



# Emergency Response Plan

Revised: March, 2016

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## EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

External Resource	Name	Telephone
<b>Fire Department (volunteer)</b>	Gerald Armstrong, Chief	Emergency: 911 General inquiries: 487-2354 275-8788 (Cell)/ 274-9530
<b>Police</b>	Steve Shouldice	Emergency 1-888-310-1122 General inquiries: 274-3322
<b>Township of Chapple</b>	Reeve: Peter Van Heyst	487-2354
<b>New Gold Emergency Contacts</b>	Security (24/7) Paramedic on duty	807 276 7114  807 861 0009
<b>Emergency Medical Services (ambulance)</b>	Ed Carlson Deputy Chief	274-6952 ext 4 275-9545 (cell) 482-1480 (hm)
<b>Riverside Health Care Facilities (hospital) Emo</b>		482-2881
<b>Riverside Health Care</b>		

<b>Facilities (hospital) Fort Frances</b>		274-3261
<b>Utilities</b>	Gas Company	1-877-969-0999 (24 hour)
<b>Managing Partner</b>	Dean Bethune	274-7114, 276-2299 (mobile)
<b>Alarm Servicing: Sunset Protection Systems</b>  <b>Bus Service:</b>	Dan Degagne	270-5625
<b>Monitoring Services</b>		

## **EVACUATION ROUTES**

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
  1. Emergency Exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguishers
  4. Fire alarm pull stations' location
  5. Assembly points
- All site personnel must know at least two evacuation routes.

## **MUSTER POINT**

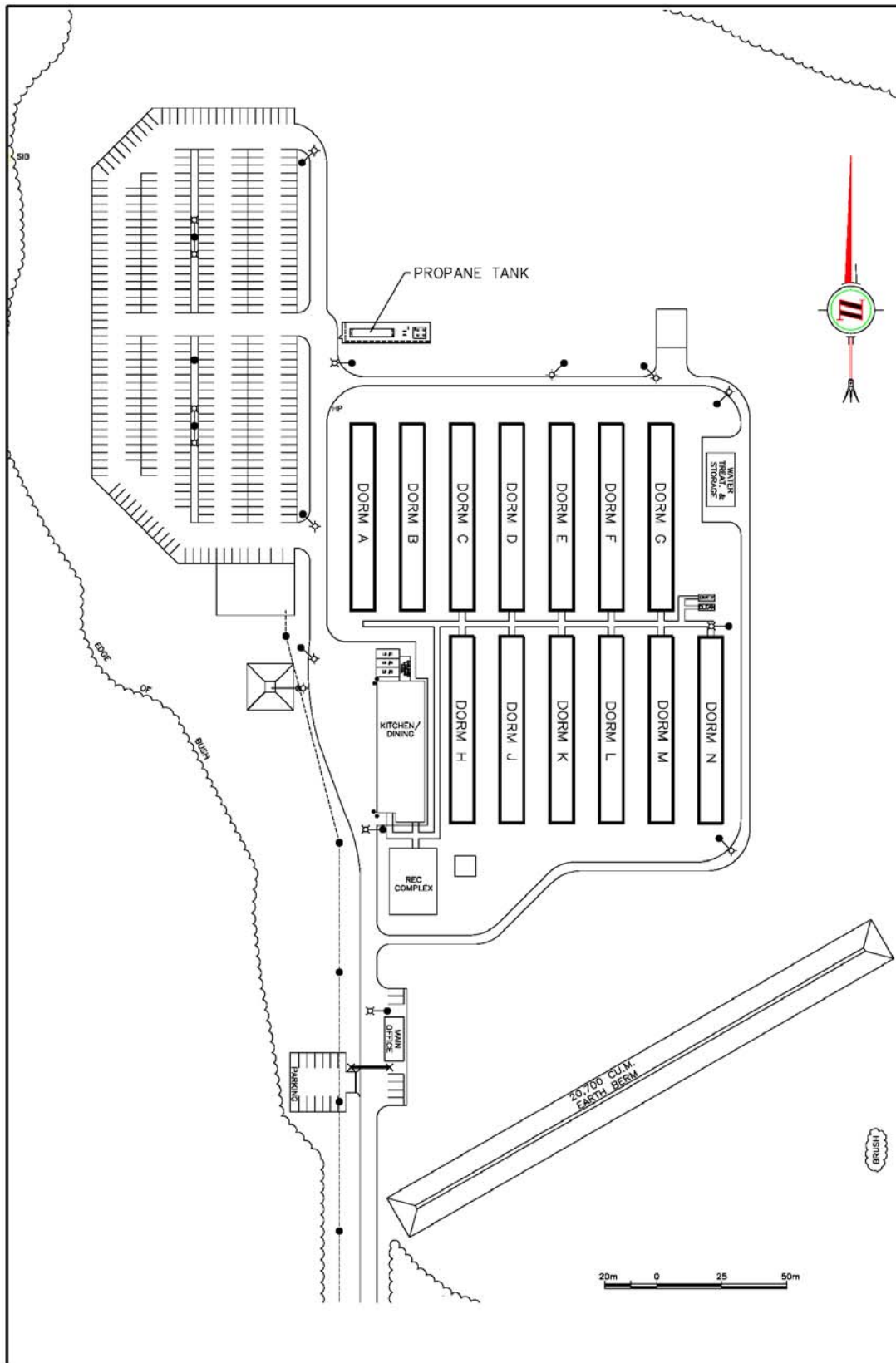
The Muster Point is located to the West of the Camp entrance to the South of the dormitories, along the camp entrance road.

Assembly points are designed to establish a location for information updates in order to facilitate communication between:

- The emergency responders to the evacuees; and
- The evacuated population to the emergency responders.

Once all persons have gathered at the muster point, roll call will commence.

All personnel must wait at muster point for further instructions. The muster point is shown on the camp plan on the next page.



# EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reporting by site personnel are:

- MEDICAL
- FIRE
- FLOOD
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- OTHER (specify) - (e.g., terrorist attack, hostage taking, shooting)

## EVACUATION PROCEDURE

When the general alarm sounds or the order to evacuate is given:

1. Immediately stop all activities;
2. Eliminate all ignition or heat sources if possible, but without putting yourself at risk;
3. Evacuate the building through the closest emergency exit;
4. Follow any directions given;
5. Close doors behind you;
6. Go to the Muster Point;
7. Wait for the authorization to enter the building and resume activities.

Never:

1. Take time to collect personal effects or clothing;
2. Go back inside for any reason.

## FIRST AID KIT

First aid kits are available at the main office containing the following:

- Sterile gauze pads in small and large squares to place over wounds
- Adhesive tape
- Roller and triangular bandages to hold dressings in place or to make an arm sling
- Adhesive bandages in assorted sizes
- Scissors
- Tweezers
- Safety pins
- Instant ice packs
- Disposable non-latex gloves, such as surgical or examination gloves
- Flashlight, with extra batteries in a separate bag
- Antiseptic wipes, soap, and hand sanitizer
- Pencil and pad
- Emergency blanket
- Eye patches
- Thermometer
- Barrier devices, such as a pocket mask or face shield
- Canadian Red Cross *First Aid & CPR Manual*

## AUTOMATED EXTERNAL DEFIBRILATOR (AED)

The AED is located in the main office. AEDs should be used only by trained personnel only.

When the AED arrives:

- Open and turn on the AED.
- Remove any clothing or objects (including jewelry) from the person that may come in contact with the pads. Remove any medical patches, including nitroglycerin, nicotine, or hormone, that you see.
- Use gloves so you don't absorb the medication through your hands.
- Ensure that the chest is dry and free of hair so the pads can stick. If the person has a lot of chest hair, shave it off using the razor included with the AED. If there is no razor, you can use an extra set of pads to remove the hair by sticking them on and pulling them off the person's chest.



- Follow the diagrams on the pads to place them on the person. Use the appropriate pad based on the person’s age.
- Check whether the person has an implanted pacemaker. Look on the chest for a small scar and a lump about the size of a matchbox. If the person has a pacemaker, apply the AED pads approximately 2.5 cm (1 in.) away from the pacemaker.
- Follow the AED’s automated prompts.
- When the AED prompts you to give a shock stand clear and say, “I’m clear, you’re clear, everyone’s clear.” Make sure that no one is touching the person in cardiac arrest during the “analyze” and “shock” modes.
- If the person is lying in a pool of water and/or blood, the “splash test” helps determine whether the person must be moved before using the AED. If you jump in the water and/or blood and there is a splash, the water and/or blood are deep enough to conduct electricity. The person must be removed from the water and/or blood before using the AED.

## MEDICAL EMERGENCY

- Call medical emergency phone numbers:
  - Paramedics **911**
  - Ambulance **911**
  - Fire Department **911**
  - Other

Provide the following information:

- Nature of medical emergency,
  - Location of the emergency (address, building, room number),
  - Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
  - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- If personnel trained in First Aid are not available, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  2. Clear the air passages using the abdominal thrusts in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (Appendix A) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

## **FIRE EMERGENCY**

### **When fire is discovered:**

- Activate the nearest fire alarm.
- Notify the New Gold Fire Department by calling 807-276-7114, and notify local Fire Department by calling 911.

### **Fight the fire ONLY if:**

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas
- Escaping the area if possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.
- Using an appropriate extinguisher for the type of fire.

### **Upon being notified about the fire emergency, occupants must:**

- Leave the building using the designated escape routes.
- Assemble in the designated muster point:
- Remain outside until a manager or security announces that it is safe to re-enter

## **INCIDENT ACTION PLAN – FIRE OR EXPLOSION HAZARDS**

Due to the presence onsite of flammable and explosive materials such as diesel generators, and fuel on site, the following actions must be taken if a fire or explosion occurs.

- Clear all personnel from the surrounding area.
- If the fire is small and can be controlled, use a fire extinguisher to put it out.
- If the fire cannot be extinguished after first attempt, treat it as an uncontrolled fire and activate internal alarms and hazard communication systems to notify all facility personnel.

- For fires that cannot be controlled such as large fires or fires with a potential to cause an explosion (i.e. close to large amounts of flammable liquids), notify the fire department.
- Ensure that the extinguisher is designed for that type of fire.

**Evacuation:**

- If an evacuation of the site or an area within the site is ordered, remain calm.
- Move to the designated muster point or the alternate muster point if the main point is inaccessible.
- Remain at the muster point until the “all clear” is given.

## **EXTENDED POWER LOSS**

The Camp is equipped with a Diesel Generator, which is capable of running key areas of the camp in the event of a power loss. However, should both the external supply and the generators fail, and an extended loss of power should result, certain precautionary measures should be take:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.
- All personnel should report to Dining Hall as the building’s power supply is run off of a back-up power source.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming of circuitry.

- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

A backup generator will be onsite allowing the Dining Hall facility to produce power in case of a power failure.

## **INTERRUPTION OF WATER SERVICES**

It is recommended that the Camp Manager note the date and time of the water service interruption and notify the regulatory agency at the onset of the interruption.

- Hand washing – No water to wash hands. An alcohol based hand sanitizer may be used for cleaning hands. Potable water from an approved public water supply can be placed in a clean, sanitized container with a spigot, which can be used for hand washing. Suitable hand soap, disposable towels and a waste receptacle must be provided.
- Toilet facilities - No water to flush toilets. Discontinue operation if toilet facilities are not available.
- Drinking Water – Use commercially bottled water; haul water from an approved public water supply in a covered sanitized container.
- Cooking – For food preparation use commercially bottled water. Haul water from an approved public water supply in a covered sanitized container.
- Ice – Use commercially manufactured ice.
- Cleaning and Sanitizing – Use single service articles; Use commercially bottled water or water from approved water supply. Discontinue operations when inventories of clean equipment and tableware are exhausted. Discontinue operations when cleanliness of the physical facility jeopardized food safety.

Once water is restored, flush out all pipes/faucets. Equipment with water line connections must be flushed, cleaned, and sanitized in accordance with manufacturers' instructions. Flush hot water tank, water taps, ice machine, beverage machine, and drinking fountains for five minutes.

## **CONTAMINATED WATER SUPPLY**

An immediate health hazard exists when a facility has issued a boil water advisory or when an onsite water supply has exceeded the maximum contaminant level of bacteria, minerals, and chemicals.

The following are temporary alternative procedures to address specific affected operations during a biological contamination of the water supply (boil water advisory). Where “boiled” water is indicated, the water must remain at a rolling boil for at least one minute. Although chemicals such as bleach are sometimes used for disinfecting small amounts of household drinking water, chemical disinfection is generally not an option for food establishments because of the lack of onsite equipment for testing chemical residuals.

- Drinking water/cooking – use commercially bottled water, water that has been boiled for at least one minute or haul water from approved public supply in a covered sanitized container
- Ice making – discard existing ice and discontinue making ice. Use commercially manufactured ice.
- Hand washing – use heated bottled water, boiled water or potable water from an approved public water supply; use tap water followed by a hand sanitizer and suspend alternate procedures for bare hand contact. Do not allow bare hand contact with ready-to-eat food.

After the regulatory authority has provided notice that the water supply is safe to use, the operator must verify that all equipment is safe to use and properly flushed as per recovery steps in the interruption of water service.

## **RESPONSE TO SEWAGE BACKUP**

A sewage backup means the overflow of sewage from equipment or plumbing facilities within a food establishment. A sewage backup would result in the closure of the camp.

- General – Sewage from equipment directly connected to the plumbing system is either slow to drain or doesn’t drain. Remove the affected equipment from the service and remove the obstruction or call a service company. Thoroughly clean any spill with a detergent solution followed by a sanitizer solution. Keep foot traffic away from the area. Use other properly operating appliances or fixtures in the establishment.

- Hand washing – all hand washing sinks in the establishment do not drain. Use alcohol based hand sanitizer. Avoid bare hand contact with food.
- A hand washing facility must be available in the toilet facility for operation to continue. Hot water from a potable source can be placed into an insulated container with spigot which can be turned on to allow clean, warm water to flow. Provide suitable hand cleaner, disposable towels and waste receptacle. If neither of the above procedures can be done the operation will be required to close.
- Toilet facilities – all toilet facilities do not drain. Discontinue operation.
- Janitor/Utility Sink – does not drain. Discontinue use of the sink. Dump mop water into the toilet (this method to be used on temporarily). Discontinue operation if the physical facility cannot be maintained in the sanitary condition.
- Continues overflow of sewage into the establishment – Discontinue operation.

### **Recovery:**

Determine the cause of the problem and take appropriate corrective action.

- In the case of plugged drain lines, a service company should be contacted to remove the obstruction. Worn or damaged plumbing to be replaced as needed.
- If the onsite sewage disposal system is malfunctioning, contact a licensed sewage hauler to pump the septic tank. If necessary, barricade the affected area to keep employees away from the exposed sewage. Make applicable repairs to the field.
- Personal protection equipment to be worn during cleanup.

### **General Clean up:**

- Floors, walls, furnishings, carpets, and equipment damaged beyond salvage must be removed and replaced as necessary.
- Affected walls, floors and equipment surfaces must be cleaned with soap and water, rinsed and sanitized. Carpets should be either removed or effectively steamed.
- Remove wet materials, dispose of materials that cannot be effectively sanitized.
- Remove any standing sewage
- Clean and sanitize any equipment in the affected area.
- Use a detergent solution to clean floors, equipment and other affected areas followed by a clean water rinse.
- Sanitize the floor and affected areas by using a sanitizer and air dry the affected areas.
- Launder or discard mop heads and other cleaning aids that contacted the sewage.
- Hire a professional restoration company that has expertise in cleaning establishments exposed to sewage backups.

## **SPECIFIC RESPONSE PLAN: PROPANE RELATED**

### **FIRE DURING PROPANE TRANSFER**

If a fire is discovered:

- If possible, shut off the following valves, without putting yourself at risk:
  - Transfer motor (pump) / truck engine
  - Supply valve
  - Emergency valve
- Evacuate from the danger zone and notify anyone at the site of the situation;
- Call 911 to notify the fire department. Specify when the fire was found and whether it has spread to propane cylinders or tanks;
- Inform citizens who may be affected by the event;
- Move away and go to the muster point;
- Notify Environment Canada, Transportation Canada, the Provincial gas authorities, and the provincial occupational health and safety authority.

### **PROPANE LEAK OR SPILL**

As soon as a gas leak is detected:

- Shut off the gas flow to the leak but do not put yourself in danger;
- Keep unauthorized personnel away;
- Call 911 and report the incident to the fire department, depending on how serious the leak is;
- Inform surrounding citizens who may be affected by the event;
- Notify Environment Canada and the concerned provincial authorities;
- Evacuate the area;
- Prevent gas from entering sewers, basements and low confined spaces since propane fumes are heavier than air and will spread at ground level until they collect in a low spot or in a confined space;
- Ensure that the area around the leak is well ventilated to prevent fumes from concentrating to the point where they become explosive;
- Eliminate all possible ignition sources, including those that are not normally considered a risk;
- For major leaks:
  - a. If the facility has the proper equipment and the employees have the proper training, spraying a fine mist with a hose is effective for dispersing propane fumes. Depending

- on the outdoor temperature, the source of the leak may be located by observing a white cloud or haze, or listening for a hissing sound. A leak of liquid propane is visible as a whitish cloud, and often causes frost or ice to form nearby. Because of the intense cold, never apply water at the leak or near safety devices as spraying water may cause ice to form an obstruction;
- b. If you do not have the proper equipment or if your personnel has not been properly trained, immediately evacuate the area.
- Coordinate the response in cooperation with the fire department.

### **IGNITED PROPANE LEAK**

- Call 911 to notify the fire department, Environment Canada, and the concerned provincial authorities;
- Evacuate the area exposed to fumes as directed by the coordinator and the fire department;
- Inform guest who may be affected by the event;
- Keep unauthorized personnel away.

### **FIRST, STOP THE LEAK THEN FIGHT THE FIRE.**

- Do not try to put out the fire unless the fuel feed is shut off. Otherwise, the fuel could explode and start burning again. If you must get close to the tank to shut off the gas, always approach from the side, never from the ends.
- If flames are touching the tank, EVACUATE THE AREA IMMEDIATELY.
- If the tank is exposed to heat but is not in direct contact with flames:
  - a. If the facility has the proper equipment and the employees have the proper training, spray water uniformly over the tank to cool it and reduce the pressure inside. If not enough water is available to cool down the tank, watch it carefully to observe if the fire gets bigger and the pressure relief valve is hissing louder. THIS IS THE SIGNAL TO EVACUATE THE AREA IMMEDIATELY.
  - b. If you do not have the proper equipment or if your personnel has not been properly trained, IMMEDIATELY EVACUATE THE AREA.



# SEVERE WEATHER AND NATURAL DISASTERS

## BLIZZARD:

### If Indoors:

- Stay indoors.
- If there is no heat:
  - Close off unneeded rooms and areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

### If Outdoors:

- Find a dry shelter. Cover all exposed parts of body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

### If stranded in a car or truck:

- Stay in the vehicle.
- Run the motor about ten minutes each hour. Open the window a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a coloured cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

If power goes out, all personnel should report to Dinning Hall as the building is supplied with a backup power source.

## FLOOD:

### If Indoors:

- Be ready to evacuate as directed.
- Follow the recommended primary or secondary evacuation route.

### If Outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.

## **HEAT STROKE**

Heat stroke is the most serious form of heat stress. Temperature regulation fails and the body temperature rises to critical levels. Take immediate action to cool the body and obtain competent medical help. Signs and symptoms include:

- Red, hot, usually dry skin
- Lack of or reduced respiration
- Nausea
- Dizziness and confusion
- Strong, rapid pulse
- Coma

If an individual shows signs of heat stroke move to a cool, shaded area and if they are fully conscious, provide them with cool drinking water. Loosen or remove heavy clothing and fan or mist the person with water. Treat as a Medical Emergency and call for medical assistance immediately.

## **FROSTBITE:**

Frostbite is the freezing of the skin and underlying tissues of a particular body part. It is a serious condition that most often affects the fingers, toes, ears and nose.

- Never rub the affected area.
- Warm the area by gradually soaking it in steadily increasing temperature, starting with cold water. Do not immerse frostbitten tissue into water that is more than 40 degrees Celsius.
- Loosely bandage the area with dry, sterile dressing, separating fingers or toes with cotton or gauze before bandaging.
- Do not break blisters.
- Obtain professional help immediately.

## **HYPOTHERMIA:**

Hypothermia is a life-threatening condition that develops when a person.

- If an employee becomes fatigued, move him/her to a warm environment and allow them to rest.
- Remove any wet clothing and dry the victim.
- Warm the body gradually through the addition of warm, dry blankets or clothing and moving to a warmer place.
- If the victim is alert, give them warm liquid to drink. Never give liquids to an individual who is unconscious or semiconscious.
- If the victim loses consciousness, get professional help immediately.

## **CRITICAL OPERATIONS**

During some emergency situations, it will be necessary for some specially assigned personnel to remain at work areas to perform critical operations.

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official.

The following officers should be contacted:

Name/Location: Tina Thompson – Camp Manager  
Telephone Number: 403-909-1819

Name/Location: Louise Labine – Camp Operations  
Telephone Number: 705-665-1661

Name/Location: Dean Bethune – Managing General Partner  
Telephone Number: 807-276-2299

Name/Location: Blake Bruyere – Assistant Camp Manager  
Telephone Number: 807-276-7019

Name/Location: Ann Hamilton – Assistant Camp Manager  
Telephone Number: 807-626-2974