

ERP

MARTEN HILLS LODGE

EMERGENCY RESPONSE PLAN – MARTEN HILLS LODGE

If an emergency at site arises Torch Industries Ltd. will respond in the following manner:

- Will immediately assess the risk of the emergency to individuals in the camp and make every effort to ensure that all risks are minimized.
- If medical attention is required, individuals with first aid and CPR certification will proceed with assistance to prevent death, further injury, pain relief or the counteracting of shock until the services of more qualified medical personnel are available.
- A representative from the camp will be sent to alert the site representatives about the nature of the emergency and to contact the proper emergency services for assistance (see below for list of contacts and numbers). **Remain calm, provide location and description of the events and nature of the emergency.**
- An on-site Torch employee must contact the District Manager and Safety Officer to advise what has occurred.

EMERGENCY CONTACT NUMBERS

In the event of an emergency please dial the main office or the 1-800 number to be placed in contact with one of the following key personnel:

Catering	John Dampf Shawn Genge	780-717-9431 780-719-9177
Construction	Glenn Baron	780-886-1389
Safety	Grant Andruchow	780-910-3017
Main Office (Calgary)	Grant Andruchow Scott Patterson	780-910-3017 403-601-4162

The information in TORCH safety policies do not take precedence over applicable government legislation, with which all employees should be familiar.

ENVIRONMENTAL, INDUSTRIAL AND OTHER EMERGENCIES

Police, Ambulance, Fire Department	911
RCMP	911
Dangerous Goods Incidents (24 Hour)	1-800-272-9600
Disaster Services Agency (24 Hour)	1-800-272-9600
Environmental Complaint / Emergency (24 Hour)	1-800-222-6514

Emergency Contact List

Date: _____

Name of Company:	Torch
Address:	Site: MARTEN HILLS LODGE GPS Coordinates: NE -9-75-26-W4 ----- Edmonton Office: 100/101, 17914 -105 Avenue, Edmonton Alberta, T5S 2H5
CONTACTS on Site:	Leanne Colter – Manager Site Phone – 780-405-4911
Fire:	911
Police:	911
Ambulance:	911
STARS Air Rescue	1-888-888-4567
STARS Site#4580	STARS GPS Location: 55.49658-113.96923
Alberta First Call	1-800-242-3447
Sewer Department: Lesser Slave	780-805-5225
Water Department: Lesser Slave	780-805-5225
Electric Utility Company - Fortis:	310-9473 or 1-855-333-9473
Gas Utility Company:	Atco – 780-849-7677
Hazardous Material Spills:	911
Poison Centre:	1-800-332-1414
Emergency Response Team:	John Dampf, Shawn Genge, Grant Andruchow
Communication:	Cell Phone

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First Aiders:

There shall be up to 3 Standard First Aiders on-site. The individuals who have the first aid tickets will be identified in the camp via posting in the kitchen, dining, and dormitory areas. Individuals in lead roles that support the kitchen, housekeeping, and camp maintenance shall be the designated first aiders.

Location of Emergency Equipment:

#2 First Aid Kits at site will be found in the following locations:

Main Office, Kitchen, Gym & Dorms

Type "ABC" Fire Extinguishers at site will be found in the following locations:

Main Office Entry, Kitchen, Dining Areas, Dorms, Recreation Room, Laundry

Eye Wash Station: Hand Wash Sink in Kitchen
Janitor Room in Back of Kitchen
Front Desk
Laundry/Janitor rooms in Dorms

Emergency Response in case of Fire:

- 1) Sound the fire alarm.
- 2) Try to extinguish the fire ONLY IF you are qualified to do so.
- 3) If unsuccessful after one minute, use evacuation route posted in the building or reviewed on-site.
- 4) The supervisor *or* foreman are to then move the employees to a "safe zone" and do a head counts.
- 5) Contact the local fire department.
- 6) The supervisor *or* foreman must designate a First Aider to attend to any wounded employees, as well as designate employees to keep spectators at a safe distance.
- 7) The supervisor *or* foreman will determine if the site is safe to re-occupy following an evacuation.
- 8) **NO ONE** is to enter the site without proper authorization.

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Wildfire Evacuation Plan

Based on notifications from local government authorities the following will take place in the event of a wildfire requiring evacuation:

Definitions

i. Torch Lead Representative will be the Camp Manager

Torch Lead Representative will coordinate all evacuation procedures for Torch employees and any Lodge guests requiring assistance and ensure compliance with local government representatives.

Contact Information

Torch On-Site Lead Representatives

Name:

Leanne Colter

Contact Number:

780-935-4004

ii. Company Representatives

Company representatives will be assigned to provide operational guidance with the evacuation process

Your company representatives and contact information are:

a. Shawn Genge – Corporate Director Cell: 780-719-9117

Provide operational, food service, and logistics support to Torch staff.

b. John Dampf – Corporate Director Cell: 780-886-1389

Provide operational and logistics support for all Torch supplied, owned, and operated on-site lodging and equipment.

c. Grant Andruchow – Operations Manager Cell: 780-910-3017

Provide employee safety, operations, and logistics support to on-site Torch staff.

iii. On- Site Driver

On-site drivers will have a Class 5 Drivers License and clear driving record. At the commencement of operations drivers will be identified.

Specific instructions related to road access to site must be given prior to dispatch by local authorities.

A driver will not be dispatched unless road route and accessibility are clearly outlined.

iv. Torch Evacuation Process

- a. Camp Manger or designate is responsible to ensure all Torch employees are at the designated Camp Muster point to await evacuation instructions. Camp Manager or designate to ensure all Lodge guests are accounted for and have been informed of evacuation, any guests requiring assistance will be provided for under this ERP.
- b. Local government authorities will determine routes to use for evacuation purposes.
- c. Transportation will be provided by Torch representatives.
- d. Maps will be provided of evacuation routes to all Lodge guests. Routes will be selected based on knowledge of the fire and adverse conditions.
- e. During evacuation follow all law enforcement agency / or other authority directions promptly and calmly.
- f. Be patient and stay with traffic flow.
- g. Stay alert of hazards and emergency vehicles.
- h. Headlights are to on at all times.

SECTION 14K.1

FIRE WARDEN PROGRAM

DAILY:

- Pick up resident log sheet and radio/charged battery from camp office for your assigned dorm.
- Ensure that your Fire Warden emergency backpack is stocked and easily accessible.

EMERGENCY PROCEDURE:

- Sound alarms, make noise, YELL, use the whistle or air horn provided, knock on doors and evacuate residents.
- Collect your Fire Warden backpack and put on your Red Hat & Red Vest so that you are identified as the Fire Warden.
- Open washroom and laundry rooms and yell “Emergency, Evacuate!”
- Do not allow anyone to return to their room to collect belongings.
- Go to the designated Muster Point
- Collect names of people at Muster Point to help determine if everyone is clear.
- Provide Camp Manager with list of names present.
- Do not allow anyone to return to the bunks until the all clear given by the Camp Manager.

FIRE PROCEDURE:

- Designate another person to go to the adjacent bunkhouse, activate the alarm then go to Muster Point for head count.
- Designate another person to alert the kitchen to evacuate then return to the Muster Point.

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