



NT ENERGY

OFFICE EMERGENCY RESPONSE PLAN

B & R Rowe Building - 3rd Floor
Suite 301-76 Capital Drive
Hay River, NT

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Record of Review

Reviewed By	Date	Reason For Review
Christine Duggan	November 7, 2019	Used GNWT supplied Building Emergency Response Plan, to create NT Energy Office Emergency Response Plan – at the request of Dave Richards
Christine Duggan	December 4, 2019	Updated Muster Location, and Emergency Numbers (911)
Christine Duggan	November 25, 2020	Updated JOHSC and First Aid contacts

NOTE: Emergency Response Plan review must be completed yearly to ensure accuracy

Last Revision Date: November 25, 2020

Objectives

The objectives of the Building Emergency Response Plan are:

- 1. To ensure the health and safety of the building occupants.**
- 2. To provide a checklist of procedures for responding to, and reporting, an emergency.**
- 3. To assist with recruiting and training of Building Floor Wardens.**

This NT Energy Office - Building Emergency Response Plan has been designed and produced for distribution to all NT Energy Staff.

IMPORTANT: This document should be used in conjunction with the NTPC Hay River Emergency Response Plan (*on display with this document at the office entryway*), NTPC Emergency Preparedness and Response Program (*see Element 11*), and NTPC Health & Safety Policies and Procedures (*found on NTPC's Powerline*).

A priority in any emergency situation is to **save lives, minimize injuries**, and **reduce damage to property**.

Safety and Emergency Preparedness

NT Energy is committed to providing safe and healthy working conditions and promoting positive attitudes toward safety and health. Leadership, employees and contractors will work together to identify and correct unsafe or unhealthy working conditions and practices. NT Energy recognizes that workplace safety is a shared responsibility. Everyone is responsible for the prevention of accidents.

Emergency Telephone Numbers

Fire/RCMP/Ambulance	911
Hay River Regional Health Centre	874-8000
Poison Control Information	1-800-332-1414
Forest Fire Reports	1-800-661-0800
Marine/Air Distress	1-800-267-7270
Crisis Line	874-6626
Oil and Chemical Spill Containment	920-8130

Non-Emergency Telephone Numbers

1 st Floor – Hay River Liquor Store	874-3737
2 nd Floor – GNWT Infrastructure	874-5000
3 rd Floor – Riverview Cineplex	874-3542
3 rd Floor – NT Energy	874-5300
Building Property Manager	874-3243
RCMP(non-emergency)	874-1111
Fire Department (non-emergency)	874-6522

NT Energy Cell Phone Contacts

Capital Program Administrator, Christine Duggan (on leave)	867.876.0369
Contracts & Procurement Specialist, Tammy Martel	867.875.7508

JOHSC Committee Members (NTPC Hay River)

NAME	CONTACT
David Kopp-van Egteren (co-chair)	867-874-5280
Matt Lakusta (co-chair)	867-874-5279
Allan Cunningham	867-874-5226
Adam Montague	867-874-5249
Zach Biggar	867-874-5281
Mitchell Touesnard	867-874-5292
Doug Prendergast	867-874-5202
Colleen Davie	867-874-5223
Bailey Corrigan	867-874-5209

Building Management & Floor Wardens

POSITION	PHONE NUMBER	OTHER INFO
Building Property Manager Name: Laura Ferguson	867-874-3243	Building Owner: Hay River Mobile Home Park
Floor Wardens – 2 nd Floor Name: Angie Villebrun Name: Brandi Cardinal-Nessel	867-874-5000	
Floor Wardens – 3 rd Floor Name: Tammy Martel Name: Christine Duggan (on leave)	867-874-5300	

Training Requirements for Wardens

TRAINING	OFFICE WARDEN NAME	COMPLETION DATE
FIRST AID/CPR	Tammy Martel	Expired
	Christine Duggan (on leave)	March 22, 2017
Fire Extinguisher Training	Tammy Martel	November 8, 2019
	Christine Duggan (on leave)	November 8, 2019
WHMIS	Tammy Martel	January 29, 2018
	Christine Duggan (on leave)	December 9, 2016

Staff Certified in First Aid

1st Floor

2nd Floor

Candice Bloomstrand	(867) 874-7001	Expires January 25, 2021
Brandi Cardinal-Nessel	(867) 874-5000	Expires October 3, 2022
Angie Villebrun	(867) 874-5002	Expires October 7, 2022

3rd Floor

Josh Clark	(867) 874-5248 / (587) 989-9440	Expires May 2021

Life Safety Systems and Building Features

Building Name: B & R Rowe Building

Building Address: 76 Capital Drive, Hay River, NT

Life Safety Systems in the building consist of the following:

- Emergency exits
- Emergency lighting
- Fire alarm system
- Fire extinguishers
- Sprinkler system

Emergency Exits

Emergency exits are located throughout the building and marked by lighted signs. Maintenance of lighted emergency exit signs is handled by the building owner. Refer to APPENDIX 1: Emergency Key Plans indicating the floor evacuation routes and exits.

Emergency Lighting

In the event of a power failure, emergency lighting is available to cover all common corridors, stairwells and exit signage. Maintenance of emergency lights is handled by the building owner.

Fire Alarm System

There are fire alarm pull stations and smoke detectors throughout the building. Fire alarm system maintenance is handled by the building owners. The locations of fire alarm pull stations are indicated on APPENDIX 1: Emergency Key Plans.

Fire Extinguishers

There are portable fire extinguishers placed strategically (i.e. visible and accessible) throughout the building. Refer to APPENDIX 1: Emergency Key Plans for locations of portable fire extinguishers.

Sprinkler System

A sprinkler system is installed in this building. The main control valves are located in the maintenance room and are handled by the building owners.

Employee Responsibilities

Floor Wardens

Floor Wardens MUST be familiar with their assigned areas to ensure a safe and orderly evacuation of building occupants.

Floor Wardens should check their floor regularly for:

- Accumulation of combustible material, rubbish, or flammable liquids in excess of quantities allowed by permit
- Dangerous ignition sources (e.g. worn extension cords, oily rags, overheating equipment)
- Exit signs in good order and adequate lighting in public corridors and stairwells
- Fire and exit doors and their self-closing hardware in good operating condition (Doors should not be wedged open under any conditions)
- Exit routes unobstructed
- Fire hose and portable extinguishers not obstructed, in good order and ready to use
- Accuracy of Emergency Procedures Key Plans

Any and all fire hazards that are discovered must be immediately reported to the building owner or property manager.

Building Occupants

Building occupants MUST be familiar with their building evacuation routes and exits. During an evacuation, building occupants MUST follow instructions of the Floor Wardens. Please notify Floor Wardens in advance, if you expect to require assistance during an evacuation.

Employee Rights

The model of recognizing occupational health and safety rights focuses on the employee. The occupational health and safety legislation creates methods by which the individual employee is empowered and can exercise his or her right to take necessary action to be safe and healthy in the work they do and also to protect other persons in the workplace.

Rights under the *Safety Act* include the right to know about hazards, the right to participate in occupational health and safety, and the right to refuse unsafe work.

1. The right to know about hazards in your workplace and how to deal with them.

- What hazards exist on the worksite? What are the safety procedures that reduce risk of injury? Where are the emergency supplies? What are the emergency procedures?
- You have the right to know the answers to these questions BEFORE you start working.
- You have a right to know how to do your work safely and properly.
- Your supervisor must make sure you know all the hazards on a worksite, and how to deal with them.
- You have the right and the responsibility to receive proper training to manage any risks of getting hurt.

2. The right to participate in making your workplace safe.

- See something unsafe at your workplace? Have suggestions on how to make your workplace safer? Concerned about your health and safety, or a coworker's? Tell your supervisor. You have the right to participate in ensuring your workplace is safe.
- If you are interested in greater health and safety participation, you can join the corporation's JOHSC as a worker representative.

3. The right to refuse unsafe work.

- Don't do any work if you are not sure how to do it safely and properly.
- If your work situation puts you or others in unusual danger, you have the right to refuse that work. Tell your supervisor.

Medical Response Procedures

Notify your Floor Warden and/or First Aid attendant. The floor warden will contact the appropriate emergency response numbers.

Fire Department	911 / direct: (867) 874.2222
Ambulance	911 / direct: (867) 874.9333
Police	911 / direct: (867) 874.1111
Floor Warden- Christine Duggan (on leave)	(867) 874-5303
Floor Warden- Tammy Martel	(867) 874-5304

Name of First Aid Attendant	Phone Number	Expiry of Certificate
Josh Clark	(867) 874-5248 / (587) 989-9440	Expires May 2021

Caller provides the following information:

- Nature of medical emergency;
- Location of the emergency (address, building, room number);
- Your name, and the phone number from which you are calling.

NOTE:

- Assess hazards; ensure personal safety and safety of responders
- Do not move an injured person unless absolutely necessary;
- Call the above personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help;
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 - Stop any bleeding with firm pressure on wounds (note: avoid contact with blood or other bodily fluids);
 - Clear the air passages using the Heimlich maneuver in case of choking;
 - In case of rendering assistance to personnel exposed to hazardous materials; consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment.

In the Case of a Building Fire

Floor Wardens - Instructions

If you discover a fire or explosion in the building:

- Immediately activate the closest fire pull alarm.
- Urge people to stay calm and evacuate in a quick and orderly manner. DO NOT RUN.
- To help contain the fire, close windows and doors that are near to you on your way out, but only do so if it is safe.
- Use the stairway to evacuate; do not use the elevator.
- Upon exiting the building, ask evacuated occupants to proceed to the designated Muster Location. The designated Muster Location is located south of the B&R Rowe Building, in the main entrance of Whispering Willows (see Appendix 1B)
- Call 911
- Give the address where the fire is and the nearest intersection. The address of your building is: 76 Capital Drive, Hay River; which is at the intersection of Capital Drive and Lepine Road; the 'B&R Rowe Centre', where the movie theatre, liquor store and GNWT offices are located
- Provide information about the fire: which floor, how fast fire is spreading, if people are trapped, etc.
- Stay on the scene until the Fire Department arrives.
- Do not allow anyone to re-enter the building until the Fire Department and the Building Owner give permission to do so. When ok, give the "all clear" to allow office occupants to re-enter the building.

Building Occupants – Instructions

If you discover a fire or explosion in the building:

- Immediately activate the closest fire pull alarm.
- Notify Floor Warden.
- Follow instructions of Floor Wardens during evacuation. DO NOT RUN
- To help contain the fire, close windows and doors that are near to you on your way out, but only do so if it is safe.
- Use the stairway to evacuate; Do not use the elevator.
- Upon exiting the building, proceed directly to the designated Muster Location and wait for further instructions from the Floor Warden.
- The designated Muster Location is located south of the B&R Rowe Building, in the main entrance of Whispering Willows (see Appendix 1B)
- Do not re-enter the building until the Fire Department and the Floor Warden gives permission to do so.

Fire Evacuation Drills – Procedures and Records

Fire drills **must** be conducted at least once per year. They are intended primarily to ensure that all building occupants know how to respond safely and effectively in the event of a life-threatening emergency.

It is the responsibility of the building owner when arranging a fire drill to:

- a) Arrange the fire drill by calling all Floor Wardens; and
- b) Advise the Fire Department of a planned fire drill.

Record of Fire Drills:

Fire Drills including the NT Energy office were conducted on the following dates:

Date / Time	Arranged by	Total Building Evacuation Time	Fire Drill Form filed Yes/No

Fire Wardens are to notify the JOHSC of all fire drills, so the committee can include the drill topic in their minutes and include any follow up items noted following a fire drill.

Operating a Fire Extinguisher

The following instructions are applicable for most fire extinguishers. However, it is recommended that Fire Wardens take instruction in operating fire extinguishers.

If Floor Wardens are not trained in fire extinguisher operation it is recommended that they not use one, and concentrate on a safe evacuation of their area of responsibility.




If you need to use a fire extinguisher, remember the word **PASS**:

- **Pull** the pin – Fire extinguishers often have a pin, latch, or puncture lever that you need to release first.
- **Aim** low – Aim the nozzle or hose of the extinguisher at the base of the fire.
- **Squeeze** the handle – This releases the extinguishing agent.
- **Sweep** from side to side – Move in close, and sweep across the base of the fire. Always back away and watch for rekindling of the fire.

Discharge the entire contents of the extinguisher.

Immediately contact building owner/property manager and arrange for the fire extinguisher to be recharged.

Classes of Fires

CLASSES OF FIRES	DESCRIPTION OF FIRE	TYPE OF EXTINGUISHER TO USE	SYMBOL ON EXTINGUISHER
A	Ordinary combustibles: Paper, wood, cloth, plastic	Dry Chemical, Multipurpose Dry Chemical, Water, Foam	
B	Flammable Liquids: Gasoline, Paint thinner, oil	Multipurpose Dry Chemical, Foam, Carbon Dioxide, Halon	
C	Energized Electrical: Wiring, circuit breakers, appliances	Multipurpose Dry Chemical, Carbon Dioxide, Halon	

Please note that all extinguishers in the office are multipurpose extinguishers for classes A, B and C

Hazardous Material Releases or Spills

Warden/Building Occupants - Instructions

Chemical, Biohazard, or Radiation Spills

Any uncontrolled release of hazardous materials is considered a spill and the following procedures must be followed:

- Evacuate immediate area. If time permits, shut down equipment.
- Isolate area and notify others in the area to prevent re-entry.
- Urge people to stay calm and evacuate in a quick and orderly manner.
- Close doors on your way out, but only do so if it is safe.
- Upon exiting the building, proceed directly to an area that is at a safe distance outside the main entrance of the building and wait for emergency personnel. Provide emergency personnel with information on hazardous materials involved (e.g. Material Safety Data Sheets (MSDS)).
- Contact the building owner or building property manager regarding the spill. They will notify the appropriate Emergency Personnel.
- Inform Director, NT Energy and Director, HSE (NTPC).
- Do not re-enter the building until the Fire Department and the Floor Warden gives permission to do so.

Material Safety Data Sheets (MSDS)

Always refer to MSDS prior to handling any hazardous materials. Hazardous products must be properly labeled.

NT Energy office occupants should not come into contact with hazardous materials while working inside the office – as no hazardous materials have been identified. Any new hazardous materials should be identified promptly and their handling reviewed at NT Energy Monthly H&S meetings.

If you notice a hazardous material spill requiring containment, contact the building owner or building property manager, who will contact the appropriate authorities.

In the Case of a Bomb Threat

Floor Warden/Building Occupants – Instructions

Bomb Threats can be received by telephone, note, letter, email, text message, or in person etc. All bomb threats must be taken seriously and handled as though an explosive is in the building. If you receive a bomb threat, call 911 immediately, and notify Floor Warden if possible.

In the event of a bomb threat, the Floor Warden will treat it as a genuine emergency.

If you receive a bomb threat by telephone, follow these steps:

- Stay calm and speak to the caller with a pleasant tone. Let the caller know that you are willing to cooperate by listening to what they have to say. Ask the caller if there is anything you can do to help. DO NOT upset the caller. Keep the caller on the line.
- By indicating your willingness to cooperate, you may be able to keep the caller on the line for a longer duration so that you may be able to ask the following questions:
 - Where is the bomb?
 - When is it going to go off?
 - What kind of bomb is it?
 - What does it look like?
- Take notes on everything said and on your observation about background noise, voice characteristics, language, etc.
- Call 911 and notify wardens as soon as the threatening call has ended. If possible, get a co-worker to call emergency personnel while you continue talking to the caller. The purpose of not disrupting the phone conversation is to assist in identifying or tracing the caller.

When there has been a bomb threat in person:

- Survey your immediate work area. If you see a package or a foreign object in an unusual place—don't touch it.
- Call 911 and advise them of the details. You will be advised if evacuation is necessary. Follow instructions given by emergency personnel.
- An explosion of any type must be reported immediately to the Fire Department.

In the Case of a Lockdown

Building Occupants – Instructions

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats.

A notification to occupants to lockdown may be sent by emergency personnel, or from an administrative head. It is essential for the safety of occupants and emergency responders that individuals comply with instructions provided by emergency personnel at all times.

Upon Alert to Lockdown:

- If you are in an office, stay there, secure the door and await further instructions.
- If the door does not lock, barricade the door with tables and chairs.
- Stay away from windows and doors.
- Stay low and quiet.
- Cell phones should be put on quiet or vibrate mode. Do NOT make non-essential calls.
- During a lockdown, if the fire alarm is activated, remain where you are and await further instructions from emergency personnel.
- For their own safety, emergency personnel must initially consider all individuals as potential threats. It is important to follow instructions from police at all times to avoid harm and ensure the best possible response.

Actions to Avoid:

- Do NOT open the door once it has been secured until you are officially advised “all clear” or are certain it is emergency response personnel at the door.
- Do NOT use or hide in washrooms.

Following the Lockdown:

- Cooperate with emergency personnel to assist in an orderly evacuation.
- Proceed to the designated assembly area if advised.

General Office Safety

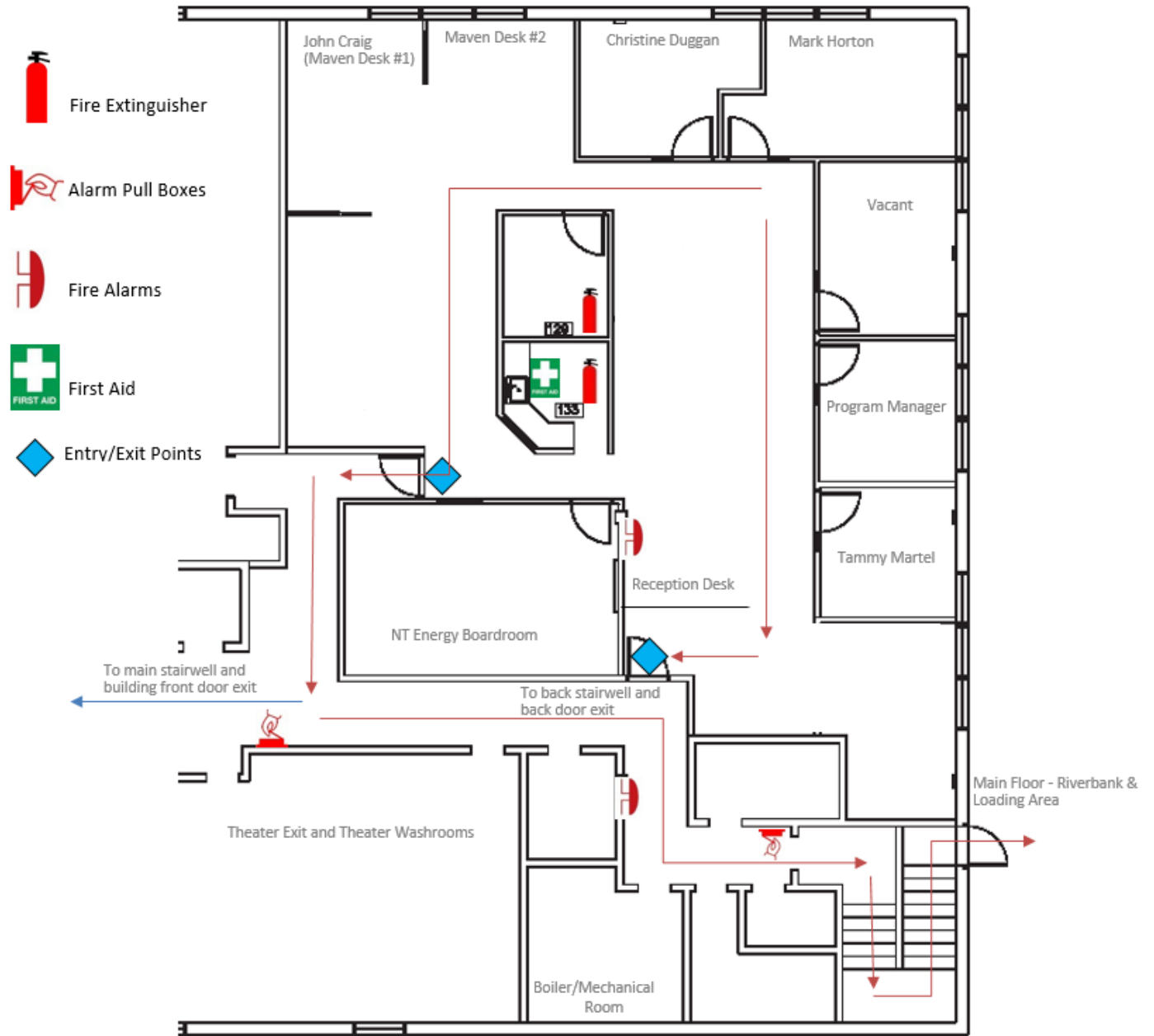
Good Housekeeping Practices

Many office accidents are caused by poor housekeeping practices. By keeping the office floor both neat and clean, you can eliminate most slipping, tripping and falling hazards.

1. Ensure that office lighting is adequate. Contact the Building Owner/Property Manager to replace burned out light bulbs.
2. Ensure that electrical cords and phone cords do not cross walkways or otherwise pose a tripping hazard. If you cannot move a cord, have a new outlet installed or secure the cord to the floor with cord covering strips. Do not tape cords down or run them underneath carpet.
3. Report tripping hazards such as torn carpet immediately.
4. Clean spills and pick up fallen debris immediately. Even a loose pencil or paper clip could cause a serious falling injury.
5. Keep office equipment, facilities, and machines in good condition.
6. Store items in an approved storage space. Take care to not stack boxes too high or too tight. Ensure that boxes are clearly labeled with their contents.
7. Keep all aisles and floors clear of tripping hazards, such as wastebaskets, electrical and computer cords, protruding utility outlets, boxes, rain gear, etc.
8. When climbing, use a step stool or stepladder designed for the purpose
9. When lifting, lift with your legs, not your back. Ask for assistance when the object is burdensome or an awkward shape, or blocks your view when carrying it.
10. Keep unattended drawers and doors closed in desks and filing cabinets to eliminate a source of cuts, abrasions, and tip overs.
11. Keep your work area clean and orderly.
12. Do not block electrical panels, switches, fire equipment and alarms, emergency and exit doors.
13. Check electrical appliances and cords for wear and potential shorting to ground.
14. Load filing cabinets from the bottom up and put the heavier files on the bottom in order to keep the cabinet from tipping. Do not attempt to open more than one drawer at a time. Do not overload shelves.
15. The easiest way to avoid slips and falls is to pay attention to your surroundings and to avoid running or rushing.

Appendix 1: Emergency Key Plans

Appendix 1A: Evacuation Route – 3rd Floor



Emergency Key Plans are posted on walls near emergency exits

MAIN EVACUATION ROUTE: —————→ **ALTERNATE EVACUATION ROUTE:** —————→

Appendix 1B: Muster Location (image provided by GNWT-INF)

The designated Muster Location is located south of the B&R Rowe Building, in the main entrance of Whispering Willows.

The Main Evacuation Route for the office, is the back stairway of the B&R Rowe Building. Please use this route when evacuating. The Alternate Evacuation Route is the front entry stairway; only use this route if the Main Evacuation route is unsafe.

Appendix 2: Employee Emergency Response Plan Review

Employee Name	Date of Review	Signature
Eddie Smith		
Christine Duggan		
Tammy Martel		
Josh Clark		
Travis Perkins		
Adam Montague		
Shawn Arsenault		
David Dewar		
Matt Miller		

Note to Employees:

Employees will review the Emergency Response Plan as part of the new hire orientation session/meeting. Completion of this review will be documented by signing the above indicating that you have read the Emergency Response Plan. Whenever the plan is revised or updated, all affected employees will receive a notice to reread the plan and the form will be re-signed.