

EMEND

(CORE CREW)

Ecosystem Management Emulating Natural Disturbance

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

**Adopted from Daishowa-Marubeni International (DMI)
2006 Emergency Preparedness and Response Plan**

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Introduction

Fortunately, “true” emergencies with the potential to impact our health and safety, or damage our property as well as our environment are not a frequent occurrence. Unfortunately as a result, few are well experienced in the timely and effective response to the various types of emergencies that can occur, given the various work environments and locations we operate in.

Consequently, an “**Emergency Response Plan**” (“ERP”) is as the title suggests, a “plan” or guidance document to assist as a tool in providing some initial direction, an inventory of resources, and contacts for when an emergency situation arises. Obviously, it would not be practical to consider all potential emergencies, however through some assessment and pre-planning, emergencies likely to require additional or “outside” resources, and some level of organization in responding are addressed in the plan. This particular plan addresses potential emergencies associated with or resulting in: *Personal Injury, Wildfire, Wildlife, Lost Persons and Accidental spill.*

The key to an effective emergency response is being both familiar with the ERP and taking the time to test the plan. Once completed, the plan becomes a “live” document that is reviewed and updated on a regular basis, and is well known by those immediately effected by it and expected to implement it. The success of any response to an incident, emergency or not, can be measured by how well the impacts or effects of the originating incident were minimized or contained as a result of a well-executed plan. Key factors or challenges that may directly impact ones ability to respond or the effectiveness of that response are: location (close vs. isolated), access, communications, weather, season, and terrain. These factors should be considered in the development of the plan as much as possible.

A process of pre-planning is a very key element regardless of the size of the project, job, or task. Whether a detailed process over time prior to project commencement or a “tailgate meeting” before work starts, pre-planning serves to identify, explore, discuss and educate all workers of any potential work site hazards or limitations (i.e. communications, terrain, location etc.) should an emergency response be required. Pre-planning serves as an opportunity to identify and eliminate the element of surprise should an emergency response be necessary, which in turn results in a much more efficient response.

Of course, any situation that can be quickly recognized, assessed and acted upon through a planned response, and prevented as a result from escalating to a “true” emergency becomes the ultimate measure of success.

Regardless of the situation requiring a response, this plan is developed using a standard six-step response procedure:

- 1. Recognize the problem.**
- 2. Evaluate the hazard(s).**
- 3. Take control.**
- 4. Call out for help.**
- 5. Take action.**
- 6. Follow up.**

This standard response procedure is applied throughout this plan to those potential emergency situations identified earlier.

Occupational Health and Safety Act

Key Responsibilities and Duties of:

The Employer (i.e. University of Alberta, Canadian Forest Service etc.):

- will ensure the health and safety of everyone on their work site whether they are a worker or a visitor.
- will ensure that workers are aware of their responsibilities and duties under the OH & S Act, Regulations and code.
- will ensure that "Workplace Health and Safety" is notified immediately of any serious injuries or accidents as defined under section 18(1) of the Act.
- will ensure that a thorough investigation is carried out into the circumstances surrounding any serious injury or accident, including any accident having "the potential" (Near Miss) of causing a serious injury as described under 18(3) of the Act.
- will ensure that controlled products are labelled in accordance with Section 30 of the Act. (WHIMS)
- will ensure that complete and current material safety data sheets (MSDS) are readily available to workers for all controlled products they may be exposed to at the work site.
- will ensure that workers who work with controlled products receives training in accordance to the regulations.
- will investigate and take action to eliminate any imminent danger identified to the employer by the worker.
- will ensure that no worker is assigned to use or operate any tool, appliance or equipment or to perform any work for which a worker has made notification of "imminent danger" under section 35(1) until the issue has been addressed or eliminated.
- will train the workers to ensure that they are competent in using the equipment needed in the field and trained to perform the Emergency Response Plan when needed.

The Worker:

- will be aware of their responsibilities and duties under this Act and regulations
- will take reasonable care to protect the health and safety of themselves, other workers and visitors on the work site.
- will co-operate with their employer for the purposes of protecting the health and safety of themselves, other workers and visitors on the work site.
- will not carry out any work if, on reasonable and probable grounds, they believe conditions of "imminent danger" exist that may impact the health or safety of themselves or other workers at the work site.
- will ensure that they receive an orientation during their first day at camp.

EMEND RESEARCH SITE LOCATION

It is extremely important that you know your location at all time. In case of an emergency you may have to give your coordinates to the authorities.

At the beginning of the season you will be given two cards.

- Block Location
 - Indicates every block EMEND will work in, legal land description and GPS Coordinates.
- EMEND Project Central Location Card
 - Indicates Radio Frequency of the base and handheld radios, legal description, GPS Coordinates and road directions on how to get to meeting area. The back of the card gives you directions when calling 911.

CARRY THESE CARDS WITH YOU AT ALL TIMES

Radio Frequency: Ch 1: 171.555 Ch 2: 169.725

Central Land Location of EMEND Meeting Area:

Legal Land Description: SE03 90 03 W6M **(This is for the DMI/Canfor haul road intersection)**

Centralized location: where DMI P2-200 Haul Road connects with Canfor Haul Road (Km 235), Sulphur Lake area.

Road directions: - 43km North of Grimshaw on Highway 35.

- Turn Left, West, at Sulphur Lake Sign (TWP 874).
- Go 22.5 KM on Sulphur Lake road to intersection of Sulphur Lake Road with DMI P2-200 Haul Road. Continue straight through intersection onto DMI P2-200 Haul Road.
- Drive 35km on Haul Road. Meeting area is at 235KM on DMI P2-200 Haul Road.

Emergency Meeting Area: Intersection of DMI P2-200 Haul Road with Canfor Haul Road (Gazebo)

GPS Coordinates for EMEND Research Site Meeting Area:

| | | | | | |
|----------|----------|----------|--------------|-------------|-------------|
| D | M | S | D = Degrees | M = Minutes | S = Seconds |
| 56 | 46 | 13 N | N = Northing | W = Westing | |
| 118 | 22 | 24 W | | | |

EMEND Research Facility Location

Central Land Location of EMEND Research Facility:

Facility Phone Number (Office): 780-971-2518

Legal Land Description: NE23 87 25 W5M

Centralized location: 0.5 km west of TWP Road 874 (Sulphur Lake Road) and Range Road 251 intersection.

Road directions: 43 km N of Grimshaw on Hwy 35, turn Left/West at Sulphur Lake Sign (TWP Road 874), go 10 km on Sulphur Lake Road. Facility is 0.5km west of Range Road 251.

EMERGENCY RESPONSE TELEPHONE NUMBER

(For EMEND Supervisor)

The EMEND Project believes that a good emergency response will reduce the loss due to accidents and injuries. Therefore a procedure has been developed to enhance the Emergency Preparedness and Response Plan that includes a 24 hour telephone number for communicating emergencies.

Purpose

The purpose of the 24 hour emergency service is to provide an efficient process to contact your Safety Supervisor or a DMI supervisor to advise them of the emergency situation.

Telephone Number

- **DMI Forest Resources - 780-624-7415 Business Hours**
- 780-618-2920 On Call Hours

Service Provided by the Emergency Telephone Personnel

Personnel that respond to a call on the emergency telephone are to provide the following support to the caller:

- Identify yourself as being with the EMEND project,
- Determine that 911 was called as required,
- Take pertinent information, and
- They will contact your Safety Supervisor (Dianne Perreault) first; if they cannot contact her they will contact a DMI supervisor as determined by a pre-determined priority list determined by DMI.

WORKING ALONE IN THE FIELD

The EMEND Project recognizes that working in the field or away from your vehicle, has the potential to create an unsafe situation. The longer the duration of the work task in the field and the further the work task location is from your camp, the greater the risk of serious loss due to accident and/or injury.

Notification

- Workers at times will work alone but in most incidents you will be working with another member of your team.
 - Prior to leaving for the field, you are required to sign out on the white board. Complete your name, date, location and expected time of return is recorded. Ensure your radio is working (by doing a radio check), keep radio turned on at all times, make sure it is fully charged and on the proper radio frequency. Be aware of any dead radio zones that you maybe working in by reviewing the map located by the whiteboard. Try to set up communication around these areas.
 - Ensure that you read the whiteboard, daily, so that you know where everyone else is working.
 - At 12 noon a radio check will be initiated by camp cook. If no radio contact by 1:00 pm, the closest in distance to the missing will begin the search.
 - If you must work past your expected time of return, you must radio and let your coordinator or designate know.
 - Note any dangerous equipment your will be using (i.e. chainsaw)
 - A search crew will be sent to look for you if you have not radioed or returned by one hour past your expected time of return. The EMEND core crew will initiate the search and if you cannot be found immediately, the Lost Person Response plan will be initiated.
 - When you return to camp, erase your information. If you do not erase your information upon return, you will be assumed lost.

Personal Equipment

- When out on site your are required to carry the following personal equipment
 - First Aid Kit,
 - Personal protective equipment as required for the task(s) to be completed and
 - Pepper spray, (bear spray), or some form of bear (wildlife) deterrent.
 - Whistle

Communication

- Workers out on site are required to carry mobile radio communication, which permits contact with camp or a helicopter in case of an emergency.

Working in Areas of Known Bear Habitat

“BE SEEN, BE HEARD, BE SMELLED, BE AWARE”

Note: As with any safety issue, you may avoid an area for a period of time if you feel that Bears are a threat to you. Carrying bear deterrent is recommended in areas of confirmed bear sightings.

Training

All persons working at EMEND are advised to take a certified bear awareness course before coming to EMEND.

Working Alone

- Ensure you do not work alone in areas frequented by bears.

Bear deterrent/avoidance when in the Bush

- **Ensure** you always employ a method of noise creation such as bells, whistles, and/or conversation.
- **Carrying** bear spray and/or bear bangers (**know how to use these before you go out**).
- **Avoid** carrying food when working in these areas,
- **Look for** and be aware of:
 - Tracks,
 - Turned up ground (food caches),
 - Bear scat, and
 - Berry patches / food sources.
- **Look for** sites where hunters have located **BEAR BAIT**. Where possible, avoid these areas.
- **Indicate** with pins the bear sightings on the map (update daily and check before leaving in morning).
- **Be aware** of all wildlife, especially moose with young.
- **Discuss** bear locations and behavior at safety meetings.
- **Contact** Fish and Wildlife when a bear has shown to be a problem.

Tents and Camp

NO FOOD in tents. No exceptions (talk to EMEND coordinator if you have medical conditions that require you to have food nearby, i.e diabetes).

No scented items (toiletries, soaps, lotions, etc) in tents. These items are to be kept in the wash trailer.

Each tent is equipped with an air horn, only to be used to scare off bears.

Standard Response Procedures

- 1. Standard Response Outline**
- 2. Personal Injury Response**
- 3. Fire Response**
- 4. Lost Persons Response**
- 5. Accidental Spill**

Standard Response Outline

Six Important Steps

A standard response procedure has been developed as tool to provide a consistent approach or response format to those that find themselves in an untimely and probably stressful situation of having to act or respond to an immediate emergency or operational situation. This standard response procedure should be followed regardless of the type of emergency that may occur (i.e. fires, personal injury, spills etc.). Whether you find yourself in an emergency situation or have come upon an operational situation in the field, you will need support and direction. The following six steps should be followed:

1. Recognize the Problem

It is important to remain alert to situations that may require immediate attention. These could be fires, personal injuries, environmental situations or operational problems. An emergency situation may be more obvious, but what is an “operational situation” needing a response? Suppose a field worker has come upon a washout in the road not previously identified on his map. Knowing that there are requirements pertaining to creek crossings, the worker will follow this procedure to notify those whom can assure the appropriate requirements are met.

2. Evaluate the Hazard

Take a brief moment to obtain a clear understanding of exactly what the emergency or situation is. Evaluate the magnitude of the hazard and gather as much information as necessary so the appropriate resources can be marshaled in response. Can you effectively deal with the situation without putting yourself in a dangerous situation?

3. Take Control

Whatever the situation, someone needs to take control. This may mean stopping operations, stopping the flow of a fuel spill, notifying co-workers or identifying hazardous exposures. Take whatever action is needed to control the situation. Do not put yourself in a dangerous situation.

4. Call Out for Help

Notify your immediate supervisor. The appropriate authority / resource should always be called. Forest Protection Division of Sustainable Resource Development to report a wildfire **1)** 911
2) Peace Fire Centre 624-6190 **3)** 310-Fire **4)** DMI Forest Resources Emergency #: 780-624-7415 or 780-618-2920.

5. Take Action

Take whatever action possible to minimize the impact or effects of the situation, based on instructions given when you called out for help. Your individual ability, training and equipment on hand will also determine what action you take. Perhaps all you will be able to do is warn, evacuate and protect any people in the area until other resources or expertise arrive. Do not put yourself in a dangerous situation.

6. Follow up

Situations with potential to jeopardize our health and safety, damage our property and environment, or disrupt our business should not be permitted to reoccur. Document as much information as possible so an effective accident / incident investigation can be done toward preventing recurrence. This process may also be a regulatory requirement.

Personal Injury Response

Finding someone (or several people) injured and in need of emergency medical aid can be a stressful and potentially confusing situation. One must be calm and stay focused on providing the best of care.

Recognize the Problem

- Remain alert to the environment around you and where your fellow workers are.
- It is important to be able to recognize early that a situation exists requiring emergency medical attention.

Evaluate the Hazards

- It is important that you take the time to ensure that you and others responding do not become victims...Is It Safe!
- What are the hazards?
- Identify resources required to eliminate or control hazards that threaten ones ability to respond.
- How many patients are there?

NOTE: These two initial steps are done visually and very quickly...in a matter of seconds!

Take Control

- Take immediate control of the situation to calm and effectively direct others responding.
- Secure from a secondary accident occurring (for example warning / directing oncoming traffic).
- Eliminate or control those hazards identified as hampering your ability to respond to the patient(s).

Call out for Help

- Delegate someone to make the necessary calls and arrangements out from your location for support as needed and have them return to you with any updates and to assist. If no one is available, you may have to provide initial "critical" first aid and leave your patient temporarily to obtain help yourself.
- Depending on the situation, calling for help may only mean calling for the on site First Aider and equipment or it may mean contacting the nearest hospital, arranging for an ambulance or helicopter. **Refer to "Requesting Helicopter Evacuation" in this section.**
- Have all patient and location (directions) information complete and ready.
- Depending on your location, this is where it becomes critical knowing ahead of time whether there is **911** service within your area of operations or if you need a specific phone number. You must be aware of "dead zones" in the area if a cell phone or radio is used?

Take Action

- First aid is provided only to the responder's level of training.
- Priorities are the ABC's, **A** – airway, **B** – breathing, **C** – circulation (bleeding).
- Identify and evaluate other potential complications affecting treatment, such as level of consciousness, spinal injuries, internal injuries / bleeding, cardiac (heart) etc.
- **Treat for shock.** Continuously monitor for shock. A patient that appears stable can easily and quickly slip into shock. Keep patients calm and warm and continually monitor ABC's. If shock is a concern, transport.
- **Transport.** Rapid transport is important and should be considered during initial patient assessment. The decision to transport will depend on your ability to move the patient without causing further complications, time, location, distance, weather and other factors. If you have to move the patient ensure that all precautions have been taken.

Follow up

- Depending on the situation the employer must make the appropriate regulator contacts, such as Workplace Health and Safety as soon as possible in the case of serious injuries, and WCB within 72 hours.
- Toward identifying causes and preventing recurrence, immediately following the event as much information as possible must be collected and a thorough accident/incident investigation conducted.
- Although personal details may be confidential, take the time to discuss the event with all employees as a learning opportunity and a fundamental step toward preventing recurrence.

Isolated Work Site

First Aid Equipment Requirements

- 10 – 19 Workers per Shift
 - 2 Standard First Aiders
 - No. 3 First Aid Kit
 - 3 Blankets, stretcher & splint

All this supplies can be found in the camp kitchen.

The list of on site First Aiders are posted in the mud room of the research facility.

First Aid Role Designations

At the beginning of the season the following roles will be assigned:

- meet ambulance/helicopter – will be assigned at the scene
- camp and block locations – EMEND Coordinator and Safety Officer
- identify best trained staff in First Aid treatment – EMEND Coordinator and Safety Officer
- ensure list of training is current – EMEND Coordinator and Safety Officer
- calling radio blackout – EMEND Supervisor

Role of the First Aider / Care Provider

As a “First Responder”, you are in charge of the scene and your primary responsibility is for the safety of yourself, those assisting you and for the care of your patient(s) until the next higher level of care takes over. Using whatever resources you have available items to remember are:

- Ensure hazards associated with the scene are eliminated or controlled and monitor for any potential new hazards.
- As soon as your assessment of the situation is complete, get help on the way.
- If there is a fatality, RCMP and Workplace Health and Safety must be immediately contacted.
- For purposes of a thorough accident/incident investigation nothing is to be moved or disturbed at the scene of the accident unless it is absolutely necessary for the safety of people or equipment at the scene.
- Caution the patient(s) not to move. If spinal injury is suspected have someone stabilize the head.
- If an ambulance is needed, delegate someone to make the appropriate arrangements.
- Obtain as much information as possible as to “what happened” from the patient, and/or bystanders.
- Conduct a “primary survey” for life threatening injuries and integrity of ABC’s. Follow up with a “secondary survey” to identify all other injuries.
- Shock and hypothermia can progress rapidly, continually monitor for signs of shock and hypothermia the key sign of both being decreasing level of consciousness. In this condition, rapid transport must be considered.
- Treat non-life threatening injuries (bandaging / splinting) as time and priorities permit.
- Use the “**Patient Information Form**” (attached) to assist in relaying all necessary information.

Hypothermia

Hypothermia is a very real and potentially deadly condition if not recognized and treated promptly.

- Hypothermia occurs when the body loses more “core” heat than it can produce and retain.
- Hypothermia can occur at any time during the year, winter or summer and is not restricted to cold weather.
- Untreated, the condition will progress to where there is decreased level of consciousness, body functions gradually cease and death will result.

Treatment:

- A severely hypothermic patient must be handled very gently.
- Cover the patient well.
- It is especially important to cover / insulate the patient from the ground, as significant heat loss will occur through conduction (heat transfer from a warm body to a cold surface). If a spinal injury is suspected, a “body role” can be used (with proper assistance) to place blankets under the patient.
- Constantly talk to and reassure the patient.
- If having to remain in one place for an extended period of time awaiting assistance, a fire for warmth should be considered.
 - Fires should be strategically placed to warm both the patient and the responder(s), but remember that your patient may have lost some feeling or may be in a decreased level of consciousness, and may not be able to communicate well. Consequently you must be alert to the condition of your patient and that they are not too hot or burned by the fire’s radiant heat.

Requesting Helicopter Evacuation

Any decision to initiate a helicopter evacuation is made through the EMS / 911 operator.

To assist in that decision, all appropriate and accurate information must be provided to the operator. If there is no 911 coverage, the closest hospital would be the first alternative access to the “emergency medical system” (EMS) in requesting a helicopter.

The caller must be prepared to relay the following information:

- Location of the accident / incident. Caller should indicate clearly the degree of remoteness or isolation where applicable. Legal location or GPS information should be provided.
- Any access issues / blockages that would impede a ground response.
- Any of the following conditions that would indicate the need for rapid transport:
 - Altered / decreased level of consciousness.
 - Difficulty in breathing.
 - Cardiac (heart) condition.
 - Serious head injury.
 - Suspected spinal injury.
 - Upper leg (femur) fracture(s).
 - Severe bleeding (unable or difficult to control).
 - Suspected internal bleeding (abdominal bruising, swelling and tenderness).
 - Severe burns (2nd or 3rd degree, or burns to face, throat or neck).
 - Severe shock, trauma, hypothermia.
 - Serious H₂S exposure.
 - Anaphylactic shock – an allergic reaction as a result of an exposure (i.e. bee sting, food, chemicals, etc.)
 - Poisoning

Remember that most helicopter services in this area are limited in their ability to respond by:

- Daylight (visual) flying restrictions. (Less available flying time during winter months.)
- Weather conditions.

As a critical part of the “pre-planning” process, the employer should develop a contact and relationship with each of the available Helicopter Company’s within their sphere of operation. Each helicopter company should be provided with a company contact and a current map of operations that includes GPS coordinates for any main camps or specific areas of operation. This relationship will provide for a much more efficient response.

Patient Information Form

Caller's Name: _____ Date: _____ Time: _____

Caller's Location: _____

Patient's Location: _____
(Location information must be as accurate as possible: road/ hwy., kilometers, block number, camp, GPS or legal location, etc.)

Patient's Employer: _____ Patient's Age & Sex: _____
(Personal information (name etc.) should not be relayed over cellular or satellite communications.)

Number of Injured: _____ Time of Accident / Incident / Injury: _____

Extent of Injuries: _____

| | | | |
|--|-----|----|----------------------------------|
| Are There Breathing Problems? | Yes | No | _____ |
| Serious / Severe Bleeding? | Yes | No | _____ |
| Is Patient Unconscious? | Yes | No | _____ |
| Any "Medical Alert" Information? | Yes | No | _____ |
| Is Patient Taking Any Medications? | Yes | No | _____ |
| Are There Any Spinal (Neck/Back) Injuries? | Yes | No | _____ |
| Is First Aid Available / Being Provided? | Yes | No | _____ |
| Is an Ambulance Required? | Yes | No | To Site: _____ Meet Point: _____ |

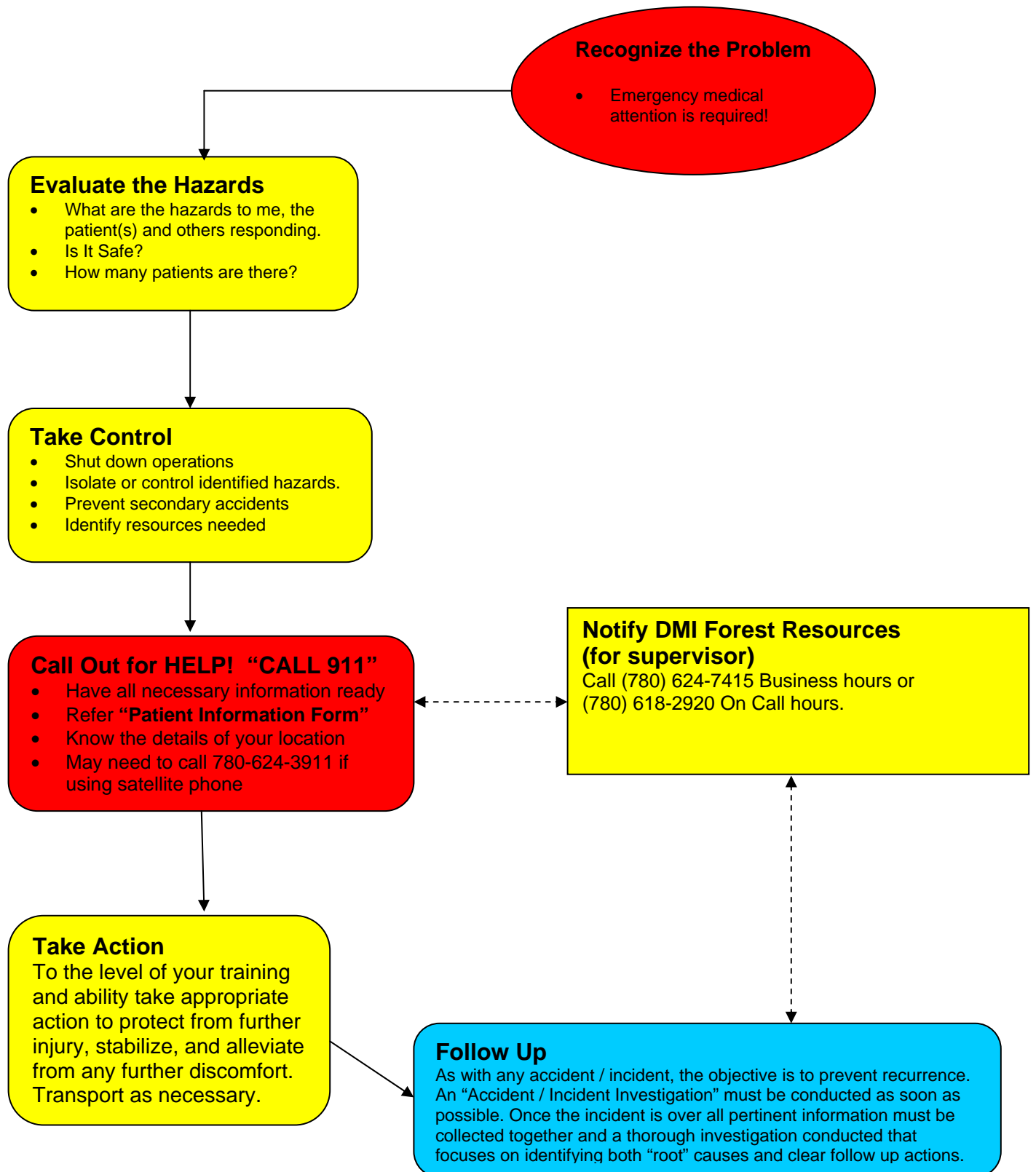
Is a Helicopter Required? Yes No _____

What Is Patient's Weight? (May be important for helicopter) _____ lbs. / kgs.

Is a Spine Board Required? Yes No _____

Other Information / Instructions: _____

Personal Injury Response



Fire Response

All workers are required to report immediately any fire (wildfire, equipment or structure) discovered within a forested area. Whether started by EMEND activities directly or fires of unknown origin, all fires must be reported.

Recognize the Problem

- What type of fire is burning? (wildfire, equipment fire, structure fire, chemical/fuel spill)
- If it's a wildfire, is it burning in standing timber, slash, grass or a mixture of fuels?
- The type of action taken on the fire will depend directly as to what type of fire it is..."What's Burning"?

Evaluate the Hazard

- Identify and evaluate any potential hazards or problems associated with actioning the fire. Are there any power lines or fuel supplies? Will the wind and weather hamper fire action or control of the fire?
- Identify any other potential losses of resources, structures or developments exposed to or threatened by the fire, such as standing timber, camps, recreation areas or commercial developments. Are evacuations necessary?

NOTE: These two initial steps are done visually and very quickly. In this particular case however, the time it takes and how thoroughly it is done will depend on your knowledge of the area!

Pre-planning will have played a key role here.

Take Control (If safe to do so)

- Notify the immediate supervisor and the rest of the crew.
- Communicate an ALL STOP of operations.
- Identify what immediate and follow up resources are required.
- Identify a SAFE ZONE from which to organize men and equipment.
- Have immediate / on site resources brought to the scene.

Call out for Help

- Deligate one person to contact Sustainable Resources Development, Forest Protection Division (LFS).
 - First call should be "COLLECT" to the Peace River Fire Center at (780) 624-6190.
 - Second call if there is no response should be "COLLECT" to 310-FIRE (3473).
 - Third call should be to DMI Forest Resources 780-624-7415 to ensure appropriate personal are aware of the situation and available to respond if necessary.
 - Depending on the situation, (within M.D., settlement area, community boundaries, etc.) the local fire department may need to be called instead of or in addition to the forest service through **911**.
 - Use the "**Wildfire Report Form**" (attached) to assist in relaying all necessary information.

Take Action (small fires only, large fires evacuate the area)

- To the crew's level of ability immediate action must be taken toward controlling or suppressing the fire.
- Fire action should continue until the forest service or fire department arrives on site to take over.
- Once outside resources arrive to take over the fire, your assistance may still be required.
- Depending on the situation, your only course of action may be to coordinate an orderly evacuation of the area.

Follow Up

- Particularly where the fire was the result of a work related accident / incident, a thorough investigation may be required toward identifying contributing factors and preventing recurrence. Consequently, as much information, documentation of actions and corresponding time should be collected. Where it was not your incident but you discovered, reported and took initial action, this same information would be important to the agency following up.

Wildfire Reporting Form

Once a fire has been discovered, it is important to collect accurate information with which to report the fire to **The Regional Fire Center** at:

(780)-624-6190 (collect) OR 310-FIRE (3473)
(Regional Fire Center Fax: (780) 624-7192)

Legal Location: LSD____, Sec.____, Twp.____, Range____, W of ____ Mer.

Other Location Information (i.e. GPS):

Date: ____ / ____ / ____

Time Fire Discovered / Started: _____ AM / PM

Reported By:

Fire Size (1.0 ha. = 2.5 acres)

- 1) spot
- 2) 0 to 0.2 ha.
- 3) 0.2 to 1.0 ha.
- 4) 1.0 to 2.0 ha.
- 5) 2.0 to 4.0 ha.
- 6) _____ha.

Fuel Type

- 1) grass
- 2) brush
- 3) deciduous
- 4) slash
- 5) open timber
- 6) heavy timber
- 7) fuel spill

Character of Fire

- 1) smoldering
- 2) open flame
- 3) crowning
- 4) spotting

Rate of Spread

- 1) slow
- 2) moderate
- 3) fast
- 4) N S E W of fire

Wind Speed & Direction

- 1) calm
- 2) 0 – 10 km/hr.
- 3) 10 – 30 km/hr.
- 4) 30+ km/hr.
- 5) out of the N S E W

Slope Exposure

- 1) north
- 2) south
- 3) east
- 4) west

Slope of Land

- 1) flat
- 2) moderate
- 3) steep

Availability of Water

- 1) none
- 2) adjacent
- 3) _____ m or km

Fire Accessible by

- 1) road ____ km
- 2) helicopter
- 3) N S E W of fire

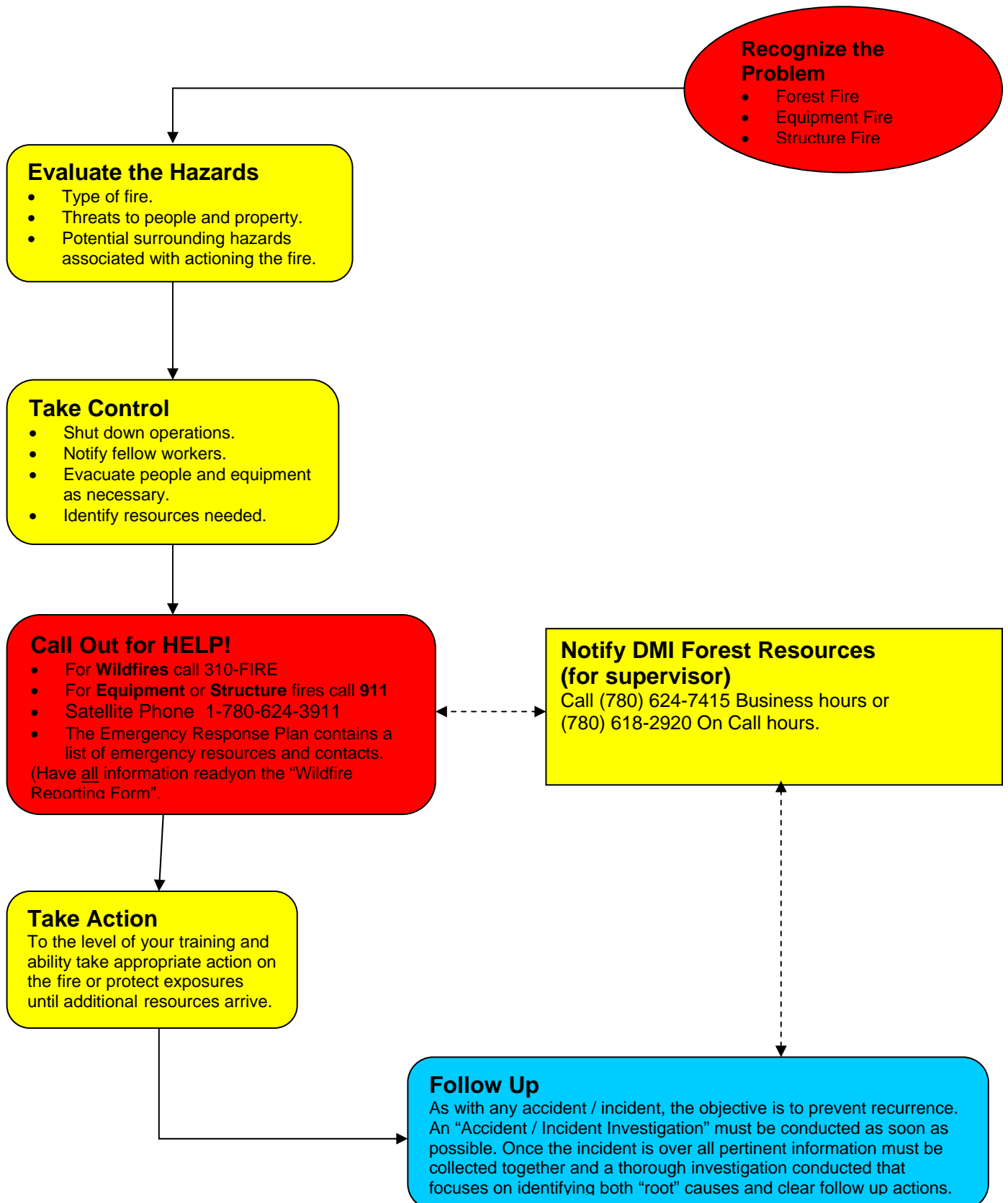
Follow-up Information:

Time fire initially actioned: _____ AM / PM

Time fire equipment on scene (dozers, pumps etc.): _____ AM / PM

Additional information:

Fire Response



Overdue / Lost Persons Response

Forest workers often find themselves in remote, isolated or distant “bush” locations. These work site locations are often influenced further by environmental factors like the season, weather, short periods of daylight, terrain, and potentially aggressive wildlife. Consequently, a combination of job pre-planning, consideration for the use of a “buddy” system, and a “check-in” system are critical controls.

Recognize the Problem

- A response to some one being “overdue” or “lost” may be necessary when a pre-arranged check in or “ETA” has been reasonably exceeded, or they have been reported to be missing.

Evaluate the Hazard

- Time of day / daylight remaining. - Communications
- Season / weather. - Access to area
- Availability of resources for search / rescue - Distance from main road into block
- Potential for hypothermia.
- The missing individual(s) skill level and level of preparedness.

Take Control

- Notify immediate supervisor, employer etc. of the situation.
- Identify a “Search Coordinator”.
- Activate any applicable procedures for “Overdue / Lost Employees”.
- Determine expected or last known location from the “buddy” or “Sign-out / Check-in” system.
- Identify immediately available resources and additional (outside) resources required:
 - Other workers available for search. - Ensure maps are available
 - Communications equipment.
 - First aid equipment.
 - Is Fish and Wildlife assistance required where aggressive wildlife (bears) are known or considered to be a contributing factor?
 - Is RCMP / search and rescue / helicopter assistance required?

Call out for Help

- Follow any specific procedures developed for such an event.
- Delegate someone to make the necessary calls and arrangements out from your location for support as needed and have them return to you with any updates and to assist.
- Have all location (directions) information complete and ready.
- Outside search and rescue and helicopter use should be coordinated through the RCMP.
- Depending on your location, this is where it becomes critical knowing ahead of time whether there is **911** service within your area of operations or if you need a specific phone number. You must be aware of “dead zones” in the area if a cell phone or radio is used? What specific number do you need if a satellite phone is used?
- DMI Forest Resources 780-624-7415 should be notified to ensure appropriate personal are aware of the situation and available to respond if necessary (for supervisor).

Take Action

- Initiate / coordinate initial search based on immediate information until outside resources arrive if notified.
- When the missing person(s) is located, determine the need to initiate any further response for personal injury.
- Turn search operations over to higher resources (RCMP / SAR) upon arrival and assist as required.

Follow Up

- As much information as possible should be documented by the employer for investigation purposes where necessary to prevent recurrence and as an opportunity to share findings at safety meetings.

“Check – In Practices” for Field Activities

As identified earlier, forest workers often find themselves in remote, isolated or distant “bush” locations, which are often influenced further by various exposures or hazards associated with the working environment. Consequently, a combination of job pre-planning, consideration for the use of a “buddy” system, and the practice of “checking-in” may be critical administrative controls toward ensuring everyone is accounted for and returning safely home at the end of the day.

The following basic steps have been developed as a set of practices or procedures in consideration of working alone or lost / overdue employees.

- 1) Pre-Plan Activities
 - Review where you are going to be or the schedule of locations to be worked over the course of the day.
 - If multiple locations, indicate on central map with other workers that identify the locations, and the expected order in which the multiple locations were to be worked.
 - Will there be constant communications (satellite phone) or only upon returning to the vehicle (cell / radio).
 - Prepare accordingly for the current season and forecasted weather.
 - Review and or indicate bear locations on map on a daily basis.
- 2) Sign Out
 - Before leaving for the field in the morning, sign out; include the details as to where you will be and the expected time of arrival (ETA) back from the field.
 - Indicate clearly an expectation for someone to be aware of your ETA and what actions are to be taken should that ETA be exceeded by some pre-arranged period without any communications from you.
 - If your ETA is expected to be after regular hours, who will be aware of your ETA or expecting to hear from you?
 - At 12 noon a radio check will be conducted (informal).
 - Be aware if you will be working in a dead radio zone. Try and overcome this problem by arranging work locations or communicating before going in and when coming out with the camp or another worker.
- 3) Check-In
 - Ensure you erase your location and time information from the sign-out board immediately upon arrival back at the field station. You will be considered lost/overdue if your information is not erased.
 - Alert others or phone to research facility (780-971-2518) if you will be late or if your plans change.

Overdue / Lost Persons Response

Recognize the Problem

- A worker is well overdue in returning from the field or has been reported as lost or missing.

Evaluate the Hazards

- Season, current / forecasted weather.
- Time of day / daylight remaining.
- Is aggressive wildlife (bears) a concern.
- Missing individual(s) skill level and level of preparedness.

Take Control

- Notify fellow workers, and supervisor (employer).
- Activate applicable procedures for lost or overdue employees.
- Determine expected or last known location.
- Identify immediate and outside resources needed.

Call Out for HELP!

- Have all location (directions) information and resources required complete and ready.
- For RCMP / SAR assistance, call **911**.
- Satellite Phone 1-780-624-3911
- Refer to appendix for emergency contact information.

Notify DMI Forest Resources (for supervisor)

Call (780) 624-7415 Business hours or (780) 618-2920 On Call hours.

Take Action

- Initiate initial search efforts in teams until outside resources arrive.
- Ensure teams have communications.
- Consider needs of the victim(s) once found.

Follow Up

As with any accident / incident, the objective is to prevent recurrence. An "Accident / Incident Investigation" must be conducted as soon as possible. Once the incident is over all pertinent information must be collected together and a thorough investigation conducted that focuses on identifying both "root" causes and clear follow up actions.

Accidental Spill

Recognize the Problem

Releases of controlled products (fuels) and hazardous waste (used motor oil) has the potential of having an “Adverse Effect” on our environment. “Adverse Effect” being defined as “impairment of or damage to the environment, human health or safety or property”. Spills or releases of this nature may have various reporting requirements and may require a rapid and complex response toward minimizing any potential adverse effect.

Evaluate the Hazards

- Identify and evaluate any potential problems that may be associated with *control*, *containment*, or *cleanup* of the spilled / released product(s).
- Location, access, contamination into a flowing water body or muskeg, product characteristics such as being a controlled product vs. a hazardous waste, flammability, toxicity, corrosive etc.
- Refer to MSDS for product characteristics and PPE requirements.

Take Control

- It is important that someone take immediate control of the situation once discovered to:
 - shut down adjacent operations,
 - ensure fellow workers are notified,
 - if possible, stop the source of the spill,
 - eliminate ignition sources etc.
 - identify the resources required toward taking initial or perhaps sustained containment and clean up action.

Call out for Help

The hazards and factors identified earlier toward *control*, *containment* or *cleanup* will determine the type and level of help required.

- Prior to making any call, have as much information as possible about the spill “in hand”.
- Where the spill is likely out of one’s immediate capability to control, and/or there is a possibility of an “Adverse Effect” on the environment, DMI **must** be contacted and consulted with immediately. DMI will provide initial response direction and based on the information provided to them, will assist in the decision as to whether they themselves need to respond and what resources are required.
- Notify DMI.

Take Action

- Within the limits of your ability and the resources on hand, take action to minimize the spread and the impact of the spill until additional resources and expertise arrive.
- Specific PPE may be critical and must be provided for. (Refer to MSDS).
- Utilize spill response equipment on hand, including heavy equipment where suitable.
- Contain the spill.
 - block off drains, culverts and ditches.
 - surround the spill with earth, peat, straw, sand, commercial booms and sorbents.

Follow Up

- As with any accident / incident, the objective is to prevent recurrence. An “Accident / Incident Investigation” must be conducted as soon as possible. Once the incident is over all pertinent information must be collected together and a thorough investigation conducted that focuses on identifying both “root” causes and clear follow up actions.

Accidental Spill

Recognize the Problem

- An accidental release of a substance that may have an "Adverse Effect" on the environment.

Evaluate the Hazards

- Hazards associated with control, containment and clean up of the spill.
- Health and safety of workers.
- Issues with location, access, waterbodies, product characteristics, weather etc.

Take Control

- Notify fellow workers, supervisor (employer).
- If possible, stop or control source of spill.
- Eliminate potential ignition sources if a concern.
- Identify immediate and outside resources needed.

Call Out for HELP!

- Have all location (directions) and spill specific information on hand.
- Contact DMI.
- Report to Alberta Environment as required.
- Refer to emergency contact information.

Notify DMI Forest Resources (for supervisor)

Call (780) 624-7415 Business hours or (780) 618-2920 On Call hours.

Take Action

- As directed and/or within the limits of your ability and resources, contain and control the release until contained or until additional resources and expertise arrive.



Release Reporting Guideline (Summary)

The *Environmental Protection and Enhancement Act (EPEA)* and the *Release Reporting Regulation, AR 117/93* deal with the release of substances into the environment and set out requirements for the reporting of such releases to Alberta Environment.

| Summary of “Release Reporting Guideline” Table #3 | | |
|--|--|-------------|
| Product | Release Reporting Requirements To: | |
| | Alberta Environment | DMI |
| Diesel | =/> 200 litres, or may have an “adverse effect” on environment. | 20 litres |
| Gasoline / Fuels | =/> 200 litres, or may have an “adverse effect” on environment. | 20 litres |
| Glycols | Not regulated. Report any amount that may have an “adverse effect”. | 20 litres |
| Hydraulic Oils | Not regulated. Report any amount that may have an “adverse effect”. | 20 litres |
| Compressed Gasses | =/> 100 litres, or may have an “adverse effect” on environment. | 20 litres |
| Used Oil & Filters | =/> 5 kilograms or 5 litres, or may have an “adverse effect” on environment. | As per AENV |

“Adverse Effect” is defined as “impairment of or damage to the environment, human health or safety or property”.

Note: The release of any product in any quantity into a watercourse, groundwater, or surface water is also immediately reportable to Alberta Environment **and** DMI.

The onus is on the person(s) who causes or permits the release or has control over the released substance to determine whether there is an adverse effect and to report that release accordingly.

EPEA release reporting should be made directly to the “Environmental Services Response Centre” at:

**1 – 800 – 222 – 6514
(24 hours a day),**

Or

(780) 422 – 4505

A reference number will be issued at the time of the report to confirm that the report of the release was made.

Information specific to “Transportation of Dangerous Goods Regulation” (TDGR) such as regulated substances, their class, division, placarding, manifests, transportation precautions etc. may be obtained through the “Coordination and Information Centre of Alberta Transportation at **1 – 800 – 272 – 9600** within Alberta, 24 hours a day.

Refer to appendix for further emergency contact information.

Accidental Spill / Release Reporting

Caller's Name: _____ Contact Number: _____

Date Of Release: _____ Time of Release: _____

Release Location: _____

LSD ____ Section ____ TWP. ____ Rge. ____ W ____ M. Direction Information: _____

Release Information:

Product(s) Released: _____ Quantity (estimated): _____

Has release / flow been stopped? Yes No Threat to watercourse / waterbodies? Yes No

Potential Hazards to Control / Containment? _____

Provide a detailed diagram / description of spill location:

Emergency Contact Information

Contacts for “Emergency Measures”

| | |
|---|---|
| DMI Forest Resources | 1-780-624-7415 business hours 1-780-618-2920 on call hours |
| Police, Ambulance, Fire Department | 911 |
| Police, Ambulance, Fire Department (Using a satellite phone) | 1-780-624-3911 911 should work as of 2006 |
| Poison Centre | 1-800-332-1414 |
| Highland Helicopters, Peace River Precision Helicopters, Manning | 624-5555 836-3910 |
| Alberta Environment, “Environmental Services Response Centre” Alberta Transportation, “Coordination and Information Centre” (TDGR) | 1-800-222-6514 (24 Hours) 1-800-272-9600 (24 Hours) |
| Sustainable Resource Development, Forest Protection Division Peace River Wildfire Protection Area, Regional Fire Centre | 310-FIRE (3473) Collect (24 Hours) 624-6190 |
| Forest Service in: | |
| Peace River | 624-6221 |
| Hines Creek | 494-3600 |
| Manning | 836-2881 |
| High Level | 926-3761 / 926-3240 |
| Slave Lake | 849-7400 |
| Sustainable Resource Development, Fish and Wildlife Division | 1-800-642-3800 (24 Hours) |
| Workplace Health and Safety (Report of “serious” workplace accidents) | 538-5249 (24 Hours) |
| Workers Compensation Board (Report of workplace injuries) | 1-800-661-1993 (Fax) 498-3800 |

DMI INCIDENT INVESTIGATIONS & ISSUES TRACKING FORM

Page 1 of 2

| | | | | |
|--|--|---|---|--|
| 1. Company/Research Group: | | 2. Report Number: | | |
| 3. Name of Worker: | | | | |
| 4. Location of Incident (Block #, Company Road, Public Road, etc) | | 5. Date | 6. Time | 7. Date of Report |
| 8. PHASE | 9. OCCURRENCE | | | |
| | <i>Environmental</i> | <i>Property damage</i> | <i>Personal Injury</i> | <i>Concern</i> |
| <input type="checkbox"/> Field Work | <input type="checkbox"/> Oil/Chemical Spill | <input type="checkbox"/> Damage =>\$5000 | <input type="checkbox"/> Vehicle Accident | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Driving | <input type="checkbox"/> Fire | <input type="checkbox"/> Vehicle Accident | <input type="checkbox"/> Veh.Acc.w/Public | <input type="checkbox"/> Overload |
| <input type="checkbox"/> Camp | <input type="checkbox"/> Rutting | <input type="checkbox"/> Veh.Acc.w/Public | <input type="checkbox"/> ATV Accident | <input type="checkbox"/> Near Miss |
| <input type="checkbox"/> Other | <input type="checkbox"/> Unique Finds | <input type="checkbox"/> ATV Accident | | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Waste | <input type="checkbox"/> Collision | <input type="checkbox"/> Collision | |
| | <input type="checkbox"/> Other: | <input type="checkbox"/> Firearm Acc. | <input type="checkbox"/> Powersaw Acc. | |
| | | <input type="checkbox"/> Theft | <input type="checkbox"/> Firearm Acc. | |
| | | <input type="checkbox"/> Powersaw Acc. | <input type="checkbox"/> Rollover | |
| | | <input type="checkbox"/> Firearm Acc. | <input type="checkbox"/> Left Road | |
| | | <input type="checkbox"/> Rollover | <input type="checkbox"/> Other Equip.Use | |
| | | <input type="checkbox"/> Left Road | <input type="checkbox"/> Near Miss | |
| | | <input type="checkbox"/> Other Equip.Use | <input type="checkbox"/> Slip/Fall | |
| | | <input type="checkbox"/> Near Miss | <input type="checkbox"/> Other: | |
| | | <input type="checkbox"/> Other: | | |
| 10. Describe Event (<i>attach any reports/drawings/etc.</i>) | | | | |
| | | | | |
| | | | | |
| | | | | |
| 11. Describe Location | | | | |
| | | | | |
| | | | | |
| 12. IMMEDIATE CAUSE | | 13. ROOT CAUSE | | |
| PRACTICE | CONDITION | PERSONAL | JOB | |
| <input type="checkbox"/> Failing to Stop | <input type="checkbox"/> Equipment Failure | <input type="checkbox"/> Lack of Knowledge | <input type="checkbox"/> Inadequate Tools/Equipment | |
| <input type="checkbox"/> Speeding | <input type="checkbox"/> Unsafe Load | <input type="checkbox"/> Lack of Skill | <input type="checkbox"/> Inadequate Procedure | |
| <input type="checkbox"/> Unsafe Passing | <input type="checkbox"/> Wildlife | <input type="checkbox"/> Fatigue | <input type="checkbox"/> Inadequate Maintenance | |
| <input type="checkbox"/> Unsafe Operation | <input type="checkbox"/> Restriction in Area | <input type="checkbox"/> Lack of Physical Ability | <input type="checkbox"/> Abuse / Misuse | |
| <input type="checkbox"/> Improper Loading | <input type="checkbox"/> Overload | <input type="checkbox"/> Other: | <input type="checkbox"/> Lack of Leadership | |
| <input type="checkbox"/> Improper Placement | <input type="checkbox"/> Fire/Explosion | | <input type="checkbox"/> Lack of Training | |
| <input type="checkbox"/> Undue Care & Attention | Hazard | | <input type="checkbox"/> Other: | |
| <input type="checkbox"/> Horseplay | <input type="checkbox"/> Temperature | | | |
| <input type="checkbox"/> Using Unsafe Equipment | Extreme | | | |
| <input type="checkbox"/> Improper PPE | <input type="checkbox"/> Road Conditions | | | |
| <input type="checkbox"/> Unacceptable Conduct | <input type="checkbox"/> Other: | | | |
| <input type="checkbox"/> Lack of Communication | | | | |
| <input type="checkbox"/> Failure to Secure | | | | |
| <input type="checkbox"/> Other: | | | | |

DMI INCIDENT INVESTIGATIONS & ISSUES TRACKING FORM

| | | |
|---|---------------------------|----------------------|
| 14. Explanation of Causes (If required) <i>Practice, Condition, Personal, Job</i> | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| 15. FOLLOW-UP ACTIONS: What has and/or should be done to control the causes listed? | Person Responsible | Date Complete |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| 16. REVIEW SUPERVISOR'S REACTION TO THE INVESTIGATION ANALYSIS OF THE CAUSES OF THIS INCIDENT, AND THE REMEDIAL ACTIONS DIRECTED AT POSSIBLE INADEQUACIES IN THE PROGRAM, ITS STANDARDS, OR COMPLIANCE TO THE STANDARDS. | | |
| | | |
| | | |
| | | |
| | | |
| 17. Signature of Supervisor: | Date: | |
| | | |
| 18. Investigated By: | Date: | |
| | | |
| 19. Additional Information (if required) | | |
| | | |
| | | |
| | | |
| | | |
| | | |

EMPLOYEE ORIENTATION CHECKLIST

Date: _____ Phone Number: _____

Name: _____ Hire Date: _____

Address: _____ Supervisor: _____

_____ Position: _____

IMPORTANT: Make sure the orientation is done on the Worker's First Day of work on the site and dated for that day.

IDENTIFY BY: Yes, No, N/A

_____ Employee Responsibility: Issue
 _____ Reporting any Accidents/Incidents – *Report all accidents/incidents to supervisor*
 _____ Report unsafe acts/conditions
 _____ Right to Refuse Unsafe Work
 _____ Employee responsibility to ensure their safety and safety of others

_____ First Aid Facility/Supplies – *Where they are located/services available/who is a first aider*
 _____ Emergency Procedures – *in case of an emergency who to phone and follow procedures*
 _____ Emergency Telephone Numbers
 _____ Fire Control (i.e: extinguishers, water backpacks, etc.)

_____ Safety Meetings
 _____ EMEND Emergency Respose Plan – *Supervisor has a copy – each worker will receive copy*
 _____ OH & S Safety Act Regulations – *Supervisor has a copy*

_____ Personal Protective Equipment
 _____ High Visibility Vests – Type – When – *All times*
 _____ Hard Hats-Type-When-Side Impacts
 _____ Helmets – Type – When riding on quads - *all times*
 _____ Safety Boots – Type – When – *Min. Green Tree, all times*
 _____ Safety Glasses – Type – When – *Supply Available – When Required*
 _____ Hearing Protection – Type – When – *Supply Available – “ Throw away” type available*

_____ Camp Rules
 _____ Review Emergency Response Plan
 _____ Use of Radio

_____ Training (Complete attached form)

Any Health Concerns: (i.e: diabetes, asthma, allergies)

In Case of an Emergency call: _____ Phone Number: _____

Driver's License Number: _____

Alberta Health Care: _____ Birthdate: _____

Rules and Regulations are not to be treated lightly and as such any non-compliance will not be tolerated.

I HAVE RECEIVED AN ORIENTATION AND I AM AWARE OF THE EMERGENCY RESPONSE PLAN AND WILL AT ALL TIMES HAVE DUE REGARD FOR THE SAFETY OF MYSELF AND FELLOW WORKERS

Employee's Signature_____
Supervisor Signature
(The person giving the Orientation)

EMEND CORE CREW TRAINING REQUIREMENTS

NAME: _____

DATE: _____

| TYPE OF TRAINING | EXPIRY DATE | REQUIRED | COMPLETED (office use only) |
|-------------------------------------|-------------|----------|--------------------------------|
| WHMIS | | | |
| BEAR AWARENESS | | | |
| CHAINSAW SAFETY | | | |
| QUAD TRAINING | | | |
| E.R.P (Emergency Response) | | | |
| FIRST AID CERTIFICATE (what level?) | | | |
| | | | |
| | | | |
| OTHER TRAINING | | | |
| | | | |
| | | | |
| | | | |
| | | | |

First Aid will be applicable as per the Occupational Health & Safety Regs: which require at least:

- 10 – 19 Workers per Shift
 - 2 Standard First Aiders
 - No. 3 First Aid Kit
 - 3 Blankets, stretcher & splint

EMEND Research Site is considered an **Isolated Worksite** which means: **a work site that is more than 40 minutes travel time from the work site to a health care facility under normal conditions using the available means of transportation.**

MEDICAL RESPONSE CHECKLIST

Ensure these tasks are initiated & check them regularly.

DO NOT MOVE THE PATIENT

- **Assess patient (ABC[D]'s) – Airway, Breathing, Circulation, [Deadly Bleeding]**
 - **Is patient having trouble breathing?**
 - **Wear latex gloves**
- **Control head & neck if any suspicion of a neck or back injury**
 - Any head injury or fall
- **Is patient conscious & talking?**
 - Can patient tell you what happened?
- **Examine entire body for injuries – expose the skin if needed**
 - Especially chest & abdomen
 - Determine all injuries
- **Ensure 911 is called if deemed necessary (780-624-3911 for Satellite Phone)**
- **Make sure correct location is known and communicated to 911**
 - Confirm caller to 911 gave the correct location
- **Is best trained 1st Aider on scene?**
 - Is extra help needed?
- **Get emergency equipment to the scene**
 - 1st Aid Kit, blankets, shelter
 - Have pocket mask ready
- **Recheck ABCs & neck precautions**
- **If patient vomits or drooling badly – log-roll on side**
 - **Protect neck / ensure clear airway**
- **Remove hazards from the scene**
- **Is patient adequately protected from weather?**
 - Blankets over & under
 - Cover head/neck
 - Create shelter
 - Start fire? – ready fire extinguisher
- **Is a fire extinguisher required – make ready**
- **Send someone to meet ambulance – is the roadway clear?**
- **Recheck ABCs & neck precautions**
- **Ensure patient is warm**
- **For SUPERVISOR**
 - **Call for Radio Blackout as required**
 - **Prepare helicopter landing**
 - **Call DMI Forest Resources to alert DMI of the incident
1-780-624-7415 or 1-780-618-2920**

SPILL RESPONSE CHECKLIST

Ensure these tasks are initiated & check them regularly.

- **HAS ANYONE BEEN HURT?**
- **Shut off any equipment**
- **Are there any hazards?**
 - **Fire, leaking gases – make ready fire extinguishers**
- Is additional help needed?
- Put on proper **Personal Protective Clothing (PPE)** (gloves, coveralls, etc.) - Remember safety first !
- Stop the flow
- Get spill equipment, spill kit.
- Contain the spill
- **Ensure 911 is called if deemed necessary (i.e. someone is hurt) (780-624-3911 Satellite Phone)**
 - **Ambulance or fire department needed?**
 - **Use script on back of EPRP card for help**
- Make sure correct location is known and communicated to 911
 - Confirm caller to 911 gave the correct location
- **Is fire extinguisher required – make ready**
- **Begin Clean-up**
 - Collect bulk material if safe to do so
 - Place spill pads as required
 - Place spill materials in safe containers (pails or plastic bags).
- **Mark the site accurately**
 - Block number, roadway #
 - GPS coordinates if possible
 - Use ribbon to clearly mark site for temporary use
- Take photographs if possible
- Advise your Supervisor
- **Confirm Safety**
- Confirm clean-up is properly done
- Confirm DMI has been advised
- Ensure proper packaging of contaminated **PPE** and/or responder's clothing
- Ensure Responders clean – up (wash, change clothes)
For SUPERVISOR
- Call for Radio Blackout as required
- Call DMI Forest Resources to alert DMI of the incident
1-780-624-7415 or 1-780-618-2920