Appendix 11-3

**BCTS Emergency Response Template 11-3**

*Note: Use of this template is not mandatory when developing an emergency response plan for your office. Please ensure the applicable items identified in this template are included in your local emergency response plans.*

**Staff List and Contact Numbers**
Each Business area will maintain staff contact list which contains and makes available the following information:

- Name
- First Aid credentials
- Home phone or cell phone number
- Address
- Emergency contact.

**Emergency Local Telephone Numbers**
The following list of emergency telephone numbers will be posted near the Receptionist and on the Emergency Evacuation Plans posted around the office. This list of contacts will be included and kept current.

*For Emergencies dial 911.*

<table>
<thead>
<tr>
<th></th>
<th>Phone Number</th>
<th>Non Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCMP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ambulance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poison Control Center</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Business Area/ District First Aid Contacts**

**MOFR District and Regional Offices:**
District office
Regional office

**BCTS Headquarters/Executive**
BCTS HQ main office  250-356-1918 (Victoria)
BCTS Operations Director  250-387-8309 – Mike Falkiner
BCTS Assistant Deputy Minister  250-387-4429 – Tom Jensen

**FLNRO Executive Office**
Main Office  250-387-4809
Deputy Minister  250-952-6500 - Tim Sheldan
Public Service Agency  
Regional Office  
Office of the Deputy Minister  

Work Safe BC:  
Main Office  
Local Office  

Transportation Companies  
Helicopter companies  
Aircraft companies  
Water taxi  

Others:  
Coast Guard  
Provincial Emergency Program  
Critical Incident Stress Mgmt  
Joint Rescue Coordination Centre  
Overdue or missing marine or aircraft

Emergency Response Procedures

The following is a list of headers for emergency response scenarios that may be applicable to your local office. Use these headers as a guide and insert localized procedures as part of your emergency response plan.  

**FIRST AID IN THE FIELD**


**FIRST AID IN THE OFFICE**


**FIRE**

*Insert localized Procedures.*

**EARTHQUAKE**

*Insert localized Procedures.*
FLOOD / TSUNAMI

Insert localized Procedures.

BOMB THREAT

Insert localized Procedures.

THREAT OF VIOLENCE / VIOLENCE IN THE WORKPLACE

Insert localized Procedures.

OVERDUE LAND BASED EMPLOYEE

Insert localized Procedures. * Example below

1. Record the time the Employee is determined to be Overdue.
   Time Employee(s) is considered overdue: ____________________

2. Check to see if the MOFR work vehicle is in the truck compound parking lot.
   Done Y/N □ Time: ________

3. Contact the Employee by radio or cell phone if the number is known.
   Done Y/N □ Time: ________ Time: ________ Time: ________ Time: ________

4. Call the Employee’s home to see if they returned directly to their residence.
   Done Y/N □ Time: ________

5. Inform the Employees Supervisor that they are missing (or the next person in
   command if the Supervisor is unavailable).
   Done Y/N □ Time: ________

4. Identify call-out persons who may have personal knowledge of the working
   area where the missing Employee was last reported. This may include
   co-workers, private industry contacts and air carriers.
   Done Y/N □ Time: ________

5. Document all actions taken in order to assist any form of investigation into the
   incident (date, time, action taken and results).

6. The Employee’s Supervisor will arrange to send two staff members to the last
   known location of the missing Employee. Equipment such as a spine board,
   stretcher, first aid kit, and flashlights should accompany staff dispatched to
   the search area.
   Done Y/N □ Time: ________

7. Inform the District Manager or designate when the initial search for the
   missing employee begins. If a management representative can not be
   located the Safety Officer will assume the responsibility for the search until
   relieved by a Supervisor or Manager.
   Done Y/N □ Time: ________

8. The District Manager or designate will inform the RCMP in the area where the
   Employee was last reported. The RCMP will then be responsible for initiating
   a formal search utilizing search and rescue organizations if necessary.
OVERDUE AND DOWNED AIRCRAFT

Insert localized Procedures. * Example below

All aircraft under hire by the Ministry of Forests and Range must check in with the originating office every 30 minutes. If an aircraft fails to make contact with the monitoring station at the designated time, the monitoring station will initiate search procedures 10 minutes after the designated check-in time has elapsed. The monitoring station will continue to attempt radio contact with the aircraft.

1. Time Aircraft is Determined to be Overdue:________
2. Document date, time, actions taken, results and content of any radio communications.
3. Continue attempts to make contact with the aircraft at least every 5 minutes past the check-in time until contact is made, or the aircraft has been located by another party. Done Y/N ☐ Times:________ _______ _______ ______ _______ ______
4. Inform the Employees Supervisor and Management immediately that the aircraft is overdue. Timber Sales Manager Informed: Done Y/N ☐ Time:________
5. Contact the aircraft company to inform them of the situation. Effort could be made at this time to obtain the air carrier’s communication frequencies. If a management representative can not be reached within 10 minutes the Safety Officer will assume responsibility until relieved. Aircraft Company Contacted: Done Y/N ☐ Time:________
6. The Timber Sales Manager will contact the local RCMP and the Joint Rescue Coordination Centre (JRCC) in Victoria: 1-800-567-5111 for emergencies and 250-363-5360 for non emergencies and await further instructions. Consideration may be given to the weather conditions and the possibility of radio communication “dead zones” prior to contacting the JRCC. Information that should be readily available will include:
   - A description of the aircraft (see aircraft flight plan posted in reception area)
   - The number of passengers on board
   - The last known location of the aircraft
   - The planned route and destination of the flight
   - The radio frequency of the aircraft’s communication system and the call signs of the aircraft and its passengers.
Done Y/N ☐ Time:________
OVERDUE MARINE CRAFT

Insert localized Procedures. * Example below

1. If a vessel fails to make contact with the monitoring station at the designated time, the monitoring station will initiate search procedures 30 minutes after the designated check-in time has elapsed. Radio contact with the vessel will be attempted at least every 5 minutes past the check-in time until contact is made or the vessel has been located by another party.

   Done Y/N □ Times:________ ________ ________ ________

2. Record the time the vessel was determined to be 30 minutes overdue.
   Time Vessel is Determined to be Overdue:________________________

3. Document all actions taken (date, time, action taken and results). Inform the vessel operators’ Supervisor or Management designate immediately that the vessel is overdue.

   Done Y/N □ Time:________

4. The vessel operators Supervisor will ensure that attempts to contact the vessel (by FS Radio, Channel 16 Coast Guard and Cell Phone) are made and will inform the Timber Sales manager or designate that the marine vessel is overdue if no contact is made 30 minutes past the designated check-in time.
   FS Radio Contact Attempted: Done Y/N □ Time:________
   Have Coast Guard attempt contact on VHF Channel 16 (Coast Guard Non Emergency local phone: xxx-xxx-xxxx)

   Done Y/N □ Time:________
   Cell Phone Contact Attempted if known: Done Y/N □ Time:________

5. The District Manager or designate will contact the JRCC in Victoria:
   1-800-567-5111 for emergencies and 250-363-5360 for non emergencies and await further instructions. If a management designate can not be contacted the Safety Officer will maintain the responsibility. Information that should be readily available to the JRCC will include:
   • a description of the vessel
   • the number of passengers on board (see posted Watercraft Plan posted in the reception area)
   • the last known location of the vessel (be as specific as possible)
   • the planned route and destination of the voyage (see Watercraft Plan)
   • the radio frequency of the vessels’ communication system and the call signs of vessel and its passengers
   • a list of the safety equipment on board the vessel (see the following page).

   Done Y/N □ Time:________
ENVIRONMENTAL

Insert BCTS Environmental Emergency Response Plan for
Forest Fire Preparedness and Response
Spill Preparedness and Response
Landslide and Erosion event response