



Emergency Response Plan (ERP)

Mountain Transport Institute Ltd. (MTI)

2181A - 6th Avenue, Castlegar, BC

*To be updated annually
Or as needed to include personnel
and/or facility changes*

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Emergency Telephone Numbers

Fire

Police/RCMP

Ambulance



911

Shared Occupancy Agreement

Mountain Transport Institute Ltd. (MTI) rents the building from the Landlord. Kootenay Charters Ltd. shares an office with MTI. Kootenay Charters rents space from MTI.

Kootenay Charters' staff, from the President to all drivers, agrees to follow all of MTI policies and regulations, including their Emergency Response Plan.

Objectives

The objectives of the building emergency response plan are:

1. To ensure the safety of the building occupants through:

Fire Prevention:

to reduce and prevent the incidence of fire by controlling fire hazards in the building and by maintaining the building facilities;

and,

Emergency evacuation:

to establish a systematic method of safe and orderly evacuation of an area or building in the case of fire, bomb threat or earthquake.

2. To provide a checklist of procedures for responding to and reporting an emergency.

The building ERP has been designed and produced to be of use and access to students and staff of MTI and Kootenay Charters in the event of an emergency.

A priority in any emergency situation is to save lives, minimize injuries and reduce damage to property.

Life Safety Systems and Building Features

Emergency Exits

Emergency exits are located throughout the building and marked by lighted signs and placards. Refer to **APPENDIX 1: Fire Escape Plan** indicating the building evacuation routes and exits.

Emergency Lighting (if applicable)

In the event of a power failure, emergency lighting may be available to cover all common corridors, stairwells and exit signage.

Fire Alarm System

There are fire alarm pull stations and smoke detectors throughout the building.

Fire Extinguisher(s)

There are portable fire extinguishers placed strategically (i.e. visible and accessible) throughout the building.

Responsibilities

Staff

All staff of MTI MUST be familiar with their assigned areas to ensure a safe and orderly evacuation of building occupants.

Staff members should check their area* regularly for:

- Accumulation of combustible material, rubbish, or flammable liquids in excess of quantities allowed by permit.
- Dangerous ignition sources (e.g. worn extension cords, oily rags, overheating equipment).
- Exit signs in good order and adequate lighting in public corridors and stairwells.
- Fire and exit doors and their self-closing hardware in good operating condition.
- Exit routes unobstructed.
- Fire hose and portable extinguishers not obstructed, in good order and ready to use.
- Emergency Procedures Key Plans are correct.

Any and all fire hazards that are discovered must be reported to the President immediately.

**According to WorkSafe BC, The OHS Regulation, section 3.3(b) requires formal OHS programs to include "provision for the regular inspection of premises, equipment, work methods and work practices, at appropriate intervals, to ensure that prompt action is undertaken to correct any hazardous conditions found.", inspection duties can be shared amongst the Local Health & Safety Committee Members, Building Emergency Directors and Building Floor Wardens. The recommended minimum inspection interval is once a month for low-risk areas (e.g. administrative office areas).*

Building Occupants

Building occupants MUST be familiar with their building evacuation route(s) and exit(s). During an evacuation, building occupants MUST follow instructions of the Instructor or staff member in Charge. Please notify MTI staff ahead of time if you require assistance during an evacuation.

In the Case of a Building Fire

Staff - Instructions

If you discover a fire or explosion in the building or the fire alarm system has been activated:

- If you discover a fire immediately activate the closest fire pull alarm.
- Evacuate occupants in the area(s) that are assigned to you.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
- To help contain the fire, close windows and doors that are near to you on your way out, but ONLY DO SO IF IT IS SAFE.
- If possible, assist anyone having difficulty evacuating. If needed, assist occupants that are unable to evacuate or cannot negotiate the stairs to the nearest designated Area of Refuge. The designated Area of Refuge is: [The Fire Hall back parking lot.](#)
- Upon exiting the building, ask evacuated occupants to proceed to the designated Evacuation Assembly Area (muster station). The designated assembly area is: [The Fire Hall back Parking Lot.](#)
- Call 911
 - State your name.
 - Give the address where the fire is and the nearest intersection. The address of your building is: [2181A 6th Avenue, Castlegar, BC, next door to the Castlegar Fire Hall.](#)
 - Provide information about the fire: what floor, how fast fire is spreading, people trapped etc.
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department gives permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.

Building Occupants – Instructions

If you discover a fire or explosion in the building or the fire alarm system has been activated:

- If you discover a fire, immediately activate the closest fire pull alarm.
- Follow instructions of MTI staff members during evacuation.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
- To help contain the fire, close windows and doors that are near to you on your way out, but ONLY DO SO IF IT IS SAFE.

- Upon exiting the building, proceed directly to the designated Evacuation Assembly Area (muster station) and wait for further instructions from MTI Staff. The designated Evacuation Assembly Area is: [The Fire Hall back Parking Lot](#)
- Call 911
 - State your name.
 - Give the address where the fire is and the nearest intersection. The address of your building is: [2181A 6th Avenue, Castlegar, BC, next door to the Castlegar Fire Hall.](#)
 - Provide information about the fire: what floor, how fast fire is spreading, people trapped etc.
- **DO NOT RE-ENTER THE BUILDING** until the Fire Department and Andy Roberts, President, gives permission to do so.

In the Case of an Earthquake

Staff - Instructions

If you are indoors:

During the shaking

- **DROP, COVER AND HOLD ON.**
- Stay inside until the shaking stops.
- Stay away from windows, shelves and heavy objects which may fall.
- **DROP** under heavy furniture such as a table, desk or any solid furniture.
- **COVER** your head, face and torso to prevent being hit by falling objects.
- **HOLD ON** to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
- If you can't get under something strong, or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.
- Stay away from an exterior wall, as it is more likely to sustain damage during an earthquake.

After the shaking stops

- Count to 60 to allow debris to finish falling.
- Assess your immediate surroundings for dangers.
- Proceed with Evacuation Procedures.
 - Evacuate occupants in the area(s) that are assigned to you.
 - Urge people to stay calm, and to evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
 - If possible, assist anyone having difficulty in getting out, or if needed, help them to a safe area (e.g. Area of Refuge). The designated Areas of Refuge are: [The Fire Hall parking lot.](#)
 - Upon exiting the building, ask evacuated occupants to proceed to the designated Evacuation Assembly Area (muster station). The designated Evacuation Assembly Area is: [The Fire Hall parking lot.](#)
 - Ensure all evacuation information is relayed over to 1st Responders on-site (e.g. Fire, Police or Ambulance).
 - DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department or authorized MTI staff members give permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.
- If an aftershock occurs during evacuation and you are still inside the building, repeat DROP, COVER, AND HOLD procedure before resuming evacuation.

If you are outdoors:

During the shaking

- Stay outside.
- Do not enter your building to evacuate occupants.
- Go to an open area away from buildings.
- Stay away from lamp posts, overhead power lines and heavy overhead objects that may fall on you.
- If you are in a crowded area, take cover where you won't be trampled.

After the shaking stops

- Count to 60 to allow debris to finish falling.
- Assess your immediate surroundings for dangers.
- Ensure all evacuation information is relayed over to 1st Responders on-site (e.g. Fire, Police or Ambulance).
- DO NOT ALLOW ANYONE TO ENTER THE BUILDING until the Fire Department or authorized MTI staff members give permission to do so. When ok, give the "all clear" to allow individuals to enter the building.

Building Occupants – Instructions

If you are indoors:

During the shaking

- **DROP, COVER AND HOLD ON.**
- Stay inside until after the shaking stops.
- Stay away from windows, shelves and heavy objects which may fall.
- **DROP** under heavy furniture such as a table, desk or any solid furniture.
- **COVER** your head, face and torso to prevent being hit by falling objects.
- **HOLD ON** to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
- If you can't get under something strong, or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.
- Stay away from an exterior wall, as it is more likely to sustain damage during an earthquake.

After the shaking stops

- Count to 60 to allow debris to finish falling.
- Assess your immediate surroundings for dangers.
- Proceed with evacuating the building.
 - Follow instructions of MTI staff members during evacuation.

- Remain calm and evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
- Upon exiting the building, proceed directly to the designated Evacuation Assembly Area (muster station) and wait for further instructions from the Building Emergency Director. The designated Evacuation Assembly Area is: [The Fire Hall parking lot.](#)
- DO NOT RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so.
- If an aftershock occurs during evacuation and you are still inside the building, repeat DROP, COVER, AND HOLD procedure before resuming evacuation.

If you are outdoors:

During the shaking

- Stay outside.
- Do not enter your building to evacuate occupants.
- Go to an open area away from buildings.
- Stay away from lamp posts, overhead power lines and heavy overhead objects that may fall on you.
- If you are in a crowded area, take cover where you won't be trampled.

After the shaking stops

- Count to 60 to allow debris to finish falling.
- Assess your immediate surroundings for dangers.
- Proceed directly to the designated Evacuation Assembly Area (muster station) and wait for further instructions from the Building Emergency Director. The designated Evacuation Assembly Area is: [The Fire Hall parking lot.](#)
- DO NOT ENTER ANY BUILDINGS until the Fire Department and MTI staff members give permission to do so.

If you use a wheelchair:

- If you are able, take cover under a sturdy table or desk.
- If you are unable to take cover underneath a table or desk, move towards an interior wall or an inside corner of the room (or an open area if you are outside), lock the wheels and cover your head and neck with your arms.
- Stay away from windows, shelves and heavy objects that may fall.
- Stay away from an exterior wall, as it is more likely to sustain damage during an earthquake.

In the Case of Hazardous Material Releases, Spills, Explosions or Fires

Building Occupants - Instructions

Explosion or Fire due to Hazardous Materials

1. Immediately activate the closest fire pull alarm.
2. Only attempt to use a fire extinguisher if you are confident and it is safe to do so.
3. Follow instructions of MTI staff members during evacuation.
4. Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
5. To help contain the fire, close windows and doors that are near to you on your way out, but ONLY DO SO IF IT IS SAFE.
6. Upon exiting the building, proceed directly to an area that is at a safe distance outside the main entrance of the building and wait for the President and the Fire Chief. Provide the Building Emergency Director and the Fire Chief with information on hazardous materials involved.
7. Call 911
 - a. State your name.
 - b. Give the address where the fire is and the nearest intersection. The address of your building is: 2181A 6th Avenue, Castlegar, BC, next door to the Castlegar Fire Hall.
 - c. Provide information about the fire: what floor, how fast fire is spreading, people trapped etc.
8. DO NOT RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so. All emergency exits must remain clear of obstruction and debris. It is very unlikely that any of these events will occur, but this plan has to be in place in order to ensure the safety of all occupants if any of these events were to occur.

Gas Leaks

Currently there is no natural gas connection to the MTI side of the building. There is a connection to the south unit of the building that is currently occupied by another business that has no relationship to either MTI or Kootenay Charters. If they have a gas leak -

1. DO NOT pull fire alarm as this can cause an explosion.
2. DO NOT Call 911 from inside the building; this can cause an explosion.
3. If time permits, shut down equipment.
4. Urge people to stay calm and evacuate in a quick and orderly manner.

5. Close doors on your way out, but ONLY DO SO IF IT IS SAFE.
6. Upon exiting the building, proceed directly to the designated Evacuation Assembly Area and wait for further instructions from Andy Roberts, President.
7. When you are OUTSIDE, Call 911
 - a. State your name.
 - b. Give the address where the gas leak is and the nearest intersection.
 - c. Give information about the gas leak: what floor, intensity of gas leak, people trapped etc.
8. DO NOT RE-ENTER THE BUILDING until the Fire Department and the president gives permission to do so.

Chemical, Biohazard, or Radiation Spills

Any uncontrolled release of hazardous materials is considered a spill and these procedures must be followed:

1. Evacuate immediate area. If time permits, shut down equipment.
2. Isolate area and notify others in the area to prevent re-entry.
3. Urge people to stay calm and evacuate in a quick and orderly manner.
4. Close doors on your way out, but ONLY DO SO IF IT IS SAFE.
5. Upon exiting the building, proceed directly to an area that is at a safe distance outside the main entrance of the building and wait for emergency personnel. Provide emergency personnel with information on hazardous materials involved.
6. Call 911
 - a. State your name.
 - b. Give the address where the spill is and the nearest intersection.
 - c. Provide information about the spill:
 - i. Injuries
 - ii. Chemical Name
 - iii. Quantity
 - iv. Hazards (Information on Material Safety Data Sheets (MSDS))
7. DO NOT RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so.

** Currently there are no hazardous materials on the MTI and Kootenay Charters premises that would require one to evacuate the area immediately. Most of the materials are not considered hazardous.
**Material Safety Data Sheets for all materials are located in the MTI Occupational Health and Safety Program binder. Those specific to Kootenay Charters are found in the Kootenay Charters Occupational Health and Safety Program binder. Both binders are located on the top shelf of the shelving unit above the photocopy machine.*

In the Case of a Bomb Threat

Building Occupants - Instructions

Bomb Threats can be received by telephone, note, letter, email, text message, or in person etc. All bomb threats must be taken seriously and handled as though an explosive is in the building. If you receive a bomb threat, call 911 (RCMP) immediately.

In the event of a bomb threat, the President will treat it as a genuine emergency.

If you receive a bomb threat by telephone, follow these steps:

1. Stay calm and speak to the caller with a pleasant tone. Let the caller know that you are willing to cooperate by listening to what they have to say. Ask the caller if there is anything you can do to help. DO NOT upset the caller. Keep the caller on the line.
2. By indicating your willingness to cooperate, you may be able to keep the caller on the line for a longer duration so that you may be able to ask the following questions:
 - Where is the bomb?
 - When is it going to go off?
 - What kind of bomb is it?
 - What does it look like?

Permit the caller to say as much as possible without interruption.

3. Take notes on everything said and on your observation about background noise, voice characteristics, language, etc.
4. Call 911 (RCMP) as soon as the threatening call has ended. If possible, get a co-worker to call emergency personnel while you continue talking to the caller. The purpose of not disrupting the phone conversation is to assist in identifying or tracing the caller.

When there has been a bomb threat:

1. Survey your immediate work area. If you see a package or a foreign object in an unusual place—don't touch it.
2. Call 911 (RCMP) and advise them of the details. You will be advised if evacuation is necessary. Follow instructions given by emergency personnel.
3. An explosion of any type must be reported immediately to the Fire Department—call 911. Any and all explosions are dangerous and should be treated seriously. It is important for people to locate the explosion but stay

In the Case of a Lockdown

Building Occupants – Instructions

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats.

Lockdown Procedures

A notification to occupants to lockdown may be sent by management or outside emergency personnel.

It is essential for the safety of occupants and emergency responders that individuals comply with instructions provided by emergency personnel at all times.

Upon Alert to Lockdown:

- If you are in a classroom, room or office, stay there, secure the door and windows and await further instructions (or an escort from emergency personnel).
- If the door does not lock, barricade the door with tables and chairs.
- If you are in a corridor, go into the closest office not already secured and lock or barricade the door and windows.
- Close curtains or blinds where possible.
- Stay away from windows and doors.
- Stay low and quiet.
- Cell phones should be put on silent mode or turned off. Do NOT make non-essential calls.
- Follow instructions from emergency personnel only.
- During a lockdown, if the fire alarm is activated, remain where you are and await further instructions from emergency personnel.
- For their own safety, emergency personnel must initially consider all individuals as potential threats. It is important to follow instructions from police at all times to avoid harm and ensure the best possible response.

Actions to Avoid:

- Do NOT open the door once it has been secured until you are officially advised “all clear” or are certain it is emergency response personnel at the door.
- Do NOT use or hide in washrooms.
- Do NOT travel down long corridors.
- Do NOT assemble in large open areas (e.g. cafeterias).

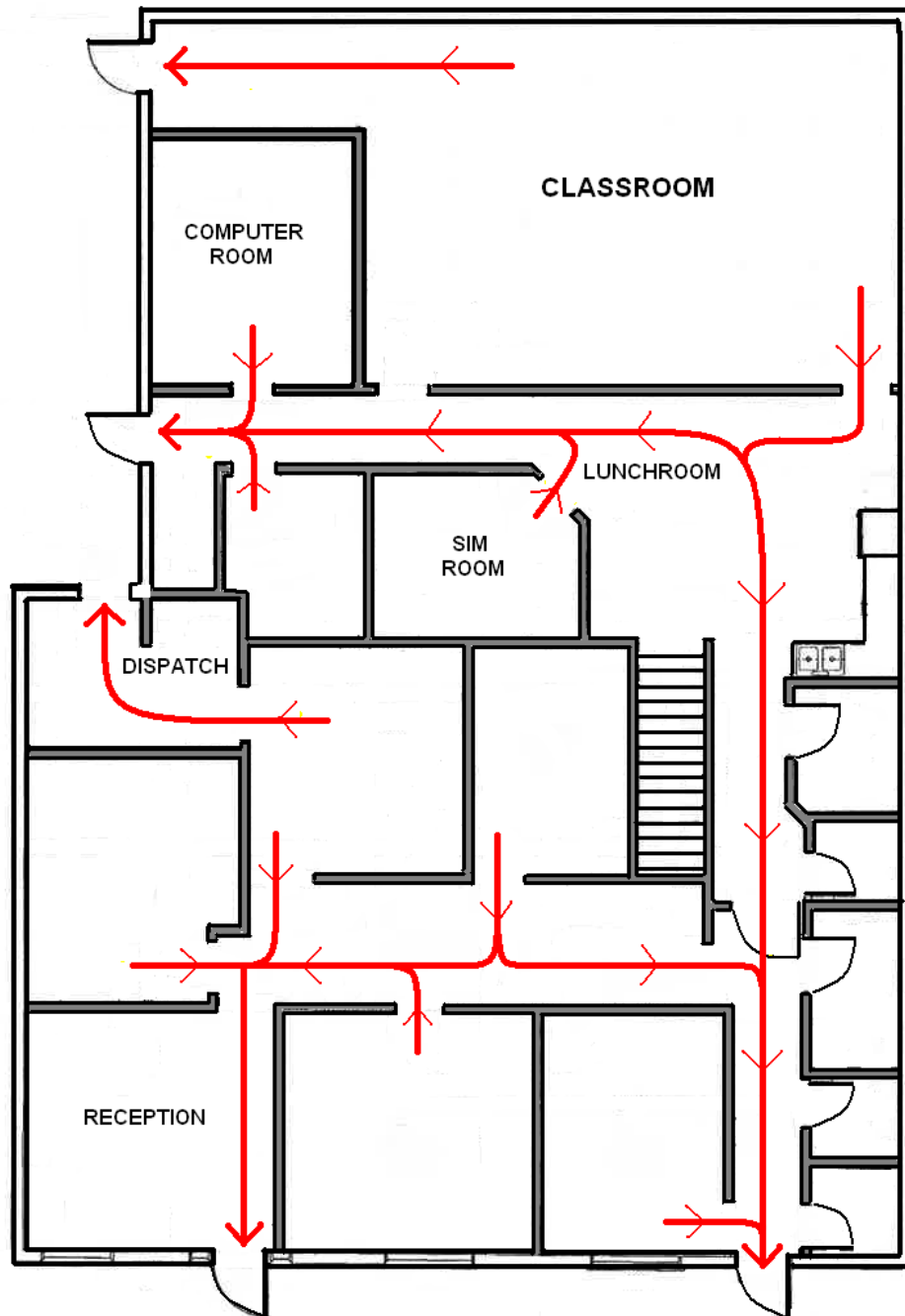
- Do NOT call 911 unless you have immediate concern for your safety, the safety of others, or feel you have critical information that will assist emergency personnel in the response.

Following the Lockdown:

- Cooperate with emergency personnel to assist in an orderly evacuation.
- Proceed to the designated assembly area if advised.
- The police may require individuals to remain available for questioning following a lockdown.
- Staff may be present as you exit the building to provide additional information.

Appendix 1: Fire Escape Plan

This is a map which shows the locations and routes for fire escape.



Appendix 2: BC Fire Code Excerpt

British Columbia Fire Code 2006, Section 2.8 Emergency Planning

2.8.1 General

2.8.1.1 Application

- 1) Fire emergency procedures conforming to this Section shall be provided for
 - a. Every *building* containing an *assembly* or a *care* or *detention occupancy*,
 - b. Every *building* required by the British Columbia Building Code to have a fire alarm system,
 - c. Demolition and construction sites regulated under Section 5.6.,
 - d. Storage areas required to have a fire safety plan in conformance with Articles 3.2.2.5. and 3.3.2.9.,
 - e. Areas where *flammable liquids* or *combustible liquids* are stored or handled, in conformance with Article 4.1.5.5., and
 - f. Areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.

2.8.1.2. Training of Supervisory Staff

- 1) *Supervisory staff* shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety.

2.8.1.3. Keys and Special Devices

- 1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty *supervisory staff*.

2.8.2 Fire Safety Plan

2.8.2.1 Measures in a Fire Safety Plan

- 1) In *buildings* or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include
 - a. The emergency procedures to be used in case of fire, including
 - i. Sounding the fire alarm,
 - ii. Notifying the fire department,
 - iii. Instructing occupants on procedures to be followed when the fire alarm sounds,
 - iv. Evacuating occupants, including special Evacuating occupants, including special provisions for persons requiring assistance,

- v. Confining, controlling and extinguishing the fire,
 - b. The appointment and organization of designated *supervisory staff* to carry out fire safety duties,
 - c. The training of *supervisory staff* and other occupants in their responsibilities for fire safety,
 - d. Documents, including diagrams, showing the type, location and operation of the *building* fire emergency systems,
 - e. The holding of fire drills,
 - f. The control of fire hazards in the *building*, and
 - g. The inspection and maintenance of *building* facilities provided for the safety of occupants.
- 2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the *building*.

2.8.2.2. Care or Detention Occupancies

- 1) A sufficient number of *supervisory staff* shall be on duty in *care* or *detention occupancies* to perform the tasks outlined in a fire safety plan described in Clause 2.8.2.1.(1)(a).

2.8.2.3. Assembly Occupancies

- 1) In Group A, Division 1 *assembly occupancies* containing more than 60 occupants, there shall be at least one *supervisory staff* member on duty in the *building* to perform the tasks outlined in the fire safety plan in Clause 2.8.2.1.(1)(a) whenever the *building* is open to the public.

2.8.2.4. High Buildings

- 1) In *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, the fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1.(1), include
 - a. The training of *supervisory staff* in the use of the voice communication system,
 - b. The processes for the use of elevators,
 - c. The action to be taken by *supervisory staff* in initiating any smoke control or other fire emergency systems installed in a *building* in the event of fire until the fire department arrives,
 - d. Instructions to the *supervisory staff* and fire department for the operation of the systems referred to in Clause (c), and
 - e. The procedures established to facilitate fire department access to the *building* and fire location within the *building*.

2.8.2.5 Retention of Fire Safety Plans

- 1) The fire safety plan shall be kept in the *building* for reference by the fire department, *supervisory staff* and other personnel.
- 2) The fire safety plan for a *building* within the scope of Subsection 3.2.6. of the British Columbia Building Code shall be kept at the central alarm and control facility.

2.8.2.6 Distribution

- 1) A copy of the fire emergency procedures and other duties for *supervisory staff*, as laid down in the fire safety plan, shall be given to all *supervisory staff*.

2.8.2.7 Posting of Fire Emergency Procedures

- 1) At least one copy of the fire emergency procedures shall be prominently posted on each *floor area*.
- 2) In every hotel and motel bedroom the fire safety rules for occupants shall be posted showing the locations of *exits* and the paths of travel to *exits*.
- 3) Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a sign shall be posted at each manually actuated signaling box requesting that the fire department be notified, and including the telephone number of that department.
- 4) All *buildings* served by one or more elevators shall have a permanently mounted fire safety sign or symbol on each floor level at each elevator entrance, which indicates that the elevator is not to be used in case of fire.
- 5) The sign or symbol required by Sentence (4) shall be at least 100 mm in height and width and shall be designed in accordance with NFPA 170 "Standard for Fire Safety Symbols."

2.8.3. Fire Drills

2.8.3.1 Fire Drill Procedures

- 1) The procedure for conducting fire drills shall be determined by the person responsible in charge of the *building*, taking into consideration
 - a. The *building occupancy* and its fire hazards,
 - b. The safety features provided in the *building*,
 - c. The desirable degree of participation of occupants other than *supervisory staff*,
 - d. The number and degree of experience of the participating *supervisory staff*,
 - e. The features of fire emergency systems installed in *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, and
 - f. The requirements of the fire department.

2.8.3.2 Fire Drill Frequency

- 1) Fire drills as described in Sentence 2.8.3.1.(1) shall be held at intervals not greater than 12 months for the *supervisory staff*, except that
 - a. In day-care centers and in Group B *major occupancies* such drills shall be held at intervals not greater than one month,
 - b. In schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms, and
 - c. In *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, such drills shall be held at intervals not greater than 2 months.

Appendix 3: Operating a Fire Extinguisher

The following instructions are applicable for most fire extinguishers.

If you need to use a fire extinguisher, remember the word **PASS** –

Pull the pin – Fire extinguishers often have a pin, latch, or puncture lever that you need to release first.

Aim low – Aim the nozzle or hose of the extinguisher at the base of the fire.

Squeeze the handle – This releases the extinguishing agent.

Sweep from side to side – Move in close and sweep across the base of the fire. Always back away and watch for rekindling of the fire.

Discharge the entire contents of the extinguisher. If possible, pull apart the burned area to get at hot spots.

Note: Foam and water extinguishers require a slightly different technique. Always read the instructions on the label **before you need to use a fire extinguisher.*