

PROCEDURES

GAS LEAKAGE

In the event of a gas leakage take the following actions:

1. If gas is smelled, and a leak is suspected, cease all operations.
2. Do not switch on lights or any other electrical equipment.
3. Evacuate personnel as necessary in accordance with the emergency fire evacuation procedure. Notify neighboring buildings and properties.
4. Contact 911 from a remote location and provide the following details of the emergency:
 - i. Name and address of present location
 - ii. Location, building, floor, room, etc. where leakage occurred.
 - iii. Source of leakage
 - iv. Report on physical damage, if possible
 - v. Report injuries, if any
 - vi. Number of persons present at the location
 - vii. Actions taken so far
 - viii. Stay on the line until told otherwise
5. Once, outside, move to a clear area that is at least 500feet or 150meters from the affected building/site/area. Keep streets and walkways clear for emergency vehicles and crews.
6. **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by the fire department chief, enforcement agency or the Central Incident Post commander.

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MEDICAL AND FIRST AID

1. If a serious injury or illness occurs, contact 911(Canada & USA) for medical assistance and provide the following information:
 - i. Name and location
 - ii. Name of the injured and any other useful information
 - iii. Describe the nature and severity of the injury or medical condition
 - iv. Do not hang up until released by the emergency operator
 - a. If victim is conscious and oriented, the individual has a right to determine their own health care needs and the response to those needs.
 - b. In circumstances involving a person who is unconscious and/or disorientated, ensure the person receives professional medical attention by the quickest means possible.
2. Keep the victim still and comfortable until help arrives
3. In case of minor injury or illness, basic first aid may be administered by the holder of a Red Cross First Aid & CPR Certificate.
4. Person with serious or unusual medical conditions are encouraged to notify supervisors and the standard first aid treatment related to that condition. This information will be treated in a highly confidential manner.

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TORNADOS OR SEVERE WEATHER WARNING

A Tornado Watch or Severe Storm Warning means tornados or severe weather is likely to develop. Be alert to changing weather conditions and be prepared to take action if the weather situation is upgraded to a Warning.

1. For more details refer to the steps outlined in the Critical Task Procedure # 47/00-Tornado Procedure in the Occupational Health and Safety Program
2. If a tornado warning is received, move to the lowest level in the interior hallway of the building as soon as possible
3. Stay away from windows with large expanses of glass
4. Avoid large rooms with free-span roofs
5. Protect head and face. If possible, get under a sturdy table or other structure
6. For combating cold weather conditions, refer to steps outlined in the Critical Task Procedures # 39/99-Working in Cold Weather and # 45/00-Hypothermia Response Procedure in the Occupational Health and Safety Program

PROCEDURES

HOSTAGE SITUATION

Cultural misunderstanding, political unrest and perhaps-inadequate local support services often make crises in foreign countries more intense than familiar situations at home. By using common sense and assuming greater responsibility for one's own safety, many situations can be avoided.

1. For more details, refer to Critical Task Procedure # 44/00 in the Occupational Health and Safety Program
2. Stay calm and do not panic.
3. If possible, alert 911 (Canada & USA) or local police and provide the following information
 - i. Location: building, floor, entrance, etc.
 - ii. Approximate number of leaders, if not a lone individual
 - iii. Size of group if applicable
 - iv. Obvious objective or demand of group/individual
 - v. Describe if group/individual is rational, organized, violent, etc.
4. Stay alert and do not challenge captor(s) physically or verbally
5. Avoid eye contact and diminish importance of occupation
6. Try and establish rapport with captor(s)
7. Take note of characteristics of captor(s), surroundings, and noises, etc.
8. As soon as possible get to a safe place and contact 911
9. Advise the police or other agency of the nature of the incident, location, if medical assistance is needed and a description of the perpetrator(s)
10. Follow the police or other agency's instructions

QUICK REFERENCE EMERGENCY INFORMATION

RESPONSE TO AIRBORNE CHEMICAL OR BIOLOGICAL RELEASE

STEP 1 Notification from Police or other agency	STEP 2 Close doors and Windows	STEP 3 Seal Other Ventilation Sources	STEP 4 Remain Indoors
<p>The police other agency will provide notification in the event of a chemical biological release that would require protective action to be taken by an Emergency Action Team</p> <p style="text-align: center;">DO NOT PANIC!</p>	<p>Do not exit the building</p> <p>If possible move to an interior, windowless room on an upper floor</p> <p>Close all doors to the outside and lock all windows</p> <p>Jam wetted towels or other suitable material in the crack under the door(s)</p> <p>Use plastic sheeting or plastic trash bags to cover all windows and doors. Use tape to seal the edges of the plastic</p>	<p>Turn off all air handlers, air conditioners. Switch inlets to the “closed” position</p> <p>Seal off all vents, grills or other openings to the outside to the extent possible</p> <p>Minimize the use of elevators in buildings as they tend to “pump” outdoor air in and out of a building as they travel up and down</p> <p>If the gaseous release becomes bothersome, hold a wet cloth or handkerchief over the nose and mouth</p> <p>If experiencing breathing problems request medical attention</p>	<p>Monitor the local media for further information and guidance</p> <p>Do not attempt to evacuate the building unless instructed to do so by the fire department, local enforcement agency or the Central Incident Post commander</p>

EMERGENCY RESPONSE TO A BOMB THREAT

STEP 1	STEP 2	STEP 3	STEP 4
Record Information	Contact 911	Ask Caller Questions	Evacuate Building
<p>Any person receiving a call alleging a bomb or other device should attempt to obtain as much information as possible from the caller</p> <p>Instantly write down the time of the call and try to determine the callers identity:</p> <ul style="list-style-type: none"> • Male or female? • Approximate age? • Origin of call? (Local phone booth, cell phone) • Caller's voice? (slow, fast, loud, foreign calm, emotional) • Are there any identifiable background noises? • Does caller appear to be familiar with the building layout and structure? 	<p>If possible have someone else contact 911</p> <p>If alone, try and keep the caller talking as long as possible. Ensure you collect at least the following information before ending the call and contacting 911</p> <ul style="list-style-type: none"> • Location of device • Type of device • Detonation time • Method of detonation (timer or remote control) 	<p>Engage caller in conversation, Ask questions and write down callers exact words</p> <ul style="list-style-type: none"> • What type of device is it? (chemical, biological) • When is device going to explode? • Timer remaining and device location? • What does it look like? • What would cause it to detonate or release its contents? • How do you deactivate the device? • Do you know who placed the device? • Where are you (the caller) now? • Callers name and address? • Remain calm polite but firm. Do not insist on answers to any question? 	<p>If the threat of an explosion is imminent, activate the fire alarm to initiate building evacuation</p> <p>Evacuate the building quickly and calmly by the nearest exit in accordance with the emergency fire procedure</p> <p>Upon exiting, proceed to a safe distance of 500'/150m from the building. Keep clear of emergency vehicles.</p> <p>If possible report to the designated area for the building</p> <p>Do not enter the building until the "all clear" has been clearly given</p>

RESPONSE TO A BOMB THREAT CHECKLIST

QUESTIONS TO ASK	BACKGROUND NOISES
1. When is bomb going to explode?	<input type="checkbox"/> Street noises <input type="checkbox"/> Machinery
2. Where is the bomb right now?	<input type="checkbox"/> Voices <input type="checkbox"/> Crockery
3. What does the bomb look like?	<input type="checkbox"/> Animal noises <input type="checkbox"/> Clear
4. What kind of bomb is it?	<input type="checkbox"/> PA system <input type="checkbox"/> Static
5. What will cause the bomb to explode	<input type="checkbox"/> Music <input type="checkbox"/> House noises
6. Did you place the bomb?	<input type="checkbox"/> Long distance <input type="checkbox"/> Local
7. Why?	<input type="checkbox"/> Motor <input type="checkbox"/> Office machinery
8. What is the address?	<input type="checkbox"/> Booth <input type="checkbox"/> Other (<i>Please specify</i>)
9. What is your name?	
EXACT WORDING OF THE BOMB THREAT	
Sex of caller: _____ Race: _____	(<input checked="" type="checkbox"/> <i>Where applicable</i>)
Age: _____ Length of call: _____	REMARKS
Telephone number where call was received: _____	
Time call received: _____	BOMB THREAT LANGUAGE
Date call received: _____	<input type="checkbox"/> Well spoken (educated) <input type="checkbox"/> Incoherent
	<input type="checkbox"/> Foul mouthed <input type="checkbox"/> Message read out
	<input type="checkbox"/> Taped <input type="checkbox"/> Irrational
	(<input checked="" type="checkbox"/> <i>Where applicable</i>)
CALLERS VOICE	REMARKS
<input type="checkbox"/> Soft <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred	
<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Ragged	
<input type="checkbox"/> Stutter <input type="checkbox"/> Loud <input type="checkbox"/> Deep breathing	Your Name: _____
<input type="checkbox"/> Excited <input type="checkbox"/> Lisp <input type="checkbox"/> Disguised	Position: _____
<input type="checkbox"/> Laughter <input type="checkbox"/> Slow <input type="checkbox"/> Familiar	Telephone Number: _____
<input type="checkbox"/> Rasp <input type="checkbox"/> Crying <input type="checkbox"/> Whispered	Date Checklist Completed: _____
<input type="checkbox"/> Rapid <input type="checkbox"/> Deep <input type="checkbox"/> Accent	
<input type="checkbox"/> Normal <input type="checkbox"/> Distinct	
(<input checked="" type="checkbox"/> <i>Where applicable</i>)	

EMERGENCY RESPONSE TO SUSPICIOUS LETTER OR PACKAGE

STEP 1	STEP 2	STEP 3	STEP 4
Screen "unusual" Articles	Isolate Questionable Package	Request Assistance	Response Action
<p>Evaluate all articles received. Take caution whenever receiving mail or packages of suspicious origin or questionable content.</p> <p><u>Ask the following when screening articles received</u></p> <p>Is the article unexpected or does it appear unfamiliar?</p> <p>Is address vague or incomplete?</p> <p>Is the return address missing?</p> <p>Does it have unusual weight or texture?</p> <p>Are there restrictive markings such as "for addressee only"?</p> <p>Is the article addressed to an individual who no longer works within the company?</p> <p>Do not attempt to touch, open or move any suspicious letter, article or package</p>	<p>If an article, package or letter is received which raises concerns, immediately put the article down</p> <p>Do not panic! Biological agents are not easily aerosolized. The mere act of opening an envelope or package containing a suspected agent would generally not provide sufficient energy to project the agent into the airway or breathing zone</p>	<p>If possible request the assistance of a co-worker or other person in the area to immediately contact 911 to inform them of the potential for a biological release of an agent</p> <p>If alone, phone 911 attempting to limit the number of things that you come into contact with. If contaminated, limiting what you touch will limit the spread of contamination</p> <p>Wait for police to arrive. Do not leave the area. Do not allow others who have been in the area when the article was received or opened, to leave until the Police arrive and assess the situation</p>	<p>The police will isolate the article and initiate a follow-up</p> <p>The hazardous material unit will be called to respond to the incident.</p> <p>A controlled evacuation of the building in which the agent was found will probably occur. Evacuated individuals will be instructed to report to a "congregate area" centre to provide information to authorities. Follow-up actions will be based on each individuals potential exposure to the suspected agent</p>

EMERGENCY RESPONSE TO AN EARTHQUAKE

STEP 1 Stay Indoors	STEP 2 Drop, and Cover Hold	STEP 3 Remain In Place Until Shaking Stops	STEP 4 Assess Damage and Exit Building
<p>Stay indoors during tremors</p> <p>Take cover under tables or desks, or go to a structurally strong location such as a pillar in a hall or gangway</p> <p>Do Not Go Outside!</p> <p>Watch for falling objects such as light fixtures, bookcases, cabinets, shelves and other furniture that might topple over</p> <p>Stay away from windows and large mirrors that may fall or shatter</p>	<ul style="list-style-type: none"> • DROP to floor • COVER head with arms • HOLD that position 	<p>Do not dash for exit since they may be damaged and the building exterior may be falling off or away</p> <p>When shaking stops, check for injuries to personnel in the area. Administer first aid if required</p> <p>Check for fires or fire hazards, spills of flammable or combustible liquids, or leaks of flammable gas</p> <p>Turn off the ignition and heat sources if it is safe to do so. Shut off all gas sources, where applicable</p> <p>Follow procedures for fire, hazardous incidents and serious injury as necessary</p>	<p>Exit the building if possible, and go to a predetermined assembly point to report injuries, and potentially hazardous condition</p> <p>Call 911 to notify them of needed assistance and emergencies that may exist</p> <p>Once the building has be exited, do not re-enter until the building has been declared safe b y trained personnel</p>

EMERGENCY RESPONSE TO POWER OUTAGE

STEP 1 Before An Outage	STEP 2 Response To Short Term Outage	STEP 3 Response To Prolonged Power Outage	STEP 4 After Power Outage
<p>Prepare or review existing internal communication plan to notify affected personnel about workday and after hour emergencies</p> <p>Identify and prioritize vital power-dependent functions, operations and equipment.</p> <p>Keep duplicates of critical data</p> <p>Determine if emergency lighting has been installed and works</p> <p>Develop strategies for resuming operations when power returns</p>	<p>Assess the extent of the outage</p> <p>Depending on the situation, it may be necessary to evacuate the building. Evacuate the building in accordance with the emergency fire procedure</p> <p>Only re-enter the building when the power has been restored and it is safe to do so</p>	<p>Move building occupants in darkened work areas to safe locations</p> <p>Unplug personal computers</p> <p>Unplug non-essential electrical equipment and appliances</p> <p>Open windows for additional light and ventilation, weather permitting</p>	<p>After a power outage ensure that all power is restored before turning on any equipment</p> <p>Ensure all alarms, if any are reset</p> <p>Promptly report any damage from the outage</p>

EMERGENCY RESPONSE TO A CHEMICAL SPILL

STEP 1 Be Prepared	STEP 2 Minor Spill Response (less than 8 oz of a known material)	STEP 3 Major Spill Response (More than 8 oz or unknown material)	STEP 4 Other Situations
<p>A spill kit must be readily available to clean up a chemical spill. The kit should include the following:</p> <p>Instructions or Material Safety Data Sheet (MSDS) for the chemical in use</p> <p>Personnel Protective Equipment including gloves, safety goggles and other protective clothing</p> <p>Sufficient absorbent material to cater for most spills</p> <p>Plastic bags or containers in which to place spill waste materials</p> <p>Do not attempt to clean up a spill if the following conditions apply:</p> <p>More than one chemical was spilled</p> <p>The substance is unknown</p>	<ul style="list-style-type: none"> Minor spills may be controlled by persons who work with the substance and understand the hazards of the material by following these steps: Alert people in the immediate area of the spill Wear protective equipment, including safety goggles, and protective clothing (coverall) If spill is flammable, turn off all sources of ignition Avoid breathing in vapors by wearing a mask Apply absorbent material from the outer extremes of the spill working toward the centre. Sweep/shovel up absorbent material and place into a sealed leak proof bag. Dispose of all materials (gloves, brooms, paper towels, etc.) into a sealed container Label and dispose of the bags as hazardous waste Alert person in the area and close doors of the affected area 	<ul style="list-style-type: none"> Attend to injured or contaminated persons and remove them from the exposure as may be practicable Alert other persons in the area to evacuated Close the doors to the affected area and post a guard if practicable Contact 911 Advise Environment Canada (if spill took place in Canada) Provide the following information: <ol style="list-style-type: none"> Name Information on the material spilled Exact location Stay on the phone until released by the emergency operator Report to the building entrance to provide information to and/or assist emergency personnel 	<p>Chemical Spill On Body</p> <ul style="list-style-type: none"> Remove all contaminated clothing Flood exposed body area with running water from a faucet or safety shower for at least 15 minutes Obtain medical attention Report incident to in accordance with the Critical Task Procedure # 43/99-Hazardous Material Spills <p>Chemical Splashed in Eye</p> <ul style="list-style-type: none"> Immediately rinse eyeball and inner surface of the eyeball with tepid water continuously for 15 minutes. Lift eyelid and irrigate thoroughly underneath the lid Have some other person call for medical assistance Report the incident to the supervisor and the E.H.S. coordinator

EMERGENCY RESPONSE TO A FIRE

STEP 1 Activate /Raise Alarm	STEP 2 Contact 911	STEP 3 Evacuate The Building	STEP 4 Assist The Incapacitated
<p>In the event of a fire, activate the nearest fire alarm. Take appropriate actions to ensure personal safety</p> <p>More details and information are available in the Critical Task Procedure # 42/99-Fire Emergency Procedure of the Occupational Health and Safety Program</p>	<ul style="list-style-type: none"> • From a safe location contact 911 • Provide the following information: <ol style="list-style-type: none"> i.Name ii.Exact location (Building room, floor) iii.Stay on the phone until released by the emergency operator • Alert people in the immediate area of the situation, but only if it is safe to do so • If it is impossible to leave the building or structure make every effort to call 911 and inform the emergency operator of your exact location within the building or structure • Move to room with a closing door. First check door with the back of hand, if hot do not open (back-draft) 	<ul style="list-style-type: none"> • Evacuate the building quickly and calmly by way of the nearest exit • Shut off major equipment or electronics • Shut doors as you leave to reduce the spread of fire • If there is heavy smoke stay close to the floor as possible • Upon exiting, proceed to the designated mustering point for a head count • Stay with the group from your building • Do not re-enter the building until the “all-clear” signal has been given 	<ul style="list-style-type: none"> • Assist persons who are unable to negotiate the stairs due to incapacitation from heat or smoke inhalation • Provide emergency crew with any information regarding the location of any person(s) unable to evacuate the building or structure • Advise person conducting head count at the mustering point of the incapacitated person

EMERGENCY RESPONSE TO FLOOD

STEP 1 Cease Operations And Activate Fire Alarm	STEP 2 Flooding Caused By Heavy Rain	STEP 3 Protect Property And Equipment	STEP 4 Evacuate Personnel And Report Additional Problems
<p>If flood is caused by a pipe break, sink overflow or other plumbing problem, notify an emergency plumber</p> <p>Attempt to identify the source of the water if this can be done safely</p>	<p>If flooding is caused by heavy rain:</p> <ul style="list-style-type: none"> • Attempt to close doors and windows to prevent rain from entering, if possible • Focus resources on minimizing the spread of water into other areas of the building or structure 	<p>Protect property and records by removing them from the floor and /or covering with water resistant material</p> <p>Attempt to move items of value to “higher ground” as possible</p> <p>Unplug electrical equipment such as computers, printers, etc.</p> <p>If electrical circuits appear to be getting wet, leave the area immediately</p>	<p>Evacuate personnel if necessary. Activate the fire alarm system if an immediate evacuation is required.</p> <p>Call 911 if professional medical services are required</p> <p>Report any losses or equipment damage to appropriate branch office</p>

EMERGENCY RESPONSE TO NATURAL GAS LEAK

STEP 1 Cease Operations And Activate Fire Alarm	STEP 2 Contact 911	STEP 3 Evacuate Building/Structure	STEP 4 Re-Entry
<p>If gas can be smelled or a leak is suspected, cease all operations immediately.</p> <p>Take appropriate action to ensure personal safety.</p> <p>Extinguish cigarettes, shut down all machinery and electronic devices.</p> <p>Leave the area immediately and pull the nearest fire alarm pull station to initiate evacuation from the building</p>	<p>Contact 911(Canada & USA)</p> <p>Provide the following details:</p> <ul style="list-style-type: none"> • Name • Exact location of the leak (Address, building, room or floor). • Any injuries that require professional attention. • Actions taken so far • Stay on line until released by the emergency operator 	<p>Evacuate the building in accordance with the emergency fire evacuation procedure.</p> <p>Report to the mustering point and advise emergency response personnel of the situation.</p> <p>Leave sidewalks and roadways free for emergency responders</p> <p>Any person who due to injury unable to negotiate stairs must be escorted to the nearest exit staircase and moved onto the landing of the stairwell Do not attempt to move them down the stairs, unless this can be done safely without further injuring the person. On exiting the building immediately inform emergency personnel of the exact location of the person.</p>	<p>Do not re-enter the building until authorized to do so by emergency response team leader, law enforcement agency or the Central Incident Post Commander.</p>

EMERGENCY MEDICAL AND FIRST AID

STEP 1 Contact 911 And Provide Details	STEP 2 Patient Rights	STEP 3 Apply First Aid	STEP 4 Advise Of Medical Condition
<p>If serious injury or illness occurs, contact 911 (Canada & USA) for medical assistance</p> <p>Provide the following information:</p> <ul style="list-style-type: none"> • Name and location • Name of injured and any other useful information • Describe in detail the nature and severity of the injury or medical condition • Also provide details of medical aid administered on site to the patient • Do not hang up until released by the emergency operator 	<p>If victim is conscious and oriented, the individual has a right to determine their own health care needs and the response to those needs</p> <p>In circumstances involving a person who is unconscious and/or disoriented, ensure the person receives professional medical attention by the quickest means possible</p> <p>Keep the person still, calm and comfortable until help arrives</p>	<p>In cases of minor injury or illness, basic first aid may be applied by the holder of a Red Cross First Aid & CPR Certificate</p> <p>Continue to monitor the vital signs of the patient</p>	<p>Person with serious or unusual medical conditions are encouraged to notify supervisors and the standard first aid treatment related to the condition.</p> <p>This information will be treated with the highest confidentiality</p>

EMERGENCY RESPONSE TO TORNADO

STEP 1 Tornado Watch or Severe Weather Alert	STEP 2 Warning Issued	STEP 3 Seek Shelter	STEP 4 Monitor The Situation
<p>The National and Local Weather Services will broadcast if weather conditions are favorable for a tornado.</p> <p>A tornado watch notice may be issued even though an actual tornado has not been sighted.</p> <p>Monitor the local media for weather updates and be alert to changing weather conditions.</p> <p>Be prepared to take action if the weather situation is upgraded to a Tornado Warning status</p>	<p>In the event of a Tornado Warning, National and local agencies will alert the public that a tornado has been sighted.</p> <p>This information will be broadcast over local radio and TV stations.</p> <p>All employees must be warned and be cognizance of the Tornado Watch and that a tornado has formed and that all persons should seek cover.</p> <p>Exterior doors should not be opened and all occupants should immediately proceed to shelter areas.</p>	<p>Seek shelter immediately.</p> <p>Move to the lowest level of the building or structure away from windows or glass.</p> <p>An interior hallway, stairwell or other room on the lowest floor or in the basement is best.</p> <p>Avoid areas with large expanses of glass or windows.</p> <p>Do not attempt to flee a tornado on foot or automobile. Tornadoes can move at incredible speeds.</p> <p>Do not seek shelter in or under a vehicle.</p>	<p>Monitor the local media for information and guidance</p> <p>Remain in the shelter until the "all clear" signal is given by emergency personnel or the police.</p> <p>Do not evacuate the building unless instructed to do so by emergency personnel or the police. Once instructed to evacuate the building, exit quickly and calmly by way of the nearest exit to a safe distance from the building.</p> <p>Call 911 to notify them of any needed assistance and emergencies that may exist.</p> <p>Leave sidewalks and roadways free for emergency responders</p> <p>Once the building has been evacuated, do not re-enter until the building has been declared safe by trained emergency personnel.</p>

EMERGENCY RESPONSE TO HOSTAGE SITUATION

STEP 1 Contact 911 And Provide Details	STEP 2 Stay Alert	STEP 3 Establish Rapport	STEP 4 Note Surroundings, etc
<p>Stay calm and do not panic</p> <p>If possible contact 911(Canada& USA) and provide the following information</p> <ul style="list-style-type: none"> • Name • Nature of the incident • Location, time of the incident • Approximate number of leaders • Size of group if applicable • Obvious objective or demands • Describe if group or individual is rational, organized, violent 	<p>Stay alert and do not challenge captor(s) physically or verbally</p> <p>Try and remain passive but alert</p> <p>Attempt to reason or talk with the captor(s)</p>	<p>Attempt to establish rapport with the captor(s)</p> <p>Avoid eye contact with captor(s) and diminish importance of position</p> <p>Try to find some common ground</p>	<p>Take note of the surroundings</p> <p>Listen for identifiable sounds such as:</p> <ul style="list-style-type: none"> • Animal/Pet noises • Household noises • Other peoples voices and language • Accents • Smells • Hum of machinery <p>When assistance arrives immediately inform them of your impressions before they fade or become distorted</p>

ABRIDGED EMERGENCY INFORMATION FOR DRILL SITES

EMERGENCY RESPONSES FOR DRILL SITES

Emergency Contacts	Emergency Response To Lightning	Emergency Response To An Earthquake	Emergency Response To A Chemical Spill	Emergency Response To A Fire
<p>Post the following emergency numbers and procedures at each drill site</p> <ul style="list-style-type: none"> Local Fire Department: Tel: # _____ Local Police Department: Tel: # _____ Local Ambulance Services: Tel: # _____ Environmental Agency (Reporting Spills): Tel: # _____ Poison Centre: Tel: # _____ Local Regulatory Agency: Tel: # _____ Forest Fire Protection: Tel: # _____ Emergency Medical Evacuation Tel: # _____ Search and Rescue: Tel: # _____ Supervisor or Foreman Tel: # _____ Branch/Local Manager: Tel: # _____ Safety Coordinator: Tel: # _____ E. H. & S. Director: (H) Tel: # (506) 861-1898 (W) Tel: # (506) 859-7670 (C) Tel: # (506) 381-7220 Vice-President-Operations: (W) Tel: # (506) 859-7666 (H) Tel: # (506) 857-9402 (C) Tel: # (506) 381-3824 	<p>STEP ONE PLAN</p> <ul style="list-style-type: none"> Plan in advance for evacuation and safety measures If indoors-do not exit the building When lightning is first seen or thunder is heard nearby, activate the emergency plan <p>MAKE CONTACT</p> <ul style="list-style-type: none"> Contact the foreman or supervisor by the quickest means possible Advise of approaching unstable weather conditions <p>SAFE LOCATION</p> <ul style="list-style-type: none"> Avoid water, high ground and open spaces Avoid all metal objects, including electrical wires, fences, machinery, motors, power tools, etc. Unsafe locations include, underneath canopies, or near trees Crew should proceed to a grounded location such as a substantial building, or a fully enclosed truck with windows completely shut, and to avoid touching metal parts while in the vehicle <p>IF OUTDOORS</p> <ul style="list-style-type: none"> Crouch down with feet together Place hands over ears to minimize hearing damage from thunder Avoid proximity to other people Maintain a distance of at least 15feet/5meters <p>RESTART OPERATION</p> <ul style="list-style-type: none"> After lightning has abated, Wait at least 30 minutes after the last observed lightning or thunder, Contact supervisor, advise of weather conditions and get permission before resuming drilling 	<p>STEP ONE</p> <ul style="list-style-type: none"> Stay indoors during tremors Take cover under a table or desks or at a structurally strong location such as a pillar in a hall or gangway DO NOT GO OUTSIDE Watch for falling objects such as, light fixtures, bookcases, etc. Stay away from windows or large mirrors that may fall or shatter Local Emergency # (911- Canada & USA) <p>STEP TWO</p> <ul style="list-style-type: none"> DROP to floor COVER head with arms HOLD that position <p>STEP THREE</p> <ul style="list-style-type: none"> Do not dash for exit building or structure may be damaged and exterior may be falling off or away When shaking stops check for injuries and administer first aid Check for fires or fire hazards or combustible liquids, or leaks of flammable gas Turn of ignition and heat sources if it is safe to do so <p>STEP FOUR</p> <ul style="list-style-type: none"> Exit the building or structure, go to a check point to report injuries, hazardous Contact Supervisor or branch manager with details of the event The supervisor or branch manager will immediately contact E. H. & S. Director or the Vice President-Operations with details of the event 	<p>STEP ONE</p> <ul style="list-style-type: none"> Spill kit must be available <p>STEP TWO</p> <ul style="list-style-type: none"> Minor spill may be controlled by person who works with substance and understands the hazards Alert people in the immediate vicinity Wear PPE If chemical is flammable turn off all sources of ignition Avoid breathing in fumes Apply absorbent material from the extreme of the spill to the centre Sweep shovel absorbent material and materials such as gloves brooms etc. and place in sealed container Label and dispose of bag as hazardous waste Alert persons in the area and close affected area <p>STEP THREE</p> <ul style="list-style-type: none"> Attend to injured and remove from the exposure Alert other persons in the area to evacuate and post a guard (if possible) Notify local emergency services Local #: (911- Canada & USA) Provide: Name, Information on the spill and exact location Stay on phone till released <p>STEP FOUR</p> <ul style="list-style-type: none"> Notify supervisor and/or branch manager who will contact the following: E. H. & S. Director: (H) Tel: # (506) 861-1898 (W) Tel: # (506) 859-7670 (C) Tel: # (506) 381-7220 Vice-President-Operations: (W) Tel: # (506) 859-7666 (H) Tel: # (506) 857-9402 (C) Tel: # (506) 381-3824 	<p>STEP ONE</p> <ul style="list-style-type: none"> In the event of a fire activate the alarm if none available shout "FIRE, FIRE, FIRE" <p>STEP TWO</p> <ul style="list-style-type: none"> If fire is not large and an escape way is available, try to douse the fire using a portable fire extinguisher If the fire is large, contact local emergency services or fire department Local Emergency # (911- Canada & USA) Move to a room or area with a closing door, first check with hand if door is warm (danger of back-draft) If the smoke is very heavy, stay close to the floor <p>STEP THREE</p> <ul style="list-style-type: none"> Evacuate the building or structure, if necessary Shut of equipment and appliances Shut all doors to reduce fire spread <p>STEP FOUR</p> <ul style="list-style-type: none"> Assist persons who are unable to negotiate their way due to smoke inhalation or heat Upon exiting the building or structure go to pre-determined muster point for a head-count Provide emergency crews with any information of persons unable to evacuate or any hazardous areas Do not re-enter building until told to by the fire department, or local police

EMERGENCY RESPONSES FOR DRILL SITES

Emergency Contacts	Emergency Response To Flood	Emergency Medical And First Aid	Emergency Response To Tornado	Emergency Response To Hostage Situation
<p>Post the following emergency numbers and procedures at each drill site. In Canada and USA dial 911</p> <ul style="list-style-type: none"> Local Fire Department: Tel: # _____ Local Police Department: Tel: # _____ Local Ambulance Services: Tel: # _____ Environmental Agency (Reporting Spills): Tel: # _____ Poison Centre: Tel: # _____ Local Regulatory Agency: Tel: # _____ Forest Fire Protection: Tel: # _____ Emergency Medical Evacuation Tel: # _____ Search and Rescue: Tel: # _____ Supervisor or Foreman Tel: # _____ Branch/Local Manager: Tel: # _____ Safety Coordinator: Tel: # _____ E. H. & S. Director: (H) Tel: # (506) 861-1898 (W) Tel: # (506) 859-7670 (C) Tel: # (506) 381-7220 Vice-President-Operations: (W) Tel: # (506) 859-7666 (H) Tel: # (506) 857-9402 (C) Tel: # (506) 381-3824 	<p>STEP ONE</p> <ul style="list-style-type: none"> If flood is caused by pipe break, sink overflow or other plumbing problem, notify an emergency plumber Attempt to identify the cause of the water, if this can be done safely <p>STEP TWO</p> <ul style="list-style-type: none"> If flooding is caused by rain or other natural phenomenon, close doors and windows to prevent rain from entering Focus resources of minimizing the spread of water into other areas of building or structure Notify Local Emergency Services # (911- Canada & USA) <p>STEP THREE</p> <ul style="list-style-type: none"> Protect people and property by moving them to higher ground and removing items from the floor or cover with water resistant material Unplug all electrical equipment If electrical circuits appear to be getting wet leave the area immediately if unable to shut of electrical current safely. <p>STEP FOUR</p> <ul style="list-style-type: none"> Evacuate personnel if necessary. Activate the fire alarm, if an immediate evacuation is required Report any losses or equipment damage to the appropriate branch office manager 	<p>STEP ONE</p> <ul style="list-style-type: none"> If serious injury or illness occurs, notify local emergency services Local Emergency Services # (911- Canada & USA) Provide the following information: <ol style="list-style-type: none"> 1. Name and location 2. Name of injured 3. Describe in detail the nature and severity of the injury or medical condition 4. Provide details of medical aid administered so far 5. Do not hang up until released <p>STEP TWO</p> <ul style="list-style-type: none"> If victim is conscious and oriented, the individual has a right to determine their own health care needs and response to those needs If the victim in unconscious and/or disoriented, see that they receive prompt medical attention Keep the victim calm and comfortable until help arrives <p>STEP THREE</p> <ul style="list-style-type: none"> In cases of minor injury or illness, basic first aid may be applied by the holder of a Red Cross First Aid & CPR Continue to monitor the vital signs of the victim until professional medical help arrives <p>STEP FOUR</p> <ul style="list-style-type: none"> Persons with serious or unusual medical conditions are encouraged to notify supervisors and the standard first aid treatment related to the condition. This information will be treated with the highest confidentiality 	<p>STEP ONE</p> <ul style="list-style-type: none"> The National Weather Service will broadcast if weather conditions are favorable for a tornado A tornado watch notice may be issued even though a tornado has not been spotted Monitor the local media for weather updates Be prepared to take action if weather situation is upgraded to Tornado Warning status <p>STEP TWO</p> <ul style="list-style-type: none"> In the event of a Tornado Warning National and local agencies will send out an alert that a tornado has been sighted This information will be broadcast over local radio and TV stations All employees should be warned of approaching tornado and should seek cover Exterior doors should not be opened and all occupants should immediately seek shelter <p>STEP THREE</p> <ul style="list-style-type: none"> Move to the lowest level of the building or structure or an interior hallway Avoid area with large expanses of glass or windows Do not attempt to flee a tornado on foot. They can move at incredible speeds Do not seek shelter in or under a vehicle <p>STEP FOUR</p> <ul style="list-style-type: none"> Remain in the shelter until the "all clear" signal is given Do not evacuate unless instructed by emergency responders Local Emergency Services # (911- Canada & USA) Proceed to the muster point for a head count 	<p>STEP ONE</p> <ul style="list-style-type: none"> Stay calm and do not panic. If possible contact Local Emergency Service # (911- Canada & USA) Provide the following information: <ol style="list-style-type: none"> 1. Name 2. Nature of incident 3. Location, time of incident 4. Number of individuals/leaders 5. Demands or objectives 6. If rational, organized or violent <p>STEP TWO</p> <ul style="list-style-type: none"> Stay alert and do not challenge captor(s) Try to remain passive but alert Attempt to reason or talk to captor(s) <p>STEP THREE</p> <ul style="list-style-type: none"> Avoid eye contact Attempt to establish rapport with captor(s) Try to find common ground <p>STEP FOUR</p> <ul style="list-style-type: none"> Take note of surroundings: Listen for identifiable sounds: <ol style="list-style-type: none"> 1. Animal/Pet noises 2. Household noises 3. Other peoples voices and language 4. Accents 5. Smells 6. Hum of machinery 7. Distances involved 8. Passage of time When assistance arrives immediately inform them of impressions before they fade or become distorted

DISTRIBUTION LIST

RECORD	RESPONSIBLE PARTY	LOCATION	TYPE
Emergency Response Manual	Chief Executive Officer	Major Drilling Group International Inc., 111 St George St.-Suite200, Moncton, NB E1C 1T7	Uncontrolled
Emergency Response Manual	Chief Financial Officer	As above	Uncontrolled
Emergency Response Manual	Corporate Counsel	As above	Uncontrolled
Emergency Response Manual	Vice President -Operations	As above	Uncontrolled
Emergency Response Manual	E.H. & S. Director	As above	Controlled
Emergency Response Manual	General Manager (Canada)	Major Midwest (Manitoba) 180 Cree Crescent Winnipeg, MB R3J 3W1	Uncontrolled
Emergency Response Manual	Safety Coordinator	Major Midwest (Manitoba) 180 Cree Crescent Winnipeg, MB R3J 3W1	Uncontrolled
Emergency Response Manual	Regional Manager (Canada)	Major Dominik (Quebec) 1080 Echo St, Val d'Or, PQ J9P 6X8	Uncontrolled
Emergency Response Manual	Branch Manager	Major Dominik (Quebec) 1080 Echo St, Val d'Or, PQ J9P 6X8	Uncontrolled
Emergency Response Manual	Branch Manager	Major Dominik (Ontario) 409 King St. Porcupine, ON P0N 1C0	Uncontrolled
Emergency Response Manual	Safety Coordinator	Major Dominik (Quebec) 1080 Echo St, Val d'Or, PQ J9P 6X8	Uncontrolled
Emergency Response Manual	Branch Manager	Major Midwest Drilling 36 Station Road, MB R8N 0N6	Uncontrolled
Emergency Response Manual	Branch Manager	Major Midwest (Manitoba) South Main Shaft Road Flin Flon, MB R8A 1N4	Uncontrolled

DISTRIBUTION LIST

RECORD	RESPONSIBLE PARTY	LOCATION	TYPE
Emergency Response Manual	Branch Manager	Major Drilling (NT) 337 Old Airport Road, NT X1A 2P1	Uncontrolled
Emergency Response Manual	Branch Manager	PC Exploration 3883 Cincinnati Avenue Rocklin, CA USA , 04732	Uncontrolled
Emergency Response Manual	Branch Manager	Major Mexico Calles de los Nogales No. 29 Esquina Calle de los Pimas C.P. 83299 Hermosillo, Sonora, Mexico	Uncontrolled
Emergency Response Manual	Branch Manager	Major Tanzania Kiseke Area Plot 741 Mwanza, Tanzania East Africa	Uncontrolled
Emergency Response Manual	General Manager	Major Chile Barrio Industrial Alto Penueles Sitio 22-B Coquimbo, Chile, SA	Uncontrolled
Emergency Response Manual	Branch Manager	Major Chile Barrio Industrial Alto Penueles Sitio 22-B Coquimbo, Chile, SA	Uncontrolled
Emergency Response Manual	Regional Safety Coordinator	Major Chile Barrio Industrial Alto Penueles Sitio 22-B Coquimbo, Chile	Uncontrolled
Emergency Response Manual	Branch Manager	Major Perforaciones (Argentina) Rodriguez Pena 5391 (5513) Coquimbato-Maipu Mendoza, Argentina, SA	Uncontrolled
Emergency Response Manual	General Manager	UDR (Miramichi) 128 Pollard Blvd. Mirimachi, NB Canada E1N 6K4	Uncontrolled

DISTRIBUTION LIST

RECORD	RESPONSIBLE PARTY	LOCATION	TYPE
Emergency Response Manual	General Manager	UDR-Perth 332 Treasure Road Welshpool, WA 6106 Australia	Uncontrolled
Emergency Response Manual	Branch Manager	UDR –Brisbane 100 Grindle Road Rocklea, QLD 4106 Australia	Uncontrolled
Emergency Response Manual	Branch Manager	Major Pontil 100 Grindle Road Rocklea, QLD 4106 Australia	Uncontrolled
Emergency Response Manual	Safety Coordinator	Major Pontil 100 Grindle Road Rocklea, QLD 4106 Australia	Uncontrolled
Emergency Response Manual	Corporate Office Staff	111 St. George Street- Suite 200 Moncton, New Brunswick E1C 1T7 Canada	
Emergency Response Manual			
Emergency Response Manual			
Emergency Response Manual			
Emergency Response Manual			
Emergency Response Manual			