



# Star Building Materials Safety Emergency Response Plan

292109 Prime Close, Rocky View County

## EMERGENCY EVACUATION ( Fire, Gas Leak, Bomb or Arson Threat ).

### **The employee discovering the emergency must:**

1. Make the emergency known to all people on the worksite.
  - a) Shout to near by workers
  - b) Activate the emergency response system (either by fire alarms, 3 air horn blasts, or using a mobile device equipped with Erp capabilities).
  - c) Upon hearing the emergency signal, all workers should immediately evacuate their worksite and gather at the nearest muster point and await direction from area Fire Warden.

## EMERGENCY EVACUATION ( Fire, Gas Leak, Bomb or Arson Threat ).

### **The Fire Marshall & Fire Warden(s) must:**

1. Ensure all personnel meet at the muster point ( as per ERP maps ).
2. Help injured or ill worker(s) to leave the building.
3. Confirm area has been swept and clear of workers to Fire Marshall.
4. If required move all workers to new Muster Point.
5. Ensure the worksite is secured until instructed by Fire Marshall or Emergency services.

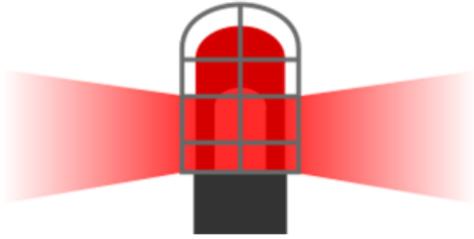
### **The First Aid Attendant Must:**

1. Move immediately to the muster point with first aid kit.
2. Provide first aid to the injured workers at the Muster Point if possible.
3. Advise emergency personnel of injured workers when they arrive on scene.
4. Fill in First aid treatment form.

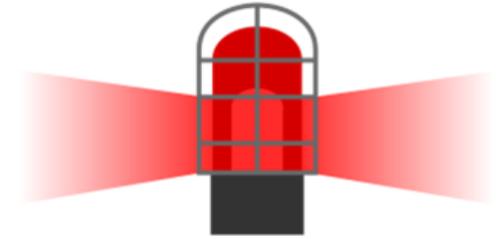


## EMERGENCY CONTACT LIST

Ambulance / Fire / Police (Emergency)	911	<u>Peter Loughheed Centre</u> 3500 26 Avenue NE, Calgary	(403) 943-4999
Ken Crockett Vice President	(403) 888-5311	Rockyview General Hospital 7007 14 Street SW, Calgary	(403) 943-3000
Richard Tunnicliffe Director Of Operations	(403) 369-8600	Foothills Medical Centre 1403 29 Street NW, Calgary	(403) 944-1315
Christian Ravary Qualico Safety Manager	(403) 212-6342	Airdrie Community Health Centre 604 Main Street S, Airdrie	(403) 912-8500
Miriam Hieb Star Safety Coordinator	(587) 572-3153	Balzac Fire Station 107 <b>Emergency 911</b> 291015 Rocky View Drive - Staffed full time	(403) 230-1401
Jeff Jost Qualico Construction Safety Officer	(403) 540-5789	Airdrie RCMP <b>Emergency 911</b> 2 Highland Park Way NE Airdrie M-F 8:30 am – 4:30 pm	(403) 945-7200
Will Fulton Qualico Construction Safety Officer	(403) 574-8086		
Gail Mitchell RN Occupational Nurse	(587) 284-4518		



# ERP – Emergency Preparedness Plan



- 1. Be familiar with all exit locations of the building and most importantly the nearest exits. Be familiar with your sweeping route in the event of an emergency.
- 2. Know the location of your department fire alarm pull station and fire extinguishers.
- 3. Immediately report fire odor or signs of smoke, activate fire alarm process.
- 4. Ensure that combustibles do not accumulate in your department.
- 5. Ensure that all of your department staff members leave the building in the event of an emergency and/or alarm activation and guide them to the muster point. Ensure visitors or anyone with mobility challenges are assisted to evacuate safely.
- 6. Report from the muster point to the **Fire Marshall** that the staff members for your respective work area have exited the building.
- 7. You will be informed at the muster point on the next step in regard to either re-entry of the building or other directions by the Fire Department or Properties in the event of a drill.
- 8. In the event exits are blocked by fire or smoke; keep staff calm, go to a safe area and close the doors. Put jackets or sweaters under the door to prevent smoke accumulation. Stay low to the floor if the area fills up with smoke. If you are near a window signal the fire fighters by waving a bright colored object or call 911 from a cell phone and report where you are so that rescue can be performed.
- 9. Fire extinguishers may be used if it is safe to do so by all **Fire Wardens** to assist in the evacuation of your department.



## Fire Marshall/Warden List

292109 Prime Close, Rockyview County

Department/Area	Fire Warden	Back up
Fire Marshall	Miriam Hieb	Cole Hendry
Office 1 <sup>st</sup> Floor	Cole Hendry	Debora Grandpre
Scheduling/Sales	Robert Chandler	Chelsea Banting
Estimating	Sophia Zhang	Steven Rosia
EWP Design	Dan Raslescu	Steven Rosia
Accounting	James Visperas	
Finish Warehouse/Door Shop	Jason Howarth	Adam Petch
Truss Plant Am	Rodolfo Hernandez	Neil Taylor
Truss Plant Pm	Roman Lukyanenko	
Wall Panel Plant	Cam Borson	Chad Zaharik
Joist Plant	Steve Daigle	Richrd Sampson
Lumber Yard Am	Logan Boucher	Paige Speers
Lumber Yard Pm	Karri Anderson	
Warehouse	Amanda Hamilton	Reg Richardson
Logistics	Trevor Piper	Scotty Phelps

Refer to ERP plan maps for visual locations of first aid kits, eyewash stations & AED defibrillators.



First aiders are identified by a **Blue hi-vis vest** in areas that require Hi-vis.

Nurse in first aid room on first floor in main office.

First aid list is posted on each area safety board, also in resource tab on Site Docs.

Each Muster point will have a first aid kit brought by designated personal.



## Star Building Materials First Aider List

Type Of First Aid	Employee	Area	Expiry Date	Contact
Occupational Nurse	Gail Mitchell	Medical Room		(587) 284-4518
First Aid Advanced	Miriam Hieb	Safety	Feb-27	(587) 587-3153
First Aid Standard (Intermediate)	Steven Richards	Driver	April 8th 2028	(403) 880-5296
First Aid Standard (Intermediate)	Gilles Lepage	Driver	September 26th 2027	
First Aid Standard (Intermediate)	Doug O'Sullivan	Driver	June 18th 2027	
First Aid Standard (Intermediate)	Derek Penney	Driver	November 4th 2026	
First Aid Standard (Intermediate)	Daryl Jones	Driver	May 21 2028	(403) 818-0557
First Aid Standard (Intermediate)	Steve Daigle	EWP Plant	April 1st 2026	(587) 779-6527
First Aid Standard (Intermediate)	Richard Sampson	EWP Plant	January 24th 2027	
First Aid Standard (Intermediate)	Robert Melling	Finish Warehouse	July 22nd 2027	
First Aid Standard (Intermediate)	Nicholas Sheppard	Logistics	April 8th 2028	(403) 369-8112
First Aid Standard (Intermediate)	Michael Kenion	Logistics	November 15th 2026	
First Aid Standard (Intermediate)	Karri Anderso	Lumber Yard	July 22nd 2027	
First Aid Standard (Intermediate)	Austin O'Quinn	Lumber Yard	November 15th 2026	
First Aid Standard (Intermediate)	Jennifer Rouse	Office	April 8th 2028	(403) 888-2651
First Aid Standard (Intermediate)	Stephanie Karger	Office	June 25th 2027	(403) 290-3365
First Aid Standard (Intermediate)	Steven Rosia	Office	April 1st 2026	(403) 771-0663
First Aid Standard (Intermediate)	Kathleen Heather	Office	June 17th 2027	
First Aid Standard (Intermediate)	Kristen Williams	Office	April 23rd 2026	
First Aid Standard (Intermediate)	Martine Yzerman	Office	March 3rd 2026	
First Aid Standard (Intermediate)	Oleksii Chekov	Truss Plant	October 30th 2027	
First Aid Standard (Intermediate)	Mykyta Musiienko	Truss Plant	October 30th 2027	
First Aid Standard (Intermediate)	Andrii Boichuk	Truss Plant	October 30th 2027	
First Aid Standard (Intermediate)	Rodolfo Hernandez	Truss Plant	January 24th 2027	
First Aid Standard (Intermediate)	Roman Lukyanenko	Truss Plant	January 24th 2027	
First Aid Standard (Intermediate)	Bill Webster	Wall Panel Plant	February 18th 2028	
First Aid Standard (Intermediate)	Nathan Deman	Wall Panel Plant	April 22nd 2026	
First Aid Standard (Intermediate)	Amanda Hamilton	Warehouse	August 13th 2026	
				As of May 15, 2025



Office 1st Floor

Muster Point – Follow sidewalk to Northwest side of Roundabout

## EMERGENCY EVACUATION PLAN

**LEGEND**

- APPROXIMATE LOCATION
- 🔥 FIRE EXTINGUISHER
- ➡ EXIT

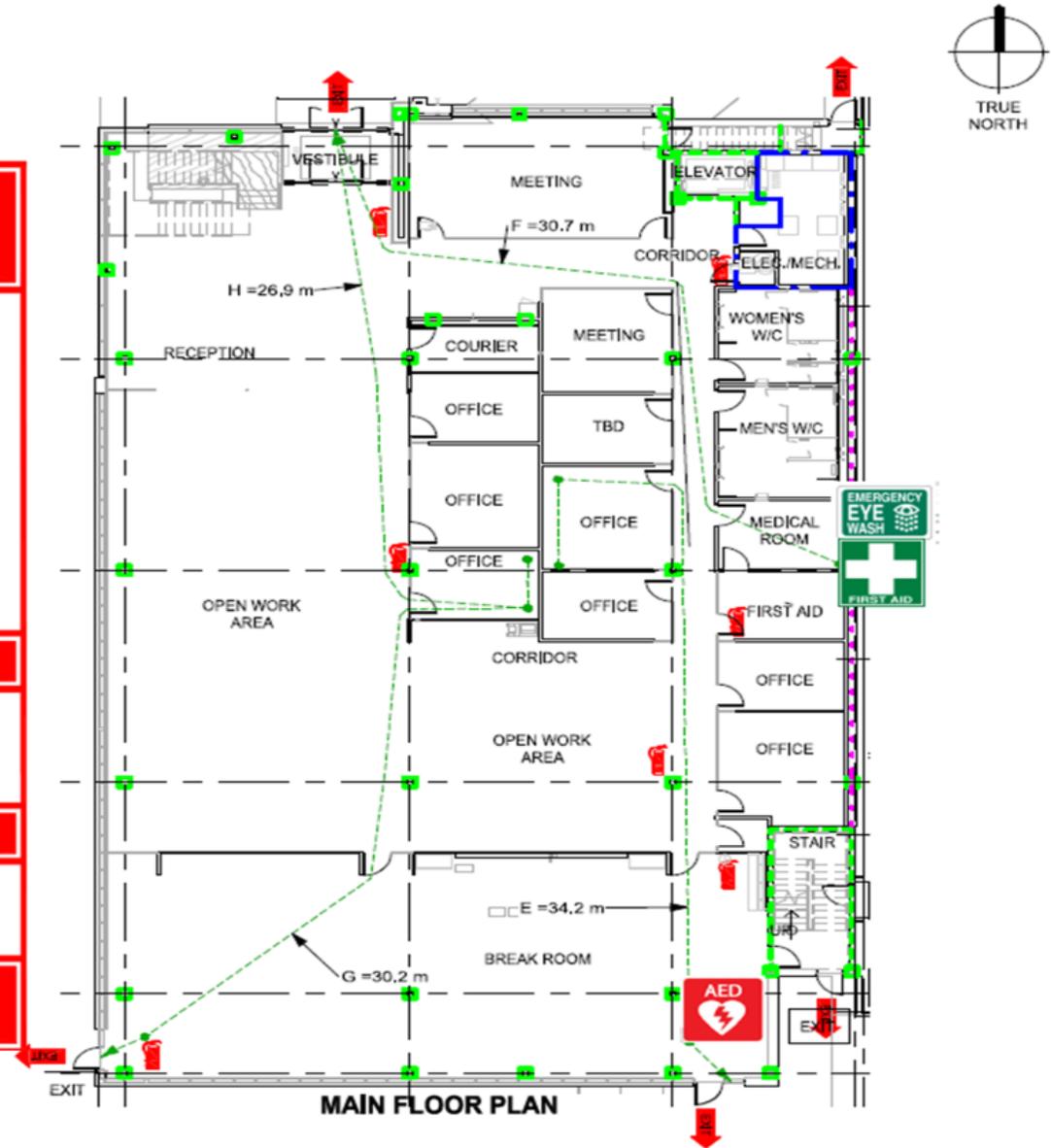
**EVACUATION PROCEDURE**

- Leave the building by the nearest exit
- DO NOT collect personal possessions
- DO NOT run, pass or overtake
- DO NOT re-enter the building UNTIL advised to do so

**DISCOVERY OF FIRE OR OTHER EMERGENCY**

- If safe to do so, close doors
- Notify the FIRE SERVICE, dial "911" and give the following information:  
292109 Prime Close, Balzac, AB

**THE SAFETY OF PEOPLE TAKES A PRECEDENCE**



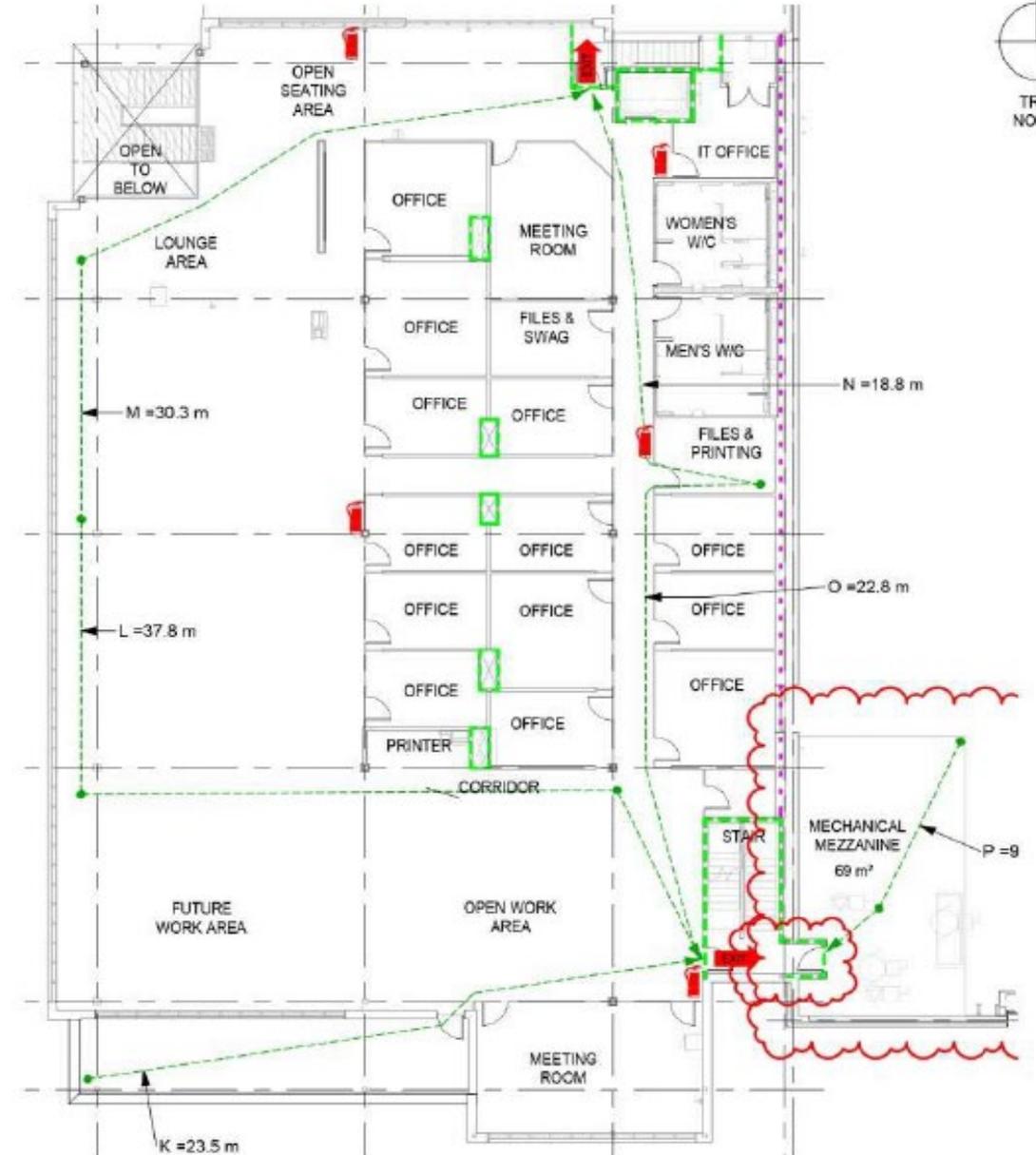
## Office 2nd Floor

Follow evacuation route to 1<sup>st</sup> floor.

**Do not use Elevator.**  
Ambulatory Persons are to be escorted to an office with the door closed and assisting person call either 911 or Fire Warden to inform of location.

Muster Point – Follow sidewalk to Northwest side of Roundabout.

EMERGENCY EVACUATION PLAN	
<b>LEGEND</b>	
	APPROXIMATE LOCATION
	FIRE EXTINGUISHER
	EXIT
EVACUATION PROCEDURE	
<ul style="list-style-type: none"> <li>• Leave the building by the nearest exit</li> <li>• DO NOT collect personal possessions</li> <li>• DO NOT run, pass or overtake</li> <li>• DO NOT re-enter the building UNTIL advised to do so</li> </ul>	
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THE SAFETY OF PEOPLE TAKES A PRECEDENCE	



SECOND FLOOR PLAN

EWP Joist Plant

Muster Point – Follow sidewalk to Northwest side of Roundabout

EMERGENCY EVACUATION PLAN

**LEGEND**

- APPROXIMATE LOCATION
- 🔥 FIRE EXTINGUISHER
- ➔ EXIT

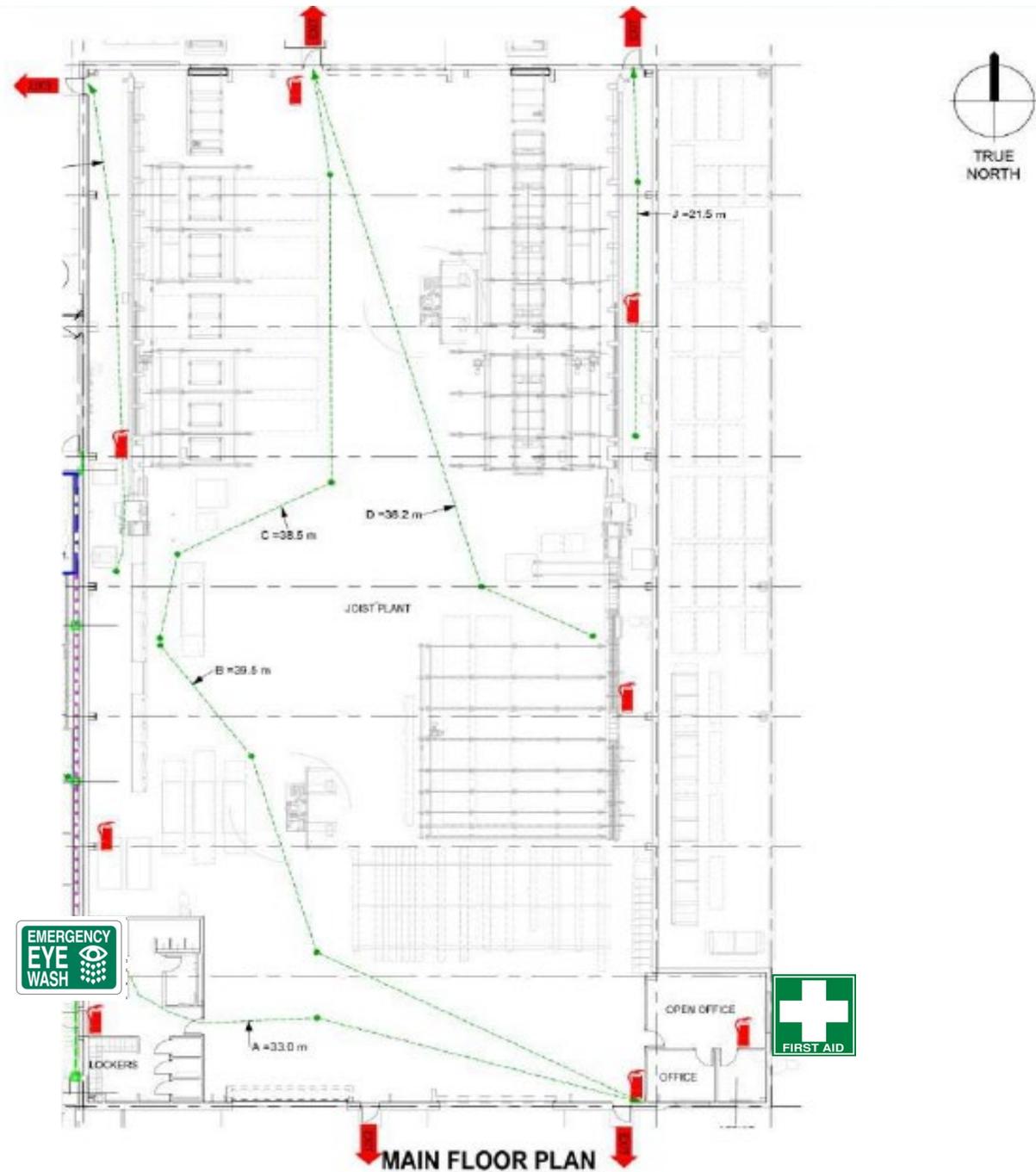
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THE SAFETY OF PEOPLE TAKES A PRECEDENCE



Wall Plant  
Finishing  
Warehouse  
Finish/Door Shop

Muster Point –  
Follow sidewalk to  
Northwest  
side of Roundabout

EMERGENCY EVACUATION PLAN

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- APPROXIMATE LOCATION
- 🧯 FIRE EXTINGUISHER
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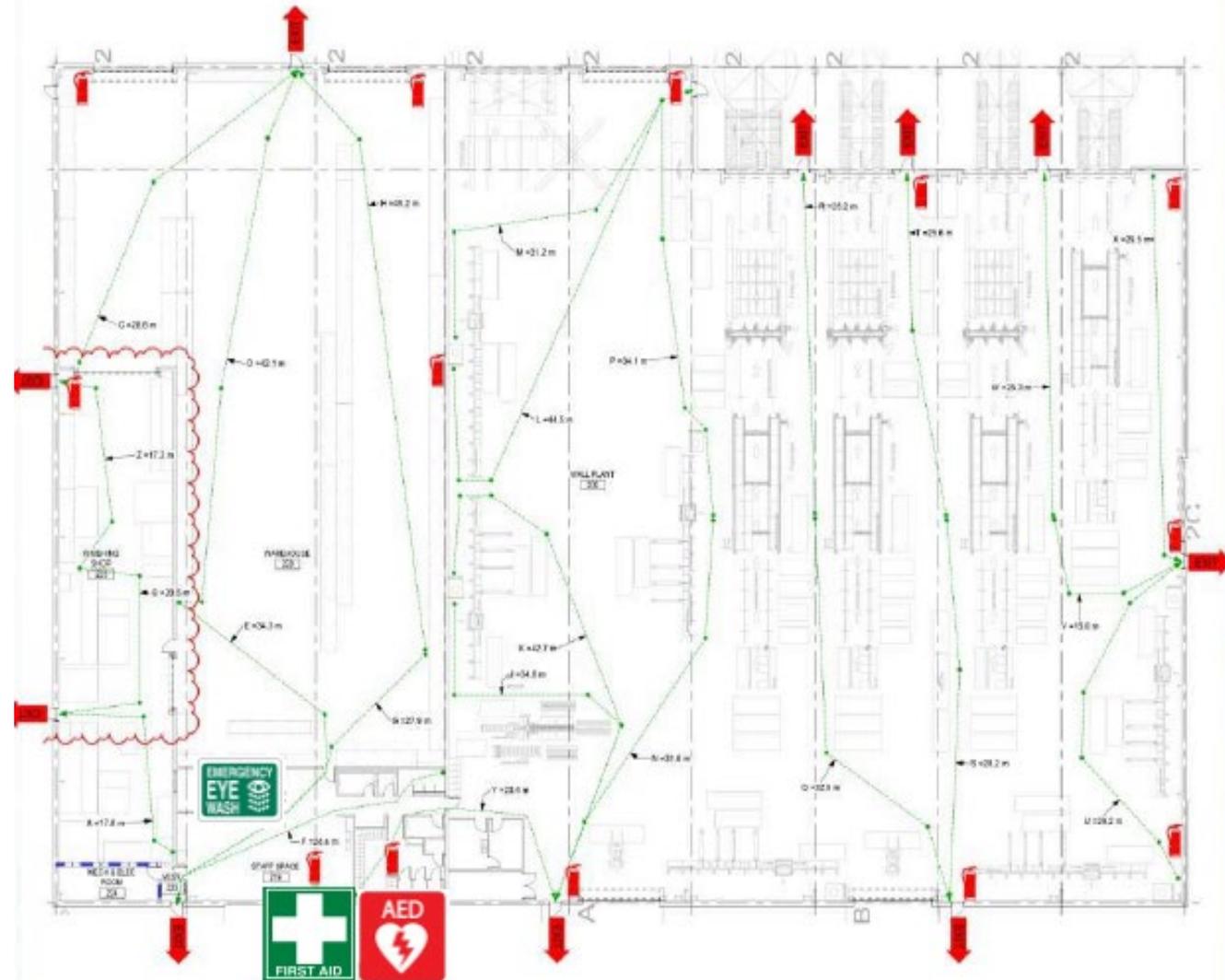
EVACUATION PROCEDURE

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THE SAFETY OF PEOPLE TAKES A PRECEDENCE



Truss Plant

Muster Point –  
Follow sidewalk to  
Northwest  
side of Roundabout

## EMERGENCY EVACUATION PLAN

### LEGEND

-  APPROXIMATE LOCATION
-  FIRE EXTINGUISHER
-  EXIT

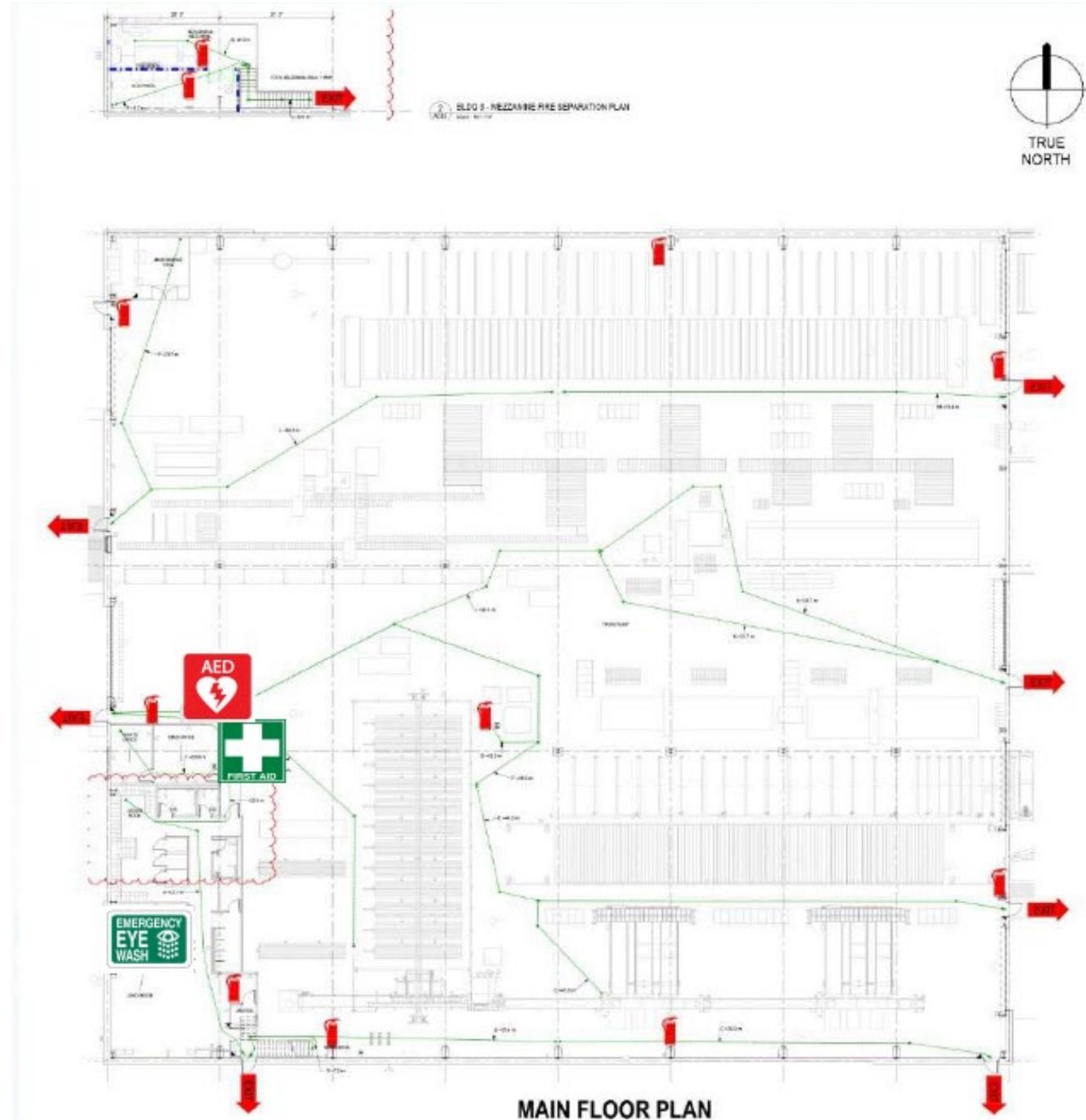
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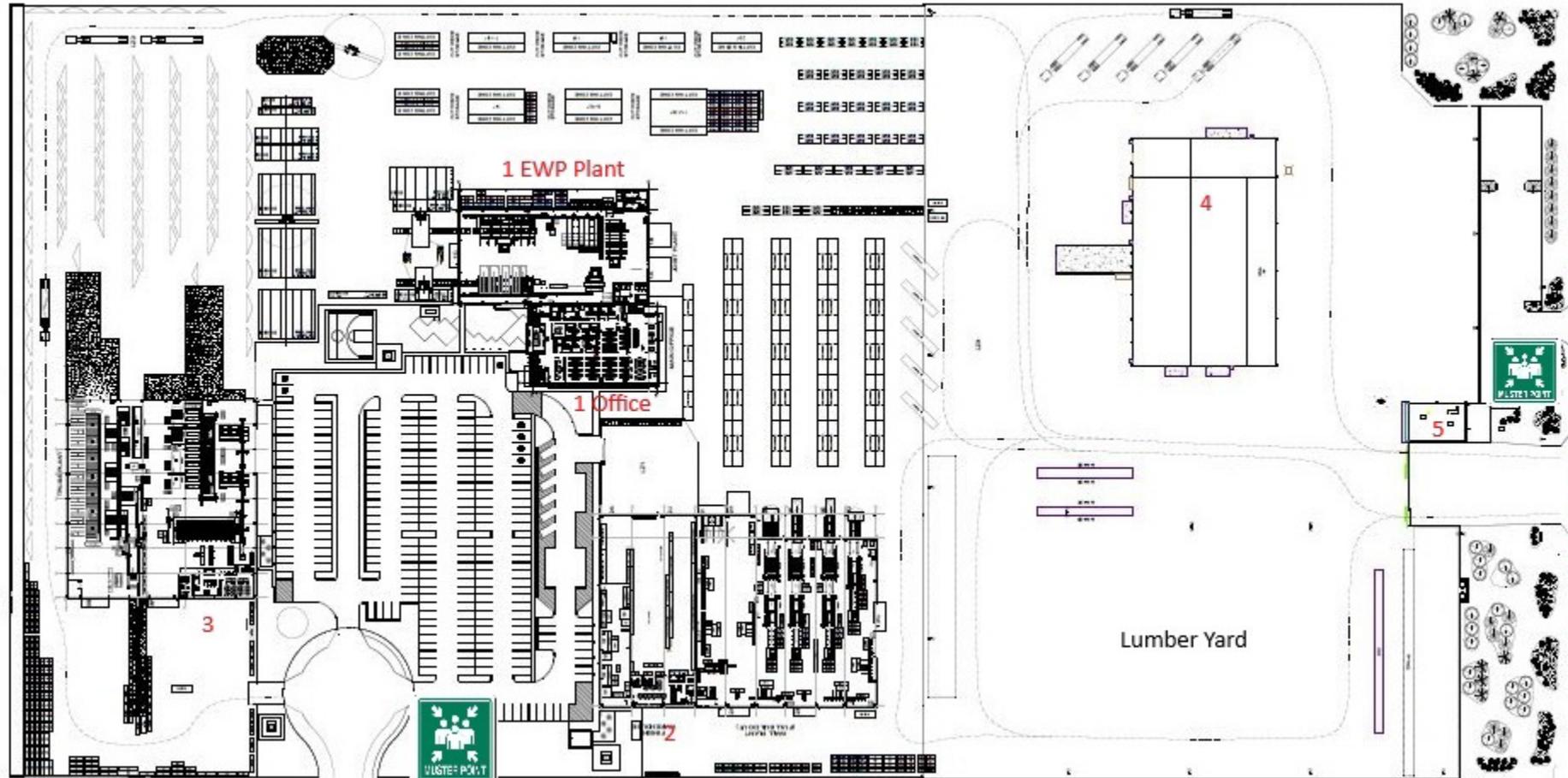
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**THE SAFETY OF PEOPLE TAKES  
A PRECEDENCE**





- Building 1  
Main Office  
EWP Plant
- Building 2  
Wall Panel Plant  
Finishing  
Warehouse  
Finishing Shop
- Building 3  
Truss Plant
- Building 4  
Delivery &  
Warehouse
- Building 5  
Logistics  
Offices  
Lunchroom

# Full Yard Evacuation Map

Workers in buildings, yards in new Expansion part of yard, Evacuate to Muster Point on Northwest side of Roundabout.

Workers in the Lumber yard, Logistics Office, Warehouse loading area go to Muster Point In parking lot behind Logistics office.





- For medical emergencies, Rocky View County is served by ground ambulances operated by Alberta Health Services. Medical services can be accessed by calling 9-1-1.
- The nearest acute care hospitals with emergency services are:

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[Peter Loughheed Centre](#)

3500 26 Avenue NE, Calgary  
403.943.4999

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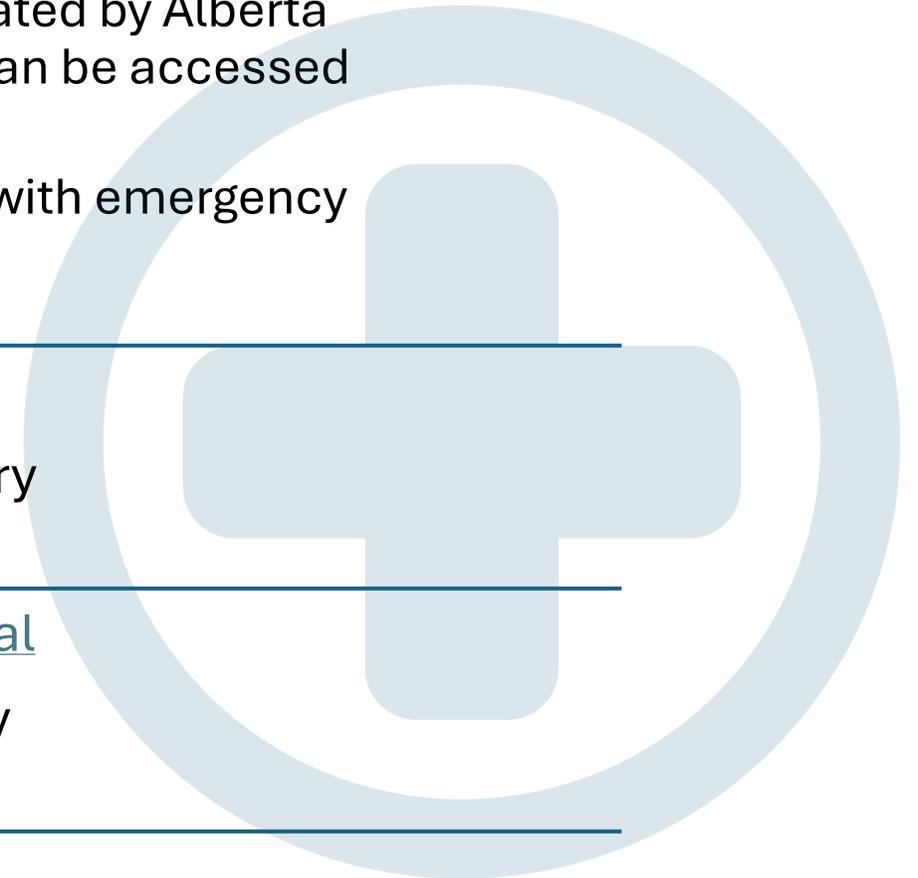
[Rockyview General Hospital](#)

7007 14 Street SW, Calgary  
403.943.3000

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[Foothills Medical Centre](#)

1403 29 Street NW, Calgary  
403.944.1315



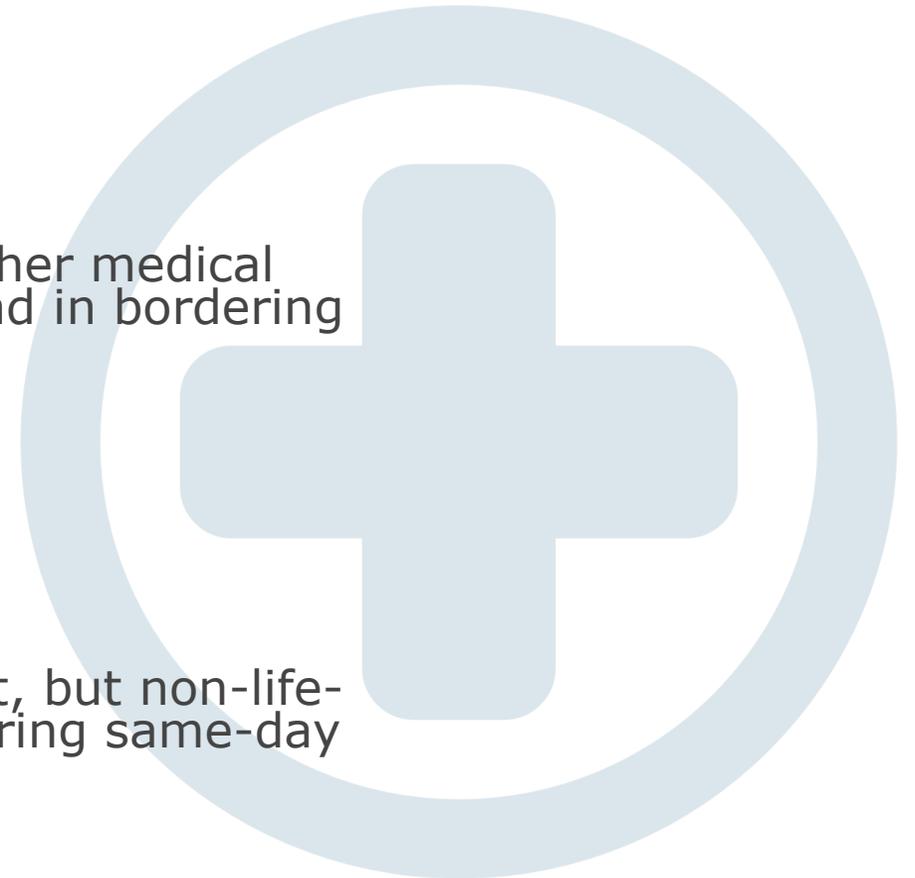


Rocky View also has a range of other medical services throughout the county and in bordering cities/towns:

[Airdrie Community Health Centre](#)

604 Main Street S, Airdrie  
403.912.8500

Provides care to those with urgent, but non-life-threatening health concerns requiring same-day treatment



Thank you for  
reviewing the ERP  
Procedures for your  
respective areas

**STAY  
CALM**