

DEPARTMENT OF NATIONAL DEFENCE

**JOINT TASK FORCE NORTH
HEADQUARTERS (JTFN HQ)**

YELLOWKNIFE

**NUNALIVUT 2019
EMERGENCY RESPONSE PLAN**

Emergency Response Plan

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1 INTRODUCTION

The purpose of this document is to establish a set of actions to be taken in the event of a release of product resulting through the transfer of fuels or failure of the storage systems.

The procedures will outline steps to prevent emergency situations, steps for identifying and responding to emergencies established identified, and communication and reporting requirements for any emergencies.

A copy of this document will be stored at locations readily available to individuals responsible for the operation of maintenance of the systems and personnel responsible to responding to any emergencies.

This ERP must be updated if storage systems information is changed, or taken out of service, and updated copies must be re-distributed.

Contact the Base Environment Officer at (867-873-0700 ext. 6029) with any questions regarding the emergency response plan.

2 PRODUCTS AND PRODUCT STORAGE INFORMATION

The Regulation requires that information is provided regarding the maximum quantities and properties of the products stored and areas surrounding storage that would be in areas that may increase the risk to human health or the environment and should be protected or addressed in regards to any emergency. Information will be added to the spill response plan as products and product storage information becomes available.

3 PREVENTATIVE AND EMERGENCY RESPONSE PROCEDURES

The JTFN Contracts Inspector and RP Ops GP North (Det Yellowknife) team are responsible for operation and maintenance of all identified storage systems located at the JTFN HQ. JTFN HQ is responsible for operation and maintenance of all identified storage systems on operation and exercises

3.1 Preventative Measures

Preventative measures include information regarding procedures for the operation, maintenance and inspection of storage systems in order to minimize possible releases into the environment during product transfers or failure of storage system components. The following list outlines the preventative measures that are being taken. For more information on specific procedures, please refer to site specific Storage Tank Management Plans which is held within the JTFN Contract Inspector office.

- Secondary containment
- Weekly and Monthly inspections
- Leak detection devices
- Overfill protection devices
- Collision protection barriers
- Product Transfer Procedures

3.2 Planned Preparations

Planned preparations are a set of protocols developed to prepare for a possible release or emergency associated with storage systems. All personnel who are responsible for the operation, maintenance or supervision of the storage systems must be aware of the procedures.

For small spills, the unit may initiate their own clean up using the steps laid out in [Table 1: General Emergency Response Procedures](#), and submit a spill report to the Base Environment Officer.

For larger spills that are not contained, a local spill response company is to be called in to clean-up. The Base Environmental Officer must be notified immediately, who will communicate with Defence Construction Canada (DCC) to set up a contract.

Spill kits are located on site near the storage.

Personnel are aware of the location of safety features such as emergency shut off valves and fire alarms. They are also aware of evacuation procedures and emergency contact numbers.

4 EMERGENCY RESPONSE PROCEDURES

The Regulation requires the fuel storage owner must have procedures for the preparation, and response to a spill / release, or failure of the system resulting in an emergency that may cause harm to human health or the environment. The procedures will address a response to:

- Loss of product during product transfers;
- Leaks resulting from failure of the systems components; and,
- Response fire and explosion hazards, or to any other emergencies that may be associated with the storage systems and surrounding area.

Contact information for people that respond emergencies are included in [Table 2: Emergency Response Contact Information](#) of **APPENDIX A**.

General Spill Response Procedures and Fire Response Procedures are found in [Table 1: General Emergency Response Procedures](#) of **APPENDIX A**.

5 ROLES, RESPONSIBILITIES AND TRAINING REQUIREMENTS

This section provides information regarding the roles and responsibilities for personnel associated with storage systems.

JTFN

- Ensure inventory of storage systems is completed and storage systems meet regulatory requirements;
- Ensure that existing storage systems are maintained;
- Establish procedures for the operation and maintenance for storage systems ;
- Establish Base emergency response procedures associated with the operations of the storage systems.
- Ensure personnel receive appropriate training for assigned duties associated with the operation and maintenance of storage systems or spills response.
- Maintain a list of emergency equipment and storage location.

RP Ops GP North (Det Yellowknife)

- Assist Contracts Inspector in establishing a schedule for regular inspections, maintenance and repair of storage tank systems;
- Conduct Semi-annual inspections of the storage tank systems;
- Assist Contracts Inspector in establishing a schedule for the replacement and upgrade as required by the regulations, or lifecycle management of storage tank systems.

Environmental / Hazardous Materials Officers

- Prepare a storage management plan for the operation and maintenance of storage systems;
- Identify sensitive areas surrounding the storage systems and prepare environmental protection plan;
- Ensure appropriate follow up action is taken in regards to any release into the environment;
- Assist with the coordination of disposal of any waste material;
- Report spills as required by ED 4003-1/2003, Spill reporting, and as required by the Regulation;
- Ensure appropriate records are maintained at the JTFN HQ, and the requirements of the Regulation are met for the operations of storage systems;

6 TRAINING

Training requirements for personnel who are responsible for the management, operation, maintenance, or respond to emergencies associated with storage systems all require specific training associated with their specific duties.

- **Awareness training** is provided to personnel who may work with the systems as a part of their day to day duties for the transfer of products, or work within facilities associated with storage systems.
- **Competence Training** is for personnel who are responsible for the inspection, operation, maintenance and regulatory requirements for storage systems.
- **Spill Response Training** is for personnel responsible for responding to large spills, or spill that the Units are not equipped to handle.

All personnel who are required to work with any products that may require respiratory protection would be required to receive **Respiratory Training**. The Director General of Health Services (DGHS) with the assistance of the Canadian Forces Fire Marshal (CFFM) is responsible for administering the DND Respiratory Protection Program (RPP). All respiratory training will be conducted in accordance with the RPP. The training will cover the limitations of use, fitting, and maintenance of respirators.

7 EMERGENCY EQUIPMENT

In part of the preparation to respond to any release of product or emergency, it is important to have appropriate emergency equipment. The emergency equipment at a minimum should include personnel protective clothing, spill response equipment (spill pads, absorbent material, booms, etc.), and any other equipment required by staff responsible for responding to emergencies.

[Table 4 - Emergency Response Equipment](#) of **APPENDIX A** identifies the equipment list to respond to product releases or other emergencies.

8 COMMUNICATION PLANS

A significant incident is any incident, even a news report, that could cause concern for DND/CF or the Minister of National Defence. In the event of an emergency that may lead to a significant incident that has the possibility of adversely affecting the public, a communication plan would be required to be prepared in order to ensure that persons who may be at risk are informed in a timely manner. This communication plan establishes two levels of communication; Crisis Communication, and Issue Communication.

Crisis communication establishes a set of protocols in which the public is required to be informed of an emergency situation for a short term or immediate risk.

Issue communication establishes protocols for communication with the public as a follow-up to a crisis scenario, or to provide information to the public in response to possible product releases that may have impacts offsite.

8.1 Crisis Communication

It is necessary for organizations to respond to issues and crises quickly and decisively. Issues tend to evolve rapidly; the key to managing them effectively involves preparation and coordinating the appropriate responses. In preparation for emergencies that require immediate or short term response the following should be identified:

- Emergency scenarios requiring crisis communication;
- Personnel responsible for communication; and,
- Information to be communicated for each scenario.

If evacuation is required of residents in the vicinity of the storage system local authorities may provide support to ensure public safety. Evacuation procedures may be supported or carried out by local fire departments, police departments or through a network of emergency personnel responsible for communicating evacuation plans.

Once the Emergency has been addressed, a Significant Incident Report is required to be completed prior to any follow up communications (Issue Communication).

8.2 Issue Communication

Issue communication establishes protocols for communication with the public as a follow-up to a crisis scenario, or to provide information to the public in response to possible product releases that may have impacts offsite. Any communication with the public requires the completion of a Significant Incident Report. All communications are coordinated through the protocols outlined in ***DAOD 2008-3 Reporting of Significant Incidents***.

8.3 Significant Incident Reporting

A significant incident is any incident, even a news report, that could cause concern for DND/CF or the Minister of National Defence. The report outlines information required to take action to effectively address any problems associated with the emergency and to assist with the preparation of any communications with the public regarding the incident.

A Significant Incident Report must include the following information:

Paragraph	Significant Incident Report
1	Date, time and location of the significant incident.
2	Name, location and telephone number of the person or agency initially reporting the incident.
3	Who or what was involved, what happened and how it happened.
4	Name of the parent unit and specific information concerning the persons and equipment involved.
5	Any possible broader implications of the incident, including the effect on future operations.
6	Local public affairs actions, recommendations and proposed further action.
7	Details of actual and probable media interest and involvement, including number of media calls, interviews and information requests, and whether the media were national, local or international.

The significant incident report shall be submitted through the chain of command, and copies of the report should be sent to personnel responsible for responding to and communicating information regarding the release or emergency.

Detailed information regarding any communication with the public is outlined in the Process and Responsibilities section of *DAOD 2008-03, Reporting of Significant Incidents - Issue and Crisis Management*.

APPENDIX A

- Table 1: General Emergency Response Procedures**
- Table 2: Emergency Response Contact Information**
- Table 3: Emergency Response Equipment**

Table 1: GENERAL EMERGENCY RESPONSE PROCEDURES

GENERAL SPILL RESPONSE PROCEDURES	FIRE RESPONSE PROCEDURES
<ul style="list-style-type: none"> • Keep unnecessary personnel away • Ventilate area if release is indoors and remove all sources of ignition • Stop the source of release, if possible • Control the further spread of the product by using absorbent pad/booms, mats, dykes, drain plugs and other available materials • Small Releases: <ul style="list-style-type: none"> ○ Use absorbent materials to soak up residues ○ Excavate impacted soils ○ Place absorbent materials and excavated soils into sealed containers for disposal • Large Releases: <ul style="list-style-type: none"> ○ Call local spill response company ○ Call Base Environment Officer, who will work with DCC to set up contract with local company. • Report all spills to the JTFN JOC (867-873-0700 ext 6772), who will then report to all other required departments • Dispose of all hazardous and contaminated wastes shall be coordinated with the JTFN Env Coord (867-873-0700 ext 6083) 	<ul style="list-style-type: none"> • Evacuate all personnel from the immediate area • CALL <ul style="list-style-type: none"> ○ Inuvik: (867) 777 2222 ○ Tuktoyaktuk: (867) 977 2222 ○ Bay: (867) 252-3333 • Keep all personnel away

Table 2: EMERGENCY RESPONSE CONTACT INFORMATION

Position	Contact Information
RP Ops Gp North	(867) 873-0700 ext 6909
Environment Officer	(867) 873-0700 ext 6029
JTFN Env Coord	(867) 873-0700 ext 6083
JTFN HQ Contract Inspector	(867) 873-0700 ext 6016
KBL Environmental Ltd (an option for local spill response)	(867) 873-5263

FIRE DEPARTMENT:

Inuvik: (867) 777 2222

Tuktoyaktuk: (867) 977 2222

Resolute Bay: (867) 252-2222

Table 3: EMERGENCY RESPONSE EQUIPMENT

Spill Response Kits –	Contains (minimum requirement): <ul style="list-style-type: none">• Oil only Absorbent pads (10)• .4M long Booms (3)• 1 bag Absorbal (10 litre)• Latex/Rubber Gloves (2 pair)• Safety Glasses (2 pair)• Heavy duty clear plastic Bags to collect contaminated materials (10)• Small shovel/scoop (1)• Pencil and notepad and spill report form (1 each)
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