



# Old City Yards Emergency Response Plan

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Signature:  Practice No: 3.1.12

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**Purpose:**

To ensure the orderly evacuation of the facilities in response to potential emergencies.

**Scope:**

This Safe work Practice applies to all employees, contractors or visitors at the Old City Yards.

**Definitions:**

**Warden:** The most senior staff person on shift from each work unit in the facilities.

**Marshall:** The most senior staff person in the facilities at the time of the Evacuation.

**General Procedures:**

1. This Evacuation Plan will be tested at least once annually with the assistance of the Coordinator Health Safety and Environment and/or Fire services personnel.
2. After each drill or actual event any issues with the orderly evacuation will be discussed at each work unit's next Tool Box talk. Any actual events will be documented on the City of PA Investigation Report form.
3. The parks Assistant manager will be responsible for collecting and updating this plan as required.
4. Each Warden is responsible to ensure that their staff has received training on this plan and that the training is documented on a tool box talk form. Staff members are to assist visitors during any emergency situation.

### **Fire Evacuation Procedure:**

1. If the fire is small and the worker is trained in fire extinguisher use and the fire is burning a nonhazardous substance an attempt can be made to control the fire using up to one fire extinguisher. No staff is permitted to attempt to extinguish fires burning hazardous or unknown materials that may give off toxic fumes/smoke.
2. Any individual noticing an uncontrolled fire must activate an emergency horn continuously as they move towards the muster point. Once outside and safe they are to contact 911, or arrange for someone else to contact 911.
3. Once the alarm sounds, EVERYONE MUST EVACUATE all of the facilities and the evacuation must continue even if the alarm stops.
4. When possible employees who have offices are to turn off their lights and closed their office door while they exit. The door should remain unlocked.
5. Exit the building using the closest exit and if it is blocked with smoke, use an alternate exit. When you exit, do not carry coffee or other liquids as these may spill and create a slipping hazard for people as they exit the facility. The Marshalls or Wardens may confirm with emergency services by calling 911 once they are clear of the building.
6. Once outside, all employees and visitors are to assemble at the muster point located near the west man gate. Employees are required to stay with other staff. This will assist each Warden in performing a 'head count' to ensure that all their staff is properly accounted for. Do not leave or go to your vehicle until all staff is accounted for. Any staff with information on the specifics of the fire are to provide that information to their Warden who will in turn advise the Marshall.
7. Once a head count is complete and staff is properly accounted for, each Warden is to report to the Marshall at the west man gate.
8. No one is to re-enter the buildings until instructed to do so by Fire Services, the Marshall or other authorized personnel even if the alarms are no longer ringing.
9. Once the Marshall has been notified whether or not all individuals are accounted for, he /she will proceed to the south entrance area and advise emergency services personnel.
10. In adverse weather conditions, once individuals are accounted for, they are to proceed to their vehicles to wait for further instructions from the Marshall.
11. A fire alarm in one building will include the evacuation of all buildings in the old yards, not just the building where the alarm originated.

**Explosive Chemical Leaks:**

1. If you detect a Natural Gas or other explosive chemical leak inside the building, open all exterior doors manually in an attempt to ventilate the area and lower the concentration levels.
2. If only one area of the facility is affected, attempts should be made to contain the leak to that area by closing interior doors to other areas and turning off shared ventilation systems.
3. If the natural gas or explosive chemical leak is exterior to the building an attempt should be made to ensure all exterior doors are kept closed unless it has already migrated into the building. If the leak is directly upwind of air intakes the ventilation systems must be turned off.
4. If the concentration levels inside the facility, are unknown evacuate the facility, but do not activate or turn off any electrical or electronic equipment including fire alarms, cell phones, radios, lights or automatic door openers. The Evacuation is to be initiated by advising each department's warden who will in turn advise their staff to evacuate the building. The evacuation must proceed in a direction upwind of any external leak.
5. Contact the fire department from a clean air area by calling 911. These individuals can determine if the concentration levels are within explosive limits and provide advice on further steps to be taken.
6. Contact Sask. Energy for all Natural Gas leaks and request immediate dispatch of their trained personnel by calling 1-888-700-0427. This must also be done from a clean air area.
7. Contact building maintenance.
8. Once explosive limit monitoring is completed the Marshall in consultation with Wardens will advise staff of the required next steps.
9. A City of Prince Albert Investigation report is to be completed

**Other Hazardous Product Leaks/Spills:**

1. Any person locating a hazardous product spill/leak will attempt to minimize the spread of the product and identify the product name.
2. The individual will then consult the Safety Data Sheet (SDS or MSDS) and follow directions provided in that document.
3. If the product is hazardous all staff in that area must be fitted with PPE as required on the safety data sheet or evacuate/isolate those areas until cleanup is completed.
4. Attempts should be made to isolate any hazardous fumes to that area of the facility and ventilate them directly outside.
5. If the facility, or a part thereof needs to be evacuated the same process as outlined for a fire evacuation is to be followed.
6. A City of Prince Albert Investigation report is to be completed.

**Bomb Threat:**

1. When a bomb threat is received the violence policy contains the guiding principles that must be followed and the report form that must be completed. This practice is to ensure the orderly evacuation of the facility in the event of a threat of this nature.
2. Immediately upon receiving a bomb threat the individual will notify their manager and the Marshall in person or by landline. The manager will notify police and the Marshall will contact each departments Warden and advise them of the threat and that all staff must evacuate the building by first meeting in an interior location. The fire horns, cell phones or radios are not to be used.
3. All staff after being notified are to watch for any packages that appear out of place and if any are noted advise the Marshall. Staff are encouraged to take with them any personal belongings like bags, jackets or purses and calmly proceed to the interior meeting location.
4. Once all staff has been accounted for at the interior location, they will exit the building, by a rear exit point, and proceed to the normal muster location and await further direction from police services. If there is inclement weather the evacuees can proceed to their own vehicles.
5. Do not re-enter the building unless instructed to do so by the Marshall.

### Medical Emergencies:

1. All employees should know location of the nearest first aid kit.
2. Fleet mechanics have some people trained in First aid.
3. Do not panic; remain calm
4. If you are in no danger, provide first aid (if trained to do so) if not trained - contact a trained first aider or call 911
5. Keep calm & speak clearly
6. Identify type of Emergency
7. Identify Location: 650 10<sup>th</sup> Street East, building and door
8. Have someone meet emergency responders at access gate and escort to exact location.
9. Report situation to your manager as soon as possible
10. **For serious illness or injury 911 Examples include:** shortness of breath, chest pains, loss of consciousness, seizures, head or eye injuries, broken bones, severe cuts & burns, amputations and signs & symptoms of shock
11. If in doubt ....call 911

### Severe Weather:

1. Tornadoes are violent windstorms characterized by a twisting funnel-shaped cloud, which forms at the base of a cloud bank and points towards the ground. They occur between May to August in the Prairies region with June and July being the peak months. Severe thunderstorms, lightning and rain normally accompany tornadoes. The destructive force comes from high winds of 150 km/hr or higher. Listen for severe weather warnings during thunderstorms as tornadoes are more likely at this time. There is usually no warning that a tornado is coming; only a loud roaring noise.
2. In the event of a Tornado select a sheltered space in your work area in advance. An inner hallway or small inner room away from windows makes a good shelter. Sit close to the ground underneath heavy furniture and protect your head from debris.
3. Weather watch is a situation where conditions are favorable for the development of weather or an environmental hazard that poses a significant threat to public safety and property, but the occurrence, location, and/or timing of the expected hazardous condition(s) is still too uncertain to issue a warning. It is intended to heighten public awareness of the potential impact of the event, and serves as a lead-up to a warning.
4. Weather warnings are issued when severe weather is happening or hazardous weather is certain or imminent. For example, if a weather warning is issued for a tornado, it means that one or more tornadoes have been observed or are forecast for the specified area. Other weather warnings include those for a severe thunderstorms, blizzards, high winds, heavy snow, snow squalls, heavy rain and significant freezing rain.

5. Winter storms can range from a moderate snow over a few hours to a blizzard with blinding, wind-driven snow that lasts for several days. Some winter storms are large enough to affect several provinces, while others affect only a single community. Many winter storms are accompanied by dangerously low temperatures and sometimes by strong winds, icing, sleet and freezing rain.
6. A heat wave is a prolonged period of excessive heat, often combined with excessive humidity. Generally temperatures are 10 degrees or more above the average high temperature for the region during summer months, last for a long period of time and occur with high humidity as well.
7. Indoor Lightning Safety Tips, stay off corded phones, computers, and other electrical equipment that put you in direct contact with electricity, avoid plumbing, including sinks, baths, and faucets, stay away from windows and doors, and stay off porches and do not lie on concrete floors, and do not lean against concrete walls.
8. Outside Safety Tips, NO PLACE outside is safe when thunderstorms are in the area, If you hear thunder, lightning is close enough to strike you, when you hear thunder, immediately move to safe shelter, safe shelter is a substantial building or inside an enclosed, metal-topped vehicle and stay in safe shelter at least 30 minutes after you hear the last clap of thunder.
9. Last Resort Outdoor Risk Reduction Tips, NO PLACE outside is safe when lightning is in the area, but if you are caught outside with no safe shelter anywhere nearby the following actions may reduce your risk, immediately get off elevated areas such as hills or peaks, NEVER lie flat on the ground, NEVER use a tree for shelter, NEVER use a cliff, tree or rocky overhang for shelter, immediately get out and away from ponds, lakes, and other bodies of water and stay away from objects that conduct electricity (barbed wire fences, power lines, windmills, etc.)
10. If Someone Is Struck By Lightning, victims do not carry an electrical charge and may need immediate medical attention, monitor the victim and begin CPR or AED, if necessary/available and **Call 9-1-1 for help**

**Active Threat:**

An active threat is where an individual is actively engaged in violence or attempted violence in a confined and populated area, usually involving weapons which could include bear spray, knives, firearms or other similar weapons. **If you hear obvious signs of an active threat, do not attempt to investigate.**

## **Evacuation**

- Have an escape path in mind. If bear spray is deployed you will need to evacuate until the area is ventilated.
- If there is an accessible path, attempt to evacuate; Do not investigate the threat
- Find the nearest exit and leave the building
- Help others escape if possible, but evacuate regardless of whether others agree to follow
- Do not attempt to move wounded people
- Warn others and try to prevent them from entering the threatened area
- Call 911 when you are safe

## **Hide Out:**

- If evacuation is not possible, find a place to hide where the active threat is less likely to find you (i.e. an office with a lockable door)
- **Lock the door, turn off lights, and stay out of sight**
  - If there is a window in the door, hide underneath a desk or out of sight lines from the window
  - Barricade door if possible.
- Silence your cell phone, turn off any sources of noise (radio, office phone, etc.) and remain quiet. If hiding with members of public ensure they do same)
- Contact 911 if you are able to conceal the noise of the phone call
  - If you cannot speak, leave the line open and allow the dispatcher to listen
- If you are in a bathroom – lock the door.
- In the event the intruder gains access to where you are hiding **be prepared to defend yourself and fight.**

## **When Law Enforcement Arrives:**

- Remain calm and follow the emergency responders' instructions
- Keep your hands visible and avoid quick movements
- Information to provide to law enforcement or 911 operator if known:
  - Location of active threat
  - Number of threatening persons
  - Physical description of threatening persons
  - Number/type of weapons held by threatening persons
  - Number of potential victims in threatened area

## **When Threat Is Over:**

- Police will clear floors and identified safe rooms when **ACTIVE THREAT IS OVER AND IT IS SAFE TO LEAVE ANY SAFE ROOMS OR LOCATIONS.**
  - Do not open door to anyone, wait for police to open door and provide directions.

In the event of Bear Spray deployment or building damage contact building maintenance during normal weekday hours, or the Duty Foreman to arrange for repairs.

**Power Failure:**

1. Access flashlight and remain calm.
2. Call SaskPower 24 hour Trouble and Outage @ 310-2220 –request information on the estimated down time.
3. If the Downtime Will Be More Than 5 Minutes:
  - a. Consider working in the field or a different work site.
  - b. If possible open big doors and set up portable lights to provide sufficient lighting to your work area.
  - c. If unable to work contact your manager for guidance on further steps
4. During normal weekday business hours (7:30-5) contact building maintenance. If the occurrence is outside of normal hours contact the Duty Foreman.