



BCTS

BC Timber Sales
Strait of Georgia
EMS ISO 14001 Registered

Revision Date: May 10, 2006

Staff - Emergency Response Plan

Fires / Spills / Landslide & Major Erosion Events

Primary Staff Contacts

BCTS Emergency Response Event in the **Campbell River Forest District**

Norm Kempe , Acting Area Forester	Office: (250) 286-9359 Home: (250) 923-8918
Dave Wark , Area Forester	Office: (250) 286-9342 Home: (250) 923-8854
Rick Eriksen , Practices Forester	Office: (250) 286-9393
Buck Tanner , Practices Forester	Office: (250) 286-9372

BCTS Emergency Response Event in the **South Island Forest District (Port Alberni)**

Andrew Ashford , Area Forester	Office: (250) 731-3029 Cell: (250) 7144368 Home: (250) 723-4255
Ernie de Geus , Practices Forester	Office: (250) 731-3040

BCTS Emergency Response Event in the **Sunshine Coast Forest District (Powell River)**

Kerry Davies , Area Forester	Office: (604) 485-0735 Home: (604) 485-6105
Russell Brewer , Practices Forester	Office: (604) 485-0720

Strait of Georgia BA Management / **Timber Sales Office Staff**

Bruce McKerricher , Acting Timber Sales Manager	Office: (250) 286-9421 Cell: (250) 287-0248 Home: (250) 923-8777
Greg Goldstone , Acting Operations Manager	Office: (250) 286-9395 Home: (250) 850-1520
Jim Voth , Business Officer	Office: (250) 286-9450 Home: (250) 923-7454
Rob Martin , Planning Forester	Office: (250) 286-9349 Cell: (250) 203-3622

Hyperlink to Contents	Hyperlink to Related Documents
<u>Fire Preparedness</u>	<u>Reception Event Report Form</u>
<u>Fire Response</u>	<u>Checklist – 007 Incident Report Form</u>
<u>Spill Preparedness</u>	<u>EOP – 06 Incident Reporting and Investigation</u>
<u>Spill Response</u>	<u>BA Consulting Team of Experts</u>
<u>Landslide Erosion Preparedness</u>	<u>EMS Emergency Response Manual</u>
<u>Landslide Erosion Response</u>	<u>Emergency Response Plan Template</u>

Approved: original signed

Bruce McKerricher, RPF
Acting Timber Sales Manager

Date May 15, 2006

Roles and Responsibilities

EMS Committee:

- Ensure this ERP is current, tested and effective.
- Determine fire tool requirements of BCTS vehicles.
- Determine training requirements for staff associated with fire preparedness.
- Ensure [BA Consulting Team of Experts](#) are under retainer and available for fire incident mitigation and restoration.

Area Foresters:

- Ensure BCTS vehicles carry the required fire tools.
- Ensure staff receive the required ERM, S-100 and S-10A refresher training.
- Periodically review and test fire response procedures including the use of the [BA Consulting Team of Experts](#) periodically with staff.

Reception Clerk /

Office Supervisor:

- Keep the Strait of Georgia BA Staff Emergency Response Plan information on the reception area computer desk tops.
- Review fire response procedures periodically with all reception staff.

BCTS Contact:

- Assist Licencees/Contractors/Permittees in completing an ERP during Pre-Work meetings.
- Ensure S-100 trained personnel requirements in the ERP are met.
- Inspect Licencees/Contractors/Permittees fire tools to ensure fire tool, tests and drill requirements in the ERP are met.
- Verify **fire weather information** is available to the Licencees/Contractors/Permittees, and FDC is being tracked and followed.

Training

BCTS Contact:

- To be trained in ERP awareness.
- To be trained in S-100 Basic Fire Suppression and Safety with the S-10A refresher training every 2 years

Equipment

Each BCTS field use vehicle will be equipped with a Pulaski, shovel and fire extinguisher at all times during fire season.

Testing

Field Teams:

- Check all BCTS vehicles for required fire tools once during fire season
- Review these procedures in a Team Meeting every 4 months.

Fire Response

[Front Page](#)

Roles and Responsibilities

Receptionist:

- Relay **initial fire report** or **information** to the Coastal Fire Centre.
- If reported injuries or personnel missing, notify Emergency Services (**dial 911**)
- If a confirmed or suspected BCTS operation, relay the fire report to BCTS as set out in the primary contact list.
- Give advice to the caller to take action only as trained and as fire behaviour and safety allows.

FOREST FIRE

Immediately report to 1-800-663-5555 or *5555 on the Cantel and Telus networks

Coastal Fire Centre: 1-250-951-4200 (Emergency)

FOREST FIRE CONTROL ACTION ADVICE (to Person in Attendance)

When a Fire Occurs:

- Stop operations and notify the rest of the crew.
- The reporting person shall remain available to communicate details of the fire suppression activity taken and what may be required.
- The remaining crew shall begin immediate action on the fire to their level of safety and confidence.
- The person in charge of the crew during suppression operations will continue to supervise the efforts until Forest Service personnel arrive on-site.

If Alone:

- Take immediate action on the fire if you believe you can control it yourself.
- Notify the Forest Service as soon as you feel that the fire can be left alone without spreading out of control.
- If the fire is beyond your ability, notify the Forest Service immediately and follow their instructions. **DO NOT** take action on an intense fire yourself.

BCTS Contact:

- No direct responsibility in forest fire control. If in attendance with a fire alone, assume role of incident commander and take fire control action to the safe limit that training, and fire behaviour allows until relieved by Protection staff.
- Protection Branch through the Coastal Fire Centre responds to all fire calls and directs any/all BCTS staff activities on the fire scene.
- Follow [EOP – 06 Incident Reporting and Investigation](#)

Agency Referral / Stakeholder Notification

Practices Forester:

- Where a fire resulting from BCTS operations impacts private property or interests; contact the appropriate agency, municipality, band councils or property owners.
- Follow through on notification and stakeholder input for mitigation and restoration plans.

Investigation, Mitigation and Restoration

BCTS Contact:

- Investigate the fire in cooperation with Protection Officer's and C&E to determine root cause and corrective action under EMS procedures aimed to prevent a re-occurrence.
- Interview people on site to determine facts. Take notes and photographs.
- Preserve the site of ignition and any evidence of the fire cause for Protection Staff Investigator's.
- Complete the [Checklist – 007 Incident Report Form](#) to the Area Forester's attention.
- Determine extent of fire impacts associated with significant environmental aspects and the expertise required to plan and implement remedial activities.
- Meet with Protection Officer and or C&E to debrief fire cause, actions and investigation results.

Area Forester /

Timber Sales Manager:

- Determine impacts and responsibilities. Plan remediation and restoration using expert advice and input from selected personnel from [BA Consulting Team of Experts](#) when appropriate.
- Implement remediation and restoration plan.
- Direct corrective actions for any requirement shortfall or to prevent a reoccurrence.

Reporting

BCTS contact:

- Ensure that all required Incident reports are submitted from Licencee, Permittee or Contractor and completed.
- Update Issue Tracking System.

[Front Page](#)

Roles and Responsibilities

EMS Committee:

- Ensure this ERP is current, tested and effective.
- Determine spill kit requirements of BCTS vehicles.
- Determine training requirements for staff associated with spill preparedness.
- Ensure BA Team of Consulting Experts are under retainer and available for spill incident mitigation and restoration.

Area Forester:

- Ensure that all BCTS vehicles carry the required spill kits
- Ensure staff receive required ERM and spill response training.
- Review and test spill response procedures including the use of the [BA Consulting Team of Experts](#) periodically with staff.

Reception Clerk/

Office Supervisor:

- Keep the Strait of Georgia BA Staff Emergency Response Plan information on reception area computer desk tops.
- Review spill response procedures periodically with all reception staff.

BCTS Contact:

- Be aware of all potential spill sources on operations in their area of responsibility.
- Ensure that all spill kit requirements are described in the Licencee / Permittee / Contractor ERP
- Ensure the licensee/permittee/contractor spill tests and drill requirements are clear in their ERP and are being completed as required.
- Ensure the licensee/permittee/contractor is conducting adequate spill response training.

Training

All BCTS Staff:

- To be trained in ERP awareness and [WHMIS](#).

Equipment

Spill kits will be maintained in all BCTS field use vehicles.

Spill kits must include as a minimum:

- one large heavy duty garbage bag or other suitable container
- 5 absorbent pads appropriate for the type of hazardous material,
- protective personal safety gear as required

Testing

Field Teams:

- Check all BCTS vehicles for required spill kits twice a year
- Complete a full mock drill once a year for each compound of trucks and equipment.
- Review these procedures in a Team Meeting every 4 months.

Spill Response

[Front Page](#)

Roles and Responsibilities

BCTS Contact/
Receptionist:

- BCTS staff or Receptionist receiving a spill call would try to determine the agencies and names of officials notified to date and give advice to the caller if necessary on spill response Level 1.
- If reported injuries or personnel missing, notify Emergency Services (**dial 911**)
- If a confirmed or suspected BCTS operation, relay the report to BCTS as set out in the primary contact list.
- Follow [EOP – 06 Incident Reporting and Investigation](#)

Spills, Fires and Transportation Accidents relating to Chemicals	
MWLAP: Environmental Emergency Management (Victoria)	1 250 387 8319
MOF&R District Manager (C&E) if spill while conducting a practice under Forest & Range Practices Act.	Campbell River Forest District - 1 250 286 9300 Powell River, Sunshine Coast FD - 1 604 485 0700 Port Alberni, South Island FD - 1 250 731 3000
Provincial Emergency Program (PEP)	1 800 663 3456
Canadian Transport Emergency Centre (CANUTEC) (for advice/information on hazards, response procedures and cleanup)	1 613 996 6666
Canadian Coast Guard (if spill is in navigable waters)	1-800-889-8852
EBA Engineering Consultants Ltd. Daniel St-Gelais. BCTS Expert Spill Consultant for Investigation and Actions.	Office: (250) 756-2256 Cell: (250) 668-0691

If spill is LESS than:		If spill is BETWEEN:		If spill is GREATER than:	
☐ 25 litres (Fuel/ Oil/ Solvents) ☐ 2.5 litres (Antifreeze @ 50% mix) ☐ 500ml Pesticide		☐ 25-100 litres (Fuel/ Oil/ Solvents) ☐ 2.5-10 litres (Antifreeze @ 50% mix) ☐ 500ml to 1kg Pesticide		☐ 100 litres (Fuel/ Oil/ Solvents) ☐ 10 litres (Antifreeze @ 50% mix) ☐ 1 kilogram Pesticide	
Within 10 meters of water?	No Response Level 1	Within 10 meters of water?	No Response Level 2	<div style="border: 1px solid black; background-color: #FFB6C1; padding: 10px; text-align: center;"> Yes Response Level 3 </div>	
	Yes Response Level 2		Yes Response Level 3		

Level 1 Spill Response: a non reportable spill for quantity and is not in proximity of water.

Level 2 Spill Response: Spill Response Expert recommended to be notified for due diligence and any response directions followed by the crew.

- Non reportable spill for quantity but Reportable to the District Manager & BCTS due to proximity of water. Forest & Range Practices Act, Forest Planning and Practices Regulation.
- Or reportable to BCTS for quantity when not in proximity of water. Also reportable to District Manager as possibly harmful to the ecosystem.

Level 3 Spill Response: Spill Response Expert recommended being immediately dispatched, or as directed by an agency, to the spill site to take control of the spill response and site remediation.

- BCTS reportable quantity within proximity of water. Also reportable to District Manager as possibly harmful to the ecosystem and in proximity to water.
- A reportable spill under the Environmental Management Act, Spill Reporting Regulation due to quantity or into water.
- Notification to Transport Canada (CANTEC) if TDG spill and Notification to Canadian Coast guard if spill into navigable waters.

Level 1 Spill Response: Crew actions only with basic spill response training & competencies.		
1. Establish the Hazards. Safety First <ul style="list-style-type: none"> ☐ Use common sense ☐ If unsafe, (toxic fumes or gases are present or there is a risk of explosion) wait for the spill response expert's assessment and direction. ☐ Materials Safety Data Sheet (MSDS) ☐ Determine type and volume of substance ☐ Determine risk, create a safety perimeter ☐ Bring fire extinguisher ☐ Identify spill site hazards 	2. Take control <ul style="list-style-type: none"> ☐ Eliminate flames and sparks ☐ Stop operations ☐ Stop the source of the spill ☐ Notify supervisor and fellow workers to assist. ☐ Put on protective goggles, gloves and clothing as needed. ☐ Assess wind direction if fumes or gases present for planning actions. 	3. Take action <ul style="list-style-type: none"> ☐ Follow Emergency Response Plan (ERP) ☐ Contain spill by trenching, berming and absorb spill using spill kit contents. ☐ Apply oil gator or other bioremediation as appropriate. ☐ Temporarily store contaminated materials and waste safely ☐ Dispose of industrial waste as advised by spill response expert. ☐ Debrief with crew on response and future avoidance. ☐ Document spill event for due diligence

Level 2 Spill Response: BCTS & District Manager Reportable.	Level 3 Spill Response: Legal Requirement to Report to Emergency Response Agencies.
<ul style="list-style-type: none"> ☐ Report to BCTS and District Manager ☐ Notify Response Expert, describe spill and receive direction by phone. Optional for expert to examine the spill site ☐ Identify spill perimeter ☐ Proceed with Level 1 response in a safe manner and to the best ability until expert direction received ☐ Complete spill site restoration as directed by expert. ☐ Complete Shutdown/ Incident Report ☐ Ensure site meets laws and regulations by following expert and agency direction 	<ul style="list-style-type: none"> ☐ Report to Provincial Emergency Program ☐ Report to BCTS and District Manager ☐ Notify Response Expert for initial actions and immediate dispatch to the spill site. The expert is recommended to examine the spill site. ☐ If applicable, notify Transport Canada (CANTEC) for TDG spill and/or the Coast Guard for Marine spills ☐ Proceed with Level 1 response in a safe manner and to the best ability until expert direction received or expert arrives on the spill site. ☐ Contain and absorb spill from Soil and Water

Agency Referral / Stakeholder Notification

Practices Forester

- Identify if spill shows signs of impacting other resources or private property
- Notify appropriate agency, municipality, band councils, property owners
- Follow through on notification and stakeholder input for mitigation and restoration plans.

Investigation, Mitigation and Restoration

BCTS Contact:

- Determine extent and type of spill, impacts associated with significant environmental aspects and the expertise required to plan and implement remedial activities.
- Investigate the spill in cooperation with PEP, Agencies and C&E to determine root cause, corrective action under EMS procedures or any procedural change to prevent a re-occurrence.
- Ensure remedial clean-up activities are adequate and timely
- Interview people on-site to determine facts of spill. Take notes and photographs
- Collect Shutdown/ Incident Report from Licencee/ Permittee/ Contractor
- Complete the [Checklist – 007 Incident Report Form](#) to the Area Forester's attention.

Area Forester /

Timber Sales Manager

- Determine impacts and responsibilities, planed remediation and restoration using expert advice and input from selected personnel from [BA Consulting Team of Experts](#).
- Implement remediation and restoration plan.
- Direct corrective actions for any requirement or procedural shortfall.

Reporting

BCTS Contact:

- Ensure that the required [Checklist – 007 Incident Report Form](#) is completed and submitted from Licencee, Permittee or Contractor.
- Update Issue Tracking System.

[Front Page](#)

Landslides and major erosion events must be reported to BCTS in any of the following circumstances: Ref: [EMS Emergency Response Manual](#)

1. Loss or imminent loss of life or property,
2. Significant environmental damage,
3. Situations of potential cost of significant government funds or loss of revenue,
4. Abnormal movement has occurred or is actively occurring at a site,
5. Abnormal sedimentation,
6. A volume of material greater than 250 m³ has moved or is in imminent danger of movement,
7. A land area greater than 0.25 hectares is disturbed,
8. A road or structure is damaged and requires structural repairs.

Roles and Responsibilities

EMS Committee:

- Determine training requirements for staff.
- Ensure this ERP is current, tested and effective.
- Ensure [BA Consulting Team of Experts](#) are under retainer and available for landslide or erosion incident mitigation and restoration.

Area Foresters:

- Ensure staff receive required ERM training.
- Review and test spill response procedures including the use of the BA Team of Consulting Experts periodically with staff.

Reception Clerk/

Office Supervisor:

- Keep the Strait of Georgia BA Staff Emergency Response Plan information on the reception area computer desk tops.
- Review spill response procedures periodically with all reception staff.

BCTS Contact:

- Ensure that inspections of LPC's operations are of a frequency commensurate with risk to the environment.
- Ensure the LPC's have taken emergency response training.
- Ensure the emergency response plan contains landslide / erosion event reporting information.

Training

BCTS Contact /

Reception:

- Awareness of ERP and any District Operating Procedure for Reporting Landslide Events

Testing

Field Teams:

- Review these procedures in a Team Meeting every 4 months.

Roles and Responsibilities

Receptionist:

- If a confirmed or suspected BCTS operation, relay the report to BCTS as set out in the primary contact list and the District Engineering Officer.
- If reported injuries or personnel missing, notify Emergency Services (**dial 911**)

BCTS Contact:

- Gather and document as much information as possible regarding environmental impact, potential for further impacts, cause, shutdown, notifications, remedial actions, crew safety, property and investment and damage.
- Determine if any safety hazards. Notify Responsible Agencies as necessary.
- If access disruption, determine if any operations, personnel or equipment left isolated.
- Determine need for expert or professional assessments.
- Follow [EOP – 06 Incident Reporting and Investigation](#)

Practices Forester:

- Where a landslide or major erosion event resulting from BCTS operations impacts, other resources or private property, contact the appropriate agency, municipality, band councils or property owners.
- Follow through on notification and stakeholder input for mitigation and restoration plans.

Investigation, Mitigation and Restoration

BCTS Contact:

- Follow any Forest District Operating Procedure on Landslide Events.
- Go to landslide / Erosion site to determine the extent and ensure remedial cleanup activities are adequate and timely. Take notes and photographs.
- Insure hazard warning signage and barriers placed.
- Complete [Checklist – 007 Incident Report Form](#) to the Area Forester's attention.
- Interview people on-site to determine facts of the event. Take notes and photographs.

Area Forester /

Timber Sales Manager:

- Determine impacts and responsibilities, plan remediation and restoration using expert advice and input from [BA Consulting Team of Experts](#) when appropriate
- Implement remediation and restoration plan.
- Direct corrective actions for any requirement or procedural shortfall.

Reporting

BCTS Contact:

- Ensure the required [Checklist – 007 Incident Report Form](#) is submitted as required from the licensee, permittee or contractor.
- Update Incident Tracking System