


# Information. Quick!





**Worker and Contractor  
Health and Safety Booklet**

900, 606 4 Street S. W.  
Calgary, AB T2P 1T1

**24 hours 1-888-236-8880**


Cover of a Custom Contractor Safety booklet

**Quick Guide To  
FIRST AID & CPR**

EMERGENCY NUMBERS	PROCEDURES
FIRST STEPS	HEART ATTACK
UNRESPONSIVENESS	ABCS OF CPR
ABCS OF CPR	INFANT CPR
CHOKING	
BLEEDING	BONE INJURY
POISONING	FEVER / SEIZURES
EYE INJURY	BITES / STINGS
BURNS	HEAT / COLD INJURY

Cover of a Custom First Aid booklet



**CAMPUS EMERGENCY PROCEDURES**

Your Location, including Building Number, Building Name and Room number: \_\_\_\_\_

Your Evacuation Assembly Location: \_\_\_\_\_

**Personal Emergency Kits**

Personal emergency kits should have sufficient supplies for a minimum of 3 days. A one-person kit should contain the following:

- Emergency food and water for your entire kit. Rely on pet foods if applicable.
- Sanitary hygiene supplies.
- Flashlight and batteries (stored separately).
- Non-toxic disinfectant (hand sanitizer).
- Plastic bags (small and large sizes).
- Blankets, extra socks, extra underwear, extra clothing, extra pair of gloves.
- Shower.
- Toiletries (toothbrush, toothpaste, soap).
- First aid kit.
- Local supply of cash (bills and coins).
- Local maps.
- Local map or "paper marker".
- Matches in a waterproof container.

Visit the website for the most current list of your personal needs, whether household or pre-packed. Check your kit at least yearly to ensure that expiry dates have not been passed and that batteries still work.

Brochures on this topic are available through the Environmental Health & Safety Office at 740-6283.

**Emergency Phone Numbers**

After Hours Emergency	1-800-507-5111 or call 403-242-1111
Calgary Stoppers / Tips	1-800-565-5477
Fire and Fire Reporting Unit	1-800-565-5555
Help Line for Children (Reporting of child abuse & neglect)	780-1234
Personal Emergency Program	1-800-565-5456
BCMP Ground Watch	1-800-855-6035
Youth Against Violence Line	1-800-680-4264

**Emergency Reporting Procedures**

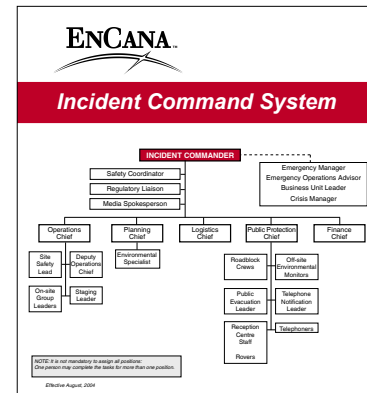
When a Notifiable Campus gas pipeline has a "flag", the following steps should be followed:

1. Notify the Campus Emergency phone number 24/7. Use the "Red Security Number" where available. Notify the Gas Safety Centre and Public Safety / Quality Assurance Dept. also via the yellow line emergency telephone located on the campus.
2. Report any on-campus emergency. 24 hours a day and 7 days a week, dial your Campus Emergency Number listed in this booklet and be prepared to tell the operator your name.
3. Campus location.
4. Name of emergency and type of service you require.
5. If you are at the site, describe the location of the emergency and the number of persons involved.
6. Stay in the area until the operator tells you to hang up.
7. Do not leave the area until you are told to do so.
8. If you must leave the area to make another emergency call from another area, be prepared to tell the operator your new location and all of your emergency details once again.

For persons with disabilities, immediately call for help, your date of the emergency, if you are unable to do so, contact the site of the situation. Do not leave the site.

ARE YOU PREPARED? / SAFETY POLICY	EMERGENCY REPORTING PROCEDURES
NANMO CAMPUS	COVICHAM CAMPUS
POWELL RIVER CAMPUS	PARKSVILLE / QUALICUM CAMPUS
YELLOW BOX EMERGENCY TELEPHONES	REPORTING INJURIES / INCIDENTS
SERIOUS ACCIDENTS	FIRST AID EMERGENCY
FIRE	FIRE EXTINGUISHER
EVACUATION	HOW TO ASSIST PERSONS WITH DISABILITIES
HAZARDOUS MATERIALS	HAZARDOUS WASTE
INMIS	POWER OUTAGE / CAMPUS CLOSURE
EARTHQUAKE	
BOMB THREAT	BOMB THREAT FORM
PSYCHOLOGICAL CRISIS / E.F.A.P	DISCRIMINATION & HARASSMENT
WORKPLACE VIOLENCE / CRIME PREVENTION	PERSONAL SAFETY
REPORTING A CRIME	ROBBERY

Cover and inside pages of a Custom Emergency Procedures booklet



**First Response Safety**

**Evacuate**

- Encourage the area and direct others to safety.

**Sound the Alarm**

- Notify the local control room, local office, or the on-call supervisor.
- Activate the site specific Emergency Response Plan.

**Call for Help**

- Notify the local control room, local office, or the on-call supervisor.
- Activate the site specific Emergency Response Plan.
- Ensure your actions/intentions are known by others.

**Assess Hazards**

- Resist the urge to rush in, others cannot be helped if you are injured.
- Ensure your actions/intentions are known by others.

**Initiate Rescue Operations**

- Do not attempt to enter the incident area.
- Do not attempt to extinguish a fire.
- Rescue victims to safe area.
- Rescue victims to safe area.
- Administer first aid, maintain on-going care, and confirm emergency services have been dispatched.

**Secure the Area**

- Control on-going hazards and limit access to the area.

**Incident Commander**

- On-site Encana Representative in charge of incident.
- Responsible for overall incident management, including the safety and health of all personnel and public.
- Initiates the site specific Emergency Response Plan.

**Coordinates with**

- Emergency Manager
- Emergency Operations Advisor

**Gives direction to**

- Operations Chief
- Incident Command Staff

**Initial Actions**

- Assess the situation and develop a preliminary response strategy.
- Appoint a Public Protection Chief and direct further to secure the site.
- Contact the Emergency Manager.
- Determine the Initial Emergency Level (Alert, 1, 2, 3 - see site specific Emergency Response Plan).

**Responsibilities**

- Ensure responder Life Safety at all times.
- Maintain communication with the Operations Chief and the Emergency Manager.

**First Response Safety**

- Assess the situation and confirm the Emergency Level (Alert, 1, 2, 3) as required.
- If the safety is assessed and risk has been assessed, direct the Operations Chief to take immediate action to gain control or contain incident.
- In consultation with the Operations Chief and the Emergency Manager, develop and implement a comprehensive response plan.
- Obtain a regular status report from the Operations Chief.
- Make a decision on whether it is required to refer to the site specific Emergency Response Plan.
- Fill the role of the Media Spokesperson until Public Affairs (Calgary) has appointed a spokesperson.
- Proactively appoint Command Staff functions to meet the needs of the particular situation while maintaining an effective span of control of 6:1.
- Document activities and encourage others to use the Event and Call Log in the site specific Emergency Response Plan.
- Coordinate with key government agency representatives.
- In consultation with the Emergency Manager, coordinate notification of the non-on-call.
- Ensure that personnel and Incident Command Staff are relieved as required (including yourself).

**Post Incident**

- In consultation with the Emergency Manager and appropriate Regulatory Agencies, declare the emergency response complete and advise the internal and the external response personnel of the "all clear".
- Initiate recovery activities.
- Participate in the post incident investigation.

FIRST RESPONSE SAFETY	INCIDENT COMMANDER
OPERATIONS CHIEF	EMERGENCY OPERATIONS ADVISOR
EMERGENCY MANAGER	SAFETY CHIEF
BUSINESS UNIT LEADER	CRISIS MANAGER
DEPUTY INCIDENT COMMANDER	PLANNING CHIEF
MEDIA SPOKESPERSON	PUBLIC PROTECTION CHIEF
LOGISTICS CHIEF	SITE SAFETY LEAD
DEPUTY OPERATIONS CHIEF	ON-SITE GROUP LEADERS
FINANCE CHIEF	STAGING LEADER
PUBLIC EVACUATION LEADER	RECEPTION CENTRE STAFF
TELEPHONE NOTIFICATION LEADER	TELEPHONERS
	ENVIRONMENTAL SPECIALISTS

Cover and inside pages of a Custom Incident Command booklet

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