




**Town of Drayton Valley
Zoning Map**

August 2021

Legend

-  Area of Interest
-  I-LHT Industrial, Light District
-  S-URB Special, Urban Reserve District



0 50 100
Meters

This map is for advisory purposes only and does not replace a legal land survey. It is based on data sources deemed reliable but the Town of Drayton Valley is not responsible for errors or omissions.

ATTACHMENT




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Town of Drayton Valley

August 2021

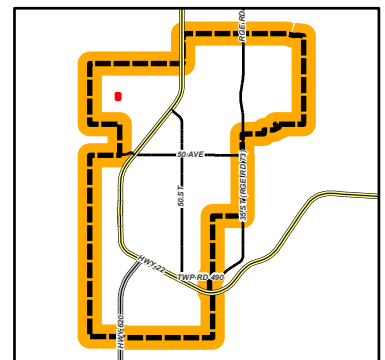
Legend

-  Hydrants
-  Area of Interest
-  Parcels



0 50 100 Meters

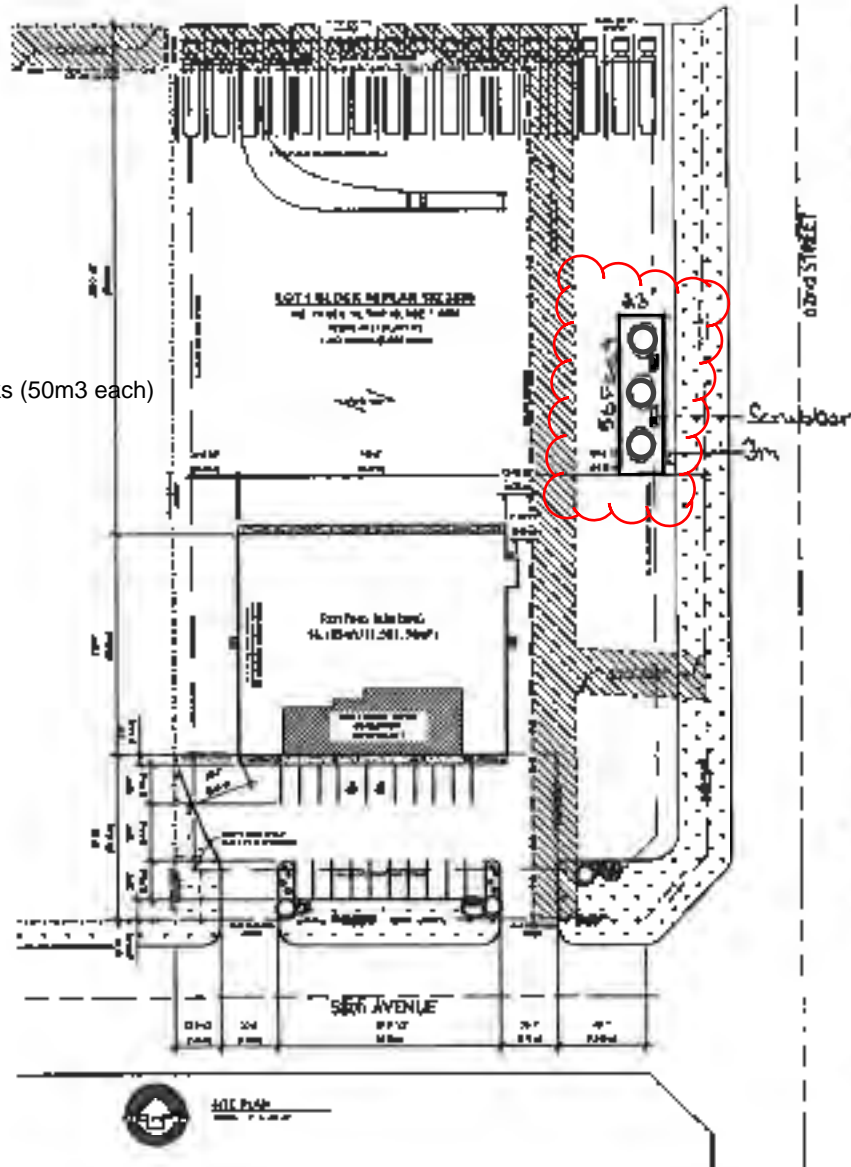
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ATTACHMENT

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3 Hydrochloric Acid Storage Tanks (50m³ each)
 Safety Berm,
 Fume Scrubbers,
 Level Indicators
 Warning Lights.

Town of Croydon Valley, Alberta

Project Name	Site Plan	Project No.	100-100-100-100
Client	Blade Meplan Trucks	Address	14.125m x 11.261.75m
Site Area	158.00m ²	Lot Area	158.00m ²
Proposed Use	Industrial/Commercial	Proposed Use	Industrial/Commercial
Proposed Structure	3 Storage Tanks	Proposed Structure	3 Storage Tanks
Proposed Structure Area	158.00m ²	Proposed Structure Area	158.00m ²
Proposed Structure Height	5.6m	Proposed Structure Height	5.6m
Proposed Structure Footprint	14.125m x 11.261.75m	Proposed Structure Footprint	14.125m x 11.261.75m
Proposed Structure Volume	805.00m ³	Proposed Structure Volume	805.00m ³
Proposed Structure Weight	1000.00kg	Proposed Structure Weight	1000.00kg
Proposed Structure Material	Steel	Proposed Structure Material	Steel
Proposed Structure Color	Grey	Proposed Structure Color	Grey
Proposed Structure Finish	Paint	Proposed Structure Finish	Paint
Proposed Structure Details	Level Indicators, Warning Lights	Proposed Structure Details	Level Indicators, Warning Lights

Landscaping Details:

Item	Description	Quantity	Notes
1	Grass seed (100kg)	1	Apply to 100m ² area
2	Grass seed (50kg)	2	Apply to 50m ² area
3	Grass seed (25kg)	3	Apply to 25m ² area
4	Grass seed (10kg)	4	Apply to 10m ² area
5	Grass seed (5kg)	5	Apply to 5m ² area

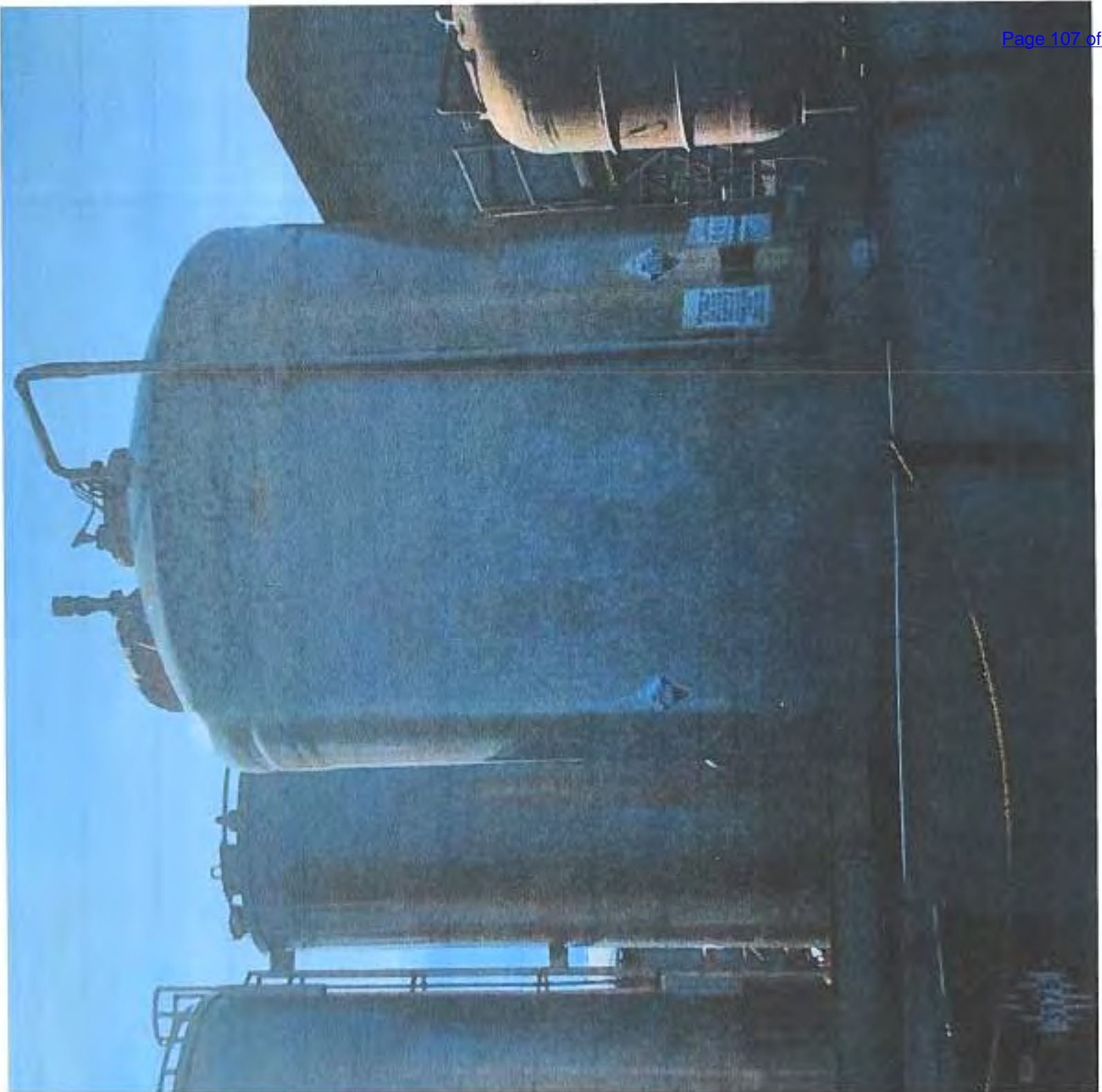
APPROVED & ISSUED
DATE: 10/10/2018
SCALE: 1:100
PROJECT NO: 100-100-100-100
CLIENT: Blade Meplan Trucks
DESIGNER: [Signature]
CHECKED: [Signature]
DATE: 10/10/2018

CLIENT

DATE: 10/10/2018	SCALE: 1:100	PROJECT NO: 100-100-100-100
CLIENT: Blade Meplan Trucks	DESIGNER: [Signature]	CHECKED: [Signature]
DATE: 10/10/2018	SCALE: 1:100	PROJECT NO: 100-100-100-100

- 3 HCL (Hydrochloric Acid) storage tanks 50m³ each.
 - PTMs (Canadian safety) berm.
 - Fume scrubber





ATTACHMENT

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North Facing From 58 Avenue









ATTACHMENT 5
EMERGENCY RESPONSE | SAFETY DATASHEET

Part 7 – Accident and Incident Investigation



SpectroChem Technologies Inc.
Company Health and Safety Manual

Part VII – Accident and Incident Investigation

December 2018

Section 1 – Company Investigation Policy

Page 1 of 1

Purpose

To investigate accidents/incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence.

Section 19(1) to (6) - Investigation of Accident - of the Occupational Health and Safety Act will be adhered to by this company.

Policy

This company will fully investigate the following types of incidents:

1. Accidents that result in injuries requiring medical aid.
2. Accidents that cause property damage or interrupt operations with potential loss.
3. Incidents that have the potential to result in (1) or (2) above, such as close calls or near misses.

All incidents that fall under pertinent sections of the OH&S Act must be reported to OH&S and to WCB or other regulatory agencies as defined by the OH&S Act.

Responsibilities - Reporting Procedure

1. All employees shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when requested. Employees shall be instructed on the reporting process during their orientation.
2. Supervisors shall be responsible for conducting investigations (including Near Misses) and submitting their report(s) to management. Supervisors will be trained in investigation and reporting procedures.
3. Company Owners shall determine the need for, and if necessary shall direct, detailed investigations. They shall also determine causes, recommend corrective action, and report to management.
4. The management shall review all supervisors' reports, determine the corrective action to be taken, and ensure that such action is implemented.

The safety information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar.

Signed: _____
Management

Date: _____



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December 2018

Section 2 – Conducting Investigations

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This is not a disciplinary policy but one in which we can identify the cause of an incident so that corrective action can be taken to prevent a reoccurrence of the incident. Additionally, information will be valuable in meeting the WCB and Alberta OH&S reporting requirements.

Investigation Procedure

Investigations should be conducted by the supervisor in charge of the area and/or personnel involved. Supervisors should assist in the investigation and must review every incident report to ensure that appropriate corrective actions take place.

The person or team conducting the investigation of an accident/incident will utilize the following procedure:

1. Take control of the scene.
2. Initiate the Emergency Response Procedure.
3. Ensure that any injured persons are cared for.
4. Ensure that no further injury or damage occurs.
5. Get the "big picture" of what happened.
6. Examine equipment/materials involved.
7. **Preserve the evidence** - collect and safeguard any physical evidence. Where practicable, the scene of any accident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the accident has been investigated.
8. Take photographs of the scene.
9. Interview witnesses and obtain written statements where appropriate.
10. Analyze all the available information to determine the causes.
11. Look for causes where "the system failed the worker," not only for those where "the worker failed the system."
12. Determine what corrective action will prevent recurrence.
13. Complete the report.
14. Follow-up to ensure corrective action is completed.

Note: Incident Investigations are not conducted to fix blame. They are conducted to find facts to help prevent recurrence.


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Section 3 – Incident Investigation Report

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1. Incident Type: Injury/Illness Property Damage Near Miss Spill
 Fire Other Vehicle Collision

2. Incident Date (Y/M/D): _____ 3. Time: _____

4. Area: _____ 5. Specific Location: _____

Injury/Illness: (Complete #6 to #11 only if an injury has occurred)

6. First Aid Medical Aid Modified Work Lost Time Fatal

7. Name of Employee: _____ 8. Age: _____ Sex: M F

9. Occupation: _____ Experience: _____

10. Nature of Injury: _____

11. Object/Equipment/Substance Inflicting Injury/Damage: _____

Property Damage:

12. Description of Property: _____

13. Description of Damage: _____

14. Estimated Damage Cost: _____

Other Actual/Potential Loss:

15. Type: _____

16. Description: _____

17. Estimated Cost: _____

18. Evaluation of Risk Potential If Not Corrected:

- A. Loss Severity Potential Major Serious Minor
 B. Probable Recurrence Rate Frequent Occasional Rare


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Section 3 – Incident Investigation Report

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19. Description of Incident: _____

20. Diagram of Scene:

21. Witness(es): _____

 Witness(es) Statement(s) Attached: Yes No

22. Immediate Cause(s): _____

Description: _____

23. Underlying Cause(s): _____

Description: _____

24. Corrective Action(s): _____

Recommendations Completed by Whom: _____

25. Date Report Completed: (Y/M/D): _____

Signatures:

Supervisor: _____ Employee: _____

 Reported to OH & S Branch Yes No



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Section 4 – Incident Reporting Procedure

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The supervisor will complete an accident/incident report for all Accidents, Occupational Illnesses and Near Misses.

Employees will report all incidents and near miss accidents to their immediate supervisor without delay.

Supervisors will report the incident immediately and complete the accident report within 24 hours.

If one of the following types of serious incidents occurs, the site supervisor will inform the WHS Division by telephone of the incident providing the information requested:

- An injury or accident that results in death,
- An injury or accident that results in a worker's being admitted to hospital for more than 2 days.
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- The collapse or upset of a crane, derrick or hoist, or
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

In the case of equipment damage or serious injury the supervisor will report the accident immediately.

In the event of a fatal accident, the following procedure is to be used:

Report immediately to:

- Supervisor
- Local Police Department
- Nearest Occupational Health And Safety Office

Do not disturb the accident scene other than necessary to affect rescue or prevent deterioration in the situation until released to do so by the police or the Occupational Health & Safety Inspectors.

To report serious incidents, contact your nearest Workplace Health and Safety office.



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Section 6 – Definitions

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Incident - an undesired event that, under slightly different circumstances, could have resulted in personal harm, property damage or loss.

Accident - unforeseen or unplanned occurrence in a sequence of events which results in unintended injury, death and/or property damage.

Near Miss - a deviation from a standard, that could have but does not, result in injury or property damage. E.g. performing an unsafe act in the presence of an unsafe condition, climbing up and down an unsecured ladder, walking in an area where nails are on the floor without appropriate protection.

Occupational Illness or Disease - any abnormality caused by exposure to factors associated with employment. It includes acute and chronic illness or disease, which may be caused by inhalation, absorption, ingestion or direct contact (e.g. repetitive stress).

What is an Incident/Accident Investigation?

An incident/accident investigation is an analysis, evaluation, and report of an incident/ accident, based on information gathered by the investigation team. A complete investigation includes the facts, statements, and related information, as well as a plan to prevent or control a similar situation.

Investigating Only Injury-Producing Accidents

Many companies have a tendency to investigate an accident only if an injury or damage results or there is much bleeding. Potential injury-causing incidents are often ignored. Don't make this mistake! Instead, consider every incident a warning signal; and heed the signal. For example, if there is a near miss involving a forklift and no damage is done, don't ignore the incident. Investigate the near miss to find out why it happened. Did the forklift throttle stick or the brakes fail? Was the operator properly trained and authorized to drive the forklift? No matter how minor the incident may appear, investigate it thoroughly; and then take whatever corrective action is needed to prevent it from happening again.



Part VII – Accident and Incident Investigation

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Section 7 – Legislative Requirements

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OH&S Act - Serious Injuries and Accidents

Section 18

1. If an injury or accident occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall notify a Director of Inspection of the time, place and nature of the injury or accident as soon as possible.
2. The injuries and accidents to be reported under subsection (1) are:
 - a. an injury or accident that results in death
 - b. an injury or accident that results in a worker's being admitted to a hospital for more than 2 days
 - c. an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury
 - d. the collapse or upset of a crane, derrick or hoist
 - e. the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure
3. If an injury or accident referred to in subsection (2) occurs at a work site or if any other serious injury or any other accident that has the potential of causing serious injury to a person occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall:
 - a. carry out an investigation into the circumstances surrounding the serious injury or accident
 - b. prepare a report outlining the circumstances of the serious injury or accident and the corrective action, if any, undertaken to prevent a reoccurrence of the serious injury or accident
 - c. ensure that a copy of the report is readily available for inspection by an officer
4. The prime contractor, contractor or employer who prepared the report referred to in subsection (3) shall retain the report for 2 years after the serious injury or accident.
5. Except as otherwise directed by a Director of Inspection, an occupational health and safety office or a peace officer, a person shall not disturb the scene of an accident reported under subsection (1) except insofar as it is necessary in:
 - a. attending to persons injured or killed
 - b. preventing further injuries
 - c. protecting property that is endangered as a result of the accident


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December 2018

Section 8 – Failing to Look Beyond the Symptoms to the Cause

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When investigating accidents, many companies only recognize the unsafe acts or unsafe conditions, but fail to identify the root cause. For example, an employee slips in a puddle of oil on the shop floor and sprains an ankle. The unsafe condition was the poor housekeeping that resulted from the oil being left on the floor. The unsafe act was not cleaning up the spilled oil or reporting it. But neither the act nor the condition is the true cause of the accident, they are only symptoms of greater health & safety program deficiencies. To prevent a similar accident, you need to find out where the oil came from, why it was left there, and then take steps to assure that in the future all oil spills are cleaned up immediately.

Why Investigate?

- To prevent reoccurrence
- To identify the real causes, i.e. unsafe conditions, unsafe acts, indirect cause
- To maintain a safe and healthy work environment
- To maintain good employee relations
- To prevent further down time and losses to company
- WCB forms may need to be completed
- WH&S may require an investigation to be completed and retained on file

When Should You Conduct an Investigation?

- As soon as it is practical after medical treatment and the area has been stabilized
- Try to conduct the investigation during the shift on which the accident occurred

What Incidents Should Be Investigated?

- All incidents which have the potential for loss (near miss)
- All personal injuries and occupational illnesses
- All property damage (companies often set a \$ value to these investigations)

Who Should Conduct the Investigation?

- The supervisor in charge of where the accident occurred, accompanied by the worker involved, a safety committee representative, and any staff with the expertise to aid in the investigation

Witnesses

- Always obtain the statement of any worker who witnessed or was part of the incident/accident.

Evidence

- You may wish to take photos of the accident scene



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December 2018

Section 8 – Failing to Look Beyond the Symptoms to the Cause

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- Collect any physical evidence
- Draw diagrams of the accident scene
- An accident investigation kit containing such items as: a camera, tape measure, note pad, accident investigation form, explosion proof flashlight, evidence tags, tape (masking)

Who Should Review Accident/ Incident Investigations?

- Upper management
- Safety committee
- Safety officer
- Any other department that might be subject to such an occurrence

Communicate investigation results to any employees who may be affected by the results.

Reporting of Accidents

- All lost time accidents must be reported to the WCB

All serious injuries, fatalities or an accident that has the potential of causing serious injury to a person at the work site, must be reported to WHS. (Consult Occupational Health and Safety Act Sections 18 and 19 for required actions.)

Part 6 – Emergency Response


Part VI – Emergency Response

December 2018

Section 1 – Emergency Response Legislation

Page 1 of 1

Emergency Preparedness and Response - OH&S Code Part 7 Section 115

1. An employer must establish an emergency response plan for responding to an emergency that may require rescue or evacuation.
2. An employer must consult with affected workers in establishing the emergency response plan.
3. An employer must ensure that an emergency response plan is current.

An emergency plan is a comprehensive document providing guidance on actions to be taken during various emergency conditions. The plan includes responsibilities of individuals and departments, organization resources available for use, sources of aid outside the organization, general methods or procedures to follow and the training and practice of these methods and procedures.

To be emergency-prepared means that you have systems in place to minimize and/or control damages and losses from such catastrophes as:

- Fire and Evacuation
- Storms (Tornadoes, Blizzards, Hail, Electrical, etc.)
- Serious Injuries and Fatalities
- Bomb Threats
- Security Breaches
- Power Failure
- Computer Sabotage or Failure
- Floods
- Explosions
- Chemical Spills
- Utilities
- Personal Threats and Workplace Violence
- Vehicle Accidents
- CISD (Critical Stress Debriefing)
- Media
- Violence
- Confined Space Rescue

Should you require information on topics not in this manual, please contact your local fire and police departments, security specialists, and the public safety services branch of the Government of Alberta.



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Part VI – Emergency Response

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Section 2 – Emergency Preparedness Policy

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Emergency preparedness means having plans in place that we hope we will never have to use. **SpectroChem Technologies Inc.** will ensure that all jobsites have plans in place to deal with emergency situations particular to the types of hazards identified. At minimum, each job site will be capable of providing:

- First aid to an injured worker
- Transportation to a medical facility
- Means of contacting outside agencies for assistance
- Means of conducting an initial attack on fire

The site supervisor is responsible for the development of emergency procedures for any unusual hazards or tasks that employees may encounter. At minimum, the site supervisor will ensure that all emergency preparedness information is readily available and that our employees are given a site orientation to ensure they are aware of:

- Location of emergency equipment such as:
 - First aid supplies
 - Fire extinguishers
- Location of communication device and contact numbers for contacting outside assistance
- Location of MSDS sheets
- Escape route and muster point
- Emergency phone numbers

The safety information in this policy does not take precedence over applicable government legislation with which all employees should be familiar.

Signed: _____
Management

Date: _____



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Section 3 – Emergency Response Plan

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Emergency Procedures

Emergencies are defined in three levels:

Level 1:

In a level 1 emergency, there is no potential danger to the public outside company property. The situation can be handled entirely by company personnel.

Level 2:

A level 2 emergency occurs where there is no immediate danger but sufficient potential for danger exists to justify alerting outside services such as police, fire, OHS. There are requirements in the legislation for reporting.

Level 3:

In a level 3 emergency, safe operating control has been lost causing or potentially causing severe injuries or fatalities of employees, or the public or serious damage to the environment and property. Appropriate action in handling the media and public are important.

Emergency Reporting

- It is the responsibility of every employee of the company to report all situations that occur to their immediate supervisor.
- Emergency phone numbers are posted by all telephones throughout the facility to ensure immediate response.
- An emergency warning system is installed to ensure everyone is notified for evacuation of the facility.
- Emergency plans are posted throughout the facility indicating location of fire extinguishers, exits, eyewash stations, first aid supplies.
- The first aid responders are first responders if the event is an injury or health related. Know who the responder in your area is; check the bulletin board for current listings.
- Evacuations of the facility will be directed and controlled by the managers on site.
- The Managers and First Aid Responders are responsible to ensure the scene is controlled and appropriate emergency services are contacted if an outside source is required.
- Workers are not to re-enter an evacuated building until directed by a Manager. If a rescue is required leave it to the professionals, do not become another victim.
- Sales personnel are responsible to direct the customers to a safe area in the event of a facility evacuation.

First Aid Services and Equipment

SpectroChem Technologies Inc. will maintain first aid stations that meet with the OH &S legislation.

An appropriate number of employees will be trained according to the requirement stated in the first aid regulations.

Supervisors are responsible:



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Part VI – Emergency Response

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Section 3 – Emergency Response Plan

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- to ensure all first aid supplies are inspected and replenished as needed.
- to ensure first aid records are maintained
- to ensure all workers have been trained

Records of first aid treatment will be reviewed by the Safety Committee at a monthly meeting to track trends and needs. Suggestions for improvement and prevention of injury will be brought to the attention of the General Manager for final approval and direction for implementation of the necessary changes.

All records will be maintained in a confidential manner in keeping with the OH&S Regulations.

REACT

In An Emergency Situation

Respond to the emergency call.

Ensure first aid is given to those in need of immediate help

Assess the situation.

Communicate with fire marshals, fire wardens, managers, supervisors, fire department, and police.

Transport the injured to a safe place


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Emergency Evacuation Drill Report

To be posted on the Health and Safety Bulletin Board

Date: _____

Time of drill: _____ a.m. _____ p.m.

Area(s) to be tested:

Summary of Drill

Deficiencies of Drill

Date of last drill:

Deficiencies noted on last drill:

 Communicated with ___ Managers ___ Supervisors ___ H & S Committee
 ___ Employees (in all departments)


Part VI – Emergency Response

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Section 3 – Emergency Response Plan

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Emergency Procedures Checklist

- By checking off as "done" all the items on this checklist, you can see if any areas of your emergency plan needs work.
- Identify the kinds of disasters or emergencies your business may be faced with
- Contact local disaster services and other emergency response agencies for assistance
- Assess the potential for harm to people, property, equipment and the environment
- Develop procedures to deal with each emergency and type of harm. For example, if there is a fire, there could be burns or other injuries to deal with.
- Provide training to all employees in what to do in specific situations. Make sure this information is included in the new worker safety orientation.
- Post a copy of the emergency plan in clearly visible locations where those responsible for carrying it out can find it easily.
- Include a list of phone numbers for all emergency response agencies that may have to be contacted. Include the names of local medical people who could respond quickly in an emergency. Let those people know they are on your list.
- Include a way of evacuating everyone (including visitors) from the site.
- Establish safety zones or meeting points where people being evacuated can be counted and accounted for.
- Install warning systems such a fire alarms, smoke detectors where needed.
- Put emergency equipment into place to respond to emergencies. Consider such items as first aid kits, fire extinguishers, water hoses, emergency showers, emergency lighting, and breathing apparatus. Include rescue equipment such as ladders, stretchers, emergency communication equipment, etc.
- Provide training in the use of emergency equipment.
- Assign specific emergency duties to staff that have been specially trained. Make sure everyone knows what duties they have been given and who to call on for assistance. For example, who will take charge, who will sound the alarm, which will co-ordinate an evacuation, which will check that everyone is accounted for, who is trained in first aid and CPR, who knows how to use a fire extinguisher, etc.
- Review the plan with local emergency response agencies. Let them know if an emergency arises.
 - Hold emergency drills to practice roles and procedures to be followed.
 - Check and inspect all emergency equipment on a regular schedule, including first aid and rescue equipment.



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List of Emergency Contacts

Emergency Response

Phone Number:

- Fire
- Ambulance
- Police / RCMP
- Disaster services
- Hospital
- Doctor
- Poison control centre
- EUB

Company

- Senior manager
- Safety coordinator

Alberta Government Agencies:

- Workplace Health and Safety
- Environment
- Forestry
- Public Safety Services
- Transportation of Dangerous Goods
- Electrical Safety
- Boilers Branch

Other:

- Power company
- Telephone company
- Gas company
- Local Authorities for evacuation


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Section 3 – Emergency Response Plan

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1.0 Fire / Emergency Plan Purpose

1. To provide simple, basic emergency procedures for the safe evacuation of building occupants
2. To ensure effective utilization of the building fire protection system during and emergency
3. To provide instruction and guidance on the other matters of fire safety
4. To ensure proper scheduled maintenance of fire protection systems as required by the Alberta Fire Code

Note: *The evacuation procedure is to be activated in case of fire and/or any other emergency situation where the safety and well-being of facility personnel is in question.*

SPECTROCHEM



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2.0 Fire Prevention and Emergency Procedures

The following will bring to your attention the responsibilities, procedures, regulations to be adhered to by all tenants in order to prevent a fire condition from occurring, and to effect the safe and organized evacuation of all building occupants should a situation present itself.

This is derived from the original sent from the Southport Road Fire Warden's Manual at the above address.

SPECTROCHEM



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3.0 Audits

3.1 Audit of Building Resources

Sprinkler System:	Checked annually; ceiling panel, T-Bar suspension
Fire Alarm Panel:	Checked annually; main floor across from elevators
Emergency Lighting:	Checked monthly; all common areas
Emergency Power:	Checked annually; ground floor
Voice Communication System:	Checked annually; by elevator on 7 th floor; across from men's room
Portable Fire Extinguishers:	Checked monthly; in hallway past the glass door to the left on the way to the emergency stair
Exits:	Checked daily; stairs located to the left of reception through glass door; elevators past stairs on left across from washrooms
Water Supply:	Checked daily; basement
Fire Department:	Located on Southport Road, north of Southland Drive; one mile north of the office


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Section 3 – Emergency Response Plan

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4.0 Appointment of Staff:
4.1 Appointment of Staff – Evacuation Team Captains

An Evacuation Team Captain plays a key role in the effort of eliminating potential fire hazards. This position allows continuous interaction between the workers, management, and daily contact with the operations and processes of each department. This particular characteristic of the job puts the Evacuation Team Captain in the best position to eliminate causes of fire.

It is important that the Evacuation Team Captain continually stress proper fire prevention techniques. The primary objectives of fire prevention include good housekeeping, cleanliness, safe operation of equipment and processes, controlled smoking and regular maintenance checks of electrical and mechanical machinery and equipment.

In order to be effective, the emergency evacuation program must have the understanding and support of every supervisor. It is important that each Fire Warden understand the objectives of the emergency evacuation program, so they are able to keep employees updated on fire prevention and evacuation procedures. The Evacuation Team Captains responsibilities with regard to fire prevention and control within his department are summarized in the following points:

1. Familiarize yourself with all potential fire hazards and take appropriate safeguards
2. Conduct regular and frequent inspections to ensure a safe and hazard free environment
3. Develop a fire-conscious attitude within your department; every employee should adopt this attitude in the effort to eliminate fire hazards and promote the use of safe work procedures
4. Keep well informed of all emergency planning activities and evacuation plans; make sure that changes in the fire protection program are passed on to each employee
5. Be in complete charge of the accepted emergency evacuation plan
6. Maintain a daily shift list of all employees in their department (including absent, contract employees, temperatures, visitors, etc.)
7. Educate and train all building personnel and occupants in the use of existing fire safety equipment and in the actions to be taken under the emergency evacuation plan
8. Ensure that a schedule and schematic diagram are posted in each area, outlining emergency exit and fire equipment

4.2 Appointment of Staff – Team Captains

_____ – Fire Warden, Evacuation Team Captain

_____ – Deputy Fire Warden, Evacuation Team Deputy

4.3 Appointment of Staff – Evacuation Team Captains Responsibilities

In the event of an emergency evacuation, an Evacuation Team Captain is responsible to:


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1. Ensure the emergency evacuation alarm has been sounded; an alarm may be initiated by smoke detectors, a building operator or someone activating an alarm pull station
2. Notify the fire department of the emergency – CALL 911
3. Supervise the evacuation of the personnel within your department (and the plant in general) including:
 - Checking their assigned area
 - Closing exit door(s) when leaving their area, if safe to do so
 - Guiding employees to the assembly area
4. Report roll call results to Evacuation Team Captain and return to / remain with department employees
5. Co-operate with the appropriate persons in charge of the emergency evacuation and assist in coordinating the efforts of designated staff with those of the fire department.
6. Provide access and vital information to fire officials (i.e. master keys, service rooms, MSDS, etc.)
7. Ensure that the emergency alarm is not silenced until the fire department has responded, the cause of the alarm has been investigated and you are authorized to silence the alarm by a fire official
8. Assemble the employees under their supervision in the designated area and take attendance to ensure that all employees are accounted for

4.4 Appointment of Staff – Employer's Responsibilities

The employer has numerous responsibilities related to fire safety and must ensure that the following measures are incorporated into the fire safety plan.

1. Establishment of emergency procedures to be followed during an emergency
2. Appointment and organization of supervisory staff to carry out Evacuation Plan
3. Instruction to Fire Wardens so that they are aware of these responsibilities with regard to the plan
4. Holding Emergency Evacuation Drills
5. Control of fire hazards in the building
6. Maintenance of the building facilities provided for the safety of all occupants
7. Provision of alternate measures for safety of occupants during shutdown of fire protection equipment
8. Posting and maintaining a copy of the emergency procedures in each department
9. Assuring that checks, tests and inspections, as required by the fire code, are completed on schedule and those records are maintained



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- 10. Preparation and maintenance of diagrams for the fire and emergency systems
- 11. Keeping a copy of MSDS sheets in the appropriate areas of the facility

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5.0 Emergency Preparedness
5.1 Emergency Preparedness – General Safe Fire Hazard Practices

In an effort to eliminate as many fire hazards as possible in the building, employees are advised to:

1. Endeavor to practice good housekeeping rules; *the best Fire Protection is Fire Prevention*; all stairwells, passageways and exits must be kept clear of obstructions and combustible refuses
2. Ensure electrically powered equipment, especially coffee makers and hot plates, are shut off; electric appliance cords should be unplugged when not in use and at closing time
3. Photocopy machines should be secured and shut off immediately after the working day
4. Copying fluids should be stored in approved containers away from combustible and heat sources
5. Do not use unsafe electrical equipment, frayed extension cords, overloaded outlets and lamp wires for permanent wiring; octopus wiring (the use of multiple extension cords) is not permitted
6. Do not smoke in prohibited areas; smoking is not permitted in the facility
7. Fire stairwell doors must not be left wedged or blocked open
8. The use of METAL waste receptacles is encouraged

In general, employees are advised to:

1. Know where the pull stations, alarms and emergency exits are located
2. Call 911 whenever you need emergency assistance
3. Know audible emergency signals and the procedures established to implement safe evacuation
4. Know the supervisory staff assigned to your shift and/or department
5. Report any condition that you feel may present a fire hazard to supervisory staff or to a member of the Joint Health & Safety Committee

5.2 Emergency Preparedness – Instructions to All Personnel

1. If you discover fire, see smoke or smell gas, operate the nearest fire alarm pull station and warn persons nearby
2. Fire extinguishers are located in each cabinet near the stairwell doors
If you hear the fire alarm:
 - Listen for the PA announcement
 - DO NOT use elevators


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- Walk quickly, but do not run to the nearest stairwell
 - DO NOT return to your workstations to collect your belongings
 - Proceed immediately to main floor lobby area
 - Hold the handrail while going downstairs
 - Never proceed upstairs to the roof, as rescue will be impossible from that location
 - DO NOT turn back on the stairwell at any time for any reason
 - DO NOT attempt to get through an unsafe stairwell, use an alternate stairwell
3. After fire alarms or horns have ceased ringing, wait for the Chief Fire Warden or Fire Department to give the "ALL CLEAR" before returning into the building
 4. Any persons refusing to vacate during an alarm condition will be reported to the Fire Department

5.3 Emergency Preparedness – Emergency Drills

The purpose of emergency drills is to ensure that the supervisory staff and employees are totally familiar with emergency evacuation procedures so that orderly evacuation with efficient use of all exit facilities results. Emergency drills should begin by practicing with employees in each department; a voice communication system should be used where available. The operation of the fire and emergency systems should be incorporated into emergency drills. Advance notice should be posted advising the employees of the time and date of these practice drills. Following each drill, all persons of delegated responsibility should attend a debriefing, to report on their actions and the reactions of the employees. Emergency drills must be conducted at least annually.

5.4 Emergency Preparedness – Preventing Emergencies

You can prevent emergencies by reminding your co-workers to:

- Ask unfamiliar people and contractors for identification; utilize visitor sign in sheet
- Only store hazardous products in specially designated cabinets
- Turn off coffee machines and other kitchen appliances before going home
- Never overload electrical plug-ins and replace damaged electrical cords
- There is no smoking in the building but ashtrays are provided by the exits outside the building, please extinguish smoking materials in ashtrays only
- Use only artificial Christmas trees


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6.0 Emergency Procedures
6.1 Emergency Procedures – Communication Procedures

If an emergency does arise and the health and safety of the employees is in jeopardy, action must be taken first, to ensure the safety of all employees; second, to control the hazard; and finally, third to resume normal operations as soon as possible.

In the event of an emergency at any location, the senior-most person on site (or his/her designate) will organize all efforts involved with the emergency:

- Assess the extent of the hazard and if serious, will authorize a call to notify an emergency service (fire, ambulance, police, etc.)
- Authorize the evacuation of the area or building if the health and safety of the employees may be in jeopardy
- Ensure that corrective measures are taken to control the hazard
- Delegate and instruct persons to take responsibility for the following duties: "WARDEN", "CALLER", "CUTTER"

WARDEN:

If instructed to do so, will be responsible for ensuring all employees have been evacuated. Will report to the senior-most person that everyone is accounted for.

CALLER:

When authorized to do so, will notify the appropriate emergency service (fire, ambulance, police, etc.) The CALLER should then proceed to the main entrance of the building to direct the emergency personnel to the location of the emergency.

CUTTER:

If instructed to do so, will be responsible for shutting off all power to the office or affected area.

The evacuation procedure will be reviewed with all employees at each location a minimum of once annually.

Furthermore, it is the responsibility of all employees to make themselves familiar with all emergency exits throughout the building and the proper procedures to follow in case of an emergency.

6.2 Emergency Procedures – Evacuation Procedure

In the event that you are instructed to evacuate all employees should leave by the nearest (and safest) exit and proceed to the collection area as designated by each location. You are NOT to leave the collection area unless you have been instructed to do so.

1. Each floor will designate a person responsible for ensuring that their floor is emptied
2. The designated person will report to the Floor Warden in the floor lobby, wearing red Fire Warden cap, that their floor is empty
3. All persons will evacuate to _____, or to the place designated by their employer



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4. Once the floor is empty, the Floor Warden will report to security on the main floor
5. Security will notify the evacuated persons when it is safe to re-enter the building; the Fire Department has the final say

Evacuation Diagram:

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6.3 Emergency Procedures – Designated Emergency Meeting Place

All Floor Wardens are to direct their people a safe distance away from the building so the fire department has room to work and in case of falling glass, etc. Fire Wardens (_____ and _____) report to the Fire Marshall (white hat) in front of the Tower by the south parking lot (The red World Health Club sign). (See diagram above).

Employees need to know their work area well and be available during an emergency. Get to know all the Fire Wardens and Deputy Fire Wardens on your floor, whether they work for your company or not. Take time to review your evacuation plan together. You could save lives.

There are red hard hats for all Fire Wardens; remember to wear yours. Your hat lets everyone know that they can rely on you to lead him or her through the crisis. If you have questions about responsibilities, need safety procedures or want additional hard hats, contact your manager.

Note: If you are not on your floor at the time of evacuation, DO NOT RETURN TO YOUR FLOOR. If you are a Fire Warden, rely on your Deputy to take over your responsibilities at this time. Go to a prearranged area outside of the building.


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6.4 Emergency Procedures – Management / Supervisory Procedure

The following actions should be taken in the event of an emergency and / or evacuation:

1. Notify Fire Department by dialling 911 from a safe area; never assume that this has been done
2. Supervise the evacuation of employees
3. Notify the fire department of fire condition and location on fire department personnel arrival
4. Direct fire department to the person with building access and sprinkler room keys
5. Provide fire department with list and location of any physically challenged person(s) who may require assistance, or any person(s) that are injured or missing

6.5 Emergency Procedures – Emergency Evacuation Procedures

If you discover a fire:

If the fire is containable (about the size of a waste paper basket), attempt to extinguish using methods in the Fire Procedures section. If the fire is not containable, utilize the following steps:

1. Leave the fire area immediately and close all the doors behind you
 - Receptionist is responsible for obtaining the black login book located on reception desk
 - Staff is responsible for the visitors currently in the building to see them
2. Ensure the fire alarm has been activated; notify supervisory staff of the emergency situation
3. Call 911 and notify them of the emergency condition; know and give the correct address and location of the fire in the building
4. Evacuate the building immediately using emergency exits to leave the building; follow the emergency exit signs; each stairwell is marked and do not use elevators
5. Do not re-enter the building once you have left, until it is declared safe to do so by a fire official

If you hear an Emergency Evacuation Alarm:

1. Leave your workstation at once; proceed in an orderly manner to the nearest EXIT in your area
2. If doors are encountered on the way to an exit, feel the door for heat before opening
 - If it is not hot, brace yourself against the door and open slightly
 - If you feel air pressure or hot draft, close the door quickly and proceed to an alternate exit



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3. Leave the building using the safest exit and assemble in the designated area keep together so that attendance may be taken to ensure everyone has left the building, including any visitors
4. Do not re-enter the building until the "ALL CLEAR" is given by the designated person
5. Once outside the building, do not leave assembly area without permission from your supervisor

**Note:* All employees, visitors and contractors are expected to fully cooperate in the execution of these emergency evacuation procedures.

6.6 Emergency Procedures – Personnel to Contact

The following person has overall responsibility for Office Emergency Organization:

_____, Fire Warden

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7.0 Fire Procedure
7.1 Fire Procedure – Fire Plan & Organization

The Management team is responsible for coordinating the Fire Plan. In the event of an emergency, the Department Manager will assume the position of Chief Fire Warden. The Chief Fire Warden can be contacted at _____.

Responsibilities overview:

1. Chief Fire Warden or appointed delegate:
 - Is responsible to coordinate and relay information received from Floor Wardens, Central Services, General Maintenance and Technical Services staff to the Fire Department
 - The Chief Fire Warden will ensure with the Fire Department that the building is safe for tenants to return to work prior to the "ALL CLEAR" being given
2. Floor Wardens:
 - Will assume control of their floor or floor area and direct evacuation of their floor
 - In the case of multi-tenant floors, the Fire Warden will be appointed from the firm or office having the largest population
3. Deputy Floor Warden:
 - Will assume control in their floor areas and will direct evacuation of their area
 - Deputy Fire Wardens are from a multi-tenant floor with smaller populations
4. Assistant Fire Warden:
 - Will be responsible to search all areas of their floor to ensure complete evacuation of their floor
 - Responsible to remain with any physically challenged persons remaining on the floor



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8.0 Power Outage Procedure

In the event of a power failure, follow the procedures above; emergency back up lighting will last approximately 30 minutes. During the outage, take these steps to ensure safety when power is restored:

1. Turn off any heat producing appliances or equipment
2. Leave a battery operated radio on for news updates
3. Turn off all electrical equipment; when the power is restored, turn the equipment back on in stages to prevent power surges that can damage sensitive equipment
 - Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.)
4. Do not call 911 to report the outage or to ask when the power will be restored; 911 is for life threatening emergencies only
5. Do not use elevators

In the event of a severe power failure, your supervisor will contact you the next business day to inform you if the office will be closed that day. Alternatively, there will be an extension set up with a message indicating if the office is closed. Please refer to the *Employee Handbook Policy on Emergency Closings* for more information.

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9.0 Hazardous Material Leak Procedure

Do you know which products in your office are hazardous? Take time to find out!

Most hazardous products found in office contain ammonia. Examples include inks, toner, developer fluids, paint, and adhesives. To find out which products are hazards, read the label on your office equipment and supplies. The Company is legally responsible for storing and disposing of hazardous material in your office safely. This is easiest when you store as little as possible.

If you find a hazardous material leak:

1. Clear all people from the area
2. Close the doors surrounding the leak to prevent spreading
3. Call your Manager at _____

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10.0 Natural Gas:*In the event of a suspected Natural Gas leak:*

1. Notify your manager immediately
2. Standby for instructions by way of communication announcement

In the event of a confirmed Natural Gas leak:

1. Call Fire Department at 911 and pull the Pull Station
2. Notify the Manager with information
3. Evacuate immediately
4. Same procedures as normally followed for Fire
5. DO NOT return to the building until the "ALL CLEAR" announcement is given by the Fire Chief or Chief Fire Warden

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11.0 Bomb Threat Procedures
11.1 Bomb Threat Procedures – Written Threat

If a bomb threat is received in writing, it should be kept, including any envelope or other container. Unnecessary handling must be avoided and every possible effort must be made to retain possible evidence such as fingerprints, hand writing, paper and post mark.

If there is a bomb threat in the building:

1. Follow instructions given to you and stay calm
2. Ask each person who works in your area to search his or her personal work areas
 - Remind everyone not to touch or move a suspicious object, look for anything which does not clearly belong to someone; this could be anything from a seemingly harmless brown paper bag to something more obvious
3. Search all common areas including washrooms, coffee stations, meeting rooms, file rooms, reception areas and storage areas
4. Leave interior office doors open; only leave doors closed if you are responding to a fire or hazardous material leak

11.2 Bomb Threat Procedures – Telephone Threat

The person receiving the call should not disconnect the caller and should try to find out the information required on the BOMB THREAT FORM*. If it is not possible to fill out the Threat List immediately, do so as soon after as possible, whilst details are still fresh in your memory. BOMB THREAT FORM should be held by receptionist, supervisors, and managers. Report all details immediately to the local police and management team member.

Supervisors are to make certain that all individuals who receive telephone calls from external sources have a copy of the BOMB THREAT FORM and know how to use it. If you discover a suspicious person or an out-of-place package anywhere within the complex, inform the building operator immediately.

If someone in your area receives a telephone bomb threat, instruct him / her to:

1. Telephone the police at 911
2. Telephone the manager at _____
3. Complete the BOMB THREAT FORM
4. Remain available to answer questions

**Note:* A copy of the BOMB THREAT FORM can be found following this report in Appendix D.

11.3 Bomb Threat Procedures – Search of Premises


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Great varieties of disguises are used to conceal the identity of a bomb. The most common containers are parcels, briefcases, lunch kits, shopping bags, and gift-wrapped boxes. If a bomb threat is received, a complete search of the area will be conducted. It will be necessary to utilize persons who are familiar with the area, along with Security Personnel. In these situations, the Fire Warden System, along with designated alternates and duties, come into effect.

You are under no obligation to remain; however, it is extremely beneficial to search with persons who are most familiar with the surroundings. All persons not required to assist, will be evacuated from the building.

The search will be supervised by the local City Police and assisted by the Chief Fire Warden, or in his place, the Security Officer on duty. Any parcels or objects that remain should be positively identified, otherwise they will be considered suspect.

Persons who will be involved in searches should thoroughly familiarize themselves with their premises, while also encouraging the proper storage of office equipment and the personal belongings of their staff. Fire Wardens are to check the stairwells on their floor.

What to look for:

Anything foreign to the area, which you can reasonably assume, could be a suspected explosive device.

What to do should you encounter a suspicious package:

1. Do not touch it
2. Do not assume it is the only one
3. Notify the following:
 - Police Service 911
 - Department Manager
4. Isolate the area from all persons
5. Remain near the area but a safe distance away and direct emergency personnel to the exact location and inform them of the nature of the device

If you have suspect mail / package and are unable to verify the contents:

1. Do not open or move it
2. Notify above listed emergency personnel
3. Isolate it and evacuate the immediate area
 - DO NOT PUT IT IN WATER OR A CONFINED SPACE

Actions in case of an explosion:



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1. Fall to the floor and take immediate shelter under table, desks or other such objects that will offer protection against flying glass or debris
 - Protect face and head with your arms
2. After the effect of the explosion have subsided, evacuate the building in a calm manner as per Fire Procedures
3. Operate the nearest fire alarm pull station and notify the Floor Warden
4. Do not return to the building until give the "ALL CLEAR" by either the Fire Chief or the Fire Warden

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12.0 Suspicious Mail Procedure
12.1 Suspicious Mail Procedure – Anthrax Information
What is Anthrax?

Anthrax is a disease that occurs naturally in humans who have come into contact with infect animals. Infectious bacteria called *Bacillus anthracis* cause the disease. In order for serious infection to occur, the bacteria must be aerosolized and inhaled. Skin contact will generally result in localized lesions that are more easily diagnosed and treated. While the disease can be fatal, if treated early it can usually be cured.

How likely is it to be found in the mail?

Experts generally agree that the manufacture of anthrax would require advanced biotechnology that is beyond the capability of individuals and terrorist organizations. Canada would in all likelihood not be the first target of bio-terrorist activities. Should an item be sent through the mail, the contents would have to be released to cause infection.

What should I look for?

The microorganism cannot be seen or detected other than by laboratory analysis. There is no odor or visible characteristics that would allow us to identify this product. Existing suspicious item procedures must be followed. The dried agent might have the consistency of bath powder.

What are the Symptoms and Effects of Anthrax?

After an incubation period of one to seven (1-7) days, the onset of inhalation anthrax is gradual. Possible symptoms include:

- Fever
- Malaise (feeling of illness or uneasiness)
- Fatigue
- Cough
- Mild chest discomfort followed by severe respiratory distress

A mild illness can progress rapidly to respiratory distress and shock in two to four (2-4) days. This is followed by a range of more severe symptoms including difficulty breathing, exhaustion, tachycardia and cyanosis. Shock and death occur within 24-36 hours after onset of severe symptoms.

12.2 Suspicious Mail Procedure – Procedures
Personal Protective Equipment

While it is recognized that the threat of a biological entering our facilities through the mailroom or our shipping / receiving area is considered to be low, the following person protective equipment is available for use by the staff in these areas:


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- Non-latex rubber gloves
- Standard dust mask: for hygiene reasons, masks are NOT to be shared; each employee will have access to their own mask

What to do when in possession of a suspicious letter or parcel:

1. Immediately contact Poison Centre (1-500-332-1414)
2. Contact your Manager and on site security
3. Do not return the item to Canada Post
4. Do not handle, shake or smell the suspicious article Isolate the article and evacuate the immediate vicinity
5. Anyone who has handled the article should immediately wash their hands with soap and water

What may constitute a suspicious letter or parcel:

A combination of the following may constitute a suspicious mail item:

- Suspicious items may be addressed to specific individuals and could bear restricted endorsements such as "PERSONAL", "PRIVATE", "TO BE OPENED ONLY BY:" etc.
- Addressee's name / title may be inaccurate
- No return address or the return address may be fictitious, from a foreign country and/or even indecipherable
- Suspicious items may have protruding wires, aluminum foil, oil or grease stains on the wrapping and can emit a peculiar odour
- Cancellation or postmark may indicate a different location than the return address or that the item was mailed from a foreign country
- Excessive amounts of postage using low denominations
- Excessive binding, taping and tying material
- Unprofessionally wrapped with several combinations of tape used to secure the package and may have special endorsements: "Fragile - Handle With Care", "Rush - Do Not Delay" or "Special Delivery"
- Parcels may have a buzzing or ticking noise or a sloshing sound
- Parcels or letters may have a powdery substance observed on the exterior of them

Remember to look for these indicators:

- Powdery substance visible on exterior
- No return address


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- Restrictive markings
- Mailed from a foreign country
- Excessive Postage
- Misspelled words
- Addressed to title only
- Rigid or bulky
- Badly typed or written
- Strange odour
- Protruding wires
- Excessive wrapping
- Lopsided

12.3 Suspicious Mail Procedure – What To Do: Anthrax Threat

If you opened a letter that claims to have contaminated you with anthrax and there is no substance in the letter or envelope, no one, including the person opening the letter, is at risk. No decontamination or treatment is necessary. Notify your supervisor and they will notify the Facilities Department and/or the Manager, Safety and Security. It is recommended that you do the following steps:

1. Do not shake or empty the contents of any suspicious envelope or package
2. Double bag the letter or package in zipper-type or zip-lock type plastic bags using latex gloves or some other type of container to prevent leakage of contents
 - If you do not have any container, COVER the envelope or package with anything (e.g. clothing, paper, trashcan, etc.)
 - DO NOT REMOVE THIS COVER
3. Leave the room and close the door or section off the area to prevent others from entering
4. Notify your immediate supervisor and the Facilities Department who will contact the local Police, who will arrange to collect the letter / package and assess the threat situation
5. Wash your hands with soap and water to prevent spreading any powder to your face
6. Ensure that all persons who have touched the letter wash their hands with soap and water
7. List all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigation



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8. Place all items worn at the time in plastic bags and keep them available for law enforcement
 - If possible, change clothing in the workplace and DO NOT let anyone else touch them
 - Shower with soap and water

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13.0 Contact Information
13.1 Contact Information – Office Numbers

Name of Company:	
Address:	
Phone #:	
General Manager:	
Supervisor:	
Supervisor:	
Safety Manager:	
Fire Warden:	
Alternative Fire Warden:	

13.2 Contact Information – Emergency Numbers

General Emergency: Police, Fire, Ambulance – call 911*

Hazardous Material Spills:	911
Poison Centre:	403-944-1414
Non-Emergency Police Services:	403-266-1234
Hearing Impaired Emergency Numbers – Fire:	403-233-2210
Hearing Impaired Emergency Numbers – Police:	403-265-7392
Hearing Impaired Emergency Numbers – Ambulance:	403-268-3673
Air and Marine Search & Rescue:	1-800-267-7270
Animal Services:	403-268-2489
Emergency Management Alberta (EMA):	1-800-272-9600
Environmental Complaint Emergency:	1-800-222-6514

13.3 Contact Information – Hospital Numbers

NEAREST HOSPITAL:

SECOND NEAREST:



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14.0 Other

14.1 Serious Injury or Fatality

During a situation which involves a serious injury or fatality:

1. Inform a first aider of the situation, if they have not already been notified;
2. Shut down any equipment that may pose additional hazards to the individual or responding first aider(s);
3. Keep other workers and visitors back far enough from the scene so they will not become an additional hazard; and,
4. Follow any instructions given by the first aider(s) responding.

The first aider responding to the situation will need to assess the situation and determine what initial treatment is required. All steps taken should be in accordance with the First Aid training that has been provided.

In serious injury situations, the first aider must never attempt to transport the injured worker to the hospital. An ambulance must be called. Once emergency response services arrive, they will be able to take over any treating procedures.

14.2 Extreme Blizzards and Any Other Dangerous Weather Conditions

As everyone in Canada can attest, weather is not predictable. Rainstorms, snow blizzards, tornados and other extreme conditions are possible. Emergencies related to abnormal weather require all individuals to remain calm and stay indoors. If wind is, strong individuals should be moved to safe areas within each property. In doing this, they will be protected from potential flying debris or shattered glass.

Plant workers must ensure that all of their equipment has been shut down in the manner described and report to their Supervisor to be accounted for.

14.3 Water Damage from Overhead Sprinkler

In the case of an overhead sprinkler being activated, there would be two main reasons for this to occur. These would be:

1. Accidental damage or break in line; or
2. Fire.

In either case, a monitoring company will be notified of the situation due to the pressure drop in the sprinkler system. The monitoring company will then notify the Fire Department who will respond to the situation.

In either a fire situation or an accidental release, the following procedures are to be followed:

1. Back away from any electrical equipment or machines that you are using immediately as the risk for electric shock is extremely high at this point. Do not attempt to shut equipment down or touch it in any way;


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2. Notify your Supervisor or maintenance employee of the situation if they are not already aware. The Supervisor of the area will be responsible for keeping people out of the area. The maintenance employee will ensure that the power supply to the area is shut off at the main electrical box and locked out by using the lockout procedures.
3. Evacuate the affected area or entire building, depending on whether the situation was caused by damage to the pipes or a fire situation. This will be determined by either the supervisor or maintenance employee after an assessment has been completed; and,
4. Once the situation has been effectively controlled, it may be determined that clean-up is required. The maintenance employee and area supervisor must ensure that the power supply to the area has been disconnected.

14.4 After Hours Emergencies

Production at SpectroChem Technologies Inc. occurs 24 hours a day, 7 days each week. As result, SpectroChem Technologies Inc. may have a situation arise when there are no management team members present. Should an incident occur "after hours" one of the management team members must be notified of the situation immediately.

The responsibility to contact someone listed on the Table of Emergency Contacts will lie solely on the Supervisor present at the time of the emergency. This individual must begin by calling the first name on the list and continuing down the list until one of these individuals has been notified.

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Potential Emergencies (Based on Hazard Assessment) Medical, Fire, Spill, etc.	The following are identified potential emergencies:	
	>	
	>	
	>	
	>	
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	>	
	>	
Emergency Procedures	See below for Emergency Response Procedures	
	>	
	>	
	>	
	>	
	>	
	>	
	>	
	>	
Location of Emergency Equipment	Emergency equipment is located as follows:	
	Fire Alarm:	
	Fire Extinguisher:	
	Fire Hose:	
	Panic Alarm Button:	
	Other:	
Workers Trained in the Use of Emergency Equipment	Name	Equipment Trained On
Emergency Response Training Requirements	Type of Training	Frequency
	Use of Fire Extinguishers	Orientation; Annually
	Practice Fire Drills	


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Location and Use of Emergency Facilities	The nearest emergency services are located at:	
	Fire Station:	
	Ambulance:	
	Police:	
	Hospital:	
Fire Protection Requirements - Alarm and Emergency Communication Requirements	Other:	
	> Fire extinguishers are located in all work trucks	
	> Initiation of the Fire Alarm Procedure	
First Aid	> The fire alarm signal will be discussed during site orientation. In some situations it is intermittent sharp beeps, but this could vary depending on the site (e.g. The supervisor's truck horn)	
	First aid supplies are located at:	
	Type No. 1 First Aid Kit in supervisor's truck	
	First Aiders are: <i>(Examples for Level are Standard, Emergency, etc.)</i>	
	Name:	Level:
Name:	Level:	
Procedures for Rescue and Evacuation	Name:	Level:
	In case of fire:	
	1. Advise all personnel	
	2. Initiate fire alarm procedure	
	3. Evacuate all persons to a safe muster point and account for everyone including visitors and clients	
	4. Assist ill or injured workers to evacuate the area	
	5. Provide first aid to injured workers if required	
6. Call 911 to arrange for transportation of ill or injured workers to the nearest health care facility		
Designated Rescue and Evacuation Workers <i>(Qualification Examples: Fire Warden, Deputy Fire Warden, etc.)</i>	The following workers are trained in rescue and evacuation	
	Name	Qualification

Completion Date: _____

Signed: _____



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Emergency preparedness means having plans in place in the event of a serious injury, fire, explosion, or spill. At a minimum our intent is that we are capable of:

- Providing first-aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire-fighting
- Cleaning up minor spills
- Promptly contacting outside agencies for assistance

Medical Aid/First-Aid - procedure to follow in the event of a serious injury

1. Notify Superintendent, foreman by telephone. Emergency contact list must be kept in each vehicle.
2. Assess the situation. Protect yourself, and prevent any further injury to casualty.
3. Administer first-aid if qualified, to the best of your ability.
4. Do not move casualty, unless absolutely necessary to prevent further injury.
5. Superintendent or foreman will contact EMS as required.
6. Make provisions for meeting EMS and directing to casualty.
7. **Do not endanger yourself or others.**

Fire/Explosion - procedure to follow in the event of a fire or explosion

Procedure - Small Fires

1. If possible remove any source of fuel that may be fueling the fire.
2. Use appropriate extinguishing media, until the fire is out.
3. If there is any doubt that the fire can be readily extinguished, first contact Superintendent or foreman.
4. Continue with action described for larger fire response if needed.
5. **Do not endanger yourself or others.**

Procedure - Large Fires/Explosions

1. Notify Superintendent or foreman.
2. Evacuate all personnel to designated muster area, ensure all personnel accounted for.
3. Superintendent or foreman to contact emergency services as required.



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Section 5 – Emergency Response Procedures

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4. Assess situation, if possible remove source of fuel that may be fuelling the fire.
5. If safe to do so, remove any mobile equipment that may be endangered.
6. Maintain safe perimeter around fire/explosion area until emergency service arrives.
7. **Do not endanger yourself or others.**

Spill Response - the priority considerations after a spill has occurred are to:

- Protect yourself and others from injury.
- Minimize damage to the environment.
- Minimize property damage.

Emergency phase:

1. Notify your Superintendent or foreman
2. Determine hazards of the substance spilled and take appropriate action to ensure your safety.
3. Determine source of spill and if possible prevent further loss of product.
4. **Do not endanger yourself or others.**

Non-emergency phase:

1. Initiate containment measures to limit the effects of the spill (this could be absorbent material, dykes, bell-holes, or trenches)
2. Initiate clean-up of as much of the product as possible using equipment such as absorbent material, vacuum trucks or skimmers.



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Section 6 – Policy for Fire Prevention

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Fire Protection and Prevention shall embrace all measures relating to safeguarding human life, preserving property and continuing operations at **SpectroChem Technologies Inc.** The best time to stop a fire is before it starts.

The Fire Loss Control Program Policy intends to ensure that employees shall, at all times, know the location of fire extinguishers, fire-fighting devices, and be properly trained in how to operate them in order to respond to fires in the correct manner.

The Fire Loss Control Program includes the following objectives:

1. To prevent loss of life and personal injury
2. To protect property
3. To provide uninterrupted operations
4. To prevent the opportunity for fire

FIRE RESPONSE PLAN

If you discover a fire, see smoke, or smell gas:

1. Warn persons nearby in the same area.
2. Make efforts to contain the fire, e.g. close doors, windows, etc.
3. All personnel employed by **SpectroChem Technologies Inc.** are responsible for sounding the nearest alarm.
4. All personnel should be trained to understand the alarm procedure that will apply within your work area; this shall be consistent throughout the entire company.
5. The first person trying to contain the fire should delegate a responsible person to call the emergency phone number. They should instruct that person to report back to them and confirm that contact with proper authorities has been made.
6. The person or fire team should try to fight the fire using extinguishers, only if it is small, and as long as the fire is not between the person or team and an exit (escape route). That person or team should evaluate the situation to determine if the fire may be fought without posing risks which are beyond the scope of their experience, and/or level of skills while waiting for the fire department to arrive.
7. If you do not have a designated responsibility, don't run but walk smartly to a safe area or the outside of the building, using the nearest safe exit.
8. At the muster point, report in to your designated fire warden. Fire Wardens are to perform a head count and be aware of all employee locations - even those out of the office.

Fire Warden #1 _____ Fire Warden #2 _____



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IF CLOTHING CATCHES FIRE

1. Don't run - it fans the flames. Act quickly to smother the fire.
2. If another person catches fire, make them lie down, then roll them up in a rug, coat or blanket, with the head outside.
3. Gently beat the fire out. Give burn or shock first-aid.

FURTHER PRECAUTIONS

- **NEVER RISK YOUR LIFE** unless it is to save another life. Property can be replaced.
- As you make your escape, close all windows and doors to prevent the spread of fire.
- If a fire is suspected on the other side of a door, open it slowly, with your foot and shoulder against it.
- If fire, heat or smoke prohibits easy escape, close the door, seal top and bottom if possible, partially open window, remain at window with a coat or carpet over your head, and wait for rescue by the fire department. **DON'T PANIC.**
- **DO NOT JUMP** from windows above the first floor.
- If escape is attempted through heavy smoke or heat, crawl on hands and knees remembering that some degree of fresh air always exists at floor levels.
- Report all fires, regardless of size, to the fire department.
- **REMEMBER THAT HEAT, TOXIC GASES, AND SMOKE, KILL MORE PEOPLE THAN DO ACTUAL FLAMES.**
- **THINK CALMLY, DO NOT PANIC, BUT DO SOMETHING - DON'T WASTE TIME OR RISK YOUR LIFE.**

The safety information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar.

Signed: _____
Management

Date: _____



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Section 7 – Fire Prevention Checklist

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Fire Extinguishers

1. In proper place
2. Unobstructed
3. Clearly marked
4. Properly serviced and mounted
5. Regularly checked

Housekeeping

1. Premises free of combustible material
2. No accumulation of rubbish
3. Safe storage of flammables
4. Passageways clear of obstacles

Electrical Equipment and Wiring

1. No bare wiring or badly worn insulation
2. Proper grounds - connections clean and tight
3. Panels and outlet boxes clean and covered
4. Motors and tools free of dirt and grease
5. No lights near combustible material
6. No makeshift wiring

Shop Area and Fuel Handling

1. Proper precautions in welding areas
2. Oil and fuel spills cleaned up
3. No smoking areas clearly marked
4. Proper fuel handling

For further information refer to the Occupational Health and Safety Act, Regulations and Code.



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Section 8 – Emergency Evacuation Procedures/Drills

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Emergency Evacuation drills shall be held on each work site at a frequency appropriate to the hazards of that work site. These drills shall consist of the following general steps to increase awareness and training.

Practice Reduces Confusion

1. Sounding of the alarm. (actual and simulated)
2. Evacuation of the site to a predetermined muster point for the gathering of all personnel, (actual)
3. Emergency telephone call. (simulated)
4. Head count. (must account for all personnel) (actual)
5. Fire team or fire prevention officer to complete an evaluation of the fire. (simulated)
6. Fight fire to their experience or skill level. (simulated)
7. Ensure access and egress routes are clear and controlled. Those properly trained should stand by to assist fire department. (simulated)
8. Render first aid where necessary. (simulated)
9. Sound all clear, maintain a fire watch if needed, return to duties. (actual)

A site plan and layout of all work areas shall contain a legend which clearly defines the location of the site buildings, material storage areas, emergency access, egress, primary and secondary gathering areas, fire extinguisher locations, power lines, gas lines, etc., for reference during training or an actual emergency.

PLEASE POST

The safety information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar.



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Section 10 – Worksite Safety Plan and Site Plan

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Job Site Location and Description: _____

In the space below, please identify Escape Routes and Muster Points:

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Section 11 – Dangerous Goods Situation – Five Steps to Emergency Response

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1. Secure the area

Establish a hazard zone that will keep non-emergency response personnel well out of danger. It may be necessary to patrol the zone to keep spectators at a safe distance.

2. Approach with care

Do not rush blindly ahead as this could add your name to the list of casualties. Approach from upwind to keep from coming in contact with vapours. Keep in mind that many vapours and gases are odourless, colourless and heavier than air and hence may accumulate in low-lying areas.

3. Identify Products

Placards and/or labeling symbols will provide information as to the type of hazard involved. The exact identity of the products involved can be found by examining the shipping documents. Other markings such as the rail car number or vehicle license plate number may be used to trace the shipment and determine the contents.

4. Assess the Situation

The following points need to be considered:

1. Is there a fire?
2. Is there a spill or a leak?
3. What are the weather conditions?
4. What is the terrain like?
5. What is at risk, people, property or the environment?
6. What should be done? Is an evacuation necessary? Is diking necessary? What resources (human and equipment) are required and which are readily available?
7. What can be done right away?

5. Respond

Respond in an appropriate manner. Establish a command post and establish lines of communication. Rescue casualties where possible and evacuate if necessary. Maintain control of the site. Continually re-assess the situation and modify the response accordingly. The first duty is to consider the safety of those people in the immediate area, including your own safety.



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Section 12 – Emergency Response Plan for Contact with an Underground Utility

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Never bury a damaged utility

Trying to cover up an accident can be dangerous, and can lead to costly damages or criminal charges against you and SpectroChem Technologies Inc. Take the following steps instead:

In case of electrical contact:

1. Call 911 and the electric company immediately.
2. Warn co-workers to stay away.
3. Do NOT touch the equipment and the ground at the same time.
4. Stay on the equipment unless it's on fire.
5. If you must exit the equipment, jump clear and land with your feet together. Shuffle away with feet together and on the ground.

In case of gas pipeline contact:

1. Call 911 and your gas utility.
2. Call your supervisor.
3. Keep people out of the area.
4. Keep all ignition sources (like vehicles) away, as this can cause gas to ignite. Be available to tell emergency personnel what happened.

In case of other utility contact:

1. Notify your supervisor and the utility owner immediately.
2. If you cut a fiber optic cable, do not look into the end of it. This can cause serious eye damage even if the light source is not visible.



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Section 13 – In the Event of a Spill

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When encountering a spill of any nature, it is the responsibility of the **EMPLOYEE** to:

1. Warn others in the immediate vicinity that a spill has taken place;
2. Designate a fellow employee to guard the area; and
3. Inform the supervisor.

It is the responsibility of the **SUPERVISOR** to:

1. Re-assign employees to other areas or evacuate if necessary using the following guidelines:
 - Unless immediate evacuation is essential, the supervisor shall decide whether or not to evacuate the site.
 - Evacuation procedures shall be as stated in "Emergency Evacuation Procedures"
 - Move crosswind or upwind - never downwind - to avoid toxic gases and vapours.
 - Render first aid if necessary.
2. Cordon off the immediate area.
3. Attempt to identify the spilled substance (placards, labels).
4. Phone authorities listed in the emergency response plan for clean-up and disposal procedures (if the spill is considered a reportable emergency).
5. Keep all employees informed of procedures taken.
6. Provide a written report to management, environment agency, and the Health and Safety Committee, if one exists.

Emergency Phone Numbers: In Case of Life Threatening Emergencies - CALL 911!

For non - life threatening emergencies see phone numbers in the following section.

PLEASE POST


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Section 14 – Emergency Phone Numbers

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Date: _____

Ambulance: _____ Police: _____

Poison Control: _____ Fire Department: _____

Water Utility: _____ Electrical Utility: _____

Gas Utility: _____ Cable Utility: _____

OH&S: _____ WCB: _____

Emergency Response Team

Coordinator: _____

First Aid Attendants: _____

Stretcher Location: _____

Site Location, Address, Etc. _____

Other
Office
After Hours

Prime Contractor _____

Alberta Environment _____

Public Safety Services _____

Alberta First Call _____

Insurance Company _____

Stars Ambulance _____

Nearest Hospital Location: _____

Phone: _____

Nearest Clinic Location: _____

Phone: _____

Post Near Phones and Keep Copy in Vehicle

**Part VI – Emergency Response**

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Section 14 – Emergency Phone Numbers

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Emergency Resource Phone Number List

Province Wide Emergency Response	1-888-888-4567
Fire - Police - Ambulance & Hazardous Spills	911
Workplace Health and Safety	1-866-415-8690
E.R.C.B (Edmonton)	1-780-427-0200
E.R.C.B (Calgary)	1-403-297-8311
E.R.C.B. (Drayton Valley)	1-780-542-5182
Alberta Environment (Emergency/Complaint)	1-800-222-6514
Alberta Public Safety Service	1-800-272-9600
Alberta One Call (Call Before You Dig)	1-800-242-3447
Utilities:	
ATCO (Emergency)	1-800-511-3447
TRANS ALTA (Emergency)	1-800-332-1002
TELUS	310-CUTS (2887)
SpectroChem Technologies Inc.:	
Frank Velden	1-403-804-9990
Lionel Gervais	1-403-910-9395

List of SpectroChem Technologies Inc.'s Qualified First Aiders

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____
7. _____ 8. _____



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Section 14 – Emergency Phone Numbers

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9. _____ 10. _____

SPECTROCHEM



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Section 15 – First Aid Requirement for a Low Hazard Site

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# of Workers at Worksite Per Shift	Close Worksite	Distant Worksite	Isolated Worksite
1	Type P Kit	Type P Kit	Type P Kit
2 to 10	No. 1 Kit	1 emergency first aider, No. 2 Kit	1 standard first aider, No. 2 Kit
11 to 49	1 emergency first aider, No. 1 Kit	1 emergency first aider, No. 2 Kit	1 standard first aider, No. 2 Kit
50 to 99	1 emergency first aider, 1 standard first aider, No. 2 Kit	1 emergency first aider, 1 standard first aider, No. 2 Kit	2 standard first aiders, No. 2 Kit
100 to 199	1 emergency first aider, 2 standard first aiders, No. 3 Kit, designated area for first aid services	1 emergency first aider, 2 standard first aiders, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints	3 standard first aiders, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints
200 or more	1 emergency first aider, 2 standard first aiders + 1 standard first aider for every additional increment of 1 to 100 workers, No. 3 Kit, designated area for first aid services	1 emergency first aider, 2 standard first aiders + 1 standard first aider for every additional increment of 1 to 100 workers, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints	3 standard first aiders + 1 standard first aider for every additional increment of 1 to 100 workers, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints



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Section 16 – First Aid Requirement for a Medium Hazard Site

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# of Workers at Worksite Per Shift	Close Worksite	Distant Worksite	Isolated Worksite
1	Type P Kit	Type P Kit	Type P Kit
2 to 9	1 emergency first aider, No. 1 Kit	1 standard first aider, No. 2 Kit, 3 blankets	1 standard first aider, No. 2 Kit, 3 blankets
10 to 19	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	2 standard first aiders, No. 2 Kit, 3 blankets
20 to 49	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	2 standard first aiders, No. 2 Kit, 3 blankets
50 to 99	2 emergency first aiders, 1 standard first aiders, No. 2 Kit	2 emergency first aiders, 1 standard first aiders, No. 3 Kit, 3 blankets	3 standard first aiders, No. 3 Kit, 3 blankets
100 to 199	2 emergency first aiders, 2 standard first aiders, No.3 Kit, designated are for first aid services, 3 blankets	2 emergency first aiders, 2 standard first aiders, No.3 Kit, designated are for first aid services, 3 blankets, stretcher and splints	3 standard first aiders, 1 advanced first aider, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints
200 or more	2 emergency first aiders, 2 standard first aiders, + 1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	2 emergency first aiders, 2 standard first aiders, + 1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	4 standard first aiders +1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room



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Section 17 – First Aid Requirement for a High Hazard Site

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# of Workers at Worksite Per Shift	Close Worksite	Distant Worksite	Isolated Worksite
1	Type P Kit	Type P Kit	Type P Kit
2 to 9	1 emergency first aider, 1 standard first aider, No. 2 Kit	2 standard first aiders, No. 1 Kit, 3 blankets	2 standard first aiders, No. 1 Kit, 3 blankets
10 to 19	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	2 standard first aiders, No. 2 Kit, 3 blankets, stretcher and splint	2 standard first aiders, No. 2 Kit, 3 blankets, stretcher and splint
20 to 49	2 emergency first aiders, 1 standard first aider, No. 2 Kit, 3 blankets	3 standard first aiders, No. 3 Kit, 3 blankets, stretcher and splints	3 standard first aiders, No. 3 Kit, 3 blankets, stretcher and splints
50 to 99	2 emergency first aiders, 2 standard first aiders, No. 2 Kit, 3 blankets	2 emergency first aiders, 3 standard first aiders, No. 3 Kit, 3 blankets, stretcher and splints	4 standard first aiders, 1 advanced first aider, No. 3 Kit, 3 blankets, stretcher and splints
100 to 199	2 emergency first aiders, 2 standard first aiders, 1 advanced first aider, first aid room	4 standard first aiders, 1 advanced first aider, first aid room	4 standard first aiders, 1 advanced first aider, first aid room
200 or more	2 emergency first aiders, 2 standard first aiders, + 1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	4 emergency first aiders +1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	4 standard first aiders +1 standard first aider for each additional increment of 1 to 100 workers, 1 advanced first aider, 1 nurse or 1 EMT-P, first aid room

Hydrochloric Acid, 31 – 36%
Preparation Date: 11-July-2018

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Modification Date: 01-Sept-2021

SAFETY DATA SHEET

SECTION 1. IDENTIFICATION

Product identifier used on the label:

Hydrochloric Acid, 31 - 36%

Product Code(s): None Assigned**Recommended use of chemical and restrictions on use:**

General Acidizing

Use pattern: Professional use only

Recommended Restrictions None known.

Supplier name, address and telephone number:

Spectrochem Technologies Inc.

1200, 101- 6th Ave SW

Calgary, AB, T2P 3T4

Supplier's Telephone #: (403) 804-9990

24 Hr. Emergency Tel#: (613) 996-6666 (CANUTEC)

SECTION 2. HAZARDS IDENTIFICATION

GHS Classification in accordance with 29 CFR 1910 (OSHA HCS)

Corrosive Liquid, Toxic: Corrosive to metals - Category 1 Serious eye damage - Category 1 Skin corrosion - Category 1B Specific target organ toxicity - single exposure - Category 3

Most important hazards:

Causes eye, skin, and digestive tract burns. Severe respiratory irritant. May be fatal if inhaled. Harmful if swallowed

Hazard classification

Fatal if inhaled

Fatal if Swallowed

May be corrosive to metals

Causes severe skin burns and eye damage

May cause an allergic skin reaction

May cause respiratory irritation

Label elements**Hazard pictogram(s)****Signal Word**

DANGER

Hazard statement(s)

Causes eye, skin, and digestive tract burns. Severe respiratory irritant. May be fatal if inhaled. Harmful if swallowed. May be corrosive to metals.

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SAFETY DATA SHEET

Precautionary statement(s)**Obtain special instructions before use.****Do not handle until all safety precautions have been read and understood.**

Do not breathe dust/fume/gas/mist/vapors/spray.

Wear respiratory protection.

Wear protective gloves/protective clothing/eye protection/face protection.

Wash hands thoroughly after handling.

Use only outdoors or in a well-ventilated area.

IF exposed or concerned: Get medical attention/advice.

IF SWALLOWED: Immediately call a POISON CENTER or doctor/physician. Do NOT induce vomiting.

IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. Wash contaminated clothing before reuse.

If skin irritation occurs, get medical advice/attention.

If inhaled: Remove person to fresh air and keep comfortable for breathing. Call a POISON CENTER or doctor/physician immediately.

IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing, get medical advice/attention.

If eye irritation persists: Get medical advice/attention.

In case of fire: Use water fog, CO₂ or 'alcohol' foam to extinguish. Use chemical extinguishing agents with caution.

Store locked up. Store in a well-ventilated place. Keep container tightly closed. Keep cool.

Dispose of contents/container in accordance with local regulation.

Other hazards

None

SECTION 3. COMPOSITION INFORMATION ON INGREDIENTS

Synonyms

CHEMICAL NAME:	Hydrochloric Acid
TRADE NAME:	Hydrochloric Acid, 31 – 36%
SYNONYMS:	Raw HCl acid, Muriatic acid, Chlorohydric acid, Hydrogen Chloride

C.A.S.:	7647-01-0
EC:	231-595-7
WHMIS:	D2A, E

CHEMICAL FORMULA:	HCl (In aqueous solutions)
CHEMICAL FAMILY:	Inorganic Acid

SECTION 4. FIRST AID MEASURES

Description of first aid measures:

Consult a Physician. Show the Safety Data Sheet to the doctor in Attendance

If inhaled:

If breathed in, move person into fresh air. If not breathing, give artificial respiration. If breathing is difficult, give humidified air. Give oxygen, but only by a certified physician. Consult a physician.

In case of skin contact:

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SAFETY DATA SHEET

Immediately flush with plenty of water for at least 15 minutes while removing contaminated clothing and shoes. Wash off with soap and plenty of water. Consult a physician.

In case of eye contact:

Rinse thoroughly with plenty of water for at least 15 minutes and consult a physician. Remove contact lenses if present and easy to do. Continue rinsing eyes during transport to medical facility.

If swallowed:

Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Rinse mouth thoroughly with water. If vomiting occurs, keep head low so that stomach content doesn't get into the lungs. Consult a physician.

Most important symptoms and effects, both acute and delayed:

Eyes Contact	Corrosive. Vapours, liquids, and mists are irritating and may cause severe damage to the eyes. Direct contact can result in chemical burns, corneal damage, and possibly blindness. Immediate medical attention is required.
Skin Contact/Absorption	Corrosive. Can cause redness, pain and severe skin burns. Direct skin contact may cause corrosive skin burns, deep ulcerations, and possibly permanent scarring
Inhalation	May be fatal if inhaled. May cause severe irritation to the nose, throat and respiratory tract. Symptoms may include coughing, choking, and wheezing. Severe exposure can result in corrosion and ulcers of the nose and throat; and bleeding of nose and gums. Inhalation of extremely high concentrations could cause pulmonary edema (chest pain, shortness of breath) may be delayed. May result in unconsciousness and possibly death
Ingestion	May be fatal if ingested. May cause severe irritation and corrosive damage in the mouth, throat, and stomach. Symptoms may include abdominal pain, vomiting, burns, perforations, bleeding and eventually death.

Indication of any immediate medical attention and special treatment needed

Treat symptomatically and supportively. In case of skin contamination, a mild alkaline solution may be used to neutralize the acid. Irrigate skin with water or normal saline. Avoid use of topical steroids and/or anesthetics. In case of ingestion, avoid use of carbonate and bicarbonates as they release carbon dioxide which may cause gastric tension and rupture. Neutralization of ingested acid may be accomplished by using aluminum hydroxide gel or milk of magnesia. Subsequently, treatment should be symptomatic and supportive.

SECTION 6. FIRE-FIGHTING MEASURES

Flash Point (Method):	Non-combustible.
Extinguishing Media:	Use extinguishing agents compatible with acid and appropriate for the burning material. Use water spray to keep fire-exposed containers cool.
Auto Ignition Temp:	Non-combustible.
Special Fire Fighting Procedures:	Wear self-contained breathing apparatus and full protective clothing. In case of fire and/or explosion do not breathe fumes. Use standard fire fighting procedures and consider the hazards of other involved materials.
Unusual Fire/Explosion Hazards:	Releases flammable hydrogen gas when reacting with metals.
Hazardous combustion products:	Thermal decomposition can produce poisoning chlorine.
Special protective equipment:	<i>Protective equipment for fire-fighters</i> Firefighters should wear proper protective equipment and self-contained breathing apparatus with full face piece operated in positive pressure mode. Refer to Section 8.

Hydrochloric Acid, 31 – 36%
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SAFETY DATA SHEET
SECTION 6. ACCIDENTAL RELEASE MEASURES
Personal precautions, protective equipment and emergency procedures

All persons dealing with the clean-up should wear the appropriate chemically protective equipment. Keep people away from and upwind of spill/leak. Do not touch or walk through spilled material. Do not breathe vapor or mist. Provide adequate ventilation or wear appropriate respirator. Restrict access to area until completion of clean-up. Refer to protective measures listed in sections 7 and 8.

Environmental precautions

Do not allow material to contaminate ground water system. If necessary, dike well ahead of the spill to prevent runoff into drains, sewers, or any natural waterway or drinking supply.

Methods and material for containment and cleaning up

Ventilate area of release. Remove all sources of ignition. Contain and absorb spilled liquid with non-combustible, inert absorbent material (e.g. sand) then place absorbent material into a container for later disposal (see section 13) Do not flush to sewer or surface waters. Dilute acid with water and neutralize with sodium carbonate (soda ash) or sodium bicarbonate (baking soda). This will release carbon dioxide, so use caution. Notify the appropriate authorities as required.

Special spill response procedures

Waste must be disposed of in accordance with federal, provincial, and local environmental control regulations

SECTION 7. HANDLING AND STORAGE
Precautions for safe handling

Obtain special instructions before use. Do not handle until all safety precautions have been read and understood. Use in a well-ventilated area. Wear chemically resistant protective equipment during handling. Avoid breathing vapour or mist. Avoid contact with skin, eyes, and clothing. Keep away from heat and sources of ignition. Keep away from metals and incompatible materials. When preparing or diluting a solution always add to water, slowly and with stirring. When diluting, always add the product to water. Never add water to product. Label containers appropriately. Protect from damage. Wash thoroughly after handling. Keep containers closed when not in use. Gives off hydrogen by reaction with metals.

Conditions for safe storage, including any incompatibilities:

Store in a cool, dry well-ventilated area, away from heat, ignition sources, and incompatible materials. Keep container tightly closed when not in use. Do not store with oxidizing agents or other incompatible materials. Do not store at temperatures above 38°C. Store in corrosion resistant containers. Suitable container and packaging materials for safe storage include: polyethylene; pvc; polypropylene; Teflon. Always keep in containers made of the same materials as the supply container.

SECTION 8. EXPOSURE CONTROLS / PERSONAL PROTECTION
Exposure Limits:

Chemical Name	OSHA Final PEL		
	TWA	STEL	Ceiling
Hydrochloric acid	2 ppm	2 ppm	5ppm

ACGIH TLV = 5 PPM (7.59 mg/m³) TWA
 NIOSH IDLH = 50 ppm (as HCl, 2010)

Hydrochloric Acid, 31 – 36%
 Preparation Date: 11-July-2018

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Modification Date: 01-Sept-2021

SAFETY DATA SHEET
Exposure controls
Ventilation and engineering measures

Use only in well-ventilated areas. Apply technical measures to comply with the occupational exposure limits. Where reasonably practicable this should be achieved by the use of local exhaust ventilation and good general extraction. Use explosion-proof equipment. In case of insufficient ventilation wear suitable respiratory equipment.

Respiratory protection

If airborne concentrations are above the permissible exposure limit or are not known, use NIOSH-approved respirators. Respirators should be selected based on the form and concentration of contaminants in air, and in accordance with OSHA (29 CFR 1910.134) or CSA Z94.4-02. Advice should be sought from respiratory protection specialists.

Skin protection

Wear protective gloves/clothing. Where extensive exposure to product is possible, use resistant coveralls, apron and boots to prevent contact. The suitability for a specific workplace should be discussed with the producers of the protective gloves.

Eye / face protection

Wear eye/face protection. Safety glasses with side-shields or chemical splash goggles.

Other protective equipment

Ensure that eyewash stations and safety showers are close to the workstation location. Other equipment may be required depending on workplace standards.

General hygiene considerations

Avoid breathing mist or vapor. Avoid contact with skin, eyes and clothing. Do not eat, drink or smoke when using this product. Wash thoroughly after handling. Remove and wash contaminated clothing before re-use. Do not take contaminated clothing home. Handle in accordance with good industrial hygiene and safety practice.

SECTION 9. PHYSICAL AND CHEMICAL PROPERTIES

Appearance	Liquid, Colorless to light yellow.
Odour	Pungent, irritating, strong.
Odour threshold	0.3 ppm (can cause olfactory fatigue)
pH	<1 (in aqueous solution)
Melting/Freezing point	-30°C (-22°F)
Initial boiling point & boiling range	>100°C (>212°F)
Flash point	>93°C (open cup)
Evaporation Rate	No data available
Flammability	Not Combustible
Lower flammable limit (% by vol.)	Not applicable
Upper flammable limit (% by vol.)	Not applicable
Oxidizing properties	Not applicable
Explosive properties	Not applicable
Specific gravity	1.16 (32.0% HCl Solution) to 1.19 (36.5% HCl Solution)
Solubility in water	Yes
Other solubility(ies)	Not applicable
Auto-ignition temperature	Not applicable
Decomposition temperature	1500°C
Viscosity	1.16 mPa.s
Vapor Density (air = 1)	1.267 at 20°C
Vapor Pressure	84 mm Hg @ 20°C

Hydrochloric Acid, 31 – 36%
 Preparation Date: 11-July-2018

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SAFETY DATA SHEET
SECTION 10: STABILITY AND REACTIVITY

Reactivity	Reactive
Chemical stability	Stable under normal conditions and pressures
Conditions to avoid	Incompatible materials, metals, excess heat, caustics and bases.
Incompatible materials	Bases, amines, metals, permanganates (e.g., potassium permanganate), fluorine, metal acetylides, hexalithium disilicide.
Hazardous decomposition products	Hydrogen chloride, chlorine, hydrogen gas.
Polymerization	Hazardous polymerization WILL NOT occur.

SECTION 11: TOXICOLOGICAL INFORMATION
Information on likely routes of exposure:

Inhalation:	Vapors and mist will irritate throat and respiratory system and cause coughing.
Skin contact:	Causes skin burns.
Eye contact:	Causes eye burns.
Ingestion:	Harmful if swallowed. Causes digestive tract burns. Ingestion may produce burns to the lips, oral cavity, upper airway, esophagus and possibly the digestive tract.

Symptoms related to the physical, chemical and toxicological characteristics:

Contact with this material will cause burns to the skin, eyes and mucous membranes. Permanent eye damage including blindness could result.

Information on toxicological effects:

Acute toxicity:	Harmful if swallowed.
Skin corrosion/irritation:	Causes severe skin burns and eye damage. Irritation: Causes serious eye damage.
Irritation:	Causes serious eye damage.
Respiratory sensitization:	Not available.
Skin sensitization:	No data available.
Germ cell mutagenicity:	No data available to indicate product or any components present at greater than 0.1% are mutagenic or genotoxic.
Carcinogenicity:	This product is not considered to be a carcinogen by IARC, ACGIH, NTP or OSHA.
Reproductive toxicity:	This product is not expected to cause reproductive or developmental effects.

Specific target organ toxicity:

Single exposure:	May cause respiratory irritation.
Repeated exposure:	No data available.
Aspiration hazard:	Not available.
Chronic effects:	Prolonged inhalation may be harmful.

Components Species Test Results:

Hydrochloric acid (CAS# 7647-01-0)

Rat - Inhalation LC50:	3124 ppm, (1 hour)
Rabbit - Dermal LD50:	5010 mg/kg

Other important toxicological hazards:

None reported by the manufacturer.

Hydrochloric Acid, 31 – 36%
 Preparation Date: 11-July-2018

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SAFETY DATA SHEET

SECTION 12. ECOLOGICAL INFORMATION

Ecotoxicity: Because of the low pH of this product, it would be expected to produce significant ecotoxicity upon exposure to aquatic organisms and aquatic systems.

Aquatic Toxicity: This material is toxic to fish and aquatic organisms. Most aquatic species do not tolerate pH lower than 5.5 for any extended period.

Fish Toxicity: Fish LC50 Mosquito fish: 282 mg/l, 96 hours Fish LC50 Bluegill: 3.6 mg/l, 48 hours

Persistence and Degradability: Not biodegradable. Hydrochloric acid will likely be neutralized to chloride by alkalinity present in natural environment.

Bioaccumulative Potential: No data available.

Mobility in Soil: Hydrochloric acid will be neutralized by naturally occurring alkalinity. The acid will permeate soil, dissolving some soil material and will then neutralize.

Other Adverse Effects: No other adverse environmental effects (e.g., ozone depletion, photochemical ozone creation).

Additional Remarks: Do not allow product or run off from fire control to enter storm or sanitary sewers, lakes, rivers, streams, or public waterways. Block off drains and ditches.

SECTION 13. DISPOSAL CONSIDERATIONS

Handling for Disposal

Responsibility for proper waste disposal rests with the generator of the waste. Neutralize with limestone, soda ash or slaked lime. Processing, use, dilution or contamination of this product may cause its physical and chemical properties to change.







Methods for Disposal

Dispose in accordance with all applicable federal, state, provincial and local regulations. Please note that these regulations may also apply to empty containers, liners, and rinsate.

RCRA

If this product, as supplied, becomes a waste in the United States, it may meet the criteria of a hazardous waste as defined under RCRA, Title 40 CFR 261. For disposal of unused or waste material, check with local, state and federal environmental agencies.

SECTION 14. TRANSPORTATION INFORMATION

Regulatory Information	UN Number	UN Proper Shipping Name	Transport hazard class(es)	Packing Group	Label
DOT	UN1789	HYDROCHLORIC ACID	8	II	
TDG	UN1789	HYDROCHLORIC ACID	8	II	
IMDG	UN1789	HYDROCHLORIC ACID	8	II	 
ICAO/IATA	UN1789	HYDROCHLORIC ACID	8	II	 

Hydrochloric Acid, 31 – 36%
 Preparation Date: 11-july-2018

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Modification Date: 01-Sept-2021

SAFETY DATA SHEET
Shipping:

 Usual Shipping Containers: Tank cars, bulk tankers, IBC Totes.
 Usual Shelf Life: Indefinite (life of containers).
 Storage/Transport Temperatures: Ambient.

Suitable Storage:

Materials/Coatings: Teflon, Tygon, Rubber, PVC and Polypropylene Materials.

SECTION 13. REGULATORY INFORMATION
US Federal Information

Components listed below are present on the following U.S. Federal chemical lists:

Ingredients	CAS #	TSCA Inventory	CERCLA Reportable Quantity (RQ) (40 CFR 117.302)	SARA TITLE III: Sec. 302 Extremely Hazardous Substance 40 CFR 355	SARA TITLE III: Sec. 302 Specific Toxic Chemical	
					Toxic Chemical	de minimus Concentration
Hydrochloric Acid	7647-01-0	Yes	5000 lbs	-	-	-

US State Right to Know Laws

The following chemicals are specifically listed by individual States

Ingredients	CAS #	California Proposition 65		State "Right to Know" Lists					
		Listed	Type of Toxicity	CA	MA	MN	NJ	PA	RJ
Hydrochloric Acid	7647-01-0	No	N/Ap	Yes	Yes	Yes	Yes	Yes	Yes

Canadian Information

Canadian Environmental Protection Act (CEPA): All components of this product are on the Canadian DSL list. WHMIS information: Refer to Section 2 for a WHMIS Classification for this product.

International Information

Ingredients	CAS #	European EINECS	Australia AICS	Phillipines PICCS	Japan ENCS	Korea KECI/KECL	China IECSC	New Zealand IOC
Hydrochloric Acid	7647-01-0	231-595-7	Present	Present	Present	Present	Present	Present

SECTION 15. OTHER INFORMATION
Legend

ACGIH: American Conference of Governmental Industrial Hygienists AICS: Australian Inventory of Chemical Substances
 ATE: Acute Toxicity Estimate CA: California
 CAS: Chemical Abstract Services
 CERCLA: Comprehensive Environmental Response, Compensation, and Liability Act of 1980
 CFR: Code of Federal Regulations CSA: Canadian Standards Association DOT: Department of Transportation ECHA: European Chemicals Agency
 ECOTOX: U.S. EPA Ecotoxicology Database
 EINECS: European Inventory of Existing Commercial chemical Substances ENCS: Existing and New Chemical Substances
 EPA: Environmental Protection Agency HSDB: Hazardous Substances Data Bank
 IARC: International Agency for Research on Cancer IBC: Intermediate Bulk Container
 IECSC: Inventory of Existing Chemical Substances IMDG: International Maritime Dangerous Goods IOC: Inventory of Chemicals
 IUCLID: International Uniform Chemical Information Database KECI: Korean Existing Chemicals Inventory
 KECL: Korean Existing Chemicals List LC: Lethal Concentration

Hydrochloric Acid, 31 – 36%
Preparation Date: 11-July-2018

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SAFETY DATA SHEET

LD: Lethal Dose MA: Massachusetts MN: Minnesota
N/Ap: Not Applicable N/Av: Not Available
NIOSH: National Institute of Occupational Safety and Health NJ: New Jersey
NOEC: No observable effect concentration NTP: National Toxicology Program
OECD: Organisation for Economic Co-operation and Development OSHA: Occupational Safety and Health Administration
PA: Pennsylvania
PEL: Permissible exposure limit
PICCS: Philippine Inventory of Chemicals and Chemical Substances RCRA: Resource Conservation and Recovery Act
RI: Rhode Island
RTECS: Registry of Toxic Effects of Chemical Substances SARA: Superfund Amendments and Reauthorization Act SDS: Safety Data Sheet / Material Safety Data Sheet STEL: Short Term Exposure Limit
TDG: Canadian Transportation of Dangerous Goods Act & Regulations TLV: Threshold Limit Values
TSCA: Toxic Substance Control Act TWA: Time Weighted Average
WHMIS: Workplace Hazardous Materials Identification System

References

1. ACGIH. Threshold Limit Values for Chemical Substances and Physical Agents & Biological Exposure Indices for 2016
2. International Agency for Research on Cancer Monographs, searched 2017
3. Canadian Centre for Occupational Health and Safety, CCIInfoWeb databases, 2017(Chempendium, MSDS and RTECS).
4. Material Safety Data Sheets from manufacturer.
5. US EPA Title III List of Lists - 2017 version.
6. California Proposition 65 List - 2017 version.
7. OECD - The Global Portal to Information on Chemical Substances - eChemPortal,2017.

Preparation Date (mm/dd/yyyy)

07/11/2018

Other special considerations for handling

Provide adequate information, instruction and training for operators.

Prepared by:SpectroChem Technologies Inc.
1200, 101- 6th Ave SW
Calgary, AB, T2P 3T4
(403) 804-9990**SPECTROCHEM****DISCLAIMER**

This Safety Data Sheet was prepared using information provided by Alloy Energy and CCOHS' Web Information Service. The information in the Safety Data Sheet is offered for your consideration and guidance when exposed to this product. Alloy Energy expressly disclaim all expressed or implied warranties and assume no responsibilities for the accuracy or completeness of the data contained herein. The data in this Safety Data Sheet does not apply to use with any other product or in any other process.

This Safety Data Sheet may not be changed or altered in any way without the expressed knowledge and permission of Alloy Energy.

END OF DOCUMENT

ATTACHMENT

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DEVELOPMENT PERMIT # DV20-041

LOT 1, BLOCK 15, PLAN 1323539

YOUR DEVELOPMENT APPLICATION # DV21-041 HAS BEEN CONSIDERED BY

THE DEVELOPMENT OFFICER AND TOWN COUNCIL

APPROVED, SUBJECT TO THE CONDITIONS BELOW

REFUSED, PURSUANT TO THE REASONS ON ATTACHED SCHEDULE 'A'

TYPE OF DEVELOPMENT: Bulk Storage of Oil and Gas Substances (3 x 50m³ Tanks)

PROPERTY CIVIC ADDRESS: 6204 58 Avenue

PERMIT ISSUED TO: Spectrochem Technologies Inc.

ADDRESS: _____

CONDITIONS OF DEVELOPMENT PERMIT

The following conditions are standard of development and **MUST** be complied with:

1. All improvements are to be located subject to the approved Site Plan that accompanied the development permit application (a copy is attached).
2. The Owner/Applicant shall provide detailed, professionally engineered drawings of the storage tanks and containment berm that shall be approved by the Drayton Valley/Brazeau County Fire Services prior to commencement of construction.
3. A review of the capability of the emergency response plan with all agencies that may be involved, including but not limited to third party emergency service providers will be required.
4. Verification that emergency equipment on site is operational will be required as part of the fire inspection prior to commencement of operations.
5. The Owner/Applicant is responsible for any/all clean-up or remediation of the site as a result of any contamination to the lands from their operation(s). Any spills or leaks must be reported to the appropriate authorities including but not limited to, the Town of Drayton Valley, Drayton Valley/Brazeau County Fire Services and Alberta Environment and Parks.
6. This approval is for 3 x 50m³ tanks containing hydrochloric acid only. Any product other than that approved, will require separate approval.
7. This permit is subject to any/all required Federal, Provincial or Municipal Permit approvals.
8. Right-of-way Plans and Easements shall not be encroached upon by any buildings or structures unless otherwise approved in this permit.
9. The emergency response plan submitted requires more information which shall include but not limited to, phone numbers, names, signatures, and dates. A detailed Emergency Response Plan must be approved by the Fire Chief. If the Emergency Response Plan is incomplete, the operator will be required to delay commencing operation until an acceptable plan is provided. For more information regarding this requirement, please contact Drayton Valley/Brazeau County Fire Services at 780-514-2216 or fireadmin@draytonvalley.ca.

10. Approval, in accordance with Town of Drayton Valley Land Use Bylaw 2020/12/D shall be obtained from the Town of Drayton Valley Planning and Development Department prior to the installation of any/all signage associated with the proposed development.
11. The Owner/Applicant or Contractor shall not, during or after construction impede, obstruct, or change any existing drainage patterns outside of the subject property without prior written approval of the Town's General Manager of Engineering.
12. The Owner/Applicant or Contractor shall place a call to Alberta One-Call for location of all underground utilities prior to construction/excavation for the Concrete Pad and Sanitary Dump.
13. The Town shall be advised of any damage to municipal structures prior to the start of any construction. Failure to point out any damages will result in the contractor being responsible for repairs.
14. The Owner/Applicant or Contractor shall be financially responsible during construction for any damage, or as a result of negligence causing damage by the Owner/Applicant or Contractor's servants, suppliers, agents or contractors, to any public or private property.
15. It is the responsibility of the Owner/Applicant or Contractor to ensure all requirements for utility companies (including easements) are met. These companies include, but are not limited to Telus, Fortis Alberta, Atco Gas and the Town of Drayton Valley.
16. The Owner/Applicant or Contractor shall prevent excess soil or debris from being spilled on public streets, lanes and sidewalks, and shall not place soil or any other materials on adjacent properties without permission in writing from adjacent property owners. The Owner/Applicant or Contractor shall be solely responsible for cleaning up the soil or debris.

NOTE: *This Permit becomes effective twenty-one (21) days from the Date of Decision (below) provided no appeal is lodged. In the case of a valid appeal being lodged, the Permit is suspended until such time as the Subdivision and Development Appeal Board renders its decision.*

DEVELOPMENT OFFICER:



LOWANI MUBANGA, BEnvD, MPlan

DATE OF DECISION:

September 15th, 2021

DEADLINE FOR APPEAL:

October 7th, 2021

IMPORTANT NOTES

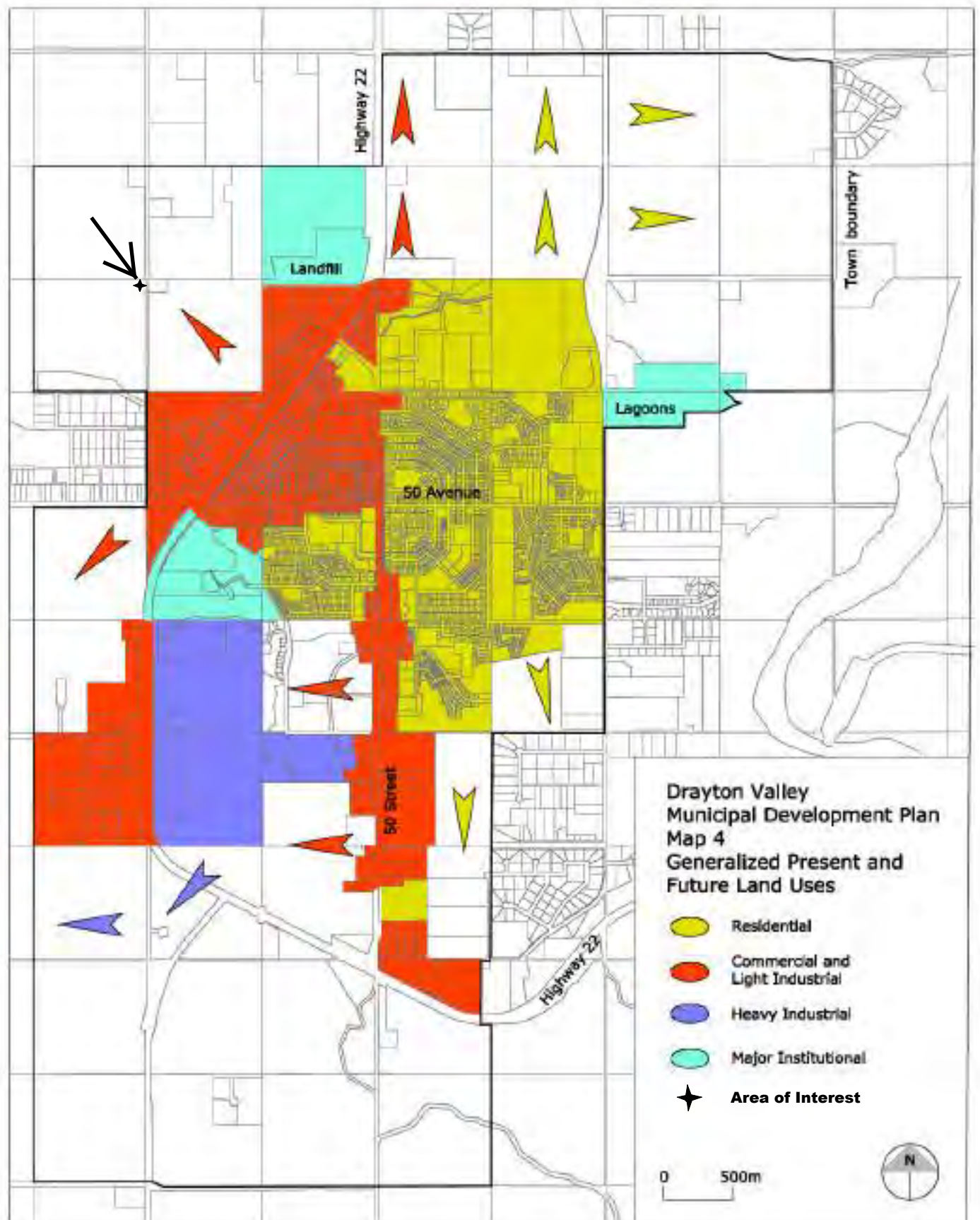
1. This permit is subject to any/all required Federal, Provincial or Municipal Permit approvals including, but not limited to, Alberta Transportation Roadside Development Permit, Building and/or Safety Code Permits.
2. The Owner/Applicant or Contractor shall obtain the required Alberta Safety Codes Permit(s) prior to the installation of any propane tank associated with this development.
3. A Fire Safety Plan shall be approved by Drayton Valley/Brazeau County fire Services prior to commencement of any demolition work on the subject property.
4. A fire inspection must be completed by Drayton Valley/Brazeau County Fire Services prior to operation. Please contact Drayton Valley/Brazeau Fire Services to schedule an appointment.
5. No physical excavation or construction may legally begin prior to the effective date (or such later date should an appeal be received). Any excavation or construction started

prior to the effective date will be done at the sole risk and cost of the applicant/owner.

6. The Applicant/Owner is reminded that compliance with this permit requires compliance with all conditions forming a part thereof.
7. If the use of the development changes, the Owner(s) must apply for a Development Permit.
8. This Development Permit is valid for a period of twelve (12) months from the date it was issued. If at the expiry of this period, the development has not been commenced, the Development Permit is deemed invalid.
9. The issuance of this Development Permit does not supersede, or suggest violation of any caveat, easement, restrictive covenant or other encumbrance registered on title. It is the responsibility of the Applicant/Owner to research the Certificate of Title for the existence of any encumbrance.
10. The development must not encroach on Registered Rights of Ways or Utility Service Lines.
11. The proposed development must comply with the applicable AER setbacks unless a lesser distance is agreed to in writing by AER; and the AER must be contacted by the Applicant/Owner to ensure that no active or abandoned well sites are located on the subject lands.

DRAFT

ATTACHMENT 7
MUNICIPAL DEVELOPMENT PLAN- MAP 4



ATTACHMENT

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Lowani Mubanga

From: Kamil Lasek
Sent: September 10, 2021 11:44 AM
To: Lowani Mubanga; Ken Woitt
Cc: Shawna Law; Tom Thomson
Subject: RE: Development Permit Application DV21-041 - Bulk Storage of Hydrochloric Acid at 6204 58 Ave

Good morning everyone,

Further to my earlier email would like to expand on some of the items the Fire Services would request from the applicant prior to operations.

- The emergency response plan that was submitted will need all information filled out like phone numbers, names, signatures, dates etc.
- Review the capability of emergency plan with all agencies that may be involved. (Third party emergency service providers)
- Verify emergency equipment on site is operational (this will be part of a fire safety inspection that will need to be completed)
- Submit for review a fire safety plan for construction, renovation and demolition sites.

Respectfully,

Kamil Lasek -Deputy Fire Chief
Drayton Valley/ Brazeau County Fire Services
Box 6685,
5120-52 Street,
Drayton Valley, AB T7A 1S1
Tel: (780) 514-2216 **Fax:** (780) 514-2244

fire.tso@draytonvalley.ca

The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

From: Kamil Lasek
Sent: September 8, 2021 11:19 AM
To: Lowani Mubanga <lmubanga@draytonvalley.ca>; Shawna Law <slaw@draytonvalley.ca>; Tom Thomson <firechief@draytonvalley.ca>

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

SUBJECT:	Request to Revise Columbarium Niche Fee Schedule
MEETING:	September 15, 2021 Regular Meeting of Council
PRESENTED BY:	Lowani Mubanga Planning and Development Officer

1. PROPOSAL AND BACKGROUND:

Administration is requesting Council approval to potentially revise the Columbarium Niche fees based on cost recovery while simultaneously ensuring that the Town provides for the full or partial cost of other Columbaria. The Columbarium purchased contains 64 niches, each of which can accommodate 2 urns (not bigger than 12" H X 7" W). There are 32 niches on either side of the Columbarium. The total cost to purchase the 64 niche Columbarium including all other associated costs such as engineering recommendations and for the installation was \$43,455.30 (includes G.S.T).

Assuming all information (First Names, Last Name, DOBs, DODs) is available for 2 individuals (Town Residents) to be interred into a niche at the time of purchase, the following options are presented for consideration:

Option 1 – Cost Recovery + Full Cost of Next 64 Niche Columbarium

Cost Recovery + Cost of next 64 Niche Columbarium	\$679.0 x 2	incl freight
Plaque with 4 lines of text	\$475.0	
Initial Opening and Closing	\$136.0	
Total for Town Residents	\$1,969.0	

Total for Non-Residents - **\$2,044**

Option 2 – Cost Recovery + Half the Cost of Next 64 Niche Columbarium

Cost Recovery + Half the Cost of next 64 Niche Columbarium	\$679.0 x 1.5	incl freight
Plaque with 4 lines of text	\$475.0	
Initial Opening and Closing	\$136.0	
Total	\$1,629.50	

Total for Non-Residents - **\$1,704**

Option 3 – Strictly Cost Recovery

Cost Recovery	\$679.0	incl freight
Plaque with 4 lines of text	\$475.0	
Initial Opening and Closing	\$136.0	
Total	\$1,290.0	

Total for Non-Residents - **\$1,365**

2. MUNICIPAL COMPARISONTown of Whitecourt

\$854 per niche (fits 2 urns) – Includes basic engraving and Initial Opening and Closing. No Plaque.

Town of Edson

\$1000 per niche (fits 2 urns) – Includes basic engraving and Initial Opening and Closing. No Plaque.

Town of Rocky Mountain House

\$1600 per niche (fits 2 urns) – Includes plaque and Initial Opening and Closing.

City of St Albert

Ranges from \$1,950 to \$2,450 per niche.

Cost per niche reflects several factors including cost and type of niche/material, size of niche and installation costs.

Additionally, Administration is requesting the following change and addition:

1. Columbarium New Plaque – \$475 for residents and \$550 for non-residents.
2. Date, month and year of death text when ordered at a later date – \$90 each for residents and \$120 each for non-residents. Includes freight.

3. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The budget allotted to acquire the Columbarium, coupled with other associated costs was \$50,000. Of this amount, \$43,455.3 (includes G.S.T) will be spent.

4. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Cemeteries Act.</i>

Municipal Bylaws	Yes	Cemetery Bylaw No. 96-18
Municipal Development Plan	N/A	None
Sustainability Vision 2019-2021	N/A	None
Town of Drayton Valley Strategic Plan 2019-2021	N/A	None
Other Plans or Policies	Yes	2021 Fee Schedule

5. POTENTIAL MOTIONS:




- A. That Council approve the request to revise Columbarium Niche fees to be \$1,969 for Town residents and \$2,044 for non-Town residents as well as the requested change and addition.
- B. That Council approve the request to revise Columbarium Niche fees to be \$1,629.50 for Town residents and \$1,704 for non-Town residents as well as the requested change and addition.
- C. That Council approve the requested change and addition and keep the Columbarium Niche fees as \$1,290 for Town residents and \$1,365 for non-Town residents.
- D. Council directs Administration in an alternative way.

6. RECOMMENDATION

Administration recommends Option A, approving the request to revise Columbarium Niche fees to be \$1,969 for Town residents and \$2,044 for non-Town residents.

7. ATTACHMENTS:

1. Excerpt from 2021 Fee Schedule

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

ATTACHMENT 1

EXCERPT FROM 2021 FEE SCHEDULE

Copies of Land Use Bylaw, Minimum Design Standards	40.00
File Search (not including Environmental Search)	75.00
File Search (including Environmental Search)	155.00
Extensive File Search (not including Environmental Search)	150.00
Extensive File Search (including Environmental Search)	230.00
Rush file search fee	Double the standard fee noted above
NOTE: Miscellaneous services shall be charged on a per case basis at the discretion of the Town.	
All file search requests must be submitted in writing (fax, delivery and e-mail are acceptable). Processing time is 3-5 business days and rush requests are 2 business days.	

3.3 SAFETY CODES-GST EXEMPT

Building Permits	
Residential	
1 - 4 Dwelling Units (Single family homes, duplexes, triplexes and fourplexes) including modular/mobile/manufactured homes	Total square footage of all floors x 0.60
5+ Units (Apartment Buildings and Townhouses)	9.00 per 1,000 construction value
Deck / patio / balcony - over 2 feet from the ground	60.00
Portable carports/garages	60.00
Retaining wall 4' & over	50.00
Secondary Suite	60.00
Basement development	60.00
Detached garage/carport	100.00
Shed, greenhouse, playhouse, etc.	(over 110 sq. ft.) 50.00
Permanent hot tub or pool	50.00
Non-Residential Developments	
Principle Building & Secondary Use Buildings	9.00 per 1,000 construction value
Detached garage, shed, storage building	9.00 per 1,000 construction value
Retaining wall 4' & over	50.00
Signs - permanent	60.00
Signs - temporary	50.00
Demolition / moving	100.00
Excavation, tree removal, top soil stripping, site preparation and/or service installation	N/A
Miscellaneous Fees	
Re-inspection	\$175
No entry fee on previously scheduled inspection	\$150 first occurrence \$250 each after
Project not ready for scheduled inspection	\$150 first occurrence \$250 each after
Additional inspections if requested by applicant/permit holder	\$175
Weekend/overtime work on expedited inspections	\$125/hour (minimum 2 hours)
Revisions to previously approved plans	\$125/hour (minimum 2 hours)
Re-opening a permit after failure to submit verification of compliance	\$500
Alternative solution/variance	\$125/hour
Cancelled Permit- application accepted	25% of permit fee (minimum \$75)
Cancelled Permit- construction document review completed	25% of permit fee (minimum \$100)
Permit- any inspections completed	100% of permit fee
Permit extensions- beyond 18 months	10% of permit fee (minimum \$100)
Expedited construction document review	15% of permit fee (minimum \$125)
Starting without a permit	Double the permit fees up to a maximum of \$5,000.00

3.4 MAPS - GST EXEMPT

Printed Wall Map - Address	42" x 56"	35.00
NOTE: Minimum 48 hours notice for printed requests and a minimum 24 hours notice for digital requests.		

4.0 CEMETERY - ADD GST

	Resident	Non-Resident
Adult	450.00	625.00
Adult - Perpetual Care	173.00	216.00
Child	300.00	375.00
Child - Perpetual Care	103.00	130.00
Infant	200.00	250.00
Infant - Perpetual Care	69.00	88.00
Cremation Plot	300.00	375.00
Cremation Plot - Perpetual Care	103.00	132.00
Veteran	140.00	176.00
Veteran - Perpetual Care	69.00	88.00
Collumbarium Niche- includes plaque first opening/closing during normal business hours weekdays	1290.00	1365.00
Collumbarium additional plaque	237.50	312.50
Collumbarium perpetual care	75.00	105.00

4.1 OPENING AND CLOSING - ADD GST			
		Summer	Winter
Adult		550.00	750.00
Adult - Weekends, holidays and after 4 pm		750.00	950.00
Child		300.00	375.00
Infant		200.00	275.00
Cremated remains (cremation plot)		250.00	450.00
Cremated remains - Weekends, holidays and after 4 pm (cremation plot)		350.00	550.00
Collumbarium niche second open/close - Weekdays prior to 4pm		100.00	100.00
Collumbarium niche second open/close - Weekends, holidays and after 4pm		200.00	200.00
Scattering of ashes		200.00	200.00

4.2 MISCELLANEOUS - ADD GST			
Concrete vault		690.00 or Cost + 10%, whichever is greater	
Disinterment			370.00
Monument Permit Fee			40.00

5.0 OMNIPLEX

5.1 ARENA FEES - GST INCLUDED *			
		Jan - Apr	Aug - Dec
Public Skating			
All ages		Free	TBD
Senior Skate			
55+		Free	TBD
Kid Skate (Ages 5 and under)			
Drop in (per child)		3.00	TBD
Shinny Practice (Ages 12 and under)			
Drop in (per child)		3.00	TBD
Shinny Game (Ages 13 - 18)			
Drop in (per child)		4.50	TBD
Morning & Noon Hockey (Ages 19 and up)			
Drop in (per adult)		6.00	TBD
Season Pass (per adult)		96.00	TBD
Women's Noon Hockey (Ages 19 and up)			
Drop in (per adult)		6.00	TBD
Season Pass (per adult)		63.00	TBD
NOTE: Rental agreement rates are based on the year the rental agreement is signed.			

5.2 ICE RENTAL RATES - ADD GST (HOURLY RATE) *			
		Jan - Apr	Aug - Dec
Youth -under 18 yrs.			
Prime Rate (3pm-12am weekdays, and all day weekends)	per hour	94.25	TBD
Non-prime Rate (weekdays only 6am-3pm)	per hour	67.00	TBD
Adult Sports			
Prime Rate (3pm-12am weekdays, and all day weekends)	per hour	171.75	TBD
Non-prime Rate (weekdays only 6am-3pm)	per hour	120.50	TBD
Group (adult & youth)			
Prime Rate (3pm-12am weekdays, and all day weekends)	per hour	131.50	TBD
Non-prime Rate (weekdays only, 6am-3pm)	per hour	92.00	TBD
Schools			
Hourly Rate (weekdays only, 8am-3pm)	per hour	59.25	TBD
Thunder - Practice			
Prime Rate (3pm-12am weekdays, and all day weekends)	per hour	109.50	TBD
Non-prime Rate (weekdays only 6am-3pm)	per hour	76.75	TBD
Thunder - Games & Camps			
Games	per hour	159.75	TBD
Camps	per hour	109.50	TBD

5.3 OMNI I & II - ADD GST *			
Daily Rates	Adult (19+)	Non-Profit	Youth/Senior
Omni I PAD with lobby	978.50	782.75	587.00
Omni II PAD with lobby	927.00	741.50	556.25
Omni I lobby	150.00	150.00	150.00
Omni II lobby	200.00	200.00	200.00
Omni I & II lobby	250.00	250.00	250.00
Hourly Rates	Adult (19+)	Non-Profit	Youth/Senior
Omni I or II PAD with lobby (4 hour max)	92.75	74.25	55.65
Omni I lobby (4 hour max)	20.00	20.00	20.00
Omni II lobby (4 hour max)	25.00	25.00	25.00
Nerf			
Birthday Party			85.00