

Emergency Preparedness

Do you know what to do in an emergency???

Do's:

- Report any and all emergency situations to the supervisor.
- Follow the procedures and the directions of those with designated responsibilities.
- Know who the first aider is on site and the location of the first aid kit.
- Know how to use a fire extinguisher - ask your supervisor.
- Know the location of the eye wash station/bottle.
- Participate in ER drills, testing etc. Practice makes perfect.



Emergency Communication System (ECS)

Communication is essential in the event of an emergency. Your supervisor will always have a phone or other adequate means of communication, so help can be contacted immediately in the event of an accident.

Procedures for Calling 911

The following procedures should be followed when calling 911.

- Dial 911 (no coin required from a pay phone).
- State the emergency response service that you need – police, fire, ambulance.
- Give all pertinent information necessary.
- Follow the 911 dispatcher's instructions.

Receiver of Emergency call will: (In the order given)

- 1 Repeat the message to verify accuracy.
- 2 Contact the appropriate emergency assistance (usually 911).
- 3 Report back to SENDER on the action taken.

Emergency Procedures Involving Critical Injuries or Fatalities:

In the event of a critical injury or fatality call 911 and ensure the accident scene is secure and notify management.

Emergency Procedures Involving Medical Injuries:

In the event of an emergency involving medical injuries, the following list covers basic actions to be taken. They should be followed in sequence.

- 1 Take Command - Alert Supervisor/Office and assign the following duties to specific personnel.
- 2 Provide Protection - Prevent further injury to person or the accident scene.
- 3 Give First Aid - Give first aid to the injured as soon as possible.
- 4 Call an Ambulance
- 5 Guide the Ambulance
- 6 Get Name of Hospital
- 7 Advise Management.
- 8 Isolate the Accident Scene



In Case of a Minor Fire

- 1 Use fire extinguishers in the immediate area.
- 2 Send someone for help.
- 3 Contact the supervisor, or Management immediately.
- 4 Cooperate with emergency personnel when they arrive.



In Case of a Major Fire

- 1 Sound alarm. If no alarm is available sound three long blasts on car horn.
- 2 Leave the area and warn others on the way out.
- 3 Contact 911
- 4 Cooperate with emergency personnel and investigators.

Tip	Details
Protect escape route	Position yourself between fire and an EXIT to use extinguisher.
When trapped	Place cloth under door. Close door between you and the fire. Be prepared to signal from a window if applicable.
When caught in smoke	Drop to hands and knees, crawl, hold breath as much as possible and breathe shallow through nose using clothing as a filter.
Use stairs to exit building	
Use the back of hand	Check the exit door. If door is hot then do not open.
If door is not hot	Open the door slowly while standing behind and to the side of the exit door. If fire is present when door is open, close door quickly.

Fire Extinguishers Classification:

Fire extinguishers are classified according to their capacity to fight specific types of fires. Using the wrong extinguisher on a fire will not achieve desired results.



Class A Extinguishers will put out fires in ordinary combustibles, such as wood and paper



Class B Extinguishers should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc.



Class C Extinguishers are suitable for use on electrically energized fires.



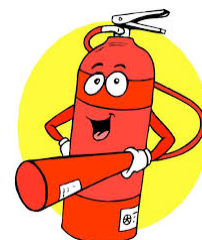
Class D Extinguishers are designed for use on flammable metals and are often specific for the type of metal in question.

How to Use the Extinguisher:

The primary purpose of a fire extinguisher is to clear a path for the worker to get out of the building. Only in the case of very small fires should a worker attempt to extinguish the fire.

To extinguish the fire in your path follow the **PASS** procedure:

- P** Pull the pin
- A** Aim the nozzle to the base of the fire
- S** Squeeze the trigger
- S** Sweep the base of the fire with back and forth motions

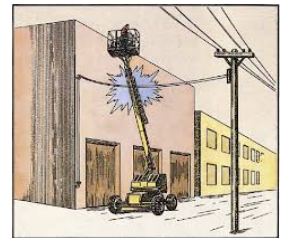


Emergency Procedures Involving Evacuations

- 1 Remain calm.
- 2 Immediately shut down all machines and equipment.
- 3 Leave quickly.
- 4 Check that all others in your work-space are leaving as instructed.
- 5 As you exit, quickly check nearby restrooms, copier rooms, closets, etc.
- 6 Accompany and assist any co-worker who appears to need calm direction or assistance.
- 7 Shut all doors behind you as you go. Closed doors can slow the spread of fire and smoke.
- 8 Proceed as quickly as possible in an orderly manner. Do not push or shove.
- 9 Once out of the building, move away from the structure and go to the designated muster station.
- 10 Meet with other members of your work group and remain in the assembly area.
- 11 Wait for further instructions.

**Emergency Procedures Involving Electrical Contact**

- 1 Stay on the Equipment
- 2 Keep Others Away
- 3 Call Hydro - Have someone call Hydro to get help or to have the power shut off.
- 4 Rescue - Rescue can only be attempted safely by a person trained to use special live-line tools.
- 5 Casualties – If life is at stake and rescue must be attempted it may be possible to break the contact. A dry board, wood pole, rubber hose, or dry polypropylene rope may be used to move either the person or the live line. An object can sometimes be thrown to separate the wire from the injured person, but this can be dangerous even with dry wood or rubber. Under high-voltage conditions, objects that are normally insulators may become conductors.
- 6 Give First Aid

**Emergency Procedures Involving Unbroken Electrical Contact**

In the event of an electrical emergency where the worker(s) has made electrical contact and the contact remains unbroken the following procedures must be followed:

- 1 Turn off power
- 2 Break contact
- 3 Warning – Even with dry wood or rubber, touching the injured person can be dangerous. High voltage can jump a considerable gap and objects that are usually insulators may become conductors. Only electrical personnel trained in the use of special live-line tools can attempt rescue safely.
- 4 Call Emergency Services.

**Emergency Procedures Involving a Gas Line Break**

In the event of gas line contact, call the gas company and alert the supervisor/office immediately.

- 1 Put out smoking materials and shut off other sources of ignition such as engines and equipment.
- 2 Leave the trench immediately. Gas can collect there.
- 3 Barricade the area off. Keep the public and workers away.
- 4 Vacate the premises until the gas company declares it safe to return.
- 5 Leave doors and windows open; shut off appliances, furnaces, and other sources of ignition.



Emergency Procedures Involving Chemical Spills

Upon detection of a release or spill of a hazardous substance, take the following steps as soon as possible to prevent risk to people or the environment:

- 1 Secure the area – Establish a hazard zone that will keep non-emergency personnel away from danger.
- 2 Assess the situation - Is there a fire?
- 3 Identify and Clean-up – Refer to the MSDS - for detailed cleanup procedures.
- 4 Response – Maintain control of the site until the spill has been cleaned up.
- 5 Report - The supervisor to prepare a written report.



Emergency Procedures Involving Vehicles

The driver of any company vehicle involved in a traffic accident will:

- 1 Notify management immediately. Office will contact emergency services.
- 2 Check for injuries and render First Aid if qualified.
- 3 Obtain accident details and record using Vehicle Accident Report
- 4 Do not discuss any aspect of the accident with anyone other than management.
- 5 Do not admit liability for the accident.
- 6 Do not sign any statements.
- 7 Do not leave the scene unless authorized by the Police Officer attending the accident.



Rescue Procedures for Fall Arrest

In the event that a worker wearing required Fall Protection should fall to a suspended position, a rescue must be performed. It is for this reason that no person required to wear fall protection of any type is allowed to work alone.

The rescuer will use one of the following methods to safely reach and rescue the suspended worker:

- A ladder.
- If there are an adequate number of rescuers to prevent back strain, then the suspended worker may be hauled to safety.
- If available, an elevating work platform may be used to safely reach and rescue the suspended worker.

If a rescue cannot be performed safely then the rescuer will call the local fire department for assistance.

If it is suspected that a rescue cannot be performed successfully within twenty minutes, call the local fire department immediately for help.

If the worker falls such that an electrical hazard may threaten the worker and/or rescuers, if possible, safely disconnect the power source or call Hydro immediately to have the power disconnected.

If the worker has sustained medical injuries as a result of the fall, proceed with medical procedures as outlined in the company First Aid and Medical Procedures policy.

