

Title:	Emergency Preparedness Policy
Adopted on:	Aug. 18, 2021
Adopted by:	City Manager
Jurisdiction:	Safety Coordinator
Revision Date:	Aug. 18, 2021

1. EMERGENCY RESPONSE POLICY

Emergency response and prevention shall embrace all measures relating to safeguarding human life, preserving property and continuing operations in our community. The City of Weyburn will create emergency plans to ensure that all reasonable potential emergencies are incorporated into the plan. These will include fire and chemical leaks and may also include bomb threats, armed or violent individuals, severe weather incidents or other potential emergencies specific to each facility.

The Emergency Response Policy intends to ensure that employees shall, at all times, know the location of fire extinguishers, alarm pull stations, first aid kits, AED's, eye washes and be properly trained in how to operate them in order to respond to emergencies in the correct manner.

1.1 Emergency Response Plans

Emergency Response Plans were developed and implemented to provide for the safety of all workers in the event of an emergency at all facilities. Every facility will have their own Emergency Response Plan that will be followed. Written practices to be followed as well as an overall floor plan of the facility will include the locations of emergency exits, supplies or alarms.

1.2 Training & Drills

The City of Weyburn will ensure that workers are trained in the emergency response plan for each facility that they work in. Designated person(s) and workers who have been assigned duties are adequately trained in, and will implement, the emergency response plan. The City of Weyburn will ensure that a drill is held at least once during each 12-month period at each facility. Drills will be recorded, evaluated and corrective actions taken in order to make necessary revisions to the Emergency Response Plan.

1.3 Activation of the Plan

Any activation of the plan will be documented and reported using the Incident Investigation Report.

1.4 Plan Approval and Amendments

The Emergency Response Plans will be created by the Safety Coordinator and appropriate Facility Manager. After completion of final draft, they will consult the Occupational Health and Safety Committee for each facility and incorporate reasonable recommendations for improvements in consultation with the Facility Manager. The final plan will be submitted to the Director responsible for the facility for final approval.

Any issues or amendments required will be documented and forwarded to both the Facility Manager and the Safety Coordinator.

2. FIRE PREVENTION POLICY

Fire Protection and Prevention shall embrace all measures relating to safeguarding human life, preserving property and continuing operations in our company. The City of Weyburn will take all reasonably practicable steps to prevent the outbreak of fire at a place of employment and to provide effective means to protect workers from any fire that may occur.

The Fire Prevention Policy intends to ensure that employees shall, at all times, know the location of fire extinguishers, fire-fighting devices, and be properly trained in how to operate them in order to respond to fires in the correct manner.

2.1 Facility Fire Safety Plan

The Fire Safety Plan was developed and implemented to provide for the safety of all workers in the event of a fire at all facilities. In the field our Emergency Response Plan will be followed.

- In case of fire follow these emergency procedures:
 - Sound the fire alarm;
 - Notify the fire department;
 - Evacuate endangered workers, with special provisions for workers with disabilities; and
 - Meet at the muster point
- The quantities, locations and storage methods of all flammable substances present at all facilities will be on file with the Weyburn Fire department;
- The Safety Coordinator is designated to carry out the fire safety plan and delegate the duties of the designated persons;
- Designated persons and workers will be trained in fire suppression for their responsibilities for fire safety;
- Fire drills will be held once a year; and
- The control of fire hazards

2.2 Training & Drills

The City of Weyburn will ensure that workers are trained in the safe handling of flammable and combustible substances. Designated person(s) and workers who have been assigned fire safety duties are adequately trained in, and will implement, the fire safety plan. The City of Weyburn will ensure that a fire drill is held at least once during each 12-month period at each facility. Drills will be recorded, evaluated and corrective actions taken in order to make necessary revisions to the Fire Safety Plan.

2.3 Fire Extinguishers

The City of Weyburn will ensure that portable fire extinguishers are selected, located, inspected, maintained and tested so that the health and safety of workers at the place of employment is protected. The City of Weyburn will ensure that portable fire extinguishers are easily accessible and placed not more than nine metres away from each industrial open-flame portable heating device, tar pot or asphalt kettle that is in use and each welding or cutting operation that is in progress. All Fire extinguishers shall be inspected monthly, recharged immediately after use and serviced yearly with a hydrostatic test every 12 years.

2.4 Garbage

Where garbage may constitute a fire hazard is present at a place of employment, an employer, contractor or owner shall provide covered receptacles for the garbage that are suitable to the nature of the hazard. The City of Weyburn will ensure that materials contaminated by flammable liquids are placed in receptacles that: (a) are non-combustible and have close-fitting metal covers; (b) are labelled “flammable”; and (c) are located at least one metre away from other flammable liquids.

2.5 Worker Responsibilities

A worker shall not use gasoline to start a fire or use gasoline as a cleaning agent; or replenish a tank on a heating device with a flammable or combustible liquid while the device is in operation or is hot enough to ignite the liquid.

2.6 Ignition Sources and Static Charges

The City of Weyburn will ensure that:

- a worker is not required or permitted to enter or work at the worksite where a flammable or explosive substance is present in the atmosphere of a worksite at a level that is more than 20% of the lower explosive limit of that substance
- suitable procedures are developed and implemented to prevent the ignition of flammable liquids or explosive dusts that are present at a worksite;
- all sources or potential sources of ignition are eliminated or controlled where an explosive atmosphere exists or is likely to exist; and
- static charge accumulations during transfer of flammable liquids or explosive substances from one container to another are prevented by electrically bonding the containers.

3. SAMPLE EMERGENCY CONTACT LIST & EMERGENCY PROCEDURE



CITY OF WEYBURN WATER TREATMENT PLANT

60 – 16th St. NE | PO Box 370
Weyburn, SK | S4H 2K6
P: (306) 848-3283 | F: (306) 842-6330

June 21, 2021

WATER TREATMENT PLANT EMERGENCY CONTACT LIST

Purpose: To provide Water Treatment Plant staff, subcontractors and visitors with emergency contact information.

Location: 60 – 16th St. NE, Weyburn

Agency	Phone Number	Location
Ambulance	911	
Fire Department	911 or 848-3240	55 – 16 th St. NE
Weyburn Police	911 or 848-3250	400 Coteau Ave
Poison Centre	1-866-454-1212	
Saskatchewan Environmental Spill Report Centre	1-800-667-7525	
Weyburn General Hospital	842-8400	201 – 1 st Ave NE
Onsite: Shabbir Sakrani – Superintendent of WTP	848-3283	157 3 rd St. NE
– Director of Engineering		Cell
- Safety Coordinator		Cell

Location of First Aid facilities: Entrance to Plant, emergency eye flush in Plant 200 & 300

First Aiders on-site (names):

EMERGENCY PROCEDURES:

MEDICAL EMERGENCY:

- Do not panic; remain calm, call for 'HELP' if you are alone
- If there is any chance the casualty could have a head or spinal injury tell them not to move
- Assess the area for hazards and make it safe
- If you have help instruct them what they need to do – Call 9-1-1 if required, get more help or first aid supplies
- Ensure anyone who is helping you keeps a line of communication with you on what they were to do
- Provide first aid assistance if you are trained or capable of providing
- Have someone meet the EMS personnel at the entrance of the facility and direct them to the injured person's location.
- Stay with the injured individual until EMS personnel arrive and take control of the situation
- Advise the EMS personnel on the condition of the injured individual. Also explain what, if anything, has been done

IF YOU DISCOVER A FIRE:

In the unlikely event that you discover a fire before the alarm system has detected it you should:

- Immediately proceed to the nearest fire alarm pull station, located at all exits, and activate the fire alarm
- Call 911 from the nearest phone to report the fire
- Leave the lights on and exit the building to the muster point (SW Corner of Lot) and remain there until otherwise notified

IF THE FIRE ALARM SOUNDS:

- Employees shall take responsibility for members of the public in our building. Advise any guests in your area that a fire alarm has sounded, and that the building must be evacuated immediately.
- Shut all doors, if it is safe to do so Guests and all employees shall immediately exit the building through the nearest safe exit.
- Guests and employees are to proceed to the muster point (SW Corner of Lot) and remain there until otherwise notified





5. FIRE DRILL CHECKLIST



CITY OF WEYBURN
FIRE DRILL CHECKLIST

DATE: _____ TIME: _____

Location: _____

Members Involved: _____

- ___ Worker identifies fire
- ___ Stops work immediately & Turns off their equipment
- ___ Protect yourself first, then warn others of situation
- ___ Call 911 if it safe to do so
- ___ Try to contain blaze with fire extinguisher if safe to do so
- ___ Closing doors and windows as you are Evacuating building
- ___ Proceed to the Muster Area
- ___ Do a head count to let emergency responders know how many are missing
- ___ No one is to re-enter the building without authorization from the fire department

COMMENTS, DEFICIENCIES & CORRECTIVE ACTIONS TAKEN OR REQUIRED:

