



EMERGENCY PREPAREDNESS

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6 EMERGENCY PREPAREDNESS

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6.1 Emergency Preparedness Policy

On each job site the supervisor will gather information such as the location of the nearest hospital, fire station, and first aid station so as to help minimize travel time to treatment for all employees and subcontractors. If the job site is further than 20 minutes from the nearest first aid treatment a STARS site number will be obtained by the supervisor on the job and will be posted with other emergency contact information for that job site. In accordance with Part 11 of the OHS Code, prior to workers being sent to the job site, Terrafirma Resources will ensure that suitable arrangements are in place to transport injured workers from the worksite to the nearest health care facility.

This information is to prevent confusion during an emergency situation, for both supervisors and workers. Everyone on a job site will be aware of where the emergency contact information is located, generally on the dash of the foreman’s truck or in the job van. At the beginning of each new job the foreman will go over where the Muster Point (safe meeting area) will be located and ensure that all employees and subcontractors are aware of emergency procedures and contact lists. This process is documented and completed during the pre-job meeting.

At the beginning of each new job, the Supervisor will go over where the Muster Point (safe meeting area) will be located and ensure that all employees and subcontractors are aware of emergency procedures and contact lists. This process is documented and completed during the pre-job meeting.

All Terrafirma Resources Foreman should have a valid first aid certificate and keep a No. 1 First Aid Kit in their vehicles. No. 1 First Aid Kits are also located in the shop, office and each job van.

The Emergency Response Procedures are kept current and up to date. This program is reviewed on a yearly basis as a minimum or when the need arises.



MANAGEMENT SIGNATURE
NICOLE SAFRON– PRESIDENT

DATE: January 15, 2021
TERRAFIRMA RESOURCES

The safety information in all guidelines does not take precedence over applicable legislations and the OHS Code. All employees are responsible to become familiar with applicable legislations and code.

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6.2 Emergency Response Planning, Issuing and Annual Review Guidelines

Each Terrafirma Resources location shall have a written Emergency Response Plan, appropriate to the hazards of that specific site, in order to respond to an emergency that may require rescue or evacuation.

Each Emergency Response Plan shall be prepared to reflect all known probable emergency conditions which may arise from within the workplace and from adjacent workplaces. Emergency Procedures shall be issued and discussed with all new/transferred personnel upon arrival for assignment.

Emergency Response Plans shall be established, implemented, reviewed, maintained and updated annually.

The plan is to be reviewed before the job and when conditions warrant and should be used for routine and non-routine emergencies as well as changes in operations, equipment, products or services and/or personnel which warrant new emergencies situations.

The Emergency Response Plan will be reviewed following an emergency to identify critical components of the overall response.

6.3 Emergency Response Program Management

The Terrafirma Resources site manager will have the overall accountability for administering the Emergency Response Plan.

For the purpose of this Emergency Response Plan guidance the HSE Manager will be designated by the Terrafirma Resources site manager. His/her alternate will be the Terrafirma Resources Site Safety Supervisor or otherwise designated by the site manager.

Employees performing rescue or evacuation must wear personal protective clothing and equipment appropriate to the hazards likely to be encountered.

6.4 Duties

Terrafirma Resources HSE Manager

The Terrafirma Resources HSE Manager ensures that:

- Evacuation drills are conducted on an annual basis.
- Inspections of facilities are performed monthly.
- All necessary repairs of components for evacuation paths are completed.
- Plans for the modification of any part of an evacuation path are reviewed.
- An up-to-date list of Fire Wardens is maintained.
- Radios and reflective vests and other response equipment are available.

During an evacuation or evacuation exercise, the Terrafirma Resources HSE Manager:

- Coordinates activities in accordance with either local authorities or the client Security and ERT as required.
- Coordinates Fire Wardens and informs them the nature of the emergency via handheld radios.

Following an evacuation or evacuation exercise, the Terrafirma Resources HSE Manager:

- Notifies Fire Wardens that it is safe to re-enter the building.
- Prepares a report following an evacuation (actual or drill).
- Reports to management for follow up or corrective actions.

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Terrafirma Resources Site Supervisor

Assist the Terrafirma Resources HSE Manager when requested.

Fire Wardens

- Be equipped with radios and reflective vests. The equipment is to be handed into the Terrafirma Resources HSE Manager and reissued to the next oncoming Fire Warden for the designated area.
- Be familiar with exits and muster stations for their responsible area.
- Direct residents safely out of the building to the designated muster station or to an alternate location.
- Sweep their effected area, ensuring that the alarms are properly functioning and that residents evacuate safely.
- Complete a head count and reconcile the evacuees with the daily housing report at the assigned muster station or alternate location.
- Radio unaccounted for personnel to Security.
- Notify personnel that they may re-enter the building when permission has been given by the appropriate authorities.

Residents, Contractors & Visitors

- All employees, users, subcontractors and visitors will follow the instructions of the Fire Wardens, Security, ERT, Safety Personnel, managers and supervisors when asked to evacuate the building.
- Know the two safest and most direct evacuation routes from their work area(s).
- Know the designated evacuation assembly point for the building.

6.5 Emergency Communication

During an emergency, the highest management worker present will take charge. Emergency medical treatment of the victim is to take priority. At that time, a designated worker will contact the nearest emergency medical services in the area. To avoid confusion, the worker present with the highest medical training will administer emergency first aid to the victim.

In the event of an emergency, communications should be accomplished via landline telephone, cell phones, radios, or personal contact. Key personnel and Management should be available by cell phone 24 hours a day. This section and documentation attached outlines the flow of calls to be initiated for major accidents and medical emergencies. The objective of this Emergency Response Plan (ERP) section is to provide basic guidance to personnel on how to respond to an emergency and who to contact if such an event occurs.

6.6 Initiating Emergency Response

- **WORKER/EMPLOYEE**
 - Reports to Manager by cell phone or two-way radio
 - Cares for and/or provides first aid to injured worker if applicable
 - Completes an Incident Report Form

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- SUPERINTENDENT/FOREMAN/SUPERVISOR
 - Receives complaints and/or incident reporting
 - Initiates Emergency Response Plan by telephone
 - Contacts Emergency Services
 - Contacts HSE Manager and Senior Management
 - Contacts Contract Company
 - Assists with incident decision-making
 - Man's offsite command center (Main Office or Shop)
- HSE MANAGER/MANAGER
 - Communicates with President and Vice President to decide the size of the Emergency and to develop a Response Plan
 - Conducts and Incident Investigation
 - Arranges to correct the problem
 - Supervises control activities
 - Contacts Government Agencies if necessary
- 4. SENIOR MANAGEMENT
 - Assists with incident decision-making
 - Arranges to correct the problem
 - Assists HSE Manager in contacting Government Agencies if necessary
 - Oversees all aspects of investigation and reviews corrective actions to ensure completion

6.7 Emergency Procedures Information

6.7.1 Emergency Response Contact Information

Terrafirma Resources will ensure that each Emergency Response Plan lists the location and contact information of emergency facilities for each worksite. Services which can provide assistance in the event of an emergency should be identified and reviewed with workers prior to commencing work activities. A list showing local emergency facilities and contact information should be posted in a conspicuous area so that it is readily available to workers

SERVICE PROVIDER	PHONE NUMBER
Ambulance	911
RCMP/FIRE	911
Hospital – Red Deer	403-343-4422
STARS	1-888-888-4567
Epcor	310-4300
Alberta Energy and Utilities Board	403-297-8303
Poison Control	403-670-1414
Transport Canada /TDG	1-800-272-9600
CANUTECH	1-613-996-6666
OHS – Alberta	1-866-415-8690
OHS – British Columbia	1-866-922-4357
Spill Response/Environment- AB	1-800-222-6514
WCB – Alberta	1-403-340-5257
WCB – British Columbia	1-866-922-4357
Alberta One-Call	1-800-242-3477
BC One Call	1-866-922-4357 or *6886 on cell
Terrafirma Resources MANAGEMENT	PHONE NUMBER
Nicole Safron	403-358-0518
Jason Spratt	403-846-6466

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Curtis Auten	403-318-6505
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6.7.2 Location and Use of Emergency Facilities

Terrafirma Resources should ensure each Emergency Response Plan lists the location and how to use emergency facilities for each work site. For off-site locations, outside services that can provide assistance in the event of an emergency should be identified and reviewed with workers prior to commencing work activities. A list should be posted in a conspicuous area showing local emergency facilities and how to contact. Examples include:

Client Emergency Response Department (Initial Responder for All Emergencies If Applicable)
RCMP/Police, Local Hospital, Poison Center (Poison Response) 1-800-332-1414

6.7.3 Location of Emergency Equipment

All Terrafirma Resources trucks and all Contractor trucks used for work on any Terrafirma Resources worksites must have a first aid kit and a properly tagged and certified fire extinguisher. All job vans on Terrafirma Resources have a # 2 first aid kit, eye wash station, spill kit, a tagged and certified fire extinguisher, and MSDS sheets for hazardous products.

6.7.3.1 Terrafirma Resources Shop and Office

There is an Emergency Response Plan post at each exit showing the location of the emergency equipment. There are first aid kits, eye wash station, fire extinguisher marked visible near the exits.

6.7.3.2 Terrafirma Resources Worksites

All Terrafirma Resources trucks and all Contractor trucks used for work on any Terrafirma Resources worksite must have a first aid kit and a properly tagged and certified fire extinguisher. All job vans on Terrafirma Resources have a # 2 first aid kit, eye wash station, spill kit, a tagged and certified fire extinguisher, and SDS sheets for hazardous products.

Some of the worksites the clients have first aid stations on site. In those situations, the client will communicate the location of the emergency equipment prior to work commencing.

6.7.4 Active Threats/Shooter Emergency Response Procedures

6.7.4.1 Threat at Shop/Office Location

Situational Response to a Shop/Office Threat:

1. The first employee to identify a threat situation should:

- a. Call 911 as soon as it is safe to do so:
 - Tell the 911 operator that there is a threat on premise,
 - The location,
 - Number of persons injured,
 - Last known direction of the threat,
 - Description of the suspect(s),
 - And number/types of weapons.
- b. Notify management and other individuals on site immediately by phone or radio and report the occurrence and announce "Shooter", and the location of the threat and/or direction of travel of the threat.

2. Managers Responsibilities During an Active Threat Situation

Employees and clients are likely to follow the lead of managers during an emergency situation. During an emergency, managers should be familiar with their ERP, and be prepared to:

- Take immediate action
- Implement Non-Emergency Lockdown Procedures or full Emergency Lockdown Procedures

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- Remain calm
- Evacuate staff and clients via a preplanned evacuation route to a safe area

a. Non-Emergency Lockdown Procedures

A non-emergency lockdown is implemented when there is a known threat off-site, but close to the company premises. A non-emergency lockdown would be when the RCMP establishes a perimeter close and searches for an armed suspect. All exterior doors and any gates should be immediately secured.

Business will be as usual on the inside, but nobody will be able to enter the building.

Ensure the building is secured from the outside and that layers of resistance are in place to block a potential intruder from entering the interior of the site.

A Supervisor should call the police to gain information as to the nature of the incident and how it may affect their business. The supervisor will tell the operator that the building is on lockdown and to request notification for when the area is clear. Once the incident has been cleared or deemed safe by the RCMP, the building will go back to normal. Employees should be kept updated. Being in a non-emergency lockdown for a potential threat off-site, puts the workplace at an advantage in the event the building moves to an emergency lockdown.

b. Emergency Lockdown Procedures

An emergency lockdown is described as an unwanted intruder on site or within the workplace. Keep in mind that this threat is mobile. In most cases, people are told to disengage and report the incident to the RCMP as quickly as possible.

Contacting the RCMP is crucial, and equally important is carrying out a plan while waiting for police to arrive. Instead of implementing layers of resistance on the outside, the mindset needs to switch to creating resistance on the inside.

Proper communication, through an intercom system or alarm system, must be activated to notify all staff that they are in an emergency lockdown and discourage the threat from executing their plan. Once the threat is restricted from access to others this should cause the threat to leave or be located by the RCMP. It is important to note that this plan should be implemented in every emergency lockdown situation- whether it is known that the intruder is armed or not. If no weapon is visible, it cannot be ruled out that a weapon is not concealed. A disgruntled customer, client, or former employee should be taken seriously because the intention is unknown.

3. Personal Response to a Threat:

What to Do:

1. Evade or Evacuate:
 - Have an escape route and plan in mind
 - The action should not be to blindly “Run” from the threat
 - Only move when there is knowledge where the threat is located
 - Leave any personal belongings behind
 - If there is gunfire or one can physically see the threat, if able evacuate or evade to safety
2. If You are unable to safely leave the area - Hide Out
 - Try to remain calm
 - Warn other staff, visitors to immediately take shelter
 - Go to an area/room less known or regularly travelled that can be locked or barricaded
 - Lock and barricade doors
 - Block windows
 - Silence cell phones, radios and any other devices that emit sound
 - Keep out of sight and take adequate cover/protection (i.e., concrete walls, desks, filing cabinets)
 - If you are in a corridor, go into the closest office not already secured

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- Turn off lights, close curtains or blinds where possible; stay away from windows and doors
 - Stay low and keep quiet
3. Actions to Avoid:
 - DO NOT open the door once it has been secured until you are officially advised “all clear” or are certain it is emergency response personnel at the door
 - DO NOT travel down long corridors
 - DO NOT assemble in large open areas (e.g., lunch areas or assembly points)
 - DO NOT call 911 unless you have immediate concern for your safety, the safety of others, or feel you have critical information that will assist emergency personnel; keep phone lines clear.
 4. If a threat comes into your area or enters your office or meeting room, you should:
 - Try to remain calm
 - Try not to do anything that will provoke the threat(s)
 - If the threat(s) leaves the area, barricade the room or get to a safer location
 5. If you are outside and encounter a threat, you should:
 - Try to remain calm
 - Move away from the threat(s) or the sound of gunshots and/or explosions
 - Look for appropriate locations for cover/protection (i.e., brick walls, retaining walls, parked vehicles, etc.)
 6. Take Action [against the active threat(s)]:
 - If there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the threat(s)
 - Act as aggressively as possible against the active threat
 - It is CRUCIAL you commit to your actions when you attempt to disrupt, incapacitate and get control of the threat’s hands.
 7. RCMP Arrival:
 - Keep your hands above your head and visible at ALL times. Put down any items in your hands
 - Do EXACTLY what the RCMP Officers say
 - Do NOT run toward officers unless told to do so
 - Officers usually arrive in teams and may be heavily armed, wearing ballistic gear, and shouting commands at you
 - Officers may push you to the ground for safety – both yours and theirs

6.7.5 Remote Worksites Risk Level Procedures

Area risk level will be determined by Management based on:

- a. Historical risk factors
 - b. Socio-economic factors
 - c. Remoteness of area
 - d. Response time of emergency services
 - e. Weather
 - f. Type of work being completed
1. High Risk Area Procedures

Workers are advised they will be working in a high-risk area. Workers have a right to refuse work in high-risk areas.

 - a. Management, Supervisors and Workers know the:
 - Exact location of worksite

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- Number of workers
 - Travel routes pre-planned and followed
 - Timelines are strictly adhered to
- b. Evacuation route to a safe area is pre-planned and discussed
 - c. Workers will work in pairs, no exceptions
 - d. All workers will have cell phones on their person
 - e. Workers are not to actively interfere when property or vehicles are being stolen or damaged. The workers safety is of primary concern.
 - f. Convoy to worksite only.
 - g. Absolutely no engagement or interference when property of vehicles is being stolen or damaged.
2. Low Risk
 - a. Normal operating procedures are followed

Situational Response to a Remote Worksite Threat

1. The first employee to identify a threat situation should:
 - a. Call 911 as soon as it is safe to do so:
 - Tell the 911 operator that there is a threat,
 - The location,
 - Number of persons injured,
 - Last known direction of the threat,
 - Description of the suspect(s),
 - And number/types of weapons.
 - b. Notify Management and other individuals on site immediately by phone or radio and report the occurrence and announce “Shooter” or “Active Threat”, and the location of the threat and/or direction of travel of the threat.
2. Managements Responsibilities
 - a. During an emergency, managers should be familiar with their ERP, and be prepared to:
 - Alert all Supervisors in the area
 - Alert all Clients in the area
 - Implement Emergency Procedures
 - Remain calm
3. Supervisors Responsibilities
 - a. During an emergency, supervisors should be familiar with their ERP, and be prepared to:
 - Alert all crews and determine if the preplanned evacuation site is still safe, if not alert crew of a safe location to have crew congregate
 - Take Roll Call
 - Update Management on safe location and status of crew members
 - Advise crew members to return to Rocky Mountain House Shop

Personal Response to a Threat:

What to Do:

1. Evade or Evacuate:
 - Have an escape route and plan in mind to reach the preplanned evacuation site
 - The action should not be to blindly “Run” from the threat
 - Only move when there is knowledge where the threat is located
 - Leave any personal belongings behind
 - If there is gunfire or one can physically see the threat, if able evacuate or evade to safety
 - Prevent other workers from entering the area
2. If You are unable to safely leave the area - Hide Out

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- Try to remain calm
 - Warn other workers to immediately take shelter
 - Go to an area out of the active threat/shooters view
 - Silence cell phones, radios and any other devices that emit sound
 - Keep out of sight and take adequate cover/protection
 - Stay low and keep quiet
 - Do not restrict your options for movement
 - DO NOT call 911 unless you have immediate concern for your safety, the safety of others, or feel you have critical information that will assist emergency personnel
3. If a threat comes into your area or enters your office or meeting room, you should:
- Try to remain calm
 - Try not to do anything that will provoke the threat(s)
 - If the threat(s) leaves the area try to get to a safer location
 - Move away from the threat(s) or the sound of gunshots and/or explosions
 - Look for appropriate locations for cover/protection (i.e. parked vehicles, etc.)
4. Take Action [against the active threat(s)]:
- If there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the threat(s)
 - Act as aggressively as possible against the active threat
 - It is CRUCIAL you commit to your actions when you attempt to disrupt, incapacitate and get control of the threat's hands.
5. RCMP Arrival:
- Keep your hands above your head and visible at ALL times. Put down any items in your hands
 - Do EXACTLY what the RCMP Officers say
 - Do NOT run toward officers unless told to do so
 - Officers usually arrive in teams and may be heavily armed, wearing ballistic gear, and shouting commands at you
 - Officers may push you to the ground for safety – both yours and theirs

Managing the Consequences of An Active Threat Situation

After the active threat has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured
- Determining a method for notifying families of individuals affected by the active threat, including notification of any casualties
- Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active threat

6.7.6 General Emergency Response Procedures

Depending on the severity of the medical emergency, the procedures will vary. The following is a list of those procedures:

6.7.6.1 Non-Life-Threatening Emergency

1. The employee's report the accident to the foreman.

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2. Immediate care to the injured worker will be given by fellow workers with a first aid certificate using supplies from the nearest first aid kit. The foreman will contact Medical attention if needed by cell phone.
3. If medical attention is needed, the injured worker will be transported to the nearest hospital.
4. Upon return to the site / office the medical attendant will prepare the proper accident forms and WCB documentation.
5. Notification will be given to the project superintendent and proper authorities.

6.7.6.2 Serious Injury or Fatality

If a serious injury or fatality occurs, the following actions should be taken:

1. Assess the situation and remove the victim from further harm if required.
2. Provide immediate first aid attention
3. Call supervisor for assistance and relay details. Request ambulance if necessary.
4. Notify Management.
5. Notify the local police or RCMP.
6. Notify OH&S, of all serious injuries and fatalities, or of any events that have the potential to cause serious injuries.
7. Notify WCB of all fatalities and serious injuries or injuries that disable or are likely to disable the worker for more than the day of the accident.
8. Preserve the scene of the emergency until approval to resume normal operations has been received from the On Scene Commander and the appropriate government agencies.

Note: Do not move victim unless leaving him where he is will cause further injury or endanger their life. Victims of H2S require resuscitation within three minutes. Beware of oxygen deficient atmospheres.

6.7.6.3 Evacuation

Preparation for Evacuation

Each site Emergency Response Plan should contain a procedure for evacuation if required. The Terrafirma Resources designated HSE Manager will maintain an active list of all Terrafirma Resources and contract emergency responders.

Evacuation Drills

Evacuation drills should be conducted at least annually. Before conducting an evacuation drill a pre-drill assessment of the evacuation routes and assembly points should be conducted. The pre-drill assessment is intended to verify that all egress components (stairs, doors, etc.) are in proper order and that occupants can use them safely.

Procedure

1. Notify staff, including the first aid attendant, of the nature and location of the emergency
2. Activate Alarm (where applicable)
3. Conduct Sweep Check
4. Fire Warden to evacuate employees safely to the identified assembly areas
5. All personnel will proceed to the primary safe area immediately
6. Check and confirm the safe evacuation of all employees, subcontractors and visitors
7. Fire Warden to notify the fire department or other emergency responders, and
8. Follow communications procedures for notifying management
9. Notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace. Notification of the public must be in conformity with the requirements of other jurisdictions, including provincial and municipal agencies.

Route

A copy of escape routes should be posted in all offices, at all alarm stations and at all exits.

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Sweep Check

Designated Fire Warden will establish a pattern that will permit covering the area in the shortest time, with a minimum of backtracking.

1. When the evacuation alarm rings, stop work immediately, and conduct a sweep of the area. Ask everyone to leave the premises immediately and proceed to the identified emergency assembly area for their location.
2. If you encounter smoke or flame, leave that section immediately, finish your sweep and evacuate the building by activating fire alarm pull stations. Remember, if in doubt get out.
3. If anyone refuses to leave, note their name and location, and advise the client emergency services personnel.
4. Meet the client emergency services personnel and advise them of your sweep or an area of smoke or flame that you were unable to check. Assist with head count and evacuation if required.
5. Ensure that everyone stays at the emergency assembly area until the HSE Manager has given an all clear to re-enter the building.
6. In the event of inclement weather, the client will make arrangements to have buses either as temporary shelter or to transport personnel to another location.

Review of Evacuation

Following an evacuation or drill a response review should be conducted and documented by the Terraforma Resources HSE Manager and lessons learned share with the appropriate responders and staff using the Terraforma Resources Evacuation Report.

6.7.6.4 Fire Protection & Response

Terraforma Resources should ensure each Emergency Response Plan provides fire protection and response planning within each site Emergency Response Plan and is utilized during all phases of work. As a minimum, all should include the following:

Protection

Smoking is not permitted except in designated "SMOKING" areas.

Facilities should be designed and maintained in accordance with local fire code and regulations.

Portable fire extinguishers should be stationed, inspected and maintained in accordance with local fire code and regulations. Terraforma Resources personnel should be trained in their use.

Flammable and combustible liquids should be properly stored.

Employees should report all fire safety issues to their immediate supervisor.

Facilities should be inspected by use of the Terraforma Resources Emergency Inspection Checklist

Response

In the event of a fire, personnel working in facility will adhere to the following procedure for their work area:

- Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present.
- If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt get out.
- Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the HSE Manager has given an ALL CLEAR.

Roads are designated as fire lanes. Vehicles can stop there for unloading, but no parking will be allowed.

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6.7.6.5 Working in Cold Weather

The health problems associated with cold exposure are as follows:

- Frostnip - is when the top layer of skin freezes causing the area to turn white and become numb. Frostbite - is caused by being exposed to extreme cold temperatures or by contact with extremely cold objects. Blood vessels may be severely and permanently damaged and blood circulation may stop in affected tissue.
- Hypothermia - is when your core body temperature drops leading to numbness and possible coma.
- Chilblains - mild injury with symptoms such as redness, swelling, tingling, and pain.
- Immersion Foot - is an injury caused by having wet feet for days or weeks.
- Trench foot (or hand) - occurs for being exposed to wet and cold environments.

Warning signs of Cold Stress

Early Symptoms are:

- Physical discomfort
- Pulled muscles
- Loss of feeling in fingers, hands and toes
- Frostnip

Extreme Symptoms are:

- Extreme discomfort
- Extreme Shivering
- Severe Hypothermia
- Frostbite
- Loss of Consciousness
- Heart Stops

Important Note: Any worker that was shivering then stops shivering is at extreme risk of hypothermia. The affected worker will not be able to notice his or her condition. It is important that co-workers watch for hypothermia symptoms.

First Aid for Frostnip:

Ensure to cover the cheeks, chin, nose, ear lobes and forehead to prevent frostnip. A thin layer of Vaseline may help.

If frostnip occurs gently warm the skin by holding unaffected skin to the area. Never rub affected area because ice crystals could damage the skin. Do not use hot objects to warm the affected area.

First aid for Frostbite, Immersion or Trenchfoot:

- Get medical help
- Move victim to a warm area if possible
- Gently loosen or remove constricting clothing or jewelry that may restrict blood circulation
- Loosely cover the affected area with a sterile dressing such as gauze
- Transport victim to a hospital
- Do not attempt to rewarm the affected area on site
- Do not rub the area or apply heat

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- Do not allow victim to smoke or drink alcohol or caffeinated drinks

First aid for Hypothermia:

- Get medical help immediately
- Remove any wet clothing
- Place the victim between blankets ensuring the person’s head is covered to gradually rise the body temperature.
- Give warm, sweet drinks unless the victim is rapidly losing consciousness or convulsing.
- Perform CPR if the victim stops breathing

Controls for Working in Cold Weather

Engineering Controls

- Use enclosures and heating systems whenever possible
- Use a heated shelter whenever possible
- Shield work areas from drafts or wind as much as possible
- Use thermal insulating material on equipment when possible

Administrative Controls

- Allow for an adjustment period to the cold temperatures
- Use a work/warm up schedule
- Train all workers on the hazards and controls for working in cold environments
- Avoid activities that cause heavy sweating
- Limit activities that reduce blood circulation such as sitting or standing for long periods of time
- Avoid working alone
- Do not sit or kneel on cold unprotected surfaces
- Stay hydrated

Personal Protective Equipment

1. Wear multiple layers of thin clothing. At least three layers.
 - Outer layer that allows some ventilation but blocks wind.
 - Mid layer that creates an insulating layer such as wool or synthetic fleece.
 - Inner layer that provides ventilation and allows moisture to escape.
2. Ensure to protect feet, hands, face and head
3. Bring extra set of clothing to change into if your clothes get wet

6.7.6.6 Rescue Procedures

Each site Emergency Response Plans should address who performs rescue services when required. It is the position of Terrafirma Resources that all rescue duties are performed by client emergency responders or local governmental responders when on their location. For site specific locations, evacuation procedures and methods of rescue should be identified and reviewed with workers prior to commencing work activities.

At least one member of a rescue team must be a first aid attendant trained to immobilize an injured employee. Effective communications must be maintained between the employees engaged in rescue or evacuation and support persons.

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6.7.7 Event Specific Emergency Procedures

6.7.7.1 Fire

1. Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present or yell “fire, fire.”
2. If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt get out.
3. Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
4. Re-enter only after the HSE Manager has given an ALL CLEAR.

6.7.7.2 Types of Fires

Class A: Wood, paper, rags, rubbish and other ordinary combustible materials.

Recommended Extinguishers:

- Water from a hose,
- pump type water can, or
- pressurized extinguisher and soda acid extinguishers.

Fighting the Fire:

- Soak the fire completely-even the smoking embers.

Class B: Flammable liquids, oil and grease

Recommended Extinguisher:

- ABC units,
- dry chemical,
- foam and carbon dioxide extinguishers.

Fighting the Fire:

- Start at the base of the fires and use a swinging motion from left to right, always keeping the fire in front of you.

Class C: Electrical equipment

Recommended Extinguishers:

- Carbon dioxide and
- dry chemical (ABC units) extinguishers.

Fighting the Fire:

- Use slow bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

Extinguishing a Fire

When extinguishing a fire remember the **PASS** system:

Pull the Pin

Aim Low; Point at the base of the fire

Squeeze the Handle

Sweep from side to side, keeping the extinguisher aimed at the base of the fire

6.7.7.3 Gas Leaks/Chemical Spills

Upon smelling or noticing a gas leak, unusual vapours, or a chemical spill:

1. Pull fire alarm (if present) or sound warning and evacuate the premises via the nearest exit.
2. Proceed to the Emergency Assembly Area.
3. Contact local emergency response personnel by phone or radio.
4. Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

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If employees are required to control a release of a hazardous substance, to perform cleanup of a spill, or to carry out testing before re-entry, Terrafirma Resources shall provide:

1. Adequate written safe work procedures and documented training.
2. Appropriate personal protective equipment, which is readily available to employees and is adequately maintained.
3. Material or equipment necessary for the control and disposal of the hazardous substance.

6.7.7.4 Spill (Accidental Release)

A spill is a release of dangerous goods that represents a danger to health, life, property, or environment. It may also involve an incident in which a bulk container (more than 450litres) is damaged, a release of infectious substances or radioactive material, or a product released from containment as a result of a fire or explosion involving dangerous goods.

Accidental Release means, in relation to dangerous goods, an unplanned or accidental

1. Discharge, emission, explosion, outgassing or other escape of dangerous goods, or any component or compound evolving from dangerous goods; or
 - (a) Emissions of ionizing radiation that exceeds a level established under the “Nuclear Safety and Control Act”.

Imminent Accidental Release means, for dangerous goods in transport in a large means of containment, that there has been an incident and

- (a) There is likely a need to remove or transfer all or a portion of the dangerous goods to another large means of containment;
- (b) There is damage to the means of containment which, if not corrected , could result in an accidental release of the dangerous goods in a quality or emission level that exceeds those set out in the table to subsection 8.1(1) of Part 8, Accidental RELSASE AND Imminent Accidental report requirements, or
- (c) The large means of containment is lost in navigable waters.

If a Terrafirma worker is required to control a release of a hazardous substance, to perform cleanup of a spill, or to carry out testing before re-entry, the Company will provide:

- Adequate written safe work procedures;
- Appropriate personal protective equipment, which is readily available to workers and is adequately maintained; and

Materials or equipment necessary for the control and disposal of the hazardous substance.

6.7.7.5 Immediate Reporting Information

The immediate report must include as much of the following information as is known at the time of the report. The information required is described below (Section 8.2).

- (a) The shipping name or UN number of the dangerous goods;
- (b) The quantity of dangerous goods that
 - (i) Was in the means of containment before the accidental release, the “dangerous goods accident” or the “dangerous goods incident, and
 - (ii) Is known or suspected to have been released;
- (c) A description of the condition of the means of containment from which the dangerous goods were released, including details as to whether the conditions of transport were normal when the means of containment failed;
- (d) For an accidental release from a cylinder that has suffered a catastrophic failure, a description of the failure;
- (e) The location of the accidental release, the “dangerous goods accident” or the Dangerous goods incident”;
- (f) For a ship, the position of the ship and the next location at which the ship will be at anchor or alongside a fixed facility;

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The number of deaths and injuries resulting from the accidental release, the “dangerous good accident” or the “dangerous goods incident”.

- (g) An estimate of the number of people evacuated from private residences, public areas or public buildings as a result of the accidental release, the “dangerous goods accident “ or the “dangerous goods incident”

A report can also include other information not required by the regulations; for example, any cleanup arrangements, involvement of other emergency response agencies like the police, fire department, Alberta Environment, etc.

6.7.7.6 30-Day Follow-Up Report

If an immediate report was required to be made for an accidental release, a “dangerous goods accident” or a “dangerous goods incident”, a follow-up report must be made by the employer of the person who had possession of the dangerous goods at the time of the accidental release, or by the person if self-employed[Section 8.3(1)].

The follow-up report must be made, in writing, to the Director General of Transport of Dangerous Goods within 30 days after the occurrence of the accidental release. The follow-up report must include information described below [Section 8.3(2)].

- (a) The name and address of the place of business of the person providing the information and the telephone number, including the area code, at which that person may be contacted;
- (b) The date, time and location of the accidental release, the “dangerous goods accident” or the “dangerous goods incident”;
- (c) The name and address of the place of business of the consignor;
- (d) The classification of the dangerous goods;
- (e) The estimated quantity of dangerous goods released and the total quantity of dangerous goods in the means of containment before the accidental release, the “dangerous goods accident” or the “dangerous good incident”;
- (f) A description of the means of containment involved based in the identification markings and a description of the failure or damage to the means of containment, including how the failure or damage occurred;
- (g) For an accidental release from a cylinder that has suffered a catastrophic failure, the certification safety marks and description of the failure;
- (h) The number of deaths and injuries resulting from the accidental release, the “ dangerous goods accident” or the “dangerous good incident”;
- (i) An estimate of the number of people evacuated from private residences, public areas or public buildings; and
- (j) If an emergency response assistance plane was activated, the name of the person who responded to the emergency in accordance with the emergency response assistance plan.

The address or the Director General is:

Transport Dangerous Goods (TDG)
Place de Ville, Tower C
9th Floor, 330 Sparks St.
Ottawa, Ontario K1A 0N5

6.7.7.7 Who Must Be Notified

Section 8.1(5) of the TDG Regulations states that the following organizations must be notified by the person who must make an immediate report:

- (a) the appropriate provincial authority listed in the table following this section. In Alberta, notify the local police by calling 911, and the Alberta Transportation at 1-800-272-9600;
- (b) the person’s employer;
- (c) the consignor of the dangerous goods;

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- (d) for a road vehicle, the owner, lessee or charterer of the road vehicle;
- (e) for a railway vehicle, CANUTEC at (613) 996-6666;
- (f) for a ship, CANUTEC at (613)-996-6666, a Vessel Traffic Services Centre or a Canadian Coast Guard radio station;
- (g) for an aircraft, an aerodrome or an air cargo facility, CANUTEC at (613) 996-6666 and the nearest Regional Civil Aviation Office of the Department of Transport and, if the aerodrome is an airport, the operator of the airport;
- (h) for Class 1, Explosives, and Class 6.2, Infectious Substances, CANTEC at (613) 996-6666; and
- (i) For an accidental release from a cylinder that has suffered a catastrophic failure, CANUTEC at (613) 996-6666.

Responsibilities

- Person in charge of goods are to follow the above reporting and ERP procedures.
- Company Management will provide support to workers and coach them on proper procedure for accidental release.
- HSE Manager will assist Management in proper training of TDG and ERP procedures and assist in investigation of the incident/accident and implementation of corrective action and follow-up to ensure their completion.
- Terraforma Senior Management, Operations Manager, his designate, or the appropriate regulatory authorities must approve a return to work after an emergency of this nature.
-

REPORTING QUANTITIES		YOU MUST IMMEDIATELY NOTIFY:	
CLASS 1 EXPLOSIVES	You must report a spill or leak of: Any quantity that could pose a danger or more than 50 Kg	ALBERTA	Local police and 1-800-272-9600
	More than 10 Kg net explosives quantity (except 1.4 or 1.6) that is not subject to special provisions 85 or 86 More than 1,000 articles (except 1.4 or 1.6) that are subject to special provision 85 or 86	BRITISH COLUMBIA	Local police and 1-800-663-3456
2 Gasses	Any quantity that could pose a danger or a sustained release of 10 minutes or more		
3 Flammable Liquids	More than 200 L	PHONE CANUTEC at (613) 996-6666	
		-If a reportable quantity of explosives (Class 1) or any amount of infectious substances (class 6.2) is involved -if any gas leaks from a cylinder that has suffered a catastrophic failure - If a railway vehicle is involved	

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4 Flammable solids, Spontaneously combustible, Dangerous when wet	More than 25 Kg	<p>YOU ALSO NEED TO NOTIFY: Your Employer The owner of the vehicle The shipper of the dangerous goods</p>
5.1 Oxidizers	More than 50 kg or 50 L	
5.2 Organic Peroxides	More than 1 kg or 1 L	
	More than 5 kg or 5 L	
	Any quantity	
	Any quantity that could pose a danger	
	More than 5 kg or 5 L	
	More than 25 kg or 25 L	

6.7.7.8 Bomb Threats

1. If a threat is received by phone, mail or other means, get as much information as possible.
2. If the threat is received by phone, try to keep the person on the line for as long as possible. Do not hang up the phone, even after the call has been terminated.
3. Contact local emergency response personnel by phone or radio.
4. If a suspicious device is identified, evacuate the immediate area and notify local emergency response personnel.

6.7.7.9 Medical Emergencies

1. Call for assistance by phone or radio. Give the exact location and details of the medical emergency.
2. If qualified, provide basic first aid, and keep the person comfortable. Do not move the person. Do not leave him/her unattended.
3. Arrange for emergency medical transportation based on the medical planning portion of the site's Emergency Response Plan.

6.7.7.10 Explosions

1. Get down on the floor, take shelter under tables or desks, and protect your face and head against flying glass and debris.
2. Once it is safe to do so, evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
3. Re-enter only after the HSE Manager has given an ALL CLEAR.

6.7.7.11 Workplace Violence

1. Notify supervisor immediately by phone or radio and report the occurrence.
2. Do NOT attempt to physically intervene. Protect yourself first at all costs.

6.7.7.12 Lightning

In Building: Close windows and doors and keep away from windows, doors and fireplaces. Don't go out unless it is absolutely necessary. Before storm hits, unplug appliances including radio, television and computers and do not touch electrical items or telephones during the storm.

Outside: Get inside vehicle or building if possible. Avoid water and objects that conduct electricity (i.e. tractors, golf clubs, and metal fences). Do not stay in open spaces or under tall objects (trees, poles). If no shelter is available crouch down, feet close together with head tucked down. If you're in a group, spread out, keeping people several yards apart. Remember, lightning victims can be revived with CPR even when there is no pulse.

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In Vehicle: Stay in vehicle with windows closed. Be wary of downed power lines that may be touching your car. You are safe in the car but may receive a shock if you step outside. Avoid touching metal parts of the vehicle. Do not drive – wait. But don't park under trees or other tall objects that may fall over in the storm.

6.7.7.13 Natural Disasters

In the event of a natural disaster, the following guidelines should be followed:

6.7.7.14 Flooding

1. In Building: If building is in low lying area be prepared to move to higher ground during flood watch. Seek Shelter.
2. Outside: Do not try to walk through flash floods.
3. In Vehicle: Avoid driving through flooded areas. If caught there, watch for road washouts and avoid dips and underpasses.

6.7.7.15 Wind / Tornado

1. In Building: Stay inside with doors and windows shut. Stay away from windows, doors and exterior walls. Go to small, interior room or stairwell on lowest floor of building (bathrooms are often best choice). If possible, crouch under heavy furniture. Protect your head with cushion or mattress.
2. Outside: Seek shelter in building (not car or mobile home) immediately. If no shelter is available, lie flat in a low dry spot (ravine or ditch) or under a low bridge. Keep alert for flash floods. Protect your head. As a last resort, hang on tightly to the base of a shrub or small tree.
3. In Vehicle: Do not stay in vehicle or mobile home and do not try to outrun a tornado by driving, especially in populated areas. If possible run to nearby solid structure (shelter or building). If no solid structure is nearby, lie flat in dry ditch or ravine outside. Keep alert for flash floods. Protect your head.

6.7.7.16 Hail

1. In Building: Stay away from windows and glass doors. Be alert for signs of high winds or tornado (especially if hail is large) and follow tornado precautions as necessary.
2. Outside: Seek cover, face away from wind and protect your head. Be alert for signs of high winds or tornado (especially if hail is large) and follow tornado precautions as necessary.
3. In Vehicle: Keep face and head away from windows. Be alert for signs of high winds or tornado (especially if hail is large) and follow tornado precautions as necessary.

6.7.7.17 Injury In The Shop

1. Remain Calm
2. Do not put yourself in the same danger as the injured person.
3. Assess the situation and injury.
4. Notify others of a serious injury, have someone call 911 and provide them with the following information.
 - Location (Legal land location of shop and office)
 - Type of accident
 - Number of people involved
 - Time of the occurrence
 - Action already taken
 - Further action to be taken
 - Assistance required (fire, ambulance, police)
5. Start administering first aid if certified to do so.
6. Remain with the injured person until medical aid has arrived.
7. Do not alter the accident site in any way
8. Work will resume only when proper authorities have given the okay.

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6.7.7.18 Fire In The Shop Or Office

1. Alert everyone in the building and stop work.
2. Be aware of the location of the Fire Extinguishers. They will be at the exit/entry point of the building.
3. Try to contain the blaze with a fire extinguisher if possible. Attempt to extinguish the fire only if fire is small and you can do so safely. Keep yourself between the fire and an exit. Always fight fires in pairs. If you cannot eliminate or contain the fire within one minute, stop!! Remember the toxic smoke associated with fire is more deadly than the fire itself.
4. If fire cannot be put out then everyone must evacuate.
5. Everyone must move to the nearest exit away from the fire.
6. Meet outside at the Muster Point.
7. Do a personnel count
8. One person must alert the Manager
9. One person should call 911 and inform the authorities of:
 - Location: Legal land location of shop and office
 - Type of accident
 - Number of people involved
 - Time of the occurrence
 - Action already taken
 - Further action to be taken
 - Assistance required (fire, ambulance, police)
10. No one should re-enter the building for anything until proper authorities have given the ok.

6.7.7.19 H2S Man Down

In the event that someone gets knocked down by H2S – DO NOT RUSH IN!!! We do not need two people down. Instead, follow the Seven Step Initial Response Strategy:

1. EVACUATE – Get to a safe area
 - Move upwind if release is downwind of you
 - Move crosswind if the release is upwind of you
 - Move to higher ground if possible
2. ALARM – Call for help (i.e. Man Down!!)
3. Sound bell, horn, whistle or call by radio/telephone
4. ASSESS – Do a head count
5. Consider the Hazards
6. PROTECT – Put on breathing apparatus before attempting rescue
7. RESCUE – Remove victim to safe area
8. REVIVE – Apply CPR, if necessary
9. MEDICAL AID – Arrange transport of victim to medical aid.
10. Provide Information to Emergency Medical Services (EMS)

6.7.7.20 Emergency On-Site First Aid Procedure

1. Render First Aid – To be administered by personnel having a valid first aid certificate. Except as necessary to preserve human life or relieve human suffering.
2. Do not disturb the accident scene. It is against the law to interfere with, disturb, destroy, alter or remove any wreckage article until permission is given by the applicable government authority.
3. Call Nicole Wade 403-358-0518
4. Ensure that you and other workers are not in danger and remain in muster area until further directed by the proper authorities.
5. Call Ambulance – Give clear and accurate directions to the site of the accident. Have someone guide the ambulance to the accident scene.
6. Call police

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7. Call Utilities – As appropriate for the circumstances
8. Notify Management
9. Secure the Area – Restrict the immediate area of the accident scene to only authorized personnel, if further danger exists clear the area.
10. Notify others – Call occupational Health & Safety
11. Follow-up – Send a responsible management representative to the hospital or other facility to which the injured employee was taken to determine the victim’s condition.

Hypothermia - The signs and symptoms vary depending on the degree of hypothermia and may be divided by the three stages of severity.

Mild – Shivering, mental confusion and lack of coordination,

Moderate – Dazed consciousness, loss of fine motor skills, person may become very pale or blue color.

Severe – Immediately life threatening: Difficulty in speaking decreased heart rate/blood pressure, irrational behavior.

Treatment – Assess ABC’s, cover any exposed skin, call 911, maintain with personal until medical assistance arrives; use extreme caution handling personal.

Frostbite - is most likely to happen in body parts farthest from the heart, those with large exposed areas.

Mild - surface skin is frozen, itching, pain and white or reddish marks on skin

Treatment – Call 911 if necessary, prevent further heat loss, and handle frozen tissue carefully. Warm slowly and indirect to prevent further damaging to the tissue.

Dehydration - Symptoms include

- Thirst
- Less frequent urination
- Fatigue
- Dry skin
- Light headed and dizziness

Prevent dehydration by drinking plenty of fluids and take extra care while working in direct sun.

Heat Stroke –Symptoms include

Headache, dizziness, disorientations, agitation or confusion, sluggishness or fatigue and even seizure, hot and dry skin.

It is very important to treat heat stroke immediately as heat stroke is serious and may cause permanent damage or even death. To prevent drink plenty of fluids avoiding tea, coffee, soda and alcohol as these may lead to dehydration. Wear lightweight, loose fitting clothing in light colors and wear a hat. Take frequent drink breaks and cool yourself down.

Treatment – Move personal indoors, gently apply cool water to their skin and fan to stimulate sweat. Apply ice packs to the groin and armpit areas, have personal lie in cool area with feet slightly elevated.

Infectious Substances

Universal precautions are used in the health care professions to reduce the risk of infection for both the caregiver and the casualty. First Aiders are to use the same universal precautions and are to:

Wear gloves to prevent direct hand contact between the first aider and the casualty to avoid any contact with blood, body fluids or tissue.

Use a facemask or shield designed to prevent disease transmission when providing artificial respiration or CPR. Follow the manufactures instruction on how to use, care for and dispose of a mask and shield properly.

Wash hand with soap and running water immediately after any contact with a casualty.

Blood or Vomit

If you have to clean up a blood or vomit spill use gloves for personal protection. Wipe up the spill using paper towels or other absorbent material. After you have cleaned up the area cover it with a bleach solution

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(1/4 cup bleach) to 1 gallon of water) and let stand for at least 20 minutes. Cleaning material contaminated with blood or other body fluids should be discarded in appropriate containers. Clothing that has been stained with blood or vomitus MUST be thoroughly washed in a washing machine in hot water.

6.7.7.21 Contact With Overhead Power lines

If vehicle or load comes in contact with power line

1. STAY IN THE VEHICLE
2. If safe to do so move equipment or vehicle at least 10 m away
3. Don't try to break contact if the cable or equipment appears to be welded to the line—this could cause the line to whip or snap.
4. Stay away or keep other workers away from the area. (minimum of 10 metres)
5. NEVER allow anyone near the truck, load or trailer body when in contact with a power line.
6. If you are alone and don't have a radio, stay in the vehicle until help arrives—this is the safest place.
7. If you do have to exit the vehicle ensure you jump as clear from the vehicle as possible landing with both feet together and bunny hop to a safe area.
8. Do not touch power lines with wood; it may be damp and conduct electricity. If a line is on the ground, it could be charging the surrounding area. Stay back 10 metres from the line. As well, if a line is touching a piece of equipment, do not come to the equipment or touch it. Never assume the breaker is open or the line is dead. Do not assume the lines are dead.
9. Transmission lines are on a 30-second breaker delay, which reactivates three times. A distribution feed line is two lines, one carrying power into the property and the second line carrying power back. If contact is made with both of these wires, it is fatal. Contact the electrical utility to turn off the power.

If equipment or vehicle is still mobile after a contact:

1. Stay in the equipment or vehicle
2. Move equipment or vehicle out of contact with the power line and a minimum of 10 metres away (for 25kV)
3. Contact emergency services and utility owner
4. Stay at the scene
5. Keep others well back (10 metre minimum)

If the equipment or vehicle is immobilized:

1. Stay in / on the equipment or vehicle
2. Contact emergency services and the utility owner
3. Keep other well back (at least 10 metres)

Fires and Power

1. In the event of a life threatening fire
2. Follow emergency evacuation procedures
3. Exit equipment or vehicle without touching the equipment or vehicle and the ground simultaneously (jump clear but keep both feet together upon landing)
4. Shuffle or bunny hop 10 metres away minimum (for 25 kV)

REPORTING

If you strike a power line, call the electrical utility owner right away. Report the details of the incident. The utility will inspect and repair the area. You also need to report the incident to Occupational Health and Safety.

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6.7.7.22 Line Strike

If you hit a live gas line:

1. STOP WORK
2. Turn off machinery and eliminate all sources of ignition.
3. Shut off vehicle engines.
4. Remove any sources of ignition and extinguish cigarettes or any open flame.
5. Evacuate the area, including buildings. Move people upwind if possible.
6. Prevent vehicles and bystanders from entering the area.
7. Call the fire department if there is a danger of fire.
8. Contact the utility owner
9. Avoid contact with any natural gas escaping from the pipeline.
10. Notify people in nearby buildings, as gas might enter through drains if the break or leak is underground or through fresh air intakes and windows if gas leak is in the air.

Do Not:

1. Attempt to repair the leak or stop escaping gas.
2. Turn electrical switches on or off.
3. Operate any machinery, including vehicles.

To prevent a line strike – Call before you Dig!!

International Color Code For Marking Buried Facilities		
	WHITE	Proposed Excavation
	PINK	Temporary Survey Markings
	RED	Electric Power Lines, Cable Conduit and Lighting Cables
	YELLOW	Gas, Oil, Petroleum and Gaseous Materials
	ORANGE	Telephone, Cable TV, Communication, Alarm and Signal Lines
	BLUE	Portable Water
	GREEN	Sanitary Sewers, Storm Sewers and Drain Lines
	PURPLE	Reclaimed Water, Irrigation and Slurry Lines

6.7.7.23 Motor Vehicle Accident

In the event of a serious motor vehicle accident:

- Contact 911
- Protect yourself from any imminent danger
- Remove injured persons if there are in imminent danger
- Trained first aiders should administer treatment until emergency services is on scene
- Protect the site
- Advise the HSE Manager
- Document the details of the incident on the incident investigation kit provided to each truck

Provide assistance as required.

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Listing of Types of Emergency Equipment

Each site Emergency Response Plan should identify, list the locations of and provide operational procedures for types of emergency equipment. For off-site locations, available emergency equipment should be identified and reviewed with workers prior to commencing work activities.

Examples include:

- Emergency lighting, exit doors, dampers and fire stop flaps.
- First aid kits located throughout the facility and in vehicles.
- Portable fire extinguishers being located throughout the facility and clearly marked.

Only authorized and trained personnel will operate emergency equipment.

All Terrafirma Resources crew trucks and job vans are equipped with First Aid kits. Other rescue equipment such as breathing apparatus's will be either rented from a third party or provided by a Prime Contractor if working in H2S situations. All employees are aware of rescue equipment locations during orientation and this topic is also discussed at Pre-Job Meetings conducted prior to beginning a job.

Documentation

Due to the nature of business that Terrafirma Resources conducts, it is common to be working in remote locations. In order to ensure the safety of workers, prior to the beginning of each job a site specific Emergency Response Plan is conducted. Information is recorded on the Terrafirma Resources ERP document including:

- Legal Land Location
- Directions to Site
- Stars Site #
- Muster Point
- Emergency Phone #'s
- Outline of basic Emergency Procedures

The ERP is discussed during the Pre-Job meeting so that all workers on site are aware of what actions to take in the event of an emergency and the location of the ERP documentation should they require further information.

Inspection & Maintenance

Maintenance records must be kept, including but not limited to the name of manufacturer, the type of equipment, the date put into service, when and for what purpose the equipment has been used, the date of the last inspection and name of the inspecting person, any damage suffered, and the date and nature of any of maintenance on emergency response equipment.

Ropes and associated equipment must be inspected visually and physically by qualified employees after each use for rescue, evacuation or training purposes.

Facilities will be inspected monthly by the HSE Manager or Manager.

The Terrafirma Resources designated representative will perform and maintain the Terrafirma Resources Emergency Inspection Checklist Form on a monthly basis. The checklist should be maintained for retention in active files for two years and in on-site archives for seven years.

6.8 Media Response Plan

Terrafirma Resources employees must not be interviewed by anyone unless the Legal Department has given prior approval. In most cases the Legal Department will have an attorney present for such interviews.

Note: If after Terrafirma Resources personnel have received approval for an interview from the Legal Department and another party's attorney appears unannounced, you should politely adjourn the

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interview until the Terrafirma Resources Legal Department can be contacted. Personnel must not give any work-related interviews, affidavits, written or recorded statements, or depositions without the express approval from the Terrafirma Resources Legal Department.

In the case of interviews of Terrafirma Resources employees by non-attorneys, (law enforcement, government officials, media, etc.) you must inform the Legal Department before the interview. If the interview is taped or videotaped, you must request a copy of the tape. If the interview is reduced to writing, you must ask for a copy of any notes or statements taken. This procedure is to avoid information being misrepresented.

All media requests should be referred to the Terrafirma Resources Chief Operating Officer. Unless requested to do so by the Legal Department, other Terrafirma Resources personnel are not to give interviews or make statements to the media. Management prefers that families of personnel involved in an incident receive initial notification from a Terrafirma Resources representative and not the media.
Emergency Response Equipment

6.9 Training

All employees are required to be trained in the ERP procedures during the initial orientation. Training for Emergency Response Plan is delivered, documented and prepares the staff and facility for emergency conditions. ERP Drills are also performed periodically throughout the year. All Foreman and Safety Personnel will possess Standard First Aid certificates and Terrafirma Resources will ensure that the number of first aiders present on a worksite is in accordance with applicable OHS Legislation.

Site-Specific Requirements include:

- All employees must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their place of work.
- The designated site representative will provide the Emergency Response Plan orientation to all new/transferred personnel before they begin work.
- Terrafirma Resources management should ensure that subcontractors/consultants working in areas under the supervision of Terrafirma Resources also receive the Emergency Response Plan orientation upon arrival to the area.
- A list of trained staff responders should be posted and maintained indicating their name, response function, their work location and what type of equipment they have been trained for.

Additional Requirements include:

- All personnel should receive a review/update orientation at least annually, or whenever any new/revised information is to be provided.
- The Emergency Response Plan Orientation Check List should be completed after orientation and the record maintained in the individual's training records.
- Employees expected to perform duties under the Emergency Response Plan will be trained prior to assuming their roles. This will include simulated rescue or evacuation exercises and regular retraining, appropriate to the type of rescue or evacuation being provided, and training records must be kept.

During initial orientation of employee, and when on a new worksite, topics covered in regards to Emergency Response include:

- Emergency Procedures
- Evacuation Routes
- Location of Muster Area

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- Instructions during an emergency
- All Clear and Re-Entry Procedure
- Reporting hazards / unsafe conditions
- Location of Emergency Equipment

Fire Wardens will be trained in the following:

- Appropriate communication devices to be used and alarm system requirements
- Location of emergency equipment
- Use and Maintenance of portable fire extinguishers
- Familiarization of all exits of work area and the most effective route for evacuation.
- Selection and location of muster areas
- How to effectively sweep an area
- Strong knowledge of the company specific Emergency Response Procedures and emergency contact information

APPLICABLE LEGISLATION

Alberta

Part 7 of OHS Code

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6.10 Emergency Response Plans

Emergency Response Plans are located at exit points in the shop and office buildings. They denote the location of first aid facilities, exit routes and the muster area.

Site specific Emergency response plans are completed for each project and available on site.

APPLICABLE LEGISLATION

Alberta

- OHS Code Part 7 – Emergency Preparedness and Response
- OHS Code Part 11, Section 180 – Emergency Transportation

British Columbia – OHS Regulation Part 4, Section 4.13 to 4.18



6.11 Emergency Preparedness FORMS

EVACUATION REPORT

This form is to be used to record all emergency evacuations (including drills).

Building Details

Building Name _____
 Number of Floors (including ground) _____
 Designated Muster Station _____
 Person Completing Form _____

Evacuation Details

Evacuation Date/Time: _____ / _____ Evacuation Drill Yes No
 Trigger for Evacuation: Fire Alarm Activated ___ Drill ___ ERT ___ Security ___
 Emergency Situation: _____

Condition: Staff Only ___ All Occupants ___ After Hours ___ Unoccupied ___ Weather _____

Number of Evacuees _____ Elapsed Time to Evacuate _____ minutes
 Evacuation was orderly with no panic Yes No
 Mobility-impaired persons present (sight, hearing, physical, etc.)? Yes No
 The majority of evacuees went to the mustering points? Yes No
 Were the building occupants notified of this drill? Not a drill Yes No

Emergency Control Organization

HSE Manager _____
 Deputy HSE Manager _____
 HSE Managers were stationed at the proper emergency control point? Yes No
 All Fire Wardens reported to the HSE Manager? Yes No
 If not, who did not report in? _____
 All Fire Wardens were identifiable (vests, hard hats, flash lights)? Yes No
 Control of external building exits achieved? Yes No
 Did the Fire Wardens perform their duties correctly? Yes No
 Evacuation maps and emergency procedures posters are up-to-date? Yes No

Building Fire & Emergency Equipment

Was the evacuation signal audible throughout the building? Yes No
 Automatic closing fire doors closed when the fire alarm activated? Yes No
 Card access doors automatically released when the fire alarm activated? Yes No
 Fire doors and emergency exits unobstructed? Yes No



SITE SPECIFIC EMERGENCY RESPONSE PROCEDURES FORM

**SITE SPECIFIC EMERGENCY RESPONSE PLAN
(ALBERTA)**

(Stars Emergency Centre 1-888-888-4567)

HIGH RISK LOCATION LOW RISK LOCATION

PROJECT INFORMATION:

Date (dd/mm/yy):	Radio Channel:
Client:	Surface Location:
Job Number:	STARS Site #:
Travel Base:	Daily KM Travel:

ROAD DIRECTIONS TO SITE:

SUPERVISION INFORMATION:

Supervisor Name:	Supervisor Number:
Client Contact Name:	Client Contact Number:

WHAT TYPE OF RESCUE IS REQUIRED?

Consider remote location, confined space, etc.

EMERGENCY INFORMATION:

Hospital Phone #:
Ground Ambulance Meeting Location:
Location of SDS:
Low Risk Muster Area:
High Risk Muster Area (If applicable):

ADDITIONAL HIGH-RISK INFORMATION (If Applicable):

ON SITE – BASIC EMERGENCY / INCIDENT RESPONSE PROCEDURE

1. STOP WORK
2. Care for injured individual or rectify immediate hazard if able to do so (ie. Spill containment)
3. Contact outside assistance, if required (medic, 911, Stars, etc.)
4. Freeze the scene
5. Notify Terraforma Resources **Operations Manager** – Jason Spratt (403) 846-6466
6. Notify Client Supervisor
7. Complete Terraforma Resources incident report/witness statement/vehicle accident form (whichever is applicable)
8. Provide the report and all applicable documentation to the Operations Manager and HSE Manager.

See Section 6 of the HSE Manual for specific response procedures for a variety of emergencies. These are located in all job vans and supervisor/foreman vehicles on site.

** A copy of the Site Specific ERP is required to be in each vehicle on site – located in the driver's side visor. Supervisors/Foreman are to ensure that all employees/subcontractors on site have the ERP readily available to them.

A copy of this Site Specific ERP is also **required to be emailed** by the Terraforma Supervisor to the Operations Manager prior to the start of the job **

MAP FROM NEAREST TOWN:

EMERGENCY RESPONSE	PHONE NUMBER
Emergency Calls Only (Fire/RCMP/Ambulance)	911
STARS	1-888-888-4567
Sylvan Lake RCMP (Complaint line)	403-887-3334
Victim Services (Rocky Mountain House)	403-844-4421
Hospital – Rocky Mountain House	403-845-3347
Hospital – Red Deer	403-343-4422
Hospital – Rimbey	403-843-2271
Rocky Mountain RCMP	403-845-2881
Alberta Health Link	811
Poison Control	1-800-332-1414
COMPANY CONTACTS	PHONE NUMBER
Eckville Office	403-746-2430
Nicole Safron – President	403-358-0518
Jason Spratt – Operations Manager	403-846-6466
Curtis Auten – QCM / PM	403-318-6505
Chelsey McIntosh – Shop Coordinator	403-396-1676
Karen Mottus – Office Manager	403-746-2430
ALBERTA GOVERNMENT AGENCIES	PHONE NUMBER
Alberta One-Call	1-800-242-3477
Alberta Emergency Management Agency (AEMA)	780-310-0000
CANUTECH – TDG Information	1-613-996-6666 OR *666 on a cellular phone
Dangerous Goods Incidents – Reporting	1-800-272-9600
Environmental Emergency or Complaints	1-800-222-6514
Family Violence Information Line	403-310-1818
Forest Fires (emergency)	403-310-3473
WCB	1-866-922-9221
Workplace Accidents (Alberta OH&S)	1-866-415-8690
OTHER	PHONE NUMBER
EPCOR	403-310-4300
Telus	403-310-3100
Fortis	403-310-9473
Medicine River Oil Recyclers/Fred’s Trucking	403-746-3130



Terraforma Resources Yard/Shop/Office Location 1-29-39-3W5M

EMERGENCY/INCIDENT RESPONSE COMMUNICAITON PROCEDURES:

WORKER

1. Stops work
2. Contacts Terraforma Supervisor via radio or telephone
3. Follows any ERP instructions from Supervisor
4. Completes an Incident Report/Vehicle Accident Form/Witness Statement – whichever is applicable

SUPERVISOR

1. Receives Emergency/Incident call from Worker
2. Initiates applicable Emergency Response Plan
3. Contacts Emergency Services, if required
4. Reports to the Client
5. Contacts Terraforma Operations Manager
6. If required, transports worker to medical facility and stays with them until instructed otherwise
7. Ensures all individuals involved fill out the appropriate paperwork (Incident Report Form, Witness Statement or Vehicle Accident Report). These should be done ASAP
8. Forwards all report forms with any other supporting documents to Operations Manager & HSE Manager
9. Assists HSE Manager with Incident Investigation as directed:
 - Witness Statements/Interviews
 - Taking Pictures
 - Gathering other evidence as required

OPERATIONS MANAGER

1. Receives emergency/incident call from Supervisor
2. Communicates with HSE Manager to decide the size of the emergency and to activate further response procedures if required.
3. Notifies President and any additional Senior Management
4. Forwards all incident reports and applicable documentation to HSE Manager, if they have not yet received them.
5. Supervises control activities

HSE MANAGER

1. Receives initial incident reports and supporting documentation
2. Contacts the Client
3. Conducts an Investigation
4. Contacts government agencies, if necessary
5. Deals with media relations (if required)
6. Recommends corrective actions and follows up on completion
7. Reports all necessary paperwork to the client and other agencies

SENIOR MANAGEMENT

1. Assist with incident decision making and corrective actions follow up
2. Assists HSE Manager in contacting Government Agencies, if necessary
3. Oversees all aspects of investigation and reviews corrective actions to ensure completion
4. Signs off on completed investigation



SITE SPECIFIC EMERGENCY RESPONSE PLAN (BC)

(Stars Emergency Centre 1-888-888-4567)

HIGH RISK LOCATION LOW RISK LOCATION

PROJECT INFORMATION:

Date (dd/mm/yy):	Radio Channel:
Client:	Surface Location:
Job Number:	STARS Site #:
Travel Base:	Daily KM Travel:

ROAD DIRECTIONS TO SITE:

SUPERVISION INFORMATION:

Supervisor Name:	Supervisor Number:
Client Contact Name:	Client Contact Number:

WHAT TYPE OF RESCUE IS REQUIRED?

Consider remote location, confined space, etc.

EMERGENCY INFORMATION:

Hospital Phone #:
Ground Ambulance Meeting Location:
Location of SDS:
Low Risk Muster Area:
High Risk Muster Area (If applicable):

ADDITIONAL HIGH-RISK INFORMATION (If Applicable):

ON SITE – BASIC EMERGENCY / INCIDENT RESPONSE PROCEDURE

9. STOP WORK

10. Care for injured individual or rectify immediate hazard if able to do so (ie. Spill containment)
11. Contact outside assistance, if required (medic, 911, Stars, etc.)
12. Freeze the scene
13. Notify Terrafirma Resources **Operations Manager** – Jason Spratt (403) 846-6466
14. Notify Client Supervisor
15. Complete Terrafirma Resources incident report/witness statement/vehicle accident form (whichever is applicable)
16. Provide the report and all applicable documentation to the Operations Manager and HSE Manager.

See Section 6 of the HSE Manual for specific response procedures for a variety of emergencies. These are located in all job vans and supervisor/foreman vehicles on site.

** A copy of the Site Specific ERP is required to be in each vehicle on site – located in the driver's side visor. Supervisors/Foreman are to ensure that all employees/subcontractors on site have the ERP readily available to them.

A copy of this Site Specific ERP is also **required to be emailed** by the Terrafirma Supervisor to the Operations Manager prior to the start of the job **

MAP FROM NEAREST TOWN:

EMERGENCY RESPONSE	PHONE NUMBER
Fire / Police / Ambulance Emergency	911
STARS Emergency Centre	1-888-888-4567
Poison Control	1-800-454-1212
British Columbia Health Link	811
Worksafe BC - Reporting Accidents (worker)	1-888-967-5377
Worksafe BC – Worksite emergency	1-888-621-7233
Dawson Creek Hospital	250-782-8501
BC ONE CALL	1-800-474-6886
Dangerous Goods Incidents	1-888-226-8832 or *666
BC Hydro – POWER	1-800-224-9376
COMPANY CONTACTS	PHONE NUMBER
Eckville Office	403-746-2430
Nicole Safron – President	403-358-0518
Jason Spratt – Operations Manager	403-846-6466
Curtis Auten – QCM / PM	403-318-6505
Chelsey McIntosh – Shop Coordinator	403-396-1676
Karen Mottus – Office Manager	403-746-2430
SITE SPECIFIC CONTACTS	PHONE NUMBER
Supervisor:	
Foreman:	
Inspector/Consultant:	
Medic:	
Hospital:	
Other:	



Terrafirma Resources Yard/Shop/Office Location 1-29-39-3W5M

EMERGENCY/INCIDENT RESPONSE COMMUNICAITON PROCEDURES:

WORKER

5. Stops work
6. Contacts Terrafirma Supervisor via radio or telephone
7. Follows any ERP instructions from Supervisor
8. Completes an Incident Report/Vehicle Accident Form/Witness Statement – whichever is applicable

SUPERVISOR

1. Receives Emergency/Incident call from Worker
2. Initiates applicable Emergency Response Plan
3. Contacts Emergency Services, if required
4. Reports to the Client
5. Contacts Terrafirma Operations Manager
6. If required, transports worker to medical facility and stays with them until instructed otherwise
7. Ensures all individuals involved fill out the appropriate paperwork (Incident Report Form, Witness Statement or Vehicle Accident Report). These should be done ASAP
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6. Recommends corrective actions and follows up on completion
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SENIOR MANAGEMENT

5. Assist with incident decision making and corrective actions follow up
6. Assists HSE Manager in contacting Government Agencies, if necessary
7. Oversees all aspects of investigation and reviews corrective actions to ensure completion
8. Signs off on completed investigation



EMERGENCY RESPONSE EXERCISE TRAINING RECORD

Do not endanger anyone involved with this drill. Alert neighboring facilities to the drill so that outside response is not needlessly dispatched

DATE:		
LOCATION:		
FACILITATOR:		
SUBJECT:		
SITUATION SYNOPSIS		
TIMELINE		
TIME OF MOCK INCIDENT		
TIME EMERGENCY WAS COMMUNICATED		
TIME APPLICABLE CREW WAS MUSTERED		
TIME TACTICAL RESPONSE TO MOCK INCIDENT BEGAN		
TIME TACTICAL RESPONSE PLAN WAS COMPLETED		
TOTAL TIME FROM ALARM TO COMPLETION (All clear)		
SUMMARY (Positives & GAPS)		
ACTIVITIES	POSITIVES	GAPS
FROM INCIDENT TO ALARM		
FROM ALARM TO MUSTER		
FROM ALARM TO TACTICAL PLAN		
FROM TACTICAL PLAN TO RESPONSE COMPLETE		
FROM MUSTER POINT CALL IN(S) TO ALL CLEAR GIVEN		
RESOURCE SUPPLY & LOCATION		
OVERALL SUMMARY (HOW WAS THE DRILL EFFECTIVE AND HOW WAS IT INEFFECTIVE)		
BASED UPON RESULTS OF DRILL DOES ERP REQUIRE UP DATE:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Names of Participants		

ACTION PLAN FOR IMPROVEMENT

GAP	CORRECTION	DATE DUE	PERSON RESPONSIBLE	DATE COMPLETE	INITIAL
MANAGER NAME		MANAGER SIGNATURE			



FIRE DRILL

The purpose of the fire drill is to test the effectiveness of the emergency evacuation procedure.

Date: _____ Time: _____ Place: _____

	Yes	No
Was everyone alerted?	_____	_____
Did everyone exit the building?	_____	_____
Did everyone go to the meeting area?	_____	_____
Was the evacuation procedure effective?	_____	_____

Suggestions for improvement:

Participants:

Office:

Shop:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Supervisor/Safety Officer _____