# Emergency Response Plan

## Cambridge Bay Soil and Water Treatment Facility
## Kitikmeot Environmental Ltd.

EMERGENCY RESPONSE PLAN

**FINAL**

Cambridge Bay Soil and Water Treatment Facility
V.2.3
4300CBSTF

May 2026

# TABLE OF CONTENTS

Executive Summary ..... 1
1.0 Introduction ..... 2
2.0 Health and Safety Policy ..... 2
3.0 Project Objectives and Scope of Work ..... 3
3.1. Project Description ..... 3
4.0 Emergency Response Planning ..... 4
4.1. Roles and Responsibilities ..... 4
4.2. Alarms and Communication ..... 5
4.3. First Aid ..... 6
4.4. Evacuation Routes ..... 6
4.5. Emergency Response Training and Drills ..... 6
4.6. Equipment ..... 6
5.0 Emergency Response Procedures ..... 6
6.0 Reporting ..... 7

# APPENDICES

Appendix A Emergency Contact Information
Appendix B General Location of Soil and Water Treatment Facility

# EXECUTIVE SUMMARY

This Plan outlines what Kitikmeot Environmental Ltd. (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 site's safety and security.

**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 | |
| April 2021 | Ver. 1.1 | Ownership change, contacts, update | RW | |
| November 2022 | Ver 1.1 | Format update | KHF | |
| May 2026 | Ver.2.3 | Section 1.0 Operator contact info update<br>Appendix A emergency contact info update | MG | MG |

Notice to Reader

This document and its content are protected by Canadian copyright law. Except as otherwise provided for under Canadian copyright law, this website and its content may not be copied, published, distributed, downloaded or otherwise stored in a retrieval system, transmitted or converted, in any form or by any means, electronic or otherwise, without the prior written permission of the copyright owner.

For further information, please contact:

Kitikmeot Environmental Ltd.
regulatory@kblenv.com
780.452.7779

# 1.0 INTRODUCTION

Kitikmeot Environmental Ltd. (KEL) operates a soil and water treatment facility located adjacent to the Hamlet of Cambridge Bay sewage lagoon.

Coordinates for the Facility are:

$69^0$ 07' 40.52" N $105^0$ 02' 35.29"W

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

Facility operations and maintenance contacts:

**Corporate Office:**

Kitikmeot Environmental Ltd.
30 Mitik Street
Cambridge Bay, NU
X0B 0C0

**Operator Contacts:**

Mike Gamache
Project Manager N60 Facilities
KBL Environmental Ltd.
mgamache@kbl.ca
403.370.2800 (cell)
**Primary Contact**

Jeff Flett
Operations Manager
KBL Environmental Ltd.
jflett@kbl.ca
587.646.4556
**Secondary Contact**

The effective date for this *Emergency Response Plan* (the Plan) is January 1, 2023. The Plan will be effective for the duration of the lease and the life of the facility, a period of five (5) years, after which it will be reviewed for renewal.

# 2.0 HEALTH AND SAFETY POLICY

Our commitment to protecting the environment needs to be demonstrated by KEL in conducting our day-to-day business operations. All employees must take the highest standards of care to minimize all operations' environmental impact. 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.

Before any work commencing at a worksite, KEL will develop an Emergency Response Plan (ERP) for all potential scenarios that 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. If ambulance service is not readily available to the worksite, or if travel conditions are not typical, KEL will make available other transportation that:

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

# 3.0 PROJECT OBJECTIVES AND SCOPE OF WORK

This Plan aims to outline response actions to be taken in the event of an emergency. The scope of this Plan includes the operation and maintenance of the Cambridge Bay soil and water treatment facility (CBSWTF). This procedure applies to all employees and contractors at the CBSWTF.

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, vapours or liquids; or
e) the threat of sabotage, civil disobedience or violence.

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

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

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

## 3.1. Project Description

This project involves the operation of a permanent facility in the Hamlet of Cambridge Bay, NU. Following bioremediation of hydrocarbon impacted soil, KEL beneficially reuses treated soil meeting licence criteria off-site. Soil not meeting discharge/reuse criteria will be transported off-site for disposal at a suitable

licensed facility. The CBSWTF also includes a snow/water containment area and a waste storage area for containerized wastes (i.e., used oil drums).

The CBSWTF includes one engineered cell, approximately 40 m x 50 m, for receipt, storage and treatment of petroleum hydrocarbon-contaminated soil, one engineered cell for approximately 170 m3 of petroleum hydrocarbon contaminated snow and water; one engineered cell (158 m2) for storage of containerized hazardous waste; and one small shed for storage of supplies, documentation, and health and safety equipment; and one spill kit.

# 4.0 EMERGENCY RESPONSE PLANNING

## 4.1. Roles and Responsibilities

Written emergency procedures are in place to address specific emergencies. Supervisors at active worksites are responsible to:

1) Determine possible emergencies, including 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 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*

| *RESPONSIBILITIES* | *MANAGER SUPERVISOR* | *HSE RISK ADVISOR* | *EMPLOYEE* |
|---|---|---|---|
| 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 |
| Assist in the ongoing improvement of ERP | X | X | X |
| Provide alarm/communication system | X | X | |
| Confirm all areas have been notified of emergency | X | | X |
| During an emergency, sweep the area to ensure evacuated | X | | X |
| Maintain fire suppression, extinguishment, similar equipment | X | X | X |
| Inspections | X | X | X |
| Records and documentation | X | X | |

### 4.2. Alarms and Communication

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

**NOTE:** If you cannot 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 a serious emergency, no media representatives are allowed access to any emergency scene without authorization from senior management. Speaking with the media or providing information on an emergency 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 CBSWTF can be found in Appendix A.

### 4.3. 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 equipped with an adequate number of trained personnel and appropriate equipment to treat an injury at the site. A list of personnel trained in first aid and CPR will be maintained and provided at the worksite. First aid training requirements are based on the number of workers on the site and consideration given to work being conducted.

### 4.4. Evacuation Routes

All staff must be aware of their location's evacuation route and final gathering point or muster area posted at the worksite. Once gathered, a headcount 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. A map outlining the evacuation route should be posted throughout the worksite for all staff and visitors to review.

### 4.5. 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 tabletop 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.

### 4.6. Equipment

All firefighting, first aid, and spill response equipment (i.e., fire extinguishers) are inspected monthly and recharged and serviced each year. Fire extinguisher, spill response and basic first aid training are 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:

**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, you cannot help anyone else if you become a victim.

**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 headcount 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. Affected supervisors will review this Plan, 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. 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 exercise.

Following an incident where a severe injury or fatality has occurred, government agencies must 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 incidents 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 due to the incident. Care shall be exercised to ensure all evidence is preserved in its original state.

# APPENDIX A

## Emergency Contact Information

**KITIKMEOT ENVIRONMENTAL LTD.**

30 Mitik Street

Cambridge Bay, NU

X0B 0C0

**TEL: 867.983.2200**

| NAME | POSITION | OFFICE | CELL |
|---|---|---|---|
| Mike Gamache | Project Manager | 403.370.2800 | 403.370.2800 |
| Mike Erikson | Vice President | 780.452.7779 | 780.270.1194 |
| Jeff Flett | Operations Manager | 604.866.3300 | 587.646.4556 |

| | |
|---|---|
| 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 |

KEL

# APPENDIX B

## General Location of Soil and Water Treatment Facility




# LOCATION PLAN

Source: ESRI

N

390 195 0 390

Meters

KBL

| | |
|---|---|
| Scale: | 1:24000 |
| Date: | 2020-08-07 |
| File #: | 4300 |
| Drawn By: | DLS |
| Designed By: | DLS |
| Reviewed By: | KO |

KBL Environmental LTD.

Cambridge Bay
Soil Treatment Facility




N

30 15 0 30

Meters

# SITE MAP

Source: ESRI

KBL

| | |
|---|---|
| Scale: | 1:1500 |
| Date: | 2020-08-07 |
| File #: | 4300 |
| Drawn By: | DLS |
| Designed By: | DLS |
| Reviewed By: | KO |

KBL Environmental LTD.

Cambridge Bay
Soil Treatment Facility