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5.1 Emergency Response Policy

This policy has been put in place to ensure that emergencies are responded to in an efficient and effective manner in order to lessen the risk to all Town of Daysland employees, as well as volunteers, contractors, visitors and the public.

The Town of Daysland will work with its employees to ensure all employees are protected to the best of its ability.

Emergency response equipment is available, inspected and meets legislative requirements. This is posted on the ERP maps throughout the facilities.

This policy affects all employees of The Town of Daysland as well as all volunteers, visitors and contractors that come onto a The Town of Daysland site. For the purpose of this policy volunteers are classified as employees.

Related Documents

Emergency Response Maps
Emergency Response Contact Lists
Emergency Response Plans

Responsibilities

Chief Administrative Officer

- Ensure that resources are provided to provide and maintain required emergency response equipment and training.
- Ensure that Emergency Response Plans are in place and reviewed on an annual basis as part of The Town of Daysland's continuous improvement goals.
- Implement these procedures to ensure all employees know and understand what to do in the event of an emergency.
- Ensure that employees are trained in emergency response as required by the local Occupational Health and Safety Legislation.

Foreman/Supervisors

- Implement these procedures to ensure all employees know and understand what to do the event of an emergency.
- Ensure that employees are trained in emergency response as required by the local Occupational Health and Safety Legislation.
- Ensure that Emergency Response Plans are in place and reviewed on an annual basis as part of The Town of Daysland's continuous improvement goals.

Employees

- Take part in emergency response training and drills.
- Assigned employee(s) to inspect all emergency equipment on a monthly basis.



Health and Safety Representative

- Ensure that emergency response plans are in place and reviewed on an annual basis as part of The Town of Daysland's continuous improvement goals.
- Implement these procedures to ensure all employees know and understand what to do in the event of an emergency.
- Ensure that employees are trained in emergency response as required by the local Occupational Health and Safety Legislation.

Procedure

Written emergency procedures should be in place to address specific emergency situations. The Town of Daysland's responsibilities outline the necessary training for all staff in their respective divisions to identify and proceed in the event of an emergency. The 5130 50 Street location is responsible for the following:

1. Determine possible emergency situations, which may include fire, flood, tornado, power loss, or acts of violence.
2. Develop procedures to address such events: evacuation, emergency phone numbers, need for personal protective equipment, clean up, training, hazard identification and reporting instructions.
3. Provide training for personnel in actions to take in an emergency situation. This training will be done through orientation, emergency drills and review of emergency drills following a drill.
4. If outside training or certification is needed, provide the time and resources necessary to complete the training.
5. The Emergency Response Plan must be updated whenever there are changes to operations, equipment, and/or personnel. When changes to the Emergency Response Plan occur, employees must be re-trained.
6. The Emergency Response Plan will be reviewed after any drill or actual emergency to determine if any changes to the plan are needed to keep it current.

Rod Krips, Chief Administrative Officer

Date



5.2 Emergency Procedure

The purpose of the emergency action plan is to provide written notification procedures to all employees and provide employees the means of fast, efficient action to safeguard personnel and property, protect the general public and neighbouring industries, and work with the community on site to reduce and eliminate the emergency situation.

This procedure affects all employees and volunteers of The Town of Daysland as well as contractors completing work for the company and visitors on site. For the purpose of this procedure volunteers are classified as employees.

Related Documents

Emergency Response Maps
Emergency Response Contact Lists

Responsibilities

Chief Administrative Officer

- Ensure that system is in place and functioning.
- Budget resources to provide required first aid attendants, equipment, supplies and training.
- Review Incident Reports and take part in Incidents Investigations that may result.
- Ensure that there are an adequate number of employees who are trained in first aid.
- Ensure all employees are trained in emergency response procedures.
- Ensure that required first aid and emergency response equipment is available, inspected and meets legislative requirements.
- Ensure that employees are reporting incidents as required.

Foreman/Supervisors

- Ensure that there is an adequate number of employees who are trained in first aid.
- Ensure all employees are trained in emergency response procedures.
- Review Incident Reports and take part in Incidents Investigations that may result.
- Ensure that employees are reporting incidents as required.
- Ensure that required first aid and emergency response equipment is available, inspected and meets legislative requirements.

Employees

- Report all workplace incidents to their foreman or supervisor immediately.
- Complete required paperwork concerning injury or incidents.
- Report all hazardous conditions or first aid concerns to their foreman or supervisor immediately, using the appropriate report forms.
- Take part in all emergency response training and drills.



Health and Safety Representative

- Review reporting and take part in incident investigations that may result.
- Ensure that there are an adequate number of employees who is trained in first aid.
- Ensure all employees are trained in emergency response procedures.
- Ensure that required first aid and emergency response equipment is available, inspected and meets legislative requirements.
- Ensure that employees are reporting incidents as required.

Procedure

Reporting Hazards

Any and all hazards should be reported to the respective manager. A review of incidents should be conducted on a regular basis. Corrective action should be administered to all reported occurrences to prevent reoccurrence. All corrective actions should be documented and made available for future review.

Emergency Equipment

The Town of Daysland foreman is responsible for ensuring that emergency equipment is available and inspected on a monthly basis. This is accomplished by hiring an outside contractor to service fire extinguishers annually and checking first aid kits and the condition of fire extinguishers during monthly workplace safety inspections. These inspections will be documented and retained for a period not less than three (3) years.

Employees will have immediate access at the worksite to eye wash equipment, or other equipment appropriate for the potential level of exposure. All emergency equipment will be identified by highly visible signage and the locations of which will be communicated in new employee orientations, on emergency exit maps and during on-site emergency training.

Evacuation Routes

An emergency plan must include an evacuation route. All employees must be aware of their location's escape route and final gathering point or muster area. Once gathered, a head count should be taken using the company's employee list which will be provided by reception and then to ensure all employees have evacuated safely out of the building. A map outlining the evacuation route is posted throughout the facilities for all employees and visitors to review. The following information is marked on each map:

- Emergency Exits
- Locations of fire extinguishers
- Muster Point
- First Aid Kits
- Eyewash station

Town Office – Outside the back entrance at the power poles marked muster point. In the event that employees cannot safely exit out the back entrance staff will exit out the front



entrance and meet at the residence across the street (5127 50 St. Daysland, AB). In the event of severe weather staff will muster at the Old Shop (5101 51 Ave, Daysland, AB). *New Shop* – At the muster point sign north west of the shop to ensure everyone at that work site is safe. Once you know everyone is safe, depending on weather conditions you may wish to muster at the Town Office (5130 50 St, Daysland, AB).

Old Shop – Meet at the Town Office (5130 50 St, Daysland, AB).

All other facilities – Meet at your work truck if working with others to ensure everyone at that work site is safe. Once you know everyone is safe muster at the Town Office.

Emergency Responsibilities

Overall responsibility for emergency response is assigned to the CAO for the Town Office and the foreman for Public Works. They are to work in conjunction with The Town of Daysland's Fire Hall chief during fire/evacuation emergencies.

The Director of Legislation for the office and the foreman for Public Works have the following responsibilities:

- Sweep the entire designated area. Enter offices and look behind desks, once the room has been swept ensure that you close door.
- Check stairwells, council chamber, board rooms, lunchrooms and washrooms in your designated area. Close doors after each room has been checked.
- Designate an individual to Call 911 and inform emergency responders of emergency and location.
- Complete roll call.

The Town of Daysland emergency plan should be reviewed at new employee orientations within the first day of employment.

Contractor Emergency Response Requirements

Contractors will be required to become familiar with The Town of Daysland's emergency prevention, preparedness, and response plan and assist response measures in the following ways:

- Advise all employees of the existence of these procedures.
- Assist with evacuation practice sessions and equipment tests.
- Maintain daily employee lists to be used in the event of employee accounting at assembly areas during evacuation.
- Assist with notification, first-aid, securing of site, etc. during an emergency.
- Provide manpower and equipment on a priority basis as requested to assist in emergency evacuation or response.



Media Representation

In the event of a serious emergency, no media representatives are to be allowed access to any of The Town of Daysland premises. Speaking about or providing information on an emergency situation is strictly prohibited. Until the facts of the emergency are clear and have been released by The Town of Daysland, the media should be told the following: **“A statement will be issued by The Town of Daysland as soon as possible. Until then, no information is available.”**

Any and all interaction with the media will be done by or with authorization from the CAO or The Town of Daysland Mayor. Under no circumstances is the name of any incident victim to be released before next-of-kin have been notified by the police and permission has been granted by The Town of Daysland.

Workplace Health and Safety

The CAO shall determine if the emergency needs to be reported to the Occupational Health and Safety Authority in the region (“OH&S”). If reporting is required, the CAO shall make that report as soon as possible to OH&S.

The CAO shall be immediately advised of any intention to or actual report to the local Police or OH&S.

In the event that OH&S attends The Town of Daysland premises, whether in the event of an emergency or otherwise, any employee shall immediately direct the OH&S representative to the CAO. If OH&S requests to speak with an employee for any reason or requests documentation, the employee shall advise the CAO of the request immediately. Any interviews of employees or documentation requested by OH&S are to be arranged through the CAO.

General Public

All circumstances surrounding an emergency are the confidential information of The Town of Daysland and shall only be disclosed as directed by the CAO and in accordance with the above directions.

No employee of The Town of Daysland shall discuss the circumstances surrounding an emergency with any individual outside of The Town of Daysland, except as directed above or by the CAO.

The failure of any Town of Daysland employee to comply with the prohibition of outside communication will be subject to serious discipline up to and including termination of employment.



Incidents resulting in loss or damage

When The Town of Daysland property has been damaged or lost, or revenue from property has been lost, maintain the evidence in an undisturbed state until the company-appointed insurance adjuster or responsible government agencies have given permission to resume operations.

Exceptions may be made for:

- Saving a life or relieving human suffering.
- Maintaining an essential public utility service or a public transportation system.

Statement of Liability

The Town of Daysland employees and contractors must not make any statements that in any way deal with fault or liability. To ensure contractors comply with this, a representative of The Town of Daysland is to immediately contact the offices of any contractors to the site.

Next-of-kin Notification

In the event of a fatality, the local police authorities shall direct the notification of the next-of-kin to the deceased after official certification by a doctor or coroner has occurred.

UNDER NO CIRCUMSTANCES ARE THE NAMES OF EMPLOYEES TO BE RELEASED BEFORE THE NEXT-OF-KIN HAVE BEEN NOTIFIED.



5.3 Emergency Plans

The emergency plans provide instruction regarding what is required and expected of The Town of Daysland employees should the following emergencies take place.

This procedure affects all employees, volunteers, contractors and visitors on The Town of Daysland work site. For the purpose of this policy volunteers are classified as employees.

Related Documents

Emergency Drill Form
Emergency Response Maps
Emergency Response Contact Lists

Responsibilities

Chief Administrative Officer

- Ensure that system is in place and functioning.
- Budget resources to provided required first aid attendants, equipment, supplies and training.
- Review reporting and take part in Incident Investigations.
- Ensure that required first aid and emergency equipment is available, inspected and meet legislated requirements.
- Ensure that employees are reporting incidents as required.
- Hold emergency drills annually.

Foreman/Supervisors

- Review reporting and take part in Incident Investigations.
- Ensure that employees are trained in first aid and emergency evacuation procedures.
- Ensure that employees are reporting incidents as required.
- Ensure that required first aid and emergency equipment is available, inspected and meets legislated requirements.
- Hold emergency drills annually

Employees

- Report all workplace incidents to their foreman or supervisor immediately.
- Take part in emergency response training.
- Report all hazardous conditions or first aid concerns to their foreman or supervisor, as soon as possible using appropriate report forms.
- Take part in all emergency drills.



Health and Safety Representative

- Ensure that system is in place and functioning.
- Review reporting and take part in incident investigations.
- Ensure that staff is trained in first aid and emergency evacuation procedures.
- Ensure that required first aid and emergency equipment is available, inspected and meet legislated requirements.
- Ensure that employees are reporting incidents as required.
- Ensure evacuation, shelter in place and critical incident emergency drills are held annually.

Procedure

Declaring an Emergency

Types of emergencies to be reported by site personnel are medical, fire, severe weather, chemical spill and structure failure. The following is the general procedure for declaring an evacuation emergency:

1. Stay calm.
2. Notify your immediate foreman or supervisor of the nature of the emergency.
3. Sound the building alarm.
4. 1 long blast of air horn: evacuate building, 2 short blasts: shelter in place.
5. If possible, turn off all power sources to all equipment.
6. If possible, turn off all gases (oxygen, acetylene, propane, and mixed-gases).
7. Evacuate by nearest exit and go to your designated muster point.
8. Shut all doors to areas which have been evacuated.
9. Stay at the muster point until the CAO, foreman or supervisor instructs you on the next course of action.



5.4 Shelter in Place Emergency Plans

Tornado

Tornados can occur throughout the various areas in which The Town of Daysland operates. They have the capability to destroy buildings and equipment and cause serious or fatal injuries. By following certain procedures, the danger can be minimized.

All staff:

1. If a tornado is spotted or reported through various media channels, all The Town of Daysland employees have the responsibility to report it immediately to their foreman/supervisor.
2. If the tornado is in the vicinity of The Town of Daysland, the following procedures apply:
 - a. If you are working out in the yard outside a Town of Daysland facility and there is a tornado watch, head inside.

Once the tornado watch is upgraded to a warning the following procedures apply:

Within a building:

- If you cannot get to the safe room, stay away from windows, doors, and outside walls.
 - Town Office Safe Room – Vault
 - New Shop Safe Room – Golf Course
 - Old Shop Safe Room – Washroom
 - Main Reservoir Safe Room – The Dry Well Pit.
 - West Reservoir Safe Room – Crawl Space
 - Water Treatment Plant Safe Room – Main Reservoir Safe Room
 - Lift Station Safe Room – The Pit
 - Fire Hall Safe Room – Washroom
- Get as close to the ground as you can.
- Stay tuned to the radio; select the station with the best continuous information.
- If the tornado hits your building lay on the ground with your arms over your head for protection.
- After the tornado has gone through, and depending on the condition of the facility afterwards, check and see if anyone needs help. If they do, provide first aid or find a staff member who has first aid and inform them of the situation.
- If there are no injuries, proceed to the muster point and wait for further instructions.

Outside or in a vehicle:

- If you are in a vehicle get out of it; a tornado can pick up a vehicle.
- Do not hide in a tunnel or under an overpass.
- If caught outside, lie face down in a ditch or any other low lying area, yet high enough within the low lying area to avoid flooding if it should occur.
- Place your arms over your head for protection.



Threats and Disturbed Person(s)

This section describes procedures to be used when an individual attempts to harm or has the intention to harm to people or property. All disturbed people must be taken seriously and investigated until there is no longer a threat.

Disturbed Employee

- Is described as demonstrating an apparently abnormal behaviour or problem, which may endanger the individual or other employees around him or her.
- All employees have an obligation to report abnormal behaviour to the CAO, foreman, or supervisor.
- If an employee shows signs of being disturbed for whatever reason, he/she will be refused access to our location until the CAO arrives to assess the situation.
- Depending on the state of the individual, the CAO will decide the method to calm the person until the RCMP (as the local police) or authorities arrive.

If confronted by a disturbed person

- Remain calm, do not confront the person and do not do or say anything that may encourage further irrational behaviour.
- Try to maintain a safe distance from the person, if possible, keep furniture or equipment between the two of you.
- Try to ensure that your exit route is not blocked by the person and position yourself to quickly leave the area when necessary.

If a disturbed person is in the vicinity

- Stay out of sight of the intruder and make as little noise as possible.
- If practical, or if ordered to do so - put in place lockdown procedures.
- Once safe to do so contact the RCMP
- Follow the instructions provided by the RCMP
- After the incident has been made safe complete an incident report.

Lockdown Procedures

- If you are in an office, stay there, secure the door and windows and await further instructions (or an escort from emergency personnel).
- If you are at the Town Office in the main office area and it is safe to do so lock yourself in the vault.
- If you are at any other Town of Daysland facilities, go into the closest room and lock or barricade the door and windows.
- Close curtains or blinds where possible.
- Stay away from windows and doors.
- Stay low and quiet
- Cell phones should be put on silent or vibrate. Do NOT make non essential calls.
- Follow instructions from emergency personnel only.
- If the fire alarm is activated, remain where you are and await further instructions from emergency personnel.



Note: Under no circumstances should an employee take it upon themselves to restrain an individual who is disturbed without approval.

Counselling services may be required for employees after an incident involving disturbed persons. This will be arranged through The Town of Daysland.

Blizzard

If indoors:

- Stay calm and await instructions from a designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find dry shelter and cover all exposed parts of the body.
- Seek assistance immediately.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour.
- Open the windows a little for fresh air to avoid carbon monoxide poisoning.
- Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
- Move your limbs around to keep blood circulating and to keep warm.



Extended Power Loss

In the event of a lasting power loss (over a half hour's time) the CAO shall attempt to contact the utilities provider (Fortis Alberta) to determine the cause of the outage. All equipment that may restart upon restoration of the power shall be properly disconnected to eliminate any hazards that would present. If the power loss is expected to be brief, operations shall be suspended, and employees will remain on the premises until normal work can resume.

If it is determined that the utilities will be inoperable for the remainder of the working hours, The Town of Daysland facility is to be closed with a note posted that due to an unforeseen power loss the facilities will re-open the next day for normal business hours. A phone number shall be provided for communication in the interim.

All employees will then return home until the next day. If power has not been restored by beginning of business hours the next day, the CAO shall determine an appropriate course of action and inform all employees.



Train Derailment with Toxic Release

In the event of a train derailment it is possible that a toxic substance may be released into the general area, causing the air outside to present a higher health risk than indoors where the concentration is lower. This is the procedure to follow when you have been advised that there has been a release of toxic substances into the area.

Persons in the immediate vicinity of a release should immediately evacuate the premises to the nearest muster point or other safe area as determined by the foreman, supervisor, or CAO. Employees may also be instructed to shelter in place, in which case the same procedures are to be followed as for a tornado rather than an evacuation. Whether to evacuate or shelter in place shall be determined by appropriate authorities based on the nature of the hazard.

1. Close and lock all outside and overhead doors
2. Turn off the main gas line
3. Close the main power breaker
4. Leave all inside doors open
5. Muster at the meeting area and do a roll call
6. Avoid using the telephone, except for emergencies, so that you can be contacted by emergency response personnel.
7. Call the emergency numbers that are posted:
 - If you are experiencing symptoms of chemical exposure or smelling odours
 - If you require assistance from the fire department, police or emergency medical services
8. After the hazardous substance has passed through the area you will receive an "all-clear" message from emergency response personnel or The Town of Daysland CAO.
9. You may also receive instructions to ventilate the building by:
 - Opening all doors
 - Turning on fans and ventilation systems
 - Leaving the building while ventilating is in progress
10. Returning all equipment to normal settings and operation once the building is completely ventilated.



5.5 Evacuation Emergency Plans

Fire / Explosion

When the fire is discovered:

- Activate the fire alarm.
- Notify the local fire department by calling 9-1-1.
- If the fire alarm is not available, notify the site personnel about the fire emergency.

Fight the fire ONLY IF:

- The fire department has already been notified and the fire is small and is not spreading to other areas.
- There is no smoke build up.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency:

- All employees and visitors must leave the building using the designated escape routes and assemble at the muster point.
 - Town office – behind the building
 - Public works shop – behind the building on the west side
 - On site – identified on the FLHA
- Remain outside at the must point until it has been announced by the fire department that it is safe to re-enter.

The CAO or a site supervisor/foreman must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of all personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate emergency office closure procedures.

Fire Prevention Tips

- Combustible materials should be removed within 10 ft. of an area where a spark can be produced. If this is not reasonably practicable ensure that additional controls have been put into place to prevent a potential fire.
- Ensure fire fighting equipment is available on site (ex: fire extinguisher).
- Ensure a fire watch is on site and remains on site for 30 minutes after the work is completed when there may be a fire hazard.
- Stay up to date with current fire bans & restrictions.



Types of Fire Extinguishers

In the event of a fire, the correct use of a portable fire extinguisher could mean the difference between suffering a minor loss or a major one. Portable fire extinguishers, if used properly, can make that difference. But there are several things to consider in using fire extinguishers. For instance, you must know the class of fire involved and the correct type of fire extinguisher to use.

Class A puts out ordinary combustibles such as paper, wood, cloth, rubber or plastics. The common extinguishing media is water or dry chemical.

Class B puts out flammable liquids, grease or gases. Common extinguishing media are foam, carbon dioxide or dry chemical.

Class C puts out live electrical fires. CO₂ or dry chemical extinguishers should be used.

Class D puts out burning flammable metals like magnesium and sodium. Special extinguishing agents, approved by recognized testing laboratories, are needed when working with these metals.



Spills or Releases of Toxic Substances

SDS books are at each facility. Spills are to be handled in accordance with information and recommendations on the appropriate MSDS/SDS. Safety glasses are to be worn when dealing with chemicals. The shop will also have appropriate absorbent materials. When a large chemical spill has occurred:

- Immediately notify your immediate foreman or supervisor.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to any injured personnel and call the medical emergency number, if required.
- If necessary, the CAO, foreman or supervisor shall call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical spill cleanup.
- Evacuate building if necessary

When a small chemical spill has occurred:

- Notify your foreman or supervisor.
- If toxic vapours are likely to develop, evacuate and secure the area (with caution tape or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS/SDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.



Building Collapse or Major Structural Failure

Buildings, like all structures, are designed to support certain loads. The loads are the weights of people and objects, the weight of rain and snow and the pressure of wind--called live loads--and the dead load of the building itself. With buildings of a few floors, strength generally accompanies sufficient rigidity, and the design is mainly that of a roof that will keep the weather out while spanning large open spaces. The causes of building collapse can be classified under general headings to facilitate analysis. These headings are:

- Bad Design
- Faulty Construction
- Foundation Failure
- Extraordinary Loads
- Unexpected Failure Modes
- Combination of Causes

Extraordinary loads are often natural, such as repeated heavy snowfalls, or the shaking of an earthquake. While rare in Alberta, building failure remains a possibility as a result of extraordinary loads.

To respond to a building collapse of major structural failure, all employees are expected to follow these steps to the best of their ability:

1. Report the emergency to the CAO, foreman or supervisor.
2. Completion of preliminary incident report is requested to track the emergency as the situation continues.
3. Immediate evacuation of affected building to the muster point as well as roll call of all employees, volunteers, visitors and contractors believed to occupy the building at time of failure.
4. Contact emergency services as per the Emergency Contact List, including utilities operators.
5. An attempt will be made by The Town of Daysland employees to shut off any operational equipment as well as main water, gas and electricity utilities.
6. Apply Procedure – Triage (pg. 22) to determine what injured parties can be helped on scene by the individuals present.
7. Communicate any triaged parties and their current condition to emergency response employees upon arrival.
8. Certified First Aiders must respond to any injured parties on site and attempt to keep track of first aid provided using first aid report forms if they are available.
9. Create a collapse hazard zone (hot zone) to clearly define the operational work area to begin rescue / cleanup activities.
 - a. Hazard zone shall be barricaded as best as possible using cones, caution tape or other objects.
 - b. Bystanders must be managed by The Town of Daysland staff, no person shall re-enter the hazard zone with the exclusion of emergency responders followed by utilities employees.
10. No employee shall stay on site over 12 hour shifts; employees shall be permitted to return home to rest and return for next scheduled shift as per their foreman. Exceptions are made for saving a life or relieving human suffering.



11. Reporting to provincial authorities, including OH&S shall be made by the CAO as soon as practicable (and no later than 48 hours from the incident).
12. An incident investigation must be carried out and report provided to Workplace Health and Safety and made available to any occupational health and safety officer within 48 hrs.

If the building is damaged valuable equipment may be damaged or destroyed, if it is possible to retrieve this equipment it must be inspected before re-use.

Should a building be lost, work for employees will be disturbed; shifts should be attempted to be re-organized to assist with clean up and returning to operation. Counselling services may be required for employees and will be arranged through The Town of Daysland.



Gas Leak

Gas leaks occur most commonly on construction sites when a gas line is ruptured during excavation.

Procedure - Site

If you smell natural gas:

1. Cease all operations immediately.
2. Evacuate.
 - Always leave the building quickly in a safe manner.
 - Do not use a phone or cellular phone inside a building.
 - Do not use any potential ignition sources or open flames.
 - Do not return to the building.
 - The muster point might not be the safest place to go.
 - The employees are to walk away from the area and go to the site specific muster point.
 - Do not separate and do not leave to go home.
3. Call 911 identify where you think the gas leak may have occurred, if you unsure do not go look for it.
4. Contact your supervisor to report the incident. If the gas line was hit on a work site, the supervisor is to call the gas provider immediately to report the incident. The gas provider will then come to site and turn the gas off.

Procedure – Office and Shop

1. Leave the area.
2. Sound the fire alarm (NOTE: pulling the fire alarm will not add to the fire risk already present).
3. Immediately evacuate the building via shortest and safest exit route. If possible, leave windows and exterior doors open to ventilate the area.
4. Call 911 from the nearest phone, in a safe area. Identify where you think the gas leak may have occurred. Then call the emergency gas contact at 1-800-511-3447 and the gas provider will then come to site and turn the gas off.
5. Await emergency response personnel at safe location. If you know or suspect that someone is missing or trapped, let the emergency personnel know when they arrive.

If you are trapped during a gas release/emergency:

1. Close all doors between you and the gas leak.
2. Stuff the cracks around the doors.
3. Open windows or other exterior opening for fresh air and ventilation.
4. Wait at a safe window and signal/call for help.
5. If there is a phone in the room call 911 and tell them exactly where you are in the building.



5.6 Other Emergency Plans

Incidents Resulting in Critical Loss or Fatality

Following an incident where a serious injury or fatality has occurred, governmental agencies may wish to investigate the cause and extent of the damage. After they present their credentials, they are to be afforded full cooperation in their investigation. This may involve taking statements from witnesses and obtaining completed incident reports from personnel.

Work at the scene of a fatality may not be resumed until permission has been obtained from the local coroner, the police or other government agency. Resumption of work on a restricted basis may be allowed to facilitate rescue operations or when failure to resume operations may endanger the lives of others. Care shall be exercised to ensure all evidence is preserved in its original state.

The following steps must be taken immediately after a critical incident:

1. Call 911.
2. Administer first aid, as necessary.
3. Tape off the area.
 - a. Only enter the area to mitigate any hazards that are present and may cause further injury or damage.
4. An incident investigation must be started.
5. Workplace Health and Safety must be contacted if the incident meets the following criteria:
 - a. A fatality.
 - b. An injury or illness resulting in an employee being admitted to the hospital.
 - c. An unplanned or uncontrolled explosion, fire or flood that causes or has the potential to cause serious injury.
 - d. Collapse or upset of a crane, derrick or hoist.
 - e. Collapse or failure of any component of a building or structure necessary for the integrity of the building or structure.
 - f. A serious in nature near miss incident. These incidents have the potential to cause serious injury, illness, property damage or death; but didn't.
6. Any person who witnessed the incident must be interviewed.
7. The local Occupational Health and Safety agency may want to complete their own investigation so the scene must stay secured until authorized by them.

In the event of critical loss or fatality, employees are prohibited from broadcasting the incident to friends, family, through social media, text message, email or any other form of communication. This will prevent the misinformation from leaking into the public and will prevent the family affected by the critical loss or fatality to not be notified by an outside source other than the company.



Motor Vehicle Accident

Unless the vehicle or equipment is seriously obstructing traffic or is creating a safety hazard, such vehicle or equipment shall not be moved except upon instruction or direction of police or your foreman.

The police must be notified immediately if:

- An injury occurs.
- Property damage is in excess of \$2000.00
- Accidents involve parked vehicles or private property, regardless of the amount of damage.
- Accidents involve school buses, regardless of damage.
- Accidents causing the release of dangerous goods requiring emergency response.

In the event of a vehicle collision, drivers are to follow these steps:

1. If you are in a moving vehicle at the time of the incident, pull off to the side of the road as soon as safe to do so, turn off the vehicle and turn on the hazard lights.
2. Assess the situation for injured parties and required assistance, call for emergency assistance; 911.
3. Check to see if anyone is injured in the other vehicle, if so, do not move them until you have taken standard first aid measures. If there is an uninjured passenger have them call for emergency assistance and update them on the situation immediately.
4. If there are no injured parties, but one or more vehicles are irreparably damaged proceed to set out reflective triangles before collision area.
5. Call your foreman immediately and notify them of the incident.
6. Exchange information with all involved parties providing and requesting.
 - a. Name, address, phone number for all drivers, passengers and witnesses.
 - b. Drivers license numbers and license plate numbers.
 - c. Insurance and Registration information for all parties involved.
 - d. Year, Model and Make of all vehicles involved.
 - e. Police names and badge numbers.
7. Do not talk to anyone else about the incident, with exception of the police. Do not admit fault or make accusations of the other drivers.
8. If you yourself are injured or suspect an injury notify the emergency response officers and proceed to a doctor's office immediately.
9. Take numerous photographs of scene of accident, including vehicles prior to moving the vehicles involved.
10. Before leaving the accident scene, if you are not injured, complete an incident report form including the location of the incident as well as the weather and traffic conditions at the time. Include your copy of the witness statement with the report and take the time to make it as detailed as possible.
11. Contact your foreman again and ask how they would like you to proceed based on the severity of the incident, every instance will be different.



Lift Station Monitoring

Lift station monitoring may be required during power outages, mechanical failures or storms to ensure public and employees health and safety. If proper precautions are not taken the sanitary system could flood.

If power related:

1. Alarm will sound and trigger a phone call to the Town of Daysland employee on shift.
2. The Town of Daysland employee will go to the Lift Station.
3. The generator will automatically turn on and run for 15 minutes or until the power is stabilized.
4. If the power doesn't turn on automatically press the generator test button.
5. Observe that the generator is functioning properly.
6. Monitor if the power is on or off. Phone 310-WIRE to report a power outage and determine if it is affecting near by areas.

If mechanical related:

1. Alarm will sound and trigger a phone call to the Town of Daysland employee on shift. The type of alarm may be high level or pump fault.
2. The Town of Daysland employee will go to the Lift Station.
3. Lock out equipment as required.
4. Inspect all mechanical equipment including but not limited to belts, pumps, panels, and bulbs.
5. Fix the mechanical problem as required.

If flooding due to rain:

1. Alarm will sound and trigger a phone call to the Town of Daysland employee on shift.
2. The Town of Daysland employee will go to the Lift Station. Immediately notify the Town foreman.
3. The foreman will assign staff to check manholes and locations around town where there is local flooding.
4. Turn the light on and observe the pit level.
5. Go inside the lift station and observe the pump operation.
6. Pull up a lawn chair and wait.
7. Call the hydrovac truck and have them on stand by (A list of nearby hydrovac is posted in the lift station).
8. If the level continues to rise call in the hydrovac truck.



Pandemic

A pandemic is an emergency which generally related to widespread illness due to influenza or related viral infections but may include other infectious agents in accordance with the policies of and guidance from Alberta Health Services.

Assistance from the Government

“Alberta has a graduated structure of emergency response, used for all emergencies including pandemic influenza. This means that assistance can be accessed at the next level if the affected level becomes overwhelmed. For example, emergency events are coordinated at the municipal level first through the Director of Emergency Management, through AEMA at the provincial level, and through Public Safety Canada at the federal level.” – Alberta’s Pandemic Influenza Plan

Any directives from the provincial health authority or higher levels of government will supersede this plan.

General Preparedness

The following steps can be taken during the interpandemic phase to be prepared and reduce potential consequences:

1. Get your vaccination, as recommended by the local Health Services.
2. Coughing or sneezing should be done into your elbow, upper arm or a tissue which is to be thrown away immediately. Do not cough or sneeze into your hands.
3. Wash your hands for a minimum of 20 seconds using soap and water. Washing your hands often will help protect you from getting sick. When soap and water are not available, use alcohol-based disposable hand wipes or gel sanitizers.
4. Practice other good health habits. Get plenty of sleep, be physically active, manage stress, drink plenty of fluids, eat nutritious foods and avoid smoking, which may increase the risk of serious consequences if you do contract an illness.

In the Event of Pandemic Alert

If there is a pandemic be sure to follow these precautions:

1. Current policies for absenteeism and sick days will be followed.
2. Stay home when you’re sick or have symptoms. Get plenty of rest and check with a health care provider as needed.
3. Avoid close contact with people who are sick. If you are sick, keep your distance from others to protect them from getting sick. Staying 1 to 2 metres away from people will reduce the airborne person to person transmission of an illness, where possible.
4. Avoid touching your eyes, nose or mouth. You can become ill by touching a surface contaminated with viruses and then touching your eyes, nose or mouth.



Triage

The Town of Daysland will employ the SMART Triage model when dealing with multiple wounded parties on an emergency scene. The triage categories (with corresponding color codes) are:

1 or Immediate: The casualty requires immediate medical attention and will not survive if not seen soon. Any compromise to the casualty's respiration, haemorrhage control, or shock control could be fatal.

2 or Delayed: The casualty requires medical attention within 6 hours. Injuries are potentially life-threatening but can wait until the 1 or Immediate casualties are stabilized and evacuated.

3 or Minimal: "Walking wounded," the casualty requires medical attention when all higher priority patients have been evacuated and may not require stabilization or monitoring.

0 or Expectant: The casualty is expected not to reach higher medical support alive without compromising the treatment of higher priority patients. Care should not be abandoned, spare any remaining time and resources after Immediate and Delayed patients have been treated. This category will also include any deceased parties.



Floods

A flood emergency exists if floodwater is uncontrolled and flowing beyond the area where the source of water is normally contained or controlled.

If a flood is forecast:

- If a flood is spotted or reported through various media channels all employees have the responsibility to report it immediately to their manager.
- Designated employees will turn off furnaces and the main gas valve.
- Take special precautions to safeguard electrical, natural gas or propane powered equipment.
- A designated employee will shut off the electricity only if flooding has not yet begun and the area around the electrical panel is completely dry. Stand to the side of the breaker panel and look away from the panel when switching the power off. Have a flashlight with you.

If flooding is imminent:

- Do NOT attempt to shut off electricity if any water is present.
- Evacuate, when advised to do so, following the recommended evacuation routes.

If outside in a flood:

- Climb to high ground and stay there.
- Avoid walking through any floodwaters.
- If in a vehicle, turn around and go another way; do not attempt to drive through flood waters.
- If your vehicle stalls, abandon it immediately and climb to higher ground.



5.7 Emergency Contacts

Location: 5130 50 Street

INTERNAL CALL LIST	
NAME	PHONE #
Rod Krips	Cell: 780-385-1553 Home: 780-336-3461
Public Works	780-374-3500
Fire – Keith Makarowsky	887-986-0779
Town Office	780-374-3767
Cheryl L'Arrivee (SDI)	780-264-3455

OUTSIDE SERVICES	
Fire, Ambulance, Police, Hazardous Materials and Spills	911
Daysland Health Centre	780-374-3746
Sewer Emergency	311
Gas Emergency	1-800-511-3447
Electrical Emergency	780-412-4500
Water Emergency	780-412-6800
Health Link	780-408-5465
Dangerous Goods	1-800-272-9600
Poison	1-800-332-1414
Occupational Health and Safety	780-415-8690

FACILITY ADDRESSES	
Town Office	5130 50 th Street, Daysland, AB
New Shop	5525 50 th Street, Daysland, AB
Firehall / Town (Old) Shop	5101 51 st Ave, Daysland, AB
Lift Station	5601 50 th Ave, Daysland, AB
Water Treatment Plant / Main Reservoir	4601 51 st Ave, Daysland, AB
West Reservoir	5001 64 th Street, Daysland, AB
Lagoon	South of Highway AB-13 on Range Road 164 at 05-45-16-W4



5.8 Emergency Evacuation Drill Procedure

This procedure outlines the actions to be carried out during an Emergency Drill at The Town of Daysland

This procedure affects all employees, volunteers, contractors and visitors at The Town of Daysland site. For the purpose of this procedure volunteers are classified as employees.

Related Documents

Emergency Drill Form
Emergency Response Maps
Emergency Response Contact Lists

Responsibilities

Chief Administrative Officer

- Ensure that system is in place and functioning.
- Budget resources to provide required first aid attendants, equipment, supplies and training.
- Ensure that required first aid and emergency equipment is available, inspected and meet legislated requirements.
- Ensure that employees are reporting incidents, as required.

Foreman/Supervisors

- Ensure that there is an adequate number of employees trained on first aid and emergency response (fire wardens, etc.).
- Ensure that employees are reporting incidents, as required.

Employees

- Report all workplace first aid incidents to the CAO, foreman, or supervisor immediately.
- Take part in provided health and safety training.
- Report all hazardous conditions or first aid concerns to the CAO, foreman or supervisor immediately using the appropriate report forms.

Health and Safety Representative

- Ensure that there are an adequate number of employees that are trained on first aid and emergency response (fire wardens, etc.).
- Ensure that required first aid and emergency equipment is available, inspected and meet legislated requirements.
- Ensure that employees are reporting incidents, as required.



Procedure

1. Sound the alarm. (Air Horns)
2. **Initiate** calling '9-1-1' ensuring knowledge of address:
 - **Refer to Page 23 of this section**
3. Employees will exit building in orderly fashion through the closest exits and meet at the muster point. First aiders will remove a portable first aid kit and take it outside with them.
4. The CAO will designate someone to direct emergency vehicles to the area of emergency.
5. Once outside the person in charge of a head count in their respective areas will take attendance to ensure everyone is accounted for.
6. The CAO will direct any employees needed for search and rescue provided it is safe to do so. The first aiders will provide first aid as required.
7. Once it has been determined that the emergency is over; the CAO will indicate when and if it is safe to return to the work areas.