

Newfoundland and Labrador Snowmobile Federation

7 Wellon Drive, Deer Lake, NL, A8A 2G6

Tel: (709) 635-4395, Fax: (709) 635-4396

Website: www.nlsf.org

E-mail: info@nlsf.org

Emergency Response Plan

For

Newfoundland and Labrador snowmobile Federation

Contact Name: Tony Sheppard

Address: 7 Wellon Drive

Town: Deer Lake, NL

Postal Code: A8A 2G6

Telephone: 709-635-5176 or 709-636-9964

Fax #: 709-635-4396

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Newfoundland and Labrador Snowmobile Federation (NLSF) is involved in the development, grooming, operation and maintenance of snowmobile trails across the Island of Newfoundland that may expose employees and, to a lesser extent, the public to dangerous situations that may warrant a coordinated emergency response. Therefore, this is the reason the NLSF developed this emergency response plan so as to be prepared to respond to an emergency.

In recognition of the fact that many elements of the emergency response to all hazards are similar and limitless could be encountered, this plan has been designed to be applied to conceived emergencies that could affect the company.

Copies of the Emergency Plan will be placed in all vehicles, the federation office and any alternate base station.

It is the intent of the company that in case of an emergency resulting from an incident all efforts will be directed to the safeguarding of its employees, the public and minimizing damage to the environment.

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EMPLOYEE OR CONTRACTOR AT SCENE OF ACCIDENT

All employees will have access to and abide by the company's Emergency Response Plan.

The operator will be the immediate site commander and will be responsible for coordinating and documenting all actions until relieved by the main office.

If necessary shut down all equipment and attend to any potential fire and explosive hazard and contain any spills.

Render first aid and secure any injured person at the scene.

Secure the accident scene for the protection of the public with the placing of emergency markers around the scene and deploy any necessary containment.

If it is deemed necessary for public safety, contact the nearest police office from the Emergency Response Telephone List and relay this information to base.

Contact base at 635-5176 or alternate 636-9964 to report accidents giving all details.

As time and conditions permit, gather information to complete Emergency Response Form. This information can be relayed to Base and/or appropriate Emergency Response Responders.

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DUTIES OF BASE ATTENDANT

- Record all information from the reporting employee using Form # 1 and Form # 2. Ask pertinent question to ensure accuracy of information
- Make necessary telephone calls from Emergency Response Telephone List.
- If necessary, contact accident site to obtain additional information to be relayed to emergency responders.
- Standby to respond to any request from accident scene.

SPILL RESPONSE EQUIPMENT

Each groomer is equipped with immediate response spill kits and work sites with motorized equipment will also have immediate response spill kits and personnel to respond to any event that may occur. In any situation, that for some reason the NLSF workers can't immediately contain a spill, the following contractors can be engaged:

Pardy's Waste Management (Pasadena phone #: 686-2043; St. John's phone #: 368-4350) or **Western Trading Ltd** (Pasadena phone #: 686-2225)

Both these contractors are fully equipped and experienced to respond to any spill incident.

These contractors also have access to facilities for disposal of organic and hydrocarbon waste and spilled contaminants.

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SPILL CONTROL AND CONTAINMENT PROCEDURES

Once the site is secured, declared safe and necessary emergency contacts made the employee(s) on the scene will initiate containment and clean up of the spill by utilizing all available tools and equipment on the site and request immediate delivery of extra equipment and manpower needed to prevent further contamination of the site.

RESTORATION OF SPILL SITE

Once the site has been cleaned up to its original state before the spill contamination, the site will be restored to an acceptable condition as warranted by the land owner and governing agencies. Any required remedial materials and equipment will be left in place until the site regenerates to the satisfaction of the governing agencies and a release order is given to say there is no further obligation from the company.

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RESOURCE INVENTORY

Equipment:

Dump Truck with boom
Tag trailer
20 ton Excavator
Powered Trail Groomers
Power generator

Manpower

Equipment Operators
Mechanic
Manager, BOD and other volunteers

STAFF TRAINING

Safety Courses:

Emergency First Aid

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NOTIFICATIONS & ALERT PROCEDURES

Once the operator has secured the accident scene they will notify home base to report all pertinent aspects of the incident which are recorded on FORM #1 & FORM #2 from which the base attendant will determine what agencies to notify for responding to the scene and /or reporting and information purposes.

The persons on the scene are to give regular reports on the progress of the conditions at the scene.

EMERGENCY RESPONSE TELEPHONE LIST

	FIRE DEPARTMENT	AMBULANCE	POLICE
Baie Verte	532 8375	532 4281	532 4221
Cormack	635 7500	635 2030	635 2173
Corner Brook*	637 1615	634 2235	637 4433
Cox's Cove*		634 2235	
Deer Lake	635 2323	635 2030	635 2173
Forteau	931 2242	960 0365	931 2790
Gander			
Grand Falls- Windsor	489 2222	292 2111	489 2121
Hampden	455 5555	455 4444	635 2173
Howley	635 5264	635 2030	635 2173
Humber Arm South*	789 3251	634 2235	637 4433
Jackson's Arm	459 4444	459 4100	635 2173
La Scie	675 2771	675 2300	532 4221
Pasadena*	686 2260	634 4393	637 4433
Port aux Basque	695 2323	695 2405	695 2149
Port Saunders	861 3222	861 3139	861 3555
Reidville	635 5600	635 2030	635 2173
Rocky Harbour	458 2235	458 2486	458 2222
Roddickton	457 2218	457 3343	457 2468
St. Anthony	454 8333	454 3344	454 3543
St. Barbe	877 2422	454 3333	456 2500
St. Georges	647 7777		646 2692
Steady Brook*		634 2235	
Stephenville	643 2176	643 2472	643 2447

*911 can be called for Pasadena, Corner Brook, Bay of Island Areas only

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Town Council Offices:

Town	Phone Number
Anchor Point	456 2011
Baie Verte	532 8222
Bird Cove	247-2256
Cape St. George	644-2290
Conche	622-4531
Cormack	635 7025
Corner Brook	637 1500
Cow Head	243-2446
Cox's Cove	688-2900
Daniel's Harbour	898-2300
Deer Lake	635 2451
Flower's Cove	456-2124
Forteau	931 2241
Frenchman's Cove	826-2190
Gallants	646-2115
Glenburnie-Birchy Head-Shoal Brook	453-7220
Grand Falls-Windsor	489-0412
Hampden	455-4212
Hawke's Bay	248-5216
Howley	635-5555
Hughes Brook	783-2921
Humber Arm South	789-2981
Irishtown-Summerside	783-2146
Jackson's Arm	459-3122
King's Point	268-3838
Kippens	643-5281
La Scie	675 2266
L'Anse au Clair	931-2481
L'Anse au Loup	927-5573
Lark Harbour	681-2270
Lewisporte	535-2737
Lourdes	642-5812
Main Brook	865-6561
Mary's Harbour	921-6281
Massey Drive	634-2742
McIvers	688-2603
Meadows	783-2339
Middle Arm	252-2521
Mount Moriah	785-5232
Norris Point	458-2896
Parson's Pond	243-2564
Pasadena	686 2075
Port au Choix	861-3409
Port au Port East	648-2731

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Port au Port West-Aguathuna-Felix Cove	648-2891
Port aux Basque	695 7444
Port Saunders	861 3105
Port Saunders	861-3105
Raleigh	452-4461
Red Bay	920-2197
Reidville	635-5232
River of Ponds	225-3161
Robert's Arm	652-3331
Rocky Harbour	458 2376
Roddickton	457 2413
South Brook	657-2206
Springdale	673-3439
St. Anthony	454 3453
St. Georges	647 3283
St. Lewis	939-2282
St. Pauls	243-2279
Steady Brook	634 7601
Stephenville	643 8360
Stephenville Crossing	646 2600
Triton	263-2264
Trout River	451-5376
Westport	224-5501
Woody Point	453-2273
York Harbour	681-2280

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FORM # 1

INCIDENT NOTIFICATION REPORT

Incident Reported by: _____

Caller's Name: _____

Phone #: _____

Call made from: _____

Phone #: _____

Incident Location: _____

Caller can be reached at: _____

Phone #: _____

Brief Description of Incident: _____

Type of Product Spilled: _____

Volume: _____ Gallons / Liters

Product Spill: Yes No

Product Contained: Yes No

Fire/ Explosive Hazard: Yes No

Vehicle Damage: Yes No

If Yes Type of Damage: _____

Is Vehicle interfering with Traffic: Yes No

Personal Injuries: Yes No

If Yes Nature of Injuries: _____

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First Aid administered:	Yes	No
Further Medical Assistance Required:	Yes	No
Other agencies Already Contacted:	_____	

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FORM # 2

EMERGENCY RESPONSE DATA REPORT BY BASE ATTENDANT

Nature of Materials

- Flammable Liquids
Type/Name: _____
- Poisonous & Infectious Substances
Type/Name: _____
- Corrosives
Type/Name: _____
- Non Dangerous
Type/Name: _____

Stage of Incident

- Stable
- Unstable

Location (Describe)

- Remote _____
- Populous _____
- Limited Access _____
- Land Spill _____
- Water – Fresh _____
Salt _____

Time:

- Time of Incident _____
- D/M/Y/ _____
- Time of First Alarm _____
- Response Time _____
- Tide Information (Saltwater Incident) High _____ Low _____

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Weather	<u>Actual</u>	<u>Forecast</u>
➤ Temperature	_____	_____
➤ Wind Speed	_____	_____ continue to next pg
➤ Wind Direction	_____	_____
➤ Air Inversions	_____	_____
➤ Precipitation	_____	_____

Exposure to Spilled Product:

- People # Exposed _____
Any Injured _____
Is Evacuation Required _____
- Environment
Water Body Type _____
Soil type _____
Vegetation Type _____
Air (fumes) _____

Internal Resources

- Trained Personnel (Names) _____
- Equipment Deployed
PPE _____
Communications Type _____
Command Post Location _____
Containment in Place _____
Recovery Operations _____
- Control Agents Applied
Fire suppressants _____
Dispersants _____
Neutralizing agents _____

Support Personnel

- Technical Advisors _____

External Resources:

- Implement Emergency Plan
Oil Spill Co-ops _____
Environmental Officers _____
- Police Detachment _____
- Fire Department _____
- Medical Contacts _____

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- Utility Co's
 - Power _____
 - Phone _____
 - Other _____
- Contractors _____
- Government Agencies (Env, OH&S, T&W, Coast guard, etc):
