

Romney Energy Centre Wind Project
EMERGENCY RESPONSE PLAN

APPROVALS



Checked by: Project Manager – Amanda Stieva

Oct 11, 2018

Date



Approved by: Division Manager- Jeff Glover

Oct 11, 2018

Date

The following is the document control for revisions to this document.

REVISION HISTORY

Rev.	Description	Prepared	Checked	Approved	Date (YY/MM/DD)

Table of Contents

1.0	Purpose.....	5
2.0	General.....	5
3.0	Emergency Response Organization	5
4.0	Responsibilities.....	5
5.0	Post Emergency Actions.....	6
6.0	Specific Emergencies	7
7.0	Muster Point, Alarms, Mustering & Site Evacuation.....	10
8.0	Emergency Response.....	15

1.0 Purpose

Black & McDonald (B&M) has responsibility for the safety of its employees and sub-contractors personnel while onsite. This plan was created in order to meet our emergency needs by responding quickly and appropriately to the unusual, but potentially devastating effects of an emergency. The greatest stress for such an event arises from the need for accurate communication in a timely manner. Communication is the most essential function of emergency response. Concurrently, the most problematic aspect of emergency response is that reliable information is usually not forthcoming, requiring responders to anticipate and estimate the circumstances under which they are operating. This makes information between involved groups critical and non-routine networks of communication must flow naturally. This plan outlines the structures and means for achieving a coordinated emergency response system in such a situation. Its focus is upon providing an immediate system for the command, control and coordination of the emergency response efforts.

2.0 General

The responses to several different emergencies are addressed as individual occurrences in the following sections. However, it must always be remembered that a single emergency incident could involve one or more of the scenarios at the same time i.e. fire, explosion, and injury etc. and that the actions detailed can be applied to a single or multiple scenario emergency.

3.0 Emergency Response Organization

Black & McDonald's onsite chain of command is shown in Appendix A.

4.0 Responsibilities

Should an emergency occur at the Project, the personnel detailed below shall be responsible for the actions as indicated. The actions detailed are applicable to all types of emergencies.

4.1 Black & McDonald Construction Superintendent

- a) Taking control of the scene/area
- b) Contacting and/or calling 911 to obtain emergency service i.e. Police, Ambulance, etc. as required to deal with the emergency, sending designated person to entrance of turbine access road/work site to direct emergency vehicles to scene area.
- c) Informing the Black & McDonald Construction Manager/Site Safety of the emergency and issuing him/her with regular updates as the emergency progresses.
- d) Requesting assistance and additional resources from the office as required in dealing with the emergency process.
- e) Working in close co-operation with the emergency services when they arrive on site.
- f) In the event of the site being evacuated, setting up an off-site control centre in conjunction with the police and advising the client.
- g) Communicating the details of the emergency to the office.

- h) Confirming the results of the muster and ensuring that the office has an up to date list of all the personnel on site and details of any injuries/casualties.
- i) Advising and assisting the foreperson in control of the emergency as necessary.
- j) Maintaining a log of events.
- k) Ensuring, if the site is evacuated, that personnel are adequately accommodated and that the office is aware of the location.
- l) Being the first point of contact on site for civil authorities, government bodies, etc.
- m) Carrying out any other actions necessary to bring the emergency to a satisfactory conclusion.
- n) To ensure that no information is shared with any media source.

4.2 Contractor Foreperson/Supervisor

The foreperson/Supervisor will be responsible during the emergency, for:

- a) Making the area secure, with the assistance of his/her crew.
- b) Reporting to the Muster Point, performing a head count, and conducting emergency response under the direction of the Black & McDonald Construction Superintendent.
- c) Controlling and directing site personnel with fire, rescue and first aid duties.
- d) Advising the Black & McDonald Construction Superintendent of any casualties and/or missing persons.
- e) Advising the Black & McDonald Construction Superintendent of the details of the situation, updating him/her on a regular basis and identifying the need for emergency services assistance i.e. fire, police, etc. as necessary.
- f) Informing the Black & McDonald Construction Superintendent when the area is secure.
- g) Liaising closely with emergency services team leaders when they arrive on site.
- h) Making the decision to evacuate the site, in consultation with the Construction Manager.

4.3 All Other Personnel

All other personnel will be responsible for:

- a) Reporting to the muster Point and acting as directed by their Supervisor.

5.0 Post Emergency Actions

Once the emergency has been brought to a satisfactory and safe conclusion, the Superintendent will:

1. Supervise site restoration plans and activities.
2. Site safety will conduct an onsite incident inquiry and complete a Company Incident report Form.
3. Work in co-operation with any official incident investigation team.
4. Direct any media enquiries to the Black & McDonald Project Manager.

6.0 Specific Emergencies

This section of the procedures provides a general description of a variety of incidents which could occur on site and any emergency actions, which may be required in addition to those detailed in Section 4.0.

6.1 Area Control

Personnel should take the emergency actions detailed below, conditions permitting, in addition to those detailed in 4.0 above.

- Make safe as much of the site and equipment as possible without endangering life
- Report to the Muster Point and await further instructions

6.2 Fire

The emergency actions listed below should be taken, in addition to those detailed in 4.0 above, in the event of a fire:

6.2.1 On Hearing Site General Alarm

- Make safe as much of the site and equipment as possible without compromising the safety of personnel
- Report to Muster Point and await further instructions

6.2.2 On Discovering Fire

- Raise the alarm locally and warn others in area, by shouting Fire, Fire, and Fire
- Attempt to fight the fire, using site located firefighting equipment, if this is possible without endangering life
- Inform Construction Superintendent/Site Safety personnel to notify emergency services if required
- Evacuate the immediate area of the fire
- Report to the Muster Point and await further instructions

6.3 Fuel Oil Spill

The actions to be taken if discovering a fuel oil spillage onsite are detailed below. For the safe job procedure for clean-up refer to the project HSE Plan.

6.3.1 Person Discovering Spill

- Identify the source of spill, and if oil is still flowing close off the source, if possible
- Estimate size and extent of spill

- Inform your supervisor/NRSI Environmental/Site Safety personnel and direct to the spill site immediately

6.3.2 Other Personnel

- Shutdown equipment
- Report to Muster Point and await instructions

6.3.3 Foreperson

- Secure the operation
- Supervisor of the crew to proceed to spill site and assist

6.3.4 Contractor Superintendent

- Evaluate size and cause of spill, and ensure all equipment is stopped and the engine is shut off at source, if possible
- Isolate any potential ignition sources, and if any dangers of fire/explosion send all crew to Muster Point
- Ensure safe storage of recovered oil and oily waste
- Check that site containment facilities are secured
- Notify the relevant authorities and the Black and McDonald Construction Superintendent if the spill leaks off site or into waterways etc.
- Instruct the Supervisor to supervise clean-up operations

6.4 Escape of Gases

This section details the procedures to be followed in the event of a leak of gas.

6.4.1 All Personnel

In the event of a gas leak the following action will be taken:

- Inform your supervisor that gas has been detected. Warn other personnel in the area. Shutdown and make the equipment safe if possible
- Report to Muster Point and await further instructions
- Inform Site Safety immediately

On hearing the site alarm:

- Shutdown all equipment and make safe, if possible
- Report to Muster Point and await further instructions

6.4.2 Foreperson/Supervisor

- Ensure crew is taking appropriate action
- Organize search and rescue teams if required
- Ensure firefighting equipment is manned

6.4.3 Sub-Contractor Superintendent

- Contact Emergency Services and Construction Superintendent to report on risk of fire, give site location and any personnel missing or requiring rescue
- Establish number of casualties and ensure that proper attention is being paid to missing/injured personnel. Call out ambulance if there are any casualties
- Call the Project Manager giving details of the situation and issue him with regular updates
- Ensure all site personnel are aware of the situation and take any actions required
- Liaise with emergency services upon their arrival at the site, if they have been called out
- Supervise operations to locate source of gas and to secure leak
- Arrange for evacuation of personnel from site if required
- Carry out duties in accordance with section 4.0 above
- Ensure witness statements are taken and a full investigation is completed once the situation is under control

6.5 Incident Involving Injury to Personnel

In the event of there being an incident which results in a person or personnel being injured, the following actions will be taken.

6.5.1 Person Finding the Casualty

The person finding the casualty or observing the person being injured will:

- Contact the Foreperson/Supervisor immediately, and stay with the victim(s) until help arrives
- Only move the injured person(s) before the Foreperson/Supervisor arrives if they are exposed to further danger
- Assist the Foreperson/Supervisor as requested

6.5.2 Foreperson/Supervisor

- Apply first aid as required and move victim(s) to the Muster Point if this can be done without aggravating the injuries
- Instruct one of the assisting personnel to inform the Project Management Team of the situation
- Request the Company to inform the local Medical Practitioner and Transit Control to call emergency services as appropriate. **9-1-1**
- Assist the Superintendent with completing an Accident/Incident Report as appropriate

6.5.3 Black & McDonald Construction Superintendent – Once Emergency is contained

- Obtain information required for the incident report, including names of injured personnel, injuries, treatment administered, names of witnesses, and details of incident
- Call the Project Manager giving full details of the situation
- Implement the initial incident investigation process
- Take witness statements
- Complete the Accident/Incident Report
-

7.0 Muster Point, Alarms, Mustering & Site Evacuation

7.1 Muster Point

The Primary Muster Point shall be located in the employee parking area outside the project foot print. All personnel employed at or visiting the site will be notified of the Muster Point location during the site orientation.

7.2 General Site Alarm

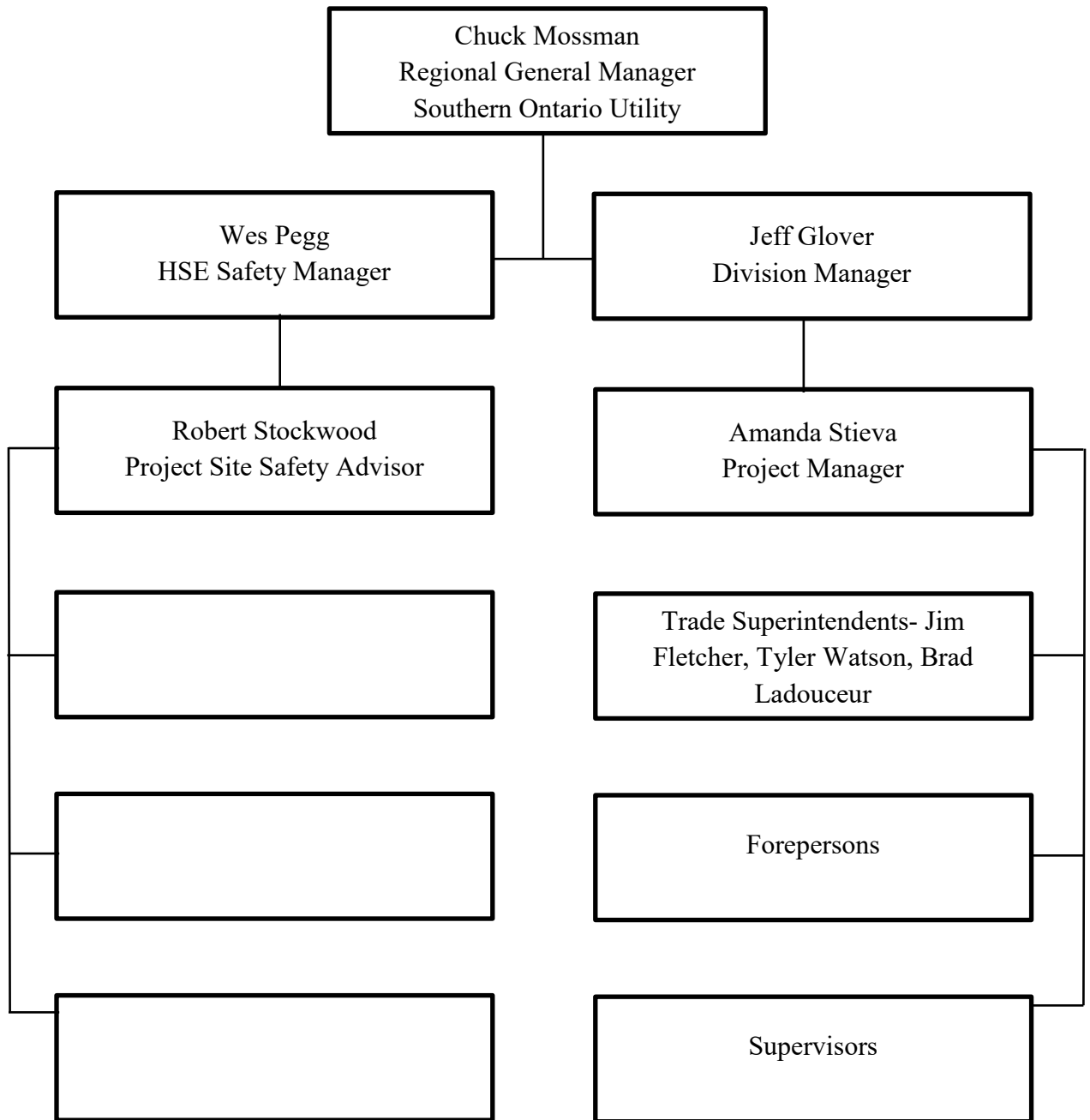
An air horn will be used as the general construction site alarm and will be activated in the event of a fire, explosion, gas release or any other emergency, which necessitates personnel going to emergency stations/muster. All personnel employed at, or visiting, the site will be made familiar with, as part of their site orientation and safety briefing, the sound of the alarm. In addition to utilizing an air horn to signal, an emergency call will go out over the station wide radio system, as well as an email send to all field personnel with a blackberry.

7.3 Mustering – Site Evacuation

In the event of an alarm sounding, unless otherwise instructed by the Black & McDonald Construction Superintendent, personnel without emergency duties will secure their work site, shutdown the equipment and proceed directly to the Muster Point.

Upon arrival at the Muster Point, during a muster all personnel will report to their Foreperson/Supervisor who will record their presence and report any missing personnel to the Black & McDonald Construction Superintendent. S/He will attempt to establish the whereabouts of any missing personnel and will ensure everyone at the station is clear about their duties.

APPENDIX 1: CHAIN OF COMMAND



APPENDIX 2: EMERGENCY RESPONSE CONTACTS

Emergency Response

In the event of an incident, pre-plan the response and write up the procedures.

Response Phone Numbers:

FIRE	911	POISON INFO.CENTRE	1-800-268-9017
AMBULANCE	911	DANGEROUS GOODS	1-800-268-6060
HOSPITAL – Leamington	1-519-235-2700	WASTE DISPOSAL	TBD
POLICE	911	INSURANCE	Contact Pullman Court
CLIENT CONTACT		MIN./DEPT. OF LABOUR	1-877-202-0008
MIN./DEPT. OF TRANSPORT	1-800-268-4668	MIN./DEPT. OF ENVIRONMENT	1-800-565-4923

<ul style="list-style-type: none"> Identify and arrange source of first aid, ambulance and rescue. 	Construction Manager and Job Supervisors
<ul style="list-style-type: none"> All incidents will be reported to: 	Job Supervisors, Safety Advisor
<ul style="list-style-type: none"> All incidents will be investigated by: 	Job Supervisor, JHSC Rep, Safety Advisor

Project Manager, Supervisor & HSE contact information:

Title	Name	Contact Number
Project Manager:	Amanda Stieva	416-717-6898
Site Supervisor(s):	Jim Fletcher	519-791-3297
Other Supervisor(s):	Brad Ladouceur	647-457-6886
Other Supervisor(s):	Tyler Watson	647-461-8735
JHSC Representative:	TBD	
Site Safety Advisor	Robert Stockwood	
Regional HSE Manager:	Wes Pegg	416-678-2237
Regional HSE Advisor:	Jim McNeil	416-886-1672

Emergency backup calls to:

<ul style="list-style-type: none"> Wes Pegg (HS – SOUR) 	Home: 705-728-4857	Cell: 416-678-2237
<ul style="list-style-type: none"> Jeff Glover 	Home:	Cell: 416-791-6389
<ul style="list-style-type: none"> Anthony Di Gianni 	Home:	Cell: 416-989-8292
<ul style="list-style-type: none"> Chuck Mossman 	Home:	Cell: 416-570-2259
<ul style="list-style-type: none"> 		
<ul style="list-style-type: none"> 		

Hospital Map

List of First Aiders- stickers on hard hats for identification