



Star Building Materials Safety Emergency Response Plan

292109 Prime Close, Rocky View County



Emergency response plan

This outlines actions that workers must take in the event of an emergency to ensure the safety of all workers and to minimize any injuries, and or property damage.

Date: August 06, 2025

Star Building Materials – 292109 Prime Close, Rockyview County

Completed by: Miriam Hieb Safety Coordinator

Potential emergencies

- Medical Event
- Fire & Explosion
- Violence, Harassment,
- Angry Visitor
- Security threats (e.g., active shooter, bomb threat, unauthorized access).
- Thunder & Lighting Storms
- Natural disasters (e.g. earthquakes, floods, and tornados).

Work site resources and procedures

Emergency and personal protective equipment, including fire protection requirements
 (For example: alarms, sprinklers, fire suppression systems, fire extinguishers, hoses, fire doors.)

Equipment	Location	Operating procedures
<ul style="list-style-type: none"> Fire Extinguishers Fire Hoses 	<ul style="list-style-type: none"> Throughout all buildings. Building 4 	<ul style="list-style-type: none"> Use the P.A.S.S procedure when using a fire extinguisher.
<ul style="list-style-type: none"> AED (Defibrillator) 	<ul style="list-style-type: none"> Building 1 - Located In First floor break area, medical room. Building 2,5 machines are in breakrooms. Building 3 – AED is in the admin office. Building 4 – AED is located at the east side in the office. 	<ul style="list-style-type: none"> Automated external defibrillator gives you step-by-step voice instructions. It will tell you how to check for breathing and pulse and how to position electrode pads on the person's bare chest.

First aid
 (For example: type and location of first aid kit and supplies, first aiders/shift, first aid room if applicable, transportation.)

First aid kit (Class 3) First aid supplies	Building 1 - Medical Room 1st floor, Printer area on 1st floor 2nd floor in cupboard to the right of the kitchen area.
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First aiders Contact List	Posted on the Safety board 1st floor cubicle area by printer area. All buildings have a list posted on the area Safety Board. Also, resource tab in Site Docs, Safety Web Site.
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Transportation Plan

All employees should be capable of:
 Providing transportation to a medical facility for the injured or ill promptly;
 contacting outside agencies such as ambulance or fire department for assistance when required.

List and location of emergency facilities
(For example: fire station, hospital, police, walk-in clinic.)

Facility name

Address/distance

See list below for Medical facilities.

Balzac Fire Station 107

291015 Rockyview Drive

Airdrie RCMP

Emergency 911 – (403) 230-1401

2 Highland Park Way NE Airdrie

EMERGENCY 911 – (403) 945-7200

Alarm and emergency communication requirements
(For example: type of alarm, paging, or PA system.)

Communicative methods to be used are Fire Alarm, Cell Phones, Air Horns, and walkie talkies.

Rescue and evacuation procedures

Identify the safest and nearest exits to where you are working. Proceed to the nearest exit (stairwell) as quickly as possible, assist with the evacuation of someone that might have difficulties walking downstairs. Always use designated escape routes. Proceed to the designated MUSTER point wait for directions from first responders and do not re-enter the building until cleared to do so.

Emergency response procedures
(Detailed procedures to be followed for each identified emergency, including who is responsible for what.)

Emergency situation	Procedures
Medical Event	Provide first Aid for the injured or ill and call 911.
Fire & Explosion	Provide the first initial attack on a fire by use of a portable fire extinguisher and call 911 if it can't extinguish.
Severe Weather Conditions: <ul style="list-style-type: none"> • Windstorms • Thunder & Lighting 	Monitor weather reports on smart phone/android phone, or desktop computer. Alert all workers by sending a Broadcast that severe weather is approaching and communicate expectations if safe to evacuate the area. Stay away from windows of building and secure all loose material to withstand the forecasted winds, thunder, and lightning storm.



	Angry Workers/Visitors	Remain Calm. When a worker/visitor is becoming aggravated or upset, maintain your composure and act professionally. Find a Solution. Once you understand why the worker/visitor is upset, let them know you will speak to your managers and that one of them will be in touch as soon as possible, <u>and/or</u> if things escalate Call 911.		
Emergency response training and requirements <i>(List the positions or names of workers trained to use each type of emergency equipment and those trained in rescue and evaluation procedures.)</i> <i>Fire wardens & marshalls list included in ERP plan. Also posted on each area safety board and electronically on Site Docs and Safety Website.</i>	Position or name		Training received	Frequency
	Miriam Hieb Safety Coordinator		Advanced First Aid CPR/AED Training	Every 3 Yrs. Annually
	Gail Mitchell Occupational Nurse		Advanced First Aid CPR/AED Training	Every 3 Yrs.
	Cole Hendry Deborah Grandpre	 	Fire Warden – Backup Fire Marshall Fire Marshall	Annually Annually



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 Emergency 911 291015 Rocky View Drive - Staffed full time	(403) 230-1401
Jeff Jost Qualico Construction Safety Officer	(403) 540-5789	Airdrie RCMP Emergency 911 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		

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 nearby 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.

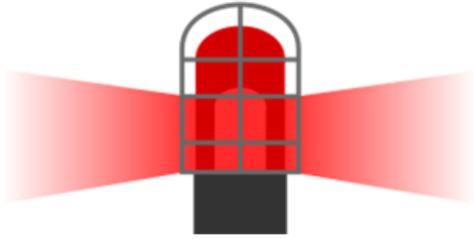
EMERGENCY EVACUATION (Fire, Gas Leak, Bomb or Arson Threat).

The Fire Marshall & Fire Warden(s) must:

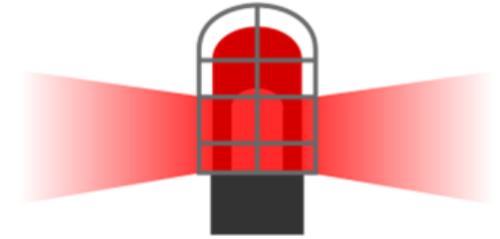
1. Ensure all personnel meet at the muster point (as per ERP maps).
2. Help injured or ill worker(s) to leave the building.
3. Confirm area has been swept and clear of workers to Fire Marshall.
4. If required move all workers to new Muster Point.
5. Ensure the worksite is secured until instructed by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



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 & Fire Wardens

Duties of the Fire Marshall & Fire Wardens for your respectful area:

- Fire Warden will ensure that all staff members leave the building in the event of an emergency and/or alarm activation and guide them safely in calm manner to the muster point center of the parking lot.
- At the muster point, you will receive instructions about the subsequent steps, including re-entering the building or following other directives from the Fire Department or Property Management, whether it's a drill or a real emergency.
- Report to the Fire Marshall that all staff members are out of the building.

Following Fire Marshall & Fire Warden's Directions

- Follow the directions from your Fire Warden(s)
- Stay calm and exit in an orderly fashion.
- Please note that during an evacuation, elevators will not be functional except for instances where employees with disabilities or special needs require them for a safe evacuation.
- Fire Wardens will inform you of any changes or updates during the evacuation, on when we can re-enter the office.



Fire Marshall/Warden List

292109 Prime Close, Rockyview County

Department/Area	Fire Warden	Back up
Fire Marshall	Debora Grandpre	Cole Hendry
Building 1 (Main Office)	Cole Hendry	Miriam Hieb
	Robert Chandler	Chelsea Banting
	Sophia Zhang	Steven Rosia
	Dan Raslescu	
	James Visperas	
Building 1 (EWP Plant)	Steve Daigle	Richard Sampson
Building 2 (Wall Plant, Finish Warehouse, Door Shop)	Cam Borson	Adam Petch Had Zaharik
Building3 Truss Plant Am	Rodolfo Hernandez	Neil Taylor
Building 3Truss Plant Pm	Roman Lukyanenko	
Lumber Yard Shift 3	Logan Boucher	Paige Speers
Lumber Yard Shift 2	Karri Anderson	
Lumber Yard Shift 1	Gerald Banaga	
Building 4 - Warehouse	Amanda Hamilton	Reg Richardson
Building 5 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.

Occupational Nurse is 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.



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 Anderson	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

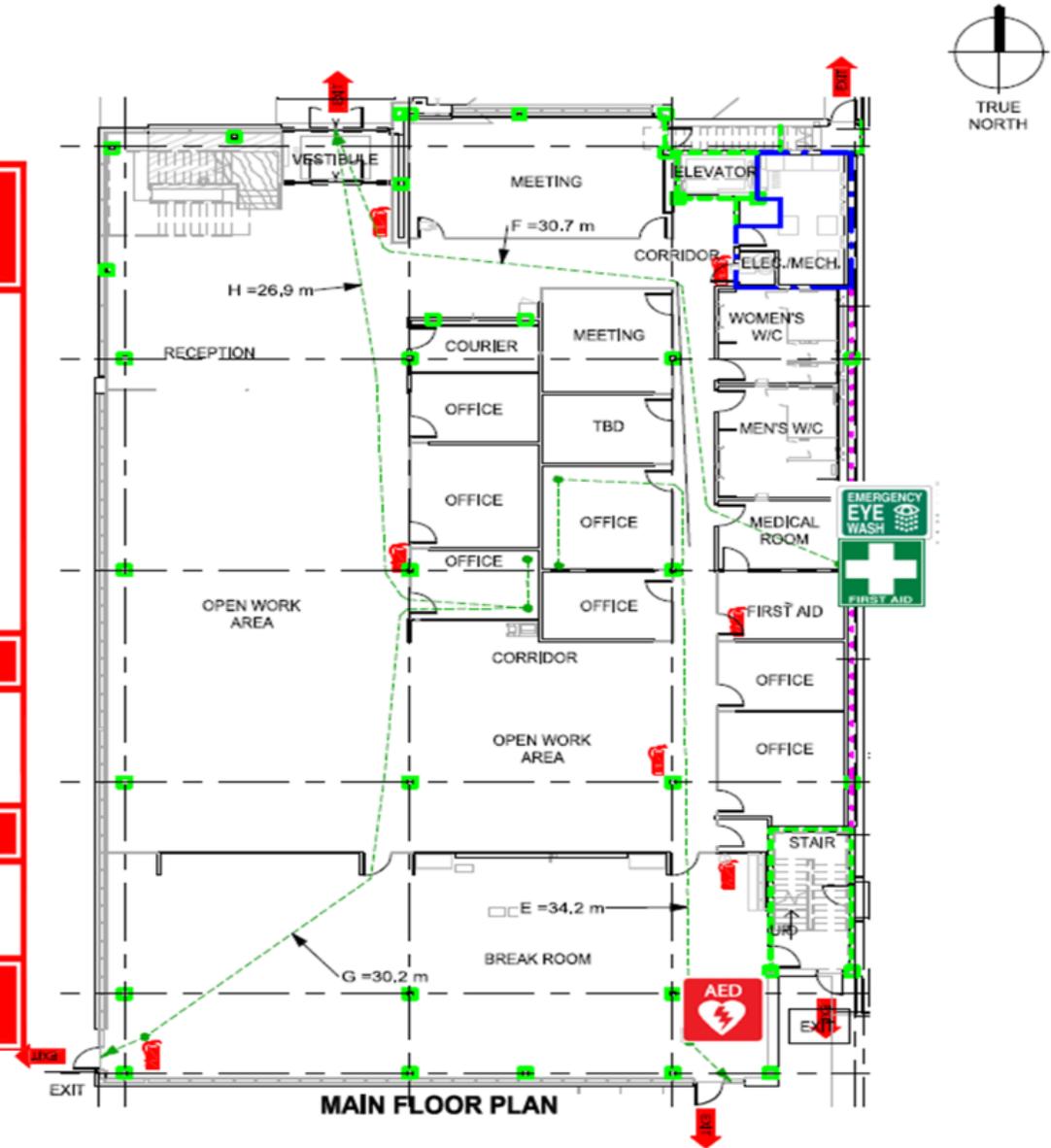
EVACUATION PROCEDURE

- 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 1st floor.

Do not use Elevator.

Muster Point – Follow sidewalk to Northwest side of Roundabout.

EMERGENCY EVACUATION PLAN

LEGEND

- APPROXIMATE LOCATION
- 🔥 FIRE EXTINGUISHER
- ➡ EXIT

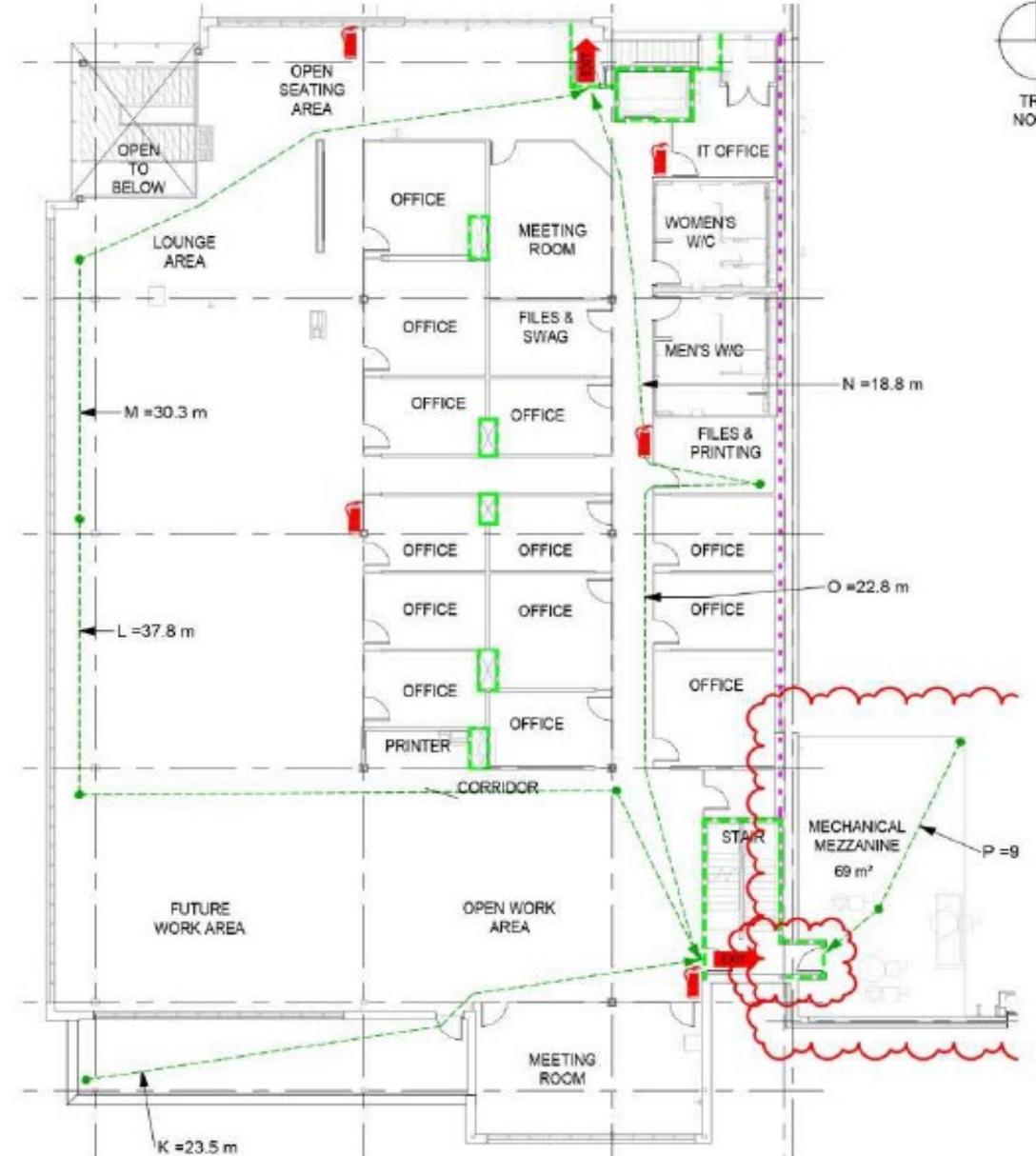
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292109 Prime Close, Balzac, AB

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SECOND FLOOR PLAN

EWP Joist Plant

Muster Point – Follow sidewalk to Northwest side of Roundabout

EMERGENCY EVACUATION PLAN

LEGEND

- APPROXIMATE LOCATION
- 🔥 FIRE EXTINGUISHER
- ➔ EXIT

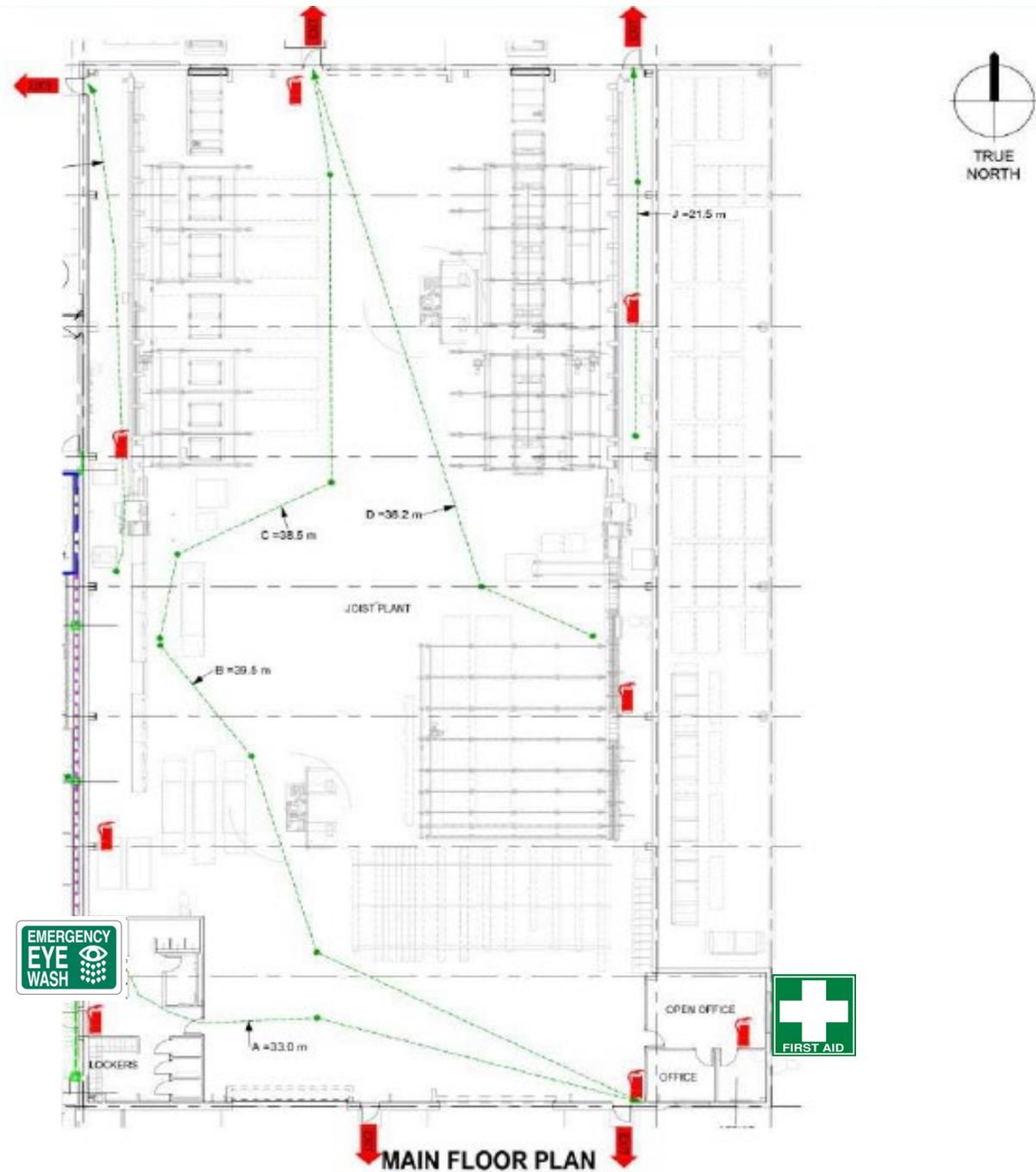
EVACUATION PROCEDURE

- Leave the building by the nearest exit
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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



Wall Plant
Finishing
Warehouse
Finish/Door Shop

Muster Point –
Follow sidewalk to
Northwest
side of Roundabout

EMERGENCY EVACUATION PLAN

LEGEND

- APPROXIMATE LOCATION
- 🔥 FIRE EXTINGUISHER
- ➡ EXIT

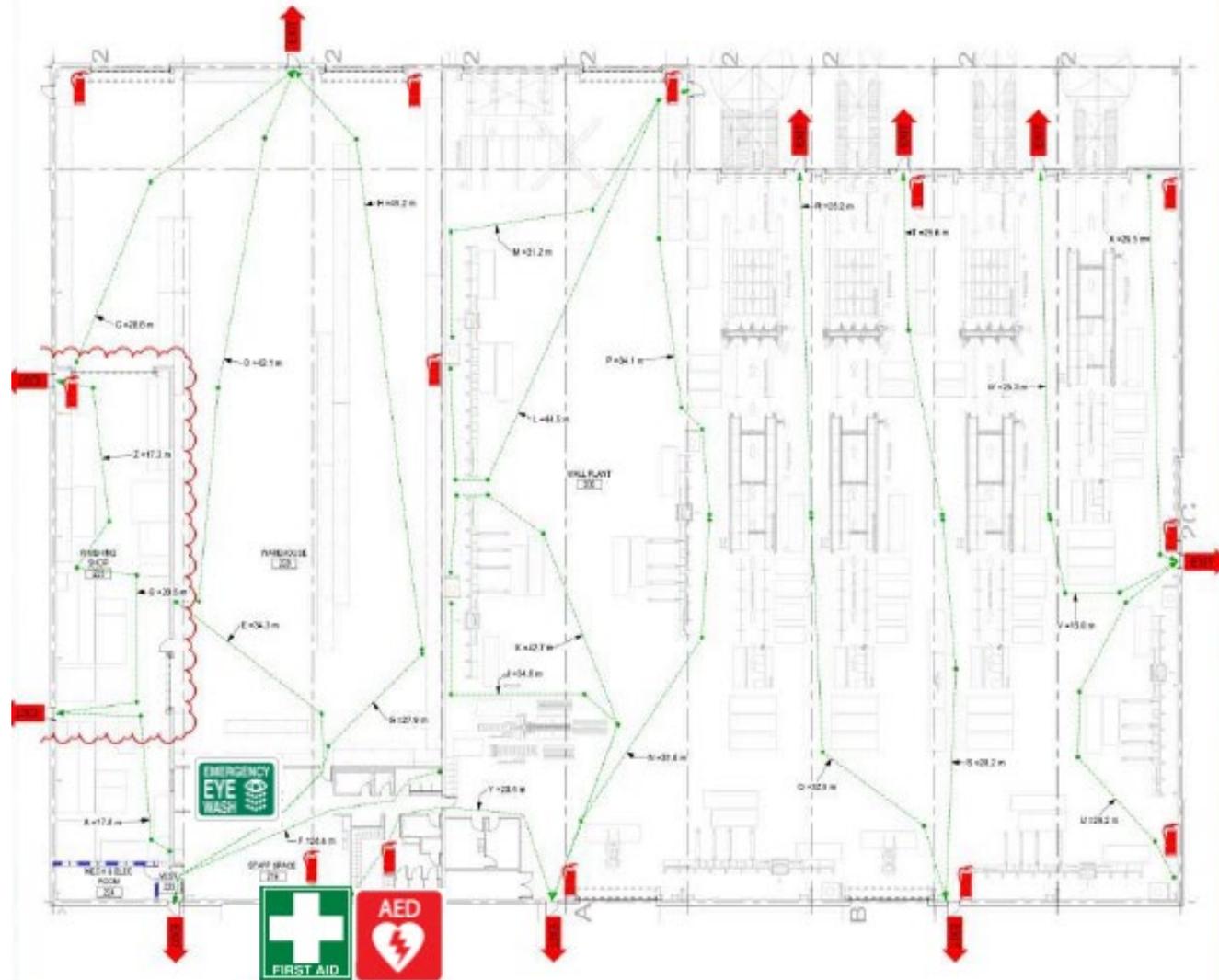
EVACUATION PROCEDURE

- 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
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292109 Prime Close, Balzac, AB

**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

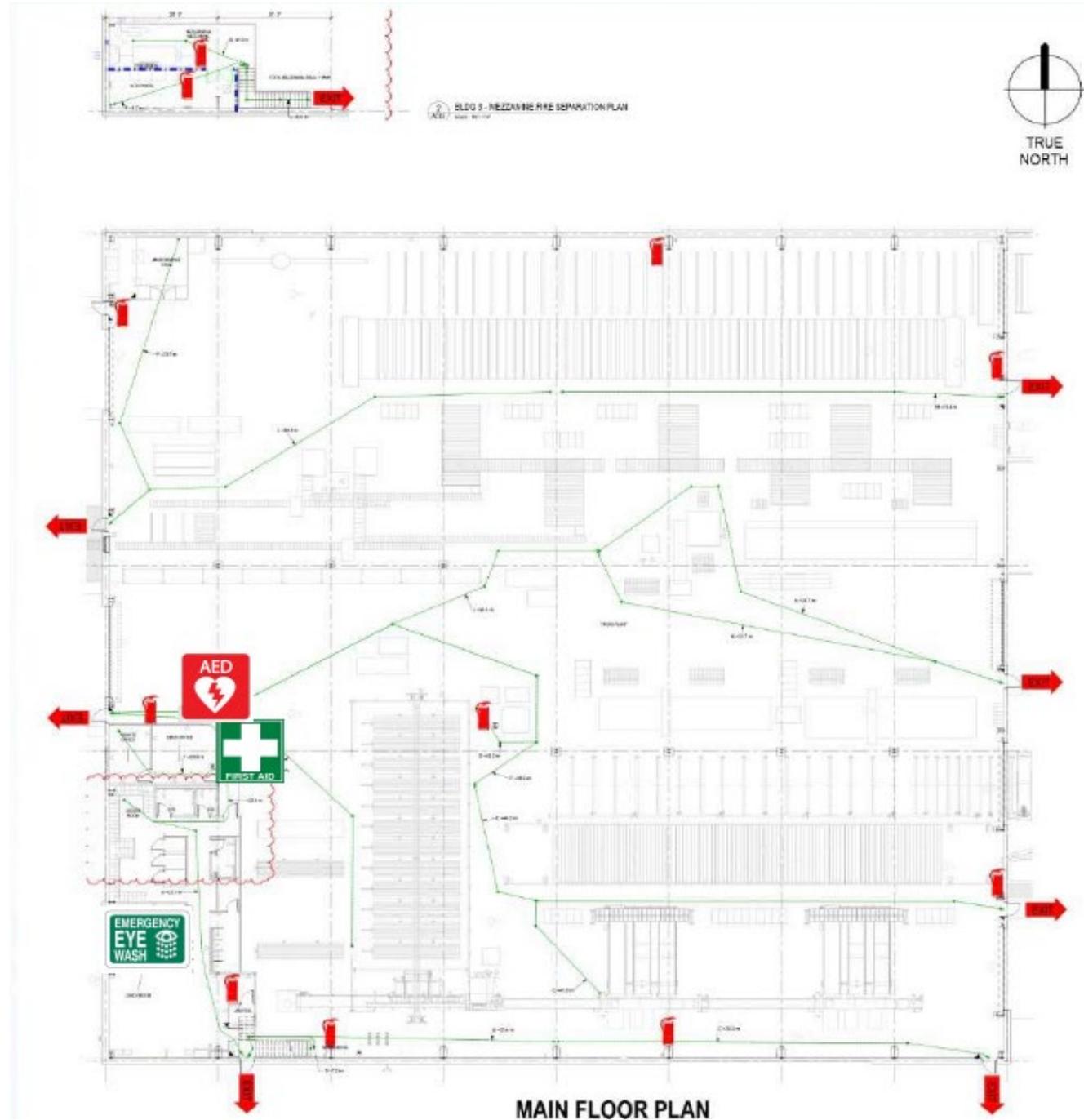
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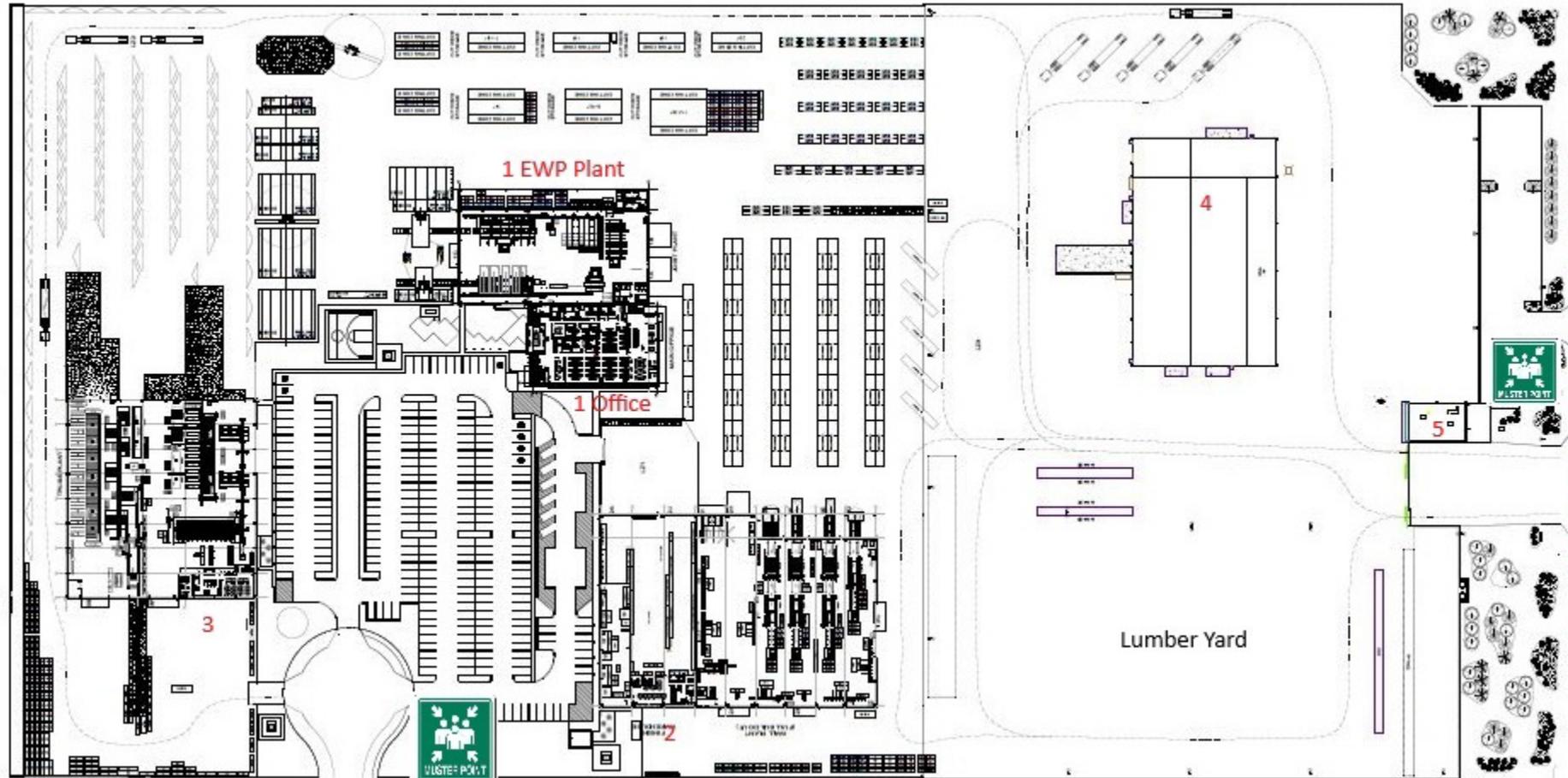
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DISCOVERY OF FIRE OR OTHER EMERGENCY

- If safe to do so, close doors
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**THE SAFETY OF PEOPLE TAKES
A PRECEDENCE**



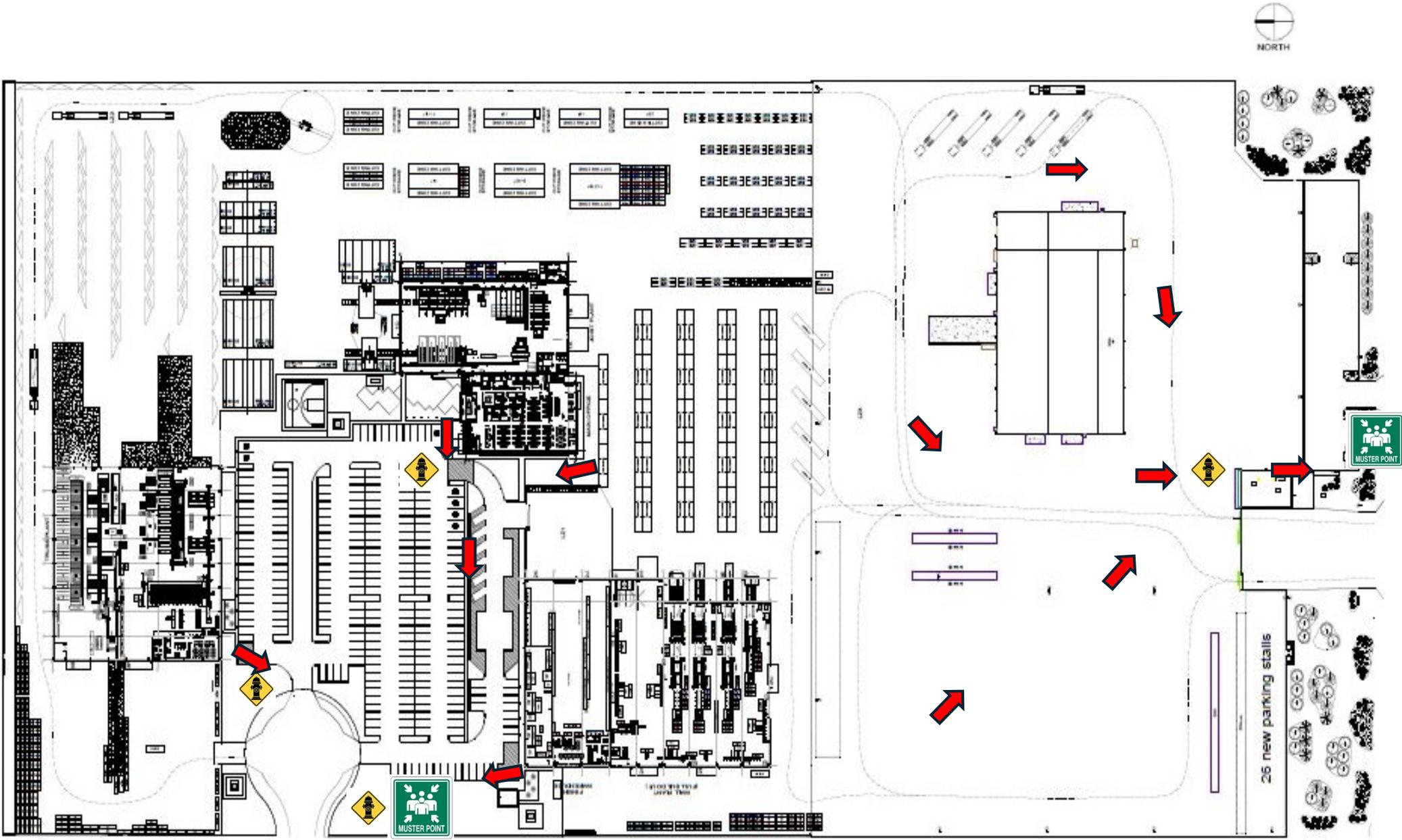


- Building 1
Main Office
EWP Plant
- Building 2
Wall Panel Plant
Finishing
Warehouse
Finishing Shop
- Building 3
Truss Plant
- Building 4
Delivery &
Warehouse
- Building 5
Logistics
Offices
Lunchroom

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:

Peter Loughheed Centre

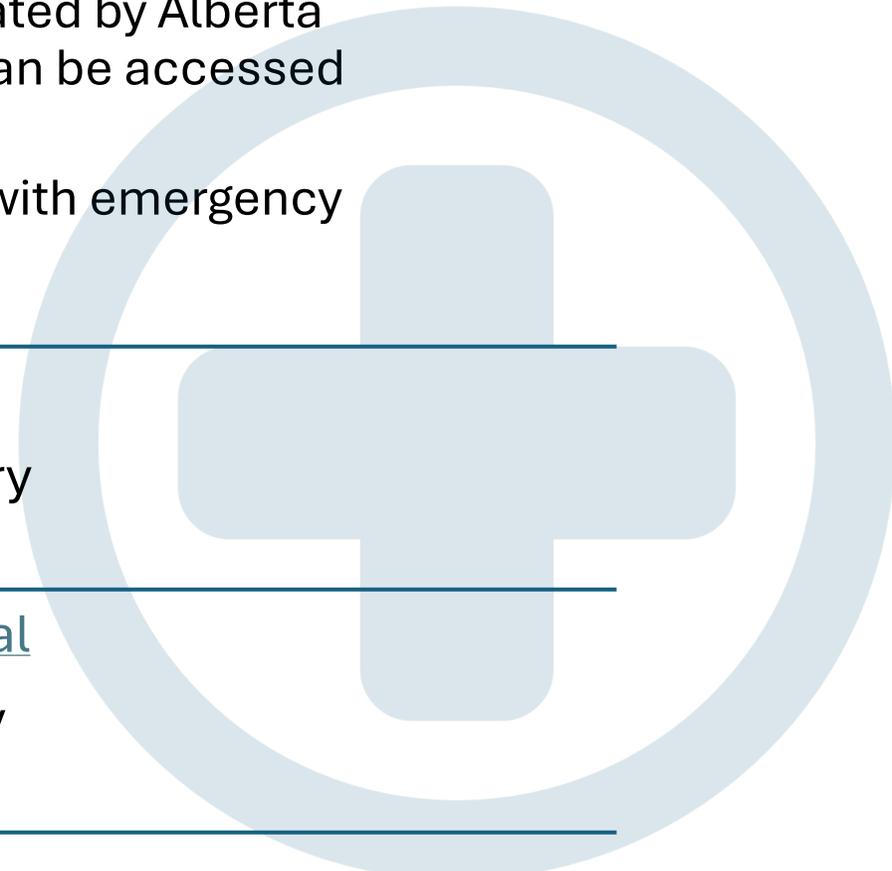
3500 26 Avenue NE, Calgary
403.943.4999

Rockyview General Hospital

7007 14 Street SW, Calgary
403.943.3000

Foothills Medical Centre

1403 29 Street NW, Calgary
403.944.1315



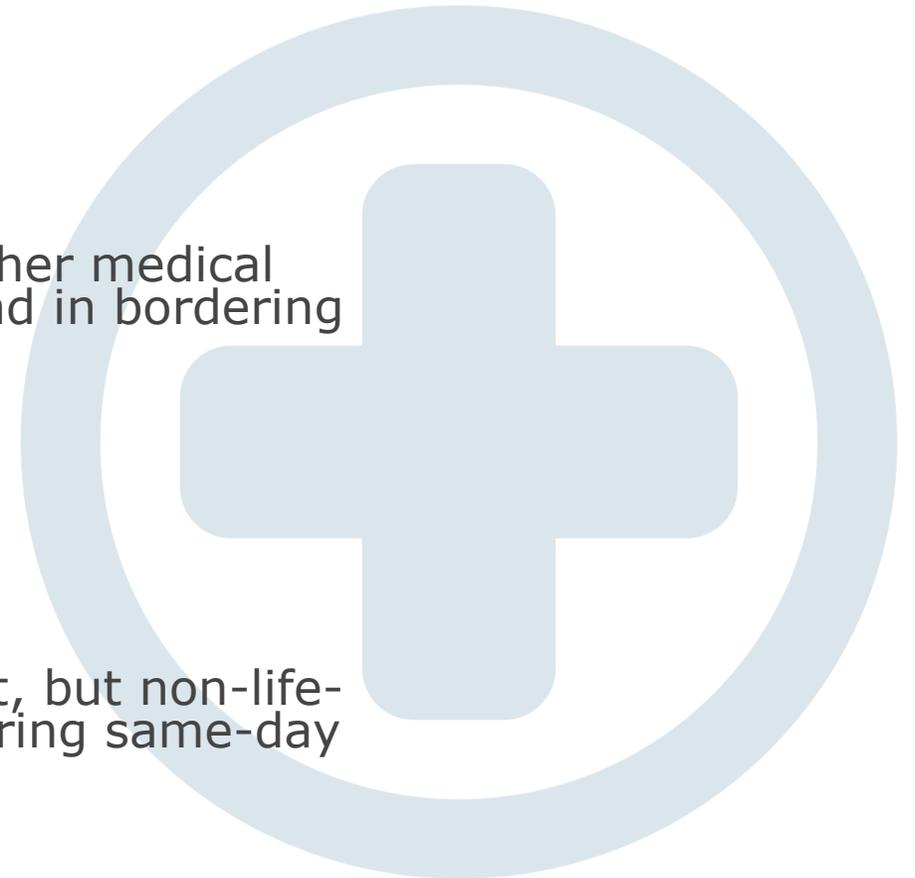


Rocky View also has a range of other medical services throughout the county and in bordering cities/towns:

[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**