



TITLE: EMERGENCY RESPONSE PLAN

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30.0 EMERGENCY RESPONSE OVERVIEW

Purpose

The purpose of intervention is to prevent harm to people, save lives, prevent or minimize environmental damage, minimize property damage and ensure and provide for the continuity of business. The responders must weigh the risk(s) versus the benefit(s) for intervention. Intervention will have a purpose **only** if the harm to emergency responders does not exceed any harm prevented by their intervention.

Priorities

The priorities of any emergency are LIFE, ENVIRONMENT, AND PROTECTING PROPERTY. Life is the number one priority with any incident with the responder being most important followed by the others.

It is not practical to articulate procedures to cover all possible occurrences; therefore the responder must rely on basic decision-making combined with common sense and the pre-determined priorities of life, the environment and property to have a successful outcome. Contingency planning, training and exercises are the best way to prepare for an emergency situation.

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Geographic Area and Locations

The plan covers the geographic area and physical locations in Atlantic Canada as follows,

Geographic Area - Newfoundland, Nova Scotia, Prince Edward Island and New Brunswick.

Location 1: Warehouse – Blending Facility
60 Raddall Ave., Unit 7 & 8
Dartmouth, NS B3B 1T2

Site Contact – Mike Stevens
Phone – 468-3857
Cell – 456-7136

Location 2: Sales Office
75 MacDonald Ave., Unit 8
Dartmouth, NS B3B 1T8

Site Contact – Erica Doucette
Phone – 481-2532
Cell – 499-2791

Location 3: Warehouse Number 7 (Public Warehouse)
Fleetway Inc.
12 Borden Avenue
Dartmouth, NS B3B 1C8

Site Contact – Donald Dezan
Phone – 494-5340
Cell – 497-3750

Location 5: Warehouse Number MO (Public Warehouse)
Focus Global Distribution Services Ltd.
36 Urquhart Avenue
Moncton, NB

Site Contact – Jeff Worton
Phone – (506) 853-0499
Cell – (506) 874-2418

Location 6: Warehouse Number 5 (Public Warehouse)
Roadmaster Transport

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93 Glencoe Drive
Mount Pearl, NF
Site Contact – Roger Dawe
Phone – (709) 745-8481

30.1 HAZARD ASSESSMENT

HAZARD ASSESSMENT

The first responder must assess the scene to determine the potential hazards that may be involved in the incident. Assessing the following can identify the detection of hazardous material involved in an incident,

1. Occupancy or Location
2. The container shape(s)
3. Markings and Color
4. Placards and Labels
5. Hazardous Material Shipping Document
6. Your Senses

After the hazardous material(s) involved in the incident have been correctly identified the first responder must determine the hazards by referring to the following sources of information,

1. 2000 Emergency Response Guide Book - an important tool in the initial response because it outlines general emergency response measures over 3000 hazardous products.
2. Material Safety Data Sheet (MSDS) – has detailed information on the product that is important for control measures. The most important physical characteristic of a product for the responder are Flash point, Fire Point, Auto Ignition temperature, Melting/Freezing point, Boiling point, Explosive Limits (LEL and UEL), Flammable Range, Water Solubility, Vapor Pressure, Specific Gravity, Vapor Density, Chemical Reactivity, Corrosivity (pH), Toxic Products of Combustion and Radioactive Material.
3. Canutec – 24-hour resource for product information.
4. Poison Information Control Center – 24-hour resource for product information.
5. On site Technical Personnel – good source of information on site-specific hazards.

BLEVE - Boiling Liquid Expanding Vapor Explosion

A BLEVE is a major container failure, into two or more pieces, at a moment in time when the contained liquid is at a temperature well above its boiling point at normal atmospheric pressure.

To have a BLEVE, four conditions must exist,

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1. The substance in the container must be in a liquid form, not a gas.
2. The liquid must be in tightly closed, or otherwise confined in a container.
3. The temperature of the confined liquid must be above its boiling point at atmospheric pressure when the container fails.
4. There is structural failure of the container.

BLEVE Dangers

If a flammable liquid is involved there will be a release and ignition of the vapors. This will result in a large fireball with a radius of several hundred feet. Also, there will be a shock wave generated from the exploding container. Large pieces of the container will rocket great distances at a highly destructive velocity.

Minimum Evacuation Distance from a potential BLEVE container is 3000 feet.

Examples of some common flammable products that may be involved in a BLEVE are LPG, Propane and Butane.

Survey the scene to identify any potential BLEVE containers in the area. Beware that if these containers heat up and the liquid inside starts to boil there is extreme danger of container explosion.

30.2 TRAINING AND SAFETY

The number one priority in an emergency response is saving lives. The safety of the responder is number one and by proper training the responder will ensure they have the knowledge to protect themselves and others from chemical hazards.

ATTITUDE

Attitude is one of the most important aspects in a successful hazardous goods incident. All the safety training in the world is of no use if the responder has a bad attitude. Poor safety attitudes will lead to an accident and people with negative safety attitudes should be removed from the scene.

TRAINING

The level of training provided for emergency responders must be in compliance with

NFPA 472(1997) - Standard for professional competence of responders to hazardous materials incidents.
OSHA Regulation 29CFR 1910.120 - Hazardous Waste Operations and Emergency Response

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LEVELS OF TRAINING

FIRST RESPONDER AWARENESS LEVEL – First Responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release.

FIRST RESPONDER OPERATIONS LEVEL – First Responders at the Operations Level are individuals who can respond to an incident for the purpose of protecting nearby persons, environment and property from the effects of the release. They are only trained to act defensively to contain and confine the spill.

HAZARDOUS MATERIALS TECHNICIAN – Hazardous Materials Technicians are individuals who respond to releases in a more aggressive role and are trained in how plug, patch or otherwise stop the release of a hazardous substance.

HAZARDOUS MATERIALS SPECIALIST – Hazardous Material Specialists are individuals who respond with and provide support to hazardous materials technicians. They must have the minimum training at the hazardous technician level.

ON SCENE INCIDENT COMMANDER – Incident Commanders will assume control of the incident scene and shall be trained to the first responder operations level as a minimum. Also, the incident commander must be competent in ICS, Employer's ERP, know and understand hazards and risks of responders working in chemical protective clothing, know how to implement local emergency response plan, know the provincial and federal response plan, know and understand the importance of the decontamination process.

TRAINERS - Must have training in the above subjects, Fire Training, and shall have academic credentials and instructional experience necessary to demonstrate competency in the subject matter.

REFRESHER TRAINING - Annual refresher training of sufficient content and duration is required to maintain their competency or shall demonstrate their competency in those areas annually.

30.3 PROTECTIVE CLOTHING AND RESPONSE EQUIPMENT**PURPOSE**

The purpose of personal protective clothing and equipment is to shield or isolate the responder from the hazards that may be encountered when in contact with chemical(s) at the emergency response scene. The personal protective equipment is the last line of defense in protecting the responder. No one type of protective clothing offers protection against all chemicals that you may be exposed to. All protective clothing is designed for protection based on concentration and exposure time will fail if exposed long enough.

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PRINCIPALS

It is important that work zones (Hot, Warm and Cold) are established in an emergency and identify the level of Personal Protection required in the Hot Zone.

Factors influencing the choice of personal protection clothing,

Chemical Hazard – review the MSDS to see what personal protective clothing is recommended by the manufacturer/supplier.

Time – the longer the responder will be exposed to the hazardous material the greater risk of injury

Concentration – the higher the concentration of the product the greater the risk for exposure and injury

Distance – the greater the distance between the hazardous material and the responder the lower the risk of exposure and injury.

Shielding – this is the ability of the protective suit in shielding the responder from the hazards of the product

LEVELS OF PROTECTIVE CLOTHING

Level A – Highest Level of Protection

SCBA plus a totally encapsulating chemical resistant suit. It requires chemical resistant inner/outer gloves as well as chemical resistant outer boots with steel toe/shank and intrinsically safe two-way radio communication.

Level B – Second Highest Level of Protection

SCBA plus a hooded chemical resistant non-vapor tight suit. It requires chemical resistant inner/outer gloves as well as chemical resistant outer boots with steel toe/shank and intrinsically safe two-way radio communication

Level C – Third Highest Level of Protection

Full or half mask respirator plus a hooded chemical resistant splash suit. This suit cannot be used when oxygen concentrations are below 19.5 % or the flammable atmosphere is 10% of the LEL.

Level D – Lowest Level of Protection

Coverall with no respiratory protection

The chemical resistant suit must be chosen based on a broad range of chemicals handled at our facility. The suit selected must protect against the product handled at our facility having the greatest potential for injury. The key factors in selecting a chemical resistant suit are the resistance against product permeation and penetration. Refer to the manufactures chemical resistance chart for selecting a suit.

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Note - Alpha emergency responders are trained as First Responders – Operations Level and the maximum level of personal clothing that will be used to respond to a hazardous material incident is Level B.

RESPONSE EQUIPMENT

The following emergency response equipment will be made available for use by the trained responders at our facility, 60 Raddall Avenue. Alpha will assist in educating and provide training to our public warehouses when necessary.

Shovel, Broom, Chemical Resistant Spill Boom, Poly Drum Over-pack, Drum Repair Kit, Oil Sorbent Pads, Hazardous Material Sorbent and Oil Sorbent

On a monthly basis the equipment will be inspected to ensure it is ready for use in an emergency. A record of these inspections will be retained for audit purposes.

30.4 RESPONSIBILITIES – INTERNAL/EXTERNAL

INTERNAL - ALPHA CHEMICAL

a) First Responder - Awareness Level

First Responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release.

1. Evaluate the incident from a safe distance up wind.
2. Isolate the scene and DENY entry.
3. Evacuate all non-emergency response personnel.
4. Identify the hazardous material by looking at placards, labels, shipping documents, and MSDS. Review the 2000 Emergency Response Guide Book for response guidelines. Call Canutec if more detailed information as required.
5. Assess the situation for the following
 - Is there a fire, a spill or a leak?
 - What are the weather conditions?
 - What is the terrain like?
 - Who/what is at risk: people, property or the environment?
 - What actions should be taken: Is an evacuation necessary? Is diking necessary? What resources are readily available?
 - What can be done immediately?
6. Determine the Isolation Zones from the 2000 Emergency Response Guidebook.
7. In the case of a fire or personal injury call 911 for help immediately.
8. Obtain help by calling the responsible agencies.

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9. Establish a command post located in the cold zone. Deny entry of all non-response personnel.
10. Start an emergency call report and wait for help before attempting any response to the incident.

NEVER ATTEMPT AN EMERGENCY RESPONSE ALONE. DO NOT BECOME A VICTIM.

b) First Responder – Operations Level

1. Review the scene with the first responder to determine and verify hazards.
2. The risk of intervention must be weighed against the health and safety of the responders. If response to the incident has great potential to harm the responders or will not change the outcome of the incident, then stand-by in the cold zone. Continue to monitor scene for changes that may affect the response plan. If response to the incident is determined to be safe for the responders, then proceed.
3. Select the personal protective clothing that will adequately protect you against the potential hazards associated from the scene you are responding too. The Buddy System must be followed for all responders going into the Hot Zone.
4. Gather the emergency response equipment needed to contain and confine the material.
5. **REMEMBER** – Do not attempt response if there is a high risk you will become a victim.
6. Attempt to stop the flow at the source without coming into contact with the material.
7. Stay away from the product and do not enter a vapor cloud or walk in the spill.
8. Stay out of smoke, unless trained and equipped with the appropriate personal protective clothing.
9. Using the spill response equipment available contain the spill. Protect watercourses by covering drains, diking or damming.
10. Continue communication with Incident Commander.
11. Call the emergency response contractor and fire department for further assistance in control and clean up of the spill.

NOTE - This is currently the extent to which Alpha Chemical Limited employees are trained in emergency response measures. At this point in an incident we will rely on our emergency response contractor, fire department and other outside agencies to assist us in responding to the emergency.

c) Team Leader

1. Overall responsibility to protect personnel, the public, the environment and property through the guidance of the Incident Commander.
2. To set up the main control center and act as a focus for counseling and advice (center must be equipped with telephone and as such may be distant from site.)
3. To assist the emergency response plan under the direction of the Incident Commander.
4. Commit Resources and direct the use of these resources.
5. To manage media relations.
6. To ensure contact with external agencies.
7. To ensure all post incident reports and any subsequent corrective recommendations are completed.

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EXTERNAL AGENCIES

Canutec - This organization will give you detailed information about the hazards associated with the product you are responding too. Other sources of information are the MSDS and 2000 Emergency Response Guidebook.

Poison Information Center– This organization will provide detailed information on the toxicity of hazardous materials and emergency first aid measures.

Fire Department – The fire department has trained staff to deal with emergency response situations and will take command of the emergency when they arrive. Responders will report directly to the Incident Commander whom will be located at the Command Post. The fire department will supply the personnel for the following hazardous material emergency response,

Incident Commander – Responsible for the management of all incident operations.

Operations Chief – Responsible for management of all incident tactical activities.

Division/Group Supervisor – Responsible for Supervision of geographical divisions or functional groups within a defined area

Technician Level Responders – Responsible for stopping the hazardous release.

Police Department – The police department will control access to the scene by keeping non-emergency response vehicles and personal from entering.

Paramedics – In the case of a personal injury the paramedics will be responsible for on site emergency medical services and transportation of victims to the hospital.

Department of the Environment – In the case of hazardous material release the DOE will be called to site and be responsible for guidance on control measures for protecting the environment.

Emergency Clean-Up Contractor – This company will be responsible for assisting in the clean up of any spills with direction from the Department of the Environment and the company Team Leader. Also, they may be requested to assist in any site remedial action required by the Department of Environment.

Atlantic Industrial Services (AIC) have been contracted as our emergency response contractor for all clean up of spills and waste disposal. On a quarterly basis we will meet with AIC to review any changes in our plan and communicate any new information on products handled at our plant and warehouses.

30.5 INCIDENT COMMAND SYSTEM (ICS)

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INTRODUCTION

Control of activities during an emergency response is difficult and the need for an integrated management system is critical. Organizational planning prior to an incident to determine who has what responsibilities for managing activities during an emergency response is the basis for the Incident Command System.

The Incident Command System is a widely recognized management system for control of activities during the response to a hazardous material incident. The purpose of the system is to provide a standardized management system to be used at all types of emergency response activities.

An incident management system must be established at every hazardous materials incident by the first senior responder to arrive on the scene.

COMPONENTS

Common Terminology

All response agencies must use the same terminology to manage a hazardous materials emergency. Refer to [Appendix B attached for common terminology used in a hazardous materials response.](#)

Modular Organization

The size of the incident will determine the organizational structure of the ICS to be placed into operation. One individual managing all major functional areas can manage the entire incident. The Incident Commander is responsible for any position that he/she has not delegated to someone else. The Incident Commander can delegate functions of command such as Operations, Planning, Logistics and Finance.

Normally the Incident Commander will delegate these management duties on a large hazardous materials incident.

Integrated Communications

Communications needs at an incident will be dictated on the size and number of responders involved at the scene. Responders will communicate information via voice, radio, and cell phone. All communications systems should be conducted in plain English without the use of 10-codes or local codes to avoid confusion. All radio systems should be on tuned on the same frequency to ensure all agencies are able to communicate with each other.

Unified Command Structure

A unified command structure will consist of a key official from the company, fire department, police, and department of environment, paramedics and the clean-up contractor.

Consolidated Action Plans

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For most incidents the Incident Commander will establish objectives and develop the action plans needed to safely respond to the incident. The Incident Commander will take input from all agencies on site to help manage the incident in a unified manner.

Manageable Span of Control

In an emergency situation the span of control will usually range from three to seven responders with the ideal number being five. The size of the incident will determine how the Incident Commander delegates responsibility and will change during the span of the response.

Incident Facilities

Command Post – There must be only one command post and it must be located in the COLD ZONE where personal protective clothing is Level D. The Incident Commander will be stationed at this location with all response personnel reporting to this one location.

Staging Area – This is an area that will be designated as a safe haven for personnel and equipment responding to an incident. The staging area will be set up a minimum of 2,500 feet from the HOT ZONE initially and may change as the incident situation changes.

Incident Base – This is the base location for responders and equipment not required within three minutes response time to the HOT ZONE. There must be only one base and it should be positioned that it will not be relocated during the duration of the incident.

Camps – Used in long-term response to an incident to provide shelter and food for responders.

MAJOR FUNCTIONAL AREAS

The five major functional areas of the response can be defined as follows and will be provided by the fire department,

1. Command – Management of the incident
The command section managed by the Incident Commander and will assign three key staff members, Safety Officer, Public Information Officer and Liaison Officer.
2. Operations – Responsible for all activities required in an incident
The Operations Chief who will assign responsibility to the Deputy Chiefs manages the operations section. The Operations Chief will assign functional groups and branches depending on the size of the incident.
3. Planning – Responsible for collecting, evaluating and disseminating tactical information
The planning section is lead by the planning Chief who is responsible for collecting and processing data specific to the incident.
4. Logistics – Support the operations
The Logistics Chief will manage all support services for the incident.

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5. Finance – Control the expenses during response and clean-up

This is a brief explanation of the major functional areas and more detailed information can be found in the HAZMAT Operations for the First Responder Program student manual.

30.6 NOTIFICATION AND COMMUNICATION

EMERGENCY CONTACT LIST

In the case of an emergency, the following Alpha employees should be contacted in order until one becomes available. The employee will then react to the incident as necessary. However, should no employee be available the call should be directed to CANUTEC for preliminary advise.

Name	Office	Cell	Home
Paul Rawding	902-481-2532	902-456-7158	902-826-1362
Eric Efford	902-481-2532	902-497-6880	902-434-7216
Erica Doucette	902-481-2532	902-499-2791	902-823-1720
Mike Stevens	902-481-2532	902-456-7136	902-827-4885
CANUTEC	613-996-6666	*Collect calls will be accepted	
After Hours	800-981-2532		
Police	911		
Fire	911		
Medical	911		
Emergency Response Team	800-981-2532		
Emergency Response Clean-up Contractor	Atlantic Industrial Cleaners 902-468-9011		
Department of Environment	800-565-1633 or 902-426-6030		
Poison Information Center	902-470-8161 or 911		
Aircraft & Marine Distress	800-565-1582 or 902-427-8200		

24 HOUR TELEPHONE ANSWERING SERVICE

Alpha Chemical Ltd. has contracted the services of a telephone-answering agency, Halifax Message Center – HMC GROUP INC., to provide a 24- hour answering capability for its emergency line – (800) 981-2532.

During normal office hours the Switchboard Operator in our Dartmouth office answers this line. After hours, the call is picked up by the telephone answering service that takes preliminary information and then calls one of the company’s emergency contacts.

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*In case of an emergency situation the Halifax Message Center has been advised not to break communication with emergency caller, keeping caller online as he/she makes contact with Alpha personnel or Canutec. The emergency contacts will then react to the incident involved as necessary.

Should none of the emergency contacts be available, the answering service will refer the incident to CANUTEC – 613-996-6666 for preliminary advise.

CANUTEC

CANUTEC is the name given to a 24-hour Emergency Response advisory service operated in Ottawa by Transport Canada, a department of the Canadian Federal Government.

CANUTEC has trained Emergency advisors on standby and has material safety data sheets (MSDS's) available for numerous companies, including Alpha Chemical Ltd. as well as its affiliated companies. Should a transportation incident occur, the CANUTEC advisor will give preliminary information to control the situation and will then contact Alpha's Team Leader.

Should the incident be brought to your attention and none of the Emergency contacts available, CANUTEC is then the alternate contact to be given to the caller as a first measure.

Emergency Telephone Number: (613) 996 – 6666

***Collect Calls Accepted**

When an emergency call is received by CANUTEC, the Emergency Response Advisor on duty obtains relevant information about the emergency and recommends appropriate response actions for the protection of the public and for the stabilization and containment of the dangerous goods involved. The advisor provides technical information regarding the physical, chemical, toxicological and other properties of the products involved; recommends remedial actions for fires, spills or leaks; provides advice on protective clothing and first aid; and contacts the shipper, manufacturer or any other organization the caller requests or the advisor deems necessary. Every effort should be made by emergency response personnel to maintain an open telephone line to ensure prompt communication with the site. If desirable and possible, CANUTEC will establish communication links on behalf of the site command.

When communicating with CANUTEC it is very helpful if the following is available:

- The correct spelling of the product is paramount to proper identification, for example:

Ammonium Sulphide: poisonous, flammable and corrosive

Ammonium Sulphite: mild corrosive

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- The complete name of the product is also essential for product identification, for example:

Acetone: flammable

Acetone cyanohydrin: flammable and poisonous

Other helpful information required by CANUTEC includes:

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- Caller's name/organization
- Call back number /location
- Shipping name/PIN
- Incident details
- Type of vehicle/packaging
- Number of injuries/deaths
- Time of occurrence
- Emergency location
- Terrain/weather conditions
- Help on site/requested
- Shipper/origin
- Manufacturer
- Carrier
- Consignee/destination
- Call sign/car/tractor/trailer/flight number
- Bill of lading/waybill number
- The phonetic alphabet may be helpful to ensure accurate spelling and transmittal of information.

For more information on CANUTEC's services, write to:

Head, CANUTEC Services
Response Operations
Transport Dangerous Goods
Transport Canada
Place de Ville
Ottawa, Ontario
K1A 0N5

Phonetic Alphabet

The following phonetic alphabet may be used when communicating with CANUTEC to ensure accurate spelling of product name(s).

- A Alfa
- B Bravo
- C Charlie
- D Delta
- E Echo
- F Foxtrot
- G Golf
- H Hotel

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- I India
- J Juliet
- K Kilo
- L Lima
- M Mike
- N November
- O Oscar
- P Papa
- Q Quebec
- R Romeo
- S Sierra
- T Tango
- U Uniform
- V Victor
- W Whiskey
- X X-ray
- Y Yankee
- Z Zulu

Example

Ethyl Mercaptan would be spelled out in the following manner:

- | | | | |
|---|--------|---|----------|
| E | Echo | M | Mike |
| T | Tango | E | Echo |
| H | Hotel | R | Romeo |
| Y | Yankee | C | Charlie |
| L | Lima | A | Alfa |
| | | P | Papa |
| | | T | Tango |
| | | A | Alfa |
| | | N | November |

Reminder

Although information and assistance can be obtained from CANUTEC, there are federal and provincial regulations requiring the reporting of dangerous goods accidents to certain authorities.

MEDIA COMMUNICATIONS

Alpha Chemical Ltd. is committed to an open dialogue with members of the media. This commitment will be maintained under normal conditions as well as under crisis or emergency circumstances.

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TITLE: EMERGENCY RESPONSE PLAN

To maintain accuracy and consistency in the information given to the media, it is the policy of Alpha Chemical Ltd. that only individuals trained in media communications will be allowed to offer statements to the media on behalf of the company. All other employees should be polite to the media and simply decline to answer any questions and refer the media to the media spokesperson.

Employees trained in media communications:

Paul Rawding

Crisis Communications Checklist

1. Notify Key Management
2. Assemble the facts
 - Nature of Emergency
 - Time & Location
 - Operation Involved
 - Injuries (facts only, do not speculate)
 - Extent of damage (description only, do not speculate the amount of dollar value)
 - Cause (facts only, do not speculate)
 - Rescue efforts
 - Distinguished performance (employees, local rescue squads, etc.)
 - Effect on Operations
3. Prepare News Release
 - Be specific and complete
 - Include facts, not speculation
 - No names of casualties until families are notified
4. Prepare for Media Coverage
 - Assemble information kit
 - Brief the spokesperson
 - Identify the witnesses and brief them for possible media interviews
 - Prepare a media center if necessary
 - Notify security for media access
 - Arrange visits to site of incident as appropriate and only when accompanied by senior management.
5. Keep list of media inquiries & visits for records and follow up.

News Release Preparation

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1. Use prepared news release
 - What happened
 - Where did it happen
 - When did it happen
 - How many injuries / deaths (do not give names)
 - Is the situation under control
 - What products were involved
 - What are the product uses
 - What is made / stored at this facility
 - How old is the facility
 - How many employees work here
 - What has been the company's safety record
 - Will there be an investigation, by whom
 - When will a report be issued
 - What was damaged (avoid dollar estimates)
 - Were government agencies notified, and are they on the scene
 - How will you prevent similar events

2. Use caution when responding to these questions: **DO NOT SPECULATE!**
 - Will there be delivery delays
 - What was the cause of the emergency
 - What is the dollar value of the damage
 - Will the company shut down
 - Will there be layoffs
 - What was the chain of events that led to the emergency

The Incident Commander will determine the main control center and the Team Leader after the incident is accessed. In the event that the site office cannot be used safely, the control center will be set up in a safe distance from the incident.

Whenever possible the office telephone system will be used as the main communication center. As a back up, use a cellular phone.

It will be the responsibility of the designated Team Leader to notify and communicate with the external agencies as listed above.

30.7 SECURITY

The site is protected by three (3) notification systems, namely a burglar alarm, a fire alarm and an evacuation alarm which operate as follows:

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a) **Burglar Alarm System (Break In and Theft):**

The burglar alarm is active whenever there are no Alpha employees in the building or in the yard. The system is to be activated by the last employee to leave the building by pressing #1 (AWAY) on the security keypad. It is monitored by outside security, M3 Security, who will immediately contact the Alpha Sales Office to report an incident. The Alpha Sales Office will have the opportunity to declare the alarm false by giving a password and deactivating the alarm. However, if the alarm is real, the police department will be contacted immediately. Upon activation of the alarm a continuous alarm bell rings on site.

b) **Fire Alarm System:**

The site is protected by a fire alarm system which may either be activated automatically upon detection of smoke or excess heat or manually by operation by pressing C & 7 (at the same time) on the security key pad. Activation of the fire alarm system results in automatic notification of the local Fire and Police Departments and the ringing of a continuous alarm bell on site.

c) **Evacuation Alarm System:**

The evacuation alarm system is a manually activated alarm; an Alpha employee will sound 3 (three) loud blasts on the air horn consecutively. The process should be repeated until all personnel have exited the premises. All employees and surrounding workers to meet at the Muster Station in front of 60 Raddall as indicated.

Upon activation of either the fire or evacuation alarms, all personnel will evacuate the premises and the appropriate emergency response plan will be initiated.

30.8 EVACUATION

SALES OFFICE

Evacuation of the sales office will only be necessary if there is a threat to the safety of staff, or if the fire alarm system is activated. Staff, visitors and contractors will evacuate via the nearest safe exit to the staging area by the stop sign located on the corner of MacDonald and Thornhill at the front of the building. Evacuation of visitors will be the responsibility of the staff member involved with the visitor.

Location: 75 MacDonald Ave., Unit 8
Dartmouth, NS B3B 1T8

Step One: Call 911 if the incident is a fire or medical emergency. Call from office if time permits, if not call from Sancton & Sons on lower floor or from cell phone.

Step Two:

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- Option 1: Everyone meet at STOP SIGN (corner of Thornhill & MacDonald), exit through main entrance. If obstructed Option 2:
- Option 2: Everyone meet at STOP SIGN (corner of Thornhill & MacDonald), exit through the boardroom, down the stairs to the lower level, through Sancton & Sons office. If obstructed Option 3:
- Option 3: If both exits are blocked, exit through the Boardroom, down the stairs to the lower level, through the warehouse at rear of building. Meet at the STOP SIGN (corner of Thornhill & MacDonald).

Step Three: No re-entry until Fire Department and senior officer has thoroughly checked all areas advises.

WAREHOUSE / BLENDING FACILITY

Location: 60 Raddall Ave., Unit 7 & 8
Dartmouth, NS B3B 1T2

Evacuation of the warehouse will only be necessary if there is a threat to the safety of staff, or if the fire alarm system is activated. Staff, visitors and contractors will evacuate via the nearest safe exit to the Alpha muster station sign at the front of the building on Raddall Avenue. Evacuation of visitors will be the responsibility of the staff member involved with the visitor.

The First Responder (first person on site, normally Operations Technician) will check for the location of the emergency. If necessary the appropriate emergency response action plan will be initiated.

If safe to do so the First Responder will ensure that all drivers remove their vehicles from the loading area.

In the event of fire and if safe to do so, the First Responder will turn off the main gas valve and electrical panel located at the first exit door next to the workbench at the back of the warehouse and remove the first aid kit. The First Responder will ensure that only authorized personnel approach the building.

The First Responder will direct any persons not directly involved in the emergency to an appropriate comfortable location in the event of an extended evacuation during inclement weather.

30.9 POTENTIAL EMERGENCIES AND BASIC ACTION PLANS

LIQUID PRODUCT SPILL RESPONSE

Definition:

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This procedure is to be followed when cleaning up liquid spills. This procedure applies to all flammable, corrosive and/or toxic liquid spills, except pigment dispersions.

Procedure

1. Determine the type of material, size and exact location of the spill.
2. Consult the products' MSDS and/or the 2000 Emergency Response Guidebook for clean up procedures. These instructions are located in the Preventative Measures section of the MSDS or under the orange section of the 2000 Emergency Response Guidebook.
3. The employee should then proceed to the nearest telephone and inform Management of the nature and location of the spill.
4. If the spill is small, vocally call for help and alert the nearby workers of the spill in the area. The area should then be secured from entry, by a co-worker. **Proceed with Step 9.**
5. If the spill is large and involves a hazardous material, the individual should sound an air horn 3 (three) times as an evacuation announcement.
6. Upon hearing the evacuation announcement, all staff should follow the evacuation procedures found in Section 30.6.
7. The OH & Safety Coordinator must be contacted for the proper notification procedures. The Ministries of Environment and Transport may have to be notified.
8. The Team Leader should complete an Emergency Call Report (Report Form A.4) during the emergency response and submit final report to the external agencies for review.
9. Contain the spill by diking with compatible absorbent, spill booms or dirt.
10. Eliminate all sources of ignition. **NO SMOKING.**
11. Wear the recommended personal protective clothing as indicated on the product MSDS.
12. Check the MSDS for relevant safe handling information and exposure limits:

Flash Point
Toxicological Properties
Incompatible Materials
Vapor Density
Personal Protective Equipment
Waste Disposal

13. If instructions on the MSDS or 2000 Emergency Response Guidebook are incomplete or vague, contact the OH & Safety Coordinator for assistance.
14. Dispose in accordance with the instructions on the MSDS or Guidebook. If the instructions are incomplete with respect to disposal procedures, contact OH & Safety Coordinator.
15. If the material has entered a sewer, contact the OH & Safety Coordinator, who will follow "Notification Procedures".

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Detailed Response Action Plan

Note - Only those responders trained to the First Responder Operational and Technician Level can perform these tasks.

1. Liquid chemical spills less than 100 liters,

- b) Notify the Team Leader of the spill
- c) Dress in the appropriate personnel safety clothing
- d) Select appropriate equipment for the response
- e) Isolate the scene with DO NOT ENTER tape
- f) Isolate the leak and shut down any pumping equipment, where safely possible
- g) Contain the spill with a spill boom, absorbent material or a sand berm
- h) Pump free standing liquid into UN approved drums using an air diaphragm pump
- i) Pick-up absorbent material with shovels, mops or vacuum units as required and load into UN approved open top drum for offsite disposal
- j) Water wash or mop the area with a compatible cleaner to remove residue chemical and transfer material UN approved drums
- k) The Team Leader to complete the emergency response log sheet and submit to external agencies as required
- l) All waste to be disposed of off site by an approved environmental waste disposal or treatment company
- m) Consult with the Department of Environment for remedial action plan to restore the site to normal condition

2. Liquid spills over 100 liters:

- a) Notify the Team Leader of the spill
- b) Dress in the appropriate personnel safety clothing
- c) Select appropriate equipment for the response
- d) Isolate the scene with DO NOT ENTER tape
- e) Immediately isolate leaking equipment, where safely possible
- f) Cover all open drains and berm the area with sand or an inactive material
- g) Team Leader to contact external agencies to assist in response, where required
- h) Call in a wet vacuum unit and suction the spilled material from the berm area,
- i) Water wash the bermed area to remove residual chemical, while vacuuming the area with the wet vacuum unit,
- j) Vacuum the sand berm up with the wet vacuum unit and water wash the area as vacuuming continued,
- k) Transport the waste material to the site disposal pond and wash out the vacuum unit,
 - a. Submit a CAR - PAR of the spill data to the OH & Safety Coordinator.

3. Diluted chemical spills over 100 liters; this would be likely to occur due to a major line or equipment failure.

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- a) Dress in the appropriate personnel safety equipment and immediately isolate the lines and equipment involved,
- b) Cordon off the area,
- c) Cover all sewer drains and isolate the area sumps, berm the area with sand or an inactive material,
- d) Notify the OH & Safety Coordinator of the spill,
- e) For extremely large spills, a pump unit may be used with the additional assistance of a wet vacuum unit used to suction the spilled material from the berm area and transport the waste to the site disposal pond,
- f) Water wash the contaminated area to remove residual chemical, while vacuuming the area with a wet vacuum unit,
- g) Vacuum the sand berm up the wet vacuum unit and water wash the area as vacuuming continues,
- h) Transport the waste material to the site disposal pond and wash out the vacuum unit,
- i) Submit a CAR – PAR of the spill data to the OH & Safety Coordinator.

DRY PRODUCT SPILL RESPONSEDefinition:

This procedure is to be followed when cleaning up dry spills.

Dry chemical spills of all sizes:

- a) Notify the OH & Safety Coordinator of the spill
- b) Cordon off the area
- c) Dress in the appropriate personnel safety equipment
- d) Shovel and sweep the spilled material into 20 liter pails or 208 liter drums, if a large spill occurs mechanical equipment such as front end loaders or forklifts may be called in,
- e) Water wash or mop the area to remove residual chemical and dispose of all waste to the site disposal pond,
- f) Submit a CAR -PAR of the spill data to the OH & Safety Coordinator.

FIRE RESPONSE

In the case of fire the first responder should,

1. Assess the scene to determine the size and nature of the fire.
2. Call 911 immediately or activate the local fire alarm system to notify the fire department.
3. Evaluate the risks associated with the scene to determine if it safe to attack the fire with a fire extinguisher?

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4. If yes, you must put on the appropriate level of protective clothing to protect against the potentially hazardous vapors from the burning material, have a buddy put the same level of protective clothing on before attacking the fire.

NEVER ATTACK A FIRE ALONE BECAUSE YOU MAY BECOME A VICTIM. NEVER ATTACK THE FIRE WITHOUT THE PROPER PROTECTIVE CLOTHING AS YOU MAY BE EXPOSED TO VAPORS THAT CAUSE IMMEDIATE AND OR LONG TERM HEALTH EFFECTS.

5. Shut down all power to the building at the main breaker.
6. Isolate the propane by shutting the main line from the tank.
7. Attack the fire with your buddy with fire extinguishers suitable for the burning material.
8. If your attempt to extinguish the fire is not successful, evacuate everyone from the scene as per the 2000 Emergency Response Guide.
9. Contact all neighbors immediately and instruct them to evacuate the scene to a safe distance as per the 2000 Emergency Response Guide.
10. Gather the MSDS and Inventory Sheet if there is time.
11. Wait for the arrival of the fire department in the cold zone, which should be, located a safe distance from the scene.

Muster Station at 60 Raddall Avenue is in front of Ackland Grainger

12. When the fire department arrives review the scene and specific products involved.
13. Give the fire department the site plot plan, MSDS(s) and expected volume of product(s) involved in the fire.

BLEVE – BOILING LIQUID EVAPORATING VAPOR EXPLOSION

14. Any fire has the potential to contact our forklift propane cylinders and the buildings propane storage tank. All responders must be aware of a BLEVE. Make sure you inform the fire department of all potential containers that may BLEVE in the fire and identify the product stored, its location and size/volume.
15. Directions for further action will be given from the Incident Commander on site.

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16. Assist in the response to the level of your training without putting yourself at risk of becoming a victim.

THREATS OF VIOLENCE OR TERRORIST RESPONSE

In the event of a bomb threat or terrorist attack, the person receiving the threat should,

1. Get as much information as possible, note the time and exact words spoken, giving the threat.
2. Listen carefully. Was the voice high, medium or low pitched? Was it young or old? Was it a male or female voice? Was there a trace of an accent? Was the person well spoken and articulate? Did they sound nervous or excited?
3. Immediately sound the evacuation alarm and inform the OH & Safety Coordinator of the nature of the emergency.
4. Inform police by calling 911 and reporting the incident.
5. Evacuate the building at that point and report to the OH & Safety Coordinator, at the assembly area. The OH & Safety Coordinator should then inform the President from an outside telephone.
6. Once the police have arrived, investigated and pronounced the building safe, the OH & Safety Coordinator will notify personnel that they may re-enter the building.

Note: If an employee discovers a suspicious device, they should not attempt to move or handle it in any manner. Only a properly trained police bomb squad should be involved with the disposal and removal of such a device.

CIVIL DISOBEDIENCE RESPONSE

In the event of civil disobedience, such as a riot;

1. Notify the police immediately, at 911.
2. Lock gates and doors.
3. Assemble employees in the warehouse
4. Patrol the warehouse, in pairs, to ensure security until police or other security forces arrive.
5. Do not take retaliation measures; this is strictly the function of the police force or a duly authorized security force.

Resume normal operations, when the OH & Safety Coordinator gets word from police or security forces, that it is safe to do so.

MEDICAL EMERGENCY RESPONSE

Should you witness an accident, or be near a person where medical aid is required, follow this procedure:

1. Call to attract the attention of by-standers to assist you.
2. Have someone call 911 for an ambulance and contact Alpha Sales office, (902) 481-2532 or

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- intercom # 2.
- 3. Assess hazards at the scene.
- 4. Make the area safe for yourself and others, if possible.
- 5. Whoever is trained in first aid, should identify themselves to the casualty(s) as a certified first aid person and offer their help.
- 6. The first-aid person should quickly assess the casualty(s) for life threatening conditions and give first aid, for these conditions.
- 7. Evacuation to hospital or clinic of casualty(s) by ambulance, or car should be carried out as soon as possible, for proper medical attention.
- 8. If the employee and or the employee's clothes have been **contaminated**, they must go through the safety shower for decontamination. The Emergency Responders' must be notified immediately that the injured party has been contaminated.
- 9. The injured employee shall be transported as quickly and safely as possible to the nearest hospital. His/her supervisor will accompany the injured employee.
- 10. The President and OH & Safety Coordinator must be notified immediately.
- 11. The conditions at an accident scene must be preserved of the government inspectors. No person shall interfere with or disturb any thing at an accident scene, except for the purpose of saving a life, relieving human suffering or preventing unnecessary damage to equipment or property.
- 12. In the event of an injury, the President, or the OH & Safety Coordinator will notify the injured employee's next of kin.

Note: The casualty(s) supervisor should accompany the injured individual(s) to the hospital or clinic.

30.10 DECONTAMINATION

CONTAMINATION

Contamination is defined as the process of transferring a hazardous material from its source to people, animals, the environment or equipment, which may act as a carrier. Responders to hazardous materials incidents may come in contact with dangerous chemicals in the form of vapors, gases, liquids, solids, air borne particles and mists. The use of the right protective clothing will greatly reduce the risk of contamination for the responder.

DECONTAMINATION

Decontamination is defined as the process of physically removing hazardous chemical contamination from the exposed surfaces of protective clothing and equipment. A decontamination process must be set-up at each hazardous emergency incident to remove hazardous chemicals from responders clothing and equipment as they come out of the HOT ZONE before entering the COLD ZONE. The method of decontamination we will use is dilution.

The priorities in decontamination are

- 1. People

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2. Environment
3. Property/Equipment

The first priority is too protect the people performing the decontamination to ensure they do not get contaminated during the process. Always decontaminate patients before first aid and medical treatment to protect the emergency medical service personnel from being contaminated.

LEVELS OF DECONTAMINATION

Level 1 Decontamination – Decontamination used when a potential for contamination to occur but it cannot be determined that it has.

Level 2 – Decontamination used when the hazardous material can be plainly seen on the protective clothing of the responder or equipment but the responder has not been exposed or shows symptoms of exposure.

Level 3 – The highest level of field decontamination and used when the hazardous chemical has contacted the responders skin or when the responder shows symptoms of exposure.

PROCEDURES FOR DECONTAMINATION**GENERAL SET-UP**

1. Establish a decontamination corridor up-hill and up-wind from the hazardous incident and should be on level ground. The recommended minimum distance between the decontamination area and the spill is
Small Spill - 100 feet
Large Spill – 500 feet

NOTE - If there are citizens or public safety personnel contaminated the responder must don the personal protective clothing and conduct decontamination immediately without setting up any type of formal decontamination area.

2. Establish zones and access points from the COLD ZONE thru the WARM ZONE and into the HOT ZONE.
3. The entrance to the HOT ZONE must be a controlled access point where all personnel entering/exiting are recorded and tracked for entry, exposure time, and time on air.
4. Mark the corridor with road pylons clearly indicating the entrance to the HOT ZONE.
5. Protect the ground below the decontamination area by placing plastic sheeting on the ground, roll up the edges and put sand bags around the perimeter.
6. After the ground has been protected layout the tools and equipment that will be used for decontamination. This will include
Open top drum – used to hold contaminated tools
Waste drum – used for disposal of all contaminated clothing
Water supply with spray nozzle – used for washing down protective clothing and equipment
Stepladder – used to stand on for washing down contaminated respond personnel
Child wading pool – used to contain wash water

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20 liter bucket, mild soap and scrub brush – used for wash down of protective clothing and equipment
Disposable blankets – used to keep responders and victims warm
Disposable coveralls – used for responders who have their street clothes contaminated

LEVEL 1 DECONTAMINATION

1. Position the contaminated person inside the child's wading pool.
2. Flush the responder using a low-pressure water spray to remove contamination.

LEVEL 2 DECONTAMINATION

1. Position the contaminated person inside the child's wading pool.
2. Flush the responder using a low-pressure water spray to remove contamination.
3. Move the person from the area of flushing and remove protective clothing. Always remove the SCBA last.
4. Move the individual away from contaminated protective clothing.
5. If the individual's street clothing has been contaminated, remove and discard into the waste drum.
6. Cover the individual with the disposable coveralls and blanket.
7. Transport the individual to a shower facility if they have been exposed to the hazardous chemical.
8. Individual to shower with soap and water.
9. Go to the hospital for medical attention.

LEVEL 3 DECONTAMINATION

1. Position the contaminated person inside the child's wading pool.
2. Flush the responder while removing their clothing using a low-pressure water spray to remove contamination. Always remove the SCBA last.
3. Flush the individual after clothing has been removed for a minimum period of fifteen minutes.
4. Move the person from the flushing area.
5. Cover the individual with the disposable coveralls and blanket.
6. Transport the individual to a medical facility for advance decontamination, treatment and or observation.
7. Go to the hospital for medical attention

30.11 TERMINATION**DEBRIEFING**

The purpose of the debriefing is to provide the personnel involved in the incident with information directly relating to hazards they may have come in contact with or may come in contact with when cleaning and fixing response equipment.

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The debriefing will be conducted by the Incident Commander or designated person and last for a period of about fifteen minutes. The debriefing should include the following information,

1. Provide health information by identifying the hazardous material involved in the incident and signs and symptoms of exposure. Assign follow-up actions and responsibilities.
2. Review equipment exposure by identifying damaged equipment or unsafe conditions that demand immediate attention. Assign follow-up action and responsibilities.
3. Decide who will be responsible for gathering information for post incident analysis and critique.
4. Summarize activities performed by each response group and identify concerns where follow-up is required. Assign follow-up action and responsibility.
5. Thank everyone and reinforce the positive aspects of the response.

The debriefing should be completed as soon as the emergency phase of the incident has ended.

POST-INCIDENT ANALYSIS

A Post-Incident Analysis will be performed after each incident to,

- a. Verify that all notifications and decontamination requirements have been met
- b. Determine who is responsible for the cost of the response and clean-up
- c. Establish a case history for future review and evaluation
- d. Assist in the investigation of the incident
- e. Provide information about the incident to agencies not involved in the initial response

The Post-Incident Analysis will be focused on reviewing the following six key topics,

1. Command and Control
2. Tactical Operations
3. Resources
4. Support Services
5. Plans and Procedures
6. Training

The Team Leader will gather information on each topic from all agencies involved in the incident. This information will be copied and made available for the all persons involved in the critique.

CRITIQUE

Sharing lessons learned from the incident with other members of the response team is the primary goal of the critique. The critique will be used to share information gathered in the Post-Incident Analysis for the purpose of improving the response plan. All agencies will have opportunity to comment on the incident and offer their recommendations for improvement in the response plan.