



Emergency Response Plan Standard

1.0 PURPOSE

This standard supports the Emergency Response Plan Policy and specifies the requirements for managing emergency events at 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. 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.

2.3. Emergency Response Plan

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

2.4. 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.

2.5. Incident Command System (ICS)

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.

2.6. Learning Management System (LMS)

A learning management system is a set of interrelated elements used to establish policy and objectives and to achieve those objectives with respect to learning.

2.7. 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 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 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.
- Communicate changes in chemicals use to Chemical Services and Corporate Safety every 6 months.

3.2. 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.
 - 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.
- Review and update Chemical Inventory every 6 months.

3.3. 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.



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 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.

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

4.1. Incident Command

- All emergency incidents that require a formal incident management process shall be managed through the ICS.
- The scope of onsite operations shall be assessed to determine the severity and probability of emergency events, the anticipated level of response and required level of ICS training.
- The division shall assign and train resources to effectively utilize the ICS process.
- Communicate on-site chemical inventory to first responders.

4.2. Emergency Response Teams

- The division shall 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 risk ratings shall be used to determine if an Emergency Response Team (ERT) is required.
- If an ERT is not required, written emergency response plans shall identify the local resources and contact information.
- If an ERT is required, the risk ratings, availability and capability of local resources shall be assessed in order to determine:
 - The size and make-up of the ERT.
 - The training and specialized equipment required for the ERT to safely perform their anticipated duties.

4.3. Firefighting

- The risks associated with fire hazards shall be assessed in order to identify required firefighting resources.



- Personnel expected to perform fire suppression duties shall be trained and adequately equipped to perform those duties. Refer to The Occupational Health and Safety Regulations, 1996, Part XXXII for further detail.

5.0 RESOURCES

Corporate 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
- Safety (located on SafetyNet)
 - Emergency Response Plan Policy
 - Chemical Inventory List
- Environment
 - EMS Workstation (Master List of Legal and Other Requirements)
- Enterprise Security
 - Not Applicable at this time
- Third Party
 - CAN/CSA –Z731-03, Emergency Planning for Industry