

**Level 2 Risk and Safety Management Plan  
Propane Levac Propane Inc.  
5697 Ste-Catherine St, St-Isidore  
(The Nation Municipality), Ontario**

prepared on behalf of:

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## **8.0 EMERGENCY RESPONSE AND PREPAREDNESS PLAN**

Levac Propane has developed an Emergency Response and Preparedness Plan (“ERPP”) which is designed to help prevent, manage, and mitigate emergencies involving propane at The Nation facility. It is intended to protect the public, property and environment from the consequences of a propane emergency. The ERPP has been developed to comply with applicable provisions of Ontario Regulation 211/01, Environmental Emergency Regulation under the Canadian Environmental Protection Act, and CSA Z731-03 (R2014) *Emergency Preparedness and Response*.

The ERPP considers two types of propane releases from the facility: on-site (generally small) releases and off-site or external releases.

Most aspects of the ERPP are associated with post-incident response and are not considered preventative. Some components of the ERPP however are designed to mitigate damage or prevent incident escalation. Where appropriate, these aspects of the ERPP have been factored into the quantitative risk assessment in Section 10.

### **8.1 Requirement for Emergency Response and Assistance Plan**

Levac Propane is required to have an Emergency Response and Assistance Plan (“ERAP”) filed with Transport Canada because it ships bulk propane in quantities above the threshold limit of 3,000 L (793 USWG) as specified in Part 7 of the TDG Regulations.

Levac Propane currently has ERAP, #2-0010-340, which is administered by Emergency Response Assistance Canada (“ERAC”), a subsidiary of the Canadian Propane Association.

### **8.2 Requirement for Environmental Emergency Plan**

The bulk filling plant is required to prepare an Environmental Emergency (“E2”) Plan with Environment Canada because the bulk storage quantity will be above the threshold of 4.5 tonnes.

Levac Propane has adopted the ERPP as the E2 Plan, and will file the required notification schedules when required.

### **8.3 Levac Propane Nation On Site Emergency Response Plan**

The ERPP has been developed to provide further direction and clarification of responsibilities to the staff and management of Levac Propane for propane releases and incidents. The plan outlines how the company personnel will notify external agencies and assemble key staff to communicate, collaborate, coordinate, manage, and recover from an emergency.

The plan includes the following components:

- duties and responsibilities of personnel involved in management of an emergency;
- hazards associated with handling and use of propane;
- facility information;
- propane emergency prevention measures;
- how to initiate an emergency shutdown to stop product flow and isolate power to electrical devices;
- a list of emergency equipment and resources available to during an emergency;
- training policy;
- evacuation procedures in case of propane leak or fire;
- review and update of the ERPP; and
- a site plan.

The ERPP describes evacuation procedures, both internal and external, and what actions are to be taken during a propane leak or fire at or in the vicinity of the facility. The ERPP also includes how to stop a propane flow feeding a fire and the location of the Emergency Shut-Down Devices.

A copy of the current ERPP is provided in Appendix H.

#### 8.3.1 Activation

In the event of a propane emergency, the plan can be activated by placing a call to “911” with the option of calling the ERAC call centre.

### **8.4 First Responders**

#### 8.4.1 Municipal Fire Fighting

The municipal fire department responsible for Levac Propane is The Nation Fire Department. The Fire Chief for The Nation Municipality is Mr. Tobias Hovey.

The Nation Fire Department is an amalgamation of five previous fire departments into one larger volunteer department. There is also an agreement with the Fire Department of Casselman to cover a section of the municipality. The stations are listed below as described by The Nation Municipality’s web site:

- St. Bernardin Fire Station with Station Chief Gabriel Lalonde;
- St-Isidore Fire Station with Station Chief Daniel Desforges; and
- Fournier Fire Station with Station Chief Shawn Lavertue.
- Limoges Fire Station with Station Chief Daniel Voisine;
- St. Albert Fire Station with Station Chief Stephane Savage; and
- the area of The Nation Municipality covered by the Casselman Fire Department under an agreement.

The closest fire station to Levac Propane is the St-Isidore fire station with Station Chief Daniel Desforage. The fire station is located approximately 4 km from Levac Propane.

The Nation Fire Department has 1 full time fire chief, and 86 volunteers, the number of suppression personnel available on a first alarm would be approximately 20. The predetermined automatic dispatch to a confirmed emergency at Levac Propane consists of 2 pumpers, 3 tankers

and 2 rescues. On an alarm the dispatch protocol will be able to send 1 pumper, 1 tanker and 1 rescue.

An expected first response time to this site is 10 minutes with a full complement for support in approximately 15 minutes. After arrival, it is expected that in five minutes the fire service could supply a 600 GPM master stream, at a maximum distance of 400 feet. The nearest Fire Underwriters Survey (FUS) approved, supply of water is approximately 700 m away. If required, there is a mutual aid agreement for the upper tier municipality of Prescott-Russell. There are a total of 6 trucks at the disposal of The Nation's fire services.

The fire department has HAZMAT awareness training for all volunteer firefighters. Some firefighters have been certified in Propane Emergency response.

#### 8.4.2 Emergency Medical Services

Medical emergency response is offered by The Prescott and Russell Emergency Services Department. It consists of approximately one hundred twenty employees and seven ambulance stations situated throughout UCPR. They provide pre-hospital care and transportation for the sick and injured within UCPR.

The closest ambulance station to the Levac Propane site is in St. Isidore. In response to an emergency at the Levac Propane site a requested ambulance would come directly from St. Isidore, if available. The travel time is approximately five minutes from the station. It is possible that the ambulance is in use, if so, the expected response time is 15 to 20 minutes for another ambulance to respond from a different station.

Prescott and Russell Emergency Services vehicles consist of several types of vehicles available at all times: ambulance, emergency response vehicles, a command unit, and a communication unit. Most ambulances are single stretcher units.

In the event of an emergency at Levac Propane requiring an ambulance, the available hospitals in the area are Hawkesbury & District General Hospital, Glengarry Memorial Hospital, Winchester District Memorial Hospital, and The Ottawa Civic Hospital. The closest hospital to Levac Propane is Glengarry Memorial Hospital which is 31 kilometres in Alexandria, Ontario. Depending on certain factors different hospitals may be chosen, with the authority to make the decisions being the dispatcher. In the event of a large emergency, triage may be carried out on site and patients directed to different hospitals to alleviate the load to a specific one. In the case of burn victims, patients would be transported to the Ottawa Hospital Civic Campus which is well equipped for critical care involving burns. The distance from Levac Propane to The Ottawa Hospital Civic Campus is approximately 75 km. If required, Air Medivac is available which would likely transport patients to The Ottawa Hospital for treatment.

#### 8.4.3 Municipal Emergency Response Plan

The Nation Municipality has a municipal emergency response plan filed with Emergency Management Ontario, under the Ministry of Community Safety and Correctional Services. This is required under the *Emergency Management and Civil Protection Act*. The plan developed by The Nation Municipality is designed to protect all of the citizens as much as possible in case of an emergency and to:

*“assign responsibilities and to guide the actions of key officials after the onset of an emergency. All parties must be aware of the provisions of this plan and every official and department must be prepared to carry out the duties assigned to them during an emergency.”*

The emergency response plan is available at The Nation Municipality’s web site.

The plan is designed to, at its maximum, account for a situation affecting the entire region of The Nation Municipality, which has a population of 12,808 people and encompasses an area of 658 km<sup>2</sup>.

The Nation’s Emergency Response Plan creates the structure to deal with a range of incidents. The Plan creates this structure by identifying when the emergency plan may be activated, who it may be activated by and who is responsible when the plan is activated. The group of responsible individuals during an emergency is designated as the Community Control Group. The list of individuals are:

- Mayor;
- Clerk;
- Media Coordinator;
- Police Department;
- Fire Chief;
- Land Ambulance Divisional Manager;
- Medical Officer of Health;
- Public Works Manager;
- Social Services Manager;
- Emergency Information Officer;
- Telecommunications Officer; and
- Community Care Access Centre Director.

Not all individuals would be required for a propane related emergency. However, they will all be notified during an emergency. Further support will be contacted by the Clerk or Community Emergency Management Coordinator. Additional support is available from the Engineering, Environmental and Construction Services Manager.

The emergency plan allows for its activation by the Fire Chief, among others. Activation of the emergency management plan does not declare an emergency. Only the mayor may declare an emergency.

## **8.5 Communication Signage and Postings**

There will be a conspicuously placed sign at the front entrance gate to the facility that informs persons to call 911 in the event of an emergency.

## **8.6 Emergency Planning – External**

The following sections are included to address external emergency response and preparedness.

#### 8.6.1 Names or Positions of Persons Authorized to Set Emergency Procedures In Motion

The person or persons identified in the ERPP as authorized to set emergency procedures “in motion”, and to take charge and coordinate off-site action will be established through the “Emergency Services Unified Command Structure”, as described in Table 3 –“Emergency Roles and Their Respective Responsibilities” on page 5 of the ERPP.

#### 8.6.2 Arrangements For Receiving Early Warning of Incidents, Alert and Call-Out Procedures

The St. Thomas rail facility will have at least one operator on site while propane operations are conducted. Early warning of incidents during an emergency can be completed by staff or neighbors calling “911” as described in Section 8.2 of the ERPP.

#### 8.6.3 Arrangements for Coordinating Resources Necessary to Implement the External Emergency Plan

Equipment and resources that may be used in the event of a propane emergency are kept in Levac Propane bulk trucks. Additional equipment and resources may be obtained by activating the ERAC ERAP. Company Management may also requisition third-party resources at the request of the Operations Lead. Activation of the ERPP, ERAP and the coordination of additional resources are described on pages 10, 13, 18-22, 27 and 28 of the ERPP.

#### 8.6.4 Arrangements for Providing Assistance With On-Site or Off-Site Mitigation Actions

Equipment resources identified above, as well as designated Levac Propane personnel listed in Table 4 on page 12 of the ERPP may be used to assist with on-site or off-site mitigation.

#### 8.6.5 Arrangements for Providing the Public With Specific Information

As described in Figure 1- “Incident Command Organizational Chart” on page 5 of the ERPP, and in Table 3 –“Emergency Roles and Their Respective Responsibilities” on page 6 of the ERPP, limited communication to the public may be provided by the Company Spokesperson. Additional communication may be provided as designated by the Emergency Services Unified Structure.

#### 8.6.6 Arrangements for Provision of Information to the Emergency Services of Other Municipalities

The provision of information to other municipalities is to be coordinated by the Emergency Services Unified Command Structure, as described in Table 3 –“Emergency Roles and Their Respective Responsibilities” on page 6 of the ERPP.

#### 8.6.7 Public Notification or Alerting System

The public notification system in the ERPP consists of verbal notification. Door-to-door notification may also be used, as determined by the Emergency Services Unified Command Structure, depending on the nature and scope of the incident.

#### 8.6.8 Off-Site Assistance Coordination with Municipal Evacuation Requirements

The provision for off-site assistance for an evacuation is to be coordinated through the Technical Director as described in Table 3 –“Emergency Roles and Their Respective Responsibilities” on page 8 of the ERPP, in consultation with the Emergency Services Unified Command Structure so that assistance, if required, matches the municipal evacuation plan.

#### 8.6.9 Internal and External Evacuation Plans

Internal evacuation plans are described in Figure 3 - Activation and Notification Flow Chart, on page 26 of the ERPP as well as in the step-by-step procedure on pages 27 and 28 of the ERPP.

External evacuation plans are situation specific and have not been included in the ERPP. Evacuation of external locations cannot be pre-determined, and should be assessed by the Emergency Services Unified Command Structure based on conditions at the time of the incident.

#### 8.6.10 Reception Information, Transportation, Evacuation Facilities, and Responsibilities for Coordinating Affected People

The internal evacuation plan specifies that the Evacuation Warden is to coordinate the evacuation, on foot, to one of the two pre-designated muster locations, as described in Table 3 – “Emergency Roles and Their Respective Responsibilities” on page 10 of the ERPP. At most times, the facility will be occupied by only a single bulk truck driver, who will be the Evacuation Warden, and there will be no other personnel to evacuate.

External evacuation, if recommended by the Emergency Services Unified Command Structure, the municipal Emergency Response Plan may be activated. Evacuation may include shelter in place.