



**BRITISH COLUMBIA  
CONSERVATION  
FOUNDATION**

## **FIELD LEVEL - EMERGENCY RESPONSE PLAN**

Select all that apply. This ERP applies to Employees who use:

SafetyLine  
Garmin InReach  
Globalstar Satellite Phone

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**Project Number:**

**Reset Form**

# Project Personnel Contacts

**BCCF Safety Coordinator:**

Ben Nelson – O: 604-576-1432 Ext: 305, C: 250-319-8533

**EOC – BCCF Safety Coordinator:**

Ben Nelson (will take on primary function) – C: 250-319-8533

Lauren Young EOC Designee (provides weekend relief) - C: 250-319-8533

Contact numbers for the BCCF Project Coordinator, Project Leader and Field Leader will be taken from the Project Safety Assessment.

Affiliation	Name	Primary Number
BCCF Project Coordinator		
Project Leader		
Field Lead		

**Worker Contact Information**

Affiliation	Name	Primary Number

**BCCF Globalstar Satellite Phone Numbers:**


**Helicopter Company Numbers:**

Company Name	Number

**Globalstar Satellite Phone: Areas not serviced by 911 use 1 250 374 5937. [Click to see 911 service area Map.](#)**

# Objective

The Emergency Response Plan (ERP) is in place to facilitate a co-ordinated response by BCCF personnel to an emergency situation, which may affect BCCF or its affiliates.

The function of the ERP is to:

- Ensure immediate, competent responses to, and handling of an emergency.
- Minimize the negative consequences of emergency.
- Ensure the proper reporting on incidents.

## Delegation of authority

The BCCF Safety Coordinator will take on the role of the Emergency Operations Coordinator (EOC) unless otherwise agreed upon. During an emergency, all decisions made by the EOC shall be final. All workers shall obey the instructions of the EOC during an emergency. The EOC is responsible for announcing when an emergency is over. The emergency status can only end when the EOC consults with the relevant emergency services staff and BCCF field staff. The EOC is responsible for the overall administration of the ERP but may assign additional duties and authority to a temporary deputy/designee EOC should the situation require it. Should circumstances be that the primary EOC is unable to perform this duty, the designee EOC shall assume this role.

## Compliance with ERP

All personnel directly involved with BCCF operations are to understand how to use this ERP. All BCCF employees will conduct their response actions within the context of this ERP. Competency with the ERP is indicated with a signature on the applicable Project Safety Assessment (PSA).

## Missed Check-In Policy

Missed check-ins are very serious because they have the potential to be a real emergency. The Safety Coordinator will respond to a missed check-in by calling the missed check-in call sequence numbers on page two of the Project Safety Assessment. If the worker cannot be contacted and their safety cannot be confirmed emergency services will be dispatched. Missed check-ins that are due to human error will result in disciplinary action.

# **MAJOR INCIDENT EMERGENCY PROCEDURE**

## **Incident Occurs Which Threatens Life or Limb Immediately Stop Work**

### **Step 1 - Contact Emergency Services:**

### **Step 2 - Provide the following details to Emergency Services:**

- Your name.
- Your location.
- Nature and severity of your emergency.
- If there are any special access/resource requirements needed.

### **Step 3 – After Emergency Services have been contacted:**

- Attend to injured, and ensure that all available methods of communication are powered on and accessible.
- Stay with the injured until aid arrives.

### **Step 4 – Arrival of emergency personal/Transportation of injured**

- Injured person(s) have been transported to medical aid via ambulance/helicopter.
- Injured person(s) have been transported to medical aid via BCCF vehicle.

### **Step 5 – Emergency Declared Over**

- Injured person(s) are receiving medical treatment and have been transported to medical aid.
- Safety Coordinator (EOC) to be informed of worker(s) status.
- Safety Coordinator (EOC) will disseminate information to BCCF Project Coordinator, and other pertinent contacts.
- Injury reported to WorkSafeBC.

# Communication During Major Incident Emergencies

## Step 1 & 2

### Step 3

Safety Coordinator (EOC): The Safety Coordinator (EOC) will contact the BCCF Project Coordinator and other pertinent contacts and relay the emergency details.

(Project Leader/Field Leader): Will provide site access information as necessary.

### Step 4 & 5

BCCF Field Staff: Maintain contact with Emergency Services. Inform Safety Coordinator (EOC) of the details of the emergency and when the injured worker is receiving medical attention.

Safety Coordinator (EOC): Declare the emergency over and inform the BCCF Project Coordinator and other pertinent contacts.

### Helicopter Use:

- The helicopter may not be available immediately.
- Helicopters often approach quickly and land hard producing a violent downdraft, be aware of this and attempt to protect yourself and the injured.
- Do not attempt to approach the helicopter unless directed to by crew.
- When approaching helicopter always approach from the front, from downslope, and make eye contact with crew.