



1.0 INTRODUCTION

NB Power shall take every reasonable precaution to achieve safe evacuation of employees while protecting our facilities from emergency situations (fire, bomb, medical, active shooter, etc.). The emergency evacuation plan shall be tested annually to ensure the efficient and safe evacuation of building occupants in the event of fire or other emergencies. The alarm systems of the facility will be tested per the manufacture's recommendation for the system installed.

2.0 SCOPE

To establish the minimum requirements and best practices for emergency evacuation plans including the organization of designated staff for emergency evacuation purposes. This applies to all buildings in which NB Power employees have a permanent residency.

3.0 REFERENCES

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| National Fire Code of Canada | Section 2.8.3.2 |
| Canada Labour Code | Part II safety requirements related to emergency planning and procedures |
| Occupational Safety and Health Regulations | The Canada Occupational Safety and Health Regulations Part XVII, contains requirements for emergency procedures, emergency warden appointment and training, and emergency warden meetings and drills. |
| National Fire Protection Association | NFPA 101 – Life Safety Code (2018ed) for Evacuation Plans |
| First Aid Regulations | 2004-130 |
| Planning for Safety | Human Resources and Skills Development Canada ISSP-032-11-09 |

4.0 TERMS AND DEFINITIONS

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| Emergency | an actual or imminent event that requires an immediate response from either internal or external resources. |
| Designated staff | means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan |
| Physical/Social Distancing | Refers to creating physical distance between people (6 ft / 2 m) as well as avoiding large crowds and minimizing physical contact with others. Physical/Social distancing has been proven to be an effective means of reducing and slowing virus transmission. |
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| Tabletop | Discussion-based sessions where team members meet in an informal, classroom setting to discuss their roles during an emergency and their responses to a particular emergency situation. A facilitator guides participants through a discussion of one or more scenarios. |
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5.0 **ROLES AND RESPONSIBILITIES**

5.1 **Management (Tenant of building)**

- Ensure adequate communication equipment is available for wardens
- Ensure building wardens, floor wardens, and alternate positions are assigned
- Develop an evacuation procedure suitable for that building and ensure it is posted.
- Identify disabled persons and provide accommodations during an evacuation if they occupy your building and review the process regularly (special procedures may be required during abnormal events such as power outages or outside of normal working hours).
- Ensure all employees that occupy that building are aware of the evacuation procedures.
- Ensure floor plans reflect current egress pathways, locations of exits, fire extinguishers, etc.
- Ensure all wardens have hard hats identifying their role.
- If you are no longer in this role, ensure steps are taken for replacement by communicating to senior manager of the occupied building.

5.2 **Building Warden**

- Take on the leadership role and is responsible for managing the emergency evacuation process.
- Ensure annual evacuation drills are held.
- Undertake control of all emergency situations until relieved by other emergency professionals.
- Record check in times from all floor wardens for their locations during a drill or actual event.
- When the emergency evacuation is terminated, give the “All Clear” to Floor Wardens to advise occupiers to return to the building.
- Conduct a debrief immediately after a drill (Form 471) or an actual event with the Floor Wardens and collaborate to complete the Building Evacuation Report Form #470.
- If you are no longer in this role, ensure steps are taken for replacement by communicating to senior manager of the occupied building.
- Complete a Fire Incident Report (F-0739) if required.

5.3 **Floor Warden**

- Knock on doors and enter all accessible rooms including washrooms and direct occupants to leave the building.
- Do not open doors that have hot handles or smoke coming from under door.
- Direct others to assist you as required.
- Take direction from the Building Warden as required.
- Report to the Building Warden on the state of evacuation for your delegated area.
- Ensure building occupants go to the designated muster area.
- Prevent re-entry to building until the “All Clear” is given by Building Warden.
- Immediately attend the debrief with Building Warden to provide input to the Building Evacuation Report.
- If you are no longer in this role, ensure steps are taken for replacement by communicating to senior manager of the occupied building.
- Supervisors account for employees at the muster area.

5.4 Employees

- Review and understand the building evacuation procedure and the wardens responsible for your area.
- Participate in annual drills.
- Report to supervisor at muster area
- Assist the Floor Warden as requested and aid disabled persons to evacuate safely.

6.0 STANDARD

All fire alarm activations should be taken seriously. Never assume an alarm is false. Building occupants must evacuate when the alarm sounds.

Emergency evacuation plans and procedures identify and analyze potential emergencies to respond to the following priorities in the event of an emergency:

- To save lives
- To protect property
- To help restore essential infrastructure

Systems and procedures for emergency preparedness and response are reviewed by regular evacuation drills and testing of emergency facilities and equipment. Emergency planning and preparedness requires collaborative team effort and systematic approach, designed to deliver best possible leadership and support in an emergency.

In the event of an active shooter or bomb threat, follow the instructions from local emergency response (ex: police, public safety, etc.)

6.1 Emergency Evacuation Procedure

An evacuation procedure shall be prepared at each location that has permanent occupancy.

The procedure must include:

- the name/ address of the building
- name, contact information and responsibilities of Building Wardens and Floor Wardens
- the maximum number of persons normally occupying the building at any time
- the number of floors above and below ground level
- transportation / communication process for an injured person
- location of muster area
- the execution of an annual evacuation drill (with documentation)
- the procedures for reporting fires and false alarms
- the procedures to facilitate fire department access to the building and to the fire location within the building
- The floor plan of the building, showing:
 - the name, if any, and the address of the building,
 - the location of all fire escapes, fire exits, stairways, elevating devices, main corridors and other means of exit,
 - the location of all fire protection equipment

Note: the evacuation plan shall be prominently posted on each floor and all employees are expected to be familiar with the instructions contained therein

6.2 Building / Floor Warden

- In buildings occupied by a single floor, only a Building Warden shall be appointed.
- If there is more than one floor in the building with employees having permanent occupancy, a Building Warden is required and a Floor Warden for each floor.
- During an emergency, the Building Warden shall assume full authority for and control of the evacuation of building occupants until such time as the emergency is terminated or the fire department arrives at the scene and assumes responsibility.
- Each warden must have an alternate in place.
- When wardens are to be absent from the building, they shall make arrangements to inform their alternates.
- Wardens and alternates should possess or acquire the skill and knowledge necessary to fulfill the duties of their positions.
- When a warden resigns, a replacement shall be appointed at the earliest possible time.
- At least once every year and after any change is made in the evacuation plan for the building, all wardens shall meet for the purpose of ensuring that they are familiar with the plan and their responsibilities. The Building Warden shall keep a record of each meeting for a period of two years from the date of the last meeting. The record shall contain the date of the meeting, the names of those present, and a summary of the matters discussed.
- All wardens shall be provided with a hard hat identifying their role.

6.3 Evacuation Drills

- At least one evacuation drill shall be conducted annually.
 - Emphasis shall be placed on orderly evacuation rather than on speed.
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- All occupants shall participate in evacuation drills unless specifically exempted by the Building Warden. The disabled shall participate as much as reasonably practical.
- The local fire chief shall be notified at least one week in advance if fire department participation is desired during a drill. If the Fire department participation is not desired, the local fire department must be notified immediately prior to any fire alarm system activation for the purpose of carrying out a drill and afterwards as soon as the fire alarm system has been restored to normal operating condition.
- If the fire department participation is arranged, notify NB Power's Marketing and Communications Department.
- All evacuations (Form 470) and drills (Form 471) shall be recorded, and the results maintained on file for a period of two years.

6.4 Disability, Impaired mobility

Specialized procedures shall be implemented as a part of the emergency evacuation plan to provide for the safe evacuation of persons whose mobility is impaired in the event of an evacuation, and shall include the following:

- A register shall be maintained in every building containing the location and number of disabled employees in the building, with a brief description of the impairment. The names of the individuals should be registered, subject to the individual's agreement;
- The disabled persons are to identify themselves to their immediate supervisor. The supervisor is responsible to ensure that the disabled persons are registered; this includes temporary disabled individuals;
- At least two monitors shall be assigned to each disabled person for safe evacuation;
- The procedures to be taken for the evacuation of the disabled shall be discussed with the disabled individual.

6.5 Remote Areas

In remote areas such as generating stations (Sisson, Millbank, etc.) or terminals. Ensure the following information is documented on the tailboard:

- Communication: Is there land line or cell service and if not, how do you contact emergency responders?
- Transportation: How to transport an employee out for help or how to guide the emergency responders to your site.
- Civic/911 address of the facility.
- Is it safe for First Responders to enter?
- Location of muster area.
- Location of emergency equipment.

6.6 COVID-19 exceptions

During COVID-19 pandemic, evacuation drills are on hold to ensure that physical distancing and worker health are not compromised, however a Tabletop drill exercise must be completed within the year.

The Tabletop fire drill must be a complete review of the site evacuation procedure. This can be held in person following physical distancing protocol or through a virtual means. This drill must be documented.



6.7 Training

- First Aid - Floor Wardens and Building Wardens must have first aid training.
- Fire Extinguisher - Floor Wardens and Building Wardens must have fire extinguisher training.
- Evacuation Procedure - All employees who permanently work out of a building must review and understand the emergency evacuation procedure for that building.

7.0 APPENDICES

Appendix A - Flow Chart of Evacuation

Appendix B - Building Evacuation Template (Form 470)

Appendix C – Emergency Evacuation Drill (Form 471)

R. Condon

Director of Total
Health & Safety



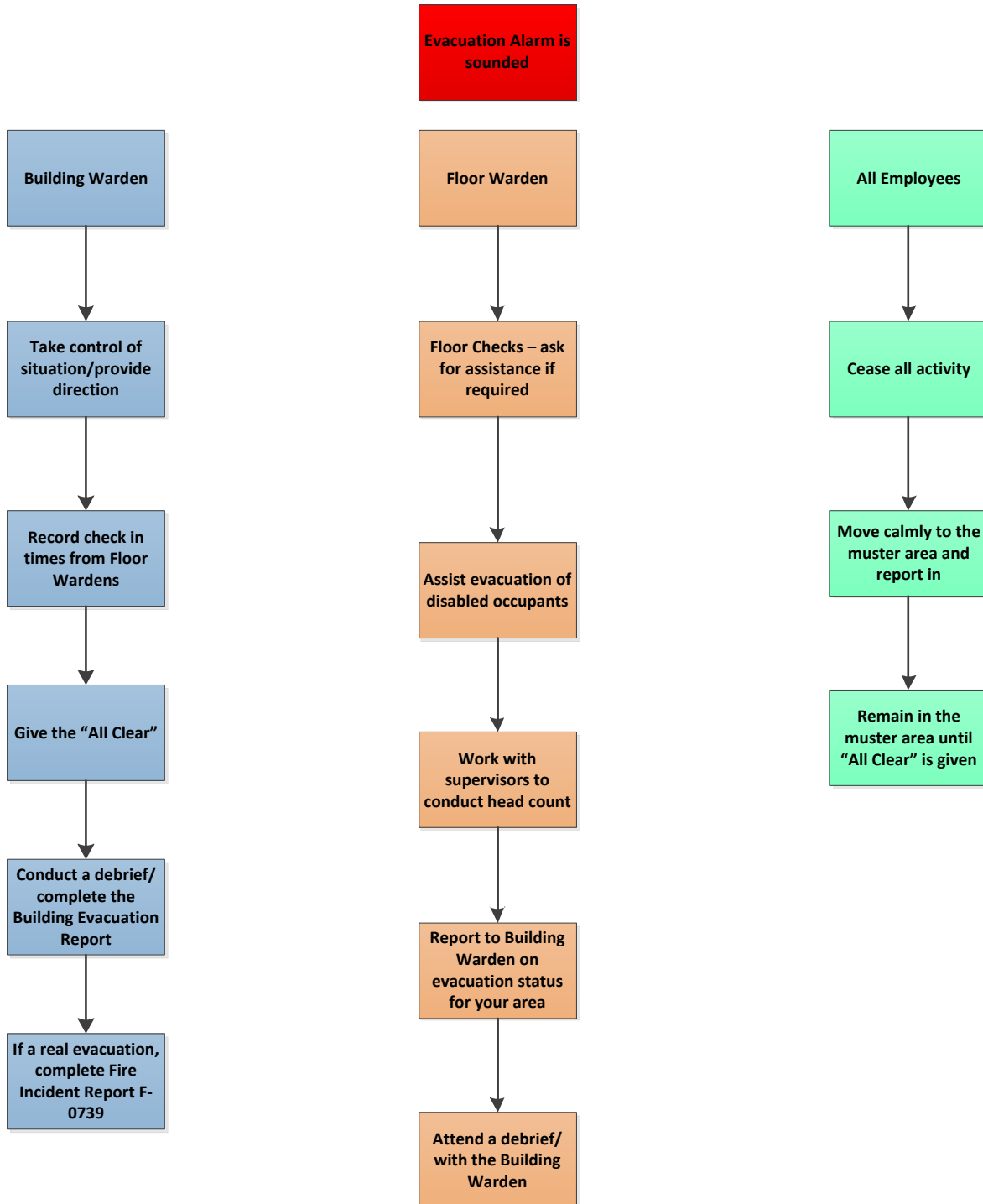
Title:
Emergency Evacuation of NB Power Premises

REVISION and APPROVAL RECORD

| Revision # | Date | Revision Summary | Author | Reviewed By | Approved By |
|-------------------|-------------|------------------------------------|-----------------------|--------------------|--------------------|
| 01 | 2022-01-20 | Complete rewrite of older standard | N. Allen J. Stuart | TH&S Group | R. Condon |



Appendix A - Flow Chart of Evacuation





Title:
Emergency Evacuation of NB Power Premises

Appendix B - Building Evacuation Template (Form 470)



Building Evacuation Report

Date (yyyy-mm-dd): _____

During an emergency, the Building Warden (or alternate) shall assume full authority for and control of the evacuation of building occupants until such time as the emergency is terminated or the fire department arrives at the scene and assumes responsibility.

| | |
|---|---|
| Building Warden: | _____ |
| Floor Wardens: | _____ |
| Facility Name: | _____ |
| Address: | _____ _____ |
| Was the local fire department notified? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Name of the local fire department: | _____ |
| Was Marketing and Communications Dept notified? (238-3273 or 478-4918). | Yes <input type="checkbox"/> No <input type="checkbox"/> Name: _____ Time: _____ |

| | |
|---|-------|
| Time of evacuation: | _____ |
| Number of occupants evacuated: | _____ |
| Total time for all employees to be accounted for: | _____ |

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|---|
| Details of evacuation: _____ _____ _____ _____ |
| Unusual conditions: _____ _____ _____ _____ |

Building Warden (print) _____ (signature) _____



Title:
Emergency Evacuation of NB Power Premises

Appendix C: Emergency Evacuation Drill



Emergency Evacuation Drill

Date (yyyy-mm-dd): _____

An evacuation drill must simulate an actual emergency evacuation. The Building Warden (or alternate) shall assume full authority for and control of the evacuation of building occupants until such time as the emergency is terminated or the fire department arrives at the scene and assumes responsibility.

| | |
|--|---|
| Building Warden: | _____ |
| Floor Wardens: | _____ |
| Facility Name: | _____ |
| Address: | _____ _____ |
| Person conducting drill | _____ |
| Fire alarm activation method | _____ |
| Was Marketing and Communications Dept notified? (238-3273 or 478-4918). | Yes <input type="checkbox"/> No <input type="checkbox"/> Name: _____ Time: _____ |
| Was the Fire Department notified? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

| | |
|---|-------|
| Time of evacuation: | _____ |
| Unusual conditions: (weather, remodeling, temporary exits) | _____ |
| Number of occupants evacuated: | _____ |

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|--|
| Details of evacuation: _____ _____ _____ _____ |
| Areas of Improvement: _____ _____ _____ _____ |

Building Warden (print) _____ (signature) _____



Title:
Emergency Evacuation of NB Power Premises



Emergency Evacuation Drill

Drill evaluation questions to consider:

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|---|--|
| 1. Were the floor diagrams, phone numbers and information on posted evacuation routes <u>up-to-date</u> ? | |
| 2. If there is a written evacuation/drill procedure? Does it flow in logical sequence and contain accurate information? | |
| 3. Did all participants know their roles and responsibilities? | |
| 4. How long did it take occupants to evacuate and muster once the bell is sounded? | |
| 5. Did everyone hear the <u>alarm</u> and did they exit immediately? | |
| 6. Do all exit doors have illuminated EXIT/SORTIE signs? | |
| 7. Was there anyone who needed assistance? | |
| 8. Was everyone accounted for, including visitors? | |
| 9. When did the fire trucks arrive? How long is the expected arrival time? | |
| 10. Is the civic address prominently displayed near the driveway facing the main street? | |
| 11. Is the normally used entrance gate on the same side of the building where the civic address is displayed? | |
| 12. How long did it take to complete the floor warden sweep? | |
| 13. Once it was safe to re-enter how long did it take to sound the all clear? | |
| 14. Was the Muster Location far enough away from the building? | |
| 15. Has anything changed since the previous drill? | |
| 16. Should anything be changed before the next drill? | |
| 17. What types of communication tools were used (bull horn, P/A system, radio, phones, texts)? Were they effective? | |
| 18. Was the responding fire department given fire preplans upon their arrival? Do they already have them? | |
| 19. Do they come to visit the site annually for a familiarization tour and meet key staff members? | |
| 20. Was incident command turned over to the Fire Chief upon their arrival? | |
| 21. Are the locations of fire protection equipment accurately shown on the floor plans? | |
| 22. Are the 2 closest fire hydrants shown on the fire preplans? | |
| 23. Are the fire hydrants accessible? | |
| 24. Is the fire protection equipment inspected regularly and meet code? | |
| 25. Is fire extinguisher training valid for those who require it? | |
| 26. Is Incident Command training available to those who need it? | |
| 27. Did anything unexpected or unusual happen? | |