WSN
North Bay Office

EMERGENCY PLAN

February 2013

690 McKeown Avenue
North Bay, Ontario
WSN
EMERGENCY PLAN
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**EMERGENCY CONTACTS**

<table>
<thead>
<tr>
<th>Local Agency</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department, Police, Ambulance</td>
<td>9-911</td>
</tr>
<tr>
<td>North Bay Regional Police</td>
<td>9-705-472-1234</td>
</tr>
<tr>
<td>Hospital</td>
<td>9-705-474-8600</td>
</tr>
<tr>
<td>North Bay Hydro</td>
<td>9-705-474-8100</td>
</tr>
<tr>
<td>Union Gas Emergency</td>
<td>1-877-969-0999</td>
</tr>
<tr>
<td>City of North Bay</td>
<td>9-705-474-0400</td>
</tr>
<tr>
<td>Ministry of Labour</td>
<td>9-1-877-202-0008</td>
</tr>
<tr>
<td>Health Unit of North Bay</td>
<td>9-705-474-1400</td>
</tr>
<tr>
<td>Ontario Provincial Police</td>
<td>9-1-888-310-1122</td>
</tr>
<tr>
<td>Fire Station 1</td>
<td>9-705-474-5662</td>
</tr>
<tr>
<td>Ambulance</td>
<td>9-705-474-7400</td>
</tr>
</tbody>
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INTRODUCTION

The purpose of the emergency plan is to minimize the effect of those losses which might occur by:

- preventing injuries and saving lives
- reducing property damage
- providing for continuity or expeditious resumption of operations

Usually, an emergency can be defined as:

- An incident causing or having the immediate potential to cause fatal or severe injuries requiring medical or first aid attention
- Unexpected operational incidents which may result in fires or explosions
- Forces of nature such as severe windstorms, floods, lightning, snow storms and, earthquakes
- Deliberate acts of damage from malicious mischief, sabotage and riots
SECTION A
DESCRIPTION OF OFFICE

A-1 Description of the Head Office – North Bay

WSN, North Bay office is an administrative facility with multiple offices, training and meeting rooms in a multi-level (3) building.

The Facility Layout Plan shows (as applicable):

- General layout of the site, areas occupied by administrative activities, and exit and entrance routes
- Zones associated with Emergency Evacuation Procedure
- Location of amenities including:
  - Exit Routes
  - Fire Extinguishers
  - Emergency Lighting
  - Emergency Exits
  - MSDS Sheets
  - First Aid Station
  - Cleaning Supplies (cleaning chemical storage)
  - Defibrillator

Attached, is a Floor Plan, and Emergency Procedures.

A-2 Material Inventory

The WHMIS inventories in this manual are updated annually by Corporate Services to reflect changes, additions or deletions.

The Material Safety Data Sheets (MSDS’s) for materials in use which pose a potential danger to the environment or to public health and safety have not been attached but are available at the facility.
SECTION B
IMPLEMENTATION
B-1 Organizational Structure of Facility for Implementation

The following personnel will be responsible for the Emergency Plan as follows:

**President & CEO:**
Responsible for overall operations at WSN, including materials handling and coordination or organization structure needed to implement the goals of the plan. To prepare individual emergency response plans for staff identified by Human Resources

**Building & Zone Marshalls:**
- Implement Emergency Plan in the event of fires, explosion, spill or other emergency situation.
- Evaluate effectiveness of overall plan and make recommendations to management on related matters.
- Implement individual emergency response plans for identified workers

**Human Resources**
- To ensure that the Emergency Plan is kept current when changes occur.
- Ensure that employees requiring an individual emergency response plan have been identified and provided with one
- To keep records of training for all training.
- To keep records of all incidents for review
- Report to the JHSC on any incidents that occur
B-2 Duties and Responsibilities of the Building Marshall

The Building Marshall’s responsibilities are detailed here for fire and explosion, severe weather emergency, and bomb threats.

B-2.1 Fire and Explosion or Major Structural Building Damage

Whenever there is an imminent or actual emergency situation, the Building must immediately:

1. Activate facility alarms or communications systems to notify personnel to evacuate the building.
2. Notify the fire department (dial 9-911) using the following outline:
   a. Give your name and name of company
   b. Give location of fire, i.e. paper storage/north side of plant, etc.
   c. Describe nature of fire, i.e. chemical, paper, etc.
   d. Give any other requested information
   e. DO NOT HANG UP PHONE until all information is completed and understood.
3. Go to the parking lot or send someone to the parking lot to direct the fire department to the fire area.
4. Contact North Bay Hydro to secure electrical service to the affected area.
5. Contact the CEO and/or Director Corporate Services if fire occurs outside of their normal working hours.
6. Assist in assessing the extent of damage caused by the fire.
7. Prepare "Incident Report form (attached)" and forward a copy to Human Resources.
8. Assess the adequacy of the Emergency Plan and the response by personnel to determine if the Plan is adequate and if additional training is needed.
B-2.2 Fire Extinguishers & Fire Drills

Fire Extinguishers

In the event fire, extinguishers are used to fight a fire only when it is safe for the employee to do so and the employee has been trained on how to properly use a fire extinguisher, the Building Marshall should contact the service supplier to have the extinguisher(s) serviced and recharged.

Fire Drills

Fire drills will be held at least once per year to determine effectiveness of this emergency procedure. A written record of the drill will be kept on file at this facility by Human Resources.
B-2.3 Severe Weather Emergency

During an emergency caused by severe weather conditions, the Building Marshall will send workers home if safe to do so.

The Building Marshall shall:
- Check emergency lighting.
- Be alert for fires started by lighting.
- Personnel should stay inside the building.
- In the event of a tornado, personnel should evacuate areas with glass exterior windows. The safest place is close to an interior column.

B-2.4 Bomb Threats

This procedure is to be used in the event of bombs or bomb threats. No threat or call relating to bombs will be disregarded. The determination whether to evacuate or not to evacuate the plant is a managerial decision. The source of the threat, the frequency of the threats, the effectiveness of search procedures, and occupancy of the building are factors that are used to determine whether to evacuate.

In the event of a bomb threat:
1. Notify the CEO immediately. In the event it occurs at a time when the CEO cannot be reached, contact Paul Andre:

2. The CEO or his/her designated alternate have sole authority to:
   - Order and direct evacuation
   - Order and direct search
   - Order and direct re-entry of building after evacuation
   - Order and direct release of publicity

3. The PA (public announcement) system shall be used to announce an evacuation.
B-2.5 Medical Emergency

In the event of a medical emergency, the Supervisor, or designate will respond as follows:

1. Evaluate the condition of the person, ensure area where injury has occurred is safe and have summoned first aid attendant. To the best of his/her ability to decide if the injured person can be safely transported to the nearest hospital or if the injured person needs immediate professional treatment or transportation by ambulance.

2. If immediate professional treatment or transportation by ambulance is required:
   a. Call 9-911 immediately:
      i. Give your name and the name and address of the company
      ii. Give the nature of the injury
      iii. Provide any other requested information
   b. Ensure that someone is assigned to meet the emergency responders at the main entrance to direct them to the injured person.

3. If the injured person can be safely transported to the nearest hospital without immediate medical attention:
   a. Designate someone to accompany the person to the nearest healthcare facility. NOTE: The primary first aid provider must accompany the injured in case of shock occurring during transport.

4. For serious injuries requiring hospitalization, notify the CEO and Human Resources as soon as possible.

5. The immediate supervisor in conjunction with the JHSC is responsible to prepare an "Incident Report" form and forward a copy to Human Resources.

6. Assess the root cause of the incident and include appropriate corrective measures to prevent a recurrence on the "Incident Report" form.
B-2.6 Reporting

After the incident, a written report on the incident will be prepared if the incident required notification of a local, provincial, or federal agency, or at the CEO’s discretion.

The report must include the following:

1. Name, address, and telephone number of the individual filing the report;
2. Name, address, and telephone number of the plant;
3. Date, time, and location of the incident;
4. A description of the circumstances causing the incident; and,
5. A description of what immediate and longer term actions the installation intends to take to prevent a similar occurrence in the future.
SECTION C

EMERGENCY EVACUATION PLAN
C-1 EMERGENCY EVACUATION PLAN

The Emergency Evacuation Plan outlines basic procedures to follow in the event of an emergency such as fire or explosion, bomb threat, hazardous material spill, incident, or natural disaster that may require evacuation of the building. Adherence to these guidelines should provide adequate protection for persons during an emergency situation.

Designated marshals will assist staff with individual emergency response plans.

C-2 EMERGENCY EVACUATION PROCEDURE

WSN has two types of methods for notifying occupants – notification over intercom system & sounding of Air Horn at Reception. They may indicate an emergency or a test of the emergency systems.

When an alarm sounds, all personnel must immediately evacuate the building in accordance to the Emergency Evacuation Procedure.

All departments will adhere to the following instructions in an emergency:

1. In the event of an evacuation, everyone should use the nearest exit if safe to do so. If an emergency situation prevents the use of the emergency exit nearest to your work station, proceed to the nearest alternate exit. (Emergency exits are indicated by an “EXIT” sign on the attached Floor Plan.)

2. If safe to do so, Zone Marshalls will walk through their zones to make sure all staff have left and to close all doors.

3. The receptionist will take the visitor log book and the staff itinerary for a roll call.

4. All personnel should stay calm and proceed in an orderly fashion to prevent any injuries to themselves or other employees.

5. Once outside the building, assemble in the parking lot, keeping a safe distance away from the building. Immediately report to the Building Marshall or designate who will be taking headcount to ensure everyone is out of the building.
   a. In the event of foul weather, all personnel shall assemble at the Redpath building.

6. All personnel must await further instructions.

Emergency Exit Guide

Copies of the Floor Plan indicating the route and exits(s) to use in the event of an Emergency Evacuation are posted throughout the building. During evacuation all employees will evacuate and reassemble as outlined above. All employees are to remain assembled pending further instructions from the Building Marshall or designate.
SECTION D
EMERGENCY NOTIFICATION RESPONSIBILITY

D-1 Arrangements with Local Emergency Response Agencies & Hospitals

The Building Marshall present at the time of the emergency will be responsible for notifying the local agencies and hospitals as needed.