



## BAR W RESORT EMERGENCY RESPONSE PLAN

- All pages of this plan are living documents, to be updated, and signed off as circumstances change and/or reviewed monthly.
- All pages are to be printed off and placed at every building exit and/or designated location(s) on site.

This plan is effective as of

---

and supersedes all other plans in circulation.

Any questions related to this Emergency Response Plan should be directed to the BarW Administration at (403) 800-8181

## TABLE OF CONTENTS

Preface	3
Purpose	3
Scope	4
Definitions	4
Site Emergencies	5
Responsibilities & Duties	5
Site Manager (or Designee)	5
Superintendent (or Foreman)	5
Safety Advisor	6
Employees	6
Activation of ERP	7
Site Wide Evacuation	8
Remobilization	8
Instructions	8
Fire Extinguisher Use	9
Regular Drills	9
Emergency Equipment	9
First Aid Supplies Onsite	9
Fire Extinguishers	10
Spill Material Onsite	10
Requirements	10
Field Personnel	10
Building Occupants	10
Injury	11
Vehicle Use	11
Vehicle Incident	12
Communication with External Agencies & Media	12
Directions to Stettler Hospital	12
Appendix A	13
ERP Phone List	14

## Preface

This document shall constitute the Bar W Resort Emergency Response Plan. This plan shall ensure a healthy and safe work environment from Bar W Resort personnel. The contents of this plan shall apply to all Bar W Resort employees, subcontractors, and the client.

Bar W Resort will ensure that all reasonable protection is afforded to their employees, clients, and all visitors, as well as to the environment in which its activities are carried out.

The development of this Emergency Response Plan, as part of the overall Bar W Resort Safety Management System, is intended to present a systematic, organized approach to emergency situations that may arise during the projects day-to-day operations. Adherence to this plan will assist in ensuring that any task can be completed safely and successfully.

The management of Bar W Resort wishes to emphasize that this is a "living" document and part of an ongoing site Environment, Health, and Safety ("EHS") Program. Employees are encouraged to address any concerns or recommendations that they may have such that this Emergency Response Plan will function, grow, and continually improve throughout the duration of all activities performed at the facility.

Copies of the Bar W Resort EHS Program and Emergency Response Plan can be viewed at the Bar W Resort Office.

An emergency and/or evacuation at this facility can be initiated for several reasons. Potential reasons are explosive gas release, explosion, fire, lightning storm or man down situation.

Bar W Resort has the overall responsibility for Emergency Response. All personnel have a responsibility to understand and comply with the requirements and expectations identified in the ERP.

Once the construction phase is complete, this Emergency response plan will be updated.

The Emergency Meeting/Muster Points are:

Primary Muster Point	Muster Point A (As per Appendix A)
Secondary Muster Point	Muster Point B (As per Appendix A)

## Purpose

The purpose of this plan is to establish and develop procedures that will address potential issues that may arise from emergencies or disasters while working at Bar W Resort worksites. This describes the minimum requirements for emergency preparedness for Bar W Resort and all subcontractors' and client personnel. The goal of this ERP is to

provide the earliest possible coordinated and managed response to any emergencies and/or disasters to assure the following:

- Minimize the effects of the emergency or disaster to Bar W Resort facilities, personnel, client, subcontractors, and visitors.
- The protection and preservation of health, safety, property and the environment.
- The speedy return to normal services and activities.

## **Scope**

All Bar W Resort employees, client and subcontractor personnel, at Bar W Resort worksites shall adhere to the emergency response plan and its applicable procedures.

This plan outlines and provides guidance to prepare for worksite emergencies. Being prepared for emergencies at various stages of any project by continually assessing and controlling risks, developing resources, and communicating the processes to all project personnel is essential.

## **Definitions**

**Incident:** An uncontrolled or unplanned event that results in injury / illness to persons, or damage to property or the environment.

**Dangerous Substance:** Substance when released in such a quantity may result in harm to life, property, or the environment. These substances are defined in the transportation of Dangerous Goods Act.

**Emergency:** Any event that arises suddenly and requires immediate coordination of actions or special direction of persons or assets to protect the health, safety or welfare of people, limit damage to property and the environment.

**Emergency Response Plan:** A written plan of emergency measures to be taken by Bar W Resort to mitigate the effects of an emergency or local disaster.

**Hazard:** A condition with a possibility for human injury, damage to property, damage to the environment, or combination of.

**Emergency Meeting Point:** A designated location where employees will meet EMERGENCY personnel in the event of an emergency.

**Emergency Responders:** Persons or organizations (internal or external) named in the plan responsible for actions intended to reduce the risk, loss and/or damage resulting from an emergency.

**Hazmat:** Short term for hazardous materials as it relates to dangerous goods.

**Emergency Muster Point:** A safe location where personnel gather for the headcount after evacuation from the work area.

Risk: A measure of the probability and severity of and adverse effect to health, property, or the environment.

Risk Mitigation: Reducing risks by lessening the chance and/or consequences of a hazardous event, through controls such as Engineering, Administrative, PPE, etc.

Spill: Unintentional release of a liquid or solid material from its proper containment due to container failure or upset.

## **Site Emergencies**

The following potential emergencies have been identified:

- a. First Aid Incidents
- b. Medical Emergencies
- c. Fire
- d. Environmental Incidents
- e. Motor Vehicle Incidents
- f. Line Strike (buried or overhead)
- g. Severe Weather (Tornadoes, Floods, etc.)
- h. Offsite Emergencies
- i. Sabotage
- j. Wildlife

## **Responsibilities and Duties**

### Site Manager (or designee)

- Ensure that personnel, equipment, and resources are adequate and available.
- Regularly review and evaluate Emergency Response Plans to confirm that ERP is adequate for the work being performed.
- Contact Corporate Safety Manager and Vice President.

### Superintendent or Foreman (or designee)

- Ensure this plan is implemented and that adequate resources are available to support emergency management activities.
- Ensure the roles and responsibilities of the ERP are effectively communicated to all employees.
- Respond to site emergencies, assess the situation, assist with initial first aid response, and provide an overview of incidents to Emergency Responders and assist as needed. ° Assist with the emergency response by obtaining personnel and material support as required.
- Assist and/or ensure injured employee(s) are transported to a First Aid Facility or Healthcare Facility regardless of the severity.

- Complete preliminary investigation for emergency incidents under their responsibility.

#### Safety Advisor (or designee)

- Formulate, review, and ensure implementation of the Emergency Response Plan and evacuation procedures.
- Ensure emergency response review and sign off is completed with all designated employees.
- Coordinate emergency planning and response activities with clients.
- Prepare for submission of emergency related reports and documentation to Bar W Resort management as required.
- Participate in post-incident review meetings to assess emergency response effectiveness.
- Assists with coordinating regular Emergency Response drills to test and evaluate emergency preparedness.
- Review emergency response plan and telephone lists when required or as people and/or location changes.
- Coordinate all parties to ensure the evacuation/rescue is running smoothly. • Ensure incident scene is secured and nothing is disturbed at the scene.
- Ensure all pertinent contacts have been made (i.e. Bar W Resort Corporate Safety Manager and the client).
- Inform and update Corporate Safety Manager as information becomes available.

#### Employees

- If trained in First Aid, perform duties as a "First Responder" to an emergency in their area, provide first aid if medical assistance will be delayed and/or assist injured personnel if safe to do so (and the employee is comfortable with performing these duties) until medical attendants arrive on scene.
- Meet the Emergency Responders **at main gate** and direct them to the incident scene and provide an overview of the incident.
- Respond to an emergency alarm by assembling at a designated muster area.
- Respond to "All Clear" signal and re-assess the Field Level Hazard Assessments after an emergency work stoppage if applicable.
- Participate in an emergency response review when requested.

## **Activation of the Emergency Response Plan**

In the event of an emergency, the following guidelines must be followed:

- a. The first person on the emergency scene, "the first responder" will take control of the scene, stay calm and get help from a "by-stander" to report the emergency to the appropriate authority based on the nature (i.e. Fire, serious injury, etc.) and provide the following details:
  - Nature and exact location of emergency.
  - Number of personnel who are injured but do not specify names of the injured.
  - Responder's location with respect to the nearest Emergency Muster Point; (Refer to Appendix A)
  - Responder's name and name of responder's employer.
- b. The first person on the emergency scene will then notify Site Supervisor and/or HSE Advisor (contact numbers are on the ERP phone list).
- c. The Supervisor or HSE Advisor will stay on the telephone to maintain contact and to provide clarification until the Emergency Response Team arrives at the emergency site.
- d. Do not move injured personnel unless the injured person(s) is in imminent danger.
- e. Other trained personnel at the site will provide initial first aid until the Emergency Responders provide medical assistance, secures the site and mitigate and controls emergency conditions.
- f. All work will stop, and the site must be secured to preserve evidence.
- g. Bar W RV Resort Safety Manager will contact Occupational Health and Safety (OH&S).

## **Site Wide Evacuation**

In the event of a site-wide evacuation (e.g. shop emergency, fire, or severe weather), Bar W Resort management and personnel will evacuate buildings and assemble at the emergency muster point for the site.

Bar W Resort management and personnel will take the following actions for site-wide evacuation:

- a. Assemble all site personnel at the Emergency Muster Point area to await further evacuation instructions.
- b. Bar W Resort supervision will conduct personnel head counts.

- c. If required, Emergency Responders will search for and locate any unaccounted personnel.
- d. All site personnel will follow instructions from the Site Supervisor or Emergency Responders when present.
- e. The Site Supervisor/Manager will arrange transport for site personnel to an alternate location.
  - Designated Alternate location will be the designated camp/accommodations that all employees are staying in, all employees will remain in their rooms and wait for further instructions.
  - If the camp/accommodations are deemed unsafe for the alternate location, then a secondary location will be determined by Bar W Resort Management.
- f. Transportation routes will be directed by Bar W Resort management.
  - Bar W Resort will be in communication on the safest route of evacuation.
  - Bar W Resort will follow the Bar W Resort Evacuation Procedure to ensure the safety of its employees.

### **Remobilization after a Site Wide Evacuation**

Once confirmation has been received from owner, Bar W Resort management must develop a remobilization plan prior to re-entry to site.

Remobilization plan to include:

- Flight and accommodation schedule
- Site access requirements
- Equipment start-up
- Equipment and building inspection documentation.
- Fresh start/remobilization meeting with crew
- Confirm staff coverage (supervision and safety)
- JHA re-review

### **Instructions**

All Bar W Resort and Subcontractor employees will receive the necessary instruction to ensure a high level of emergency preparedness while on site. Emergency response plan instruction will be provided to all employees during orientation, and will include the following topics:

- a. Objectives of Emergency Response Plan
- b. Activation of Emergency Response Plan
- c. Response Plan for Fire Emergency



- d. Employee Responsibilities
- e. Emergency Evacuation Procedures

## **Fire Extinguisher Use**

REMEMBER "PASS"

- P — pull the pin
- A — aim the hose at the base of the fire
- S — squeeze the handle
- S — spray from side to side until the fire is out or the extinguisher is empty

## **Regular Drills**

To maintain a high preparedness level, all Bar W Resort, clients, and Subcontractor personnel will conduct one of the following drills on a quarterly basis:

- a. Fire Drill
- b. "Man Down" Drill
- c. Emergency Response Exercise (in-field scenarios)

Every condition or item identified during these drills will be built into the Emergency Response Plan for improved response protocol.

## **Emergency Equipment**

First Aid Supplies Onsite

Mobile equipment which may operate offsite (including pickup trucks) shall be equipped with a # 2 Alberta First Aid Kit.

Fire Extinguishers

20 lb. ABC extinguishers will be used throughout the worksite due to their versatility. ABC extinguishers contain dry chemical agents and an all-weather propellant. These will be located at the following location:

- Throughout the work areas for emergency service, (refer to Appendix A)
- On all vehicles and equipment including half-ton trucks, cranes, welding machines and other internal combustion engines.
- At sources of ignition such as welding, burning, or cutting.

Extinguishers must be mounted on hangers or brackets and located where they can be readily accessed in case of fire.

Spill Material Onsite

- Granular absorbent material

- Spill pads (proper type for liquids in area)

## Requirements

### Field Personnel

1. Upon occurrence of an emergency, Worksite employees will be directed to muster. If notified within the site, all personnel must muster at the Emergency Muster Point 'A'. Employees must go directly to the Emergency Muster Point 'A'. Smoking, and/or cell phone use, is not permitted during any emergency evacuation.
2. All personnel will have a roll call conducted by their supervision at the Emergency Muster Point 'A' Supervisors are required to report status of employees to their Project Manager (or designee) noting last known location, time and name(s) of unaccounted employee(s).
3. The Project Manager will report unaccounted personnel to HSE Advisor (or designate) and Emergency Responders. Emergency Responders will check the designated work area, if safe to do so.
4. All personnel must remain at the designated Emergency Muster Point 'A' until an "All Clear" to return to their workplace is given.

### Building Occupants

1. Upon occurrence of a fire or other emergency, sound the alarm and/or sound the air horn "2 blasts" to warn others of the danger.
2. If safe do to so, a trained individual may attempt to extinguish the fire by using a Fire Extinguisher. If safe to do so, a competent individual must shut down equipment such as generators, propane tanks, other gas and electrical supplies to the worksite. Close all windows and doors.
3. Immediately notify HSE Advisor (or designate), Project Manager and/or another member of the management team. (Please review names of personnel, and phone numbers)
4. Evacuate the premises via the nearest exit and assemble at the designated Emergency Muster Point 'A'.

### Injury to a Worker that Requires Medical Attention

1. Depending on the seriousness of the injury, as dictated by the Emergency Responders, one of the following methods of treatment will be used:
  - a. Treated on the site and return to work.
  - b. Treated on the site and transported by HSE representative to nearest hospital.
  - c. Treated on site and transported by Emergency Vehicle to nearest hospital.
  - d. Airlifted to hospital.

2. If offsite and unable to transport injured employee by normal methods or injury possess an immediate threat to life/health: Initiate an emergency call, dial 911.
3. If onsite: Dial SITE EMERGENCY NUMBER or use radio and state "EMERGENCY, EMERGENCY, EMERGENCY" on RADIO CHANNEL O.
4. State the location, nature and number of workers involved. Do not state the name(s) of the worker(s) involved.
5. Emergency Responders will confirm receiving this information. They will also inform you of the expected time of arrival at the scene. Stay on the phone as long as possible. HSE Advisor MUST also be notified immediately by phone.

### **Emergency Assistance/STARS:**

STARS air ambulance has helicopters based in Edmonton ready for dispatch.

### **Timeframes:**

Time frames and locations for dispatch of STARS and travel time to site are based on the severity of the emergency and the weather conditions. However, STARS will dispatch and get to site as soon as possible to assist with the emergency. Timelines will only be given during the time of the emergency.

### **Vehicle Use — On Site Emergency**

1. In the event of a site emergency always give right away to Emergency Vehicles by pulling over to the right shoulder of the road.
2. In the event of a site evacuation, drivers must proceed to the Emergency Muster Point 'A'.

### **Vehicle Incident**

1. In the event of a vehicle incident, pull over to the right shoulder of the road (if safe to do so), stop and shut off the engine.
2. Care for injured worker(s) and provide necessary first aid, if trained.
3. Protect the scene from further mishap by placing reflective triangles or reflectors 30 metres in front and rear of the collision. If the collision occurs at night, the reflectors must be placed 75 metres from the collision.
4. Ensure witness name, vehicle and insurance information and third-party information is collected. Complete Bar W Resort Vehicle Accident Reporting Kit provided in the vehicle's glove box.
5. Contact Bar W Resort HSE Advisor (or designate) and Supervisor as soon as possible (see attached Contact List).
6. Do not admit liability or provide opinion.
7. Ensure all information reported to the Bar W Resort HSE Department, supervisor, and local authorities, is factual.

8. While travelling to and from site travel in convoy if you have to drive alone follow a prescribed journey management plan.

### **Communication with External Agencies and Media**

The Corporate Media Spokesperson (i.e. Bar W Resort President) takes the lead role in dealing with government and municipal agencies, the media and the public on any issues relating to an emergency.

### **Directions to Stettler Hospital and Care Centre in Stettler:**

From Bar W Resort RV Park - 28 km. About 22 minutes.

1.	Head East on Bay View St toward RR204	0.5 km
2.	Turn left onto RR204	1.0 km
3.	Turn right onto TR404	9.3 km
4.	Turn right onto AB56 South	17.2 km
5.	Turn right onto 47 Ave	240 m
6.	Arrive Stettler Hospital 5912 47 Ave, Stettler AB	

# Appendix A

## Bar W Resort Map



## BAR W EMERGENCY RESPONSE PLAN PHONE LIST

DOCUMENT ID: ERP	REVISION: 1.4	ISSUE DATE:
OWNER: Safety Manager	REVISION DATE: 11/23/23	REVIEW DATE:

### CONTRACTOR REPRESENTATIVES

To be added as contractor services are operated on the property

### BAR W REPRESENTATIVE

Bar W Resort Project Manager Keith Wilson 1-403-370-7704

### ADDITIONAL CONTACTS

Site Emergency	911
Emergency Ground Service (Ambulance)	911
Fire Department	911
RCMP	911
RCMP Administration	1-403-934-3968
Hospital (Stettler)	1-403-742-7400
Forest Fire	1-780-310-3473
Stettler County Office	1-403-742-4441
Alberta Environment	1-800-222-6514
Dangerous Goods/Disaster Services	1-800-272-9600
Electrical Power (ATCO Electric)	1-800-668-5506
Telephone Communications (Telus)	1-780-310-3100
Natural Gas (ATCO Gas)	1-800-511-3447
Buried Utility Locations — AB One-Call - Or Equivalent	1-800-242-3447
OH&S (Workplace Health & Safety)	1-866-415-8690
Poison Control Centre	1-800-332-1414
Doctor (4829 50 <sup>th</sup> st, Stettier)	1-403-742-4011
Optometrist (5016 50 <sup>th</sup> St, Stettler)	1-403-742-4504
Dentist (5002 5 1 <sup>st</sup> St, Stettler)	1-403-742-5044
Employee Assistance Program	1-866-714-3129
STARS	888-888-4567 or 1-780-830-7000

NOTE: copy of this form must be posted at the store common bulletin board. Please refer to map for directions.