
Emergency Response Plan Policy

1.0 POLICY

SaskPower is committed to maintaining a workplace in which health, safety, environment and security is part of everything we do and is as important as anything we do. One expression of our commitment to health, safety, environment and security is the Emergency Response Plan (ERP) Policy. This policy supports SaskPower's Health, Safety and Environment Policy.

It is a SaskPower policy that all divisions shall develop, maintain and test written plans to respond to health, safety, environment and security emergencies.

2.0 PURPOSE

The purpose of this policy is to ensure that all SaskPower divisions:

- Prepare for and respond effectively to health, safety, environment and security emergency situations through the appropriate use of SaskPower resources.
- Develop and maintain a framework for sustaining operations in the event of an emergency.
- Develop and maintain Emergency Response Plans (ERPs) that integrate with SaskPower's corporate emergency response and business continuity management program.
- Ensure the health and safety of the employees and the public and of the emergency responders.
- Minimize impact to the environment.
- Ensure the security of SaskPower assets.

3.0 APPLICATION/EXCEPTIONS

This policy applies to all SaskPower facilities/operations, employees, contractors and visitors. There are no exceptions to the Emergency Response Plan Policy.

4.0 DEFINITIONS

4.1 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.

4.2 Emergency Response Plan

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

4.3 Learning Management System (LMS)

Is a software platform that provides a strategic solution for planning, delivering and managing all learning events within an organization.

4.4 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.

5.0 ROLES AND RESPONSIBILITIES

5.1 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 and procedures, in response to emergency incidents/situations.
- Periodically test such procedures. At a minimum, procedures should be tested annually.
- Maintain procedures for emergency response in the Safety and Environment Management Systems and within the Enterprise Security Department.

5.2 Corporate 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.
 - Assessing division compliance and performance for this policy via the internal and external audit processes.
 - Assisting in the assessment of ERP sufficiency via test exercise design and execution.

5.3 Corporate Environment shall:

- Develop, implement and monitor compliance with the Emergency Response Plan Policy, Standards and Procedures.
- Comply with division requirements.

- Develop specific procedures to support the emergency response plans (i.e. contaminated sites spill response).
- Provide 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.
- Assisting in the assessment of ERP sufficiency via test exercise design and execution.

5.4 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 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.
 - Assisting in the assessment of ERP sufficiency via test exercise design and execution.

5.5 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.

6.0 TRAINING

- Training requirements shall be identified and managed in accordance with the Learning Management System.

7.0 RESOURCES

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

8.0 REFERENCES

- Saskatchewan
 - The Occupational Health and Safety Regulations, 1996
- Safety (located on SafetyNet)
 - Standards supporting the Emergency Response Plan Policy
- Environment
 - EMS Workstation (Master List of Legal and Other Requirements)
- Enterprise Security
 - Not Applicable at this time
- Third Party
 - CAN/CSA –Z731-03
 - NFPA 1600 (2004)