

Arthurs Fuel

Emergency Response and Preparedness Procedures



In accordance with O. Reg 211/01 the following Emergency Response Procedures are in place at the Arthurs Fuel propane bulk plant to ensure safety for Arthurs Fuel personnel, on-site visitors and contractors, and the surrounding public.

Key Personnel:

Brian Arthurs, Scott Arthurs and Bev Arkema are the key contacts at Arthurs Fuel that are responsible for ensuring all employees are properly trained on the Emergency Response and Preparedness Procedures and that emergency responders are contacted and informed of any emergency at the facility.

<u>Name</u>	<u>Phone Number</u>
Brian Arthurs	(519) 216-0554
Scott Arthurs	(519) 939-0750
Bev Arkema	(519) 939-1684

Note: Brian or Scott Arthurs can be on-site within 15 to 20 minutes of notification

Responsibilities of Key Personnel

Brian Arthurs - Emergency Co-ordinator

Main Responsibilities:

1. Determines the level of the emergency by assessing the severity of the leak or fire.
2. Instructs Office/Plant Emergency Co-ordinator to inform staff and customers through the intercom system to vacate the yard and premises and assemble at the evacuation point.
3. Instructs Office/Plant Emergency Co-ordinator to contact 911 with details of the emergency.
4. Ensures Emergency Shut Down (ESD) system has been activated for the propane plant and the fuel loading/unloading equipment.
5. Ensures all personnel are accounted for at the evacuation point.
6. Communicates and coordinates with emergency services upon arrival as required.
7. Determines if escalation is required and activates ERAC if needed, ERP# 2-0010-341 by calling 1-800-265-0212.

Scott Arthurs – Assistant Emergency Co-ordinator

Main Responsibilities:

1. Assumes any and all of the responsibilities of the Coordinator during their absence.
2. Confirms the buildings and yard are free of staff and third party drivers.
3. Confirms that 911 has been contacted.
4. Confirms that ESD system has been activated for the propane plant and the fuel loading/unloading equipment.

Bev Arkema – Office/Plant Emergency Co-ordinator

Main Responsibilities:

1. Informs staff and customers through the intercom system to vacate the yard and premises and assemble at the evacuation point.
2. Contacts 911 with details of the emergency including the address and scenario.
3. Notifies the Emergency Co-ordinator of the emergency either in person if on site or call at (519) 216-0554.

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Actions Required by On-Site Personnel (including drivers) in the Event of an Emergency

Scenario 1: Fire involving propane plant or propane delivery vehicle

Main Responsibilities:

1. Activate closest emergency stop for plant and/or on delivery vehicle.
2. If the fire is small and can be managed safely, use a fire extinguisher from either the truck or located on-site to put out the fire.
3. If the fire is too large to contain or safely put out, begin evacuating the plant to the designated evacuation point at the front of the property as shown on the Fire Safety Plan.
4. Contact 911 with details of the emergency including the address and scenario.
5. Notify the Office/Plant Emergency Co-ordinator of the emergency either in person if on site or call at (519) 939-1684.
6. In a safe location, generally the evacuation point, wait for emergency services to arrive and follow their instruction.

Scenario 2: Major propane leak involving plant or propane delivery vehicle

Main Responsibilities:

1. Activate closest emergency stop for plant and/or on delivery vehicle.
2. Identify and turn off any potential sources of ignition including electrical devices.
3. Attempt to close any manual valves to isolate leak if safe to do so.
4. Begin evacuating the plant to the designated evacuation point at the front of the property as shown on the Fire Safety Plan.
5. Contact 911 with details of the emergency including the address and scenario.
6. Notify the Office/Plant Emergency Co-ordinator of the emergency either in person if on site or call at (519) 939-1684.
7. In a safe location, generally the evacuation point, wait for emergency services to arrive and follow their instruction.

Scenario 3: Fire, chemical release, or major incident involving diesel storage or a neighbouring facility

Personnel Present (including drivers):

1. Activate closest emergency stop for plant and shut down the propane facility.
2. Begin evacuating the plant to the designated evacuation point at the front of the property as shown on the Fire Safety Plan.
3. Contact 911 with details of the emergency.
4. Notify the Office/Plant Emergency Co-ordinator of the emergency either in person if on site or call at (519) 939-1684.
5. In a safe location, generally the evacuation point, wait for emergency services to arrive and follow their instruction.

Scenario 4: If you are notified by another employee of an emergency, all personnel shall:

1. Shut down any operations related to current activities such as truck pump, etc.
2. Identify cause of activation and assist with emergency if safe to do so.
3. Begin evacuating the plant to the designated evacuation point at the front of the property as shown on the Fire Safety Plan.
4. Contact 911 with details of the emergency including the address and scenario.
5. Notify the Office/Plant Emergency Co-ordinator of the emergency either in person if on site or call at (519) 939-1684.
6. In a safe location, generally the evacuation point, wait for emergency services to arrive and follow their instruction.

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NOTE: During any emergency event, no personnel are to reenter the site after evacuating. Only when authorized by the Emergency Co-ordinator may personnel proceed back into the bulk plant area. If at any time the Emergency Co-ordinator or emergency responders indicate further evacuation is required, staff are to evacuate to an area outside the hazard distance indicated in the PRD drawing.

Emergency Response Assistance Canada (ERAC)

Arthurs Fuel has an emergency response assistance plan (ERAP) approved by Transport Canada under the Transportation of Dangerous Goods Regulations. This plan involves response from Emergency Response Assistance Canada (ERAC). The Emergency Co-ordinator will determine if the plan needs to be activated as the result of an emergency scenario. The ERAP number is ERP# 2-0010-341. The plan can be activated by contacting 1-800-265-0212 and is available 24/7. ERAC provides initial consultation and advice is provided by Response Managers (RM's). Remedial Measures Advisors (RMA's) and Response Teams with necessary equipment are dispatched as required. All response personnel from ERAC are extensively trained in the storage, handling and/or transportation of propane products and containers.

Notifying the TSSA and Environment Canada

In the event of a propane release incident beyond small leaks, the Emergency Co-ordinator (or alternate) will contact the Ontario Ministry of the Environment's Spills Action Centre at 1-800-268-6060 with details of the emergency as soon as possible. Ontario's Spill Action Centre will notify both the TSSA and Environment Canada of all emergency reports.

Notifying Transport Canada

If there is a substantial propane release, in that it endangers or could endanger the personnel and/or public safety, or another incident of similar consequence occurs involving propane set for transport, Transport Canada must be informed. Propane set for transport in this case is defined as any incident that involves the transport of cylinders/tanks, a transport vehicle (bulk or delivery), or release during transfer to these vehicles. If required, the Emergency Co-ordinator will notify Transport Canada via CANUTEC at 613-996-6666 or *666 by cell phone.

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Emergency Response Training

All employees accessing the propane bulk plant will be trained in emergency response procedures. Certificate holders or persons with an ROT who perform transfers at the plant are provided with site specific training on emergency response procedures. New employees accessing the facility shall receive the emergency preparedness training as soon as practical after they commence their responsibilities. All other employees shall be made aware of the evacuation procedures. A record of the persons who were trained, the dates on which they were trained, and the name of the trainer shall be recorded and kept on file for at least 7 years.

Visitors to the bulk plant will be required to sign in prior to entering. Visitors without emergency procedures training shall be accompanied by certified personnel trained in emergency response procedures.

Third-party personnel such as contractors and suppliers who access the facility on a regular basis shall receive similar emergency response procedures training based on the “Contractor Safety and Emergency Procedures”. A record of the persons who were trained, the dates on which they were trained and the name of the trainer shall be recorded and kept on file for at least 7 years.

Employees and external personnel shall receive retraining on the emergency response procedures annually.

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