



Emergency Response Plan Testing Protocol Standard

1.0 PURPOSE

This standard supports the Emergency Response Planning Policy and specifies the requirements for testing of emergency response plans for safety, environment and security related incidents at SaskPower.

2.0 DEFINITIONS

2.1. Emergency Incident/Situations

An emergency incident is an unforeseen combination of circumstances or events, resulting in a situation that requires an emergency response to protect lives, environment and/or property.

2.2. Emergency Response Plan

The framework for responding effectively to all emergency situations through the appropriate use of internal and external resources.

3.0 ROLES AND RESPONSIBILITIES

3.1. SaskPower Divisions shall:

- Implement the Emergency Response Plan in accordance with requirements defined within the SaskPower Safety and Environment Management Systems and Enterprise Security Procedures.
- Monitor the Emergency Response Plan Policy, Standards and Procedures for their respective areas of responsibility.
- Identify the potential for, and responses to, incidents and emergency situations.
- Conduct regular reviews of emergency preparedness and response plans, procedures and equipment in response to emergency incidents/situations.
- Periodically test such procedures. At a minimum, procedures should be tested annually.
- Document the test of emergency preparedness, response plans and equipment in Safety and Environment Management Systems and within the Enterprise Security Department.
- Maintain procedures for emergency response in the Safety and Environment Management Systems and within the Enterprise Security Department.

3.2. Health and Safety shall:

- Develop, implement and monitor compliance with the Emergency Response Plan Policy, Standards and Procedures.
- Comply with all of the above division requirements.
- Maintain emergency response standards for SaskPower.
- Support each division in meeting their responsibilities for this policy by:
 - Assisting in the development of the division's ERP.
 - Facilitating identification of training when needed.
 - Suggesting improvements for in-place ERPs through review and gap analysis.
 - Assess division compliance and performance for this policy via the internal and external audit processes.
 - Provide support in the design and execution of tests to assess ERP sufficiency.

**3.3. Environment shall:**

- Develop, implement and monitor compliance with the Emergency Response Plan (ERP) Policy, Standards and Procedures.
- Comply with division requirements.
- Develop specific procedures to support the emergency response plans (i.e. contaminated sites spill response).
- Provide health and safety with updates on environmental emergency response standards.
- Support each division in meeting their responsibilities for this policy by:
 - Assisting in the development of the division's ERP.
 - Facilitating identification of training when needed.
 - Suggesting improvements for in-place ERPs through review and gap analysis.
 - Assess division compliance and performance for this policy via the internal and external audit processes.
 - Provide support in the design and execution of tests to assess ERP sufficiency.

3.4. Enterprise Security shall:

- Develop, implement and monitor compliance with the Emergency Response Plan Policy, Standards and Procedures.
- Comply with all of the above division requirements.
- Identify all potential security emergencies.
- Develop emergency response for security emergencies.
- Provide health and safety with updates on security emergency response standards.
- Support each division in meeting their responsibilities for this policy by:
 - Assisting in the development of the division's ERP.
 - Facilitating identification of training when needed.
 - Suggesting improvements for in-place ERPs through review and gap analysis.
 - Assess division compliance and performance for this policy via the internal reviews.
 - Provide support in the design and execution of tests to assess ERP sufficiency.

3.5. Occupational Health Committees (OHC) shall:

- Monitor compliance with the Emergency Response Plan Policy, Standard and Procedures and related plans as they relate to health and safety.

4.0 METHOD / PRACTICE

- The division shall test their emergency response plans to ensure continuing suitability, adequacy and effectiveness.
- Testing shall include exercises that are consistent with the scope of the emergency response plans.
- 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.
- Documented reviews of test exercises shall be performed post-test, to identify opportunities for improvement.
- Upload evidence of emergency preparedness and response plans, procedures and equipment tests in Safety and Environment Management Systems and within the Enterprise Security Department using the appropriate test category.

5.0 RESOURCES

Health and Safety, Environment and Enterprise Security shall assist in all aspects of complying with this Standard, as outlined or requested.

6.0 REFERENCES

- Saskatchewan
 - The Occupational Health and Safety Act and Regulations, 1996
- SaskPower (located on SafetyNet)
 - Standards supporting the Emergency Response Plan Policy and supporting standards
 - Safety Software How to Procedures: Emergency Response Module
- Third Party
 - CAN/CSA–Z731-03
- Environment
 - EMS Workstation (Master List of Legal and Other Requirements)
- Enterprise Security
 - Not Applicable at this time