

FIRE AND EMERGENCY RESPONSE PROCEDURE

Scope

This plan has been developed to heighten the level of safety of all building occupants, including staff, students, and visitors. Successful implementation of this plan will rely on the cooperation of ALL personnel within the establishment. Please note that any omissions or recommendations for changes in the procedures of this document should be reported to the **OHS Committee** so that the master document can be revised and distributed copies amended.

For fire, safety, and health reasons, it is imperative that all personnel know their roles and responsibilities in the event of a fire or any other unplanned emergency. **5581 Nunavut Ltd.** has a responsibility to protect life and property from the dangers associated with fire, safety, health, and other emergencies. The National Fire Codes of Canada and the OHS Regulations require an organization to initiate a plan to ensure the safety, and safe evacuation, of all occupants in the case of an emergency.

Emergency contact information will be provided and posted throughout the establishment. Details of this emergency plan will be posted in both the administration and training areas of the building and all personnel must acquaint themselves with the details of the plan.

Emergency Contact Information

Ambulance: 867-896-9916

Police: 867-896-1111

Fire Department: 867-896-4422

Municipal Water Department: 867-896-9961

Municipal Electrical Department: 867-896-9961

Emergency Response Team

Coordinator: Steve White 867-222-4969

Communication: Norman Pope 709-277-6057

First Aiders: Norman Pope 709-277-6057

Other

Principal Contractor: 5581 Nunavut Ltd. – Jon Cutler (Manager)

Office Phone Number: (709) 745-0100 Cell Number: (709) 685-8819

Fire Prevention

The aim of fire prevention is the preservation of life and property. Fire prevention is everyone's business. It is necessary for all employees to be on the alert to recognize and ensure the correction of dangerous conditions. All employees should know the location of fire-fighting equipment in their respective areas of work. It is essential that everybody be able to operate fire-fighting equipment in an emergency. Everyone is encouraged, and has the responsibility, to report any safety concerns. Complaints about unsafe conditions can be made to your direct supervisor or to the OHS Committee and/or WHS Representative/WHs Designate.

Planning Your Evacuation:

- Perform regular drills.
- Know the locations of the fire-fighting equipment.
- Make a floor plan showing two possible exits and post plan.
- Develop methods of notifying other employees.
- Keep away from smoke, heat, and gasses to increase available escape time.
- Designate a safe meeting area and do not re-enter a burning building.
- Remember to call the fire department (911).

Muster Point

The muster point for **5581 Nunavut Ltd.** is Site Office / Trailer. In the event of a fire, all personnel must remain at this location until assistance has arrived. A Fire Marshall will determine when and where personnel will need to be escorted. Never go back into the building until the "all clear" has been given, either by a Fire Marshall or by the local fire department. All evacuated personnel are responsible for remaining at the muster location until informed otherwise.

Types of Fires and Extinguishing Agents

- **Class A - Ordinary Combustibles**
 - Wood, paper, cloth
 - Ordinary trash
- **Class B - Flammable Liquids and Gases**
 - Gasoline
 - Oils
 - Paints
 - Propane
- **Class C - Fires Involving Electrical Equipment** - these could be any of the other type of fires, but electrical equipment is involved.
- **Class D - Combustible Metals and Metal Alloys** (not very common)
- **Class K - Fires Involving Cooking Materials**
 - Cooking oils
 - Animal and vegetable fats
 - Grease



Class A



Class B



Class C



Class D



Class K

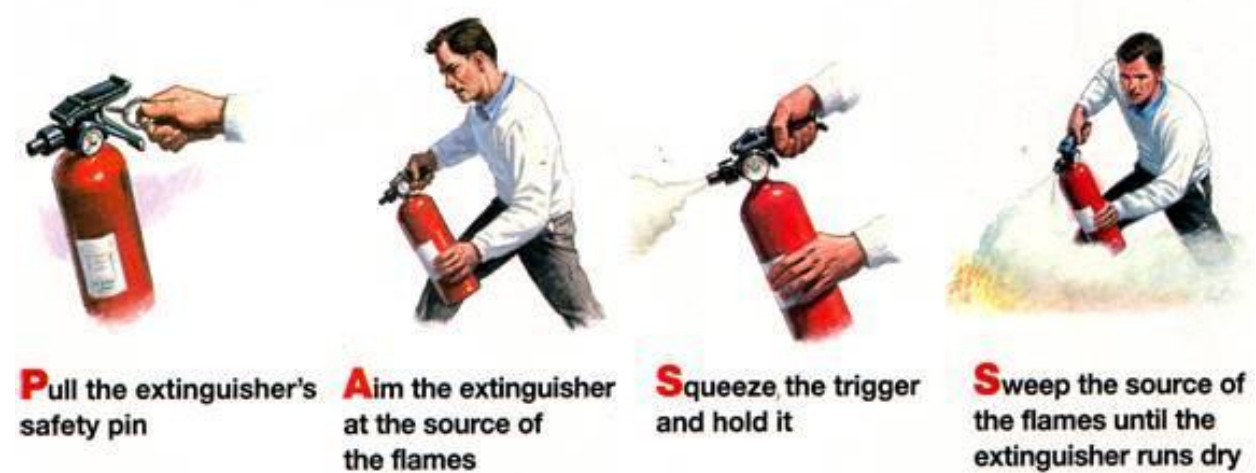
Operation of Fire Extinguishers

READY: Hold the extinguisher upright, pull the ring pin out, and remove hose from the retaining clip.

AIM: Start back 10 feet upwind from the smoke and flames and aim the nozzle at the base of the fire.

FIRE: Squeeze the lever and use a sweeping side-to-side motion to extinguish the flame.

Remember the PASS Technique



Fire Marshal Duties

Nominated Personnel

The Receptionist, or person acting on the receptionists behalf, covering the front desk, will assume the role of Fire Marshal for the administrative/office area of the building.

Responsibilities

The Fire Marshal is responsible for the safety of all building occupants, including staff, students, and visitors, in the event of a fire or other emergency occurring during the core hours of business. This involves on-the-spot decisions regarding fire safety, the relocation of building occupants, or evacuation of the site area.

In the event of a building emergency the Fire Marshall is to:

- Be familiar with and act in accordance with the provisions of the emergency procedures.
- Be responsible for appointing others to assist in evacuation. Instruct staff members and/or visitors to evacuate to the muster point, in an orderly fashion, via the nearest and safest emergency exit.
- Collect the visitors log and staff location board.
- Don the emergency response hi-visibility vest (located in the main entrance to the office, in the meeting room, and in each classroom).
- Exit building to muster point and check visitors log/staff location board against staff/visitors that are at the muster point.
- Collate information of possible missing persons from instructors/meeting chairs.
- Report any missing persons to the Fire Chief upon his/her arrival to the scene.

Fire Marshal Duties - In Case of Fire

- Any person seeing a fire or smoke, or smelling gas, is to warn persons nearby by shouting, "FIRE! FIRE! FIRE!", and confirm the alarm by calling 911 and giving the location and extent of the fire and reporting if there are any special circumstances, such as dangerous goods, injuries, etc.
- If fire, smoke, or gas is reported, Fire Marshals are to first supervise the evacuation of personnel close to the fire, then the evacuation of the building.
- In the event of a fire, all doors are to be closed, when possible, and the Fire Marshalls shall direct occupants to the exit. The nearest exit doors are to be used for evacuation purposes.
- As soon as the main evacuation flow is over, and only if it is safe to do so, Fire Marshals are to check all rooms, hallways, and washrooms to ascertain that the building has been completely evacuated.
- No one is to re-enter a building that has been evacuated until cleared to do so by the Fire Chief of the regional fire department.
- Once evacuated, Fire Marshals are responsible for liaising with the fire department and/or any other designated authority.

Staff Duties

Any person discovering a minor fire should fight the fire by using the portable fire extinguishers, **ONLY** if it is a small fire and it is not between you and an exit. If a fire is extinguished, the Fire Marshall should be notified immediately. For operation of fire extinguishers please refer to section 2.4 and 2.5.

Any person discovering a major fire or smoke should without delay:

- Remain calm - do not panic.
- Shout "**FIRE – FIRE – FIRE**".
- Phone the fire department (911).
- Follow the Fire Marshal's instructions.
- Evacuate the building in an orderly manner through the nearest & safest exit.
- Assemble in the designated areas.
- **DO NOT RE-ENTER** the building under any circumstances until cleared by the fire department.

Action to be taken in Event of Hearing "Fire – Fire – Fire"

- Remain calm – do not panic
- Close your office windows and doors. Walk quickly, but do not run.
- Follow direction of the Fire Marshal and fall into line of exit with co-workers to evacuate the building, following the escape route indicated on the floor plan, to the nearest exit. Proceed directly away from the building to a designated muster point.
- Keep to the right and in single file in halls.
- **DO NOT RETURN INSIDE THE BUILDING AT ANY TIME FOR ANY REASON.**

- Do not attempt to remove any vehicle from any parking lot, unless directed to do so by the fire department.

OHS Committee Duties

- As part of the monthly inspections, report any unsafe conditions immediately to their line manager. Unsafe conditions would include:
 - o Fire exit doors blocked or wedged open.
 - o Exit lights not functioning
 - o Firefighting equipment obstructed or inoperative
 - o Obvious fire hazards, such as:
 - Accumulation of combustibles
 - Defective or damaged wiring
 - Unauthorized smoking
- Organize Drills
 - o An adequate number of drills should be conducted annually (minimum two drills per year, one planned and one no-notice)
 - o All personnel shall participate in the evacuation drills.
 - o Special consideration is necessary for such personnel as those handling money, etc. In such cases, the fire drill situation shall be pre-planned so that there is maximum participation by all persons, including the students and visitors, to the limit of practicability.
 - o Whenever possible, the local fire department should be notified prior to any drill being held and they should be invited to attend.
 - o Observers should be posted during drills, and a debriefing held to rectify all defects.

Emergency Procedures

Procedure in the Event of an Incident

All accidents/incidents shall be reported and investigated, with all injuries reported in accordance with the injury reporting procedure.

Lost Time Accident (LTA) is an undesired event causing injury that leads to absence from work from the next scheduled shift.

Medical Aid Accident (MAA) is an undesired event causing injury which requires treatment by medical personnel.

First Aid Accident (FAA) is an undesired event causing minor injury which does not require treatment by medical personnel.

Incident or Near Miss is an undesired event which could have resulted in any of the losses described above under slightly different circumstances.

The worker is responsible for immediate reporting of all incidents to his/her supervisor/manager, no matter how minor. The worker shall, whenever requested, cooperate with or participate in accident/incident investigations. After seeking medical aid the worker is required to fill out Form 6 and submit it to WorkplaceNL.

The supervisor/manager is responsible for establishing an investigation team to conduct the investigation of accidents/incidents. He/she will review the accident/incident reports. He/she shall confirm that accident/incident investigations are conducted, reports completed, and the recommendations put into place.

The investigation team will complete the investigation in a timely manner and report their findings to the manager. The success of an investigation is the result of prompt and efficient response. The investigation team must be prepared so that the investigation process can be adequately planned, initiated, and successfully completed.

Control the situation and check for any immediate dangers. Remember, people are the first priority. Send for help and notify management. Seal off the area, and stop work immediately to prevent people from altering the accident scene and destroying evidence.

Procedure in the Event of a Medical Emergency

5581 Nunavut Ltd. will provide and maintain an adequate first aid program to minimize the effect of job-related injuries and illnesses, reduce absenteeism, and meet legislative requirements under the First Aid Regulations. Sufficient and appropriate first aid kits, as required by First Aid Regulations, will be available in the event of a first aid situation.

In the event of a medical emergency, the qualified first aider will use skills provided in required standard first aid training to assess the situation and make an informed decision on the level of emergency service required. The type of assistance required should be appropriate to the injury sustained by the patient.

Contact details of the emergency services should be posted next to all first aid kits, AEDs, and the front reception desk area.

Medical conditions are harder to judge than accidents. Sometimes they seem to come on slowly, and, before you know it, it's an emergency. Medical conditions can be subtle, but they could still be as life-threatening as a gunshot wound. Some medical conditions are time sensitive. Waiting too long could have serious consequences, even death.

The following is a list of occasions when 911 should always be called in an event of a medical emergency:

- Sudden loss of consciousness (possible cardiac arrest)

- Chest pain (possible cardiac arrest)
- Weakness on one side (possible stroke)
- Shortness of breath (possible heart attack, a blood clot in the lungs, a collapsed lung, anaphylactic shock, and more)
- Seizure (if the victim has never had a seizure before, or you don't know if they have had a seizure before)

This is certainly not an exhaustive list. It's important to understand that emergencies are defined by the victim. If you feel you are having a medical emergency, call 911 immediately.

The type of assistance required should be appropriate to the injury sustained by the individual. Only use 911 if you feel that the situation is a medical emergency.

Reporting of Serious Injuries

OHS Regulations states that a "serious injury" includes an injury that:

- places life in jeopardy;
- produces unconsciousness;
- results in substantial loss of blood;
- involves the fracture of a leg or arm but not a finger or toe;
- involves the amputation of a leg, arm, hand, foot, finger or toe;
- consists of burns to a major portion of the body; or
- causes the loss of sight in an eye.

5581 Nunavut Ltd. shall immediately inform Workers Safety and Compensation Commission (WSCC), (800) 661-0792 of any serious injury to a worker. The report is to contain the following information, at a minimum:

- the nature of the accident;
- the time and place of the accident;
- the name and address of the worker injured in the accident; and
- the name and address of the physician who treated or is treating the worker for the injury.

A fatality shall be reported to WSCC, immediately by telephone, or by whatever other means of communication that is readily available. That report shall be followed up in writing within 5 days.

Hazardous Chemicals

Ensure that you have been trained in WHMIS before using any controlled product. Ensure all safe work procedures are followed regarding personal protective equipment, emergency response, medical aid, etc.