

**DILLON**  
CONSULTING

TSIIGEHTCHIC CHARTER COMMUNITY

# Emergency Response Plan

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## 1.0 Emergency Response Plan

### 1.1 Scope of Plan

The purpose of this Emergency Response Plan (ERP) is to provide guidance to personnel when responding to an emergency at the Tsiigehtchic Solid Waste Disposal Site (Site).

Although no emergency response plan can identify every type of emergency or predict the details of a given situation, this ERP will provide guidance for specific occurrences at the Site and is designated to be adaptable for future requirements. The procedures outlined in this EPR should be implemented with due diligence, based on sound judgement and experience.

### 1.2 Personnel and Responsibilities

It is the responsibility of all personnel who enter the Site to follow safe practices, as well as be vigilant and prepared for potential emergencies.

It is the responsibility of the Senior Administrator Officer (SAO) to:

- Ensure that the ERP is ready to be implemented in the event of an emergency;
- Prepare incident reports; and
- Assign the responsibilities of Emergency Response Coordinator (ERC) to themselves or designated alternative personnel.

The ERC is the Foreman or a designated alternative. It is the responsibility of the Emergency Response Coordinator to:

- Determine the urgency of an identified situation and whether it constitutes an emergency;
- Implement the elements of the ERP;
- Direct and delegate activities;
- Contact the relevant authorities (e.g., Northwest Territories (NWT) Department of Environment and Natural Resources, Police, Fire Department, etc.); and
- Allocate required resources to adequately respond to the emergency.

It is the responsibility of the first observer of a potential emergency to:

- Rapidly assess any details that may be useful in describing the potential emergency;
- Take any immediate steps which may be safely performed to protect oneself, other persons, the environment and property, where possible; and
- Notify the ERC or the next individual in the chain of authority.

### 1.3 Emergency Contact Numbers

The emergency contact numbers are listed below in **Table 1**. The numbers are to be confirmed, updated and reposted annually, with the revision date prominently indicated.

**Table 1 - Emergency Contact Numbers**

Emergency Contact	Telephone Number
SAO – Grant Scott	867-953-3201
Foreman – Herbert Andre	867-678-5867
Fire Department – Fire Chief Albert Ross	867-953-2222
Inuvik RCMP	867-777-1111
Fort McPherson RCMP	867-952-1111
Tsiigehtchic Health Centre	867-953-3361
Inuvik Regional Hospital	867-678-8000
Emergency Services	911
NWT Department of Environment and Natural Resources	Hazardous Spills 1-867-920-8130
	Wildfire 1-877-NWT-FIRE (698-3473)
Inuvik Wildlife Emergency	1-867-678-0289

It is recommended that signage summarizing the following contact information be erected at the Site entrance in the event of an emergency:

- 911
- Inuvik RCMP;
- Local Fire Department;
- Local Hospital(s);
- NWT Department of Natural Resources;
- Inuvik Wildlife Emergency; and
- The SAO.

### 1.4 Notification Procedures

During an emergency, the chain of authority is outlined below in **Figure 1**.

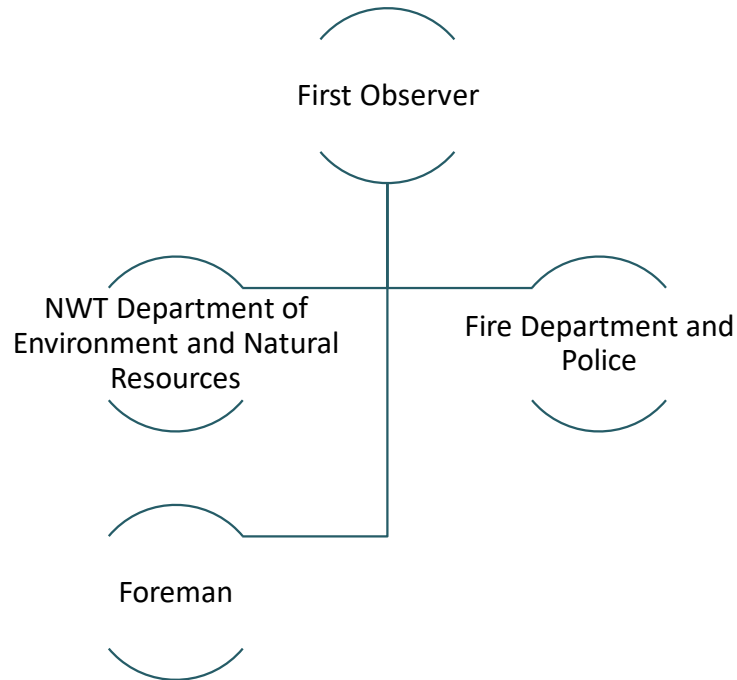


Figure 1 – Chain of Authority in the Event of an Emergency

**1.5 On-Site Emergency Equipment**

As a minimum, the following emergency equipment and supplies are to be kept at the Site at the indicated locations (Table 2).

Table 2 – On-Site Emergency Equipment Locations

Equipment	Location
First Aid Kit	Mobile Equipment/Vehicle
Fire Extinguishers	Mobile Equipment/Vehicle

**1.6 Levels of Response**

Once an emergency has been confirmed and declared by the ERC, the emergency will be declared as a Level III, Level II or Level II emergency as defined below.

**1.6.1 Level III – Continue Working and Monitor Communications**

The ERC will establish contact with the community of Tsiigehtchic to inform them of the Level III status. Communications will continuously be monitored for changes in the status of the emergency.

### 1.6.2 Level II – Gather at Designated Area

All personnel on-site will gather at the main entrance. Personnel should avoid travelling over the landfill, unless other access is not accessible due to the emergency.

### 1.6.3 Level I – Evacuate

Using the designated exit route, all personnel will evacuate as directed, meeting at a designated gathering area located beyond the Site. Evacuation from the Site will typically be conducted via the Site's main access road, as applicable. All personnel will proceed directly to the gathering area, avoiding travel over the landfill or near the emergency location, as applicable. Following evacuation, personnel are to remain at the off-site gathering area to be accounted for and wait until directed to re-enter the Site or leave the premises.

During Level II and Level I emergencies, and for as long as the situation is safe, a gate monitor will be posted at the Site's main entrance. Non-emergency personnel (e.g., waste haulers, contractors, visitors, and media) will not be permitted to enter the Site during the emergency.

## 1.7 Public Relations

All communications with the public concerning the emergency, including media contact will be conducted by the SAO or designate.

## 1.8 Typical Events and Response

The following sections identify several contingency situations and emergencies, as well as their recommended response methods. All actions taken in these situations must first and foremost respect the safety of all personnel and the public.

It can be expected that situations other than those described below may arise and must be responded to in a similar manner. Any suggested actions should only be undertaken if they can be performed safely.

### 1.8.1 Injuries and Medical Emergencies

In the event that an injury or medical emergency occurs, the procedures outlined in **Table 3** shall be followed.

**Table 3 – Injury and Medical Emergency Response Plan**

Action	Time Frame	Personnel	Resources
Assess site conditions and hazards as appropriate	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> </ul>	

Action	Time Frame	Personnel	Resources
Call for help as appropriate	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> </ul>	
Apply first aid as appropriate	Immediately	<ul style="list-style-type: none"> <li>First Aider</li> </ul>	
Contact 911 as appropriate	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> <li>First Aider</li> </ul>	
Inform SAO	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> <li>First Aider</li> </ul>	
Review the incident and prepare report	Within 1 month	<ul style="list-style-type: none"> <li>SAO</li> </ul>	<ul style="list-style-type: none"> <li>First Observer</li> <li>Occupational Health and Safety</li> </ul>

### 1.8.2 Vehicle and Equipment Accidents

In the event that a vehicle or equipment accident occurs, the procedures outlined in **Table 4** shall be followed.

**Table 4 – Vehicle and Equipment Accidents Response Plan**

Action	Time Frame	Personnel	Resources
Assess site conditions and hazards as appropriate	Immediately	<ul style="list-style-type: none"> <li>First observer</li> </ul>	
Call for help as appropriate	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> </ul>	
Apply first aid as appropriate	Immediately	<ul style="list-style-type: none"> <li>First Aider</li> </ul>	
Contact 911 as appropriate	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> <li>First Aider</li> </ul>	
Report accident to SAO	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> </ul>	
Report accident to the RCMP and take photos of the incident	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> <li>Foreman/Fire Chief</li> <li>SAO</li> </ul>	
Secure the area for investigation	Immediately	<ul style="list-style-type: none"> <li>SAO</li> </ul>	
Review the incident and prepare report	Within 1 month	<ul style="list-style-type: none"> <li>SAO</li> </ul>	<ul style="list-style-type: none"> <li>First Observer</li> <li>Occupational Health and Safety</li> <li>RCMP</li> </ul>

### 1.8.3 Fires – General

In the event that a fire occurs, the procedures outlined in **Table 5** shall be followed.



**Table 5 – Fire Response Plan**

Action	Time Frame	Personnel	Resources
Check immediate area for injured personnel	Immediately	<ul style="list-style-type: none"> <li>• First Observer</li> </ul>	
Evacuate	Immediately, as required	<ul style="list-style-type: none"> <li>• All Personnel</li> </ul>	
Call 911 or Fire Department	Immediately, as required	<ul style="list-style-type: none"> <li>• First Observer</li> </ul>	
Notify SAO	Immediately	<ul style="list-style-type: none"> <li>• First Observer</li> </ul>	
Secure the area	Immediately	<ul style="list-style-type: none"> <li>• SAO</li> <li>• First Responders</li> </ul>	
If the fire is small in size and the fire can be contained safely and with certainty, a fire extinguisher or a water/portable fire pump may be used as an immediate action	Immediately, as required	<ul style="list-style-type: none"> <li>• First Observer</li> </ul>	
No machinery shall be operating on or near the fire area	Duration of event	<ul style="list-style-type: none"> <li>• All Personnel</li> </ul>	
The extent of the fire will be monitored and the level of response will be updated, as required	Duration of event	<ul style="list-style-type: none"> <li>• SAO</li> <li>• Foreman/Fire Chief</li> </ul>	
Review the incident and prepare report	Within 1 month	<ul style="list-style-type: none"> <li>• SAO</li> </ul>	<ul style="list-style-type: none"> <li>• First Observer</li> <li>• Occupational Health and Safety</li> </ul>

#### 1.8.4 Hot Loads

A “hot load” is a load of waste that is delivered containing smouldering materials. Exposure to air, such as during unloading can cause the smouldering material to ignite. Hot loads can be identified by evidence of smoke coming from the truck load or by a burning/smouldering odour.

Landfill fires can result from undetected hot loads that have been landfilled and will generally begin within 24 hours of disposal at or near the current working face.

In the event that a hot load is detected, the procedures outlined in **Table 6** shall be followed.

**Table 6 – Hot Loads Response Plan**

Action	Time Frame	Personnel	Resources
Contact the Fire Department	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> </ul>	
Apply water, fire extinguishers to the fire, as appropriate	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> </ul>	<ul style="list-style-type: none"> <li>Water Source</li> <li>Fire Extinguisher</li> </ul>
Further smother the fire by adding soil and compacting	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	<ul style="list-style-type: none"> <li>Stockpiled Soil</li> </ul>
Monitor the situation	Duration of the fire	<ul style="list-style-type: none"> <li>SAO</li> <li>Foreman/Fire Chief</li> </ul>	
Any burnt material will be isolated and exposed for two days following extinguishing to ensure that there are no subsequent fire outbreaks	Following the fire	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	
Remove extinguished material and dispose at the working face	2 to 3 days following being extinguished	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	
Review the incident and prepare report	Within 1 month	<ul style="list-style-type: none"> <li>SAO</li> </ul>	<ul style="list-style-type: none"> <li>First Observer</li> <li>Occupational Health and Safety</li> </ul>

### 1.8.5 Landfill Fires

Landfill fires can result from undetected hot loads that are landfilled. In the event of a landfill fire, the procedures outlined in Table 7 shall be followed.

**Table 7 – Landfill Fires Response Plan**

Action	Time Frame	Personnel	Resources
Contact 911 or the Local Fire Department	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> </ul>	
Evacuate and secure the area	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> <li>SAO</li> <li>First Responders</li> </ul>	
Suppress the fire, as appropriate	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> </ul>	<ul style="list-style-type: none"> <li>Water Source</li> <li>Fire Extinguisher</li> </ul>
Prepare an isolated area to store smouldering material, spraying it with water	As soon as it is safe to do so	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	

Action	Time Frame	Personnel	Resources
Use stockpiled soil or excavate additional cover material to smoulder the fire	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	<ul style="list-style-type: none"> <li>Excavator</li> </ul>
Construct a fire break to limit surface spreading	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	<ul style="list-style-type: none"> <li>Excavator</li> </ul>
Burnt material will be isolated and exposed for two days following extinguishing to ensure that there are no subsequent fire outbreaks	2 to 3 days following being extinguished	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	
Monitor the situation	Duration of the fire	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> <li>SAO</li> </ul>	
Review the incident and prepare report	Within 1 month	<ul style="list-style-type: none"> <li>SAO</li> </ul>	<ul style="list-style-type: none"> <li>First Observer</li> <li>Occupational Health and Safety</li> </ul>

### 1.8.6 Equipment Fires

In the event of an equipment fire, the procedures outlined in **Table 8** shall be followed.

**Table 8 – Equipment Fires Response Plan**

Action	Time Frame	Personnel	Resources
If it is safe to do so, attempt to move the machine to an isolated area	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	
Shut the machine down and evacuate	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	
Use the supplied fire extinguisher to put out the fire	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	<ul style="list-style-type: none"> <li>Fire Extinguisher</li> </ul>
Notify the SAO	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	
Contact 911 or the Local Fire Department	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	
Review the incident and prepare report	Within 1 month	<ul style="list-style-type: none"> <li>SAO</li> </ul>	<ul style="list-style-type: none"> <li>Site staff</li> <li>Occupational Health and Safety</li> </ul>

### 1.8.7 Spills

In the event of a spill, the procedures outlined in **Table 9** shall be followed.

**Table 9 – Spill Response Plan**

Action	Time Frame	Personnel	Resources
Inform SAO	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> </ul>	
Inform NWT Department of Environment and Natural Resources	Immediately	<ul style="list-style-type: none"> <li>SOA</li> </ul>	
Isolate the spill to prevent spreading	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	
Attempt to determine the cause of a risk of further release exists			
Monitor the situation	Duration of the event	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> <li>SAO</li> </ul>	
Review the incident and prepare report	Within 1 month	<ul style="list-style-type: none"> <li>SAO</li> </ul>	<ul style="list-style-type: none"> <li>First Observer</li> <li>Occupational Health and Safety</li> </ul>

### 1.8.8 Discovery of Unacceptable Waste

In the event that prohibited waste is discovered during inspection, the procedures outlined in **Table 10** shall be followed.

**Table 10 – Discovery of Unacceptable Waste Response Plan**

Action	Time Frame	Personnel	Resources
Catalogue information regarding the waste	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	<ul style="list-style-type: none"> <li>Activity Log</li> </ul>
Determine if the waste is safe for transport	1 hour	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> <li>SAO</li> </ul>	<ul style="list-style-type: none"> <li>Transport Canada</li> <li>Transportation of Dangerous Goods Regulations</li> </ul>
Review the incident and prepare report	Within 1 month	<ul style="list-style-type: none"> <li>SAO</li> </ul>	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> <li>Occupational Health and Safety</li> </ul>

### 1.8.9 Discovery of Potentially Hazardous Waste

In the event that potentially hazardous waste is identified on-site, the procedures outlined in **Table 11** shall be followed.

**Table 11 – Discovery of Potentially Hazardous Waste Response Plan**

Action	Time Frame	Personnel	Resources
Cease all operations in the immediate area	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	
Inform the SAO	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	
Isolate waste	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> </ul>	
Review the incident and prepare report	1 Month	<ul style="list-style-type: none"> <li>SAO</li> </ul>	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> <li>Occupational Health and Safety</li> </ul>

**1.8.10****Wildlife**

In the event that wildlife is identified on the site, the procedures outlined in **Table 12** shall be followed.

**Table 12 – Wildlife Response Plan**

Action	Time Frame	Personnel	Resources
Scan the area for wildlife prior to exiting the vehicle	Immediately	<ul style="list-style-type: none"> <li>All Personnel</li> </ul>	
Do not exit the vehicle if wildlife is present	Immediately	<ul style="list-style-type: none"> <li>All Personnel</li> </ul>	
If wildlife is encountered, use bear spray or an airhorn	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> <li>All Personnel</li> </ul>	<ul style="list-style-type: none"> <li>Bear Spray</li> <li>Airhorn</li> </ul>
Inform the Foreman/Fire Chief, SAO and NTW Department of Environment and Natural Resources	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> </ul>	
Review the incident and prepare report	1 Month	<ul style="list-style-type: none"> <li>SAO</li> </ul>	<ul style="list-style-type: none"> <li>First Observer</li> <li>Occupational Health and Safety</li> </ul>

**1.8.11****Personnel and Site Threats**

In the event of threats either to Landfill Personnel or the Site, the procedures outlined in **Table 13** shall be followed.

**Table 13 – Personnel and Site Threats Response Plan**

Action	Time Frame	Personnel	Resources
Notify the SAO	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> </ul>	
Record details	Immediately	<ul style="list-style-type: none"> <li>First Observer</li> </ul>	
Attempt to diffuse the situation, if it is safe to do so	Immediately	<ul style="list-style-type: none"> <li>Foreman/Fire Chief</li> <li>SAO</li> </ul>	

Action	Time Frame	Personnel	Resources
Contact the appropriate authorities and take direction as applicable	Immediately	<ul style="list-style-type: none"> <li>SAO</li> </ul>	
Review the incident and prepare report	1 Month	<ul style="list-style-type: none"> <li>SAO</li> </ul>	<ul style="list-style-type: none"> <li>First Observer</li> <li>Foreman/Fire Chief</li> <li>Occupational Health and Safety</li> </ul>

## 1.9 Reporting

### 1.9.1 Emergency Reporting

Within one month of the resolution of the event (i.e., when the event is no longer considered an emergency), the SOA will provide a brief written report outlining the following details regarding the emergency:

- An account of the circumstances that resulted in the emergency;
- A chronological account of events during the emergency;
- The current status of the Site with respect to the emergency; and
- Measures to be taken to minimize similar occurrences.

To facilitate reporting and to ensure that emergency situations are being managed appropriately, Emergency Response Checklists (Checklists) are enclosed as **Appendix A**. The Checklists should be completed following each event.

Supplementary reporting will be completed, as required.

### 1.9.2 Annual Reporting

An annual report summarizing updates to the ERP and emergencies will be prepared under the direction of the SOA.

## 1.10 Emergency Response Plan Distribution and Upgrading

The ERP will be reviewed annually by the SAO to assess its adequacy and incorporate any new technologies or procedures. During the review, the emergency telephone numbers listed above will be updated, as required. All updated telephone numbers will be reposted at the sign erected at the Site entrance. In addition to the annual review, the ERP will be updated as required, when any of the following events occur:

- The ERP is used for an emergency;
- The operation or layout of the Site is significantly altered; and
- Any applicable regulations are revised.

# Appendix A

## *Emergency Response Checklists*

**Table A - 1 - Injury and Medical Emergency Checklist**

<b>Action</b>	<b>Completed</b>	<b>Completed By</b>	<b>Time Frame</b>
Assess site conditions and hazards as appropriate	Yes No		
Call for help as appropriate	Yes No		
Apply first aid as appropriate	Yes No		
Contact 911 as appropriate	Yes No		
Inform SAO	Yes No		
Review the incident and prepare report	Yes No		



**Table A - 2 – Vehicle and Equipment Accidents Checklist**

<b>Action</b>	<b>Completed</b>	<b>Completed By</b>	<b>Time Frame</b>
Assess site conditions and hazards as appropriate	Yes No		
Call for help as appropriate	Yes No		
Apply first aid as appropriate	Yes No		
Contact 911 as appropriate	Yes No		
Report accident to SAO	Yes No		
Report accident to the RCMP and take photos of the incident	Yes No		
Secure the area for investigation	Yes No		
Review the incident and prepare report	Yes No		

**Table A - 3 – General Fires Checklist**

<b>Action</b>	<b>Completed</b>	<b>Completed By</b>	<b>Time Frame</b>
Check immediate area for injured personnel	Yes No		
Evacuate	Yes No		
Call 911 or Fire Department	Yes No		
Notify SAO	Yes No		
Secure the area	Yes No		
If the fire is small in size and the fire can be contained safely and with certainty, a fire extinguisher or a water/portable fire pump may be used as an immediate action	Yes No		
No machinery shall be operating on or near the fire area	Yes No		
The extent of the fire will be monitored and the level of response will be updated, as required	Yes No		
Review the incident and prepare report	Yes No		

**Table A - 4 – Hot Loads Checklist**

<b>Action</b>	<b>Completed</b>	<b>Completed By</b>	<b>Time Frame</b>
Contact the Fire Department	Yes No		
Apply water and fire extinguishers to the fire, as appropriate	Yes No		
Further smother the fire by adding soil and compacting	Yes No		
Monitor the situation	Yes No		
Any burnt material will be isolated and exposed for two days following extinguishing to ensure that there are no subsequent fire outbreaks	Yes No		
Remove extinguished material and dispose at the working face	Yes No		
Review the incident and prepare report	Yes No		

**Table A - 5 – Landfill Fires Checklist**

<b>Action</b>	<b>Completed</b>	<b>Completed By</b>	<b>Time Frame</b>
Contact 911 or the Local Fire Department	Yes No		
Evacuate and secure the area	Yes No		
Suppress the fire, as appropriate	Yes No		
Prepare an isolated area to store smouldering material, spraying it with water	Yes No		
Use stockpiled soil or excavate additional cover material to smoulder the fire	Yes No		
Construct a fire break to limit surface spreading	Yes No		
Burnt material will be isolated and exposed for two days following extinguishing to ensure that there are no subsequent fire outbreaks	Yes No		
Monitor the situation	Yes No		
Review the incident and prepare report	Yes No		

**Table A - 6 – Equipment Fires Checklist**

<b>Action</b>	<b>Completed</b>	<b>Completed By</b>	<b>Time Frame</b>
If it is safe to do so, attempt to move the machine to an isolated area	Yes No		
Shut the machine down and evacuate	Yes No		
Use the supplied fire extinguisher to put out the fire	Yes No		
Notify the SAO	Yes No		
Contact 911 or the Local Fire Department	Yes No		
Review the incident and prepare report	Yes No		

**Table A - 7 – Spill Response Checklist**

<b>Action</b>	<b>Completed</b>	<b>Completed By</b>	<b>Time Frame</b>
Inform SAO	Yes No		
Inform NWT Department of Environment and Natural Resources	Yes No		
Isolate the spill to prevent spreading	Yes No		
Attempt to determine the cause of a risk of further release exists	Yes No		
Monitor the situation	Yes No		
Review the incident and prepare report	Yes No		

**Table A - 8 – Discovery of Unacceptable Waste Checklist**

<b>Action</b>	<b>Completed</b>	<b>Completed By</b>	<b>Time Frame</b>
Catalogue information regarding the waste	Yes No		
Determine if the load is safe for transport	Yes No		
Review the incident and prepare report	Yes No		

**Table A - 9 – Discovery of Potentially Hazardous Waste Checklist**

<b>Action</b>	<b>Completed</b>	<b>Completed By</b>	<b>Time Frame</b>
Cease all operations in the immediate area	Yes No		
Inform the SAO	Yes No		
Isolate waste	Yes No		
Review the incident and prepare report	Yes No		



**Table A - 10 – Wildlife Checklist**

Action	Completed	Completed By	Time Frame
Scan the area for wildlife prior to exiting the vehicle	Yes No		
Do not exit the vehicle if wildlife is present	Yes No		
If wildlife is encountered, use bear spray or an airhorn	Yes No		
Inform the Foreman/Fire Chief, SAO and NTW Department of Environment and Natural Resources	Yes No		
Review the incident and prepare report	Yes No		
Scan the area for wildlife prior to exiting the vehicle	Yes No		

**Table A - 11 – Personnel and Site Threats Checklist**

<b>Action</b>	<b>Completed</b>	<b>Completed By</b>	<b>Time Frame</b>
Notify the SAO	Yes No		
Record details	Yes No		
Attempt to diffuse the situation, if it is safe to do so	Yes No		
Contact the appropriate authorities and take direction as applicable	Yes No		
Review the incident and prepare report	Yes No		
Notify the SAO	Yes No		