

PARRY SOUND POWER
CORP.

EMERGENCY PREPAREDNESS
PLAN

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OBJECTIVES

&

PROCEDURES

1.0 INTRODUCTION

A guide for action to restore electrical services in the service area that is the responsibility of Parry Sound Power Corp. as quickly as possible, in the event of a major electrical outage.

2.0 DEFINITIONS OF AN EMERGENCY

- 2.01 Major Electrical Emergency
Interruption or damage to the electrical system which cannot be repaired by all of our available staff in a reasonable time (8 hours) could be considered a major emergency requiring assistance from outside forces. The Mutual Assistance Plan involving the EDA would trigger if restoration of service is expected to extend beyond 3 days.
- 2.02 Municipal or Regional Emergency
All major electrical emergencies in the service area of Parry Sound Power Corp. (e.g. flood, tornado, hurricane, train derailment etc.) will come under the control of the Municipality.

In cases of non-electrical emergency, we may be placed on notice for the maintenance of essential services in hazardous areas or other emergency duties.

3.0 PROCEDURES

- 3.01 Call out of Assistance
When power outages occur, our on call crews are brought into action.
The onus is on the Operations Staff to contact the Restoration Planning Co-ordinator.
The Operations Staff will determine if a Control Room will be set up at the Parry Sound Power Administration Building, the Town Hall or both.
- 3.02 Responsibility for Work
- 3.03 Telephones
- The Control Room will co-ordinate the restoration of power.
 - Office Staff will be utilized to answer phones and compile data to facilitate repairs.
 - All calls will be logged and categorized by areas. Emergency response log.

3.04 HOURS OF WORK

After the initial work effort of each person, which may be as much as 24 hours, working time for personnel safety should be restricted to 16 hours per day, including supervisors.

4.0 OUTSIDE ASSISTANCE

4.01 Request for Assistance

If damage is extensive and there is no likelihood of restoring service within 8 hours with our own personnel, then Management staff could consider calling outside assistance.

Level 1 Local Utility, plus neighbouring utilities, and contractors.

Level 2 Several Utilities, and EDA Emergency Plan.

Level 3 Wide Scale Emergency from across the Province.

4.02 Supervision of Outside Crews

All outside crews are to work under the control of our supervisory staff.

Where possible, they are to work with our crews or be assigned personnel familiar with the area, with vehicles or radios to maintain communications. Stores staff to arrange for material and fuel. Vehicle repairs are to be arranged with Supervisor using regular channels.

4.03 Accommodation and Meals

Accommodations and meals are to be arranged by Management. Cash advances may be provided if necessary for incidental expenses.

Receipts are required for reimbursement.

4.04 Maps and Time Sheets

Outside crews to be provided with time sheets and are to report on a daily basis.

Operating maps are to be provided as necessary.

4.05 Responsibility of Outside Forces

Parry Sound Power Corp. is to pay for labour, material, vehicle repair, and living expenses of outside crews. Outside crews are to provide the necessary tools for normal work.

Outside crews will be utilized mostly for reconstruction of dead or downed lines where protection required would be at a minimum, or work directly with Parry Sound Power line crews.

4.06 Consideration will be given to employees families in affected areas.

4.07 Post event counseling for employees needs will be assessed and administered as needed.

5.0 REPORTING

5.01 Reports to Supervisors

All crews are to report daily to their assigned Supervisor. Jobs requiring additional attention will be properly noted and taken into consideration.

5.02 Management Reports

The Communications Co-ordinator shall monitor the progress of repairs and issue reports as required to Management, the media and staff.

Assessments of probable outage duration will be publicized through the media to help reduce the number of telephone call inquiries re: outage.

6.0 MATERIALS

Stores staff will be called to provide materials and fuel from stores as required. They will arrange for recording of outgoing and incoming materials.

The crews will be supplied all materials as necessary to perform the jobs required, and shortages will be filled as best possible from normal suppliers or emergency sources, such as neighbouring utilities.

7.0 SAFETY AND WORK PROTECTION

Standard EUSA safety procedures must be followed to ensure the safety of all concerned. This will come under the jurisdiction of the Safety Co-ordinator, or designate. Work permits and hold-offs, etc. will be issued from the Control Room, as required.

8.0 ELECTRICAL SAFETY AUTHORITY

Formal inspection by the Electrical Safety Authority may be waived temporarily during emergency repairs on customer services, provided it can be done safely.

Every effort shall be made to restore service, if possible.

Customers requiring electrical repairs will be so advised, and arrangements will be made to restore service when ready.

9.0 PRIORITY FOR RESTORATION

Clinics, nursing homes, senior's homes, residences with life support system will be notified by telephone to make other arrangements. Pumping stations, and Sewage Plants have their own backup system. Traffic signals etc. will receive top priority for restoration of power. Industrial and commercial establishments.

Common sense will prevail in all cases where power restoration is required. The supervisory staff will have the final say as to priorities for restoration.

The Operations Staff is responsible for planning and co-ordination of drills and exercises with the IMO for the registered facilities.

The Operations Staff shall:

- Co-ordinate the training of Parry Sound Power Corp. EPP participants (all electric staff) will have workshops, conducted in the spring or fall of each year.
- Conduct workshops to review the overall plan and exercise case scenarios.
- Ensure that revisions to this plan incorporate recommendations stemming from such exercises.
- Co-ordinate/represent utility involvement in other local exercises.
- Co-ordinate/represent utility participation in OEEP exercises.

This policy will be updated annually each year by the 15th of February.

MEDIA

MEDIA CONTACT

In the event of an emergency situation, we may need to contact staff to come into work via the news Media (phone system problems etc.). A short message asking staff to report to work at Parry Sound Power Corp. will be all that is required for this broadcast to staff.

This type of communication may also be needed for power interruption information for our customers. The media will be contacted as early as possible to disseminate information to our customers and staff (if needed). Information needed for this media contact for customers should include:

- 1) The geographic area affected by the power interruption.
- 2) The approximate number of customers affected.
- 3) The cause of the interruption (if known). If the cause of the interruption is unknown then a statement such as “we do not know the cause of the interruption, but we have crews investigating” could be used.
- 4) The time the interruption started and the expected time power will be restored (if known).
- 5) Other pertinent information such as an appeal for other customers in the area to minimize their use of electricity so we are able to restore power to as many customers as possible from other adjacent lines/feeders.
- 6) IMO grid problem – Information is to be released by Parry Sound Power Corp. using information provided by the IMO.

A “Press Release” with the above information can be FAXED to the news media.

It can be prepared quickly and could eliminate confusion and answer all pertinent questions for the media and our customers. If a “PRESS RELEASE” is used or a phone call, or both, the above information should be available since some stations will tape your message for broadcast. It is important to have complete and professional sounding message going out to our customers.

The Communication Officer or alternate will make contact with the media.

SAMPLE NEWS RELEASE – ATTACHED

SAMPLE NEWS RELEASE

Extra emergency crews and Customer Support staff have been called in to cope with a major blackout this evening caused by a freak ice storm that hit the town's west end. About _____ customers are affected in an area bound by _____ Street, _____ Avenue, _____ Highway, and _____ Avenue. Power in some parts of the area is expected to be out for up to _____ hours as work crews repair downed lines.

Residents are advised to unplug or turn off all appliances to avoid possible damages when the power resumes. Once the power is back on, customers are asked to plug in only the most essential appliances and wait 10 or 15 minutes before connecting the other equipment. This gives the electrical system a chance to stabilize. Fuses or breakers should be checked to make sure that none have blown or tripped.

Refrigerator and freezer doors should be kept open no longer than necessary. Most food in the fridge will last for about 24 hours, except dairy products which should be discarded after 6 or 8 hours. Food in a full freezer will stay frozen for 24 – 48 hours and 12 – 24 hours in a partially filled freezer.

Homeowners using the fireplace or catalytic-type heating to keep warm are warned to leave a window open slightly to provide ventilation and avoid carbon monoxide poisoning.

PCB HANDLING & CONTINGENCY PLAN

PCB HANDLING AND CONTINGENCY PLAN

Emergencies involving PCB's can occur with equipment in service, in storage, or at storage facility. These emergencies may take the form of:

- 1) a leak or spill of PCB liquid
- 2) the catastrophic failure of a piece of in-service equipment
- 3) the accidental breach of a container of PCB; and
- 4) fires.

EMERGENCY PROCEDURES FOR PCB SPILLS

Spills of PCB liquid must be acted upon and cleanup operations commenced as soon as possible after detection. In an emergency or cleanup situation, an assessment should first be made of all possible hazards associated with the situation so that appropriate safety procedures and protective equipment may be used.

The following steps should be followed for the clean up of PCB liquids:

- 1) stop the source of the spill if possible
- 2) control further spread of the spill
- 3) notify authorized personnel of the spill and cleanup intentions
- 4) if workers or the public are at risk, the provincial environment and health authorities as well as Environment Canada must be notified
- 5) consult with the provincial environment authority on the cleanup procedures
- 6) remove the PCB's where they have been spilled

- 7) obtain samples from the contaminated surface and test for the completeness of the cleanup.

Spread Control: Immediate action should be taken to limit the spread of contamination by using dykes and drain plugs, as available, by removing articles that are not yet contaminated, and by any other action that can be readily undertaken.

Notification: Immediate notification of the appropriate authorities is required to ensure that they are informed about a PCB spill and that all cleanup resources are made available.

Spill Removal: PCB liquids should be removed from the contaminated area to as large an extent as possible using pumps and sorbent materials.

Decontamination Solvents: After the liquid PCB's have been removed through the use of sorbents or pumps, the affected area must be thoroughly decontaminated. Surfaces that do not absorb PCB's, such as steel or PCB resistant concrete, should be decontaminated by thoroughly rinsing with a solvent such as Varsol, turpentine, No. 1 fuel oil, or kerosene, until the PCB's are removed. PCB contaminated solvents and cleaning rags should be disposed of as PCB waste. Materials that absorb PCB's such as wood, asphalt, concrete, soil and sediments should be examined to determine the depth of PCB penetration. The contaminated layer should be decontaminated or physically removed to meet provincial requirements. The material removed should be dealt with as a PCB waste when it contains more than 50ppm PCB.

SPECIFIC CLEANUP PROCEDURES

Spills into containment system:

- Notify authorized personnel and appropriate authorities of spill and cleanup intentions
- Take precautions to avoid personal contamination
- Pump PCB liquids into drums or if not possible, soak up with absorbents
- Wipe area clean with rags and appropriate solvent
- Dispose of all contaminated cleanup material and waste PCB liquid

Spills on concrete or asphalt:

- Control the spread of the spill
- Notify authorized personnel and appropriate authorities of the spill and cleanup intentions

- Take precautions to avoid personal contamination
- Plug or dyke all drains to sewers and ditches
- Soak up PCB liquids with sorbents
- Wipe clean with rags and appropriate solvent
- Take core samples to determine depth of contamination and need to excavate
- If necessary remove contaminated surface material and handle as PCB waste
- Dispose of contaminated materials and waste PCB liquid.

Spills on soil:

- Control the spread of the spill by building dykes to contain the spill
- Notify authorized personnel and appropriate authorities of the spill and cleanup intentions
- Take precautions to avoid personal contamination
- Pump PCB liquids into drums or if not possible, soak up with absorbents
- Dispose of all contaminated cleanup material and waste PCB liquid
- Take core samples to determine depth of contamination and need to excavate
- If necessary remove contaminated surface material and handle as PCB waste
- If requested by local authority, monitor wells and other waters in proximity of spill for PCB contamination.

Spills into bodies of water:

- Notify authorized personnel, downstream water filtration plants and appropriate authorities of spill and cleanup intentions
- Take precautions to avoid personal contamination
- Dam area if possible
- Use dredges to collect contaminated sediment
- Dispose of contaminated materials as PCB waste

PCB Solid Spills:

- Spills of PCB solids should be removed by shoveling or scooping the solid into drums and wiping the contaminated area with the appropriate solvent.
- Dispose of as PCB waste

SPILL CONTROL KIT:

Equipment for the cleanup of PCB spills are stored in our “Spill Kit” drum, extra sorbent is stored in the Operations Garage, and the pump is stored in the PCB Containment Unit at #5 Water St.

PERSONAL SAFETY EQUIPMENT

Cleanup personnel should take care to avoid contact with PCB contaminated material and cleaning solvents. Adequate protective equipment should be worn at all times.

- Disposable coveralls
- Gloves
- Boots and splash aprons
- Goggles or face shield
- Clothing of heat resistant material when working with hot liquid

Ensure adequate ventilation to minimize PCB vapors and solvent fumes. Avoid splashing PCB liquids and decontaminate or dispose of all protective equipment and clothing that has been contaminated with PCB's. Remove contaminated clothing before leaving the spill area.

If a person is exposed to PCB's the appropriate Labor and Health Officials should be notified and First Aid Treatments shown in the following table followed:

| EXPOSURE TYPE | FIRST ACTION |
|--|--|
| SECOND ACTION | |
| PCB liquid on skin see doctor if rash develops | wash thoroughly with soap and water |
| PCB liquid in eyes see physician | flush with gentle stream of water for 15 minutes keeping eyelids apart |
| PCB liquid swallowed go to emergency room or physician | do not drink anything, rinse out mouth with water immediately |
| Strong PCB fumes if discomfort does not clear up see a physician | get fresh air |

FIRES INVOLVING PCB'S

Notify the Fire Department

Fires involving PCB's are smoking and producing large amounts of black oily soot. PCB fires are typically small and easily extinguished with chemical foam, nitrogen flood or carbon dioxide-water should not be used as it will spread contamination. Because most of the contamination resulting from a fire involving PCB's is from contaminated soot, the transport of soot during the fire must be minimized by extinguishing the fire as soon as possible.

Cleanup:

- Remove soot immediately from surfaces with a high powered vacuum
- Wash surfaces with a high strength anionic cleaner, such as Triton-100 and water
- Wash with solvent

Cleanup personnel should wear protective clothing and self-contained breathing apparatus at all times during the cleanup procedure.

Fires involving PCB's should be reported to local and provincial authorities and Environment Canada. These agencies will determine the required level of decontamination and the testing methods used to determine it.

SPILLS DURING TRANSPORTATION

Personnel responsible for transport vehicles should be thoroughly trained on what actions to take in a PCB spill.

In the event of a spill the leak should be contained inside the vehicle if possible. Plastic sheets should be placed under the vehicle to prevent contaminating the ground. Follow the specific instructions found in the "Special Handling/Emergency Instruction" section of the manifest that accompanies the load.

EMERGENCY PHONE NUMBERS

Spills Hot Line (Environment Canada)
Fire, Ambulance, Police

1-800-268-6060
911