

SECTION 3
RADIO & TELEPHONE
COMMUNICATIONS

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1. RADIO'S AND COMMUNICATIONS:

- 1.1 The Sarnia Fire/Police Service Communications Center will be the central control for all radio communications.
- 1.2 All industries on the radio system will utilize the same frequency with separate call letters for identification purposes. (See Page 10)
- 1.3 The caller shall ensure that the Fire/Police Dispatcher is advised within 10 minutes of the nature of the emergency, using the CVECO Radio (or 911 if no radio is available) and issuing the CVECO Code Notification Checklist.
 - Reference Appendix F in Members Only section.

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2. DAILY RADIO CHECKS:

- 2.1 The Sarnia Fire/Police Communications Center will radio each company individually at 07:00 hours each day. Each company will respond with call letters and "10-4".

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3. TELEPHONES:

- 3.1 Industries, which are not equipped with radios, or if radios are inoperative, will use the same procedure for reporting as laid down under, radio procedures.

[Index](#)**4. POLICE COMMUNICATIONS DISPATCHERS:**

- 4.1 Upon receiving a CVECO code message, the Sarnia Fire/Police Dispatcher will use the “CVECO Code Notification Checklist ” (Page 11) to obtain the information necessary to ensure an appropriate response.
- Reference Appendix F in Members Only section.
- 4.2 The OPP will respond in Area 2 and Area 4. Sarnia Fire/Police Dispatch will relay all known information to them.
- 4.3 When initiating a CVECO code, callers should state the code first, the name of their company and then the geographical area they are located in.
- Sample Transmission on the CVECO radio:
XJF-740 to Sarnia City Police. Code 6 Bayer Inc. Area 1.
Code 6 Bayer Inc. Area 1.
- 4.4 All CVECO members will be advised of the situation by CVECO radio, including applicable Code 7 calls indicating immediate known danger.
- 4.5 The Sarnia Fire/Police Communications Center will assume responsibilities as incident dispatcher, according to established checklists.
- 4.6 As required, communications personnel may call any of:
- Aamjiwnaang First Nations
 - OPP Communications Centre in Chatham
 - Central Ambulance Communications Centre in Wallaceburg
 - Lambton County Fire Channel
 - St. Clair Township
 - St. Clair County Michigan
 - Coast Guard
 - CN and CSX Railways
 - Other affected response personnel, according to established procedures or agreements
 - Activate area warning sirens and issue a public notification release (EARS)

[Index](#)**5. INFORMATION CVECO MEMBERS WILL PROVIDE:**

- 5.1 Each CVECO member will complete the “CVECO Code Notification Checklist” (Page 11) when they initiate any CVECO code.
- Reference Appendix F in Members Only section.
- 5.2 If not done with the activation of the code, and the submission of the CVECO checklist (within 10 minutes), the Plant Dispatcher will contact the Fire/Police Dispatch and supply all known information as soon as reasonably possible.

[Index](#)**6. ALL CVECO CODES:**

- 6.1 Provide the following information when initiating any CVECO code.
- a) Record date of event
 - b) Record time event started and the time the code was issued.
 - c) Check box for the appropriate CVECO code issued.
 - If a code 8, identify if the occurrence is an emergency, or information only.
 - d) Company name of CVECO member calling and call letters.
 - e) Provide name of person submitting the checklist and call back number
 - f) For further information, provide name of a knowledgeable contact person that can provide more details on the event.
 - g) Check box for the appropriate geographical area the event is located in.
 - Check box on the left if the event will impact another geographical area

[Index](#)**6. ALL CVECO CODES:** Continued

- h) Nature of problem. Define details of the situation if known.
- Discharge to Water Ground Air
 - Fire
 - Explosion
 - High Flare
 - Loss of Flare
 - Unusual Activity
 - Smokey Stack
 - Loud Noise
 - Other – Define record more details if available.
- i) Product name and UN number (if available)
- j) Identify type of product hazard, or check “unknown” if not known
- Toxic, Corrosive and or Flammable
- k) Check appropriate box(s) on how someone may notice your situation. Specify details if known.

- Note: CVECO members are to Update Sarnia Fire-/Police (911) Dispatch at least hourly, or as required until all clear is announced.
- If re-submitting checklist, provide time update provided in upper right corner
 - Fire/Police Dispatch will record all clear time and date.

[Index](#)**7. CVECO CODES 5, 6, 7 & 9:**

- 7.1 If a Code 5, 6, 7, or 9 has been initiated, continue to provide the following information.
- l) Provide temperature, wind direction and speed at scene (if known)
- m) Provide the direction of safe approach for responders
- n) Provide location of you designated meeting or staging area

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7. CVECO CODES 5, 6, 7 & 9: Continued

7.2 Code 6 Specific Information

- o) Recommend public “shelter in place” or “evacuate” (Yes / No)
- p) Define boundary of affected area that the release may impact (if known)

7.3 Fax MSDS sheets to Sarnia Fire/Police Dispatch and to the Sarnia General Hospital

- Use completed CVECO Checklist as a cover sheet when faxing MSDS sheets.

7.4 Record any additional information (updates) for Codes 5, 6, 7 or 9

7.5 Complete CVECO Information Checklist and fax to Police Dispatch

Note: Fire/Police Dispatch will record all clear time and date.

7.6 Provide Fire/Police Dispatcher with “all clear” when incident is mitigated.

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8. INITIATING AN “ALL CLEAR”:

8.1 This notification indicates that an alert has ended.

8.2 The Fire/Police Dispatcher will issue an "All Clear" when directed to do so by the authorized person from the plant site.

8.3 If a Code 6 has been issued, municipal authorities on the advice of industry will issue the “all clear”.

[Index](#)**9. OTHER EMERGENCIES OR INFORMATION:**

- 9.1 Fire/Police Dispatch will notify all members of any severe weather warnings received.
- 9.2 If any CVECO member receives a storm warning from any other source, they should notify the Police by telephone, so that all member companies may be warned.

[Index](#)**10. CVECO TACTICAL CHANNEL:**

- 10.1 The primary function of the tactical channel is to permit communications between inter-agency Fire Departments either enroute or at the emergency scene.
- 10.2 Present industrial holders of the CVECO tactical channel are as follows:
- Imperial Oil Limited
 - Bayer Inc.
 - Dow Chemical Canada Ltd.
 - Sunoco Energy Inc.
 - Shell Canada Limited
 - NOVA Chemicals (All 4 sites)
 - TERRA Nitrogen
- 10.3 Present municipal holders of the tactical channel are as follows:
- Sarnia Fire & Rescue Service
 - St. Clair Township Fire Department
 - City Of Sarnia Mobile Command Post

[Index](#)**11. TACTICAL RADIO PROTOCOLS:**

- 11.1 Upon request for mutual aid assistance involving Code 9, the CVECO member making the request will
- Identify what assistance they will require
 - Request what equipment or apparatus they require
 - Determine the safe direction of approach
 - Location of staging area
- 11.2 When arriving at the staging area the responding apparatus will attempt to make contact with the Incident Commander to announce that they are available for duty.
- 11.3 The Incident Commander will acknowledge each responder and provide appropriate information as requested.
- 11.4 Communications over the tactical channel shall be limited to essential dialogue and restricted to emergency communications.
- 11.5 Each responding agency shall ensure continuous monitoring of the tactical channel throughout the entire incident.
- 11.6 Each responding agency upon cessation of emergency activities and prior to leaving the scene shall contact the Incident Commander and advise him/her of their intentions.

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12. POLICE / FIRE COMMUNICATIONS:

- 12.1 Sarnia Police Service and Lambton OPP can communicate with each other on the Provincial Common Channel.
- 12.2 The Communications Centers will advise the officers when to begin using the common channel.
- 12.3 Fire Rescue Services in Sarnia, St. Clair Township and Point Edward also use a common channel.

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13. NON - EMERGENCY PROTOCOLS:

- 13.1 To ensure the integrity of the tactical channel, utilization of the radio system is encouraged by each individual agency. This will ensure that the system will function as intended during actual emergencies and allow for practice with the tactical channel.
- 13.2 All non-emergency use of the tactical channel shall cease upon activation of a Code 9 and remain in effect until the emergency is over and an "ALL CLEAR" has been issued.

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14. TACTICAL RADIO OWNERSHIP:

- 14.1 Industry Canada licensed this tactical channel to CVECO in 1997.
- 14.2 Each radio licensee is responsible for the annual fee. Signing authority for the license is the CAER Administrator.
- 14.3 Municipal radios are owned by CVECO and are in trust to the municipalities.
- 14.4 The radios are Motorola MTX-838 intrinsically safe multi-channel.

15. CVECO RADIO NETWORKS:

Air Products Limited	CYA 349
Basell Canada Inc.	VCM 880
Bayer Inc.	XJF 740
Blue Water Authority	VDS 641-4
BP Canada Energy	XNZ 861
Cabot Canada Ltd.	CYA 365
Clean Harbors	VCY 930
Dow Chemical Canada Inc	XJF 739
DuPont - [uses Nova St. Clair River Site Radio]	VCZ 562
Enbridge Inc.	VCO 420
Ethyl Canada Inc.	XJF 736
Fibrex	XOH 750
GTX Rail	VCQ 564
Hydro One	XOH 750
Imperial Oil Limited	XJF 742
NOVA Chemicals Ltd. -- Corunna Site	VCW 454
NOVA Chemicals Ltd. -- Moore Site	VCW 479
NOVA Chemicals Ltd. -- St. Clair River Site	VCZ 562
NOVA Chemicals Ltd. -- Sarnia	BAZ 238
Ontario Power Generation L.G.S.	XOH 745
Praxair - 915 S. Vidal Street	VCW 445
Praxair - 1832 S. Vidal Street	CFU 937
Procor Limited	VCT 460
Royal Polymers - [uses Imperial Oil Radio]	XJF 742
Sarnia Police Service	XJF 743
Sarnia Fire Rescue Services	XJF 743
Shell Canada Products Ltd.	XJF 737
Sunoco Inc.	XJF 738
Terra International (Canada) Ltd.	CYA 389
Transalta	VCQ 605

CVECO CODE NOTIFICATION CHECKLIST

Company to provide appropriate checklist(s) to 9-1-1 within 10 minutes of reporting a CVECO code. Fax list to Police Station after providing the initial information by phone or radio.

1 - INFORMATION REQUIRED FOR ALL CODES					
Date: _____ (mth/day/yr)	Event Start: _____ (Time)	Code Called: _____ (Time)	Updates Provided: 1 st _____ (Times) 2 nd _____ Additional _____		
Code (check appropriate)	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> Emergency Information Only	<input type="checkbox"/> 8 <input type="checkbox"/> 9
Company name: Name of person calling: For Further Information: Same as above or:			Call Letters: Phone #: () - ext. Phone #: () - ext.		
EVENT LOCATION First check area of origin and then any area which has a potential to be impacted due to wind direction, proximity, etc.	AREA OF ORIGIN <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	AREA(S) IMPACTED <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	LOCATION Sarnia (west of Indian Road) St. Clair Township Sarnia (east of Indian Road) Point Edward	POLICE Sarnia Police OPP Sarnia Police OPP	
NATURE OF PROBLEM			CHEMICAL INFORMATION: (if available)		
Discharge to: <input type="checkbox"/> Water <input type="checkbox"/> Ground <input type="checkbox"/> Air			Product Name: _____		
<input type="checkbox"/> Fire	<input type="checkbox"/> Explosion	<input type="checkbox"/> High Flare	<input type="checkbox"/> Loss of Flare	UN #: _____	
<input type="checkbox"/> Unusual Activity	<input type="checkbox"/> Smokey Stack	<input type="checkbox"/> Loud Noise	<input type="checkbox"/> Other	Hazards: Specify if possible:	
Define:			<input type="checkbox"/> Toxic <input type="checkbox"/> Corrosive <input type="checkbox"/> Flammable <input type="checkbox"/> Unknown		
How would a member of the general public notice this event?			<input type="checkbox"/> Sight Specify: <input type="checkbox"/> Sound <input type="checkbox"/> Smell <input type="checkbox"/> Feel <input type="checkbox"/> Taste		

2 - ADDITIONAL INFORMATION REQUIRED FOR CODES 5, 6, 7 OR 9		
Local Weather Temperature: _____ °C Wind out of the: _____ At: _____ KPH	Direction of Safe Approach:	Meeting Location/Staging Area: <input type="checkbox"/> Staging Area 1 <input type="checkbox"/> Staging Area 2 <input type="checkbox"/> Other: _____
CODE 6 SPECIFIC INFORMATION		
Evacuation Recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No	Shelter-In-Place Recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No	For Code 6 fax MSDS to 911 at: <input type="checkbox"/> 344-8779 and to hospital at: <input type="checkbox"/> 339-7264
<u>Define Boundary of Affected Area:</u>		
Any Additional Information for Codes 5, 6, 7 or 9:		

3 - ALL CLEAR FOR CODE:	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9	Date: _____	Time: _____
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