



<b>Title:</b> Emergency Planning	<b>Section: 8</b>	<b>Issue Date: February 2022</b>
<b>Approved by:</b> Walter Spivak, President	<b>Signature:</b> 	<b>Revision Date: NA</b>

**8.1 Policy Statement**

CF is committed to having an Emergency Plan in place for each workplace to assist workers and the public to respond to any emergency situation. In the event of a crisis situation please refer to the Crisis Management section of this manual under "Crisis Management Plan".

**8.2 Emergency Plan**

All workplaces require the Emergency Information Poster H&S\_FORM\_014:

1. A method for reporting the emergency
2. A list of workers responsible in emergency situations and how to contact them
3. A plan for incident investigation and correction of hazard
4. A list of phone numbers for emergency and support services should be posted

Workplaces may also require:

- A method for sounding the alarm
- A description of potential emergencies
- A map of the work place that shows evacuation routes and head-count location, as well as the location of emergency equipment, first aid station, fire sprinklers, alarm pulls, and extinguishers
- Manager's routine for shutdown of the job
- Responding to an emergency that may require rescue evacuation by trained personnel
- An evacuation, head-count and rescue plan

**8.3 Emergency Plan Testing**

At the discretion of the supervisor, emergency plan rehearsals may be held, use the Fire/Evacuation Drill Evaluation H&S\_FORM\_015. A rehearsal shall require:

1. Notification of emergency services, all supervisory personnel and possibly prior notification of all workers
2. A predetermined all-clear signal to allow rapid return to work
3. An evaluation system to determine the effectiveness of the Emergency Plan (This is usually only a stopwatch timing to determine evacuation time)

**Note:** Existing offices or buildings are required to conduct fire drills as per the local fire / building code. Consult with the H&S Department for further information.



## Standard

An Emergency Plan is required in all CF workplaces. All managers are required to ensure the Emergency Plan is current, in place and relevant to the specific scope of work.

### Planning the Emergency Program

If the project is located within a plant which has an existing emergency and evacuation plan, the supervisors must learn it and establish only those procedures necessary to complement the plant system and ensure a complete Emergency Plan for the project site.

### Guidelines for Preparing an Emergency Plan

All projects require an Emergency Plan. The magnitude and complexity of the plan depends on the size of the project/workplace. The plan can also be reviewed with local authorities. Required elements are:

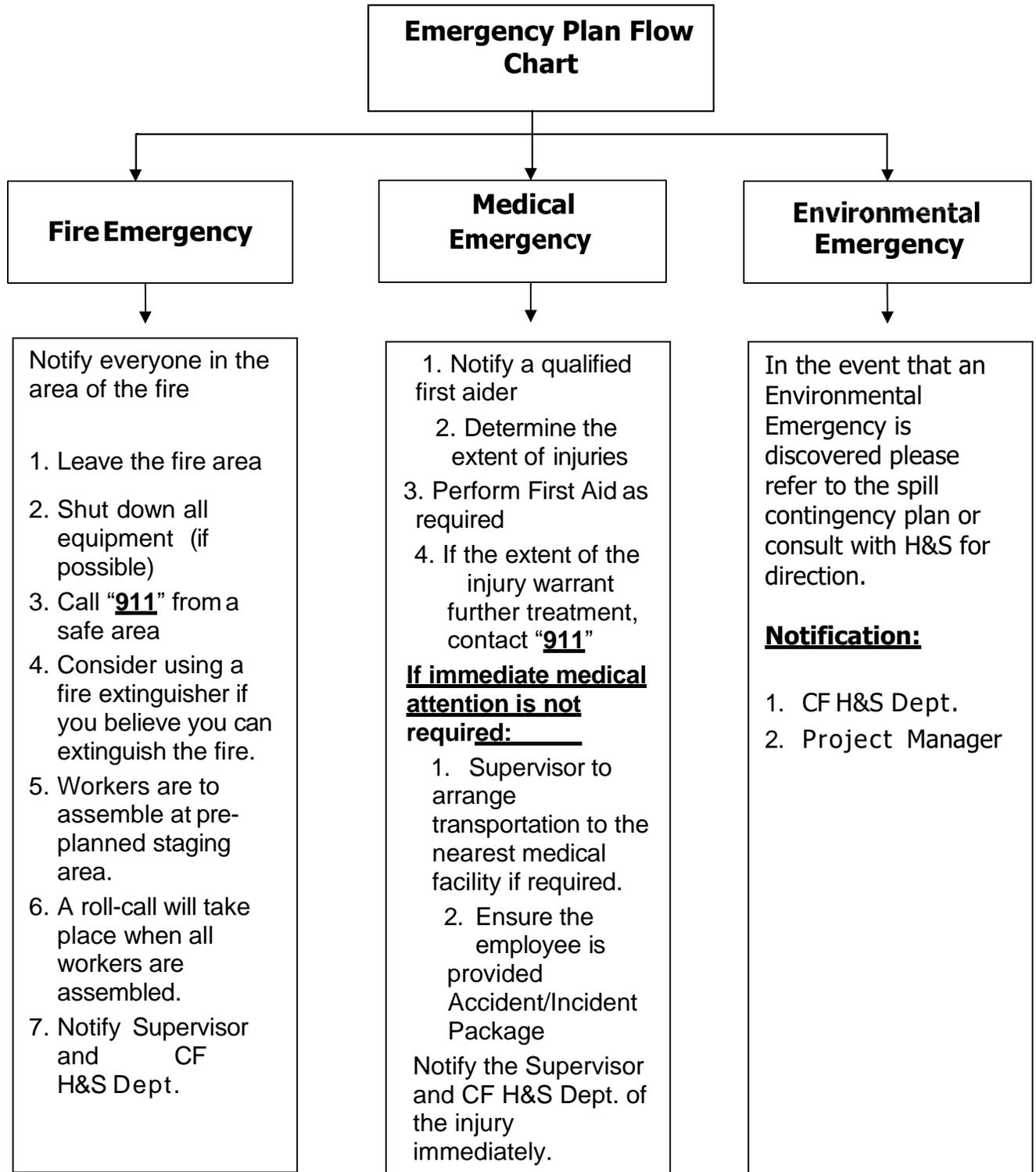
1. A method for reporting the emergency generally telephone is the most effective. However, an alternative should exist (perhaps notification with the plant, or police notification from the nearest available phone if the emergency disables the site's office phone lines).
2. A list of workers responsible in emergency situations and how to contact them.
  - This should be plainly posted and available.
3. A plan for incident investigation and correction of hazard.
4. A list of phone numbers for emergency and support services
  - This should be posted at all telephones.
5. A method for sounding the alarm:
  - In a major project a siren may be required but a small project may only require an air horn or warning bell
6. A description of potential emergencies.
  - This is extremely important from an educational standpoint. Emergency preparedness is essentially based on anticipating all possible crises
7. A map of the work place that shows evacuation routes and head count location, as well as the location of emergency equipment, first aid station, fire sprinklers, alarm pulls, and extinguishers.
  - This should be designed at the start of the job and posted in the offices, lunch rooms, tool cribs and first aid stations
  - For offsite locations, emergency equipment should be identified and reviewed with workers prior to commencing work activities.
8. Manager's routine for shutdown of the job
  - This should be established to ensure that if a shutdown occurs no potential hazard may be left (for example, an orderly shutdown ensures that tank valves and electrical supplies to welders are closed and disconnected)



9. A system for communication, both internal and external
  - In most workplaces/projects, portable 2-way radios are used. Emergency alarms are also considered to be communication devices and must be available. In the event of an emergency, only designated spokespersons shall communicate with plant authorities, media and legislative authorities.
  - For offsite locations, emergency equipment should be identified and the plan should be reviewed with workers prior to commencing work activities.
10. An evacuation, head-count and rescue plan
  - Rescues should only be attempted by trained persons and only if they do not risk injury to themselves. External emergency services will be used in the event rescue is required.
  - Roll-call systems may vary, but generally each foreperson should count his/her workers and report to the supervisor

### **Emergency Planning Update and Review**

When workplace changes occur that may affect the existing Emergency Response Plan, the plan will be reviewed or updated to ensure any changes required are made. Workplace changes to consider as a requirement for review or update may include a new or different work activity, equipment or personnel or post incident.





## **8.4 Fire Emergency Procedure**

If you discover a fire:

1. Notify everyone in the area of the fire
2. Leave the fire area, closing all doors behind you, (if possible). Always using the nearest safe exit.
3. Go to the nearest phone and call "911" or the applicable fire department phone number.
4. Notify a Supervisor
5. Consider using a fire extinguisher if you believe you can extinguish the fire.

### **Evacuating Buildings or Trailers**

1. When being requested to evacuate a building or trailer
2. Stop all Work
3. Shut down all equipment (if possible)
4. DO NOT return to pick up your belongings
5. Use stairs - Do not use elevator

### **Procedure after Evacuation**

The Supervisor is responsible for ensuring that all workers are accounted for. Workers are to assemble at pre-planned staging area.

A roll-call will take place when all workers are assembled. This will determine if there are any missing person(s).

### **Procedure for Calling the Fire Department**

If a worker is unable to locate a Supervisor, in order to inform him that there is a fire in the plant or construction site, that worker will:

1. Go to the nearest safe phone and call "911" or the applicable emergency phone number
2. Ask for the Fire Department and give them the following information:
  - a) Name, first and last.
  - b) Company name.
  - c) The location of the site.
  - d) Details regarding the fire.
  - e) Wait for further instruction if it is safe to do so.



## **Controlling and Identifying a Fire Hazard**

All workers are responsible for reporting, controlling, or identifying a fire hazard on all CF workplaces, e.g. No smoking around flammable liquids, not obstructing or blocking access or egress roads for safe evacuation.

Reports should be directed to the Supervisor.

Return spent fire extinguishers to your Supervisor for recharging.

## **Access for Fire Fighting Equipment and Vehicles**

In order to provide a safe and unobstructed Fire Department access to the construction site, vehicles or equipment shall not be parked in fire routes or near fire hydrants unless approved by the Supervisor.

### **8.5 Medical Emergency**

In the event that a medical emergency is encountered:

1. Notify a qualified First Aider
2. Determine the extent of injuries,
3. Perform First Aid as required
4. If the extent of the injury warrants further treatment, contact site specific Emergency Response Team (ERT) and/or go to the closest telephone and call 911

You will be required to give the following information:

1. Your Name
2. Company Name
3. The Location of the Site
4. Details regarding then injury
5. Wait for further instruction if required
6. Continue first aid until help arrives
7. If possible, have someone meet the emergency responders when they arrive on site

If immediate medical attention is not required:

1. Notify the Supervisor of the injury immediately
2. Supervisor to arrange transportation to the nearest medical facility if required.

### **8.6 Environmental Emergency**

In the event that an Environmental Emergency is discovered please refer to the Environmental Policy Section 14 of this Manual.