

## Section – G Emergency Plan

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- PURPOSE** An Emergency Response plan will be developed for each site so that in the event of an undesired event, all workplace parties are able to respond in an effective manner. Through the use of a well planned emergency response, the project will be able limit suffering, losses and resume normal operations as soon as possible.
- PROCEDURE** A documented emergency plan will be developed for each construction project. Once developed, the scope of the Emergency Plan and requirements (location specific) will be explained to all site personnel.
- All Trade Contractors will receive an explanation and copy of the Emergency plan during orientation meetings.
- As a minimum, all emergency plans will include;
- Procedures for emergencies
  - Emergency Phone Numbers
  - Maps and/or directions to the nearest medical facility
- The Emergency Plan will be posted on the bulletin board in the site trailer.
- Emergency Drills will be conducted to evaluate the plan and make any necessary changes.
- DISTRIBUTION** The Emergency Plan distribution must be as follows;
- reviewed with all of our workers and Trade Contractors (posted in trailers)
  - posted in the Site Office, and in other strategic areas around site.
- RECORDS** All emergency drills will be documented with the results of the drills provided to the Project Manager and Health and Safety Coordinator for review.

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### GUIDE TO EMERGENCIES

#### Emergency Personnel

**Emergency Response Coordinator (ERC):** \_\_\_\_\_

**Alternate:** \_\_\_\_\_

#### **Emergency Response Team (ERT):**

Name	Cell #	Company Name

#### Grouping Areas

**Area 1** \_\_\_\_\_

**Area 2** \_\_\_\_\_

#### Types of Emergencies

**Medical Emergency requiring ambulance**

**Fire and Explosion**

**Chemical Emergencies**

**Service Interruptions**

**Gas Leaks**

**Other** \_\_\_\_\_

**Other** \_\_\_\_\_

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### FIRE

#### **WORKERS**

- initiate evacuation of your area through the nearest or alternate emergency exit, close doors behind you
- notify Site Management (ERC)

#### **SUPERVISORS**

- notify Site Management (ERC)
- obtain list of workers and report to Grouping Area
- take roll call
- identify to ERC/ ERT member “ALL PRESENT” or names and number of workers missing. If the fire was in your area, provide any other information
- await further instruction from ERC or Emergency Services

#### **ERC and ERT**

- Sound Emergency Horn(s)
- call 9-1-1 (or appropriate number for fire) and report fire. Give your name, the company name, address, major intersections, entrance to site, area of site and advise that persons will be available outside for direction. Remain on phone until 9-1-1 operator terminates the call, remain near phone.
- ERC to designate ERT member to take head count from supervisors at Grouping Area and report back immediately
- ERC to designate ERT member to notify adjacent business and to shut down natural gas service. Note: natural gas must not be shut down if leaking and burning rather wait for direction from local utility
- ERC to designate ERT member to shut down electrical service (if safe)
- ERC to designate ERT member to meet and direct Emergency Services
- ERC to meet Emergency Services and provide status of situation
- Emergency Services to provide ERC with status and when it is safe return to structure/building or alternative requirements

### **MEDICAL EMERGENCIES**

#### **WORKERS**

- Notify First Aid Trained personnel and site management team
- Assist if possible and safe to do so

#### **FIRST AIDER**

- stop and take a deep breath
- assess the scene to determine hazards
- assess the victim, don barrier devices (gloves, mask)
- administer first aid
- take control of the scene, send worker to notify Site Management ERC
- direct workers/ ERT to direct ambulance (i.e. is ambulance necessary, assist to cool area for rest or arrange transport to hospital or clinic)

#### **ERC; For Serious Injury/Illness:**

- have ERT call 9-1-1 (or appropriate number for ambulance) and report injury. Give your name, the company name, address, major intersections, entrance to site, area of site and advise that persons will be available outside for direction. Remain on phone until 9-1-1 operator terminates the call, remain near phone.
- respond to scene and assess hazards
- assign ERT member to clear immediate area and direct coworkers to safe place and direct ambulance to location

### **CHEMICAL SPILLS**

#### **SUPERVISORS /WORKERS**

- evacuate the area and alert all personnel in area to evacuate
- notify the Site Management

#### **ERC/ ERT**

- ERC to assess hazards at the scene and establish a Hazard Zone
- ERC to ensure that First Aid is provided, if required
- ERC/ERT to identify hazard (review MSDS, containers, etc.)
- ERT to initiate measures to ensure hazard is contained, if safe to do so. If hazard cannot be contained, evacuate and call Emergency Services (9-1-1)
- ERC to ensure that personal protective equipment, spill recovery materials and level of expertise is appropriate for responding to the incident

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### **NATURAL GAS LEAKS**

Natural gas is highly flammable, toxic and tends to pool because it is heavier than air. Extreme caution must be exercised to eliminate all potential ignition sources. Natural gas will cause frostbite upon contact with exposed skin. To make it easy to detect leaks, gas utilities add odourizing chemicals that give the natural gas a pronounced disagreeable odour. Gas utilities treat all reported "gas leaks" or "unknown odour" calls as potential hazards. They actively encourage the public to call anytime regarding an unfamiliar odour which might be natural gas.

#### **WORKERS**

- report all gas leaks immediately
- if possible ensure good natural ventilation
- hazard zone evacuate by nearest or alternate exit and proceed to designated Grouping Area
- if Safe to do so, shut down all sources of ignition or spark
- evacuate area immediately and notify others

#### **SUPERVISOR/ ERT**

- assess scene to determine hazards
- evacuate hazard zone (workers should evacuate by nearest or alternate exit and proceed to designated Grouping Area)
- notify the Site Management (ERC)
- shut down open flame equipment

#### **ERC**

- contact gas utility and identify problem - arrange shut down and lock/block off of gas service, if recommended by gas utility. Follow other recommendations
- arrange complete evacuation and notification of adjacent business (depending on risk)

### **POWER FAILURE**

#### **WORKERS**

- Remain Calm and do not attempt to leave the area unless adequate natural lighting exists and you are able to move safely

#### **SUPERVISOR/ ERT/ ERC**

- supervisors and ERT should obtain flashlights, gather workers and accompany to grouping area (if natural light is not adequate e.g. Night shift-after hours)
- ERC should initiate investigation to determine extent and cause of power failure

ERC to update and advise workers of power failure and procedures for powering up (i.e. turning disconnects for major equipment and disconnects off, etc.)

# *EMERGENCY*

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## **In case of Emergency call - 911**

This Site Address is: \_\_\_\_\_  
\_\_\_\_\_

Project Name: \_\_\_\_\_ Site Phone: \_\_\_\_\_

### **Local Non Emergency Numbers:**

POLICE DEPARTMENT-	_____
FIRE DEPARTMENT-	_____
AMBULANCE -	_____
MINISTRY OF LABOUR	_____

### **Other Emergency Contact Numbers:**

BACHLY CONSTRUCTION	(905) 951-3100
_____	_____

### **Utilities :**

Hydro -	_____
Gas -	_____

### **Directions to the Nearest Hospital**

Hospital Name: \_\_\_\_\_

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# **Site Map**