	Canadian National Demolition	Rev: 0	Page: 1
Subject: Fort Francis Paper Mill Demolition Project			
Doc: Emergency Response Plan	Approved by:	Date: October 2020	

This emergency response plan was made to meet the standards set in the;

- a) Ontario Occupational Health and Safety Act and Regulations for Construction 213/91
- b) Asbestos on Construction Projects and in Buildings 278/05
- c) Canadian National Demolition EHS Policies and Procedures
- d) Fort Francis Fire and Rescue Service, and
- e) Any other safety practices required for the site.

This project will rely on local emergency response resources unless otherwise specified. The project Superintendent, Canadian National Demolition management while in consultation with the Fort Francis Fire and Rescue Service


- a) Assess the potential for emergency situations associated with project activities on site
- b) Act to prevent emergencies and their associated impacts and
- c) Mitigate impact associated with accidents

An important element of emergency preparedness consists of ensuring immediate access to first aid and fire extinguishers at all times. Canadian National Demolition site supervision will be accountable to ensure that access to emergency equipment is available to specific worksite locations within the project locations

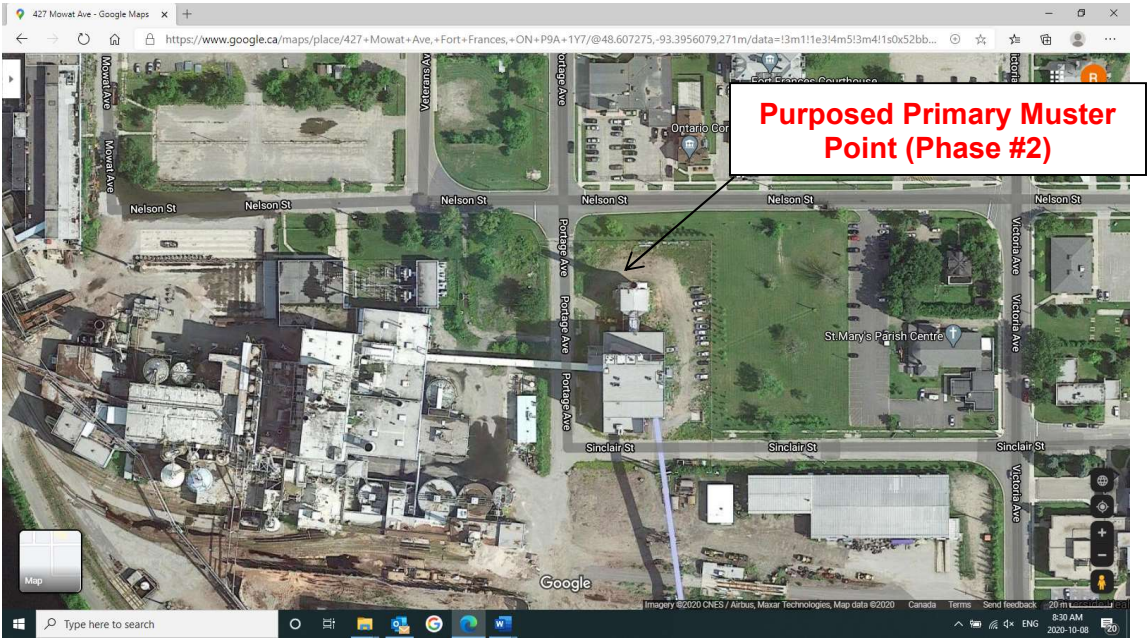
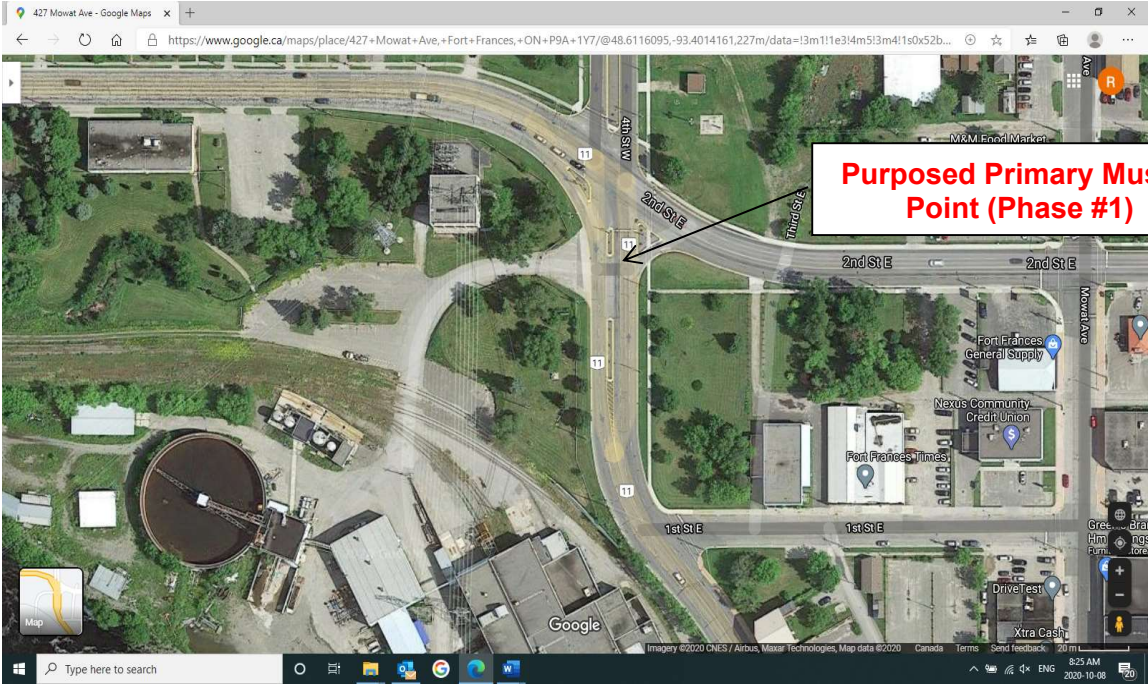
Muster points at this project will be communicated to all project personnel during the initial orientation. Additional emergency response information will be posted on the site communication boards and all people coming to site will be made aware of this information during the initial orientation


Any incident, close call or safety issue has to be reported immediately to;

- a) Your immediate supervisor, client, trade contractor (if applicable)
- b) The Senior EHS Coordinator to address the proper course of action
- c) The EHS Team will advise the Canadian National Demolition Senior Management Team

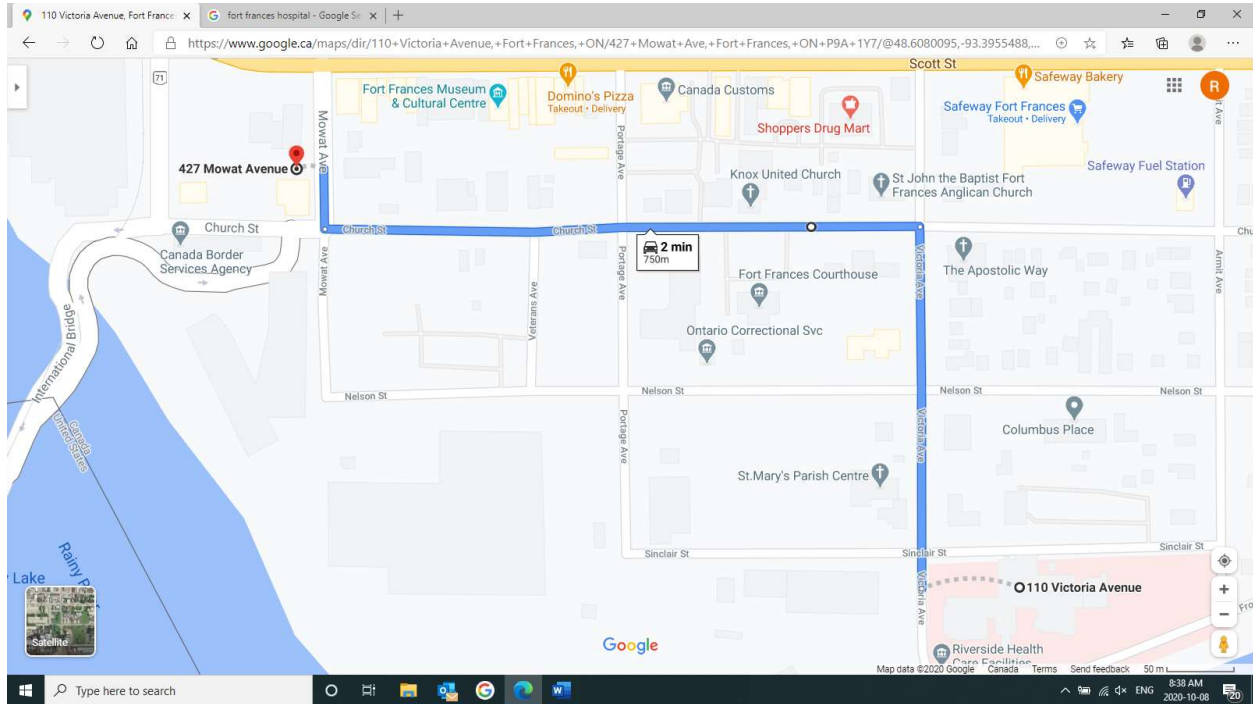
	Canadian National Demolition	Rev: 0	Page: 2
Subject: Fort Francis Paper Mill Demolition Project			
Doc: Emergency Response Plan	Approved by:	Date: October 2020	

The Site Muster point will be across the parking lot outside of the site entrance/exit doors



	Canadian National Demolition	Rev: 0	Page: 3
Subject: Fort Francis Paper Mill Demolition Project			
Doc: Emergency Response Plan	Approved by:	Date: October 2020	


The local hospital is the Riverside Health Care, 110 Victoria Ave, Fort Francis Ontario P9A2B7.



In the event of an injured worker

1. Use the air horn (**2 short blasts**), and radio communication to notify the site supervisor about the injured person on site.
 2. If the worker is not able to move himself, they should radio the supervisor:
 3. Supervisor to assess the situation and activate Fort Francis Fire and Rescue Service if required by calling 911
 4. The site supervisor will make sure first aid is provided immediately by a qualified first aid responder. All supervisors, foreman, EHS Team Members and lead hands will have access to a first aid kit either located in their company vehicle or at the site-specific location as well as a fire extinguisher.
- Note:** First aid includes but is not limited to: cleaning minor cuts, scrapes or scratches, treating a minor burn, applying bandages & dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit, and any follow-up for observations purposes.
5. Stabilize/secure the scene. (if applicable)
 6. Ensure to eliminate any hazards to avoid further injuries, property damages, etc.
 7. Site supervisor to seek immediate medical attention for the injured worker or call 911 (ambulance) as required.

Note: This will include providing immediate transportation to the hospital (Riverside Health Care at 110 Victoria Ave Fort Francis.), a doctor's office, as necessary: preferred transportation to the hospital shall be ambulance; depending on the work location, the supervisor may provide transportation in a company vehicle. If required, site supervisor may choose to send a company employee to attend with the worker to the hospital or doctor's office.

	Canadian National Demolition	Rev: 0	Page: 4
Subject: Fort Francis Paper Mill Demolition Project			
Doc: Emergency Response Plan	Approved by:	Date: October 2020	


8. The supervisor will assign one worker at each gate entrance (Phase 1 or Phase 2) to facilitate emergency services.
9. The supervisor will attend and escort EMS to the incident location
10. Site supervisor to notify EHS Specialist & Project Manager immediately.
11. Make sure there is a record of the first aid treatment / advice given to the injured worker: incident report / first aid log entry, as applicable.
12. The site supervisor will ensure that the injured worker is provided with a Functional Abilities Form (FAF) which is included in the envelope entitled "Injured Employee".
13. The injured worker or the company employee must return the completed FAF or Form 8 to the site supervisor on the same day of the injury, if possible or the next scheduled shift.
14. The site supervisor with the assistance of the EHS Team will thoroughly investigate the incident, complete the Incident Report, acquire all witness and worker statements, and **hand it to** or **faxed it to** the EHS Specialist at **289-775-3083**.

In the event of an Emergency:

1. Do not waste time.
2. Report the emergency to the site supervisor immediately.
3. Use the air horn and radio communication to make all workers aware of the emergency:
 - a. **1 long blast:** everyone to evacuate and meet at the Muster Point.
 - b. **2 short blasts:** Stop all work, shut down equipment and wait for further instructions via 2-way radio.

Muster Point – TBD by Supervisor (or the General Contractor) after assessing site (Physically shown to workers by Supervisor or General Contractor during the site orientation)
4. Shut down all equipment.
5. Leave personal belongings behind.
6. As you are required to exit the job site premises, leave all trailer and site office doors unlocked (if applicable).
7. Stay calm.
8. Walk, do not run.
9. If it is possible and safe to do so, assist others on your way out.
10. Notify others on the job site if they are not aware of the emergency.
11. If you are ill / injured / not feeling well, please notify the site supervisor.
12. All workers to gather at the **Muster Point**.

Note: The **Muster Point** is subject to change depending on the type and location of the emergency and will be communicated to all site workers as necessary.
13. If you need to leave the **Muster Point**, please notify the site supervisor to gain approval.
14. Based on the emergency conditions or situation, the site supervisor can send workers home.
15. If employee vehicles cannot be accessed to leave the job site, the site supervisor will call taxis for the workers to leave by, and/or arrange rides home (car-pooling).
16. The Site supervisor is to notify the EHS Specialist (rick@cndsolutions.ca), the on-site EHS Coordinator & Project Manager of any emergency, providing as much detail as possible.
17. The Site supervisor to complete a thorough incident investigation and to send (via email) or fax it to the EHS Specialist.

	Canadian National Demolition	Rev: 0	Page: 5
Subject: Fort Francis Paper Mill Demolition Project			
Doc: Emergency Response Plan	Approved by:	Date: October 2020	

Duties of the Job Site Supervisor in case of an Emergency:

1. Keep the job site Emergency Evacuation Response Plan current with changing conditions.
2. Determine and communicate to the workers on site, the location of the **Muster Point**.
3. Identify and communicate to the workers the safe emergency evacuation routes.
4. Designate suitable locations for an air horn & update all workers of its location.
5. Make sure that workers follow all emergency steps/procedures established for the job site in the Emergency Response Plan.
6. Make workers aware of the proper use of the air horn, and to let them know what the blasts mean.
7. Have fire extinguishers readily available and placed at key locations throughout the job site, and ensure personnel know of their locations.
8. Take control of any emergency situation.
9. Keep workers together at the **Muster Point** or in an alternate safe location.
10. Perform a head count and make sure all employees, visitors, and trade contractors, have been evacuated safely.
11. Ensure first aid and/or medical attention has been provided to any injured persons.
12. Report to EHS Specialist & Project Manager any safety issues regarding the emergency immediately.
13. Contact Fort Francis Fire Rescue Service by calling 911 when applicable and let them take control of the emergency, otherwise
14. Appoint workers to manage entrances, driveways, etc., (i.e., stop people from entering the job site premises during an emergency/evacuation).
15. Ensure that the job site perimeter is secured.
16. Perform, document, and evaluate all recommendations for improvement regarding emergency drills per client's EHS Policies and Procedures or per Canadian National Demolition Policies and Procedures.
17. Complete a thorough incident investigation report on any type of incident that happens on the job site.

Workplace Violence and Harassment


Workplace Harassment means: Engaging in the course of vexatious comment or conduct against an individual in a workplace that is known or ought reasonably to be known to be unwelcome.

If you feel Harassed, take action.

1. Inform the instigator that you are feeling harassed and that he or she should refrain from such action.
2. If the incident escalates or continues, report the incident immediately to your Supervisor / Manager / Senior Management / EHS Specialist / Project Manager.

Workplace Violence means:

1. The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
2. An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.
3. A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
4. If you feel at risk of violence or harassment, the following steps should be followed:

	Canadian National Demolition	Rev: 0	Page: 6
Subject: Fort Francis Paper Mill Demolition Project			
Doc: Emergency Response Plan	Approved by:	Date: October 2020	

- a. If you feel in danger or violence, take action.
- b. Alert other workplace parties using the office phones or your voice whenever you feel at risk.
- c. Call discreetly from a remote and safe location; give a detailed description of the incident if appropriate.
- d. Ensure that the incident is reported to your Supervisor / Manager / Senior Management / EHS Specialist or EHS Coordinator for appropriate actions to be taken.

Note: Retaliation against persons who bring a complaint of actual or perceived violence or complaint of harassment that is intentionally fraudulent or malicious is strictly prohibited and will be dealt with through our progressive discipline program.


In case of Power Failure

Power failure results in insufficient or no lighting. Adverse weather conditions could cause utility damage.

1. Emergency lights may activate at the exits, as applicable.
2. Determine there are no other hazards rather than the power failure (i.e. housekeeping issues, all emergency exit pathways must be clear of obstruction at all times).
3. Stay Calm.
4. If you do not have a flashlight or your battery and your spare battery is out. Remain in the work area until advised of actions to be taken by the site supervisor (if safe to do so).
5. Workers to shut down equipment and powered tools.
6. If safe to do so, workers to evacuate work area towards the **Muster Point**. Walk gingerly and take your time.
7. Site supervisor to perform a head count and make sure all employees, visitors, sub-contractors, etc., have been evacuated safely.
8. Site supervisor to provide first aid if a worker is injured while in the evacuation process.
9. Site supervisor to contact the appropriate utility to notify of power failure and contact an electrical technician for assistance (as applicable).
10. Site supervisor to report the incident to the EHS Specialist (rick@cndservice.ca) & Project Manager immediately.

In case of fire:

1. Canadian National Demolition utilizes ABC fire extinguishers on site.
2. The fire extinguishers are placed throughout the job site in key locations as identified in the emergency site plan.
3. The person who first identifies or sees the fire will quickly assess if the fire can be extinguished using a fire extinguisher.
4. Extinguish fire, only if it is safe to do so.
5. Remove the source of combustible material if possible and safe to do so.
6. Fight back the small fire with fire extinguishers by controlling the source of combustible material.
7. If fire extinguishers are used, proceed with the **PASS** method:
 - P** = Pull the pin to allow the operator to discharge the extinguisher.
 - A** = Aim the hose at the base of the fire to hit the fuel.

	Canadian National Demolition	Rev: 0	Page: 7
Subject: Fort Francis Paper Mill Demolition Project			
Doc: Emergency Response Plan	Approved by:	Date: October 2020	

S = Squeeze the handle or lever to release the extinguishing agent.

S = Sweep from side to side until the fire is completely out and under control.


8. If the fire cannot be controlled, use the air horn (2 short blasts) to notify workers to evacuate towards the **Muster Point**.
9. At the **Muster Point**, the site supervisor will conduct the head count to ensure all workers have evacuated safely.
10. Site supervisor to call 911.
11. Site supervisor to report the fire to the EHS Specialist (rick@cndsolutions.ca) & Project Manager.
12. If someone is missing site supervisor will notify the site emergency team or the authorities as applicable.
13. A qualified first aid responder will assist injured workers as required.
14. The site supervisor will verify with the Fire Marshal after the fire has been controlled, if it is safe to return to the work area; otherwise, workers will be dismissed home until further notice.

If any worker is unable to evacuate the work area due to smoke and/or fire:

1. Remain calm and go into an enclosed area.
2. Close any doors or internal windows, if any.
3. Place wet rags, clothes, paper towels or duct tape around the doorways, and seal vents or air ducts the same way.
4. If a phone is available on the worker or in the work area call 911 and tells them where you are.
5. If possible, put a sign in an exterior window to show them where you are.
6. Keep low to the floor where the air is cleaner.
7. Wait for instructions or help.

Natural gas leaks:

1. Notify the site supervisor immediately and detail the status of the leak.
2. Shut down open flame equipment or put away sources from the leak, if safe to do so.
3. Do not touch any electrical switches or panels.
4. Use the air horn (**1 long blast**) to warn the workers.
5. Evacuate the hazard zone and proceed to the **Muster Point**.
6. At the **Muster Point**, the site supervisor will conduct the headcount to ensure all workers have evacuated safely.
7. Site supervisor to ensure first aid or medical attention is provided (as required).
8. Contact the gas utility and identify the nature of the circumstances.
9. Arrange shut down of the gas service feed if recommended by the utility company and follow their recommendations.
10. Do not allow workers to re-enter the building until given clearance by the utility company.
11. Site supervisor to initiate and / or participate in the investigation of the incident and provide information to the EHS Specialist (rick@cndsolutions.ca) & Project Manager as needed.

	Canadian National Demolition	Rev: 0	Page: 8
Subject: Fort Francis Paper Mill Demolition Project			
Doc: Emergency Response Plan	Approved by:	Date: October 2020	


In the event of a flood:

1. A worker who first notices the flooding will notify the site supervisor.
2. The site supervisor will assess the situation and determine if it is necessary to evacuate.
3. If evacuation is the appropriate course of action, the site supervisor will initiate the emergency evacuation of all workers towards the **Muster Point**.
4. The site supervisor will contact the appropriate workers to help control the flooding.
5. At the **Muster Point**, the site supervisor will complete the headcount to ensure all Canadian National Demolition workers, trade contractors and visitors have evacuated safely.
6. Workers are not to re-enter the work area without confirmation from the site supervisor.
7. Site supervisor to verify with authorities, after the situation has been controlled, if it is safe to return to work; otherwise workers will be dismissed home until further notice.
8. If employee vehicles cannot be accessed to leave the job site, the site supervisor will call taxis for the workers to go, and / or arrange rides home (carpooling).

Theft / Vandalism:

If you observe or are notified of persons attempting forced entry of a building, committing vandalism, hiding in bushes, behind trees, against walls, or anything that is not appropriate, follow these steps:

1. The worker who first discovers a forced entry does not enter the work area.
2. Worker to call the Police discreetly from a remote and safe location, give a detailed description of the observations.
3. Worker to remain in a safe location (away from the work area), prevent as possible other workers from entering the job site, and direct other workers to a safe location away from the work area.
4. Worker to be observant at all times (take notes).
5. Worker to contact the site supervisor and provide details of his / her findings and whereabouts.
6. No one is to disturb any areas which may have been points of entry or may provide clues such as footprints, hairs or threads caught on shrubbery, patterns of broken glass, tool marks or possible fingerprints.
7. No one is to attempt to enter the work area or confront anyone leaving the building.
8. Worker to inform arriving police officers of details known to this point.
9. Site supervisor to ensure the safety of the workers at all times.
10. Site supervisor to assess and estimate the amount of materials / tools stolen or the damages caused to property during breaking in, as applicable.
11. Site supervisor to verify with police the safety to return the work area, otherwise workers can be sent home, until further notice.

	Canadian National Demolition	Rev: 0	Page: 9
Subject: Fort Francis Paper Mill Demolition Project			
Doc: Emergency Response Plan	Approved by:	Date: October 2020	

Natural Disasters:


In the event of any natural disaster such as tornadoes, hurricanes, severe storms or earthquakes, follow these steps:

Site supervisor to:

1. Obtain emergency information to determine the safest course of action, set up a command post.
2. Assign a worker to monitor the national weather station, report status and any safety precautions provided.
3. Advise all employees of the approaching natural disaster (time permitting) and ensure everyone remains at a safe location.
4. When evacuating workers must:
 - a. Remain calm.
 - b. Go to a structural wall or area away from windows and stay as close to the floor as possible.
 - c. Remain in the safe area until the natural disaster has passed and clearance has been given by the site supervisor.
 - d. Do not leave the safe area.
 - e. Wait for instructions.

Passing of natural disaster:

1. Obtain verification from the national weather station (done by listening to the weather reports) that the natural disaster has passed.
2. Inform all workers that the natural disaster has passed.
3. If the natural disaster did not affect the work area, site supervisor to advise all workers to return to work.
4. If the natural disaster did affect the work area, site supervisor to:
 - a. Initiate evacuation and instruct workers to report to the **Muster Point**, reminding them to stay clear of trees, power lines and damaged building/structures.
 - b. At the **Muster Point** site supervisor will complete the head count, and assess whether workers have been injured/trapped, as well as damage to the work area (only if safe to do so).
 - c. If workers are trapped, site supervisor to get assistance from Fort Francis Fire and Rescue Services, and let them take control of the emergency, otherwise
 - d. Site supervisor to call 911.
 - e. After rescue site supervisor to ensure that workers receive first aid from a qualified responder or to seek medical attention, as required.
5. If the natural disaster caused damage to the job site (i.e., equipment, property, strewn materials), workers are not to re-enter work area until clearance is given by the authorities.
6. Site supervisor to notify the Senior EHS Coordinator (rick@cndsolutions.ca) & Project Manager, and complete a thorough incident investigation report.

	Canadian National Demolition	Rev: 0	Page: 10
Subject: Fort Francis Paper Mill Demolition Project			
Doc: Emergency Response Plan	Approved by:	Date: October 2020	

Hazardous material:

In the event of any potential encounter with unknown substances/chemicals, follow these steps:

1. Do not approach area, barricade area and report to supervisor through radio
2. The site supervisor to work with SDS files to determine source material and best course of action
3. Have appropriate PPE readily available
4. Be on standby to carry out task outlined by Canadian National Demolition project management