

**EMERGENCY MEASURES PLAN (EMP) IN COMPLIANCE WITH THE
PROCEDURES OF THE DEPARTMENT OF NATIONAL DEFENSE**

July 2021

PART 1: PROCEDURE TO FOLLOW

IMPORTANT: Stages A, B and C often happen quickly and at the same time. The important thing is NOT to intervene (part C) before ensuring your safety and that of others.

A. DISCOVERY OF THE INCIDENT (FIRST WITNESS)	
1. IMMEDIATELY report the incident to the following people: <ul style="list-style-type: none"> • PSPC Representative and/or DND Representative • If unable to reach the PSPC or DND Representative, contact the "Service Conservation des resources" (see PART 2c) 	
B. ASSESSMENT OF THE SITUATION	
2. Collect information <p>a) Assess the circumstances (date, time, exact location, unit, product spilled (safety data sheet), quantity spilled, container involved (total volume and condition), equipment involved, causes, etc.).</p>	
<p>b) Note the damage and risks (human, material and environmental)</p> <ul style="list-style-type: none"> • <u>If there are people affected or injured</u>: type of discomfort or injury, gender, approximate age, level of consciousness; • <u>If there is an evacuation</u>: number of people evacuated; • Evidence of chemical reaction (gas, vapour, heat, smoke, fire, explosion) • Size of the largest stain on the ground • Take pictures before, during and after the intervention 	
<p>c) Identify the human and material resources <u>available or required</u> to intervene effectively (qualified IRT personnel, intervention kits, heavy equipment, etc.)</p>	
3. Determine whether the incident is minor or major (The definitions below are approximate and call on the judgment of those involved. If in doubt, consider it a major incident)	
<u>Minor incident</u>	<u>Major Incident</u>
4. The Consultant's immediate response team can intervene with qualified personnel and equipment at its disposal.	<p>The emergency exceeds the Consultant's response capabilities and/or there is:</p> <ul style="list-style-type: none"> • Potential hazard to human health or material; • Presence of steam, smoke or fire • Spill that touches water including ditches and manholes; • Spill during road incidents • Incident with possible media dimension or at risk of causing harm to the public
5. If necessary, ask for help and provide as much information as possible. <ul style="list-style-type: none"> • For minor incidents, request support from your local immediate Response Team (IRT). • For major incidents, call 911. 	

6. If you cannot intervene yourself, stay in place until reinforcements arrive and help the victims if possible.	
C. INTERVENTION	
<u>Minor incident</u>	<u>Major incident</u>
7. Put on the appropriate personal protective equipment (PPE). If no PPE or not qualified to use it, wait for the arrival of emergency services in a safe place.	Call 911 Arrival of emergency services. The emergency services manager takes charge of the intervention. The Head of the IRT: hands over the relevant information to the person in charge of the Emergency Services (DND or civilians). The IRT remains at the disposal of the person in charge of the Emergency Services until the end of the intervention.
8. Control ignition sources (grounded and antistatic equipment). Shut down services: heating systems, ventilation, and electricity, depending on the spilled product.	
9. Stop de leak	
10. Contain the leak. Limit the spread and absorption of the spill into the ground. Prevent it from flowing into watercourses or sewers (e.g. dike, absorbents).	
D. SITE RESTORATION	
11. The company responsible for the incident remains on the scene and continues the intervention until the situation returns to normal and the site is restored.	
12. For large spills (e.g. when machinery is required to recover the soil), misdirected recovery of contaminated soil can have a significant impact on analysis and disposal costs. Follow the instructions of the Environment Officer of the Base (EnvO) when the scale of the incident requires his presence.	
13. Disposal of residual hazardous materials or contaminated soil/water/ice. Consult PSPC Representative/DND Representative.	
14. Clean and decontaminate response materials and personal protective equipment used.	
15. Write the incident report if required.	
16. Send a signed copy of the report to the PSPC Representative and the DND Representative to the following addresses: Frederic.Girard@tpsgc-pwgsc.gc.ca and at Annie.Labelle-Lauzon@forces.gc.ca	
17. Replace response kit items that are not reusable.	

PART 2: RESOURCE PERSONS

Any hazardous material incident, regardless of the quantity, must be reported IMMEDIATELY to certain people or organizations. Contact at least the following people/organizations:

- PSPC Representative and/or DND Representative
- If unable to reach the PSPC or DND Representative, contact the "Conservation des ressources" (discharge reporting cell phone)

2b) MEMBERS OF THE CONTRACTOR'S IMMEDIATE RESPONSE (IRT) TEAM

NAME	SECTION	FUNCTION	PHONE	DATE OF TRAINING (IRT)	PLACE OF TRAINING
		Head of IRT			

2c) VALCARTIER BASE RESOURCES

VALCARTIER BASE RESOURCES	REPORT	PHONE
Emergency service	24H	911
PSPC Representative	Business hours	Frédéric Girard Cell : 438-989-5969 email : Frederic.Girard@tpsgc-pwgsc.gc.ca
DND Representative	Business hours	Annie Labelle Lauzon Cell : 343-572-3898 email : Annie.Labelle-Lauzon@forces.gc.ca
Conservation des ressources service	Business hours During off-peak hours, leave a detailed message on the cell's voicemail to report spills.	Environment Officer Cell discharge reporting : 418 563-2676 418 844-5000 ext 6701 Hazardous Materials Officer 418 844-5000 ext 7671 Cell : 418 254-0320 General Security Officer 418 844-5000 ext 5540 Email Cons ress +Cons Ress URGENCES@Cons Ress@Montreal

2d) EXTERNAL RESOURCES - INTERVENTION

EXTERNAL RESOURCES	REPORT	PHONE
Municipal services / Sureté QC / Public security and other resources		
Pumping and digging services, etc.		
Others		

2e) LIST OF INTERVENTION EQUIPMENT AVAILABLE

Note: The table below is an example. Describe the material that will actually be available in the environmental response kit.

Description	Quantity
Cansorb absorbent (7 liters)	2
Absorbent sheets 17" X 19"	25
Tube 12' X 3" Ø (diameter)	1
Tube 4' X 3" Ø (diameter)	2
Leak stopper stick (epoxy)	1
Roll of "Duct tape"	1
Pair of gloves	2
Safety glasses	2
Antistatic shovel	1
Recovery bags 30" X 50"	3
TMD plates selected according to class of product stored individually	1
TMD labels according to single products	
Other useful material	
Hydrocarbon absorbent if relevant (25 liters)	
95 gallons recovery drum (overpack)	
Drains cover (90cmx90cm)	
Cup	
Tyvek coverall and oil resistant boots	
Tool box (including brooms, caution tape, etc.), safety equipment such as eye wash bottle, cleaning towels, rags, first aid kit, helmets.	

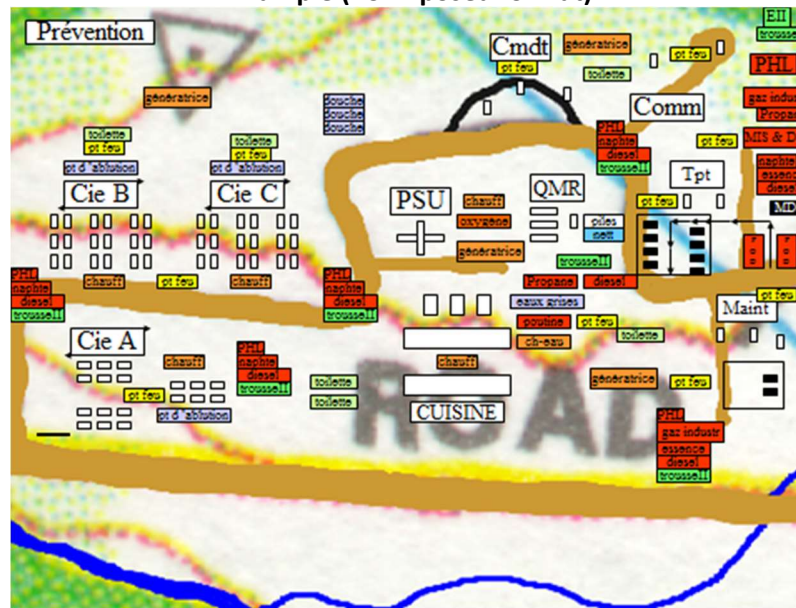
Part 3a: PLAN

If necessary, insert a clear plan including all relevant information for a spill response.

You can replace this page with a copy of your plot plan or annotated map.

- Ex. an extract from a topographical map, a map of the area, a house plan where are indicated:
 - Hazardous Material storage areas
 - Intervention material.
 - Risk areas (ditches, fuel “pod”) Etc.

Example (no imposed format)



Part 4: Incident report involving hazardous materials

Model for contractors working for DND in Quebec

A – First Witness	
Name and title :	
Contractor name :	
Phone number, extension :	
Date of spill discovered (yy/mm/dd): _____	
Hour of spill discovered (hh/mm) : _____	
B – Person who made the report	
Name and title :	
Contractor name :	
Phone number, extension :	
Date and hour of the call (yy/mm/dd hh/mm) :	
C – Incident report Writer	
Name and title :	
Contractor name :	
Phone number, extension :	
D – Location of spill and/or leak	
Locate the spill site using landmarks allowing easy access (# building, street names, etc.):	
Geographical coordinates :	
Interior of a building: - has reached a floor drain, gutter or other opening <input type="checkbox"/>	
- no drain or spill contained <input type="checkbox"/>	
Exterior of a building : - has reached a body of water or a ditch directly connected to a body of water <input type="checkbox"/>	
- reached a sewer or ditch <input type="checkbox"/>	
- no water bodies, ditches or sewer systems, contained discharge <input type="checkbox"/>	
Soil type : <input type="checkbox"/>	Water body type : <input type="checkbox"/>
Asphalt or concrete : <input type="checkbox"/>	Ditch directly connected to a water body : <input type="checkbox"/>
Natural ground (clay) : <input type="checkbox"/>	Stream/ river : <input type="checkbox"/>
Gravel, sand : <input type="checkbox"/>	Lake : <input type="checkbox"/>
Grass or vegetated area : <input type="checkbox"/>	Ice/snow : <input type="checkbox"/>
Ice or snow : <input type="checkbox"/>	
Approximate area of the largest stain on the ground : _____	
Approximate total area of all stain on the ground : _____	
E – Circumstances of the incident	
Describe the cause of the accident/incident. Be precise. Describe the condition of the vehicle component,	

equipment or container and details of the adverse conditions that caused the spill.					
F – Incident source (spill)					
Vehicle, heavy trucks or equipment :			License plate number :		
Equipment (heater, generator, tank, others) :			Equip # :		
Recipient (drums, jerry can, gas cylinders, others) :			Recipient # :		
G – Climatic conditions (weather)					
Precipitation : None <input type="checkbox"/> Low rain <input type="checkbox"/> medium/high rain <input type="checkbox"/> Low snow <input type="checkbox"/> medium/high snow <input type="checkbox"/>			Temperature (°C) : _____ Wind : nul or low <input type="checkbox"/> medium <input type="checkbox"/> strong <input type="checkbox"/> towards risk zones (peoples, buildings, etc) <input type="checkbox"/> direction (cardinal points) :		
H – Products involved (Safety data sheet)					
Product name (commercial name)	Qty/initial volume (recipient)	Qty/volume spilled	Qty/volume recovered	Solid, liquid or gaz	ID ARMD or CAS or UN number
I – Immediate or potential danger to people and property					
Evidence of chemical reaction : <input type="checkbox"/> none; <input type="checkbox"/> gas; <input type="checkbox"/> vapor; <input type="checkbox"/> smoke; <input type="checkbox"/> heat; <input type="checkbox"/> fire; <input type="checkbox"/> explosion; <input type="checkbox"/> others (specify) :					
Immediate or potential hazard for personnel: Give the main information: Number of people affected/injured, care and steps taken, specialized personnel contacted (contact details):					
Material goods : <input type="checkbox"/> No damage related to the product; <input type="checkbox"/> Minor damage; <input type="checkbox"/> Significant damage Specified :					
J – Taken measures					
Describe the actions taken to report, stop, contain and recover the spill and restore the site.					

Support obtained for the intervention (stop, confine, recover, restore)	Reports made
<p>Participation of your IRT :</p> <p>yes <input type="checkbox"/> not required <input type="checkbox"/> no team <input type="checkbox"/></p> <p>For equipment (excavator, drums, trucks, container, pumping, etc.) :</p> <ul style="list-style-type: none"> - Road and land : yes <input type="checkbox"/> not required <input type="checkbox"/> - R&D : yes <input type="checkbox"/> not required <input type="checkbox"/> - External company : _____ <p>For major incident : Emergency 911:</p> <p>yes <input type="checkbox"/> not required <input type="checkbox"/></p>	<p>PSPC Representative: yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>DND Representative: yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>Environment Officer (EnvO) or Conservation des Ressources Officer (ConsRes Off) :</p> <p>yes <input type="checkbox"/> no <input type="checkbox"/></p>
<p>Number of bags or volume of contaminated absorbent material _____</p> <p>Numbers of bags or volume of contaminated soil: _____</p> <p>Volume of contaminated soil (trucks, container) : _____</p> <p>Disposal location for soil and bags :</p> <ul style="list-style-type: none"> - GID/R&D : _____ - Others : _____ 	<p>Cost :</p> <p>Intervention : TOTAL : _____\$</p> <p>Samples analyses (external company) : _____\$</p> <p>Disposition R&D : _____\$</p> <p>Disposition – external company: _____\$</p> <p>Damaged materials : _____\$</p>
K – Post mortem	
Highlights of the intervention	Areas for improvement to prevent a similar spill or to report/respond more effectively :
Signature :	Date :
Signature du Responsable du MDN :	Date :
<p>This incident report should be sent within 24 hours of the discovery of the incident to the following email : Frederic.Girard@tpsgc-pwgsc.gc.ca and at Annie.Labelle-Lauzon@forces.gc.ca</p>	

#1: _____

#2 : _____

#3 : _____

#4 : _____

#5 : _____

