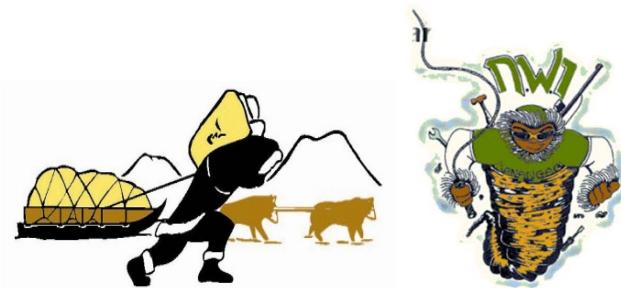


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EMERGENCY RESPONSE MANAGEMENT PLAN

December 13th, 2013



EGT Northwind Ltd

P.O Box 177

Tuktoyaktuk, NT

X0E 1C0

867-977-7000

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INTRODUCTION

EGT NW recognizes it can reduce injuries and damages and return more quickly to normal operations if we plan ahead. We believe that injuries are preventable if we plan for all possible outcomes.

An emergency is “any unplanned event that can cause deaths or significant injuries to employees, sub-contractors, visitors or the public, or that can disrupt operations, cause physical or environmental damage or threaten the company’s financial standing or public image”.

To preserve life requires that an emergency response plan be developed, implemented, practiced and evaluated on an ongoing basis. EGT NW expects its operations to be prepared for any emergency or disaster that may affect our workers or our business. The simple truth is that emergencies and disasters can strike anyone anytime and anywhere. This plan is designed to assist the Operations Managers in developing the best way to protect the workers and sub-contractors of EGT NW.

EMERGENCY RESPONSE PLAN (ERP)

This plan includes considerations and practices for responding to emergencies in the field. Numerous emergencies can affect the business of EGT NW operations including:

- Critical Injuries
- Fire Hazards
- Spills
- Transportation Incidents
- Workplace Violence

Emergency Management “is the process to prepare for, mitigate, respond to, and recover from an emergency.” To be successful emergency management requires management support and will have the following positive effects:

- It helps fulfill EGT NW responsibility to protect our workers, the environment and the public
- It facilitates EGT NW compliance with regulatory requirements
- It enhances EGT NW ability to recover from potential loss situations
- It reduces EGT NW exposure to civil or criminal liability in the event of an emergency
- It reduces EGT NW insurance premiums
- It enhances EGT NW image and credibility with employees, customers, suppliers, and the community

Canada Labour Act requires emergency response planning to be conducted. In meeting this obligation EGT NW has developed a manual that will assist in meeting the intent of the applicable legislation. All worksites will have the necessary Emergency Response Plan, emergency equipment and emergency response training in place to deal with potential emergencies.

RESPONSIBILITIES

CEO/Corporate

Provide support for the development and implementation of the ERP. Ensure that the plan is working

Review the ERP

Safety Advisor

Review the ERP to meet regulatory requirements

Assist with the training requirements involved with the ERP

Provide assistance to the Operations Manager

Review the ERP to meet regulatory requirements

Operations Manager

Assume responsibility of Incident Commander.

Designate employees for Incident Command Team.

Ensure that designated employees are competent in their responsibilities

Complete visual inspection of worksite and emergency equipment on a monthly basis and document on the Monthly Inspection Guide.

Complete emergency drills every six months and document on the Emergency Exercise Evaluation Form.

Conduct yearly review of ERP.

Project Supervisor

Assume responsibilities as designated by the Operations Manager

Includes Incident Commander, Emergency Responder, and Communications Coordinator

Workers, Sub-Contractors and Visitors

In the event of an emergency all undesignated personnel to R.E.A.C.T.

Remove those in immediate danger without risk to self.

Ensure the room door is closed after confirming no occupants

Activate the alarm if required

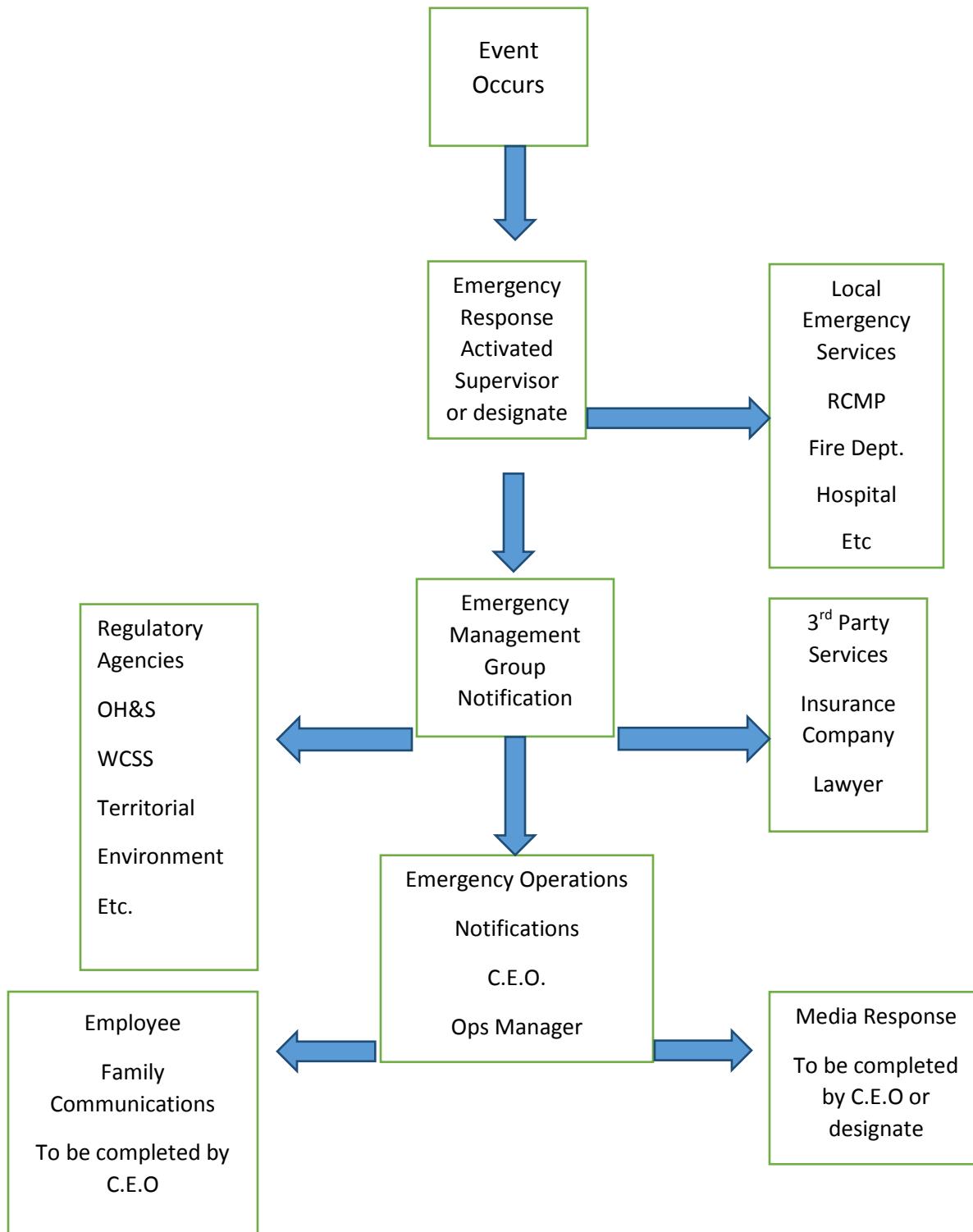
Contact a member of the Incident Command at the designated assembly area.

Try to assist with any request of the Incident Commander

TRAINING AND COMMUNICATION

Workers will receive their initial information and training on the Emergency Response Plan during the general orientation to EGT NW. A Project Specific Orientation Seminar is also held. The seminar is mandatory for all workers, sub-contractors and their employees. Site specific training will also be conducted at the field level. Workers will receive ongoing training during safety meetings and “tool box talks”.

EMERGENCY NOTIFICATION FLOW CHART



Incident Command

Incident Command provides a coordinated response, a clear chain of command and safe operations on-site at the Emergency. The Incident Command must ensure the security of the emergency, coordination of responders / emergency services and communications with employees. The Incident Command consists of the Incident Commander, Emergency Responders and the Communications Coordinator.

Incident Commander

The Incident Commander is the leader of Incident Command and is responsible for frontline management of the emergency. The first Supervisor at the scene is the Incident Commander. The emergency responders report directly to the Incident Commander.

Emergency Responders

Emergency responders are responsible for the on-site response to an emergency. The Incident Commander will designate Emergency Responders to tasks specific to their level of training in the response to emergencies.

Safety Advisor

The Safety Advisor reports directly to the Incident Commander and provides assistance as required during the emergency.

Emergency Operations Centre

The Emergency Operations Center (EOC) serves as a centralized management center for emergency operations. The EOC will provide information, advice on post emergency response, and arrange for notification of family members, customers and formal communications with the media. The EOC consists of the following:

Safety Advisor for EGT NW

Operations Manager for EGT NW
C. E. O. EGT NW

EMERGENCY NOTIFICATION AND CALL LIST

Procedures must be in place to alert employees to an emergency; this could include an air horn, emergency alarm, siren, etc. When an emergency is reported all personnel must report to the designated assembly area as soon as possible.

Emergency Notification Device _____

Location _____

Procedure for Activation _____

2nd Emergency Device _____

Location _____

Procedure for Activation _____

MANAGEMENT EMERGENCY CALL LIST

Contact	Phone	Alternate
Russell Newmark (CEO)	867-977-7000	867-678-0042
Merven Gruben (VP)	867-977-7000	867-678-0044
Doug Saunders (Ops Mgr.)	867-977-7000	867-678-0045
Gerald Boucher (Safety Ad.)	867-977-7000	403-680-8077

LIFE SAFETY

Protecting the health and safety of everyone is the first priority during an emergency. The most common means of production is to initiate an evacuation. Evacuation of the field office will be immediately conducted at the initiation of the emergency notification device. All occupants must meet at a predetermined designated assembly area for roll call. The assembly area will be designated.

EVACUATION PLAN

In the event it is necessary to evacuate a remote sled mounted camp the occupants will gather at a pre-determined area. Personnel will be accounted for prior to any movement to a secondary location. Vehicles will be diverted from regular duties to transport the workers to a secure location.

MEDIA RELATIONS

EGT NW will release information which ensures proper conveyance of information to ensure public health, security and peace of mind. All efforts will be executed in compliance with local officials and in a manner that limits confusion in a time when accuracy and good judgment are required. The intent of this policy is to counter any negative “rumors” or “hearsay”, which could adversely impact on recovery efforts, business continuity and future operations. The company wishes to maintain good public relations in time of crisis as a member in good standing with local, territorial and national communities. The formal press release will be released by the C.E.O. or his designate.

SUGGESTED STATEMENT

Today, (time and date) EGT NW (insert location) an industrial incident has occurred. The incident is under investigation and the main priority right now is to ensure the safety of our workers and sub-contractors. We would like to ask for the media’s assistance in concentrating our efforts in responding to this incident. When confirmed information is available regarding this incident we will make a public

statement and will be contacting all media for the time and location of this release. I would please ask that you leave your contact details with me so that you may be contacted in the future.

RADIO PROCEDURES FOR REPORTING EMERGENCIES

To report an emergency, make the call over the radio by stating “Emergency, Emergency, Emergency”.

State the problem and give your location.

Upon hearing this call the supervisor will reply “All personnel clear the air for emergency transmissions”.

In the event of an emergency all non-essential personnel shall refrain from using the radio in order to keep the airways open for emergency personnel to communicate.

The Incident Commander will alert the appropriate emergency services required via cellular phone or radio through Tuk Base Camp.

Life safety is the most critical concern during an emergency. In the Mackenzie Delta Region emergency services are limited and not readily available. Do not delay contact with the supervisor.

RESOURCE MOBILIZATION

The supervisor will assess the situation and respond to any situation in an orderly and coordinated manner.

A hazard assessment and response plan must be developed and communicated to the Emergency Responders involved. The consideration of Life Safety is the most critical during emergencies. No personnel shall be exposed to a situation in which they have not been specifically trained for.

MEDICAL EMERGENCY RESPONSE PLAN

In the event of a medical emergency “EMERGENCY, EMERGENCY, EMERGENCY” call, all crews are to shut down and remain off the radio until contacted.

Designated first aider will attend with the ground transport unit. The supervisor will coordinate the rescue of the injured party.

Supervisor, in consultation with the first aider, will determine if the injury is minor or serious in nature.

Minor - Evacuation by road to the Tuktoyaktuk Nursing Station or the Inuvik Hospital (if they are working at the south end). Examples: minor broken bones, breathing difficulties, sudden illness, burns.

Serious - Preferred evacuation, weather depending, is by helicopter to the Inuvik Hospital. Examples: Head, neck, or spinal injuries, unconsciousness, significant trauma critical bleeding.

In the event of non-flying weather, evacuate by road to Tuktoyaktuk Nursing Station or the Inuvik Hospital

Enclosed tracked vehicles, snow machines may be on site and are to be utilized if needed.

*** Helicopter landing coordinates to be determined on site ***

SPILL RESPONSE PROCEDURE

If a spill or release of any hazardous material occurs or is seen, workers will follow the “Spill Contingency Management Plan”.

Safeguard the area. Keep others from entering the area. Note any information that indicates substances (labels placards)

Report the incident

Call in the location of the spill to the supervisor. Give the location.

Supervisor will determine action needed and notify Safety Advisor.

Project Supervisor will initiate the corporate emergency response procedure.

Safety Advisor will file reports with all agencies required by federal and territorial regulations.

Stop the spill at the source (Only after clearing with supervisor).

If area is free of all hazards, and the spilled substance can be identified, shut down the leaking piece of equipment, turn the barrel or drum upright, or close the valve.

Begin preparing containment area, with available materials (pit, dirt levee, position booms, etc.) Place absorbent materials on spill to aid in clean-up.

Spill remediation

Safety Advisor will oversee remediation of the spill or leak involving materials in accordance with the SCMP, ERP and applicable territorial and federal legislation.

NOTE: The strict use of drip pans and drop cloths will be used to prevent soil contamination during routine maintenance of equipment.

EMERGENCY FOLLOW-UP AND INVESTIGATION

Once the emergency has been controlled and responsibilities completed, as required, follow-up will be completed as outlined:

Critical Injuries – Where there is a fatality, potential for fatality or a serious disability resulting to the injured.

Attending Management - C.E.O. or designate, Operations Manager, Safety Advisor, Project Supervisor

Details – **Contact** following agencies:

Workers Safety Compensation Commission will be immediately contacted at 1-800-661-0792

RCMP – 1-867-977-1111

Preliminary report of injury to submitted to WSCC as soon as practical.

Formal investigation to be completed by the Safety Advisor within 5 business days.

SERIOUS INJURIES/MAJOR PROPERTY DAMAGE/HIGH POTENTIAL NEAR MISS

Attending Management – Operations Manager, Safety Advisor, Project Supervisor

Details –

Workers Safety Compensation Commission will be immediately contacted at 1-800-661-0792

RCMP- 1-867-977-1111

Safety Advisor is to complete a formal investigation report within 5 days and submit the Incident Report to Senior Administration and the WSCC.

Complete event investigation follow-up.

In the event of an injury discuss the incident with the Operations Manager for follow-up.

Report actions to C.E.O.

Minor Injuries/ Property Damage/ Minor Near Miss

Attending – Supervisor

Incident report to be immediately completed and forwarded to Safety Advisor

Follow-up investigation to be conducted as necessary by Safety Advisor

NEXT OF KIN NOTIFICATION

This is to be completed only upon the direction of the C.E.O. The C.E.O. or his designate will complete the next of kin notification unless specifically notified otherwise.

FIRE HAZARDS

Fire is the most common of all the hazards. Every year fires cause death, injuries, and millions of dollars in property damage.

Pre-Planning Considerations

Provide all fire prevention, fire protection and firefighting training and equipment at the project site.

Implement a fire safety program that includes fire prevention, fire protection, and firefighting requirements.

Ensure that sub-contractors and other personnel on-site are briefed on fire safety requirements and are familiar with the fire prevention, fire protection and firefighting program.

The fire safety program will be compliant with the:

Northwest Territories Safety Act;

National Fire Code of Canada

Canada Labour Code.

REPORTING FIRES – IN CAMP

A person discovering a fire will report immediately by sounding the alarm;

‘FIRE FIRE FIRE” to be shouted;

Remove those in danger

Ensure door is closed

Activate/announce alarm

Try to extinguish fire.

Do not fight the fire if the smoke is at head height or lower. Evacuate the building. **Personal safety comes first!**

All personnel will move to the pre-determined muster point.

Nearest Fire Department will be contacted.

Tuktoyaktuk Fire -867-977-2222

Inuvik Fire 867-777-2222

RCMP to be notified

Tuktoyaktuk Det. 867-977-1111

Inuvik Det 867-777-1111

SMOKING PRECAUTIONS

Smoking is not permitted outside of the designated area within the camp facilities.

Smoking is not permitted in hazardous areas.

Signs will be posted in areas where smoking is not permitted.

Smoking is prohibited within 7.5 metres of fuel storage and dispensing facilities or during any refueling activities.

RUBBISH AND WASTE MATERIALS

Rubbish and waste materials are to be kept to a minimum and will be managed in accordance with the Waste Management Plan.

Storage:

Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness.

Greasy or oily rags or materials subject to spontaneous combustion to be disposed of as hazardous waste material.

EMERGENCY NUMBERS

RCMP

Tuktoyaktuk 867-977-1111

Inuvik 867-777-1111

FIRE

Tuktoyaktuk 867-977-2222

Inuvik 867-777-2222

MEDICAL

Tuktoyaktuk. 867-977-2321

Inuvik Hospital. 867-777-8000

OTHERS

Tuk Base Camp 867-977-7000

Incident Report Line 800-661-0792

Occupational Health Safety. 800-661-0792

NWT Spill Report Line. 867-920-8130

Environment Canada. 867-669-4710

Fisheries and Oceans. 867-777-7520 or 777-7521



NT-NU SPILL REPORT

OIL, GASOLINE, CHEMICALS AND OTHER HAZARDOUS MATERIALS

NT-NU 24-HOUR SPILL REPORT LINE

TEL: (867) 920-8130

FAX: (867) 873-6924

EMAIL: spills@gov.nt.ca

REPORT LINE USE ONLY

A	REPORT DATE: MONTH – DAY – YEAR		REPORT TIME	<input type="checkbox"/> ORIGINAL SPILL REPORT, OR <input type="checkbox"/> UPDATE # _____ TO THE ORIGINAL SPILL REPORT	REPORT NUMBER _____
B	OCCURRENCE DATE: MONTH – DAY – YEAR		OCCURRENCE TIME		
C	LAND USE PERMIT NUMBER (IF APPLICABLE)			WATER LICENCE NUMBER (IF APPLICABLE)	
D	GEOGRAPHIC PLACE NAME OR DISTANCE AND DIRECTION FROM NAMED LOCATION			REGION <input type="checkbox"/> NWT <input type="checkbox"/> NUNAVUT <input type="checkbox"/> ADJACENT JURISDICTION OR OCEAN	
E	LATITUDE DEGREES MINUTES SECONDS		LONGITUDE DEGREES MINUTES SECONDS		
F	RESPONSIBLE PARTY OR VESSEL NAME		RESPONSIBLE PARTY ADDRESS OR OFFICE LOCATION		
G	ANY CONTRACTOR INVOLVED		CONTRACTOR ADDRESS OR OFFICE LOCATION		
H	PRODUCT SPILLED		QUANTITY IN LITRES, KILOGRAMS OR CUBIC METRES		U.N. NUMBER
	SECOND PRODUCT SPILLED (IF APPLICABLE)		QUANTITY IN LITRES, KILOGRAMS OR CUBIC METRES		U.N. NUMBER
I	SPILL SOURCE		SPILL CAUSE		AREA OF CONTAMINATION IN SQUARE METRES
J	FACTORS AFFECTING SPILL OR RECOVERY		DESCRIBE ANY ASSISTANCE REQUIRED		HAZARDS TO PERSONS, PROPERTY OR ENVIRONMENT
	ADDITIONAL INFORMATION, COMMENTS, ACTIONS PROPOSED OR TAKEN TO CONTAIN, RECOVER OR DISPOSE OF SPILLED PRODUCT AND CONTAMINATED MATERIALS				
K					
L	REPORTED TO SPILL LINE BY	POSITION	EMPLOYER	LOCATION CALLING FROM	TELEPHONE
M	ANY ALTERNATE CONTACT	POSITION	EMPLOYER	ALTERNATE CONTACT LOCATION	ALTERNATE TELEPHONE
REPORT LINE USE ONLY					
N	RECEIVED AT SPILL LINE BY STATION OPERATOR	POSITION	EMPLOYER	LOCATION CALLED YELLOWKNIFE, NT	REPORT LINE NUMBER (867) 920-8130
LEAD AGENCY <input type="checkbox"/> EC <input type="checkbox"/> CCG <input type="checkbox"/> GNWT <input type="checkbox"/> GN <input type="checkbox"/> ILA <input type="checkbox"/> INAC <input type="checkbox"/> NEB <input type="checkbox"/> TC			SIGNIFICANCE <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> UNKNOWN	FILE STATUS <input type="checkbox"/> OPEN <input type="checkbox"/> CLOSED	
AGENCY		CONTACT NAME		CONTACT TIME	REMARKS
LEAD AGENCY					
FIRST SUPPORT AGENCY					
SECOND SUPPORT AGENCY					
THIRD SUPPORT AGENCY					

PAGE 1 OF _____



ACCIDENT INVESTIGATION REPORT

E. Gruben's Transport Ltd.
P.O Box 177 Tuktoyaktuk NT X0E 1C0
PH (867) 977-7000 FAX 977-7040

Company: **E.GRUBEN'S TRANSPORT LTD.**
Location:
On Employers Premises: Yes No

Name: Unit#
Date of occurrence: Time: am pm
Date Reported:

PERSONAL INJURY OR ILLNESS

NAME:

OCCUPATION: AGE:

PROPERTY DAMAGE

PROPERTY DAMAGE:
ESTIMATED COST \$ ACTUAL COST \$

NATURE OF INJURY OR ILLNESS NATURE OF DAMAGE
(INCLUDE RESTRICTED WORK)

DESCRIPTION

DESCRIBE CLEARLY WHAT TOOK PLACE, INCLUDE THE MATERIALS, EQUIPMENT AND OTHER CONTRIBUTING FACTORS. IF VEHICLE ACCIDENT COMPLETE DIAGRAM

WITNESSES 1: 2: 3:

ANALYSIS

USING THE GUIDE, QUESTION (WHY-WHAT-WHERE-WHEN-WHO-HOW) EACH OPERATING FACTOR AND THE MANAGEMENT CONTROLS INVOLVED. DESCRIBE EACH MANAGEMENT DEFICIENCY TO THE LOSS.

PREVENTION

MOTOR VEHICLE ACCIDENT: N/A PREVENTABLE NON PREVENTABLE

INVESTIGATED BY: DATE: REVIEWED BY: DATE:

MOTOR VEHICLE DIAGRAM

PLEASE SKETCH A DIAGRAM SHOWING DIRECTION AND POSITION OF VEHICLES INVOLVED

ROOT CAUSE(S) DETERMINATION

UNSAFE ACT (Check all that apply)	UNSAFE CONDITION (Check all that apply)
Eyes not on direction of travel	Equipment/System failure or malfunction
Failure to follow procedures/instruction	Hazardous environment facility related
Failure to follow safe practices	Defective tools
Failure to request/obtain assistance	Inadequate training/skills/experience
Improper use of material/equipment	Hazardous environment, emergency condition
Improper/inadequate/failure to use PPE	Inadequate or lack proper tools available
Eyes not on work/hands	Poor maintenance of equipment/systems
Horseplay	Inadequate or lack of procedure
Poor tool selection	Inadequate signage of identification
Repetitive motion	No or improper procedure
None	Poor housekeeping/disorderly work area
Other	Inadequate/missing guards or barriers
	Inadequate ergonomic design
	None
Deviation from usual Procedure:	
Root cause description:	

ROOT CAUSES(S) DETERMINATION FOR CORRECTIVE ACTIONS

HAZARD	JOB TRAINING
The hazard was not foreseen	Safety training not adequate for task performed
The hazard was not fully understood	Safety training did not address all hazards
PLANNING / PROCEDURE	
Sufficient job safety planning not conducted	Safety training not followed
Policies/procedures not adequately addressed	Employees did not receive job safety training
Policies/procedures/plans were not followed	
COMMUNICATION	
Poor communication between employees	Inadequate facility constructed
Poor communication between superv. & employees	Improper facility maintenance
Inadequate communication from past incidents	Inappropriate equipment used for the job
REPETITIVE MOTION	
Lack of employee/job rotation	Improper built or maintained equipment
Inadequate ergonomic design	
Poor work posture	
Inadequate rest breaks	
FACILITIES/EQUIPMENT/TOOLS	
MANAGEMENT	

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Check required PPE for the task involved at the time of the incident and if it was worn at such time					
Face	Glasses	Chem. Goggles	Face Shield	Worn?	
Gloves	Thermal	Chemical	Abrasion/Cut	Worn?	
Head	Hardhat	Bump Cap	Hood	Worn?	
Respirator	Air Purifier	Supplied Air	SCBA	Worn?	
Footwear	Steel Toes	Chem. Resistant		Worn?	
Hearing	Ear Plugs	Ear Muffs		Worn?	
Clothing	Chem. Resist.	Thermal		Worn?	
Other:					

JOB HAZARD ANALYSIS/ASSESSMENT

Was a job hazard analysis/assessment completed prior to the incident?
If one was completed, describe briefly:

CORRECTIVE ACTION FOLLOW UP

Corrective Actions to prevent this and similar incidents:
Date to be accomplished: 1 _____ 2 _____ 3 _____
Work order # (if appl.) 1 _____ 2 _____ 3 _____
Investigating Team:
Ext.
Ext.
Ext.
Ext.
Date Investigation completed: