

Grant Propane – New Liskeard
Emergency Response and Preparedness
Procedures



In accordance with Grant Propane’s Risk and Safety Management Plan, the following Emergency Response and Preparedness Procedures apply.

WHAT TO DO IN CASE OF PROPANE EMERGENCY – IN CASE OF FIRE OR GAS RELEASE

- **Press the emergency stop button**
- **Call 911**
- **If the fire is small (i.e. can be managed safely) use a fire extinguisher to control the fire**
- **In case of gas release, approach with caution and shut off source of gas escape if possible**
- **Evacuate the area**

The facility is equipped with a number of emergency shutdown systems:

1. Emergency Stop Buttons
 - a. One emergency stop button is located on the outside of the electrical shed - shuts down all loading, unloading and tank valves, and turns off the power to the pumps.
 - b. One emergency stop button is located in the cylinder dock - shuts down all loading, unloading and tank valves, and turns off the power to the pumps.
 - c. Four emergency stop buttons are located around the storage tank - shuts down all loading, unloading and tank valves, and turns off the power to the pumps.
2. Emergency Break-Aways
 - a. The loading and unloading positions are equipped with emergency breakaways in the event of a pull away – shuts down all internal valves and provides a designed shear point to prevent damage to piping and minimize product escape.
3. Emergency Shutdown Valves
 - a. The loading/unloading points are equipped with emergency shutdown valves that can be closed in the event of an incident at the loading/unloading point. These are activated by the emergency stop or breakaway system to minimize product escape at loading and unloading points. The valve are also equipped with thermal protection to shut down in the event of a fire.
4. Internal Safety Control Valves
 - a. All liquid and vapour tank openings are protected with a combination excess flow and positive shut-off valve to prevent major spills/leaks from the propane storage vessels. These valves are also equipped with thermal protection to shut down in the event of a fire.
5. Thermal protection
 - a. The internal and emergency shutdown valves are all equipped with nitrogen charged actuators with fusible plugs. Should a fire occur the fusible plugs melt and the all the plant valves shutdown minimizing the release of propane. Fusible plugs are located at all emergency shutdown valves and internal safety control valves.

During business hours report the situation to the office immediately who will contact 911. After business hours contact 911 from a safe location.

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FACILITY EMERGENCY PROCEDURES

Fire involving propane plant or propane delivery vehicle

1. Activate closest emergency stop on plant and/or on delivery vehicle.
2. Contact 911.
3. If the fire is small (i.e. can be managed safely), use a fire extinguisher to control the fire.
4. Fire extinguishers are located at the plant and on delivery trucks.
5. Do not attempt to control anything other than a small fire.
6. Evacuate the entire facility to the designated location (located on the Site Plan).
7. During business hours notify the office. After hours call 1-705-647-6566 and advise them of the incident.
8. Management will decide if Emergency Response Assistance Canada (ERAC) needs to be contacted at 1-800-265-0212.
9. Wait for emergency services to arrive and ensure all personnel are accounted for.

Major propane leak (plant or propane delivery vehicle)

1. Activate closest emergency stop on plant and/or on delivery vehicle.
2. Contact 911.
3. Ensure there are no sources of ignition..
4. Evacuate the entire facility to the designated location. If there is a danger to facility personnel and customers that have assembled at the designated location, recommend that everyone be evacuated to the secondary must point (977480 Highway 11).
5. Attempt to close any manual valves to isolate the leak if possible
6. During business hours notify the office. After hours call 1-705-647-6566 and advise them of the incident.
7. Management will decide if Emergency Response Assistance Canada (ERAC) needs to be contacted at 1-800-265-0212.
8. Wait for emergency services to arrive and ensure all personnel are accounted for.

Building Fire (not involving propane facility)

1. Activate closest emergency stop on plant and shut down the propane facility.
2. Contact 911.
3. If the fire is small (i.e. can be managed safely), use a fire extinguisher to control the fire.
4. Do not attempt to control anything other than a small fire.
5. Evacuate the entire facility to the designated location. If there is a danger to facility personnel and customers that have assembled at the designated location, recommend that everyone be evacuated to the secondary must point (977480 Highway 11).
6. If possible shut off the supply of propane to the building.
7. Wait for emergency services to arrive and ensure all personnel are accounted for.

Fire, chemical release or major incident at neighbouring facility

If a fire, chemical release or major incident is observed at a neighboring facility or if a neighboring facility notifies Grant Propane of a fire, chemical release or major incident

1. Contact 911.
2. Activate closest emergency stop on plant and shut down the propane facility.
3. Evacuate the entire facility to the designated location. If there is a danger to facility personnel and customers that have assembled at the designated location.
4. Wait for emergency services to arrive and ensure all personnel are accounted for.

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EXTERNAL EMERGENCY RESPONSE PROCEDURES

In the event of an emergency where external resources (fire service, police and emergency response personnel) are called and attend the scene, Grant Propane personnel shall take direction from the emergency responders. Grant Propane personnel shall offer advice and relevant information to the emergency responders if requested. At no time are Grant Propane personnel to undertake any response or actions without approval from the emergency responders. External evacuation will be the responsibility of the emergency responders and Grant Propane personnel shall take direction from the emergency responders if further evacuation is required.

EMERGENCY RESPONSE PLAN

Grant Propane is a participant of Emergency Response Assistance Canada (ERAC) which provides an emergency response assistance plan (ERAP) approved by Transport Canada under the Transportation of Dangerous Goods Regulations. The ERAP number is ERP 2-0010-325. An emergency number 1-800-265-0212 is available 24/7 to activate the plan. This number is posted at the facility. ERAC is available 24/7 and initial consultation and advice is provided by Response Managers (RMs). Remedial Measures Advisors (RMAs) and Response Teams with necessary equipment are dispatched as required. All response personnel are extensively trained in the storage, handling and/or transportation of propane products and containers.

- i. Human resources, that are properly trained and licenced to handle propane related issues that can respond to the site.
- ii. Explosive metres to test the explosive atmosphere of on-site and off-site locations.
- iii. Equipment resources that could be utilized in the transfer of propane from one vessel to another.
- iv. Equipment resources that could be utilized to repair or replace damaged propane transfer equipment.
- v. Heavy towing equipment contacts that are familiar with properly handling of overturned propane vehicles.

EMERGENCY PROCEDURES TRAINING

All employees of Grant Propane accessing the propane facility will be trained in emergency management procedures. Certificate holders or persons with an ROT, who perform functions at the facility, are provided with site specific training on emergency management 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 maintained at the facility location and at head office.

Visitors to the plant facility will be required to sign in at the office. Visitors without emergency procedures training shall be accompanied by Grant Propane personnel trained in emergency management procedures.

External personnel such as contractors and suppliers who access the facility on a regular basis shall receive the same training as Grant Propane personnel on emergency management procedures. A record of the persons who were trained, the dates on which they were trained and the name of the trainer shall be maintained at the facility location and at head office.

Employees and external personnel shall receive training annually in the facility's emergency management procedures. A record of the persons who were trained, the dates on which they were trained and the name of the trainer shall be maintained at the facility location and at head office.

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ANNUAL TEST OF EMERGENCY PROCEDURES

An annual test of the emergency procedures shall be held at the facility during normal business hours. Evacuation procedures and other emergency procedures shall be reviewed and documented. The emergency phone numbers shall be tested and contact list reviewed to ensure they are up to date. The training record of the employees and others accessing the plant shall also be reviewed at this time to ensure completeness. The local fire service shall be invited to attend and their comments/suggestions shall be recorded. The results of the annual test shall be recorded and any deficiencies documented with a time frame for correction. The Emergency Response Planner shall attend the annual test and shall review the results with the facilities management.

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