ATTACHMENT 24

LTWP Preliminary Design Report – Appendix M – Emergency Response Plan

City of Iqaluit

Emergency Response Plan

Long Term Water Program – Supply and Storage
Iqaluit, Nunavut

September 2024

Emergency Response Plan - DRAFT

Long Term Water Program – Supply and Storage

Iqaluit, Nunavut

September 2024

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Acronyms and Abbreviations

AED	Automated External Defibrillator
Arcadis	Arcadis Canada Inc.
City	City of Iqaluit
EAG	Emergency Action Guide
EM	Environmental Monitor
EML	Emergency Management Lead
EMP	Environment Management Plan
EMT	Emergency Medical Technician
ERP	Emergency Response Plan
FR	First Responder
IC	Incident Commander
LTWP	Long Term Water Program
NIRB	Nunavut Impact Review Board
OHS	Occupational Health and Safety
PPE	Personnel Protective Equipment
SDS	Safety Data Sheet
WSCC	Workers' Safety and Compensation Commission

1 Introduction

Arcadis Canda Inc. (Arcadis) has been retained by the City of Iqaluit (City) to prepare an Emergency Response Plan (ERP) for the Long Term Water Program – Supply and Storage (the Project). The ERP has been prepared as per the Environment Management Plan (EMP) requirements outlined in the Project Request for Proposal 2023-RFP-048. This document is designed to be a living document that will be updated as the Project advances.

This draft of the ERP was prepared while the Project was in its Preliminary Design phase. The inundation modeling and risks assessments necessary to inform emergency procedures during the Operational phase of the Project had not been completed at the time this draft was prepared. Accordingly, this draft of the ERP focuses on emergency response procedures for the Construction phase of the Project.

1.1 Purpose and Scope

The purpose of this ERP is to identify potential environmental, health and safety emergencies that could arise during the Construction phase of the Project.

The primary objectives of the Project are:

1. Establish a new long-term water source and the necessary infrastructure to address the City's present and future water demands, ensuring that the water supply system supports economic growth.
2. Construction of a new reservoir to secure sufficient year-round water storage capacity by adding a minimum 1.5 increase in the over-winter storage capacity and meeting the current and projected needs of the City.

This ERP establishes the framework for responding to emergency situations and applies to all aspects of the Project during the Construction phase. All personnel including third party contractors working on the Project are required to comply with the requirements of the ERP. The ERP also defines roles and responsibilities, emergency contact information, training, equipment, and reporting requirements, by which all site personnel are directed.

1.2 Regulatory Framework

This ERP was developed in accordance with Nunavut Occupational Health and Safety Regulations and the Workers' Safety and Compensation Commission (WSCC) Codes of Practice. All emergency measures in the ERP must be conducted in accordance with territorial and federal legislation listed in Section 3.3 of the EMP.

Further and continual modifications and revisions to the ERP will be completed based on future work scope modifications, emergency and spill response procedures, and associated approvals. Updates to the ERP will be completed in accordance with the terms and conditions of the established regulatory framework and any subsequent requirements which may be issued.

1.3 Guiding Principles

Emergency events or situations are characterized by immediate threat to life, health, safety, environment, and/or property. This ERP was designed to address these characteristics using the following principles:

- Ensuring the safety and well-being of personnel, the environment, and/or property.
- Mitigating the potential for asset loss.
- Identifying the types of emergencies that may occur and the procedures to respond, intervene, stop, or limit the emergency situation.
- Ensuring that personnel responding to emergencies are trained and have appropriate resources for the response.

The information contained in this document has been prepared to act as a guide only. Depending on the circumstances of the emergency, additional actions and responses may be required.

1.4 Glossary of Terms

Emergency:	An emergency is an event that threatens life or may cause imminent and significant harm to the environment, facilities, and/or equipment. In any emergency, the priority is the protection of human health, second is environment, and third is property. • Emergencies require local and site-wide Stop Work.
Emergency Management Lead (EML):	Person responsible for the overall coordination and support for the emergency response activities at the operation. This role is filled by the on-site senior manager or designated senior manager in the Construction phase.
Emergency Medical Technician (EMT):	A medical professional that provides emergency medical services specifically for a project-related incident or emergency.
Environmental Monitor (EM):	An environmental professional with comprehensive knowledge in spill response and is responsible for managing environmental-related emergencies.
Muster Station:	A designated gathering area for the purpose of identifying and recording all occupants/evacuees present during an emergency and ensuring their safety until the emergency has ended.

2 Roles and Responsibilities

The initial stage of any emergency is critical. An effective and timely response is essential to prevent an emergency situation from escalating to a higher level. Therefore, all personnel (e.g., employees, contractors, and visitors) must be fully aware of their individual roles and responsibilities as presented in this ERP.

Specific roles for project personnel during emergencies will vary based on the incident or nature of the emergency and personnel available on-site. It is important that supervisors and managers clarify specific responsibilities with their teams daily and throughout the day if conditions change.

Due to the nature of the Project, most personnel involved in the Construction phase will not be involved in the Operational phase. Accordingly, the roles and responsibilities for this EMP have been divided by Project phases and are outlined in the sections below.

2.1 Construction Phase

The ERP-specific roles and responsibilities of project personnel during the Construction phase are presented in Table 2-1.

Table 2-1 ERP Roles and Responsibilities during Construction Phase

Role	Description	Responsibilities
Emergency Management Lead (EML)	The EML will be the most senior operations manager present at the site where the emergency is declared	The EML is responsible for the overall coordination and support for the emergency response activities at the construction site. It is the responsibility of the EML to declare the level of emergency, make appropriate internal and external notifications, declare a change of status, or end to the emergency. The EML can delegate emergency response tasks to project personnel based on the nature of the emergency.
Emergency Medical Technician (EMT)	The EMT will be a medical professional that provides medical services specifically for project-related incidents and emergencies.	The EMT is responsible for providing comprehensive first aide during an emergency. The EMT reports directly to the EML.
Environmental Monitor (EM)	The EM will be an environmental professional with comprehensive knowledge in spill response.	The EM is responsible for managing emergencies that pose a risk to the environment. The EM reports directly to the EML.

Role	Description	Responsibilities
First Responder (FR) / Incident Commander (IC)	At the scene of any incident, the FR will initially take the role of IC and will assume control of the scene or designate a person more competent to act in that capacity. The person with the highest level of authority (for example a Site Supervisor) should initially lead the response.	The IC will assess the nature of the emergency and begin the notification process. The IC shall defer to the directions of the EML, EMT and EM. It is the responsibility of the IC to immediately communicate the critical details of the emergency and remain onsite to direct onsite personnel until they are relieved of their IC duties as per the direction of the EML.
Worker	In this EMP, a worker is any onsite person (including employees, contractors, and visitors) with involvement in the Project.	All workers, have a responsibility to be fully familiar with their role in the ERP and to actively participate in emergency response preparation, training, and drills. Every worker has the duty to take immediate action, as prescribed by procedures contained within this plan, to protect themselves, others, the environment, and assets – in that order. It is to be clearly understood that no person should place themselves or others in danger in an effort to protect the environment or assets. To this end, workers are reminded to work and participate in emergency response actions, within the scope of their training and abilities, at all times.

2.2 Operational Phase

ERP-specific roles and responsibilities for operational activities (e.g., dam and pipeline operation) will be developed once system designs and operational procedures are finalized. Personnel responsible for system operation during the Operational phase will be subject to the emergency and safety policies of their employer. An ERP for potential emergencies (e.g., dam breach or pipeline burst) will be developed as a separate document after designs are finalized and necessary studies (e.g., inundation study) are completed.

3 Emergency Response Communication

3.1 Level of Emergency

The ERP uses a three tiered classification system to effectively manage emergency responses. Depending on the significance of the emergency, varying degrees of response, effort and support are required. The process used to determine which emergency level to declare in the case of an emergency is provided in Table 3-1. The EML is ultimately responsible for declaring the level of emergency. Refer to Section 3.2.4 for Emergency Level Declaration procedure. These emergency levels were developed to provide a means to succinctly communicate the severity of an emergency to all workers and emergency response personnel. Accordingly, all persons (including employees, contractors, and visitors) with involvement in the Project should be made aware of and understand the emergency levels.

Table 3-1 Levels of Emergency and Project Impact Chart

Level	Personnel	Asset Damage	Environmental Impact	Management Impact	Overall Project Impact
Level III	Single or multiple fatalities	Uncontrolled hazard Major fire	Uncontrolled environmental hazard Polar bear or wolf in work area	Requires significant senior management attention	All onsite project work must be paused for unknown period of time (Site-wide Stop Work)
Level II	Serious or multiple injuries (injuries likely to require Medivac)	Fire in a facility or uncontrolled fire involving equipment	Major but reversible environmental impact Polar bear or wolf within 1.5 km of work area	Can be managed by targeted senior management attention	Most onsite project work must be paused temporarily (Site-wide Stop Work)
Level I	Medical treatment needed. (injury may require Medivac)	Minor fire that is not growing in size or has been controlled	Extreme weather conditions force shutdown of activities Minor accidental spill or release Wildlife interaction with minor risk, e.g., caribou near site or polar bear within 8 km of work area.	Can be managed by targeted management attention Impact of event can be absorbed into normal activities	Some onsite project work must be paused temporarily (Local Stop Work)

3.2 Notification and Communication

Effective emergency response requires quick notification of the appropriate emergency response resource. The initial notification should provide essential information on the emergency. The EML should always be the first person notified in the event of a project-related emergency. However, in the event the EML can not be reached, the appropriate internal and external emergency response resource listed in **Appendix A** shall be contacted.

3.2.1 Notification Procedure

An individual involved in, witnessing, or acting as first responder, shall make every effort to quickly notify the EML by radio, phone, or other means.

When reporting an emergency, the following steps should be taken:

- State nature of the emergency (Fire/Rescue, Medical, Environmental);
- Give location of the emergency;
- State your name; and,
- Follow instructions given.

During the emergency notification, it is important for the notifier to remain calm, find a safe location for the call, and stay on the radio or phone to provide details and receive instructions.

During an emergency, the primary communications link between all emergency response personnel is through radio communication. All key emergency response members (i.e., EML, EMT, EM, Site Supervisor etc.) will be issued radios.

Radio communications must be kept to a minimum during an emergency. If radio silence is requested on other channels, emergency response members will announce this. This ensures open and free communications among personnel involved in the actual response.

All personnel across the project site may be asked to safely stop work, shut off equipment and pull over vehicles to the side of the road. Personnel shall await further instructions from the EML before proceeding with work.

The following information should never be communicated over open channels and should only be released by authorized personnel:

- Names of third parties who may have been involved in the incident.
- Identification of fatalities or injured personnel.

During an emergency, other site radio channels may be used to:

- Locate emergency response personnel.
- Obtain additional internal resources.

- Provide emergency notification.
- Evacuate personnel from work areas.

3.2.2 Emergency Notification by Radio

During an emergency, use radio channel **TBD** to notify EML and other emergency response personnel of the emergency.

3.2.3 Emergency Notification by Telephone

During an emergency, telephone communications can be used to notify internal and external personnel and/or resources. Refer to the following list of key internal and external contacts:

Emergency Management Lead (EML)	**TBD**
Emergency Medical Technician (EMT)	**TBD**
Environmental Monitor (EM)	**TBD**
Fire Department	**867-979-4422**
Ambulance	**867-979-4422**
Hospital	**867-975-8600**
Police (RCMP)	**867-979-0123**

A full list of internal and external emergency contacts has been appended in **Appendix A**.

3.2.4 Emergency Level Declaration

After the EML is notified of an emergency, the EML or their delegate will issue a site-wide announcement to inform all site personnel of the emergency level and other pertinent details and instructions. Depending on the severity of the emergency, a stop to some or all work may be requested. Site personnel may be asked to move to their designated muster stations or to take shelter. Table 3-1 in Section 3.1 will be used to determine the emergency level. Additional instructions to be included in the announcement will be based on the nature of the emergency and the procedures outlined in Section 4.

4 Potential Emergencies and Emergency Action Guides

Emergency Action Guides (EAGs) are formal guidelines that are specific to types of emergencies which may be encountered at the project site. The EAGs provide guidance on typical response requirements for specific emergency situations and assist in orderly and consistent response.

The EAGs include the following:

- Accident causing serious bodily injury or Fatality
- Fire or Explosion
- Chemical spills
- Drowning
- Ground Instability, Structural Failure or Collapse
- Vehicle Accident
- Wildlife Interactions
- Severe Weather Events
- Shooter or Shooting

All reasonable efforts must be made to secure the scene of an accident to preserve the scene for accident investigation.

4.1 Accidents Causing Serious Bodily Injury

Accidents causing serious bodily injury means an accident at the work site that:

a) Causes or could reasonably be expected to cause the death of an individual, or

b) Requires an individual to be admitted to a hospital as an in-patient for a period of 24 hours or more.

In the event of an accident causing serious bodily injury:

- Assess the emergency situation and initiate emergency notification process, described in section 3.2. The EML will notify the EMT and call for an ambulance, when needed.
- Remove the victim(s) from the immediate area if there is danger of further injury and it can be done safely.
- First aid will then be administered until the situation has stabilized and/or medical support (i.e., treatment by the EMT) is provided.
- Arrangements will be made to transport the individual(s) to a location where appropriate medical attention can be administered.
- All pertinent information regarding an incident will be recorded on the Worker's Report of Injury Form in **Appendix C**.

For reporting and investigation procedures refer to **Section 8**.

4.2 Fatality

In case of a fatal accident, the following procedure will be used to guide actions:

- Assess the emergency situation and ensure personal safety and the safety of people near the emergency location.
- Initiate emergency notification process, as described in section 3.2.
- Shut down/turn off any equipment/machinery that may cause an additional safety hazard if safe to do so.

- Once identified as a scene of a fatal accident/incident, all material and equipment involved will be secured at the scene to preserve evidence until required investigations are complete and cleared by all regulatory agencies.
- External services such as the City of Iqaluit RCMP detachment and the hospital will be contacted as required by the EML.
- Any reporting to the public or media regarding emergency response events or actions will be made directly by or on authority of management.
- Only the RCMP is permitted to release the victim's name which will be done only after the employee's next-of-kin have been notified.

In the event of a fatality at a work site, management will exercise discretion for, offer counselling to, and consult with family and/or community members as well as meet all regulatory requirements for notification and scene preservation. Critical incident stress management services will be organized.

For reporting and investigation procedures refer to **Section 8**.

4.3 Fire and Explosion

A fire/explosion emergency is any uncontained fire that requires an on-site response greater than an individual using a hand-held portable extinguisher. In providing initial response to a fire/explosion emergency, the cause of the fire and remedial action necessary will be immediately identified and controlled by on-site personnel to prevent escalation of the hazard level, including the possibility of further injury and/or damage to the environment, structures or equipment.

The explosives storage shed is a structure on the project site that presents the highest concern for fire or explosion. This shed will be managed in strict accordance with the Explosives Management Plan and only accessed by approved personnel. Should an emergency situation occur, the contractor of this shed will enact an emergency evacuation and response plan to ensure the safety of nearby site personnel. Notification of the EML will occur for emergencies in this area.

In the event of a fire or explosion, the following procedure will be used to guide actions:

- Assess the situation and initiate emergency notification process, as described in section 3.2. When notified, the EML or their delegate will immediately call the local fire department (867-979-4422) for their assistance.
- Evacuate all personnel to muster station and account for site personnel in the impacted area.
- Identify the requirement for additional internal resources such as heavy equipment, water truck, and other resources.
- Secure the area to prevent unauthorized access.
- Take other actions, only if safe to do so, to further control the emergency situation and protect nearby equipment and structures.
- Once firefighter arrive, follow their directions.

Fire extinguishers located onsite can be used to extinguish a fire by workers trained in the use of the fire extinguisher. Workers should never attempt to use an extinguisher if there is any question that their personal safety could be compromised. Once an extinguisher has been discharged by a worker, it is the responsibility of the worker to report it immediately to their supervisor.

For reporting and investigation procedures refer to **Section 8**. For additional procedures and requirements related to fire safety refer to the Fire Safety Plan.

4.3.1 Injury or Fatality Due to Explosion of Explosives

In accordance with the Nunavut Explosives Act, when a person is injured or killed as a result of an explosion of explosives, the holder of a permit in charge or the employer of that person will immediately notify the Inspector with WSCC (as defined under section 11 of the Act) of the incident, and the Inspector may make an investigation or direct a deputy inspector to make an investigation.

4.4 Chemical Spills

A "spill" is an unauthorized release of any material into the environment that may give rise to an adverse effect. Many substances are harmful if swallowed, inhaled or absorbed through the skin. It is imperative that the Safety Data Sheets (SDSs) held onsite are consulted and the appropriate personal protective equipment (PPE) is utilized.

The proactive measures to be implemented during equipment and vehicle refueling/servicing to minimize the chances of petroleum products and other potentially hazardous liquids spills into the environment are outlined separately in the Refueling Plan.

In the event of a fuel or other chemical spill, the following procedure will be used to guide actions:

- Immediately stop work activities and assess the hazard to persons and the environment.
- Initiate emergency notification process, as described in section 3.2.
- If possible and safe to do so, stop the source of the spill and shutdown sources of ignition.
- Use spill kits to contain spill(s).
- Identify spilled material and consult SDS for appropriate containment and clean-up procedures.
- Determine if additional, external clean-up support is required. This may include the construction of a secondary berm around the incident to capture the spill.
- Spilled hazardous material, such as fuels or lubricants, will be contained and transferred into an appropriate container; remaining residues will be mixed with unconsolidated absorbent materials and transferred into appropriate containers.
- Containers with spilled material will be sealed and transported south for disposal in accordance with applicable regulations.
- Reportable spills (more than 100 liters) will be reported to the Nunavut Department of Environment 24-hour spill report line (1-867-920-8130).

For reporting and investigation procedures refer to **Section 8**.

4.5 Drowning

Multiple water bodies and watercourses are located across the site. Some of the water bodies will be dewatered during the Construction phase. In cases where in-water work is required, workers will be trained and provided with the appropriate PPE (e.g. life jacket) in accordance with the applicable Health and Safety plan and regulations for in-water work.

Should someone witness an individual in water, it is important for them to recognize signs of someone in trouble. An individual in the water without a floatation device needs immediate help if they:

- Are not making forward progress in the water.
- Are vertical in the water but unable to move or tread water.
- Are motionless and face down in the water.

In the event of a drowning emergency, the following procedure will be used to guide actions:

- Immediately stop work activities and assess if there is a way to rescue and remove the person from the water (without putting yourself in danger).
- Initiate emergency notification process, as described in section 3.2. The EML will immediately notify the EMT and assist with providing rescue personnel and equipment (e.g., ring buoys and automated external defibrillators).
- If the individual is removed from the water before help arrives, move them to a safe area away from hazards, begin first aide if trained to do so.
- Transfer care and follow direction of medical and rescue professionals once they arrive.

For reporting and investigation procedures refer to **Section 8**.

4.6 Ground Instability, Structural Failure or Collapse

Incidents relating to ground instability could occur on the project site in areas including road embankments, shorelines, rock stockpiles, etc. Ground instability instances could lead to injuries or damage to equipment or facilities. Geotechnical knowledge and slope stability analysis has been incorporated into the project design and planning. However, should a risk of geotechnical failure be identified, the following procedures will be used to guide actions:

- Immediately stop work activities and assess the hazard to persons and the environment.
- Move personnel and equipment away from the area of concern.
- Notify the EML and await further directions.

The EML will direct a qualified professional to assess the risk of geotechnical failure. If the qualified professional determines that there is a risk of geotechnical failure, proactive preventative measures will be taken to address the problem and to ensure the geotechnical stability of the area in question. The qualified professional will inspect the suspected area of failure and will ensure that the area is properly secured and isolated. The incident will be documented, and appropriate mitigation and preventative programs developed to limit or minimize subsequent

incidents and risks. In the event of an incident, pre-existing preventative measures will be revaluated and updated/adjusted as necessary.

In the event of a structural failure or collapse, the following procedures will be used to guide actions of workers who observed the incident:

- Immediately stop work and initiate emergency notification process, as described in section 3.2.
- Move to a safe location and protect yourself and others from secondary collapses.
- Do not attempt to enter the structure or collapsed area to perform a rescue.
- If you know that someone is trapped or missing, immediately notify emergency responders.

For reporting and investigation procedures refer to **Section 8**.

4.7 Vehicle Accident

The potential for vehicle incidents at the project site exists with activities such as:

- Passenger vehicle movement carrying people and freight throughout the project site.
- Rock haulage from the burrow pits to the new reservoir.
- Rock load-haul-dump operations.
- Heavy equipment travel and transport on access roads throughout the project site.

The potential risk of vehicle incident varies according to changing conditions. These conditions may include:

- Road conditions (including dust, loose roadbed or unstable road shoulders, ice/snow cover, etc.).
- Mechanical failure of vehicle systems.
- Operator error.

Where vehicle upset presents risk of injury or an environmental spill, preservation of life and health will be first priority. If the vehicle operator is not injured, but the vehicle is causing a spill, or it is unstable or resting in a waterway, request the EML to assist with protecting the environment and stabilizing the vehicle.

In case of an incident involving a vehicle, the following procedures will be used to guide actions:

- Assess the situation and determine if the vehicle is stable.
- Initiate emergency notification process, as described in section 3.2.
- If fuels are apparent (signs of leaks or odor), eliminate any ignition sources by turning off engines.
- If the vehicle is stable, determine if personnel can be immediately extricated from the vehicle without injury or immediate first aid requirements.

- If the vehicle is unstable, the EML will direct project personnel to secure the vehicle with blocking for stability.
- Attempt to secure any leak or spill of hazardous substance that may be leaking from the vehicle (from internal storage systems or cargo) and contain any spilled substance if possible.
- Once the vehicle has been stabilized and person(s) extricated, begin spill recovery of accidentally released substances.

Incidents involving vehicles and other equipment will be reported to a supervisor as soon as safely possible to initiate the ERP. If a fuel spill has occurred, the associated spill response plan will be initiated.

For reporting and investigation procedures refer to **Section 8**.

4.8 Wildlife Interactions

Potential wildlife hazards in the area include polar bears, caribou, and wolves. Of these, polar bear presents the greatest potential risk. In most circumstances these risks can be avoided and/or mitigated through human behavioural management. General guidance to avoid/mitigate risks while working in areas where bears are present includes:

- Understanding bear behaviour and potential causes of aggression (e.g., the presence of cubs or a bear's food cache).
- Avoid surprising bears at close distance; look for signs of bears and make loud noises.
- Avoid crowding bears – respect their "personal space".
- Using bear-proof containers or elevated platforms to store food, fuel, garbage and other bear attractants (never store these materials in a tent).
- Have access to and know how to operate deterrents such as bear spray and bear bangers.
- Plan, stay calm, identify yourself and don't run.

All project members working onsite will be instructed on these and other principles, either through a formal bear safety training program (e.g., Bear Wise) or by watching the video: Staying Safe in Bear Country.

Should a wildlife hazard (e.g., polar bear, wolf or caribou) be spotted, the following procedures will be used to guide actions:

- Assess the situation, identify the animal type, number of animals, and estimated distance to project activities.
- Initiate emergency notification process.
- Stop work and wait direction from EML.
- If required, take shelter in nearest vehicle or facility.
- If a Wildlife Monitor is present on site, the EML will assign the Wildlife Monitor to the situation.

For some project activities, as deemed appropriate, a Wildlife Monitor from the community of Iqaluit will be contracted to assist with wildlife management. The Wildlife Monitor will hold a current Possession and Acquisition Licence. Their practical experience includes hunting and living in close contact with wildlife for numerous years.

The potential for human-bear interactions varies significantly, depending on the situation. In situations where there is elevated potential for interactions, a dedicated Wildlife Monitor will be present. In these cases, the sole responsibility of the Wildlife Monitor will be to observe, anticipate and address potential wildlife risks.

The Wildlife Monitor will be equipped with industry standard bear spray, bear bangers, and/or firearms capable of killing a bear, if necessary.

The protocol to be implemented in the event of a bear encounter is as follows:

- Identify if the bear is a threat to the worker (i.e., stop work and see if upon making noise the bear does not move on);
- Use bear deterrents such as bear bangers to get the bear moving away from the work area; and
- If the bear does not move on leave the work area until such time it is safe to return.

A firearm will not be used as a bear deterrent unless there is an immediate danger the worker. Initial shots will be directed near the bear to get it moving. A kill shot will only be justified if there is an immediate threat to a worker. Should a nuisance bear be identified, and bear deterrents are not successful in getting the bear to move on, then as a last resort the bear may need to be put down. The status of bear activity will be discussed daily during the morning safety briefing and discussed as required while in the field.

For reporting and investigation procedures refer to **Section 8**.

4.9 Severe Weather Events

When severe weather conditions such as high winds, heavy rain/snow, or extreme temperatures (cold or hot) present health and safety concerns to workers on site, risk will be assessed and site activities will be curtailed or modified, as appropriate. Weather conditions will be monitored daily by the site supervisor and will be taken into consideration in daily health and safety pre-job meetings. Should there be knowledge of extreme weather events such as ice storms, windstorms, and storm surges prior to the beginning of the workday, work onsite will be suspended until the conditions have improved and it is deemed safe to continue work.

In the event of a sudden extreme weather condition, the following procedure will be used to guide actions:

- Immediately stop work and initiate emergency notification process, as described in section 3.2.
- Move to a muster station. If a muster station cannot be reached, proceed to the nearest safe location (vehicle or building) to protect yourself from the extreme weather conditions.
- Do not attempt to drive through poor visibility. If in a vehicle, pull over to the side of the road, turn on hazard lights, and wait for visibility to return before proceeding.
- If extreme winds are suddenly encountered, find shelter and be aware of construction or other materials that could become airborne or become projectiles as a result of the high winds.
- Do not leave the site until a roll call is completed and your whereabouts is known by your supervisor.

- Follow the instructions of the EML. Work will recommence after the sudden extreme weather conditions have subsided and the EML has declared an end to the emergency.

For reporting and investigation procedures refer to **Section 8**.

4.10 Shooter or Shooting

The Iqaluit shooting range is located near the site approximately 250 meters north of the Niaqunnguk (Apex) River and south of the Road to Nowhere. This range will remain open during the construction phase of the Project. Therefore, it should be expected that gunshots at this range will be heard during construction activities. However, in the event of a shooting or the presence of an unidentified armed individual onsite, the following procedure will be used to guide actions:

- Immediately stop work and initiate emergency notification process, as described in section 3.2. The EML will immediately notify the RCMP and medical services (if someone has been shot).
- Find a place to hide if safe to do so. If possible, move to the nearest structure and secure the door(s).
- Follow the instructions of RCMP and medical professionals.
- Make your supervisor aware of your location and condition when it is safe to do so.

For reporting and investigation procedures refer to **Section 8**.

5 End of Emergency

Declaring a stand-down and denoting the end of an emergency is at the discretion of the EML in consultation with emergency responders. In determining when an emergency has ended, consideration will be given to the following:

- Stability of the affected area.
- Requirement for further action by the emergency responders or assisting external resources.
- Potential risk of further injury or damage to people, property or the environment.

Through detailed assessment of the emergency response efforts, the area affected, and affected people and/or property, the EML may determine that there are no existing circumstances that present potential risk for further injury or property damage if the normal course of activities resume. The EML or their delegate will announce that the emergency has been terminated.

6 Emergency Response Training

In order to ensure the plan is current, this ERP will be reviewed annually by the EML.

The following actions will be undertaken to ensure all personnel and contractors onsite are aware of emergency response protocols:

- A job site orientation will be given upon hire (and for contractors and site visitors upon first visit to site) that includes all aspects of the ERP.

- Site-specific health and safety requirements, and general site orientation. This orientation will be completed in addition to project-specific / task-specific orientations.
- Drills will be carried out on at least an annual basis to test the ERP.

The EML will identify training needs and resources needed to provide the necessary skills to those personnel tasked with various duties in emergency response. This responsibility includes development of training materials and implementation of training to ensure it:

- Meets or exceeds the requirements of Nunavut Occupational Health and Safety Regulations. These requirements included but are not limited to training associated with:
    a) procedures to be taken in the event of a fire or other emergency;
    b) the location of first aid supplies, equipment and facilities;
    c) identification of prohibited or restricted areas;
    d) precautions to be taken for the protection of workers from hazardous substances;
    e) procedures, plans, policies and programs that apply to work at the work site; and
    f) any other matters that are necessary to ensure the health and safety of workers at the work site.
- Enables emergency response members to competently operate the equipment employed for emergency response purposes.
- Includes practices, drills and full-scale exercises for responding to the types of emergencies that are reasonably predictable for the operation.

7 Equipment

7.1 Medical and Drowning Response Equipment

The project site will have the following medical response equipment available to the EMT and site workers:

- Fully stocked first aide kits with eye washes in all work areas in accordance with the first aide kit requirements outlined in the Nunavut Occupational Health and Safety Regulations.
- Two or more Automated External Defibrillators (AEDs) kept near all work areas.
- Two stretchers
- Two ring buoys each with 50 metres of rope.

Should any of these supplies or equipment be used, the user(s) shall notify the EMT and the EMT shall assess and restock the supplies as needed.

7.2 Fire Response Equipment

All fires must be immediately reported to the EML. The Iqaluit Fire Department (867-979-4422) will be contacted to assist with the extinguishing of a fire.

A 4A40BC or higher rated fire extinguisher will be present in all vehicles and site structures. Workers should never attempt to use an extinguisher if there is any question that their personal safety could be compromised. Once an extinguisher has been discharged by a worker, it is the responsibility of the worker to report it immediately to their supervisor.

Extinguishers will be located:

- Where flammable materials are stored, handled, or used.;
- Where temporary oil-fired or gas-fired equipment is being used.
- Where welding or open-flame cutting is being done.
- In all onsite sheds, shops, and buildings.

All fire extinguishers onsite will be accessible, inspected annually, and promptly refilled after use.

7.3 Spill Response Equipment

The project site will have a spill kit containing the following, at minimum, in all work areas:

- An effective granular absorbent to clean up spills;
- Highly-absorbent boom socks (minimum of 6 metres per kit);
- Mats and pillows for leaks and drips;
- Disposable bags; and
- PPE appropriate to handle all types of chemical spills anticipated for this Project (minimum nitrile gloves and safety googles).

8 Reporting

8.1 Initial Communication and Reporting

In the event of an emergency, the appropriate response to address the emergency based on the procedures outlined in **Section 4** will be carried out and prioritized. The emergency event must then be reported to the City and project management within four (4) hours of the emergency by the EML or their delegate.

Reporting to regulatory agencies is also required based on the type of emergency, as shown in ***Table 8-1***.

Table 8-1 Regulatory Agency Reporting Requirements based on Emergency Type

Emergency Type	Reporting Requirements
Accident Causing Serious Bodily Injury	All incidents, injuries, or dangerous occurrences associated with these emergencies will be reported to the WSCC 24-hour Incident Reporting line at 1-800-661-0792 as soon as is reasonably possible. Furthermore, an Employer's Report of Incident will be completed and submitted online through the WSCC's website within three business days of the any of these emergencies.
Fatality	
Fire and Explosion	
Drowning	
Ground Instability, Structural Failure or Collapse	
Vehicle Accident	
Wildlife Interactions	
Severe Weather Events	
Shooter or Shooting	
Chemical Spills	An uncontrolled spill or escape of a toxic, corrosive or explosive substance is a dangerous occurrence under the Nunavut Occupational Health and Safety Regulations. A spill-related dangerous occurrence will be reported to the WSCC 24-hour Incident Reporting line at 1-800-661-0792 as soon as is reasonably possible. Furthermore, an Employer's Report of Incident will be completed and submitted online through the WSCC's website within three business days of the dangerous occurrence. Additionally, the spill will be reported to the Nunavut Department of Environment 24-hour spill report line in accordance with the procedure outlined in **Section 8.5**.

8.2 Investigation

All emergencies will be investigated by management in consultation with the EML, and a report provided to:

- Senior management;
- City of Iqaluit Project Manager;
- Relevant regulatory agencies (e.g., WSCC and/or Nunavut Department of Environment) as required; and,
- Approved external stakeholders and agencies.

The investigation into the emergency situation will be conducted by management in accordance with the procedures outlined in the Occupational Health and Safety Program Code of Practice dated May 2017, or latest revised version, prepared by WSCC.

8.3 Post-Incident Debriefing

An emergency must be subject to a post-incident debriefing and the results used to update and improve this ERP.

8.4 Public Relations / Media

All communications to the public or media will be made only by senior management in consultation with the City of Iqaluit.

8.5 Spill Reporting

Spill reports will be written by the EM. After the initial field emergency response to a spill event, the spill report form in **Appendix D** will be filled out. Spills above the minimum reportable quantities in Schedule B of the Spill Contingency Planning and Reporting Regulations for Nunavut will be reported to the Nunavut Department of Environment 24-hour spill report line (1-867-920-8130) by the EM. Under Schedule B, 100 litres or more of flammable liquids and any amount of explosive spilt must be reported. When a call is made to the 24-hour spill report line, the following information will be reported to the best of the caller's ability:

- Date and time of spill.
- Location of spill.
- Direction spill is moving.
- Name and phone number of a contact person close to the location of spill.
- Type of contaminant spilled and quantity spilled.
- Cause of spill.
- Whether spill is continuing or has stopped.
- Description of existing containment.
- Action taken to contain, recover, clean up and dispose of spilled contaminant.
- Name, address and phone number of person reporting spill.
- Name of owner or person in charge, management or control of contaminants at time of spill.

Appendix A

External Contact List

Emergency Contact Information

Project Number/Description:	30192375 LTWP Iqaluit, NU

Emergency Phone Numbers:		**Local Direct Numbers**
Hospital		867-975-8600
Ambulance		867-979-4422
Police		867-979-0123
Fire Department		867-979-4422
Regulatory - Environment		867-975-7700
Regulatory - Spills		867-920-8130
Regulatory - Labour		867-975-6159
Emerg. Other (specify)		
Emerg. Other (specify)		
Client Contact	Tamilore Adeleke	867-979-5605
Colliers Contact	Richard Sithole	343-998-8784
ABG Contact	Ian Crawford	613-619-0127
WorkCare (non-life-threatening injury/illness)		1-888-449-7787
Project H&S	Ryan Janzen	647-989-7965
Project Manager	Charles Gravelle	416-578-3354
Field Technician	Elliott Holden	613-809-4651
Canadian H&S Specialist	Charles Brewu	416-316-4632
Canadian H&S Director	David McClellan	647-523-6444

Hospital Name and Address: Qikiqtani General Hospital
Niaqunngusiariaq, Iqaluit, NU X0A 0H0
(867) 975-8600

Appendix B

Commitment to NIRB Recommended Terms and Conditions

Appendix B

Commitment to NIRB Recommended Terms and Conditions

No.	Subject	Commitment
6	Water courses/Water bodies	The Proponent shall ensure that no disturbance of the stream bed, lakebed or the banks of any definable watercourse be permitted, except where deemed necessary for maintaining project-specific operational commitments or approved by a responsible authority in cases of spill management.
8	Water courses/Water bodies	The Proponent shall not deposit, nor permit the deposit of any fuel, chemicals, wastes (including wastewater) or sediment into any water body. The Proponent should have in place an Emergency Spill Response Plan that is approved by the appropriate authorizing agency(ies).
9	Waste Management	The Proponent shall manage all hazardous and non-hazardous waste including food, domestic wastes, debris and petroleum-based chemicals (e.g., greases, gasoline, glycol-based antifreeze) in such a manner to avoid release into the environment and access to wildlife at all times until disposed of appropriately or at an approved facility.
10	Fuel and Chemical Storage	The Proponent shall locate all fuel and other hazardous materials a minimum distance away from the high-water mark of any water body and environmentally sensitive areas as required by the appropriate authorizing agencies. The materials shall be stored in such a manner as to prevent their release into the environment.
11	Fuel and Chemical Storage	The Proponent shall use adequate secondary containment or a surface liner (e.g., self-supporting insta-berms and fold-a-tanks) when storing barreled fuel and chemicals at all locations.
12	Fuel and Chemical Storage	The Proponent shall ensure that re-fuelling of all equipment occurs a minimum distance away from the high-water mark of any water body as required by the appropriate authorizing agencies.
13	Fuel and Chemical Storage	The Proponent shall have a Spill Contingency Plan in place at all fuel storage or transfer locations and shall ensure that appropriate spill response equipment and clean-up materials (e.g., shovels, pumps, barrels, drip pans, and absorbents) are readily available.
14	Fuel and Chemical Storage	The Proponent shall follow the authorizing agencies' direction for management and removal of hazardous materials and wastes (e.g., contaminated soils, sediment and waste oil).

15	Fuel and Chemical Storage	The Proponent shall ensure that wildlife deterrent systems are utilized at the time of a spill incident in order to avoid wildlife (terrestrial or marine) and migratory birds from being contaminated.
16.	Fuel and Chemical Storage	The Proponent shall ensure that all spills of fuel or other deleterious materials of 100 litres or more must be reported immediately to the 24-hour Spill Line at (867) 920-8130.

Appendix C

Worker's Report of Injury

WSCC Workers' Safety & Compensation Commission | ᐃᖅᑲᓇᐃᔾᔭᖅᑎᓄᑦ ᐊᑦᑕᓇᖅᑐᓂᒃ ᐊᒻᒪ ᓇᓪᓕᐅᒃᑯᒫᓂᒃ ᖃᐅᔨᓴᖅᑎᑦ

WSCC CLAIM: WORKER'S REPORT OF INJURY

If there is a question that does not apply, please indicate by writing 'N/A'.

A – Worker Information

1. First Name	2. Last Name	
3. Mailing Address	4. Community	5. Postal Code
6. Residential Address (if different than above)	7. Date of Birth YY MM DD	8. Male ☐ Female ☐

9. Telephone (Include Area Code)	Cell	Fax	Email Address

10. Social Insurance Number	11. Single ☐ Married ☐ Common-Law ☐ Widowed ☐ Divorced ☐

12. Number of Dependants	13. Job Title	14. Preferred Language ☐ English ☐ French ☐ Inuktitut ☐ Other

B – Employer Information

15. Employer Name	16. Address
17. Supervisor's Name	18. Telephone ( )

C – Incident Details

19. Date of Incident YY MM DD Time: AM / PM	20. Place of Incident – Name of City/Town
21. Did incident occur on employer's premises? Yes ☐ No ☐	If no, where?
22. Date reported to employer YY MM DD Time: AM / PM 24. Date first disabled from work YY MM DD Time: AM / PM	23. Name and position of person you reported incident to:

IMPORTANT
25. Please describe the incident in as much detail as possible. Include: where it took place; what you were doing; what equipment you were using; and, whether gas, chemicals, or extreme temperatures were involved. *(Attach sheet if necessary)*

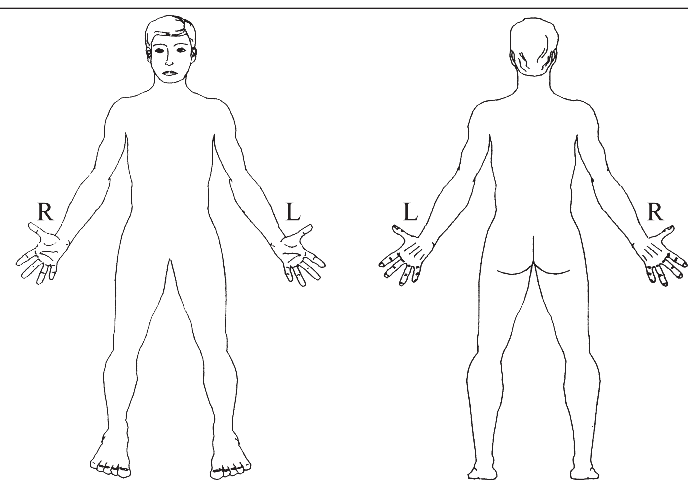
____
____
____
____

What part of the body was injured? (left/right side, hand, eye, back, etc.)

____

What type of injury? (sprain, bruise, fracture etc.)

____



26. **IMPORTANT - Please list any witnesses** Name and Address – include a contact number	Name and Address – include a contact number

27. Have you been offered light duties? Yes ☐ No ☐	When? YY MM DD
28. Have you returned to work? Yes ☐ No ☐ If yes, ☐ Light Duties ☐ Regular Duties	When? YY MM DD
29. Name of Attendant if first aid was provided? Where?	When? YY MM DD
30. What Hospital / Health Care Centre did you go to?	When? YY MM DD
31. Name of attending Health Care Professional	

D. Past Injuries

32. Have you ever had an injury or disability to the same body part? (i.e. left foot, right hand)? Yes ☐ No ☐ When? YY MM DD
33. Have you had previous claims with this Commission, or any other Workers' Compensation Board? If yes, provide dates and nature of injury.

PLEASE PROCEED TO SECTION "E" AND "F" ON THE 2ND PAGE. →

Worker's Full Name:

E – Employment Category

34. Worker's Type of Employment	A) **Permanent**	B) **Non - Permanent**
	Type of Permanent Employment - ☐ Term (*Over 1 year*) ☐ Full / Part time Permanent ☐ Apprentice ☐ Relief ☐ Other	***Type of Non-Permanent Employment -*** ☐ Term (*Under 1 year*) ☐ Seasonal ☐ Summer Student ☐ Casual ☐ Apprentice
35. Is the job subject to seasonal layoffs? Yes ☐ No ☐		36. Is the job subject to lack of work layoffs? Yes ☐ No ☐
37. First day of hire YY MM DD		

F – Schedule Information *(Please complete all questions that apply)*

38. Number of days on _____ Number of days off _____	39. Hours per Shift / Day _____	40. Hours per Rotation _____

41. Please circle days on for one full rotation:

M T W T F S S M T W T F S S M T W T F S S M T W T F S S

42. Date rotation started YY MM DD Date rotation ends YY MM DD

If NO WORK WAS MISSED and NO CHANGE to duties or pay, proceed to bottom of page and sign, date, and submit this report.
If WORK WAS MISSED or if duties or pay have been MODIFIED, please answer ALL questions on this form.

G – Wage Information *(Please complete all questions)*

43. What is your hourly rate of pay? _____ / hr What is your annual gross earnings? _____

If you are paid other than hourly or on salary please attach an explanation

44. Do you receive any other benefits? Yes ☐ No ☐ **If yes, explain in detail with amounts or averages:**
(eg: Vacation pay, Northern Allowance, Bonus)

45. Do you regularly work or get paid for overtime? Yes ☐ No ☐

46. Provide an estimate of regular overtime hours _____ / day week month *Please circle*	47. What is your overtime rate? _____ / hr

48. Are you being paid for lost time? Yes ☐ No ☐

49. Do you have a second job? Yes ☐ No ☐ If yes, have you missed time from this job due to your injury? Yes ☐ No ☐

(If you have more than one other employer please list all employers and their contact information)

Name of second employer: _____ Contact name and phone: _____

WORKER'S CONSENT

I hereby claim compensation for work-related injuries or disease.

Information Sharing- I understand that the above information about me will be used by the WSCC for the sole purpose of conducting an investigation into this claim. I also understand that the WSCC will need to gather more information about my work incident and medical and work history to administer my claim. For that specific purpose only, some personal information may have to be disclosed to employers, medical personnel and other relevant third parties.
I authorize the WSCC to provide and gather such information from all necessary sources, including hospital and doctors' records, and employer records.

Information Accuracy- I understand that incomplete information from me may delay my claim, and that untrue information from me is unlawful.
I declare the information above is true and accurate. I understand it may be a criminal offence to make a false claim, or to work and earn income while receiving workers' compensation without telling the WSCC.

Signature: _____ Date: _____

Witness: _____ Date: _____

For more information on our Legislation and Policies, please visit our Website
www.wcb.nt.ca • www.wcbnunavut.ca

If you would like assistance filling in this form, or more information, please contact one of our offices listed below

Head Office: Box 8888 • Yellowknife, NT X1A 2R3 • Telephone: (867) 920-3888 • Toll Free: 1-800-661-0792 • Fax: (867) 873-4596 • Toll Free Fax: 1-866-277-3677
or
Box 669 • Iqaluit, NU X0A 0H0 • Telephone: (867) 979-8500 • Toll Free: 1-877-404-4407• Fax: (867) 979-8531 • Toll Free Fax: 1-866-979-8501
Webpage • **www.wcb.nt.ca** or **www.wcbnunavut.ca**

CS001 0812

Ce formulaire est disponible on francais
Taanna tatatirialik atuinnuinnauvuq Inuktitut

Appendix D

Spill Report Form

NT-NU SPILL REPORT

OIL, GASOLINE, CHEMICALS AND OTHER HAZARDOUS MATERIALS

NT-NU 24-HOUR SPILL REPORT LINE
TEL: (867) 920-8130
FAX: (867) 873-6924
EMAIL: spills@gov.nt.ca

REPORT LINE USE ONLY

A	REPORT DATE: MONTH – DAY – YEAR	REPORT TIME	☐ ORIGINAL SPILL REPORT, OR	REPORT NUMBER -
B	OCCURRENCE DATE: MONTH – DAY – YEAR	OCCURRENCE TIME	☐ UPDATE # TO THE ORIGINAL SPILL REPORT	

C	LAND USE PERMIT NUMBER (IF APPLICABLE)	WATER LICENCE NUMBER (IF APPLICABLE)
D	GEOGRAPHIC PLACE NAME OR DISTANCE AND DIRECTION FROM THE NAMED LOCATION	REGION ☐ NWT ☐ NUNAVUT ☐ ADJACENT JURISDICTION OR
E	LATITUDE DEGREES MINUTES SECONDS	LONGITUDE DEGREES MINUTES SECONDS

F	RESPONSIBLE PARTY OR VESSEL NAME	RESPONSIBLE PARTY ADDRESS OR OFFICE LOCATION	
G	ANY CONTRACTOR INVOLVED	CONTRACTOR ADDRESS OR OFFICE LOCATION	
H	PRODUCT SPILLED	QUANTITY IN LITRES, KILOGRAMS OR CUBIC METRES	U.N. NUMBER
	SECOND PRODUCT SPILLED (IF APPLICABLE)	QUANTITY IN LITRES, KILOGRAMS OR CUBIC METRES	U.N. NUMBER
I	SPILL SOURCE	SPILL CAUSE	AREA OF CONTAMINATION IN SQUARE METRES
J	FACTORS AFFECTING SPILL OR RECOVERY	DESCRIBE ANY ASSISTANCE REQUIRED	HAZARDS TO PERSONS, PROPERTY OR ENVIRONMENT
K	ADDITIONAL INFORMATION, COMMENTS, ACTIONS PROPOSED OR TAKEN TO CONTAIN, RECOVER OR DISPOSE OF SPILLED PRODUCT AND CONTAMINATED MATERIALS		

L	REPORTED TO SPILL LINE BY	POSITION	EMPLOYER	LOCATION CALLING FROM	TELEPHONE
M	ANY ALTERNATE CONTACT	POSITION	EMPLOYER	ALTERNATE CONTACT LOCATION	ALTERNATE TELEPHONE

REPORT LINE USE ONLY

N	RECEIVED AT SPILL LINE BY	POSITION **Station operator**	EMPLOYER	LOCATION CALLED **Yellowknife, NT**	REPORT LINE NUMBER **(867) 920-8130**

LEAD AGENCY ☐ EC ☐ CCG ☐ GNWT ☐ GN ☐ ILA ☐ INAC ☐ NEB ☐ TC	SIGNIFICANCE ☐ MINOR ☐ MAJOR ☐ UNKNOWN	FILE STATUS ☐ OPEN ☐ CLOSED

AGENCY	CONTACT NAME	CONTACT TIME	REMARKS
LEAD AGENCY			
FIRST SUPPORT AGENCY			
SECOND SUPPORT AGENCY			
THIRD SUPPORT AGENCY			

Arcadis Canada Inc.
333 Preston Street, Suite 500
Ottawa, Ontario K1S 5N4
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Phone: 613 721 0555
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