



## **EMERGENCY RESPONSE PROCEDURES**

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In accordance with Workplace Safety and Occupational Health and Safety regulations, Swab Master Ltd. is required to develop Emergency Response procedures to ensure that all personnel on site can be assisted and cared for in time of need or be evacuated to a safe area when life threatening situations arise.

Emergency Response procedures are put in place to assist personnel in time of life-threatening situations. *Such emergency response procedures in place for Swab Master Ltd are considered conditions of employment and must be always followed while on site.*

Emergency Response procedures are discussed at pre-job safety meetings and all employees are made aware of the location of:

- Safe site (Muster point)
- Emergency phone numbers
- Cell phones and/or other means of contact

All personnel are required to help implement and maintain the emergency response plan by:

- Discussion
- Monitoring effectiveness of emergency response plan
- Awareness
- Adherence to the procedures
- Training

**Note:** *Because the work environment is not static and is continually changing, the emergency response plan (s) must be reviewed as activity progresses to ensure that the plans are current and applicable for the work area.*

## **RESPONSIBILITIES**

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**The General Manager is responsible for:**

- Ensure emergency response roles and responsibilities are included into work site orientation and regularly reviewed at safety meetings.
- Coordinate post incident reviews within 48 hours to discuss emergency response and identify response plan strengths and improvement opportunities.
- Develop standard documents for use within the plan.
- Work with regulatory agencies and emergency response agencies regarding the site plan or issues arising from emergency situations.
- Review the Emergency Response Plan's effectiveness and make recommendations.
- Review ERP effectiveness and make recommendations through practice drills and actual documented responses.

**Rig Managers/Supervisors are responsible for:**

- Communicating the Emergency Response Plan to new or transferred employees.
- Ensuring the emergency evacuation plan is available to the crew on site.
- Evacuating the work area as outlined in the Emergency Response Plan.
- Participating in client company ERP drills and note in Safety Meeting notes.
- Conducting and documenting regular ERP drills
- Collecting information and documents relevant to an incident.
- Conducting head count and report results to management.
- Shutting down any operating equipment



### EVACUATION PROCEDURES

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*You are responsible for understanding the Emergency Response Plan. This document can be found at each exit in the shop / office and on our website. Know and familiarize where to find your emergency exits, fire extinguishers, and air horns. These are to be used in evacuations only. Sounding the blow horns for “fun” will result in disciplinary action. Know and familiarize yourself with the following emergency procedure:*

#### BROOKS SHOP /OFFICE

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- Remain Calm – try to help others to remain calm.
- Sound the air horn if no one has done so (**1 Long Blast for Evacuation & 3 Short blasts for First Aid only**)
- If you hear the air horn – take it seriously -REACT!
- Leave the building by the nearest exit calmly and quickly – **do not stop to collect your things.**
- Last person out of an exit– close that door behind you; ensure the attendance board is removed.
- First person out is responsible for taking the attendance board and taking attendance.
- **479 Aqueduct Drive** - Proceed to your muster point located at the main gate or the secondary muster point across the street at PPI’s gate if there is risk of an explosion.
- Do an attendance call to ensure everyone is out – give this to the most senior manager on site and last known locations of missing employees as soon as possible after arriving at the muster point.
- Call 911 if not already done – you will give them your name, address, and situation; identify if there is anyone not accounted for or injured persons.
- Injured persons: begin your first aid according to the situation.
- The most senior management on site will assist all emergency personnel and in keeping the site clear for emergency vehicles.
- Keep quiet and follow direction of emergency personnel i.e., Fire Chief, Police
- Call Hong 403-409-9577 or Garth -403-633-0031

**Do NOT under any circumstances go back inside unless directed by an emergency professional!**

#### IF YOU CANNOT LEAVE THE BUILDING

- Find the closest safe spot possible.
- Call 911
- Give them your exact location, your name, and the address.

#### ON SITE

- Follow the Emergency Response Plan provided by the oilfield company. If the client representative is unavailable – revert to using Swab Master Ltd. Emergency Response Plan.

### EMERGENCY TRANSPORTATION POLICY

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#### PREVENTION

Preventing workplace injuries is the responsibility of everyone in the workplace. When injuries do occur, however, it is important for workers and employers to try to minimize the impacts by obtaining and using health care services as soon as possible to ensure the timely and safe recovery of the worker.

#### POLICY

It is the policy of Swab Master Ltd. that only qualified professional emergency services shall handle the emergency transportation of an injured worker at all reasonable occurrences.



If, in the odd chance, you are in an area where emergency services are not accessible (i.e., no cell service) employees should utilize their first aid training to make a judgment call on whether the injured worker can be moved.

If the injured party is capable of walking, they are to be loaded into any available unit to be transported to either a medical facility or a safe place where emergency services can be acquired.

If the injured worker is unconscious or not capable of movement – follow appropriate first aid guidelines to move the worker into the H.A.IN.E.S recovery position while you go get help. (Refer to the recovery position heading in this element) Always ensure the person’s airway is open, the person is breathing and there is no deadly bleeding prior to going to call for help.

### NOTIFICATION OF NEXT OF KIN

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**\*\*\*Under no circumstances should the name of an accident victim or fatality be released without permission from Garth Smith, and/or the R.C.M.P.** It is important that the employee’s next of kin be notified as soon as possible. Contact the Office or General Manager and they will assist you in this area. The name, addresses, and telephone numbers of next of kin are included in the employee’s personal file.

### NON-FATAL INJURY

**The next of kin should be notified in the following manner:**

If the injured person is capable, he/she should make the necessary telephone calls.

If the injured person is not capable, the Office shall make the following statement. They must exercise discretion when discussing the nature of the injury and answer any questions and make arrangements for necessary assistance. There is no need to create panic when notifying the next of kin.

“An accident has occurred at \_\_\_\_\_ and your (relationship); (full name) has been injured. She/he has been taken to (Hospital) in \_\_\_\_\_ for treatment”.

### FATAL INJURY

The notification should be made in person, only under the discretion of the General Manager. The person notifying the family should be accompanied by the victim’s family clergy, doctor, or friend. The R.C.M.P. will assist with the notification whenever possible and will ensure that the notification is complete. *Extreme discretion and tact are necessary.* The next of kin will be in extreme shock and require support and assistance.

**UNDER NO CIRCUMSTANCES IS THE NAME OF THE VICTIM TO BE RELEASED BEFORE THE NEXT OF KIN HAVE BEEN NOTIFIED.**

### TRAINING & INFORMATION

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Train employees in evacuation, shelter, and other safety procedures. Conduct sessions at least annually or when:

- Employees are hired
- New equipment, materials or processes are introduced
- Procedures are updated or revised
- Exercises show that employee performance must be improved
- Provide emergency information such as checklists and evacuation maps.

## ELEMENT 8: EMERGENCY RESPONSE



### Employees Training

All employees are required to have training in the following:

- First Aid
- TDG
- WHIMIS
- H<sub>2</sub>S
- CSO (Common Safety Orientation - Previously known as PST - Petroleum Safety Training or eGSO - Electronic General Safety Orientation)

### Other courses offered as required (but not limited to) include:

Confined Spaces - Detection and Control - Fire Extinguisher Level II - Blowout Well Prevention (BOP) - Fatigue Management & Hours of Service – GODI

### ALBERTA - Emergency Phone Numbers

(Emergency) 911 for: ambulance, hospital, RCMP

Swab Master 24-hour Emergency Response:

Garth Smith – General Manager / Owner: 403-633-0031

Hong Zhong Guo – Operations Manager / Owner: 403-409-9577

Shawn Gleisner – Assistant Operations Manager: 403-376-4074

Marj Baillie – Office Manager: 403-793-0034

### CANUTEC “WHMIS & EMERGENCY DISPATCH” 613-996-6666

Alberta “0” Zero (403) 544-4485

**Province of Alberta S.T.A.R.S. Emergency link center 1-888-888-4567**

**Province of Alberta POISON CONTROL 1-800-332-1414**

### CANADA-WIDE EMERGENCY NUMBERS

**Environment Canada-Spill Reporting 1-800-222-6514**

**Transportation Safety Board 1-819-997-7887**

**Disaster Services and Dangerous Goods 1-800-272-9600**

### GOVERNMENT AGENCIES

**Alberta Energy & Utilities Board (A.E.U.B.)**

Calgary Office: (403) 297-8311

Fax: (403) 297-7336

Medicine Hat Office: (403) 527-3385

Fax: (403) 529-3103

### Brooks Emergency Phone Numbers:

R.C.M.P. 403-362-5535

FIRE 911 (using cell phones request the town nearest to emergency)

AMBULANCE 911 (using cell phones request the town nearest to emergency)

FIRE CHIEF 403-362-2331

HOSPITAL 403-501-3232

POISON CONTROL 1-800-332-1414

HYDRO (Fortis AB) 310-9473

GAS COMPANY (Atco) 1-800-511-3447

WATER (Brooks Utilities) 403-362-3146



**Strathmore Area Emergency Phone Numbers:**

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AMBULANCE (Office) (403) 934-4079  
FIRE DEPARTMENT (403) 934-3022  
HOSPITAL (403) 934-4204  
TOWN OFFICE (403) 934-3133  
R.C.M.P. (Dispatch) (403)-934-3535 Administration (403) 934-3968

**Medicine Hat Area Emergency Phone Numbers:**

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911 (using cell phones request the town nearest to emergency)  
AMBULANCE (Office) (403) 529-8800  
FIRE DEPARTMENT (Emergency) 911  
HOSPITAL (office) (403) 529-8000  
R.C.M.P. (Complaints) (403) 548-2222 (Administration) (403) 548-2288

**Red Deer Emergency Numbers**

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911 (using cell phones request the town nearest to emergency)  
R.C.M.P. 403-343-5575  
FIRE 911 (using cell phones request the town nearest to emergency)  
AMBULANCE 911 (using cell phones request the town nearest to emergency)  
HOSPITAL 403-343-4422

**Rimbey Emergency Numbers**

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911 (using cell phones request the town nearest to emergency)  
R.C.M.P. 403-843-2223  
FIRE 911 (using cell phones request the town nearest to emergency)  
AMBULANCE 911 (using cell phones request the town nearest to emergency)  
HOSPITAL 403-843-2271

**Drumheller Emergency Numbers**

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911 (using cell phones request the town nearest to emergency)  
R.C.M.P. 403-823-2630  
FIRE 911 (using cell phones request the town nearest to emergency)  
AMBULANCE 911 (using cell phones request the town nearest to emergency)  
HOSPITAL 403-823-6500

**Three Hills Emergency Numbers**

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911 (using cell phones request the town nearest to emergency)  
R.C.M.P. (Office) (403) 443-5538  
FIRE DEPARTMENT 911  
AMBULANCE (Office) 911 (using cell phones request the town nearest to emergency)  
HOSPITAL (403) 443-2444 – emergencies only

**Bashaw Area Emergency Phone Numbers**

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911 (using cell phones request the town nearest to emergency)  
R.C.M.P. (Office) 780-372-3593  
FIRE DEPARTMENT 780-372-3911  
AMBULANCE (Office) 911 (using cell phones request the town nearest to emergency)  
HOSPITAL 911



**SPILLS**

Spills include Petroleum crude oil, synthetic crude, sour gas, produced water and other oilfield wastes that may contaminate an area.

**SPILL REPORTING REQUIREMENTS**

In the event of an accidental release of dangerous goods when the quantity released exceeds the amounts in the following table an immediate report is required to be made by the person who has possession of the dangerous goods at the time of the accidental release.

CLASS	PACKING GROUP or CATEGORY	QUANTITY
1	II	Any Quantity
2	Not Applicable	Any Quantity
3, 4, 5, 6.1 or 8	I or II	Any Quantity
3, 4, 5, 6.1 or 8	III	30 L or 30 kg
6.2	A or B	Any Quantity
7	Not Applicable	A level of ionizing radiation greater than the level established in section 39 of the “Packaging and Transport of Nuclear Substance Regulations, 2015”
9	II or III or without packing group	30 L or 30 kg

TDG Regulations state that the following people should be notified immediately:

1. the appropriate provincial authority
  - a. Alberta - the local police AND Alberta Transportation @ 1-800-272-9600
  - b. Saskatchewan - The local police OR Saskatchewan Ministry of Environment @ 1-800-667-7525
2. The persons employer
3. The consignor of the dangerous goods (the shipper - in our case, typically the oil company)
4. The owner or lessee of the vehicle (in our case - the same as the employer)
5. For an accidental release from a cylinder that has suffered a catastrophic failure:  
CANUTEC - (613) 996-6666

**IMMEDIATE REPORTING INFORMATION**

The immediate report must include as much as the following information as is known at the time of the report.

- a. The shipping name or UN number of the dangerous goods.
- b. The quantity of the dangerous goods that
  - i. Was in the means of containment before the accidental release, the “dangerous goods accident” or the “dangerous goods incident” and
  - ii. Is known or suspected to have been released
- c. A description of the condition of the means of containment from which the dangerous goods were released, including details as to whether the conditions of transport were normal when the means of containment failed.
- d. For an accidental release from a cylinder that has suffered a catastrophic failure, a description of the failure.
- e. The location of the accidental release, the “dangerous goods accident” or the “dangerous goods incident”.
- f. The number of deaths and injuries resulting from the accidental release, the “dangerous goods accident” or the “dangerous goods incident”; and
- g. An estimate of the number of people evacuated from private residences, public areas, or public buildings because of the accidental release, the “dangerous goods accident” or the “dangerous goods incident”.

A report can also include other information not required by the regulations, for example, any cleanup arrangements, involvement of other emergency response agencies like the police, fire department, Alberta Environment, etc.



### 30-DAY FOLLOW UP REPORT

If an immediate report was required to be made for an accidental release, a “dangerous goods accident” or a “dangerous goods incident”, a follow-up report **MUST** be made by the employer of the person who had possession of the dangerous goods at the time of the accidental release.

The follow-up report must be made, in writing, to the Director General of Transport of Dangerous Goods within 30 days after the occurrence of the accidental release. The follow-up report must include the following information:

- a. The name and address of the place of business of the person providing the information and the telephone number, including the area code, at which that person may be contacted.
- b. The date, time, and location of the accidental release, the “dangerous goods accident” or the “dangerous goods incident”.
- c. The name and address of the place of business of the consignor.
- d. The classification of the dangerous goods
- e. The estimated quantity of dangerous goods released and the total quantity of the dangerous goods in the means of containment before the accidental release, the “dangerous goods accident” or the “dangerous goods incident”.
- f. A description of the means of containment involved based on the identification markings and a description of the failure or damage to the means of containment, including how the failure or damage occurred.
- g. For an accidental release from a cylinder that has suffered catastrophic failure, the certification safety marks and a description of the failure.
- h. The number of deaths and injuries resulting from the accidental release, the “dangerous goods accident” or the “dangerous goods incident”.
- i. An estimate of the number of people evacuated from private residences, public areas, or public buildings; and
- j. If an emergency response assistance plan was activated, the name of the person who responded to the emergency in accordance with the emergency response assistance plan.

The mailing address for the Director General is:

**TRANSPORT DANGEROUS GOODS (TDG)**

Place de Ville, Tower C  
9<sup>th</sup> Floor, 330 Sparks St.  
Ottawa, ON K1A 0N5  
Email: [dor-rcd@tc.gc.ca](mailto:dor-rcd@tc.gc.ca)

**WORKPLACE HEALTH & SAFETY (OH&S) Phone: 1-866-415-8690**

In Alberta, if you have difficulties reaching any Government agency, phone Emergency Management Alberta at 1-800-272-9600 (24 Hours).

### STARS

**STARS** offers free of charge a job registration service. This service also includes establishing links with the emergency response agencies closest to the project and arranging for alternate response. STARS will also provide this service for projects in B.C., they may not respond themselves, but will still provide all the planning services.

**IMPORTANT:** Upon job completion call to cancel the STARS service.

**Cell: \*4567 Phone: 1-888-888-4567**

## ELEMENT 8: EMERGENCY RESPONSE



### They Need to Know:

1. Who you are/Company
2. Call back number/radio frequencies/sat, phones, etc.
3. Type of work
4. Location (i.e., GPS, Long/Lat.) at a minimum, LSD
5. Number of people on location
6. Level of medical training on site/transport capabilities
7. Landing Zone (LZ) in relation to hazards, location to coordinates, and large markings in the area
8. Landing Zone Markers

### MEDIA RELATIONS

If the media should arrive at the scene of the emergency before the company has prepared a statement, the senior Swab Master Ltd. Representative at the scene of the emergency is authorized to release the following statement:

**“We are currently dealing with the emergency to ensure the safety of personnel, property, public and the environment. A more comprehensive statement will be released as soon as more information has been determined”.**

DO NOT SPECULATE ON THE CAUSE OF THE EMERGENCY OR PROVIDE THE MEDIA WITH ANY TYPE OF STATEMENT THAT IS “OFF THE RECORD”.

Before admitting the media onto Swab Master Ltd. Property, the senior Swab Master Ltd representative shall ensure that the area is safe, and admittance will not hamper emergency services or investigation. The media shall always be accompanied while on Swab Master Ltd. property.

**Garth Smith 403-633-0031 (cell)**

**Hong Zhong Guo 403-409-9577 (cell)**

### EMERGENCY LEVEL & DEFINITIONS

An Emergency is an event that calls for immediate special action to prevent or minimize danger to Life, Property, or the Environment. For any Emergency, the involved department must designate an Emergency Director and On - Scene Supervisor. Rig Supervisors will be classified as on scene supervisors and or other workers if the Rig Supervisor is unable to perform his duty.

**All workers are to be trained and made aware of the following levels of emergency, who to contact, what to do and how to follow the procedure. This information must be discussed at pre-job safety meetings, monthly safety meetings and written information must be made available. A yearly drill will be performed.**

**Good communication is important for a first aid plan to be successful. Make sure all workers are made aware of location of supplies, emergency equipment etc. This information needs to be discussed at pre-job safety meetings.**

### LEVELS OF EMERGENCIES

#### **When to Contact Management & the HS Representative**

- All level 1, 2, and 3 emergencies.
- Immediately for accidents involving an injury or fatality.
- H2S emission.
- Hazardous chemical spill.

**Note:** Only one condition of the next emergency level is required to elevate the overall level classification of the specific incident.



**LEVEL 1**

- The situation is confined to and expected to remain confined to company controlled property.
- There is no immediate danger to the public or risk of significant adverse to the environment. There is minimal potential for safe operating control to be lost.
- The situation is expected to be handled without the need for outside emergency response services such as police, fire, and ambulance.

**LEVEL 2**

- The situation may or may not be confined to company-controlled property.
- There exists a potential danger to the public and/or the situation may have adverse impact on the environment.
- There is a moderate potential for safe operating control to be lost.
- Outside emergency services will be alerted and kept informed of the situation.

**LEVEL 3**

- The situation may or may not be confined to company-controlled property.
- Serious injury or fatalities have occurred.
- Serious immediate damage to the environment, surrounding areas or communities has resulted, or has the potential to occur.
- Safe operating has been lost or is expected to be lost.
- Internal and/or external emergency response services are required to achieve control of the situation.

**FIRST AID PLAN**

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***In accordance with Workplace Safety and Occupational Health and Safety regulations, Swab Master Ltd has developed Emergency Response procedures to ensure that all personnel on site can be assisted and cared for in time of need or be evacuated to a safe area when life threatening situations arise. All injuries and / or illnesses are to be reported to head office and management immediately. All incidents and illnesses are recorded and kept on file at Swab Master Ltd. head office.***

**ASSESSING A WORK SITE – FIRST AID REQUIREMENTS****1. How hazardous is the work.**

Review the hazards and types of injuries and illnesses likely to occur on the job site prior to commencement of the job. Determining the exposure to the workers will enable you to decide what steps and procedures are to be followed to ensure the workers will receive the best medical attention if an incident occurs. Always consider the possibility of a worker being alone on a job site.

**2. The time it takes to travel to a health care facility.**

It will have to be determined whether the site is a remote site or immediate to health care facilities. If medical attention is immediate, you will not require specialized planning and therefore procedures for emergency response will be followed.

**3. The numbers of workers on the site.**

Lone workers are to be monitored hourly, so proper communication is very important  
Large number of workers would require that more services be available to assist in an emergency.

***SWAB MASTER LTD DOES NOT REQUIRE THEIR EMPLOYEES TO WORK ALONE BUT WILL BE PREPARED AND TRAIN ALL WORKERS IF THIS SITUATION SHOULD ARISE.***

## ELEMENT 8: EMERGENCY RESPONSE



First Aid Courses: (Saint John Ambulance and (or) Canadian Red Cross)

To comply with OH&S first aid requirements Swab Master Ltd. employees are required to take the above course. We require that ALL our employees (except for Office Personnel) have an Emergency First Aid course. This enables us to work in low, medium, or high hazard work areas. Courses are documented and employees are enrolled in new courses before expiration of existing course

If special advanced planning is required, then the following procedure is to be followed:

Depending on the remoteness of your area you will Contact STARS for the JOB REGISTRATION SERVICE  
**Phone: 1-888-888-4567** **Cell: \*4567**

Contact the ambulance service closest to the job site (see phone numbers for ambulance services closest to the area you will be working at on the ERP phone lists.

If there is a potential for worker exposures then municipal emergency services may need to be contacted ahead of time so that any specialized treatment, supplies, and equipment are in place.

### The types of information you will be required to give are as follows:

- Who you are/Company
- Call back number/radio frequencies/satellite phones, etc.
- Type of work
- Location (i.e., GPS, Long/Lat.) at a minimum, LSD
- Number of people on location
- Landing zone in relation to hazards, location to coordinates, and large markings in the area
- Landing zone markers

**\*\*\*ALWAYS REMEMBER TO CALL BACK WHEN JOB IS COMPLETED\*\*\***

## COMMON TYPES OF EMERGENCIES:

- Highway/Equipment Failure Emergency
- Accidents
- Environmental Emergencies
- Threats
- Bomb Threats
- Tornado Emergencies
- *Fire and Possible Explosion*
- *Overhead Power lines*

**Always have a backup plan if the first type of transportation is not available. Being prepared can save a life.**

## HIGHWAY – EQUIPMENT FAILURE EMERGENCY

If your equipment experiences a mechanical failure on a highway, follow the procedure:

- Set out emergency flairs or reflectors.
  - 1: 30 meters (100 feet) in front and behind the equipment.
  - 2: 150 meters (500 feet) in front and behind the equipment if you are on a crest of a hill.
- Notify head office – see your emergency call list
- Do not leave your vehicle unattended
- **Wait** for help to arrive



## ACCIDENTS

If you are involved in an accident, you must stop. *Failure to stop is a criminal offence.* In the event of an accident, if possible, try and follow the necessary steps. At any given time, contact the Emergency Director.

- Set out emergency flairs or reflectors.
  - 1: 30 meters (100 feet) in front and behind the equipment.
  - 2: 150 meters (500 feet) in front and behind the equipment if you are on a crest of a hill.
- See that any injured persons are protected from further injury, but do not attempt to move them unless it is absolutely necessary.
- Notify the police.
- Inform headquarters as per your emergency phone list
- **Do not discuss the accident, except with the police officer or Swab Master Representative.**
- Do not leave your equipment unattended unless directed to do so.
- Do not move any vehicle(s) involved until the police arrive.

COMPLETE AN ACCIDENT REPORT INDICATING THE FOLLOWING:

- Date, time, and exact location.
- Make, model type, license number, insurance company (if able to access), owners and passengers names and contact numbers and addresses for every vehicle involved.
- Extent of injuries.
- The name of the hospital or clinic where the patients were transported.
- Description of damage to the vehicles or property.
- Name and addresses of witnesses, license numbers and the first vehicle on location.
- The name and department of the investigating police department.

***\*\*If possible, make a diagram of the accident scene. If you have a camera or cell phone camera available, try to include the following:***

- Terrain- upgrade, downgrade, or level. Do this from both sides of the accident.
- Weather and traffic conditions.
- Obstructions.
- Type of traffic signs and signals.
- Path of travel of involved vehicles before impact, point of impact and after impact.
- Type of road – 2 lanes or 4 lanes.
- Measurements such as road and lane width, distances from fixed landmarks, etc.

## ENVIRONMENTAL EMERGENCIES

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**When to contact Alberta Environment:** Phone: 1-800-222-6514 Fax: (780) 427-3178

- H<sub>2</sub>s release
- Unintentional spills/leaks/emission to environment from facilities.
- Spill of oil, brine, and hazardous or toxic materials.
- Evacuation to the public
- Spill of dangerous goods.

**Provide information to Provide Alberta Environment:**

## ELEMENT 8: EMERGENCY RESPONSE



- Time, location, and nature of emergency.
- Extent of damage and action taken.
- Nature of adjacent land, topography, rivers, lakes, and land use.
- Proximity to people, public areas, or other industrial operations.
- Name of Safety Supervisor.
- Which government agencies advised

### For spills, actions include:

- Ensure the waste or product which may be incompatible with a released with a released material is kept away from the affected area.
- Keep any potential ignition source away from the emergency area if spilled material is flammable.
- Ensure that W.H.I.M.I.S. trained personnel are available for assistance.
- Apply water fog over the contaminated area, if possible, to avoid vaporizing.
- Minimize affected area with appropriate containment.
- Coordinate clean up, place recovered contaminated materials in appropriate containers or disposal systems.

### BOMB THREATS

- Never try to remove or disclaim an object that may be a bomb- this is a job for the experts.
- Workers may be asked to assist the police if a bomb threat is received. Generally, this assistance would be limited to searching the site for suspicious objects and unlocking doors and cabinets. The decision to assist the police in the search for a bomb is **totally voluntary**. The Company does not expect its employees to assist if they prefer not to do so.

### THREATS

Although many threats have proven to be hoaxes, it is Company Policy that if a threat is received at any of its operations, it will be assumed that the threat is real until the police have investigated and determined otherwise. Depending on the circumstances, threats will be considered Level Two or Level Three emergency. The R.C.M.P. must be contacted and the Emergency Response Plan activated if a threat is received. If a threat is received by telephone:

- Remain Calm.
- Be courteous to the caller.
- Listen carefully to everything you are told.
- Do not interrupt the caller.
- Obtain as much information as possible from the caller.
- Try and record the information on an incident or near miss report.
- The senior person on-location will become the On-Scene Commander.
- Contact a senior management representative, who will become the Incident Commander
- The On-Scene Commander is authorized to evacuate the premises and contact the R.C.M.P. before contacting an Incident Commander if he/she believes that circumstances require immediate action.

**\*\* ALSO SEE THE EMERGENCY RESPONSE PLAN FOR HARASSMENT / VIOLENCE IN THE OFFICE in ELEMENT 3**



## TORNADO EMERGENCIES

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A tornado is nature's most violent form of storm activity. It can produce an upwardly spiralling wind between 120 to 450 kilometers per hour, producing devastating damage along a path of 50 to 300 meters in width.

### What does a tornado look like?

A Tornado is recognizable by a funnel cloud hanging from a base of a dark, ominous looking storm cloud. The sounds have been described as a tremendous roar which sounds like an express train or jet aircraft. The clouds are green or yellow tinge.

### Weather Warnings

Weather offices, radio and television issues, repeated weather watches and warnings.

Stay tuned to your radios for updated storm information.

The word *Tornado* will be used in three different weather announcements.

1: Severe thunderstorm warning. Thunderstorms can produce tornados.

2: Tornado Watch: A "WATCH" is an advisory only. Nothing may happen but a watch could develop into a warning. **Stay Alert**

3: Tornado Warning: A "WARNING" means that the event is imminent. **Monitor warnings**

## SHELTERS

Select a shelter that would offer protection such as:

- A basement with sound solid flooring.
- Underneath a stairway that leads to a basement.
- Rooms with concrete structure.
- Offers protection from glass or flying debris.
- Closets or inner rooms.

Note: Stay away from large areas or open span roofs and windows.

## POST STORM

After the storm re-unite the employees in a designated area away from the area.

- Do not return to the storm area due to interferences of rescue teams.
- Avoid using telephone except in an emergency.
- Monitor local media reports for information.
- Drive carefully and watch out for debris.
- Wait until you are advised that it is safe to enter premises.
- Proceed with caution.

Check for leaking gas lines or pipes in your building.

## OUTDOORS

If you are caught outdoors and cannot reach a safe haven:

- Lie flat in a ditch, excavation, or culvert.
- If possible: hold onto the base of a small tree, shrubbery to avoid being lifted or blown away.
- If caught while driving; drive away from the funnel at a right angle or to its direction of travel...If you cannot escape the path of the funnel, get out of your vehicle immediately and seek shelter in the ditch or ravine, keeping the slope between you and the funnel.



### FIRE & POSSIBLE EXPLOSION

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#### Emergency Procedure:

- Sound emergency horn, verbal, or mechanical Alarm.
- Power down- set brake on drum if the works are still in the hole.
- Kill all the power to the equipment.
- Activate the Emergency Shut Off Switch to the tractor.
- Shut fuel source down to well if possible.
- Move to the safe zone on the lease. (The opposite direction of the flags)
- Take head count and make sure that all personnel are accounted for.
- Contact administration. (He may want to call for Well Secure)
- Contact Customer if directed by administration.
- Activate EMS.
- Stay in the safe zone until safe.

**More information is needed if the gasses may contain H<sub>2</sub>S, consult the H<sub>2</sub>S section in the manual.**

### OVERHEAD POWER LINES

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**NO ONE OTHER THAN AUTHORIZED POWER COMPANY SHALL BE PERMITTED TO LIFT OVERHEAD LINES TO PERMIT A LOAD TO PASS BELOW. Never attempt to rescue anyone involved in a power line incident (or any electrical incident) until the system has been de-energized by a qualified utility worker**

If your vehicle load contacts an overhead power line:

- Stay in the vehicle unless there is an additional life-threatening emergency (i.e., fire)
- Drive the vehicle away from the power line only if it is safe to do so
- Call 911 or local emergency number. Attract attention by flashing the vehicle lights or sounding the horn, if necessary.
- If you must leave the vehicle, never contact the vehicle and the ground at the same time:
- To make a safe escape, keep both feet together and hands by your side make a short jump from the vehicle.
- Ensure your entire body clears the vehicle and you land on your feet keeping them together, without stumbling
- Do not allow any part of your body to touch the vehicle while you're touching the ground – do not attempt to close the vehicle door
- Shuffle or hop away from the vehicle. Don't walk or run:
- If shuffling, shuffle without lifting your feet from the ground and without moving them forward more than a show-length at a time
- If hopping, hop with both feet together to avoid straddling zones with different voltages
- Keep shuffling or hopping until you're at least 10 metres (33 feet) from the downed power line.

### EMERGENCY EVACUATION DRILLS

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To ensure workers understand and can respond safely to an emergency, emergency situation tests will be conducted at least once per year. These tests will be used to identify any deficiencies in the program and any corrective action(s) required to rectify the deficiency. A written report will be completed immediately following the drill. The documentation will provide information as to the date and time of the drill, any deficiencies observed and the corrective action(s) necessary as a result. This information will be kept on file for 5 years and serve as documentation that the drill occurred.



## MAN DOWN / EMERGENCY RESPONSE DRILLS

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One common means of protection is evacuation. An immediate evacuation to a predetermined area away from the facility may be necessary.

### Procedure:

- Determine the conditions under which an evacuation would be necessary.
- Establish a clear chain of command. Identify personnel with the authority to order an evacuation.
- Designate employees to assist others in an evacuation and to account for personnel.
- Designate personnel to continue or shut down critical operations while an evacuation is underway. They must be capable of recognizing when to abandon the operation and evacuate themselves.
- Designate primary evacuation routes and a safe site (muster point). Ensure it is as follows:
  - ✓ Wide enough to accommodate the number of evacuating personnel
  - ✓ Clear and unobstructed at all times
  - ✓ Unlikely to expose evacuating personnel to additional hazards

### MUSTER POINTS & RESPONSIBILITIES

- Designate assembly areas where personnel should gather after evacuating.
- Take a head count after the evacuation.
- Establish a method for accounting for non-employees.
- Establish procedures for further evacuation in case the incident expands.
- Search and rescue should be conducted only by properly trained and equipped professionals.

### TRAINING & INFORMATION

Train employees in evacuation, shelter, and other safety procedures. Conduct sessions at least annually or when:

- Employees are hired
- New equipment, materials or processes are introduced
- Procedures are updated or revised
- Exercises show that employee performance must be improved

*Provide emergency information such as checklists and evacuation maps*

### EMERGENCY EQUIPMENT

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All Rig units are to be equipped with:

All Rig units are to be equipped with:

- 1) 3 Blankets
- 2) Eye Wash Station(s)
- 3) First Aid Kits # 2
- 4) Scott pack(s)
- 5) Personal gas monitor(s)
- 6) Fire Extinguishers

Shop/Main Office:

- 1) Eye wash station
- 2) First aid Kits
- 3) Burn Kit
- 4) Scott Packs
- 5) Fire Extinguishers
- 6) AED (Automated External Defibrillator)
- 6) Blankets

**ELEMENT 8: EMERGENCY RESPONSE**



**First Aid Requirements for High Hazard Work**

No. of workers at work site	Close work site (up to 20 minutes)	Distant work site (20 – 40 minutes)	Isolated work site (more than 40 minutes)
2- 4	1 Basic First Aider Type 3 Intermediate Small First Aid Kit	1 Intermediate First Aider Type 3 Intermediate Small First Aid Kit 3 Blankets	1 Intermediate First Aider Type 3 Intermediate Small First Aid Kit 3 Blankets

**First Aid Requirements for Medium Hazard Work - shop**

No. of workers at work site	Close work site (up to 20 minutes)	Distant work site (20 – 40 minutes)	Isolated work site (more than 40 minutes)
2-9	1 Basic First Aider Type 2 Basic Small First Aid Kit	1 Intermediate First Aider Type 2 Basic Small First Aid Kit 3 Blankets	1 Intermediate First Aider Type 2 Basic Small First Aid Kit 3 Blankets

**First Aid Requirements for Low Hazard Work – Main Office**

No. of workers at work site	Close work site (up to 20 minutes)	Distant work site (20 – 40 minutes)	Isolated work site (more than 40 minutes)
2-9	1 Basic First Aider Type 2 Basic Small First Aid Kit	1 Basic First Aider Type 2 Basic Small First Aid Kit	1 Intermediate First Aider Type 2 Basic Small First Aid Kit

CSA Type 3- Intermediate Kit for 2-25 Workers			
25	Adhesive bandages, assorted sizes	1	Tweezer
12	Gauze pad, sterile - individually wrapped (3x3 in)	6	Antibiotic Ointment (single use)
1	Abdominal pad, sterile, individually wrapped	6	Hand/skin cleansing towelette - individually wrapped
1	Conforming stretch bandage - roll (3 in x 2 yd)	1	Mylar Emergency blanket - aluminized (52" x 84")
1	Compress Pressure Bandage - Sterile w/ties (6" x6")	1	Tourniquet
1	Biohazard waste disposal bag, single use	2 sets	Eye dressing pad, sterile, and eye shield with elastic strap
2	Triangular bandage, cotton, with 2 safety pins	1	Splint, padded, malleable, minimum size (4 x 24 in)
4	Disposable gloves (pairs)	1	Cold pack, instant (ore equivalent)
1	Rescue breather	1	Compress/pressure dressing with ties, sterile (4 x 4 in)
25	Benzalkonium wipes (wound cleansing towelette)	6	Gauze pad, sterile - individually wrapped (4 x 4 in)
1	Adhesive tape (1" x2.5yd)	1 pkg	Glucose tablets, 4g (10 per package) or acceptable alternative
1	Elastic bandage 3" x 5 yds	4	Non-adherent dressing -sterile individually wrapped (2 x 3 in)
1	Scissors	1	Conforming stretch bandage - roll (2 in x 2 yd)



## FIRE

### EXTINGUISHERS PROCEDURE

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Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time, which is why it is so important to know which fire extinguisher to use and how it operates. Always keep fire extinguishers visible and easy to access. Fire extinguishers must be maintained and inspected on a regular basis to ensure that they are in good operating condition. All inspection and repairs to extinguishers must be recorded. All fire extinguishers must have tags with dated inspections by employees monthly. All fire extinguishers will have a yearly inspection by an accredited company. All Swab Master fire extinguishers are ABC Class.

### RESPONSIBILITIES

All employees at Swab Master are to understand this procedure and the chemicals used and / or stored at the shop. Employees should know locations of all fire extinguishers.

All employees are to be familiar with the MSDS sheets for the chemicals used/stored at Swab Master.

### TYPES OF FIRES

**Class A:** These fires consist of wood, paper, rags, rubbish, and any other ordinary combustible material.

Recommended Extinguishers:

- Water from a hose, pump type water can or pressurized extinguisher
- Soda ash extinguishers

Fighting the fire

- soak the fire completely – even the smoking embers

**Class B:** Flammable liquids, oil, and grease.

Recommended Extinguishers

- ABC Units
- Dry chemical
- Foam and carbon dioxide

Fighting the fire

- Start at the base of the fire and use a swinging motion from left to right - always keep the fire in front of you.

**Class C:** Electrical equipment

Recommended extinguishers

- Carbon dioxide
- Dry chemical (ABC units)

Fighting the fire

- Use short bursts on the fire.
- When the electrical current is shut off on the Class “C” fire, it can become a Class “A” fire if the materials around the electrical fire are ignited

All Swab Master Ltd. Employees should have Fire Extinguisher / Live Fire Training.





## EMERGENCY FIRST AID PROCEDURES

**Do you have the First Aid app on your phone? – If so, USE IT!!**

**Read your First Aid & CPR Manual – the following is a quick guide only.**

There are **3** steps to follow when assessing an emergency. By following these steps, you will minimize any confusion that can occur at the scene. These are CHECK, CALL, and CARE.

### 1a. CHECK the scene

when assessing the situation, you will first want to make sure there is not an immediate danger to you. Survey the scene; look and listen and ask yourself these questions:

- Is it safe? Are there any gaseous odors, something that could fall on you, etc.?
- What could have happened?
- How many people are involved?
- Is there anyone that can help you?

Once you have made sure the area is safe for you then you will proceed to the victim and check for life-threatening conditions and ask yourself these questions:

### 1b. CHECK the victim

is the Victim:

- Unconscious?
- Having trouble breathing or not breathing at all?
- Showing signs of life: breathing or chest movement?
- Severely bleeding?

## 2. CALL

Call **9-1-1**. Calling is the most important action you can do to help someone who is ill or injured. This will dispatch the emergency medical response team ensuring they arrive at the scene as quickly as possible. This is important! If you don't call **9-1-1**, no emergency help will come. **NOTE: YOU MAY PHYSICALLY NOT BE ABLE TO PERFORM CPR FOR AN EXTENDED PERIOD OF TIME.**

### WHO SHOULD CALL 9-1-1?

- If **SOMEONE** else is around, instruct **THEM** to call **9-1-1** so you can begin **CARE**.
- If you are **ALONE**: CALL **9-1-1** FIRST

Some protocols state that if you come upon an unconscious child, younger than 12 years old or any victim of a drowning, give 2 minutes of CPR and then call **9-1-1**. \*BUT remember, no emergency help will arrive until you call.

## 3. CARE

At this point, you must decide if CPR or FIRST AID is required. It is always recommended to use gloves and a breathing barrier when giving emergency care. By following standard precautions to protect yourself, you can minimize the risk of disease transmission.

## FIRST AID STEPS

1. Check the scene and then the person.
2. Obtain Consent
3. Call **9-1-1** for any life-threatening conditions.
4. Ask the person—
  - What is your name?
  - What happened?
  - Where do you feel pain or discomfort?
  - Do you have any allergies?
  - Do you have any medical conditions?
  - Are you taking any medications?
  - When did you last eat or drink anything?
5. Check head to toe for:
  - Bleeding, fluids or wounds.
  - Skin color and temperature
  - Medical ID bracelets or necklaces.
  - Observable signs of pain.
6. Continue to monitor (ABC's) until help arrives
  - Airway
  - Breathing and
  - Circulations



## WHEN SUSPECTED CARDIAC ARREST

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An automated external defibrillator (AED) and high-quality CPR can dramatically improve the chances of survival from sudden cardiac arrest. The Fully Automatic AED Plus is an automatic external defibrillator (AED) that uses voice prompts and visual indicators to guide the rescuer through a resuscitation sequence that may include defibrillation and/or cardiopulmonary resuscitation (CPR).

**Swab Master has an Automated External Defibrillator (AED) mounted in the shop, located above the First Aid station.**

The signs of sudden cardiac arrest can include:

- Heart palpitations
- Collapse
- No pulse
- No breathing
- Loss of consciousness

***Use the Fully Automatic AED Plus when a suspected cardiac arrest victim has an apparent LACK OF CIRCULATION as indicated by:***

- ***Unconsciousness; and***
- ***Absence of normal breathing; and***
- ***Absence of a pulse or signs of circulation.***

***Do NOT use the Fully Automatic AED Plus when the victim:***

- ***Is conscious; or***
- ***Is breathing; or***
- ***Has a detectable pulse or other signs of circulation.***

### **Steps for Using an AED**

Most AEDs are designed to guide bystanders, coworkers, and other lay rescuers through a rescue using voice, text, or illustrations. When an emergency occurs and you observe any of the symptoms mentioned above, follow these steps:

1. Call **9-1-1** immediately and send another bystander to find the closest AED.
2. Check to see if the victim is struggling to breathe and if they have a pulse. If the victim is unresponsive and you cannot find a pulse, start performing hands-only CPR immediately to maintain blood flow to vital organs.
3. When the AED arrives, attach the electrode pads to the victim following the AED guidance. Once connected, the AED will automatically analyze the victim's heart rhythm or ask you to push a button to start the analysis. Don't touch the victim while the AED performs this analysis. Not all SCA victims require a shock immediately, and the AED will let you know what to do next. It may advise you to press a button to administer a shock, or it may automatically administer one. Be sure to follow the visual or audio prompts.
4. After a shock is delivered, the AED will instruct you to continue performing CPR. Some AEDs will measure the rate and depth of your compressions and will instruct you to adjust what you're doing to deliver high-quality CPR. Follow the AED prompts to improve CPR quality.
5. Continue administering CPR and following the prompts on the AED until emergency personnel arrive.
6. If you notice obvious signs of life, discontinue CPR, and monitor breathing for any changes in condition.

**ELEMENT 8: EMERGENCY RESPONSE**



For more information, you can also check out a step-by-step demo of the ZOLL AED Plus® defibrillator for a demonstration: <https://www.zoll.com>



*When the Fully Automatic AED Plus is turned on, the unit automatically initiates the sequence of voice prompts and graphic illuminations for a rescue event.*

Follow reporting protocol & report the incident to Swab Master Ltd. Head Office or Management immediately.

**MOVING AN INJURED PERSON**

The rule to remember when giving care is “Do No Further Harm”. It is very dangerous to move an injured person because further injury can occur and complicate the recovery. ONLY move a person under the following THREE circumstances:

- 1) When there is imminent and immediate danger in an area that is unsafe.
- 2) When you get to another person with more serious injuries, and they are blocking access.
- 3) When you need to get them into a position to provide proper care such as lying down to do CPR.

**EMERGENCY MOVES**



Walking Assist



Pack-Strap Carry



Two-Person Seat Carry



Clothes Drag

There are more emergency moves such as the blanket drag, and the armpit drag. You will need to assess your situation and choose the drag that will help you get the victim to a safe place and position.

**CHECKING an ADULT from head to toe:**

Do NOT move any body part that hurts. Start with their head and look for any cuts, bleeding, or bruises and feel their forehead for temperature, color, and moisture. Then check through the limbs and down the torso looking for injuries and listening for signals of pain. Watch for changes in consciousness and signs of breathing trouble. Have the person rest while you care for any conditions you find.



## **SHOCK**

After a serious injury and/or severe bleeding, a person may go into Shock. This occurs when not enough blood is being delivered to all the body parts. A person may experience a rapid heartbeat and circulation problems and may collapse as a result. Signs that a person is going into shock will be:

- Restlessness
- Irritability
- Altered Consciousness
- Nausea or Vomiting
- Rapid Breathing
- Pale Cool Skin
- Excessive Thirst

### **CARE For Shock**

- Do NOT give the person anything to eat or drink
- Control external bleeding
- Keep him/her from over-heating or getting chilled
- Elevate the legs about 12 inches

### **MONITOR the A.B.C. – Airway, Breathing, Circulation**

Prevent disease transmission by using gloves and a breathing barrier. Blood-borne pathogens can be spread by coming in direct contact with the blood of a victim that has a disease. Since it is impossible to know if there are pathogens in another person's blood, you can minimize the risk of disease by taking preventive measures. When responding to an emergency or sudden illness, it is always advised that you wear gloves and have a breathing barrier. Even a plastic grocery bag with a hole ripped in it is better than nothing. After giving care, dispose of the barrier and gloves and wash hands thoroughly.

**Airway** – Open the airway by tilting the head back and raising the chin

**Breathing** – Put your ear near their mouth and listen for air, feel for breath, and look to see if the chest is rising.

**Circulation** – Check for signs of life, including a pulse on a child or an infant, and for bleeding.

### **ROLLING A PERSON ONTO THEIR BACK**

To provide CARE, a person must be on his/her back. If he/she needs to be rolled over, position yourself so that you are facing the back of the head. Move the arm closest to you up next to the head. Place one of your hands on the back of the neck and the other on their hip. Gently pull him/her towards you keeping the body alignment of the head, neck, and spine in a straight line.

### **RECOVERY POSITION**

If the victim must be left alone so that you can call **9-1-1** or retrieve the AED, or if the victim vomits, place them in the recovery position. This will allow them to maintain a clear airway and stay in a position so as not to aggravate a spine injury. You must support the head and neck and keep them in alignment with the spine.

- Place the arm closest to you above the head.
- Place the far arm to the shoulder nearest you.
- Bring the near knee up towards the waist at a 45-degree angle.
- Hold the side of the head.
- Gently rotate the victim toward from you so that the head lies on the arm.
- Place the legs comfortably at 90-degree angles so they don't slip.
- Make sure the body position is stable
- Make sure there is no pressure on the chest.



**FOR BROKEN BONES & DISLOCATION**

Follow your 6 First Aid Steps then:

- Place the broken bone in the position of function and splint or bandage to reduce movement.  
**Do not attempt to reset the broken bone.**
- Keep the injured body part in a position of comfort
- Call **9-1-1** for Open Fractures

If a person has suffered a head, neck, or back injury, minimize the movement of the head neck or back. Monitor the signs of life while EMS personnel are on the way and keep the person from getting chilled or overheated.

**With any minor open wound:**

Follow your 6 First Aid Steps. Then:

- Apply direct pressure to control bleeding
- Wash the wound with soap and water and rinse with clean water for about 5 minutes.
- Apply triple antibiotic ointment and cover with a sterile dressing and bandage.

If a wound is major and requires medical attention, **control bleeding by placing a clean covering over the wound and pressing down with direct pressure.** Seek medical care and close the wound with stitches.

**Read your First Aid & CPR Manual  
It can save a Life!**

**Swab Master Ltd. recommends all employees have the St. John Ambulance First Aid or First Aid – Red Cross app installed on your phone.**

**ELEMENT 8: EMERGENCY RESPONSE**

