ENVIRONMENTAL EMERGENCY RESPONSE PLAN

For BCTS Client Use

Part A *Core Information*

Worksite Details

Project (TSL or Contract)#		
Physical location of activity:		
Latitude:		Longitude:
Latitude:		Longitude:
Latitude:		Longitude:
Duration of Activities:	Start:	End:

Company Contact Information

24 hr Contact Name and Phone (s) #:	
Company Name/Email:	
Other Key Emergency Contact(s) #:	

Environmental Emergency Contact Information

Forest Fire Reporting : **1-800-663-5555** or * **5555** on cellular	
Spill Reporting and other Environmental Emergencies to Land & Water: **1-800-663-3456** Emergency Management BC (EMBC).	
Natural Gas Leaks: Contact EMBC and utility company (if known): FortisBC **1-800-663-9911** (Northeast, Fraser Valley, South), Pacific Northern Gas (Northwest and Northeast) **1-800-663-1173**, Enbridge (Northeast and Fraser Valley) **1-800-663-9931**	
CANUTEC (Canadian Transport Emergency Centre): **1-613-996-6666** or ***666** on cell phone	
BC Timber Sales Contact:	
Daytime Phone #:	Emergency Phone #:

Part B *Supplemental Information. It is the licensee, permittee and contractor's responsibility to ensure that all the phone numbers are correct.*

General Contact Information

Police: 911	WorkSafeBC: 1-888-621-7233 (24 hrs/day,7 days/week)
Ambulance: 911	Joint Rescue Coordination Centre: 1-800-567-5111 or cell #727
Fire Department: 911	Hospital:
Poison Control Centre: 1-800-567-8911	Water Taxi / Ferry:
Helicopter / Aircraft:	Wildfire Status Website: Wildfire Status

BC Wildfire Service Phone and Fax # *(Circle Fire Centre in which activities are occurring):*

Southeast Fire Centre: 250 365-4040
Fax: 250-365-9919
Email: BCWS.SEFCDispatch@gov.bc.ca

Kamloops Fire Centre: 250 554-7701
Fax: 250-376-9732
Email: BCWS.KFCDispatch@gov.bc.ca

Part C *Core Information*

FOREST FIRE PREPAREDNESS AND RESPONSE

Initial Fire Response

1. Stop operations and notify the rest of the crew.
2. **Report Forest Fires immediately to the BC Wildfire Service (BCWS) and BCTS.**
3. The person reporting the fire shall remain in contact to communicate details of the fire suppression activities taken and what additional activities may be required.
4. The remaining crew shall begin immediate action to control and extinguish the fire, if practicable and safe to do so, to the extent of their training and competence.
5. The person in charge of a crew taking action to control a fire is responsible for continuing fire control activities until relieved by the licensee/contractor representative or BCWS personnel.

If Alone

- Take immediate action on the fire if you believe you can safely control it yourself. Report the fire to BCWS and the licensee/contractor representative 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 BCWS immediately and follow their instructions. DO NOT take action on an intense fire yourself.

☑ **Complete an Incident Report Form (CHK-009 or equivalent) and submit to BCTS.**

Fire Roles and Responsibilities

Prior to Start-Up and During Operations

☑ **For All Industrial Activities**

- Determine fire response equipment for the type of operation and associated fire risk to comply with the Wildfire Regulation: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/11_38_2005
- When conducting an industrial operation, sufficient *firefighting hand tools* must be available on site whenever the area is snow free and there is a risk of a fire starting or spreading.
- Hand tools must be a combination and type to properly equip each person who works at the site with a minimum of one firefighting hand tool per person. Tools may include shovels, mattocks, pulaskis, fire extinguishers and hand tank pumps. The BCTS general rule for assessing the adequacy of firefighting hand tools is:
  # of workers assigned to the site during normal work hours = # of hand tools on site

☑ **For High Risk Industrial Activities**

- Determine if your operations are High Risk as defined in Part 1 of the Wildfire Regulation.
- Determine the danger class, follow danger class restrictions and durations, keep sufficient *firefighting hand tools* plus an adequate *fire suppression system* at the activity site, and maintain fire watcher and communication requirements.
- A fire suppression system means a system for suppressing fire by delivering water, a suppressant, a surfactant, or any combination of these substances.

☑ **Determine Restrictions on High Risk Industrial Activities**

Acquire local weather data to comply with the Wildfire Regulation. Weather station information is available from the BCWS website at https://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation/fire-danger/fire-weather

- Danger class ratings for your site may be higher than those calculated by the BCWS. Consider local conditions when determining applicable weather station and when to restrict activities.

Note: Refer to the BCWS "Interpretative Bulletin on the Application of the Wildfire Regulation for the Forest Industry" for further guidance to the above, including a defined wildfire prevention and response system (Appendix A) at http://www.bcwildfire.ca/Industry_Stakeholders/Industry/

Fire Roles and Responsibilities continued

☑ **Provide 24hr Contact information**
- Timber Sale License holders must provide an official with a 24 hour a day contact telephone number if the person proposes to carry out an industrial activity on or after March 1 and before November 1 of that year.

☑ **Provide copies of your training records as required.**

☑ **Ensure employees are trained and aware of <u>all</u> fire emergency responsibilities.**

☑ **Complete environmental Emergency Response Plan (eERP) with worksite details and company contact information.**

☑ **List the minimum fire equipment that will be maintained on site for "Industrial" and "High Risk Industrial" activities during Danger Classes III, IV, and V (i.e., water tank(s), pump(s) hoses, accessories etc.):**

During Operations

☑ **Ensure employees are aware of all fire preparedness responsibilities and trained** as to their fire duties in accordance with WorkSafeBC requirements.

☑ **Conduct test(s) and periodic drill(s) of fire preparedness and response.** Tests are to be documented on the BCTS Environmental Emergency Response Test/Drill Report Form CHK-010, records maintained on site and copies of results forwarded to a BCTS representative. Results of drills may be documented on the CHK-010 and maintained on site.

Regularly monitor the appropriate fire weather index information using your representative weather station and determine the appropriate Fire Danger Class for the area. For Danger Class Reports go to https://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation/fire-danger

☑ **Restrict activities during Fire Danger Class III, IV, or V situations.** Implement fire watch, patrol, early shift, and cease activity, as required (see Schedule 3 of the Wildfire Regulation). Monitor activities and changing site/weather conditions. Do not operate solely by the Schedule 3 of the Wildfire Regulation.

☑ **Ensure a copy of the environmental Emergency Response Plan (eERP) is onsite.**

☑ **Conduct regular fire suppression equipment inspections and maintenance.**

☑ **Take action on a forest fire that is within 1 km of the site of the industrial activity.**

☑ **Complete Hazard Assessments and Abatement** at prescribed intervals in accordance with the Wildfire Regulation;
- Keep all debris piles clean, obtain a Burn Registration Number (BRN) by calling 1-888-797-1717, complete hazard abatement and follow requirements including monitoring of burning activities
- For smoke management / venting indices call the Provincial Venting Index Hotline 1-888-281-2992 or visit the BC Environment Venting Index website; http://www.env.gov.bc.ca/epd/epdpa/venting/venting.html
- Extinguish and inspect debris piles by the date specified according to the BRN. Apply to extend the BRN if additional time is required to extinguish burned debris piles.

Part D *Core Information*

SPILL PREPAREDNESS AND RESPONSE

Initial Spill Response Activity

1. Discovery and Assessment

- ☑ Follow safety procedures and put on appropriate personal protective equipment prior to initiating response plan.
- ☑ If Safe, **STOP THE PRODUCT FLOW!** Halt activities that are causing the spill (e.g. Close valves; elevate leaking hoses, shut off pumps, etc.). **Minimize Impact of Spill.**
- ☑ Prior to taking action complete an incident assessment (spill identification /volume, assess potential safety, and environmental issues).
- ☑ **If you feel that the spill is beyond your level of training and experience to handle, seek assistance from a spill response specialist.**

2. Notification and Documentation

- ☑ Report spills in accordance with spill reporting criteria listed in Table 1 below.

3. Containment and Recovery.

- ☑ Take action within your ability using resources (hand tools, heavy equipment and spill response equipment) at hand to minimize the spread and impact of the spill until additional resources and expertise arrive.
- ☑ **Due to the hazardous nature of gasoline, volatile gases should be allowed to dissipate before attempts are made to contain or mop up a gasoline spill.**

Spills to Land

- ☑ Determine extent of spill. Contain or redirect spills away from watercourses.
- ☑ Mark the perimeter of the spill, dig recovery ditches around the perimeter and recovery pits (sumps) within the spill area.
- ☑ Monitor ditches and recovery pits to ensure the collection system is effective.
- ☑ Recover the product from the containment area, treat or dispose of appropriately.

Spill to Water

- ☑ In a ditch or stream, contain the spill using whatever surface water containment system possible.
- ☑ Divert and corral the spilled product to a spill containment system using absorbent booms or other methods.
- ☑ Continue to sweep and corral the spilled product for recovery.

For Spills less than 25 litres

- ☑ Soak up all free products with absorbent pads, booms, and other materials.
- ☑ Place used absorbent materials in a suitable container (i.e. heavy-duty plastic bag) for disposal or recycling. Mix stained soil with loose absorbents or commercial bioremediation agents.

4. Follow-up, Disposal and Site Restoration

- ☑ Ensure spills have been documented and reported to agencies and BCTS as required.
- ☑ Complete clean-up and required mitigation actions. If required, contact a spill response specialist for assistance.
- ☑ **Complete an Incident Report Form (CHK-009 or equivalent) and submit to BCTS.**

Spill Roles and Responsibilities

- ☑ **Assess risk for potential spills** identify additional preventative and control measures
- ☑ **Ensure all workers understand the environmental emergency response plan** and it is available on site at all times.
- ☑ **Ensure all workers are familiar with potential spill sites, spill kit locations and spill kit requirements.**
- ☑ **Ensure workers are trained/aware** in WHMIS, TDG and Spill response
- ☑ Have available on site appropriate MSDS.
- ☑ **Conduct test(s) and periodic drill(s) of spill preparedness and response.** Tests are to be documented on the BCTS Environmental Emergency Response Test/Drill Report Form CHK-010, records maintained on site and copies of results forwarded to a BCTS representative. Results of drills may be documented on the CHK-010 and maintained on site.
- ☑ **Complete spill kits inspections and maintain spill kits** as necessary
  - For Equipment spill kit content requirements see Fuel Handling Environmental Field Procedure EFP-06.
- ☑ **Respond to all spills** in accordance with the emergency response plan.
  - If you are responsible for a spill of hazardous material, you are then responsible to take appropriate actions to minimize environmental impact.
- ☑ **Report all reportable spills** to the appropriate agencies and to BCTS.

Spill Reporting Criteria (If in Doubt Report the Spill)

- ☑ All spills that are equal to or greater than the EMBC reportable level must be reported to EMBC as soon as possible and within 24hrs.
- ☑ Any spills of deleterious substance to a watercourse must be reported to EMBC as soon as possible and within 24hrs.
- ☑ All spills that are equal to or greater than the BCTS reportable level must be reported to BCTS contact as soon as possible and within 24 hrs.

Table 1: Reportable Levels of Hazardous Materials Spills

Hazardous Material	EMBC Reportable Level (1)	BCTS Reportable Level (2)
Antifreeze	25 litres	25 litres
Diesel fuel	100 litres	25 litres
Gasoline (auto & saw)	100 litres	25 litres
Greases	100 litres	25 litres
Hydraulic Oil	100 litres	25 litres
Lubricating Oils	100 litres	25 litres
Methyl Hydrate	5 litres	5 litres
Paints & Paint Thinners	100 litres	25 litres
Solvents	100 litres	25 litres
Pesticides	1 kilogram or 1 litre	1 kilogram or 1 litre
Explosives	Any	Any

(1) as required by the BC Spill Reporting Regulation

(2) or a spill of ANY quantity that enters a surface water body (e.g.: running ditch, stream, lake)

Part E *Core Information*

LANDSLIDE & EROSION EVENT RESPONSE

Initial Response Activity

1. **Evaluate**. Follow applicable safety procedures and notify supervisor and other workers. If safe to do so, assess situation to determine if activities must be shutdown.
2. **Immediate Remedial Action**. Take steps to control further environmental impacts.
3. **Notification**. Report the erosion event to the BCTS contact within 24 hours or as soon as practical. (Refer to Reporting Criteria). It is also the LPC's responsibility to notify applicable regulatory agencies of an erosion event that may impact resource values such as fish sensitive areas, domestic watersheds, private property etc. (e.g. DFO, EMBC). Notify WorkSafeBC if the slide event relates to a safety incident.
4. **Before Leaving the Site**. Supervisors must account for all workers before leaving the site. If a shutdown is required, park all equipment in an environmentally safe location (i.e. avoid riparian management areas, steep side slopes, steep road sections, areas with excessive soil moisture, areas within reach of standing timber, etc.).
5. **If Environmental Damage Has Occurred**. The BCTS contact must review the situation with the appropriate personnel.
6. **Complete an Incident Report Form (CHK-009 or equivalent) and submit to BCTS.**

Landslide & Erosion Roles and Responsibilities

- ☑ **Verify** that operations are conducted in a manner that minimizes the risk of a landslide and major erosion event occurring.
- ☑ **Ensure all workers understand and are trained** in response procedures and the environmental emergency response plan is available on site at all times.
- ☑ **Supervisor** to ensure all employees are familiar with risk areas.
- ☑ **Conduct test(s) and periodic drill(s) of Landslide/Erosion Emergency Response.** Tests are to be documented on the BCTS Environmental Emergency Response Test/Drill Report Form CHK-010, records maintained on site and copies of results forwarded to a BCTS representative. Results of drills may be documented on the CHK-010 and maintained on site.
- ☑ **Assess** landslides and erosion events, determine reporting requirements, and report to BCTS contact immediately where applicable.
- ☑ **Respond to erosion events** in accordance with this emergency response plan.

Landslide/ Erosion Event Reporting Criteria

Landslides and major erosion events must be reported to BCTS in ANY of the following circumstances:

- Loss or imminent loss of life or property,
- Significant environmental damage,
- Situations which potentially create loss of provincial revenue or funds,
- Abnormal movement has occurred or is actively occurring at a site,
- Abnormal sedimentation,
- A volume of greater than 250 m^3 has moved or is imminent danger of movement,
- A land area greater than 0.25 hectares is disturbed,
- A road or structure is damage and requires structural repairs.