Assist with next of kin contact decisions.	
5.	Inform those absent (long term sickness, holiday, off site, business travelers) and advised them to remain at home until further notice.	
6.	Establish whether crisis counseling services must be made available to bereaved, injured, accounted for personnel (Post Traumatic Stress Disorder).	

## 4.0 EMERGENCY PROCEDURES

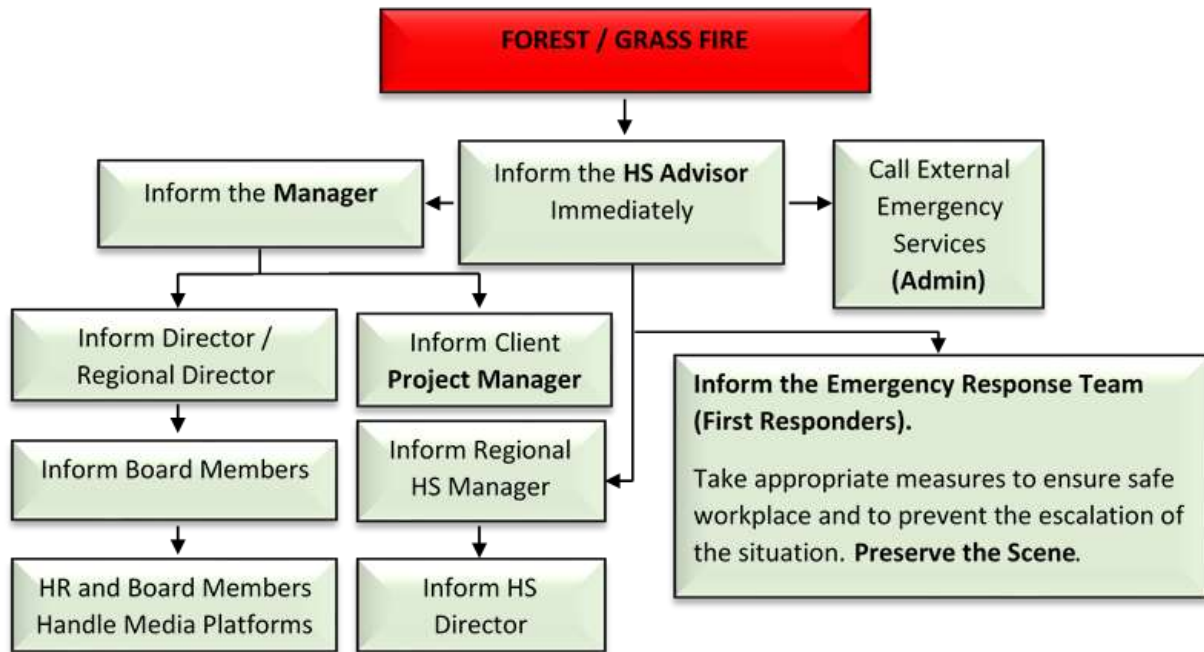
### 4.1 Fire / Explosion



WHO?	WHAT?
Administrative Assistant	<ol style="list-style-type: none"> <li>1. Receives the emergency call and immediately notifies/calls 911 (if needed).</li> <li>2. Print the current list of personnel on the site and give a copy to the Emergency Site Coordinator.</li> <li>3. Record name, company, and time of people exiting or entering the site.</li> <li>4. Maintains a record of communications and response activities.</li> </ol>
Emergency Site Coordinator (HS Coordinator)	<ol style="list-style-type: none"> <li>1. Identify wind directions and provide instruction regarding evacuation (partial or complete).</li> <li>2. At the meeting point, brief the Emergency Response Team of their specific assignments or coordinate responses activities.</li> <li>3. Ensure the headcount is completed and forward the information to the ERT Leader.</li> </ol>
Employees and Visitors	<ol style="list-style-type: none"> <li>1. <b>Safe out</b> work area.</li> <li>2. <b>Evacuate</b> the danger zone.</li> <li>3. <b>Go</b> immediately to the <b>muster point</b> by the most efficient way, notify all staff and visitors that they must leave by walking and without running.</li> <li>4. <b>Go</b> to your supervisor so that you can be added to the headcount.</li> <li>5. <b>Wait</b> for instructions from Emergency Site Coordinator before returning to the workplace.</li> <li>6. <b>Do not talk to medias</b> –refer to the Project Manager.</li> </ol>
Emergency Response Team (First Aiders)	<p>Go to the meeting point and get instructions from Emergency Site Coordinator.</p> <ul style="list-style-type: none"> <li>Isolate the fire to prevent its spread / remove sources of ignition.</li> <li>Secure the event area and control access using a security perimeter.</li> <li>Appoint staff to accompany external services on the site.</li> </ul>

WHO?	WHAT?
	<ul style="list-style-type: none"> <li>Greet and guide external resources (ambulance, fire department, etc.) to the incident area and provide necessary support and information.</li> </ul> <p><b>FIRE ON ELECTRICAL EQUIPMENT</b></p> <ul style="list-style-type: none"> <li><b>Turn off</b> the power supply if water is needed to fight the fire.</li> </ul> <p><b>FLAMMABLE GAS FIRE (HYDROGEN, ACETYLENE, PROPANE, ETC)</b></p> <ul style="list-style-type: none"> <li><b>Never extinguish</b> a gas fire (risk of gas accumulation and explosion) unless the source can be controlled.</li> <li><b>If possible and safe, turn off</b> the source by closing the valve.</li> <li><b>Stay away or isolate</b>, the combustible material and surrounding equipment.</li> <li><b>Suppress</b> the fire using fire extinguishers or hoses if available.</li> </ul> <p>NOTE: If a compressed cylinder is heated for more than 5 minutes, evacuate the area (risk of explosion).</p> <p><b>FLAMMABLE OR COMBUSTIBLE LIQUID FIRE</b></p> <ul style="list-style-type: none"> <li><b>Extinguish</b> the fire with a fire extinguisher or a water spray <u>ACCORDING TO THE PRODUCT NATURE</u>.</li> <li>If extinction is impossible, <b>let burn</b> the product and <b>surround</b> the fire.</li> <li><b>Move or isolate</b> the combustible material and surrounding equipment.</li> <li><b>Cool</b> a container with water containing of hazardous material (tanks, cisterns, and barrels). Attached a hose and leave the area (risk of explosion).</li> </ul>

## 4.2 Forest and/or Grass Fire

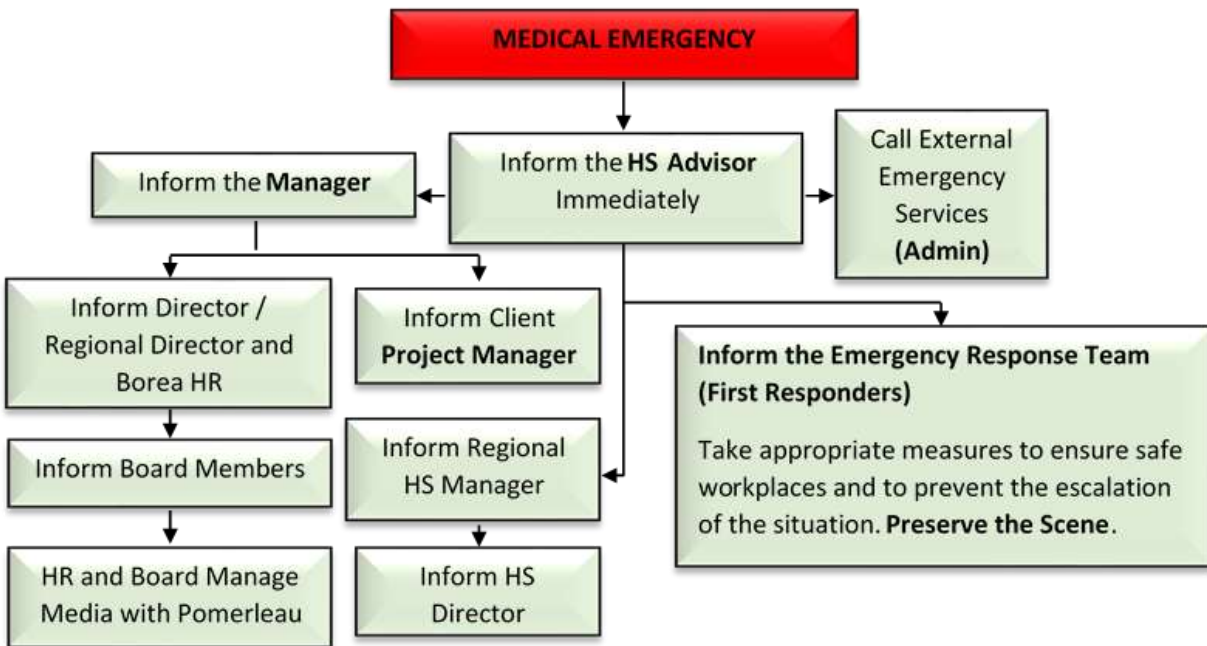


WHO?	WHAT?
Administrative Assistant	<ul style="list-style-type: none"> <li>▪ Receives the emergency call and immediately notifies Alberta Wildfire at 310-FIRE (3473) or 911 <u>if a community is in danger.</u></li> <li>Provide the following information (as best you can):</li> <li>▪ Cause of fire – operational, lightning strike or other?</li> <li>▪ Location of the fire?</li> <li>▪ Is there road access?</li> <li>▪ Size (hectares)?</li> <li>▪ Fuel type (timber, grass, agricultural land, etc.)?</li> <li>▪ How fast is it spreading – Is it stationary? Is it slower or faster than a normal walking speed?</li> <li>▪ What color is the smoke?</li> <li>▪ Slope/steepness, position, and aspect.</li> <li>▪ Access and potential water sources.</li> <li>▪ Values at risk (human safety, buildings, equipment, timber, etc.).</li> <li>▪ Action being taken.</li> <li>▪ Fire control problems - are more crew needed?</li> <li>▪ Print the current list of personnel on the site and give a copy to the Emergency Site Coordinator.</li> <li>▪ Record name, company, and time of people exiting or entering the site.</li> <li>▪ Keep a record of communications and response activities.</li> </ul>
Emergency Site Coordinator (HS Coordinator)	<ol style="list-style-type: none"> <li>1. Identify wind direction and provide instructions regarding evacuation (partial or complete).</li> <li>2. Ensure there is a safe place to land a helicopter, as the Fire Leader will be arriving in one.</li> <li>3. At the meeting point, brief the Emergency Response Team of their specific assignments or coordinate responses activities. <ul style="list-style-type: none"> <li>▪ Isolate the fire to prevent its spread / remove sources of ignition.</li> <li>▪ Secure the event area and control access using a security perimeter.</li> <li>▪ Appoint staff to accompany external services on the site.</li> <li>▪ Greet and guide external resources (ambulance, fire department, etc.) to the incident area and provide necessary support and information.</li> </ul> </li> <li>4. Ensure the headcount is completed and forward the information to the ERT Leader.</li> </ol>
Employees and Visitors	<p><b>If you discover a fire while you are alone:</b></p> <ol style="list-style-type: none"> <li>1. Do not take action on an intense fire by yourself. Notify your Supervisor and follow their instructions.</li> </ol> <p><b>If you discover a fire:</b></p> <ol style="list-style-type: none"> <li>1. Take action to fight the fire based on the level of training, safety, and confidence of the employees.</li> <li>2. <b>Evacuate</b> the danger zone.</li> <li>3. <b>Go</b> immediately to the <b>muster point</b> by the most efficient way, notify all staff and visitors that they must leave by walking and without running.</li> <li>4. <b>Go</b> to your supervisor so that you can be added to the headcount.</li> <li>5. <b>Wait</b> for instructions from Emergency Site Coordinator before returning to the workplace.</li> </ol>

<p>Emergency Response Team (Medics / First Aiders)</p>	<p><b>Go to the meeting point and get instructions from Emergency Site Coordinator.</b></p> <p><b>Crew Briefing Topics:</b></p> <ul style="list-style-type: none"> <li>▪ Chain of command</li> <li>▪ Hazards on the fire</li> <li>▪ Sources of water</li> <li>▪ Escape routes – safety zones</li> <li>▪ Buddy System is established</li> <li>▪ Information on helicopter and air tanker drops, etc.</li> <li>▪ Do a headcount and re-check at the end of the shift</li> <li>▪ Lives are worth more than any timber or machines</li> <li>▪ Be aware of entrapment caused by changing winds and fire directions</li> <li>▪ Crew bosses must provide a short pre-work safety briefing daily</li> <li>▪ No synthetic clothing is to be worn. It melts and ignites easily</li> </ul> <p><b>Working Around Heavy Equipment:</b></p> <p>Watch out for:</p> <ul style="list-style-type: none"> <li>▪ Trees may fall unexpectedly</li> <li>▪ Machinery may knock trees and rocks down slope</li> <li>▪ Stems on the ground may pivot if hit by machinery</li> <li>▪ Stay two tree-lengths away</li> </ul> <p><b>Fire Line Hazards:</b></p> <p>Be aware of:</p> <ul style="list-style-type: none"> <li>▪ Entrapment caused by wind and fire changing direction quickly</li> <li>▪ Timber-snags</li> <li>▪ Rocks rolling down</li> <li>▪ Injury from heavy equipment</li> <li>▪ Unsafe personal behavior</li> <li>▪ Wind increase or change of direction</li> <li>▪ Steep slopes – fire can travel faster</li> <li>▪ South aspect slopes – fuel is drier normally</li> <li>▪ Gullies &amp; canyons – loaded with fuel</li> <li>▪ Fire weakened</li> <li>▪ Heavy equipment working above you</li> <li>▪ Becoming too tired, dehydrated or overconfident</li> <li>▪ Do not panic!</li> </ul> <p><b>Safety Zones:</b></p> <p>Escape routes must lead to safety zones:</p> <ul style="list-style-type: none"> <li>▪ The fire line itself</li> <li>▪ Rivers, creeks, ponds, marsh or bogs</li> <li>▪ Big clearings with little fuel</li> <li>▪ The burned area</li> <li>▪ Down slope of the fire</li> <li>▪ DON'T SPLIT UP</li> </ul>
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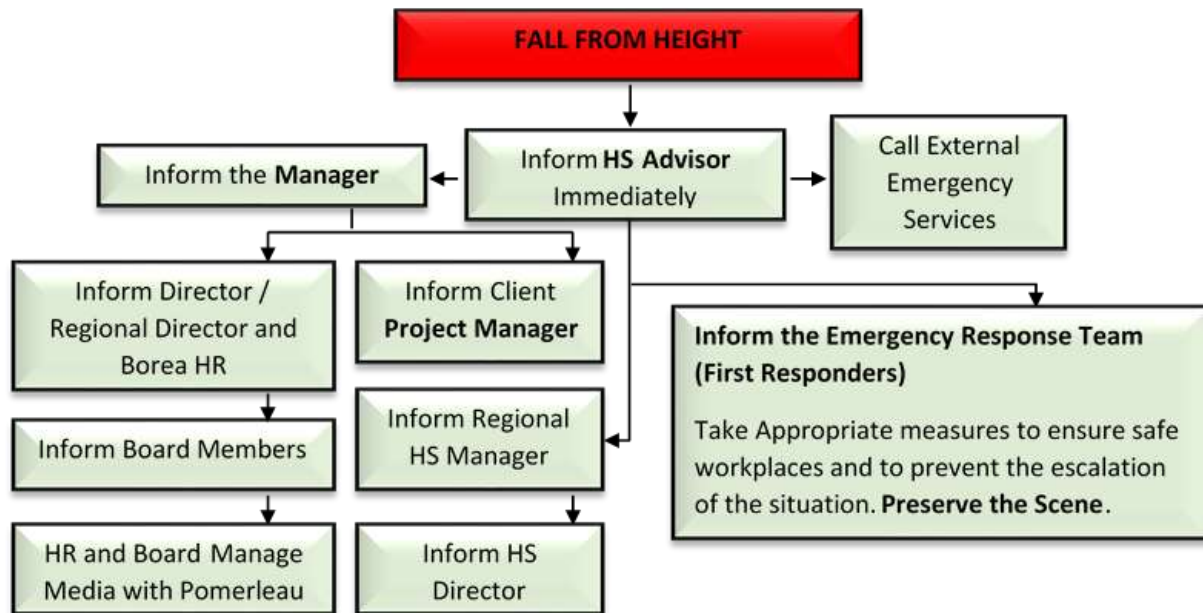
## 4.3 Medical Emergency



WHO?	WHAT?		
Administrative Assistant	<ol style="list-style-type: none"> <li>1. Receives the emergency call and immediately notifies/calls 911(if needed).</li> <li>2. Keep a record of communications and response activities.</li> </ol>		
Emergency Site Coordinator (HS Coordinator)	<ol style="list-style-type: none"> <li>1. At the meeting point, brief the Emergency Response Team on their specific assignments or coordinate responses activities.</li> <li>2. Communicates with the ERT Leader and reports regarding the event.</li> </ol>		
Employees and Visitors	<ol style="list-style-type: none"> <li>1. <b>Call the first aiders around you.</b></li> <li>2. <b>Notify your supervisor of the emergency or contact HS Coordinator.</b></li> <li>3. Do not leave an injured worker alone.</li> <li>4. Preserve the evidence at the accident scene.</li> </ol>		
Emergency Response Team (First Aiders)	<p>Go to the meeting point and get instructions from Emergency Site Coordinator.</p> <ul style="list-style-type: none"> <li>Give first aid, if needed:           <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p><b>Primary assessment:</b></p> <ul style="list-style-type: none"> <li>• <b>R:</b> Response</li> <li>• <b>A:</b> <b>Airway</b> is open</li> <li>• <b>B:</b> They are <b>breathing</b></li> <li>• <b>C:</b> Sign of <b>circulation</b> (pulse)</li> <li>• <b>Vital signs:</b> Pulse and breathing per minute</li> </ul> </td> <td style="vertical-align: top;"> <p><b>Secondary assessment:</b></p> <ul style="list-style-type: none"> <li>• <b>S:</b> Signs and Symptoms</li> <li>• <b>A:</b> Allergies - Check Bracelet</li> <li>• <b>M:</b> Medication</li> <li>• <b>P:</b> Previous Relevant Medical History</li> <li>• <b>L:</b> Last Oral Intake</li> <li>• <b>E:</b> Event History</li> </ul> </td> </tr> </table> </li> </ul>	<p><b>Primary assessment:</b></p> <ul style="list-style-type: none"> <li>• <b>R:</b> Response</li> <li>• <b>A:</b> <b>Airway</b> is open</li> <li>• <b>B:</b> They are <b>breathing</b></li> <li>• <b>C:</b> Sign of <b>circulation</b> (pulse)</li> <li>• <b>Vital signs:</b> Pulse and breathing per minute</li> </ul>	<p><b>Secondary assessment:</b></p> <ul style="list-style-type: none"> <li>• <b>S:</b> Signs and Symptoms</li> <li>• <b>A:</b> Allergies - Check Bracelet</li> <li>• <b>M:</b> Medication</li> <li>• <b>P:</b> Previous Relevant Medical History</li> <li>• <b>L:</b> Last Oral Intake</li> <li>• <b>E:</b> Event History</li> </ul>
<p><b>Primary assessment:</b></p> <ul style="list-style-type: none"> <li>• <b>R:</b> Response</li> <li>• <b>A:</b> <b>Airway</b> is open</li> <li>• <b>B:</b> They are <b>breathing</b></li> <li>• <b>C:</b> Sign of <b>circulation</b> (pulse)</li> <li>• <b>Vital signs:</b> Pulse and breathing per minute</li> </ul>	<p><b>Secondary assessment:</b></p> <ul style="list-style-type: none"> <li>• <b>S:</b> Signs and Symptoms</li> <li>• <b>A:</b> Allergies - Check Bracelet</li> <li>• <b>M:</b> Medication</li> <li>• <b>P:</b> Previous Relevant Medical History</li> <li>• <b>L:</b> Last Oral Intake</li> <li>• <b>E:</b> Event History</li> </ul>		

	<ul style="list-style-type: none"> <li>▪ Secure and preserve the accident scene, and control access by establishing a safety perimeter.</li> <li>▪ Stabilize the injured personnel to prepare them for transportation to the medical center (hospital).</li> <li>▪ Accompany the injured worker.</li> <li>▪ Designate a person to guide the ambulance personnel to accident site.</li> <li>▪ Greet and guide external resources (ambulance, fire department, etc.) to the incident area and provide necessary support and information.</li> <li>▪ Control traffic emergency services – Ensure mobile equipment and vehicles are safely parked away from emergency routes.</li> </ul>
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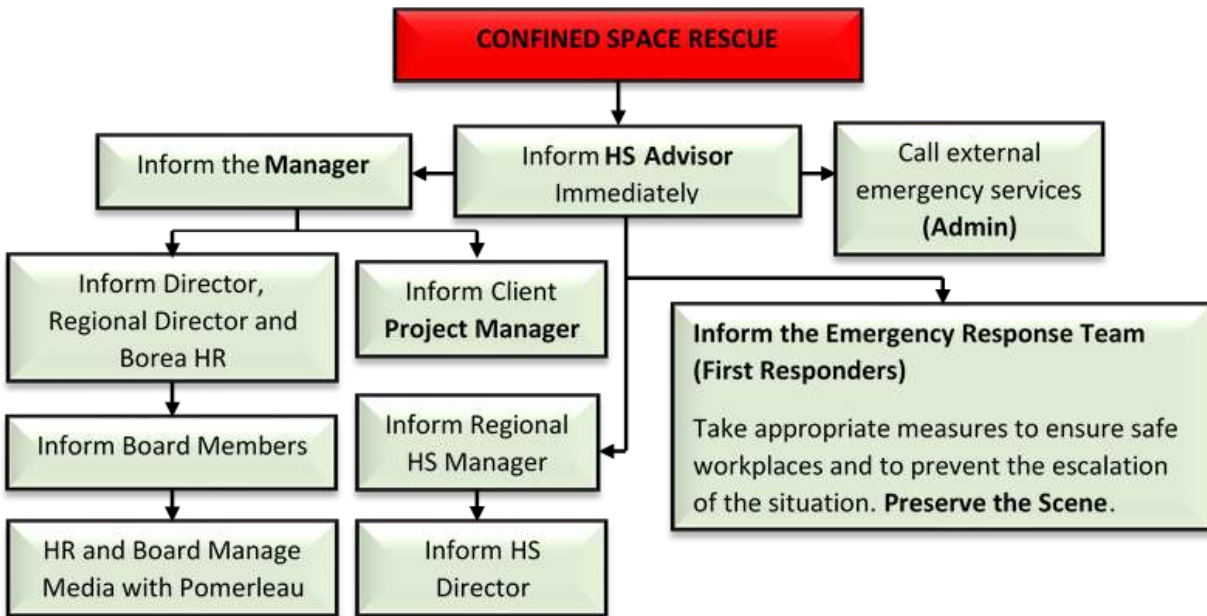
## 4.4 Rescue at Height



WHO?	WHAT?
Administrative Assistant	1. Receives the emergency call and immediately notifies/calls 911 (if needed). 2. Keep a record of communications and response activities.
Emergency Site Coordinator (HS Coordinator)	1. At the meeting point, briefs the Emergency Response Team of their specific assignments or coordinate responses activities. 2. Communicates with the ERT Leader and reports developments regarding the event.
Employees and Visitors	1. <b>Call trained rescuers in the area.</b> 2. <b>Notify your supervisor of the emergency or contact HS Coordinator.</b> 3. Do not leave the injured worker alone.

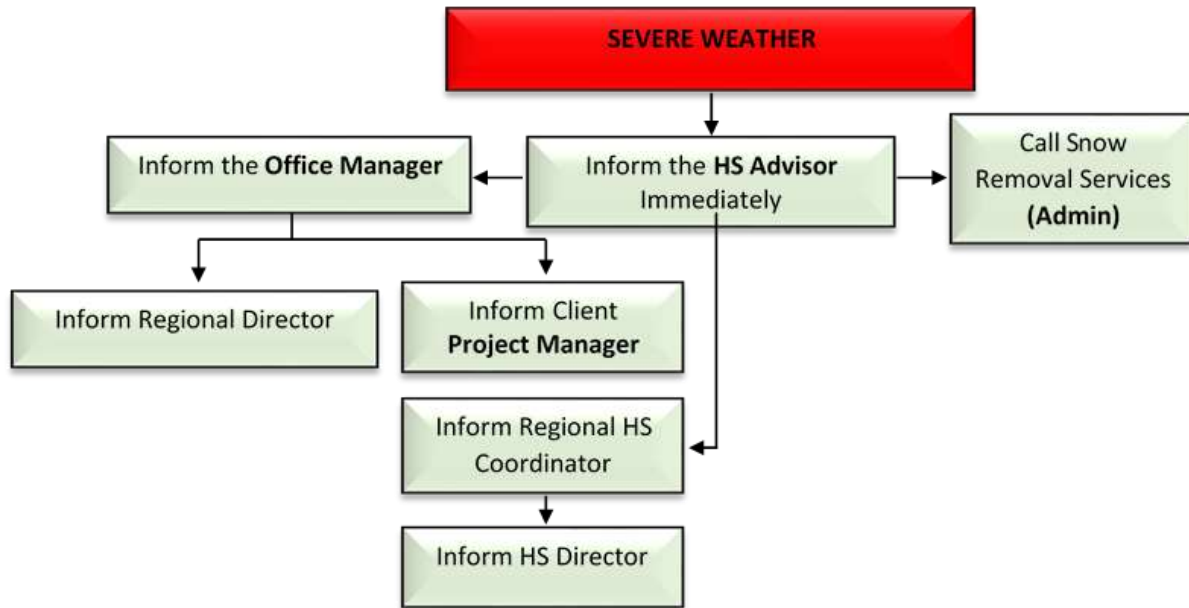
<p>Emergency Response Team (Rescue at height person)</p> <p>A minimum of 2 workers per team and a foreman must be trained for rescue at height. There must always be one trained person that stays on the ground to rescue.</p>	<p>Go to the meeting point and get instructions from Emergency Site Coordinator.</p> <ul style="list-style-type: none"> <li>■ Rescue process as determined on Fall Rescue Plan.</li> <li>■ Give first aid, if needed:           <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p><b>Primary assessment:</b></p> <ul style="list-style-type: none"> <li>● <b>R:</b> Response</li> <li>● <b>A:</b> <b>Airway</b> is open</li> <li>● <b>B:</b> They are <b>breathing</b></li> <li>● <b>C:</b> Sign of <b>Circulation</b> (pulse)</li> <li>● <b>Vital signs:</b> Pulse and breathing per minute</li> </ul> </div> <div style="width: 45%;"> <p><b>Secondary assessment:</b></p> <ul style="list-style-type: none"> <li>● <b>S:</b> Signs &amp; Symptoms</li> <li>● <b>A:</b> Allergies - Check Bracelet</li> <li>● <b>M:</b> Medication</li> <li>● <b>P:</b> Previous Relevant Medical History</li> <li>● <b>L:</b> Last Oral Intake</li> <li>● <b>E:</b> Event History</li> </ul> </div> </div> </li> <li>■ Secure and preserve the accident scene and control the access by establishing a safety perimeter.</li> <li>■ Stabilize the injured personnel and prepare them for transportation to the medical center (hospital):           <ul style="list-style-type: none"> <li>- A suspended worker over 15 to 20 minutes is at risk of a suspension trauma.</li> <li>- Once on the ground, ensure the injured is placed / rests in a semi-upright position. Do not lay the victim down even if they are conscious. There is risk of venous blood return and circulatory shock.</li> </ul> </li> <li>■ Accompany the injured worker.</li> <li>■ Designate a person to guide ambulance personnel to accident site.</li> <li>■ Greet and guide external resources (ambulance, fire department, etc.) to the incident area and provide necessary support and information.</li> <li>■ Control traffic emergency services – Ensure mobile equipment vehicles are safely parked away from emergency routes.</li> </ul>
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## 4.5 Confined Space Rescue

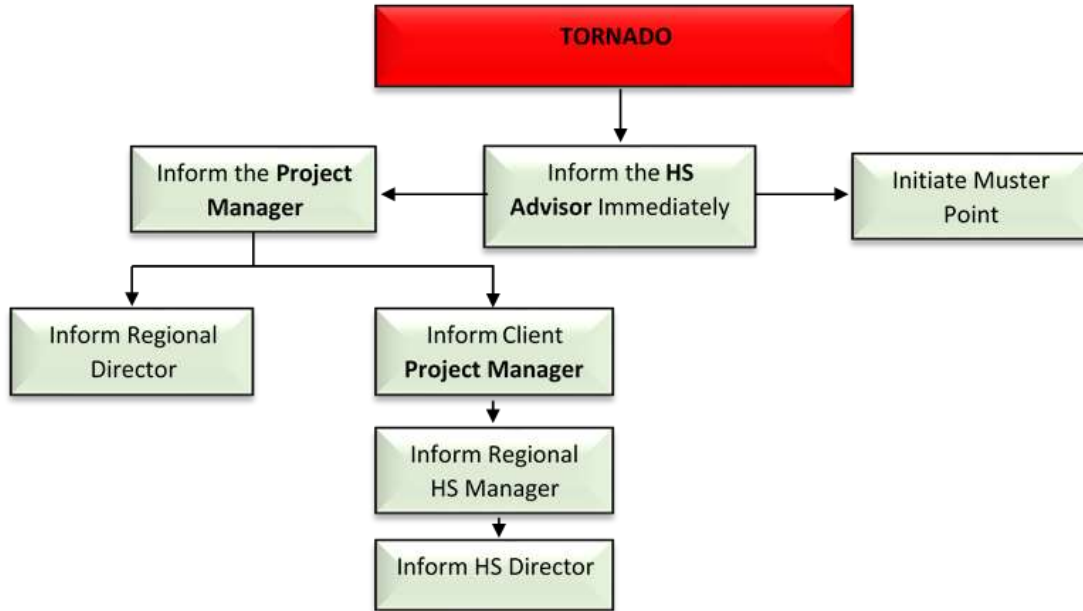


WHO?	WHAT?
Administrative Assistant	<ol style="list-style-type: none"> <li>1. Receives the emergency call and immediately notifies/call 911 (if needed).</li> <li>2. Keep a record of communications and response activities.</li> </ol>
Emergency Site Coordinator (HS Coordinator)	<ol style="list-style-type: none"> <li>1. At the meeting point, brief the Emergency Response Team of their specific assignments or coordinate responses activities.</li> <li>2. Communicates with the ERT Leader and reports developments regarding the event.</li> </ol>
Employees and Visitors	<ol style="list-style-type: none"> <li>1. <b>Call the first aiders around you.</b></li> <li>2. <b>Notify your supervisor of the emergency or contact HS Coordinator via channel 1.</b></li> <li>3. The watchman of the confined space can try to remove the person from the confined space <b>without entering</b>, using the available mechanisms (e.g., tripod, retractable).</li> <li>4. Do not leave injured worker alone.</li> <li>5. Preserve the evidence at the accident scene.</li> </ol>
Emergency Response Team (First Aiders)	<p>Go to the meeting point to get instructions from Emergency Site Coordinator</p> <ul style="list-style-type: none"> <li>Try to remove the person from the confined space <b>without entering</b>, using the available mechanisms (e.g., tripod, retractable). If this is not possible, <b>Borea rescue team</b> will enter the space to stabilize the victim and rescue the person according to the specific procedures of each place, please refer to the confined space rescue plan.</li> <li>Give first aid if needed: <ul style="list-style-type: none"> <li><b>Primary assessment:</b> <ul style="list-style-type: none"> <li>● <b>R:</b> Response</li> <li>● <b>A: Airway</b> is open</li> <li>● <b>B:</b> They are <b>breathing</b></li> <li>● <b>C:</b> Sign of <b>Circulation</b> (pulse)</li> <li>● <b>Vital Signs:</b> pulse and breathing per minute</li> </ul> </li> <li><b>Secondary assessment:</b> <ul style="list-style-type: none"> <li>● <b>S:</b> Signs &amp; Symptoms</li> <li>● <b>A:</b> Allergies - Check Bracelet</li> <li>● <b>M:</b> Medication</li> <li>● <b>P:</b> Previous Relevant Medical History</li> <li>● <b>L:</b> Last Oral Intake</li> <li>● <b>E:</b> Event History</li> </ul> </li> </ul> </li> <li>Secure and preserve the accident scene and control the access by establishing a safety perimeter.</li> <li>Stabilize the injured personnel to prepare them for transportation to the medical center (hospital).</li> <li>Accompany the injured worker.</li> <li>Designate a person to guide the ambulance personnel to accident site.</li> <li>Receive external resources (ambulance, fire department, etc.) at area of incident and provide necessary support and information.</li> <li>Control traffic emergency services – Ensure mobile equipment vehicles are safely parked away from emergency routes.</li> </ul>

## 4.6 Severe Weather



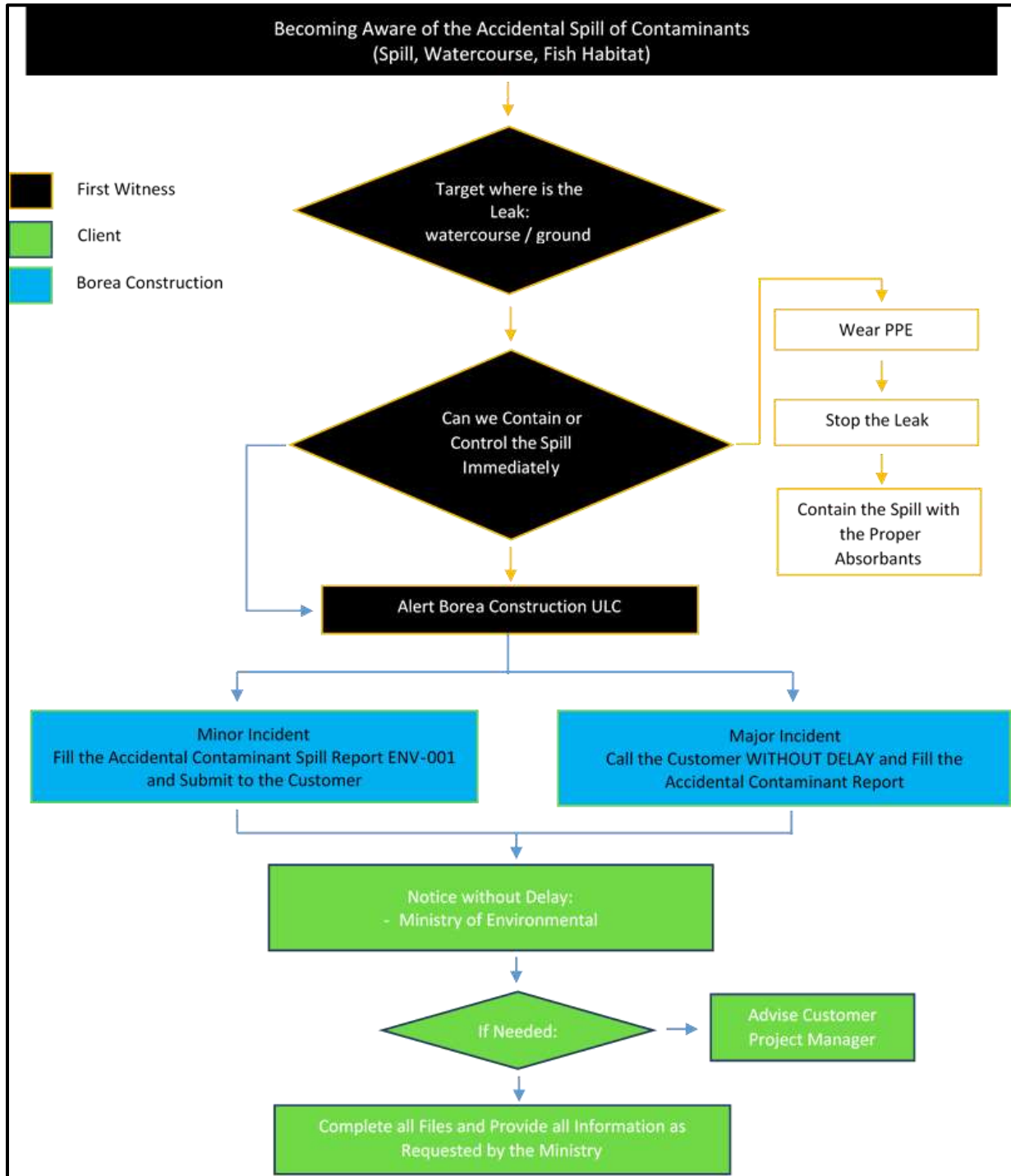
WHO?	WHAT?
Administrative Assistant	<ol style="list-style-type: none"> <li>1. Print the current list of personnel on the site and provide a copy to the Emergency Site Coordinator.</li> <li>2. Record name, company, and time of people exiting or entering the site.</li> <li>3. Assist the ERT Leader with logistical support for the workers and staff (food, water, lodging) as warranted.</li> </ol>
Emergency Site Coordinator (HS Coordinator)	<ol style="list-style-type: none"> <li>1. Monitor the progress of local weather conditions with the ERT Leader and provide instruction regarding evacuation (partial or complete).</li> <li>2. Take appropriate steps to maintain safe access to site and reduce mobile equipment activities and/or vehicle traffic on-site. Determine the safe evacuation routes.</li> <li>3. Ensure the headcount is completed and forward the information to the ERT Leader.</li> </ol>
Employees and Visitors	<ol style="list-style-type: none"> <li>1. Call the office to confirm site is opened.</li> <li>2. <b>Evacuate</b> the danger zone.</li> <li>3. <b>Go</b> immediately to the <b>muster point</b> by the most efficient way, notify all staff and visitors that they must leave by walking and without running.</li> <li>4. <b>Go</b> to your Supervisor for headcount.</li> <li>5. <b>Wait</b> for instructions from Emergency Site Coordinator before returning to the workplace.</li> </ol>



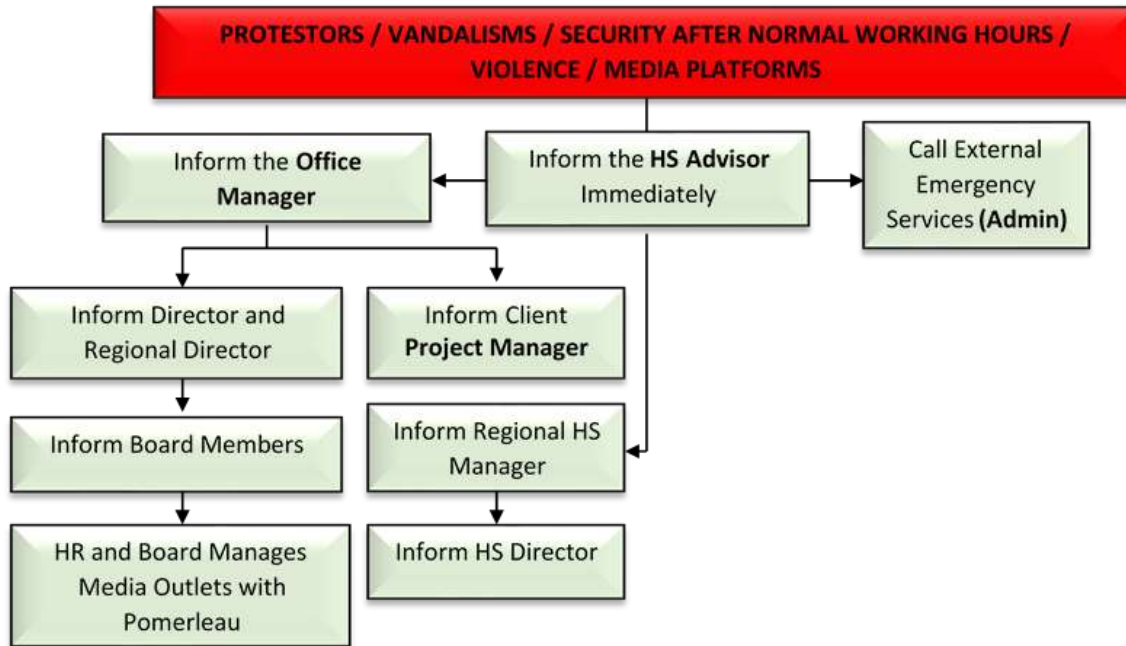
WHO?	WHAT?
Administrative Assistant	<ol style="list-style-type: none"> <li>1. Print the current list of personnel on the site and provide a copy to the Emergency Site Coordinator.</li> <li>2. Record name, company, and time of people exiting or entering the site.</li> <li>3. Assist the ERT Leader with logistical support for the workers and staff (food, water, lodging) as warranted.</li> </ol>
Emergency Site Coordinator (HS Coordinator)	<ol style="list-style-type: none"> <li>1. Monitor the progress of local weather conditions with the ERT Leader and give instruction regarding evacuation (partial or complete).</li> <li>2. Take appropriate steps to maintain safe access to site and reduce mobile equipment activities and/or vehicle traffic on-site. Determine the safe evacuation routes.</li> <li>3. Ensure the headcount is completed and forward the information to the ERT Leader.</li> </ol>
Employees and Visitors	<ol style="list-style-type: none"> <li>1. Call the office to confirm site is opened.</li> <li>2. <b>Evacuate</b> the danger zone.</li> <li>3. <b>Go</b> immediately to the <b>muster point</b> by the most efficient way, notify all staff and visitors that they must leave by walking and without running.</li> <li>4. <b>Go</b> to your Supervisor for headcount.</li> <li>5. <b>Wait</b> for instructions from Emergency Site Coordinator before returning to the workplace.</li> </ol>

## 4.7 Environmental Spill

In the event of an environmental spill, please refer to the Spill Response Plan.



## 4.8 Protester / Vandalism / Security After Normal Working Hours / Violence / Medias

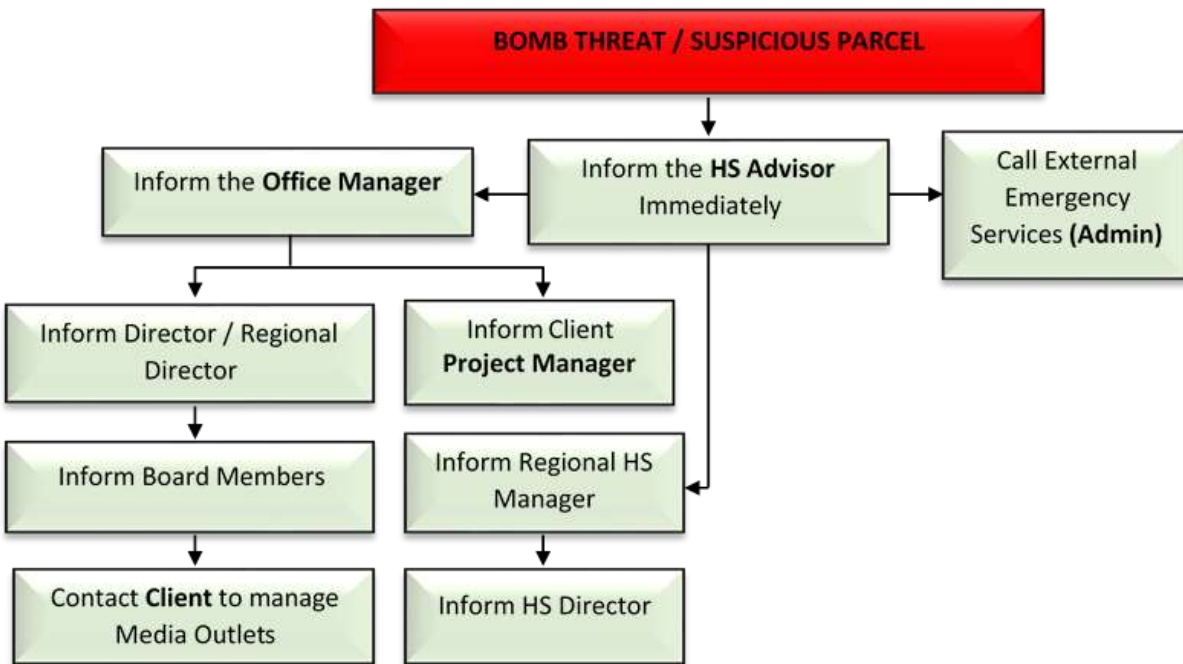


WHO?	WHAT?
Workers	<p><b>Don't talk to medias – inform the Project Manager.</b></p> <p><b>Management of a person with aggressive behavior:</b></p> <ol style="list-style-type: none"> <li>1. Stay calm.</li> <li>2. Monitor nonverbal gesture.</li> <li>3. Keep a distance from abuser and have an exit door behind you all the times.</li> <li>4. Do not make threat or promises.</li> <li>5. Contact the HS Coordinator so he can inform the PM.</li> </ol> <p><b>Management of a situation with firearm:</b></p> <ol style="list-style-type: none"> <li>1. Leave immediately the area.</li> <li>2. Alert the office (HS Coordinator so he can inform the PM).</li> <li>3. <b>Go</b> immediately to the <b>muster point</b> by the most efficient way, notify all staff and visitors.</li> </ol> <p><b>Security After Normal Working Hours:</b></p> <ol style="list-style-type: none"> <li>1. Be alert and vigilant after normal working hours when leaving the office. Whenever possible, look at each side of the front door before going out:             <ul style="list-style-type: none"> <li>• If you do not feel safe, re-enter the building.</li> <li>• Make sure the door is closed and locked.</li> <li>• Contact the district police or 911 in the case of an intimidating presence.</li> </ul> </li> </ol>
Administrative Assistant	<ol style="list-style-type: none"> <li>1. Call the police (if needed).</li> <li>2. Contact the owner of the building (if applicable).</li> </ol>



WHO?	WHAT?
ERP Leader (Project Manager)	<ol style="list-style-type: none"> <li>Contact the PM so he can contact the Customer Representative to give details of the situation and analyze the threat to establish an intervention strategy.</li> <li>Follow diagram above for managing media.</li> </ol>

## 4.9 Threat (Bomb Threat / Suspicious Parcel)



WHO?	WHAT?
Recipient of the Threat	<p>If it is a telephone Threat:</p> <ul style="list-style-type: none"> <li>■ Stay calm, courteous, listen and do not interrupt the caller.</li> <li>■ Keep the caller as long as possible and do not hang up.</li> <li>■ If call display is available, note the number the person is calling from.</li> <li>■ Notify someone near you to alert the supervisor or HS Coordinator.</li> <li>■ Write down everything the caller says word for word if possible.</li> <li>■ Ask the questions on the telephone threat checklist (<b>Appendix 1</b>).</li> <li>■ After the call, document any impressions concerning the caller on the telephone threat checklist.</li> </ul> <p>If it is not a telephone threat:</p> <ul style="list-style-type: none"> <li>■ <b><i>Do not use the radio communication system in case of a bomb threat; it could interfere with the explosive device.</i></b></li> <li>■ Do not move or touch the object.</li> <li>■ Carefully isolate the note or package.</li> <li>■ Inform the HS Coordinator of the situation.</li> </ul>

WHO?	WHAT?
	<ul style="list-style-type: none"> <li>▪ Wash hands with soap and water.</li> <li>▪ If the package has been opened, remove all heavily contaminated clothing. Put cloths in a plastic bag and give everything to the emergency service. Showering with soap and water as soon as possible. Do not use bleach or other disinfectants.</li> <li>▪ Make a list of all the people who may have come into contact with the package.</li> </ul>
Administrative Assistant	<ol style="list-style-type: none"> <li>1. Submit the bomb threat checklist and information received to Emergency Site Coordinator (<b>Appendix 1</b>).</li> <li>2. Call the police.</li> </ol>
Emergency Site Coordinator (HS Coordinator)	<ol style="list-style-type: none"> <li>1. Contact the ERP Leader to give details of the situation and analyze the threat to establish an intervention strategy:               <ul style="list-style-type: none"> <li>▪ Evacuate employee from the immediate area, close doors and create a security perimeter.</li> <li>▪ Evacuate all or part of the site as required.</li> <li>▪ Follow instructions provided by local authorities.</li> </ul> </li> </ol>

## APPENDIX 1 – THREAT BOMB CHECKLIST

When is the bomb going to explode? Where is the bomb? What does it look like? What kind of bomb is it? What will cause it to explode?	Did you place the bomb? If no, then who? Why do you want to do this? Are you on your way here now? Do you have any weapons? What is your name?
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When caller hangs up, immediately complete this form and have readily available for authorities.			
Date (yyyy/mm/dd):		Time of Call (24 hrs Clock):	
Phone number where you are:		Originating phone number:	
Sex of Caller: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> N/A Accent?		Approx. Age:	
Extent of Threat:			
<b>Caller's Voice</b> (all that apply):			
<input type="checkbox"/> Calm	<input type="checkbox"/> Slow	<input type="checkbox"/> Soft	<input type="checkbox"/> Clearing Throat
<input type="checkbox"/> Angry	<input type="checkbox"/> High-pitched	<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Disguised Voice
<input type="checkbox"/> Deep	<input type="checkbox"/> Ragged	<input type="checkbox"/> Sniffling	<input type="checkbox"/> Slurred
<input type="checkbox"/> Loud	<input type="checkbox"/> Coughing	<input type="checkbox"/> Cracking Voice	<input type="checkbox"/>
<input type="checkbox"/> Laughter	<input type="checkbox"/> Crying	<input type="checkbox"/> Accent (describe):	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Familiar	<input type="checkbox"/> Stutter	<input type="checkbox"/>
<input type="checkbox"/> Normal	<input type="checkbox"/> Nasal	<input type="checkbox"/> Raspy	<input type="checkbox"/>
<input type="checkbox"/> Excited	<input type="checkbox"/> Rapid	<input type="checkbox"/> Lisp	<input type="checkbox"/>
<b>Caller's Language</b> (all that apply):			
<input type="checkbox"/> Educated	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Taped
<input type="checkbox"/> Foul	<input type="checkbox"/> Measured	<input type="checkbox"/> Irrational	<input type="checkbox"/> Message was read
<b>Background Noises</b> (all that apply):			
<input type="checkbox"/> Street noises	<input type="checkbox"/> Airplane	<input type="checkbox"/> Public address system	<input type="checkbox"/> Factory machinery
<input type="checkbox"/> Motor / Engine	<input type="checkbox"/> Clear lines	<input type="checkbox"/> Static	<input type="checkbox"/> Dishes / pots / pans
<input type="checkbox"/> TV	<input type="checkbox"/> Radio	<input type="checkbox"/> Music	<input type="checkbox"/> Animals / Children
<input type="checkbox"/> Long distance	<input type="checkbox"/> Local call	<input type="checkbox"/> Cellular	<input type="checkbox"/> Office machines



## EMERGENCY RESPONSE PLAN

### APPENDIX 2 - INTERNAL EMERGENCY CONTACT LIST

NAME	TITLE	PHONE NUMBER
Michael Cummer	ERT Leader (Project Manager – Full Time)	(587) 583-4591
Bruce Ponych	Emergency Site Coordinator & HS Coordinator	(403) 550-7355
	Site Manager	
Carah Oftedal	Medic	(306) 240-8530
Dino Lipani	Civil Superintendent	(778) 363-0671
James Osness	Project Manager	(780) 868-4616
Morgan Vercholuk	Environmental Coordinator	(403) 700-3143
Rudi Subasic	Health and Safety Director	(780) 720-7713
Isaac Zyto	Project Engineer	(403) 369-5959
David Berube	Project Director	(778) 873-2401



# EMERGENCY RESPONSE PLAN

## APPENDIX 3 – MEDICAL FIRST RESPONDERS AND FIRST AIDER ON-SITE

*To be filled on-site not available at this time.*

NAME	QUALIFICATION	PHONE NUMBER
	Standard First Aid / Level C	
	Standard First Aid / Level C	
	Standard First Aid / Level C	

## APPENDIX 4 – EXTERNAL EMERGENCY CONTACT LIST

NAME/LOCATION	ADDRESS	PHONE	OTHER
Ambulance East Central Ambulance Association	#1 Crowfoot Crossing Castor, AB T0C 0X0 Hwy 12 & Hwy 36 County of Paintearth No.18	911	403-882-3211
RCMP Coronation detachment	4909 Royal St Coronation, AB T0C 1C0	911	Administration: 403-578-3666 Complaints: 403-578-3622
Fire Department Halkirk Fire Department	302 4 Main St Halkirk, AB T0C 1M0	911	<a href="#">Village Office</a>
Hospital Our Lady of the Rosary Hospital	5402 47 Street Castor, AB T0C 0X0	403-882-3434	
Emergency Alberta Environment and Parks	For Environmental Spills	800-222-6514	
Emergency Environment Canada	Report to provincial authorities only	See above	
Poison Control Centre	10030 – 107 Street NW Edmonton, AB T5J 3E4	800-332-1414	780-342-2000 <small>(corporate-non emergency)</small>
Alberta Electric System Operator One Call	330 5 Ave SW Calgary, AB T2P 0L4	403-539-2450	
Alberta One-Call	4242 7 St SE Calgary, AB T2G 2Y8	800-242-3447	
Alberta OHS	Edmonton, AB	866-415-8690	780-415-8690
Alberta Labor Relations Board	1212 31 Ave NE #308 Calgary, AB T2E 7S8	403-297-4334	
Alberta Conservation Association To report suspected poaching		1-800-642-3800	
Alberta Wildfire Reporting		310-FIRE (3473)	
CONTRACTORS/SPECIALIZED COMPANIES			

**Note: Phone numbers must be populated as soon as they become available.**

## APPENDIX 5 – INVENTORY OF EMERGENCY EQUIPMENT

The equipment can be found in the Medic/first aider trailer.

EQUIPMENT	QTY	CHECK	YES	NO
Detection and alarm		Smoke detector is installed in trailer and functions	N/A	
First Aid Equipment		** See Appendix 8 for required first aid equipment **		
AED	1	One AED will be stored within the medic / first aid trailer. Please confirm requirement.	Yes	
Large First Aid Kit	2	Each large first aid kit shall include a tourniquet.	Yes	
Small First Aid Kit	4		Yes	
Issues		Exits are cleared	N/A	
		Means of evacuation (main entrance, stairs, routes, etc) are properly cleared	N/A	
		Exits are identified by a sign "exit" illuminated.	N/A	
		There are emergency lightings.	N/A	
Extinguishers	2	There is at least one extinguisher by trailer.	Yes	
Rescue at height equipment		There are 2 barrels or bags by towers and content of the barrels is complete (if it has been opened it must be removed from service and inspected)	N/A	
		Harness adapted to rescue	N/A	
		Lanyard with energy absorber	N/A	
		Adjustable positioning cord	N/A	
Rescue equipment for confined space		Tripod/ Bracket available	N/A	
		Gas detector	N/A	
		Half-Sked (also for rescue at height)	N/A	
		Fan with sufficient length vent pipe	N/A	
		Strap / cord	N/A	
		Carabiner	N/A	
		Harness	N/A	
		Retractable	N/A	

## APPENDIX 6 – PREPARATION AND DRILL FORM

**Note: Client must be notified with drill scheduling.**

INFORMATION BEFORE THE DRILL		
Is the ERP plan up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No	Last Revision Number:	
Number of people on-site before the drill:		
<b>Indicate the purpose of the drill:</b> <input type="checkbox"/> Ensure that employees with a role in the ERP know their roles and procedures <input type="checkbox"/> Ensure that workers know the muster point <input type="checkbox"/> Ensure that emergency equipment is available on-site in case of an event <input type="checkbox"/> Other:		
DRILL CONTINUITY		
Date of the drill:	Start time of the drill:	End time of the drill:
<b>Describe the course of the drill:</b> <hr/> <hr/> <hr/> <hr/> <hr/>		
Did the workers go to the muster point? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Reason: _____ <hr/> <hr/>		
Have procedures been followed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Reason: _____ <hr/> <hr/> <hr/> <hr/>		
POST DRILL CHECK		
The time required for evacuation / gathering employee was adequate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Have discussions been held with the persons involved in the drill? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
Actions to do following the drill	Responsible	Deadline (dd/mm/yy)



## APPENDIX 7 – HAZARDOUS SUBSTANCE STORAGE PLAN

- SDS of all site hazardous substances are located within the HS Advisor’s office.
- All hazardous goods will be stored in a manner that is required for the individual product, as set out in the manufacturer’s Safety Data Sheets (SDS).
- All hazardous substances, including chemical wastes, will be properly marked and labelled in accordance with federal, provincial and local regulations.
- All hazardous substances transferred to small containers will be marked with the chemicals name (i.e., “Isopropyl Alcohol”) and hazard (i.e., “Flammable”).
- All hazardous substance containers must be in good condition and compatible with the materials stored within.
- No refueling of mobile equipment is permitted within 30 m of a watercourse. Where refueling of immobile equipment within 30 m of a watercourse is required, drip trays and/or other spill control measures will be used.
- No hazardous substances will be stored within 30 m of a watercourse or environmentally sensitive area.
- All hazardous substance containers will be accessible and spacing between containers must provide sufficient access to perform periodic inspections and respond to releases.
- Any spills on the exterior of the container will be cleaned immediately.
- Flammable materials stored or dispensed from drums or totes will be grounded to prevent static spark.
- Do not overfill waste drums.
- Storage areas will be inspected as part of routine environmental monitoring.

## Security

- Access and use of fuels, chemicals and other hazardous substances should be restricted to those who have been adequately trained in the materials (trained personnel).

## Housekeeping

- Check the general condition of all tanks, containments, and piping for appearance and cleanliness. Report any condition requiring immediate attention (e.g., plugged drainage and poor housekeeping).
- Check that all tank openings, valves, sump drains, fill caps, loading/unloading hoses, master electrical switches, and other accessible fittings are kept locked when not in use. ☒ Store hazardous substances not used daily in designated areas.
- Verify that fire extinguishers, spill kits, and other response equipment are properly located with unobstructed access for immediate use.
- Ensure that access roads are kept free of debris and obstructions to permit free movement of emergency response vehicles.
- Immediately clean up and properly manage all spills or leaks regardless of volume/size.

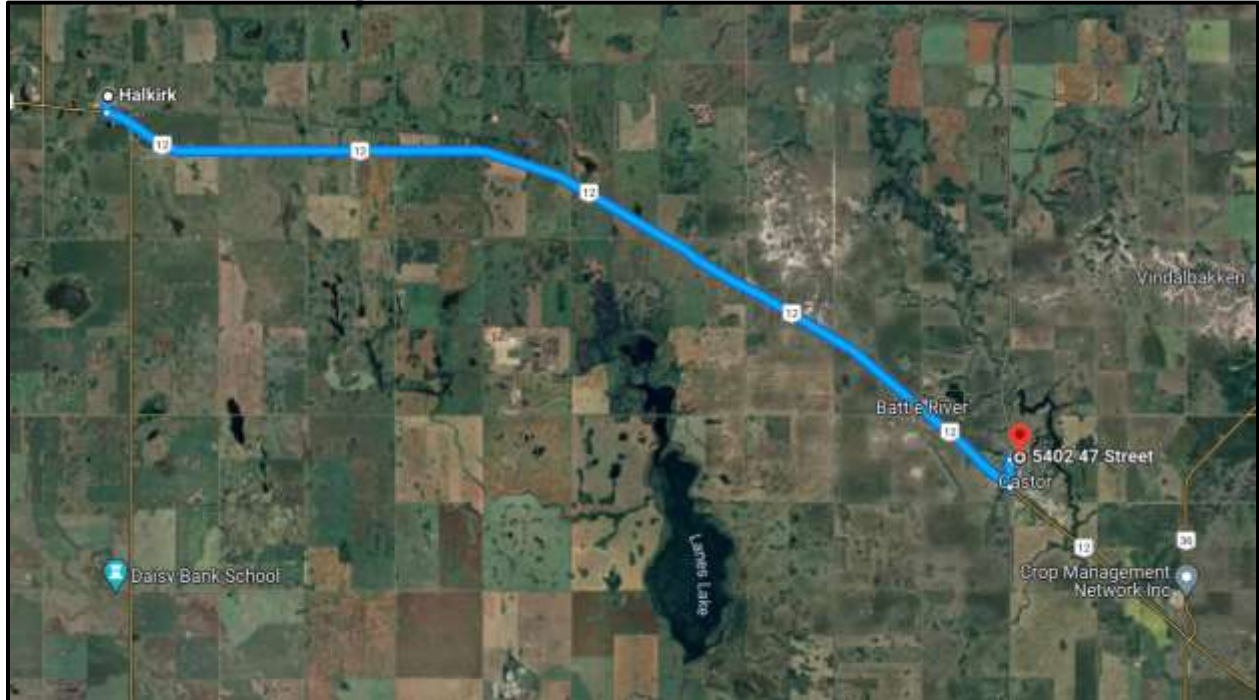
## APPENDIX 8 – INVENTORY OF FIRST AID REQUIREMENTS

**Table 7 First Aid Requirements for High Hazard Work**

Number of workers at work site per shift	Close work site (up to 20 minutes)	Distant work site (20 – 40 minutes)	Isolated work site (more than 40 minutes)
1	Type P First Aid Kit	Type P First Aid Kit	Type P First Aid Kit
2-4	1 Emergency First Aider No. 1 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit 3 blankets	1 Standard First Aider No. 2 First Aid Kit 3 blankets
5-9	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	2 Standard First Aiders No. 2 First Aid Kit 3 blankets	2 Standard First Aider No. 2 First Aid Kit 3 blankets
10-19	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit 3 Blankets	2 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints	2 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints
20-49	2 Emergency First Aider 1 Standard First Aiders No. 2 First Aid Kit 3 Blankets	3 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints	3 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints
50-99	2 Emergency First Aider 2 Standard First Aiders No. 3 First Aid Kit 3 blankets	2 Emergency First Aiders 3 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints es	4 Standard First Aiders Plus 1 Advanced First Aider No. 3 First Aid Kit 3 blankets, stretcher, splints
100-199	2 Emergency First Aider 2 Standard First Aiders 1 advanced First Aider First Aid Room	4 Standard First Aiders 1 Advanced First Aider First Aid Room	4 Standard First Aiders 1 Advanced First Aider First Aid Room
200 or more	2 Emergency First Aider 2 Standard First Aiders 1 Nurse or 1 ACP PLUS 1 standard First Aider for each additional increment of 1 to 100 workers First Aid Room	4 Standard First Aiders 1 Nurse or 1 ACP PLUS 1 standard First Aider for each additional increment of 1 to 100 workers First Aid Room	4 Standard First Aiders 1 Advanced First Aider 1 Nurse or 1 ACP PLUS 1 standard First Aider for each additional increment of 1 to 100 workers First Aid Room

## APPENDIX 9 – PLAN AND SITE COORDINATE

## Directions to Nearest Hospital



[Castor Hospital](#): 5402 47 Street Castor, Alberta, T0C 0X0

- Head south on Main St toward Alberta Ave
- Turn left onto AB-12 E
- Turn left onto 45 St/AB-861 N
- Turn right onto 54 Ave
- Turn left onto 47 St
  - Destination will be on the left



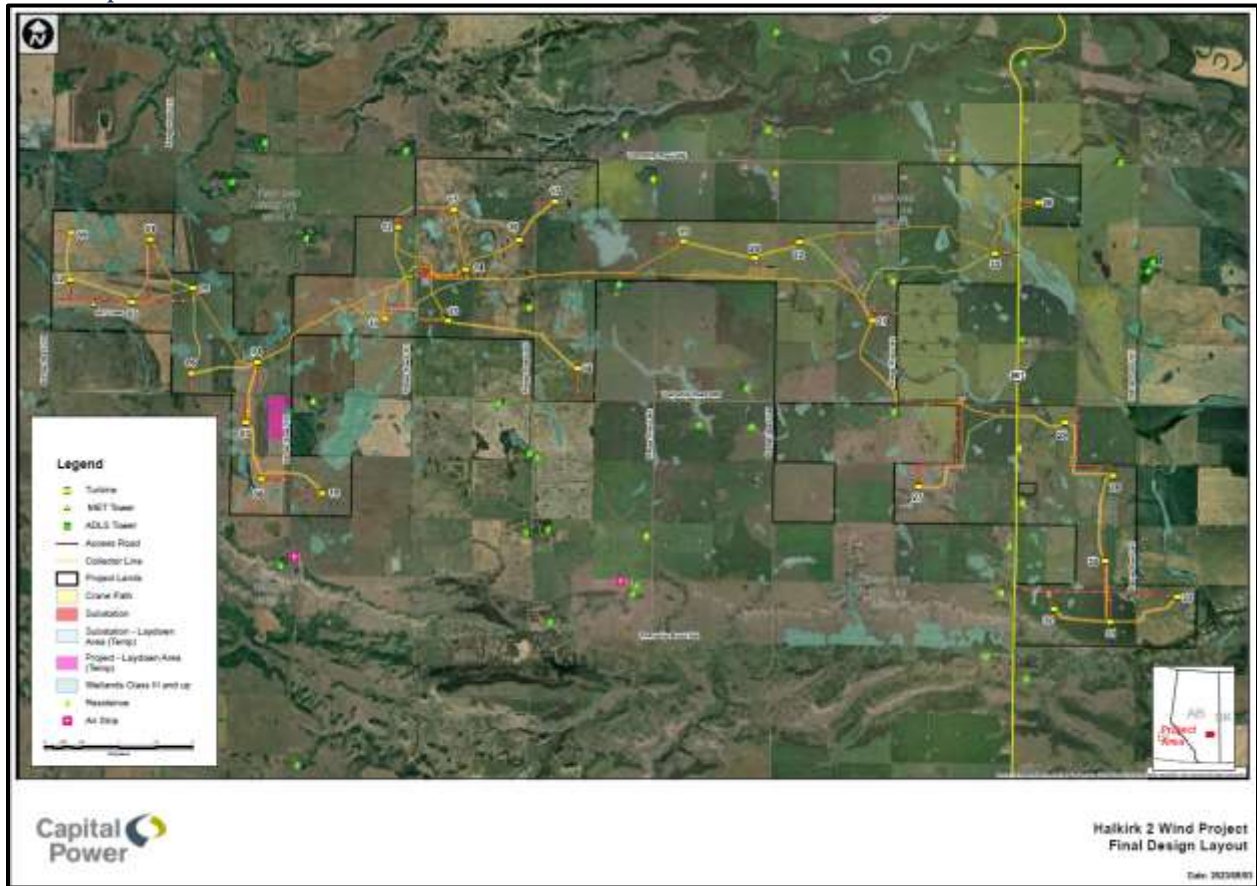
# EMERGENCY RESPONSE PLAN

Muster Point Map


**Insert Map Here**

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## Site Map




## APPENDIX 10 – DRUG OVERDOSE AND PREVENTION



**Alberta Health Services**

Healthy Albertans.  
Healthy Communities  
Together.



### Naloxone Kit Training Checklist

This checklist is a guide for people providing Naloxone Kit Training to the public and covers education about opioid overdose prevention, recognition and response. Ensure each knowledge objective is covered in the training and demonstrates competency.

Note: Administration of naloxone is not a substitute for Emergency Medical Services

KNOWLEDGE	✓	OBJECTIVE
OVERDOSE PREVENTION & RECOGNITION	✓	<ul style="list-style-type: none"> <li>▪ Demonstrates knowledge of causes, risk factors and strategies to prevent opioid overdose</li> <li>▪ Aware of what is not helpful when responding to an opioid overdose</li> <li>▪ Demonstrates recognition of signs and symptoms of an opioid overdose</li> </ul>
SAFETY, STIMULATION & CALLING 911	✓	<ul style="list-style-type: none"> <li>▪ Demonstrates understanding of how to do a safety check prior to responding to suspected overdose and donning gloves</li> <li>▪ Demonstrates understanding of how to check for responsiveness with verbal and pain stimuli (calling name loudly and sternal rub with prompt)</li> <li>▪ Understands importance of calling 911 and how to communicate with the operator and Emergency Medical Services (EMS) when they arrive</li> </ul>
RESCUE BREATHING	✓	<ul style="list-style-type: none"> <li>▪ Demonstrates how to check for breathing and clear airway</li> <li>▪ Demonstrates understanding of how to provide rescue breaths using barrier mask</li> <li>▪ Understands need to continue to providing rescue breaths until the person begins breathing on their own or EMS arrive</li> <li>▪ Aware that 911 operator may instruct them to start cardiopulmonary resuscitation (CPR) and that CPR is rescuer level of training that is not included in training for Naloxone Kit use</li> </ul>
INTRAMUSCULAR INJECTION OF NALOXONE	✓	<ul style="list-style-type: none"> <li>▪ Understands naloxone does not work for non-opioid overdose</li> <li>▪ Demonstrates understanding of how to prepare naloxone injection and administer naloxone injection into the middle outer thigh muscle (vastus lateralis) or deltoid muscle</li> </ul>
EVALUATION & AFTERCARE	✓	<ul style="list-style-type: none"> <li>▪ Understands that naloxone takes 2 to 5 minutes to produce effects and will need to evaluate need for additional doses as appropriate</li> <li>▪ Understands that naloxone effects last for 30 to 60 minutes and overdose may return when effects wear off</li> <li>▪ Understands importance of post-overdose monitoring, can communicate what happened, and convey risk of overdose recurring</li> <li>▪ Understands how and when to place person in the recovery position</li> <li>▪ Knows to watch for re-emerging overdose symptoms</li> </ul>
STORAGE, REPORTING & REPLACEMENT OF NALOXONE KIT	✓	<ul style="list-style-type: none"> <li>▪ Aware of naloxone storage specifications and expiry</li> <li>▪ Aware of where and how to get a replacement kit</li> <li>▪ Aware of ways kit use can be reported and importance of reporting</li> <li>▪ Aware of where to access support services and safer substance use information</li> </ul>

Community Based Naloxone Program  
[naloxone.kit@ahs.ca](mailto:naloxone.kit@ahs.ca) | [ahs.ca](http://ahs.ca)  
 Updated April 2019

## APPENDIX 11 – GUIDELINE FOR WORKING NEAR DRY GRASS

## Definitions

**Dry grass** - for the purpose of this guideline dry grass is any type of grass or crop that is underwatered and left to completely dry posing great risk of fire when exposed to any source of ignition.

## Hazards

Dry grass has the potential to catch fire which can spread very quickly leaving a limited timeframe for an effective response.

## Best Practices

- Inspect work areas for dry grass before starting any motor vehicle.
- Park all motor vehicles away from dry grass and on gravel, mud, clay, etc.
- When a vehicle is parked close to dry grass ensure engine is turned off.
- When driving through dry grass cannot be avoided, upon parking inspect under the vehicle to ensure that no dry grass has become lodged within the undercarriage.
- Completely extinguish and dispose of all cigarette filter tips within a designated smoking fireproof receptacle.
- All hot work must be performed under hot work permit.
- All employees must review the Fire Plan and thereafter provide their signature as confirmation of understanding of the plan. When in doubt about the plan, ask questions.
- Inspect all equipment and/or tools with heat sources to ensure there is no risk of fire.
- All employees must be aware of the Evacuation Plan and Muster Point location(s).

## Avoid

- Driving motor vehicles on dry grass.
- Idling motor vehicles near dry grassy areas.
- Parking motor vehicles on or nearby dry grass.
- Smoking cigarettes close to any grass.
- Performing any hot work in dry grassy areas.

## APPENDIX 12 – SNAKE SAFETY

# Snake Safety

- Non-venomous to humans
- Venomous to humans

**If You See a Snake on Your Worksite:**

- Stay calm, walk away from it, note its location and keep it in sight
- Do **NOT** try to catch it
- Do **NOT** make it feel threatened
- **WARN** others on your worksite of the snake
- **CALL** the Environmental Coordinator (Tomm Mandryk) or the Designated Environmental Representative

**If Bitten by Prairie Rattlesnake:**

- Stay calm, inform your supervisor/crew, **call site medic**, note your location
- **Clean** the affected area **with water** if available
- Place the casualty in a semi-sitting position and **keep the limb below heart level**
- **Remove** constrictive clothing and jewelry, especially rings
- **Apply** a loose band just enough to indent the skin, 4 inches above the wound, remove band every 10 minutes to allow blood circulation. **Immobilise limb.**



## prairie rattlesnake

*Crotalus viridis*



### facts

The rattle at the end of the tail is the most distinguishing feature

Triangular-shaped head

Vertical pupils

Heat sensing facial pits below eyes

Body is yellow-green or brown with dark blotches down back and sides

May be active at any time of day

A passive snake, but when harassed it may coil, raise its head, and shake its tail; it may strike

**Venomous**

## bull snake

*Pituophis catenifer sayi*



### facts

Largest snake in Alberta, with a long, stout body

Head same width as neck

Round pupils

No facial pits

Body is yellowish, with black to brick-red blotches

May be active at any time of day

When harassed it may hiss, strike, and vibrate its tail

Non-venomous, kills prey by constriction

## Western hognose snake

*Heterodon nasicus*



### facts

Pointy, upturned snout

Stocky body

Round pupils

Body is light brown with dark blotches, the pattern may be bold or faint

Mainly active during the day but can be active at night

When harassed, it may roll over and play dead

Possesses venom toxic to prey but not to humans