

# Health, Safety and Environment Standard

## EMERGENCY RESPONSE PLAN

### 1 PURPOSE

This standard supports the Hazard/Aspect and Risk Assessment Policy and specifies the minimum criteria for emergency response plans that are required to be prepared for and respond to potential emergency situations.

### 2 SCOPE

This standard provides the requirements for developing, implementing, communicating, evaluating and continually improving emergency response plans.

This standard excludes requirements for business continuity.

This standard outlines the minimum requirements that shall be met or exceeded by SaskPower workers and contractors. Failure to comply may result in injuries, damage to equipment and property, environmental harm, performance management or any combination thereof.

The use of the word “shall” within this standard denotes a mandatory action, whereas the use of the word “should” or “may” denotes a recommended action.

### 3 DEFINITIONS

The following definitions apply to this standard:

**Environmental Aspect** – an element of an organization’s activities, products, and/or services that can interact with the environment. The relationship between the aspect and impact is cause and effect.

**Hazard** – source or situation with the potential for harm in terms of injury or ill health, damage to property, damage to the workplace environment, or a combination of these.

**Incident Command System (ICS)** – it is a flexible, scalable process that is used to effectively and efficiently manage the response to emergency incidents. The ICS process is separated into four modules (ICS 100-400) and these modules address the differences in emergency incident complexity from a simple local response to national emergencies.

Incident Command can be established in any size, emergency or non-emergency event. The first responder in an emergency will typically assume the role of incident commander until the authority is delegated to another individual.

**Spill or uncontrolled release** – a release into the environment and includes any drainage, deposit, release or emission into the environment.

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## 4 REQUIREMENTS

### 4.1 DEVELOPMENT

#### 4.1.1 GENERAL REQUIREMENTS

Divisions or delegates shall determine the level of risk presented by anticipated emergency situations through an assessment of the hazards/environmental aspects and an evaluation of local emergency response services to develop, implement, evaluate and maintain a facility and/or worksite emergency response plan.

Contractors shall develop emergency response plans where a SaskPower emergency response plan does not already exist or apply.

First aid is often a component within emergency response plans. To ensure alignment, it is recommended that the applicable Workplace First Aid Risk Assessment is reviewed and modified if necessary. Refer to the First Aid Standard for additional information.

A single plan or multiple coordinated plans may be developed depending on the potential emergency situations identified.

#### 4.1.2 MINIMUM CRITERIA

##### 4.1.2.1 POTENTIAL EMERGENCIES

Each plan shall outline potential emergencies and include the applicable procedures that workers must follow to ensure worker safety, minimize property damage and protect the environment.

Emergency response plans shall include the following potential emergencies where applicable, which include but are not limited to:

- Fire
- Explosion
- Medical Emergencies
- Rescues
- Spill or uncontrolled release
- Bomb/Active Threats

- Armed Confrontations
- Technological or Infrastructural Crisis
- Natural Disasters (e.g., severe weather, flood, tornados, earthquake, etc.)

#### 4.1.2.2 PLAN ELEMENTS

Fire safety plans whether in a stand-alone document or included as part of the emergency response plan shall include the following elements:

- Procedures to be used in case of fire which includes sounding the fire alarm, notifying the fire department and evacuating endangered workers, with specific provisions for workers with disabilities;
- Quantities, locations and storage methods of flammable substances;
- Designation and duties of persons to carry out the fire safety plan;
- Training of designated persons and workers in their responsibilities for fire safety;
- Holding of fire drills; and
- Control of fire hazards.

Spill response plans whether in a stand-alone document or included as part of the emergency response plan, shall include the information outlined in the Emergency Spill Response Process.

Emergency response plans should also include the following elements where applicable:

- Roles and responsibilities;
- Internal and external emergency contacts and stakeholders;
- Crisis communication plan;
- The required initiation of the Incident Command System where practicable;
- Personal protective equipment or tools;
- Diagrams/floor plans;
- Exercise and testing frequency; and
- Additional references or resource material.

## 4.2 IMPLEMENTATION AND COMMUNICATION

Divisions or delegates shall implement developed emergency response plans and ensure a copy is made readily available and posted in a conspicuous place for reference by workers.

Contractors shall be made of aware of applicable SaskPower emergency response plans.

Emergency response plans shall be communicated to applicable workers, visitors, contractors and stakeholders including the fire department as necessary.

### **4.3 EVALUATION AND CONTINUOUS IMPROVEMENT**

#### **4.3.1 PLAN REVIEW FREQUENCY**

Divisions or delegates shall review emergency response plans:

- when significant changes occur;
- when corrective actions are identified following a drill or exercise; and
- after the occurrence of an emergency event.

Emergency response plans should be reviewed at intervals not greater than 12 months.

#### **4.3.2 DRILL AND EXERCISE TEST FREQUENCY**

Emergency response plans shall be tested by conducting applicable drills and/or exercises related to the emergency situations identified in the plan.

The testing process may be in the form of an orientation, tabletop exercises, functional drills and/or full-scale exercises involving multiple responding organizations.

Fire drills and spill response plan testing shall occur at least once during each 12-month period.

Other identified emergency situations in addition to the fire drill and spill response plan testing, should be tested on a periodic basis determined by risk level where practicable.

Effort should be made to test all types of identified emergencies over a period of time.

### **4.4 EQUIPMENT TESTING**

Testing of integrated emergency equipment (e.g., fire protection and life safety systems) shall be conducted and documented per the applicable regulatory requirements and shall not be considered as part of testing an emergency response plan.

### **4.5 TRAINING**

Relevant instruction shall be provided to all applicable workers on their duties and responsibilities needed to be prepared for and respond to potential emergency situations.

## 5 IMPLEMENTATION

The requirements of this version of the standard are to be met within six months of the approval date at which time the previous version will be superseded.

## 6 RESOURCES

### 6.1 INTERNAL RESOURCES

<b>Related Policies:</b>	SaskPower Health, Safety and Environment Policy Hazard/Aspect Risk Assessment Policy
<b>References:</b>	First Aid Standard Emergency Spill Response Process
<b>Related Standards:</b>	Emergency Shower and Eye Wash Station Fire Extinguisher Standard
<b>Additional Information:</b>	First Aid Risk Assessment Form Reporting Gas Releases from Sulphur Hexafluoride (SF6) Equipment Procedure Standard Operating Procedures - Incident Command System - Incident Response Process

### 6.2 EXTERNAL RESOURCES

<b>Related Legislation:</b>	<i>The Occupational Health and Safety Act and Regulations, 2020, Part 3, 25-2 and 32-3</i> <i>Hazardous Substances and Waste Dangerous Goods Regulations, Section 13(1)(h)</i>
<b>Related Standards:</b>	CSA Z1600-17 Emergency and continuity management program ISO 45001:2018 and ISO 14001: 8.2 Emergency Preparedness and Response
<b>Additional Information:</b>	Emergency Response Planning Guide – Canadian Centre for Occupational Health and Safety

## Ownership

<b>Division:</b>	Human Resources and Safety/Asset Management, Planning and Sustainability
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## Document History

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