

EMERGENCY RESPONSE PLAN ANC – 5

<u>Date of Last Revision:</u>	October 26, 2016	<u>Review Frequency:</u>	Every 3 years
<u>Review/Revision Dates:</u>	February 2007; July 2008; November 19, 2008; June 6, 2010; November 12, 2012; September 7, 2013; January 29, 2014; April 14, 2015; May 21, 2015		
<u>Cross References:</u>	Employee Relations Policy Handbook; Accessibility for Ontarians with Disabilities Act; OHSA		

1.1. PURPOSE

Anchor is committed to supporting the welfare of its employees and visitors to the premises. The purpose of the Anchor Emergency Response Plan is to ensure human safety, minimize damage to property, and assure rapid and responsive communication to all parties involved. This plan has been created to address, in a coordinated and systematic manner, all types of emergencies affecting Anchor.

1.2. SCOPE

This Plan will establish processes and procedures for appropriate responses to major emergencies, and assign roles and responsibilities for the implementation and execution of the Plan in the event of an emergency or catastrophe. The guidelines shown in this Plan are intended to keep employees of Anchor prepared should Anchor premises and/or facilities become unsafe due to emergency.

For the purposes of this plan, Anchor defines “emergency” as an instance, or combination of instances, of unsafe conditions that pose a threat to people or property, and include: instances of fire and/or smoke; natural disaster/severe weather; power failures; bomb threat; workplace violence and critical injury.

*This policy is in compliance with Ontario Regulation 191/11 Accessibility for Ontarians with Disabilities Act, 2005.

1.3. RESPONSIBILITIES

Anchor employees must report an emergency event immediately to their supervisor, Manager or Human Resources or other appropriate authority.

Once the emergency has been ascertained, response/assessment teams will be the first to respond to the incident. They will assess the severity of the emergency and communicate immediately with assigned groups as appropriate.

The President in conjunction with the Manufacturing Operations Manager (Mfg Op’s Mgr), Human Resources and Shipping manager will assign personnel for the development, implementation, modification and delivery of the emergency response activity. These designated persons will include an overall emergency response activity coordinator, as well as other personnel responsible for other individual sub-elements of the activity. Specific duties, responsibilities, authorities and resources will be clearly defined. Among the responsibilities which will be assigned are:

- Reporting the emergency – All employees;
- Invoking the emergency plan – All employees;
- Assuming overall command – CEO/President/VP Finance/Manufacturing Operations Manager (ARSI and/or ACP);
- Alerting staff – Reception/ TL’s/ATL’s/JHSC;

- Alerting external agencies – Reception/ TL's/ATL's/JHSC;
- Assigning personnel to meet EMS – President or Emergency Response Coordinator (ERC);
- Confirming evacuation is complete – ERC, Team Leaders. Using the computer generated list of employees who are present (emailed daily), each team leader will account for their respective head count and report this to the ERC or President;
- Advising relatives of casualties - CEO/President;
- Providing medical assistance – First Aid staff/External Emergency Medical Services;
- Ensuring emergency shut offs are closed – Team Leaders/Maintenance or qualified technician when required (i.e. natural gas shut off);
- Announce when it is safe to return to work – ERC/ President;
- Advising media if required – CEO/ President.

The ERC will ensure that the individual elements within the emergency response activity are developed, maintained and responsibilities delegated. Designated persons will be trained according to the procedures. The ERC and assigned individuals will establish objectives for the identification, development, implementation and updating of their assigned sub-elements with respect to potential loss exposures and their control. Measurement of performance will be based on efficiency of emergency drills.

Not all emergencies will require the same level of response. Appropriate responses will be dictated by the severity of the event and its effect on the health and safety of employees, visitors, and property.

1.4. SERIOUS PERSONAL INJURY OR MEDICAL CONDITION

In the event of personal injury or medical condition to any visitor or employee, the following actions are to be taken:

- If at all possible, do not leave the injured party alone;
- Call 911 and alert a company first-aider to the scene;
- Inform the area supervisor immediately;
- Management will follow the OSHA under Sections 51 and 52 relative to notice of reporting (report to MOL inspector);
- Then proceed to accident investigation procedure.

1.5. DUTIES FOR EVACUATION PROCESS AND POSSIBLE SHUT-DOWN OF FACILITIES

When any employee is made aware of an emergency that requires evacuation of the facility, they are to sound the closest air horn for 5 continuous seconds. Air horns are located:

- At the tool crib and north and south ends of Plant 2;
- North and south ends of the West plant;
- East and West sides of the Rebar plant.

Once the initial air horn is heard i.e. in the North end, employees closest to the air horns in other areas i.e. south end, West plant etc. are to sound their respective air horns.

The PAGE ALL system will be used to announce the emergency over the public address system. To page from any phone, pickup phone handset, press 7 and the page zone number 0. Wait for the tone, announce your message i.e. evacuate immediately, hang up. Repeat this message three times. Whenever possible indicate the type and location of emergency i.e. Fire in Rebar plant, evacuate immediately.

Actions following this announcement are:

- All staff to head to entrance in front of Bangma's where the emergency meeting area sign is located for a head count – **do NOT block access for emergency personnel**;
- Each team leader / supervisor will account for their respective head count and report this to ERC or President.

1.5.1. Emergency Crew (including all supervisors and maintenance staff) Shall

- Ensure that key pieces of equipment in areas that are immediately affected by the emergency are turned off. Each supervisor shall keep a 2nd person with them during shutdown to assist with any further issues;
- Report to the outside emergency assembly area;
- Conduct duties as assigned by emergency response coordinator;
- On arrival at emergency assembly area conduct a head count, and report to Emergency Response Coordinator or President; and
- Keep all employees in the emergency assembly area until the all clear order has been issued or further instructions given by the coordinator or substitute.

1.5.2. Workers Shall

- Shut off equipment except when instructed otherwise, evacuate by nearest safe exit and report to the emergency assembly area; and
- In event of hazardous materials spill, department employees will assist the emergency crew with materials and equipment located in or near that department, obtaining MSDS's etc.

1.5.3. Emergency Response Coordinator (or Management if not available) Shall

- Ensure emergency services are on their way. Collect reports from emergency crew members and discuss missing persons;
- Notify, update and direct team leaders and Management on the situation;
- Arrange security of the work site for unaffected areas if required;
- Arrange access for emergency vehicles and equipment to workplace areas;
- Notify staff when the 'all clear' order has been given from emergency services;
- Act as liaison with other area plant/residences that may be affected by emergency; and
- Assess the performance of the emergency plan and provide a report to President with recommendations for improving performance.
- Provide Senior Management with on-going status reports as appropriate.

1.5.4. CEO or President Shall

- Arrange for restart of business following emergency;
- Coordinate media relations as necessary;
- Meet with Emergency Response Coordinator to review the adequacy of performance and develop recommendations if needed; and
- Meet with Ministry of Labour and local police authorities for reporting requirements.

1.6. TYPES OF EMERGENCIES

This is not an exclusive list of possible emergencies.

1.6.1. Fire

- Rescue anyone in immediate danger;
- Alert employees in the immediate vicinity of the fire and its location;
- Contain the fire if it is relatively safe to do so. Close all doors, fire doors, and windows near the fire. Shut off all fans, ventilators, and air conditioners;
- Extinguish the fire if it is small. Obtain the nearest fire extinguisher and pull out the safety pin. Aim the fire extinguisher nozzle low, at the base of the fire, depress the trigger, and move nozzle slowly upward with a sweeping motion;
- Do not aim nozzle at the middle or the top of the flames;
- If fire cannot be extinguished, evacuate the building immediately;
- Keep low to the floor to avoid inhaling smoke;
- All employees must report any fires and use of fire extinguishers to their Team Leader in the form of an incident report;
- With large fires, TL's/ATL's will notify office so they can alert all employees and call '911'; and
- With large fires, all employees must evacuate the building and go to the emergency assembly area (entrance way in front of Bangma's) for head a count. Close all doors behind you as you leave;
- Do not return until it has been declared safe to do so by the Fire Department.

1.6.2. Power Failure

- TL and/or ATL's must ensure it is safe to leave any work area, equipment and materials;
- TL's/ATL's should notify the office of the problem and ask for management help. If out of normal work hours, TL's/ATL's should call the Mfg Op's Mgr and/or President;
- If evacuation is necessary, notification will be by two way radios, word of mouth and/or cellular phones and all staff would follow evacuation process listed above;
- Wait for management instructions.

1.6.3. Natural Disaster or Severe Weather

- The primary purpose of the Natural Disaster/Severe Weather Procedure is to inform employees and visitors of any serious weather conditions that warrant their attention. A "weather watch" means that conditions are favorable for severe weather to develop. A "weather warning" means that severe weather has been sighted in the vicinity;
- Account for all employees and visitors, ensuring everyone is inside the facility. Close all windows, curtains and/or blinds;
- Gather employees into basement. If no basement is available, gather in bathrooms or other enclosed area;
- Listen to weather reports for updates. Do not leave enclosed area until weather warning has been lifted;
- Stay calm and encourage others to stay calm too.

1.6.4. Bomb Threat

- In the unlikely event of a bomb threat, it is impossible to discern valid threats from hoaxes. Therefore, all threats will be treated as real in order to protect lives and property, and the premises shall be evacuated immediately;
- When phone call is received, get as much information as possible;
- Person receiving call shall notify management immediately;
- The Emergency Coordinator, CEO or President will notify police and fire department.

1.6.5. Workplace Violence

- All Employees shall follow Safety Standard 25 Violence and Harassment procedures when dealing with workplace violence;
- TL's/ATL's (in the absence of Management) may call 911 if a violent person cannot be calmed down.

1.6.6. Employee/Visitor Evacuation Procedure

- In the event that Anchor declares that an evacuation of the premises is necessary in response to an emergency situation, employees/visitors are required to follow the steps:
 - Stay calm;
 - Stop working and shut down any equipment in use;
 - Proceed to posted emergency exit and proceed to designated meeting area (unless otherwise instructed).

1.6.7. Missing Employee/Visitor Procedure

- The purpose of the Missing Employee/Visitor Procedure is to ensure that all necessary steps are taken in the event that the whereabouts of an employee or visitor identified in the Visitors Log cannot be accounted for during an emergency.
- Employees will be directed by the ERC or President to systematically search the premises, both inside and outside (if safe to do so), including rooms, bathrooms, offices, and other areas.
- Should a search of the premises prove unsuccessful, the response/assessment team member shall notify local law enforcement by calling 911. Give a description of the missing person, or a photograph (if available). The authorities will assume control of the search from this point.
- All previously contacted persons and law enforcement shall be notified if the missing person turns up due to search, or of their own accord.

1.7. COMMUNICATION

Anchor is dedicated to ensuring the Health and Safety of all of our employees, volunteers, visitors, customers and guests. All employees/visitors/contractors must be aware of the emergency response activity standard and

procedures. This will be conducted through the orientation training, plant tours, Safety Standard Handbook, notices, and/or other effective means. Additionally, we will provide our Emergency Response Plan in a format that takes into consideration individual needs.

It is critical that all of our employees, volunteers, visitors, customers and guests know and understand our Emergency Response Plan, if the information provided to you is unclear or is in a format that prevents you from fully knowing and understanding our process, please contact Management or Human Resources as soon as possible.

Anchor will work with the individual, as soon as practicable, to identify solutions and options that take into consideration their needs. Alternative options include, but are not limited to:

- Enlarged text;
- Verbal explanations;
- Communication support either in person or over the phone;
- Documents provided via email.

If requested, and upon approval by the individual, the individual Emergency Response Plan shall be shared with the person designated to provide assistance to the individual.

1.8. TRAINING

All employees involved in the implementation shall be trained as to how to conduct an effective emergency response. All new employees shall be trained on the procedure during orientation.

1.9. EVALUATION

Measurement and evaluation of compliance to the emergency response activity standard and procedures will be conducted every 3 years or as changes to the OSHA occur by the emergency response coordinator and others with specific responsibilities for activities within the activity.

Recommendations will be developed as a result of the evaluation of compliance, and will be reviewed with the President.

1.10. EMERGENCY NUMBERS

POLICE, AMBULANCE OR FIRE – 911
POISON CONTROL CENTRE - 1-800-267-1373

EMERGENCY RESPONSE COORDINATOR: Kyle Ackerman 613-453-5246

For ALL After Hours Emergencies:

PRESIDENT: John Tait 613-329-5527
MANUFACTURING OPERATIONS MANAGER: Charles Bailey 613-453-4266
HUMAN RESOURCES MANAGER: Sarah Rankin 613-539-9791
SHIPPING MANAGER: Gerard McKenna 613-572-1757
REBAR PRODUCTION MANAGER: Mike Jodoin 613-561-6943