



## Emergency Response Policy

The Tembec Forest Resource Management – Pine Falls Operations is committed to the highest level of emergency preparedness to ensure prompt and effective response to all emergencies which affect company operations. The goal in any emergency shall be to protect the safety of the public and company employees, and to prevent damage to property and the environment.

Company policy related to emergency preparedness is reflected in the following statements:

- Emergency conditions, risks and hazards which may affect company Operations shall be identified and incorporated into company emergency planning efforts.
- Spill prevention measures shall be identified and implemented where possible and practical, to minimize the likelihood and consequences of an emergency.
- An effective Emergency Response Plan outlining company emergency policies and procedures shall be prepared and maintained, in compliance with current government standards and regulatory requirements.
- Company employees shall be trained to understand their responsibilities, based on their level of emergency involvement.
- Specialized equipment shall be procured and maintained within the company, or contracted through external agencies for response to emergencies affecting company operations.
- Exercises shall be undertaken by the company on a regular basis to test company emergency response capabilities.

Emergency response procedures undertaken during exercises or actual emergencies shall be reviewed after activities are completed, to ensure any deficiencies are identified and corrected.

## Section 14 - Emergency Response Plan (ERP)

- 1 FRM – 1049 General Information
- 2 FRM – 1050 Emergency Training and Exercises
- 3 FRM – 1051 Emergency Preplanning
- 4 FRM – 1061 Plan Activation and Reporting
- 5 FRM – 1062 Emergency Roles and Responsibilities
- 6 FRM – 1064 General Emergency Procedures
- 7 FRM – 1066 Equipment and Resources
- 8 FRM – 1068 Contact List
- 9 Appendix 1 Contingency Plan – Flammable Liquids
- 10 Appendix 2 Contingency Plan – Fire, Medical Emergency  
and Missing Persons
- 11 Appendix 3 Muster Point Map
- 12 Reference Document 1 Emergency Environmental  
Mitigation Procedures
- 13 Reference Document 2 Gaseous Releases
- 14 Reference Document 3 Fire or Explosions



# FRM-1049 Forest Resource Management Emergency Response Plan – General Information



<b>Approver:</b> FRM Unit Manager	<b>Last Revised:</b> July 11, 2008	<b>Review Date:</b> July 11, 2010
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## PURPOSE

- To maintain effectiveness and suitability of the Forest Resource Management (FRM) emergency response plan (ERP);
- To assist company personnel in planning for and dealing with emergencies which may affect FRM operations;
- To provide reference material related to potential emergencies; and
- To facilitate safe and efficient emergency response actions that minimize hazards to human health, safety, the environment and property in situations involving chemical spills, fires, medical emergencies and lost or missing personnel.

## APPLICATION

All employees of Tembec-Pine Falls FRM, as well as independent contractors, service representatives, consultants and vendors.

## DEFINITIONS

<b>ERP</b>	Emergency Response Plan. The ERP is available electronically on the EMS website and uncontrolled printed copies are also distributed to FRM operations, as well as externally to agencies.
<b>Emergency</b>	Any unusual condition or unforeseen circumstance which affects company operations which poses a danger to the safety of company personnel or the public, or a hazard to property or the environment if not contained or controlled immediately.
<b>Emergency Response Plan Manager</b>	The person appointed to administer and manage the ERP.

## INSTRUCTIONS

- 1.1 The ERP assists company personnel in planning for and dealing with all emergencies which affect company operations.

### 1. Plan Description

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- 1.2 The ERP includes the following information:
- Lists of contacts and equipment for emergency events;
  - Reporting procedures for emergency events;
  - Roles and responsibilities for emergency events; and
  - Procedures for responding to specific events.
- 1.3 Information referenced in the ERP applies to all forestry operations occurring under Manitoba Forest Management License 01 (FML 01)
- 1.4 The ERP covers the following potential emergency situations:
- Petroleum or chemical spills;
  - Forest fires;
  - Fires or explosions which occur as a result of on-site operations;
  - Medical emergencies; or
  - Lost or missing personnel.
- 2.1 The ERP addresses the recognition, notification, reporting, response and post incident follow-up for spills, fires, accidents, explosions, natural catastrophes and other emergency events which occur on Tembec-Pine Falls Forest Resource Management forestry sites.
- 2.2 A master table of contents (Table 1) has also been provided for printed copies, to assist in information retrieval.
- 2.3 Additional information related to emergency response and preparedness is provided to personnel through training programs and exercises undertaken by the company.

**2.  
Plan Organization**

**Table 1 Emergency Response Plan Procedure Organization**

For Information on:	Refer to ERP:
Plan description and scope, plan organization and administration	FRM-1049 General Information
Emergency training, training exercises and training records	<a href="#">FRM -1050 Emergency Training and Exercises</a>

## Forest Resource Management Emergency Response Plan – General Information

FRM-1049

<b>For Information on:</b>	<b>Refer to ERP:</b>
Safety briefings, internal and remote site evacuation preplanning, site plans and site identification	<a href="#">FRM -1051 Emergency Preplanning</a>
Plan activation and reporting procedures	<a href="#">FRM -1061 Plan Activation and Reporting – Forest Resource Management</a>
Emergency response plan roles and responsibilities	<a href="#">FRM -1062 Emergency Roles and Responsibilities – Forest Resource Management</a>
Incident assessment, Emergency organization - incident command system, Documentation, resource mobilization, Emergency agency communication, liaison, and briefing, Site security, Incident command centre, Communication systems, Response termination, and Post incident review	<a href="#">FRM -1064 General Emergency Procedure – Forest Resource Management</a>
Equipment location, Equipment maintenance, Spill Response Kits, Safety equipment, and External equipment and resources	<a href="#">FRM -1066 Equipment and Resources – Forest Resource Management</a>
Internal, Government, Stakeholder, Emergency agency and Contractor and Specialist emergency contacts	<a href="#">FRM -1068 Forest Resource Management Contact List</a>

**Additional Information kept on EMS Website**

<b>Woodlands Contingency Plans</b>	<b>Appendix section</b>
Forest Resource Management Contingency Plan - Flammable Liquids	<a href="#">Appendix 1</a>
Forest Resource Management Contingency Plans – Fire, Medical Emergency and Missing Persons	<a href="#">Appendix 2</a>
Emergency Muster Point Map	<a href="#">Appendix 3</a>

Each plan is administered by an Emergency Response Plan Manager. The Emergency Response Plan Manager for FRM is the FRM Unit Manager.

**3.  
Plan**

Forest Resource Management Emergency Response Plan – General Information

FRM-1049

The ERP manager will review and update the ERP every two years.

**Administration and Distribution**

- 3.1 Controlled copies of the Emergency Response Plan are located on the EMS Web Site.
- 3.2 All printed copies of the ERP are considered uncontrolled documents.
- 3.3 Uncontrolled printed copies are made available to the newsprint mill Hazmat Team and forest resource management operation and other key personnel who have responsibilities in emergency incidents. All uncontrolled printed copies are identified in the [FRM-1049 Form 01 Master Distribution List](#).
- 4.1 Correspondence or inquires from company personnel or external agencies related to the Emergency Response Plan or company emergency preparedness activities should be directed:

**4. Contacts**

FRM Unit Manager  
 Tembec – Forest Resource Management  
 P.O. Box 10  
 Highway 11 and Mill Road  
 Pine Falls, Manitoba  
 R0E 1M0  
 (204) 367-5271

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**REFERENCE**

- ISO 14001 s. 4.4.7 Emergency Preparedness and Response
- Document 1 Emergency Environmental Mitigation Procedures – FRM
- Document 2 FRM Contingency Plan – Gas Releases
- Document 3 FRM Contingency Plan – Fire or Explosions

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**RELATED PROCEDURES**

- [FRM-1004 Identification, Tracking and Communication of Legal and Other Requirements](#)
- [FRM-1028 Document Management - Revision and Review of Existing Procedures](#)

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**FORMS**

- [FRM-1049 Form 01 Master Distribution List](#)

**RECORDS**

<b>Records</b>	<b>Location</b>	<b>Responsibility</b>	<b>Retention Period</b>
Emergency Response Plan	EMS Web Site	Woodlands Administrative Coordinator	On-going
ERP Master Distribution List	EMS Website	Woodlands Administrative Coordinator	On-going

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# FRM-1050 Emergency Training and Exercises



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## PURPOSE

- To ensure employees and contractors are trained and prepared to respond to emergency events.
- To describe appropriate steps to avoid emergency events.

## APPLICATION

All employees of Tembec-Pine Falls Forest Resource Management (FRM), as well as all independent contractors, service representatives, consultants and vendors.

## DEFINITIONS

<b>WHMIS</b>	Workplace Hazardous Material Information System
<b>Emergency Response Plan Manager</b>	The person appointed to administer and manage the Emergency Response Plan: the Operations Manager for FRM.
<b>ERP</b>	Emergency Response Plan

## INSTRUCTIONS

- 1.1 Training for emergency response is governed by the following procedures: [FRM - 1008 Training Planning](#); [FRM - 1026 New Employee Orientation](#); and [FRM - 1010 Contractor and Visitor Orientation](#). All training is documented in accordance with [FRM - 1023 Training Records](#).
- 1.2 With the assistance of the Woodlands Coordinator, the ERP Manager develops and implements the annual emergency response training programs for FRM employees.
- 1.3 Company Personnel and Contractor Training depends on positional roles and responsibilities, but will generally include the following topic areas:
  - WHMIS

### 1. Training

- First Aid
  - Responsibilities in an emergency
  - Evacuation procedures
  - Containment and recovery procedures for small spills
  - Staging locations (muster points) and maps
  - Lists of emergency response and mobile equipment available
- 1.4 The Emergency Response Plan Manager will coordinate emergency response exercises to test for emergency preparedness.
- 1.5 Types of exercises include
- Exercises involving equipment deployment and use;
  - Verbal notification exercises;
  - Evacuation or fire drills; and
  - Tabletop exercises.
- 1.6 All emergency exercises and training will be recorded and kept on the Training Database maintained by the Woodlands Coordinator.

REFERENCE

ISO 14001 s. 4. 4.2 Training, Awareness and Competence

RELATED PROCEDURES

- [FRM - 1008 Training Planning](#)
- [FRM - 1010 Contractor and Visitor Orientation](#)
- [FRM - 1023 Training Records](#)
- [FRM – 1026 New Employee Orientation](#)

FORMS

[FRM - 1050 Form 01 Emergency Exercise Report](#)

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**RECORDS**

<b>Records</b>	<b>Location</b>	<b>Responsibility</b>	<b>Retention Period</b>
Training Tracking Database	Network	Woodlands Coordinator	On-going
Annual Training Plan for First Responders – Woodlands	Woodlands Central File	Woodlands Coordinator	5 years
Emergency Exercise Report - Woodlands	Woodlands Central File	Woodlands Coodinator	3 years

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# FRM - 1051 Emergency Preplanning



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## PURPOSE

- To minimize the effects from hazards or emergencies that may jeopardize the safety of Tembec-Pine Falls Operations' employees and visitors by preplanning response actions to potential emergency events.
- To list important information and develop response actions, which may be required to assist emergency response personnel during an incident.
- Identify hazardous areas and the appropriate corresponding emergency response actions.

## APPLICATION

Applies to all Tembec FRM employees, consultants, vendors and independent contractors.

## DEFINITIONS

## INSTRUCTIONS

- 1.1 Forestry activities that take place in remote locations require specific emergency preplanning. As part of preplanning efforts at remote sites, the following planning is undertaken but not limited to:
- 1.2 **General Emergencies:** All staff and contractors will be provided with a muster map that describes evacuation points in case of woodlands emergencies.
- 1.3 **Fire Emergencies:** Requirements for fire fighting equipment and supplies are identified in advance, based on the level of site activity. Appropriate resources are kept on inventory at designated locations, as outlined in company work permit conditions. Specific fire equipment requirements are identified in the annual Tembec-Pine Falls Forest Resource Management Fire Plan, which is kept in the main office and at field camps.
  - Appropriate contact numbers in the event of a fire or forest fire are available and displayed on site.

### 1. Forest Resource Management Remote Site Emergency Preplanning

- 1.4 **Medical Emergencies:** Requirements for first aid kits and medical supplies appropriate for the number of personnel and the level of site activity are identified, and appropriate resources are to be kept at the work site in designated locations ([FRM-1066 Equipment and Resources – Forest Resource Management](#)).
- Contact numbers for the nearest appropriate ambulance and medical facilities are available and displayed at designated locations at the site ([FRM-1068 Forest Resource Management Contact List](#)).
- 1.5 **Spill Emergencies:** Requirements for equipment in response to spills of flammable liquids or other appropriate materials are identified in advance, based on the level of site activity. Sufficient resources are kept at designated locations at the work site. Other specific spill response requirements may also be identified in company work permit conditions, as appropriate ([FRM-1066 Equipment and Resources – Forest Resource Management](#)).
- 1.6 **Communication:** Check-in procedures are used on a regular basis, for personnel undertaking work activities at remote sites, to ensure that these personnel are safe. Check-in may be in the form of regular radio communication, periodic checks of personnel by supervisors traveling to the site, or other communications procedures appropriate for site activities.
- Personnel who must be out of contact for a significant period of time to undertake work activities inform their supervisor or another appropriate contact immediately prior to the start of the activity, with an estimated time that they will be out of contact. After the work activity is completed, they inform the contact that they are back.
  - Missing person emergency procedures are initiated for personnel who have been out of contact for an abnormal period of time ([Appendix 2-Forest Resource Management Contingency Plan – Fire, Medical Emergency and Missing Persons](#)).
- 1.7 **Muster Points:** Tembec GIS/Inventory Forester will keep an up to date map of muster locations and provide to all appropriate staff and personnel.
- 1.8 **Emergency Response Contact List:** When undertaking activities at a remote site, an Emergency Response Contact List is available, which identifies appropriate site contacts to be undertaken in an emergency. This contact list is posted at designated easily accessible locations at the work site (appropriate vehicles, site offices, etc.) to allow personnel to reference the listing easily should an emergency occur ([FRM-1068 Forest Resource Management Contact List](#)).

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## REFERENCE

ISO 14001 s. 4.4.7 Emergency Preparedness and Response

**RELATED PROCEDURES**

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[FRM-1008 Training Planning](#)

[FRM-1010 Contractor and Visitor Orientation](#)

[FRM-1026 New Employee Orientation](#)

[FRM-1066 Equipment and Resources – Forest Resource Management](#)

[FRM-1068 Forest Resource Management Contact List](#)

[Appendix 2-Forest Resource Management Contingency Plan – Fire, Medical Emergency and Missing Persons](#)

**FORMS**

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**RECORDS**

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**Records**

**Location**

**Responsibility**

**Retention  
Period**

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# FRM - 1061 Plan Activation and Reporting - Forest Resource Management



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## PURPOSE

- To ensure that response to emergencies, which affect company operations is undertaken in a prompt and effective manner.
- To ensure all appropriate external reporting to relevant government agencies and stakeholders is undertaken based on the nature of the emergency.

## APPLICATION

Applies to all Tembec-Pine Falls Forest Resource Management employees and independent contractors.

## DEFINITIONS

**Emergency** Any unusual condition or unforeseen circumstance which affects company operations posing danger to the safety of company personnel or the public, or posing a hazard to property or the environment if not contained or controlled immediately.

## INSTRUCTIONS

- 1. Emergency Conditions**
- 1.1 Typical emergencies, which may affect company operations include:
- Forest fires which affect forestry operations;
  - Spills greater than 50 litres of petroleum products, herbicides or hazardous chemicals;
  - Critical injuries to company employees or the public, as a result of forestry operations;
  - Lost or missing personnel; and
  - Other unusual conditions not defined above, which have the potential to pose a danger to the safety of personnel, the public, property or the environment.

2.1 All emergency or potential emergency conditions discovered by an employee must be reported immediately, using internal company reporting procedures ([FRM-1031 Corrective and Preventive Action](#))

**2.2 WHEN IN DOUBT - REPORT**

2.3 For all major emergencies (forest fire, reportable spill), the FRM Unit Manager (or his designate) will be contacted immediately. The FRM Unit Manager (or his designate) will convey the information to the Temiscaming Site Personnel Officer **(819) 627-4288** as soon as possible.

2.4 Investigations are conducted in accordance with [FRM-1031 Corrective and Preventive Action](#) and any actions plans originating are developed in accordance with [FRM-1006 Development, Tracking and Review of Action Plans](#).

3.1 A flow chart outlining proper plan activation procedures for emergencies affecting company operations is presented in Figure 1. These same procedures shall be used for all emergencies.

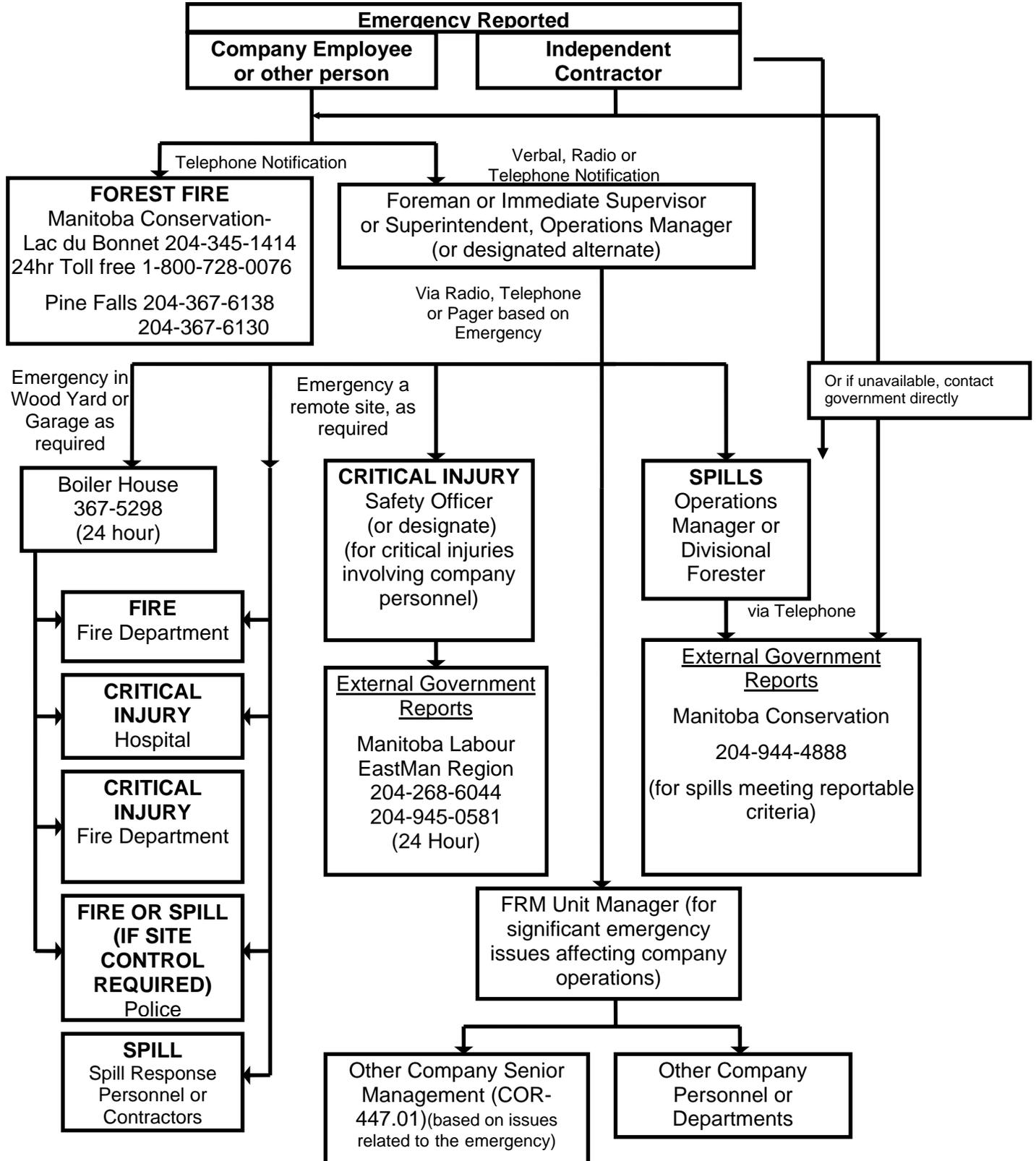
**2.  
Internal Reporting**

**3.  
Plan Activation  
and Reporting**

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**Figure 1  
Emergency Plan Activation and Reporting Chart  
Tembec Forest Resource Management – Pine Falls Operations**

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**REFERENCE**

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ISO 14001 s. 4.4.3 Communication

ISO 14001 s. 4.4.7 Emergency Preparedness and Response

**RELATED PROCEDURES**

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**FORMS**

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**RECORDS**

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**Records**

**Location**

**Responsibility**

**Retention  
Period**

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# FRM - 1062 Emergency Roles and Responsibilities



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## PURPOSE

- To have personnel of Forest Resource Management (FRM) organization understand their roles and responsibilities related to emergencies which may occur at the plant site.
- Summarize the roles, responsibilities and authorities of all Forest Resource Management company personnel for the ongoing maintenance and effectiveness of the Emergency Response Plan.

## APPLICATION

Applies to all FRM employees, contractors, service representatives, consultants and vendors.

## DEFINITIONS

<b>Emergency Response Plan Manager</b>	The person appointed to administer and manage the Emergency Response Plan (ERP). The ERP Manager for FRM is the Operations Manager.
<b>Supervisor</b>	A person directly responsible for overseeing an operation or activity. Examples of include the Operations Supervisor, Forest Technician, Silviculture Forester and Parts and Service Coordinator

## INSTRUCTIONS

**1.1 All employees have the following Pre-emergency roles and responsibilities:**

- Familiarize themselves with their emergency preparedness and response roles and responsibilities;
- Comply with ERP company policies and procedures;
- Understand the significant risk aspects of their work activities; and
- Ensure they are familiar with reporting procedures in an emergency.

**1.  
Employee  
Responsibilities**

## 1.2 Every employee has 3 basic responsibilities when they discover an **Emergency or Environmental Alert:**

**Respond:** Due diligence requires all employees to take action to prevent harm or serious injury to people, property and the environment. It is important to take immediate action to correct the problem or prevent the risk **if safe to do so.**

**Report:** Tell your supervisor immediately no matter how minor an incident may seem. If unavailable, contact any other supervisor within FRM. Further notification is required as per [FRM-1061 Plan Activation and Reporting-Forest Resource Management](#).

**Write it Down:** Fill out an Environmental Alert Form as soon as practical using company plan activation procedures ([FRM-1031](#) Corrective and Preventive Action) on the EMS Web Site.

Employees should ensure that they provide complete information on:

- Location,
- Time,
- Duration of the incident,
- Nature of emergency,
- Immediate corrective action taken,
- Injuries to personnel resulting from the emergency,
- Chemicals or products involved, and
- Size and volume of spill.

**Supervisors** are responsible to direct the work of employees and / or contractors in the forest. The key responsibility for all supervisors is to implement emergency response procedures for their area.

## 2. Supervisor

### 2.1 Supervisors - Pre-emergency

- Conduct their operations in compliance with legal requirements, , company policies and procedures and applicable codes of practice.
- Ensure evacuation routes are kept clear of obstructions during normal company operations;
- Direct a shutdown of their operations if there is a potential significant impact to the safety of employees, contractors, the public or the environment;

- Participate in the development of action plans; and
- Communicate policies and procedures to direct reports.

## 2.2 Supervisors - During an Emergency

- Determine the severity of an emergency and implement appropriate plan activation procedures;
- Decide if plan activation can be done safely with available resources and personnel or wait for additional personnel and resources to arrive on-site
- Ensure appropriate first aid is provided to injured personnel;
- Initiate local or general evacuation of employees or contractors, based on the nature, circumstances and severity of incident;
- Ensures that all personnel working in the area are accounted for;
- Secure the emergency site and ensure security is maintained until appropriate emergency response personnel arrive; and
- Assume control of response actions for a minor chemical spill
- Report to appropriate authorities and supervisors;
- Complete the Follow-up section of the Environmental Alert Form on the EMS Web Site and e-mail it to the Woodlands Administrative Coordinator.

## 3.1 ERP Manager – Pre-emergency:

### Training Awareness and Competence

- Plan and implement annual emergency response training programs;
- Test the effectiveness of the emergency response plan at least once per year(mock drills); and
- evaluate and respond to personnel readiness after each test of the emergency response plan

### Communication

- Report annually to the FRM Unit Manager on:
  - All mock drills;
  - Environmental and emergency training carried out;
  - The effectiveness of the drills and training; and
  - Associated corrective action initiated.

## 3. Emergency Response Plan Manager

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### Documentation and Operational Controls

- Review and update at least once per year:
  - Mutual aid agreements;
  - Training plans for the following year;
  - Department evacuation lists;
  - Muster points and maps; and
  - Lists of emergency response and mobile equipment.

### Monitoring and Measurement

- Ensure re-supply of materials and equipment consumed in incident response;
- Ensure that inventories of emergency response materials are checked quarterly;
- Ensure that emergency response equipment is tested at least quarterly; and
- Review annually new environmental aspects, legal requirements, training assessments, environmental alerts, spill reports and environmental audits and ensure the updating of Emergency Response Plan as appropriate.

#### 3.2 ERP Manager - During an Emergency

- Leads the development of the emergency action plans; and
- Ensures proper safety reports are undertaken to appropriate government agencies, based on the nature and circumstances of the incident.
- Will designate an Incident Commander who will be responsible for the overall management of all issues and response actions related to the incident.

#### 4.1 The roles and responsibilities of the FRM Unit Manager **during an emergency** are as follows:

- Notify other Senior Management, company personnel or departments as appropriate based on the nature and circumstances of the incident.

#### **4. FRM Unit Manager Emergency Related Roles and Responsibilities**

## REFERENCE

ISO 14001 s.4.4.7 Emergency Preparedness and Response

ISO 14001 s. 4.4.1 Structure and Responsibility

**RELATED PROCEDURES**

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[FRM-1007 Structure, Roles and Responsibilities](#)[FRM-1031 Corrective and Preventive Action](#)

**FORMS**

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**RECORDS**

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**Records**

**Location**

**Responsibility**

**Retention  
Period**

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# FRM - 1064 General Emergency Procedures – Forest Resource Management



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## PURPOSE

- To ensure an effective and efficient response to the emergency situation.
- To provide reference information to assist company personnel in dealing with potential emergencies and making informed decisions related to the emergency.

## APPLICATION

Applies to all employees of Tembec Forest Resource Management-Pine Falls Operations, as well as independent contractors, service representatives, consultants and vendors.

## DEFINITIONS

<b>Incident Commander</b>	Is responsible for the overall management of all issues and response actions related to the incident. The Incident Commander, who is the ERP Manager, shall designate other personnel to function in the emergency organization, as required for issues which are too large to handle himself, based on the issues related to the emergency.
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## INSTRUCTIONS

- 1.1 Prior to undertaking operations at the emergency site, the Incident Commander will ensure that an incident assessment is conducted:
  - To determine issues related to the emergency, and
  - To allow informed decisions to be made regarding proper response actions to be implemented.
- 1.2 Initial information for the incident assessment, will be provided to the Incident Commander by personnel who discover the emergency.
- 1.3 Important initial information required by the Incident Commander includes:
  - The type of emergency (eg. spill, fire, injury, etc.);
  - The size of the emergency;

### 1. Incident Assessment

- The type of chemical or product involved in a spill;
- Any containers involved (eg. drums, cylinders, tanks involved in a spill or fire);
- Any injuries to personnel, or evacuation undertaken;
- Is the situation stable or can it get worse; and
- Any other information considered to be important which is not covered above.

1.4 The Incident Commander will use the information provided above to conduct the initial incident assessment, and shall gather additional information, as required, to make an informed decision. Other information, which may be required includes:

- Has the site been secured?
- Has equipment shutdown been initiated, if shutdown was required as a result of the incident?
- Has the spill been released to land, into surface water or groundwater, or into the air?
- Are there any special safety concerns or hazards related to the incident?
- Has a spill migrated off-site or does it have the potential to migrate away from the original spill site?
- Will a fire impact other areas, or does it have the potential to impact the public?
- Are the media, government, or other external stakeholders involved in the incident?
- Are any environmentally sensitive areas involved in the incident, or are any potential surface or subsurface environmental impacts anticipated as a result of the incident? and
- What internal and external resources are available to deal with the emergency?

1.5 On the basis of the information obtained by the Incident Commander, priorities and objectives will be established to deal with the incident. Priorities and objective for any emergency will include:

- Protection of company employees, emergency response personnel, and the public from the effects of the emergency;
- Protection of company and public property; and

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- Protection of the environment

1.6 On the basis of the priorities and objectives established for the incident, the Incident Commander will determine appropriate response actions.

1.7 **Emergencies are reported internally as an Environmental Alert** according to [FRM-1031 Corrective and Preventive Action](#).

2.1 Tembec-Pine Falls Forest Resource Management will ensure that resources are effectively organized to deal with all issues related to the emergency.

2.2 For every emergency affecting company operations, the company will appoint an Incident Commander.

2.3 Descriptions identifying responsibilities for each position identified in [FRM-1062 Emergency Roles and Responsibilities – Forest Resource Management](#).

3.1 The Incident Commander will ensure that documentation of important information related to the emergency is undertaken throughout the incident. Important information may include, but not be limited to:

- A chronology of events which occurred during the incident;
- Notes of contacts made with internal personnel, government agencies, media representatives, the public and stakeholders during the incident;
- Reports made to outside agencies;
- Records, logs or sign-in sheets listing personnel on-site during an incident;
- Letters, orders or other documentation received from government agencies;
- Letters or other documentation written by the company to external agencies or stakeholders;
- Written statements released to the media and the public;
- Records of internal meetings and meetings which occurred with outside agencies during the incident, and important decisions made during those meetings;
- Pictures or photographs or video of the incident site;
- Records of safety monitoring performed on-site during the incident;
- Records of environmental sampling or testing undertaken during the incident, with sampling results;

## 2. Emergency Organization - Incident Command System

## 3. Documentation

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- Purchase orders, contracts, and invoices for supplies, equipment, and services provided by vendors or contractors during the incident;
- 3.2 Documentation compiled by emergency response personnel during the incident will be forwarded to the Incident Commander for archiving or filing after the emergency is over.
- 3.3 The chronology and contact notes should list the date, time and a brief description of the event or contact, and items discussed in point form. No speculation as to causes, motivations of persons involved or personal feelings should be included in the chronology or contact notes, as this documentation could appear in legal proceeding after the emergency is over.
- 4.1 To ensure prompt and effective response to a major incident, initial mobilization of emergency resources will occur during plan activation, for fires, critical injuries and major incidents involving chemical spills.
- 4.2 Once plan activation procedures have been implemented, the designated Incident Commander for the emergency or Operations Chief appointed by the Incident Commander, will be responsible for:
- Mobilizing additional resources to the site, based on the nature and circumstances of the incident, and on issues, priorities and required response actions identified during the incident assessment.
- 4.3 Resources mobilized will depend on the emergency and may include, but not be limited to:
- Fire-fighting equipment available from the Pine Falls Fire Department or through the fire mutual aid district, as requested by the Pine Falls Fire Department;
  - Ambulance services from the town of Pine Falls or surrounding municipalities, for emergencies involving injuries;
  - Spill response equipment available within the Tembec Paper Group Newsprint Mill, from the Pine Falls Fire Department or the fire mutual aid district, as requested by the Pine Falls Fire Department;
  - Police services from the RCMP, for emergencies involving site security or evacuation;
  - Services provided in a general evacuation through local emergency measures agencies, as requested through the municipality or through the Manitoba Emergency Measures Organization (EMO); and
  - Specialized services, supplies or equipment provided by general contractors, specialized spill response contractors, emergency response consultants, or other suppliers or vendors, as required.
- 4.4 A listing of available internal and external resources in an emergency is provided in [FRM-1066 Equipment and Resources – Forest](#)

#### **4. Resource Mobilization**

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### Resource Management.

- 5.1 Emergency agencies (Fire, Police and Ambulance) can provide valuable assistance, and additional resources or support to the company in an emergency.
- 5.2 When emergency agencies are involved, coordination of company and external emergency activities is crucial to providing prompt and effective response.
- 5.3 Tembec Forest Resource Management will ensure that proper coordination of site activities and communication with external emergency agencies is maintained throughout the incident.
- 6.1 A company representative, or the Fire Chief for the Pine Falls area or designate will function as the Incident Commander for the emergency, depending on the size, nature or circumstances of the incident.
- 6.2 Liaison personnel will be appointed by the Incident Commander and emergency agencies to provide communications links between on-site organizations. These liaison personnel will establish communication on a regular basis or meet frequently to ensure proper coordination of site activities ([FRM-1062 Emergency Roles and Responsibilities – Forest Resource Management](#)).
- 6.3 Where possible, for organizations with separate communications systems, communications equipment (radios, handsets, etc.) will be shared with other agencies on-site, to facilitate emergency communication.
- 7.1 Company personnel shall ensure that local emergency response agencies are adequately briefed related to hazards by providing important information related to the emergency.
- 7.2 This information could include:
- Product characteristics and hazards;
  - Location and size of the affected area;
  - Site Conditions;
  - Status of the incident;
  - Safety precautions;
  - Company Response Actions ;
  - Technical information related to the operation
- 8.1 Tembec Forest Resource Management shall implement appropriate site security measures in an emergency, to protect the safety of company personnel and the public.
- 8.2 During the initial response to the incident, the immediate supervisor or

### **5. Emergency Agency Communication**

### **6. Emergency Agency Liaison**

### **7. Emergency Agency Briefing**

### **8. Site Security**

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foreman for the person who discovers the emergency condition will ensure that the site is secured, as best possible, to prevent company personnel from reentering the area prior to arrival of trained and equipped emergency response personnel.

- 8.3 The Incident Commander or Operations Chief appointed by the Incident Commander will be responsible for implementing additional site security procedures, based on the size and nature of the emergency.
- 8.4 In a minor incident, site security may be accomplished by securing doors into the affected site, using barricades and/or tape or signage indicating site hazards. Personnel may also be posted at entryways to limit access, if this can be done in a safe manner.
- 8.5 In a major incident, the perimeter will be established to limit site access. Security personnel and/or the police shall assist in maintaining site security, as required throughout the incident.
- 8.6 Emergency Response personnel and authorized visitors entering and leaving a major emergency site shall be required to sign-in with site security personnel, to ensure that an accurate record of persons on-site is available if a site evacuation is required during emergency operations.
- 8.7 Sign-in logs or forms shall be forwarded to the Incident Commander for archiving after the incident is complete.
- 9.1 The Incident Commander or designated Logistics Officer for the incident will ensure that sufficient communications resources are present on site to efficiently manage emergency operations on-site.
- 9.2 Company emergency communications will be undertaken using the company radio system, with secondary communications undertaken using cellular phones or standard telephones.
- 9.3 The Incident Commander or designated Logistics Officer will ensure that sufficient back-up power sources, in the form of spare rechargeable batteries and recharging units, non-rechargeable batteries or other appropriate power sources are made available throughout the emergency.
- 9.4 Where possible, communications will be coordinated with other on-site agencies, through company liaison officers assigned to address on-site agency concerns, or through sharing of communications resources.
- 9.5 All communications equipment used in the vicinity of a spill where a flammability hazard exists will be intrinsically safe. Cellular phones shall not be used in the immediate vicinity of a spill of flammable material as cellular phones are not intrinsically safe.
- 10.1 Response activities will be terminated and resources demobilized when it is determined that the emergency has been effectively controlled.
- 10.2 In a **minor emergency**, this determination shall be made within the

## 9. Communication Systems

## 10. Response Termination

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company.

10.3 In a **major emergency**, which affects government agencies or stakeholders, the decision to terminate response activities will be made with input from these external groups or agencies.

10.4 The following criteria shall be used to evaluate whether response activities will be terminated in an emergency:

- The condition which caused the emergency has been controlled or eliminated and the consequences of the emergency have been effectively contained;
- Injured personnel have received appropriate medical treatment, based on the severity of the injuries ;
- The safety of company personnel and the public is no longer threatened;
- Effects of the emergency on property or the environment have been effectively contained and controlled;
- Additional damage to property or the environment will not occur;
- Spilled material involved in the emergency has been removed from the site;
- Repairs have been undertaken to prevent the emergency from occurring again; and
- The situation has stabilized and no further emergency actions are required.

11.1 After the emergency is over, a post incident review will be carried out by the Incident Commander, other key emergency response personnel, and company management. The review will be conducted according to [FRM-1031 Guide 2 Investigation Guide](#), and action plans will be developed and documented according to [FRM-1006 Development, Tracking and Review of Action Plans](#).

## 11. Post Incident Review

11.2 The scope of the review shall include but not be limited to the following key elements:

- Chronology of events which led up to the incident;
- Chronology of events which occurred during the emergency including:
- Discovery of the emergency
- Notification procedures undertaken to activate the plan
- Reports made to outside agencies

- Mobilization of emergency resources
- Procedures undertaken to contain, control and clean-up the emergency;
- Safety procedures undertaken during the emergency;
- Personnel performance in the emergency;
- Equipment performance in the emergency;
- Communications and coordination with outside agencies;
- Termination of response activities and demobilization procedures; and
- Other special procedures or requirements undertaken during the incident.

11.3 Recommendations shall be noted related to deficiencies identified during the post incident review, and these recommendations shall be used to improve company response capabilities, through modification of existing procedures, implementation of new procedures, additional training or procurement of additional resources ([FRM-1027 Document Management – Development of New Procedures](#); [FRM-1028 Document Management – Revision and Review of Existing Procedures](#); [FRM-1008 Training Planning](#)).

## REFERENCE

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ISO 14001 a. 4.4.7 Emergency Preparedness and Response

## RELATED PROCEDURES

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[FRM-1006 Development, Tracking and Review of Action Plans](#)

[FRM-1008 Training Planning](#)

[FRM-1031 Corrective and Preventive Action](#)

[FRM-1027 Document Management – Development of New Procedures](#)

[FRM-1028 Document Management – Revision and Review of Existing Procedures](#)

[FRM-1062 Emergency Roles and Responsibilities – Forest Resource Management](#)

[FRM-1066 Equipment and Resources – Forest Resource Management](#)

[FRM-1068 Forest Resource Management Contact List](#)

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**FORMS**

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**RECORDS**

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**Records**

**Location**

**Responsibility**

**Retention  
Period**

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# FRM - 1066 Emergency Response Plan – Equipment and Resources



<b>Approver:</b> FRM Unit Manager	<b>Last Revised:</b> July 11, 2008	<b>Review Date:</b> July 11, 2010
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## PURPOSE

- To place equipment in strategic locations to ensure that it is easily accessible to company personnel in an emergency.

## APPLICATION

Applies to all Pine Falls Woodlands employees.

## DEFINITIONS

## INSTRUCTIONS

- 1.1 **Vehicle storage:** Vehicles undertaking operations for Woodlands carry appropriate equipment for response to emergencies, based on the type of vehicle and work activity undertaken. Appropriate equipment may include but not be limited to:
  - spill kits containing appropriate absorbent materials, shovels, pails, etc. for clean-up of small spills (20-25 gallons) of petroleum products, oil, and other commonly used materials;
  - fire extinguishers, of appropriate type, for fighting small fires;
  - first aid kits, to provide assistance in a medical emergency; and
  - appropriate safety clothing or equipment for response to small spills.
- 1.2 **Facility storage:** Additional equipment for response to larger emergencies is stored at work sites, in camps, or at the Tembec facility in Pine Falls, Manitoba. Additional equipment may include but not be limited to:
  - Spill kits for response to larger spills (including absorbents, containment drums, safety clothing and equipment or other specialized containment and recovery equipment, as appropriate);
  - Additional fire fighting equipment, including hoses, pumps, packs or

### 1. Equipment Location and Storage

additional fire extinguishers, as appropriate;

- Additional medical aid equipment appropriate for the location.

- 2.1 Maintaining and inspecting emergency response equipment is a shared responsibility of both Tembec employees and contractors. Regular inspections of emergency equipment are conducted as per [WDS-WI-044 PFPC Emergency Equipment Inspections](#) and [WDS-WI-040 Contractor Emergency Equipment Inspections](#). Results of inspections are recorded as per the requirements outlined in these procedures. Regular audits of the contractors is also conducted to ensure emergency equipment is in place and functional (as per [WDS-013 Undertaking Environmental Compliance Audits](#)).
- 2.2 Misplaced, damaged or contaminated supplies or equipment noted during these checks are replaced as soon as possible.
- 2.3 Fire equipment owned by the company is also examined at least annually, and all damaged or non-functional equipment is repaired or replaced as required.

**2.  
Equipment  
Maintenance and  
Inventory  
Responsibility**

- **Fire Fighting Equipment**

Quantity	Description	Location
<b>Hose</b>		
16	Boxed Hose - 400 ft ea. box	Pine Falls Warehouse
10	Intake Hose	Pine Falls Warehouse
<b>Pumps</b>		
6	M III Fire Pumps	Pine Falls Warehouse
1	Fuel Tanks	Pine Falls Warehouse
3	Tool Boxes for Pumps	Pine Falls Warehouse
<b>Fire Fighting Tools</b>		
8	Pack Cans	Pine Falls Warehouse
7	Shovels	Pine Falls Warehouse

Fire fighting equipment may be obtained by contacting 367-5226.

- 3.1 Tembec Forest Resource Management - Pine Falls Operation will use external contractors, as required, to supplement company resources and response capabilities in an emergency.
- 3.2 During preplanning for emergencies, and prior to using of any

**3.  
External  
Contractors**

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external contractors for emergency response operations, Tembec will audit the contractor according to [FRM - 1011 Contractor and Supplier Selection and Review](#) to ensure that:

- The contractor can undertake response in an appropriate and safe manner for the types of emergencies
- The contractor can show, through training records or other means, that personnel who may be used in response operations have been properly trained in appropriate emergency response procedures, including safety procedures, based on their involvement in the emergency
- Equipment and protective clothing provided by the contractor is appropriate for response to the emergency, based on the incident hazards.
- Equipment provided by the contractor is inventoried on a regular basis, and is maintained in good working order at all times

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**REFERENCE**

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ISO 14001 s.4.4.6 Operational Control

**RELATED PROCEDURES**

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- [WDS-013 Undertaking Environmental Compliance Audits](#)
- [FRM - 1011 Contractor and Supplier Selection and Review](#)
- [FRM-1068 Woodlands Contact List](#)
- [FRM-1028 Revision and Review of Existing Procedures](#)

**FORMS**

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**RECORDS**

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Records	Location	Responsibility	Retention Period
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# FRM - 1068 Emergency Response Plan – Forest Resource Management Contact List



**Approver:**  
FRM Unit Manager

**Last Revised:**  
July 11, 2008

**Review Date:**  
July 11, 2010

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## PURPOSE

- To contact emergency personnel and agencies in a timely and effective manner to assist with emergency incidents

## APPLICATION

All Tembec Forest Resource Management-Pine Falls Operations

## INSTRUCTIONS

- 1.1 The Emergency Contact Directory is updated at least annually by the Woodlands Administrative Coordinator, or more often, as required, based on additional contacts, changes of position, or changes to contact numbers.
- 1.2 Any corrections to information presented in the directory should be forwarded using [FRM-1028 Document Management – Revision and Review of Existing Procedures](#), to ensure that updates or revisions are undertaken.
- 2.1 The main Contact Directory for FRM is listed on the following pages. Key contacts are also noted within specific ERP procedures.

**1.  
Updating the  
Contact List**

**2.  
Woodlands  
Contact Directory**

**TABLE 1. TEMBEC PERSONNEL**

<b>Name</b>	<b>Position</b>	<b>Contact Numbers</b>
Cyr, Linda	Woodlands Administrative Coordinator	(204) 367-5228 (Work) (204) 367-2382 (Home)
Durocher, Bob	Operations Manager	(204) 367-5226 (Work) (204) 367-8930 (Home) (204) 345-3591 (Cell)
Fraser, James	Operations Planning Forester	(204) 367-5222 (Work) (204) 367-8287 (Home) (204) 754-7128 (Cell)
Keenan, Vince	Divisional Forester	(204) 367-5224 (Work) (204) 367-8390 (Home) (204) 345-3928 (Cell)
Lidgett, Jennifer	Inventory & GIS Forester	(204) 367-5221 (Work) (204) 367-4173 (Home) (204) 792-8698 (Cell)
Andy McCuaig	General Manager	(204) 367-5271 (Work) (204) 367-9692 (Home) (204) 345-3934 (Cell)
Normand, Denton	Woodyard Scaler	(204) 367-5238 (Work) (204) 367-8647 (Home)

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Philippot, Dan	Silviculture Forester	(204) 367-5233 (Work) (204) 367-8618 (Home) (204) 345-3193 (Cell)
Wert, Terry	Contract Foreman	(204) 367-8851 (Home) (204) 340-5407 (Cell)
Yatkowsky, Bob	Aboriginal & Community Relations Manager	(204) 367-5225 (Work) (204) 367-4554 (Home) (204) 754-7012 (Cell)

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**TABLE 2. TEMBEC RADIOS AND MOBILE PHONES**

<i>Radio Call Signs</i>	
<b>Station</b>	<b>Call Sign</b>
Pine Falls Wood Garage	Pine Falls 2
Pine Falls General	Pine Falls 5
VHF-FM Radio Frequency - HAUL	(Rx) 165.480 (PL) 110.9 (Tx) 165.480
VHF-FM Radio Frequency - CONTRACTOR	(Rx) 150.785 (Tx) 150.785
VHF-FM Radio Frequency – LOCAL	(Rx) 150.950 (Tx) 150.950
VHF-FM Radio Frequency - REPEATER	(Rx) 150.950 (PL) 110.9 (Tx) 151.610
VHF-FM Radio Frequency – MILL YARD	(Rx) 151.055 (PL) D025 (Tx) 151.055

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**TABLE 3. EMERGENCY RESPONSE AGENCIES**

<i>Ambulance</i>		
<b>Region</b>	<b>Location</b>	<b>Contact Numbers</b>
Eastern Region	Berens River (Nursing Station)	(204) 382-2265
	Bissett	(204) 277-5555
	Bloodvein (Nursing Station)	(204) 395-2161
	Falcon Lake	(204) 349-2323
	Hadashville	(204) 426-5512
	Lac Du Bonnet	(204) 345-2997 or 911
	Pinawa	(204) 753-8888
	Pine Falls	(204) 367-2333 or 911
	Roseau, Minnesota	(218) 463-2500
	Steinbach	(204) 326-6411
	St. Anne's (R.M. of Reynold's)	(204) 422-9110
	Vita	(204) 425-3222
	Whitemouth	(204) 348-7700
Interlake	Arborg	911
	Ashern (Hospital)	(204) 768-2461 or 911
	Fisher River	(204) 645-2000, 645-2300, 645-2001
	Gimli	(204) 642-5116
<i>Police (RCMP)</i>		
Eastern Region	Bissett	(204) 277-5227
	Bloodvein	(204) 376-5253 (204) 376-5251 (Arborg)
	Berens River	(204) 382-2436
	Falcon Lake	(204) 349-2588
	Lac du Bonnet	(204) 345-8685
	Pinawa	(204) 753-2919
	Pine Falls	(204) 367-2222
	Sprague	(204) 437-2135
	Steinbach	(204) 326-1234
	Whitemouth	(204) 348-7177
Interlake	Arborg	(204) 376-5251
	Ashern	(204) 768-2324
	Fisher Branch	(204) 372-8484
	Gypsumville	(204) 659-2682

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**TABLE 4. GOVERNMENT AGENCIES**

<b><i>Manitoba Conservation</i></b>		
Environmental Accident Reporting Number		(204) 944-4888 (24 Hour)
	Environment Officer Suite 160, 123 Main Street Winnipeg, Manitoba R3C 1A5	(204) 945-7025 (Office) (204) 948-2420 (Fax)
<b><i>Manitoba Emergency Measures Organization</i></b>		
Emergency Number		(204) 945-5555 (24 hour)
Shelley Napier	Interlake	Cell: (204) 782-2769
Jean Champagne	Eastern	Cell: (204) 782-1279
<b><i>Manitoba Labour – Workplace Safety and Health</i></b>		
<b>Name</b>	<b>Position and Address</b>	<b>Contact Numbers</b>
Emergency Reporting Line		(204) 945-0581 (24 Hour)
du Croix, Mike	Regional Safety and Health Officer - East Man Town Hall Building 639 Park Ave. Beausejour, Manitoba R0E 0C0	(204) 268-6044 (Work) (204) 268-6045 (Fax) (204) 981-5275 (Cellular)

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<b>Laboratories</b>			
Enviro-Test Labs	745 Logan Ave. Winnipeg	(204) 945-3705	General laboratory analytical services
Norwest Labs	1357 Dugald Rd Winnipeg	(204) 982-8630	General laboratory analytical services
<b>Spill Response Equipment, Safety Supplies, Contractors and Consultants</b>			
Canadian Coast Guard	Selkirk Gimli (May-Nov)	(204) 785-6030 (204) 642-6550	Petroleum Containment and Recovery equipment for water spills
Dupont Canada	Mississauga, Ontario	(905) 821-5779	Consultants, Chemical Info
Border Chemical	Winnipeg, Manitoba	(204) 222-2600	Clean-up and Consulting
MEP Environmental Products Ltd.	Winnipeg, Manitoba	(204) 946-2054	Spill Control Products
ABC Fire and Safety	Winnipeg, Manitoba	1-800-665-1250	Safety and Fire Supplies and Equipment
Acklands Grainger	Selkirk	(204) 482-6141	Safety Supplies and Equipment
<b>Petroleum Spills</b>			
Petro Canada	24 Hour Hotline	(403) 296-3000	
Imperial Oil	24 Hour Hotline	(519) 339-2145	
<b>Waste Management Firms</b>			
Miller Environmental Corporation	1803 Hekla Avenue Winnipeg, Manitoba	(204) 925-9600	Hazardous Waste Disposal

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<b>Manitoba Natural Resources</b>		
<b>Lac du Bonnet Fire Centre</b>		
<b>Hot Line to Radio Room</b>		(204) 345-1414
<b>Duty Officer / After Hours Line</b>		(204) 345-1418
FAX No.	Fire Control & Fire Cache	(204) 345-1420
Martinuk, Jim	Fire Control Officer	(204) 345-1419 (Work) (204) 268-5566 (Cell)
Gustar, Bob	Regional Fire Technician	(204) 345-1411 (Work) (204) 268-5623 (Cell)
Simmons, Earl	Chief NRO	(204) 345-1408 (Work) (204) 340-5307 (Cell)
	Lake Winnipeg East	(204) 345-1402
	Fire Ranger – Berens River	(204) 382-2067
	Fire Ranger – Little Grand Rapids	(204) 397-2110
	Bissett	(204) 277-5212 (204) 277-5450 (204) 277-5264 (warehouse)
<b>Pine Falls</b>		
General Number		(204) 367-6130 (204) 367-6131
Old Warehouse		(204) 367-6136
New Warehouse		(204) 367-6138
FAX No.		(204) 367-6134 / 6139
<b>Gimli – Central Region</b>		
FAX No.		(204) 642-6082
Dave Grant		(204) 642-6011 (204) 641-4338
Schellenberg, Irwin	Fire Control Officer	(204) 642-6181 (204) 642-2470 (Cell)

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**TABLE 4. CONTRACTORS AND EQUIPMENT SUPPLIERS**

<i>Equipment Suppliers and Contractors</i>			
<b>Lowbeds</b>			
<b>Location</b>	<b>Name</b>	<b>Contact Number</b>	<b>Service provided</b>
Bissett	Byron Grapentine	(204) 277-5236	1 Lowbed
Blumenort	S.E. Forest Products	(204) 326-3781 (R. Levesque) (204) 429-2115 (Cell) (204) 326-8446	1 Lowbed
Dugald	Edie Construction	(204) 853-7965	1 Lowbed
Elma	Kurian Forest Products	(204) 348-2487 (Harry) (204) 981-8336 (Cell)	1 Lowbed
	Grant Kurian	(204) 348-2690 (204) 346-2537 (Cell) (204) 348-2526	1 Lowbed Cat's & Skidders
Giroux	Paul Bovin	(204) 424-5240 (204) 371-0075 (Cell)	1 Lowbed
Lac du Bonnet	A&M Bruchanski	(204) 345-2914 (Al) (204) 345-2752 (Mort)	1 Lowbed
	G&W Bruchanski	(204) 345-2789	1 Lowbed
	Al Meisner	(204) 345-8454 (204) 345-2514	1 Lowbed
	Arsenault Trucking Ltd.	(204) 345-8235 (Rick) (204) 981-7731 (Cell. -Cam) (204) 981-2091 (Cell - Rick)	1 Lowbed
Powerview	Ray Garand	(204) 367-2304 (204) 367-2817 (Shop) (204) 345-3994 (Cell)	1 Lowbed

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**Equipment Suppliers and Contractors**

	Marc Guimond	(204) 367-2551 (204) 785-3687 (Cell)	1 Lowbed
	P&A Contracting	(204) 367-4216 (Shop) (204) 367-8385 (AI) (204) 367-8807 (Paul)	1 Lowbed
	Robert Dufour	(204) 367-8085	1 Lowbed
	Yves Normandin	(204) 367-2659 (Work) (204) 367-2733 (Home) (204) 345-3083 (Cell) (204) 367-4923	1 Lowbed
Prawda	Gary Kupiak	(204) 426-5271 (Shop) (204) 426-5314 (204) 326-0200 (Cell)	2 Lowbeds
Richer	Gilles Nault	(204) 422-5928 (204) 346-2734 (Cell)	1 Lowbed
Sprague	Marvin Hovorka	(204) 437-2080	1 Lowbed
Whitemouth	Jim Blainey	(204) 348-2229	1 Lowbed
<b>Miscellaneous Equipment</b>			
Bissett	Lionel Lepin		Water Truck (1500 Gallons)
Blumenort	S.E. Forest Products	(204) 326-3781 (R. Levesque) (204) 429-2115 (Cell) (204) 326-8446	Misc. Equipment
Elma	Kurian Forest Products	(204) 348-2487 (204) 981-8336 (Cell)	Misc. Equipment
	Grant Kurian	(204) 348-2690 (204) 346-2537 (Cell) (204) 348-2526 (Shop)	Backhoe 200 Water Truck (200 Gallon)
Fort Alexander	Robert Courchene	(204) 367-28	Loader
Great Falls	Clifford	(204) 367-8222	500 Gallon Tank

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**Equipment Suppliers and Contractors**

<b>Equipment Suppliers and Contractors</b>			
	Anderson		and Pump
Lac Du Bonnet	A&M Bruchanski	(204) 345-2914 (Al) (204) 345-2752 (Mort)	1 Grader Trucks Turn-a-Pull
	G&W Bruchanski	(204) 345-2789	Trucks 6x6 Polaris ATV 1 Case Backhoe 1 B.H.
	Al Meisner	(204) 345-8454 (204) 348-2514	Miscellaneous Equipment 2 Excavators Water Truck (3500 Gallons)
	Don Sikora	(204) 345-8028 (204) 268-5930 (Cell)	Grader, Trucks Loader, Low Bed JD 444
Little Black River	Wm. Bird	(204) 367-2148	Loader Truck
Manigotagan	Bob Bull	(204) 363-7212 (204) 363-7253	Water Truck (1500 Gallon)
Maple Creek	Phil Lussier	(204) 345-2482	Water Truck (1500 Gallon)
Powerview	Marc Guimond	(204) 367-2551 (204) 785-3687 (Cell)	Water Truck (1500 Gallon)
	Chevrefils Forest Products	(204) 367-2529 (204) 367-4344 (Lionel) (204) 367-2917 (Bert)	Truck
	Lavoie Logging	(204) 367-2120 (Ivan) (204) 367-2271 (Clifford) (204) 268-5025 (Cell)	Tando Water Truck
	Yves Normandin	(204) 367-2659 (Work) (204) 367-2733 (Home)	Loaders Trucks

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<b>Equipment Suppliers and Contractors</b>			
		(204) 345-3083 (Cell) (204) 367-4923 (Doug Garand)	
	Gilles Lamoureux	(204) 367-4706 (204) 345-3835 (Cell)	200 Gal. Water Tank
	Raymond Garand	(204) 367-2304 (204) 367-2817 (Shop) (204) 345-3994 (Cell)	Misc. Equipment
Whitemouth	Jim Blainey	(204) 348-2229	200 LC Deere 690 LC Deere 2 Track Hoes
<b>Skidders</b>			
Anola	Marcel Trudeau	(204) 886-3432	1 Clark 664 1 Clark 665
Beausejour	Albert Voss	(204) 268-3084	1 TJ 230 (N) 1 TJ 330 (N)
	Matt Hale	(204) 268-1482	1 Clark 665
	Doug Labno	(204) 268-1772	1 Clark 665
	Lydiatt Enterprises	(204) 268-2688 (Jack)	1 Clark 667 1 Clark 664
Birds Hill	Wally Zirk	(204) 222-0285	2 JD 440 (N)
Elma	Grant Kurian	(204) 348-2690 (204) 346-2537 (Cell)	Grapple Skidders Misc. Equipment
Fort Alexander	Ron Bunn Sr.	(204) 367-2914	1 Clark 664
	Amile Courchene	(204) 367-2590	1 Clark 664
	Jeff Courchene	(204) 367-4857	1 Clark 664
	Langford Guimond	(204) 345-4187 (Cell)	2 Clark 664 1 Clark 665
	Walter Starr	(204) 367-8932	1 Clark 664
Giroux	Paul Boivin	(204) 424-5240	1 Clark 664

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**Equipment Suppliers and Contractors**

		(204) 371-0075 (Cell)	1 Clark 665 1 TJ 240 A
Great Falls	Clifford Anderson	(204) 367-8222	1 Clark 664 (N)
Hadashville	Michael Huzel	(204) 426-2118 (204) 346-2375 (Cell)	1 JD 640
	Jerry Moncalm	(204) 426-5342	1 Clark 664 (B) 1 TJ 330
Hollow Water	Bjork's Logging	(204) 363-7512	1 Clark 665 1 TJ
	Rodney Hope	(204) 363-7873	1 Clark 666
	Hollow Water First Nation	(204) 363-7278	1 Clark 664
Hwy 317	Ken Fiebelkorn	(204) 265-3492	1 C5
Lac Du Bonnet	A&M Bruchanski	(204) 345-2914 (Al) (204) 345-2752 (Mort)	1 Clark 664
	G&W Bruchanski	(204) 345-2789	1 Clark 664
	Ed Neurenberg	(204) 345-2581	1 Clark 664
Little Black River	Wm. Bird	(204) 367-2148	1 JD 440
	Black River F.N.	(204) 367-4411	1 Clark 664 (N)
McMunn	Alex Kaluzny	(204) 426-5282	1 Clark 667
	Norm Nakka	(204) 426-5338 (204) 326-7343 (Cell)	1 JD 548 1 C5D
Molson	Gerald Betker	(204) 268-4232 (204) 268-1990 (204) 268-5017 (Cell)	1 JD 440 (N) 1 TJ 230
Pine Falls	Norman Dupont	(204) 367-4372	1 Clark 664B W
	Terry Wert	(204) 367-8851	1 Clark 664 w/water tanks

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**Equipment Suppliers and Contractors**

			1 JD 648
Poplar Bay	Jim Kulikowski	(204) 345-2952	1 Clark 664
	Gene Oberick	(204) 345-2969	1 JD 440 (N)
Powerview	Chevrefils Forest Products	(204) 367-2529	1 Clark 664
		(204) 367-4344 (Lionel)	
		(204) 367-2917 (Bert)	
	Fred Cure	(204) 367-2671 (204) 345-4745 (Cell)	1 Clark 664
	Marc Guimond	(204) 367-2551 (204) 785-3687 (Cell)	1 John Deere 748
Lavoie Logging		(204) 367-2120 (Ivan)	1 JD 548
		(204) 367-2271 (Clifford)	1 TJ 230
		(204) 268-5025 (Cell)	1 TJ 660
P&A Contracting		(204) 367-4216 (Shop) (204) 367-8385 (Al) (204) 367-8807 (Paul) Mobile JK3-2508	1 TJ 450 2 TJ 560 1 JD 748
Prawda	Gary Kupiak	(204) 426-5271 (Shop)	1 TJ 480
		(204) 426-5314	1 TJ 350
		(204) 326-0200 (Cell)	
Richer	Jules Godard	(204) 422-5622 (204) 326-7065 (Cell)	2 Clark 666
	Gilles Nault	(204) 422-5928 (204) 346-2734 (Cell)	1 TJ 380 1 TJ 230
St. Georges	Ricky Dupont	(204) 367-4951	1 Clark 665
Vassar	Gary Sigurdson	(204) 437-2536	1 TJ 230
			1 TJ 450
<b>Tractors</b>			
Anola	Stan Regula	(204) 866-2244	D-7's D-8's
Birds Hill	Wally Zirk	(204) 222-0285	1 TD-9

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***Equipment Suppliers and Contractors***

			1 D-5 1 955-K 1 955-L
Bissett	John McPherson	(204) 277-5275	1 TD-9 1 D-5 1 955-K 1 955-L
	Byron Grapentine	(204) 277-5236	1 HD-11 1 HD-16

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<b>Equipment Suppliers and Contractors</b>			
Blumenort	S.E. Forest Products	(204) 326-3781 (R. Levesque) (204) 429-2115 (Cell) (204) 326-8446	2 D-6 (2 Wide Pad)
Dugald	Edie Construction	(204) 853-7965	1 D-6 1 D-7 1 D-8
Elma	Kurian Forest Products	(204) 348-2487 (Harry) (204) 981-8336 (Cell)	2 D-7 1 D-4 Wide Pad
	Grant Kurian	(204) 348-2690 (204) 346-2537	1 D-7 (old)
Fort Alexander	Robert Courchene	(204) 367-2804	1 D-6
Hollow Water	Hollow Water First Nation	(204) 363-7278	1 955
Lac du Bonnet	A&M Bruchanski	(204) 345-2914 (Al) (204) 345-2752 (Mort)	1 D-8 2 D-7
	G&W Bruchanski	(204) 345-2789	2 D-7 1 D-8
	Al Meisner	(204) 345-8454 (204) 348-2514	1 Komatsu Dozer 1 D85 w/winch
	Don Sikora	(204) 345-8028 (204) 268-5930 (Cell)	1 D-6 Wide Pad
McMunn	Norm Nakka	(204) 426-5338 (204) 326-7343 (Cell)	1 D-5
Poplar Bay	Jim Kulikowski	(204) 345-2952	1 D-7E
Powerview	Fred Cure	(204) 367-2671 (204) 345-4745 (Cell)	1 D-7
	Marc Guimond	(204) 367-2551 (204) 785-3687 (Cell)	1 D-6 LGP

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**Equipment Suppliers and Contractors**

	Lavoie Logging	(204) 367-2120 (Ivan) (204) 367-2271 (Clifford) (204) 268-5025 (Cell)	1 D-6 C
	P&A Contracting	(204) 367-4216 (Shop) (204) 367-8385 (Al) (204) 367-8807 (Paul) Mobile JK2-2508	1 D-7 LGP
	Ray-Ann Transport	(204) 367-2304 (204) 367-2817 (Shop) (204) 345-3994 (Cell)	1 D-6
Prawda	Gary Kupiak	(204) 426-5271 (Shop) (204) 426-5314 (204) 326-0200 (Cell)	1 D-6 Wide Pad 2 D-7 D-4
Richer	Jules Godard	(204) 422-5662 (204) 326-7065 (Cell)	1 D-6 LGP
	Gilles Nault	(204) 422-5928 (204) 346-2734 (Cell)	1 D-6 30" pads
Sprague	Marvin Hovorka	(204) 437-2080	1 D-6 1 D-3 LGP
	Conrad Sigurdson	(204) 437-2226	1 D-5
Whitemouth	Jim Blainey	(204) 348-2229	1 D-6 Wide Pad 1 D-7 1 D-8
Winnipeg	Munroe Construction	(204) 489-4917	D-6's D-7's
<b>Septic Trucks</b>			
Victoria Beach	Lorne Anderson	(204) 754-2460 (Work) (204) 754-2460 (Home)	Septic Tank Service
G's Septic Tank Cleaning Service	Gilles Lamoureux	(204) 367-4706 (Home) (204) 345-3835 (Cell)	Septic Tank Service

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**Equipment Suppliers and Contractors**

**Helicopters**

Name	Contact Number	Comments
Custom	(204) 338-7953	
Prairie Helicopters	(204) 642-4841 (Gimli)	
Provincial Helicopters	(204) 345-8332 (LDB)	During fire season, contact MNR at: (204) 345-1418 (Lac du Bonnet) (204) 277-5212 (Bissett)

**NOTE:**

Provincial Helicopters are familiar with areas within Eastern Manitoba and may fly direct from Lac du Bonnet to site. If emergency occurs during fire season, all helicopters may be on contract to Manitoba Natural Resources (MNR) - contact MNR directly at (204) 345-1418 to see if a helicopter can be released to fly to the emergency site.

If Custom is used, they will require detailed directions or GPS coordinates for the site.

**REFERENCE**

ISO 14001 s.4.4.3 Communication

**RELATED PROCEDURES**

[FRM-1028 Revision and Review of Existing Procedures](#)

[FRM-1066 Emergency Response Plan-Equipment and Resources-Woodlands](#)

**FORMS**

**RECORDS**

**Records**

**Location**

**Responsibility**

**Retention Period**

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# Appendix 1 Woodlands Contingency Plan – Flammable Liquids



<b>Approver:</b> FRM Unit Manager	<b>Last Revised:</b> July 11, 2008	<b>Review Date:</b> July 11, 2010
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## PURPOSE

- To provide reference information to assist company personnel in dealing with and making informed decisions about flammable liquid related emergencies.

## APPLICATION

Applies to all Tembec Forest Resource Management-Pine Falls personnel.

## DEFINITIONS

## INSTRUCTIONS

- 1.1 Flammable liquids are hydrocarbons, which means they are materials that contain hydrogen and carbon as part of their chemical structure. These liquids may contain a single hydrocarbon compound or be composed of complex mixtures of hydrocarbons (eg. **gasoline, diesel fuel, varsol and other solvents**).
- 1.2 These materials have the following properties:
  - flammable liquids will readily ignite in the presence of sufficient oxygen and an ignition source (eg. heat, sparks or flames);
  - most flammable liquids will not readily mix with water and most are lighter than water (ie. will float on top of water);
  - flammable liquids which spill in confined spaces (eg. buildings) may pose an explosion hazard;
  - flammable vapours may form explosive mixtures in air;
  - flammable vapours are heavier than air and may accumulate in low lying areas such as building basements, sewers, valleys, ditches and creek beds;
  - flammable vapours which are ignited may flash back to

### 1. Hazard Description

the vapour source;

- flammable liquid containers involved in a fire may explode when heated;
  - fires involving flammable liquids may produce vapours which are irritating or toxic if inhaled;
  - contact with flammable liquids may be irritating to eyes or skin;
  - high concentrations of vapours may cause dizziness or asphyxiation in confined spaces, through air displacement;
  - soluble fractions of flammable liquids can dissolve in water (eg. benzene, toluene, xylenes) and cause toxicity to aquatic organisms;
  - flammable liquids can contaminate wildlife, birds, environmentally sensitive areas or historical resources in the vicinity of the spill;
  - flammable liquids spilled into waterbodies or watercourses can contaminate surface water resources and threaten drinking water supplies; and
  - flammable liquids spilled on land can penetrate porous soils and can contaminate groundwater resources or water wells.
- 

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***Initial Response Safety***

2.1 The initial personnel responding to a flammable liquids spill will ensure that:

- Vehicles are parked away from the spill site, upwind and on high ground if possible, to limit the possibility of ignition by a vehicle;
- Potential ignition sources are not carried by personnel when entering the site;
- Personnel approach a spill site from the upwind direction;
- An assessment of site safety hazards, including hazards associated with the product spilled, is conducted prior to undertaking site operations;
- Appropriate equipment shutdown and isolation is implemented.
- All effected personnel are evacuated at least 25 metres from the vicinity of the spill site, if no fire is present, and all personnel who were working in the area are accounted for;
- Appropriate evacuation procedures are implemented, as required, for flammable liquid spills involving fires; and
- Injuries to personnel are identified, and appropriate first aid measures are implemented.

***General Site Safety***

2.2 Personnel in charge of response to a flammable liquids spill will ensure that:

- All ignition sources or potential ignition sources (eg. sparks, flames, active non-explosion proof equipment) have been eliminated in the immediate vicinity of the spill;
- The spill site has been secured and vehicle traffic is minimized where possible or practical;
- Evacuation routes have been clearly identified, and are kept clear of obstructions throughout the emergency;
- All workers undertaking site operations have been trained in proper spill response procedures, and have been briefed as to the nature of the hazards present at the site, and the hazard of the product spilled, prior to commencing any containment and recovery activities;
- Appropriate protective clothing, safety, and monitoring equipment and supplies have been provided for use by spill response personnel, based on conditions at the site and that replacement clothing and equipment and supplies are made available, as required;

**2.  
Safety  
Precautions -  
Flammable  
Liquids**

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- non-sparking tools are used in the immediate vicinity of the spill;
- communications equipment (eg. radios or handsets) used at the site is intrinsically safe.

### ***Fire or Explosion Safety***

2.3 To protect against fire or explosion during emergency activities at the site of a flammable liquids spill, all emergency response personnel shall ensure that:

- sources of ignition at or near the site are eliminated or minimized;
- all tanks, vacuum trucks, and other storage equipment are properly grounded during flammable material transfer and storage;
- all diesel powered equipment that is not turbo-charged is equipped with spark arrestors or a positive air shut-off system;
- all electrical motors used at the site are explosion proof; and
- All vehicle refueling and maintenance is performed well away from the spill site.

2.4 For containment and recovery operations, only equipment or vehicles equipped with proper safety devices or rated as explosion proof are allowed to be used near the emergency site;

- All storage of flammable materials is undertaken away from the spill site;
- Adequate fire suppression equipment (e.g. fire extinguishers, fire fighting equipment) is available on-site, based on the level of emergency operations; and
- If burning is to be undertaken at the site, the site is secured and sufficient safety measures are undertaken to ensure that the fire is contained and controlled.

### ***Protective Clothing and Equipment***

2.5 All personnel responding to a flammable liquids spill will ensure that:

- Proper protective clothing and equipment is worn, based on the nature of the flammable liquid involved, the size of the spill and the hazards involved.
- Proper protective clothing and equipment could include, but not be limited to the following:
  - gloves resistant to the flammable liquid spilled, safety boots, and flame resistant coveralls (Nomex or other appropriate material);
  - hardhats, safety goggles or full face shields, as

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appropriate;

- hearing protection in high noise areas;

### ***Transfer of Flammable Liquids***

2.6 During recovery operations involving transfer of flammable liquids personnel involved in the transfer operation will ensure that:

- Proper pumping equipment compatible with flammable liquids is used for the transfer process; and
- All appropriate equipment, including vacuum trucks and storage tanks are properly bonded or grounded, as required, prior to transfer operations taking place.

### ***General Response Actions***

3.1 The Incident Commander for the flammable liquids spill will determine the most appropriate response actions to be implemented based on assessment of the nature and circumstances of the incident, and the issues involved.

3.2 Response actions to a spill normally involve containment of the spill, followed by recovery of free liquid, and clean-up of site contamination ([FRM-1031 Corrective and Preventive Action](#); [Reference Document 1 Emergency Environmental Mitigation Procedures – Woodlands](#)).

### ***Containment Actions***

3.3 General containment priorities could include:

- Stopping leaks in small containers such as damaged bottles, pails or drums;
- Stopping leaks or transferring liquids contained in large containers such as fixed tanks or skid tanks using a plug or patch;
- Blocking manholes, sewers outlets or doorways in populated areas to prevent entry of the spill into sewers, waterways, basements or other areas where flammable liquids can migrate from the original spill site or cause a buildup of explosive vapours in a confined space;
- Confining the spill to the smallest area possible on land or in a building by using berms, bell holes or trenches;
- Containing flammable liquid spills prior to entry into any waterbodies such as lakes, rivers, creeks, streams;
- Containing flammable liquids prior to entering holes or cracks in ice, and flowing under ice covered waterbodies;
- Containing flammable liquid spills prior to entry into any environmentally sensitive areas, such as wetlands, muskeg, and sensitive nesting areas, where possible; and
- Containing flammable liquid spills which have entered a waterbody.

### ***Recovery Actions***

### **3. Spill Containment, Recovery and Clean-up**

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### 3.4 General recovery priorities include:

- Pumping of large quantities of free liquid into suitable containers;
- Skimming of small quantities of free liquid floating on the water surface, for recovery into suitable containers; and
- Recovery of small quantities of spilled liquid using natural or synthetic sorbent materials compatible with the flammable liquid spilled.

### ***Spills on Land***

#### 3.5 **Containment options** for land spills include:

- Determining the direction of spill movement, based on the location of the spill and type of spill involved.
- During winter months, probe under snow to determine the spill size, and furthest extent of spill movement.
- Use of berms, dykes, bell holes or trenches to contain the spill, limit spill movement, and prevent spilled material from entering a waterbody. A berm and dyke can be constructed using earth, sand bags, snow and ice. On sloping ground, trenches should be used.

#### 3.6 **Recovery options** for land spills include:

- Use of pumping equipment or vacuum trucks to recovery spilled free liquid; and
- Use of natural or synthetic sorbent material to recover residual liquid. Natural sorbent materials may include sand, dry earth, clay, wood chips and sawdust.

#### 3.7 **Clean-up options** for land spills include:

- Removal of contaminated soil, vegetation and debris from the site, for disposal;
- Removal and transfer of contaminated soil for off-site treatment;
- Treatment of contaminated soil on-site;
- Spreading of contaminated soil on-site, if approved by all appropriate government agencies;
- Use of steam cleaning, or water flushing to clean contaminated vegetation or debris; and
- Use of on-site burning , where safe to do so, if approved by all appropriate government agencies;
- During winter months, removal and transfer of contaminated snow or ice to a lined recovery area, and melting of the snow or ice to recover free flammable liquid.

### ***Spills into Water***

#### 3.8 **Containment options** for spills on water include:

- Use of earth dykes to contain the spill, and limit spill movement, on

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non-flowing bodies of water;

- Use of filter fences (chicken wire staked into a small creek or stream, with straw bales or sorbent boom placed on the upstream side of the fence) to contain flammable liquids floating on water, or on slow flowing creeks or streams (see figure A2-1 for a diagram of a typical filter fence arrangement);
- Use of inverted weirs (dykes containing tubing, culverts or piping), to contain flammable liquids floating on top of water, and allow free movement of water from the weir, on small creeks or streams (see figure A2-2 for a diagram of a typical inverted weir configuration); and
- Use of containment booms (physical barriers which float on water, with a skirt under the water's surface), to contain flammable liquids floating in rivers or on lakes.

**NOTE:**

Use of a helicopter or other type of aircraft to survey the spill site and determine the location of the leading edge of a spill on flowing water can assist containment efforts on water

**3.9 Recovery options** for water spills include:

- Use of pumping equipment or vacuum trucks to recovery spilled free liquid on water;
- Use of specialized skimming equipment to remove spilled free liquid from water; and
- Use of synthetic sorbent pads or boom to recover residual liquid.

**3.10 Clean-up options** for water spills include:

- Removal of contaminated soil and debris from the banks of a waterbody or watercourse, for treatment or disposal;
- Use of steam cleaning, or water flushing to clean contaminated vegetation or debris; and
- Use of on-site burning, where safe to do so, if approved by all appropriate government agencies.

***Spills on and under Ice***

**3.11 Containment options** for spills on ice include:

- Use of earth, snow or ice dykes to contain the spill, limit spill movement, and prevent the flammable liquid from entering cracks or holes in the ice and possibly being swept under the ice by a current.

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Figure A1-1 - Typical Filter Fence Configuration

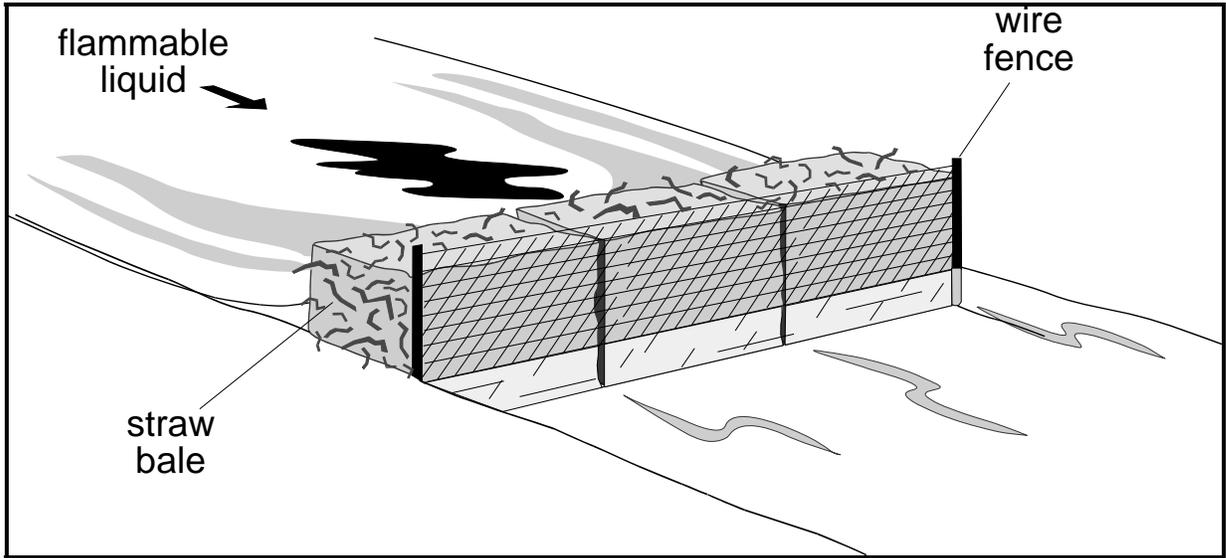
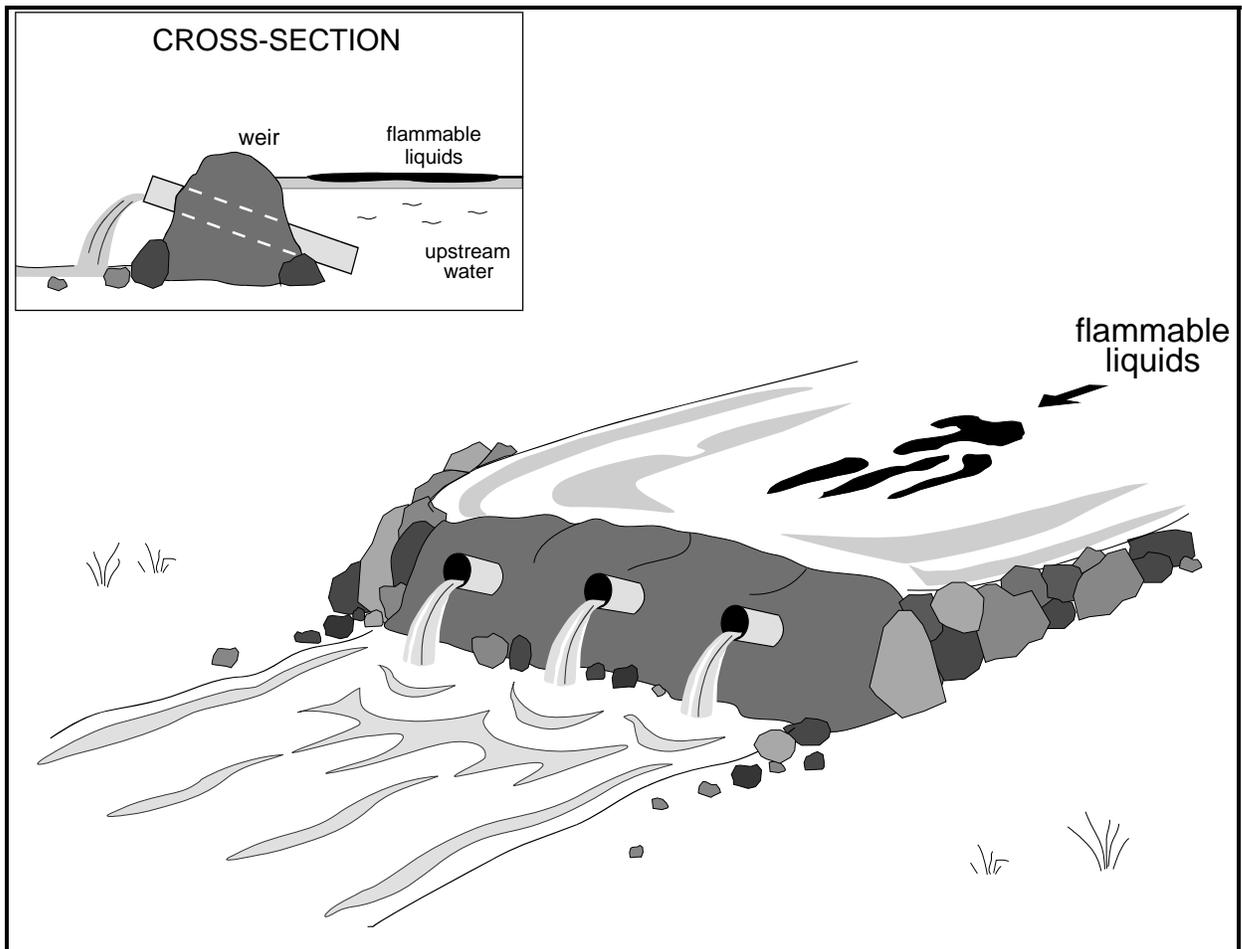


Figure A1-2 - Typical Inverted Weir Configuration



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3.12 For spills under ice cut slots into the ice, to trap flammable liquids floating on water in the slot (plywood may also be placed downstream in the slot, and frozen in place, to prevent the flammable liquid from being swept back under the ice by current).

3.13 **Recovery options** for spills on ice include:

- Use of pumping equipment or vacuum trucks to recovery spilled free liquid; and
- Use of natural or synthetic sorbents to recover residual liquid.

3.14 **Clean-up options** for spills on ice include:

- Removal and transfer of contaminated snow or ice to a lined recovery area, and melting of the snow or ice to recover free flammable liquid; and
- Use of steam cleaning to free flammable liquids trapped in the ice.

#### ***Spills in Wetlands and Muskeg***

3.15 **Containment options** for spills in wetlands and muskeg include:

- Use of dykes or inverted weirs to raise the water level in the wetland, preventing downward penetration into soil, contain flammable liquid floating on water, and to limit spill movement into uncontaminated areas; and
- Use of containment booms to limit spill movement into uncontaminated areas.

3.16 **Recovery options** for spills in wetlands include:

- Use of pumping equipment or vacuum trucks to recover spilled free liquid;
- Use of specialized skimming equipment to remove spilled free liquid from water; and
- Use of natural or synthetic sorbents to recover residual liquid.

3.17 **Clean-up options** for spills in wetlands include:

- Use of water flushing to clean contaminated vegetation or debris; and
- Use of on-site burning for inaccessible areas, where safe to do so, if approved by all appropriate government agencies.
- Use of natural recovery methods and addition of soil amendments to biodegrade spills on-site.

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**NOTE:**

Muskeg areas consist of areas of organic material (eg. peat), mixed with a high percentage of water, forming bogs or swamp in the summer.

Muskeg is very sensitive to physical damage, and containment, clean-up and recovery efforts in muskeg may cause more damage than the actual spill itself.

Once initial containment efforts are completed, areas of muskeg contaminated by a flammable liquids spill should be assessed carefully by the Incident Commander, with input from appropriate government agencies, prior to undertaking any physical clean-up, to determine appropriate actions.

As an alternative to physical clean-up, use of natural recovery or in-situ burning may be considered as more viable options, if approved by the appropriate government agency

4.1 The following procedures will be considered for fires which involve flammable liquids:

- Evacuate company personnel to a site at least 50 metres upwind of the fire location;
- In populated areas, notify police of major fires involving flammable liquids, using company plan activation procedures ([FRM-1061 Plan Activation and Reporting-Woodlands](#)). Decisions related to evacuation of citizens downwind of the fire, and evacuation distances, shall be made in consultation between company, municipal and police authorities.

**NOTE:**

In populated areas, consideration may be given to in-place sheltering such as having citizens remain in their homes with windows and doors shut and external ventilation systems turned off. This would be used as an alternative to evacuation if fire or explosion hazards do not pose a threat to homes in the vicinity of the fire.

- Use of protective clothing and/or SCBA, as appropriate, by all emergency response personnel involved in the emergency;
- Extinguishing or small fires using carbon dioxide, dry chemical extinguishers, water spray or foam;
- Extinguishing of large fires using water spray, carbon dioxide, dry chemical or foam;
- Use of water spray instead of straight water streams, to prevent

**4.  
Fire Involving  
Flammable Liquid**

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spreading of ignited flammable liquids over a larger area;

- Use of hose holders or monitor nozzles for areas which pose a danger to emergency response personnel;
- Cooling of flammable liquid containers or tanks near the fire to prevent container explosions from occurring;
- Movement of flammable liquid containers not involved in the fire to a safer location, if movement can be done without risk to emergency response personnel; and
- Collecting of contaminated fire control run-off water, using dykes or berms, to prevent environmental contamination.

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### **Reference Books**

- 5.1 Additional information on hazards, safety precautions, and response actions for flammable liquid spills may be obtained from the following publications:
- 5.2 North American Emergency Response Guidebook - 1996  
*published by Transport Canada, U.S. Department of Transportation and the Secretariat of Communications and Transportation in Mexico - 1996*

Contains concise, easy to use information on initial response actions for a wide variety of chemicals, cross referenced by chemical name and UN/NA identification number for the chemical.

A copy of this guidebook is present on all emergency vehicles

- 5.3 Manual for Spills of Hazardous Materials  
*published by Environment Canada - 1984*

Contains information on chemicals and response actions for 150 priority chemicals manufactured, used or transported in Canada.

A copy of this manual is present in both the Safety Office and in the Fire Hall

### **Telephone Numbers**

- 5.4 Manitoba Environmental Accident Reporting Line  
204-944-4888

Manitoba Conservation can provide emergency response advice and on-site response capability, as required, based on the nature and circumstances of the emergency.

- 5.5 CANUTEC (Canadian Transport Emergency Centre)  
613-996-6666 (24 hours) - Emergencies Only  
613-992-4624 (24 hours) - Non-Emergencies

CANUTEC is a national emergency advisory service staffed by professional chemists experienced and trained in interpreting technical information and providing emergency response advice (CANUTEC provides no on-site response capability).

## **5. Additional Reference Sources**

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REFERENCE

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RELATED PROCEDURES

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[FRM – 1031 Corrective and Preventive Action](#)

[FRM -1061 Plan Activation and Reporting-Woodlands](#)

[FRM -1066 Equipment and Resources - Woodlands](#)

[FRM-1068 Woodlands Contact List](#)

[Reference Document 1 Emergency Environmental Mitigation Procedures - Woodlands](#)

FORMS

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RECORDS

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**Records**

**Location**

**Responsibility**

**Retention  
Period**

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# Appendix 2 Woodlands Contingency Plan - Fire, Medical Emergency and Missing Persons



<b>Approver:</b> FRM Unit Manager	<b>Last Revised:</b> July 11, 2008	<b>Review Date:</b> July 11, 2010
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## PURPOSE

- To provide reference information to assist company personnel in dealing with fires, missing persons or medical emergencies and to make informed decisions related to these types of emergencies.

## APPLICATION

Applies to all Tembec Forest Resource Management employees, independent contractors, service representatives, consultants and vendors.

## DEFINITIONS

<b>Incident Commander</b>	Is responsible for the overall management of all issues and response actions related to the incident. The Incident Commander shall designate other personnel to function in the emergency organization, as required for issues which are too large to handle himself, based on the issues related to the emergency.
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## INSTRUCTIONS

- 1.1 If a medical emergency occurs the following response actions will be undertaken by personnel on-site:
  - Provide first aid to personnel who require it, using first aid equipment present at the location;
  - Try to determine the nature and seriousness of the medical condition of the injured person;
  - Notify the appropriate medical and/or ambulance facilities identified for the work or camp site, in remote locations, to arrange for medical assistance or transport, as required; and
  - Send personnel to meet any ambulances or emergency vehicles at a pre-designated location, and direct them to the site, if the emergency

### 1. Medical and Critical Injuries

location is difficult to find.

## 2. Missing Persons

- 2.1 Emergency procedures will be implemented if it is determined that a company employee or contractor on-site or in transit to a location has been out of contact for an abnormal amount of time and cannot be located or reached by normal means of communication.
- 2.2 Notification of a potential missing person incident will be made using company plan activation procedures.
- 2.3 The Incident Commander for the emergency will be the supervisor for the missing person, or other appropriate personnel, as designated by Woodlands management.
- 2.4 In a missing persons incident, the Incident Commander will ensure that:
  - Personnel are interviewed to determine the last known location of the missing person and/or travel routes which the person planned to take, if this information is available;
  - The last known work location of the missing person is visited, to determine whether they are still at the site;
  - Appropriate emergency agencies or resources are contacted (eg. Police and/or aircraft) to provide support, as required, and that search activities are coordinated with emergency agencies ([SOP-1068 Woodlands Contact List](#));
  - Search parties are organized, and properly equipped;
  - Search areas are assigned;
  - Call-in schedules are established with search parties to monitor their safety during the search;
  - Adequate communications resources are provided to allow search activities to be coordinated in an efficient manner ([FRM-1066 Equipment and Resources - Woodlands](#));
  - A command post is established to provide central coordination of search activities, to monitor communications on a continuous basis and to monitor search progress; and
  - Company management is informed on a regular basis of the progress of search activities, and search actions to be implemented.

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- 3.1 In the event that a fire emergency occurs, Forest Resource Management personnel have the following responsibilities:
- Gather important information related to the emergency or possible emergency including:
    - Location,
    - Nature of the emergency,
    - Injuries to personnel resulting from the emergency,
    - Chemicals or products involved, and
    - Size and volume of the spill.
  - Notify appropriate foremen of the emergency, via verbal report or telephone.
  - In the event of a Forest Fire notify Manitoba Conservation directly:
    - Pine Falls office: 204-367-6130 or 204-367-6131;
    - If unable to reach the Pine Falls office, contact the Lac Du Bonnet office: 204-345-1414 or 204-728-0076 or
    - 24 hour toll free line – 1-800-728-0076.

3.2 Independent Contractors are also required to follow the same notification procedures as above.

- 4.1 In the event of a fire the Foreman or Immediate Supervisor of the area affected has the following responsibilities:
- Ensure the Safety Officer has been notified of incidents which involve critical injuries;
  - Notify other appropriate personnel or departments within the company of incident.

4.2 If an emergency occurs at a remote site and outside assistance is required:

- Pine Falls Fire Department (fire & critical injury) – 9-367-9999
- Company spill response personnel or contractors,
- Police (fire, spill, or site control or evacuation required) – 9-367-2222,
- Ambulance (critical injury) – 9-367-2333, or

**3.  
Personnel – Fire  
Emergency Plan  
Activation  
Responsibilities**

**4.  
Foreman or  
Immediate  
Supervisor – Fire  
or Critical Injury  
Emergency Plan  
Activation  
Responsibilities**

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- Other personnel, as appropriate.

4.3 For emergencies in remote locations, phone the Forest Resource Management office and request that an Environmental Alert form be filled out for you. Provide all of the relevant information over the phone.

4.4 For significant emergency issues, which affect company operations, notify FRM Unit Manager.

5.1 the event of a fire or critical injury emergency, the FRM Unit Manager has the following plan activation responsibilities:

- Assess incident, and notify Manitoba Labour and other appropriate government agencies;
- Notify other personnel within the company of the incident, including other departments and Senior Management, as appropriate, and
- Prepare appropriate documentation and reports for submission within the company and externally.

6.1 During a fire or critical injury emergency, the FRM Unit Manager has the following emergency plan activation responsibilities:

- Inform other Senior Management, company personnel or departments, as appropriate, based on the nature and circumstances of the incident.
- Provide the necessary resources and/or support for dealing with the emergency.

7.1 Under the Manitoba Workplace Safety and Health Act, the Company is required to verbally notify Manitoba Labour of all serious injuries or fatalities involving company personnel, which result from company operations.

7.2 Safety Officer shall make the verbal reports to the Manitoba Labour Regional Safety and Health Officer for the Eastman region.

**NOTE:** Contract companies undertaking operations on behalf of Tembec Forest Resource Management which result in serious injuries or fatalities are required to directly notify Manitoba Labour of the incident.

### 5. FRM Unit Manager – Fire or Critical Injury Emergency Plan Activation Responsibilities

### 6. FRM Unit Manager Emergency Plan Activation Responsibilities

### 7. Manitoba Labour Reporting

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**9.  
Forest Fire  
Reporting**

9.1 Company personnel and contractors are required to report any smoke or fire observed in the forest during normal company operations, fire watch, or fire patrols immediately to the Manitoba Conservation office located in Pine Falls at (204) 367-6130 or (204) 367-6131.

9.2 If contact cannot be made, notify Manitoba Conservation Fire Centre in Lac Du Bonnet at (204) 345-1414. (204) 345-1418, or the 24 hour toll free line 1-800-782-0076.

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REFERENCE

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RELATED PROCEDURES

[FRM-1066 Equipment and Resources - Woodlands](#)

[FRM-1068 Woodlands Contact List](#)

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FORMS

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RECORDS

**Records**

**Location**

**Responsibility**

**Retention  
Period**

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# Appendix 3 Woodlands Contingency Plan – Emergency Muster Points Map



**Approver:**  
**Silviculture Forester**

**Last Revised:**  
**January 23, 2003**

**Review Date:**  
**January 23, 2005**

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# Reference Document 1 Woodlands Contingency Plan – Emergency Environmental Mitigation Procedures



<b>Approver:</b> Operations Manager	<b>Last Revised:</b> January 23, 2003	<b>Review Date:</b> January 23, 2005
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## PURPOSE

- To provide reference information to assist company personnel in minimizing the environmental impacts related to the emergency response operations in the forest

## APPLICATION

Applies to all Tembec Forest Resource Management-Pine Falls operations

## DEFINITIONS

**Environmental Impact** An environmental impact is any change to the environment, whether adverse or beneficial, wholly or partially, resulting from an organization's activities, products or services.

## INSTRUCTIONS

- 1.1 A key goal of company emergency response operations is to minimize environmental impacts related to the incident.
- 1.2 Where possible, all environmental practices undertaken in an emergency comply with company policies and practices and requirements identified in company environmental licences.
- 1.3 Nevertheless, since emergencies represent unusual situations, modifications to environmental procedures may be needed in certain situations to protect the public, or to limit greater environmental damage to the surrounding area.
- 1.4 The Incident Commander is responsible for ensuring that environmental issues related to the incident are identified and addressed as part of emergency response activities.
- 1.5 In larger incidents or incidents with significant potential for environmental impact, the Incident Commander will contact the Environment Director, to determine appropriate actions related to environmental issues.
- 1.6 As appropriate, the Environment Director for the company or a

### 1. Introduction to Emergency Environmental Incidents

designated alternate will assume the role of Environment Officer for the incident, to advise on issues related to the environment, and to coordinate environmental activities related to the incident. ([FRM - 1062 Roles and Responsibilities - Woodlands](#)).

- 
- 2.1 As part of incident assessment, the Incident Commander or Environment Officer will determine the nature and extent of any environmental issues or concerns related to the incident.
- 2.2 Potential environmental issues or concerns could include impacts on:
- Agricultural resources (e.g., soil, land productivity, domestic livestock);
  - Waterbodies or watercourses;
  - Surface water users;
  - Groundwater resources or water wells in the vicinity;
  - Wetlands or other environmentally-sensitive areas;
  - Wildlife, waterfowl, fisheries, or endangered species in the area; and
  - Archaeological or other endangered resources.
- 2.3 Environmental issues related to the incident will be defined based on site reconnaissance, and input from government agencies or environmental specialists.
- 2.4 On the basis of the issues identified, appropriate environmental sampling, protection, or cleanup measures will be undertaken.

## 2. Environmental Incident Assessment

- 
- 3.1 Environmental sampling may be undertaken to assess potential impacts related to environmental issues at the emergency site.
- 3.2 Samples may be taken of surface water, groundwater, soils, air, or other materials, as required, to allow an informed decision to be made related to environmental impact.
- 3.3 In all cases, appropriate sampling containers and equipment will be used, which have been obtained from certified environmental laboratories.
- 3.4 If emergency personnel are unfamiliar with appropriate sampling procedures or need assistance, environmental consultants, contractors, or specialists will be hired to undertake sampling at the site.
- 3.5 A List of environmental consultants and laboratories are contained in [FRM-1068 Woodlands Contact List](#).

## 3. Environmental Sampling

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- 4.1 Various environmental protection measures may need to be implemented based on environmental issues identified at the site.
- 4.2 The Incident Commander will determine appropriate environmental protection measures, in consultation with the company Environment Director, designated Environment Officer for the incident, environmental specialists, or consultants and government agencies.
- 4.3 Environmental specialists or government agencies may be able to advise the Incident Commander on appropriate protection measures or provide specialized equipment (e.g., scare guns) for environmental protection.

#### 4. Environmental Protection

##### **Site Protection**

- 4.4 Site protection undertaken during the emergency may include, but not be limited to the following activities:
  - Use of existing site access (i.e. roads, trails, field allowances, etc.) where possible, to limit disturbance of sensitive areas;
  - Stripping of topsoil during site access on productive agricultural sites, where possible, to limit topsoil/subsoil mixing during site operations and to conserve soil productivity; or
  - Minimizing land disturbance due to equipment storage and movement at the site to as small of an area as possible to limit soil compaction.

##### **Surface Water Protection**

- 4.5 Surface water protection undertaken during the emergency may include, but not be limited to the following activities:
  - Limiting spill migration towards surface waterbodies;
  - Identification and blocking of culverts, manholes, or storm sewers, as applicable near the spill site to prevent material from migrating and contaminating other surface waterbodies; or
  - Use diversion or exclusion booms to limit migration of oil into sensitive areas.

##### **Water Supplies**

- 4.6 Procedures undertaken during the emergency if the spill threatens a surface water supply or groundwater well may include, but not be limited to the following activities:
  - Notification by the Incident Commander or Environment Director to the Manitoba Conservation personnel regarding the potential for water supply contamination. ([FRM - 1068 Woodlands Contact List](#); [FRM - 1062 Roles and Responsibilities - Woodlands](#));

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- Notification of all water users with wells in the vicinity of a spill affecting groundwater ([FRM - 1062 Roles and Responsibilities - Woodlands](#));
- Notification to surface water users downstream on a river or near a waterbody of a spill affecting surface water;
- Arrangement for alternative water supplies if water supplies need to be shut down;
- Where possible, containment or diversion of the spill upstream of known water intakes; and
- Monitoring or sampling of watercourses, waterbodies, or wells on a regular basis throughout the incident.

### **Wildlife Protection**

4.7 Wildlife protection procedures undertaken during the emergency may include, but not be limited to the following activities:

- **Waterfowl:** If a spill occurs on water during migration periods, place scare guns in the vicinity of open water areas to prevent waterfowl from landing. Move the guns regularly to prevent waterfowl from becoming accustomed to the devices.

As a rule, one scare device per five hectares (seven acres) is adequate. Consult with local fish and wildlife authorities as to the availability of these devices.

If waterfowl are contaminated by the spill, contact Manitoba Conservation to determine appropriate procedures (e.g., waterfowl cleaning).

- **Wildlife:** In spill areas affecting critical wildlife habitat, barricades should be erected to prevent wildlife from entering the site. Containment efforts should consider minimizing damage to sensitive wildlife habitat, where possible. In areas with large wildlife populations, rescue and relocation of wildlife may be considered, in consultation with local wildlife authorities.

If wildlife are contaminated by the spill, contact provincial wildlife authorities to determine appropriate measures.

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***Sensitive Areas***

- 5.1 The Incident Commander, Environment Director or designated Environment Officer for the incident will ensure that necessary environmental cleanup efforts in sensitive areas are undertaken.
- 5.2 Strategies for environmental cleanup of sensitive areas are similar to those described in [Appendix 1 Woodlands Contingency Plan - Flammable Liquids](#).
- 5.3 Before choosing a cleanup technique, the Incident Commander or designated Environment Officer must assess the impact and implementation requirements of each cleanup technique in consultation with environmental specialists and appropriate government agencies (see [FRM-1068 Woodlands Contact List](#)).
- 5.4 If the impact of the preferred techniques is unacceptable, consideration may be given to leaving the site to recover naturally, through bioremediation.
- 5.5 If a spill has contaminated several areas, it may be necessary to assign a cleanup priority to each area and deploy limited resources accordingly.

***Bioremediation (Natural Recovery)***

- 5.6 In sensitive areas such as wetlands or muskeg, natural recovery bioremediation may represent the most viable option for site cleanup, as more damage can be caused by the cleanup operation than was originally caused by the spill.
- 5.7 Bioremediation uses microorganisms already present in the ecosystem to degrade the oil. The microorganisms use the oil as an organic food source to grow and multiply.
- 5.8 In the presence of large concentrations of oil in the soil, microorganisms will rapidly use up natural sources of soil nutrients such as nitrogen and phosphorus during the bioremediation process. To allow degradation of the oil to continue, fertilization of the site on a regular basis may be required to continue the bioremediation process.
- 5.9 Soil analysis may be undertaken on a regular basis to ensure that sufficient nutrients are present to allow bioremediation to continue.
- 5.10 If bioremediation is considered to be the most acceptable cleanup method for the site, treatment will be undertaken in consultation with appropriate government agencies and with advice from environmental specialists or consultants.

***Treatment of Contaminated Wildlife***

- 5.11 Treatment or cleanup of contaminated wildlife or waterfowl will be undertaken, as required, throughout the incident. Appropriate treatment methods will be identified, with advice from government agencies, local wildlife authorities, and/or environmental specialists to minimize further harm to the species involved.

**5.  
Environmental  
Clean-up**

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***Protection of Fish Habitat***

- 5.12 Protection of fish species will be undertaken throughout the incident and during shoreline cleanup and restoration.
- 5.13 Where possible, necessary cleanup activities will be undertaken before or after critical reproductive seasons. If this is not possible, make every attempt to minimize the time taken to complete the restoration activities.
- 5.14 Appropriate cleanup and restoration methods will be identified in consultation with government agencies, local fish and wildlife authorities and/or environmental specialists.

***Waste Classification***

- 6.1 All wastes generated during the emergency will be properly classified as hazardous or non-hazardous, as per Manitoba regulations. Laboratory testing will be undertaken, as required, to determine the appropriate classification.

**6.  
Waste  
Management*****Temporary Storage***

- 6.2 All wastes generated at the emergency site will be stored in a proper manner to limit further site impact.
- 6.3 Temporary storage may consist of drums, portable tankage, vacuum trucks, lugger buckets, or excavated storage sites, depending on the nature of the waste to be stored. See the contingency plan appendix appropriate to the spill type for containment options.
- 6.4 All temporary storage sites constructed on land for contaminated debris or liquids will be located on flat ground, away from streams, creeks, or hillsides, to limit further contamination if the temporary storage should fail.
- 6.5 A berm may be constructed to limit surface runoff, and a plastic or impermeable liner shall be installed within the storage site to limit leaching of contamination into the soil below the site.

***Waste Transportation***

- 6.6 All materials classified as hazardous wastes will be transported in compliance with Manitoba Government legislation

***Waste Disposal and Treatment***

- 6.7 Waste disposal and treatment methods will vary, depending on the nature of the material, and whether it is classified as hazardous or non-hazardous waste. Disposal of a hazardous waste will comply with all applicable Manitoba hazardous waste regulations.
- 7.1 After emergency operations in a major spill are completed, the Incident Commander or designated Environment Officer will ensure that site remediation efforts are undertaken to return the site to as near pre-emergency conditions as possible.

**7.  
Remediation  
Procedures**

- 7.2 Local environmental characteristics, the type and magnitude of the spill, and the ways in which cleanup and disposal were conducted influence the restoration of the spill site.

### **Site Remediation**

- 7.3 A detailed site assessment may be undertaken by qualified environmental consultants to determine all site impacts related to the emergency.
- 7.4 On the basis of the site assessment, a site remediation plan will be developed, for approval by appropriate agencies. Site remediation efforts addressed in the plan could include:
- Removal or treatment of contaminated materials (e.g., soil, vegetation, used sorbents, water, etc.);
  - On-site remediation of contaminated soils, using bioremediation or other appropriate techniques;
  - Removal of temporary site structures (e.g., barricades, holding areas for contaminated materials, portable storage tanks, etc.);
  - Replacement of topsoil removed during site operations;
  - Implementation of procedures to control wind or water erosion at the site;
  - Ripping of compacted soils;
  - Restoration or re-seeding using seed mixes comparable to those used for the site during construction;
  - Recontouring the land to ensure proper site drainage and surface stabilization;
  - Environmental monitoring and/or treatment of surface water resources;
  - Restoration of wildlife habitat; and
  - Environmental monitoring of groundwater resources.
- 7.5 The site remediation efforts will be undertaken in accordance with industry-recognized reclamation procedures and standards. Where possible, restoration efforts shall be undertaken to avoid critical reproductive seasons in sensitive wildlife habitat.
- 7.6 Monitoring of restoration progress will be undertaken on a regular basis as required.
- 7.7 Site restoration efforts will continue until the site has been restored to the satisfaction of all involved government agencies and affected parties.

### **Groundwater Investigation**

- 7.8 Site investigation will be undertaken, as required, to determine whether subsurface impacts on groundwater resources have occurred

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or will occur as a result of the spill.

- 7.9 Site assessment will be undertaken, using a qualified environmental consultant, through review of available literature related to the site, site inspection, and subsurface sampling of groundwater resources, using existing wells or groundwater monitoring wells drilled specifically for the purpose.
- 7.10 All procedures and sampling undertaken as a result of the investigation will conform to recognized standards for groundwater assessment.

REFERENCE

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RELATED PROCEDURES

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- [FRM - 1062 Roles and Responsibilities - Woodlands](#)
- [FRM-1068 Woodlands Contact List](#)
- [Appendix 1 Woodlands Contingency Plan - Flammable Liquids](#)

FORMS

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RECORDS

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Records	Location	Responsibility	Retention Period
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# Reference Document 2 Woodlands Contingency Plan - Gaseous Releases



<b>Approver:</b> Operations Manager	<b>Last Revised:</b> January 23, 2003	<b>Review Date:</b> January 23, 2005
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## PURPOSE

- To provide reference information to assist company personnel in dealing with gaseous release emergencies and to make informed decisions related to these types of emergencies

## APPLICATION

Applies to all Tembec Forest Resource Management-Pine Falls operations

## DEFINITIONS

<b>SCBA</b>	Self Contained Breathing Apparatus
<b>BLEVE</b>	Boiling Liquid Expanding Vapour Explosion

## INSTRUCTIONS

- 1.1 **Gases** are chemical compounds or products which are found in a gaseous state at normal atmospheric pressure (ie. can expand indefinitely in air if not contained or pressurized in a closed container).
- 1.2 **Flammable gases** are used in certain Woodlands operations, for heating and welding purposes. Flammable gases are defined as gaseous materials, which will ignite or explode if conditions are present which will support combustion. Typical flammable gases include **Acetylene and Propane**.

### 1. Hazard Description

These materials have the following properties:

- Flammable gases will ignite in the presence of sufficient oxygen and an ignition source;
- Flammable gases could explode if ignited in a confined space such as a tank, enclosed room or sewer system;
- Flammable gases can displace air in a confined space, causing asphyxiation or suffocation;
- Flammable gases may be lighter or heavier than air. For example air has a vapour density of 1, whereas acetylene has a vapour density of 0.91 (i.e., is lighter than air), and propane 1.5 (i.e., is

## Woodlands Contingency Plan - Gaseous Releases

Reference  
Document 2

heavier than air);

- Flammable gases that are heavier than air may accumulate in low lying areas such as sewers, basements, or gullies;
- Flammable gases may be liquefied under pressure and be released as a liquid pool which quickly vaporizes at normal room temperatures;
- Flammable gases which are liquefied under pressure may freeze clothing and cause frostbite to exposed skin if released, or cause injury if sprayed into eyes;
- Flammable vapours in high concentrations may be irritating or produce dizziness if inhaled;
- Flammable gases released under pressure from a ruptured cylinder or tank may cause the container to rocket, causing possible damage or injuries in the direction in which it moves;
- Flammable gases in a pressurized container involved in a fire may cause a BLEVE condition to occur (ie. Boiling Liquid Expanding Vapour Explosion); and
- Flammable gases which ignite may produce irritating or toxic vapours.

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**Initial Response Safety**

- 2.1 The first personnel responding to a flammable gas release will ensure that:
- Initial wind monitoring is undertaken for outside spills prior to entering the site;
  - Vehicles are parked away from the spill site, upwind and on high ground if possible, to limit the possibility of ignition by a vehicle;
  - Potential ignition sources are not carried by personnel when entering the site;
  - Personnel approach a spill site from the upwind direction;
  - An assessment of site safety hazards, including hazards associated with the product spilled, is conducted prior to undertaking site operations; and
  - Monitoring for concentrations of flammable vapours (and oxygen concentrations in confined spaces) is conducted using appropriate gas detectors, as required, prior to allowing response personnel to enter the site.

**Site Safety - General**

- 2.2 Personnel in charge of response to a flammable gas release will ensure that:
- The spill site has been secured to prevent unauthorized access;
  - An assessment of site safety hazards, including hazards associated with the gas release, is conducted prior to undertaking site operations;
  - Additional wind monitoring is undertaken (ie. using wind socks or other devices) on a continuous basis throughout the incident;
  - Additional emergency response personnel approach the site of a gas release from the upwind side and remain upwind throughout the incident;
  - Evacuation routes have been clearly identified, and are kept clear of obstructions throughout the emergency;
  - All workers undertaking site operations have been trained in proper spill response procedures and have been briefed as to the nature of the hazards present at the site, and the hazard of the product spilled, prior to commencing any emergency response activities;
  - Appropriate safety, monitoring and response equipment and supplies have been provided for use by spill response personnel, based on conditions at the site and that replacement clothing and equipment and supplies are made available, as required;
  - Appropriate first aid equipment is available, in sufficient quantities, based on the number of response personnel working at the site;
  - Appropriate fire equipment is present on-site, as required, in the

**2.  
Safety  
Precautions -  
Gases**

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## Woodlands Contingency Plan - Gaseous Releases

event of ignition of flammable materials;

- All procedures or conditions identified which are immediately dangerous to life and health are suspended or corrected immediately;
- Any safety hazards or potential safety hazards not immediately dangerous to life and health are identified and corrected in a timely manner;
- Response personnel are provided with frequent rest breaks and work shifts do not exceed 12 hours in length; and
- Additional response personnel are provided for prolonged response to emergencies.

2.3 All personnel responding to a gas release shall ensure that:

- They understand the nature of the product hazards, and have been briefed on site safety hazards;
- They do not place themselves or other personnel at the site in danger;
- Any identified safety hazards or potential safety hazards are reported to the personnel in charge of response to the emergency;
- All procedures or conditions immediately dangerous to life and health are suspended immediately; and
- They request assistance from other personnel, as required, for tasks which require more than one person.

#### **Site Safety - Flammable Gases**

2.4 Personnel in charge of response to a release of flammable gases will ensure that:

- All potential ignition sources at or near the site of the flammable gas release are eliminated;
- Vehicles and other equipment responding to the site approach from the upwind direction, and do not drive through the vapour cloud;
- Vehicle and other mobile equipment are shutdown and parked upwind, well away from a flammable gas release site;
- Proper emergency equipment is used in the vicinity of the release, to limit potential ignition sources. Proper emergency equipment could include, but not be limited to:
  - explosion proof flashlights,
  - non-sparking tools, and
  - intrinsically safe radios or handsets

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**NOTE:**

Potential ignition sources such as matches, lighters, pagers, cellular phones, etc. should not be taken into the spill site

- Vehicles or equipment in use at or near a flammable gas release are equipped to safely undertake required work activities;
- All confined spaces or low lying areas are monitored for flammable gas concentrations prior to entry; and
- Personnel do not enter any area where vapour concentrations approach or exceed the flammable limit for the gas.

**Worker Protection**

2.5 All personnel responding to a gas release will ensure that:

- Proper protective clothing and equipment is worn, based on the nature of the gas release, size of the spill, the time of year and the hazards involved. Proper protective clothing and equipment could include, but not be limited to the following:
  - gloves, safety boots, chemical resistant coveralls and/or full body or total containment suits for toxic or corrosive gases;
  - thermal protection if refrigerated liquefied gases may be released;
  - flame resistant clothing for flammable gas releases;
  - hardhats, safety goggles or full face shields;
  - hearing protection in high noise areas;
  - self contained breathing apparatus (SCBA) for work in or near the site of the gas release; and
  - warm clothing for outside spills in cold weather.

**NOTE:**

SCBA shall be used for all response procedures where personnel are required to enter a confined space. Personnel required to wear SCBA are clean shaven, to ensure a correct fit for the equipment.

- Proper maintained and calibrated monitoring equipment, as required, is used to assess the nature of safety hazards at the site. Proper monitoring equipment could include but not be limited to:
  - flammable gas monitors; and
  - oxygen monitors (for confined spaces).
- Heavily contaminated or damaged clothing is replaced and

Woodlands Contingency Plan - Gaseous Releases

malfunctioning equipment is removed from service;

- Extra fluids are consumed when working in hot conditions, and personnel monitor for signs of heat exhaustion in themselves or others; and
- Personnel monitor for signs of hypothermia in themselves or others when working in cold conditions.

2.6 Personnel in charge of response to a gas release shall ensure that:

- They understand the appropriate use and limitations of any specialized safety equipment used during work activities (eg. flammable gas monitors, SCBA, etc.); and
  - Response personnel are monitored for signs of heat exhaustion, hypothermia or other safety related conditions, as appropriate, based on the nature of the emergency.
- 

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**Initial Response**

- 3.1 In response to a gas release, initial company personnel in charge of the incident will ensure that:
- Appropriate equipment shutdown and isolation is implemented, based on the location of the emergency;
  - All affected personnel are initially evacuated at least 50-100 metres from the vicinity of the spill site, and all personnel who were working in the area are accounted for;
  - All ignition sources or potential ignition sources are eliminated in the area of the release;
  - Appropriate evacuation procedures are implemented, for incidents or fires involving flammable gas releases;
  - The site is secured to prevent entry by unauthorized personnel;
  - Injuries to personnel are identified, and appropriate first aid measures are implemented;
  - Appropriate company emergency plan activation procedures for gas releases or employee injuries are implemented, and appropriate trained emergency response personnel are notified to respond to the emergency;

**NOTE:**

Shutdown of the source of the flammable gas release during initial response to an incident should be considered ONLY if the following conditions are met:

- 1) The source of the gas release is a minor leak, and
- 2) The source can be shutdown SAFELY with the manpower, equipment and resources available.

**Control Options**

- 3.2 Control options for gas releases are limited. The Incident Commander for the gas release shall determine the most appropriate actions to be implemented, based on assessment of the nature and circumstances of the incident, and the issues involved.
- 3.3 Shutdown of the source of the gas release may be attempted, if the source of the gas release can be safely controlled using available personnel and equipment.
- 3.4 If shutdown is considered a viable option, the Incident Commander will ensure that:
- An assessment is undertaken of all potential hazards associated with the shutdown process, including hazards related to potential flammability or explosion, and hazards related to air displacement in a confined space;
  - Gas concentrations are monitored to ensure operations can be

**3.  
Response Actions**

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## Woodlands Contingency Plan - Gaseous Releases

conducted safely on-site using appropriate safety precautions and equipment;

- All personnel involved in the shutdown process are fully briefed as to the nature of the hazards and potential safety concerns;
- Non essential personnel are evacuated from the site during site operations;
- Appropriate positive or negative ventilation is established in a confined space as required, based on site conditions;
- All potential ignition sources are eliminated in the area of a flammable gas release;
- All workers undertaking shutdown operations are fully protected with appropriate protective clothing and equipment, including SCBA, based on the nature of the hazards and size of the release;
- Only proper equipment is used at the site, based on the nature of the incident (eg. non-sparking tools or intrinsically safe equipment in areas with a flammability hazard);
- A safety watch is established during the shutdown process, including personnel dressed in appropriate protective clothing and equipment, to provide rescue in the event of an emergency;
- Flammability limits are monitored on a continuous basis, to ensure that site operations remain safe at all times; and
- Shutdown of site operations and evacuation of all involved personnel is undertaken if the Incident Commander or designated Site Safety officer determines that site conditions have become too hazardous to continue.

- 3.5 If shutdown of the gaseous release is not determined to be a viable option, the Incident Commander will ensure that safety concerns related to the continued release of flammable gas are minimized. The site will be secured, and the situation monitored on a continuous basis, until the gaseous release has terminated.
- 3.6 Gaseous materials released to the atmosphere from an outside storage vessel (eg. tank or cylinder) or from a confined space (eg. building or shed) will travel downwind in the prevailing wind direction.
- 3.7 The Incident Commander will undertake air monitoring and will monitor the wind direction carefully, to determine possible impacts on the surrounding area related to the gas release.
- 3.8 The Incident Commander will decide whether an evacuation is required for personnel downwind of the site who may be affected by the gas release.
- 3.9 For releases in or near populated areas, decisions related to evacuation of citizens will be made in conjunction with local authorities. Decisions will be made based on the hazards posed by the gas release, and air concentrations present in the vicinity of the

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release.

3.10 For confined spaces, to minimize potential explosion hazards, appropriate cross ventilation may be implemented, based on the type of release and the nature of the hazards. Cross ventilation may be undertaken by opening doors, hatches or entryways into the confined space, to enhance natural airflow, or through use of mechanical devices to establish positive pressure ventilation.

3.11 Positive pressure ventilation (also known as air induction) may be used to push air into a confined space to lower vapour concentrations, using mechanical devices such as blowers or air inductors. Air induction represents a viable option for flammable gas releases, as no flammable vapours are being drawn through a mechanical device, causing potential ignition.

4.1 For injuries or skin contact which occur as a result of a gas release, all response personnel will ensure that:

- Victims are moved to fresh air;
- Victims are kept warm and dry;
- If required, medical personnel and an ambulance are summoned to the site for critical medical injuries, using company plan activation procedures;
- Medical personnel responding to the site are made aware of the gas release and the product or chemical involved, and take all necessary precautions to protect themselves;
- Artificial respiration is given to victims who are not breathing;
- Oxygen is administered to victims who are having difficulty breathing;
- Skin which has come in contact with a liquefied gas and has been frozen is thawed with lukewarm water as part of medical treatment; and
- Clothing which has been frozen to skin on exposure to a liquefied gas is thawed prior to removal.

5.1 The following procedures will be considered for fires which involve release of gaseous materials:

- Conduct initial evacuation of company personnel to a site at least 50 -100 metres upwind of the fire location. Extend evacuation distance as necessary;
- In populated areas, notify police of major fires involving gaseous releases, using company plan activation procedures. Decisions related to evacuation of citizens downwind of the fire, and evacuation distances, shall be made in consultation between company, municipal and police authorities;

**NOTE:**

Consideration may be given to in-place sheltering such as having citizens remain in their homes with windows and

**4.  
Medical Aid for  
Gas Releases**

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Woodlands Contingency Plan - Gaseous Releases

doors shut and external ventilation systems turned off. This would be used as an alternative to evacuation, for incidents where property is not being threatened by the fire and gas release.

- Use of proper protective clothing and self contained breathing apparatus (SCBA), as appropriate, by all emergency response personnel involved in the emergency;
- Extinguishing or small fires using carbon dioxide, or dry chemical extinguishers, as appropriate; and
- Extinguishing of large fires using water spray, Carbon Dioxide, dry chemical or foam, as appropriate.

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**Reference Books**

6.1 Additional information on hazards, safety precautions, and response actions for gaseous releases may be obtained from the following publications:

6.2 **North American Emergency Response Guidebook - 1996**  
*published by Transport Canada, U.S. Department of Transportation and the Secretariat of Communications and Transportation in Mexico - 1996*

Contains concise, easy to use information on initial response actions for a wide variety of chemicals, cross referenced by chemical name and UN/NA identification number for the chemical.

A copy of this guidebook is present on all emergency vehicles

6.3 **Manual for Spills of Hazardous Materials**  
*published by Environment Canada - 1984*

Contains information on chemicals and response actions for 150 priority chemicals manufactured, used or transported in Canada.

A copy of this manual is present in both the Safety Office and in the Fire Hall

**Telephone Numbers**

6.4 Manitoba Environmental Accident Reporting Line  
204-944-4888

Manitoba Conservation can provide emergency response advice and on-site response capability, as required, based on the nature and circumstances of the emergency.

6.5 CANUTEC (Canadian Transport Emergency Centre)  
613-996-6666 (24 hours) - Emergencies Only

613-992-4624 (24 hours) - Non-Emergencies

CANUTEC is a national emergency advisory service staffed by professional chemists experienced and trained in interpreting technical information and providing emergency response advice (CANUTEC provides no on-site response capability).

**6.  
Additional  
Reference  
Sources****REFERENCE**

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## RELATED PROCEDURES

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## FORMS

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## RECORDS

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**Records**

**Location**

**Responsibility**

**Retention  
Period**

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# Reference Document 3 Woodlands Contingency Plan - Fire or Explosions



<b>Approver:</b> Operations Manager	<b>Last Revised:</b> January 23, 2003	<b>Review Date:</b> January 23, 2005
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## PURPOSE

- To provide reference information to assist company personnel in dealing with fire or explosion emergencies and to make informed decisions related to these types of emergencies.

## APPLICATION

Applies to all Tembec Forest Resource Management-Pine Falls employees.

## DEFINITIONS

**SCBA** Self Contained Breathing Apparatus

## INSTRUCTIONS

- 1.1 A fire or explosion during site operations has the potential to affect company personnel or the public or equipment, or areas surrounding the site.
- 1.2 Causes of fires or explosions at the site could include:
  - Sparks generated during vehicle operations;
  - Ignition of combustible materials from hot exhaust pipes;
  - Loose wiring connections or cracked wires causing arcing or overheating;
  - Missing or inoperative spark arrestors on combustion engines;
  - Dry or hot bearings overheating, causing fires or sparks which may ignite combustible material;
  - Arcing in switch boxes, causing sparks which may ignite flammable or combustible material;
  - Mis-aligned or loose parts causing friction and sparks to be produced;
  - Belts and pulleys causing friction and overheating;
  - Open ignition sources or sparks from cutting and welding operations;

### 1. Hazard Description

## Woodlands Contingency Plan - Fire or Explosions

Reference  
Document 3

- Open ignition sources such as camp fires;
- Leaks in lines, or damaged parts on camp stoves or heaters; or
- Smoking in areas containing dust, woodchips, wood dust or other combustibles.

### 1.3 Hazards related to fires or explosions include:

- Localized fires or large scale forest fires created by an ignition source;
  - Possible severe injuries or fatalities involving company personnel, contractors or the public;
  - Damage to company, contractor and public property or equipment in the area surrounding the incident site;
  - Possible release or involvement of hazardous materials in the fire or explosion; and
  - Possible environmental effects on the surrounding area as a result of the fire or explosion.
- 

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**Site Safety - General**

2.1 Personnel in charge of response to a fire or explosion will ensure that:

- The site has been secured to prevent unauthorized access;
- An assessment of site safety hazards, including hazards associated with the fire and any hazardous materials at the site, is conducted prior to undertaking site operations;
- Evacuation routes have been clearly identified, and are kept clear of obstructions throughout the emergency;
- All workers undertaking fire operations at the site have been trained in proper fire fighting procedures, and have been briefed as to the nature of the hazards present at the site prior to commencing any emergency response activities;
- Appropriate safety and fire response equipment and supplies have been provided for use by fire fighting personnel, based on conditions at the site and that replacement clothing and equipment and supplies are made available, as required;
- Appropriate first aid equipment is available, in sufficient quantities, based on the number of response personnel working at the site;
- Appropriate fire equipment is present on-site, based on the nature of the fire;
- All procedures or conditions identified which are immediately dangerous to life and health are suspended or corrected immediately;
- Any safety hazards or potential safety hazards not immediately dangerous to life and health are identified and corrected in a timely manner;
- Response personnel are provided with frequent rest breaks and work shifts do not exceed 12 hours in length; and
- Additional fire fighting response personnel are provided for prolonged response to emergencies.

2.2 All personnel responding to a fire will ensure that:

- They understand the nature of the hazards present at the site;
- They do not place themselves or other personnel at the site in danger;
- Any identified safety hazards or potential safety hazards are reported to the personnel in charge of response to the emergency;
- All procedures or conditions immediately dangerous to life and health are suspended immediately; and
- They request assistance from other personnel, as required, for tasks, which require more than one person.

**Worker Protection**

**2.**  
**Fire or Explosions**  
**- Safety**  
**Precautions**

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## 2.3 All personnel responding to a fire or explosion will ensure that:

- Proper protective clothing and equipment is worn, based on the nature and size of the fire, and the hazards involved. Proper protective clothing and equipment could include, but not be limited to the following:
  - Gloves, safety boots, fire resistant coveralls and/or fire fighting turnout clothing;
  - helmets, safety goggles or full face shields;
  - hearing protection in high noise areas;
  - self contained breathing apparatus (SCBA) for use at the site of the fire;
  - warm clothing for fires in cold weather; and
  - specialized protective clothing for response to fires involving hazardous materials, as required.
- Personnel required to wear SCBA are clean shaven, to ensure a correct fit for the equipment;

**NOTE:**

SCBA shall be used for all response procedures where personnel are required to enter a confined space.

- Extra air cylinders and recharging facilities are available for SCBA equipment in prolonged incidents
- Proper maintained and calibrated air monitoring equipment is available for hazardous materials incidents, as required.
- Heavily contaminated or damaged clothing is replaced and malfunctioning equipment is removed from service;
- Extra fluids are consumed when working in hot conditions, and personnel monitor for signs of heat exhaustion in themselves or others; and
- Personnel monitor for signs of hypothermia in themselves or others when working in cold conditions.

## 2.4 Personnel in charge of response to a fire or explosion will ensure that:

- They understand the appropriate use and limitations of any specialized safety equipment used during work activities (eg. gas monitors, SCBA, etc.);
- Response personnel are monitored for signs of heat exhaustion, hypothermia or other safety related conditions, as appropriate, based on the nature of the emergency; and
- Rest periods are provided to personnel, as required, throughout the

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Woodlands Contingency Plan - Fire or Explosions

Reference  
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incident.

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**Fire Control Actions**

- 3.1 If a small fire breaks out the following response actions should be executed:
- Alert other personnel at the work site of the fire;
  - Extinguish small fires or smoldering with extinguishers or other appropriate on-site fire equipment;
  - Identify injuries to personnel, if required and ensure appropriate first aid measures are implemented;
  - Check the site for smoldering or hot spots which can cause re-ignition, and cool or extinguish these areas, as required;
  - Establish a fire watch at the site, until it is determined that no re-ignition of the fire can occur; and
  - Report the incident, using company emergency reporting procedures.
- 3.2 If the fire cannot be controlled safely with available equipment and manpower:
- Activate company emergency plan for fires and request additional resources;
  - Notify Manitoba Conservation, if an uncontrolled fire represents a forest fire threat ([FRM-1068 Woodlands Contact List](#));
  - Implement appropriate evacuation procedures and ensure all personnel are accounted for, for large fires which cannot be safely controlled using available equipment; and
  - Secure the site to prevent entry by unauthorized personnel, until help arrives.

**Initial Response Actions**

- 4.1 In response to a large fire occurring in a remote work site, the initial company personnel in charge of the incident will execute the following response actions:
- Alert other personnel at the work site of the fire;
  - Activate company emergency plan for fires and request additional internal or external resources to control and extinguish the fire;
  - Notify Manitoba Conservation, if an uncontrolled fire represents a forest fire threat ([FRM-1068 Woodlands Contact List](#));
  - Implement appropriate evacuation procedures and ensure all personnel are accounted for, for large fires which cannot be safely controlled using available equipment;
  - Secure the site to prevent entry by unauthorized personnel until arrival of appropriate additional resources capable of fighting the fire; and
  - Identify injuries to personnel, and ensure appropriate first aid

**3.  
Fire Response  
Actions - Small  
Fires****Fire Response  
Actions - Large  
Fires (Remote  
Sites)**

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measures are implemented.

### **Fire Control Actions**

#### 4.2 Fire personnel arriving at the site of the fire will:

- Attack and attempt to extinguish the fire at the source using available equipment from company or external resources;
- Prevent the spread of the fire to surrounding areas;
- Remove mobile or portable equipment, and drums and tanks of hazardous materials near the site, to ensure they are not involved in the fire;
- Cool equipment, tanks, buildings or other fixed structures near the fire, to prevent their involvement in the fire;
- Use fire pumps and hoses connected to available water sources near the site, and water trucks to provide additional water supplies to fight the fire;
- Construct fire breaks around the location to limit the spread of the fire;
- Once the fire is out, continue to apply water to cool the site;
- Check for hot spots or smoldering which can cause reignition, and cool or extinguish these areas, as required;
- Establish a fire watch at the site, until it is determined that no reignition of the fire can occur;
- Inspect equipment and facilities involved in the fire, and ensure that damage to critical components is identified and repaired prior to use; and
- Take other actions, as required to control the effects of the incident.

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**Initial Response Actions**

5.1 In response to a large fire occurring in woods garage, the initial company personnel in charge of the incident will execute the following response actions:

- Alert other workers in immediate area;
- Report fire to Boiler House by calling **367-9999**, to activate company emergency plan for fires or injuries;
- Implement appropriate evacuation procedures and ensure all personnel are accounted for, for large fires which cannot be safely controlled using available equipment;
- Secure the site to prevent entry by unauthorized personnel until arrival of appropriate additional resources capable of fighting the fire; and
- Identify injuries to personnel, and ensure appropriate first aid measures are implemented.

**Fire Control Actions**

5.2 Fire personnel arriving at the site will:

- Attack and attempt to extinguish the fire at the source using available equipment from company or external resources;
- Prevent the spread of the fire to surrounding areas;
- Remove mobile or portable equipment, and drums and tanks of hazardous materials near the site, to ensure they are not involved in the fire;
- Cool equipment, tanks, buildings or other fixed structures near the fire, to prevent their involvement in the fire;
- Once the fire is out, continue to apply water to cool the site;
- Check for hot spots or smoldering which can cause re-ignition, and cool or extinguish these areas, as required;
- Establish a fire watch at the site, until it is determined that no re-ignition of the fire can occur;
- Inspect equipment and facilities involved in the fire, and ensure that damage to critical components is identified and repaired prior to use; and
- Take other actions, as required to control the effects of the incident.

**Initial Response Actions**

6.1 Personnel who notice a forest fire or smoke during work activities, or are involved in an incident which results in a forest fire will:

- Alert other personnel at the work site of the forest fire;
- Extinguish small fires or smoldering with extinguishers or other appropriate fire equipment, if the fire is in the initial stages, and can

**5.  
Fire Response  
Actions - Large  
Fire (Woods  
Garage)**

**6.  
Fire Response  
Actions - Forest  
Fires**

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be controlled SAFELY with available equipment and manpower;

- Notify Manitoba Conservation of the forest fire threat; and
- Activate company emergency plan for fires, and request additional internal or external resources to control and extinguish the fire.

### **Fire Control Actions**

6.2 All company actions related to a forest fire will be coordinated with Manitoba Conservation. Typical fire control action undertaken may include but not be limited to:

- Follow-up on all reported fires, either by the company or by Manitoba Conservation;
- Attacking and attempting to extinguish the fire at the source using available equipment from company or Manitoba Conservation;
- Preventing the spread of the fire to surrounding areas;
- Use of fire pumps and hoses connected to available water sources near the site, and water trucks to provide additional water supplies to fight the fire;
- Construction of fire breaks around the location to limit the spread of the fire;
- Application of water to cool the site, once the fire is out;
- Checking for hot spots or smoldering which can cause reignition, and cooling or extinguishing of these areas, as required; and
- Establishing a fire watch at the site, until it is determined that no reignition of the fire can occur.

6.3 For additional information on emergency plans related to forest fires, refer to the annual **Tembec Forest Resources-Pine Falls Fire Plan**

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**Initial Response Actions**

- 7.1 Personnel who notice a fire break out in the Wood Yard will execute the following initial response actions:
- Alert other workers in immediate yard area;
  - Report fire to Boiler House by calling **367-9999**, to activate company emergency plan for fires or injuries;
  - Secure the site to prevent entry by unauthorized personnel; and
  - Identify injuries to personnel, and ensure appropriate first aid measures are implemented.

**Fire Control Actions**

- 7.2 To extinguish a fire in a woodpile, initial response personnel or the Fire Department will:

- Ensure water is supplied to hose from the nearest fire hydrants;

**NOTE:**

Contact the Boiler Room to ensure that fire pumps are started once fire hydrants are activated, to maintain pressure in the fire lines

- Apply water to fire in pile as rapidly as possible;
- Lay 2 1/2" hose lines without nozzles up the wood pile from ground level hydrants (NOTE: water being applied to the fire should be shut off when hose lines are being laid up the pile, as a safety precaution);
- Insert the end of each hose into the wood near the fire area, to surround the fire. As each hose is inserted in the wood, anchor hose with several logs to prevent the hose from blowing out of pile when water pressure is applied;
- Turn water on for each 2 1/2" hose once it is anchored in position;
- Apply water to pile until fire is out; and
- Continue to apply water to pile for several hours after fire is extinguished, to cool pile and prevent re-ignition.

**Initial Response Actions**

- 8.1 Personnel that spot a fire on a blockpile at the plant site will execute the following response actions:
- Alert other workers in immediate yard area;
  - Report fire to Boiler House by calling **367-9999**, to activate company emergency plan for fires or injuries;
  - Secure the site to prevent entry by unauthorized personnel; and
  - Identify injuries to personnel, and ensure appropriate first aid

**7.  
Fire Response  
Actions -  
Woodlands (Wood  
Yard)**

**8.  
Fire Response  
Actions -  
Blockpiles (Plant  
Site)**

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measures are implemented.

### ***Fire Control Actions***

8.2 To extinguish a fire in a blockpile, initial response personnel or the Fire Department will:

- Ensure water is supplied to the stacker nozzle from fire hydrant;

**NOTE:**

Contact the Boiler Room to ensure that fire pumps are started once fire hydrants are activated, to maintain pressure in the fire lines

- Apply water to fire in pile as rapidly as possible, from stacker nozzle;
- Lay 2 1/2" hose lines without nozzles up the wood pile from ground level hydrants. (NOTE: stacker nozzle should be shut off when hose lines are being laid up the pile, as a safety precaution);
- Insert the end of each hose into the wood near the fire area, to surround the fire. As each hose is inserted in the wood, anchor hose with several logs to prevent the hose from blowing out of pile when water pressure is applied;
- Turn water on for each 2 1/2" hose once it is anchored in position;
- Once all lines have been placed in the pile and activated, turn stacker nozzle back on, and direct water streams to center of ring from stacker nozzle;
- Apply water to pile until fire is out; and
- Continue to apply water to pile for several hours after fire is extinguished, to cool pile and prevent re-ignition.

9.1 The following procedures will be considered for fires which involve hazardous materials:

- Evacuation of personnel to a site upwind of the fire location, as required;
- Briefing of all response personnel regarding the nature, hazards, and proper response procedures for hazardous materials involved in the fire, or hazardous materials stored in the vicinity of the fire;
- Provision of specialized safety equipment or clothing for use in dealing with hazardous materials involved with or stored in the vicinity of the fire;
- Contact with specialists who are familiar with the hazardous material involved in the fire, to obtain further information regarding the product, or to provide advice related to appropriate emergency response procedures;

### **9. Fire Response Actions - Hazardous Materials**

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Woodlands Contingency Plan - Fire or Explosions

- In populated areas, notification of police for major fires involving hazardous materials, using company plan activation procedures. Decisions related to evacuation of citizens downwind of the fire, and evacuation distances, shall be made in consultation between company, municipal and police authorities;

**NOTE:**  
 In populated areas, consideration may be given to in-place sheltering such as having citizens remain in their homes with windows and doors shut and external ventilation systems turned off. This would be used as an alternative to evacuation if fire or explosion hazards do not pose a threat to homes in the vicinity of the fire.

- Use of appropriate protective clothing and SCBA, as required, for emergency response personnel involved in the emergency;
- Extinguishing fires involving hazardous materials using extinguishing agents appropriate for the material involved;
- Use of water spray instead of straight water streams, to prevent spreading of ignited flammable liquids over a larger area;
- Cooling of hazardous material containers or tanks near the fire to prevent container explosions or rupture from occurring;
- Movement of hazardous material containers not involved in the fire to a safer location, if movement can be done without risk to emergency response personnel; and
- Collecting of contaminated fire control run-off water, using dykes or berms, to prevent environmental contamination.

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**REFERENCE**

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**RELATED PROCEDURES**

[FRM-1068 Woodlands Contact List](#)

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**FORMS**

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**RECORDS**

Records	Location	Responsibility	Retention Period
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