



## Emergency Response Plan

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FINAL

Emergency Response Plan  
Cambridge Bay Soil and Water Treatment Facility  
V.1  
January 2017

## Plain Language Summary

This Plan outlines what KEL will do if there is an emergency at the soil and water treatment facility in Cambridge Bay, NU. An emergency is considered a severe injury or death, a fire or explosion, a force of nature, a release of a toxic substance or a threat to the safety and security of the site.

## REVISION HISTORY

DATE	DOCUMENT VERSION	SUMMARY OF CHANGES MADE	AUTHOR	APPROVER
June 2016	Ver. 1	Initial Draft	JF	
January 2017	Ver. 1	Initial Final Issue	JF	

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## 1.0 Introduction

### a) Company Name, Project Location & Effective Date

Kitnuna Environmental Ltd.

Corporate office:

#10 Omilik Road  
P.O. Box 92  
Cambridge Bay, Nunavut  
X0B 0C0

Project location:

69° 07' 40.52" N 105° 02' 35.29"W

Project emergency response contacts include:

Barrie Ferguson  
Operations Manager, Kitnuna Environmental Ltd.  
[bferguson@kitnuna.ca](mailto:bferguson@kitnuna.ca)  
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(780) 289-9090

Kitnuna Environmental Ltd. (KEL) is proposing to develop a soil and water treatment facility (the Facility) located adjacent to the Hamlet of Cambridge Bay sewage lagoon. Coordinates for the Facility are:

69° 07' 40.52" N 105° 02' 35.29"W

The site is accessible by road, from an access road off of Natic Street.

The effective date for this *Emergency Response Plan* (the Plan) is the start of construction of the facility, anticipated to be in spring of 2017. The Plan will be effective for the duration of the lease and the life of the facility, a period of five (5) years.

## **2.0 Health and Safety Policy**

Our commitment to the protection of the environment needs to be demonstrated in how we conduct our day-to-day business operations. The highest standards of care are to be taken by all employees to minimize the environmental impact of all operations. The company management team has the responsibility to take a leadership role and develop policies and procedures that minimize environmental effects. Employees have the responsibility to bring to the attention of their immediate supervisor those procedures and incidents which may impair the environment. Our policy is to:

- 1) Comply with all applicable government regulations.
- 2) Provide staff with all the necessary information, training and equipment.
- 3) Develop processes, policies and procedures that minimize the occurrence and consequences of environmental incidents.

Prior to any work commencing at a worksite, an Emergency Response Plan (ERP) is to be developed for all potential scenarios which may occur while on site and procedures must be in place to verify that transportation to the nearest hospital is available. The ERP must ensure that, under normal circumstances, ambulance service is readily available at the worksite, or if ambulance service is not readily available to the work site, or if travel conditions are not normal, other transportation is to be made available that:

- a) is suitable, considering the distance to be travelled and the types of acute illnesses or injuries that may occur at the work site;
- b) protects occupants from the weather;
- c) has systems that allow the occupants to communicate with the health care facility to which the injured or ill worker is being taken; and
- d) can accommodate a stretcher and an accompanying person, if required.

## **3.0 Purpose & Scope**

The purpose of this Plan is to outline response actions to be taken in the event of an emergency. The scope of this Plan includes operation and maintenance of the Facility. This procedure applies to all employees and contractors at the Yellowknife soil treatment facility.

An emergency is any situation requiring rescue or evacuation and may include:

- a) fatal or severe injuries;
- b) fire or explosion;
- c) forces of nature (flooding, blizzards, tornado, etc.);

- d) emission of toxic dust, gases, vapors or liquids; or
- e) threat of sabotage, civil disobedience or violence.

KEL will manage any emergency response responsibly and will comply with all licenses, permits and applicable territorial and federal laws and regulations related to emergency response specific to Facility operation.

The objectives of the ERP are to provide written notification procedures to all personnel and provide personnel the means of fast, efficient action to:

- a) Safeguard personnel and property;
- b) Protect the general public and neighboring industries; and
- c) Work with customers on site to reduce and eliminate the emergency situation.

## **a) Project Description**

The purpose of this project is to construct and operate a permanent facility in the Hamlet of Cambridge Bay, NU. The site of the proposed facility is currently occupied by a temporary storage soils management area. The proposed permanent facility will include ongoing operation and maintenance of the current land treatment facility. Following bioremediation, treated soil meeting license criteria will be beneficially reused off site. Soil not meeting discharge/reuse criteria will be transported off site for disposal at a suitable facility. The facility will also include a snow/water containment area along with a waste storage area for containerized wastes (i.e., used oil drums). Water from the containment area will be treated using a mobile water treatment plant

The permanent facility, will include: 1 engineered cell approximately 40 m x 50 m, for receipt, storage and treatment of petroleum hydrocarbon-contaminated soil, water and containerized waste; potentially one small shed for storage of supplies, documentation and health and safety equipment; one spill kit.

The proposed permanent facility is intended to operate for a duration of five (5) years commencing in spring of 2016.

## **4.0 Emergency Response Planning**

### **a) Roles and Responsibilities**

Written emergency procedures are in place to address specific emergency situations. Supervisors at active work sites are responsible to:

- 1) Determine possible emergency situations, which may include fire, gas leak, medical emergency, tornado, spills, violence, etc.

- 2) Develop procedures to address events such as evacuation, emergency phone numbers, need for personal protective equipment, clean up, training, hazard identification and reporting instructions.
- 3) Verify that transportation to the nearest hospital is available.
- 4) Ensure that emergency response equipment is clearly identified, stocked and maintained in working order (i.e. fire extinguishers, spill kits and first aid supplies).
- 5) Identify areas where smoking is prohibited, portable fire extinguishing equipment is stored and accessed, and flammable and combustible liquids are stored.
- 6) Ensure on-site personnel have received site specific emergency response training.

Specific roles and responsibilities are presented in Table 1.

**Table 1 Emergency response roles and responsibilities**

<b>RESPONSIBILITIES</b>	<b>MANAGER SUPERVISOR</b>	<b>HSE RISK ADVISOR</b>	<b>EMPLOYEE</b>
Determine emergency response requirements	X	X	
Develop emergency response plans	X	X	
Develop and implement ERP training	X	X	
Know and understand ERP	X	X	X
Provide assistance for ongoing improvement of ERP	X	X	X
Provide alarm/communication system	X	X	
Confirm all areas have been notified of emergency	X		X
During emergency, sweep area to ensure evacuated	X		X
Maintain fire suppression, extinguishment, similar equipment	X	X	X
Inspections	X	X	X
Records and documentation	X	X	

## **b) Alarms and Communication**

In the event of an incident requiring an emergency response and/or evacuation, it is the responsibility of the site supervisor to contact their direct manager.

**NOTE:** If you are unable to reach your immediate supervisor and/or manager contact a Health, Safety and Environment (HSE) Advisor. Continue trying to reach your supervisor/manager or the HSE Advisor until you have direct contact.

In the event of a serious emergency, no media representatives are allowed access to any emergency scene without authorization from senior management. Speaking with media or providing information on an emergency situation is strictly prohibited.

Communication to be used in emergencies will be dependent on the location and conditions of the emergency. Site evacuation alarms (air horns) are to be available and identified at the worksite. Personnel should be aware of site communication methods in the event of an emergency. Verbal communication may be effective in some situations; however, work activities may restrict verbal communication.

Emergency contact numbers for the Cambridge Bay SWTF can be found in Appendix A.

### **c) First Aid**

The initial and primary response on site is often critical to the management and recovery from an injury, illness or other condition that may happen at the workplace to any person. The workplace is to be equipped with an adequate number of trained personnel and appropriate equipment to treat an injury at the workplace. A list of personnel trained in first aid and CPR will be maintained and provided at the worksite. First aid training requirements will be based on the number of workers on the site and consideration given to the work being conducted.

### **d) Evacuation Routes**

All staff must be aware of their location's evacuation route and final gathering point or muster area, which will be posted at the worksite. Once gathered, a head count is to be taken and all on-site personnel are to be accounted for. All personnel and visitors coming onto the site will receive appropriate emergency response training and a map outlining the evacuation route should be posted throughout the worksite for all staff and visitors to review.

### **e) Emergency Response Training and Drills**

Emergency response drills will be conducted to ensure critical parts of the Plan have been addressed and deficiencies corrected. All emergency response scenarios will be exercised (i.e., man down, evacuation, etc.) via table top exercises and at least one scenario will be physically exercised annually. The exercise will be evaluated to identify all deficiencies and corrections are to be implemented immediately as directed by management.

### **f) Equipment**

All firefighting, first aid and spill response equipment (i.e., fire extinguishers) are to be inspected monthly and are recharged and serviced each year. Fire extinguisher, spill response and basic first aid training is provided to all employees.



## 5.0 Emergency Response Procedures

KEL's approach to effective emergency response requires site personnel to do the following, as soon as they become aware of an emergency situation:

**ALARM**-when you become aware of an emergency you must alert others and activate the emergency response plan.

**GET HELP**-depending on the situation this could be co-workers, manager, police, fire department, etc.

**ASSESS** the situation for hazards to yourself (electricity, fire, gases, etc.); remember, if you become a victim you cannot help anyone else.

**MINIMIZE** hazardous conditions if you possess the required training and it is safe to do so (don PPE, remove ignition source, first aid, fire extinguishment, spill containment, close doors, turn off equipment, etc.).

**EVACUATE** the area by notifying occupants to "Please evacuate the premises using the safest route to the designated meeting point across the road from the main entrance".

**REPORT** to your supervisor for a head count and any other evacuation instructions.

**WAIT** for permission to reoccupy the area from responding emergency personnel (police, fire, ambulance, etc.).

**COMPLETE** an incident report immediately based on the situation that occurred.

## 6.0 Reporting

A copy of this Plan will remain on site and available to employees at all times. This Plan will be reviewed by affected supervisors, workers and subcontractors after the occurrence of any drill/emergency, if conditions at the worksite change to include other potential emergencies, and again annually at a health and safety meeting. Immediately after the emergency response plan review a drill must be scheduled and a Fire & Evacuation Drill Report completed with any action items that were identified during the drill.

Following an incident where a serious injury or fatality has occurred, government agencies are to be notified immediately and may wish to investigate the cause and extent of the damage. Work at the scene of a fatality, or other reportable incident as indicated by Occupational Health and Safety legislation, may not be resumed until permission has been received from appropriate authorities (i.e. police or other government agency). Exceptions may be made to attend to persons injured or killed, preventing further injuries, and protecting property that is endangered as a result of the incident. Care shall be exercised to ensure all evidence is preserved in its original state.

## **Appendix A – Emergency Contact Information**

## KEL ENVIRONMENTAL LTD.

10 Omilik Road

Cambridge Bay, NU

X0B 0C0

**TEL: 867.983.7500**

NAME	POSITION	OFFICE	CELL
Barrie Ferguson	Operations Manager	867.983.7500	867.983.5188
John Oldfield	General Manager	867.873.2811	867.444.0391
Carrie Vanderlinde	Administrative Coordinator	867.873.5263	867.446.6929
Josh Foster	Project Manager	780.452.7779	780.289.9090
HSE COR Services (Tom Lesko)	Health & Safety Risk Advisor	877.473.3375	780.263.1718

### HSE COR SERVICES TELE-REPORTING 24 HOURS

#### Near Miss and/or Incident Reporting

Toll Free

877.473.3375

Edmonton 780.628.2772

Calgary 403.668.9152

**POLICE ----- 867.983.1111**

**FIRE and AMBULANCE ----- 867.983.2222**

Kitikmeot Regional Health Center ..... 867-983-4500  
 Poison Control ..... 867-979-7350  
 Qulliq Energy Corporation..... 800-661-0858  
 Northwestel ..... 888-423-2333  
 NU Environment and Natural Resources 24 hr. Spill Report Line ..... 867-920-8130  
 Workers' Safety & Compensation Commission (WSCC) ..... 800-661-0792  
 CANUTEC..... 613-966-6666

## **Appendix B – General Location of Soil and Water Treatment Facility**



**NOTES:**

LOCATIONS ARE APPROXIMATE.

**LEGEND**

— LINEAR FLOW LINES

0 500 1000 2000m  
Scale 1 : 50 000

**TOPOGRAPHIC MAP SHOWING PROPOSED SITE LOCATION**



Date: 19-DEC-16

Drawn: LH

File name: 16-025\_16STF-A.dwg

Approved: DRAFT

**PROPOSED CAMBRIDGE BAY  
SOIL AND WATER TREATMENT FACILITY**

Figure:

**1**



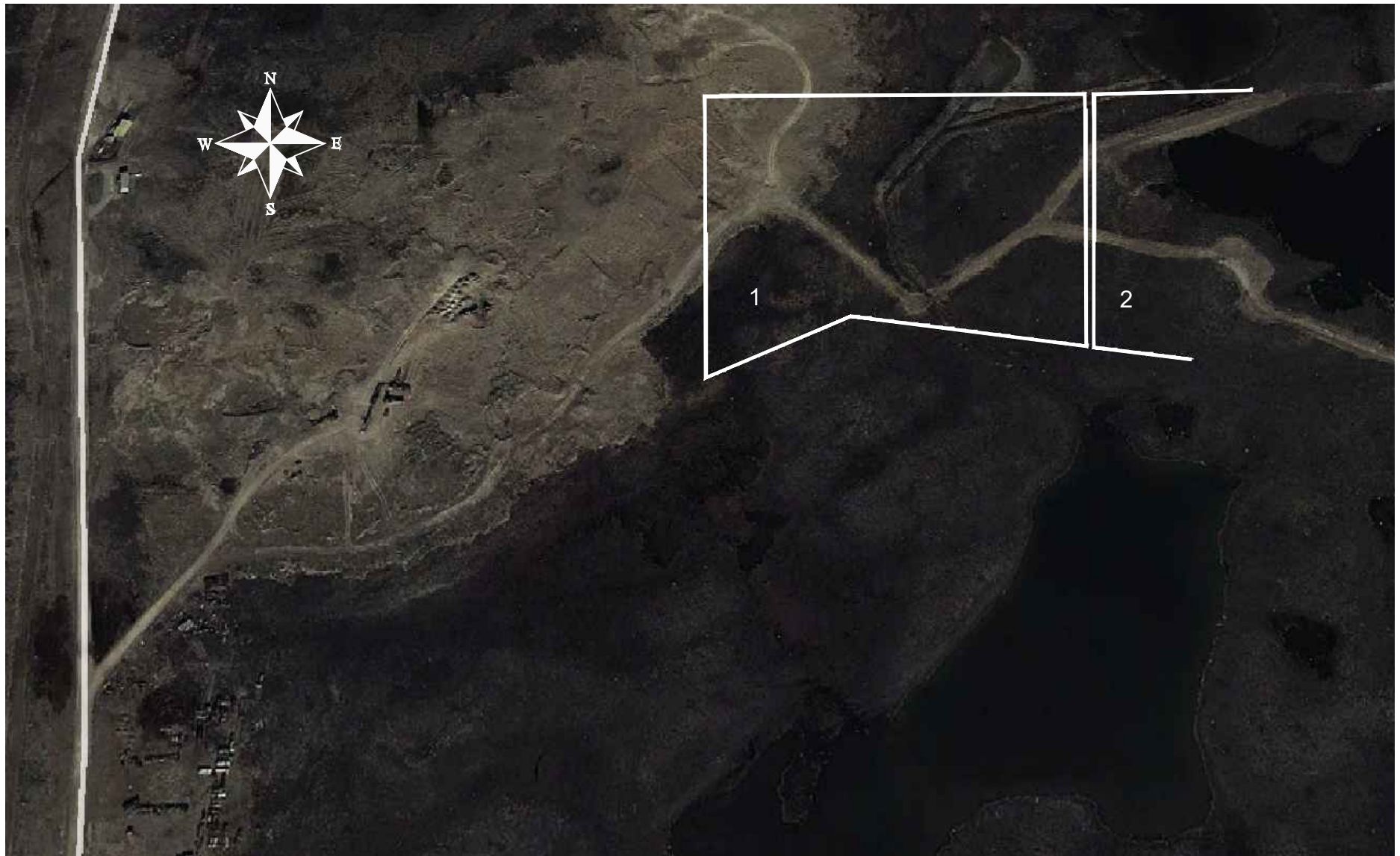


PHOTO SOURCE: GOOGLE EARTH

**LEGEND:**

- 1- Land granted for use by Hamlet
- 2- Portion of granted land that KEL agrees to leave vacant for traditional access to land

**Municipal Land Designated for SWTF**

NOT TO SCALE



Date:	19-DEC-16	Drawn:	JF	PROPOSED CAMBRIDGE BAY SOIL AND WATER TREATMENT FACILITY	Figure:  2
File name:	16-025_TOP0-C.dwg	Approved:	DRAFT		



PHOTO SOURCE: GOOGLE EARTH

Facility Land Hamlet View

NOT TO SCALE



Date:	19-DEC-16	Drawn:	JF	PROPOSED CAMBRIDGE BAY SOIL AND WATER TREATMENT FACILITY	Figure: 3
File name:	16-025_16STF-A.dwg	Approved:	DRAFT		



PHOTO SOURCE: GOOGLE EARTH

Hamlet Zoning Map Overlay of Approved Land for facility

NOT TO SCALE



Date:	19-DEC-16	Drawn:	JF	PROPOSED CAMBRIDGE BAY SOIL AND WATER TREATMENT FACILITY	Figure: 4
File name:	16-025_16STF-A.dwg	Approved:	DRAFT		