# Emergency Response

These procedures address emergency response for injuries or fatalities on a worksite, as well as forest fires, erosion events and spills.

## Emergency Responsibilities

The supervisor on the worksite is responsible for the following:

* Carry out inspections to identify potential hazards and corrective actions.
* Ensure there is a trained first aid attendant, as required by regulation, with a maintained first aid kit.
* Have documented safety meetings discussing safety, emergency and evacuation procedures and to update these procedures as required.
* Post in an accessible location the list of emergency contacts (including updates).
* Identify a person to be team leader (usually a first aid attendant) in the event of an emergency and a person to contact external emergency responders, if required.
* Initiate the emergency response process (i.e. stop work, site containment, search-and-rescue and first aid procedures).
* Communicate incidents/emergencies to head office (if applicable), families, communities, etc.
* Investigate incidents/emergencies that have occurred.

## Emergency Procedures

The on-site supervisor must evaluate every worksite to identify conditions and adjust procedures if necessary, ensuring resources are adequate to deal with emergencies. Appropriate procedures will involve the assessment of:

* potential hazards and possible consequences
* resources (medical supplies, rescue equipment, etc.) needed for emergency response
* evacuation routes

and provide:

* name of onsite first aid provider and team leader for emergency response
* contact information for emergency responders, government and company representatives
* worker briefing and training
* shut-down and start-up conditions
* investigation and documentation of events
* follow-up and final reporting.

## Radio Procedures During an Emergency

* Try to be aware of how you communicate and choose your words when using the radio during an emergency; stick to the facts.
* The priority is to get the necessary help to the site as quickly as possible, while trying to ensure information is not worded in a way that can cause individuals listening in on the radio to jump to false assumptions or spread rumors to family members, etc., prior to your being able to get the correct information to them.
* Do not block the radio by having anyone on the crew using the radio for unnecessary communication at this time, as the radio should be clear so that emergency services are able to stay in contact.

## First Aid Procedures for Minor and Serious Injuries

### Minor wounds, breaks and strains

1. Call the first aid attendant to the scene.

2. Ensure site is safe, then stabilize patient (provide first aid), transport to hospital, if necessary. Thefirst aid attendant does not have the authority to overrule a worker’s decision to seek medical attention.

3. Advise office and hospital when you are on route.

4. If accident is the result of a motor vehicle accident, advise the RCMP or local police.

### Serious injuries

1. Ensure site is safe, then stabilize (provide first aid) and/or prepare patient for transport.

2. Call 911 if using a cellular phone, or call 1-XXX-     -      for alternate emergency ambulance.

### Remote Locations

Provide nature of injuries, location co-ordinates in UTM or longitude and latitude for landing site, and communication method to use on the way to the accident site. If the first aid attendant thinks that air evacuation is required you must advise the communication centre you’ve reached; if road evacuation is used, advise if you will be meeting the ambulance.

Radio frequencies:

## Procedures for Fatality

1. Ensure site is safe.

2. Phone 911 or alternate number if using the satellite phone, or RCMP/local police (see phone numbers in injury section above).

3. Call WorkSafeBC at 1-888-621-7233 Monday–Friday 0830-1630,   
after hours 1-866-922-4357.

4. Do not disturb the site, cover the body, ribbon off the area, and block access with machinery if needed.

Note: You do not have to answer any questions. Nobody is to make any statements to anyone except to the supervisor.

## In Case of Emergency (e.g., landside, fire, spill)

1. Ensure that you and your workers are safe; safety takes precedence over other priorities.

2. Notify the supervisor of the incident.

3. Take action to limit the damage; contain the material, fire, etc.

## Emergency Procedures for Spill

If supervisor is not available, notify the company of any spill to water, or any spill to land of 50 litres (two pails) or more of fuel or other petroleum products (i.e., oil, hydraulic fluid). All spills greater than 100 litres (22 gallons) must be reported by the company, or by your supervisor or you if the company or the supervisor cannot be contacted, to the following number: Provincial Emergency Program (PEP) at 1-800-663-3456

### General spill procedure

1. Assess the hazards to yourself and others.

2. Turn off ignition sources.

3. No smoking.

4. Locate and stop the source of the spill if safe to do so.

5. Identify the source and type of spill.

6. If needed obtain help when working alone.

7. Get the appropriate protective equipment for dealing with the spill.

8. Contain the spill if possible. If the spill has scattered materials over a large area and it is not feasible to clean it up, then it must simply be reported.

### Spill to land

Mark the perimeter, dig recovery ditches around the perimeter and pits within the spill area for containment, then use sorbent pads to remove free product and excavate contaminated soil.

### Spill to water

In a ditch or a stream contain the spill using a tarp or dirt containment system. Sorbent pads can be wrung out in containment area and reused if necessary.

### Supervisor

If present, must notify company manager and, if reportable, the Provincial Emergency Program. The supervisor must complete the Incident Investigation Report / Spill Report Form (for all non-reportable spills).

## Emergency Procedure for Earthquakes

### Earthquake

* Duck and cover under a solid object.
* Do not stand in doorways because the door may swing and hit you or pin your hand.
* Wait one minute in case of aftershocks
* Go outside to the muster location, helping any mobile people along the way
* Leave any trapped people behind if you are the only mobile person. Report their location. Staying behind to help only traps more people. Getting help is more important.

## Emergency Procedures for Fire

### Fire

* Notify the company if supervisor not available
* Notify XXX at ##########
* **Safety First.** If reasonable to do so, take action on all fires

## Emergency Procedures for Flood / Landslide in Outdoor Operations

### Flood / Landslide

* Notify the company if supervisor not available.
* If it is reportable, the company will notify:

Crown Land:

MOF at 1-250-825-1100

PEP at 1-800-663-3456

* If reasonable to do so, prevent further erosion.
* The supervisor, if available, must notify the company manager. The supervisor or company must complete the incident investigation report.

## Emergency Numbers

### Life-Threatening Emergency Situations

911 or local emergency number:

### Medical Emergencies

Ambulance:

Hospital:

Helicopters:

### Forest Fire Reporting

Anywhere in BC: 1-800-663-5555

### Spill Reporting

Provincial Emergency Program: 1-800-663-3456

### Other Contacts

RCMP:

BC Hydro:

FortisBC:

Terasen Gas: 1-800-663-9911

WorkSafeBC: 1-866-922-4357