

Emergency Response Plan – Supervisor Version

Emergency Response Planning means having the right information, training and equipment to respond safely when an injury or other unexpected event occurs.

First Aid Procedures for Injury – Serious and 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 First 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.

Blood and Bodily Fluid Exposure Plan

Treat all blood and body fluids as potentially infectious for diseases that are transmitted in the blood. The organisms spreading these diseases are called blood-borne pathogens.

Always use protective barriers to protect themselves from exposure to another person's blood or body fluids.

Gloves:

- Always wear gloves for handling items or surfaces soiled with blood or body fluids
- Wear gloves if you have scraped, cut, or chapped skin on your hands
- Change your gloves after each use
- Wash your hands immediately after removing your gloves
- Wash your hands and other skin surfaces immediately after they come in contact with blood or body fluids.

Serious Injury ERP

- 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 First Aid Attendant thinks that air evacuation is required you must advise the communication center you've reached; if road evacuation is used, advise if you will be meeting the ambulance
- If evacuating by road provide the route to be travelled to the communication center
- 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.

Fire ERP

Initial Fire Response Steps

1. Stop operations and notify the rest of the crew.
2. Report fire immediately to BC Wildfire Branch.
3. Person reporting remain available to communicate details of fire suppression activities and details regarding the fire.
4. The remaining crew begins immediate action on the fire to their of safety and competence.
5. Crew leader to continue to supervise efforts until relieved by BC Wildfire Branch personnel.

IF alone...

1. Take immediate action on the fire if you believe you can safely control it yourself.
2. If the fire is beyond your ability notify the BC Wildfire Branch immediately and follow their instructions. **Do not take action on an intense fire yourself.**
3. If you are able to take action on the fire yourself, report the fire to the BC Wildfire Branch as soon as you feel that the can be left alone without spreading out of control.

Spill ERP

Initial Response Steps

1. If safe stop the product flow (shut off machine, close valves, elevate hoses, shut off pump, etc.).
2. Stop operations and notify the rest of the crew.
3. Assess the hazard involved with the spill (material/ location / circumstances).
4. If controlling the spill is within the capability the crew take action to minimize its spread using hand tools, heavy machinery, spill kits etc.).

Spills to land:

1. Contain spill so it does not move towards watercourses. Divert water flowing to the spill site.
2. Mark the perimeter of the spill.
3. Dig recovery ditches and sumps within the containment area.
4. Monitor the ditch flow and sump levels.
5. Recover the spilled material from the sumps and ditches using absorbent materials.

Spills to water:

1. In a ditch or stream contain the spill using whatever surface water containment possible (Consider making an oil/ water separator using a pipe at the bottom of an earth dam allowing the clean water to flow away normally).
2. Divert and coral the spilled material to containment area using booms /logs etc.
3. Continue to sweep and recover.
4. Place spill pads on water surface and wring out into pails or heavy duty bags.

Spills under 25 litres:

1. Soak up all free material using absorbent pads or other materials.
2. Placed used absorbent materials in a heavy duty plastic bag or other suitable container for proper disposal or recycling.
3. Mix stained soil with commercial bioremediation agent.

Spill ERP (continued)

Initial Response Steps

Report the spill to Emergency Management BC (EMBC) at 1-800-663-3456 in accordance with the following table:

Hazardous Material	Emergency Management BC (EMBC) Reportable Spill Level (to water or land)
Antifreeze (Ethylene Glycol)	5 litres
Diesel	100 litres
Gasoline	100 litres
Grease	100 litres
Hydraulic oil	100 litres
Lubricating oil	100 litres
Gas line antifreeze (methyl hydrate)	100 litres
Explosives	Any amount

Natural Disaster ERP

Initial Response Steps

(Landslides, avalanches, sudden severe windstorms, rapidly spreading forest fires etc.)

1. Evaluate – Notify supervisor- notify the rest of the crew. Shut down all operations.
2. Notify crew to gather at the pre-arranged muster point.
3. Account for all workers present at the site.
4. Leave machines in a safe location if possible.
5. Leave the site together if safe to do so.
6. Inform incoming workers (swing shift, incoming empty trucks etc.) not to come to the site.
7. Notify applicable authorities (RCMP, Emergency Management BC, BC Wildfire Branch, BC Hydro, Fortis [or other gas company] as applicable).

Fatality ERP

1. Approach the scene if safe.
2. Contact supervisor.
3. Secure the scene –do not disturb the scene unless to make it safe.
4. Cover the scene to protect any evidence and to respect everyone involved.
5. Notify the RCMP (911) or alternate number: _____
6. Call WorkSafeBC at 1-888-621-7233 (Mon.-Fri. 8:30-4:30pm) after hours 1-866-922-4357.
7. Do not use any names over the radio.
8. Use secure method to communicate (e.g. satellite phone, cell phone, land line) if possible.

First Aid Procedure ERP

1. If you have a minor injury and can move without assistance travel to or call the designated first aid attendant to arrange to meet at a specific location.
2. For **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, advise the RCMP.