



CONSTRUCTION LEADERS

# EMERGENCY RESPONSE PLAN

HILLCREST SOLAR



## Revision Log

Date	Revised By	Section	Description
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September 3, 2019	Chris Lupson		Revision
September 23, 2019	Chris Lupson		Owners Comments Revision



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## 1. INTRODUCTION

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The Hillcrest Solar project has developed this Emergency Response Plan (ERP) to provide workers with essential guidelines to follow in the event of an emergency. PCL believes that by providing this information, it will assist all workers on the project with security and minimize confusion. All workers should take the time to familiarize themselves with the contents of this ERP, and all sub-trade supervisors will post a copy for reference in their trailer job site information box.

## 2. LEADERSHIP AND ADMINISTRATION

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The purpose of this Section is to:

- Define the responsibilities of PCL, Subcontractor Supervision and workers or any individual who performs work or visits this project; and
- Provide project-specific information pertaining to PCL, Subcontractor, local utility/services and local Emergency Medical Services (Police/Fire/Ambulance/Hospital).

It is the responsibility of PCL Project Management, PCL Supervision and Subcontractor Supervision to ensure that all workers in their respected areas have been oriented to this plan.

### 2.1. PCL (CONSTRUCTOR)

PCL project management and supervision should be knowledgeable of the project-specific Emergency Response Plan, and be prepared to react accordingly as outlined in the guidelines provided within. In addition, PCL is responsible for, but not limited to:

- Develop a written project-specific ERP based on the project Construction Hazard Assessment (CHA) and provide updates as required;
- Verify that emergency response standards are met for each project before the commencement of work;
- Verify that workers understand the project-specific ERP and their roles and responsibilities in the event of an emergency;



- Maintain the safety of all workers on the project by means of work stoppage, evacuation, worker headcounts, maintenance of project site security etc;
- Verify appropriate steps are taken to limit loss or damage to property or equipment

### 2.2. SUBCONTRACTOR SUPERVISOR(S) RESPONSIBILITIES

Subcontractor supervision should be knowledgeable of the project-specific emergency response plan and be prepared to assist the PCL Emergency Response Team lead or designate.

Subcontractor supervisors should confirm that all workers on the Hillcrest Solar project under their control are aware of the procedures to follow during an emergency.

Subcontractor supervision is responsible for, but not limited to:

- Ensuring all work is stopped;
- Advising workers in their immediate area of the need to evacuate to the designated emergency assembly/muster point(s);
- All loads shall be lowered if possible;
- Equipment and energy sources shall be shut down;
- Report to the PCL Superintendent or designate and provide a headcount of their respective workers;
- Work shall be resumed only under the direction of the PCL Superintendent; and
- Participate in emergency response training and testing of the emergency response plan (mock evacuation).

### 2.3. WORKER RESPONSIBILITIES

All workers should be knowledgeable of the project-specific emergency response plan and are responsible for, but not limited to:

- Notify their immediate supervisor upon discovery of an emergency;
- Follow direction of immediate supervisor to ensure work area is made safe;
- If required to evacuate, report to their supervisor at the emergency assembly/muster point(s) and wait for further instruction;
- Assist PCL emergency response team lead (or designate) when required; and
- Participate in emergency response training and testing of the emergency response plan (mock evacuation)

### 3. ENVIRONMENTAL EMERGENCY

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The following section of this Project Specific ERP is intended to provide all workers with scenario-based guidelines to follow in the event of an emergency on the Hillcrest Solar project.

#### 3.1. PROJECT EVACUATION PROCEDURE

If a project evacuation is required, the following evacuation procedure is to be followed:

#### 3.2. NOTIFICATION

Workers, visitors, or the public may be informed of an evacuation by means of:

- On-site Air Horn with Site sweep word of mouth.
- Utilize “Call-EM All” mobile phone app.

The evacuation signal/alarm will be initiated by PCL Emergency Response Team (ERT) or PCL ERT Lead designate.

#### 3.3. STOP WORK / MAKE WORK AREA SAFE

All workers are to stop work and follow the direction of their immediate supervisor to ensure their work area is made safe. This could involve de-energizing tools/equipment, lowering loads (if possible) or securing loose materials.

##### 3.3.1. *PROCEED TO EMERGENCY ASSEMBLY AREA(S) / MUSTER POINT(S)*

All workers are to immediately proceed to the designated Emergency Assembly Area(s) / Muster Point(s) as outlined in the project Plot Plan. It is important for all workers to know the location of the nearest emergency exit and where an alternate exit is located in the event of an obstruction or hazard. See Appendix

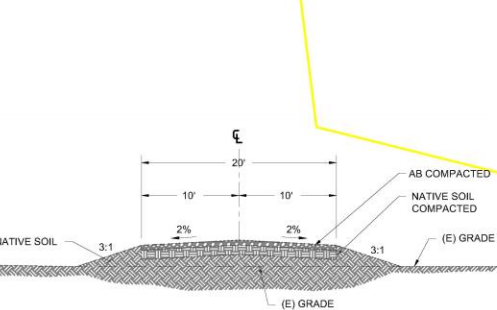
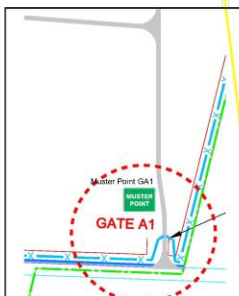
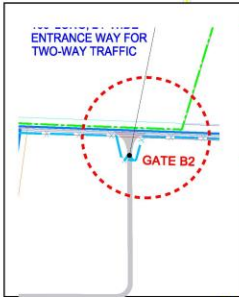
- Emergency Assembly Area / Muster Point # 1: PCL Office Trailer @ Gate F1 Block F
- Emergency Assembly Area / Muster Point # 2: PCL Office Trailer location at block gates B1, A1, and C1



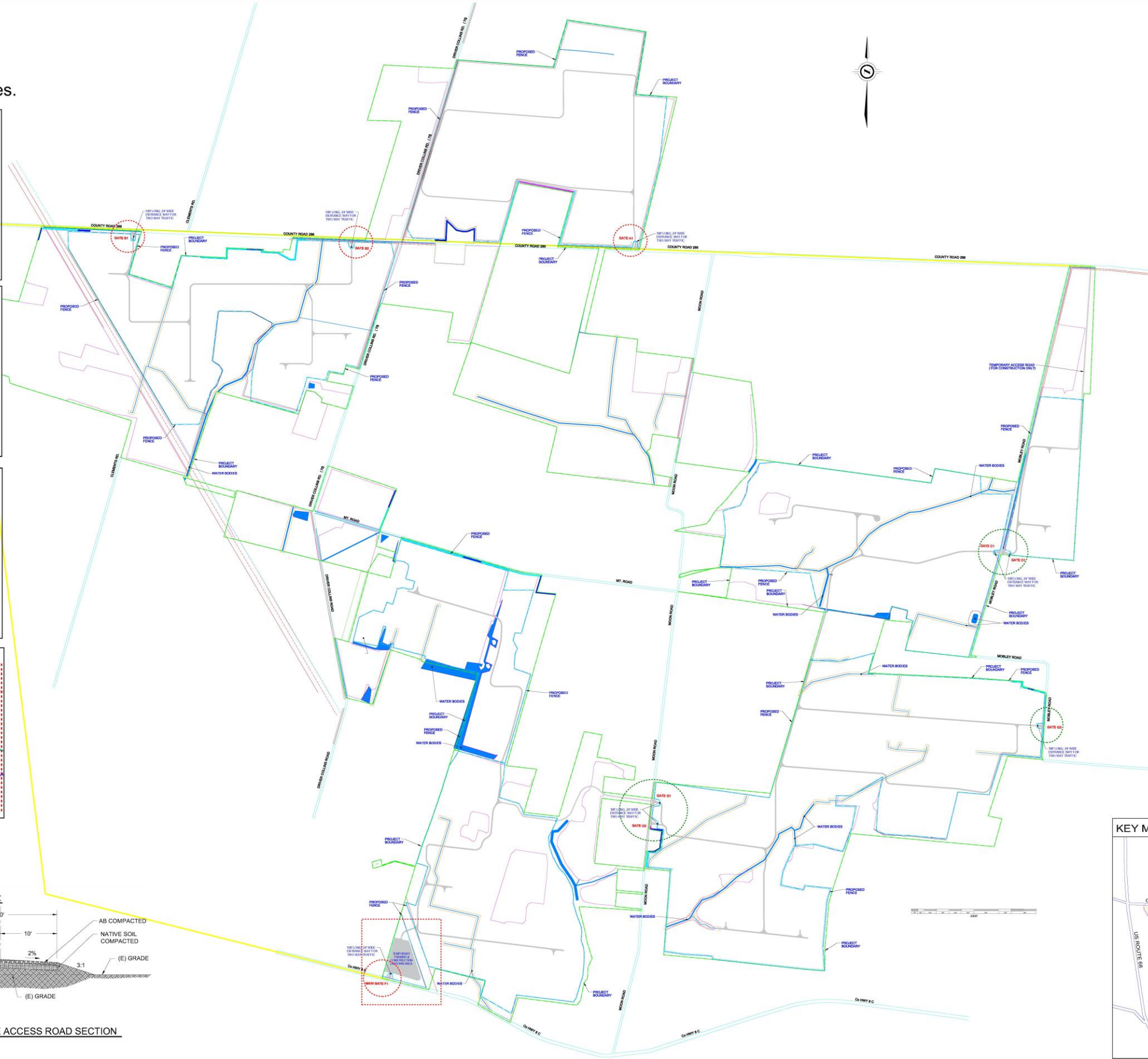
### 3.3.2. *MUSTER POINT LOCATIONS*



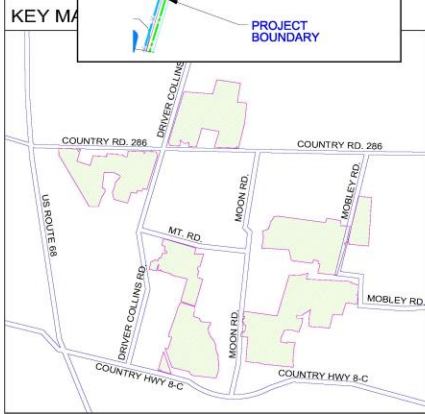
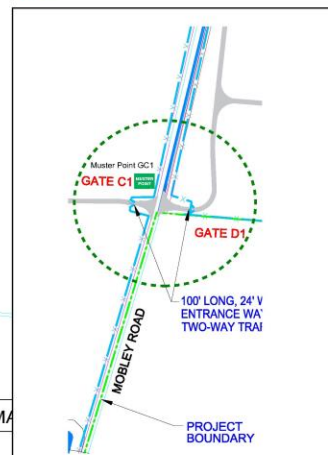
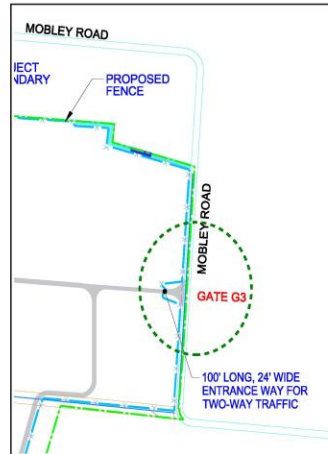
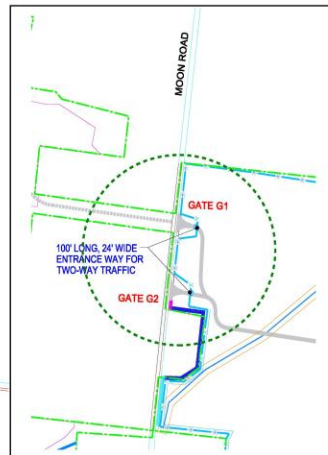
Main Access Gates.



TYPICAL MAINTENANCE ACCESS ROAD SECTION  
SCALE: NTS



Light Construction Traffic  
Block Through-Gates



**INNERGEX**  
Renewable Energy.  
Sustainable Development.

**PCL**  
CONSTRUCTION LEADERS  
TORONTO DISTRICT  
2201 Brimley Ave. Suite 500  
Oakville, Ontario, L6M 4B8  
Phone: 905-276-7600

**LEGEND**  
PROJECT SITE BOUNDARY  
PROPOSED FENCE  
PROPOSED GRAVEL ROAD

THIS DRAWING IS FOR THE SOLE USE OF  
ANY PCL OPERATING COMPANY, OR ANY  
PCL JOINT VENTURE COMPANY. IT IS NOT  
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THE PCL FAMILY OF COMPANIES.

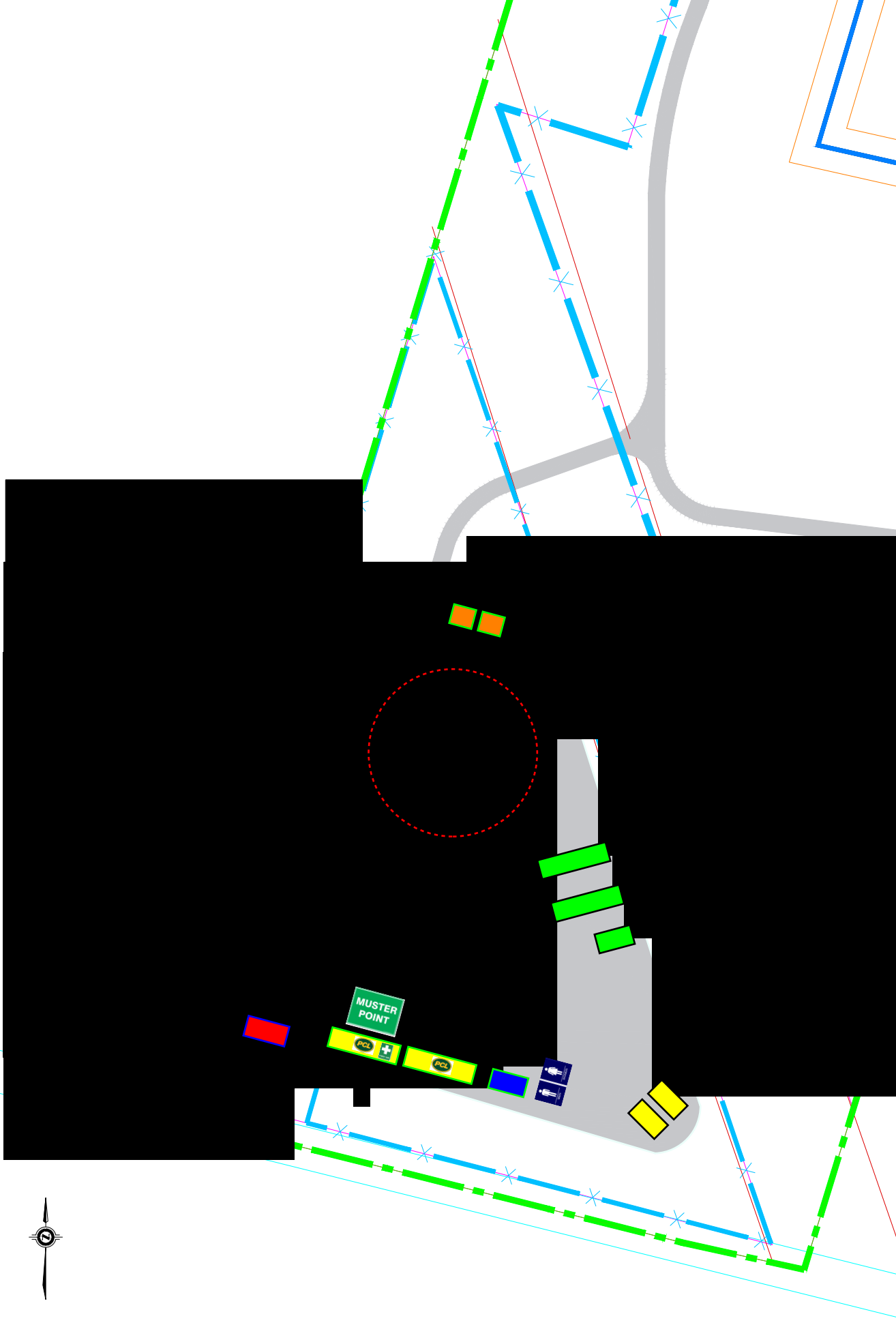
No.	Initials	Date	Description
1	AM	08/19/2019	30% DESIGN PACKAGE

Plot Scale: AS SHOWN	Date: Sep. 16, 2019
Drawn By: A.M.	Checked By: W.S.
Sheet Title: <b>OVERALL ACCESS ROAD PLAN</b>	
PCL Job No.: Sheet No.: 1 of 1	
C-02.1	



## LEGEND

- PROJECT SITE BOUNDARY
- PROPOSED FENCE
- PROPOSED GRAVEL ROAD



30% DESIGN PACKAGE  
NOT FOR CONSTRUCTION

### 3.3.3. *REPORT TO EMERGENCY ASSEMBLY AREA(S) / MUSTER POINT(S) SUPERVISOR*

**Workers:** Report to your immediate supervisor upon arrival to the emergency assembly area(s) / muster point(s) so that an accurate headcount can be collected. All workers are to remain at the emergency assembly area(s) / muster point(s) until otherwise directed by their immediate supervisor.

**Subcontractor Supervisor(s):** Report to the emergency assembly area(s) / muster point(s) PCL ERT Lead or designate and provide a headcount of your respective workers.

### 3.3.4. *RESUME WORK*

Work shall only be resumed under the direction/approval of the PCL ERT Lead or design

## 3.4. PCL EMERGENCY RESPONSE TEAM RESPONSIBILITIES

PCL Emergency Response Team Leader	
Project Superintendent	<ul style="list-style-type: none"> <li>Assumes control of the emergency and leadership of the PCL Emergency Response Team (ERT);</li> <li>Verification that this project-specific Emergency Response Plan is carried out by PCL and Subcontractor Supervision / Workers;</li> <li>Maintains ongoing communication with ERT members to coordinate emergency response;</li> <li>Verifies that coordination with local Emergency Medical Services (EMS) and/or local utility providers has occurred.</li> <li>List of local Emergency Medical Services found in section 3.6 of this ERP;</li> <li>Verifies once the emergency has been resolved and communicates the return to work to Subcontractor Supervision;</li> <li>Provides appropriate notification as per project Incident Reporting Action Diagram (IRAD); and</li> <li>Verification that the appropriate incident investigation for the emergency is initiated.</li> </ul>
PCL Emergency Response Team Co-Leader (aka designate)	



## Emergency Response Plan

Chris Lupson	<ul style="list-style-type: none"><li>• In the absence of the ERT Lead, assume control of the emergency and leadership of the PCL Emergency Response Team (ERT);</li><li>• Refer to ERT responsibilities noted above;</li><li>• Provide ongoing assistance as requested by ERT Lead during project evacuation;</li><li>• Relay information pertaining to project conditions; emergency assembly area(s) / muster point(s);</li><li>• Assist in coordination of local Emergency Medical Services (EMS) and/or local utility providers as required;</li><li>• Assist in the collection of witness statements and initiation of incident investigation as directed by the project Superintendent / ERT Lead;</li></ul>
<b>PCL Emergency Response Team Members</b>	
PCL Office Rep PCL Field Rep ERT_3	<ul style="list-style-type: none"><li>• Assist as requested by ERT Lead or designate in the evacuation of all workers on the project;</li><li>• Assist as requested by ERT Lead or designate in the coordination of all workers to the designated emergency assembly area(s) / muster point(s);</li><li>• Assist as requested by ERT Lead or designate in the coordination of local EMS on to the project;</li><li>• Report the progress of the project evacuation (Subcontractor Worker head-count at emergency assembly area(s) / muster point(s), evacuated areas, remaining hazards/project conditions);</li><li>• Assist in verification that the project-specific Visitor Log has been utilized to account for all persons on the project on the day of the evacuation;</li><li>• Provide first-aid assistance to injured parties if/when it is safe to do so as directed by ERT Lead or designate.</li></ul>
<b>First-Aid Provider</b>	
Chris Lupson	<ul style="list-style-type: none"><li>• Provide first-aid assistance to injured parties if/when it is safe to do so as directed by ERT Lead or designate;</li><li>• Monitors the condition of injured workers as required by the ERT Lead;</li><li>• Provides a summary of any first-aid rendered on the project to local EMS upon arrival;</li><li>• Participate in the PCL incident investigation as required by the ERT Lead / Project Superintendent</li></ul>
<b>Subcontractor Supervision</b>	



## Emergency Response Plan

<b>ALL</b>	<ul style="list-style-type: none"><li>• Upon notification of an emergency in which a project evacuation is required, ensure all work is stopped immediately;</li><li>• Advise all workers under their direct supervision to evacuate to designated emergency assembly area(s) / muster point(s);</li><li>• Ensure all work areas are made safe (energy isolation/shut-off, lower loads if possible);</li><li>• Provide PCL ERT Lead with headcount of workers located at the emergency assembly area(s) / muster point(s);</li><li>• Participate as required in the PCL incident investigation process;</li></ul>
<b>Worker(s)</b>	
<b>ALL</b>	<ul style="list-style-type: none"><li>• Follow direction of immediate supervisor to ensure work area is made safe;</li><li>• Proceed to designated emergency assembly area(s) / muster point(s);</li><li>• Report to immediate supervisor upon arrival to the emergency assembly area(s) / muster point(s) for head-count and further instructions;</li><li>• Participate in the PCL incident investigation process as required</li></ul>

**This foregoing document was electronically filed with the Public Utilities**

**Commission of Ohio Docketing Information System on**

**12/2/2019 1:48:19 PM**

**in**

**Case No(s). 17-1152-EL-BGN**

Summary: Report Notice of Compliance with Certificate Condition 1 - PCL Emergency Response Plan\_ERP01\_R electronically filed by Ms. Julia M Mancinelli on behalf of Hillcrest Solar I, LLC