 <p>DUTCH BROTHERS HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section: Emergency Response Planning		
	PREPARED BY: HEALTH AND SAFETY TEAM	DATE OF ORIGIN: 02/02/2023	REVISION # 1
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EMERGENCY RESPONSE PLANNING

PURPOSE

The OHSA requires that Emergency Response Procedures be developed for each site. This section outlines the requirements necessary to develop these procedures.

SCOPE

HOW TO DEVELOP A PLAN

Development of the plan should include the following elements:

Hazard identification

Involves a review of potential onsite hazards and potential risks of each. It should be followed up with an appropriate emergency response to control the hazard. A thorough review should include the following points:

- equipment, materials
- environmental concerns
- SDS review
- traffic and public roadways

Emergency Resources

Identify which resources are available and have plans in place for any deficiencies.

The cement plant resources include:

- 911 emergency system using landline
- emergency contact list / hospital information posted on the safety board
- fire extinguishers installed throughout the plant
- fire prevention and protection devices in the plant
- first aid kit / workers trained in First Aid/CPR
- spill kit
- eyewash station in the washroom

Communication Systems

Reliable communication equipment must be used to relay accurate information quickly. It is always a good idea to have a backup system in place.

Equipment includes:


- Telephone landlines
- Cell phones
- 2-way radios

Emergency phone numbers, supervisor numbers, hospital information and the site location will be on the DBRMX Emergency Contact sheet posted on the plant safety board.

Administration of the Plan

Administering and organizing the emergency plan is vital to its effectiveness. Normally the person in charge of emergency response has this task (i.e. Supervisor). They must ensure:

- That everyone understands their roles and responsibilities
- That emergency resources are kept at adequate levels during the course of the project.

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It is important to review the plan after an emergency in case changes are required.

Communication of the Procedure

To be effective, the Emergency Response procedure (see below) must be clearly communicated to all site personnel. This procedure will be posted on the plant safety board.

Debriefing and Post-Traumatic Stress Procedure

The recovery process after an emergency is a critical step. Many people are unaccustomed to dealing with emergencies and may need assistance or recovery time after an emergency.

Debriefing is necessary to review how well the plan worked and corrections may be needed.

PROCEDURE

In case of an emergency, the supervisor on site shall take control and proceed according to the following guidelines:

1. ASSESS THE SITUATION

- Remain calm
- Identify the emergency, problem, hazards, and who is involved.
- Try to identify the cause that must be controlled

2. TAKE COMMAND

- The most senior person on site should take charge
- Assign duties to specific individuals

3. CALL EMERGENCY SERVICES


- Charge someone with the responsibility to call Police, Ambulance or Fire Department and instruct him/her to report back with the information as to when help will arrive.
- As a rule, sites will have a list of emergency numbers posted. In smaller projects or those of short duration, a site-specific list of emergency numbers may not be available. In this instance, call the office by any means available (cell phone, two-way radio).
- Never leave the victim alone.

4. ADMINISTER FIRST AID

- Ensure that First Aid is provided by a qualified person.
- Get an AED if available
- There should be at least one person at each site who is trained to administer First Aid (Standard or Emergency as required).
- Organize the workforce for a headcount and emergency assignments

5. PROVIDE PROTECTION

- Eliminate further losses and safeguard the area. Control the energy source causing the emergency.
- Protect victims, equipment, materials, environment, and accident scene from continuing damage or further hazards.

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- Divert traffic, suppress fire, prevent objects from falling, shut down equipment or utilities, and take other necessary measures. Use spill response if required.
- Protect all persons (workers and members of the public) from dangers arising from the emergency.
- Evacuate area if necessary for protection.

Preserve the accident area; only disturb what is essential to maintain life or relieve human suffering and prevent immediate or further losses.

6. MAINTAIN CONTACT

- Keep emergency services informed of the situation.
- Contact utilities such as gas and hydro where required
- Exercise increasing control over the emergency until hazards are controlled

7. GUIDE EMERGENCY VEHICLES

- Have someone waiting to alert and guide the emergency vehicles to the location of the emergency scene.

8. OBTAIN NAME OF HOSPITAL OR EMERGENCY CENTRE

- Get information (name, address) about the location where the victim is being taken.

9. ADVISE MANAGEMENT

- Contact Management with details of the incident. The information must be detailed enough for Management to notify relatives of the victim and the authorities if necessary.
- Complete any required incident investigation forms.

10. PRESERVE ACCIDENT SCENE

- Barricade or rope off the area to avoid disturbing the conditions at the time of the incident as much as practical. The area should remain isolated until authorities have an opportunity to investigate.

11. PRESS RELATIONS

- Refer all questions of the press or news media to a delegated person at head office. Simply state that all actions to relieve suffering are being taken and that all other enquires be referred to head office.