

Schedule 4a

Emergency Response Plan – Fire

Purpose:

To minimize loss and injury, any type of fire, indoor or outdoor, should be reported to the fire department by calling **911**. Should there be a building fire, all building occupants are to be evacuated for their personal safety. Fire extinguishers have been provided within the building to extinguish small fires.

Scope:

All employees are to be aware of the fire emergency plan and take prompt action according to the following procedure:

Procedure

- ❑ **BE PREPARED -**
Know the location of the fire exits, fire alarms, and fire extinguishers in you workplace. Familiarize yourself with the procedures below and participate in fire extinguisher training so that you are prepared in case of a fire.
- ❑ **IF YOU DISCOVER A FIRE –**
If you see or hear a fire, or smell smoke, pull the closest fire alarm.
- ❑ **TAKE IMMEDIATE ACTION AND DIAL 911 –**
Dial 911 from a safe location and give the operator all the pertinent facts. When the 911 operator answers, give the following information:
 - **YOUR NAME**
 - **PHONE NUMBER and**
 - **LOCATION THAT YOU ARE CALLING FROM, (John Ross & Sons, 171 CHAIN LAKE DRIVE, HALIFAX, NOVA SCOTIA).**

Give the precise nature of the fire, (i.e.: car fire, chemical fire, electrical fire, outdoor grass fire, building fire, fuel fire). Tell operator which entrance the fire truck should enter and describe our location. Indicate whether there are any injuries, and the number and extent of those injuries. **DO NOT HANG UP** until given permission to do so by the operator. Dispatch an employee to the entrance to guide the fire truck to the fire area.

- ❑ **USE OF EXISTING EQUIPMENT –**
You might try to put out the fire, if it is small enough, using existing equipment – use your best judgement – if trained and confident. In the event that the fire is small enough to be extinguished by a fire extinguisher, fire extinguishers have been placed around the building and are identified. Become aware of the fire extinguisher locations and familiar with accessibility. If the fire does not go out or spreads after attempting to extinguish flames, leave the area immediately and close all doors on your way.
- ❑ **EVACUATION –**
If the fire is clearly out of control, notify all others in danger, **YELL “FIRE”** and evacuate all personnel from the building to the designated muster station outside the building. Assist people

with disabilities, and children, as required. Fire wardens are to ensure that all employees and visitors are out of the building and proceed out behind them, closing but not locking doors as they leave. Leave buildings by the nearest safe exit. All employees, guests and visitors are to proceed to the designated muster station in the employee parking area and ensure that their names are on a list of those who are out of the building. This list will be prepared by a designated fire warden. Material Safety Data Sheets are to be taken by the fire warden and made available to the fire department, as required. All personnel are to wait outside the building as directed by the Fire Department. You are to re-enter the building only after the fire department has given permission to do so.

- ❑ **IF YOU ARE TRAPPED –**
 - Dial 911 and give a description of your location.
 - Place towels/clothes (wet if possible) at the bottom of the door.
 - Open windows, if possible.
 - Stay close to the floor if there is a lot of smoke.

- ❑ **IF YOUR CLOTHES CATCH FIRE –**
 - Stop whatever you are doing.
 - Drop to the ground.
 - Roll to smother the flames.

If someone else’s clothes catch fire have them stop, drop and roll. Try to smother the flames with a piece of clothing.

- ❑ **USING AN EXTINGUISHER –**

Think “PASS”:

 - Pull the safety pin at the top of the extinguisher.
 - Aim the nozzle/hose at the base of the flames.
 - Squeeze or press the handle.
 - Sweep from side to side at the base of the fire until it is out.

- ❑ **KNOW YOUR EXTINGUISHER –**
 - Type A (green triangle) – use for paper and wood.
 - Type B (red square) – use for flammable liquids such as gas, oil, paint
 - Type C (blue circle) – use for electrical fires involving wires or appliances.

- ❑ **NOTIFY MANAGEMENT –**

The manager, if not on-site, is to be notified immediately. Emergency numbers are posted on an emergency contact list.

Responsibility:

Fire wardens are responsible to ensure everyone is out of the building and directed to the specified muster station for a roll call and to take a copy of the MSDS listing to be presented to the Fire Department. Other employees are to report to the muster station and should not re-enter the building until advised to do so by the Fire Department. Supervisors are to ensure that senior management has been notified of the fire, if not on location.

President

Date

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WHMIS TRAINING MANUAL

What is WHMIS?

WHMIS stands for Work Place Hazardous Materials Information System. It was implemented to provide a standard for designation of hazardous materials. The employer, under Federal and Provincial Legislation, has three duties:

1. To ensure controlled products are labeled or identified.
2. To obtain Material Safety Data Sheets (MSDS).
3. To educate workers.

WHMIS is a combination of Federal and Provincial legislation. The main purpose of Federal WHMIS legislation is to require suppliers of hazardous materials to provide health and safety information as a condition of sale. The main purpose of Provincial WHMIS legislation is to require employers to obtain health and safety information about hazardous materials in the work place and to pass this information on to workers.

There are two parts to identifying hazardous materials:

1. WHMIS label.
2. Material Safety Data Sheet (MSDS).

Exposure to hazardous substances may adversely affect health or cause injury. Employees must guard against skin contact, inhalation or ingestion of any potential harmful substance.

1. Where a hazardous substance or mixture is used or stored at a location, appropriate Material Safety Data Sheets (MSDS) shall be available at that location. Supervisors shall provide training to all workers on the hazards of any substances used or stored at a work place and conduct an annual review as deemed necessary.
2. All containers shall be clearly labeled in accordance with WHMIS regulations so they can be identified as to contents and potential hazards.
3. Appropriate personal protective equipment and other safety devices, as required shall be used.
4. All material shall be stored in safe well ventilated areas.
5. Appropriate handling procedures shall be used.
6. A chemical inventory shall be maintained in the workplace.
7. Emergency procedures shall be established.