



# **Emergency Response Plan**

**Revised: July, 2019**

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## **EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS**

### **Camp Manager:**

Ph: 807-487-2727

### **Internal Resources:**

Louise Labine – Operations Manager

Ph: 705-665-1661

Dean Bethune – Managing Partner

Ph: 807-274-7114

### **External Resources:**

Synterra Site Security

Ph: 807-276-7114

Haztech Nurse Practitioner:

Ph: 1-306-209-7710

Riverside Healthcare (hospital) Emo

Ph: 807-482-2881

Riverside Healthcare (hospital) Fort Frances

Ph: 807-274-3261

## **EVACUATION ROUTES**

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
  1. Emergency Exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguishers
  4. Fire alarm pull stations locations
  5. Assembly points
- All site personnel must know at least two evacuation routes.

## **MUSTER POINT**

The Muster Point is located to the west of the camp entrance to the south of the dormitories, along the camp entrance road.

Assembly points are designed to establish a location for information updates in order to facilitate communication between:

- The emergency responders to the evacuees
- The evacuated population to the emergency responders

Once all persons have gathered at the muster point, roll call will commence.

All personnel must wait at the muster point for further instructions.

## **EMERGENCY REPORTING**

Types of emergencies to be reporting by site personnel are:

- Medical
- Fire
- Flood
- Severe weather
- Bomb threat
- Chemical spill
- Structural issues
- Power loss
- Other (anything that could cause potential harm)

## **FIRST AID KIT/AUTOMATED EXTERNAL DEFIBRILATOR (AED)**

The First Aid Kits and AED are located in the main office. AEDs should be used by trained personnel only.

When the AED arrives:

- Open and turn on the AED.
- Remove any clothing or objects (including jewelry) from the person that may come in contact with the pads. Remove any medical patches, including nitroglycerin, nicotine, or hormone, that you see.
- Use gloves so you don't absorb the medication through your hands.
- Ensure that the chest is dry and free of hair so the pads can stick. If the person has a lot of chest hair, shave it off using the razor included with the AED. If there is no razor, you can use an extra set of pads to remove the hair by sticking them on and pulling them off the person's chest.
- Follow the diagrams on the pads to place them on the person. Use the appropriate pad based on the person's age.
- Check whether the person has an implanted pacemaker. Look on the chest for a small scar and a lump about the size of a matchbox. If the person has a pacemaker, apply the AED pads approximately 2.5 cm (1 in.) away from the pacemaker.
- Follow the AED's automated prompts.
- When the AED prompts you to give a shock stand clear and say, "I'm clear, you're clear, everyone's clear." Make sure that no one is touching the person in cardiac arrest during the "analyze" and "shock" modes.
- If the person is lying in a pool of water and/or blood, the "splash test" helps determine whether the person must be moved before using the AED. If you jump in the water and/or blood and there is a splash, the water and/or blood are deep enough to conduct electricity. The person must be removed from the water and/or blood before using the AED.

## **MEDICAL EMERGENCY**

- First responders (Security) to instruct the Gate Attendant to call medical emergency phone numbers and to obtain AED/First Aid kit from main office:
  - Paramedics **911**
  - Ambulance **911**
  - Fire Department **911**
- Gate Attendant to be ready to provide the following information to 911:
  - Nature of medical emergency,
  - Location of the emergency (292 Atkinson Road)
- Do not move victim unless absolutely necessary.

## **EXTENDED POWER LOSS**

The camp is equipped with a diesel generator, which is capable of running essential areas (main office, kitchen/dining room, recreation center) in the event of a power loss. Should both the external supply and the generators fail, resulting in an extended loss of power, certain precautionary measures should be taken:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets
- Add propylene-glycol to drains to prevent traps from freezing.
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.
- All personnel should report to the dining room as the building's power supply is run off of a back-up power source.

## **INTERRUPTION OF WATER SERVICES**

Camp Manager to note the date and time of the water service interruption and notify the regulatory agency at the onset of the interruption.

- Hand washing – No water to wash hands. An alcohol-based hand sanitizer may be used for cleaning hands. Potable water from an approved public water supply can be placed in a clean, sanitized container with a spigot, which can be used for hand washing. Suitable hand soap, disposable towels and a waste receptacle must be provided.
- Toilet facilities - No water to flush toilets. Discontinue operation if toilet facilities are not available.
- Drinking Water – Use commercially bottled water; haul water from an approved public water supply in a covered sanitized container.
- Cooking – For food preparation use commercially bottled water. Haul water from an approved public water supply in a covered sanitized container.
- Ice – Use commercially manufactured ice.
- Cleaning and Sanitizing – Use single service articles; Use commercially bottled water or water from approved water supply. Discontinue operations when inventories of clean equipment and tableware are exhausted. Discontinue operations when cleanliness of the physical facility jeopardized food safety.

Once water is restored, flush out all pipes/faucets. Equipment with water line connections must be flushed, cleaned, and sanitized in accordance with manufacturers' instructions. Flush hot water tank, water taps, ice machine, beverage machine, and drinking fountains for five minutes.

# **SPECIFIC RESPONSE PLAN: FIRE SAFETY AND EVACUATION**

## ***POLICY STATEMENT***

### **Preamble**

The Office of the Fire Marshall announced the release of the new 2007 edition of the Fire Code with the filing of Ontario Regulation 213/07 on 25 May, 2007. The Code came into force on 21 November, 2007.

Onikaajigan Construction LP, Atkinson Road Camp is governed per Section 2.8 - Emergency Planning; Subsection 2.8.1 General, Application: 2.8.1.1. (1)(a),(b) assembly, and residential occupancy where the occupant load exceeds ten (10).

### **Policy**

In order to protect the occupants of Onikaajigan Construction LP, Atkinson Road Camp from fire or other life-threatening risks, the implementation of the Fire Safety & Evacuation Plan helps to ensure effective utilization of the security and life safety features within the building.

This Fire Safety & Evacuation Plan is developed to:

- Assist all persons living in the building to become more aware of the essentials for caution, security and safety;
- Ensure orderly evacuation at the time of an emergency; and
- Provide a maximum degree of flexibility to achieve the necessary security and safety for the building.

## ***PANELS/ZONES***

**Kitchen/Dining:** Panel is located at the Southwest entrance.

**VIP Dorms (2):** Panels are located at North entrance of Dorm C and the South entrance of Dorm H.

**Semi-Private Dorms (13):** Panel is located at the middle of each module.

## ***SYSTEMS/EQUIPMENT***

**Fire Alarm System:** Single Stage Fire Alarm, with audible alarm present in all buildings. Pull systems are located at exits.

**Exit Locations:** At the end of hallways and on sides of the buildings.

**Fire Department Road Access:** Access is provided via road surrounding all buildings on the property. Access to the property is provided via Atkinson Road, off Barwick Road.

**Portable Fire Extinguishers:** Portable fire extinguishers are present in each building. They are 10 LB Class ABC dry chemical unit, multi-purpose.

**Standpipe & Hose Systems:** Two hose cabinets are present in each module.

**Automatic Sprinkler Systems:** No

**Automatic Fire Pump:** No

**Emergency Power:** Yes (Diesel Generator)

**Emergency Lighting:** Yes

**Hydrant:** Dry hydrant located on West Side of property, see attached site plan for details

**Portable Fire Extinguishers:** Located at each exit door in all buildings. One fire extinguisher is located in the laundry room in all buildings. Additional type K units are located adjacent to every cooking unit in the Kitchen.

**Heat Detectors:** Tied into the Fire Alarm Panel & System. Located in hallways of building modules and in the furnace rooms of each unit.

**Smoke Detectors:** Each unit has combination smoke/carbon monoxide detectors, located in ceilings of hallways and each guest room.

**Pull Stations:** Pull Lever, Break Glass type which upon operation automatically locks in until opened and reset, located at exit locations throughout buildings.

**Alarm Bells:** Located in each building and the exteriors of each building.

**Emergency Lighting:** Ensures that exits, corridors and principal routes providing access to exits are illuminated in the event of loss of power. In all cases, the lighting is battery-operated, lasting approximately 30 minutes.

**Fire Separations:** All hall exit doors complete with magnetic door holders which are activated on fire signal.

**Air Make-Up Unit:** One unit located in Kitchen/Dining Area, propane fired.

## ***EXIT LOCATIONS***

- **MAIN FLOOR**

All buildings are single story. Exits are available at end of each hallway, as well as on the sides of the buildings in the middle of each module.

- **FIRE DEPARTMENT ROAD ACCESS**

Vehicle Access to the Building from access road surrounding buildings, access to the property is via Atkinson Road. See attached site plan for more information.



## ***GENERAL PROCEDURES TO BE FOLLOWED WHEN ALARM SOUNDS - EVACUATION***

In order to facilitate a quick and safe evacuation of occupants in the building during a fire alarm:

1. The exits for the building to be posted in all common areas, and the importance of these exits clearly outlined to the occupants of the building.
2. When a room is evacuated, staff will check to ensure that all doors are closed and that the occupant of a unit has been accounted for. It is critical that the camp knows the correct occupant of each room. Printed log sheets to be kept at the front office and removed from the building immediately upon alarm by the Camp Manager or Assistant Camp Manager.
3. Occupants are to move quickly, quietly and in an orderly fashion to designated exits.
4. On leaving the building, camp management will ensure that everyone moves at least 20 metres from the building to the muster point. The occupants will be kept together as a group in order to facilitate a head count, if necessary. The muster point is located on the west side of the road across from the security checkpoint/main office at the entrance to the property.

**RETURN TO THE BUILDING:** ONLY the Fire Department will advise when occupants can re-enter the building.

### ***PROVISIONS FOR FIRE FIGHTER ACCESS***

1. Upon arrival of fire fighters, Camp Management will inform the Fire Officer about the conditions of the building. The fire department arrival location is the security checkpoint at the entrance to the camp.
2. Camp Manager provides the Fire Officer access and vital information (such as master keys for the units, service rooms, mechanical rooms, laundry rooms, security panels, etc).

### ***FIRE HAZARDS***

In order to avoid fire hazards, staff and occupants are advised to:

- Keep landings, hallways, passageways and exits clear of obstructions and combustible refuse at all times.
- Keep the doors closed at all times.
- Close all doors to units during a fire.
- Ensure that electrically-powered equipment is shut off when the unit is empty.
- Refrain from using unsafe electrical appliances, frayed extension cords, overloaded electrical outlets or lamp wire for permanent wiring.
- Limit the use of flammable liquids. Practice safe-handling and disposal practices.
- Avoid careless smoking. Smoking is prohibited except in designated smoking areas.
- Maintain access to portable extinguishers and other fire protection equipment.

In general, staff and occupants are advised to:

- Know where the Alarm Pull Stations and Exits are located in the building.
- Immediately call the Fire Department, whenever they spot smoke or fire.
- Recognize the audible fire alarm signals and the procedures established to implement safe evacuation.
- Report any condition perceived to be a fire hazard.

## **RESPONSIBILITIES OF CAMP MANAGEMENT**

- Will ensure that staff review *the Fire Safety Evacuation Plan* at orientation and at regular intervals throughout their employment with Onikaajigan Construction LP, Atkinson Road Camp, in the Township of Chapple.
- Will arrange specific hands-on equipment training for all appropriate staff, upon hire and as necessary.
- Establish emergency procedures to be followed at the time of an emergency.
- Organize staff to carry out fire safety duties.
- Ensure that the building staff and occupants are instructed and are aware of their responsibilities for emergencies and fire safety.
- Ensure the building's fire protection facilities are maintained.
- Ensure that alternate measures for the safety of occupants are in place, during any shutdown of the fire protection equipment.
- Ensure that checks, tests and inspections, as required by the *Ontario Fire Code*, are completed on schedule and that records are retained.
- Ensure that the fire alarm system and the firefighting equipment installed in the building is regularly tested and maintained. Records of these actions will be kept on operational logs and equipment tags.
- Ensure that staff and contractors working in the building are aware of the Fire Safety & Evacuation Plan.
- Ensure that all security, maintenance and gate attendants have a working knowledge of the fire alarm system and how it is reset.
- Appoint and organize designated staff to carry out fire safety duties.
- Ensure that all staff are trained to use fire extinguishers.
- Ensure that all staff and occupants are aware of the exits available.

## **RESPONSIBILITIES ASSIGNED BY THE CAMP MANAGER TO MAINTENANCE STAFF**

- Have a working knowledge of the fire alarm system and other fire control measures.
- Ensure that passageways and exits, both inside and outside, are clear of obstruction at all times.
- Ensure that access roadways and fire routes are clear and accessible to the Fire Department.
- Ensure that combustible materials do not accumulate in any part of a fire escape or other means of egress.
- Ensure that combustible materials or waste do not accumulate in quantities in storage areas or other areas that may constitute a fire hazard.
- Ensure that all combustible waste is removed from areas where waste is placed for disposal.
- Ensure that Evacuation Signs are affixed to the back of the door of each housing unit.

## ***MAINTENANCE & OPERATIONS OF FIRE SAFETY FEATURES***

**FIRE ALARM SYSTEM:** Do not silence alarm prior to arrival of Fire Department onsite.

The purpose of the fire alarm system is to alert all staff and occupants that a fire emergency exists. Once the alarm is sounded, camp management will put the emergency plan into practice. The plan requires total evacuation of the building.

The type of alarm system installed at the building is activated by manual alarm pull stations, smoke detectors or heat detectors. In the case of power failure, the smoke detectors are backed up with batteries, where necessary.

Operating instructions include the operation of the detection devices, description of how the signals are sounded, and description of how the lamp identifying the initiating zone is illuminated. The staff are taught how to reset the system and reset the alarm indicators (depressing the reset button for two seconds).

### **FIRE ALARM SYSTEM INSPECTIONS & MAINTENANCE**

The staff will be taught that the removal of plugs and modules, while line or standby power is connected, may cause permanent damage, and that polarity reversal of battery connections will damage the batteries.

On a monthly basis, the Maintenance Worker must test the system, check fire alarm components and check standby power batteries.

If the system indicates that there is a problem, the staff will be taught to verify that the AC power is on and that the operational switches are in normal positions. If this is the case, they will be taught to depress the "trouble silence" button momentarily to silence the trouble tone and to call for service.

## ***EMERGENCY EXITS***

The Evacuation Plan shows the locations of all exits and will be used to teach staff and occupants the location of the closest exit. Everyone will be taught to lead others to the closest exit.

## ***FIRE DEPARTMENT ACCESS***

The *Fire Code* stipulates that the Fire Department access routes, fire hydrants and fire department hose connections will be kept clear of parked vehicles, excessive vegetation, snow and other obstructions at all times. These routes and exterior firefighting aids must all be suitably identified. Staff will ensure that the driveways designated as fire routes are kept clear for Fire Department access.

## ***PORTABLE EXTINGUISHERS***

The building is equipped with dry chemical multi-purpose ABC extinguishers strategically located throughout the building. The kitchen area has portable K type extinguishers located at cooking units.

Staff must be taught that portable extinguishers are intended as a first measure to cope with small fires. They must follow the step-by-step user instructions which are clearly shown on the extinguisher label. Where possible, the fire extinguisher provider will provide staff training on the use of extinguishers.

**Staff are taught the following:**

- 1) There are various classifications of fires:
  - *Class A* includes paper, wood, cloth, excelsior, rubbish, etc.;
  - *Class B* includes burning of liquids, gas, oils, paints, cooking fats, etc.; and
  - *Class C* includes fires in live electrical equipment such as motors, switch gear, appliances etc.

*An ABC dry chemical multi-purpose extinguisher can be used on all three. Extinguishers must be recharged after use, and kept fully charged at all times.*

- 2) Staff will follow the PASS system when fighting a fire with a portable fire extinguisher:
  - Pull the locking pin to free the handle that allows the discharge of the material inside the extinguisher.
  - Aim the hose or the discharge opening of the extinguisher at the *base of the fire*.
  - Squeeze the lever to discharge the material from the extinguisher.
  - Sweep the hose from side to side over the entire base of the fire, until the fire is completely out.
- 3) Always activate a fire alarm station, before attempting to extinguish any fire. This will ensure a response by trained and qualified personnel and assure protection of others in the building.
- 4) Use the appropriate extinguisher. Using the wrong type of extinguisher can be extremely hazardous. All Purpose ABC type extinguishers will be used at all housing sites.
- 5) Always position yourself between the fire and a safe evacuation route; in order to exit safely should the fire grow.
- 6) Never try to fight a large fire. If in doubt about the ability to fight the fire, evacuate.

### ***EXTINGUISHER INSPECTIONS & MAINTENANCE***

Fire extinguishers are visually inspected on a monthly basis and defects are repaired. Extinguishers will be maintained, removed from service and/or replaced, per the Service Maintenance Agreement. Equipment tags are securely attached to each, the name of the servicing contractor, and the name of the person completing the testing.

### ***EMERGENCY LIGHTING & MEANS OF EGRESS***

Emergency lighting ensures that exits, corridors and principal exit routes are illuminated in the event of a power loss. Maintenance staff ensures that the power for this lighting is always operable.

Maintenance staff will maintain exit signs to ensure they are clear and legible, and inspect them to ensure that they are illuminated and in good repair.

Maintenance staff ensures that corridors are free of obstructions. On an annual basis, maintenance staff inspects ducts, dampers, chimneys; disconnect switches, and electrical/mechanical systems to ensure they are not a fire hazard.

## ***CONTROL OF FIRE HAZARDS IN THE BUILDING***

### **COMBUSTIBLE MATERIALS**

To reduce the possibility of a fire, the building staff practices a high standard of housekeeping and building maintenance.

To avoid fire hazards in the building, occupants and staff are advised to:

- Keep storage areas clean and tidy. Never store flammable liquids or materials in those areas.
- Never use candles or matches indoors.
- Discourage smoking, especially careless smoking. Use large safety ashtrays and only dispose of ashes once they are cold.
- Throw out trash as it is fuel for fire.
- Familiarize yourself with the building exits, the location of the fire alarm pull stations, fire extinguishers and smoke detectors.

### **ELECTRICAL EQUIPMENT & WIRING**

As defective wiring and appliances rank as one of the major causes of fire each year, the following problems will be eliminated:

#### **Main Electrical Distribution Panel:**

- Will have a protective cover
- Will not be over-fused
- Will not bypass the fuses with metal jumpers, pennies or other means

#### **Extension Cords**

- Will not be spliced
- Will not be placed under rugs
- Will not be fastened to walls
- Will not be used if damaged or deteriorated
- Will not be used as permanent wiring
- Will not be octopus-wired

#### **Permanent Wiring**

- All junction boxes will have protective cover plates
- Will not be improperly spliced or joined

## **Appliances & Electrical Equipment**

- Heaters or lamps will not be placed too close to combustibles
- Appliances or equipment lacking an inspection label will not be installed
- Will not use a spliced appliance cord

## **MAINTENANCE PROCEDURES FOR THE FIRE PROTECTION SYSTEM**

Qualified contractors complete testing on all electrical/mechanical and fire protection systems. The contractor will provide the respective Camp Manager with a record of all tests and corrective measures which will be available to fire prevention officers, when inspections are completed.

### **Portable Fire Extinguishers**

The portable ABC fire extinguishers are visually checked each month to give reasonable assurance that:

- They have not been activated and the wire seals are intact.
- Hose and horn are free of obstruction.
- There is no physical damage or deterioration.

### **Fire Alarm System**

- The fire alarm AC power lamp and trouble light are checked daily.
- The fire alarm system is tested monthly.
- The complete fire alarm system is tested annually by an approved contractor.

### **Emergency Power Systems**

- Staff will check that the standby batteries are tested to ensure that the power is available during an emergency.

### **Service Equipment and Ducting**

- Ensure that any hoods, filters & ducts that are subject to accumulation of combustible deposits are cleaned as necessary.
- A mechanical contractor inspects all fire dampers and fire stop flags annually to ensure that they will close properly during an emergency.
- A mechanical contractor inspects the disconnect switches for the HVAC units annually.
- A mechanical contractor inspects the controls for the air handlers annually.

## ***DISTRIBUTION OF RECORDS & DIAGRAMS***

A copy of the Building's *Fire Safety & Evacuation Plan* is kept in the Main Office building.

Floor plans and drawings described herein are attached to this document, as are equipment schematics of the fire alarm panel, fire alarm annunciator panel, the emergency power source, and the electrical room.

## ***OWNER/OCCUPANT INFORMATION AND RESOURCES***

**Building Address: 292 Atkinson Road, Chapple, ON P0W 1N0**

### **Camp Manager:**

Ph: 807-487-2727

### **Internal Resources:**

Louise Labine – Operations Manager

Ph: 705-665-1661

Dean Bethune – Managing Partner

Ph: 807-274-7114

### **External Resources:**

Synterra Site Security

Ph: 807-276-7114

Haztech Nurse Practitioner:

Ph: 1-306-209-7710

Riverside Healthcare (hospital) Emo

Ph: 807-482-2881

Riverside Healthcare (hospital) Fort Frances

Ph: 807-274-3261

## ***FIRE DRILLS***

- Mandatory fire drills will be conducted annually.
- Immediately following the fire drill, the Camp Manager will hold a de-briefing of all staff and occupants for the property, with associated emergency personnel to review the performance of the drill.

- Participation in the fire drill is mandatory for all of the respective staff and occupants. Specific scheduling of the drill is at the discretion of the Camp Manager in consultation with the chief fire official to allow for minimal disruption and provide advance notice to the staff and occupants.

### ***ALTERNATE COMPLIANCES/MEASURES FOR TENANT SAFETY***

- In the event such equipment is temporarily rendered out of service due to such service or repairs, an hourly patrol of the facility will be conducted by designated staff as a “fire watch” and a log of the patrols will be kept.
- The staff and occupants will be informed of the problem and the alternate provisions or actions to be taken in case of an emergency.
- The Fire Department, staff and occupants will be notified when the problem has been corrected.

### ***DISCOVERY OF A FIRE***

In the event of a fire or similar emergency, the protection of human life supersedes all other requirements.

Throughout this plan, instructions are provided for building occupants to follow, “*if safe to do so*”. These instructions generally cover issues such as protection of property. It must be remembered that instructions concerning this type of issue are to be followed only when there is no immediate danger to occupants or staff.

In the event of a serious emergency such as a large or rapidly spreading fire in the building, preservation of human life comes first and all other instructions concerning preservation of material items are considered secondary.

### ***FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT***

Fire extinguishers are located throughout the building on each floor for use.

In the event of a small fire, staff will try to extinguish it with a fire extinguisher, unless smoke presents a hazard to the operation and/or to building occupants.

If the fire cannot be extinguished with a portable fire extinguisher, or if smoke presents a hazard to the extinguisher operator, staff are instructed to:

- 1) Close all doors to the immediate area to confine and contain the fire.
- 2) Leave the fire area.
- 3) Activate the nearest fire alarm.
- 4) Notify the Fire Department.
- 5) Wait for the Fire Department and guide them to the problem.

*Under no circumstances, will a staff member or tenant place his/her personal health and safety at risk.*

### ***DESIGNATED MEETING AREA***

Muster Points have been identified at the entrance located at the north point of the camp site. These areas have been selected as it is large enough to hold a significant number of people and is marked with a sign indicating location.



Assembly points are designed to establish a location for information updates:

- The emergency responders to the evacuees; and
- The evacuated population to the emergency responders.

Once personnel gathers at the muster point role call will commence. All personnel must wait at muster point for further instructions.

## ***OCCUPANTS***

Where personal safety is at risk, all occupants are to be instructed to proceed as follows:

- If safe to do so, proceed to orderly exit the building by the nearest available exit route, taking identification, coat, and medications with them.
- Proceed to the designated muster point outside of the building.
- Do not re-enter the building unless officially instructed to do so by the staff or an "All Clear" has been provided by the Fire Department.
- Designated staff will complete a head count of their respective areas and report the attendance and any occupants unaccounted for to the Camp Manager. Staff will alert the Camp Manager of the name and last known location of any missing occupants.
- Keep the entrance and driveways to the property clear at all times for emergency vehicles.

If it is not safe to evacuate the building:

- Remain in the room.
- Close the door.
- Signal to firefighters at a window by waving.
- If you have a cell phone, call 911 and advise of your location and entrapment. Give specific instructions of your location to assist the Fire Department in a rescue attempt.
- Place a blanket, sheet or clothing at the bottom of the door to prevent smoke from entering the room.
- Move to the most protected area of the unit and partially open the window for air, but leave the window closed if smoke starts coming in from outside.
- Wait to be rescued. Remain calm and do not panic.
- Listen for instructions or Information that may be given by authorized personnel over loudspeakers.

## ***EVACUATION PROCEDURE***

Upon becoming aware of a fire emergency requiring evacuation, the following procedures to be undertaken:

- 1) The responding staff member (Synterra/Camp Management) will proceed to the affected area immediately, and where safe to do so, attempt to extinguish the fire via portable fire extinguisher.
- 2) In the event the fire has progressed beyond the initial firefighting stage (eg. the fire is larger than can be suppressed with a single fire extinguisher), the responding staff member (Synterra/Camp Management) are to immediately knock on and open every door in the affected dorm to check for guests. Guests are to be directed to the muster point. If time does not safely permit that and the alarm is sounding, the responding staff members are to immediately vacate the building.
- 3) Responding staff member (Synterra/Camp Management) are to instruct the Gate Attendant to call 911. Gate Attendant to be prepared to provide 911 the camp address (292 Atkinson Road). Gate Attendant then to immediately call Camp Manager (**807-487-2727**) if not present onsite.
- 4) Camp Manager (or Assistant Camp Manager if Camp Manager not onsite) to call for an evacuation. The below to immediately be notified by Camp Management.
  - Dean Bethune - **807-276-2299**
  - Louise Labine - **705-665-1661**
  - Synterra Site Security - **807-276-7114**

Camp Management to instruct evacuation of dorms by two Synterra security guards. If guards are not on shift, Camp Management to go through the dorms. Begin with dorms surrounding the impacted dorm if a fire is present in a dorm, instructing guests to go to the muster area.

If fire is present onsite or evacuation is due to approaching fire, Camp Management/Maintenance to shut off the emergency valve to the propane.

Gate Attendant to remain stationed at the gate, noting in the camp log all guests who leaves site.

Once all dorms are evacuated, Camp Management and/or Synterra security guards to monitor muster area, keeping guests off roads, and to assist in directing fire truck to fire location.

## **SPECIFIC RESPONSE PLAN: PROPANE RELATED**

### **FIRE DURING PROPANE TRANSFER**

If a fire is discovered:

- If possible, shut off the following valves, without putting yourself at risk:
  - Transfer motor (pump) / truck engine
  - Supply valve
  - Emergency valve
- Evacuate from the danger zone and notify anyone at the site of the situation;
- Call 911 to notify the fire department. Specify when the fire was found and whether it has spread to propane cylinders or tanks;
- Inform citizens who may be affected by the event;
- Move away and go to the muster point;
- Notify Environment Canada, Transportation Canada, the Provincial gas authorities, and the provincial occupational health and safety authority.

### **PROPANE LEAK OR SPILL**

As soon as a gas leak is detected:

- Shut off the gas flow to the leak but do not put yourself in danger;
- Keep unauthorized personnel away;
- Call 911 and report the incident to the fire department, depending on how serious the leak is;
- Inform surrounding citizens who may be affected by the event;
- Notify Environment Canada and the concerned provincial authorities;
- Evacuate the area;
- Prevent gas from entering sewers, basements and low confined spaces since propane fumes are heavier than air and will spread at ground level until they collect in a low spot or in a confined space;
- Ensure that the area around the leak is well ventilated to prevent fumes from concentrating to the point where they become explosive;
- Eliminate all possible ignition sources, including those that are not normally considered a risk;
- For major leaks:
  - a. If the facility has the proper equipment and the employees have the proper training, spraying a fine mist with a hose is effective for dispersing propane fumes. Depending on the outdoor temperature, the source of the leak may be located by observing a white cloud or haze, or listening for a hissing sound. A leak of liquid propane is visible as a whitish cloud, and often causes frost or ice to form nearby. Because of the intense cold, never apply water at the leak or near safety devices as spraying water may cause ice to form an obstruction;
  - b. If you do not have the proper equipment or if your personnel has not been properly trained, immediately evacuate the area.
- Coordinate the response in cooperation with the fire department.

## **IGNITED PROPANE LEAK**

- Call 911 to notify the fire department, Environment Canada, and the concerned provincial authorities;
- Evacuate the area exposed to fumes as directed by the coordinator and the fire department;
- Inform guests who may be affected by the event;
- Keep unauthorized personnel away.

### **FIRST, STOP THE LEAK THEN FIGHT THE FIRE.**

- Do not try to put out the fire unless the fuel feed is shut off. Otherwise, the fuel could explode and start burning again. If you must get close to the tank to shut off the gas, always approach from the side, never from the ends.
- If flames are touching the tank, EVACUATE THE AREA IMMEDIATELY.
- If the tank is exposed to heat but is not in direct contact with flames:
  - a. If the facility has the proper equipment and the employees have the proper training, spray water uniformly over the tank to cool it and reduce the pressure inside. If not enough water is available to cool down the tank, watch it carefully to observe if the fire gets bigger and the pressure relief valve is hissing louder. THIS IS THE SIGNAL TO EVACUATE THE AREA IMMEDIATELY.
  - b. If you do not have the proper equipment or if your personnel has not been properly trained, IMMEDIATELY EVACUATE THE AREA.

## Emergency Shut Off – Propane

\*if evacuating camp due to fire, Camp Management or Maintenance must shut down the propane

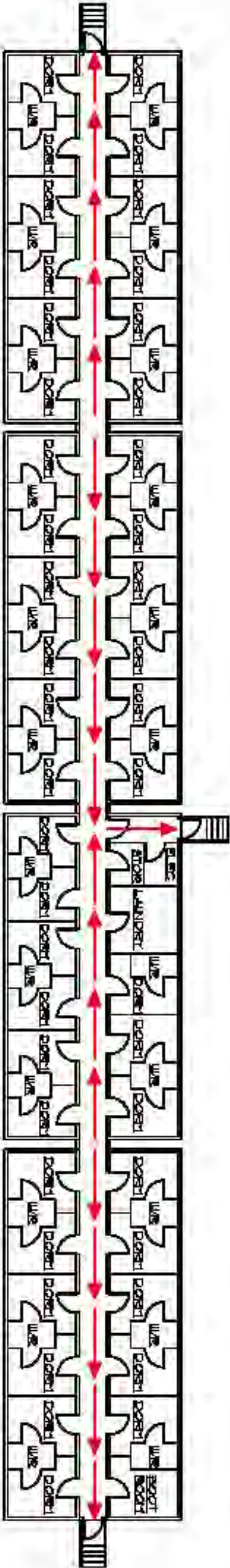
a) located on the north side of the propane tank, you push the closest lever to shut down



b) located on the south side of the tank, move the yellow handle counter clockwise to shut down

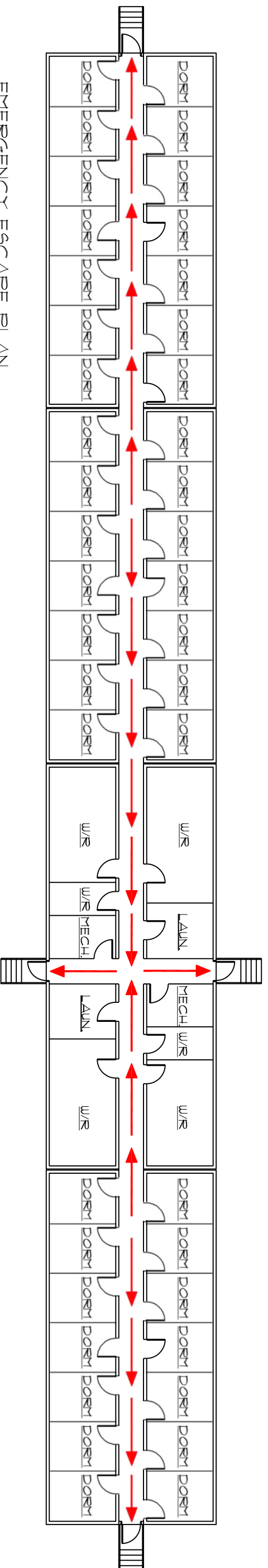


EMERGENCY ESCAPE PLAN  
SEMI PRIVATE DORM A

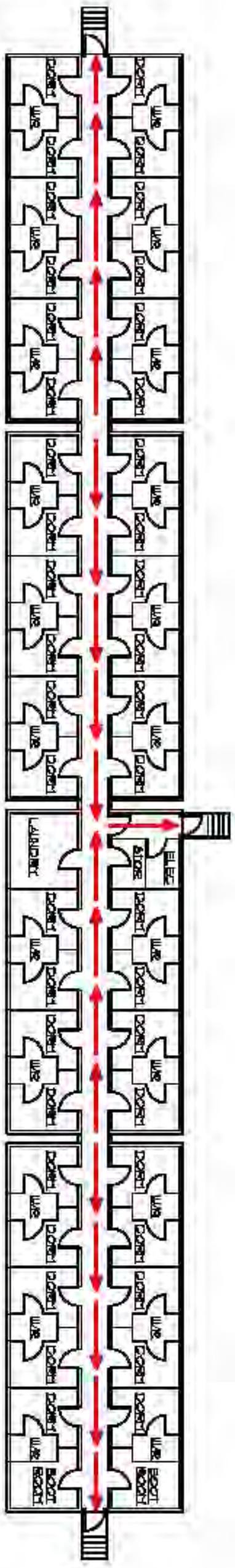


# ATKINSON ROAD CAMP

CAMP SERVICES: 807-271-3861



EMERGENCY ESCAPE PLAN  
SEMI PRIVATE DORMS E, F, K, L

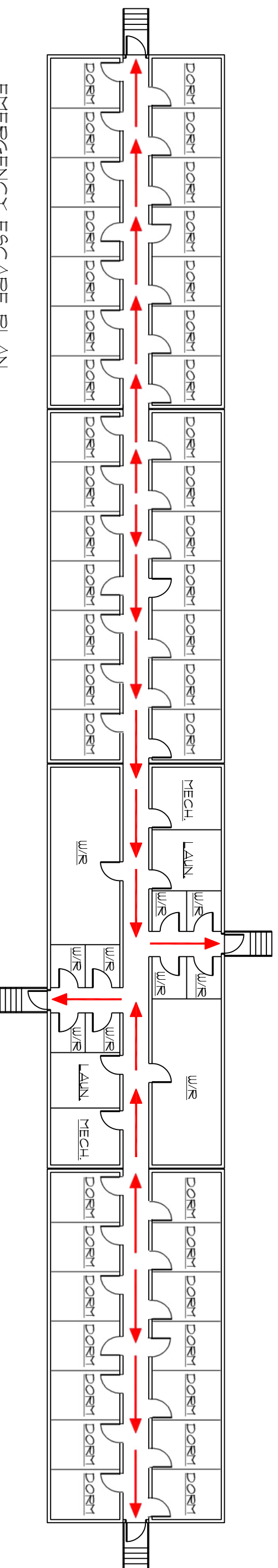


EMERGENCY ESCAPE PLAN  
SEMI PRIVATE DORM B

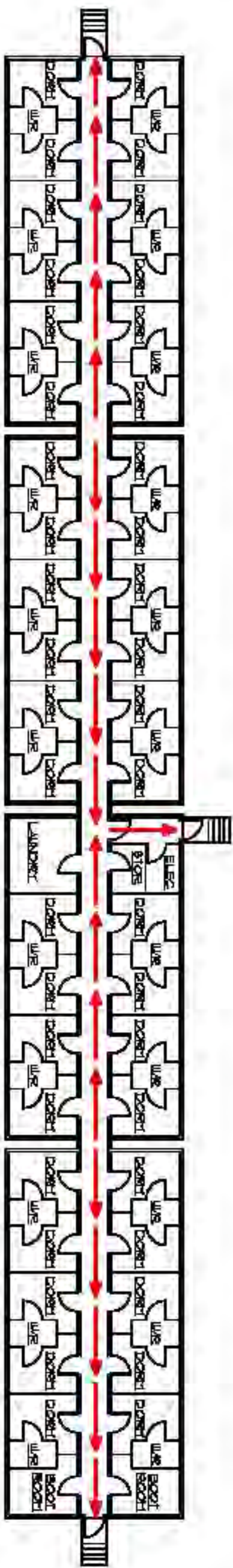
# ATKINSON ROAD CAMP

CAMP SERVICES: 807-271-3861





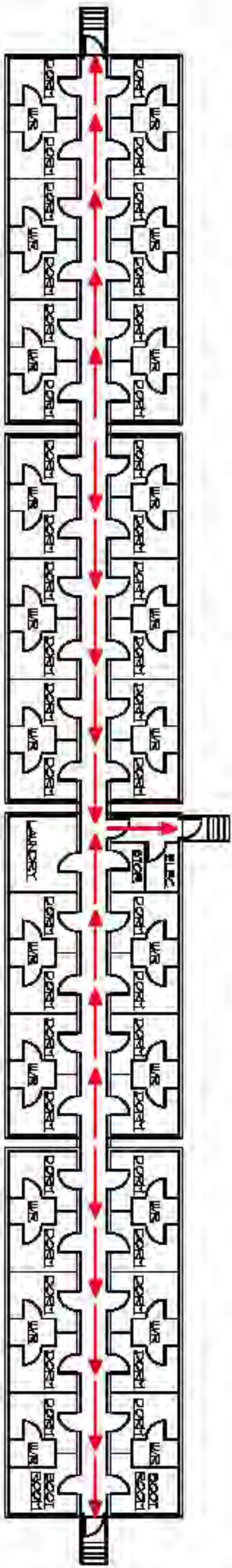
EMERGENCY ESCAPE PLAN  
 SEMI PRIVATE DORMS D & J



EMERGENCY ESCAPE PLAN  
SEMI PRIVATE DORM P

# ATKINSON ROAD CAMP

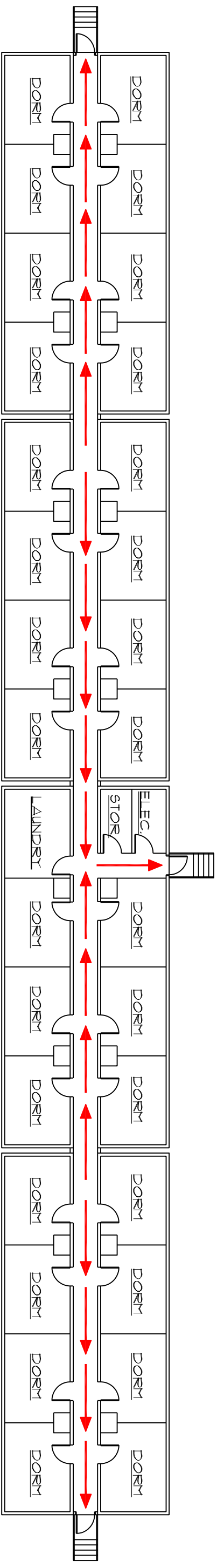
CAMP SERVICES: 807-271-3861



EMERGENCY ESCAPE PLAN  
SEMI PRIVATE DORM 3

# ATKINSON ROAD CAMP

CAMP SERVICES: 807-271-3861



EMERGENCY ESCAPE PLAN  
V.I.P. DORMS C & H

MUDROOM

RECREATION  
AREA

VEST.

RECEPTION

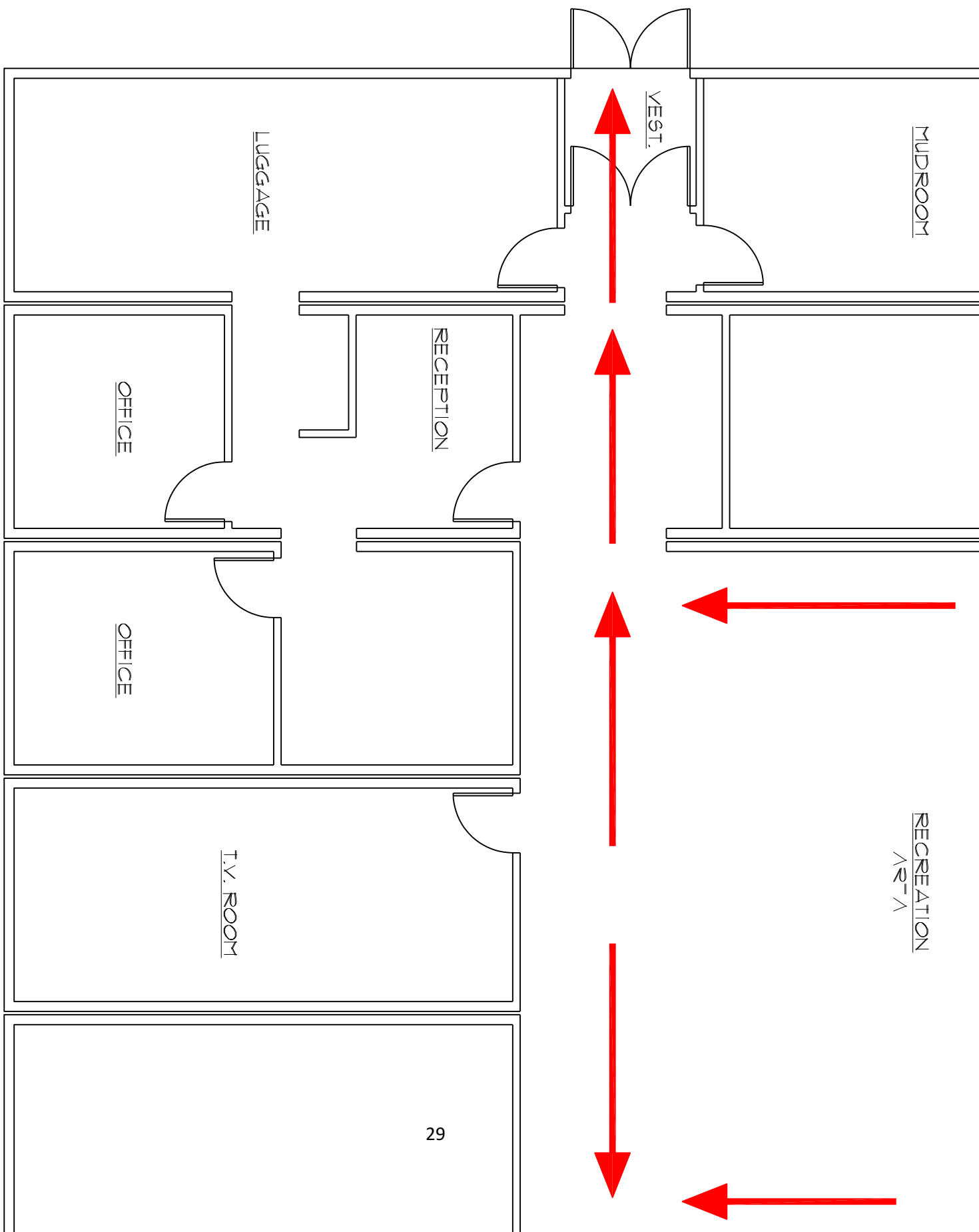
LUGGAGE

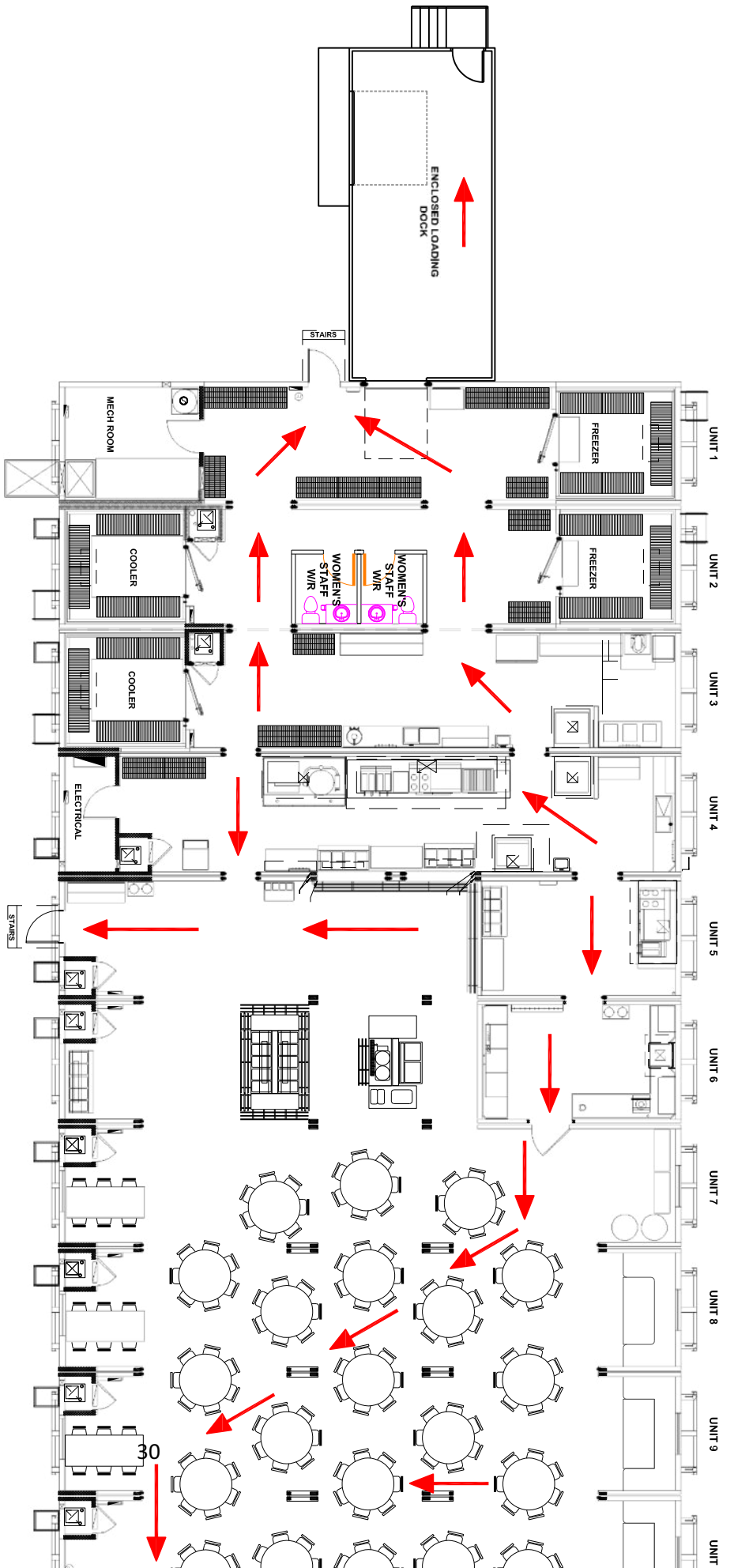
OFFICE

OFFICE

T.V. ROOM

RECREATION FACILITY





# EMERGENCY ESCAPE ROUTE

