



## **Ice Rink (Calahoo Arena) Emergency Response Plan**

### **Purpose**

West Sturgeon Agricultural Society shall ensure that responses to emergencies are prompt, organized and effective. This plan provides procedures that ensure that a safe emergency response which protects the Health and Safety of employees, contractors, the public and ensures that company assets and the environment are protected.

### **Procedure**

The West Sturgeon Agricultural Society shall keep the Emergency Response Plan updated as required. This plan provides specific details with respect to the West Sturgeon rink facility.

The plan is available for review and is a controlled document issued to all board, employees, emergency responders, volunteers and the general public.

### **Implementation**

West Sturgeon Agricultural Society is responsible to ensure that all required drills, updates and maintenance is conducted as scheduled and documented. In addition, the Society is also responsible for the arrangement of training for all parties effected by this plan.

### **Requirements**

A safe emergency response is the responsibility of all West Sturgeon Agricultural Society employees and volunteers. This requires knowledge of, and training.

West Sturgeon Agricultural Society is responsible for ensuring that employees and volunteers have clear emergency response training.

### **General Information**

In the event of an emergency situation, emergency responders such as fire, police, and hospital are notified in the following manner: 911. Employees, volunteers and or the public shall call the Emergency Services.

The public is also notified of a release in the following manner: When timely information is available, West Sturgeon Agricultural Society President and/or the Vice President will issue a prepared media release for the public in the event of a full-scale evacuation of the facility.

West Sturgeon Agricultural Society President and/or the Vice President is our point of contact between our facility and public authorities.



The local Emergency Services Department (Calahoo Fire Department) is the agency on the local level that is involved with emergency response. We have pre-emergency planning with the Calahoo fire department, which includes invitation to the facility for area tours and familiarization of our operations.

The following are the relevant emergency phone numbers: 911-Fire, Medical, Police, 1-800-222-6514, Alberta Environment

These numbers are posted prominently onsite.

## **Emergency Response**

West Sturgeon Agricultural Society has chosen to have our employees respond to incidents. We have developed emergency response capabilities that are appropriate to the individual situations. The method we use to staff and volunteers is as following:

Our staff is trained in the following manner: Required staff and volunteers are trained in first aid. Personnel and volunteers maintain their certification as required by the applicable Alberta Government authority.

All the employees and volunteers that are expected to respond are:

- Adequately trained for their intended job duties, • Properly equipped for the intended tasks, • Capable of responding in a safe manner, and • Managed by competent leaders.

## **EMERGENCY RESPONSE CONDITIONS FOR PLANT EVACUATIONS:**

- FIRE-CONTAINMENT NOT POSSIBLE AFTER INITIAL EMPLOYEE RESPONSE. • BOMB THREAT. • EXPLOSION-NATURAL GAS-CARBON DIOXIDE. • MASS CASUALTY INCIDENT—SERIOUSLY WOUNDED PERSONNEL. • CARBON MONOXIDE ALARMS • CHEMICAL SPILL BEYOND THE SCOPE, • INCLEMENT WEATHER SUCH AS TORNADOES, LIGHTNING STRIKE, FLOODS, WINTER BLIZZARDS.



## **RESPONSE TO THE EMERGENCY:**

### **Initial Discovery:**

- The first person who discovers the incident in progress MUST activate the Emergency Response

### **Initiation of Emergency Response Plan:**

- Call 911 to summon the Calahoo Fire Department for Emergency Response Services to the site facility. RCMP will be dispatched automatically. • The caller must give 911 dispatcher the following information:
  - o IDENTIFICATION OF CALLER.
  - o THE NATURE OF THE EMERGENCY
  - o WHERE IT IS LOCATED, (SITE ADDRESS, ACCESS DIRECTION INTO SITE (I.E. South Parking Lot, North Parking Lot)
  - o LEAVE A CALL BACK NUMBER TO THE 911 DISPATCHER IN CASE FURTHER INFORMATION IS REQUIRED
- The employee / caller to 911 must call all emergency contact numbers found on the contact sheet for West Sturgeon Agricultural Society members indicated above in this EMERGENCY RESPONSE PLAN. • Give The 911 Switchboard Operator all pertinent information as followed:
  - o WHAT IS INVOLVED? The nature of the emergency.
  - o WHERE IT IS LOCATED. Specific Instructions.
  - o HOW MANY are INJURED.• This person, (EITHER WORKER OR VOLUNTEER) must then order the evacuation of personnel to the concession area if the emergency is confined to one area only. • If the above conditions require total evacuation because of immediate danger to health and life, then ALL personnel from the building shall evacuate to the WEST PARKING LOT to muster sign 1 at the main gate and remain there for the HEADCOUNT.

### **CARBON MONOXIDE ALARM**

**HIGH ALARM--DANGER—CARBON MONOXIDE ALARMS. DO NOT ENTER INTO THE ANY ROOM THAT THE IS ALARMED AND OR ANY OTHER ROOM**

**EVACUATE THE AREA OR BUILDING IMMEDIATELY AS NECESSARY AND ACTIVATE THE EVACULATION ALARM/ FIRE ALARM**

**CALL 911 OPERATOR**

### **ROLES AND RESPONSIBILITIES**

**\*NON MAINTENANCE PERSONNEL:** Shut down any equipment only if it is safe to do so and evacuate the facility to the West Parking Lot Emergency Muster Point near the parking lot entrance. Follow your Supervisors and the Calahoo fire department direction if the Emergency Muster Point has been moved based on wind direction or other factors. Wait for the all clear to be given by the Supervisor and or the Calahoo Fire Department or their designate before re-entering the facility and resuming operations.

**Workers or Volunteers:** Once a detector goes into HIGH ALARM, the workers and or volunteers will implement the site Evacuation Plan and all personnel and public must evacuate the facility to the appropriate Emergency Muster Point



The West Sturgeon Agricultural Society representative shall coordinate efforts with the Calahoo Fire Department as required during the Emergency by providing Overall Facility Building Layout Plans and Piping Schematics.

By knowing what to expect, we can be better prepared to handle the spill or leak that does happen. The types of emergency release situations most likely to occur at our facility is a R22 refrigerant leak.

## **SUPPLIES:**

We also provide the following personal protective equipment (PPE): Dry Chemical 20 / 30lb Fire Extinguishers. Detection equipment, Emergency first aid kits, Emergency AED, and Emergency eye wash.

## **FACILITY INSPECTIONS**

Recognizing an emergency situation before it becomes full-blown is important. In this regard, Facility inspections completed by West Sturgeon Agricultural Society representative and competent staff members for the recognition and prevention of emergencies.

Hazard Assessments shall be conducted annually or whenever there are changes to existing buildings, operations or additions.

## **MEDICAL ASSISTANCE**

When the unexpected occurs, emergency medical treatment and first aid may be needed quickly. An Eye wash stations is available in the mechanical room near at the North End of the facility. Emergency transport of patients is available from calling 911.

The methods we use to alert onsite employees of the presence of an emergency situation are Evacuation Alarm/ Fire alarm.

## **FACILITY MAP**

Attached, you will find a map with safe places of refuge identified for each section of the area where emergencies could occur. The map contains the location of all building, structures, equipment, first-aid stations, routes of entry and exit, emergency exit routes and alternate routes, staging areas, and safe places of refuge. The adequacy of safe refuge areas was determined for the worst-case scenario.

The safe places of refuge are the areas (muster areas) in which accounting of all employees and volunteers will be performed. This can be critically important for identifying individuals that did not get out and for estimating where they may be.



## **SECURITY FUNCTION:**

Areas surrounding the danger area need to be controlled during emergencies by prohibiting unauthorized personnel from entering the emergency area. Trained employees and or volunteers will control entry and exit in the area. Our site security and control consist of the following: Entrance to the general area shall be controlled by employees and of fire department.

All employees that are not trained in emergency response and who will not be needed during the response operation will be evacuated from the danger zone. Our evacuation routes and procedures consist of General information provided. Evacuation Routes inside the facility will be posted to direct personnel to the safest Emergency Muster Point, depending on wind conditions.

## **Protocols:**

### **Medical Emergency Protocol:**

- 1.0 **DO NOT move the injured person unless:**
  - There is the potential or possibility of imminent danger of further injury
  - There has been initial first aid treatment rendered by qualified emergency medical personnel.
- 2.0 **ANNOUNCE EMERGENCY: Get someone to call 911 or if alone with injured person make sure they are safe and or in the recovery position then leave and call 911 and return to the injured person.**
- 3.0 **STABILIZE INJURED, UPON RECOMMENDATION OF 911 AND PREPARE AND LOAD INJURED INTO AMBULANCE FOR TRANSPORTATION TO FIRST AID FACILITY**
- 4.0 **THE AMBULANCE ATTENDANT WILL MAKE ASSESSMENT IF INJURED WORKER IS TO BE ACCOMPANIED BY OHN TO MEDICAL FACILITY**
- 5.0 **INJURED WORKER MUST BE MET AT THE HOSPITAL BY A SUPERVISOR OR BOARD MEMBER**

### **Tornado Protocol:**

- Below grade shelter is to be found (staying inside structures is recommended but exterior doors and windows are to be avoided).
- Should shelter not be available workers and visitors should proceed to low ground or a ditch and lie down with the head protected.



### **Blizzard Protocol:**

Workers working outside in severe weather should adopt the following guidelines:

- Awareness of prevailing weather conditions
- Clothing to suit conditions (i.e. heavy-duty winter protection or survival equipment)
- Sweating and/or exposure to the cold is to be avoided. In cold weather workers should work in pairs and conduct ongoing buddy checks for frostbite
- Pedestrian travel routes should be known. Safety ropes should be erected as a guide
- Workers should not travel alone or unnecessarily

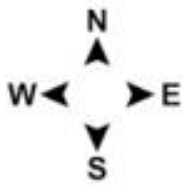
### **Flooding Protocol:**

- Workers working in areas where flood conditions could occur should be prepared to take the appropriate actions when a weather warning is issued
- A watch should be posted with an appropriate warning device
- Preparations should be made to leave on very short notice
- In the event of an evacuation, all equipment, gas valves, etc. are to be shut down. Only dry electrical equipment is to be touched
- Workers and visitors will be made aware of designated high ground safety areas, evacuation routes and the location of emergency equipment.

### **Earthquake Protocol:**

Should the situation arise where there is structural collapse or the threat of imminent collapse the following general guidelines should be followed:

- Stay back and clear the area, offer assistance where needed
- The area damaged by the earthquake should be secured
- The nearest supervisors should be notified
- People should be kept out of the area except for those rendering emergency aid
- All area utilities should be turned off as quickly as possible providing it is safe to do so
- Clear a path for responding emergency vehicles.



Muster Point #1

