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# Town of Peace River Emergency Preparedness and Response Plan

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9810 73 Ave, T8S-1E2  
Baytex Energy Centre

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## **Introduction and Purpose**

The Town of Peace River is committed to the safety and well-being of its employees and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting Town of Peace River Facilities

## **Goals**

The goals of The Town of Peace River in responding to an emergency include:

- The safety of all Employees, Contractors and Guests.
- The physical and emotional well-being of staff, and guests.
- The timely stabilization of an emergency.
- The protection of Town facility's, and property.

## **Applicability and Scope**

This plan applies to all employees of Town Facilities and any person occupying Town Facilities; to include employees, contractors and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

## **Responsibility**

The Baytex Energy Centre Emergency Plan is the responsibility of the Recreation Facilities Coordinator. The Recreation Facilities Coordinator will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the Recreation Facilities Coordinator.

## **Order of Succession**

Leadership authority during an emergency shall flow downward through the following list of people: **(The Senior staff member on site will facilitate emergency procedures and may be one of the following positions)**

1. Recreation Facilities Coordinator
2. Recreation Facilities Lead
3. Guest Services Coordinator
4. Recreation Facilities Operator(s)
5. Guest Services Representative
6. Recreation Programmer Coordinator

## **Emergency Communications**

During an emergency, Staff at the Baytex Energy Centre will use the following means and methods of communication.

- PA/Sound System
- Landlines (Extension List)
- Cell Phones
- Two-Way Radio
- E-mail
- Text
- Bull Horn(s) Administration and Staff Offices

### **PA SYSTEM**

Paging microphone located on front

reception desk. Paging codes for each zone:

Dial the code and press talk, this will override the music, an attention-grabbing charm will sound after which the screen will prompt to speak

- 100 - will page for all zones.
- 101 - will page the Arena.
- 102 - will page the Administration area/Lobbies/change rooms.
- 103 - will page the Fieldhouse.
- 104 - will page the Fitness area.

## **Media Inquiries**

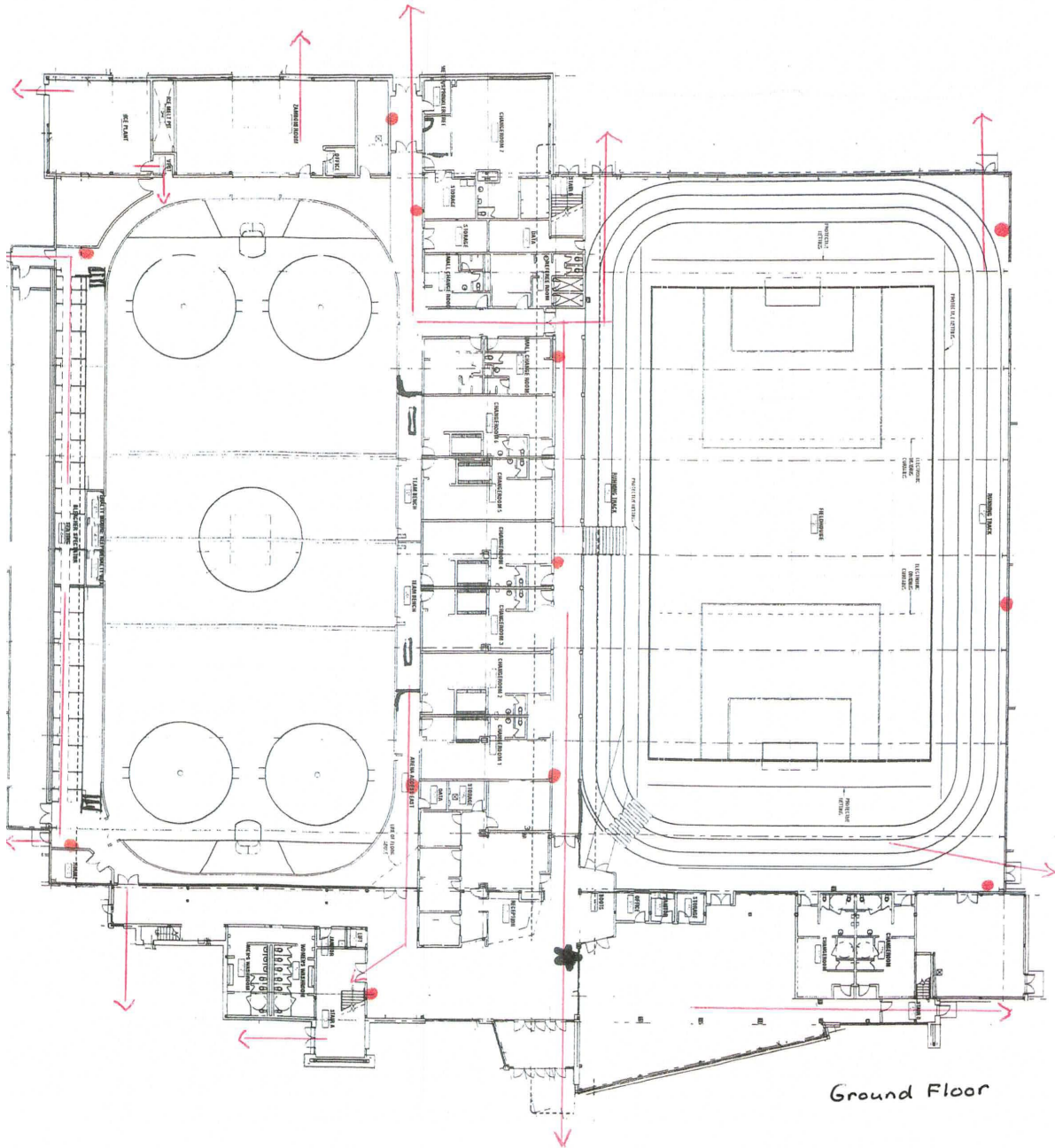
Inquiries from the media during or after an emergency will be addressed by the Communications Coordinator. The CAO will be consulted in releasing any information to the media. At any time, the media can simply be referred to the Communications Coordinator.

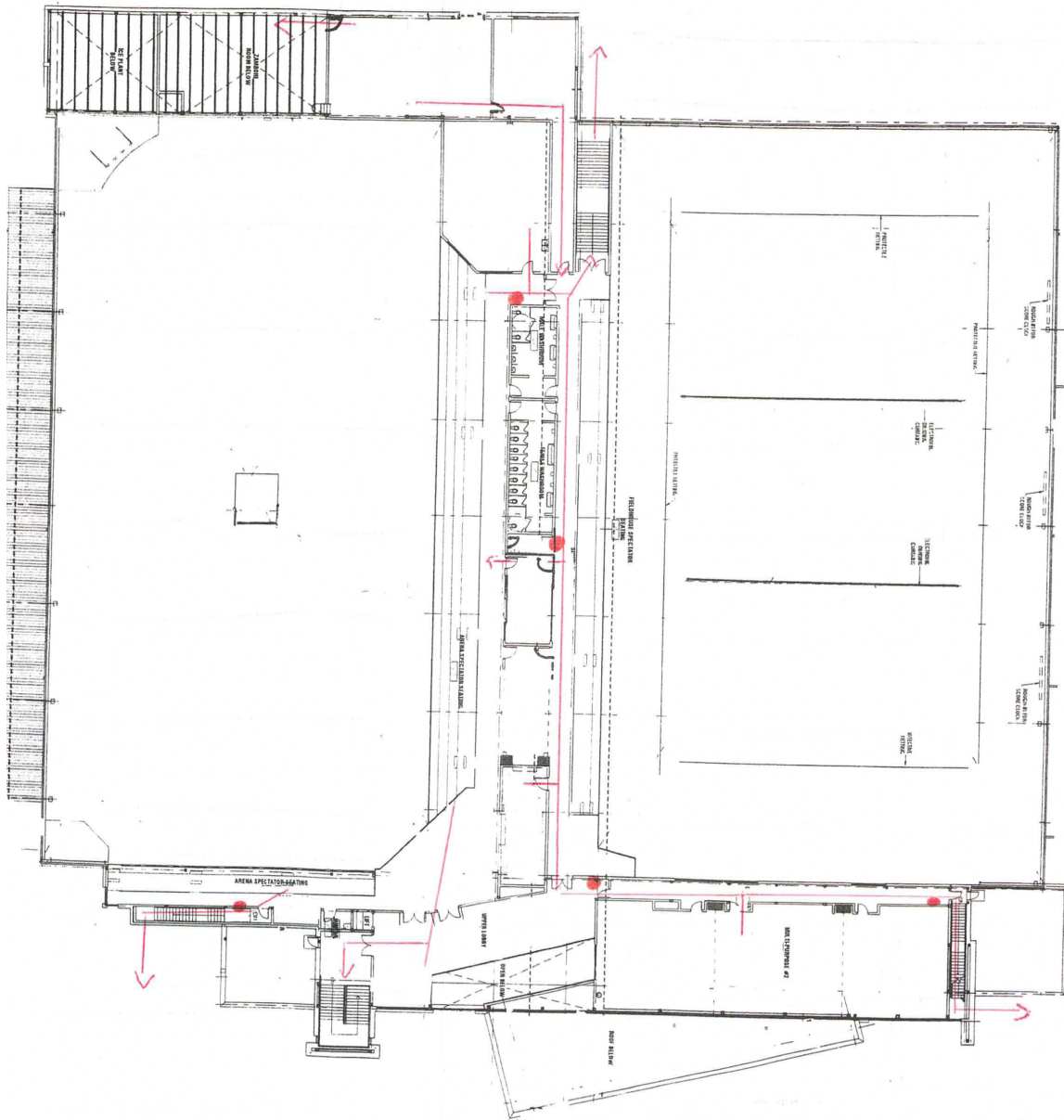
## **Exercises**

Yearly rehearsal of at least one of the enclosed scenarios will be conducted. Town of Peace River Health and Safety in cooperation with the Recreation Facilities Coordinator are responsible for organizing this rehearsal and liaising with local EMS. Records of rehearsals will be kept on file for a period of (3) three years.

## Emergency Contact Directory

Name	Primary Phone	Secondary Phone	Extension
Police/Fire/EMS	911		
Gateway Mechanical (Refrigeration)	1-800-414-4929	1-780-426-6055	
Environment	1-800-222-6514		
A.B.S.A.	1-780-437-9100 (Main Office)	1-780-882-3268 (Dan House)	
Poison Control	1-800-332-1414		
Community Peace Officer	780-624-7173		1033 or 1034
RCMP Detachment	780-624-6677		
Arena	780-624-3204		1911 or 1900
Pool	780-624-3720		1500
Public Works	780-624-3085		1310 or 1300
Airport	780-624-2867		
Water Treatment	780-624-3311		1710 or 1712
Atco Electric	1 800 668 2248		
Atco Gas	780 624 4602		
Hospital	780 624 7500		
Security Company Consolidated	1-780-488-3777		
Health & Safety			1031
Fire/Alarm Dispatch	1-780-538-0393		
Intercom Messaging - Working Alone	1-866-621-5623		
Town Office	780-624-2574		1000
Brian Wollis	780-624-3204	780-625-1791	1910
Wastewater Treatment	780-624-8938		1610
Peace River Fire Department	780-624-2993		2010 or 2011





Second Floor

## Emergency Protocols

### Fire and Evacuation

#### In the Event of a Fire:

Pull the **Fire Alarm** and Call **911**

#### If you see smoke or flames:

Use **CARE**:

- **Contain** the fire by closing all doors as you leave
- **Activate** the nearest Fire Alarm pull station
- **Report** the fire by dialing 911
- **Evacuate** or extinguish

Use a **Fire Extinguisher** only if:

- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type extinguisher for the fire you are fighting
- The fire is contained, and there is little smoke or flames

Never fight a fire if:

- You lack a safe way to escape should your efforts fail
- It has left its source of origin
- You are unsure of the type of extinguisher you need or have
- If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately. Call 911/activate fire alarm

### Ammonia/Ice Plant

- Entry strictly prohibited, involves dangerous concentrations of toxic substances. Do not enter the ice plant room.
- Activate emergency shut down button. A 2 inch "Red" round emergency button clearly identified by label. Located in the pre-entry room, to the right of the door leading into the ice plant room door at shoulder height. When this button is depressed, it stops any machinery which is controlled by electrical power. This will cause the compressors, and brine pump to stop (which stops the flow of ammonia through the system) This shut off is used in conjunction with emergency evacuation.



- Activate emergency response plan, pull fire alarm, call 911
- Evacuate patrons from facility, advise fire department upon arrival on the scene of situation.
- Call Gateway Mechanical 24 hr Emergency 1-800-414-4929 from outside of the building. The current standing agreement refrigeration contractor.
- Call Recreation Facilities Lead cell 780-624-3770 from outside of the building.
- Call Recreation Facilities Coordinator 780-625-1791 from outside of the building.

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**Muster Point:**  
**Peace Regional**  
**Swimming Pool (Winter)**  
**The island section of**  
**front parking lot.**  
**(Summer)**

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### **Building Evacuation**

You should familiarize yourself with the evacuation routes. If an evacuation order is issued for the Baytex Energy Centre, or if it were necessary to evacuate due to an emergency:

- Take only keys, and essential belongings with you
- If possible, wear weather appropriate clothing
- If you are the last one to exit an area, close and lock doors
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don't run, to the nearest exit
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of emergency personnel if on scene
- Wait for instructions before returning to the building after an evacuation

### **Medical Emergency**

**If someone is injured or becomes ill:**

- Stay Calm

- Dial **911** and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if s/he is not moved
- Administer first-aid or CPR only if trained to do so
- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance when they reach the vicinity

### **Bomb Threat**

If you receive a bomb threat, **remain calm** and:

1) Obtain as much information as possible:

- Write down the number from where the call is coming
- Write down the exact time of the call
- Write down as accurately as possible the statements made
- Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
- Listen for background noises
- Try to signal for someone else to also listen on the telephone line, if possible
- Do not hang up and stay on the line if possible; wait for the caller to hang up

2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:

- When will the bomb go off? How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?

- How do you know about this bomb?
- Why was it placed here?
- Who are you?
- What is your name?

3) Call **911** immediately

## Utility Failure and Natural Disaster

### Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, etc. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify Recreation Facilities Lead (780-618-3770)
- The building must be evacuated, follow the instructions on [Building Evacuation](#)
- Check to see if it is only the Baytex Energy Centre effected
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight

### Floods

Minor or area flooding could occur because of a water main break, loss of power to sump pumps, or multiple major rainstorms. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment/rooms, and the administration office
- Shut off all electrical equipment
- Do not attempt to drive or walk-through flooded areas
- Wait for further instructions on immediate action from Supervisor or a Town Representative
- If the building must be evacuated, follow the instructions on Building Evacuation
- Do not return to the building if you have been evacuated by flooding until you have been instructed to do so by Emergency personnel

### Tornadoes

A “*Tornado Watch*” means that tornadoes could potentially develop. A “*Tornado Warning*” means a tornado has been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

- Go to a lower floor of an interior hallway or corridor (preferably a steel-framed or reinforced concrete building)
- Seek shelter under a sturdy workbench or heavy furniture if no basement is available
- Listen for reports and siren/public address announcements

- Avoid:
  - Top floors of buildings
  - Areas with glass windows or doors
  - Auditoriums, gymnasiums, cafeterias, or other areas with large, free-span roofs
- If out in the open:
  - Cars -do not wait out the storm in a car; cars are not safe in tornadoes
  - Move away from the path of the tornado at a right-angle direction
  - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

## **Earthquakes**

In the event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions
- Get under a desk, table, door arch, or stairwell
- If none of these is available: move against an interior wall and cover your head with your arms
- Remain under cover until the movement subsides
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)
- If it is safe to do so, remain at your location and await further instructions from Town or Emergency personnel
- If out in the open:
  - Stay in an open area away from buildings, power lines, trees, or roadways
  - If in a car, pull over and stop. Do not park under an overpass or near a building. Be cautious about driving again, in the event roads are damaged
- After an earthquake:
  - Put on enclosed shoes to protect against broken glass
  - If the power is out use a flashlight. Do not light a match or candle
  - Be on alert for safety hazards such as fire, electrical wires, gas leaks, etc.
  - Give or seek first aid. Assist any disabled persons in finding a safe place for them
  - Evacuate if the building seems unsafe or if instructed to do so:
  - Use stairs,
  - Be prepared for aftershocks
  - Cooperate with emergency personnel, keep informed, and remain calm

## **Shelter in Place/Safe Shelter**

Shelter in Place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows.

It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder.

- Stop operations in the building.
- If there are visitors in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, where they are.
- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off heating or cooling system.
- Tune to 106.1 FM, on an AM/FM radio for updates.
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Stay away from windows and doors.
- Remain calm and await further instructions.

### **Suspicious Package or Object**

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call 911.

- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.
- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

### **Characteristics of Suspicious Packages**

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return address.