

## Emergency Response Planning

These procedures address the emergency response for injuries or fatalities on a work site, and forest fires, erosion events and spills.

### Emergency Responsibilities

The supervisor on the work site is responsible:

- to carry out inspections to identify potential hazards and corrective actions
- to ensure there is a trained first aid attendant, as required by regulation, with a maintained First-Aid Kit
- to have documented safety meetings discussing safety, emergency and evacuation procedures and to update these procedures as required
- to post in an accessible location the list of emergency contacts (including updates)
- to identify a person to be team leader (usually First-Aid attendant) in the event of an emergency and a person to contact external emergency responders, if required
- to initiate the emergency response process, i.e. stop work, site containment, search-and-rescue and First-Aid procedures
- to communicate incidents/emergencies to head office (if applicable), families, communities, etc.
- to investigate incidents/emergencies that have occurred.

### Emergency Procedures

The on-site supervisor must evaluate every work site to identify conditions and adjust procedures if necessary, ensuring resources are adequate to deal with emergencies. Appropriate procedures will involve the assessment:

- potential hazards and possible consequences
- resources (medical supplies, rescue equipment, etc.) needed for emergency response
- evacuation routes

and provide:

- name of onsite First-Aid provider and team leader for emergency response
- contact information for emergency responders, government and company representatives
- worker briefing and training
- shut down and start up conditions
- investigation and documentation of events
- follow-up and final reporting

### Radio Procedures During an Emergency

- Try to be aware of how you communicate / wording chosen when using the radio during an emergency; stick to the facts.
- The priority is to get the necessary help to the site as quickly as possible, while trying to ensure information is not worded in a way that can cause individuals listening in on the radio to jump to false assumptions or spread rumors to family members, etc., prior to you being able to get the correct information to them.
- Do not block the radio by having anyone on the crew using the radio for unnecessary communication at this time, as the radio should be clear so that emergency services are able to stay in contact.

**First Aid Procedures for Injury – Serious & Minor**

**Minor wounds, breaks, strains:**

- Call / radio First Aid Attendant to the scene.
- Ensure site is safe, then stabilize patient (provide first-aid), transport to hospital, if necessary. The First Aid Attendant does not have the authority to overrule a workers decision to seek medical attention.
- Advise office and hospital when you are on route.
- If accident is the result of a motor vehicle accident, please advise the RCMP.

**Serious injury:**

- Ensure site is safe, then stabilize (provide first-aid) and/or prepare patient for transport.
- Call 911 if using a cellular phone, or call 1-250-374-5937 for alternate emergency ambulance if using a satellite phone (as 911 may not reach the right place); provide nature of injuries, location co-ordinates in UTM or longitude and latitude for landing site, and communication method to use on the way to the accident site. If the 1st Aid Attendant thinks that air evacuation is required you must advise the communication centre you've reached; if road evacuation is used, advise if you will be meeting the ambulance.
- Radio frequencies: \_\_\_\_\_

If you cannot get out using phone services, then notify the appropriate Licensee office using radio, and someone will arrange the emergency transport services for you. Stay in contact to relay additional information. If you cannot contact office using phone services or radio, try contacting any individual with radio or telephone access to relay the emergency to Office or Ambulance. If you cannot reach anyone by phone or radio, send someone on site to establish contact from a point where you can relay messages. If you do contact someone and help is on the way, stay in contact to provide emergency transport services with more details and receive instructions if required.

**Procedures for Fatality**

**Fatality**

- Ensure site is safe.
- Phone 911 or alternate number if using the satellite phone, or RCMP (see phone numbers in injury section above).
- Call \_\_\_\_\_ WSBC at 1-888-621-7233 Monday – Friday 0830-1630; After Hours 1-866-922-4357.
- Do not disturb the site, cover the body, ribbon off the area, and block access with machine if needed.
- Note: You do not have to answer any questions; nobody is to make any statements to anyone except to the Supervisor.

### In Case of Emergency (e.g. landside, fire, spill)

- Ensure you and your workers are safe; safety takes precedence over other priorities.
- Notify the Supervisor of the incident.
- Take action to limit the damage; contain the material, fire, etc.

### Emergency Procedures for Spill

#### Spill

- If Supervisor is not available, notify the company of any spill to water, or any spill to land of 50 litres (2 pails) or more of fuel or other petroleum products (e.g. oil, hydraulic fluid).
- All spills greater than 100 litres (22 gallons) must be reported by the company, or by your supervisor or yourself if the company or the supervisor cannot be contacted, to the following number:

#### Emergency Management BC (EMBC) at 1-800-663-3456

- **Safety First.** Assess the hazards to yourself and others. Turn off ignition sources. No smoking. Locate and stop the source of the spill if safe to do so; identify the source and type of spill, if needed obtain help if working alone, and get the appropriate protective equipment for dealing with the spill. Contain the spill if possible (if the spill has scattered materials over a large area and it is not feasible to clean it up, then it must simply be reported).
- **Containment if spilt to land:** mark the perimeter, dig recovery ditches around the perimeter and pits within the spill area for containment, then use sorbent pads to remove free product and excavate contaminated soil.
- **Containment spilt to water:** in a ditch or a stream contain the spill using a tarp or dirt containment system. Sorbent pads can be wrung out in containment area and reused if necessary.
- **Supervisor**, if available, must notify Company Manager and, if reportable, Emergency Management BC. The Supervisor must complete the Incident Investigation Report / Spill Report Form (for all non-reportable spills).

### Emergency Procedures for Fire

#### Fire

- Notify the Company if Supervisor not available.
- Notify the BC Forest Service at 1-800-663-5555.
- **Safety First.** If reasonable to do so, take action on all fires within 1 kilometer of an industrial operation; suppress the fire with available manpower and equipment.
- **Supervisor**, if available, must notify Company Manager. The Supervisor must complete the Incident Investigation Report / Fire Reporting Form (for all non-prescribed fires).

### Emergency Procedures for Flood / Landslide

#### Flood / Landslide

- Notify the Company if Supervisor not available.
- If it is reportable, the Company will notify:

**Crown Land: MFLNRORD at 1- 250-825-1100**

**Emergency Management BC at 1-800-663-3456**

- **Safety First.** If reasonable to do so, prevent further erosion.
- **Supervisor**, if available, must notify Company Manager. The Supervisor or Company must complete the Incident Investigation Report / Landslide and Erosion Report Form, and fax to the list on the form.

[Company Logo]

**Company Name**

<b>Emergency Contact Numbers</b>	
Licensee:	Residence / Shop / Home Office:
Licensee Supervisor Cell:	
Ministry of Forests (MFLNRORD):	
<b>Radio Frequency: _____</b>	

<b>Emergency Numbers</b>	
<b>Life Threatening Emergency Situations</b>	911 or local emergency number:
<b>Medical Emergencies</b>	
Ambulance	
Hospital	
Helicopters	
<b>Forest Fire Reporting</b>	
Anywhere in BC	1-800-663-5555
<b>Spill Reporting</b>	
Emergency Management BC	1-800-663-3456
<b>Other Contacts</b>	
RCMP	
BC Hydro	
FortisBC	1-800-663-9911
WorkSafeBC	1-866-922-4357