

## Section 12 - Emergency Plan

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**PURPOSE** Through the use of a well planned emergency response, the project will be able limit suffering, losses and resume normal operations as soon as reasonably possible.

**SCOPE** 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.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Coordinate with management personnel to ensure emergency drills are conducted where required.
- Develop location specific emergency procedures and a response plan where required.
- Arrange training for workers regarding Emergency Response as required.
- Post the site specific emergency procedures and a response plan in a high traffic area.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any emergency situations or deficiencies reported.

Senior Management Responsibilities:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Supervisors Responsibilities:

- Ensure general communication to all site level personnel the site specific emergency procedures and a response plan.
- Post or ensure Constructor or Owner has a site specific emergency procedures and a response plan in a high traffic area available for reference.
- Assist in conducting emergency drill where required.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

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- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations, emergency situation or the absence/defect in any equipment or protective device.

### PROCEDURE

An Emergency Response plan will be developed for each company location or site by the **Health and Safety Coordinator** and/ or the **Supervisor** where a site specific plan has not already been provided by the Constructor or the Project Owner. These plan must be available so that in the event of an undesired event, all workplace parties are able to respond in an effective manner.

All **Supervisors**, **Workers** and **Subcontractors** will receive an explanation of the Emergency Plan during initial or site 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 or a common high traffic area. Emergency Drills will be conducted annually 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 Subcontractors
- posted on bulletin board, in the Site Office, or 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

**Emergency Evacuation**

**Fire and Explosion**

**Medical Emergency**

**Chemical Spills**

**Emergency Violence Response**

## EMERGENCY CONTACT LIST

**In case of emergency: please contact the first person on the list below. If you are unable to reach that person, leave a message and contact the next person on the list below. Do so until you have spoken to someone and informed them of the emergency situation.**

<b>Employee Name</b>	<b>Position/Title</b>	<b>Phone Number</b>

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### **EVACUATION PLAN**

In the event of an emergency situation, we require all employees to respond quickly and calmly and evacuate the building to prevent any injuries.

#### **If You Hear the Emergency Alarm:**

- Remain calm – Emergency Lighting will provided.
- Turn off the power to your workspace or equipment if safe to do so.
- Leave the area/ building by the nearest, safe exit.
- Close all doors behind as you leave.
- Proceed directly to designated Staging Area (Meeting Zones) for “head count”.
- Advise your ERC/ERT member at the meeting zone of any observations or status of other employees.
- Remain calm at the meeting zone and await further instructions from your supervisor or ERC/ERT member.

#### **Worker Responsibilities:**

- If for any reason the facility must be evacuated, the **emergency alarm** will be given.
- If for any reason the **emergency alarm** cannot be used, the employees will be advised verbally by their supervisor to evacuate.
- All employees must promptly leave the facility by the nearest safe exit as soon as reasonably practicable.
- All employees will meet at the designated staging area or meeting zone for a head count.
- Once at the designated staging area or meeting zone, all workers must remain there and not re-enter the building for any reason.
- Workers will only be allowed to re-enter the building when it has been deemed safe by the emergency responders.
- Follow directions of the ERC/ERT members as the situation requires.

#### **Supervisors Responsibilities:**

- Ensure all workers under your supervision are aware of the requirement to evacuate the building.
- Exit the building through the nearest safe exit point and proceed directly to the designated staging area or meeting zone.
- Assist in a head count and let the ERC/ERT members know that your workers are accounted for or advise of any missing personnel.
- *Under no circumstances should anyone go looking for missing workers in the building.*
- Provide first aid to injured workers, if trained.
- Maintain mandatory attendance of all workers at the designated staging area or meeting zone.
- Follow the directions of the ERC/ERT members or emergency responders.

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### Emergency Response Coordinator / Team Members (ERC / EMT)

- Call emergency responding personnel (911). The phone numbers are posted on Health and Safety Board or in your Emergency Evacuation Package.
- Obtaining the visitors log upon exiting the building.
- Exit the building through the nearest safe exit point and go directly to the designated staging area or meeting zone you are responsible for.
- Take a headcount and record all names under the Headcount recording form.
- Communicate with all ERT members and other employees to gather information and confirm head counts.
- ERC will greet the emergency responding personnel when they arrive.
- Provide the emergency responding personnel with specific event information including if any workers are missing or advise the emergency personnel that all are accounted for.
- Take direction from the emergency responding personnel.
- Allow employees to re-enter the building when given the all clear from emergency responding personnel.
- Communicate with other Management personnel to update the status of the Emergency situation.

### **HEADCOUNT RECORD**

*ERC/ERC will take a head count and record each workers name on the list below:*

<b>#</b>	<b>Employee Names</b>	<b>#</b>	<b>Employee Names</b>
<b>1</b>		<b>16</b>	
<b>2</b>		<b>17</b>	
<b>3</b>		<b>18</b>	
<b>4</b>		<b>19</b>	
<b>5</b>		<b>20</b>	
<b>6</b>		<b>21</b>	
<b>7</b>		<b>22</b>	
<b>8</b>		<b>23</b>	
<b>9</b>		<b>24</b>	
<b>10</b>		<b>25</b>	
<b>11</b>		<b>26</b>	
<b>12</b>		<b>27</b>	
<b>13</b>		<b>28</b>	
<b>14</b>		<b>29</b>	
<b>15</b>		<b>30</b>	

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### **FIRE AND EXPLOSIONS**

*When you hear the emergency alarm, proceed and follow below:*

#### **WORKERS**

- Initiate evacuation procedure.
- Exit your area through the nearest or alternate emergency exit.
- Close doors behind you.
- Notify the ERC/ERT when you have arrived at the designated staging area or meeting zone.

#### **SUPERVISORS**

- Initiate evacuation procedure.
- Notify ERC/ERT in the designated staging area or meeting zone.
- Assist ERC/ERT member in writing a list of evacuated workers at the designated staging area or meeting zone.
- Await further instruction from ERC or emergency responding personnel.

#### **ERC and ERT**

- Initiate evacuation procedure.
- 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.
- Communicate with ERT members to gather head count and emergency information.
- Communicate with emergency responding personnel throughout the emergency situation.

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### **MEDICAL EMERGENCIES**

#### **WORKERS**

- Notify facility First Aid trained personnel and site management team.
- Initiate evacuation procedure if required.
- Assist if possible and safe to do so.

#### **FIRST AIDER**

- Assess the scene to determine personal risks or hazards.
- Assess the victim and wear any Personal Protective Equipment (PPE) for personal protection (gloves, mask).
- Take control of the situation and maintain a calm environment.
- Administer first aid if safe to do so or call 911 if situation dictates.
- Do not move ill or injured person(s), unless it is essential for their safety. Try to make them comfortable.
- Send a worker to notify Facility Management and ERC.
- Direct a worker or the ERC to direct ambulance where the medical emergency is occurring.

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

- Notify ERC or facility management as soon as possible.
- ERC or facility management to call 9-1-1 as soon as possible.
- 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/ERT member to clear immediate area and direct coworkers to safe place and maintain a calm environment.
- ERC to direct ambulance and other emergency responding personnel to location of emergency situation.



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### **HAZARDOUS MATERIALS ACCIDENTS AND SPILLS**

*Any spill or leak of a chemical must be treated as being a potential hazardous material incident until the chemical can be identified. If the magnitude of the incident is determined to be of serious concern, initiate the evacuation procedures and call 911.*

#### **WORKERS AND SUPERVISORS**

- Initiate evacuation procedure if required.
- If evacuation procedure are not required, notify ERC or facility management as soon as possible.
- Determine the name of the spilled or leaking chemical or material from the label on the container or from the shipping manifest or invoice.
- Initiate cleanup of material if safe to do so.
- If during the cleanup of the hazardous material, any worker shows signs or symptoms of distress, immediately remove the individual to a safe location and call 911 for further assistance.

#### **ERC/ ERT Members**

- ERC/ERT to assess hazards at the scene and establish the magnitude of the incident.
- ERC/ERT to identify hazard (review MSDS, containers, etc.).
- ERC/ERT to initiate evacuation procedures and call Emergency Services (911)

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### **EMERGENCY VIOLENCE RESPONSE**

*If you observe or are notified of a person(s) in possession of a weapon, forcing entry into the building, or appear to be acting in an extremely aggressive manner, the following steps should be followed:*

#### **WORKERS AND SUPERVISORS**

- Do not confront the individual.
- Initiate evacuation procedure immediately.
- Call 911 immediately.
- Contact the facility manager/ERC as soon as possible.

#### **ERC/ERT Members**

- Do not confront the individual.
- Initiate evacuation procedure immediately.
- Call 911 immediately.
- Inform arriving emergency responding personnel of details known to this point.

# EMERGENCY

## 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:

BELMONT CONCRETE FINISHING CO. LIMITED (\_\_\_\_)  
\_\_\_\_\_  
(\_\_\_\_) \_\_\_\_\_

### Utilities:

Hydro - \_\_\_\_\_  
Gas - \_\_\_\_\_

### Directions to the Nearest Hospital

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

# **Site Map**