	Burnt Mountain Services Safety Management System	Initial Issue Date	11/24/2023
		Revision Date:	Initial Version
EMERGENCY ACTION PLAN		Revision No.	0

Purpose

Each Burnt Mountain Services (the Company) location shall have a written Emergency Action Plan (EAP), appropriate to the hazards of the workplace, in order to respond to an emergency that may require rescue or evacuation.

Each Emergency Action Plan shall be prepared to reflect all known probable emergency conditions which may arise from within the workplace and from adjacent workplaces, the minimum of which will include fire or other emergencies.

The emergency action plan must be available for all employees to review. An emergency action plan must be in writing, kept in the workplace and available to employees for review. However, if a site has 10 or fewer employees the plan may be communicated orally to employees.

Emergency Response Planning

Emergency Action Plans for each project with more than 10 employees shall be developed using the Company Emergency Action Planner located in the EAP tab at the Company Safety Support Center located at www.bms.support. Completed plans shall be established, implemented, reviewed, maintained and updated on a regular basis in conjunction with:

- Client emergency services department requirements.
- Company safety staff and management.
- The requirement to ensure the plan is up to date to reflect current circumstances at the workplace.

The plan shall be reviewed with the workers on the job and when conditions warrant.

Reviewing the Emergency Action Plan with Employees

A review of the emergency action plan should occur with employees:


- When the plan is developed, or the employee is assigned initially to a job.
- When the employee's responsibilities under the plan change.
- When the plan is changed.

Procedures for Emergency Evacuation Planning

The emergency action plan must include procedures for emergency evacuation. An emergency action plan must include, at a minimum, procedures for emergency evacuation, including type of evacuation and exit route assignments.

The individual site evacuation procedure shall be appropriate to the site specific risks and must be developed and implemented to:

- Notify staff, including the first aid attendant, of the nature and location of the emergency,
- Evacuate employees safely and procedures to account for all employees after evacuation,
- Check and confirm the safe evacuation of all employees,
- Notify the fire department or other emergency responders, and

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- Notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace. Notification of the public must be in conformity with the requirements of other jurisdictions, including provincial and municipal agencies.

List of Potential Emergencies

An emergency action plan must include, at a minimum, procedures for reporting a fire or other emergency.

Each location shall conduct a risk assessment for hazards posed by potential hazardous substances from accidental release, fire or other such emergencies that could cause an evacuation or rescue. The EAP should list the potential emergencies for Company operations. Procedures for each of these potential emergencies shall be contained within the Emergency Action Plan. Examples include:

- Fire
- Gas Leaks/Chemical Spills
- Bomb Threats
- Medical Emergencies
- Explosion
- Workplace Violence

Guidance Procedures for Potential Emergencies

Fire

- Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present.
- If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt get out.
- Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Gas Leaks/Chemical Spills - Upon smelling or noticing a gas leak or unusual vapors, or a chemical spill:


- Pull fire alarm (if present) or sound warning and evacuate the premises via the nearest exit
- Proceed to the Emergency Assembly Area
- Contact local emergency response personnel by phone or radio
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

If employees are required to control a release of a hazardous substance, to perform cleanup of a spill, or to carry out testing before re-entry, the Company must first provide:

- Adequate written safe work procedures and documented training.
- Appropriate personal protective equipment which is readily available to employees and is adequately maintained, and
- Material or equipment necessary for the control and disposal of the hazardous substance.

Bomb Threats

- If a threat is received by phone, mail or other means, get as much information as possible.

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- If the threat is received by phone, try to keep the person on the line for as long as possible. Do not hang up the phone, even after the call has been terminated.
- Contact local emergency response personnel by phone or radio.
- If a suspicious device is identified, evacuate the immediate area and notify local emergency response personnel.

Medical Emergencies

- Call for assistance by phone or radio. Give the exact location and details of the medical emergency.
- If qualified, provide basic first aid, and keep the person comfortable. Do not move the person. Do not leave him/her unattended.
- Arrange for emergency medical transportation based on the medical planning portion of the site's Emergency Action Plan.

Explosions

- Get down on the floor, take shelter under tables or desks, and protect your face and head against flying glass and debris.
- Once it is safe to do so, evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Workplace Violence

- Notify security immediately by phone or radio and report the occurrence.
- Do NOT attempt to physically intervene. Protect yourself first at all costs.

Alarms & Emergency Communication

Each Emergency Action Plan shall contain methods to address alarms and communications in case of an emergency.

Alarm System

A system must be in place to alert employees. The alarm system shall be distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the emergency action plan. For sites with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Each Emergency Response plan will describe how to activate an alarm and what to do after either activating or hearing an alarm.

Personnel responding to any alarm shall avoid complacency. Every alarm should be treated as an actual incident until proven otherwise. Treating and responding to alarms as a routine happening can result in injuries, fatalities and destruction of property.

Rescue and Evacuation Procedures

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Procedures for Rescue and Medical Services

Each site Emergency Action Plan shall address who performs rescue services when required. It is the position of Burnt Mountain Services that all rescue and medical duties are performed by client emergency responders or local governmental responders.

Procedure for Evacuation

Preparation for Evacuation

Each site Emergency Action Plan shall contain a procedure for evacuation if required.

The Company designated Emergency Coordinator will maintain an active list of all Company and contract emergency responders.

Critical Plant Operations Personnel

Staff designated to remain in the facility to shut down or supervise critical operations or equipment will be specifically trained and authorized by management to perform their duties before any evacuation may occur.

Evacuation Drills

Evacuation drills shall be conducted at least annually. Before conducting an evacuation drill a pre-drill assessment of the evacuation routes and assembly points shall be conducted. The pre-drill assessment is intended to verify that all egress components (stairs, doors, etc.) are in proper order and that occupants can use them safely.

Coordination Within a Facility

Emergency training and drills should also be coordinated within a Company facility so that key staff are involved in the planning process and are aware of their responsibilities in an emergency as well as during the drill.

Facility management also needs to be informed of the potential for an interruption in productivity and business operations. Alternatives for the continuity of critical operations need to be considered.


Procedures to Account for All Employees After Evacuation

The emergency action plan must include procedures to account for all employees after the evacuation. Each muster or assembly point will have a blank roster for evacuees to enter their name. All completed rosters will be gathered and checked against a master list of employees assigned or checked in at the facility to verify all employees are accounted for.

Emergency Evacuation Notification and Routes

In the event of an emergency the Emergency Coordinator makes the following decisions and ensures the appropriate key steps are taken:

- Advise all personnel of the emergency.
- Activate the emergency notification sequence to alert the appropriate responders and initiate emergency notification as appropriate.
- Evacuate all persons to the identified assembly area(s) and account for everyone including visitors and clients.

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All personnel will proceed to the primary safe area immediately located at the identified emergency assembly area for their location.

- When the evacuation alarm sounds, stop work immediately, and conduct a sweep of the area. Ask everyone to leave the premises immediately and proceed to the identified emergency muster area(s).
- If you encounter smoke or flames, leave that section immediately, finish your sweep and evacuate the building/area by activating fire alarm. Remember, if in doubt get out.
- If anyone refuses to leave, note their name and location, and advise the emergency services personnel.
- Meet emergency services personnel and advise them of your sweep or an area of smoke or flame that you were unable to check. Assist with head count and evacuation if required.
- Ensure that everyone stays at the emergency assembly area until the Emergency Coordinator has given an all clear.

Evacuation or Drill Evaluation

Following an evacuation or drill a response review shall be conducted and documented by the Company Emergency Coordinator and lessons learned should be shared with the appropriate responders and staff.