

SECTION 8

CODE 8 – NOTICEABLE OCCURRENCE

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1. CODE 8 - NOTICEABLE OCCURRENCE:

- 1.1 Code 8 is used to report a noticeable occurrence, or a potential problem, which could cause concern or inquiry by parties external to a CVECO member's site.
- 1.2 An noticeable occurrence is considered to be any "unusual incident which can be seen, heard, smelled, felt or tasted".
- 1.3 A Code 8 will be called to provide the municipal authorities with factual information regarding the incident, or the ability to respond when queries from the public, as well as to alert potential responders that their assistance may be needed.
- 1.4 A noticeable occurrence may be a situation such as
- Unusual, routine or non-routine work in a member's facility
 - An activity that is a non-emergency event such as training exercise.
 - The facility has discharge material to the water, ground and/or air
 - A fire has occurred and is under control. There is no present or further danger foreseen but problems could evolve,
 - Loud noise, loss of flares, unusually noticeable flares, smoking stakes
- 1.5 There will be no designated CVECO response, under this code.
- 1.6 The Municipal Emergency Site Manager (Fire and/or Police representative) may inquire, or respond to inquire about details of the Code 8.
- 1.7 Inquiries from the public can be answered knowingly by municipal authorities when they are provided the proper information.
- 1.8 CVECO members will be aware of the activity and may use the notification to heighten their readiness to respond.

2. CODE 8 CRITERIA:

- 2.1 Code 8's are divided into two categories. Emergency and Information Only (non-emergency).
- 2.2 **Information Code 8:** An information Code 8 is non-emergency activity that may cause inquiry, but the situation is considered to have no impact to the health and safety of the public
- 2.3 Non-emergency activities will be issued over the CVECO radio as a "Information Only Code 8"
- 2.4 The criteria for an Information Code 8 is:
- An event that could be seen or heard and cause public inquiry.
 - Unusual, routine or non-routine work in a member's facility
 - An activity that is a non-emergency event such as training exercise.
 - Excessive flaring, noise or steam
- 2.5 **Emergency Code 8:** An emergency Code 8 is a facility internal emergency occurrence that may cause inquiry, but the situation is considered to have no impact to the health and safety of the public.
- 2.6 An Emergency Code 8 is used to report and unanticipated noticeable occurrence, or a potential problem, which could cause concern or inquiry by parties external to a CVECO member's site
- 2.7 An emergency Code 8 will be issued over the CVECO radio as a "Emergency Code 8"
- 2.8 Mutual aid responders may use the notification to heighten their readiness to respond.
- 2.9 The criteria for an Emergency Code 8 is
- An event that could require an internal emergency response
 - A fire has occurred and is under control. There is not present or further danger foreseen but problems could evolve
 - The facility has discharged material to water, ground and/or air
 - Loss of flares, unusually noticeable flares, smoking stacks or other forms of combustion, that could evolve into a more serious situation.

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3. CVECO MEMBER PROCEDURES:

- 3.1 Each CVECO member will have internal emergency procedures that will outline their actions and/or response to a Code 8.
- 3.2 As a minimum the procedures will include.
- Criteria to determine if the Code 8 is emergency or information only.
 - Information the Plant Dispatcher will provide to the Fire/Police Dispatcher.
 - Notification of site personnel, neighbours and/or local agencies
 - Response plans to mitigate the situation (as warranted)

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4. INFORMATION CVECO MEMBERS WILL PROVIDE:

- 4.1 When provided with a situation that is classified as noticeable occurrence, the CVECO member will issue a (Information Only, or Emergency) Code 8 over the CVECO radio.
- 4.2 Sample Transmission on the CVECO radio:
VCW 454 to Sarnia City Police. Information Only Code 8 Nova Area 2. Information Only Code 8 Nova Chemicals Area 2.
- 4.3 Under CVECO agreement, CVECO members are to provide information as outlined on the “CVECO Code Notification Checklist”.
- Reference Section 3 “Radio & Telephone Communications Part 6
- 4.4 Complete CVECO Code Notification Checklist and fax to Police Dispatch.
- 4.5 If not done with the activation of the code, and the submission of the CVECO checklist (within 10 minutes), the Plant Dispatcher will supply information as soon as reasonably possible.

Note: CVECO members are to update Sarnia Fire/Police (911) Dispatch at least hourly on emergency Code 8's, or as required until all clear is announced.

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5. INDUSTRIAL RESPONSE:

- 5.1 Issue a “information only” or “emergency” Code 8 over the CVECO radio.
- Reference Section 3 “Radio & Telephone Communications Part 6
- 5.2 Complete the “CVECO Code Notification Checklist” and fax to the Fire/Police Dispatcher within 10 minutes of issuing the CVECO code.
- The necessity for Police and/or Fire Department attendance will be determined from the information supplied or by a phone call from the Fire/Police Dispatcher.
- 5.3 If necessary fax MSDS product information sheets.
- Use the checklist as a cover sheet when faxing MSDS sheets.
- 5.4 If a Municipal Emergency Site Manager (MESM) is dispatched to the industry site, the plant will make arrangements for the MESM to meet with the Incident Commander for a face to face meeting on the situation.
- 5.5 Advise the MESM, or the Fire/Police Dispatcher as soon as possible when the situation is under control and/or all clear.
- 5.6 CVECO members in Area 2 should also notify St. Clair Township by faxing the CVECO Notification Checklist

Note: Effective planning by the industry would also have advanced notification to the local media (on “information code 8’s), so the general public can be advised.

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6. POLICE / FIRE RESPONSE:

- 6.1 The Fire/Police Dispatcher may make contact with the industry contact, and will determine the need for a response by a Municipal Emergency Site Manager.
- 6.2 If required, and after determining that it is safe to do so, a Police or Fire Officer (filling the role as the MESM) may be dispatched to the affected site.
- 6.3 The Municipal Emergency Site Manager will meet with the industry Incident Commander to be updated on the situation.
- 6.4 The Municipal Emergency Site Manager has the authority to upgrade to a Code 6 after determining if there is external impact, or, a Code 9 if Fire/Rescue assistance is warranted.

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7. SPILLS TO THE RIVER:

- 7.1 A spill to the river is considered to be an incident that may cause public concern and a code 8 will be issued.
 - Reference Section 10 “Spills To The River” for response information.

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8. CODE 8 - WHEN IT IS NOT NEEDED:

- 8.1 Ambulance responses would not normally require a Code 8, however incidents involving multiple injuries would.

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9. OTHER EMERGENCIES OR INFORMATION:

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

10. REVISION HISTORY:

Date	By	Description
1970		Original
Fall 2002	Fire Sub-Committee	Reviewed. Code 8 divided into two divisions, emergency or information code.
June 03/03	CVECO Executive	Reviewed. Word “unanticipated” removed from the Code 8 description

The latest revision to this procedure was approved by:

Fire Sub Committee Fall, 2002

CVECO Executive February 04, 2003

CVECO General Membership February 12, 2003