

## **EMERGENCY RESPONSE PLAN AND FIRE PROTECTION**

### **Emergency Response Plan**

K.C. Waunch is committed to carrying on its business at the highest achievable standards to protect the health and safety of employees, the public and the environment. To achieve this, we have our Safety Manual that includes specific policies and procedures.

However, should an unforeseeable event take place, we have developed an Emergency Response Plan (E.R.P.) to ensure prompt and efficient action is taken.

The E.R.P. outlines the responsibilities and required actions of the company in the event of an emergency situation occurring. An emergency situation is any incident that has the potential to cause immediate harm to the workers, property, public and/or the environment.

Emergencies do not occur as a planned event. Therefore, we suggest that all personnel who are identified in this section by either name or job description review the information closely so that they will be able to re-act positively in an Emergency situation.

All new hires will be supplied a copy of the E.R.P. during their orientation and will be instructed as to the importance and implementation of the plan as well as the specific responsibilities within the plan.

In an emergency situation, time is the most critical factor in prompt implementation of an emergency response plan. The quicker the initiation – the more orderly the operation. The first responder to the incident/accident must activate the plan immediately.

An emergency response plan must be considered a “live” program in order to achieve a reasonable level of success should an emergency occur. To maintain the plan in the best possible condition, the following steps are to be taken:

- Company representative should contact each Government Agency and every contractor every 12 months to ensure that the telephone number is correct and that the agency or company is still able to provide the required support.
- If there are any changes to the manual, all changes shall be distributed to all plan holders and an acknowledgement form of delivery provided.

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- All contractors shall observe worksite conditions, equipment, personnel and procedures to assess potential emergencies

## IMPLEMENTATION OF EMERGENCY RESPONSE PLAN

The Operations Manager will receive a call of the incident. You will immediately advise him of all of the details of the incident.

Information recorded should include the following:

- Date and time of incident reported
- Name, address and phone number of person reporting the incident
- Information obtained from the reporting person
- Location of the site
- Suspected cause from first impression KEEP CONFIDENTIAL- DISCLOSE ONLY TO MANAGEMENT UNTIL DIRECTED BY MANAGEMENT TO DO OTHERWISE
- Actions taken by other on site
- Admit no guilt and assume no responsibility
- Refer any media questions to the designated manager

### Definitions of Emergencies

The size and type of an Emergency is determined by its potential to cause harm to workers, property, public and the environment. Different emergencies will require slightly different response strategy. This section lists the common types of emergencies that may occur to K.C. Waunch.

#### Injuries to Workers

- Injury to a worker requiring first aid without the necessity of immediate medical aid to maintain life functions
- "Serious" injury or fatality of a worker or an accident having the potential to cause a "serious" injury.

**NOTE:** If a fatality occurs, it is imperative that the scene is **NOT** disturbed until a representative of the R.C.M.P. or Workplace Health and Safety completes their initial inspection unless:

- It is necessary to administer first aid to other workers
- There is a continued danger to workers and/or the public

#### Vehicle Accident

- Motor vehicle accident with an estimated damage of less than \$1,000.00
- Motor vehicle accident with estimated damages in excess of \$1,000.00
- Vehicle fire or load fire

#### Environment Incident

- Spill of non-toxic material
- Spill of dangerous goods

#### Property Damage

- Fires in and around buildings and equipment
- Vandalism

### **Fire Emergency Procedures**

Each office building or other workplace shall have a posted Fire Emergency Procedure. All employees shall be made familiar with this procedure.

Regular exercises or fire drill shall be conducted to ensure optimum fire fighting and evacuation preparedness. A semi-annual frequency is recommended.

Each work activity shall be evaluated for fire hazard to ensure that the proper Fire Retardant Clothing (FRC) is available and being worn for that activity.

#### At the Office

If an emergency arises in our home/office building, use normal procedures. For example:

#### FIRE:

- Evacuate the building (Take a "roll call" at the Emergency Muster Point to ensure everyone is out and safe – also instruct all employees to close their office doors as they depart to easily illustrate that they have evacuated)
- Call the fire department
- Call management
- Keep area clear
- Extinguish fire if possible with fire extinguisher
- DO NOT put yourself or anyone else in danger

## On Location

As we are always working on location with a prime contractor, we must follow their safety policies and evacuation procedures. These policies and procedures are pointed out at the pre job safety meeting. If any concerns arise, or if you are unsure of any emergency procedures, ask the oil company representative for clarification.

## Fire Prevention

All employees shall be constantly on the alert for conditions which might contribute to a fire and to remove or report the hazard.

Oily rags, waster material, paper, and other combustible materials shall be stored in metal containers. These containers shall be emptied regularly.

Do not use gasoline or other "flammable" liquids as degreasing or cleaning agents. Use only approved solvents or other combustible liquids.

## Fire Fighting Equipment

All employees shall know the location of firefighting equipment and extinguishers in their work area. Access to any firefighting equipment must never be blocked by any material, equipment or vehicles.

All equipment shall be inspected at least monthly to ensure that it is in place, accessible, and fully charged. Further inspection and maintenance shall be conducted in accordance with the manufacturer's instruction.

Never return a discharged fire extinguisher to its normal location. Take it out of service for recharging and replace it with a fully charged unit.

Never use water on fixtures that contain live electrical circuits, such as an electrical breaker pan.

## Fire Extinguishers

Fires can cause downgrading incidents with resultant losses manifested by human suffering, property damage, work interruption and financial loss. In order to prevent fires and to extinguish small fires effectively, workers should understand the basic elements of a fire and the different classes of fires.

A fire will occur when the three elements of a "FIRE TRIANGLE" are present. They are:

FUEL                      OXYGEN OR OXIDIZER                      HEAT

The basic principle in fire extinguishments is to remove one or more of the elements of the "Fire Triangle". If the "Fire Triangle" is not complete, a fire will not occur.

Fires can be very complex depending on the material involved, size and location of the fire. Fires are classified into 4 main classes based on the type of fuel involved. This classification is very beneficial when the subject of fire extinguishment is concerned. Fire extinguishers can be more effective against some fires than others. In certain cases a fire extinguishing material may actually aid the fire. Employees of K.C. Waunch will receive training on fires and fire extinguisher procedures.

#### Fire Classes

#### Extinguishers

A – Ordinary combustibles  
(wood, paper, rags)

ABC Dry Chemical  
Water, Sand

B – Rising Vapour Liquids  
(petroleum products)

ABC or BC Dry Chemical  
Water mist, CO<sub>2</sub>, Foam  
Shut off the flow

C – Energized Electricity

ABC or BC Dry Chemical  
CO<sub>2</sub>  
Turn off the power

D – Combustible Metals  
(magnesium, titanium)

AFFF Foam

See next page for fire extinguisher chart

# KNOW YOUR FIRE EXTINGUISHERS

TYPE OF EXTINGUISHER		TYPE OF FIRE			RANGE	HOW TO OPERATE
		 ORDINARY COMBUSTIBLES - wood - paper - cloth, etc.	 FLAMMABLE LIQUIDS - gasoline - paints (oil based) - oils, etc.	 ELECTRICAL EQUIPMENT - motors - switches		
WATER		NO	NO	NO	9m to 12m	Place foot on footrest, pump handle and direct stream at base of flame.
		NO	NO	NO	9m to 12m	
CO <sub>2</sub>	NO				1m to 1.5m	Direct discharge at base of flames in a sweeping motion, then direct it gradually forward or at remaining material that is burning.
HALON					2.5m to 4.5m	
DRY CHEMICAL	NO				1.5m to 6m	
					5m to 7.5m	

**NOTE:** All extinguishers require annual servicing or servicing after use.

## Fire Fighting Procedures

- Protect yourself and other people
- Sound an alarm
- Select the proper extinguisher and use it correctly

Do NOT endanger yourself or others!

## **First Aid General Procedures**

All first aid cases shall be recorded in the "Record of Injuries" booklet located in each truck or the logbook in the office.

Employees should be familiar with techniques of First Aid and cardiopulmonary resuscitation (CPR) and the means of summoning emergency medical aid.

Each workplace shall have, as a minimum, the required number of trained First Aiders as required by federal and/or provincial regulations.

Consultants are responsible for providing complete first aid supplies and facilities as required under the OH&S First Aid Regulations.

Refer to Section 3 Hazard Control & Safe Work Procedures for complete details on

### Supplies

Employees shall be familiar with the location and contents of the First Aid kits at their workplace and in their vehicle.

Contents of the First Aid kits shall be inspected regularly and expended or outdated items replaced.