

40600-RE-PLN-55004  
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February 2018  
Fire Safety Plan

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# **FIRE SAFETY PLAN**

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February 2018

BHP Billiton Potash Export Facility at Fraser Surrey Docks

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Appendix A Fraser Surrey Docks Emergency Response Plan

## ACRONYMS AND ABBREVIATIONS

Acronym	Definition
CSA	Canadian Standards Association
ERC	Emergency Response Coordinator
ESA	Emergency Response Agency
FSD	Fraser Surrey Docks
FSDERT	Fraser Surrey Docks Emergency Response Team
Project	proposed potash export facility

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### 1 Introduction

The purpose of this Fire Safety Plan is to provide an organizational and procedural framework for responding to fire and explosion emergencies at the proposed potash export facility (Project) at Fraser Surrey Docks (FSD). It is largely based upon Fraser Surrey Dock's existing Emergency Response Plan (see **Appendix A**).

Fire and explosion emergencies include fire in a warehouse or other building, on a ship, or on mobile or other equipment.

This response plan provides guidance and direction to the Fraser Surrey Docks Employees, Fraser Surrey Docks Emergency Response Team (FSDERT) and the Emergency Support Agencies (ESAs) to:

1. Minimise the human health, safety, environmental, and property effects of an emergency.
2. Coordinate the FSDERT effort internally.
3. Coordinate the FSDERT effort with ESAs.
4. Facilitate and expedite the restoration of normal operating conditions on the site following an emergency.

BHP is committed to taking all possible measures to prevent fires from occurring and providing immediate and effective incident response to minimise personnel and property hazards. Education, a commitment to safety, compliance with legal and other requirements, and continual improvements will all help to achieve this objective.

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## 2 Training

All personnel onsite, including external contractors, shall be formally trained by the onsite BHP Project Manager or delegate regarding their roles and responsibilities in implementing the Fire Safety Plan, the locations of emergency response equipment, and communications (onsite and offsite) during an emergency. All Project personnel shall be familiar with the fire prevention and management, with training to include, but not be limited to:

- Applicable legislation;
- Company policy;
- Internal/external communication networks and required reporting and notification procedures;
- Organization of the Emergency Response Team;
- Available internal and external resources;
- Personal protective equipment;
- Properties of hazardous materials handled, stored, and used onsite;
- Evacuation procedures and designated muster stations;
- Fire safety equipment training.

Specific training will be provided to all Project personnel onsite for emergencies specific to fires, explosions, and earthquakes. Training will be provided at least annually and in the following situations:

- For new employees during their orientation period;
- For existing employees when there is a change in their duties;
- When new equipment or materials are introduced;
- When emergency procedures are revised;
- When a drill indicates a need for improvement.

The development of employee skills and the effectiveness of emergency procedures will be evaluated by practise drills and simulation exercises. The objectives of the practise drills are to evaluate:

- Practicality of the plan (structure and organization);
- Adequacy of communications and interactions among parties;
- Emergency equipment effectiveness;
- Adequacy of first-aid and rescue procedures;
- Adequacy of emergency personnel response and training;
- Public relations skills;
- Evacuation and personnel count procedures.

Training records shall be maintained at the Project site office, and reviewed annually to confirm that all Project site personnel and contractors are up to date on required training. Project site supervisors shall ensure all employees have received required training and that the training program contents are up to date. If Project site personnel have outdated training, renewal of training will be scheduled as soon as possible.

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### 3 Emergency Preparation and Prevention

#### 3.1 Safety Regulations and Guidelines

The Fire Safety Plan had been developed to comply with all relevant federal and provincial acts, regulations, guidelines, and objectives. The legislation and guidelines being considered include:

- BC Guidelines for Industry Emergency Response Plans (MOE 2002)
- Canadian Standards Association (CSA) Risk Management – Risk Assessment Techniques (CSA 2010)
- CSA National Standard on Emergency Preparedness and Response (CSA 2003)
- *Canada Shipping Act, 2001* (SC 2001, c. 26)
- *Emergency Management Act* (SC 2007, c. 15)
- *Transportation of Dangerous Goods Act*, (SC 1992, c. 34).

#### 3.2 Fire Safety Roles and Responsibilities

The following subsections provide descriptions of the key fire safety roles and responsibilities for the Project.

##### 3.2.1 Emergency Response Coordinator

Emergency Response Coordinators (ERCs) are selected Project personnel who are trained in Emergency Response Procedures, the general measures taken by FSDERT during an incident to prevent loss of life and minimise damage to the facility, equipment, and surrounding areas.

The on-duty Superintendent will act as the Lead ERC upon arrival at the emergency scene, and will take over as lead to coordinate the scene with all aspects and parties including ESAs.

##### 3.2.2 Wardens

Wardens play an important role in ensuring the staff in each building are prepared for an emergency. Along with ensuring implementation of the emergency plan, wardens will implement important risk control measures to ensure that the Project site is prepared for a fire or other emergency.

Key duties of the fire wardens include:

- Assist in implementing and improving effective emergency procedures in the workplace.
- Help prevent emergencies by monitoring the adequacy of the hazardous risk control measures.
- Raise awareness with other staff about the various hazards that exist.
- Instruct workers, contractors, and visitors on how to respond in an emergency.
- Lead the fire drills and real evacuation procedures – each appointed warden must be familiar with all escape routes and exits from each designated area.

**3.2.3 Computer Wardens**

The Computer Warden is responsible for working with the Lead ERC to ensure the safety of electronic data and equipment.

## 4 Potential Hazards

### 4.1 Expected Combustible Materials Locations

The following table provides an overview of the expected combustible materials that are likely to be present on the wider FSD site, although not all will necessarily be part of the Project:

Material	Location On-Site
Diesel fuel	<ul style="list-style-type: none"> <li>Fuel pump area – two 35,000-Litre (L) in-tank storage tanks</li> <li>Mobile fuel truck</li> <li>Diesel shop</li> </ul>
Gasoline	<ul style="list-style-type: none"> <li>Fuel pump area – one 25,000-L tank</li> <li>Diesel shop</li> </ul>
Oxygen cylinders	<ul style="list-style-type: none"> <li>Tire shop</li> <li>Welding shop</li> <li>Mechanical storage container – Shed 5 crane shop</li> </ul>
Acetylene containers	<ul style="list-style-type: none"> <li>Mechanical storage container – Shed 5 crane shop</li> <li>Tire shop</li> <li>Welding shop</li> </ul>
Waste oils	<ul style="list-style-type: none"> <li>Outside in waste container – diesel shop</li> </ul>
Waste batteries	<ul style="list-style-type: none"> <li>Storage container – Shed 5</li> </ul>
Various greases	<ul style="list-style-type: none"> <li>Parts room in metal cabinets – Shed 5</li> <li>Store rooms – diesel shop</li> <li>Parts room – Shed 5</li> </ul>
Various oils	<ul style="list-style-type: none"> <li>Oil storage container – diesel shop</li> <li>Fort Knox (foremen's parts room) – Shed 5</li> </ul>

### 4.2 Fires on Mobile Equipment

Fires on mobile equipment can present multiple types of health and safety hazards to operators and workers in the vicinity, and can cause large costs in damages to the equipment. Mobile equipment types may include but are not limited to various bulk conveyors, various machines on the work site such as front-end loaders, reach stackers, lift truck machines, gantries, and dock pickup trucks.

Below are potential fire hazards that can be associated with or occur on mobile equipment:

1. Engine compartment – The engine compartment contains an assortment of fluids, fuels, oils, and greases as well as congested wires, hoses, and accumulated debris, all very near high heat sources.

2. Battery compartments – Battery compartments are a potential fire hazard when combustible materials build up on the top of the battery. These materials, in the presence of moisture, can cause a short circuit.
3. High pressure hoses – Hot fluid spraying from a ruptured high-pressure hose, or leaking from a loose flange or fitting could find its way to a source of ignition.
4. Belly pan – The belly pan can accumulate not only leaking fuel from the vehicle, but external debris as well. Due to its unique location, a fire starting in the belly pan could quickly engulf the entire vehicle.
5. Hydraulic and fuel pumps – Due to the high pressures involved with these pumps, fluid spraying from a leaking pump could find its way to a heat source and cause ignition.

### 4.3 Chemical Fires

Fire residues may contain highly toxic materials requiring respiratory protection and impermeable protective clothing to prevent exposure through skin contact, or inhalation of toxic vapors, smoke, or soot.

The person(s) identifying the chemical fire should not in any event attempt to fight a toxic chemical fire under any means due to health and safety concerns. The following process will be followed in the event of a chemical fire.

1. If the chemical fire is within a building room then the person(s) will immediately back out of the space and if possible close the door and seal.
2. All workers/visitors/contractors will evacuate the immediate vicinity and proceed to a muster point or safe location upwind of the chemical fire (refer to **Figure 1**). The warden(s) will evacuate and all persons from the building and document their names.
3. The person(s) first encountering the fire should call 911 and request the Surrey Fire Department if possible.
4. After calling 911, the person(s) first encountering the fire should call Security at 604-520-5203, local 213 or 235, Channel 8. Security will also assist to escort emergency responders to the incident immediately upon their arrival.
5. Upon arrival at the incident, the ERC will take the lead at the scene and ensure that all workers have evacuated the immediate vicinity to the designated muster point or a safe location away from the fire (refer to **Figure 1**).
6. The Lead ERC will meet with the warden(s) if applicable to ensure all workers are accounted for during the evacuation.
7. The Lead ERC will collect information (Safety Data Sheets) on any dangerous goods involved in or close to the fire, and will ensure this information is presented to the Fire Department upon arrival.
8. The Lead ERC will direct and coordinate to seal nearby storm sewers and set up a berm along the berth face to prevent toxic run-off from entering the river.
9. The Lead ERC will wait for the arrival of the Fire Department and assist them in addressing the chemical fire. In addition, the Lead ERC will provide the Fire Department with information pertaining to the chemical substance, and confirm the clearance of all people within the vicinity of the incident.
10. The Lead ERC will continue to control the scene and keep people at a safe distance.

### 4.4 Compressed Air or Flammable Gas Fires

Compressed gas cylinders may explode catastrophically and with no warning. Compressed gases onsite may include but are not limited to propane, oxygen, and acetylene welding tanks.

The person(s) identifying a compressed air or flammable gas fire should not in any event attempt to fight a fire involving compressed or flammable gas under any means due to health and safety concerns. The following process will be followed in the event of a compressed air or flammable gas fire.

1. All workers, visitors, and contractors will evacuate the immediate vicinity and proceed to a muster point or safe location upwind (refer to **Figure 1**). The warden(s) will evacuate all persons from the building and document their names.
2. The person(s) first encountering the fire should call 911 and request the Surrey Fire Department if possible.

3. After calling 911, the person(s) first encountering the fire should call Security at 604-520-5203, local 213 or 235, Channel 8. Security may need to assist with calling 911 and request emergency responder assistance, and will contact BNSF Rail to clear the rail track. Security will also assist to escort emergency responders to the incident immediately upon their arrival.
4. Upon arrival at the incident the Lead ERC will take the lead at the scene and ensure that all workers have evacuated the immediate vicinity to the designated muster point or a safe location away from the fire (refer to **Figure 1**).
5. The Lead ERC will meet with the fire warden(s) if applicable to ensure all workers are accounted for during the evacuation.
6. The Lead ERC will collect information (Safety Data Sheets) on any dangerous goods involved in or close to the fire, and will ensure this information is presented to the Fire Department upon arrival.
7. The Lead ERC will wait for the arrival of the Fire Department and assist them in addressing the compressed air or flammable fire. In addition, the Lead ERC will provide the Fire Department with relevant information and confirm the clearance of all people within the vicinity of the incident.
8. The Lead ERC will continue to control the scene and keep people at a safe distance.

#### 4.5 Fire on Mobile Equipment

1. All workers/visitors/contractors will evacuate the immediate vicinity and proceed to a muster point or safe location upwind (refer to **Figure 1**).
2. The person(s) first encountering the fire should call 911 and request the Surrey Fire Department if possible.
3. After calling 911, the person(s) first encountering the fire should call Security at 604-520-5203, local 213 or 235, Channel 8. Security may need to assist with calling 911 and requesting emergency responder assistance, and will contact BNSF Rail to clear the rail track. Security will also assist to escort emergency responders to the incident immediately upon their arrival.
4. The person(s) encountering the fire and/or the Lead ERC should contact the diesel shop (local 238 or 220) OR the Head Diesel Shop Foreman at (778-838-7945) or his alternate at (778-838-7910).
5. Upon arrival at the incident the Lead ERC will take the lead at the scene and ensure that all workers have evacuated the immediate vicinity to the designated muster point or a safe location away from the fire (refer to **Figure 1**).
6. The Lead ERC will direct the movement of all nearby equipment out of the danger area if it is safe to do so.
7. Where applicable and possible, onsite personnel will follow the appropriate procedure for minor chemical, compressed air, or flammable gas fires.
8. The Lead ERC will wait for the arrival of the Fire Department and assist them in addressing the compressed air or flammable fire. In addition, the Lead ERC will provide the Fire Department with relevant information and confirm the clearance of all people within the vicinity of the incident.
9. The Lead ERC will continue to control the scene and keep people at a safe distance.

#### 4.6 Fires on Vessels

1. All unwanted personnel will evacuate from the vessel (only key crew members identified in the vessel's Emergency Preparedness and Response Plan or Fire Plan should remain on board, if safe to do so, to assist the Fire Department, if requested).
2. Upon arrival at the incident the Lead ERC will take the lead at the scene and ensure that all workers have evacuated the immediate vicinity to the designated muster point or a safe location away from the fire (refer to **Figure 1**).
3. The Lead ERC will call 911 and request the Surrey Fire Department if possible.

4. After calling 911, the Lead ERC will contact Security at 604-520-5203, local 213 or 235, Channe 8. Security may need to assist with calling 911 and request emergency responder assistance. Security will assist by escorting emergency responders to the incident immediately upon their arrival.
5. The Lead ERC will contact the following:
  - a. Vancouver Fraser Port Authority, Operations Centre 24/7 – (604-665-9086)
  - b. Marine Communications and Vessel Traffic Service 24/7 to report marine incident (250-339-5483)
  - c. Transportation Safety Board Pacific Region – Reporting Marine Occurrences (604-666-5826; e-mail: Marine.Notifications.Pacific@tsb-bst.gc.ca)
  - d. Vessel's Agent
6. The Lead ERC will wait for the Fire Department's arrival. If a copy of the vessel Emergency Preparedness and Response Plan or Fire Plan has been obtained from the vessel, the Lead ERC will provide this to the Fire Department upon their arrival, and will assist them in addressing the vessel fire.
7. The Lead ERC will continue to control the scene and keep people at a safe distance.

#### 4.7 Fires in Buildings

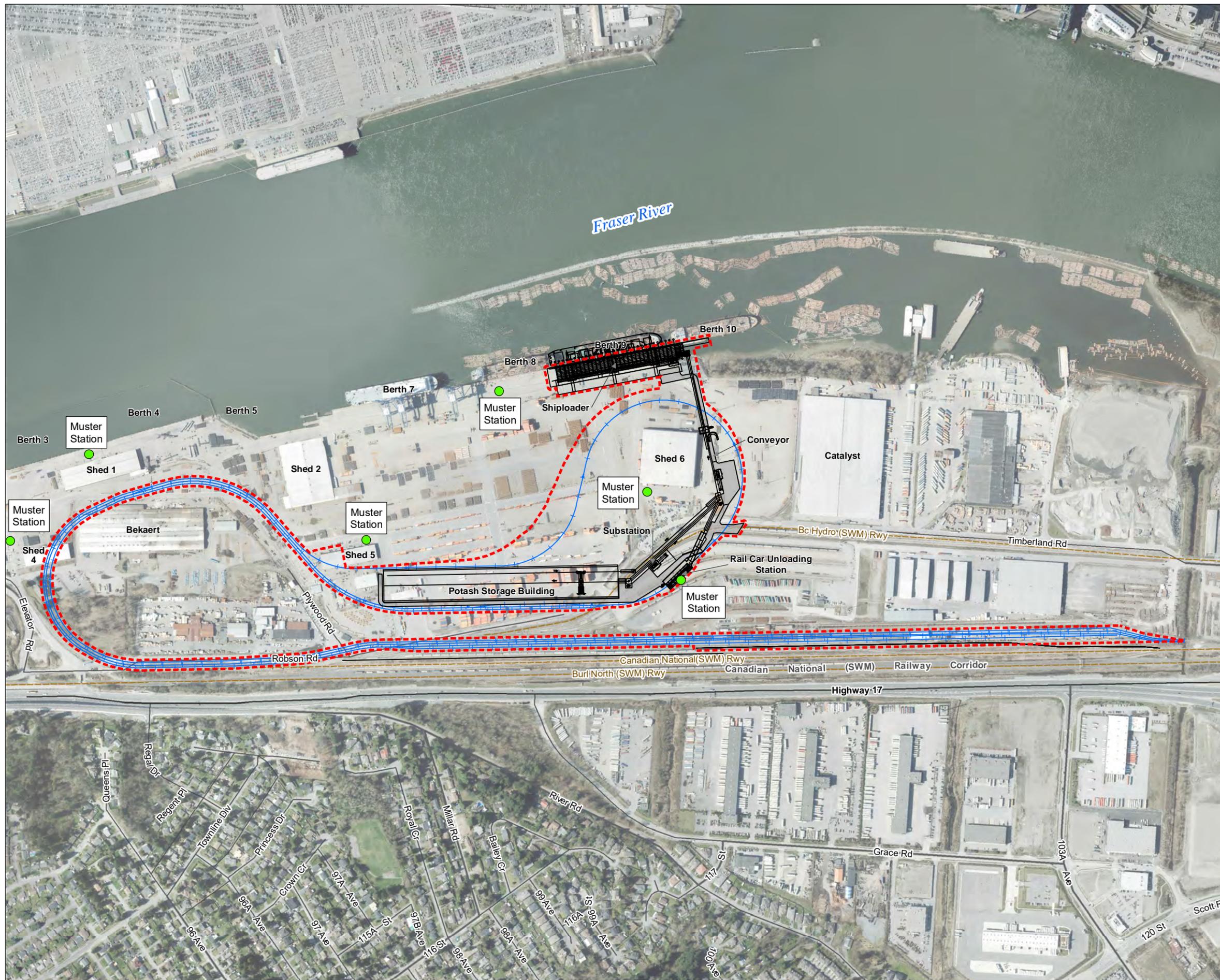
1. The person(s) first encountering the fire will pull the fire alarm immediately, evacuate the building and proceed to the muster point or safe location upwind of the building fire (refer to **Figure 1**).
2. All workers, visitors, and contractors onsite will evacuate the immediate vicinity and proceed to a muster point or safe location upwind of the building fire (refer to **Figure 1**). The warden(s) will evacuate and document all persons from the building.
3. Upon arrival at the incident the Lead ERC will take the lead at the scene and ensure that all workers have evacuated the immediate vicinity to the designated muster point or a safe location away from the fire (refer to **Figure 1**).
4. The Lead ERC will direct the movement of all nearby equipment and cargo out of the danger area, if is safe to do so.
5. If possible, the Lead ERC will call 911 and request the Surrey Fire Department.
6. The Lead ERC will call Security at 604-520-5203, local 213 or 235, Channel 8. Security will assist with escorting emergency responders to the incident immediately upon their arrival.
7. The Lead ERC will meet with the fire warden(s) if applicable to ensure all workers are accounted for during the evacuation.
8. Personnel will be instructed **NOT** to re-enter the burning building.
9. The Lead ERC will contact the computer warden(s) to inform them of the emergency.
10. The Lead ERC will assist members of FSDERT and ESAs, as required, and will advise ESAs of any dangerous goods at the terminal.
10. The Lead ERC will wait for the arrival of the Fire Department and assist them in addressing the building fire. The Lead ERC will provide the Fire Department with relevant information and confirm the clearance of all people within the vicinity of the incident.
11. The Lead ERC will continue to control the scene and keep people at a safe distance.
12. The Lead ERC and/or Fire Warden will ensure that personnel do not re-enter the building(s) until the Lead ERC declares the area safe through the confirmation of the ESAs, which may include Fire Department and/or police.

**Figure 1** illustrates the locations of these designated marshaling areas.

**Expected Post-Construction  
Muster Station Locations**

**Legend**

- Project Development Area
- Project Access Corridor
- Muster Station
- Project Infrastructure
- + Proposed Project Rails
- Highway
- Road (Collector)
- Road (Local)
- Road (Gravel)

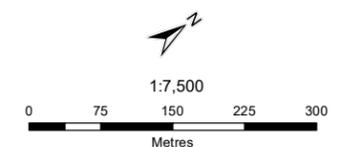


**Notes**

1. This map is not intended to be a "stand-alone" document, but a visual aid of the information contained within the referenced Report. It is intended to be used in conjunction with the scope of services and limitations described therein.
2. This extent should be considered approximate only.

**Sources**

- PDA obtained from BHP Billiton Ref: 40600-LO-DWG-00129.dwg
- Basemap: Ortho Imagery from City of Surrey.



NAD 1983 UTM Zone 10N  
Page Size: 11" x 17"

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**APPENDIX A**  
**Fraser Surrey Docks**  
**Emergency Response Plan**



# EMERGENCY RESPONSE PLAN

Doc. No. 40600-HS-PLN-00004 Rev A

Health and Safety Department

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#### HEALTH AND SAFETY POLICY

- ☐ All employees are entitled to a safe and healthy workplace.
- ☐ Workplace injuries, incidents and occupational disease are unacceptable and preventable.
- ☐ It's everyone's responsibility to come to work fit for duty and to work safely.

#### OUR RESPONSIBILITIES

Health and Safety is paramount at Fraser Surrey Docks. Everyone, regardless of position or seniority, has a role in creating and maintaining an injury free workplace. Our decisions and actions can affect our own personal safety and the safety of others regardless of where we work in the company.

Management has prime responsibility for managing and providing resources for health and safety. Supervisors are responsible for ensuring a healthy and safe work environment for employees under their direction, in compliance with applicable regulations and all Fraser Surrey Docks' policies and procedures.

Employees including all managers, supervisors and workers are responsible for working safely and in compliance with applicable regulations and all Fraser Surrey Docks policies and procedures. Everyone has the right to refuse unsafe work.

#### OUR COMMITMENT

- ☐ We will be in compliance with all applicable Health and Safety legislation and regulations including:
  - *Canada Labour Code*
  - *WorkSafeBC*
  - *Canadian Occupational Health and Safety Regulations (COHS)*
  - *Maritime Occupational Health and Safety Regulations (MOHS)*
  - *Canada Shipping Act*
  - *Warehouse Receipt Act*
  - *Transportation of Dangerous Goods (TDG)*
  - *International Maritime of Dangerous Goods (IMDG)*
  - *Canada Shipping Act – Tackle Regulations*
  - *Customs Sufferance Warehouse – Memorandum D4-1-4.*
- ☐ We will identify, assess and control foreseeable hazards to protect employees, contractors, visitors and physical assets from harm.
- ☐ We will report health and safety incidents, including near misses, and initiate preventive and corrective actions to avoid future incidents.
- ☐ We will establish and uphold proper safety standards for the maintenance of our facility and equipment to keep employees safe while on the job.
- ☐ We will implement work practices, procedures and training that will prevent injuries, occupational disease and reduce risk.
- ☐ We will work with and support our Health & Safety Committee to create a culture of awareness and understanding while obtaining input on issues impacting the health and safety of employees.
- ☐ We will strive for continual improvement of our health and safety management system and performance by setting goals and targets, monitoring performance and celebrating our success.

Date: February 20, 2015



Jeff Scott  
President and CEO

## INTRODUCTION

This Emergency Response Plan (ERP) has been developed to provide an organizational and procedural framework for responding to land-based *emergencies* at Fraser Surrey Docks (FSD). This response plan provides guidance and direction to the *Fraser Surrey Docks Emergency Response Team (FSDERT)* and the *Emergency Support Agencies (ESAs)* in order to:

- 1) minimize the human health, safety, environmental and property effects of an *emergency*;
- 2) coordinate the *FSDERT* effort within itself;
- 3) coordinate the *FSDERT* effort with that of *ESAs*; and,
- 4) facilitate and expedite the restoration of normal operating conditions on the site following an *emergency*.

The purpose of this response plan is not to provide a detailed procedure for every conceivable *emergency* that could occur at the *FSD site*. Doing this would create an unnecessarily complex and unwieldy document.

Situations for which the provisions of this response plan are designed are those land-based *emergency* incidents where there is a potential for severe consequences. This includes, but may not be limited to, the following situations that would affect *FSD* and would involve a risk to life, health, the environment or property:

### Man-made Emergencies

1. Fire and Explosion, including fire in a warehouse or other building, on a ship, or on mobile or other equipment.
2. Dangerous Goods Spill, including spill from a vessel, truck, rail car, container, or the lumber anti-sap stain dip tank.
3. Collision, including collision involving ship(s), rail car(s), motor vehicles(s) and dock equipment, fallen cargo.
4. Toxic Gas Accident, including rail, truck or shipping accidents involving toxic gas (es).
5. Acts of Aggression, including bomb threat, sabotage or vandalism.
6. Water Rescue, including drowning.
7. Power Outage.
8. Increases in MARSEC (Marine Security Levels)

### **Natural Emergencies**

1. Major Storm, including winter storms and electrical storms.
2. Earthquake, including minor and major earthquakes.
3. Flood.
4. Volcanic Ash Fall-out

These response procedures are part of FSD's overall ERP. General prevention, preparedness, and recovery procedures can be found in the ERP. Emergency types have been tabulated within this manual, and copies of required forms referred to throughout the manual can be found in Appendix 1 through Appendix 3.

## REGULATIONS

The ERP is intended to comply with all relevant federal and provincial acts, regulations and guidelines and objectives. The acts and regulations which are considered are as follows:

- British Columbia (BC) Environmental Management Act Spill Reporting Regulation (Province of British Columbia 1990);
- BC Guidelines for Industry Emergency Response Plans (BC MOE 2002);
- CAN/CSA Q634-M91 for Risk Analysis requirements and guidelines (Canadian Standards Association 1991);
- CAN/CSA-Z731-03 National Standard on emergency preparedness and response (Canadian Standards Association 2003);
- Canadian Environmental Protection Act, 1999 (S.C. 1999, c. 33);
- Canada Shipping Act, 2001 (S.C. 2001, c. 26);
- Canada Wildlife Act (Royal Society of Canada, 1985, c. W-9);
- Emergency Management Act (S.C. 2007, c. 15);
- Environmental Assessment Act, 2012 (Canadian Environmental Assessment Agency 2012);
- Species at Risk Act (S.C. 2002, c. 29): and
- Transportation of Dangerous Goods Act, (S.C. 1992, c. 34).

## HAZARDOUS MATERIALS LOCATIONS

<b>Diesel Fuel</b>	<ul style="list-style-type: none"> <li>• Fuel Pump Area – In Tank Storage Tanks - (2) 35,000 Liter Tanks</li> <li>• Mobile Fuel Truck</li> <li>• Diesel Shop</li> </ul>
<b>Gasoline</b>	<ul style="list-style-type: none"> <li>• Fuel Pump Area – In Tank Storage Tanks - (1) 25,000 Liter Tanks</li> <li>• Diesel Shop</li> </ul>
<b>Paint</b>	<ul style="list-style-type: none"> <li>• Parts Room – Diesel Shop</li> <li>• Parts Room – Shed 5</li> <li>• Carpenters Shop – Shed 5</li> <li>• Mechanical Storage Container – Shed 5 Crane Shop</li> </ul>
<b>Oxygen Cylinders</b>	<ul style="list-style-type: none"> <li>• Tire Shop</li> <li>• Welding Shop</li> <li>• Mechanical Storage Container – Shed 5 Crane Shop</li> </ul>
<b>Various Greases</b>	<ul style="list-style-type: none"> <li>• Parts Room in Metal Cabinets – Shed 5</li> <li>• Store Rooms – Diesel Shop</li> <li>• Parts Room – Shed 5</li> </ul>
<b>Anti-Freeze</b>	<ul style="list-style-type: none"> <li>• Store Rooms – Diesel Shop</li> <li>• Parts Room – Shed 5</li> </ul>
<b>Various Oils</b>	<ul style="list-style-type: none"> <li>• Oil Storage Container – Diesel Shop</li> <li>• Fort Knox (Foremen’s Parts Room) – Shed 5</li> </ul>
<b>Pressurized Containers</b>	<ul style="list-style-type: none"> <li>• Fort Knox (Foremen’s Parts Room) – Shed 5</li> <li>• Store Rooms – Diesel Shop</li> <li>• Sub 8 – Agri Facility</li> </ul>
<b>Propane</b>	<ul style="list-style-type: none"> <li>• Fort Knox (Foremen’s Parts Room) – Shed 5</li> <li>• Shed 1 Water Side – Large Cylinder</li> <li>• IDC Yard Near Foremen’s Trailer – Large Cylinder</li> <li>• Cafeteria – Large Cylinder</li> <li>• Diesel Shop – Large Cylinder</li> <li>• Propane Filling Station – Forklifts</li> </ul>
<b>Waste Oils</b>	<ul style="list-style-type: none"> <li>• Outside in Waste Container – Diesel Shop</li> </ul>
<b>Waste Batteries</b>	<ul style="list-style-type: none"> <li>• Storage Container – Shed 5</li> </ul>
<b>Tires</b>	<ul style="list-style-type: none"> <li>• Tire Yard – Outside Diesel Shop</li> </ul>
<b>Acetylene Containers</b>	<ul style="list-style-type: none"> <li>• Mechanical Storage Container – Shed 5 Crane Shop</li> <li>• Tire Shop</li> <li>• Welding Shop</li> </ul>

## **DEFINITION OF TERMS**

Certain terms used within the FSD's ERP have specific meanings. These terms are indicated by italic print and are defined in alphabetical order below:

***Access Control Officer (ACO):***

The person(s) responsible for the administration of port ID passes regaled through Fraser Surrey Docks.

***Alert:***

The emergency alert is the initial notification of an emergency. It is delivered by the on-scene party to Gate Security, who then passes it on according to the structure outlined in Section 2.2 of the Emergency Management Plan.

***Computer Warden:***

The Computer Warden is responsible for working with the *ERP Manager* to ensure the safety of electronic data and equipment.

***Vice President of Marketing and Customer Service:***

The V.P. of Marketing and Customer Service is responsible for ensuring that customers and suppliers are aware of emergency situations that affect their cargo or operations.

***Dangerous Goods:***

Dangerous Goods are those goods that pose a threat to human health, safety or the environment. Dangerous Goods require placards under the Transportation of Dangerous Goods Act.

***Emergency:***

An emergency is an unforeseen combination of circumstances resulting in a situation that requires immediate action to protect lives, property and/or the environment.

***Emergency Log:***

The emergency logs are intended to serve as a record of emergency events and mitigate measures taken during the course of an *emergency*. Emergency log books are kept in the *Health and Safety Managers Office*.

***Emergency Operations Centre (EOC):***

The EOC is the facility from which coordinated response to *emergencies* is conducted. Its primary purpose is to bring together and provide functional accommodation for those officials who would have the responsibility and authority to coordinate whatever

resources are required to save life and protect the environment and property.

***Emergency Radio Channel 8 and a Cell Phone:***

A radio and cell phone are carried at all times by the *Lead ERC*. It is intended to ensure that an *ERC* can always be reached in the event of an *emergency*. *The Lead ERC can be identified by contacting the security office 604-582-2213 or on the radio channel 8.*

***Emergency Plan Manager (EPM):***

The Health and Safety Management Department share the EPM responsibilities for overseeing the maintenance of the ERP.

***Emergency Response Coordinator (ERC):***

The ERCs are a group of Operations personnel trained in *Emergency Response Procedures*.

***Emergency Response Procedures:***

Emergency response procedures are all those general measures taken by *FSDERT* during an incident that prevent the loss of life and minimize damage to the facility, equipment and surrounding areas.

***Emergency Response Vehicle (ERV):***

The ERV is a van dedicated to emergency response. The ERV is stored at the main gate to permit quick response by *mobile security*.

***Evacuation Siren:***

The evacuation siren provides a long, continuous wail, audible across the site, and indicates that a major emergency has occurred requiring evacuation of the site. It is to be activated only on instruction by an *ERC* or *Emergency Support Agency*.

***Emergency Support Agencies (ESAs):***

ESAs are those external agencies that have agreed to assist *FSD* in the event of an emergency. These include the Surrey Fire Department, RCMP, Ambulance Service, Fraser River Port Authority, and the Ministry of the Environment, Lands & Parks, and Environmental Protection Division, as described in the ERP.

***First Aid Attendant:***

First Aid attendant is on-duty whenever there are more than eleven workers on-site, including Security staff.

***First Response Procedures:***

First Response procedures are all those specific measures taken by *FSDERT* during an incident that prevent the loss of life and minimize damage to the facility, equipment and surrounding areas.

***Fraser Surrey Docks Emergency Response Team (FSDERT):***

Indicates those employees designated within this *ERP* as responsible for responding to an *emergency*.

***Fraser Surrey Docks (FSD):***

Indicates the corporation, its officers and employees, and all associated facilities.

***FSD Site:***

Indicates the property, facilities and equipment owned or leased by FSD.

***Security:***

Security is the Security officer who is on duty at the gate at the time of an *emergency*. Security has emergency responsibilities as outlined in Section 1.3 of the ERP.

***Lead Emergency Response Coordinator (Lead ERC):***

The on-duty Superintendent will act as the Lead ERC as soon as they arrive at the *emergency* scene and will take over as lead to coordinate the scene with all aspects and parties including emergency agencies as per the ERP.

***Marine Facility Security Officers (MFSO):***

The person(s) responsible to develop and manage FSD's Security Plan in accordance with Transport Canada.

***Marsec:***

Referring to Marine Security. Marsec is a security level designated by Transport Canada.

There are 3 distinct levels of MARSEC:

**Marsec 1-** normal day to day operations - USA equivalent: yellow alert

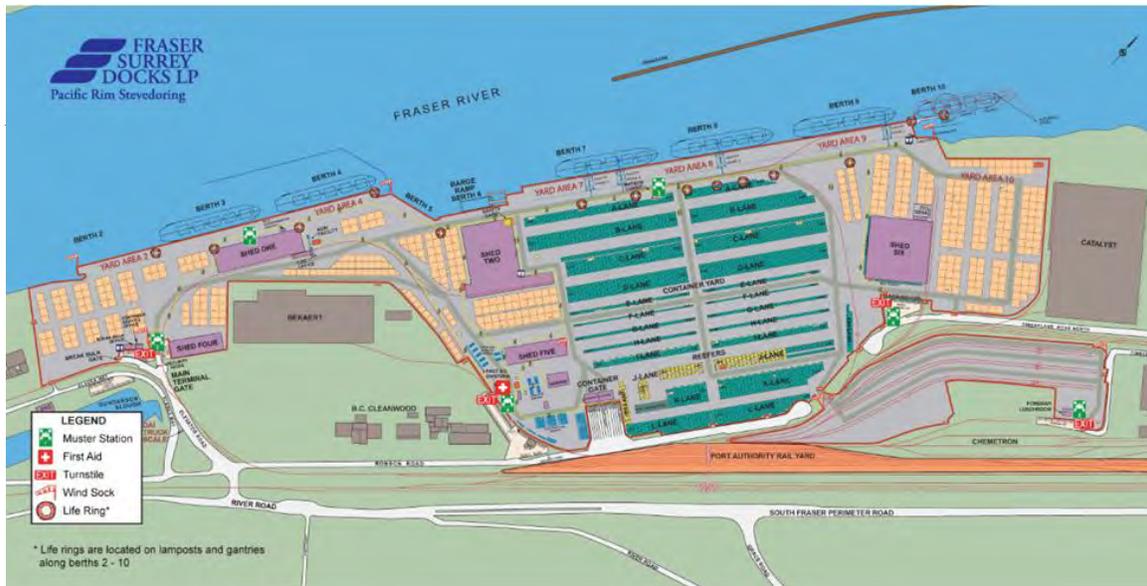
**Marsec 2-** heightened possibility of threat-USA equivalent: orange alert

**Marsec 3-** imminent threat or risk, or realized threat occurred - USA equivalent is "Red" alert

***Marshaling Areas (MA-1, MA-2, MA-3, MA-4, MA-5 and MA-6):***

Marshaling areas are selected by the *ERC* according to the dictates of the particular *emergency* situation. In the event of an *general evacuation signal*, all employees are to congregate at this marshaling area for roll call and to await further instructions from the *ERC*.

Below is a site map illustrating the locations of these designated marshaling areas:



Mobile Security is the Security officer assigned to roving the dock site in the Patrol Vehicle. Mobile Security is responsible for retrieving the *Emergency Response Vehicle* and proceeding to the *emergency*, as well as conducting other duties as outlined in Section 1.3 of the ERP.

***MSDS Binder/Electronic Online***

The MSDS Binder is a collection of Material Safety Data Sheets for all *Dangerous Goods* used on the *FSD site*. Copies of the MSDS Binder are retained in the Maintenance Shed, in Operations, at First Aid, and in the *Emergency Response Vehicle*.

Electronic copies of the MSDS are available online through MSDS Online.

***On-call Emergency Response Coordinator (On-call ERC):***

The ERCs rotate as the *On-call ERC* according to the weekend duty schedule. One ERC is designated as the *On-call ERC* at all times.

***On-Scene Commander:***

The On-Scene Commander (OSC) is the *emergency support agency* lead person responsible for coordinating emergency response. Frequently, the Fire Chief plays the role of On-Scene Commander when more than one agency is involved, although another person may play this role if he has more expertise.

***On-scene Party:***

The on-scene party is the person(s) discovering and reporting the *emergency* to *Gate Security*. The on-scene party is responsible for implementing the *Emergency Alert Procedures* and the *First Response Procedures*, if it is safe to do so. When a member of FSDERT or an *ESA* arrives at the scene, the on-scene party shall follow their instructions.

***Public Information Coordinator (PIC):***

The PIC is the sole media contact person (Jeff Scott and Jill Buchanan). The duties of the PIC are defined in Section 1.8 of the ERP.

***Response Procedures:***

Response procedures include all activities undertaken to mitigate the effects of an *emergency*. Response procedures are defined in this manual.

***Roll Call:***

Roll call is an organized accounting for all regular personnel. Roll call in an *emergency* is conducted by the appointed *Wardens*.

***Special Wastes:***

Special Wastes are defined in the BC Waste Management Act as:

- a) *Dangerous Goods* that are no longer used for their original purpose, including those that are:
  - i) recycled, treated or disposed
  - ii) intended for recycle, treatment or disposal, or
  - iii) in storage or transit before recycle, treatment or disposal
- b) PCB wastes;
- c) containing dioxins wastes;
- d) oil wastes;
- e) asbestos waste;
- f) pest control product containers and wastes containing pest control products, including wastes produced in the production of treated wood products using pest control products (excluding waste wood products treated with wood preservatives or wood protection products);

- g) leachable toxic waste;
- h) containing tetrachloroethylene waste; and,
- i) containing polycyclic aromatic hydrocarbons (PAH).

***Trained Personnel:***

Trained personnel are those persons who have undergone emergency response training.

***Wardens:***

The responsibilities of Wardens are defined in Section 1.5 of the ERP. They are responsible for coordinating an orderly evacuation from their portion of a building and conducting *roll calls*.

## *Government Agency Telephone List*

(24 hour numbers in bold)

AGENCY	DEPARTMENT	EMERG. No.	REGULAR No.
<b>Federal Agencies</b>			
CANUTEC	Hazardous Response Advice	<b>1-613-996-6666 or *666 on a cellular phone</b>	1-604-666-2955
Border Customs Agency	Marine Clearance General Info		1-800-461-9999
Environment Canada Weather Forecasts	Greater Vancouver Marine		(604) 664-9010 (604) 666-3655 (604) 664-9028  (604) 666-2739
Environmental Protection Service Canada	General info and reporting for an emergency pollution incident		1-800-663-3456
Fisheries and Oceans	Environmental Emergency Response  General Inquiries	<b>1-800-889-8852</b>	(604) 666-0384
Employment and Social Development Canada (ESDC)	(Land) Occupational Health and Safety	<b>1-800-641-4049</b>	
Transport Canada	(Marine) Occupational Health and Safety via Marine Communications and Traffic Services (MCTS)	<b>1-250-363-6333</b>	
Pacific Pilotage Authority	General Office Dispatch	<b>(604) 666-6776</b>	(604) 666-6771
Canadian Nuclear Safety Commission	Duty Officer	<b>1-613-995-0479</b>	
Transport Canada  Dangerous Goods	General Regional Director Marine Emergency – Pollution Control	<b>1-800-663-3456</b>	
Coast Guard	Marine & Aircraft Distress Response Services	<b>1-800-567-5111</b>	
<b>Provincial Agencies</b>			
Attorney General			
Coroner's Office	Chief Coroner New West Office		(604) 660-7739 (604) 660-7700
Victim Assistance	General Inquiries Policies Division		1-800-563-0808 (604) 660-5199
BC Environment, Lands & Parks	Provincial Emergency Program, floods, earthquakes, spills	<b>1-800-663-3456</b>	(604) 582-5200

Ministry of Health			
BC Ambulance Service Poison Control Centre	Emergency Non-Emergency	<b>911</b> <b>(604) 682-5050</b>	(604) 660-6897
Surrey Memorial Hospital Royal Columbian Hospital	General Patient Inquiries General Patient Inquiries		(604) 581-2211 (604) 588-3349 (604) 520-4253 (604) 520-4219
BC Transportation & Hwys.		<b>(604) 660-9770</b>	
Workers' Compensation Board of British Columbia	Main Switchboard		(604) 276-3100
City of New Westminster	City Hall Fire Department New Westminster Police	<b>911</b> <b>911</b>	(604) 521-3711 (604) 519-1000 (604) 525-5411
City of Surrey	City Hall Fire Department RCMP	<b>911</b> <b>911</b>	(604) 591-4011 (604) 543-6700 (604) 599-0502
Greater Vancouver Regional District	Watershed Management Waste Recycling Engineering & Construction		(604) 432-6450 (604) 436-6800 (604) 432-6405
Municipality of Delta	City Hall Fire Department Delta Police	<b>911</b> <b>911</b>	(604) 946-4141 (604) 946-8541 (604) 946-4411
<b>Other Agencies</b>			
BC Hydro	Electrical Emergencies Main Switchboard	<b>1-888-769-3766</b>	(604) 528-1600
BC Gas	Natural Gas Emergencies	<b>(604) 298-1400</b>	(604) 443-6500
TELUS	Repair Business Service	<b>611</b>	(604) 310-3100
BCMEA	Day Nightline	<b>(604) 685-3910</b>	(604) 688-1155
ILWU	Local 502 Local 514		(604) 580-8882 (604) 254-8154
Additional Spill Sorbents			
Aqua Guard Spill Response. Pigmalion Environmental			(604) 980-4899 (604) 273-2236

### Telephone List of FSD Neighbors

NEIGHBOUR	CONTACT	EMERGENCY No.	LOCATION
BC Cleanwood (Surewood)	Daryl Anderson (GM)	(604) 585-2511	
Catalyst	Darcy Adams	(604) 999-8772	
Chemetron	Randy Hill	(604) 580-5777	
Port Metro Vancouver		(604) 665-9086  OR Day time (604) 524-6655 Night time (604) 524-6656	Emergency Response Centre
Interfor Forest Products	Randy Chadney	(604) 587-4519	
Seaspan Ferries	John Fowlis (Maintenance Supervisor)	(604) 940-7245	
Westran Intermodal Transport	David Peacock	(604) 520-6366	
Westminster Tug Boats		(604) 522-4604	Main Office

RAIL NEIGHBOURS	CONTACT	EMERGENCY No.
BNSF Rail	Tim Vanpopta (Train Master)  Emergency Number	Cell-(604) 362-6080 Office-(604) 520-5230  (604) 522-7539
SRY Rail Link	Jason Bolt (Superintendent)  Emergency Number	Office (604) 527-6309 Cell (778) 873-2568  (604) 521-4821 or (604) 521-4822
CN Rail	Operations  Emergency Number	(604) 589-6663  (604) 604-588-2958
CP Rail	Operations  Emergency Number	(604) 944-5732  1-403-543-8448

**Note:** FSD internal telephone lists are distributed separately from this *Plan*.

## **1.0 EMERGENCY ALERT**

### **1.1 PROCEDURES**

This procedure is normally performed by any *FSD* employee or person. A person discovering an *emergency* shall, as appropriate:

1. Pull the **fire alarm** if building evacuation is required.
2. Using a **phone dial 911** and request an Ambulance, the Fire Department, and/or the Police.
3. Contact **First Aid (Local 216, 604-582-2216, 778-838-8624 or Radio Ch. 8)** if there are any injuries. Non-emergency number for First Aid 604-582-2248.
4. Always contact **Security (Local 213 or 235)** and transmit the following information:
  - a) Type of emergency (fire, explosion, chemical spill, etc.)
  - b) Number, type and severity of any injuries
  - c) Location of the emergency
  - d) Action taken so far
  - e) Any immediate concerns
  - f) Your name and phone local from which the call is being placed
5. **Security** will contact **BNSF (604-520-5203) to clear the rail tracks.**
6. **Security** will contact **Operations staff** and inform them of the situation.
7. Persons present at the *emergency* shall **initiate the appropriate *First Response procedures***, as described in the following sections, if it is safe to do so.
8. Persons present at the emergency will contact neighbouring companies so that they are made aware of the emergency incident if applicable.

Persons receiving an *alert* can record information on the following **form** (copies found in Appendix 1) to take down pertinent information. This form can also be copied and used to distribute information as required.

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## 1.2 EMERGENCY INFORMATION FORM

To be completed by the Emergency Response Coordinator:

 <p><b>FRASER SURREY DOCKS</b> Pacific Rim Stevedoring</p> <p>11060 Elevator Road Surrey, BC, V3V 2R7 Phone 604-581-2233, Fax 604-581-6488</p>	<h1>Emergency Information Form</h1> <p><b>Date:</b> _____ <b>Time:</b> _____</p>
<b>Description of Emergency:</b>	
<b>Number/Type/Severity of Injuries:</b>	
<b>Location of Emergency:</b>	
<b>Status of Response:</b>	
<b>Immediate Concerns, Implications or Instructions:</b>	
<b>Prepared by:</b> _____ <b>Position:</b> _____ <b>Telephone:</b> _____	

### 1.3 SECURITY PROCEDURES

This procedure is normally performed by *Security*. Upon receiving an *Emergency Alert*, *Security* shall complete the tasks outlined below:

EMERGENCY PLAN ACTIVATION				Time		
<input type="checkbox"/>	Call First Aid, if required					
<input type="checkbox"/>	Call 911, if required					
<input type="checkbox"/>	Contact Operations (Locals 231 or Security 604-582-2213) Name of Person Contacted:					
<input type="checkbox"/>	Contact <i>On-duty ERC</i> (Identified through Security 604-582-2213) Name of On-duty ERC:					
<input type="checkbox"/>	Contact BNSF to clear the rail track. Security will also assist to escort emergency responders to the incident immediately.					
<input type="checkbox"/>	Radio to retrieve <i>Emergency Response Vehicle (ERV)</i>					
<input type="checkbox"/>	Contact Health and Safety Manager Jonathan Unrau 778-838-7579 Local: 243					
<input type="checkbox"/>	<i>Mobile Security</i> takes <i>ERV</i> to <i>emergency</i> .					
<input type="checkbox"/>	Establish perimeter control.					
<input type="checkbox"/>	When an <i>ERC</i> arrives, take alternate transportation back to gate and escort <i>ESAs</i> to the <i>emergency</i> .					
<input type="checkbox"/>	Emergency Response Agencies escorted to the Emergency Scene					
	Organization	Equipment	Escorted By	In	Out	
SPECIAL INSTRUCTIONS				Time		
<input type="checkbox"/>	Front Gate Closed -- Ordered By:					
<input type="checkbox"/>	Rear Gate Closed -- Ordered By:					
<input type="checkbox"/>	Media Allowed In -- Authorized By Jeff Scott/Jill Buchanan					
	Organization	Name	Escorted To	Escorted By	In	Out
<input type="checkbox"/>	Additional Security -- Authorized By:					
	Number of Officers Ordered:		Time Required:			

## 1.4 EMERGENCY RESPONSE COORDINATOR (ERC) PROCEDURES

The following procedures are to be performed by the *ERC* or designate:

EMERGENCY RESPONSE ACTIVITIES		TIME																								
<input type="checkbox"/>	Proceed to Emergency Scene <u>if safe to do so</u> , and do a scene survey																									
<input type="checkbox"/>	Establish Perimeter Control																									
<input type="checkbox"/>	Remove injured persons from the danger area, <u>if it is safe to do so</u> . <b><i>Do not attempt to move anyone with suspected head, neck, or spinal injuries.</i></b>																									
<input type="checkbox"/>	Coordinate evacuation of buildings, areas or vessels as necessary Contact wardens and direct them to appropriate marshalling area: <input type="checkbox"/> Shed 5 - Second Floor Security (604-582-2213 OR 235) <input type="checkbox"/> Shed 5 - Crane Shop (Ground Floor) Raj Uppal (778-838-7846 OR 271) <input type="checkbox"/> Diesel Shop Jack Miller (778-838-7945) <input type="checkbox"/> Shed 1 Brent Sellers (778-838-7910) <input type="checkbox"/> Accounting/Customer Service Trailer Alisa Sahbaz (604-345-5449) <input type="checkbox"/> Brady Erno (778-838-5719 OR 268)																									
<input type="checkbox"/>	Contact Computer Wardens: <input type="checkbox"/> Shed 5 – Second Floor Keith Leclerc (778-838-4040) Matthew Pederson (778-838-6920) Nazario Barriga (778-227-1606)																									
<input type="checkbox"/>	Contact Health & Safety Department if appropriate: <input type="checkbox"/> Jonathan Unrau (778-838-2243) <input type="checkbox"/> Mark Quon (778-838-8402)																									
<input type="checkbox"/>	Contact <i>PIC</i> and pass on critical information (Update <i>PIC</i> regularly): <input type="checkbox"/> Jeff Scott (778-838-8471 OR 230) <input type="checkbox"/> Jill Buchanan (778-772-8025 OR 244)																									
<input type="checkbox"/>	If emergency is on the water, contact: Port Metro Vancouver Name: 604-665-9086 Transport Canada Ship Safety Name: 604-666-6011																									
<input type="checkbox"/>	If ships are involved or threatened, contact Vessel and Ship's Agent: <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:25%;">Vessel Name</th> <th style="width:15%;">Berth</th> <th style="width:30%;">Captain or Mate</th> <th style="width:30%;">Ship's Agent</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Vessel Name	Berth	Captain or Mate	Ship's Agent																					
Vessel Name	Berth	Captain or Mate	Ship's Agent																							
<input type="checkbox"/>	Contact neighbouring companies if assistance is required or their sites are threatened ( <b><i>Numbers located in Agency Telephone List section</i></b> )																									
<input type="checkbox"/>	Begin First Response as outlined in the ERP document: <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="width:33%;">Fire and Explosion</td> <td style="width:17%;">Page-35</td> <td style="width:33%;">Power Outage</td> <td style="width:17%;">Page-72</td> </tr> <tr> <td>Chemicals &amp; Dangerous Goods Spill</td> <td>Page-46</td> <td>Major Storm</td> <td>Page-73</td> </tr> <tr> <td>Collision</td> <td>Page-60</td> <td>Earthquake</td> <td>Page-74</td> </tr> <tr> <td>Toxic Gas</td> <td>Page-60</td> <td>Floods</td> <td>Page-76</td> </tr> <tr> <td>Bomb or Sabotage Threat</td> <td>Page-64</td> <td>Volcanic Ash Fall-Out</td> <td>Page-94</td> </tr> <tr> <td>Water Rescue</td> <td>Page-70</td> <td> </td> <td> </td> </tr> </tbody> </table>	Fire and Explosion	Page-35	Power Outage	Page-72	Chemicals & Dangerous Goods Spill	Page-46	Major Storm	Page-73	Collision	Page-60	Earthquake	Page-74	Toxic Gas	Page-60	Floods	Page-76	Bomb or Sabotage Threat	Page-64	Volcanic Ash Fall-Out	Page-94	Water Rescue	Page-70			
Fire and Explosion	Page-35	Power Outage	Page-72																							
Chemicals & Dangerous Goods Spill	Page-46	Major Storm	Page-73																							
Collision	Page-60	Earthquake	Page-74																							
Toxic Gas	Page-60	Floods	Page-76																							
Bomb or Sabotage Threat	Page-64	Volcanic Ash Fall-Out	Page-94																							
Water Rescue	Page-70																									

## 1.5 WARDENS

### Wardens

Wardens play an important role in ensuring each building is prepared for an emergency. Along with the emergency plan, wardens are an important risk control measure to ensure that the site is prepared should an emergency situation, potentially a fire, occurs.

Key duties of the fire wardens include:

- To assist in implementing and improving effective emergency procedures in the workplace;
- To help prevent emergencies by monitoring the adequacy of the hazardous risk control measures;
- To raise awareness with other staff about the various hazards that exist;
- To instruct workers/contractors/visitors how to respond in an emergency;
- To lead the fire drills and real evacuation procedures-each appointed warden must be familiar with all escape routes and exits from their designated area;
- To ensure all workers/contractors/visitors are accounted for during an evacuation; and,
- To assist all people on site should an emergency occur, including assisting people with special needs (ex: helping someone in a wheelchair to evacuate).

If the emergency (fire) alarm/siren is sounded, wardens have a duty to assist in the safe evacuation of workers/contractors/visitors from the hazard immediately, and to ensure that their designated area has been cleared.

During an evacuation, wardens need to:

- Direct everyone to leave the building using all the appropriate routes and exits (and not inappropriate exits such as lifts);
- Check all accessible spaces in work spaces, including the bathroom, to make sure everyone is evacuated – this should be done on the way out of the building so that the warden isn't putting themselves at risk by re-entering the evacuated area;
- Close each door upon inspection starting from one end of the building working their way towards the emergency exit. Closing each door will also help isolate the various hazards; and,
- Guide everyone to the assembly area and assist in checking that everyone has arrived safely using the Roll Call form and communicating with the ERC upon arrival.

*Below are the list of appointed wardens for the following buildings:*

<b>BUILDING/TRAILER</b>	<b>APPOINTED WARDENS</b>	<b>CONTACT</b>
Shed 5-Ground Floor	Raj Uppal	778-838-7846
Shed 5-2 <sup>nd</sup> Floor	Security	604-582-2213
Diesel Shop	Brent Sellers Jack Miller	778-838-7910 778-838-7945
Shed 1	Alisa Sahbaz	604-345-5449
Accounting/Customer Service Trailer	Brady Erno	778-838-5719

### **Computer Wardens**

The computer wardens (IT Department worker(s)) are responsible for working with the ERP to ensure the safety and security of all electronic data and equipment in the building being affected by the hazard.

The ERC will contact the computer wardens to inform them of the affected building(s).

<b>COMPUTER WARDENS</b>	<b>CONTACT</b>
Keith Leclerc	778-838-4040
Matthew Pederson	778-838-6920
Nazario Barriga	778-227-1606

The computer wardens can complete this remotely if the emergency situation warrants it.

## 1.6 EVACUATION INSTRUCTIONS

In the event that an evacuation is required, the *wardens* are responsible for evacuating buildings and areas. The following procedures should be completed:

EVACUATION INSTRUCTIONS		TIME
<input type="checkbox"/>	Ordered By:	
<input type="checkbox"/>	Area(s) to be evacuated:	
<input type="checkbox"/>	Marshalling Area:	
<input type="checkbox"/>	Special Instructions:	
<input type="checkbox"/>	Warn all persons in your area to evacuate	
<input type="checkbox"/>	Close windows and doors Turn off electrical equipment -if there is no danger of explosive gases	
<input type="checkbox"/>	Conduct a roll call using the appropriate document for the building. Instruct persons not to leave the marshalling area until directed to do so. Report any missing persons to the ERC.	

## 1.7 EMERGENCY ROLL CALL FORMS-VARIOUS BUILDINGS

In the event that an evacuation is required, the *wardens* are responsible for evacuating buildings and areas utilizing the appropriate emergency roll call forms and escorting to the nearest Muster Station adjacent to their building below:

- Shed 5-Ground Floor → **Muster Station 4**
- Shed 5 – 2<sup>nd</sup> Floor → **Muster Station 4**
- Diesel Shop → **Muster Station 4**
- Shed 1 → **Muster Station 2**
- Accounting/Customer Service Trailer → **Muster Station 1**

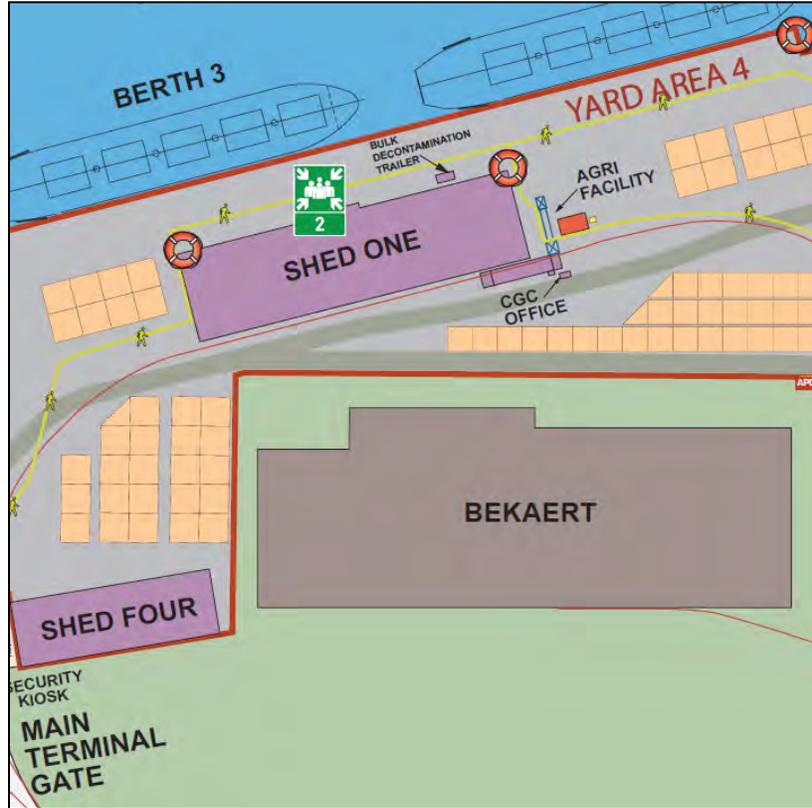
### Note:

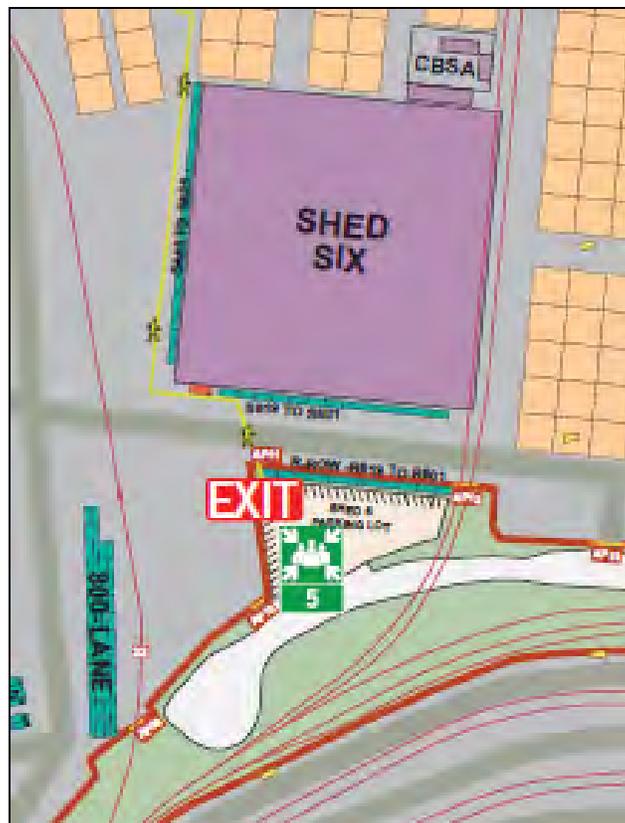
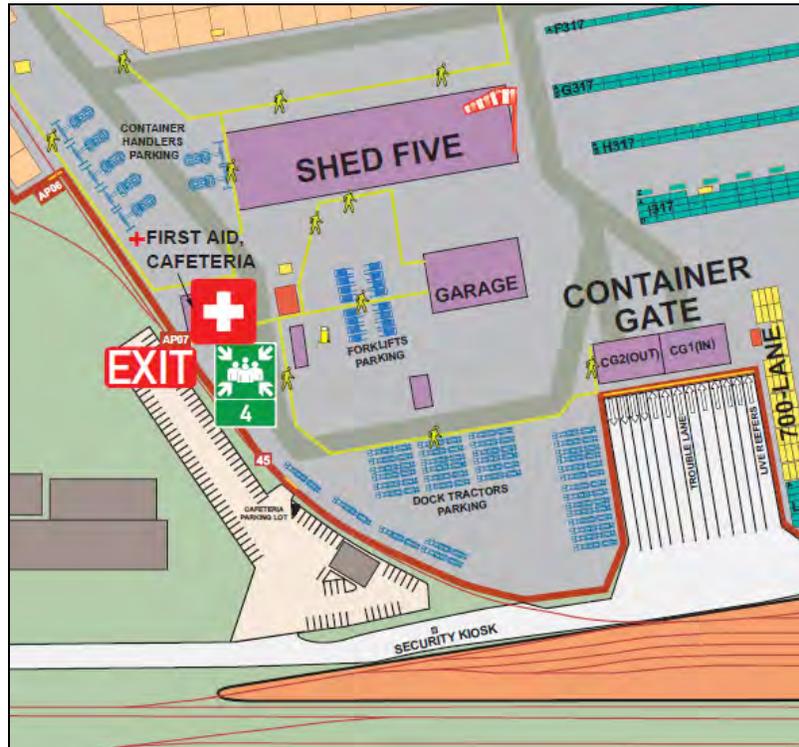
Due to challenges related to designating a permanent Warden for other locations the following operations on site should muster to the nearest Muster Station in the vicinity and/or a safe location away from the emergency hazard. This could include the following situations:

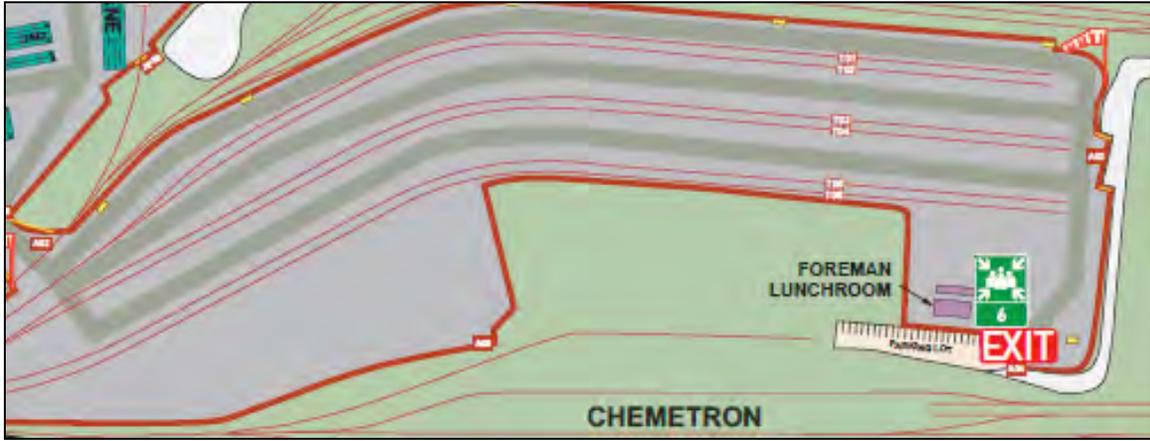
- Yard Areas/Berths 2 through 4 → **Muster Stations 1 or 2**
- Yard Areas/Berths 5 through 6 → **Muster Stations 2 or 4**

- Yard Areas/Berths 7 through 9→Muster Station 3
- Yard Areas 9/10→Muster Station 5
- Container Gate→Muster Station 4
- Container Yard→Muster Station 4 or 5
- IDC Yard Including Foremen/Switch Crew Trailers→Muster Station 6
- Breakbulk Gate→Muster Station 1











			<b><u>Fraser Surrey Docks Shed 5 - Level 2: Employee Roll Call</u></b>		
<b>DATE:</b>			<b>TIME:</b>		
<b>INCIDENT:</b> Fire Emergency Response Drill					
<b>Roll Call Performed by VIPS:</b> (Print name)					
<b><u>Health &amp; Safety Department:</u></b> <b><u>Management</u></b>			PRESENT (√)	ABSENT (X)	COMMENTS
1	Jonathan UNRAU	PP#			
2	Mark QUON	PP# 78305			
<b><u>IT Department:</u></b>			PRESENT (√)	ABSENT (X)	COMMENTS
3	Matthew PEDERSEN	PP# 78320			
4	Keith LECLERC	PP#			
5	Nazario BARRIGA	PP#			
<b><u>Maintenance Department:</u></b> <b><u>Management</u></b>			PRESENT (√)	ABSENT (X)	COMMENTS
6	Jurgen FRANKE	PP# 77259			
7	Manraj (Raj) UPPAL	PP# 78323			
<b><u>Operations Department:</u></b>			PRESENT (√)	ABSENT (X)	COMMENTS
8	Chris ARMER	PP# 34588			
9	Steve ARMSTRONG	PP# 61289			
10	Cliff CHERNOFF	PP# 9347			
11	Jarrett LONG	PP#			
12	Patrick JULIEN	PP#			
13	Wayne HONEYMAN	PP# 77256			
14	Tim KJELLBOTN	PP# 5573			
15	David MARTIN	PP# 71173			
16	Ahmad NASSERJAH	PP# 34643			
17	Ralph RODRIGUEZ	PP# 48648			
18	Tracy STRAND	PP# 78319			
19	Lindsey THORLEY	PP#			
20	Jerry JENNINGS	PP# 78322			
21	Andrew WHIFFEN	PP# 68116			
22	Troy WINGERAK	PP#			
23	Haley CROWE	PP#			
24	Jaimie KATZ	PP#			
<b><u>Maintenance Department:</u></b> <b><u>Foremen</u></b>			PRESENT (√)	ABSENT (X)	COMMENTS
25	Paul BOUCHARD	PP# 35099			
26	Mike CRAVAGNA	PP# 78288			
27	Patrick KEOGH	PP# 78296			
<b><u>Additional Workers:</u></b> <b><u>(Contractors, etc.)</u></b>			PRESENT (√)	ABSENT (X)	COMMENTS
28	Richard HOATH	PP# 12286			
29	Robert MEIER	PP# 2895			
30	Craig WILSON	PP# 57273			
<b>Return To Health &amp; Safety Department Upon Completion</b>					





			<b>Fraser Surrey Docks Accounting &amp; Customer Service Trailer: Employee Roll Call</b>			
<b>DATE:</b>			<b>TIME:</b>			
<b>INCIDENT: Fire Emergency Response Drill</b>						
<b>Roll Call Performed by: Brady Erno</b>						
<b>Accounting Trailer: Management</b>			<b>PRESENT (√)</b>	<b>ABSENT (X)</b>	<b>COMMENTS</b>	
1	Jennifer NISHI	PP#				
2	Anton BONEV	PP#				
3	Charmagne MUNOZ	PP#				
4	Manjit GILL	PP#				
5	Frances HARASEMCHUK	PP#				
6	Mike MCLEOD	PP#				
7	Brady ERNO	PP#				
<b>Accounting Trailer: Workers</b>			<b>PRESENT (√)</b>	<b>ABSENT (X)</b>	<b>COMMENTS</b>	
8	Kelly ISLEY	PP# 78320				
9	Krista SAHLY	PP#				
10	Michelle STEELE	PP#				
11	Barb MARTIN	PP#				
12	Jennifer SINCLAIR	PP#				
13	Mary ZHAO	PP#				
<b>Customer Service Trailer: Workers</b>			<b>PRESENT (√)</b>	<b>ABSENT (X)</b>	<b>COMMENTS</b>	
14	Diane MCLEOD	PP#				
15	Amber HUTT	PP#				
16	Heidi KIMMERLY	PP#				
17	Janet KLEIN	PP#				
18	Linda LAHAY	PP#				
19	Roxanne FELTON	PP#				
20	Stephanie HENDERSON	PP#				
21	Kimberly COWTON	PP#				
<b>Return To H+A1:Q4 Health &amp; Safety Department Upon Completion</b>						

## 1.8 PUBLIC INFORMATION COORDINATOR (PIC)

### 1.8.1 PROCEDURES

The following procedures are to be performed by the *PIC* or designate:

COMMUNICATION ACTIVITIES				TIME
<input type="checkbox"/>	Contact Executive Assistant – Alisa Sahbaz (604-345-5449) and inform them of the situation.			
<input type="checkbox"/>	Contact PMV (604-524-6655) or Nightline (604-524-6656) if emergency is major or if it threatens FRHC property. <input type="checkbox"/> Primary Responder as per on call list <input type="checkbox"/> Public Affairs – John Parker Jervis (604) 665-9267			
<input type="checkbox"/>	Contact City Hall/Mayor if emergency threatens local population <input type="checkbox"/> Surrey City Hall: 604-591-4011 <input type="checkbox"/> Delta Municipal Hall: 604-946-4141			
<input type="checkbox"/>	Contact Customer Service to inform customers or suppliers: <input type="checkbox"/> Brady Erno Local 268 Cell: 778-838-5719			
<input type="checkbox"/>	Contact Labour Canada (604-666-2205 - Emergencies) if Longshoremen are injured or evacuation is required.			
<input type="checkbox"/>	Contact ILWU if Longshoremen are involved or if emergency is major. <input type="checkbox"/> Local 502: 604-580-8882 <input type="checkbox"/> Local 514: 604-298-9684			
<input type="checkbox"/>	Contact PIC Jeff Scott and inform him of the situation 778-838-8471 (Cellular)			
<input type="checkbox"/>	Contact PIC-Jill Buchanan and inform her of the situation 778-772-8025 (Cellular)			
<input type="checkbox"/>	Contact Media if appropriate or if it is necessary to inform public *Always return calls to media and advise when emergency has been resolved.			
		<b>Phone</b>	<b>Fax</b>	<b>Assigned Reporter</b>
	Broadcast News Wire Service	604-687-2464 604-687-1662	604-687-5040 604-687-5040	Radio Media Print Media
	Radio <input type="checkbox"/> CKNW <input type="checkbox"/> CBC	604-524-2566 604-662-6900	604-331-2787 604-662-6913	
	TV <input type="checkbox"/> BCTV <input type="checkbox"/> Global <input type="checkbox"/> CBC	604-421-9494 604-876-1354 604-662-6801	604-421-9466 604-874-5206 604-662-6878	
	Print <input type="checkbox"/> Sun <input type="checkbox"/> Province <input type="checkbox"/> Leader <input type="checkbox"/> Optimist <input type="checkbox"/> Now	604-605-2180 604-605-2063 604-588-4313 604-946-4451 604-572-0064	604-605-2323 604-605-2720 604-588-1863 604-946-5680 604-572-6438	
	Other <input type="checkbox"/>			
<input type="checkbox"/>	Contact BCMEA if emergency is major (604-688-1155 or Nights 604-685-3910)			
<input type="checkbox"/>	Proceed to Emergency Scene <u>if it is safe to do so</u>			

**1.8.2 PRESS RELEASE BULLETIN**

The PIR or designate can issue a press release using the Press Release Form below:

 <p><b>FRASER SURREY DOCKS</b> Pacific Rim Stevedoring</p> <p>11060 Elevator Road Surrey, BC, V3V 2R7 Phone 604-581-2233 Fax 604-581-6488</p>	<h2 style="margin: 0;">PRESS RELEASE FORM</h2> <p><b>Date:</b></p> <p><b>Time:</b></p>
<b>Description of Emergency:</b>	
<b>Location of Emergency:</b>	
<b>Number/Type/Severity of Injuries:</b>	
<b>Agencies Responding:</b> <input type="checkbox"/> Surrey Fire Dept. <input type="checkbox"/> Environment Canada <input type="checkbox"/> Port Metro Vancouver <input type="checkbox"/> BC Ambulance <input type="checkbox"/> Labour Canada <input type="checkbox"/> <input type="checkbox"/> RCMP <input type="checkbox"/> Coast Guard <input type="checkbox"/>	
<b>Status of Response:</b>	
<b>Any Immediate Concerns:</b>	
<b>Future Actions:</b>	
Release prepared by: Position:	Signature: Contact Number:

## **1.9 RECEPTION PROCEDURES**

The form on page 20 is to be completed by Security from information provided by the *PIC* and circulated as follows:

- |                                            |                                               |                                                       |
|--------------------------------------------|-----------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Shed 1            | <input type="checkbox"/> Cafeteria/Lunch Room | <input type="checkbox"/> Foreman's Trailer            |
| <input type="checkbox"/> Shed 5 Operations | <input type="checkbox"/> Diesel Shop          | <input type="checkbox"/> Switch Crew Trailer          |
| <input type="checkbox"/> Shed 5 Crane Shop | <input type="checkbox"/> Container Gate       | <input type="checkbox"/> Matson Tower/Lashers Trailer |
| <input type="checkbox"/> Break Bulk Gate   | <input type="checkbox"/> Accounting Trailer   | <input type="checkbox"/> Customer Service Trailer     |
| <input type="checkbox"/> Security          |                                               |                                                       |

## **1.10 CUSTOMER SERVICE PROCEDURES**

The *V.P. of Marketing and Customer Service* or designate shall inform customers of the status of the *emergency* situations at *FSD* when it affects, or could affect, their cargo or operations using the form Customer & Supplier Bulletin below or if suitable, the form on page 31 can be used as a bulletin. Information will be provided by the *PIC*, *ERCs* and Reception. For a customer list, please contact Brady Erno at 778-838-5719 or local 268.



## **CUSTOMER & SUPPLIER BULLETIN**

11060 Elevator Road  
Surrey, BC, V3V 2R7  
Phone 604-581-2233  
Fax 604-581-6488

**Date:**

**Time:**

**Description of Type and Extent of Emergency:**

**Status of Response:**

**Implications for our Customers & Suppliers:**

**Special Requests:**

**Information Prepared by:**

**Position:**

**Contact Number:**

## **2.0 SIRENS**

The control button to activate the sirens on dock are located in secured Security room of Shed 5 Level 2. Security will only activate and deactivate this alarm with direction of the lead ERC, and/or ERC (Superintendent and/or H&S Management representative).

### **2.1 PROCEDURES (>10 SECONDS)**

In the event the siren on-site sounds for greater than 10 seconds, all FSD staff, contractors, visitors and workers will evacuate buildings and immediately proceed to the nearest marshalling areas. The instructions of area wardens shall be followed as per Section 1.5 and 1.6 respectively.

### **2.2 PROCEDURES (<10 SECONDS)**

A siren that sounds for a period less than 10 seconds is likely sounded for testing purposes only and should be ignored. For other than testing purposes, the siren shall only be sounded in the event of an emergency that could affect the health and well-being of everyone on the FSD site. The FSD siren will be tested twice in each calendar year.

## **3.0 FIRE AND/OR EXPLOSION RESPONSE PLAN**

### **3.1 MINOR FIRES**

#### **3.1.1 CHEMICAL FIRES: PROCEDURES**

Fire residues may contain highly toxic materials requiring respiratory protection and impermeable protective clothing to prevent exposure through skin contact, or inhalation of toxic vapors, smoke or soot.

The person(s) identifying the chemical fire should not in any event attempt to fight a toxic chemical fire under any means for health and safety concerns.

1. If the chemical fire is within a building room than the person(s) will immediately back out of the space and if possible close the door and seal if possible.
2. All workers/visitors/contractors will evacuate the immediate vicinity and proceed to a muster point or safe location upwind of the chemical fire. The warden(s) will evacuate and document all persons from the building as per Sections 1.5 through 1.7 of the ERP.
3. The person(s) should call 911 and request the Surrey Fire Department if possible.
4. The person(s) should call Security at 604-520-5203/local 213 or 235/Channel 8.

- Security may need to assist with calling 911 and request emergency responder assistance. Security will contact BNSF rail to clear the rail track. Security will also assist to escort emergency responders to the incident immediately.
5. The Lead ERC upon arrival at the incident will take lead of the scene and ensure that all workers have evacuated the immediate vicinity to the designated muster point or a safe location away from the fire.
  6. The Lead ERC will meet with the warden(s) if applicable to ensure all workers are accounted for during the evacuation.
  7. The Lead ERC will collect information (MSDS) on any *Dangerous Goods* involved in, or close to, the fire. The Lead ERC will ensure this information is presented to the fire department upon arrival.
  8. The Lead ERC will direct and coordinate to seal nearby storm sewers and set up a berm along the berth face to prevent toxic run-off from entering the river.
  9. The Lead ERC will wait for the arrival of the fire department and assist them to address the chemical fire. The Lead ERC will provide the fire department with pertaining information of the chemical substance and confirm the clearance of the vicinity of all people.
  10. The Lead ERC will continue to control the scene and keep people at a safe distance, as per the ERP.

### **3.1.2 COMPRESSED AIR OR FLAMMABLE GAS FIRE: PROCEDURES**

There is the potential that compressed gas cylinders will explode catastrophically and with no warning. Compressed gases on site include the propane tanks, oxygen tanks and acetylene welding tanks.

The person(s) identifying the compressed air or flammable gas fire should not in any event attempt to fight a fire involving compressed or flammable gas under any means for health and safety concerns.

1. All workers/visitors/contractors will evacuate the immediate vicinity and proceed to a muster point or safe location upwind. The warden(s) will evacuate and document all persons from the building as per Sections 1.5 through 1.7 of the ERP.
2. The person(s) should call 911 and request the Surrey Fire Department if possible.
3. The person(s) should call Security at 604-520-5203/local 213 or 235/Channel 8.

Security may need to assist with calling 911 and request emergency responder assistance. Security will contact BNSF rail to clear the rail track. Security will also assist to escort emergency responders to the incident immediately.

4. The Lead ERC upon arrival at the incident will take lead of the scene and ensure that all workers have evacuated the immediate vicinity to the designated muster point or a safe location away from the fire.
5. The Lead ERC will meet with the fire warden(s) if applicable to ensure all workers are accounted for during the evacuation.
6. The Lead ERC will collect information (MSDS) on any *Dangerous Goods* involved in, or close to, the fire. The Lead ERC will ensure this information is presented to the fire department upon arrival.
7. The Lead ERC will wait for the arrival of the fire department and assist them to address the compressed air or flammable fire. The Lead ERC will provide the fire department with pertaining information of the substance and confirm the clearance of the vicinity of all people.
8. The Lead ERC will continue to control the scene and keep people at a safe distance, as per the ERP.

### **3.1.3 LOCALIZED FIRES: PROCEDURES**

A fire extinguisher can be a lifesaver. Placed near an exit, in an easy-to-grab spot, it can put out a small fire before the firefighters arrive, or at least suppress the flames while you escape.

All household extinguishers are classified A, B, or C (or a combination of these) on the label to indicate which types of fires-ordinary combustibles, flammable liquids, or electrical-you can use them on. Many are classified A:B:C and fight all 3 types of fires.

The main distinction among home extinguishers is size. In most cases bigger is better, but sometimes the biggest extinguishers are too heavy to maneuver. (The weight on an extinguisher refers to the amount of chemical inside; the canister adds several more pounds.) There's also a difference between rechargeable extinguishers, with metal valves, and disposable ones, which have plastic valves. A rechargeable one will cost more, but refiling it once the pressure gauge shows that use or time has depleted the contents is still less expensive than buying a new disposable one.

***Using an Extinguisher:***

Keep extinguishers where you can see and reach them easily, near the room's exit. This way you can fight the fire with your back to the door and make a quick escape if flames get out of control.

To help you remember how to use an extinguisher, use the acronym **PASS**:

**P**ull the extinguisher's safety pin.

**A**im the chemical at the source of the flames rather than at the flames themselves, standing at least 6 feet from the fire (or as directed on the extinguisher's label).

**S**queeze the trigger and hold it, keeping the extinguisher upright.

**S**weep the source of the flames until the extinguisher runs dry.

Whenever you have used an extinguisher, whether or not it is completely empty, you must replace it or refill it right away. Same goes with any extinguisher whose pressure gauge slips out of the green zone into red over time. Fire extinguisher companies charge about \$15 to refill a typical 5-pound A:B:C extinguisher, provided it has a metal valve. Extinguishers with plastic valves are not refillable and should be discarded after use.

***Class of Fires for Proper Type of Fire Extinguishers:***

**Class A: Ordinary combustibles**



Class A fires consist of ordinary combustibles such as wood, paper, fabric, and most kinds of trash.

**Class B/C: Flammable liquid and gas**



A CO2 fire extinguisher rated for flammable liquids and gasses

These are fires whose fuel is flammable or combustible liquid or gas. The US system designates all such fires "Class B". In the European/Australian system, flammable liquids are designated "Class B", while burning gases are separately designated "Class C". These fires follow the same basic fire tetrahedron (heat, fuel, oxygen, chemical reaction) as

ordinary combustible fires, except that the fuel in question is a flammable liquid such as gasoline, or gas such as natural gas. A solid stream of water should never be used to extinguish this type because it can cause the fuel to scatter, spreading the flames. The most effective way to extinguish a liquid or gas fueled fire is by inhibiting the chemical chain reaction of the fire, which is done by dry chemical and Halon extinguishing agents, although smothering with CO<sub>2</sub> or, for liquids, foam is also effective. Halon has fallen out of favor in recent times because it is an ozone-depleting material; the Montreal Protocol declares that Halon should no longer be used. Chemicals such as FM-200 are now the recommended halogenated suppressant.

### **Class C or Class E: Electrical**



Electrical fires are fires involving potentially energized electrical equipment. The US system designates these "Class C"; the Australian system designates them "Class E". This sort of fire may be caused by short-circuiting machinery or overloaded electrical cables. These fires can be a severe hazard to firefighters using water or other conductive agents, as electricity may be conducted from the fire, through water, to the firefighter's body, and then earth. Electrical shocks have caused many firefighter deaths.

Electrical fire may be fought in the same way as an ordinary combustible fire, but water, foam, and other conductive agents are not to be used. While the fire is or possibly could be electrically energized, it can be fought with any extinguishing agent rated for electrical fire. Carbon dioxide CO<sub>2</sub>, NOVEC 1230, FM-200 and dry chemical powder extinguishers such as PKP and even baking soda are especially suited to extinguishing this sort of fire. PKP should be a last resort solution to extinguishing the fire due to its corrosive tendencies. Once electricity is shut off to the equipment involved, it will generally become an ordinary combustible fire.

In Europe, "electrical fires" are no longer recognized as a separate class of fire as electricity itself cannot burn. The items around the electrical sources may burn. By turning the electrical source off, the fire can be fought by one of the other class of fire extinguishers.

### **Class D: Metal**



Class D fires consist of combustible metals such as magnesium, potassium, titanium and zirconium.

With the exception of the metals that burn in contact with air or water (for example, sodium), masses of combustible metals do not represent unusual fire risks because they have the ability to conduct heat away from hot spots so efficiently that the heat of combustion cannot be maintained—this means that it will require a lot of heat to ignite a mass of combustible metal. Generally, metal fire risks exist when sawdust, machine shavings and other metal 'fines' are present. Generally, these fires can be ignited by the same types of ignition sources that would start other common fires.

Water and other common firefighting materials can excite metal fires and make them worse. The National Fire Protection Association (NFPA) recommends that metal fires be fought with dry powder extinguishing agents. Dry powder agents work by smothering and heat absorption. The most common of these agents are sodium chloride granules and graphite powder. In recent years powdered copper has also come into use.

Some extinguishers are labeled as containing *dry chemical* extinguishing agents. This may be confused with *dry powder*. The two are not the same. Using a dry chemical extinguisher in error, in place of dry powder, can be ineffective or actually increase the intensity of a metal fire.

Metal fires represent a unique hazard because people are often not aware of the characteristics of these fires and are not properly prepared to fight them. Therefore, even a small metal fire can spread and become a larger fire in the surrounding ordinary combustible materials. Only dry powder should ever be used to extinguish a metal fire.

### **Class K or Class F: Cooking oils and fats (kitchen fires)**



Class K fires involve unsaturated cooking oils in well-insulated cooking appliances located in commercial kitchens.

Fires that involve cooking oils or fats are designated "Class K" under the American system, and "Class F" under the European/Australasian systems. Though such fires are technically a subclass of the flammable liquid/gas class, the special characteristics of these types of fires, namely the higher flash point, are considered important enough to

recognize separately. Watermist can be used to extinguish such fires. Appropriate fire extinguishers may also have hoods over them that help extinguish the fire. Sometimes fire blankets are used to stop a fire in a kitchen or on a stove.

- 1 Only fight a fire if other people are available to act as back up.
- 2 Stay between the fire and the exit at all times. If outside, stay upwind of fire.
- 3 Place compatible absorbent over any spilled liquid and follow the *Dangerous Goods Spill First Response* procedures, if appropriate.
- 4 If a *Dangerous Good* is involved in the *emergency*, deposit soiled clothing in appropriate receptacles for disposal in accordance with environmental regulations.  
  
The plastic garbage pails stored in the *ERV* can be used for this purpose. Do not wear contaminated clothing beyond the clean-up area.
- 5 Wash thoroughly with soap and water as soon as possible upon leaving the emergency area.
- 6 Use an appropriate fire extinguisher (do not use water on an electrical or chemical fire).

Fire extinguishers are located throughout every building and dock vehicles/machines at FSD.

### **3.1.4 FIRES ON MOBILE EQUIPMENT**

Fires on mobile equipment can present multiple types of health and safety hazards to operators, worker's in the vicinity and cause large costs in damages to the equipment. Mobile equipment types are not limited to various bulk conveyors, various machines on the work site includes front end loaders, reach stackers, lift truck machines, gantries and dock pick-up trucks.

Below are potential fire hazards that can occur on various mobile equipment:

1. Engine compartment – The engine compartment contains an assortment of fluids, fuels, oils, and greases as well as congested wires, hoses, and accumulated debris, all very near high heat sources.
2. Battery compartments – Battery compartments are a potential fire hazard when combustible materials build-up on the top of the battery. These materials, in the presence of moisture, can cause a short circuit.
3. High pressure hoses – Hot fluid spraying from a ruptured high pressure hose, or leaking from a loose flange or fitting could find its way to a source of ignition.

4. Belly pan – The belly pan can accumulate not only leaking fuel from the vehicle, but external debris as well. Due to its unique location a fire starting in the belly pan could quickly engulf the entire vehicle.
5. Hydraulic/Fuel pumps – Due to the high pressures involved with these pumps, fluid spraying from a leaking pump could find its way to a heat source and cause ignition.

#### **3.1.4.1 PROCEDURES**

1. All workers/visitors/contractors will evacuate the immediate vicinity and proceed to a muster point or safe location upwind.
2. The person(s) should call 911 and request the Surrey Fire Department if possible.
3. The person(s) should call Security at 604-520-5203/local 213 or 235/Channel 8. Security may need to assist with calling 911 and request emergency responder assistance. Security will contact BNSF rail to clear the rail track. Security will also assist to escort emergency responders to the incident immediately.
4. The person(s) and/or Lead ERC should contact the Diesel Shop (local 238 or 220) OR Brent Sellers (778-838-7910)/Jack Miller (778-838-7945).
5. The Lead ERC upon arrival at the incident will take lead of the scene and ensure that all workers have evacuated the immediate vicinity to the designated muster point or a safe location away from the fire.
6. The Lead ERC will direct to have all nearby equipment and cargo moved out of the danger area, it is safe to do so.
7. Follow the procedures of minor fires outlined in this document where it applies and if possible.
8. The Lead ERC will wait for the arrival of the fire department and assist them to address the compressed air or flammable fire. The Lead ERC will provide the fire department with pertaining information and confirm the clearance of the vicinity of all people.
9. The Lead ERC will continue to control the scene and keep people at a safe distance, as per the ERP.

### **3.1.5 FIRES ON VESSELS**

1. Evacuate unwanted personnel from the ship (crew members only should remain on board to assist the Fire Department, if requested).
2. The Lead ERC upon arrival at the incident will take lead of the scene and ensure that all workers have evacuated the immediate vicinity to the designated muster point or a safe location away from the fire.
3. The Lead ERC should call 911 and request the Surrey Fire Department if possible.
4. The Lead ERC should call Security at 604-520-5203/local 213 or 235/Channel 8. Security may need to assist with calling 911 and request emergency responder assistance. Security will contact BNSF rail to clear the rail track. Security will also assist to escort emergency responders to the incident immediately.
5. The Lead ERC will contact the following:
  - a) Port Metro Vancouver (604-524-6655 day, 604-524-6656 night)
  - b) Transport Canada - Vessel Traffic Service (250-339-5483)
  - c) Port Warden Supervisor (250-363-6333)
  - d) Vessel's Agent
6. Obtain a copy of the vessel pre-fire plan, if possible, and provide this to the Fire Department upon their arrival.
7. The Lead ERC will wait for the arrival of the fire department and assist them to address the vessel fire.
8. The Lead ERC will continue to control the scene and keep people at a safe distance, as per the ERP.

### **3.1.6 FIRES IN VARIOUS BUILDINGS**

1. The person(s) will pull the fire alarm immediately and evacuate the building to proceed to the muster point or safe location upwind of the building fire.
2. All workers/visitors/contractors will evacuate the immediate vicinity and proceed to a muster point or safe location upwind of the building fire. The warden(s) will evacuate and document all persons from the building as per Sections 1.5 through 1.7 of the ERP.

Below is a site map illustrating the locations of these designated marshaling areas:



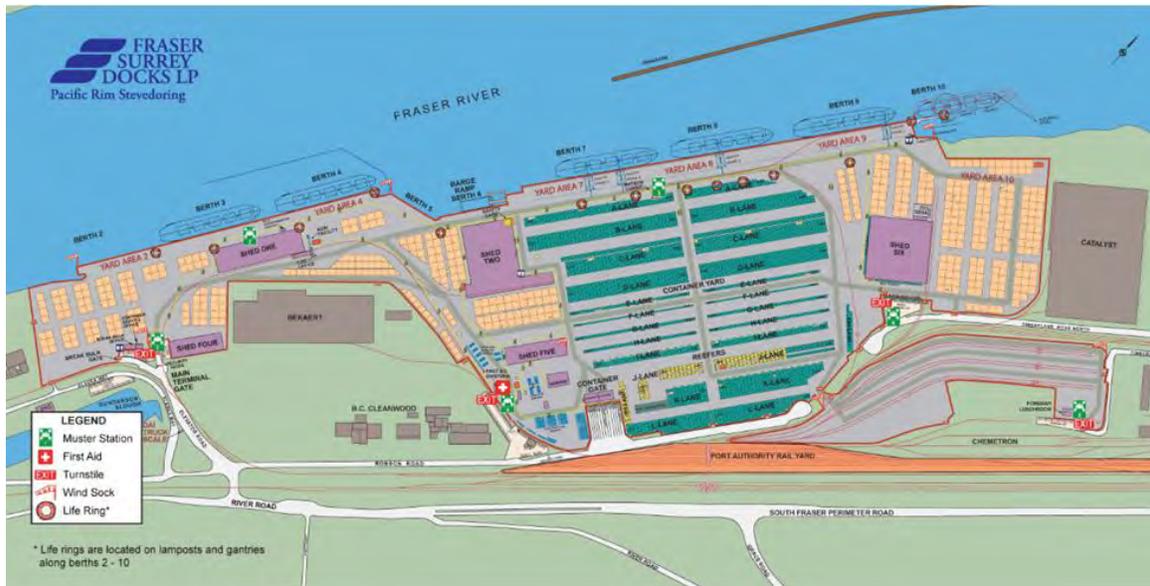
3. The person(s) identifying the fire should quickly assess and determine the level of fire to address the situation based on small (localized) fire - Reference **Section 3.1.3 Localized Fires: Procedures** of this document.
4. The Lead ERC upon arrival at the incident will take lead of the scene and ensure that all workers have evacuated the immediate vicinity to the designated muster point or a safe location away from the fire.
5. The Lead ERC should call 911 and request the Surrey Fire Department if possible.
6. The Lead ERC should call Security at 604-520-5203/local 213 or 235/Channel 8.
7. Security may need to assist with calling 911 and request emergency responder assistance. Security will contact BNSF rail to clear the rail track. Security will also assist to escort emergency responders to the incident immediately.
8. The Lead ERC will meet with the warden(s) if applicable to ensure all workers are accounted for during the evacuation.
9. Do not re-enter the burning building. Conditions can change dramatically and there is the potential for a “flash-over”.
10. The Lead ERC will wait for the arrival of the fire department and assist them to address the building fire. The Lead ERC will provide the fire department with pertaining information and confirm the clearance of the vicinity of all people.

11. The Lead ERC will continue to control the scene and keep people at a safe distance, as per the ERP.
12. Do not re-enter the building(s) until the Lead ERC declares the area safe through the confirmation of the emergency agencies which may include: fire department or police.

### 3.2 MAJOR FIRES: BUILDINGS

1. The person(s) will pull the fire alarm immediately and evacuate the building to proceed to the muster point or safe location upwind of the building fire.
2. All workers/visitors/contractors will evacuate the immediate vicinity and proceed to a muster point or safe location upwind of the building fire. The warden(s) will evacuate and document all persons from the building as per Sections 1.5 through 1.7 of the ERP.

Below is a site map illustrating the locations of these designated marshaling areas:



3. The Lead ERC upon arrival at the incident will take lead of the scene and ensure that all workers have evacuated the immediate vicinity to the designated muster point or a safe location away from the fire.
4. The Lead ERC will direct to have all nearby equipment and cargo moved out of the danger area, it is safe to do so.

5. The Lead ERC should call 911 and request the Surrey Fire Department if possible.
6. The Lead ERC should call Security at 604-520-5203/local 213 or 235/Channel 8. Security may need to assist with calling 911 and request emergency responder assistance. Security will contact BNSF rail to clear the rail track. Security will also assist to escort emergency responders to the incident immediately.
7. The Lead ERC will meet with the fire warden(s) if applicable to ensure all workers are accounted for during the evacuation.
8. Do not re-enter the burning building. Conditions can change dramatically and there is the potential for a “flash-over”.
9. The Lead ERC will contact the computer warden(s) to inform them of the emergency.
10. Assist members of *FSDERT* and *ESAs*, as required. Advise *ESAs* of any *Dangerous Goods* on the terminal.
11. The Lead ERC will wait for the arrival of the fire department and assist them to address the building fire. The Lead ERC will provide the fire department with pertaining information and confirm the clearance of the vicinity of all people.
12. The Lead ERC will continue to control the scene and keep people at a safe distance, as per the ERP.
13. Do not re-enter the building(s) until the Lead ERC declares the area safe through the confirmation of the emergency agencies which may include: fire department or police.

## **4.0 CHEMICAL AND DANGEROUS GOODS SPILL RESPONSE PLAN**

### **4.1 PURPOSE**

The chemical and dangerous goods spill response plan outlines the procedures set in place to respond to a spill event at FSD. The plan outlines the steps required to safely and effectively approach, identify, classify, contain and clean-up a spill.

The purpose of this spill response plan is to:

- Minimize the damage and danger that could affect employees, property, and the environment in the event of a spill; and,
- Ensure an effective and coordinated response to a spill at FSD.

The scope of the spill response plan includes all FSD facilities and the transport of goods within FSD leased property boundaries.

### **4.2 POLICY**

FSD is committed to ensuring that all possible measures are taken to prevent spills from occurring and that response to an incident is immediate and effective such that personnel, property and environmental hazards are minimized. This objective is achieved by sound environmental management, education and a commitment to prevention of pollution, compliance with all legal and other requirements, and continual improvements.

FSD will strive to ensure every employee, contractor and visitor knows and understands the elevated priority and importance of FSD's commitment to safety and the long-term sustainability of the environment. It is everyone's responsibility to report a spill, regardless of size, and to play their part in spill response.

Prevention and mitigation of environmental effects of spills is achieved through the following means:

- safety and environmental hazard awareness training of personnel;
- a high level of preventative maintenance; and,
- emergency response training.

### **4.3 ROLES AND RESPONSIBILITIES**

Spills may happen as a result of equipment malfunctions and human error. If a spill occurs, it is the responsibility of all required personnel to respond by:

- Informing security that a spill incident has occurred.
- ensuring the safety of employees and public;
- mobilizing the necessary equipment and crews to contain and clean the spill to protect the environment; and
- ensuring that the appropriate government agencies are notified according to the requirements of BC Environmental Management Act Spill Reporting Regulation (Province of British Columbia 1990).

Specific roles and responsibilities during an incident are described below:

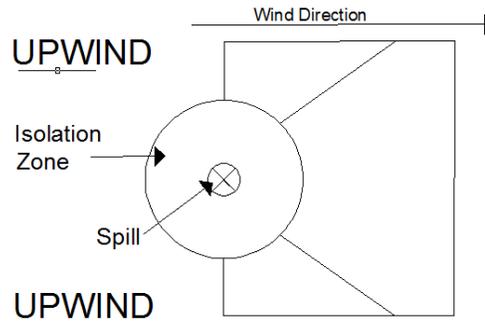
- In the event of a spill, the Lead ERC will be responsible to make all calls in accordance to the spill response plan.
- Security will contact various parties to initiate spill response as often they are the first to be informed about a spill event.
- Wardens are tasked with ensuring the safety of their assigned groups by ensuring all required personnel are accounted for by performing a roll-call and in a safe designated area.
- Marine vessel personnel are responsible for following their vessels spill response procedure where applicable. Although not required, it is FSD's request that marine vessel personnel assist FSD in containment, clean up, and reporting as requested.

### **4.4 INITIAL SPILL RESPONSE AND ASSESSMENT**

All personnel shall follow the following safety guidelines when approaching a hazardous material incident. All actions shall be performed by or under the instruction of the Lead ERC.

- 1) Move upwind of the spill, out of the wind spread area and isolation zone.

- Wardens are responsible for moving everyone upwind. Do not allow unauthorized personnel to enter the contaminated area.



- 2) Inform the on-duty Superintendent / Lead ERC (604-582-2235, Channel 8)
- 3) Avoid inhalation of gases, fumes and smoke
  - Remember that relatively light gases, when cold, may be initially heavier than air; and,
  - Do not assume that gases and vapors are harmless because they lack odor or because the odor is not offensive.
- 4) Determine the health and safety risks by observing WHMIS or TDG labeling. Use binoculars in the *ERV* if necessary. Evaluate the spill to determine the material and the personal protective equipment that is required. Once sufficiently protected, determine the type of spill (Major Spill, or Minor Spill), and follow the appropriate response procedure shown below.
- 5) Obtain the MSDS if one is readily available. Follow-up the procedures outlined in that specific document to clean up the spill if it is safe to do so.
- 6) Decide if you can safely handle the spill. **If unsure, call 911, surrey fire department, or hazmat for assistance.**

#### 4.5 SPILL CLASSIFICATION

Spills are categorized as:

- **A minor spill**, which is an incident that:
  - presents minimal potential threat to safety, property damage or environmental hazard;

- is localized and controllable (e.g., piping, small vehicle leaks, or contained spills with low probability of escalating into a more serious emergency); and
  - can be contained and cleaned up immediately by FSD personnel first on the scene or with minor assistance.
- **A major spill**, which is an incident that:
    - is an emergency and presents an immediate threat to life, or a major immediate hazard to property or the environment;
    - is an uncontrolled release, vehicle collision, line, valve or tank rupture with extensive release of hazardous materials (e.g., uncontrolled leakage from the rupture of a gasoline storage tank); or
    - is controllable, but involves a high rate of release with the possibility of affecting a wide area or small leaks of very hazardous materials;
    - requires assistance from personnel outside the operating department
    - beyond the containment or cleanup capabilities of FSD personnel

**Note:** A spill to water is always classed as a major spill as FSD personnel are not equipped or trained to manage in water spill containment and cleanup. This includes spills from dock or spills originating from Vessels Berthed at FSD.

#### **4.5.1 MINOR SPILL RESPONSE**

##### **4.5.1.1 SAFETY**

A person discovering a spill should immediately move upwind of the spill, out of the wind spread area and isolation zone, and contact the on-duty superintendent / Lead ERC (604-582-2235, Channel 8).

**Unless otherwise specified, all activities are to be performed by or under the direction of the *Lead ERC*.**

##### **4.5.1.2 IMMEDIATE NOTIFICATION**

Notify necessary FSD personnel and external parties as per the contact information listed below.

1. Person(s) discovering the spill
  - i. Contact the on-duty Superintendent / Lead ERC (604-582-2224, Channel 2)
2. Lead ERC
  - i. Contact Security (604-582-2235, Channel 8)
  - ii. Contact first aid if necessary (778-838-8642, Channel 8)
3. Security
  - i. Contact BNSF as required, if the rail track needs to be cleared (604-522-7539)

#### **4.5.1.3 FIRST RESPONSE & SPILL CONTAINMENT**

1. Get the appropriate MSDS and determine all the associated hazards.
2. If safe, remove injured person(s) from the *emergency* area.
3. Stop the source of the release; if possible, by closing valves, standing drums upright, etc.
4. Eliminate all ignition sources if flammable material is involved.
5. Stop the spread of the spill with absorbents, sandbags, rubber drain covers, etc. Choose absorbents designed for hydrocarbons or water-based chemicals as appropriate.
6. Prevent the spill from entering sewer drains or contacting exposed soil. Obtain a map from security providing the location of all sewers.

#### **4.5.1.4 SPILL CLEANUP AND REPORTING**

Begin cleanup using equipment contained in the *Emergency Response Vehicle (ERV)* and spill kits as necessary. See SPILL EQUIPMENT section for available spill equipment and locations.

1. Get the MSDS and determine the appropriate clean-up procedures for the material if safe to do so.

2. Begin clean-up using impermeable clothing as necessary and equipment contained in the *Emergency Response Vehicle (ERV)* or in available spills kits
3. Do not wear contaminated clothing beyond the clean-up area. Wash thoroughly with soap and water as soon as possible upon leaving the spill area. Place soiled clothing and equipment in the proper receptacles for disposal according to environmental regulations (the plastic garbage pails stored in the *ERV* can be used for this purpose)
4. All contaminated material, such as chips, sand, sludge, etc., shall be stored in marked drums pending disposal in accordance with environmental legislation. **Do not handle contaminated material.**

Disposal of the hazardous material is the responsibility of *FSD* or the *spiller*. Environment Canada (604-666-6100) and/or BC Environment, Lands & Parks (1-800-663-3456) may be consulted for advice.

5. If further storage tank capacity is required, A&A Anderson (604-277-1628), or Phillips Environmental Service can provide a pump truck.
6. Wardens will complete the Warden Procedures' form.
7. The Lead ERC will fill out the Chemical / Dangerous Goods Emergency Response Statement.
8. Report spill to proper authorities if quantity of specific material spilled requires reporting under the BC Waste Management Act. See SPILL REPORTING section for details.

## **4.5.2 MAJOR SPILL RESPONSE**

### **4.5.2.1 SAFETY**

A person discovering a spill should immediately move upwind of the spill, out of the wind spread area and isolation zone, and contact the on-duty superintendent / Lead ERC (604-582-2235, Channel 8).

**Unless otherwise specified, all activities are to be performed by or under the direction of the *Lead ERC*.**

#### **4.5.2.2 IMMEDIATE NOTIFICATION**

Notify necessary FSD personnel and external parties as per the contact information listed below.

##### **1. Person(s) discovering the spill**

- a) Contact the on-duty Superintendent / Lead ERC (604-582-2224, Channel 2)

##### **2. Lead ERC**

- a) Call 911, Surrey Fire Department (911)
- b) Contact Security (604-582-2235, Channel 8)
- c) Contact first aid if it is necessary (778-838-8642, Channel 8)
- d) Contact Port Metro Vancouver, advise them of the situation (Day: 604-524-6655, Night: 604-524-6656)
- e) Contact Western Canada Marine Response Corporation (604-294-6001)
- f) Contact Transport Canada 604-666-6011 or 1-250-363-6333
- g) Contact ESDC – 1-800-641-4049

##### **3. Security**

- a) Contact BNSF as required, if the rail track needs to be cleared (604-522-7539)

#### **4.5.2.3 FIRST RESPONSE & SPILL CONTAINMENT**

1. Get the MSDS and determine all the associated hazards.
2. If safe, remove injured personnel from the *emergency* area.
3. Stop the source of the release; if possible, by closing valves, standing drums upright, etc.
4. Eliminate all ignition sources if flammable material is involved.
5. Stop the spread of the spill with absorbents, sandbags, rubber drain covers, etc. Choose absorbents designed for hydrocarbons or water-based chemicals as appropriate.
6. Prevent the spill from entering sewer drains or contacting exposed soil. Obtain a

map from the maintenance department by contacting Raj Uppal (778-838-7846) providing the location of all sewers.

7. If a vessel is alongside, inform the vessel of the spill and request assistance from vessel personnel.

#### **4.5.2.4 SPILL CLEANUP AND REPORTING**

Begin clean-up using equipment contained in the *Emergency Response Vehicle (ERV)* and spill kits as necessary. See **Section 4.7** for available spill equipment and locations.

1. Get MSDS and determine the appropriate clean-up procedures for the material.
2. Begin clean-up using equipment contained in the *Emergency Response Vehicle (ERV)* or in available spills kits.
3. Do not wear contaminated clothing beyond the clean-up area. Wash thoroughly with soap and water as soon as possible upon leaving the spill area. Place soiled clothing and equipment in the proper receptacles for disposal according to environmental regulations (the plastic garbage pails stored in the *ERV* can be used for this purpose)
4. All contaminated material, such as chips, sand, sludge, etc., shall be stored in marked drums pending disposal in accordance with environmental legislation. **Do not handle contaminated material.**

Disposal of the hazardous material is the responsibility of *FSD* or the *spiller*. Environment Canada (604-666-6100) and/or BC Environment, Lands & Parks (1-800-663-3456) may be consulted for advice.

5. If further storage tank capacity is required, A&A Anderson Tank Service (604-277-1628) can provide a pump truck.
6. The Wardens will complete the Warden Procedures' form.
7. The Lead ERC will fill out the Chemical / Dangerous Goods Emergency Response Statement.
8. Report the spill to the proper authorities if quantity of specific material spilled requires reporting under the BC Waste Management Act. See *Section 4.6 Spill Reporting Regulations* for details.

#### **4.6 SPILL REPORTING REGULATIONS**

The Spill Reporting Regulation of the Environmental Management Act requires that spill in excess of the *reportable quantity*, as shown on the schedule on the adjacent page, be reported to the Provincial Emergency Program (PEP) (1-800-663-3456, 24 hrs). The *Lead ERC*, or delegate, is responsible for making this assessment and contacting PEP.

The reporting person will be asked to provide the following information:

1. Your name and telephone number
2. Name and telephone number of the person who caused the spill
3. Time of the spill
4. Proper name of chemical spilled and its PIN # (UN#)
5. Quantity of substance spilled
6. Cause and effect of the spill
7. Details of action taken or proposed to stop, contain and minimize the effects of the spill
8. Description of the spill location and of the area surrounding the spill
9. Details of further action contemplated or required
10. Names of agencies on the scene
11. Names of other persons or agencies advised concerning the spill

### SCHEDULE OF REPORTABLE SPILL QUANTITIES

Item	Substance spilled	Specified amount
1	Class 1, Explosives as defined in section 2.9 of the Federal Regulations	Any quantity that could pose a danger to public safety or 50 kg
2	Class 2.1, Flammable Gases, other than natural gas, as defined in section 2.14 (a) of the Federal Regulations	10 kg
3	Class 2.2 Non-Flammable and Non-Toxic Gases as defined in section 2.14 (b) of the Federal Regulations	10 kg
4	Class 2.3, Toxic Gases as defined in section 2.14 (c) of the Federal Regulations	5 kg
5	Class 3, Flammable Liquids as defined in section 2.18 of the Federal Regulations	100 L
6	Class 4, Flammable Solids as defined in section 2.20 of the Federal Regulations	25 kg
7	Class 5.1, Oxidizing Substances as defined in section 2.24 (a) of the Federal Regulations	50 kg or 50 L
8	Class 5.2, Organic Peroxides as defined in section 2.24 (b) of the Federal Regulations	1 kg or 1 L
9	Class 6.1, Toxic Substances as defined in section 2.27 (a) of the Federal Regulations	5 kg or 5 L
10	Class 6.2, Infectious Substances as defined in section 2.27 (b) of the Federal Regulations	1 kg or 1 L, or less if the waste poses a danger to public safety or the environment
11	Class 7, Radioactive Materials as defined in section 2.37 of the Federal Regulations	Any quantity that could pose a danger to public safety and an emission level greater than the emission level established in section 20 of the "Packaging and Transport of Nuclear Substances Regulations"
12	Class 8, Corrosives as defined in section 2.40 of the Federal Regulations	5 kg or 5 L
13	Class 9, Miscellaneous Products, Substances or Organisms as defined in section 2.43 of the Federal Regulations	25 kg or 25 L
14	waste containing dioxin as defined in section 1 of the Hazardous Waste Regulation	1 kg or 1 L, or less if the waste poses a danger to public safety or the environment
15	leachable toxic waste as defined in section 1 of the Hazardous Waste Regulation	25 kg or 25 L
16	waste containing polycyclic aromatic hydrocarbons as defined in section 1 of the hazardous Waste Regulation	5 kg or 5 L
17	waste asbestos as defined in section 1 of the Hazardous Waste Regulation	50 kg
18	waste oil as defined in section 1 of the Hazardous Waste Regulation	100 L
19	waste containing a pest control product as defined in section 1 of the Hazardous Waste Regulation	5 kg or 5 L

20	PCB Wastes as defined in section 1 of the Hazardous Waste Regulation	25 kg or 25 L
21	waste containing tetrachloroethylene as defined in section 1 of the Hazardous Waste Regulation	50 kg or 50 L
22	biomedical waste as defined in section 1 of the Hazardous Waste Regulation	1 kg or 1 L, or less if the waste poses a danger to public safety or the environment
23	A hazardous waste as defined in section 1 of the Hazardous Waste Regulation and not covered under items 1 – 22	25 kg or 25 L
24	A substance, not covered by items 1 to 23, that can cause pollution	200 kg or 200 L
25	Natural gas	10 kg, if there is a breakage in a pipeline or fitting operated above 100 psi that results in a sudden and uncontrolled release of natural gas.

*A spill is considered any release of material outside an approved containment device. If you are in doubt as to whether a spill is reportable, err on the side of caution and report it anyway to the Provincial Emergency Program (PEP) (1-800-663-3456, 24 hrs).*

#### 4.7 SPILL RESPONSE EQUIPMENT

Spill equipment will be delivered to a spill site following a spill event.

Spill containment and cleaning equipment can be found grouped together in Spill Kits and in the ERV.

##### *Spill Kits*

Location: Shed 5, Agricultural Facility, Container Yard Berth Face

- Sand Bags
- Rubber Mats
- Floor Dry
- Absorbent Pads – Grey , White
- Personal Protective Equipment (gloves, boots, etc)

##### *Equipment List – ERV*

Location: Main Security Gate

- Floor Dry
- Absorbent Socks
- Rubber Mats
- Personal Protective Equipment (gloves, boots, etc)
- Absorbent Pads – Grey , White

Alternatively, spill equipment is stored in Shed 5 and in the Diesel Shop.

All the equipment available and their locations are as follows:

*Floor Dry*

- Absorbs water or oil
  - Location: ERV, Diesel Shop, Shed 5

*Absorbent Socks*

- Absorbs petroleum and oil products
  - Location: ERV

*Rubber Spill Mats*

- Large non-penetrable rubber mats
  - Location: ERV, Diesel Shop, Shed 5, Spill Kits

*Absorbent Pads – Grey*

- For spills of water based products & oils
  - Location: ERV, Diesel Shop, Shed 5

*Absorbent Pads – White*

- Absorbs and retains oils and oil-based liquids without absorbing water
  - Location: ERV, Diesel Shop, Shed 5

*Sandbags*

- Location: Spill Kits, Diesel Shop, Shed 5

#### **4.8 MARINE VESSEL RESPONSE**

Marine vessels docked at FSD must provide a copy of their spill response plan to the site health and safety manager upon arrival and/or upon request.

It is requested that personnel of a marine vessel berthed at FSD assist in the event of a spill to water. Assistance is requested with the following priorities being observed:

- Safety of life;
- Prevention of environmental pollution; and
- Control of product loss or damage;

1. If a spill is occurring or has occurred, inform Security, and/or the Superintendent.
2. Follow procedures outlined within vessels Spill Response Plan if applicable to the situation.
3. Assist FSD personnel with containment and clean-up as requested.
4. Assist FSD personnel with finalizing spill reports and estimating spilt product volume as requested.

**Note:** It is the responsibility of the marine vessel to contain and clean any spill that happens as a result of vessel malfunction, vessel personnel error, or vessel personnel negligence. FSD may take over containment and cleaning operation at vessels expense if the vessel response plan does not apply to specific spill or vessel response is not adequate.

**CHEMICAL / DANGEROUS GOODS EMERGENCY RESPONSE STATEMENT**

-to be completed by the ERC-

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Exact Location: \_\_\_\_\_

Person Discovering Problem or Receiving Information: \_\_\_\_\_

Chemical or Dangerous Goods Container Number (if any): \_\_\_\_\_

UN #	CLASS	SHIPPING NAME	PACKING GROUP	TOTAL WEIGHT

Detailed Description (Fire, Explosion, Spill, etc.): \_\_\_\_\_

Potential Hazards: \_\_\_\_\_

Response Actions Taken to Stop, Contain, or Minimize Effects of Spill: \_\_\_\_\_

Safety Barrier Erected: \_\_\_\_\_ metres

Material Safety Data Sheet Copied and Distributed:      **YES**      **NO**

Evacuation Initiated:      **YES**      **NO**      Time: \_\_\_\_\_ Distance: \_\_\_\_\_ metres

**Call Out Procedures:**

Emergency Response Coordinator	(604-582-2224)	Name: _____	Time: _____
Health and Safety Manager	(778-838-7579)	Name: _____	Time: _____
Surrey Fire Department	(604-543-6700)	Name: _____	Time: _____
Surrey R.C.M.P	(604-599-0502)	Name: _____	Time: _____
I.L.W.U 502 Business Agent	(604-580-8882)	Name: _____	Time: _____
I.L.W.U 514 Union Representative	(604-254-8141)	Name: _____	Time: _____
Shipper/Owner of Cargo	(                    )	Name: _____	Time: _____

**Is the spill a reportable quantity?** (See Reportable Quantities in this section):      **YES**      **NO**

If YES, report incident to the Provincial Emergency Program (1-800-663-3456)

Time: \_\_\_\_\_

**If the Spill is to Water or a Vessel is Alongside Call Out Procedure:**

Chief Mate or Captain of the Vessel	(                    )	Name: _____	Time: _____
Port Metro Vancouver	(604-665-9086)	Name: _____	Time: _____
Coast Guard Ship Safety	(604-666-6011)	Name: _____	Time: _____

**Note:** Foremen are to inform workers of the hazard, restricted area, and emergency response actions being initiated. A copy of this document will be provided for the vessel's security log.

## **5.0 COLLISION FIRST RESPONSE**

Collisions may occur between any combination of land vehicles, ships, airplanes, cargo, mobile and stationary dock equipment, and people. The concerns vary depending upon whether there are human injuries, what types of vehicles are involved, what type of damage has occurred, whether chemicals are involved, etc. Due to the wide variety of incidents that may occur, a general response is recommended, tailored as the particular situation requires.

### **5.1 PROCEDURES**

1. Determine whether there are any injuries. **Do not move a seriously injured person unless he is in danger of further injury.** Call First Aid (604-582-2216 or Local 216) and/or 911 for an ambulance, as appropriate.

**SECURITY – Call BNSF (604-520-5203) if 911 called.**

2. If fire/explosion or *Dangerous Goods* are a factor, or may become a factor, follow the appropriate *First Response* procedures in this manual. Take remedial action only if your safety is not in danger.
3. *FSD* owns many large pieces of equipment, including forklifts, which could be used to move damaged equipment. The *Emergency Response Vehicle* contains some rescue equipment, such as a crowbar and rope.
4. Response to collisions involving vessels is the responsibility of the Port Metro Vancouver (604-524-6655 day, (604-524-6656 night) and Transport Canada (604-666-6011). *FSD* must contact the *FRPA* and advise them of any incident involving vessels. *FSD* will provide assistance where possible.

## **6.0 TOXIC GAS ACCIDENT FIRST RESPONSE**

In the event of an accident involving hazardous gaseous chemicals (such as chlorine or anhydrous ammonia, often transported/handled by vessel, on dock, dock machinery and/or on highway trucks at *FSD*) that may pose a threat to the *FSD site*, the following steps shall be taken:

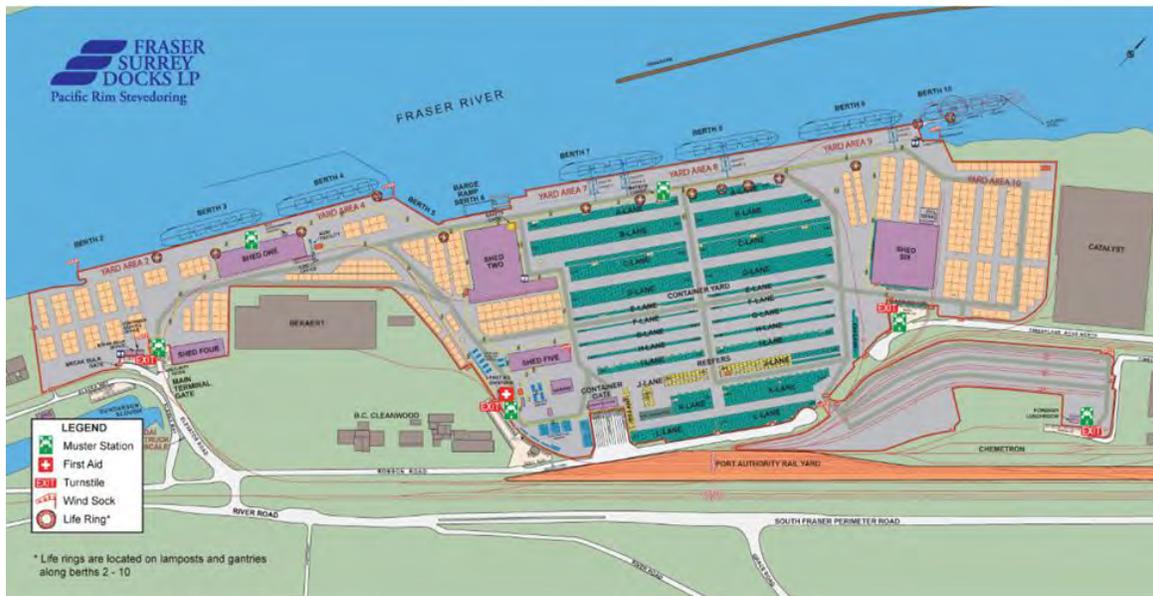
### **6.1 PROCEDURES**

The person(s) identifying the chemical fire should not in any event attempt to fight a toxic chemical fire under any means for health and safety concerns.

1. The Lead ERC will take charge of the emergency situation after assessing the type of airborne hazard and risk.

2. Call Security at 604-520-5203/local 213 or 235/Channel 8. Security may need to assist with calling 911 and request emergency responder assistance. Security will contact BNSF rail to clear the rail track. Security will also assist to escort emergency responders to the incident immediately.
3. Direct Security to activate the emergency sirens on site.
4. The Lead ERC and ERC team will contact all the wardens to conduct an evacuation of all workers/visitors/contractors in the immediate vicinity/respective buildings and proceed to a muster point or safe location upwind of the toxic gas. The warden(s) will evacuate and document all persons from the building as per
5. Sections 1.5 through 1.7 of the ERP.

Below is a site map illustrating the locations of these designated marshaling areas:



6. Escape respirators are available in the *Emergency Response Vehicle*. These are mouthpiece respirators designed for escape from atmospheres containing hazardous dusts and mists, and low concentrations of chlorine and several other chemicals.  
Proceed to the *marshaling area(s)* in the *Emergency Response Vehicle* and distribute escape respirators to drivers of vehicles transporting personnel off-site.

Extra respirators are stored in the *Emergency Operations Centers*.

Organize pick-up trucks and other higher capacity passenger vehicles to transport personnel out of the danger area. In addition, to the main gate, there is a second

gate accessing Robson Road on the upstream end of the site. If both of these land routes are unusable, tugboat evacuation can be coordinated through the Port Metro Vancouver (604-665-9086) or Westminster Tug Boats Ltd. (604-522-4604).

7. The ERC will meet with the warden(s) if applicable to ensure all workers are accounted for during the evacuation.
8. The ERC will collect information (MSDS) on any *Dangerous Goods* involved in, or close to, the toxic gas. The ERC will ensure this information is presented to the fire department upon arrival.
9. The ERC will wait for the arrival of the fire department and assist them to address the toxic gas. The ERC will provide the fire department with pertaining information of the chemical substance and confirm the clearance of the vicinity of all people.

**NOTE:** The Surrey Fire Department may suggest that the best recourse is to take refuge in the top floor of the Office Building or Garage Offices. If this is the case, then all personnel should congregate at these places.

The windows and doors should be sealed, and the air conditioning turned off (Contact the *maintenance department* to assist with this shut off procedure).

10. The ERC will continue to control the scene and keep people at a safe distance, as per the ERP.

## **7.0 GAS LEAK FIRST RESPONSE**

**In the event of a gas leak located on the FSD site:**

### **7.1 Acetylene & oxygen-Procedures:**

1. The person(s) identifying the gas leak should immediately call the Lead ERC on Channel 8 or at 604-582-2224.
2. All workers/visitors/contractors will evacuate the immediate vicinity and proceed to a muster point or safe location upwind. The warden(s) will evacuate and document all persons from the building as per Sections 1.5 through 1.7 of the ERP.
3. The Lead ERC upon arrival at the incident will take lead of the scene and ensure that all workers have evacuated the immediate vicinity to the designated muster

- point or a safe location away from the gas leak.
4. The Lead ERC will contact the maintenance department to see if they are equipped to address the gas leak based on the assessed level of risk.
  5. If the maintenance worker(s) are safe to proceed and have the proper equipment to purge piping with an inert gas prior to attempt repairs.

If leak is on the container or container valve, contact Air Liquide (604-310-9353).

6. The Lead ERC will meet with the warden(s) if applicable to ensure all workers are accounted for during the evacuation.
7. The Lead ERC will continue to control the scene and keep people at a safe distance, as per the ERP.

#### **7.1 PROPANE-PROCEDURES:**

1. The person(s) identifying the gas leak should immediately call the Lead ERC on Channel 8 or at 604-582-2224.
2. All workers/visitors/contractors will evacuate the immediate vicinity and proceed to a muster point or safe location upwind. The warden(s) will evacuate and document all persons from the building as per Sections 1.5 through 1.7 of the ERP.
3. The person(s) should call 911 and request the Surrey Fire Department if possible.
4. The person(s) should call Security at 604-520-5203/local 213 or 235/Channel 8. Security may need to assist with calling 911 and request emergency responder assistance. Security will contact BNSF rail to clear the rail track. Security will also assist to escort emergency responders to the incident immediately.
5. The Lead ERC upon arrival at the incident will take lead of the scene and ensure that all workers have evacuated the immediate vicinity to the designated muster point or a safe location away from the emergency location.
6. The Lead ERC will meet with the warden(s) if applicable to ensure all workers are accounted for during the evacuation.
7. The Lead ERC will contact the maintenance department to see if they are equipped to address the gas leak based on the assessed level of risk.

8. If the maintenance worker(s) are safe to proceed and have the proper equipment to eliminate the leak, possible.

**NOTE: Propane is heavier than air.**

9. Eliminate any and all potential sources of ignition within the vicinity.
10. Prevent vapor and/or liquid from entering sewers within the immediate vicinity.
11. The Lead ERC will wait for the arrival of the fire department and assist them to address the propane hazard. The Lead ERC will provide the fire department with pertaining information of the substance and confirm the clearance of the vicinity of all people.
12. The Lead ERC will continue to control the scene and keep people at a safe distance, as per the ERP.
13. The Lead ERC will meet with the warden(s) if applicable to ensure all workers are accounted for during the evacuation.
14. The Lead ERC will continue to control the scene and keep people at a safe distance, as per the ERP.

## **8.0 BOMB OR SABOTAGE THREAT: FIRST RESPONSE**

Bomb threats or sabotage threats are usually received by telephone or sometimes by note or letter. Most threats are hoaxes, but all such calls must be taken seriously and handled as though the explosive has been planted or the sabotage has been carried out.

A copy of the *Bomb and Sabotage Threat Form* can be found below on page 72 or in Appendix II.

### **8.1 EMPLOYEE RECEIVING THE PHONE CALL**

1. Stay calm and courteous, and keep the caller on the line as long as possible.
2. Have a co-worker call an ERC representative from the Health and Safety Department (Jonathan Unrau @ 778-838-7579/Local 243 or Mark Quon @ 778-838-8402/Local 175) to report the threat while you continue talking.
3. Listen to the caller, and immediately note all details of the call on the Bomb and

Sabotage Threat Report Sheet on the adjacent page.

4. Pass on all the information to the ERC as soon as possible, including the Local which the call is being received on. The ERC will coordinate contacting the operator to trace the call. They will also call 911 and others as necessary.
5. Ask a lot of questions, including those contained in the Bomb and Sabotage Threat Report Sheet on the following page.
6. Remain available for consultation with *Emergency Support Agencies (ESAs)*, such as the Fire Department or RCMP, when they arrive.
7. Contact PMV to notify them of the situation and adjust the MARSEC Level, if necessary.

## **8.2 SUSPECT PACKAGE(S) AND/OR PERSON(S)**

1. Stay calm.
2. The person(s) identifying the suspicion package and/or person should keep a safe distance but should not go near the package and/or engage the person(s).
3. The person(s) will contact call Security at 604-520-5203/local 213 or 235/Channel 8.
4. Security will call an ERC representative from the Health and Safety Department (Jonathan Unrau @ 778-838-7579/Local 243 or Mark Quon @ 778-838-8402/Local 175) to report the threat.
5. The ERC will contact 911 and request the police.
15. The ERC with the support of Security will attempt to control/secure the situation and evacuate all workers/visitors/contractors in the immediate vicinity and proceed to a muster point or safe location upwind. The warden(s) will evacuate and document all persons from the building as per Sections 1.5 through 1.7 of the ERP.
6. The ERC will contact the on-duty Superintendent to suspend operations/maintenance activities within the vicinity until the situation is deemed clear/safe through the emergency agencies.
7. The ERC will wait for the arrival of the police department and assist them to address the threat. The Lead ERC will provide the police department with

- pertaining information of the situation and confirm the clearance of the vicinity of all people.
8. The Lead ERC will meet with the warden(s) if applicable to ensure all workers are accounted for during the evacuation.
  9. The ERC will continue to control the scene and keep people at a safe distance, as per the ERP.

#### **8.4 IMMANENT THREAT**

1. Upon arrival, the Lead ERC will activate the site siren and coordinate ERC's (security/management/wardens) to evacuate the work site in a safe manner.
2. The Lead ERC will instruct ERC including *superintendents/foremen/vessel agents/wardens* to suspend operations/maintenance and evacuate any areas threatened by the bomb or sabotage.
3. The Lead ERC will contact 911 to report the threat, and request the police. Pass on all the information.
4. The Lead ERC will call security and instruct them to hold all vehicles at the gate until advised that it is safe to resume normal operations.
5. The Lead ERC will support and follow the directions of the police and/or other *ESA*.
6. The Lead ERC will notify the Port Metro Vancouver (604-524-6655 day, 604-524-6656 night).
7. The Lead ERC will advise Transport Canada - Vessel Traffic (604-666-6011) that the terminal has had a threat, and recommend terminal bound traffic stand by until advised to proceed.
8. The Lead ERC will coordinate a search by having persons familiar with the area search for foreign objects. Do not touch any suspicious objects -- instead immediately inform *ESA's* of the location.
9. An ERC will notify the ILWU Local 502 (604-580-8882) and Local 514 (604-298-9684).
10. Restore normal operations when the incident is resolved by contacting Gate Security (213, 235), Port Metro Vancouver (604-524-6655 day, 604-524-6656 night), Vessel Traffic Service (604-666-6011), and others as required.

## **8.5 IF THERE IS AN EXPLOSION**

1. Upon arrival, the Lead ERC will contact first aid to assist with injured person(s) only if it safe to do so.
2. The Lead ERC will activate the site siren and coordinate ERC's (security/management/wardens) to evacuate the work site in a safe manner.
3. The Lead ERC will instruct ERC including *superintendents/foremen/vessel agents/wardens* to evacuate any areas threatened by the bomb or sabotage.
4. The Lead ERC will contact 911 to report the emergency, and request the respective emergency agencies. Pass on all the information.
5. The Lead ERC will call security and instruct them to hold all vehicles at the gate until advised that it is safe to resume normal operations.
6. The Lead ERC will support and follow the directions of the police and/or other *ESA*.
7. Advise Vessel Traffic Service (604-666-6011) of the extent of damage, and request that they pass information to any affected vessels.
8. The Lead ERC will notify the Port Metro Vancouver (604-524-6655 day, 604-524-6656 night) of the possible need to move vessels.
9. The Lead ERC will advise Transport Canada - Vessel Traffic (604-666-6011) that the terminal has had a threat, and recommend terminal bound traffic stand by until advised to proceed.
10. Notify the appropriate ship's agents (on following page) if a vessel is involved.
11. An ERC will notify the ILWU Local 502 (604-580-8882) and Local 514 (604-298-9684).
12. Restore normal operations when the incident is resolved by contacting Gate Security (213, 235), Port Metro Vancouver (604-524-6655 day, 604-524-6656 night), Vessel Traffic Service (604-666-6011), and others as required.

**BOMB AND SABOTAGE THREAT REPORT FORM**

**Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Number at which:** \_\_\_\_\_  
**call is received**

**Questions to Ask:**

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

**Exact wording of the threat:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sex:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Accent:** \_\_\_\_\_

**Caller's Voice (check all that apply):**

- |                     |                                     |                                               |                                    |                                     |                                     |
|---------------------|-------------------------------------|-----------------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| <b>Emotion:</b>     | <input type="checkbox"/> Calm       | <input type="checkbox"/> Excited              | <input type="checkbox"/> Angry     | <input type="checkbox"/> Crying     | <input type="checkbox"/> Laughing   |
| <b>Volume:</b>      | <input type="checkbox"/> Soft       | <input type="checkbox"/> Normal               | <input type="checkbox"/> Loud      |                                     |                                     |
| <b>Speed:</b>       | <input type="checkbox"/> Slow       | <input type="checkbox"/> Normal               | <input type="checkbox"/> Rapid     |                                     |                                     |
| <b>Tone:</b>        | <input type="checkbox"/> Deep       | <input type="checkbox"/> Normal               | <input type="checkbox"/> High      | <input type="checkbox"/> Nasal      |                                     |
| <b>Breathing:</b>   | <input type="checkbox"/> Deep       | <input type="checkbox"/> Normal               | <input type="checkbox"/> Shallow   | <input type="checkbox"/> Heavy      |                                     |
| <b>Impediments:</b> | <input type="checkbox"/> Lisp       | <input type="checkbox"/> Stutter              | <input type="checkbox"/> Slurred   | <input type="checkbox"/> Raspy      | <input type="checkbox"/> Cough      |
| <b>Language:</b>    | <input type="checkbox"/> Foul       | <input type="checkbox"/> Educated             | <input type="checkbox"/> Ragged    | <input type="checkbox"/> Irrational | <input type="checkbox"/> Incoherent |
| <b>Message:</b>     | <input type="checkbox"/> Taped      | <input type="checkbox"/> Read by threat maker |                                    |                                     |                                     |
| <b>Familiarity:</b> | <input type="checkbox"/> Unfamiliar | <input type="checkbox"/> Disguised            | <input type="checkbox"/> Familiar: | _____                               |                                     |

**Other:** \_\_\_\_\_

**Background Noises (check all that apply):**

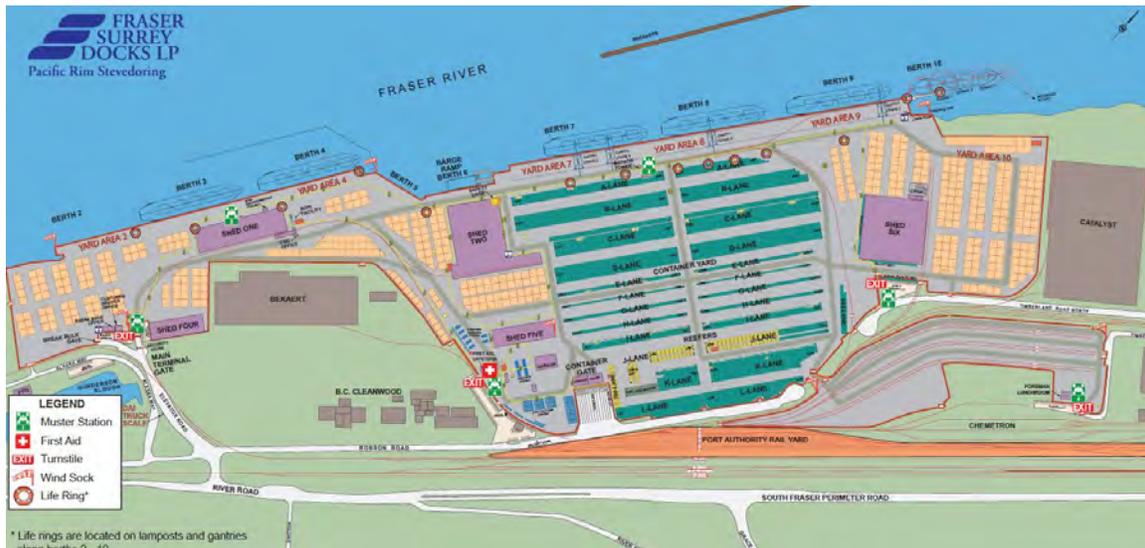
- |                                 |                                  |                                  |                                   |                                        |
|---------------------------------|----------------------------------|----------------------------------|-----------------------------------|----------------------------------------|
| <input type="checkbox"/> Clear  | <input type="checkbox"/> Static  | <input type="checkbox"/> Local   | <input type="checkbox"/> Cellular | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Music  | <input type="checkbox"/> Voices  | <input type="checkbox"/> Animals | <input type="checkbox"/> Motor    | <input type="checkbox"/> PA System     |
| <input type="checkbox"/> Street | <input type="checkbox"/> Factory | <input type="checkbox"/> Office  | <input type="checkbox"/> House    | <input type="checkbox"/> Booth         |

**Other:** \_\_\_\_\_

## 9. WATER RESCUE FIRST RESPONSE

In the event of a potential drowning and water rescue is required, the following steps should be taken:

If the victim is visible and conscious, use any of the life rings kept at the emergency stations beside the water (see below) and in the Emergency Response Vehicle to provide assistance.



1. Do NOT jump in the water to provide assistance, unless you are trained in life-saving techniques.
2. The person(s) identifying the person in the water in distress will keep eye contact on this individual at all times. If possible without taking their eye off the person(s) in the water call Security (Channel 8 or 604-582-2235) for further assistance.
3. Security will contact the on-duty Superintendent at 604-582-2224. Security will assist to immediately secure the scene until the Lead ERC arrives.
4. Upon arrival the on-duty Superintendent will become the Lead ERC.
5. The Lead ERC will meet with Security and person(s) identifying the person(s) in distress in the water.
6. The Lead ERC will immediately contact the designated boatman (longshoreman) to assist if one is working.
7. The Lead ERC or an ERC will contact the Port Metro Vancouver (604-665-9086), or Westminster Tug Boats Ltd. (604-522-4604) can respond with tugboats should one be required or if available use VHF Ch. 8 (Timberland working channel).

8. The Lead ERC will contact Canada Coast Guard at 1-800-567-5111 if further assistance is required.
9. The Lead ERC will contact first aid to be on stand-by.
10. The Lead ERC or an ERC/Security will assist with calling 911 and request emergency responder assistance. Security will contact BNSF rail to clear the rail track. Security will also assist to escort emergency responders to the incident immediately.
11. The Lead ERC will wait for the arrival of the emergency responders and assist them to address the situation. The Lead ERC will provide the emergency agencies both on land and water with pertaining information.
12. The Lead ERC will continue to control the scene and keep people at a safe distance, as per the ERP.

## **10.0 POWER OUTAGE FIRST RESPONSE**

In the event of a power outage, the following steps should be taken:

1. Person(s) will inform the on-duty Superintendent (604-582-2224 or Local 224) or the ERC of the situation. The ERC can be identified by calling Security at 604-582-2213.
2. The on-duty Superintendent or the ERC will inform the Electrical Foreman (604-582-2223) if the problem is site related.
3. The on-duty Superintendent or the ERC will contact Raj Uppal (778-838-7846) to follow-up with BC Hydro (604) 597-8153 *Power Outages and Emergencies, Delta and Surrey*, if it is not site related, and find out what the problem is and how long the power will be out.
4. The Security Manager (Jonathan Unrau (778-838-7579) will be immediately advised of any power outage in excess of 5 minutes of the occurrence. If the cause for the power outage cannot be determined, or if the cause of the power outage is determined to be the result of sabotage, mischief, or of any suspicious nature, the Security Manager may increase the level of current level of security at the site until such time as power is restored.
5. In the event the power outage is expected to last for more than 20 minutes, Operations or the ERC shall immediately contact:

*Cliff Chernoff, Senior Superintendent (778-838-7810)*

*Andrew Whiffen, Senior Superintendent (778-838-7547)*

***Tim Kjellbotn, Senior Superintendent (778-838-7930)***

6. In the event of a sustained power outage, the electrical shop will try to locate portable generators. Work not requiring electricity can continue on site.
7. Contact the Computer Wardens to ensure that the computer system is protected from damage or loss of data.

COMPUTER WARDENS	CONTACT
Keith Leclerc	778-838-4040
Matthew Pederson	778-838-6920
Nazario Barriga	778-227-1606

## **11.0 MAJOR STORM FIRST RESPONSE**

If a storm watch is issued by Environment Canada, Atmospheric Services Branch, the following steps shall be taken:

1. Assign personnel to monitor weather conditions, listen for broadcast warnings (Environment Canada Weather Forecast 604-664-9010), and report on threatening conditions. In addition, monitor the wind meters located inside Shed 5 and the Container Gate.
  - a. If the wind speeds reach certain speeds than follow ***FSD Policy #32-High Wind Operating Procedure*** which outlines procedures to be performed for various operations and maintenance work activities.
2. Secure the gantry cranes in position.
3. Close all shed and building doors and windows.
4. Secure cargo as appropriate, especially dangerous goods containers.
5. Provide shelter for all personnel in the main office building, if appropriate.
6. Turn off all non-essential utilities.

## **12.0 EARTHQUAKE FIRST RESPONSE**

Minor earthquakes hit BC fairly frequently, causing little or no damage, and requiring no response efforts. However, a major quake will require inspection of the buildings and machinery to ensure that they have not sustained damage and can be operated safely. A major earthquake will be recognizable by significant, sustained shaking of the ground.

### **12.1 DURING AN EARTHQUAKE**

In the event of an earthquake, the safest places are beneath sturdy furniture, beside a solid inside wall, or inside an inner hallway.

#### **General Cautions:**

1. Do not use the telephones for personal communication. An overloaded telephone system becomes worthless in a disaster.
2. Do not eat or drink from containers that were open during the quake, they may contain shattered glass.
3. Before flushing toilets, check with the *Fraser Surrey Docks Emergency Response Team* or management to see if sewer lines are intact.
4. Be prepared for aftershocks!

#### **NOTE:**

***It is the responsibility of FSDERT to check all buildings and machinery for safety prior to work recommencing on the FSD site.***

#### ***STAY AWAY FROM:***

- Windows
- Heavy objects that can fall from ceilings
- Shelves and cupboards
- Top heavy furniture

## **12.2 FOLLOWING AN EARTHQUAKE**

### **General Employees**

#### **Assess the Situation:**

1. Inspect your immediate area for hazards (fires, spills, hanging debris, etc.).
2. Do not use matches, lighters, electric switches or any source of ignition until you are certain that there are no gas leaks.
3. Watch for downed power lines, check for broken utility lines.
4. Beware of possible hazards, such as broken glass or weakened walls.

#### **Alert *Security* (604-582-2235 or Local 235) of any hazards:**

1. Check for injuries. Do not move a seriously injured person unless he is in danger of further injury.
2. If you detect an injury, fire or a chemical spill, initiate the appropriate emergency procedures.

#### **Attend to Machinery and Equipment:**

1. Turn off all machinery and air supplies, and level all equipment as much as possible, if it is safe to do so.
2. Only turn off the gas supply if a leak is suspected.
3. Check shelves, etc., for objects that could fall.

#### **Report to your foreman or *Warden*.**

## **13.0 FLOODS**

### **13.1 INTRODUCTION**

Warm Pacific Ocean temperatures and weak El Niño-like conditions are expected to persist into the spring. However NOAA is suggesting that the influence of El Niño through the spring is likely to be small given the weak nature of the ocean warming pattern. In the north Pacific, well above normal temperatures continue to persist, and are likely to have a stronger influence on temperature patterns into the spring, particularly along coastal sections of the province. Environment Canada is forecasting a high likelihood of above normal temperatures over the March to May period across British Columbia.

By early March, 80% of the annual BC snowpack has typically accumulated. At a basin-wide scale, higher than normal snow packs in the Upper Fraser West basin indicate a trend towards increased seasonal flood risk in the unregulated regions of the Nechako basin this year. Similar smaller pockets of higher snow packs and potential increased flood risk exist in west central BC (Houston, Burns Lake, Vanderhoof) and West Chilcotin. Near-normal snow packs (90-110%) in the Upper Fraser East, Nechako, North Thompson, South Thompson, Upper Columbia, Central Coast, Peace and Skeena-Nass indicate normal seasonal flood risk.

Below normal snow packs (70%-90%) in the Middle Fraser, West Kootenay, East Kootenay, Okanagan, Boundary, Similkameen, Stikine, Liard, and North-west indicate below normal seasonal flood risk for these regions. Similarly, seasonal flood risk for the entire Fraser River is below normal, with the observed 84% of normal snow basin index being the 54th lowest year out of the past 63 years of snow observations, and the forecast peak flow for the Fraser River at Hope, given normal seasonal weather, is estimated to be 7500-8500 m<sup>3</sup>/s, or slightly below mean annual flood level.

Flooding is always possible during the snowmelt freshet season, even in years with normal or lower than normal snow packs. Given the snow conditions this year, extreme weather, such as extreme precipitation or combined hot and wet weather, would be required to produce flooding or higher than expected flows.

With the current seasonal weather outlook and snow pack conditions in south-west British Columbia, it is unlikely that snow packs will recovery significantly. With extremely low snow packs in the Lower Fraser, South Coast, Skagit and Vancouver Island, runoff from snow melt will be limited. Low flows are expected to occur earlier than normal this year, very low flows can be expected in the summer unless significant rainfall occurs through the spring and summer. To a lesser extent, lower snow packs in the East Kootenay, Boundary, Stikine and Northwest indicate an increased likelihood of summer low flows in these regions. A summary of seasonal volume runoff forecasts for select rivers in the province is below. Near normal runoff is forecast for most basins, with

below normal runoff forecast for the Nicola (70-78% of normal) and Okanagan (85-86% of normal) and Kalamalka-Wood inflows (59-63% of normal).

The River Forecast Centre will continue to monitor snow pack conditions and will provide updated seasonal flood risk and water supply forecasts in the April 1st 2015 bulletin, which is scheduled for release on April 8th.

*BC River Forecast Centre-March 9, 2015*

Source: BC Ministry of Forests, Lands and Natural Resources  
([http://bcrfc.env.gov.bc.ca/bulletins/2015\\_Mar1.pdf](http://bcrfc.env.gov.bc.ca/bulletins/2015_Mar1.pdf))

The 1894 flood of record is estimated to have had a peak discharge of 17,000 m<sup>3</sup>/s Hope. Based upon that flow rate, recent data from the Fraser River Flood model indicates that water levels at FSD would be 3.6m GSC at the lower berths and 3.7m GSC at the upper berths. Water level and velocity data can be viewed real time over the internet at Environment Canada's Hydrometric Data website:

<http://scitech.pyr.ec.gc.ca/waterweb/formnav.asp?lang=0>

Surrey is protected from high water on the Fraser River by a network of Dykes built alongside the banks of the river. These Dykes were built 18" higher than the freeboard from the 1948 river levels. 1948 was the last year in which there was major flooding along the Fraser River in the lower mainland.

The terminal at Fraser Surrey Docks was built after 1948 and was constructed with the majority of the property being at or above the level of the Surrey Dyke network. Because the terminal was constructed at the same level as the dyke network, flooding of terminal property is unlikely.

The lowest elevation goods may be stored at is approximately 3.3m. Approximately 10% of the surface area lies below the 3.8m mark, the 200 year flood level for the east, or upriver end of the yard. Approximately 30% of the surface area lies below the 3.6m mark, the 200 year flood level for the west, or downriver end of the yard. A very small portion along Elevator Road (it is difficult to estimate, perhaps 2%) lies below the 3.2m mark of the 150 year flood level.

Although flooding is unlikely to occur there is always a possibility. Yearly high water levels on the Fraser River occur from May 15 – June 30 when there are several days with a 15 foot tide. If the weather does not cooperate and we have 2 - 3 weeks of hot dry days and warm nights, there is a better chance that flooding will occur between these dates.

During a tidal surge the salt water coming up the river from the ocean creates a salt-water wedge that drives under the fresh water flowing out of the river causing the level of the river to rise. If there is a flood situation at Fraser Surrey Docks, only fresh water will flow onto the terminal property as a result of tidal changes.

### 13.2 INDICATORS

There are three critical areas along the Fraser River where the height of the river and rates of discharge are measured to forecast conditions downstream. These three locations in order from East to West are:

- |                                      |                                                    |
|--------------------------------------|----------------------------------------------------|
| 1. South Fort George (Prince George) | (latitude 53° 54' 04" N, longitude 122° 44' 00" W) |
| 2. Hope                              | (latitude 49° 22' 50" N, longitude 121° 27' 05" W) |
| 3. Mission                           | (latitude 49° 07' 39" N, longitude 122° 18' 08" W) |

South Fort George is typically used to help determine what might occur 3 to 5 days later down here in the lower Fraser River. Hope discharge rate is used by hydrographic numerical models for forecasting water levels. Pilots use this information in their vessel setups. Mission is usually used to determine flood management activity levels.

We will be monitoring the height of the river and rate of discharge at these three locations on a daily basis to give ourselves advanced notice of possible high water at our location. A three meter rise in the level of the water at the Mission gate will equal a one meter rise in water levels at Fraser Surrey Docks.

The water levels at these three locations are being recorded daily and plotted on a graph. Information on the water levels at these three locations for the last three years will be entered as soon as the information can be located.

1999 was the largest snow pack on record. Peak discharge at Hope was 11,000 m<sup>3</sup>/s and peak water level at Mission was 6.2m. Flood of record (200-year flood) requires a discharge at Hope of 17,000 m<sup>3</sup>/s. Discharge during the freshet has met or exceeded 12,000 m<sup>3</sup>/s at Hope only on two (2) times since records began in 1912 (1948 & 1972). Ninety-four years of data for Hope indicates that water level has reached 10,000 m<sup>3</sup>/s approximately 20% of the years and 11,000 m<sup>3</sup>/s approximately 10% of the years. Water level at Mission is typically around 6.0m when flow at Hope is 10,000m<sup>3</sup>/s, 6.5m when flow is 11,000m<sup>3</sup>/s and 7.0m when flow at 12,000.

### 13.3 NAVIGATION

Historically, when water levels at the Mission Gate reach 20ft (6.25 m) navigation of the River becomes more difficult due to the higher rate of discharge. When water levels reach 23 feet (7.2 m) at the Mission Gate river travel is controlled to protect the dyke network from the wakes of ships on the river.

FSD has sent an email to FRPA notifying them of our concern. FRPA advises that minimum wash requests and channel closures can be implemented if needed. Navigation restrictions will only be imposed when absolutely necessary due to the impact this will have on all stakeholders.

Water levels in the Lower Fraser River Downstream of Sumas Mountain are influenced by both Tide and River Discharge. Water levels at Mission are influenced by tide except during period of extreme flow. Water levels below Whonnock are tidal even during periods of extreme flow.

### **13.4 EVACUATION NOTICES AND WARNINGS**

In the event of a flood all inquiries from the Press are to be routed through Jeff Scott or Jill Buchanan, the Public Information Coordinator(s) for Fraser Surrey Docks. In the time being information available for release will be given to all staff members in order to answer questions and concerns from our customers.

Current message is that “We continue to monitor water levels in the Fraser River on a daily basis. We have an extensive flood response plan in place and we have begun preparations for a flood if it were to occur”

Fraser Surrey Docks will receive 3 – 5 days’ notice of major flooding along the Fraser River. In these days certain additional steps need to be taken to ensure that equipment and cargo are protected from damage due to high water.

Notice will be given to the customer when the flood is considered to be “imminent”. Notice has been reviewed with legal counsel and is attached to this master document. Customers will be given an option to relocate cargo if desired.

Flooding is not a disaster that can be prevented but it is a disaster that can be predicted with reasonable accuracy. The prediction of how high water levels will reach and when gives us time to make the proper preparations.

In the event of a catastrophic flood, force majeure may be an action we have to pursue.

### **13.5 FLOOD MANAGEMENT PLAN**

#### **13.5.1 STRATEGY**

We have 5 main strategies with respect to flood management:

- 1) Need to maintain access and egress to the terminal;

- 2) Need to keep Timberland Road open at all times;
- 3) Need to be able to access the yard;
- 4) Need to be able to operate the terminal in some capacities; and,
- 5) Need to protect Sub 1 (Shed 2) and Sub 4

### 13.5.2 BERMS AND DIKES

To mitigate the risk to Fraser Surrey Docks we already have in place 750 empty sandbags, 24 concrete blocks and poly for protecting buildings and equipment. We will bring in sand to fill the sandbags and empty boxes for removing records.

The list of supplies and the associated action items are outlined in Table 1:

#	ITEMS	ACTION	COMPLETION DATE
1	Concrete lock blocks	A quantity of 24 blocks have already been ordered and delivered. If further blocks are required, maintenance will temporary relocate ones used throughout the yard	April 20th
2	Poly	Will be utilized beneath and over the lock blocks to help create a seamless dyke. On order	Expected to have on site by May the 2 <sup>nd</sup> .
3	Sand	Will be dumping 4 to 5 cubes in behind berth 10. Laborers will be ordered to fill sand bags and place on pallets. Currently the carpenter is filling sandbags when he has a spare moment.	Expected to have on site by May the 2 <sup>nd</sup> .
4	Sand bags	There are approx. 750 smaller burlap sacks on hand. Plastic liners will be ordered to augment sacks. More sacks will be ordered.	Expected to have on site by May the 2 <sup>nd</sup> .
5	Sump pumps	Six small sump pumps will be purchased/rented. These will be used in the cable trenches in high risk substations and other buildings.	Expected to have on site by May the 2 <sup>nd</sup> .
6	Duct filler and Denso Tape	Play-doe type compound and oil based tape that will be used to "seal" conduits in all high risk substations.	Expected to have on site by May the 2 <sup>nd</sup> .
7	Laborers	Will be order once the sand and the sacks are on hand.	
8	Boots	Will order 10 pairs of rubber boots to be stored at Pacific Rim	MP
9	Traffic Pylons	Additional traffic pylons will be ordered from Empire Signs	IP

The lists of action items for preparation are outlined in Table 2:

#	Items	Action	Completion date
1	Sumps	A work order has been put in place to complete a pm on all on site sump pumps. I.e. Sub 6, 5A, 9	Expect to be complete by the end of April.
2	Holding Tanks	Pump truck will be ordered to vacate the three holding tanks on site; berth 10 washrooms, customs and cashiers. The cashiers and the customs tanks are located in the high-risk areas and will therefore be refilled with brackish or potable water and the washrooms locked out from use.	To be completed several days prior to high water. To be monitored.
3	Port-a-potties	There is one port-a-potty located on the terminal; one upriver of the Matson tower/lasher trailer. This unit will be relocated to higher ground.	Expected to be complete beginning of May.
4	Temporary dikes	Temporary dikes utilizing the lock blocks, poly and sand bags will need to be constructed around high risk substations, water side shed one office and south east corner of shed two to titan's fence	Expected to be complete beginning of May.
5	AC units	Many AC units servicing buildings in high risk areas are located at ground level. A work order has been put in place to complete a pm on all AC units, isolate, lock out and sand bag, and if possible rise up.	Expected to be complete beginning of May and pending flood action.
6	Temp power supply Shed five	In the event power to sub 4 is lost, have the option to supply emergency power to shed 5 (server room) via generator. Have initiated a full review of the requirements. No physical infrastructure is in place to accommodate a large (i.e. upwards of 100 kW) gen packs. Requirements would include: Transfer switch, plug adaptor, phase rectifier, amp and volt monitors and meters. In the interim, maintenance has one gas-powered generator and one diesel powered welder. Both can be used to supply power to individual servers and/or workstations.	Expected to be complete mid -May.
7	Transformers	There are numerous at grade transformers (i.e. main security gate). The action plan would be to sand bag all enclosures containing transformers, and shut down and lock out.	Expected to be complete beginning of May and pending flood action.

The estimated areas in risk of high water are outlined in Table 3:

#	Area	Point of Ingress	Level of Risk	Mitigating Actions	Estimated water level based on 200 year flood at 3.7m
1	Shed Four, main gate, main gate security kiosk, Main gate, foreman's lunchroom, washrooms, executive offices, steel cashiers office, steel gate, Alaska Way, Parking lots, rail, and approximately half of the break bulk area.	1) Gunderson Slough via Alaska way. 2) Berth 2 18" storm sewer outlets. 3) Gunderson slough 30" storm sewer outfall with flapper valve.	High	One of two mitigating actions will be carried out, both by the City of Surrey. 1) A temporary dam will be set up across Robson road and rail. This will achieve zero flood protection for the area or 2) Alaska way will be built up approx. 1m in height to act as a dike. Also a temporary dam will be in place joining the retaining wall behind shed four to the Alaska way dike. This will close off the main gate, steel gate and rail. This will minimize the volume of water in the area, as it will only close off the path of water from Gunderson Slough. FRPA ensuring all flapper valves are in functioning order.	Expect levels in low lying areas of up 500mm
2	Sub 3 – services shed 4, executive building, Foreman's lunchroom, washrooms, both Cashier's office, Steel and main gate, Security kiosk, low mast lights	1) Gunderson Slough via Alaska way. 2) Berth 2 18" storm sewer outlets. 3) Gunderson Slough 30" outfall with flapper valve.	High	Door and any other potential areas of ingress will be sandbagged. Conduits will be stuffed with filler and sump pump will be located within. FRPA ensuring all flapper valves are in functioning order.	Expect levels in low lying areas of up 500mm
3	Rail behind Shed 2	1) Gunderson Slough via Alaska way. 2) Berth 2 18" storm sewer outlets.	High	None, although if action plan #2 from above is put in place, the volume of water will be reduced.	Expect levels of up 500mm

4	Berths 2,3 and 4	Berths 2, 3 and 4, and predominately from wave action.	Med to High	None.	Expect levels of up 300mm
5	Shed 1 first floor	Berths 2, 3 and 4, and predominately from wave action.	Med	A temporary dike utilizing the lock blocks, poly and sand bags will be constructed around the water-side shed one protecting the first aid and main door. Sub 0 door will be sand bagged and conduits filled with duct filler.	Expect levels of up 100mm
6	BB area and rail between Shed 1, Shed 2 and Titan	1) Berths 2, 3 and 4, wave action, and 2) 24" storm sewer off of berth 5.	High	None. However, a temporary dike utilizing the lock blocks, poly and sand bags will be constructed from the south east corner of shed two (transformer compound), across the rail to titan's fence. This will avoid water from this area flowing towards the container yard, shed 5 and Cafeteria area.	Expect levels of up 500mm
7	Shed 2	1) Berths 2, 3, 4 and 5 2) wave action 3) 24" storm sewer off of berth 5 and 8" storm sewers under berths 7, 8 and 9.	Low	None	Not expected to flood.
8	Shed 5	1) Berths 2, 3 and 4, wave action, and 2) 24" storm sewer off of berth 5.	Low	A temporary dike utilizing the lock blocks, poly and sand bags will be constructed from the south east corner of shed two (transformer compound), across the rail to titan's fence. This will avoid water from this area flowing towards the container yard, shed 5 and Cafeteria area.	Not expected to flood.
9	Cafeteria and training trailer	1) Berths 2, 3 and 4 2) Wave action, and 3) 24" storm	Low	A temporary dike utilizing the lock blocks, poly and sand bags will be constructed from the south east corner of shed two (transformer compound),	Negligible

		sewer off of berth 5. 4) Possibly some volume from Robson road as well		across the rail to titan's fence. This will avoid water from this area flowing towards the container yard, shed 5 and Cafeteria area.	
10	Sub Station 4 – services Shed 5, training trailer, Cafeteria, Garage, Container gate.	1) Berths 2, 3 and 4 2) Wave action, and 3) 24" storm sewer off of berth 5. 4) Possibly some volume from Robson road as well	Med	Same mitigating action as items 8 and 9. As well, door and any other potential areas of ingress will be sandbagged. Conduits will be stuffed with filler and sump pump will be located within.	Expect cable trays to fill up.
11	Fuel tanks	1) Berths 2, 3 and 4 2) Wave action, and 3) 24" storm sewer off of berth 5. 4) Possibly some volume from Robson road as well	Med	Same mitigating action as items 8 and 9. Also lids and access hatches will be resealed.	Expect levels of up 100mm
12	Garage and back parking area	1) Berths 2, 3 and 4 2) Wave action, and 3) 24" storm sewer off of berth 5. 4) Possibly some volume from Robson road as well	Medium	Same mitigating action as items 8 and 9.	Negligible
13	Container gate	1) Berths 2, 3 and 4 2) Wave action, and 3) 24" storm sewer off of berth 5. 4) Possibly	Low	None	Not expected to flood.

		some volume from Robson road as well			
14	Sub Station 1 – services sub 2, 3, 4 and 5.	1) Berths 2, 3 and 4 2) Wave action, and 3) 24" storm sewer off of berth 5.	Low	Doors and any other potential areas of ingress will be sandbagged. Conduits will be stuffed with filler and sump pump will be located within.	Not expected to flood.
15	Substation 2 – services cranes 2 and 3 and sub 6.	1) Berths 7, 8 and 9 2) area 10 water side 3) Two 24" storm sewers (with flapper valves); one located at the bottom end of seven and the other on the bottom end of nine.	Low	Doors and any other potential areas of ingress will be sandbagged. Conduits will be stuffed with filler and sump pump will be located within.	Not expected to flood.
16	Sub Station 1 transformer compound – main 12kV feed to sub 1	1) Berths 2, 3 and 4 2) Wave action, and 3) 24" storm sewer off of berth 5.	Medium	Currently protected by a curb and concrete blocks. Protection will be enhanced with sandbags.	Expect levels of up 200mm
17	Container yard	1) Berths 7, 8 and 9 2) area 10 water side 3) Two 24" storm sewers (with flapper valves); one located at the bottom end of seven and the other on the bottom end of nine. 4) Possibly some volume	Low	FRPA ensuring all flapper valves are in functioning order.	Expect varying non-hazardous levels in low lying areas

		from Robson Road as well.			
18	Shed 6 and Customs	1) Berths 7, 8 and 9 2) area 10 water side 3) Two 24" storm sewers (with flapper valves); one located at the bottom end of seven and the other on the bottom end of nine.	Low	FRPA ensuring all flapper valves are in functioning order.	Expect none to varying non-hazardous levels in low lying areas
19	Berths 7,8, 9 and 10	1) Berths 7, 8 and 9 2) area 10 water side 3) Two 24" storm sewers (with flapper valves); one located at the bottom end of seven and the other on the bottom end of nine.	Low	FRPA ensuring all flapper valves are in functioning order.	Expect to varying non-hazardous water levels in low lying areas, particularly directly behind the berths near the rail.
20	Sub 6 – services berth face utilities, High Mast lights and Matson Tower	1) Berths 7, 8 and 9 2) area 10 water side 3) Two 24" storm sewers (with flapper valves); one located at the bottom end of seven and the other on the bottom end of nine.	Low	FRPA ensuring all flapper valves are in functioning order. Doors and any other potential areas of ingress will be sandbagged. Conduits will be stuffed with filler and sump pump will be located within.	Expect basement of sub to flood.
21	Sub 5A mid Container yard.	1) Berths 7, 8 and 9 2) area 10	Low	FRPA ensuring all flapper valves are in functioning order. Doors and any other potential	Expect basement of sub to

		water side 3) Two 24" storm sewers (with flapper valves); one located at the bottom end of seven and the other on the bottom end of nine.		areas of ingress will be sandbagged. Conduits will be stuffed with filler and sump pump will be located within.	flood.
22	Area 10	1) Berths 7, 8 and 9 2) area 10 water side 3) Two 24" storm sewers (with flapper valves); one located at the bottom end of seven and the other on the bottom end of nine. 4) Possibly some volume from Timberland Road as well.	Medium to High	The City of Surrey is proposing to heighten the existing dyke running along the perimeter from sub 10 to berth 10. The larger problem is that drainage in this area is very poor, and if filled either by flood water or rain water, it will take a longer period of time to drain.	Expect levels of up 400mm
23	Timberland road	1) Manson Canal, 2) Sylvan 3) Dock Road 4) Area 10	Medium	The City of Surrey will attempt to keep this road free of flood water as much as possible. However if Manson Canal floods, the road and adjoining low lying area will be flooded.	Expect levels of up 400mm if flooded.
24	Robson Road	1) Manson Canal, 2) Sylvan 3) Dock Road, and 4) Gunderson Slough	High	The City of Surrey will attempt to keep flooding on this road to a minimum. However it will be very difficult to retain all waters flowing from Gunderson slough, Kendale and Armstrong creek.	Expect levels of up 500mm if flooded.
25	Sub 10 – services gantry cranes 4 and 5	1) Berths 7, 8 and 9 2) area 10 water side	Low	Doors and any other potential areas of ingress will be sandbagged. Conduits will be stuffed with filler and sump	Expect cable tray to fill up.

		<p>3) Two 24" storm sewers (with flapper valves); one located at the bottom end of seven and the other on the bottom end of nine.</p> <p>4) Possibly some volume from Timberland Road as well.</p>		<p>pump will be located within.</p>	
26	Sub 5 – services three banks of reefers	<p>1) Berths 7, 8 and 9</p> <p>2) area 10 water side</p> <p>3) Two 24" storm sewers (with flapper valves); one located at the bottom end of seven and the other on the bottom end of nine.</p> <p>4) Possibly some volume from Robson Road as well.</p>	Low	<p>FRPA ensuring all flapper valves are in functioning order. Doors and any other potential areas of ingress will be sandbagged. Conduits will be stuffed with filler and sump pump will be located within.</p>	Not expected to flood
27	Sub 7 – Reefer sub	<p>1) Berths 7, 8 and 9</p> <p>2) area 10 water side</p> <p>3) Two 24" storm sewers (with flapper valves); one located at the bottom end of seven and the other on the bottom end of nine.</p>	Low	<p>FRPA ensuring all flapper valves are in functioning order. Doors and any other potential areas of ingress will be sandbagged. Conduits will be stuffed with filler and sump pump will be located within.</p>	Expect cable tray to fill up.

		4) Possibly some volume from Robson Road as well.			
28	Sub 8 – services shed 6 and customs	1) Manson Canal, 2) Sylvan 3) Dock Road, and 4) Area 10	Low	FRPA ensuring all flapper valves are in functioning order. Doors and any other potential areas of ingress will be sandbagged. Conduits will be stuffed with filler and sump pump will be located within.	Expect none to varying non-hazardous levels in low lying areas

Resealing of Fuel Tanks – Will contract out to Western Oil Supply. Will recheck seals. Will keep tanks full to stop any buoyancy.

FRPA has ordered “flapper valves” for the drain basins. They are on order and probably will not be installed until next fall.

We will also have to identify all the man hole covers and mark accordingly as they could be a safety risk if pressurized.

We’ll notify the cafeteria of potential risk for their operations.

### 13.5.3 WATER

The city may shut off the water main if the water levels come up to flood levels. The pipe runs underground and is equipped with flapper valves and is back flow protected so this may not be necessary. Regardless, we should ensure we have extra bottles of Canadian Springs on site.

### 13.5.4 POWER

The most important business need is electricity. There are 3 main 12 kva feeds coming into the facility. They all run overhead outside the facility but convert to underground just outside. It is unlikely that BC Hydro will shut off the power grid; however they may have concerns with the underground connections in the event of flooding. We may also need to assess the situation and determine whether there is a risk off short-circuiting. In the meantime we will identify areas that need to be shut down and protect electrical components where required.

As a result, we are exposed to the risk of losing power to our telephone communications system and computer network at the FSD site. Our telephone system can operate without power for up to one half hour on back-up power, but will not function beyond that period of time. In order for the phones to be successfully forwarded to the emergency office center, emergency power from a generator is required. A small 120v generator is

available and can be installed that will supply sufficient power to the telephone system, network server, workstations and building lights (FSD Shed One). This will ensure that we will not lose our communications system or computer network.

The IT Department will be identifying the specific power requirements for minimal operations.

See above table 2. We also have a gas powered generator and a diesel powered welding machine. Both can be used to provide individual servers and/or work stations directly with power.

We have assessed the use of a reefer generator set as alternate power but it is not a quick fix. Reefers run at 480 and the main feed coming out of sub 4 feeding shed five is at 600. Also, we have no infrastructure in place to plug in a reefer generator set in to our existing grid and use as an alternate power source. This involves the physical male connector, transfer switch, phase rectifier; step up transformer, and corresponding switchgear. We are working on getting a scope of this work, but chances are it will only be ready for next year's freshet!

Marine Tech has some additional generators we could use. In addition we do have the welding units as well.

### **13.5.5 SUBSTATIONS**

There are a minimum five electrical substations located around the dock that need to be identified and protected against rising water levels. If possible transformers should be removed from electrical pits in order to protect them from water damage.

### **13.5.6 ROADWAYS**

All storm sewer drains should be identified with big red pylons so that when waters recede, the drains can be cleared to speed up the clean-up process. Identify plate and other cargo that is at risk of not being seen under water.

A memo for the speed of vehicles during flood conditions has been drafted and will be distributed if required.

### **13.5.7 DOCK EQUIPMENT**

Mobile equipment including trucks, forklifts, front end loaders, sweepers etc. need to be moved to high ground to protect internal combustion engines from water damage. Dock equipment is currently stored all over the site.

Gates will be responsible for relocating RWF equipment and dock trucks. Operations will be responsible for relocating unassigned dock trucks. Maintenance will be responsible for relocating all others.

Dock trucks to be placed on loading ramp or in Shed 2. Equipment moved to higher ground by Shed 2 or Yard Area 7/8.

Mechanics tool boxes will be placed on blocks. PRS locker gear will be placed on pallets. They will concentrate on the gear in Shed 4.

### **13.5.8 DOCK GANTRY CRANES**

If BC Hydro advises that they are shutting down the power grid the dock gantry cranes should be secured and/or pinned down in their center position, and bolted together. Spare parts for the cranes including circuit breakers and electronics should be removed from the danger area.

### **13.5.9 PHONE SYSTEM AND COMMUNICATION**

Communications will be affected if there is a flood because our phone system must have power in order to operate. Cellular phone networks should still work, so our customers will be able to keep in touch with us. The VP of Marketing and Customer Service has downloaded all the customer's email addresses into their laptop so that a message can be sent in the event of flooding. Customers will be provided with a contact list and appropriate cell numbers.

We will need some additional cells for Customer Service.

There are essentially 2 pieces of communication that may have to go out to customers if a flood does in fact occur.

The first is a customer notice that would be sent out approximately 5 days ahead of time with the following objectives in mind:

- a) To state clearly what FSD will and will not do;
- b) To characterize the plan so as to demonstrate that FSD has met its legal obligation to take what steps it reasonably could; and,
- c) To invite customers to decide for themselves what other steps they may wish to be taken beyond that - so as to defer directly to the customers any economic choice about what to do with the cargo.

The second communication would be a "Force Majeure" clause in the event we would have to issue one.

#### **13.5.10 COMPUTER SYSTEM**

Our fiber optic computer network is not expected to sustain any damage in the event of a flood, but precautions will be taken to raise the connection points in the lumber and container gates to above expected water levels.

Priority for the systems is as follows:

- Terminal Operating System
- Email
- Web Site
- Other

#### **13.5.11 SECURITY SYSTEM**

We will lose all of the power and connections for security and the system will lock down. Turnstiles will move freely and should be pad locked when not in use or required. Guards will be positioned at all access or egress points being used. Gates will be cranked up to allow for access and manned with guards.

#### **13.5.12 OFFICE EQUIPMENT AND SPACE**

All computers, photocopiers, telephones and if possible furniture need to be moved to high ground or a secondary operations center. If required on dock staff can be relocated to Shed 5 or Shed 1 and operations will become mobile as required. Staff to be relocated will be Executive and Steel Cashier Personnel. Staff will be responsible for organizing their own workstations and making a checklist of materials and supplies they need.

The remaining staff members will come to the terminal or stay home at the instruction of the Operations Manager.

A temporary parking lot will be created in the Cul De Sac off Timberland Road. Workers can be shuttled back and forth to the work place as required. The gravel area within IDC could also be considered if required. Workers would be shuttled back and forth to the parking lot as required.

The Breakbulk gate will be relocated temporarily to the Container Out-Gate Trailer. Traffic will be rerouted along Robson Road. In the event that Robson Road becomes flooded traffic will be rerouted the cul de sac or through the back gate.

We will talk to a furniture moving company to be on stand-by to dismantle and relocate desks and stations as required.

### **13.5.13 RECORDS**

All records currently stored in the danger areas should be removed at the first warning signs of high water and taken to high ground or secondary operations area. This will require a large supply of boxes on hand.

### **13.5.14 CARGO**

#### *Weather sensitive steel products*

Products such as galvanized coils should be trucked off dock, if released by customs. For the next month we are going to keep coil out of Shed 4.

#### *Hazardous Goods*

At the first warning of a possible flood a “Hazardous Containers on Dock Report” should be done twice daily to identify the hazardous containers currently in storage. No further hazardous containers should be accepted at the gate. Hazardous containers currently on dock should be shipped out by truck immediately, or placed on top of empty containers.

#### *Other Cargo*

Other cargo including lumber and steel products that are not as susceptible to water damage should be moved off dock only at the discretion of the customer.

### **13.5.15 STORES**

There are two main storage areas on the dock for spare parts, tools and manuals. The first floor of the maintenance department and the electrical department are used for inventory storage. All necessary supplies and equipment should be moved from these areas to a safe location if the threat of a flood becomes obvious.

### **13.5.16 HAZARDOUS MATERIALS**

At the first warning of an impending flood all hazardous containers need to be moved, in-ground fuel tanks need to be filled, sewage tanks emptied and refilled with water, and other hazardous materials need to be identified and removed from the site. Storage of these materials is available at the Maintenance Department and will be stored above ground.

### **13.5.17 OPERATIONS PLAN**

We need to be able to handle and move cargo as long as possible. Specific plans to ensure we maintain operations are as follows:

Relocate temporarily the Breakbulk gate to the Container Out-Gate Trailer. Manual back up records will have to be created for container operations.

### **14.0 VOLCANIC ASH FALL-OUT FIRST RESPONSE**

It is expected that ample warning will be given to *FSD* by local authorities if there is a threat of a major ash-fall from a volcanic eruption. Upon warning of an imminent ash fall, *FSDERT* shall ensure that the following tasks are conducted:

#### **14.1 PREPARE OPERATING MACHINERY**

1. Shut down all non-essential mechanical and electrical equipment as soon as ash becomes evident.
2. Fit transformer vault air-intakes with filters, reduce electrical load to a minimum, and monitor temperatures to ensure safe, continuous operation.
3. Check operating equipment at frequent intervals for overheating.
4. If it is necessary to operate internal combustion vehicles:
  - a. Maintain speeds below 30 km/h
  - b. Check air filters frequently; clean them at least every 10 hours of operation, replace them after 20 hours of operation, and change the oil filter bath every 30 hours.
  - c. Do not use the windshield wipers or washer.
  - d. Do not flush radiators with water – blow them out with compressed air.
  - e. Rinse off battery with water and blow dry if dust build-up causes it to short out.
5. Do not start up ventilation and air-handling equipment until the settled ash has been thoroughly removed and air filters checked.

#### **14.2 PREPARE BUILDINGS AND PERSONNEL**

1. Have employees remain indoors if possible - persons with chronic respiratory illness should avoid exposure to the ash.
2. Keep doors and windows closed and turn off fans and air conditioning.
3. Tune in to a local radio station to await further instructions.
4. Do not allow personnel to call family and friends, as this might tie up telephone lines required for an *emergency*.
5. Issue breathing masks to those personnel required to work outside.
6. Close and seal cargo shed doors.

#### **14.3 DISPOSAL AND CLEAN-UP**

1. Dispose of dust by spreading it on grassy areas or flower beds – do not dispose of ash by flushing it down storm sewers.
2. Do not use water or attempt to dry brush the ash off roofs, because these methods will clog drainpipes – instead, apply a mixture of wetted sawdust over the volcanic ash and carefully sweep and scoop this up.
3. Volcanic ash may be disposed of in landfills, if required.

#### **15.0 MARSEC LEVEL CHANGES**

The Fraser Surrey Docks normal security level operation occurs at a Marsec 1. However, the Federal Government, through Transport Canada, may direct Fraser Surrey Docks to increase its security level, based on information of perceived or real threats. Threats that result in an increase in Marsec (Marine Security) can be localized to our facility, the region, or to the entire country. Furthermore, once a MARSEC change has been directed, only Transport Canada may lower the level of security. Fraser Surrey Docks will remain at the prescribed Marsec level until instructed to change.

Increases in Security from MARSEC 1 to MARSEC 2 will include (but not limited to) the following:

- increased security patrols by guards throughout the facility

- increased spot checks of vehicles accessing egressing the facility
- movement of trash containers from perimeter fence lines/access points
- all mail closely examined
- inspection of all buildings
- all ship gangways attended by security

Increases in Security from MARSEC 2 to MARSEC 3 will include (but not limited to) the following:

- further increases in security patrols by guards throughout the facility
- restriction of non-essential vehicles onto the site
- movement of trash containers from perimeter fence lines/access points
- all mail closely examined, packages not expected will be refused
- inspection, including closure of all buildings
- restriction of all ship's crew onto facility
- restricted access of all non-essential persons onto to the site

**APPENDIX I**  
**-SITE SAFETY MAP-**

**APPENDIX II**  
**-ROLL CALL FORMS-**



 <b>Fraser Surrey Docks Shed 5 - Level 2: Employee Roll Call</b>					
<b>DATE:</b>			<b>TIME:</b>		
<b>INCIDENT:</b> Fire Emergency Response Drill					
<b>Roll Call Performed by VIPS:</b> (Print name)					
<b>Health &amp; Safety Department: Management</b>			<b>PRESENT</b> (√)	<b>ABSENT</b> (X)	<b>COMMENTS</b>
1	Jonathan UNRAU	PP#			
2	Mark QUON	PP# 78305			
<b>IT Department:</b>			<b>PRESENT</b> (√)	<b>ABSENT</b> (X)	<b>COMMENTS</b>
3	Matthew PEDERSEN	PP# 78320			
4	Keith LECLERC	PP#			
5	Nazario BARRIGA	PP#			
<b>Maintenance Department: Management</b>			<b>PRESENT</b> (√)	<b>ABSENT</b> (X)	<b>COMMENTS</b>
6	Jurgen FRANKE	PP# 77259			
7	Manraj (Raj) UPPAL	PP# 78323			
<b>Operations Department:</b>			<b>PRESENT</b> (√)	<b>ABSENT</b> (X)	<b>COMMENTS</b>
8	Chris ARMER	PP# 34588			
9	Steve ARMSTRONG	PP# 61289			
10	Cliff CHERNOFF	PP# 9347			
11	Jarrett LONG	PP#			
12	Patrick JULIEN	PP#			
13	Wayne HONEYMAN	PP# 77256			
14	Tim KJELLBOTN	PP# 5573			
15	David MARTIN	PP# 71173			
16	Ahmad NASSERJAH	PP# 34643			
17	Ralph RODRIGUEZ	PP# 48648			
18	Tracy STRAND	PP# 78319			
19	Lindsey THORLEY	PP#			
20	Jerry JENNINGS	PP# 78322			
21	Andrew WHIFFEN	PP# 68116			
22	Troy WINGERAK	PP#			
23	Haley CROWE	PP#			
24	Jaimie KATZ	PP#			
<b>Maintenance Department: Foremen</b>			<b>PRESENT</b> (√)	<b>ABSENT</b> (X)	<b>COMMENTS</b>
25	Paul BOUCHARD	PP# 35099			
26	Mike CRAVAGNA	PP# 78288			
27	Patrick KEOGH	PP# 78296			
<b>Additional Workers: (Contractors, etc.)</b>			<b>PRESENT</b> (√)	<b>ABSENT</b> (X)	<b>COMMENTS</b>
28	Richard HOATH	PP# 12286			
29	Robert MEIER	PP# 2895			
30	Craig WILSON	PP# 57273			
<b>Return To Health &amp; Safety Department Upon Completion</b>					





			<p align="center"><b>Fraser Surrey Docks Accounting &amp; Customer Service Trailer: Employee Roll Call</b></p>									
<p><b>DATE:</b> _____ <b>TIME:</b> _____</p>												
<p><b>INCIDENT:</b> Fire Emergency Response Drill</p>												
<p><b>Roll Call Performed by:</b> Brady Erno</p>												
<p align="center"><b>Accounting Trailer: Management</b></p>			PRESENT (√)	ABSENT (X)	COMMENTS							
1	Jennifer NISHI	PP#										
2	Anton BONEV	PP#										
3	Charmagne MUNOZ	PP#										
4	Manjit GILL	PP#										
5	Frances HARASEMCHUK	PP#										
6	Mike MCLEOD	PP#										
7	Brady ERNO	PP#										
<p align="center"><b>Accounting Trailer: Workers</b></p>			PRESENT (√)	ABSENT (X)	COMMENTS							
8	Kelly ISLEY	PP# 78320										
9	Krista SAHLY	PP#										
10	Michelle STEELE	PP#										
11	Barb MARTIN	PP#										
12	Jennifer SINCLAIR	PP#										
13	Mary ZHAO	PP#										
<p align="center"><b>Customer Service Trailer: Workers</b></p>			PRESENT (√)	ABSENT (X)	COMMENTS							
14	Diane MCLEOD	PP#										
15	Amber HUTT	PP#										
16	Heidi KIMMERLY	PP#										
17	Janet KLEIN	PP#										
18	Linda LAHAY	PP#										
19	Roxanne FELTON	PP#										
20	Stephanie HENDERSON	PP#										
21	Kimberly COWTON	PP#										
<p align="center"><b>Return To H+A1:Q41 Health &amp; Safety Department Upon Completion</b></p>												

**APPENDIX III**

**-VARIOUS ERP FORMS-**

 <p><b>FRASER SURREY DOCKS</b> Pacific Rim Stevedoring</p> <p>11060 Elevator Road Surrey, BC, V3V 2R7 Phone 604-581-2233, Fax 604-581-6488</p>	<h1>Emergency Information Form</h1> <p><b>Date:</b> _____ <b>Time:</b> _____</p>
<p><b>Description of Emergency:</b></p>	
<p><b>Number/Type/Severity of Injuries:</b></p>	
<p><b>Location of Emergency:</b></p>	
<p><b>Status of Response:</b></p>	
<p><b>Immediate Concerns, Implications or Instructions:</b></p>	
<p><b>Prepared by:</b> _____ <b>Position:</b> _____ <b>Telephone:</b> _____</p>	



EMERGENCY RESPONSE ACTIVITIES		TIME																								
<input type="checkbox"/>	Proceed to Emergency Scene <u>if safe to do so</u> , and do a scene survey																									
<input type="checkbox"/>	Establish Perimeter Control																									
<input type="checkbox"/>	Remove injured persons from the danger area, <u>if it is safe to do so</u> . <b><i>Do not attempt to move anyone with suspected head, neck, or spinal injuries.</i></b>																									
<input type="checkbox"/>	Coordinate evacuation of buildings, areas or vessels as necessary Contact wardens and direct them to appropriate marshalling area: <input type="checkbox"/> Shed 5 - Second Floor Security (604-582-2213 OR 235) <input type="checkbox"/> Shed 5 - Crane Shop Raj Uppal (778-838-7846 OR 271) (Ground Floor) <input type="checkbox"/> Diesel Shop Jack Miller (778-838-7945) Brent Sellers (778-838-7910) <input type="checkbox"/> Shed 1 Alisa Sahbaz (604-345-5449) <input type="checkbox"/> Accounting/Customer Service Trailer Brady Erno (778-838-5719 OR 268)																									
<input type="checkbox"/>	Contact Computer Wardens: <input type="checkbox"/> Shed 5 – Second Floor Keith Leclerc (778-838-4040) Matthew Pederson (778-838-6920) Nazario Barriga (778-227-1606)																									
<input type="checkbox"/>	Contact Health & Safety Department if appropriate: <input type="checkbox"/> Jonathan Unrau (778-838-2243) <input type="checkbox"/> Mark Quon (778-838-8402)																									
<input type="checkbox"/>	Contact <i>PIC</i> and pass on critical information (Update <i>PIC</i> regularly): <input type="checkbox"/> Jeff Scott (778-838-8471 OR 230) <input type="checkbox"/> Jill Buchanan (778-772-8025 OR 244)																									
<input type="checkbox"/>	If emergency is on the water, contact: Port Metro Vancouver Name: 604-665-9086 Transport Canada Ship Safety Name: 604-666-6011																									
<input type="checkbox"/>	If ships are involved or threatened, contact Vessel and Ship's Agent: <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:25%;">Vessel Name</th> <th style="width:15%;">Berth</th> <th style="width:30%;">Captain or Mate</th> <th style="width:30%;">Ship's Agent</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Vessel Name	Berth	Captain or Mate	Ship's Agent																					
Vessel Name	Berth	Captain or Mate	Ship's Agent																							
<input type="checkbox"/>	Contact neighbouring companies if assistance is required or their sites are threatened <b><i>(Numbers located in Agency Telephone List section)</i></b>																									
<input type="checkbox"/>	Begin First Response as outlined in the ERP document: <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="width:33%;">Fire and Explosion</td> <td style="width:17%;">Page-35</td> <td style="width:33%;">Power Outage</td> <td style="width:17%;">Page-72</td> </tr> <tr> <td>Chemicals &amp; Dangerous Goods Spill</td> <td>Page-46</td> <td>Major Storm</td> <td>Page-73</td> </tr> <tr> <td>Collision</td> <td>Page-60</td> <td>Earthquake</td> <td>Page-74</td> </tr> <tr> <td>Toxic Gas</td> <td>Page-60</td> <td>Floods</td> <td>Page-76</td> </tr> <tr> <td>Bomb or Sabotage Threat</td> <td>Page-64</td> <td>Volcanic Ash Fall-Out</td> <td>Page-94</td> </tr> <tr> <td>Water Rescue</td> <td>Page-70</td> <td> </td> <td> </td> </tr> </tbody> </table>	Fire and Explosion	Page-35	Power Outage	Page-72	Chemicals & Dangerous Goods Spill	Page-46	Major Storm	Page-73	Collision	Page-60	Earthquake	Page-74	Toxic Gas	Page-60	Floods	Page-76	Bomb or Sabotage Threat	Page-64	Volcanic Ash Fall-Out	Page-94	Water Rescue	Page-70			
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Water Rescue	Page-70																									

COMMUNICATION ACTIVITIES				TIME
<input type="checkbox"/>	Contact Executive Assistant – Alisa Sahbaz (604-345-5449) and inform them of the situation.			
<input type="checkbox"/>	Contact PMV (604-524-6655) or Nightline (604-524-6656) if emergency is major or if it threatens FRHC property. <input type="checkbox"/> Primary Responder as per on call list <input type="checkbox"/> Public Affairs – John Parker Jervis (604) 665-9267			
<input type="checkbox"/>	Contact City Hall/Mayor if emergency threatens local population <input type="checkbox"/> Surrey City Hall: 604-591-4011 <input type="checkbox"/> Delta Municipal Hall: 604-946-4141			
<input type="checkbox"/>	Contact Customer Service to inform customers or suppliers: <input type="checkbox"/> Brady Erno Local 268 Cell: 778-838-5719			
<input type="checkbox"/>	Contact Labour Canada (604-666-2205 - Emergencies) if Longshoremen are injured or evacuation is required.			
<input type="checkbox"/>	Contact ILWU if Longshoremen are involved or if emergency is major. <input type="checkbox"/> Local 502: 604-580-8882 <input type="checkbox"/> Local 514: 604-298-9684			
<input type="checkbox"/>	Contact PIC Jeff Scott and inform him of the situation 778-838-8471 (Cellular)			
<input type="checkbox"/>	Contact PIC-Jill Buchanan and inform her of the situation 778-772-8025 (Cellular)			
<input type="checkbox"/>	Contact Media if appropriate or if it is necessary to inform public *Always return calls to media and advise when emergency has been resolved.			
		<b>Phone</b>	<b>Fax</b>	<b>Assigned Reporter</b>
	Broadcast News Wire Service	604-687-2464 604-687-1662	604-687-5040 604-687-5040	Radio Media Print Media
	Radio <input type="checkbox"/> CKNW <input type="checkbox"/> CBC	604-524-2566 604-662-6900	604-331-2787 604-662-6913	
	TV <input type="checkbox"/> BCTV <input type="checkbox"/> Global <input type="checkbox"/> CBC	604-421-9494 604-876-1354 604-662-6801	604-421-9466 604-874-5206 604-662-6878	
	Print <input type="checkbox"/> Sun <input type="checkbox"/> Province <input type="checkbox"/> Leader <input type="checkbox"/> Optimist <input type="checkbox"/> Now	604-605-2180 604-605-2063 604-588-4313 604-946-4451 604-572-0064	604-605-2323 604-605-2720 604-588-1863 604-946-5680 604-572-6438	
	Other <input type="checkbox"/>			
<input type="checkbox"/>	Contact BCMEA if emergency is major (604-688-1155 or Nights 604-685-3910)			
<input type="checkbox"/>	Proceed to Emergency Scene <u>if it is safe to do so</u>			

 <p><b>FRASER SURREY DOCKS</b> Pacific Rim Stevedoring</p> <p>11060 Elevator Road Surrey, BC, V3V 2R7 Phone 604-581-2233 Fax 604-581-6488</p>	<h2 style="margin: 0;">PRESS RELEASE FORM</h2> <p><b>Date:</b></p> <p><b>Time:</b></p>									
<p><b>Description of Emergency:</b></p>										
<p><b>Location of Emergency:</b></p>										
<p><b>Number/Type/Severity of Injuries:</b></p>										
<p><b>Agencies Responding:</b></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Surrey Fire Dept.</td> <td><input type="checkbox"/> Environment Canada</td> <td><input type="checkbox"/> Port Metro Vancouver</td> </tr> <tr> <td><input type="checkbox"/> BC Ambulance</td> <td><input type="checkbox"/> Labour Canada</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> RCMP</td> <td><input type="checkbox"/> Coast Guard</td> <td><input type="checkbox"/></td> </tr> </table>		<input type="checkbox"/> Surrey Fire Dept.	<input type="checkbox"/> Environment Canada	<input type="checkbox"/> Port Metro Vancouver	<input type="checkbox"/> BC Ambulance	<input type="checkbox"/> Labour Canada	<input type="checkbox"/>	<input type="checkbox"/> RCMP	<input type="checkbox"/> Coast Guard	<input type="checkbox"/>
<input type="checkbox"/> Surrey Fire Dept.	<input type="checkbox"/> Environment Canada	<input type="checkbox"/> Port Metro Vancouver								
<input type="checkbox"/> BC Ambulance	<input type="checkbox"/> Labour Canada	<input type="checkbox"/>								
<input type="checkbox"/> RCMP	<input type="checkbox"/> Coast Guard	<input type="checkbox"/>								
<p><b>Status of Response:</b></p>										
<p><b>Any Immediate Concerns:</b></p>										
<p><b>Future Actions:</b></p>										
<p>Release prepared by: Position:</p>	<p>Signature: Contact Number:</p>									

 <p><b>FRASER SURREY DOCKS</b> Pacific Rim Stevedoring</p>	<b>CUSTOMER &amp; SUPPLIER BULLETIN</b>
11060 Elevator Road Surrey, BC, V3V 2R7 Phone 604-581-2233 Fax 604-581-6488	<b>Date:</b>  <b>Time:</b>
<b>Description of Type and Extent of Emergency:</b>	
<b>Status of Response:</b>	
<b>Implications for our Customers &amp; Suppliers:</b>	
<b>Special Requests:</b>	
<b>Information Prepared by:</b>	
<b>Position:</b>	
<b>Contact Number:</b>	

**CHEMICAL / DANGEROUS GOODS EMERGENCY RESPONSE STATEMENT**

-to be completed by the ERC-

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Exact Location: \_\_\_\_\_

Person Discovering Problem or Receiving Information: \_\_\_\_\_

Chemical or Dangerous Goods Container Number (if any): \_\_\_\_\_

UN #	CLASS	SHIPPING NAME	PACKING GROUP	TOTAL WEIGHT

Detailed Description (Fire, Explosion, Spill, etc.): \_\_\_\_\_

Potential Hazards: \_\_\_\_\_

Response Actions Taken to Stop, Contain, or Minimize Effects of Spill: \_\_\_\_\_

Safety Barrier Erected: \_\_\_\_\_ metres

Material Safety Data Sheet Copied and Distributed:      **YES**      **NO**

Evacuation Initiated:      **YES**      **NO**      Time: \_\_\_\_\_ Distance: \_\_\_\_\_ metres

**Call Out Procedures:**

Emergency Response Coordinator	(604-582-2224)	Name: _____	Time: _____
Health and Safety Manager	(778-838-7579)	Name: _____	Time: _____
Surrey Fire Department	(604-543-6700)	Name: _____	Time: _____
Surrey R.C.M.P	(604-599-0502)	Name: _____	Time: _____
I.L.W.U 502 Business Agent	(604-580-8882)	Name: _____	Time: _____
I.L.W.U 514 Union Representative	(604-254-8141)	Name: _____	Time: _____
Shipper/Owner of Cargo	(                    )	Name: _____	Time: _____

**Is the spill a reportable quantity?** (See Reportable Quantities in this section):      **YES**      **NO**

If YES, report incident to the Provincial Emergency Program (1-800-663-3456)

Time: \_\_\_\_\_

**If the Spill is to Water or a Vessel is Alongside Call Out Procedure:**

Chief Mate or Captain of the Vessel	(                    )	Name: _____	Time: _____
Port Metro Vancouver	(604-665-9086)	Name: _____	Time: _____
Coast Guard Ship Safety	(604-666-6011)	Name: _____	Time: _____

**Note:** Foremen are to inform workers of the hazard, restricted area, and emergency response actions being initiated. A copy of this document will be provided for the vessel's security log.

**BOMB AND SABOTAGE THREAT REPORT FORM**

**Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Number at which:** \_\_\_\_\_  
**call is received**

**Questions to Ask:**

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

**Exact wording of the threat:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sex:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Accent:** \_\_\_\_\_

**Caller's Voice (check all that apply):**

- |                     |                                     |                                               |                                    |                                     |                                     |
|---------------------|-------------------------------------|-----------------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| <b>Emotion:</b>     | <input type="checkbox"/> Calm       | <input type="checkbox"/> Excited              | <input type="checkbox"/> Angry     | <input type="checkbox"/> Crying     | <input type="checkbox"/> Laughing   |
| <b>Volume:</b>      | <input type="checkbox"/> Soft       | <input type="checkbox"/> Normal               | <input type="checkbox"/> Loud      |                                     |                                     |
| <b>Speed:</b>       | <input type="checkbox"/> Slow       | <input type="checkbox"/> Normal               | <input type="checkbox"/> Rapid     |                                     |                                     |
| <b>Tone:</b>        | <input type="checkbox"/> Deep       | <input type="checkbox"/> Normal               | <input type="checkbox"/> High      | <input type="checkbox"/> Nasal      |                                     |
| <b>Breathing:</b>   | <input type="checkbox"/> Deep       | <input type="checkbox"/> Normal               | <input type="checkbox"/> Shallow   | <input type="checkbox"/> Heavy      |                                     |
| <b>Impediments:</b> | <input type="checkbox"/> Lisp       | <input type="checkbox"/> Stutter              | <input type="checkbox"/> Slurred   | <input type="checkbox"/> Raspy      | <input type="checkbox"/> Cough      |
| <b>Language:</b>    | <input type="checkbox"/> Foul       | <input type="checkbox"/> Educated             | <input type="checkbox"/> Ragged    | <input type="checkbox"/> Irrational | <input type="checkbox"/> Incoherent |
| <b>Message:</b>     | <input type="checkbox"/> Taped      | <input type="checkbox"/> Read by threat maker |                                    |                                     |                                     |
| <b>Familiarity:</b> | <input type="checkbox"/> Unfamiliar | <input type="checkbox"/> Disguised            | <input type="checkbox"/> Familiar: | _____                               |                                     |

**Other:** \_\_\_\_\_

**Background Noises (check all that apply):**

- |                                 |                                  |                                  |                                   |                                        |
|---------------------------------|----------------------------------|----------------------------------|-----------------------------------|----------------------------------------|
| <input type="checkbox"/> Clear  | <input type="checkbox"/> Static  | <input type="checkbox"/> Local   | <input type="checkbox"/> Cellular | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Music  | <input type="checkbox"/> Voices  | <input type="checkbox"/> Animals | <input type="checkbox"/> Motor    | <input type="checkbox"/> PA System     |
| <input type="checkbox"/> Street | <input type="checkbox"/> Factory | <input type="checkbox"/> Office  | <input type="checkbox"/> House    | <input type="checkbox"/> Booth         |

**Other:** \_\_\_\_\_

**APPENDIX IV**  
**-ERP AUDIT HISTORY-**

**ERP AUDIT HISTORY:**

**AUGUST 2014**

Contact Health and Safety Manager changed.....Page 11  
 Bob Erickson and Ian Patterson Ext #'s.....Page 12  
 Maintenance evacuation coordinator- Raj Uppal.....Page 12  
 Contact Health and Safety Manager.....Page 12  
 Wardens: all updated.....Page 13  
 FRPA change to PMV.....Page 14  
 Public Affairs PMV changed.....Page 14  
 Customer Service changed.....Page 14  
 Take out Ian Patterson.....Page 15  
 BC Environment- Environment Canada.....Page 17  
 Fraser River Harbor Commission removed.....Page 17  
 BNSF number.....Page 19  
 Burlington Northern- BNSF.....Page 22  
 Fraser River Port Authority- PMV.....Page 23  
 Fraser River Port Authority- PMV.....Page 24  
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 I.L.W.U. 514 phone #.....Page 26  
 Fraser River Port Authority- PMV.....Page 26  
 Burlington North- BNSF.....Page 27  
 Fraser River Port Authority- PMV.....Page 28  
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 Burlington North- BNSF.....Page 35  
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 Fisheries and Oceans Emergency phone #.....Page 65  
 Radiation Protection Service taken out.....Page 65  
 I.L.W.U. 514 phone #.....Page 66  
 Burrard Clean Operations emergency #.....Page 67

**AUGUST 2015**

Updates were made throughout the entire document including inserting a title page, page numbers, maps, formatting, including procedure details and updating contact information.