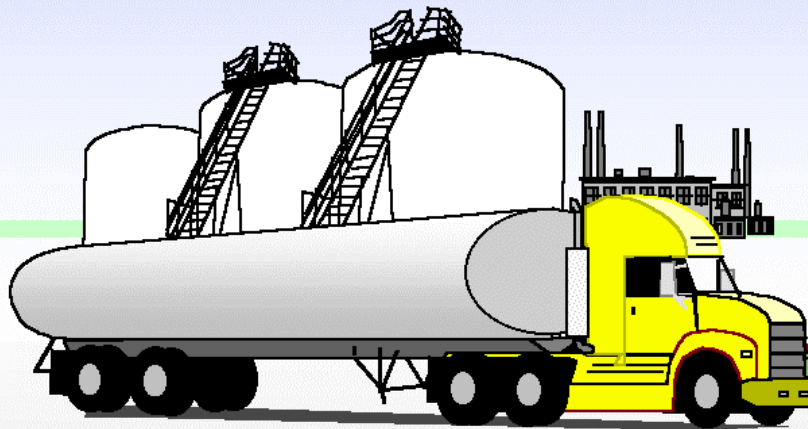


Industrial Emergency Response Planning Guide



Manitoba Industrial Accidents Council

SEPTEMBER 1996

CONTENTS

INTRODUCTION	4
1. PLAN DEVELOPMENT.....	7
1.1 POLICY	8
1.2 EMERGENCY PLANNING TEAM.....	9
1.3 LEGISLATION & INDUSTRY CODES OF PRACTICE	10
1.4 RISK ASSESSMENT	11
1.5 PLANNING ANALYSIS.....	18
1.6 DEVELOP PROCEDURES.....	20
1.6.1 EMERGENCY PLAN : ASSESSMENT PROCEDURES	22
1.6.2 EMERGENCY PLAN - ACTIVATION.....	23
1.6.3 EMERGENCY PLAN - EVACUATION PROCEDURES.....	24
1.6.4 EMERGENCY PLAN - RESOURCE MOBILIZATION	25
1.6.5 EMERGENCY PLAN - REPORTING.....	26
1.6.6 EMERGENCY PLAN - SECURITY.....	27
1.6.7 EMERGENCY PLAN - INCIDENT COMMAND CENTER	28
1.6.8 EMERGENCY PLAN - COMMUNICATION WITH THE PUBLIC	29
1.6.9 EMERGENCY PLAN - COMMUNICATION SYSTEM.....	30
1.6.10 EMERGENCY PLAN - CONTINGENCY PLANS	31
1.7 RESOURCES - PERSONNEL & EQUIPMENT	32
1.7.1 MUTUAL AID AGREEMENTS.....	33
1.7.2 CONTACT TELEPHONE LIST	34
1.8 EMERGENCY ORGANIZATION : ROLES & RESPONSIBILITIES	35
1.9 PLAN ASSEMBLY	36
1.10 APPROVAL	37
2. PLAN ADMINISTRATION.....	38
2.1 DISTRIBUTION.....	39
2.2 TRAINING.....	40
2.3 UPDATING	41
2.4 PLAN TESTING.....	42
3. APPENDIX.....	43
REFERENCES.....	44

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The Manitoba Industrial Accidents Council is not responsible for any loss, damage or injury of any nature whatsoever and however caused to the property or persons of any organization using or relying upon the material in this guidebook.

If you have any comments or questions about this document please let us know:


INTRODUCTION

It is a reasonable assumption that every business or industry will, at some point, experience some type of crisis or emergency. Emergency preparedness and planning activities will help to minimize human, property, and economic losses due to any hazardous event.

The province of Manitoba recognizes this fact and as a result, all businesses that handle, transport, store or otherwise use significant quantities of dangerous goods are required, by provincial legislation, to have an emergency plan.

'Industrial Emergency Response Planning Guide' is designed for small to medium size Manitoba businesses with little or no experience emergency planning. It has been designed to be user friendly and proceeds step by step through a process for developing an appropriate emergency plan. Worksheets and other aids are used where possible to help simplify the process where possible.

All businesses are different and some may require more involved methods and information at certain times during plan development. References are included at the rear of the document to guide the user to more rigorous processes or methods whenever necessary.

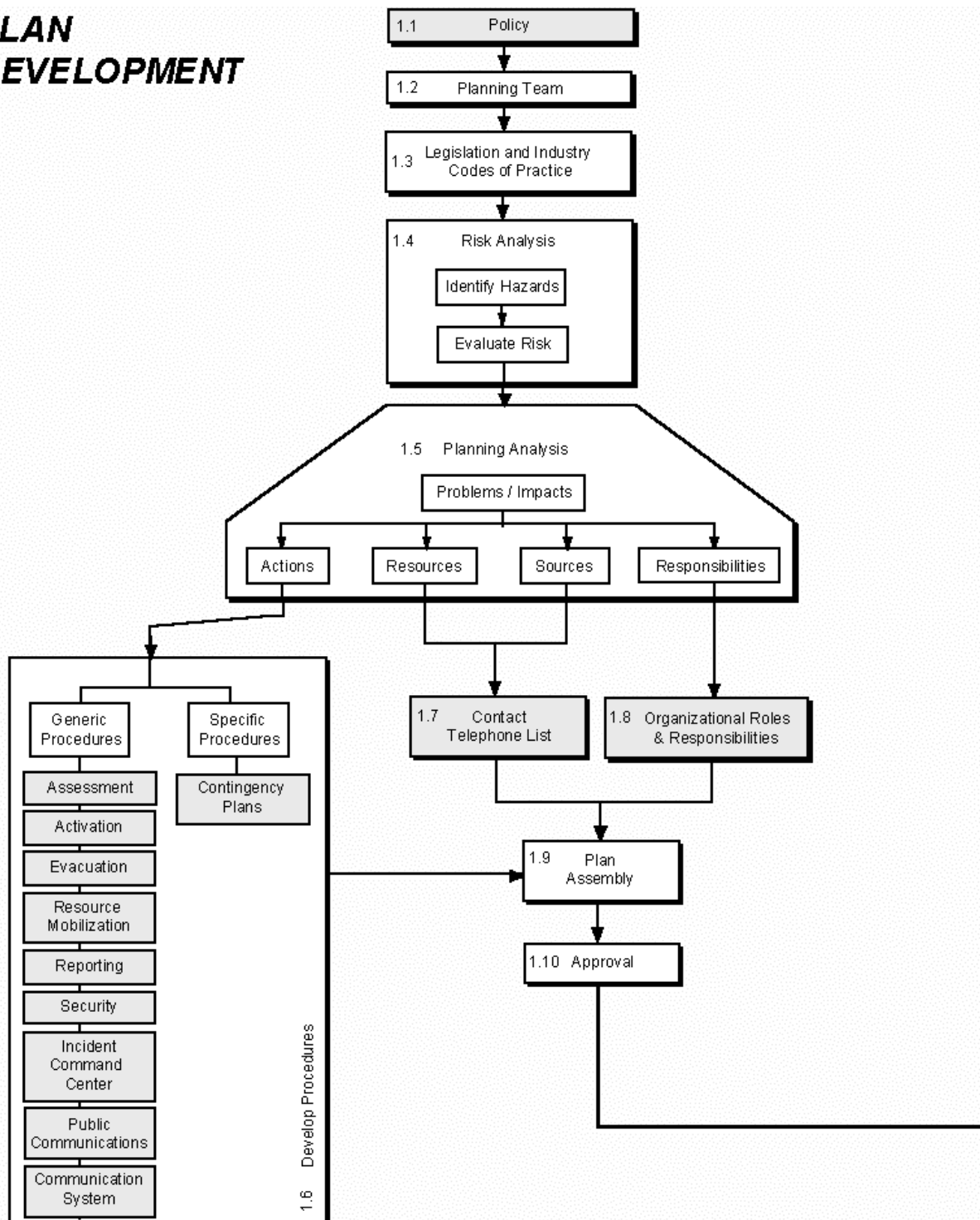


Planning Tips

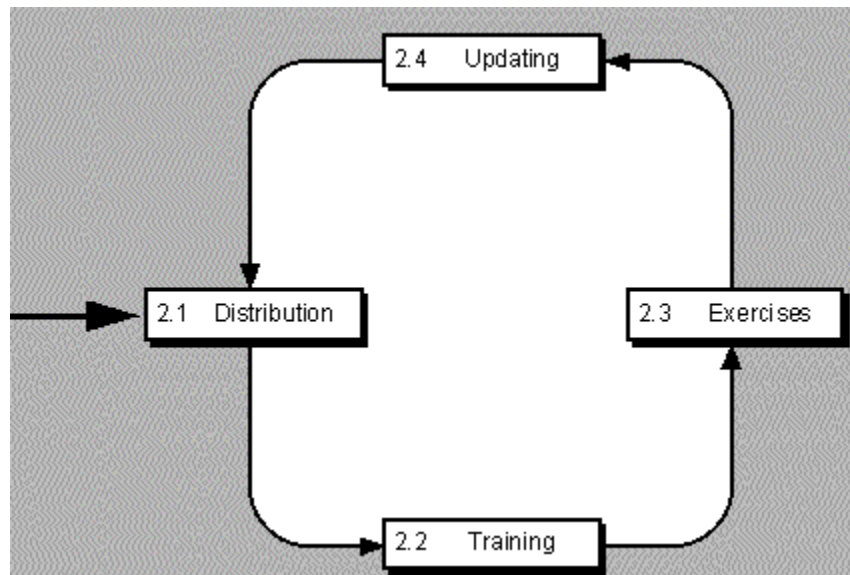
Make the plan realistic

Simple	Procedures should be easy to find, understand and execute.
Parallel	The organizational structure, roles and responsibilities should be similar to those of day to day operations.
People	The plan should fit the people and not try and fit people to the plan.

PLAN DEVELOPMENT



PLAN ADMINISTRATION



1. PLAN DEVELOPMENT

1.1 POLICY

OVERVIEW

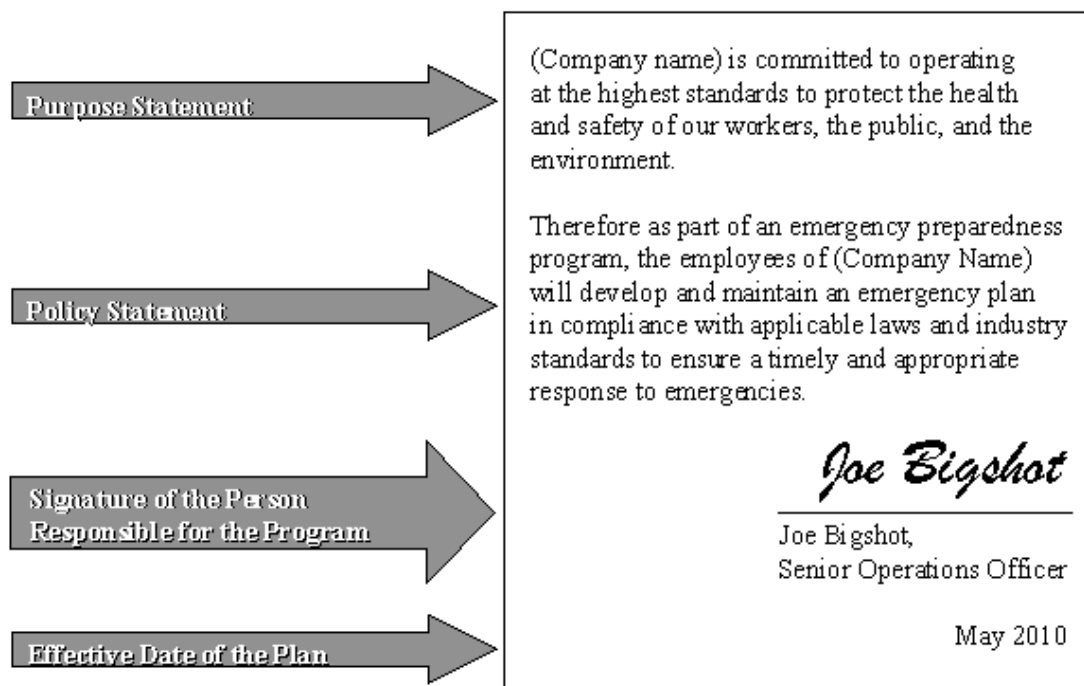
Every organization should have a policy reflecting its commitment to emergency response planning. The policy is usually signed by the senior most person within the organization.

The policy becomes part of the plan (see section 1.9).

ACTION REQUIRED

Senior Management	Develop an appropriate emergency preparedness / planning policy for your organization
--------------------------	---

EXAMPLE



1.2

EMERGENCY PLANNING TEAM

OVERVIEW

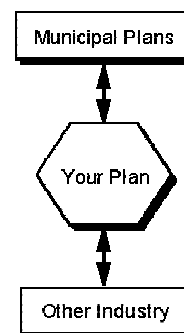
The Emergency Planning Team is responsible for the development and administration of the emergency response plan. The team is made up of the following:

1) Emergency Planning Coordinator

Responsible for overseeing the development and maintenance of the plan and;

2) Emergency Planning Committee

In larger and more complex organizations a committee of persons with expertise act as a resource to the emergency planning coordinator to ensure that the plan accurately reflects the needs of the organization. It is advisable to bring in outside expertise (fire, police, utilities, etc...) to work with the planning committee.



ACTION REQUIRED

Senior Management	<ul style="list-style-type: none">▪ Select and appoint an appropriate position / person within the organization to be the Emergency Planning Coordinator.
Emergency Planning Coordinator	<ul style="list-style-type: none">▪ Decide whether an emergency Planning Committee is required. If so, identify the types of expertise available within the organization that will be useful on the committee and assign appropriate individuals to the committee.▪ Invite outside agencies to participate on the committee.▪ Integrate the organizations emergency response plan with other emergency response plans.

ADDITIONAL INFORMATION

CSA Z731- Emergency Planning for Industry
MIAC-C's Principals for Joint Emergency Preparedness

OVERVIEW

The planning team should identify all federal, provincial and municipal regulations which apply to their operation and contact regulatory agencies to identify requirements and obtain advice.

In addition, some types of industries are required to follow procedures recommended in codes of practice. These industry associations must be contacted to identify appropriate codes.

ACTION REQUIRED**Emergency
Planning
Team**

- Identify all pertinent legal authority in the way of local, provincial, and federal acts and regulations.
- Consult with regulatory agencies as necessary.
- Identify and implement industry codes of practice.

ADDITIONAL INFORMATION

- CSA Z731 - Emergency Planning for Industry

OVERVIEW

The risk assessment is the basis for the emergency plan although this information is not physically part of the plan. Keep the results of this process on file.

The next few pages outline a simple risk analysis process. Higher risk facilities will require more sophisticated risk analysis techniques.

ACTION REQUIRED
**Emergency
Planning
Team**

- Undertake a risk assessment.
- Consider methods to eliminate or reduce risk.

ADDITIONAL INFORMATION

- CSA Z731 - Emergency Planning for Industry
- MIAC-C Risk Assessment Guidelines

**Preparedness Tip**

For each serious risk that is identified, consider taking measures to reduce that risk.

- | | |
|----------------------|--|
| Elimination | of a material or substance. |
| Substitution | of lower toxicity or flammability chemicals. |
| Reduce Energy | such as temperature, pressure, or quantity. |
| Backup | of control devices and systems. |
| Containment | to control the extent of spills. |

Step 1 - Identify the Hazards

The risk assessment begins by creating a list of all of the hazards that could possibly impact the site of operations. This process should include both natural hazards as well as human made hazards both internal to the company and those represented by any adjacent industries.

ACTION REQUIRED

**Emergency
Planning
Team**

- Complete worksheet A. Remember to include other hazards as appropriate.

Worksheet A - Hazard Identification

<input type="checkbox"/> Check all that apply

NATURAL	HUMAN CAUSED
<input type="checkbox"/> Tornado / Plough Wind <input type="checkbox"/> Severe Hail <input type="checkbox"/> Heavy Rain/Flash Flood <input type="checkbox"/> Flood (River) <input type="checkbox"/> Extreme/Prolonged Heat <input type="checkbox"/> Extreme/Prolonged Cold <input type="checkbox"/> Blizzard/Major Snow Storm <input type="checkbox"/> Freezing Rain/Ice Storm <input type="checkbox"/> Dust Storm <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____	<p>Fire</p> <input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Structural Fire <p>Explosion</p> <input type="checkbox"/> Minor <input type="checkbox"/> Major <p>Chemical Release</p> <input type="checkbox"/> Chemical 1 _____ <input type="checkbox"/> Chemical 2 _____ <input type="checkbox"/> Chemical 3 _____ <input type="checkbox"/> Sabotage <input type="checkbox"/> Bomb Threat <input type="checkbox"/> Civil Unrest <input type="checkbox"/> Plane Crash <input type="checkbox"/> Dam Break <input type="checkbox"/> Epidemic <input type="checkbox"/> Financial Collapse <input type="checkbox"/> Utility Shortage/Outage <input type="checkbox"/> Gas Main Break <input type="checkbox"/> Water Main Break <input type="checkbox"/> Radiation Fallout <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____

Step 2 Evaluate Risks

The second step is to evaluate the degree of risk represented by each hazard. Risk is a function of the frequency (probability) and consequences (severity) of a hazards occurrence.

ACTION REQUIRED

Emergency Planning Team	<ul style="list-style-type: none">■ Take the list of hazards from the previous step (Worksheet A).■ For each hazard identified:<ul style="list-style-type: none">■ Select the appropriate frequency category from Table 1■ Select the appropriate consequence category from Table 2.■ Take the frequency and consequence categories that you have selected and locate the risk level in table 3. Record this result in the appropriate box on Worksheet B.
--------------------------------	---

Table 1 - Frequency Categories

	Category	
A	Highly Likely	The hazard is very probable (100% chance) within the next year.
B	Likely	The hazard is probable (10%-100%) within the next year or; has at least one chance of occurring in the next 10 years.
C	Possible	The hazard is possible (1%-10%) within the next year or; has a one chance of occurrence in a hundred years.
D	Unlikely	The hazard is likely to occur less than once in a 100 years.

Consequences

Evaluate the consequences (severity) resulting from the hazard by selecting the category which best describes the effects of a worst credible mishap on personnel, public, environment, economy.

Note: The hazard is placed in the highest category for which it meets one or more criteria.(i.e.: death or fatal injury is always catastrophic even if all other consequences are negligible.

Table 2 - Consequence Categories

Category Impact Type	a Catastrophic	b Critical	c Marginal	d Negligible
Personnel	<ul style="list-style-type: none"> • Death or fatal injury 	<ul style="list-style-type: none"> • Permanent disability, severe injury or illness 	<ul style="list-style-type: none"> • Injury or illness not resulting in disability, major quality of life loss or perceived illness. 	<ul style="list-style-type: none"> • Treatable first aid injury.
Public	<ul style="list-style-type: none"> • Death or fatalities due to direct exposure 	<ul style="list-style-type: none"> • Permanent disability, severe injury or illness 	<ul style="list-style-type: none"> • Injury or illness not resulting in disability, major quality of life loss or perceived illness. 	<ul style="list-style-type: none"> • Minor quality of life loss.
Environment	<ul style="list-style-type: none"> • A major hazardous spill that is uncontained. • Regional or total species / subspecies loss. 	<ul style="list-style-type: none"> • A minor hazardous chemical spill that is uncontained. • Local or species / subspecies damage. 	<ul style="list-style-type: none"> • A major hazardous materials spill which is contained. • Portion of local organisms negatively impacted. 	<ul style="list-style-type: none"> • A minor hazardous chemical spill which is contained • No measurable impact to the environment.
Economic Impact	<ul style="list-style-type: none"> • Total loss of financial base, incapacitating the community. • Funding not available within one week to initiate urgent recovery procedures. 	<ul style="list-style-type: none"> • Partial loss of financial base, temporarily incapacitating the community. • Funding not available within four days to initiate recovery procedures. 	<ul style="list-style-type: none"> • Minor loss to financial base, temporarily incapacitating the community. • Funding not available within 24 hours to initiate recovery procedures. 	<ul style="list-style-type: none"> • Minor loss to the financial base. • Funding not available within 12 hours to initiate recovery procedures.
Facility Impact	<ul style="list-style-type: none"> • Complete shutdown of facilities and critical services for more than a month. 	<ul style="list-style-type: none"> • Complete shutdown of facilities and critical services for more than two weeks 	<ul style="list-style-type: none"> • Complete shutdown of facilities and critical services for more than a week. 	<ul style="list-style-type: none"> • Complete shutdown of facilities and services for more than 24 hours
Property	<ul style="list-style-type: none"> • More than 50% of property located in the proximity of the impact is severely damaged. 	<ul style="list-style-type: none"> • More than 25% of property located in the proximity of the mishap is severely damaged. 	<ul style="list-style-type: none"> • More than 10 of property located in the proximity of the mishap is severely damaged. 	<ul style="list-style-type: none"> • No more than 1% of property in the proximity of the mishap is severely damaged.

Risk

Risk is the combination of probability and consequences (severity).

Based on your answers from the probability table and the consequences table select the corresponding risk category.

Frequency Category Severity Category	A Highly Likely	B Likely	C Possible	D Unlikely
a) Catastrophic	aA	aB	aC	aD
b) Critical	bA	bD	bC	bD
c) Marginal	cA	cB	cC	cD
d) Negligible	dA	dB	dC	dD

	High	· Receive top planning priority.
	Medium	· Receive planning priority.
	Low	· Do not plan for these.
	Very Low	· Do not plan for these.

Worksheet B - Risk Evaluation Summary

HIGH RISK	MODERATE RISK

LOW RISK	VERY LOW RISK

OVERVIEW

The risk assessment (Section 1.4) has demonstrated which hazards represent the most serious risks and should therefore receive planning priority.

The next step is to systematically review each hazard (beginning with the highest risk) to assemble the information that will become the emergency response plan.

ACTION REQUIRED**Emergency
Planning
Team**

- Photocopy Worksheet C (Copy in appendix).
- Using Worksheet C evaluate for each of the high and medium ranked hazards on Worksheet B.
- Identify the impacts or problems that are likely to occur due to the hazard (be detailed).
- The actions that will be necessary to reduce or eliminate the impact of the hazard (be detailed).
- The resources that will be necessary to undertake that action.
- The position (individual) or agency that is responsible for seeing that the action is done.
- Where these resources can be obtained company, mutual aid community, provincial government, federal government or other

ADDITIONAL INFORMATION**Planning Tip**

The North American Emergency Response Guidebook may help you to develop actions for responding to incidents involving dangerous goods.

WORKSHEET E - PLANNING ANALYSIS

HAZARD

MAJOR RIVER FLOOD

IMPACT	EMERGENCY RESPONSE / ACTIONS REQUIRED	RESOURCES REQUIRED	RESOURCE SOURCES / RESPONSIBILITY
<p><i>Release of Chemical X due to containment tank floating.</i></p>	<p><i>Anchor tank</i></p> <p><i>Drain tank and relocate contents</i></p>	<p><i>Professional to evaluate engineering demands.</i></p> <p><i>Hauling company</i></p>	<p><i>XYZ Engineering 555-1257</i></p> <p><i>ABC Chemical Transport</i></p>
<p><i>Damage to machine A</i></p>	<p><i>Remove / Relocate</i></p> <p><i>Sandbag/Dyke equipment</i></p>	<p><i>Approx 1200 sandbags</i></p> <p><i>Approx 30 yards sand</i></p> <p><i>12 people</i></p> <p><i>1 Water Pump (400 gph)</i></p>	<p><i>Arco Sandbags (staff to pickup)</i></p> <p><i>Terra Conglomerates (will deliver)</i></p> <p><i>Staff</i></p> <p><i>Chunks power equipment</i></p>

SAMPLE

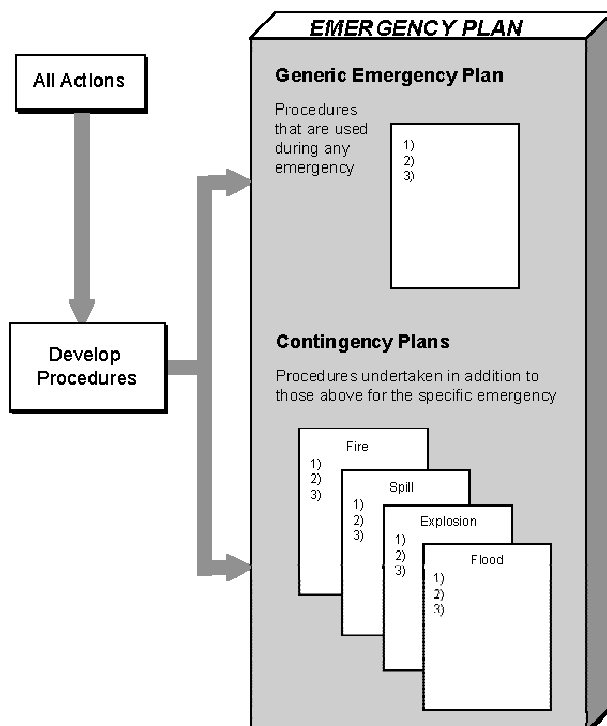
OVERVIEW

The completed planning analysis (Section 1.5) provides a complete listing of all the actions necessary for any emergency - essentially a number of hazard-specific emergency plans.

This information is key to the emergency plan but needs to be further structured and refined into a more useful product.

This refinement is a two stage process:

- 1) Developing procedures for each action
- 2) Separating procedures into those that pertain to all emergencies (Generic emergency plan) and those that apply to specific hazards (Contingency plans).



The majority of this section (1.6.1 to 1.6.9) describes many of the procedures that are to be found in the generic emergency plan. The contingency plans that you will develop will depend on the hazards in your area of operations.

1.6.1 Assessment

1.6.4 Mobilization

1.6.7 Incident Command Center

1.6.2 Activation

1.6.5 Reporting

1.6.8 Public Communication

1.6.3 Evacuation

1.6.6 Security

1.6.9 Communication System

ACTION REQUIRED

Emergency Planning Team

- Develop procedures for each action (Section 1.5)
- Develop an emergency plan and contingency plans for specific emergencies.
- Take all procedures
 - Determine which are applicable to all or most emergencies.
 - List these as a generic emergency plan
 - Assign all remaining procedures as separate contingency plans.

ADDITIONAL INFORMATION



Planning Tips

Developing Procedures

When writing procedures

- Be concise
- Use checklists as appropriate
- Avoid technical jargon where possible
- Issue directions - use action oriented language

1.6.1 EMERGENCY PLAN : ASSESSMENT PROCEDURES

OVERVIEW

A rapid yet thorough situation assessment is essential to ensure that appropriate and sufficient resources are brought to bear on the emergency.

ACTION REQUIRED

Emergency Planning Team

- Develop procedures for evaluating an emergency situation to ensure that critical issues are addressed and that an appropriate response develops.

ADDITIONAL INFORMATION



Planning Tip

There are any number of questions that can be included in an assessment checklist.

Here are some common ones:

- What is the nature of the incident?
 - Chemical spill,
 - Fire,
 - Explosion, etc...
- What are the type and quantity of chemicals involved?
- Am I safe?
- Are there any deaths or injuries?
- What is at risk - people, property, environment?
- What are the weather conditions?
- What should (can) be done immediately?

1.6.2 EMERGENCY PLAN - ACTIVATION

OVERVIEW

An emergency may be reported from any source (employee at the facility, outside agency, general public...) and, depending on the nature of the business, may occur at a location other than a fixed facility. This section of the plan describes procedures for:


- Processing emergency calls.
- Notifying key personnel.
- Activating the Emergency Plan.

Regardless of the location of the emergency, the procedure should indicate where to call in an emergency and who is responsible for receiving the information. In most situation this will require access to a 24 hour telephone number or radio location.

ACTION REQUIRED

Emergency Planning Team	<ul style="list-style-type: none">□ Develop a procedure for alerting on-site personnel to the emergency.□ Develop or designate a system for receiving internal and external emergency calls on a 24 hour basis.□ Develop a procedure for notifying key personnel, indicating who is to make the notification and how contact is to be made.
--------------------------------	---

ADDITIONAL INFORMATION



Preparedness Tip

Activation

Hardware	There are a number of options for on site alerting including sirens, horns, lights, PA. systems...
Training	Train staff in the function of the activation system and the initial actions to take when alerted.
Testing	Routinely test the system
24 Hours	Ensure that the system functions at all times by using a security office or answering service.

1.6.3 EMERGENCY PLAN - EVACUATION PROCEDURES

OVERVIEW

The safety of employees and visitors at the site is of critical importance. A safe and rapid evacuation is necessary to ensure that casualties are avoided during an emergency.

Evacuation routes and procedures should be established in the plan and implemented through signage and training around the workplace.

ACTION REQUIRED

Emergency Planning Team	<ul style="list-style-type: none">❑ Develop an evacuation plan including routes and procedures.❑ Implement the evacuation plan by posting signage and training and drilling staff in evacuation procedures.❑ Review and change evacuation plans whenever physical changes are made to the work environment.
--------------------------------	---

ADDITIONAL INFORMATION



Preparedness Tip

Develop procedures to keep evacuation as effective as possible.

Lighting	Ensure adequate lighting of evacuation routes
Maintenance	Keep doors unlocked and routes free of obstructions.
Special Needs	Make arrangements for employees and visitors with special needs.
Testing	Practice evacuation procedures and adjust as necessary.

1.6.4 EMERGENCY PLAN - RESOURCE MOBILIZATION

OVERVIEW

After an initial assessment of the need for personnel and equipment have been made and key personnel have been alerted, resources need to be assembled in a coordinated manner.

ACTION REQUIRED

Emergency Planning Team

- Designate a person or position who will be responsible for mobilizing personnel, equipment and other technical resources from within the organization. For facilities with a number of distinct sections, it may be appropriate to designate a separate contact for each section.

- Identify specific procedures to be used for arranging resources and assistance from outside organizations and designate a person or position to be responsible for initiating these procedures.

ADDITIONAL INFORMATION



Planning Tips

Resource Mobilization

The person(s) designated to mobilization should have a sound working knowledge of all available resources

1.6.5 EMERGENCY PLAN - REPORTING

OVERVIEW

During a typical emergency response, reports will have to be made to both internal and external parties to aid in the response operation or, as in some cases, are a legislated requirement.

ACTION REQUIRED

- | | |
|--------------------------------|---|
| Emergency Planning Team | <ul style="list-style-type: none">□ Develop a list of the reports that will have to be made during an emergency response. Include the following:<ul style="list-style-type: none">□ Who is responsible for making the report□ To whom the reports are to be made□ When reports are to be made□ The form of each report (verbal, written) |
|--------------------------------|---|

ADDITIONAL INFORMATION

- CSA Z731 - Emergency Planning for Industry



Planning Tips

Reporting Procedures

Referring to Legislation and Industry Codes of Practice (Section 1.3) and Emergency Organization: Roles and Responsibilities (Section 1.8) may help to determine reporting procedures.

1.6.6 EMERGENCY PLAN - SECURITY

OVERVIEW

During an emergency situation proper security measures will be required to limit the movement of unauthorized personnel into the incident site including the public, media, and facility staff not involved in the response.

ACTION REQUIRED

Emergency Planning Team	<ul style="list-style-type: none">□ Determine the need for security during an emergency.□ Where security is required identify how this is to be done and who is responsible for initiating security measures.
-------------------------	--

ADDITIONAL INFORMATION

- CSA Z731 - Emergency Planning for Industry



Planning Tips

Security

Major Incidents

In most cases local police departments will provide assistance with security.

Minor Incidents

Smaller, in house emergencies can typically be secured by using physical barriers including barricades, tape and signage.

1.6.7 EMERGENCY PLAN - INCIDENT COMMAND CENTER

OVERVIEW

In order to coordinate an emergency response operation, a suitable work area, the Incident Command Center, is required.

ACTION REQUIRED

Emergency Planning Team

- Designate one or more locations which could be used as an Incident Command Center.
- Identify the specific items that will have to be available at the Incident Command Center.

ADDITIONAL INFORMATION

- CSA Z731 - Emergency Planning for Industry



Planning Tips

Incident Command Center

The Incident Command Center should be:

- Situated in a safe location
- Be close enough to effectively manage the emergency response operation.

Options may include:

- Vehicle or building at the site (minor incident)
- Mobile Command Center from an emergency response agency (larger incident).
- Building off the site (larger incident)

1.6.8 EMERGENCY PLAN - COMMUNICATION WITH THE PUBLIC

OVERVIEW

The public has an inherent right to be informed of risks to which it might be exposed and to be warned and advised in case of an accident. It is to industry's advantage to accurately and completely inform the public regularly with respect to its operations and facilities. Community awareness will develop trust and lead to improved citizen involvement in the event of an emergency.

ACTION REQUIRED

Emergency Planning Team	<ul style="list-style-type: none">□ Identify the following in the plan:<ul style="list-style-type: none">□ The population that might be affected.□ Adequate methods to inform citizens and the media.□ Procedures for rapid and efficient communications if an accident occurs.□ Warning systems that will be used during an emergency.□ Appropriate actions to be taken during and after an emergency.□ A spokesperson.
--------------------------------	---

ADDITIONAL INFORMATION

1.6.9 EMERGENCY PLAN - COMMUNICATION SYSTEM

OVERVIEW

One of the keys to an effective emergency response is an effective communications system that is able to relay accurate information quickly. To do this reliable communications equipment must be used, procedures developed and personnel trained.

When planning for an emergency consider the conventional communication systems may be unavailable communications systems may be required to operate for extended periods in adverse conditions or communications may be necessary with a central control area.

ACTION REQUIRED

Emergency Planning Team

- Develop an effective emergency communications system for the company: This should include the following:
 - Equipment
 - Use backup power sources and batteries.
 - Plan for a secondary communications system.
 - Develop a routine maintenance program.
 - Procedures
 - Develop communications operating procedures. These should conform to standardized procedures and those of other agencies that may be involved with the emergency response.
 - Develop a communications schedule to allow emergency responders to keep management informed.
 - Training
 - Develop a training program to be made available to all users of the system.

ADDITIONAL INFORMATION

1.6.10 EMERGENCY PLAN - CONTINGENCY PLANS

OVERVIEW

The generic emergency response plan consists of procedures that apply to all or most emergencies.

Contingency plans are sets of procedures and information specific to individual hazards (ie floods - sandbagging).

ACTION REQUIRED

**Emergency
Planning
Team**

- Group procedures that are specific to individual hazards into contingency plans for those hazards.

ADDITIONAL INFORMATION

1.7 RESOURCES - PERSONNEL & EQUIPMENT

OVERVIEW

The planning analysis (Section 1.5) provides a listing of the people, equipment and supplies will be required to undertake emergency actions (Section 1.6).

The imaginative use of available resources, including external response groups, may reduce or eliminate the duplication of effort and the loss of time and/or money. Routine maintenance should be addressed to ensure that all resources are in a state of readiness.

Knowledge of the capabilities of various external response groups, such as fire, medical, police and environmental agencies should be determined.

ACTION REQUIRED

Emergency Planning Committee

- Develop a listing of all internal and external resources (personnel and equipment) that will be required to respond to any emergency.
- Compile information from site drawings or knowledgeable personnel on the following:
 - The locations of isolation points of sources of energy or product (electrical, gas ...).
 - The locations of emergency protective equipment (fire hydrants, monitors, fire pumps...)
 - The locations, quantities, accessibility and operability of equipment and supplies.
- Verify the response capabilities of all contracted sources
- Write clearly defined procedures to mobilize the various resources as needed during the emergency.

ADDITIONAL INFORMATION

- CSA Z731 - Emergency Planning for Industry

1.7.1 MUTUAL AID AGREEMENTS

OVERVIEW

Organizations may choose to enter into mutual assistance agreements with other industries and government agencies to provide help with one another in emergencies that they would be unable to contend with alone. Such agreements allow for the sharing of personnel and equipment which enhances response capabilities. This is particularly useful for example when one organization lacks special resources needed to counteract a particular emergency and these resources are available through others.

Mutual assistance agreements are especially beneficial where a number of industries operate in the same area allowing a common pool of resources thus minimizing costs and avoiding unnecessary duplication of materials and equipment.

ACTION REQUIRED

**Emergency
Planning
Team**

- Assess the following options
 - Dovetailing plans with current municipal or industrial agreements
 - Consider formalizing links with a qualified third party by way of retainer contract to ensure that capable hands on first responders can be activated and attend at the incident scene.
 - Any formal agreements should be reproduced or referenced in the plan along with standard procedures to be used by staff to activate mutual assistance.

ADDITIONAL INFORMATION

- MIAC-Cs Guiding Principles for Joint Municipal and Industrial Emergency Preparedness
- CSA - Z731 - Emergency Planning for Industry

1.7.2 CONTACT TELEPHONE LIST

OVERVIEW

A list of telephone numbers of the external and internal resources that can assist during an emergency is essential for the rapid activation of an appropriate emergency response.

ACTION REQUIRED

Planning Team

- Compile and maintain a list of contacts. Include:
 - A brief description of the resources;
 - A key contact name and secondary contact;
 - A means of activation:
 - Work phone number;
 - Home phone number;
 - Mobile telephone or cellular numbers;
 - Pagers;
 - Fax, etc.
- All contacts included in the list should be aware that they are on the list and know is expected of them (Section 1.2).
- Develop a procedure to update the list regularly (Section 2.3).

ADDITIONAL INFORMATION



Preparedness Tip

Wallet Cards

It may be useful to put key contact numbers and other priority information on wallet size cards that can be distributed to staff.

Note: This does not preclude having the information in the plan.

OVERVIEW


The emergency plan should identify the organizational structure for the emergency response and the roles and responsibilities of all individuals or groups identified in the plan.. This should include clearly defined roles and responsibilities including authority and accountability for all staff as well as those external agencies listed in the plan.

ACTION REQUIRED

Emergency Planning Team	<ul style="list-style-type: none"> □ Identify and / or develop specific roles and responsibilities for all key individuals, groups or agencies (both internal and external) that are listed in the plan.
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ADDITIONAL INFORMATION

- CSA Z731 - Emergency Planning for Industry

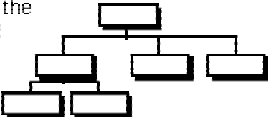


Planning Tips

Roles and Responsibilities

Simple Use checklists where possible.

Use a flow chart that clearly shows the organizational structure and lines of authority.



Parallel The organizational structure, roles and responsibilities should be similar to those of day to day operations.

OVERVIEW

The final step in developing the plan is to combine the elements of the plan into a usable product.

ACTION REQUIRED**Content**

Title / Cover Page	Title (Emergency Plan) Name of Company / Facility Location of Facility Address of Facility (if different from location) Phone Number Type of facility - what is done here General Manager - Name & Telephone Number Date of Plan
Policy	(Section 1.1)
Distribution List	
Table of Contents	
Generic Plan	(Section 1.6)
Contingency Plans	(Section 1.6)
Resource / Callout Lists	(Section 1.7)
Organizational Chart	(Section 1.8)
Additional information	Site Plan - floor plans Access Routes Hazards and Equipment for first responders Maps & Other Attachments

Assembly

Paper	Print the plan on good quality white paper for durability.
Tabs	Are recommended to help locate information in a hurry.
Binder	The plan should be put in binders to protect them and so that changes can be made easily.

Binders should be a readily identifiable color (red is common) and labeled so that they are easily located.

1.10 APPROVAL

OVERVIEW

The emergency plan will need to be approved by management and should conform to company policy, industry codes of practice and industrial emergency planning standards.

ACTIONS REQUIRED

Planning Committee	<input type="checkbox"/> Refer to Sections 1.1 and 1.3 to determine if the plan meets all of the criteria outlined in that section.
Management	<input type="checkbox"/> Approves the plan.

2. PLAN ADMINISTRATION

OVERVIEW

Emergency plans should be distributed to all appropriate individuals or agencies and records kept of their locations.

ACTIONS REQUIRED**Emergency
Planning
Coordinator**

- Number each copy of the plan.
- Distribute copies of the plan to:
 - All members or departments having roles in the plan
 - Other external agencies that have a role in the plan
- Maintain a list of to whom plans have been distributed.

**Preparedness Tip****Protect your ERP**

Ensure that some copies of the plan are kept off site so that they are not made unavailable by the emergency.

OVERVIEW

An emergency is an abnormal situation and an individual's ability to cope largely depends on the amount of emergency response training that they have.

A training program should include the following:

- Fundamental knowledge.
- Roles and responsibilities within the plan.
- Familiarity with policy and procedures.
- Hands on response training including use of equipment and protective devices.

Whenever possible this training should conform to recognized standards (i.e. NFPA, OSHA)

ACTIONS REQUIRED

Emergency Planning Team	<input type="checkbox"/> Design and implement a training program to ensure that staff have the skills and knowledge to enable them to respond to an emergency in a safe and effective manner.
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ADDITIONAL INFORMATION

- CSA Z731 - Emergency Planning for Industry
- Emergency response training is available in Manitoba. Contact MIAC-Mb for more information.

2.3

UPDATING

OVERVIEW

Some types of information found in emergency plans is subject to change (i.e.: Telephone #s). The emergency plan should be reviewed on a regular basis and amended as required.

It is advisable to periodically recall all plans and replace with new versions to ensure that all plan amendments are kept up to date.

ACTIONS REQUIRED

**Emergency
Planning
Coordinator**

- Ensure that information in all copies of the emergency plan are kept up to date.

2.4

PLAN TESTING

OVERVIEW

An emergency plan is more effective when it is tested since it gives personnel to practice their roles and allows for the detection and correction of any inadequacies.

An initial test of the plan should occur as part of the development process. In addition it should be tested as often as is practically feasible even if it is only a partial test (i.e.: conducting an emergency callout to test the speed of notification and mobilization of resources).

ACTIONS REQUIRED

Emergency Planning Coordinator	<input type="checkbox"/> Regularly design and implement emergency exercises.
	<input type="checkbox"/> Use the results of the exercise to update and improve the plan.

ADDITIONAL INFORMATION

- CSA Z731 - Emergency Planning for Industry
- Training courses in exercise design are available in Manitoba. Contact MIAC-Mb for more information.

3. APPENDIX

References

The following were used to help create this document. You may find them useful when developing your emergency response plan.

Canadian Manufacturers Association (1989)

A Simplified Guide to Emergency Planning

Major Industrial Accidents Council of Canada

CSA Z731 Emergency Planning for Industry

Major Industrial Accidents Council of Canada

Guiding Principles for Joint Municipal and Industrial Emergency Preparedness

Holloway, Lynne D (1996)

Emergency Response: It's All in the Plan

Occupational Health and Safety Canada - 1996 Buyers Guide

Transport Canada, US Department of Transportation,
Secretariate of Transport and Communications (1996)

1996 North American Emergency Response Guidebook

WORKSHEET E - PLANNING ANALYSIS

HAZARD

IMPACT	EMERGENCY RESPONSE / ACTIONS REQUIRED	RESOURCES REQUIRED	RESOURCE SOURCES / RESPONSIBILITY