



# APPENDIX P

## Fire & Life Safety Plan



APPENDIX P

**G3 Terminal Vancouver**  
Port Metro Vancouver Project Permit Application



# **G3 Terminal Vancouver Emergency Action and Response Plan**

**EMERGENCY ACTION  
AND RESPONSE PLAN**

**Vancouver, BC**

# EMERGENCY ACTION AND RESPONSE PLAN

## Vancouver, BC

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# EMERGENCY ACTION AND RESPONSE PLAN

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### INTRODUCTION

This written plan establishes procedures to be followed during emergencies and the actions needed to deal with them. Emergencies at G3 Terminal Vancouver could result from many sources; fire, explosion, earthquake, bomb threat, accident, chemical release, etc. Some will require an EVACUATION--some will not! Being familiar with emergency procedures can help minimize dangers posed by emergency situations. Everyone should familiarize themselves with the locations of fire protection equipment and extinguishers, deluge trip valves, fire hydrants and hoses, eyewash stations, first aid kits, and emergency respiratory equipment that may be needed in their work area. Employees shall be familiar with applicable parts of G3 Safety Procedures.

This emergency action and response plan has been reviewed with appropriate local authorities and emergency response agencies or groups. It should be understood that these procedures cannot cover every possible emergency we may encounter so one should always use common sense when dealing with situations not covered in this plan.

It is the responsibility of all G3 employees to protect persons and property without endangering or causing injury to themselves or others. It is a condition of employment that each person knows and follows this Emergency Action and Response plan. It is likely that you will have no time to review the contents of this plan during an actual emergency. Understanding and periodically reviewing this plan, along with constant attention to fire and explosion prevention and proper use of fire extinguishing equipment and training, will help keep this facility prepared to quickly and effectively respond to emergencies.

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## EMERGENCY CONTACT NUMBERS

**PLANT ADDRESS:** 95 Brooksbank Avenue  
North Vancouver, BC, Canada V7J 2B9

**DIRECTIONS TO PLANT:** Go west on Main Street, turn left (south) on Brooksbank Avenue. Under the underpasses, turn right at the tee for the plant site, left at the tee to access the dock facility.

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POLICE . . . . .	911
FIRE DEPARTMENT . . . . .	911
RESCUE SERVICES . . . . .	911
AMBULANCE . . . . .	911
POWER COMPANY, BC Hydro . . . . .	.604 224 9376
GAS SERVICE COMPANY, FORTISBC . . . . .	1 800 663 9911
NATIONAL RESPONSE CENTER (for release of hazardous substances in a reportable quantity) . . . . .	.1 800 663 3456

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## FACILITY SUPERVISORY PERSONNEL

You may choose to list all employees and their next of kin here. If you choose not to, the location of a list containing this information should be mentioned in the General Procedures section of this EARP

NAME, POSITION . . . . .	.### ### ####
NAME, POSITION . . . . .	.### ### ####
NAME, POSITION . . . . .	.### ### ####
NAME, POSITION . . . . .	.### ### ####

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## G3 MANAGEMENT

District office . . . . .	(204) ### ####
John Smith, Dist. Mgr	Office (###) ### ####
	Home (###) ### ####

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Jane Smythe, Ops Mgr . . . . . Office (###) ### ####  
Home (###) ### ####

**Regional Office, Winnipeg, MB . . . . .(###) ### ####**  
**CORPORATE SAFETY . . . . .(###) ### ####**  
**CORPORATE LEGAL . . . . .(###) ### ####**

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### EMERGENCY PROCEDURES - GENERAL

#### EMPLOYEE RESPONSIBILITIES

1. Be familiar with G3 Safety Procedures C-4 and C-5 regarding reporting injuries and handling medical emergencies.
2. Report any condition requiring emergency action to supervision as soon as possible.
3. Follow the instructions of the person in charge and assist in any manner requested. The person in charge shall be the ranking supervisor at the facility. That person shall have the responsibility for making decisions regarding evacuation and/or re-entry, shutdown, fire fighting, emergency notification, and for assigning individual responsibilities that may be required to deal with the emergency situation (e.g. fire pump standby, bomb searches, etc.).
4. Take any action deemed necessary to ensure the safety of persons and property during the emergency without endangering yourself or others.
5. Know how to properly identify hazardous conditions and emergencies and the proper equipment necessary to deal with them.
6. Know the types of chemicals used at the facility, their toxic properties (if any) and where they are stored or typically used.
7. Assist co-workers as needed to evacuate the area or carry out other emergency actions.
8. If evacuation is necessary, critical equipment shall be shut down, if possible, in an orderly manner.
9. Carry out pre-assigned duties and/or proceed to the designated assembly area when the evacuation alarm is sounded and remain there until the "all clear" is given.
10. Employees should make no statements to the media. The facility manager will coordinate all statements through the Corporate office and deal with the media as instructed.

#### SUPERVISOR RESPONSIBILITIES

1. Be familiar with G3 Safety Procedures C-9 and C-10, and follow them for handling emergencies and reporting serious incidents.
2. Provide any assistance requested by emergency services or civil authorities.
3. Be sure all personnel evacuate the area.



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4. A complete and current list of employees and next-of-kin should be maintained by the facility manager and used for notification of relatives. Notification is to be made in the case of serious injury or death, preferably in person.

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### EVACUATION PROCEDURES

There are many emergencies that may require evacuation of the plant areas or assembly in safe areas - fires, explosions, tornado or windstorm, earthquake, hazardous material spill, or bomb threat. You should know what to do in the event an alarm is sounded and how to exit in a safe and orderly manner.

It is important that you remain calm and use common sense during an emergency. Panic will only add to the problems at hand.

If you witness an emergency situation, shut off appropriate equipment and notify your supervisor or the control room operator. They will decide if an evacuation is needed and sound the alarm.

### ALARMS

It is important that you know how to distinguish between alarms to properly identify the type of emergency. In areas of high noise, it is important that you alert co-workers of emergencies

1. **CONTINUOUS BLAST** - fire, explosion, hazardous material spill, or bomb threat.

Requires assembly at the west end of the parking lot by the Administration building. See the facility map.

2. **INTERMITTENT BLAST** - severe weather condition

Requires assembly in the ground level floor of the scale building. See the facility evacuation map.

Personnel shall remain in the assembly area until the "all clear" is given. This will be in the form of a verbal notification from the supervisor in charge.

### EVACUATION ROUTES

Evacuation routes from each building are posted at strategic locations on each floor and identifies appropriate emergency exits. Once you have exited the building, it is important that you follow the route indicated on the facility evacuation maps.

Do not use passenger or freight elevators or other personnel lifts during an emergency. Exit using stairs, emergency exits or escape ladders.

### EMERGENCY SHUT-DOWN PROCEDURES

In the event of an emergency evacuation alarm, the control room operator shall be responsible for shutting down the equipment in the order listed below:

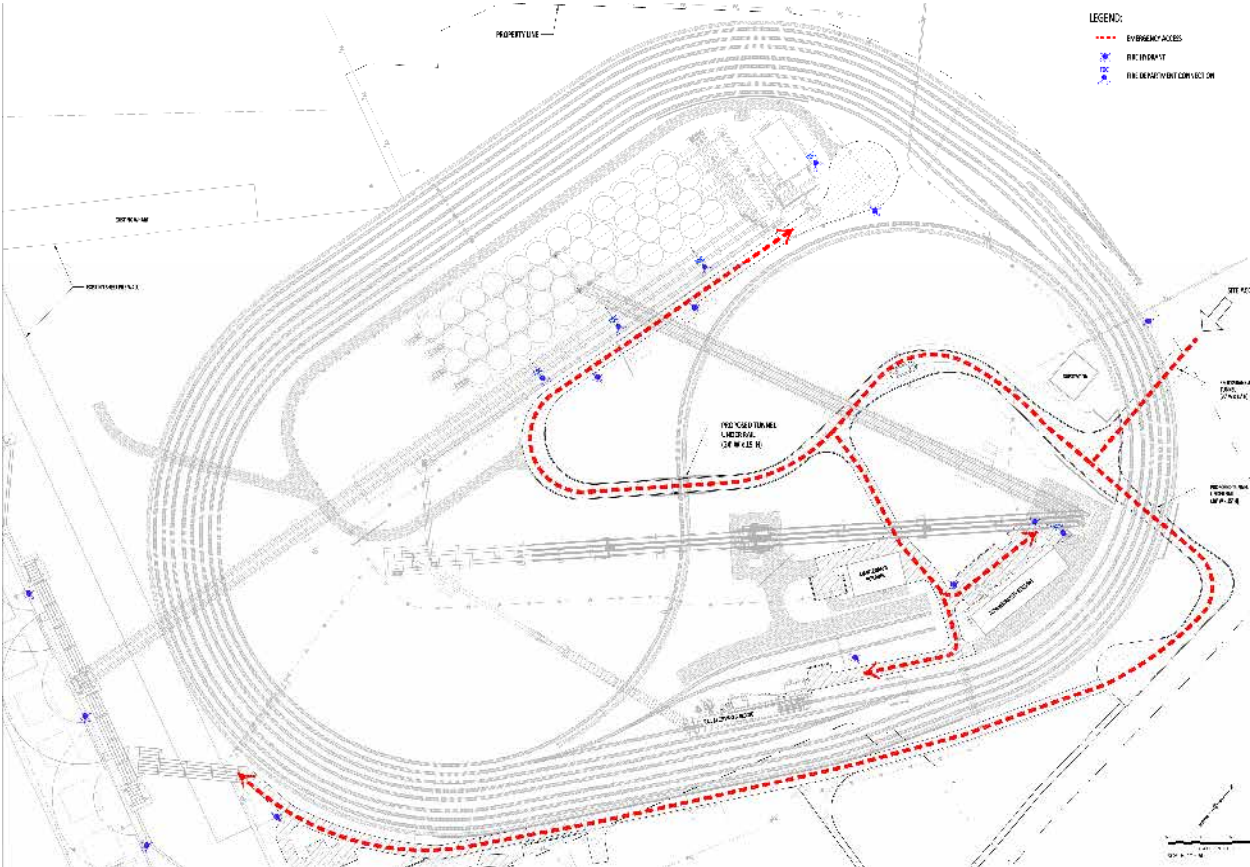
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1. Shut down all conveyors feeding legs
2. Clear and shut down legs
3. Cease all dumping operations
4. Cease all loading operations

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Facility Map



# EMERGENCY ACTION AND RESPONSE PLAN

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### FIRE/EXPLOSION PROCEDURES

Fires and explosions are major concerns for all of us at Vancouver Terminal. With quick and effective response to most fires at Vancouver Terminal, they can be effectively extinguished before they get out of hand.

#### EMPLOYEE DUTIES

1. Be familiar with the location of fire extinguishing equipment in your work area.
2. Should you discover a fire:
  - A. Use common sense in analyzing the situation. If the fire is minor and isolated, shut down equipment that may spread it, and make an attempt to extinguish it.
  - B. Notify your supervisor and/or control room operator.
  - C. If you were not able to extinguish it, evacuate the area.
  - D. If you feel the fire is out of control, you should notify your supervisor or the control room to sound the evacuation signal. At this time you should proceed to the assembly area.

#### CONTROL OPERATOR DUTIES

1. Notify available supervision of the emergency.
2. Assess the situation and inform employee to: (1) attempt to extinguish the fire; (2) wait for additional help or; (3) evacuate.
3. If danger to employees is imminent, sound the evacuation alarm.
4. Shut down equipment if time permits.
5. Proceed to the assembly area.

#### SUPERVISOR DUTIES

1. Proceed to a place that allows you to analyze the situation and/or assist in fire fighting.
2. If you feel the fire department is needed, call them.
3. Designate someone to direct the fire department to the location of the fire upon their arrival.
4. Shut down equipment and evacuate the facility if deemed necessary.
5. If facility is evacuated, proceed to the assembly area and take a head count. Ensure all employees, visitors and contractors are accounted for.

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6. Shut off all gas lines or utilities as applicable.
7. Have any injured persons attended to according to proper procedures (G3 Safety Procedure C-4).
8. Inform the fire department of locations of PIVs, hydrants and other necessary connections as well as locations of any hazardous chemicals as shown on the facility evacuation map.
9. Once the fire is under control, and the situation no longer poses a threat to personnel, give the "all clear" and direct employees either to assist in clean-up or resume their normal work routines.

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### BOMB THREAT PROCEDURES

#### 1. RECEIPT OF PHONE CALL

- A. Remain calm
- B. Keep the caller on the line as long as possible to gather as much information as possible. Use the Bomb Threat Information Form (included) as a guide to questions you should ask.
- C. Write down, as exact as possible, the time and words used by the caller in order that wording and other characteristics can be later examined. In as much as possible, this information should be written down on the top portion of the included form while the caller is still on the line. The bottom portion of the form can be filled out after the caller is no longer on the line.
- D. Try to seek information regarding the location of the bomb and the time it is to go off.
- E. Remind the caller that there are persons in the building(s) and that they are endangering lives.
- F. Persons listed in the Bomb Threat Notification Procedures block should be notified immediately.

#### 2. THE SUPERVISOR SHOULD TAKE THE FOLLOWING STEPS:

##### A. Notification and evacuation

- 1. An immediate evacuation should be ordered unless recurring threats are directed to be handled otherwise by management, or discussions indicate that an immediate evacuation is not necessary.
- 2. If time permits based on phone call information, an orderly shutdown of the facility should be made prior to evacuation.
- 3. The facility manager or designate shall contact local police and local officials for assistance as needed.
- 4. Assign personnel to clear all areas around building(s) of personnel and vehicles.
- 5. Turn off all natural gas lines, if possible.
- 6. Determine if there has been a problem with disgruntled, recently dismissed or resigned employees and if they have been in the facility. Find out what other visitors or construction workers have been to the facility and the

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areas accessed.

### **B. BOMB SEARCH**

1. Establish a command post to direct search operations from a safe area.
2. Ask key personnel to participate in a systematic bomb search of the facility, being sure to use the information gathered during the threat call.
3. Involve any local authorities and experts available.
4. Do not use portable radios.
5. Ensure each entire building is searched giving emphasis to the area indicated by the caller as the target and other areas easily accessible to visitors, contractors and other non-company personnel. Continue the search until either a suspicious object is found or all areas have been searched.
6. **If a suspicious object is found**, use the following steps
  - a. Do not move, jar or touch the object.
  - b. Report the find to the person in charge (if other than yourself).
  - c. Local police and other authorities, if not already on the scene, should be notified and a request should be made for the assistance of a bomb specialist.
  - d. Open all doors and windows in the area to minimize damage from a blast.
  - e. Have everyone evacuate the area and turn control of the area over to the police and bomb specialists.

### **C. The decision to re-enter rests with the plant manager.**



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### BOMB THREAT INFORMATION FORM

LISTEN TO THE CALLER!!!		
DOCUMENT below the time and threat as exact as possible in the words used by the caller		
Time of Call: _____		
REMIND THE CALLER THAT THE BOMB COULD RESULT IN DEATH OR SERIOUS INJURY TO INNOCENT PEOPLE		
ASK THE FOLLOWING QUESTIONS to obtain the best information possible.		
When is bomb going to explode? (Exact Time)	What kind of bomb is it?	
Where is the bomb located? (Portion of building or facility)?		
What does the bomb look like? Box <input type="checkbox"/> Bag <input type="checkbox"/> Other: _____		
What will cause it to explode?	Did you place the bomb? Why?	
CALLER'S CHARACTERISTICS (Make best guess):?		
VOICE: Loud <input type="checkbox"/> Soft <input type="checkbox"/> High pitched <input type="checkbox"/> Deep <input type="checkbox"/> Raspy <input type="checkbox"/> Familiar <input type="checkbox"/> Calm <input type="checkbox"/>		
SPEECH: Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Intoxicated <input type="checkbox"/>		
LANGUAGE: Well Spoken <input type="checkbox"/> Poorly spoken <input type="checkbox"/> Angry <input type="checkbox"/> Foul <input type="checkbox"/> Read/Taped <input type="checkbox"/>		
ACCENT: Local Area <input type="checkbox"/> Other part of U.S. <input type="checkbox"/> Foreign <input type="checkbox"/>		
BACKGROUND NOISES: Office Machines <input type="checkbox"/> Factory machines <input type="checkbox"/> Street Traffic <input type="checkbox"/> House Noises <input type="checkbox"/> Voices <input type="checkbox"/> Music <input type="checkbox"/> Quiet <input type="checkbox"/> Other: _____		
ORIGIN OF CALL: Within plant <input type="checkbox"/> Local <input type="checkbox"/> Long Distance (use static sound intensity) <input type="checkbox"/>		
NOTIFICATION PROCEDURES: Immediately after the call notify the following: Plant Manager, Corporate Safety Department, Others:		
REMARKS: (Any other details about the call or caller):		
Name of Person Receiving Call: _____	Date: _____	Length of Call: _____

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### EMERGENCY CHEMICAL RESPONSE PROCEDURES

#### EMPLOYEE DUTIES

1. If you notice a chemical leak or spill
  - A. Notify your supervisor immediately.
  - B. If you know what the substance is;
    1. Be sure to inform the supervisor.
    2. If the substance is not harmful to you due to the properties of the chemical or adequate personal protective equipment, try to contain the spill by whatever means you have available.
    3. If the substance may be harmful to you or you do not know what it is, stay away from it.

#### SUPERVISOR DUTIES

1. If you are notified of a chemical spill
  - A. Proceed to the spill area and analyze the situation.
  - B. Ensure no employee is in danger and determine what steps are necessary to contain the chemical.
  - C. Determine if it is necessary to evacuate personnel.
  - D. Inform control room operator to sound appropriate alarm if the decision is made to evacuate.
  - E. Notify appropriate management personal according to Safety Procedure C-10.

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### EARTHQUAKE PROCEDURE

1. Minor earthquake - General
  - A. No evacuation is necessary.
  - B. Inspect plant for minor damage.
  - C. Take appropriate measures to repair minor damage through normal maintenance systems.
  - D. If item requires immediate attention, notify facility manager.
  - E. Grain dryer may need to be shut down and the fuel supply cut off until the integrity of the fuel system can be verified.
  
2. Severe Earthquake
  - A. Make an orderly shutdown of equipment in your area if conditions allow it.
  - B. Trip deluge systems in extraction if needed.
  - C. After complete shutdown, or if conditions will not allow an orderly shutdown, kill all power to plant equipment.
  - D. Shut down grain dryer and shut off the fuel supply until the integrity of the fuel system can be verified.
  - E. Sound evacuation alarm - one long continuous blast.
  - F. Exit the area. Avoid exits through or near buildings and tall structures. Exit in an orderly manner. Do not run or lag behind.
  - G. Assemble in the main office parking lot. Proceed with caution to avoid downed trees, power lines, and structures.
  
3. Earthquake Preparedness Guidelines -

Some steps can be taken to prepare for a quake should it occur. Management's goal is first to protect personnel and second to secure and protect our property. Earthquakes are unpredictable and occur without warning. Aftershocks, although less severe, can be as dangerous as the initial earthquake due to already weakened structures, etc. Most damage and injuries occur from falling or flying objects, collapsing structures, and ensuing fires.

#### Office and Other Buildings

- A. Personnel in an office building should stay in the building. **Do not run outside.** You are generally safer inside. If personnel are outside the building, they should stay outside in a safe area.
  
- B. Personnel should seek cover under a desk or table next to the inside wall, corner, doorway, or other inner building area. Personnel should try to remain calm, watch for falling objects, protect their head (large book or solid object), stay clear of outside walls and windows, overhead fixtures, or tall furniture.
  
- C. Office personnel should stay still and hold on to desk or table legs, cover head and ride out the quake which generally lasts 15 seconds, but can last as long as several minutes. One to three story offices can be expected to experience high frequency vibrations. If you are in a passenger elevator, stop at the nearest floor, get out, and take cover. If you are trapped in the passenger elevator, utilize the elevator's emergency notification device. Taller buildings or structures may

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experience slower but larger movements. Employees should be advised that sprinkler systems may come on and a loss of electrical power can occur. Gas leaks often result in fire during an earthquake, so smoking should be not permitted. The building gas supply should be turned off if a gas odor smell is detected. The greatest risk following an earthquake is a fire.

- D. Personnel who may be outside the building during a quake should remain there and move to an open area away from buildings, trees, free-standing structures, such as legs or chimneys, power lines, brick walls, and other objects subject to falling or toppling. Shelter should not be sought under concrete structures such as bridges or overpasses. If in an automobile, pull over and stop in a safe area away from trees, power lines, overpasses, and bridges. Stay in the car.
- E. Following the quake, personnel should select a safe means of egress from the building to the designated assembly area so that all personnel can be accounted for and duties assigned, if necessary. A safe assembly point for evacuations following an earthquake will be the administration building parking lot. When proceeding to designated areas, proceed with caution to avoid downed trees, power lines, tall structures, or waterways.
- (a) The building should be checked for fires and first aid and rescue should be provided to injured or trapped personnel.
  - (b) If there is damage to the electrical systems in the building, power should be shut off.
  - (c) Broken water lines should be shut off.
  - (d) If natural gas is present, it should be shut off. If flammable liquids are used, check for spills and leaks from vessels and tanks. Check for cracks which could cause tank/vessel failure.
  - (e) Stay away from hazardous areas, unstable structures, or exposed electrical hazards.
  - (f) Be prepared to again seek a safe location should aftershocks occur.
- F. **Grain Facilities and Processing Plants**

Personnel located at grain facilities during an earthquake should remain in the area in which they are present during the quake. Personnel should position themselves next to inside walls, in doorways, and away from outside walls, windows, spouts, or equipment that may collapse or fall. **Do not run outside.** You are generally safe inside buildings. If personnel are outside the facility, they should move away from the facility and out of the path of any structure that may fall or collapse. Once the quake has subsided, personnel should seek a safe path out of the facility. If personnel are stranded at elevated levels or under structures, they should remain in the area, provided there is no fire, and signal for help with any means readily available.

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- G. Personnel located in processing areas should seek shelter in nearby areas away from steam lines, product pipes, flammable liquid tanks and lines, open vessels, or other containers of hot materials, and away from equipment or structures that may topple over due to severe vibration. Shelter should be sought inside doorways, near inside walls, in control rooms away from glassed areas, and under solid objects that are not likely to fall or topple during a quake. Once the quake has subsided, a safe path should be taken to avoid hazards from spilled flammables, damaged structures, or equipment that could fall or collapse, damaged electrical lines or devices, and away from any areas that could contain hazardous atmospheres due to ruptured lines. Local management will evaluate plant operations and advise employees of any special precautions necessary during and following a quake. Local personnel should review emergency shutdown procedures for their operations as stated earlier in Emergency Action and Response Plans. In some cases, it may be desirable to shut down operations before leaving the area. Personnel in warehouse areas should move away from rack storage, overhead equipment, or portions of the facility that may be subject to collapse, toppling, or falling during a quake.
  
- H. The facility should be evaluated for electrical problems, broken water lines, or gas lines. It may be necessary to shut off the power, water, or gas. In most cases, the natural gas or fuel supplies should be shut off until it can be determined that there are no hazards from leaks or ignition sources.
  
- I. Facilities should check to make sure they have an adequate first aid kit, a battery powered radio, flashlights, and access to a water supply. Since telephones often are affected, personnel having CB's, mobile phones, or other means of communication, may be of assistance in helping the facility contact authorities or family members.

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