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A GOOD WAY TO REMEMBER HOW TO PROPERLY ASSESS ANY EMERGENCY

SITUATION IS TO THINK OF PPE:

P = PEOPLE

P = PROPERTY

E = ENVIRONMENT

- **P:** Always think of a person's safety first, whether it is your personal safety or the safety of those around you; always start to assess an emergency by ensuring that all people are safe!
- **P:** Property is second, because quite often people are associated with property. A building or house can have people inside that are not visible from the outside.
- **E:** Environment is third because we can clean up the environment and even though in some cases it may be costly; it is not as costly as losing a human life!

FIRE EXTINGUISHER USAGE

Because there is a possibility that a fire extinguisher may be used, all staff members must be trained on how to use an extinguisher. The following is a brief outline of how to use a fire extinguisher.

1. Only attempt to use a fire extinguisher if you can do so without placing yourself at unnecessary risk!
2. Evacuate all persons off site prior to using a fire extinguisher.
3. **PRIOR TO USING A FIRE EXTINGUISHER ALWAYS CALL 911 FIRST!**
4. Remove the extinguisher from the holder
5. Approach the fire with the wind at your back so the flames and smoke are going away from you.
6. As you approach the fire, think of the acronym **P.A.S.S.**
 - **Pull** – The pin from the handle, breaking the plastic clamp;
 - **Aim** – The nozzle towards the base of the fire;
 - **Squeeze** – The handle to discharge the dry chemical; and
 - **Sweep** – From side to side, at the base of the fire until the fire is extinguished, or there is no more dry chemical agent.



After an extinguisher has been discharged, even if it has only been partially discharged; do not place it back into service; it must be ***immediately*** re-charged by a professional fire extinguisher company/person.

Remember:

Approach any fire with the wind at your back. This will assist in blowing smoke & fumes away from you.

Do not use a fire extinguisher to extinguish propane fed fires. To extinguish a propane fire:
SHUT OFF THE PROPANE SUPPLY, IF IT IS SAFE TO DO SO!

The alarm is activated by shouting FIRE, FIRE, FIRE.

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PERSONS WITH RESPONSIBILITIES UNDER THIS PLAN



EMERGENCY RESPONSE PLANNER (ERP)

TODD BEAM

Cell: (705) 241-7496

ROLES AND RESPONSIBILITIES

1. ***Sets emergency procedures in motion***
 - a. Upon hearing the alarm, this person would ensure that the evacuation would start for all **The Sarjeant Co. Ltd.** staff, outside carriers and visitors.
2. ***Delegates roles***
 - a. Upon hearing an alarm would ensure that employees start their task of ensuring all persons in their area (office and loading area) were moving towards the exits in an orderly fashion.
3. ***Co-ordinates on-site mitigation***
 - a. Direct persons with Records of Training (ROT) in propane to respond to the incident area and shut off the supply of propane if it is safe to do so.
4. ***Calls or ensures that 911 has been called.***
5. ***If not on site responds to the site as soon as possible***
 - a. A typical response time for Todd to the distribution yard is approximately 10 minutes.
6. ***Sets up command post at the 1st point which is at the entrance to Tim Hortons on Sarjeant Drive.***
7. ***At the command post the ERP:***
 - a. Ensures that an accurate head count for The Sarjeant Co. employees and all persons on site have been performed and all persons are accounted for. If all persons are not accounted for, be prepared to advise Emergency Responders the last known location of the missing person(s);
 - b. If situation appears to be serious or is escalating:
 - i. Consider moving all staff to the secondary muster point which is **at the intersection of Ferndale Drive and Tiffin Street.** This location is outside the 1 psi overpressure radius;
 - ii. Make inventory data readily available when Emergency Responders arrive;
 - iii. Enact ERAP plan if required to provide additional resources of propane technicians and propane handling equipment at 1-800-265-0212 Plan # 2-0010-402; and
 - iv. Ensure that staff ROT holders with knowledge of propane characteristics are available as a source of information.
 - c. Coordinate all on-site and off-site mitigatory actions.
8. ***When Emergency Responders arrive provide relevant information on:***
 - a. Status of persons that were on site. (Is everyone accounted for or are there still people on the site?);
 - b. Products stored on site and approximate inventory amounts;
 - c. Who from ERAP has been contacted and expected arrival time;
 - d. Ensures that staff persons with propane knowledge remains at the secondary muster point as a resource;
 - e. **Liaison with Emergency Responders to enact the City of Barrie Emergency Management Emergency Plan** if required; and
 - f. **Liaison with on-site commander, Emergency Control Group (ECG) and local Police to co-ordinate efforts on what behaviour the public should adopt.**

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FIRST ASSISTANT OR ALTERNATE EMERGENCY RESPONSE PLANNER (ERP)

LANCE KOPP

Cell: (705) 220-5398

ROLES AND RESPONSIBILITIES

- 1. Acts and fulfills all responsibilities of the Emergency Response Planner in the event that the ERP is not able to fulfill his duties for any reason. For example:**
 - a. The ERP is away on vacation and is not able to respond to the site; and
 - b. The ERP is no longer responsible for this job and a new ERP has not been appointed.
- 2. Assists the ERP in any possible way during the time of a crisis.**
 - a. Makes phone calls at the direction of the ERP; and
 - b. Acts as a liaison between any number of parties (staff, emergency responders, ERAP responders etc.) and the ERP or the second alternate.
- 3. Responds to the site at the request of the ERP.**
 - a. A typical response time for Lance is approximately 45 minutes;
 - b. May respond if the ERP has been on site for multiple hours and needs a break;
 - c. May be requested to respond due to the serious nature of the incident to provide assistance to the ERP as may be delegated;
 - d. Ensures that staff persons with propane knowledge remains at the secondary muster point as a resource;
 - e. **Liaison with Emergency Responders to enact the City of Barrie Emergency Management Emergency Plan if required; and**
 - f. **Liaison with on-site commander, Emergency Control Group (ECG) and local Police to co-ordinate efforts on what behaviour the public should adopt.**



SECOND ASSISTANT OR ALTERNATE EMERGENCY RESPONSE PLANNER (ERP)

SHAWN MARLES

Cell: (705) 715-4545

ROLES AND RESPONSIBILITIES

- 1. Acts and fulfills all responsibilities of the Emergency Response Planner in the event that the ERP or the First Alternate ERP is not able to fulfill their duties for any reason. For example:**
 - a. The ERP or alternate are away on vacation and are not able to respond to the site.
 - b. The ERP is no longer employed and a new ERP has not been appointed.
- 2. Assists the ERP in any possible way during the time of a crisis.**
 - a. Makes phone calls at the direction of the ERP.
 - b. Acts as a liaison between any number of parties (staff, emergency responders, ERAP responders etc.) and the ERP or the first alternate.
- 3. Responds to the site at the request of the ERP.**
 - a. A typical response time for Shawn is approximately 15 minutes.
 - b. May respond if the ERP or first alternate has been on site for multiple hours and needs a break.
 - c. May be requested to respond due to the serious nature of the incident to provide assistance to the ERP as may be delegated.
 - d. Ensures that staff with propane knowledge remains at the secondary muster point as a resource.
 - e. **Liaison with Emergency Responders to enact the City of Barrie Emergency management Emergency Plan if required; and**
 - f. **Liaison with on-site commander, Emergency Control Group (ECG) and local Police to co-ordinate efforts on what behaviour the public should adopt.**




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SAFETY EQUIPMENT AND RESOURCES

1. ***Fire extinguishers are strategically located throughout the site.***
 - a. Refer to site plan for locations.
2. ***Emergency Shut-offs are located throughout the site.***
 - a. At the loading bulkhead
 - b. At the off-loading bulkhead
3. ***Various pieces of equipment are available on site as well as service technicians that could be utilized in the event of an incident.***
 - a. In the Yard:
 - i. Fittings of various sizes;
 - ii. Various lengths and sizes of hose and pipes;
 - iii. Compressor to transfer liquid propane; and
 - iv. Empty propane containers to transfer product into.
 - b. All trucks are equipped with:
 - i. Protective neoprene gloves;
 - ii. Class 1 Zone 1 flashlights;
 - iii. Basic toolkits;
 - iv. Minimum of 2 dry chemical Fire extinguishers; and
 - v. First aid kits.
 - c. Technicians are equipped with:
 - i. Hard hats;
 - ii. Protective neoprene gloves;
 - iii. Goggles or face shields; and
 - iv. Fire resistant coveralls.

TRAINING REQUIREMENTS

1. ***Training is conducted annually for the following:***
 - a. ERP responsibilities;
 - b. Assistant ERP responsibilities;
 - c. ROT holders;
 - d. Staff members; and
 - e. Loading partners
2. ***Training includes:***
 - a. Evacuation Drill to evacuate property;
 - i. Understanding of location of the Primary and Secondary muster points
 - ii. Designated exits from the buildings and yard
 - b. Fire extinguisher operation review
 - c. Annual test of alarm system
 - d. Site Specific emergency procedures that includes:
 - i. Location and operation of Emergency shut downs (E-Stops)
 - ii. Location of fire extinguishers
 - iii. Location of operational switches that shut down the propane supply.

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ADDITIONAL RESOURCES

1. **Activate ERAP with ERAP # 2-0010-402**
 - a. **1-800-265-0212**
2. **TSSA**
 - a. **1-877-682-8772**

PLAUSIBLE SCENARIOS AND HOW TO RE-ACT

1. **Small release of propane**

There are various and many ways which propane can be released to the atmosphere in small quantities. Small quantities may be defined as an amount that would be similar or slightly larger than the amount that would be coming from a fixed liquid level (spit) valve when it is in communication with liquid product when filling a vessel. This would include but not be limited to the following:




- a. Leaks from connection that failed to seal properly when hooking up to load or off-load product;
- b. A small leak is discovered coming from a seal or a leaking valve; and
- c. A small leak is discovered in a hose.

In these incidences, the following steps must be taken:

- a. Ensure all people are at least 25 feet (7.6 metres) away;
- b. Ensure all sources of ignition are at least 25 feet (7.6 metres) away;
- c. If it is safe to approach the on/off switch, use this switch to shut off the pump and close the tank valves;
- d. If it is not safe to approach the on/off switch use the remotely located Emergency Stop (E-Stop) switch that is located in the following area:
 - I. At the loading bulkhead
 - II. At the off-loading bulkhead
- e. When the valves have been successfully closed, it may take time to blow down the liquid propane that is present in the lines. During this time, it is important to:
 - I. Secure the scene from people or sources of ignition entering the 25' radius around the site;
 - II. Have a fire extinguisher dismounted from the truck or yard mount and have it at the ready;
 - III. Notify the ERP(s);
 - IV. Do not attempt to continue to transfer product because this is just "a small leak".

2. **Large uncontrolled release of propane**

Larger releases of propane are rarer than small releases however, the consequences of such a release is obviously more severe and therefore must be handled in a manner that reflects the seriousness of the release. A large release could be from a major malfunction of any valve or hose rupture that would likely be the result of some physical damage from any component in the plant. This could be as the result of:

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- a. A truck losing control, crashing through the guardrail and making contact with any component of the transfer system. Because the site is completely protected by guardrails this is highly unlikely, but anything can be possible.
- b. An attempted drive-off while the propane lines are still connected, that breaks the propane line at the bulkhead.
- c. A pressure relief valve fails and starts to vent vapour product from the tank. This will be accompanied by a noise like a jet liner.




If any of these incidences, or like incident occurs that produces a large release of propane then your reaction will be as follows:

- a. Start an immediate evacuation process by shouting "**FIRE, FIRE, FIRE**". This is the emergency verbal warning for your site. Even if this is not a fire, this is the verbal emergency warning;
- b. All staff and personnel should immediately proceed to the 1ST muster point which is **at the entrance to Tim Hortons on Sarjeant Drive;**
- c. The ROT holder, must then, **if it is safe to do so**, attempt to shut off the flow of product, using either the on/off switch or any of the following remote E-stops:
 - i. At the loading bulkhead
 - ii. At the off-loading bulkhead
- d. **Call 911**
- e. If this is during regular business hours, the ERP or one of the alternates may be on site and will take command of the incident as noted above. If they are not on site, then it is your (the employee) responsibility to only work in a manner that will not place yourself in danger. Due to your training, you will understand that you cannot enter a propane vapour cloud under any circumstance.
- f. Evacuate yourself from the site to the 1st muster point which is **at the entrance to Tim Hortons on Sarjeant Drive.**
- g. If, in your opinion there is a danger to yourself and the other staff and customers that have assembled there, then recommend that everyone evacuates to the secondary muster point, which is **at the intersection of Ferndale Drive and Tiffin Street.**
- h. Wait for Emergency Response to arrive and assist them in whatever way you can with information that you know.

3. **Fire**

Any fire will be considered serious in a propane installation and is to be treated the same as the large Release of Propane in point 2. above. The exception being; if this is a fire (that is not fed by propane), please utilize your fire extinguisher training after you complete the following tasks:

- a. Start an immediate evacuation process by shouting "**FIRE, FIRE, FIRE**". This is the emergency verbal warning for your site.
- b. All staff and personnel should immediately proceed to the 1ST muster point which is **at the entrance to Tim Hortons on Sarjeant Drive;**
- c. **Call 911**
- d. If this is during regular business hours, the ERP or one of the alternates may be on site and will take command of the incident as noted above. If they are not on site, then it is your (the employee) responsibility to only work in a manner that will not place yourself in danger, and to call the ERP.

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e. If it is safe to do so, USE THE FIRE EXTINGUISHER, as per the steps noted on page 1.

Remember do not attempt to extinguish a propane fed fire; ***SHUT OFF THE PROPANE SUPPLY, IF IT IS SAFE TO DO SO!***

EARLY WARNING TO AUTHORITIES

Dialling 911 provide early warning as the fire service receives direct communication with the call centre.

The local fire service is responsible for communicating the request to the Community Control Group (CCG) to enact the external emergency plan.

The fire service is aware of this plan and will seek the ERP or alternates at the muster points to consider future on-site or off-site mitigation strategies in the event of an emergency.

STAFF TRAINING

All staff are trained annually on the above emergency procedures and an evacuation drill is performed annually.

OFF-SITE MITIGATORY ACTION

This site is registered with Transport Canada and therefore requires an Emergency Response Assistance Plan (ERAP). These resources could be deployed to the site and could provide assistance in order to mitigate propane from going off-site. The assistance that is available comes in the following forms:

b. Telephone numbers to experienced persons with handling propane emergencies. The responders to this phone number are equipped to provide initial verbal assistance on the phone. This number is:

1-800-265-0212

- c. By contacting the above number there will also be made available:
- a. Human resources, that are properly trained and licensed to handle propane related issues that can respond to the site;
 - b. Explosive metres to test the explosive atmosphere of on-site and off-site locations;
 - c. Equipment resources that could be utilized in the transfer of propane from one vessel to another;
 - d. Equipment resources that could be utilized to repair or replace damaged propane transfer equipment; and
 - e. Heavy towing equipment contacts that are familiar with properly handling of overturned propane vehicles.



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I have been trained on the above Internal Emergency Response Plan for The Sarjeant Co. Ltd. and will comply with all of the above.

Employee Name: _____

Employee Signature: _____

Name of Trainer: _____

Signature of Trainer: _____

Date Trained: _____