



Emergency Response Plan

1. Site Information

Company: Star Building Materials

Site / Location: Calgary

Address: 292109 Prime Close, Rockyview County, Ab, T4A 3N5

Date Created: 02- June- 2026 **Revised:** 29-July-2026

Prepared By: Miriam Hieb

Approved By: Management Team

Next Review Date: June 2027

2. Purpose

This Emergency Response Plan outlines the actions workers, supervisors, contractors, and visitors must take during an emergency to protect people, property, and the environment.

This plan applies to all persons at the work site.

3. Potential Emergencies

The following emergencies may occur at this site:

- Medical emergency or serious injury
- Fire or explosion
- Chemical, fuel, or hazardous material spill
- Gas leak
- Power outage
- Severe weather, lightning, high winds, flood, tornado
- Workplace violence, threatening person, or angry visitor
- Security threat, active threat, bomb threat, or unauthorized access
- Vehicle or mobile equipment incident
- Structural damage or building emergency

Potential emergencies were identified based on the site hazard assessment and work activities.

4. Emergency Contacts

External Contacts

Service	Phone Number	Notes
Fire / Police / Ambulance	911	Life-threatening emergency
Fire Department Non-Emergency	403-230-1401	Balzac Fire Department
Police / RCMP Non-Emergency	403-945-7200	Airdrie RCMP
Nearest Hospital / Medical Facility	403-912-8500	Airdrie Community Health
Poison Control	1-800-332-1414	Alberta specific
Utility Provider - Gas	1-866-374-6299	Direct Energy
Utility Provider - Power	1-866-374-6299	Direct Energy
Spill Response / Environmental Contact	1-800-222-6514	Alberta spills & releases
Alarm Company	1-800-563-7768	Protelec



Internal Contacts

Name	Role	Phone Number
Ken Crockett	Vice President	403-888-5311
Richard Tunncliffe	Site Manager – Director of Branch Operations	403-369-8600
Miriam Hieb	Safety Coordinator	587-572-3153
Gail Mitchell	Occupational Health Nurse	587-284-4518
Troy Armstrong	Maintenance / Utilities Contact	403-828-1957
Katie Trstenjak	Human Resources	587-293-7224

5. Emergency Roles and Responsibilities

Role	Responsibilities
Safety Coordinator	Directs emergency response, confirms 911 call, communicates with emergency services, authorizes re-entry when safe.
Facility Manager	Activate or support the emergency response plan. Coordinate with emergency services and site leadership. Ensure emergency systems are operating. Provide site information such as maps, shut off locations, hazardous materials, and access routes. Support recovery and return-to-work decisions.
Area Managers	Stop work if needed and safe to do so. Direct workers to evacuate, shelter in place, or follow site instructions. Account for personnel

Role	Responsibilities
	at muster point. Report missing or injured persons. Keep workers away from danger until the all-clear is given.
Supervisor	Directs workers, accounts for workers in their area, reports missing/injured persons.
Fire Warden / Fire Marshal	Assists with evacuation, conducts area sweep if safe, reports evacuation status.
Occupational Health Nurse	Provide first aid & emergency care, record injuries, treatment and follow-up care. Monitor health impacts and assist return-to-work planning. Contacts EMS services if needed.
First Aider	Provides first aid within training, completes first aid records.
Workers	Stop work, follow instructions, evacuate or shelter as directed, report to muster point.
Maintenance	Shuts down utilities/equipment only if trained, authorized, and safe.

6. Emergency Equipment and Locations

Equipment	Location	Notes / Operating Procedure
Fire extinguishers	Through out all buildings, in every forklift, all delivery trucks.	Use PASS: Pull, Aim, Squeeze, Sweep
Fire hoses / fire suppression	Building 4 Warehouse Lumber Yard	Trained personnel only

Equipment	Location	Notes / Operating Procedure
AED	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.	Follow voice prompts
First aid kits	Main Office – Medical room, safety office. Ewp Plant – Production office Building 2 – Lunchroom Building 3 – Production office Building 4 – Beside cut shop Building 5 - Lunchroom	
First aid room / medical room	Office main floor	
Spill kits	Lumber yard, Building 2,3,4	Use only if trained and safe
Eyewash / emergency shower	Main Office – Medical room & safety office Ewp Plant – Locker Room Building 2 – Lunchroom Building 3 – Lunchroom Building 4 – Near cut shop Building 5 - Lunchroom	All building has showers in locker rooms
SDS / WHMIS information	Binders in Safety office Building 2 – Lunchroom Building 3 – Managers office Building 4&5 – Logistics office	Stored electronically in Site Docs Resource tab

Equipment	Location	Notes / Operating Procedure
Emergency PPE	Safety	All Emergency Response Team Members wear Red Vests First Aiders – Blue vests
Alarm panel / pull stations	Buildings 1,2,3,4 have alarm panels. Pull stations in all buildings except Building 5 Logistics office.	
Emergency lighting / flashlights	Emergency lighting in all Buildings.	
Radios / air horns	Airhorns in all manufacturing and lumber yards. All forklift operators have radios.	

7. First Aid

Requirement	Details
First aid kit locations	All buildings have Class 3 first aid kits. Trauma bag in safety office.
First aid room location	Main office first floor
AED locations	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
First aiders by shift / area	Posted on all area safety boards

Requirement	Details
	OH Nurse – Main office Monday to Friday 7:00 am – 4:00 pm Safety Coordinator – Monday to Friday 7:00am – 4:00 pm
Transportation method	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.
Nearest medical facility	Airdrie Community Health Centre – Urgent care 604 Main Street S, Airdrie – 403-912-8500
EMS access / meeting point	Round about Prime Close main building. Main gate Lumber yard 292156 Crosspointe Drive

First aiders must provide care within their level of training. Serious injuries must be reported to supervision and emergency services as required.

8. Alarm and Communication Methods

Emergency communication methods at this site include:

- Fire alarm
- Cell phones
- Two-way radios
- Air horns
- Verbal notification
- Other: _____

In an emergency:



1. Alert nearby workers.
 2. Call 911 if required.
 3. Notify the supervisor or Emergency Coordinator.
 4. Follow instructions to evacuate, shelter-in-place, or lockdown.
 5. Report to the muster point or designated safe area.
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9. Evacuation and Muster Points

General Evacuation Procedure

1. Stop work immediately.
2. Shut down equipment only if safe.
3. Use the nearest safe exit.
4. Assist others only if safe.
5. Go directly to the assigned muster point.
6. Supervisors' complete headcount.
7. Report missing or injured persons to the Emergency Coordinator.
8. Do not re-enter until authorized.



Muster Points

Area / Building	Primary Muster Point	Alternate Muster Point	Reporting Person
Main Office	End of parking lot by round about entrance	N/A	Fire Marshal Fire Warden
Building 2 – Door shop, finish warehouse, Wall panel plant	End of parking lot by round about entrance	N/A	Fire Marshal Fire Warden
Building 3 – Truss Plant	End of parking lot by round about entrance	N/A	Fire Marshal Fire Warden
Building 4 – Warehouse/Lumber yard.	Staff Parking lot beside building 5	Main office muster point	Fire Marshal Fire Warden
Building 5 - Logistics Office	Staff Parking lot beside building 5	Main office muster point	Fire Marshal Fire Warden

Visitors and contractors must be accounted for using the sign-in log, visitor log, or supervisor confirmation.

10. Shelter-in-Place / Lockdown

Shelter-in-Place

Used for severe weather, external hazardous release, police activity, or unsafe outdoor conditions.

1. Move indoors or to the designated shelter area.



2. Stay away from windows, exterior doors, and overhead doors.
3. Shut doors and windows if safe.
4. Wait for instructions.
5. Do not leave until the all-clear is given.

Shelter Areas: Main Office

Lockdown

Used for violence, active threat, unauthorized access, or police direction.

1. Move to a secure area if safe.
2. Lock or barricade doors where possible.
3. Turn off lights and silence phones.
4. Stay quiet and out of sight.
5. Call 911 when safe.
6. Follow police instructions.

11. Emergency Response Procedures

Emergency	Immediate Actions
Medical Emergency	Stop work. Check scene safety. Call first aider and 911 if serious. Provide first aid. Send someone to meet EMS. Report incident.
Fire / Explosion	Activate alarm. Call 911. Evacuate. Use extinguisher only if trained and safe. Report to muster point. Do not re-enter.
Spill / Hazardous Material Release	Warn others. Isolate area. Refer to SDS. Use spill kit only if trained and safe. Wear PPE. Call 911 for major spill/exposure/fire risk. Report to supervisor.

Emergency	Immediate Actions
Gas Leak	Evacuate area. Do not use switches, radios, or phones in affected area. Call 911 from safe location. Prevent re-entry.
Severe Weather / Lightning	Stop outdoor work. Move indoors/shelter area. Stay away from windows and exterior doors. Secure loose materials if safe.
Tornado / High Winds	Move to interior shelter area. Stay away from windows and large doors. Protect head and neck. Wait for all-clear.
Power Outage	Stop work safely. Shut down equipment if required. Use flashlights/emergency lighting. Evacuate if conditions are unsafe.
Workplace Violence / Angry Visitor	Stay calm. Keep distance. Get supervisor assistance. Call 911 if there is a threat to safety. Follow lockdown if required.
Active Threat	Run if safe. Hide if evacuation is not safe. Lock/barricade doors. Call 911 when safe. Follow police direction.
Bomb Threat / Suspicious Package	Do not touch suspicious items. Record threat details. Notify supervisor. Call 911. Follow police instructions.
Vehicle / Equipment Incident	Stop work. Secure area. Provide first aid if safe. Call 911 if required. Shut down equipment if safe. Report incident.



12. Utility Shut-Offs

Only trained and authorized workers may shut off utilities, and only when safe.

Utility / System	Shut-Off Location	Authorized Person
Main electrical	Building 1 – NE Main Floor Building 2 – NW Electrical room Building 3 – Mezzanine Building 4 – Electrical room Building 5 – Maintenance room	
Natural gas	Building 1 – NW side of Building 1b Building 2 – NW side by entrance door Building 3 – West side Building 4 – South side by electrical room door Building 5 – East side of building	
Water	Building 1 – West wall building 1b(behind saw 1) Building 2 – Electrical room Building 3 – South wall Building 4 – South wall behind racking Building 5 – Maintenance room	
Compressed air	Building 3 - Mezzanine	Central Air Equipment
Sprinkler / fire system	Building 1b – West wall Building 2 NW Electrical room	Pro-tech Fire & Safety



Utility / System	Shut-Off Location	Authorized Person
	Building 3 – South wall Building 4 - South wall behind racking Building 5 –	
Propane	Atco trailer beside building 5 propane tanks. Building 3 – Northwest corner propane cage with tanks	
Other		

13. Training, Drills, and Communication

All workers must be informed of this Emergency Response Plan during orientation and when changes are made.

Requirement	Frequency	Record Location
Worker emergency orientation	At hire	Site Docs
Emergency response refresher	Annually	Site Docs
Fire / evacuation drill	Annually or as required	Site Docs
First aid training	As required by certification	Site Docs
Fire warden / marshal training	Annually or as required	Site Docs
Emergency equipment inspection	As scheduled	Site Docs
Plan review	Annually or after changes/incidents	Site Docs

Drill results, corrective actions, and attendance records must be retained.

15. Revision History

Revision	Date	Change Made	Completed By	Approved By
0	04-June-2026	Initial issue	Miriam Hieb	
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Attachments

Attach the following where applicable:



- Site map / evacuation routes
- Muster point map
- Emergency contact list
- First aider list
- Fire warden list
- Emergency equipment inspection records
- Route map to nearest medical facility



EMERGENCY RESPONSE – FOR EMERGENCY VEHICLES. (AMBULANCE, POLICE, FIRE TRUCKS.)

Injuries & Fires

CALL 911 IMMEDIATELY

WHEN TO CALL 911

Call **911 right away** if there is:

- A **serious injury** or medical emergency
- **Unconsciousness** or trouble breathing
- **Severe bleeding**
- **Fire, smoke, explosion, or gas smell**
- **Multiple injured persons**
- Any situation that is **life-threatening**

Do NOT wait for supervisor approval

WHAT TO TELL THE DISPATCHER

Speak calmly and clearly. Provide:

1. **Your name & phone number**
2. **Exact location**
 - Star Building Materials
 - 292109 Prime Close Rocky View County T4A 3N5 (access Prime Ave follow to the end of the street to Prime Close)
3. **Type of emergency**
 - Injury, fire, medical, explosion, etc.
4. **Number of injured**
5. **Condition of injured**



- Conscious or unconscious
- Breathing or not
- Bleeding, burns, trapped

6. **Hazards on site**

- Fire, fuel, electricity, machinery

7. **Best access route for responders**

Depending on which Building or yard the incident is in.

Stay on the line until told to hang up

AFTER 911 IS CALLED

- Notify **Supervisor / Manager**
- Notify **Safety Coordinator – Miriam Hieb – 587 572 3153.**
- Notify any **other departments on the Facility if there is a danger to them.**
- Follow site **Emergency Response Plan and dispatcher's instructions.**

FIRST AID

- Provide first aid **only if trained**
- Do **not** move injured persons unless there is immediate danger
- Follow dispatcher instructions if given

IN CASE OF FIRE

1. **Pull fire alarm** (if available)
2. **Call 911 immediately**
3. **Evacuate the area**
4. Use fire extinguishers **ONLY IF:**
 - Fire is small



- You are trained
- You have a clear exit

5. Go to the **designated muster point**

ON-SITE RESPONSIBILITIES

- Keep emergency access routes clear
- Assign someone to **meet emergency responders**

Once emergency services have been called, contact all yard access routes and have a worker on standby to escort the emergency vehicles to the incident area.

Red stars show where a worker is to be stationed to meet and either direct or escort to incident area. (Prime Close round about, main gate of Lumber yard)

Once emergency vehicles have accessed the facility, communicate with the safety department or manager/supervisor in charge of the situation that the emergency vehicle is on site and workers who are on standby at the entrances can stand down.

If this incident in the lumber yard, instruct emergency response access through the entrance at Crosspointe Road.

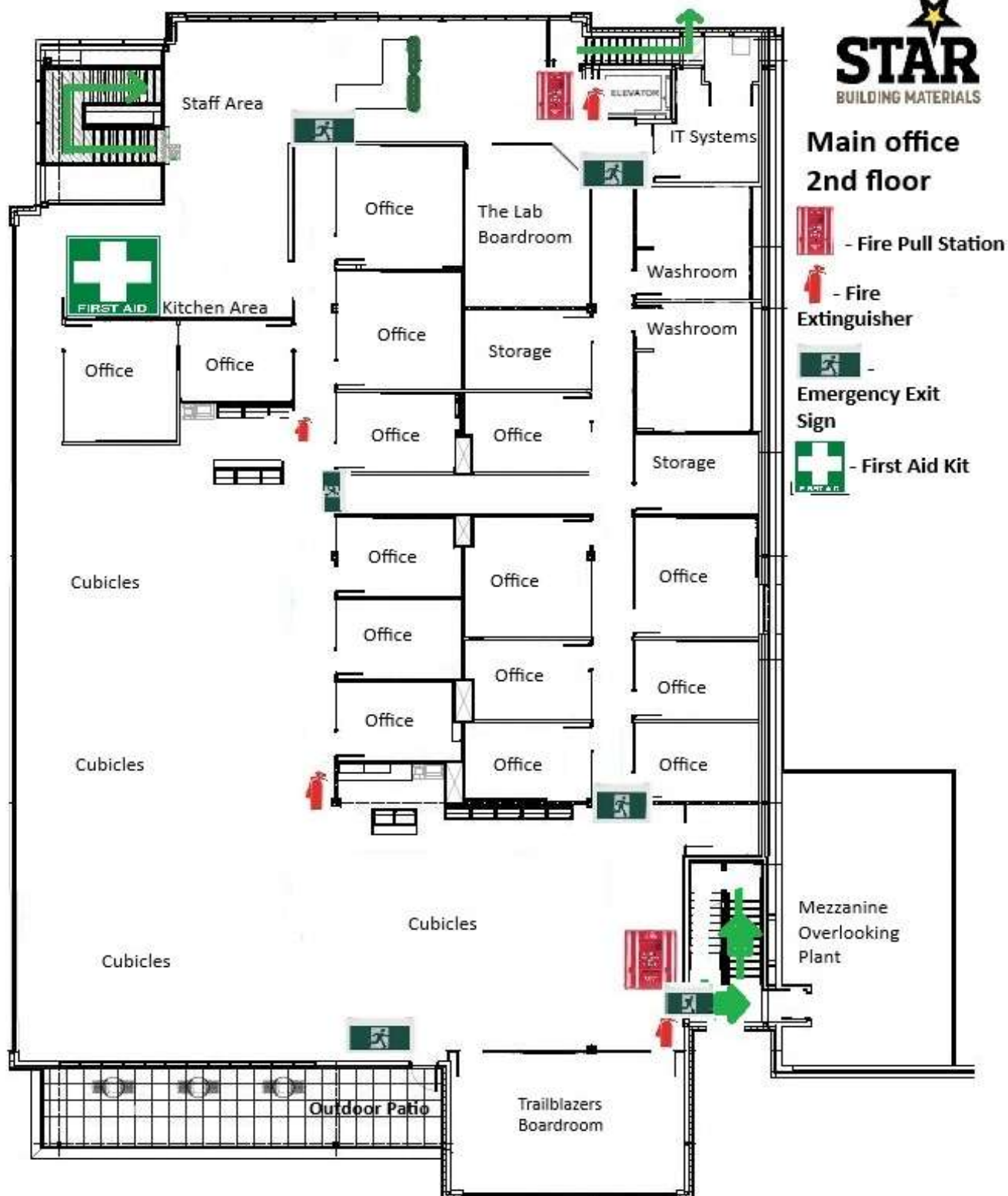
- Control the scene and keep others away

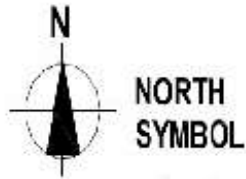




Life safety first • Call 911 fast • Give clear directions • Follow instructions

**Main office
2nd floor**



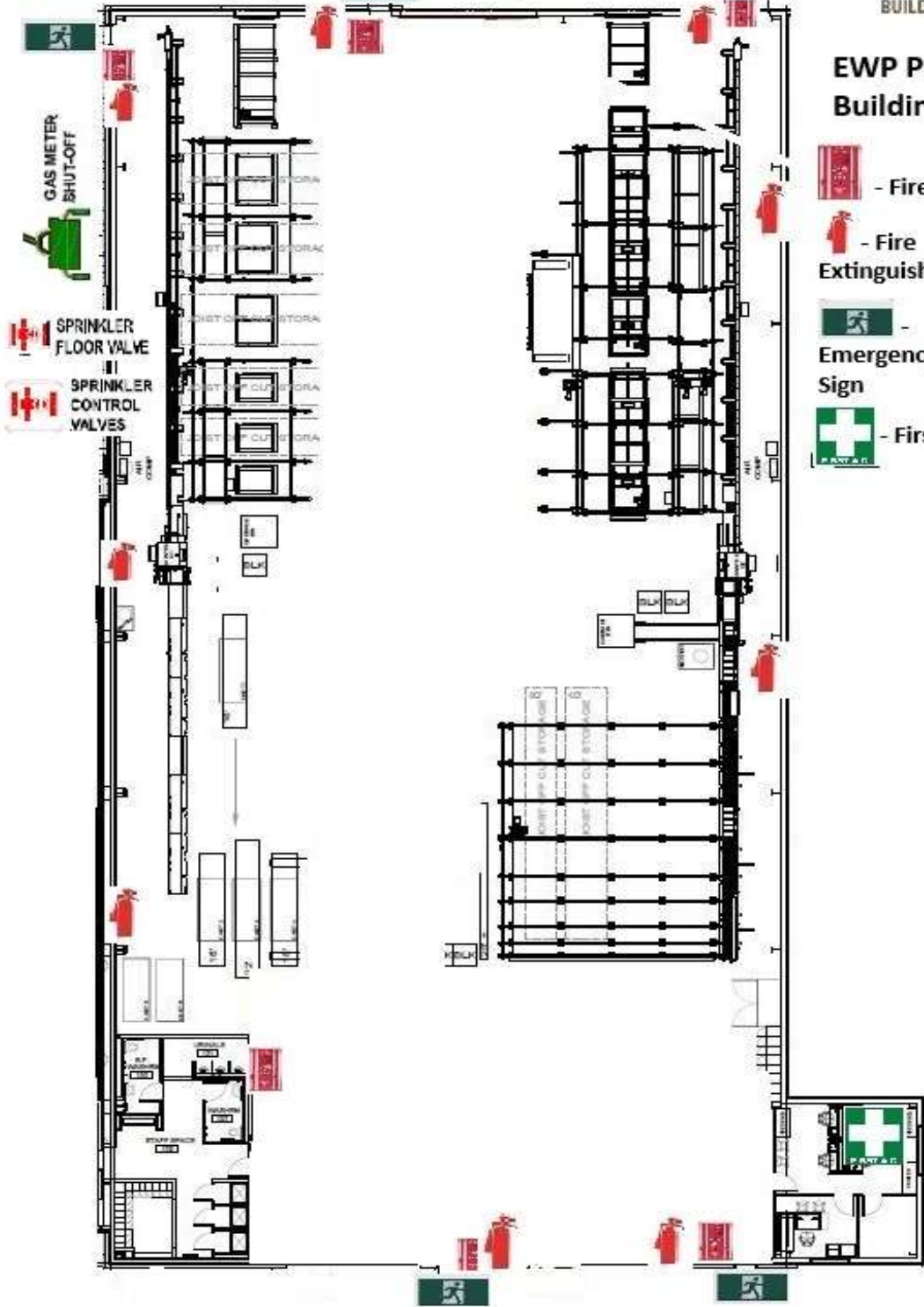


NORTH
SYMBOL



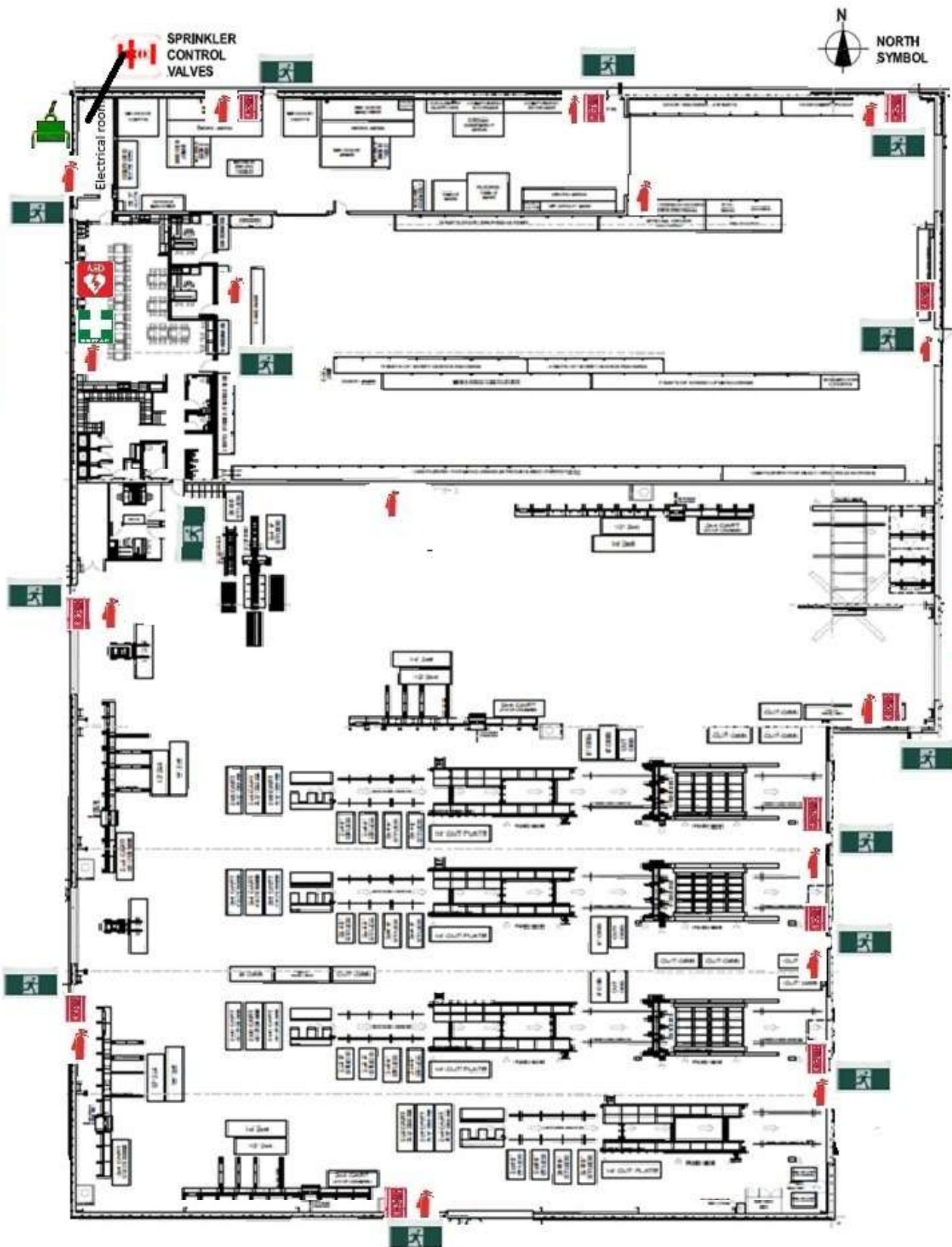
EWP Plant Building 1b

-  - Fire Pull Station
-  - Fire Extinguisher
-  - Emergency Exit Sign
-  - First Aid Kit



FINISH
WAREHOUSE

WALL PLANT



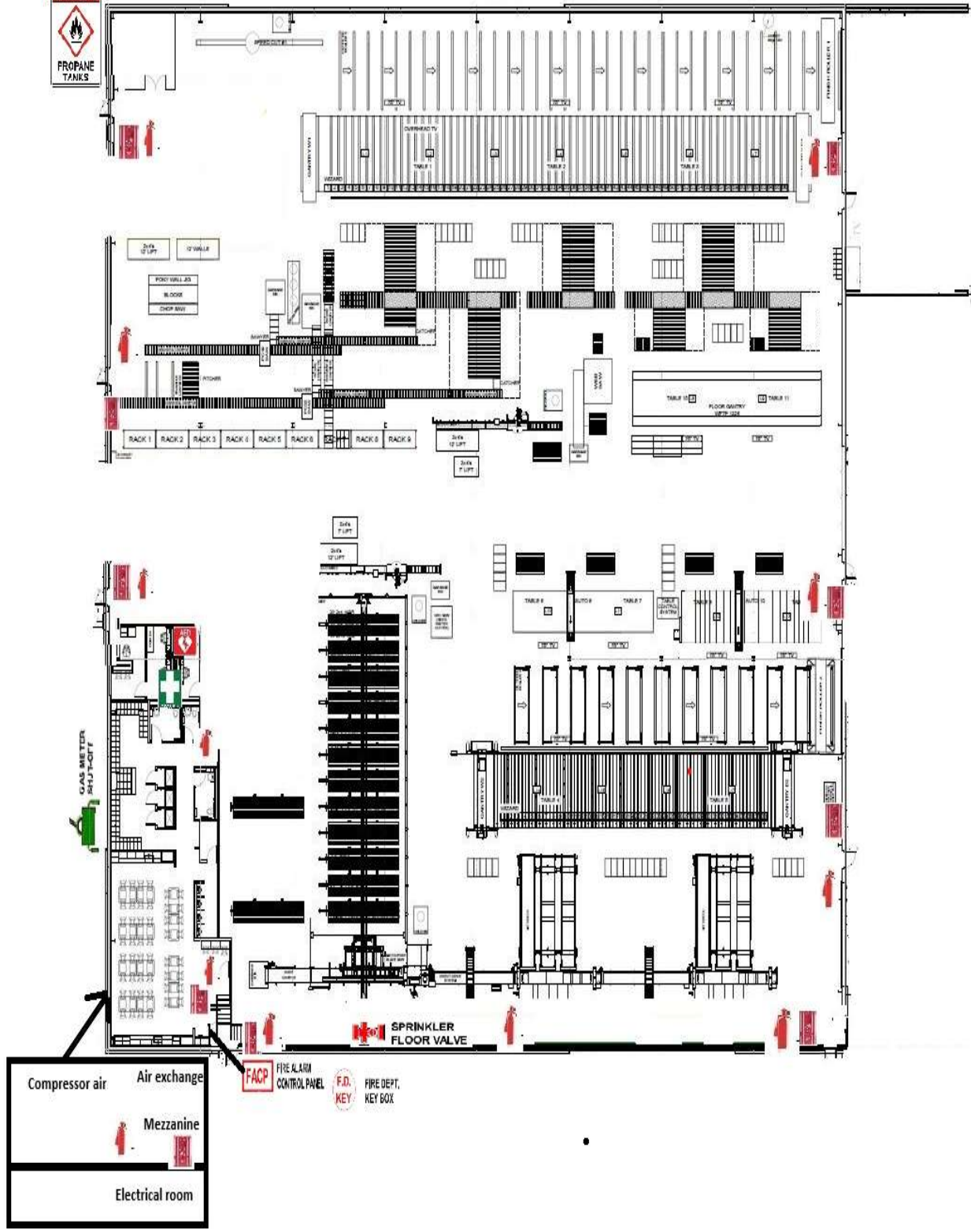
Building 2
Door Shop
Finish
Warehouse
Wall Panel
Plant

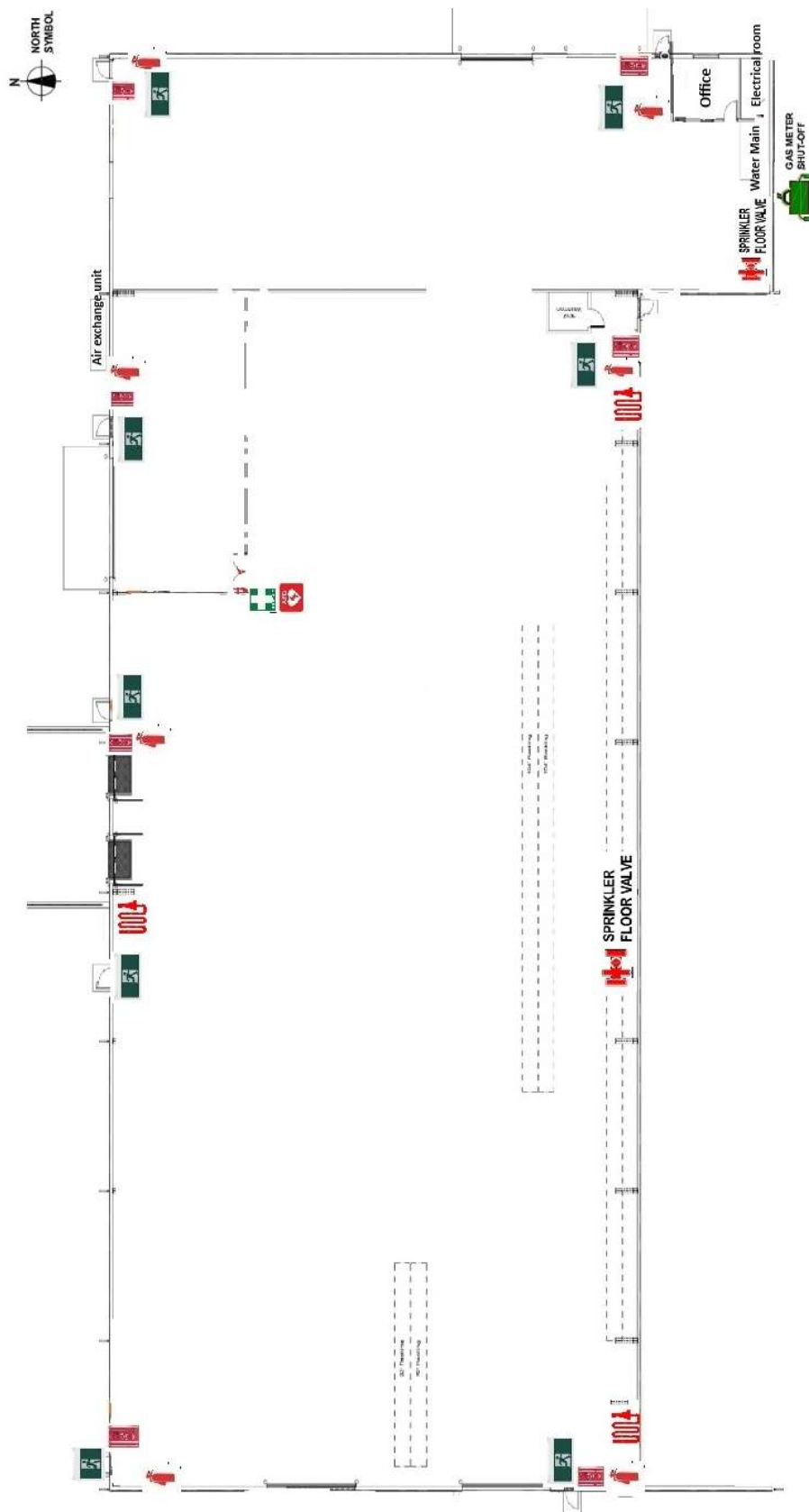
-  - Fire Pull Station
-  - Fire Extinguisher
-  - Emergency Exit Sign
-  - First Aid Kit
-  - GAS METER SHUT-OFF
-  - AED Machines



Building 3 Truss Plant

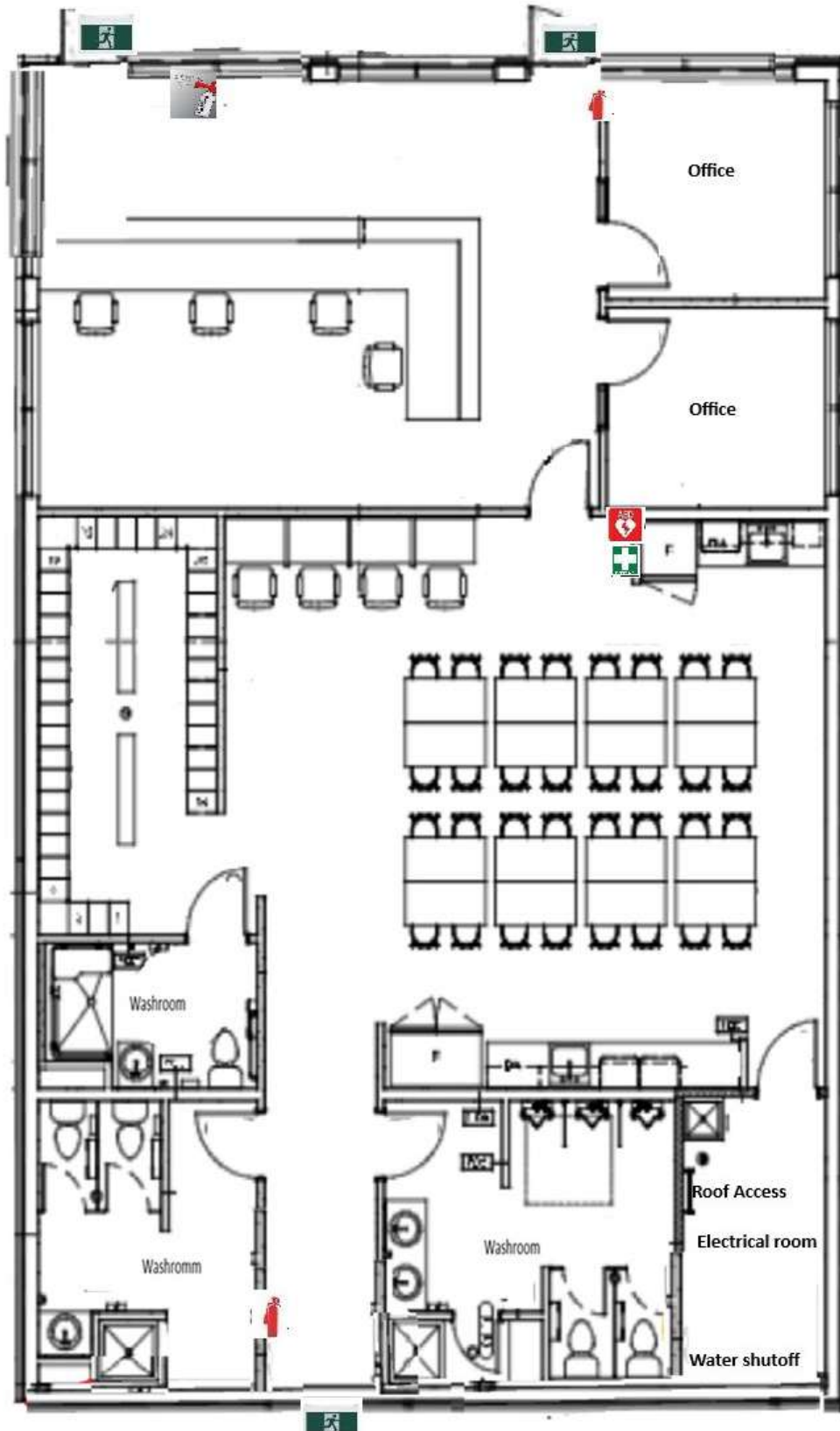
- Fire Pull Station
- Fire Extinguisher
- Emergency Exit
- First Aid Kit
- GAS METER SHUT-OFF
- AED Machines





Building 4 Warehouse





Building 5 Logistics

-  - Fire Extinguisher
-  - Emergency Exit Sign
-  - First Aid Kit
-  GAS METER SHUT-OFF
-  AED Machines
-  Air Horn

