Emergency Response Plan
2013/2014 Operations
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Emergency Phone Numbers

INSERT

Operating Area Overview Map
Woodlands Emergency Response Plan

1. WOODLANDS EMERGENCY RESPONSE PLAN OVERVIEW

OBJECTIVE
To be trained and prepared for the potential emergencies that may occur in woodland's operations including medical, fire, and environmental situations.

POLICY
Spray Lake Sawmills (SLS) will provide each of its employees, and its associated contractors, with a copy of the Woodlands' Emergency Response Plan. SLS will ensure that the above parties understand the plan, and follow the policies, guidelines and procedures.

PUBLIC NOTIFICATION
SLS will notify potentially affected landowners, government agencies, other commercial users, and user groups affected by our current year's operations. Stakeholders are advised that an Emergency Response Plan is available for them to review with company personnel. Notification may take the form of printed advertisements, open house venues, letters or verbal communications.

STARS LINK CENTRE
All emergency calls will be made to the STARS Link Centre. This is a service of STARS, which allows the use of conference calling in case of an emergency. The Link Centre maintains a list of emergency numbers specific to SLS operations and has emergency response coverage for all of SLS operating areas. The Link Centre will route all emergency calls to the correct emergency response team and act as a communication centre. Calling the Link Centre does not mean that a STARS helicopter will automatically be dispatched and it should be used for all emergencies whether or not the emergency is medical in nature. The Link Centre's emergency number is 1-888-888-4567, #4567 for cellular phones or (403) 299-0932 if using a satellite phone.

COMMUNICATIONS
Communication can be the weakest link in an emergency. It is important that there be a line of communication with the Link Centre in each area where people and equipment are working.

Before each logging season, Contractors will supply SLS with phone numbers to the cellular phones that they have in their equipment or pick-ups. Cellular phones are the primary means of communication. Since cellular coverage is intermittent, SLS has created "transmitting zone" signs. These signs are white with a silhouette of an old style telephone handset. These signs have been placed in locations where a cellular phone is able to transmit. It is important for everyone travelling in our operating areas to be aware of the location of these signs.

Some operating areas within the south portion of the FMA are covered by cellular service from towers within British Columbia. Because the service comes from BC many Alberta specific emergency numbers will not work. Refer to the Emergency Transportation section of this plan for descriptions of operating areas where this may be applicable. If you must make an emergency call from one of these operating areas, use the area code specific (403 or 780) numbers listed in Appendix 1 (Emergency Phone Numbers).

Most areas where SLS has bush operations are covered with 911 emergency services. When using 911 on a cellular or satellite phone, you may get the wrong 911 service area. This is because the cellular phone is registered to a different district and is not in roaming mode. Direct dial numbers are listed in Appendix 1, should this problem occur. Be sure to advise the 911 operator of the town closest to your location to verify the 911 service area.

EMERGENCY RESPONSE TRAINING

SLS Employees
SLS full time employees involved with field operations will be required to have emergency response training. Training will include standard First Aid, spill response, and basic fire training. Additional training may be given to employees depending on the nature of their work.

All SLS employees involved in field operations will be trained in Transportation of Dangerous Goods Regulations (TDG), Workplace Hazardous Materials Information System (WHMIS) training will be provided to all employees.
Contractors
The Emergency Response Plan will be reviewed each year at the Annual Spring Contractors’ Seminar, or as part of the Contractors’ New Employee Orientation Program.

In addition to this training, contractors are responsible to ensure that each employee has a working knowledge of the Emergency Response Plan.

Contractors are required to have their employees trained in TDG and WHMIS.

**EMERGENCY RESPONSE DRILLS**
Training drills will be held each year. Drills may cover each of the emergency response areas (medical, fire, and environmental) to supplement the training mentioned above. The outcome of drills and any follow up actions required will be reviewed with contractors for areas that require future training and general response effectiveness.

**EMERGENCY RESPONSE INVESTIGATIONS**
All emergency response incidents will be investigated by SLS staff or an appropriate member of contract staff and will be reviewed with contractors as necessary.

**EMERGENCY RESPONSE TRAILER**
The Emergency Response Trailer, designed by SLS, has three compartments dedicated to:

1. fire fighting equipment;
2. oil spill supplies and temporary safe oil storage; and
3. a First Aid station.

Each compartment has sufficient supplies to address an emergency situation and meet regulatory requirements. The Emergency Response Trailer is a mobile unit and should be parked in a central, readily accessible location near active harvest operations. Where operations are spread over a wide area, a second trailer may be necessary. Each trailer will be assigned to a core contractor and it is the responsibility of the contractor to keep the trailer clean, supplied, and in good condition.

**STEWARDS OF THE FOREST**
SLS realizes the importance of the forest, not only for our industry, but for others who utilize the forest as well. It is the duty of all SLS employees and associated contractors who observe an emergency to give assistance and notify the appropriate authorities.
2. MEDICAL EMERGENCY RESPONSE

OBJECTIVE
To maintain a level of safety awareness in order to reduce the risk of a medical emergency and develop the skills required for field crews to provide an expedient and effective emergency medical response.

POLICY
SLS will ensure that all employees and associated contractors are prepared to administer First Aid, and that the proper equipment and training is provided in order to handle an emergency.

First Aid Equipment
Each working area must have the proper First Aid kit(s) available. These kits are to be located in all pick-ups (Alberta #2) and heavy equipment (Alberta #1) on site. A First Responders Kit must be kept in every active Emergency Response Trailer.

Contractors are responsible to ensure that First Aid kits are stocked and available on their work sites. Kits should be inspected before the start of each logging season (e.g. spring) and no bush operations should take place until all of the appropriate kits are in place. Ongoing safety inspections will be conducted by Contractors and SLS staff throughout the year to ensure compliance.

First Aid Stations
Each operating area must have a designated First Aid station located in a central area with good road access. The contractor must determine the location of the First Aid station before the start of operations. Where an Emergency Response Trailer is on site, it will be the designated First Aid station.

First Aid Training
Contractors are responsible to ensure that their field crews receive the minimum level of First Aid Training and certification (Standard First Aid). Contractors are required to provide SLS with a list of employees trained in First Aid as part of their contractual obligations. The list is posted in the Emergency Response Trailer and/or with the Shift Supervisor and must be updated as required.

The Use of Shock, Trauma Air Rescue Services (STARS)
STARS may only be dispatched if there are qualified personnel on the scene to indicate whether or not air rescue is needed. It is very important that proper information is given to the STARS Link Centre so that a decision can be made between ground or air response. The information provided allows the Link Centre to immediately dispatch the STARS helicopter or place the helicopter crew on standby until an Emergency Medical Technician reaches the scene by ambulance.

Ambulances are not designed for bush roads. Be sure to indicate if a 4-wheel drive ambulance is required to reach the accident site. Ambulance staff may be taken to the accident site by four-wheel drive pick-ups if necessary.

The following guidelines will help ensure that emergency medical response is activated quickly and efficiently.

GUIDELINES SHOULD AN ACCIDENT OCCUR
- If a serious accident should occur, report all pertinent information immediately to the STARS Link Centre (Table 1). The centre should be used to co-ordinate communications and directions with the appropriate ambulance service.
- The first person on site will take charge and begin First Aid. Designate others to call for help, report back, retrieve First Aid supplies, and assist with First Aid as required. Good communication is paramount to an effective Emergency Response.
- When calling the Link Centre, provide the operating area and block number, Legal Land Description (LSD) or GPS location of the patient, and the closest Site ID Number for the STARS registered locations (Table 2). SLS is no longer registering these sites with STARS. The sites are for reference only as to your location.
- Do Not move the patient unless the area around the patient poses imminent danger to the safety of the patient or First Aid responders.
WOODLANDS EMERGENCY RESPONSE PLAN

ROLES AND RESPONSIBILITIES DURING A MEDICAL EMERGENCY RESPONSE

- **Response Leader** (Can be anyone in the crew trained in First Aid and STARS requirements)
  - Leads overall emergency response, coordinates staff, equipment, and resources.
  - The Response Leader may have to execute all of the following responsibilities depending on the situation and the number of people available to provide assistance.

- **First Aid Responder(s)**
  - Tend to the victim.
  - A more experienced First Aid responder arriving on the scene may take over with agreement of the initial responder.

- **Establish Communications**
  - Ensure the STARS Link centre is called immediately and provide required information (Table 1).
  - Report back to the Response Leader.
  - Establish communication with everyone on site and ensure that individuals are aware of their role.
  - If enough people are available, maintain a constant communication link with the STARS Link Centre.

- **Guide Ambulance**
  - Scout the road for ambulance accessibility and potential helicopter landing sites.
  - Control traffic into the operating area.
  - Meet the ambulance when it arrives and guide or transport EMTs to the incident site.

- **Helicopter Landing Zone (LZ) Assessment**
  - Determine the landing site and assess it according to the STARS Landing Zone Card (page 8).
  - Select a site that is 30 * 30 meters with a hard surface to facilitate helicopter skids (e.g. no bear claws). The slope should be less than 5°.
  - Clear debris and note or remove all potential hazards in and around the LZ.
  - Assemble equipment (e.g. beacons for night landing).
  - Control traffic and people in the LZ area, especially if using a road surface.
  - Guide helicopter to the LZ once in radio communication.
  - Control the LZ under the direction of the helicopter pilot.

**Moving an Injured Worker.**
A patient should only be moved under the following circumstances:

- An area survey has determined imminent danger to the patient (fire, unstable accident site, etc.). The patient should only be moved to a safe place. Where possible, consult the STARS Link Centre prior to moving the patient.

- The patient is unconscious, a primary survey has determined that there is no spinal injury, and the patient is in danger of going into shock, which cannot be mitigated.

- The patient is conscious, a primary survey has determined that there is no spinal injury, and the patient can be transported safely to a medical facility or to meet with the ambulance on route.

**Table 1 Information required by the Link Centre or ambulance service.**

<table>
<thead>
<tr>
<th>What is the purpose of the call?</th>
<th>What is the nature of the injury?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the patient male or female?</td>
<td>Is the patient conscious?</td>
</tr>
<tr>
<td>Is the patient breathing / is there major bleeding?</td>
<td>What is the patient’s age?</td>
</tr>
<tr>
<td>Do you know the patient’s past medical history?</td>
<td>Is there a telephone number where the Response Leader can be reached?</td>
</tr>
<tr>
<td>What is the Site ID Number for the closest registered STARS location?</td>
<td>What are the directions to the incident site?</td>
</tr>
</tbody>
</table>
3. **EMERGENCY TRANSPORTATION**

**STARS LINK CENTRE IS THE PRIMARY CONTACT FOR ALL OPERATING AREAS.**

**EMERGENCY TRANSPORTATION PLAN**

Ensure there is a communication link from the accident site to the STARS Link Centre. Two people should man the communication link: 1 person to communicate with STARS; and 1 person to man the 2-way radio.

Determine the most appropriate evacuation method with the Link Centre. Locate potential helicopter sites. Be sure to indicate if a 4-wheel drive ambulance is required for ground transportation.

If ground transportation by ambulance is to be used, assign someone to guide the ambulance to the incident site. Establish a meeting location for the guide and ambulance (e.g. commonly known site, entrance to the operating area, major road junction). If the victim can be transported safely by SLS staff or a contract crew, begin driving towards the ambulance. Consult with the Link Centre, if possible, before moving the patient.

If helicopter transport is required, prepare a landing zone and ensure the helicopter has the **SLS log haul radio frequency (161.610)**.

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**Table 2 STARS emergency response registered locations.**

*(For Reference only, these sites are no longer registered with STARS)*

<table>
<thead>
<tr>
<th>Site Number ID</th>
<th>Operating Area</th>
<th>Location</th>
<th>Legal Description (lsd-sec-twp-rge-mer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11782</td>
<td>Allison/Chinook</td>
<td>2 km on the Atlas Road (Staging Area)</td>
<td>01-27-08-05 W5M</td>
</tr>
<tr>
<td>11794</td>
<td>Atkinson</td>
<td>Waiparous Lookout</td>
<td>16-01-28-08 W5</td>
</tr>
<tr>
<td>1916</td>
<td>Savanna Creek</td>
<td>1 km on Savanna Creek Road</td>
<td>11-02-14-04 W5</td>
</tr>
<tr>
<td>1917</td>
<td>Wintering</td>
<td>6 km Wintering Creek Road</td>
<td>01-16-10-04 W5</td>
</tr>
<tr>
<td>2340</td>
<td>Porcupine Hills</td>
<td>Skyline Trail</td>
<td>06-12-11-01 W5</td>
</tr>
<tr>
<td>2471</td>
<td>Dutch Creek</td>
<td>8.5 km on Dutch Creek Road</td>
<td>12-16-11-04 W5</td>
</tr>
<tr>
<td>2472</td>
<td>Oldman</td>
<td>Lost Creek Road</td>
<td>04-16-12-04 W5</td>
</tr>
<tr>
<td>7023</td>
<td>Grease Creek</td>
<td>Junction Fallen Timber &amp; South Timber Road</td>
<td>16-10-30-08 W5</td>
</tr>
<tr>
<td>7026</td>
<td>Coal Camp</td>
<td>9 km B road</td>
<td>04-16-32-07 W5</td>
</tr>
<tr>
<td>2294</td>
<td>Oldman</td>
<td>Junction Forestry Trunk and Oldman Road</td>
<td>12-31-11-03 W5</td>
</tr>
<tr>
<td>2296</td>
<td>Jumpingpound</td>
<td>Junction Hwy 68 and Powderface Trail</td>
<td>01-14-24-07 W5</td>
</tr>
<tr>
<td>9053</td>
<td>Jumpingpound</td>
<td>0777A Road</td>
<td>5-18-24-7-W5</td>
</tr>
<tr>
<td>9057</td>
<td>Jumpingpound</td>
<td>2639A Road</td>
<td>7-35-21-7-W5</td>
</tr>
<tr>
<td>9058</td>
<td>Jumpingpound</td>
<td>0776A Road</td>
<td>4-17-23-7-W5</td>
</tr>
<tr>
<td>Not Registered</td>
<td>Jumpingpound</td>
<td>Bragg Creek Parking Lot</td>
<td>14-7-23-5-W5</td>
</tr>
<tr>
<td>Not Registered</td>
<td>McLean Creek</td>
<td>Junction 2319B &amp; 2610A Roads</td>
<td>13-23-21-5-W5</td>
</tr>
<tr>
<td>Not Registered</td>
<td>McLean Creek</td>
<td>Connop Road &amp; Block 3351</td>
<td>1-33-22-5-W5</td>
</tr>
<tr>
<td>9063</td>
<td>Beaver Mines</td>
<td>Gravel pit north of Castle Falls Road</td>
<td>11-34-5-3-W5</td>
</tr>
</tbody>
</table>
4. **STARS LANDING ZONE CARD**

**STARS® Site Number**
**Site Expires**

**Remote Site Landing Zone Reference Card**

In the event of a SITE EMERGENCY
PHONE the STARS Emergency Link Centre®

1-888-888-4567 (1-403-299-0932)

or

#4567 on a cellular (or Globalstar satellite) phone

**BE PREPARED WITH THE FOLLOWING INFORMATION**

1. STARS Site Number
2. Location of site (Legal Land Description or GPS)
3. Contact phone number at the site
4. Known hazards on-site
5. If applicable, is there a monitor on-site confirming the presence of H₂S

**SAFETY GUIDELINES**

- the landing zone should be on level ground, (less than 5% slope) at least 30 x 30 metres (100 x 100 ft) and more, if possible, to include a safety zone
- check for loose debris in landing zone
  THIS IS OF VITAL IMPORTANCE
- ensure no one approaches the helicopter
  STARS crew will approach you when safe to do so
- everyone should be at least 30 metres from landing zone during landing and takeoff, due to possibility of injury from loose debris caused by rotor downwash
- movement around aircraft is to be in safe areas only
- if necessary, provide road blocks approximately 500 metres on either side of the landing zone

**PRE-LANDING CHECKLIST**

The STARS Emergency Link Centre will require the following information from the site:

**TERRAIN**
level or sloping
type of surface
dust, loose snow,
rocks, bushes,
stumps, etc.

**LANDING ZONE MARKINGS**
4 turbo flares
4 road flares / strobes
4 reflective flares
4 highway cones (days only)
extra strobes/flare/cones on upwind side

**HAZARDS**
signs
vehicles
trees
equipment
wires
## 5. SLS CONTRACTOR INCIDENT & INVESTIGATION FORM

**CONTRACTOR:** ____________________________

**REPORT**

Date of Incident: ____________

Time of Incident: ____________ am/pm

Operating Area: ____________

Block: ____________

Other: ____________

Name of Person(s) Involved: ____________________________

Was First Aid Given?  YES / NO

Was the Injury Record Completed?  YES / NO

Was the Supervisor Notified?  YES / NO

Witnesses: ____________________________

Describe the Incident and/or Injury:

<table>
<thead>
<tr>
<th>Date</th>
<th>Person Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FOLLOW UP**

Estimated Property Damages $ ____________

Estimated Lost Time ____________ Man-Hours

Describe the *Root* Causes that Led up to the Incident:

<table>
<thead>
<tr>
<th>Recommendations to Eliminate the Causes: (Order of Preference - Engineering, Policies, PPE)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Corrective Actions Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investigated By:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Woodlands Manager:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
6. SEARCH AND RESCUE

The following procedure is for use within the Woodlands Department. Search and rescue procedures involving external resources will be determined at the time of the search and in conjunction with the search and rescue organization.

Working alone guidelines have been established within the SLS Woodlands Department (Safety section of the Woodlands Operations Manual). Field staff must identify a safety partner for the day to facilitate checking in and will identify their ETA and work locations on a sign out board in the SLS office. SPOT Satellite GPS Messengers are also employed to facilitate an effective means of electronic communication in cases where radio or cell phone communication is limited. Field staff will make regular contact at intervals appropriate to the nature of the hazard. The primary contact for checking in and out on weekends or when a safety partner is unavailable is the Big Sky Wireless Call Centre at (403)770-6866. Any Woodland employee that is notified by Big Sky Wireless that someone has failed to check in on time must immediately start the search and rescue procedure.

SEARCH AND RESCUE PROCEDURES

The basic emergency response procedure is:

1. Call the employee (Do this regularly throughout the search process).
2. Review the Woodlands sign out/in board for the missing employees’ location.
3. Speak to their safety partner, and determine the specific tasks the employee was performing.
4. Contact the missing employee’s spouse and check if there was another arrangement.
5. Contact individuals that were scheduled to meet with the missing employee during the day. Verify the route taken by the missing employee.
6. Contact other employees to prepare to initiate a search.
7. Call the RCMP to determine if there were any accidents and advise them that SLS is starting a search.
8. Start the search. Assign a person to be the communications back up. The communication back up can be another woodlands employee, mill site safety coordinator, office administration staff, a mill supervisor, or the Big Sky Wireless Call Centre.
9. Attempt to locate the missing employee’s truck. Perform tasks using 2 people.
   - Truck not located.
     - Call back up and advise of the situation.
     - Keep looking.
     - Check in at predetermined times.
   - Truck located.
   - Attempt to contact the missing employee.
     - Use radio, horn blasts, crack cartridges, and look for visible signs (smoke, light) or noises.
     - Listen for responses.
   - Unable to communicate.
     1. Check for travel signs. Determine search route, estimate time to finish, and the need for assistance.
     2. Call your back up and advise them of the situation, establish the next check in time. Have your backup notify Search and Rescue through the STARS Link Centre.
     3. Conduct a site hazard assessment (available daylight, weather conditions, wildlife, H2S, terrain, etc.).
     4. Start search. Foot searches are restricted to daylight hours.
   - Established communication.
     - Determine need for assistance.
     - Call your back-up and advise them of the situation.
10. Start Rescue,
    - Contact STARS Link Centre, if required, to determine most effective rescue procedures and any outside assistance that might be needed.
7. **FIRE RESPONSE**

**OBJECTIVE**
To work in co-operation with Alberta Sustainable Resource Development (ASRD) to detect and suppress wildfire and to protect human life, assets and infrastructure, and forest resources from fire.

**Forest Fire Protection Guidelines**
Each work site area will have fire fighting equipment available, in good repair, in the amounts indicated in Table 3 below. Contractors are responsible to ensure employees are trained in equipment use.

Fire fighting equipment must be inspected at the start of every operating season to make sure it is in working condition.

All passenger vehicles travelling to the field work sites will carry a fire extinguisher, an axe (or Pulaski) and a shovel. During fire season, all passenger vehicles are required to carry a filled pack pump (Wajax).

All motorized equipment must have properly functioning spark arrestors.

Equipment will be refuelled with all due precautions to reduce the risk of wild fire.

*Smoking* on field sites will only be done with extreme care and caution over bared mineral soil (e.g. roads) and more than 10m away from refuelling activity. No smoking is permitted on the SLS mill site in Cochrane, except in designated areas (e.g. outside front gate).

Emergency contact numbers for fire response can be found in the Appendix 1 (Emergency Phone Numbers).

Contractors will supply SLS with:

- a current list of the contractor’s bush equipment so that pertinent equipment may be used to fight fire if required; and
- a current contractor employee list in case additional people are required for fire fighting.

The two items noted above will be provided at the time of contract renewal, and kept current throughout the operating season via the Monthly Activity Report.

**Fire Protection Equipment Guidelines**
All machines will have appropriate certified fire extinguishers. Fire extinguishers must be inspected at the start of every year and recharged when necessary.

Equipment should be washed at regular intervals to reduce risk of fires. Daily cleaning of equipment should include removing debris from the engine compartment, electrical components and other heat sources. Ensure flammable materials or fluids are stored away from hot areas and sources of ignition.

**Table 3 Minimum onsite fire suppression equipment required by the Forest and Prairie Protection Act.**

<table>
<thead>
<tr>
<th>Equipment Types Required on site</th>
<th>Manpower Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6-10 11-20 21-30 31-40 41+</td>
</tr>
<tr>
<td>Shovels</td>
<td>1 1 2 2 3 5 10 15 20</td>
</tr>
<tr>
<td>Back Pack with Pump</td>
<td>0 0 1 2 3 5 10 15 20</td>
</tr>
<tr>
<td>Axe or Pulaski</td>
<td>0 1 1 1 2 5 10 15 20</td>
</tr>
<tr>
<td>Fire Pump</td>
<td>0 0 0 0 0 0 0 1 1</td>
</tr>
<tr>
<td>Fire Hose (ft)</td>
<td>0 0 0 0 0 0 0 1500 1500</td>
</tr>
<tr>
<td>Power Saw</td>
<td>0 0 0 0 0 0 0 1 1</td>
</tr>
</tbody>
</table>

Same as 31-40 plus increase as determined by ASRD
PROCEDURES IF YOU DETECT A FIRE

1. Report the fire to the appropriate ASRD station or call 310-FIRE (3473) (see Appendix 1). Fill out the Fire Reporting Form (Section 8) on the following page and use it as a guideline for reporting information and recording details about the fire.

2. Take initial action on the fire until ASRD arrives and assumes responsibility.

3. When taking action on a fire remember the following:
   - evaluate threats/hazards to human life and property (think safety) and make sure that everyone is accounted for;
   - locate the fire equipment tool cache or Emergency Response Trailer and other resources (e.g. heavy equipment) that may help fire fighting efforts;
   - identify those in the crew that have specialized training in fire fighting (the list of crew members should be posted in the Emergency Response Trailer or with the contract supervisor if there is no trailer on site); and
   - first contain the fire, and then put it out.

ASRD Forest Protection Division will assume the Incident Command position upon arriving on site. SLS employees and contractors will continue to offer their services until released from further duty by the Incident Commander. In the event of an extended fire fighting effort (severe conditions, multiple starts, etc.), SLS employees and contractors may form more structured fire fighting crews to provide assistance to ASRD.

Additional Information
During the fire season, SLS will have a fire pager available to allow ASRD or SLS contractors to contact an SLS representative after regular business hours. The SLS representative will be able to assist in coordination of resources and act as a central point of communication. The pager # is (403) 851-3390.

Equipment rates are based on the Alberta Road Builders & Heavy Construction Association Equipment Rental Rates Guide and the Forest Protection Regulation (Payment for Vehicle, Equipment, and Services) established by the Minister of ASRD.

ASRD has the mandate to investigate fire starts and may bill back all fire fighting costs to the party who caused the fire, particularly where negligence is considered to be the factor. Don’t let this be you!

ROLES AND RESPONSIBILITIES REQUIRED DURING A FIRE RESPONSE

Worksite Fire Response Leader (Crew Foreman or appointed delegate)
   - Responsible for overall emergency response, coordinates staff, equipment and resources;
   - Primary function is to move assets to a safe location, including heavy equipment evacuation if necessary;
   - Coordinate with the ASRD Incident Commander regarding equipment availability for fire suppression;
   - Establish effective communications:
     - Ensure ASRD is contacted immediately, and then contact SLS;
     - Establish communications with everyone on site, delegate roles and responsibilities, and ensure that they are understood;
     - Maintain a communication link with ASRD, if possible;
   - Coordinate personnel and plan escape routes. SAFETY IS THE NUMBER 1 PRIORITY.

EVACUATION GUIDELINES
   - Do a head count, establish a buddy system, and assign fire evacuation positions.
   - Set up lines of communication to the Incident Commander / Fire Centre and SLS.
   - Determine safe zones for people and equipment and arrange lowbed transportation for heavy equipment, if available.
   - Determine escape routes and verify that they are useable.
   - Control traffic entering the road or operating area.

The forest resource is our livelihood, it is important that we take ownership of its protection.
8. **FIRE REPORTING FORM: 310-FIRE (3473), CELL #FIRE**

(This form is an example of the type of form the LFD will be completing when a fire is reported.)

Name: __________________________ Telephone #: __________________

Caller’s Company: ____________________________________________________

Address: ____________________________________________________________

**Location of Fire:** LSD___ of Section ____Township ____ Range ____ W ____ Mer.

Other Description: _____________________________________________________

**On Site Information** - Fire is burning in the

Ground - Burning in ground or duff: __________________

Surface Fire - Running through grass or brush: __________________ Note Timber Type

Crown Fire - Burning up the trunk or in the tree tops __________________ Note Timber Type

Agricultural Land (Stubble, windrow, brush piles, etc.): ______________

Other (Vehicle, structural, etc.): __________________

Rate of Spread is: Not Moving

- Moderate (Less than a normal walk): ______________
- Fast (More than a normal walk): ______________

Are there any people at the fire? Yes _____ No _____ Don’t Know _____

Are structures or property threatened? Yes _____ No _____ Don’t Know _____

Is road access available? Yes _____ No _____ Don’t Know _____

If yes, how close and what type:

________________________________________________

Is there a water source nearby? Yes _____ No _____ Don’t Know _____

Any other observations? (Lightning, vehicles (make, type, colour, licence #), children or unknown people)

________________________________________________

**Smoke Information** Unable to see fire, only smoke visible

Colour: Light grey____ Medium Grey____ Dark Grey____ Black____

RECEIVED 310-fire call: ______________ Date: _____ Time: _____

RELAYED TO Duty Officer: ______________ Date: _____ Time: _____

Relayed to Fire Management Area ___________ Date_______ Time _______
9. **ENVIRONMENTAL RESPONSE PLAN**

The policies and procedures provided in the Woodlands Environmental Response Plan pertain to emergency situations only. Information on other environmental aspects of the woodland operations at SLS can be found in the Environmental Stewardship section of the Woodland Operations Manual.

**OBJECTIVE**

To ensure that hazards to the environment and human health are minimized through adherence to high standards of environmental stewardship, operational safeguards, and effective response procedures.

**POLICY**

SLS employees and associated contractors will adhere to the Canadian Environmental Protection Act, the Alberta Environmental Protection and Enhancement Act, and the SLS policies and procedures that support compliance to these Acts. All SLS and contractor field staff will be trained in environmental emergency response. Every reasonable effort will be made by SLS employees and associated contractors to minimize environmental impact in the event of a spill.

**Environmental Hazard Assessment Summary**

Environmental emergencies in the woodland operations typically involve small hydrocarbon spills (either of hazardous and/or controlled products, or hazardous waste materials).

The most environmentally hazardous substance in SLS bush operations is used motor oil. Strict guidelines are in place for changing motor oil and transporting used oil (SLS Woodlands Operations Manual: Environmental Stewardship Section). The largest individual container allowed for the storage and transportation of used motor oil is 20 litres. Generally, equipment oil pans contain approximately 20 litres or less.

Hydraulic oil has the greatest volume in bush operations. The average hydraulic oil reservoir contains about 200 litres and is well protected within the equipment. Hydraulic hoses are constantly under pressure; therefore most spills are dispersed or sprayed over a wide area. Hydraulic oil spills generally have low environmental impact. Preventive maintenance is paramount to keeping hydraulic spills to a minimum.

It is sometimes necessary to use mobile tanks (not slip tanks in trucks) to get fuel into an operating area. Guidelines are in place to ensure that the mobile tank is parked in an area where a spill can be contained and to protect environmentally sensitive areas. Guidelines also direct the safe movement, placement and use of the tank (SLS Woodlands Operations Manual: Environmental Stewardship; 3.3 Fuel Tanks).

**Hazardous and/or Controlled Products, and Hazardous Waste Materials**

Hazardous and/or controlled products and hazardous waste materials are discussed in the Environmental Stewardship section of the Woodlands Operations Manual. Lists of the products and waste materials handled by both SLS employees and contractors are included. These lists will be updated as required through the Workplace Hazardous Material Information System (WHMIS).

**Potential Release Sources**

A spill is most likely to occur when refuelling or completing maintenance on equipment, from a hydraulic hose failure, or during equipment or fuel tank transportation. Details on potential release sources can be found in the Environmental Stewardship section of the Woodlands Operations Manual.

**Spill Response Kits**

All equipment and vehicles must carry an appropriate spill kit. Contractors will also have larger spill response kits in a centralized location within each general operating area. All personnel in woodlands operations will ensure their respective kits are restocked after using any of the contents.

The Woodlands Department at SLS has three sizes of spill kits: Level 1; 2; and 3. A list of the required contents for each spill kit can be found in the Environmental Stewardship section of the Woodlands Operations Manual.
Preventative Measures
SLS employees and Contractors will adopt appropriate work habits in order to reduce the risk of a fluid release. The following list outlines the type of work habits that can reduce the risk of a spill:

- When refuelling, do not leave fuel hose unattended.
- Use daylight hours to refuel and service when possible.
- Funnels or pour spouts should be used when pouring from large containers into an engine or another container.
- When delivering product, the driver should use extra caution, maintain a defensive driving attitude, use the radio, and anticipate meeting other vehicles on narrow roads.
- Hydraulic hoses and fittings should be visually inspected as often as possible (i.e. during start and warm up, refuelling, or after shut down).
- All equipment servicing and fuelling must be done in an area that will prevent spilled fluids from entering a watercourse. A minimum of 100 metres must be kept between the service area and a watercourse. Mobile fuel tanks and slip tanks must be parked a minimum of 100m from a watercourse.
- Know the machine capacities when servicing, so that the catch containers are not overfilled.

**SPILL RESPONSE PROCEDURE**
The spill response procedure outlined below will be followed for all environmental emergencies involving hazardous and/or controlled material.

1. Shut off equipment involved in the spill if it is running. In the case of a hydraulic hose failure, release pressure on hoses and stay in cab until pressure is neutralized. Remove or control sources of ignition.
2. Before approaching any spill, identify the fluid and take appropriate safety precautions (e.g. WHMIS, proper PPE, evacuate if necessary, etc.). In the case of a spill involving a medical emergency, the patient’s health and safety takes priority. In this circumstance, contact the STARS Link Centre immediately and begin First Aid and emergency response procedures as per Section 2.
3. Identify the source of the spill and stop or contain it. Create a berm or dig a catch basin if required. Immediately mop up accessible fluid. Time is of the essence.
4. If fluid is going to leak onto the ground, place a pail or ground sheet under the leak. Place pads on the ground sheet to soak up dripping fluid. Put a piece of wood, etc. in middle of the ground sheet to pool fluid. Disposal bags will hold oil in lieu of a pail.
5. Assess the situation. Make sure there are enough supplies (pads, etc.) to contain the spill while repairs are carried out or the upset condition is brought under control. The site foreman will have extra supplies.
6. Carry out repairs on equipment if necessary, wipe off excess fluid and clean the surrounding area. Fold up ground sheets and used pads, place them in a disposal bag, and seal it with ties.
7. Drop pads and collected fluid into a recycle drum at the appropriate location (e.g. Emergency Response Trailer, Contractor’s shop or camp, the SLS mill site) and dispose of ground sheets and plastic bags. **Do not** put bags or contaminated dirt into recycle drums. The drum will be rejected at the recycling plant if it is contaminated with dirt. Notify the shop foreman or the SLS Supervisor if there is contaminated soil to be disposed of.
8. **Report** all spills as outlined in Table 4 (reporting thresholds) and record the spill event using an appropriate incident and investigation form (e.g. Section 5 or contractor form). Record information as described in Table 5. Restock spill kits as required.

**NOTE:** The same basic procedure is followed if spills occur during scheduled repairs. However, precautionary measures are to be taken before repairs are started (i.e. a ground sheet in place and the spill kit readily accessible).

The same basic procedure applies for **hazardous waste material**, starting with step 5, with the exception that contaminated soil must be removed from the site. Disposal arrangements are to be made with SLS.
**WATERCOURSE SPILL RESPONSE GUIDELINES**

- Work well ahead of the spill and create at least 5 booms progressively down stream as the initial response to the spill.
- A Level III Spill Kit contains 4 - 3" X 4' socks for use as a boom.
- Look for natural booms in areas of slow surface flow.
  - Look for locations where the water has pooled and has a slow surface flow. An uninterrupted flow of water underneath the boom is just as important as a slow surface flow.
  - Avoid using moss or other material that readily absorb water.
  - Grass in front of branches provides the best native material boom. The branches hold the grass in place and allow the water to flow underneath. The grass contains the hydrocarbon. Approximately 12” of grass should be placed in front of the branches to make an effective boom.

* Remember - CONTROL - CONTAIN – CLEAN *

<table>
<thead>
<tr>
<th>Table 4 Reporting thresholds for specific substances.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spill Type</strong></td>
</tr>
<tr>
<td>Diesel, Gasoline, Kerosene, Varsol Toulene</td>
</tr>
<tr>
<td>Used Motor Oil</td>
</tr>
<tr>
<td>Hydraulic Oil, Transmission Fluid, Antifreeze New Motor Oil</td>
</tr>
</tbody>
</table>

**Note:** Any spill into a watercourse must be recorded and reported to SLS and AB Environment. Refer to Appendix 1 for emergency contact phone numbers.

**Spills Reporting Guidelines**
Reporting guidelines that pertain to spills, for both SLS employees and contractors, can be found in the Environmental Stewardship section of the Woodlands Operations Manual.

**Spills at Storage Sites**
All storage sites will be monitored for spills and assessed by SLS employees and contractors. If required, sites will be rehabilitated and reclaimed. The Environmental Stewardship section of the Woodlands Operations Manual provides more details in regard to storage sites.

<table>
<thead>
<tr>
<th>Table 5 Information to record in the event of a spill.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date and specific location</strong></td>
</tr>
<tr>
<td><strong>Equipment involved</strong></td>
</tr>
<tr>
<td>Nature of spill (e.g. confined or dispersed)</td>
</tr>
<tr>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Environmental impacts and rating (e.g. high, medium, low)</td>
</tr>
<tr>
<td>Employees or witnesses involved</td>
</tr>
</tbody>
</table>

Woodlands Emergency Response Plan
10. OTHER EMERGENCIES

Certain emergencies may trigger multiple emergency response procedures. Oil & gas field and power line emergencies have the potential to be environmental (e.g. releases, fire) and medical in nature, requiring multiple responses for a single incident.

OIL & GAS FIELD EMERGENCY PROCEDURE

Should an oil & gas field emergency occur involving a gas release, the following steps will be taken:

1. Shut down the piece of equipment you are operating.

2. **EVACUATE THE AREA IMMEDIATELY.** Analyse the situation and decide upon the best escape route. In the case of a sour gas release (H₂S), consider where the source may be. Generally, the best route for escape is to go perpendicular to the wind and then go upwind. However, be aware that H₂S is heavier than air and may travel downhill against a light breeze. The operator will have to make a decision dependent on the conditions present at the time of the release. Once the decision is made, **act upon it and do not wait.**

3. Warn those working in the area of the emergency and keep others out of the area.

4. Contact the appropriate company and report the incident, giving pertinent details that include the legal location. If the owner of the oil & gas installation is not known, then phone both the Energy Resources Conservation Board and Alberta Environment (refer to Appendix 1).

ELECTRICAL EMERGENCIES

It is important not to make contact with any overhead service (e.g. cable TV, phone), as this may cause power lines to break or come down. Always ask yourself – Where’s the line?

Preventative Measures

- Know height, width, and maximum reach of equipment.
- Post caution signs near overhead lines.
- Use a signaller when working near overhead lines and know the safe limits of approach. **Stay back a minimum of 7m** unless otherwise instructed by the Electrical Utility.

Procedure

If a machine makes accidental contact with an overhead power line, the following steps will be taken:

1. **Stay calm and think before you act!** Shut down the machine and call for help. Warn others in the vicinity to stay clear (at least 10m). Contact Fortis Alberta (Electrical Utility for most operating areas) and be prepared with the legal land location.

2. Bystanders – do not become a victim while helping! Trying to pull a victim clear may cause you to become a path for electricity.

3. If the machine remains in contact with the power line, **WAIT!** The operator shall stay on the machine and wait for emergency personnel from the Electrical Utility to shut power off.

4. The operator shall leave the machine only as a last resort (e.g. fire or other such emergency). If the operator must leave the machine:
   - Jump clear with both feet together.
   - **Do not,** under any circumstance, step down and allow a part of the body to be in contact with the ground while another part of the body is touching the machine.
   - Clasp hands together and keep them clasped during the jump to avoid reactions that may lead to electrocution. Land with both feet together and at the same time. Land with balance, as falling over or bracing with your hands could cause electrocution.
   - Shuffle or hop away slowly, keeping both feet together, and in contact with the ground until well clear of the machine (at least 10m).

Note - FORTIS Alberta is the Electrical Utility for most operating areas. Central Alberta REA is the Electrical Utility for Township 30-32, Range 6, West of the 5th Meridian. Refer to Appendix 1 for emergency contact numbers.
Emergency Wilderness Survival Procedure

Unforeseen circumstances (e.g. poor weather, injury, loss of daylight, etc.) may make it necessary for field staff to spend one or more nights in a remote location. Basic procedures to avoid injury or a fatality are listed below:

1. **Remain calm** and avoid panic, which may compound the situation. Survival is a state of mind.
2. **Stay** where you are and wait for help. If you are lost, further wandering will waste valuable energy and may complicate the situation.
3. Find **shelter** to reduce exposure to the elements (sun, wind, rain, etc.)
4. Build a **fire** to maintain core body temperature and to keep morale up.
5. Prepare a **signal**. Use a whistle, mirror, signal fire, etc. to help rescuers locate you.
6. Drink **water** that is available in your surroundings. Boil water from streams or ponds as a precaution (Note - people can survive up to ten days without water).
7. Conserve the food that you have available. It is a lower priority, as people can survive for extended periods (e.g. weeks) without food.
8. Once basic needs have been addressed, get as much rest as possible until help arrives. Sleeping is a good way to pass the time and to conserve energy once you are sheltered from the elements.