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## Emergency Response Plan Standard

### 1.0 PURPOSE

This standard supports the SaskPower Health, Safety and Environment Policy and specifies the requirements to prepare for and respond to disaster or emergency situations by SaskPower.

### 2.0 DEFINITIONS

#### 2.1. Environmental Aspect

An element of an organizations activities, products, and/or services that can interact with the environment. The relationship between the aspect and impact is cause and effect.

#### 2.2. Hazard

Source or situation with the potential for harm in terms of injury or ill health, damage to property, damage to the work place environment, or a combination of these.

#### 2.3. Incident Command System (ICS)

It is a flexible, scalable process that is used to effectively and efficiently manage the response to emergency incidents. The ICS process is separated into four modules (ICS 100-400) and these modules address the differences in emergency incident complexity from a simple local response to national emergencies.

Incident Command can be established in any size, emergency or non-emergency event. The first responder in an emergency will typically assume the role of incident commander until the authority is delegated to another individual.

#### 2.4. Management System

A management system is a set of interrelated elements used to establish policy and objectives and to achieve those objectives. A management system includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources

### 3.0 METHOD / PRACTICE

- Determine the level of risk presented by the anticipated emergency events through an assessment of the hazards/environmental aspects and an evaluation of local emergency response services.
- The types of emergency plans may include, but are not limited to, fire, explosion, medical emergencies, rescues, environmental incidents with hazardous materials, bomb threats, armed confrontations and natural disasters.
- The emergency response plan should consider the following:
  - Identify the potential for and responses to, incidents and emergency situations
  - Emergency procedures, including an effective response to the emergency, evacuation procedures, and contact details for local emergency services
  - Key personnel and stakeholders who have related roles and responsibilities

- The communication protocol, both internal and external to SaskPower, including how and when the Incident Commander delegates the level of authority, and who to contact if the emergency escalates.
- Testing of the emergency procedures, including the frequency of testing
  - Testing protocol shall be approved by local management and exercises carried out at planned intervals and when significant changes occur. Testing shall be completed annually, as a minimum requirement.
  - Testing exercises may include orientation, tabletop exercises, functional exercises and/or full-scale exercises involving multiple responding organizations.
- Training and instruction relevant to the workers implementing the emergency procedures, and
- Additional references and resource material.

#### 4.0 REFERENCES

##### **Related Policies/Standards:**

- SaskPower Health, Safety and Environment Policy

##### **Internal Resources**

- Safety Management System – SafetyNet
  - Standard Operating Procedures - Incident Command System - Incident Response Process
- Environmental Management System - EnviroNet
  - SaskPower Emergency Spill Response Process
  - SaskPower Coal Discharge Reporting Guideline
  - Contaminated Sites Standard
  - Regulated Spill Quantities

##### **External Resources**

- CSA Z731-03 (R2014), Emergency Planning for Industry
- The Occupational Health and Safety Act and Regulations, 1996