

Emergency Response Plan Training Session



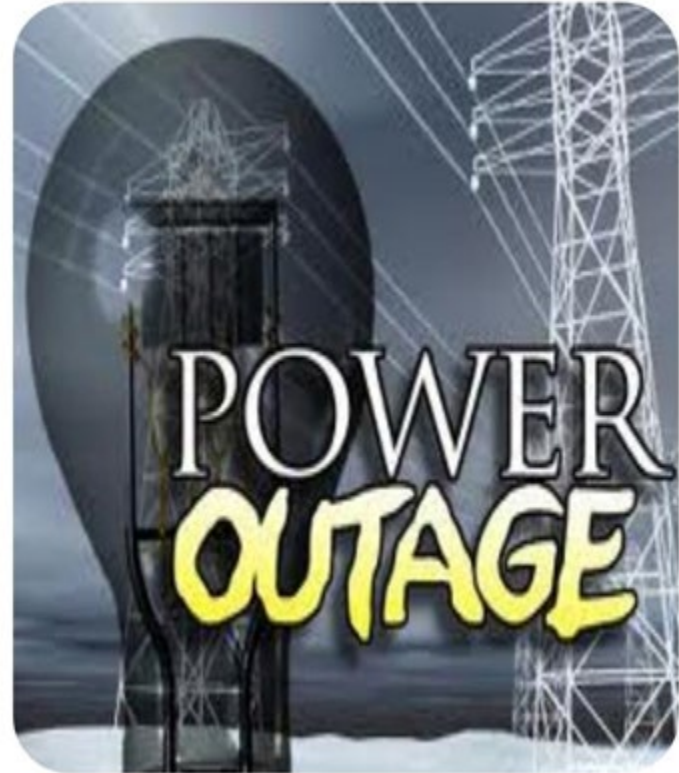
Emergency

An abnormal situation that has caused, is causing or has the potential to cause serious injury and/or damage and requires a prompt and coordinated response.



Presentation Content

- Phases
- Emergency Levels
- Emergency Declaration
- Guidelines & Responsibilities
- Site Specific ERPs
- Where to find ERP documentation



Emergency Response Phases

- Prevention
- Preparedness
- Response
- Recovery



Prevention

The measures implemented in advance of an event that prevents or mitigates incident impacts.



Prevention

NTPC has developed the following practices to prevent and mitigate the impacts of emergencies:

- Hazard Assessment and Control
- Workplace Inspections
- Equipment Maintenance
- Employee Training

Preparedness

A state of readiness achieved through planning and preparation for all types of emergencies.



Preparedness

NTPC prepares for emergencies by:

- Identifying emergency response resources
- Tracking emergency response equipment
- Conducting drills and exercises
- Establishing aid from external agencies
- Defining emergency levels
- Establishing roles and responsibilities

Response

Actions taken immediately before, during or after an emergency occurs.



Response

Achieved through:

- Communication protocol
- Emergency guidelines
- Emergency procedures



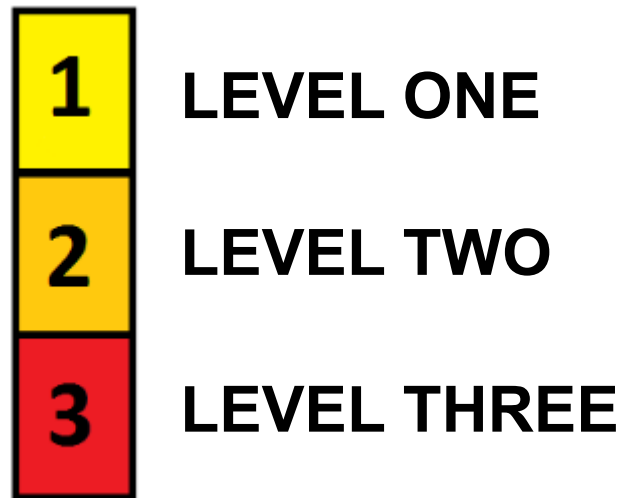
Recovery

Repair and restoration achieved through:

- Injury assistance and notification
- Resource management
- Public information
- Impacts to production



Emergency Response Level



Emergency Declaration

The worker who detects the incident and anticipated emergency shall:

- Ensure the safety of him or herself, their co-workers, and the public
- Ensure injured parties receive assistance (e.g., First Aid)
- Notify their Manager and request further direction

Level One Responsibilities

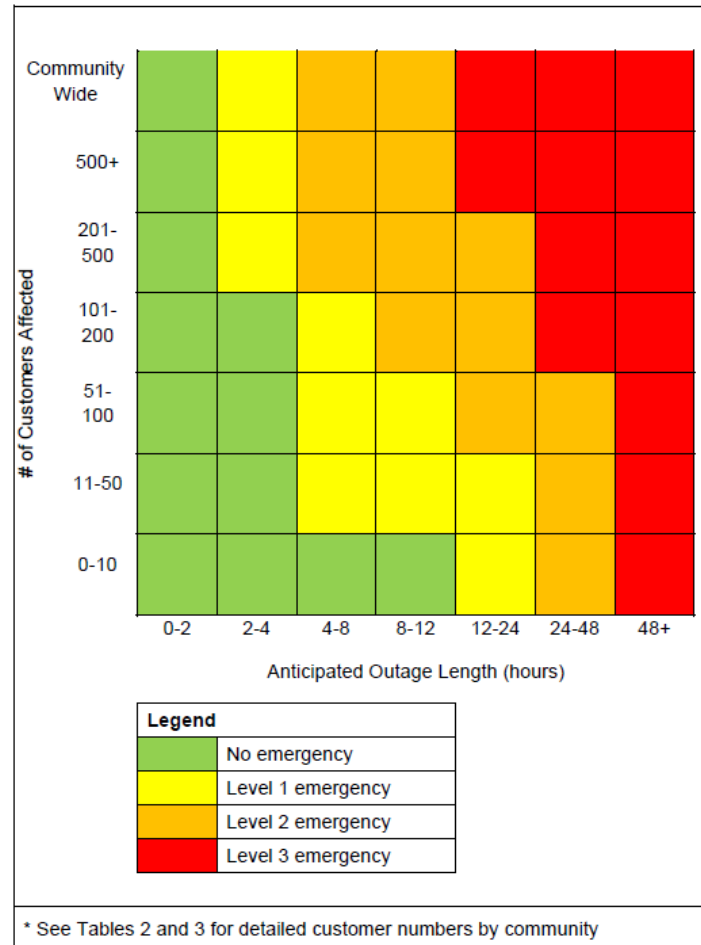
Manager

In a **Level One** Emergency, the Manager holds overall authority and responsibility for the emergency response. Once notified the Manager shall evaluate the incident and respond as follows:

- Determine the anticipated level of emergency using Figure 1, 2, and 3 for outages and Table 1 for all other emergencies.

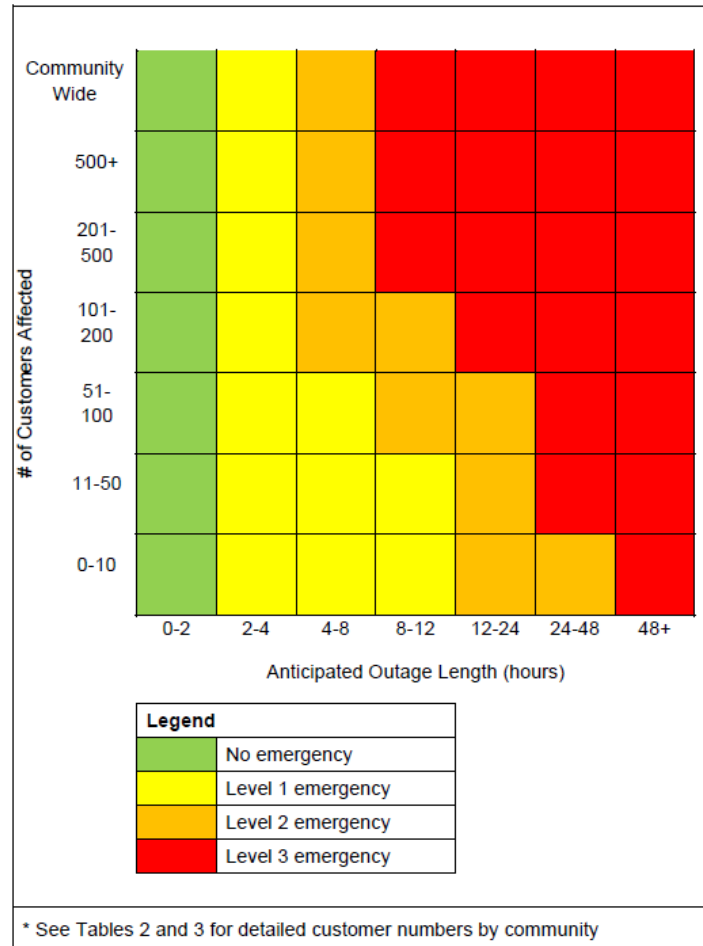
Guidelines for Emergency Declaration

Figure 1: Emergency Declaration for Outages in Temperatures above 0°C



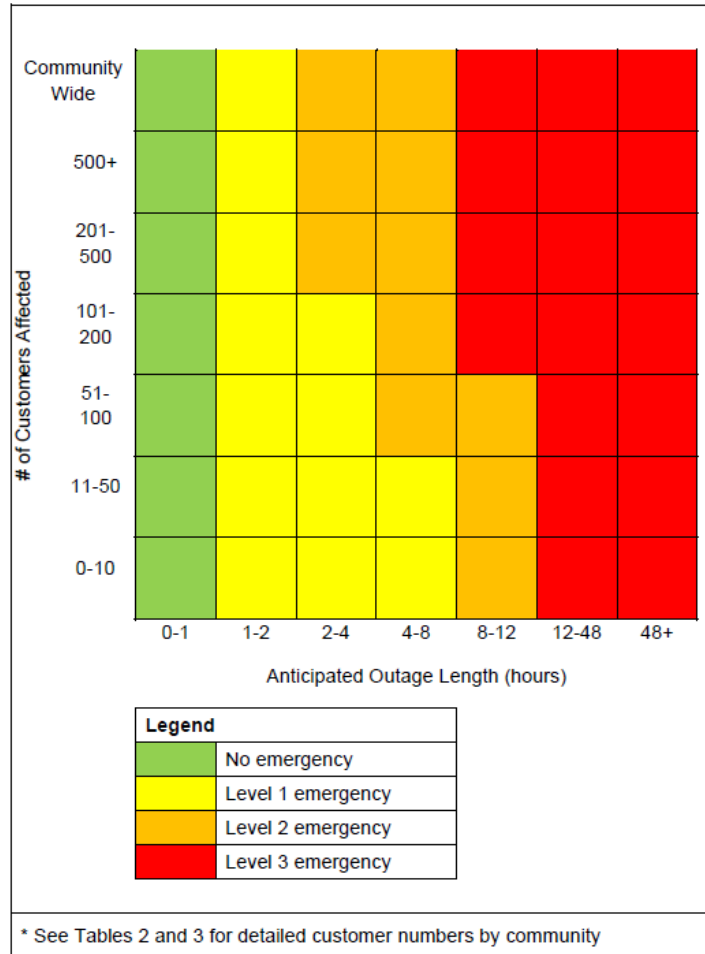
Guidelines for Emergency Declaration

Figure 2: Emergency Declaration for Outages in Temperatures between 0°C and -30°C



Guidelines for Emergency Declaration

Figure 3: Emergency Declaration for Outages in Temperatures below -30°C



Guidelines for Emergency Declaration

Table 1: Emergency Declaration Guidelines

Level 1 – Manager Response Authority
Outage (see Figures 1, 2, 3)
Anticipated property damage or process loss from \$20,000 to \$100,000
Anticipated spill to land from 1,000 L to 10,000 L
Anticipated spill to water from 20 L to 100 L
Emergency agency assistance request
Imminent danger to the public (e.g., power line down and accessible to public)
Level 2 – Director Response Authority
Outage (see Figures 1, 2, 3)
Anticipated property damage or process loss from \$100,000 to \$500,000
Anticipated spill to land from 10,000 L to 100,000 L
Anticipated spill to water from 100 L to 1,000 L
Serious injury
Loss of multiple communication channels (data and voice) for over 8 hours
Loss of core computing infrastructure for over 12 hours (e.g., Dynamics, data network, records management, email)
Loss of SCADA monitoring/control system for over 12 hours
Malicious intrusion (e.g., virus) affecting systems for over 12 hours
Level 3 – President Response Authority
Outage (see Figures 1, 2, 3)
Pandemic Emergency when a Pandemic is declared in the NT
Anticipated property damage or process loss over \$500,000
Anticipated spill to land over 100,000 L
Anticipated spill to water over 1,000 L
Fatality
Debilitating injury

Level One Response

Manager

- Contact System Control
- Contact their Director
- Email Director and President stating the nature of the emergency
- Respond to emergency

Level One Response

Manager

If the Manager anticipates the emergency to be a **Level Two** emergency or above, he/she must notify their Director to evaluate the situation. A Manager does not have the authority to declare a **Level Two** or **Level Three** Emergency.

Level Two Responsibilities

If the emergency is evaluated to be a **Level Two** Emergency the **Director** shall:

- Contact System Control
- Notify the President and Communications Manager
- Email Senior Leadership Team stating the nature of the emergency

Level Two Response

Response to a **Level Two** Emergency shall consider all resources necessary for a response and:

- Assist Communications Manager with updates to external agencies
- Request assistance from emergency services and community governments as required

Level Three Responsibilities


If the emergency is evaluated to be a **Level Three** Emergency the **President** shall:

- Contact System Control
- Send an email notification to all staff stating the nature of the emergency
- Strike an emergency response team as per Form 11.2 – Site Specific Emergency Response Plan
- Assist Communications Manager with required updates to the Board of Directors, Minister, MLAs and external agencies
- Request assistance from the NWT Emergency Measures Organization if required



Site Specific Emergency Response Plans

**Yellowknife
Emergency
Response
Plan**



NORTHWEST TERRITORIES
POWER CORPORATION
Empowering Communities

Site Specific ERP Components

Site Details

- Site description
- Site diagram
- Community information

Site Specific ERP Components

Emergency Contact Information

- NTPC
- Local
- External
- Emergency notification procedure

Site Specific ERP Components

Emergency Declaration and Response

- Declaration guidelines
- Responsibilities
- ERT

Site Specific ERP Components

Equipment Available for Response

- First aid
- Fire extinguishers
- Spill response
- PPE

Site Specific ERP Components

Communication and Site Access Info

- Methods of communication
- Available methods of access

Site Specific ERP Components

Medical Emergencies

- Summoning an ambulance
- First aid (e.g., CPR, rescue breathing, bleeding, etc.)

Injury Communications Protocol

- Fatality
- Serious injury

Site Specific ERP Components

Building Evacuation Procedure

- General evacuation
- Muster Point

Site Specific ERP Components

Contingency Plans

- Spills
- Building fires
- Forest fires
- Earthquakes
- Severe storms
- Floods
- Bomb threats and suspicious parcels
- Powerline down where accessible

Where to Find ERP Documentation



PowerLine



Site Specific ERP Components

Please complete your Quiz & Training Feedback Form

- **Course Title:** Emergency Response Plan Training
- **Instructor:** Joshua Clark

NTPC Emergency Response Plan Training Quiz

NTPC Emergency Response Plan Training Quiz

Mark: _____/12

Name: _____ Date: _____


Instructor: _____

Wrong answers reviewed with: _____

Notes: _____

Instructions

- For each of the multiple choice questions there is only one correct answer. Select the single best answer by circling the corresponding letter for that answer choice.
- If the meaning of a test question is unclear or you are unsure of what is being asked, see the instructor for help.
- When finished, return the completed test to the instructor.

 1