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1.0 PURPOSE

The purpose of Castool's Emergency Response plan is to create, maintain and coordinate an effective response to incidents and other emergency situations thereby providing for the Safety and wellbeing of all Castool's employees, subcontractors, and visitors.

2.0 SCOPE

The Emergency Response plan is to ensure compliance with the Canadian Environmental, Health & Safety regulations and is for all employees' subcontractors and visitors.

3.0 REFERENCES

Occupational Health and Safety Act
CSA Standard Z731-03
Emergency Response Planning Guide
Building Code
Fire Code

4.0 ROLE OF EMERGENCY RESPONSE TEAM

The Health & Safety Coordinator and the Production Manager will designate personnel for the development, implementation, modification, and delivery of the Emergency Response activities. These personnel will include an overall Emergency Response Coordinator as well as other personnel responsible for sub elements of the activity. Specific duties, responsibilities, authorities, and resources will be clearly defined. The assigned responsibilities are as follows but not limited to:

1. Reporting the emergency
2. Call fire and other emergency departments.
3. Alerting staff
4. Assess situation and take-charge including power and gas shut off **in the case of a gas leak turn the gas off but do not turn power off.**
5. Ordering evacuation
6. Directing evacuation to designated areas.
7. Take visitor sign in logbook.
8. Head count at assembly point area
9. Providing medical assistance
10. Ensure that no unauthorized personnel enter the facility until cleared to do so.
11. Ensure that visitors and employees comply with Health & Safety and Security requirements
12. Give all clear after the emergency has passed.
13. Advising media
14. Ensure that all staff is trained on Emergency Response and that records are kept.
15. Ensure that emergency equipment, fire extinguishers, alarms and spill kits are well maintained.
16. Reviewing and evaluating the emergency response procedure, updating maps etc.

5.0 Emergency Response Team (Day shift)

Internal Coordinator

- I. Inspect and evaluate the seriousness of the emergency situation.
- II. Inform the Office Administrator to make an announcement.
- III. Instruct the use of fire extinguishers if needed. Initiate the evacuation procedure.
- IV. Assess situation and take-charge including power and gas shut off **in the case of a gas leak turn the gas off but do not turn power off.**
- V. Instruct Forklift truck drivers to drive the trucks clear of the building if it is safe to do so. If unable to drive the forklift trucks out of the building, then turn gas valve to off and leave key in.
- VI. Inform the General Manager.

Office administrator

- I. When requested call 911 inform the operator of the fire give them our company name / address.
- II. Make an announcement as described in section 21 of the Emergency Procedures.

Fire Wardens

- I. Each fire warden has an assigned zone listed in (SWP 20)
- II. If it safe to do so the fire wardens will ensure that other occupants in their assigned zones are aware of the need to evacuate.
- III. If there is no immediate risk to their safety the fire wardens will survey their assigned zones to ensure that everyone is outside of the building.
- IV. Ensure that no unauthorized personnel enter the building until cleared to do so.

External Coordinator

- I. Collect head counts from all supervisors.
- II. Inform the Health and Safety Coordinator of the result of the head count on the building evacuation report form # F810.

Overall Emergency Response Coordinator

- I. If there is a discrepancy in the head count and if it is safe to do so, arrange a search of the plant or inform the Fire Service that someone may be in the plant.
- II. Call on whatever internal emergency assistance is deemed necessary.
- III. Act as liaison with municipal services (police, fire etc.)
- IV. If the emergency is the result of an accident, assist where possible in securing the area, ensuring first aid care for the injured person and in investigating the accident.
- V. If the emergency is a bomb threat, assist the person receiving the call or message. Try to get as much information from the caller as possible.
- VI. Notify neighboring businesses of an emergency situation.
- VII. When it is safe to do so announce that employees can return to the plant.

Joint Health & Safety Committee

- I. The Joint Health & Safety Committee will review and evaluate the Emergency Procedures as required.

Assigned Certified First Aid member.

- I. If it is safe to do so collect the mobile first aid kit and take it outside to the meeting point.
- II. All of the Certified First Aid personnel should be on standby in case First Aid is required.

General Manager

- I. To advise relatives if there any casualties.
- II. To deal with all media inquiries.

6.0 Emergency Response Team (Night shift)

Internal Coordinator

- i. Inspect and evaluate the seriousness of the emergency situation.
- ii. Initiate the evacuation procedure; instruct the use of fire extinguishers if needed.
- iii. Assess situation and take-charge including power and gas shut off **in the case of a gas leak turn the gas off but do not turn power off.**
- iv. Instruct Forklift truck drivers to drive the trucks clear of the building if it is safe to do so. If unable to drive the forklift trucks out of the building, then turn gas valve to off and leave key in.
- v. When the alarm is activated call 911 and inform the operator of the fire giving them our company name and address.
- vi. Call the Production Supervisor to let him know of the emergency.

Fire Wardens

- I. Each fire warden has an assigned zone listed in (SWP 20)
- II. If it safe to do so the fire wardens will ensure that other occupants in their assigned zones are aware of the need to evacuate.
- III. If there is no immediate risk to their safety the fire wardens will survey, there assigned zones to ensure that everyone is outside of the building.
- IV. Ensure that no unauthorized personnel enter the building until cleared to do so.

External Coordinator

- I. Take a head count
- II. Verify the head count.
- III. If there is a discrepancy in the head count and if it is safe to do so, arrange a search of the plant or inform the Fire Service that someone may be in the plant.
- IV. Notify neighboring businesses of an emergency situation.
- V. When it is safe to do so announce that employees can return to the plant.

- VI. Inform the Health and Safety Coordinator of the result of the head count on the building evacuation report form # F810. (In case of a fire drill this can be done the following day).

Assigned Certified First Aid member.

- I. If it is safe to do so collect the mobile first aid kit and take it outside to the meeting point.
- II. All of the Certified First Aid personnel should be on standby in case First Aid is required.

Production Manager

- I. Inform the General Manager of the Emergency.

General Manager

- I. To advise relatives if there any casualties.
- II. To deal with all media inquiries.

7.0 Work Practices

- I. Good housekeeping, waste disposal, rubbish removal daily or more frequently if needed. Safe storage of materials.
- II. There will at all times be unobstructed access to emergency exits and electrical panels.
- III. There will be no smoking inside of Castool's buildings.
- IV. Proper use and maintenance of fire extinguishers and electrical equipment.

8.0 Plant Security Measures

- I. The property has a 24-hour security system with motion sensors and proximity sensors. There are security cameras at every exit door. The system is controlled through a central monitor.
- II. Access to the plant is through the front door or shipping area.
- III. All windows are sealed.
- IV. All visitors to the plant must sign in and be properly identified; they are escorted in and out of the plant by a designated host.

9.0 Power Failure

- I. All production will halt, and all employees will remain until they are instructed to leave through the nearest exit.

10.0 Sewage Backup

- I. Remove the obstruction or call a service company.
- II. Thoroughly clean any spills with a detergent solution followed by a sanitizer solution.
- III. Personnel involved with the clean-up must follow Health and Safety guidelines

11.0 Chemical Spill or Release

Area personnel may clean up spills involving chemicals with properties that are known to offer no significant hazards to employees. It is the responsibility of supervision and management staff to review chemicals usage and review related S.D.S. documents in order to identify any hazards from potential spill scenarios. The Health & Safety Coordinator will answer any questions arising from this process. If you are not confident that you can safely clean up the spill yourself, treat it as a hazardous spill and inform the Emergency Spill Team. It is the responsibility of the supervisors to acquaint all employees with all materials in the workplace that may pose a potential danger in the workplace.

12.0 Theft

- I. The property has a 24-hour security system with motion sensors and proximity sensors. There are security cameras at every exit door. The system is controlled through a central monitor. This is in place to prevent any kind of theft or break in.
- II. The production manager will assess the theft or damage.
- III. The production manager will determine if the products, packages, and records have been tampered with.
- IV. Any loss or damage will be recorded.
- V. Police will be notified.

13.0 Personnel

- i. All potential employees are required to complete an application for employment.
- II. Employees are interviewed and references are checked.
- III. Employees are required to comply with plant security guidelines.
- IV. All employees are instructed on Health & Safety and Security requirements.
- V. Employees will be subject to disciplinary actions, warning letters or, in the serious violations, dismissal from employment.

14.0 Material Receiving

- I. All incoming products are inspected for damage or tampering.
- II. Follow Receiving & Incoming Inspection procedures SOP 08.

15.0 Chemicals and other Hazardous Material

- I. Suppliers must provide S.D.S. for all chemicals and other hazardous material.
- II. S.D.S. are maintained in pre-assigned locations.
- III. Hazardous materials will be stored in a controlled location.

16.0 Fire Extinguishers

Fire extinguishers are designed to contain and extinguish small fires in order to prevent injury to people and property; they are not intended to fight large fires.

Fire Extinguisher selection

Before selecting a fire extinguisher, you must know:

- I. Type of fire that exists.
- II. Type of fire extinguisher required (size and content).
- III. Number of extinguishers required.
- IV. Who will use it; is it too heavy for some employees?

b) Location

Fire extinguishers will be located:

- I. So that the extinguisher and instructions are visible.
- II. Where they will not put people using them at risk.
- III. Close to potential hazards but not so close that they would be damaged or cut off by a fire.
- IV. In or adjacent to corridors or aisles leading to exits.
- V. Where they will not be damaged by equipment.
- VI. Where they will be accessible and not blocked by equipment.
- VII. Where they will be protected from the elements if stored outside.
- VIII. Extinguishers will be identified by signs directing attention to their location.

c) Fire Extinguisher Maintenance

- I. A contract with Acord Fire Equipment is in place for annual inspections and charging / replacing as required. (905-852-6847)
- II. The Joint Health and Safety committee inspect each fire extinguisher monthly and sign off on the inspection tags located on each fire extinguisher. Any problems found are communicated to Kit Care.

17.0 Emergency Response Procedure for Fire

Incipient stage

In the earliest stage of fire, the individual will assess the magnitude and potential. If it is felt that the fire can be extinguished without personal risk, this may be done with use of the fire extinguishers that are available. The initial responder should in all cases call for assistance before extinguishing the fire; this would facilitate the escalation of the Emergency Response Plan should the fire become more involved or if the potential exists.

In all cases of fire, the Production Manager and the Health and Safety Coordinator are to be informed and an inspection will be conducted to ensure that it is completely extinguished, and all measures are implemented to prevent a recurrence. The Production Manager will determine if the Fire Department need to be notified.

Site remediation will be completed and any portable fire extinguishers that were deployed will be recharged immediately. At this level of response, no adverse effect is expected i.e., environmental, or public health and safety.

Active Stage

This stage of fire is more involved or represents a perceived potential for risk or hazard. The initial responder should activate the fire alarm system, alert all employees of an emergency situation and notify the Fire Department. Resource on hand should control and abate the fire at this stage and if no personnel risk of injury is sited, staff should respond according to the Emergency Response Plan while the Plant Manager, Health and Safety Coordinator and the Fire Department is notified.

Critical Stage

If a fire detected on site has achieved a state that cannot be controlled by the initial responder or severe risk and extensive damage, which may affect persons or property off site then the highest level of response will be initiated.

Depending upon the nature and magnitude of the fire, the Production Manager will contact and receive input from the Medical Officer of Health, Ministry of Labour and the Fire Department for continued strategy. Evacuation of local residents and businesses should involve contacts with Municipal Emergency Coordinator.

During on site evacuation every measure will be taken to notify all personnel and to ensure thereafter that all personnel are accounted for. In any event Health, Safety and Environmental concerns will remain top priorities. When the fire risk has been eliminated, responsible measures for remediation will be initiated with the cooperation of appropriate agencies.

18.0 Emergency Response Action

Our primary method for signaling the discovery of an emergency situation at Castool is the alarm system which can be activated by the alarm switch located at every exit door in the plant.

- a) **FIRE** - Any sign of smoke, flame, or unusual odor, if in the judgment of those present there is a potential serious problem. Example a contained fire in a garbage pail would most likely not require the evacuation signal.
- b) **EXPLOSION** - With any explosion there is always a high likelihood of subsequent fire and the possibility of the escape of toxic gasses and personal injury.
- c) **ESCAPE OF HAZARDOUS MATERIALS** - (Liquid, gas or solid) when judged by those present as being a threat to the Health and Safety of those in the immediate area, in other parts of the plant or in the neighboring areas outside the plant.
- d) **Please Note the Importance of Sounding the Alarm First**

Small fires can become large fires very quickly and an individual can become pre-occupied with fighting a small fire.

Upon hearing the fire alarm everyone without a specific duty to perform in the emergency response system, should evacuate the building immediately from the nearest exit and go to their assigned meeting place and wait there for further instruction.

The Production Manager will go immediately to the emergency location. An evaluation of the seriousness of the situation will be made as quickly as possible in order to bring sufficient and appropriate resources into action to deal with it, and yet to avoid serious overreaction. This evaluation will be made taking into consideration:

Severity:	The nature, size, and the extent of the problem.
Urgency:	Whether it has the potential to escalate quickly.
Impact:	Whether the effects are to people, the environment or property.
Threat:	Whether the effects and the risk might become significant. The responsibility for the evaluation, and decision on potential for escalation as well as calling outside resources, lies with the Production manager or the most senior management on site.

19.0 Civil Emergencies

Any of a group of emergency events which may affect the site although their origin is not with Castool Tooling Systems operations, may initiate the Emergency Response System. These include but are not limited to:

- I. Natural disasters such as tornadoes, hurricanes, earthquakes, lightening etc.
- II. External accidents such as plane crashes, train derailments or road accidents.
- III. Off-site events such as fires, explosions or escape of materials that may require evacuation.

Site response under these circumstances will be coordinated by Production manager or the most senior manager on site. Action will be directed towards protecting the site, its occupants and property from the effects of the emergency. Under some conditions, the resources of the company may be deployed to offer assistance to civil authorities in dealing with these emergencies, provided that this can be done without undue risk to the site or people.

20.0 Fire and Explosion Evacuation Plan

If there is an emergency involving fire or explosion, the Emergency Response Team will be responsible to deal with the emergency. There is an Emergency Response Team for day shift and one for night shift. All other plant and office personnel should evacuate the plant from the nearest exit and go to the designated meeting areas outside the building. Do not leave the meeting place or return to the building until instructed to do so. Forklift truck drivers should drive the forklift trucks outside and away from the building if safe to do so. A head count will be taken.

Throughout the plant and offices there are emergency lights.

21.0 Emergency Procedures and announcement

- I. Sound the alarm.
- II. Initiate Emergency announcement:

There is a fire, or any other hazard (specify) located in the -----area. Everyone without a specific duty are to evacuate through the nearest exit immediately and meet at the designated area to await further instructions.

- III. Call Fire and / or Police and / or Ambulance (call 911)
- IV. Determine the cause of the incident.

22.0 Emergency Procedure Involving Serious Personal Injury or Medical Conditions

In the event of serious injury or medical condition to any visitor or employee, the following actions are to be taken:

- I. If at all possible, do not leave the injured party alone.
- II. Call 911 for emergency assistance.
- III. Call a First Aider for immediate emergency care.
- IV. Inform the Production Manager / Production Supervisor.

23.0 Off shift / weekend emergencies

- I. No work will be performed off-shift or on weekends unless a supervisor or acting supervisor is present.
- II. The supervisor will ensure the Health & Safety of workers by evacuating the plant and calling 911 for emergency assistance.
- III. Only attempt to extinguish small fires if safe to do so.
- IV. Notify the Production Manager and General Manager (on call off hours) of the emergency, they will attend to the emergency and assist in controlling the emergency and minimizing its impact.

24.0 Emergencies Occurring during Extreme Weather / Ice Storm.

- I. In the event of an emergency occurring during extreme weather conditions where critical staff has been unable to get to work, then the most senior member of staff on site will take charge and delegate responsibilities.
- II. If the emergency occurs during extreme weather conditions, arrangements have been made with our neighbours Pine Valley Packaging, for everyone to meet in their facility.

25.0 Communication

- I. All new hires will be given a copy of the Emergency Response Plan during their orientation.
- II. All existing employees will receive a copy of Emergency Response Plan from their supervisor.
- III. A copy of the Emergency Response Plan will be posted on the Health & Safety board.
- IV. The Health & Safety Coordinator will liaise with the local Fire Department and complete their fire plan which a copy will be kept in the Fire plan lock box at the main entrance.
- V. Visitors and contractors to the plant will receive general guidelines for visitors and contractors (HSP15) from the office Administrator and or payroll.

26.0 Training

- a) All employees are to be trained on the emergency response plan.
- b) All members of the emergency response teams will receive training.
- c) All Fire Wardens will receive training on the use of fire extinguishers.
- d) All supervisors will be trained in first aid, where possible.

- e) Practical training on the emergency response plan will be conducted by way of annual fire drills.
- f) The emergency spill team will be trained in the emergency spill response.
- h) The Production manager will review the emergency response procedure in his daily meetings with the team leaders and this will be communicated by the team leaders to each employee.

27.0 Evaluation

The effectiveness of the Emergency Response plan will be evaluated after each emergency fire drill by the Health & Safety Coordinator, the Production Manager, and the Joint Health & Safety Committee.

28.0 Make Improvements / Acknowledge Success

The results of the evaluation and implementation of improvements will be communicated by the Health & Safety Coordinator to all employees on the Health & Safety board and through the Plant Manager's daily shop floor meeting with the team leaders.

29.0 Forms

1. Training sign off sheet form # F902.
2. General guidelines for visitors and subcontractors HSP 15
3. Emergency procedures for fire wardens SWP 20
4. Emergency evacuation plan SWP 23
5. Building evacuation report F810
6. Emergency spills procedure SWP 01
7. Emergency medical procedure SWP 21
8. Emergency evacuation procedure SWP 22
9. Plant schematics showing emergency exits, gas and water mains, emergency response equipment, first aid station, electrical mains, and compressor.
10. Emergency exit doors sign off sheet F839

Castool Tooling Systems,
2, Parratt road,
Uxbridge, Ontario
L9P 1R1
Castool Heat Treat,
1356 Kerrisdale Blvd,
Newmarket, Ontario
L3Y 8V6

30.0 Emergency Contact numbers

General Manager Paul Robbins	647-295-1511
Operations Manager John Cullum	416-881-4273
Production Manager Steve Boyce	416-881-4277
Newmarket Castool Heat Treat Kevin Mills	416-4187690
Fire, Police, Ambulance	911
Alarm System - Monitoring Centre Office (Pass card I.D. is required)	905-738-8220
Occupational Health & Safety (Industrial)	866-932-7229
Consumer Gas	905-985-7170
Hydro	1-800-434-1235
City of Uxbridge – Works Department	905-852-9181
Water, Sewer, Road & Spills Control – Durham Region	905-665-6313
Uxbridge Police Department (non-emergency)	508-278-7755
Ministry of Labor	877-202-0008
Neighbouring Business	
Pine Valley Packaging Ltd	
Tel: 905-862-0830 EXT 222	
Mobile: 416-200-9119	
Fax: 866-922-5122	

31.0 ASSIGNMENTS – DAY SHIFT

Internal Coordinator – Steve Boyce alternate Kevin Mills
External Coordinator – Jim Birnie alternate John Cullum
Overall Emergency Response Coordinator – Jim Birnie alternate John Cullum
Assigned Certified First Aider – Chris Eardley – Sean Bryan

32.0 ASSIGNMENTS – NIGHT SHIFT

Internal Coordinator Robert Morrison
External Coordinator- Robert Morrison
Assigned Certified First Aider - Robert Morrison



