

# Safety Scene

Quarterly Newsletter



**Inside this edition :** a Workplace Emergency Preparedness infosheet





## Thanks for helping to keep British Columbia's arts and entertainment industries safe!

Many of you engaged with our content online, used our toolbox talks, and applied the orientation lessons in your own workplaces - good job!

**Actsafes's Safety Cafe** hit the road during AIP Week. We visited 5 studios and workplaces around town and had over 500 of you visit us to talk about the importance of orientations. We hope you enjoyed your free coffee and this opportunity to connect with us.



All of the resources from AIP Week 2019 are on our website and we encourage you to share them amongst your communities.

## Save The Date: Sept 21 - 25, 2020

The theme of Actsafes's Injury Prevention Week 2020 is

**'MIND Your Health: Mental Health Awareness'.**

Did you know that Thursday October 10th, 2019, is World Mental Health Day? This is a great time for you to reach out to others to ask, "How are you?". Check out [calltimementalhealth.com](http://calltimementalhealth.com) for mental health and addiction resources.



# A Message From Actsafes

We all know that emergencies happen; whether it is flooding, an earthquake, a chemical spill, or a fire. What we don't know is when they will happen. Like Benjamin Franklin once said, "By failing to prepare, you are preparing to fail" and we all need to be prepared for unexpected and serious incidents otherwise we will fail to control the damage from them.

Planning for emergencies with proper checklists and procedures is definitely the starting point. It is important to test and trial these procedures and evaluate if they work by carrying out emergency drills. This quarter's Safety Scene focuses on emergency preparedness and includes various articles from our team members and external safety experts on how our industries can best prepare themselves for unexpected incidents.

You will also find an information sheet on emergency preparedness inside which includes

a checklist for you to refer to when you are planning for emergencies. This information sheet is also available on our website so you can print and use the checklist if needed.

As we all get into the festive season and year end, it is a great time to review, reflect, and revise your emergency plans so that you are better prepared in the coming year. We will see you all in the new year with another edition of Safety Scene.

Stay safe!

**Manu Nellutla**, CCPE, CPHSA.

**Executive Director, Actsafes Safety Association**



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“We are in the entertainment business, not the emergency business...aren't we?”

- Eric Stuart QPM, BA hons (CSM), UKCMA, Director of Gentian Events Ltd.

So, how do we prepare for crowd emergencies and what do those emergencies look like? I will answer the second one first: everything and anything that might impact negatively, hurt, scare, or kill your crowd should be considered a crowd emergency. “What? Are you mad? How can I plan for every possibility?” I hear you ask. Well the answer is you can't, and you do not have to. What you have to do is plan to deal with reasonably foreseeable emergencies. If we started to make a list this article might never finish. For example, weather. Heat, cold, wind, rain, snow, lightning, and so on. And not only outdoors - what if you evacuate a theatre because of a smell of smoke but you send people into a raging thunderstorm?

What about issues of overcrowding caused by popular bands or artists, or artists who have gained popularity because of a big hit or had a radio interview since you booked them? How about a stage falling down, a barrier collapse, a DUI driving at a crowd, a fire, a building structural failure, a drone falling from the sky and laying smoking on the floor? Should I go on? I haven't even started on the terrorist attack or the ‘fear caused by the fear’ of a terrorist attack. The sudden bang as a barrier falls which triggers a self-initiated evacuation by the crowd charging towards narrow gates that you kept narrow because you expected people to leave over many hours - not all at once!

I dislike the word ‘stampede’, but we are certainly seeing more ‘stampede-like’ behaviour, as frightened people just run. Here are just some of the many examples: the 2017 Black Friday incident at Oxford Circus, London where 60+ people were injured as they ‘escaped’ from an innocuous fight; the crowd-initiated evacuations at Global Gathering in New York leaving 7 injured; the self-evacuation of the crowd during the Toronto Raptors firearm

incident in June; when a motorbike backfired, and people 'heard' gunshots in New York; and just this August, self-evacuations at Bank Station, London where 22 people were injured. Free running crowds will hurt themselves and each other. God forbid that we have used lorries and concrete blocks at the end of the street because when the crowd runs, suddenly, they are running into that funnel that kills people!

Oh, and what about the inadvertent and ridiculously coincidental failure of four safety systems at one of my events this year that led to human waste, (yes, that type of waste and its 'Blue Elsen' chemical cocktail), being fed backwards from the washrooms into the public clean drinking water system. I look forward to sharing that story with you at the 'Actsfafe Entertainment Safety Conference' in March, 2020!

Hang on though, this is supposed to be fun isn't it, this event planning and festival thingy that we all do? We are in the entertainment business, not the emergency business. Well I am sorry, but if that is what you are thinking, you are wrong. You are wrong because the minute you invite people to be entertained, explicitly or not, by ticket, payment, or free, or just by staging a show, then your responsibilities to the safety of those people has begun. In some ways you are more fortunate than we are in the UK. You follow more of a US style justice system where the priority seems to be compensation. Ours is about imprisoning those who hurt others, be it intentional or carelessness, and that includes a charge we refer to as 'Gross Negligence Manslaughter'.

**So how do we prepare? Well, we start with good planning and a team of 'competent' people who know their roles in emergencies. Know your 'ball bearings' i.e. those who make things run smoothly, from your 'cookies' i.e. those people who crumble under pressure. Test your plans by putting them under some scrutiny, getting**

**others to ask probing questions. 'Table topping' those things you don't want to happen is the best way of knowing if you can cope if they ever do. It doesn't have to be formal, it doesn't have to be a room of 100 people practicing for an airliner crashing on your site, but it should be asking what you do when lightning is 10 miles, 5 miles and 2 miles from your site. You can just run scenarios in your office and play 'yes, but what if' games.**

Good communication doesn't mean just hoping that the cell phones will work mid-crisis (they won't). It's about having a control room or fall-back centre, with comms, lights, and power where your crisis team can quickly meet and establish control. It relies on not assuming that the emergency services will take over in seconds, and accepting that you will be in charge for a period of time.

During my 12-hour water contamination incident I continued running the 3-day show, managed the health emergency, and was the lead on four other significant incidents, including a drone crash and a 'terrorist' incident (that ultimately wasn't). I was tested to my limit, but a good team, a quiet building, frequent cups of tea, and a damn good loggist (in this case, my wife), meant we managed it all, took praise from all the emergency services, and now have a 24-page accurate record of just how we did it. Want to know more? Well join us at the Actsfafe Entertainment Safety Conference or at one of my Crowd Safety Workshops in March, 2020. [actsfafeconference.ca](http://actsfafeconference.ca).



# From the Manager's Desk: Performing Arts



- Don Parman, Manager of Performing Arts Programs and Services, Actsafe Safety Association



## The Reality of Emergenices

**A**fter reading the fabulous articles submitted by my safety colleagues Eric Stuart and Desiree Hamilton, I was left wondering what I could offer that would add to the conversation. Then it hit me! I could give you some real world examples of emergency preparedness that would resonate with our industry.

### Scenario #1

A theatre in a northern BC community was hosting a symphony concert in mid-February when the fire alarm was activated halfway through the first act. Establishing it was in fact not a drill, the volunteer ushers and theatre manager dutifully executed their emergency plan, which called for the immediate evacuation of the building.

They promptly guided the audience and symphony members outdoors into the -30 degrees winter weather, much to the dismay and concerns of the patrons and artists involved.

- What would your team do?

### Scenario #2

During a chat with a colleague of mine last year, we got onto the topic of evacuation plans. Having recently moved into new offices, they were equipped with a new evacuation plan for their new facility provided by the safety engineer for the project and approved by the municipality. It was a well written and compliant plan, though I noticed there was a potential issue with one of the muster points identified in the plan. The plan called for the office to evacuate through a fire exit onto the main concourse of a stadium complex.

- What happens if the stadium and your offices have to evacuate at the same time?

### Scenario #3

A tour bus caught fire outside of a large urban venue during a show. The staff started their evacuation plan, only to realize that they were likely sending patrons directly into the fire zone. After some confusion and redirection, the patrons were redirected to other exits. No one was injured during the event.

- How would your team react in this scenario?



All three of these examples have come across my desk in the past two years, but they are by no means the only ones.

## So, how do we prepare for all emergencies?

As Eric Stuart said in his article: "What you have to do is plan to deal with reasonably foreseeable emergencies."

As a result, I have now begun looking at the art of emergency preparedness differently.

### Plan!

- Review your emergency preparedness plan annually but through different lenses; for example, as a patron, as a volunteer, or in different conditions. Does rain, snow, or a storm change your plan?
- Run drills as required, but also run scenarios. Pretend an exit is blocked, the hallway is flooded, or the streets are full of zombies! What should you do?
- Involve the front-line staff in the plan. After all, they are the ones that have to execute the plan and they will also have solutions.
- Look for new hazards or obstacles

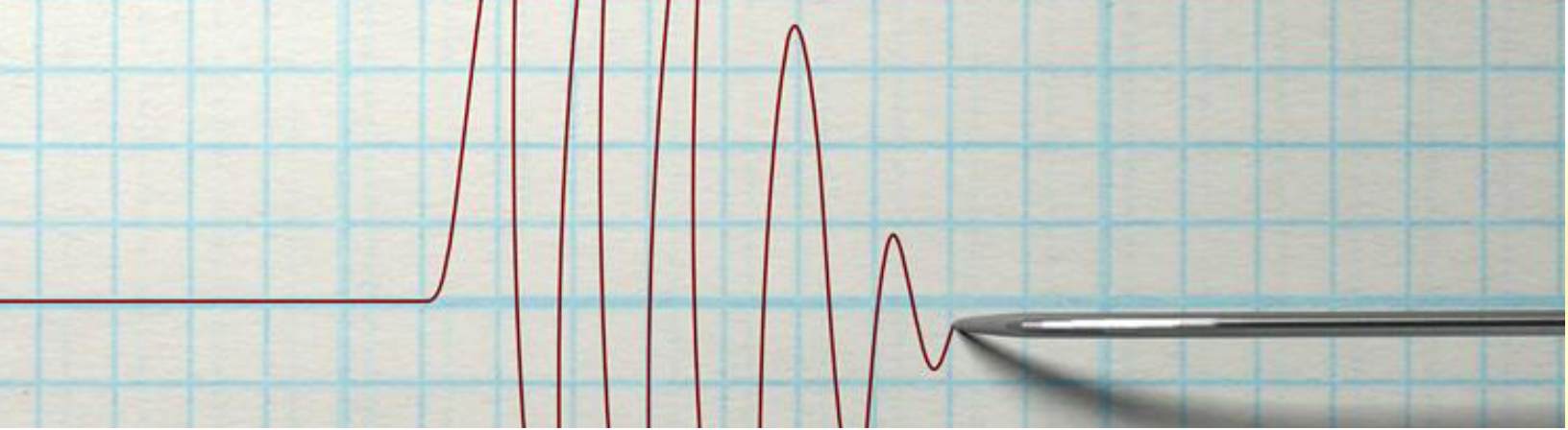
on a regular basis. The city changing intersections or traffic patterns can affect your evacuation routes or the ability for emergency services to reach you. Construction on your site often impacts emergency plans.

### Encourage positive outcomes!

- Start looking at the results of a drill or incident in a different light. Instead of asking, "Did they follow the plan?" ask, "Did everyone get out safely?"
- Getting everyone out safely is the desired outcome. Just because it didn't follow the designed plan, doesn't mean it wasn't effective. Learn from it.
- Welcome input and reporting. Any insights to safety should be encouraged and followed-up on.
- Being able to think objectively and quickly will save lives as part of your emergency plan.

If you would like some assistance with your emergency preparedness program, contact the Actsafe team to arrange a visit, or sign-up for our **Peer Safety Inspection Program** and we can walk you through scenarios and offer ideas and resources to help you improve your safety game!





# ShakeOut BC

Earthquakes happen all across Canada annually, each varying in magnitude.

According to a 2013 study commissioned by the Insurance Board of Canada, there is a **30 per cent chance** that in the next 50 years there will be an earthquake striking in southwestern British Columbia that will be strong enough to cause “significant damage”.

On October 17 at 10:17 a.m., millions of people worldwide will practice how to ‘Drop, Cover, and Hold On’ during Great ShakeOut Earthquake Drills. British Columbians can join by **registering** for the 2019 Great British Columbia ShakeOut. Participating is a great way for your family or organization to be prepared to survive and recover quickly from big earthquakes – wherever you live, work, or travel.

Check out **shakeoutbc.ca** for more information, and read Desiree Hamilton's article ‘Everyone has a role in earthquake preparedness’ on page 14 to find out the City of Vancouver's tips on being prepared for an earthquake.





**EMERGENCY**

We can't prevent disasters happening but we can minimize damage and come through the recovery process better.

When it comes to emergency preparedness we all have a role to play. We should all have a minimum of 72 hours of supplies to last in the event of an emergency. You should also understand the basic principles of first-aid and how to help others.

**IN CASE OF A MAJOR EMERGENCY**

Follow your emergency plan ★

Emergency kit ★

Help others.

4 of those were 6+ magnitude.



\* Data taken from [earthquaketrack.com](http://earthquaketrack.com)

# 72hrs

If an emergency happens in your community, it may take emergency workers some time to reach you. You should be prepared to take care of yourself and your family for a minimum of 72 hours.

## 10

In an emergency you should be prepared to be self-sufficient and you will need some basic supplies to ensure that you are. According to **getprepared.gc.ca** there are 10 items you should include in your basic emergency kit.

List the 10 items you need to have in your basic emergency kit (according to [getprepared.gc.ca](http://getprepared.gc.ca)) in an email to **[communications@actsafe.ca](mailto:communications@actsafe.ca)**.



EMERGENCY  
PLAN

# Safety Tips: Emergency Preparedness

(Resources from various municipalities)

1. Learn about hazards. Find out what the hazards are in your community, and do a home/workplace hazard hunt to make your home/workplace safer. Secure appliances and heavy furniture, and move beds away from heavy mirrors and windows.



City of Burnaby Resource

2. Make sure you review your emergency plan with every member of your family, and update it annually. If you have children, teach them how to use 9-1-1 as it could save their lives or yours. Run regular drills so that everyone will be able to react calmly in the event of an emergency.

3. It is important that you make emergency kits – filled with food, water, clothing, medicine, money, and other emergency supplies – for you, your family, and your pets. Every person in your family should have their own customized evacuation kit at home and at work. Check your kit twice per year to replace any expired food, batteries, and medicine. Include it as part of your routine when you change your clocks, check your batteries and fire alarms.

See Actsafe's  
emergency  
preparedness  
information in this  
edition's centerfold



4. When disaster strikes, you may need to access important contact numbers, health information, and household documents. Keep copies in two secure locations. A safety deposit box, a fireproof safe, or watertight bags in the freezer work very well.



City of Surrey Resource - Business  
Emergency Preparedness Toolkit

We can't prevent disasters happening but we can prepare to minimize damage and come through the recovery period as quickly as possible. When it comes to emergency preparedness we all have a role to play.

In this info sheet you'll find practical information on what to do in case an emergency should occur.

## DEVELOP AN EMERGENCY PLAN

- Identify all exits, stairways, and existing floor plans of the work area. Also identify the location of all fire extinguishers, pull stations, and any other fire adjunct alarms and fire suppression equipment.
- Be sure that all emergency phone numbers are clearly listed and are readily available next to telephone.
- Report all potentially hazardous conditions to your supervisor immediately. Especially focus on conditions or materials which, in the event of an emergency, might block evacuation routes or in some manner further contribute to the emergency.
- Do not block or wedge any stairwell doors in the open position at any time.
- For each location, establish a meeting point or safe refuge area away from the building and other hazards such as overhead power lines.
- Assign someone the responsibility of accounting for all employees in the event of an emergency.
- Test your plan to make sure that it works.



[Actsafe's Emergency Plan - Poster](#)

## PERSONAL PREPAREDNESS

- Establish an emergency out of province contact (example to the right) that you can check in with in case you are unable to contact your family.
- Program the acronym ICE (In Case of Emergency) next to emergency phone numbers in your cell phone address book. This provides a method to easily reach a family member or emergency contact should an illness or incident render one unconscious.
- Designate a family meeting place, in case you are not able to get home.
- Keep a list of neighbours names and contact information, in case you are unable to reach your family.
- Ensure that you properly know how to use a fire extinguisher. Remember PASS (**P**ull the pin, **A**im low, **S**queeze the handle, **S**weep from side to side).
- Know where emergency supplies are stored.
- Carry an emergency kit in your car (see page 4 for further information on car emergency kits).

### Emergency Out of Province Contact

My Name:
Phone:
Contact Name:
Phone:
Address:
Medical Condition:
Allergies:
Medication(s):

## MEDICAL EMERGENCIES

- Notify the First Aid Attendant (i.e. Craft Services or Construction Safety) by the established means. If not available, call 911 or use the established and agreed upon means of reporting a medical emergency.
- Have a designated crew member/co-worker meet the responding emergency personnel and assist them by leading them to the victim.
- Keep the victim calm. If trained, administer first aid as needed.
- In the event of a serious incident or medical emergency, contact the appropriate number on your Emergency Procedures sheet.





## GENERAL EVACUATION PROCEDURES

1. When you hear an alarm, stop work activities and prepare to evacuate as directed by your supervisor.
2. Proceed promptly to the nearest emergency exit. Walk quickly, but do not run.
3. Do not use elevators, instead use stairwells to reach ground level. Use safe stairwell exiting procedures.
4. Exit the building and proceed directly to the designated safe assembly area. Safe assembly areas should generally be away from the building, upwind and out of the way of incoming emergency personnel. Note: During an earthquake, remain in the building until directed to do otherwise.
5. Remain in the safe assembly area location so that the supervisory personnel may conduct a survey to account for all building personnel. Do not disperse or move to other assembly locations.
6. Do not re-enter the building until the emergency response team leader has deemed it safe and supervisory personnel have given permission to go back into the facility.

## IN CASE OF FIRE

- Activate appropriate alarms.
- Call 911 or use the established and agreed upon means of reporting a fire emergency.
- Stay calm and do not panic. Alert others in your area.
- Evacuate as directed by your supervisor to your designated evacuation area. Walk, do not run. Remain in the evacuation area until the supervisor has accounted for everyone and you have been instructed otherwise.
- Never use an elevator during a fire. Always use the stairwell.
- If there is smoke in the room, stay low (the air is cooler and cleaner closer to the floor); hold a wet cloth over your mouth and nose; and only break windows as a last resort.
- If a door is hot, do not open it. Use an alternate door if one is available and safe to use. If an alternate door is not available, contact someone (if possible) and give them your exact location. If there is water available, wet cloths and seal the door and any vents.
- Close all doors as you leave. Do not lock them.
- If trained to use a fire extinguisher, and the fire is in the incipient stage, you may attempt to extinguish the fire. Remember that your own safety is of primary concern.
- Never attempt to put out a fire alone.

## IN CASE OF EARTHQUAKE

- Duck under something sturdy and cover your head.
- Stay away from windows and objects which may fall on you.
- Do not dash for stairway exits.
- Do not use elevators.
- If you are inside a building, remain inside until directed otherwise.
- Do not be surprised if the electricity goes out. This is common during an earthquake.
- If an evacuation is necessary, follow the established routes and procedures.
- If you are outside, stay in an open area, which is clear from hazards. When the shaking stops, do not re-enter any building.
- Workers shall remain in the safe refuge area until they have been directed by the appropriate authority to leave the safe refuge area or to return to their workplace.



[Actsafes's What To Do In The Event of an Earthquake - Poster](#)

## AFTER AN EARTHQUAKE

- Be prepared for aftershocks. Do not panic, stay calm.
- Check for injured persons and assist as necessary.
- If indoors, your supervisor may initiate an evacuation.
- Replace the telephone handset if it has fallen off the hook. **Use telephones for emergency calls only.**



## INCASE OF A CHEMICAL SPILL

- Stay clear of the spill and warn others in the immediate area of the emergency and potential danger.
- For serious chemical spills, call the Provincial Emergency Program Hotline at [1.800.663.3456](tel:18006633456)
- If persons are injured, provide first aid if you or another available individual are trained to do so. However, do not put yourself at risk.
- Assess the situation and determine if it's an emergency. An emergency situation exists when there is a high risk to persons, property, or environment.
- If it is an emergency, then activate appropriate alarms.
- Get appropriate Material Data Safety Sheet (MSDS) and have it available for the responders.
- If an evacuation is required, evacuate as directed by your supervisor to your designated evacuation area. Walk, do not run. Remain in the evacuation area until the supervisor has accounted for everyone and you have been instructed otherwise.
- Do not re-enter the building until the emergency response team leader has deemed it safe and supervisory personnel have given permission to go back into the facility.

## IN CASE OF SEVERE WEATHER

- When working in areas subject to severe weather conditions (e.g. lightning, flooding, snow storms), the employer must be aware of the potential hazards.
- Monitor the local government weather service for announcements including warnings and any other information provided by officials, such as the appropriate actions in the event of an emergency.
- Be prepared to evacuate to designated safe areas.
- Keep a portable radio, flashlights, spare batteries, and other emergency supplies ready (see page 4 for suggested emergency supplies).
- Do not call 911 for information. This system must be kept open for emergencies.

See also Actsafe's [Inclement or Severe Weather Motion Picture Safety Bulletin](#).

## IF A FLOOD OCCURS

- If you are inside, turn off main gas valve and electrical power.
- If you are outside, never attempt to walk across a flooded area. The water could sweep you away.
- If you are in your car, do not try to drive through flood waters. If your car stalls in rising water, abandon it.
- Report broken or damaged water, sewer, and electrical lines by calling your municipality.

## OFFICE EMERGENCY KIT ESSENTIALS

- ☐ Bottled water
- ☐ Canned food, waterproof packages of food rations, and/or energy bars - enough to last each person 3 days
- ☐ Manual can opener
- ☐ Bottle opener
- ☐ First aid kit
- ☐ Portable bags, such as backpacks or duffle bags in which to store supplies
- ☐ Whistle
- ☐ Emergency blankets
- ☐ Garbage bags to be used as ponchos, ground cover, or blankets
- ☐ Toilet paper
- ☐ Waterproof matches and/or lighter. Do not use either if you smell gas
- ☐ Glow sticks
- ☐ Swiss Army knife
- ☐ Basic utensils
- ☐ Plastic plates and cups
- ☐ Dust masks
- ☐ Work gloves
- ☐ A wrench
- ☐ Earthquake survival instructions printed from PEP and Red Cross
- ☐ List of local emergency centres.
- ☐ Water purification chemicals and/or a small container of bleach with an eye dropper
- ☐ Flashlight with batteries
- ☐ Radio with batteries
- ☐ Extra batteries in waterproof bag (be sure to replace batteries periodically)
- ☐ A map of the region
- ☐ Fire extinguisher
- ☐ Pencil and paper in waterproof bag

## PERSONAL EMERGENCY KIT ESSENTIALS

- ☐ First aid kit
- ☐ A week's supply of essential medication
- ☐ Drinking water
- ☐ Canned food, waterproof packages of food rations, and/or energy bars - enough to last each person 3 days
- ☐ Manual can opener
- ☐ Emergency blankets F A map of the region F Quarters and/or phonecards, in case cellular service is down
- ☐ Cash and ID in a waterproof bag
- ☐ Booster cables
- ☐ Paper towels
- ☐ Sanitary napkins
- ☐ Road flares
- ☐ Tools
- ☐ Sand, gravel, or cat litter
- ☐ Traction mat
- ☐ Fire extinguisher
- ☐ Flashlight with batteries
- ☐ Extra batteries in waterproof bag (be sure to replace batteries periodically)
- ☐ Shovel
- ☐ In a waterproof container keep a list of local and out-of-province contacts for family. Include photo copies of essential documents (i.e. home and life insurance papers, medical and financial records, bank and credit information, lists of essential prescriptions, property inventory of your home, birth and marriage certificates, passports, legal documents such as wills, power of attorney and guardianship papers).
- ☐ Pictures of you and your family to help with identification in case they are missing
- ☐ Pre-printed "Help" and "OK" signs (available [here](http://www2.gov.bc.ca) at [www2.gov.bc.ca](http://www2.gov.bc.ca).)



# LESSONS LEARNED

## CONTRACTOR OF THE YEAR

### Transforming Employee On-boarding

Before making the switch to a paperless system, Nicole Graham, Morgan Construction's Learning & Development Coordinator, and Trudy Decker, their HR Supervisor, had to manually print, scan, and check through nearly 72 pages of physical documents every time they hired a new employee.

For Nicole, it was a tedious, time-consuming process: "I would say... somebody coming in and actually doing the package, and us then going through and reviewing it, signing off, and making sure they had everything, would take anywhere from an hour to two per package," she says

After only two weeks with Morgan Construction, Trudy became fed-up with the old-fashioned paper system. It didn't take long for Nicole and Trudy to start searching for a better way. This search led Morgan Construction to BIS Training Solutions' digital forms system.

For Nicole and Trudy, the benefits of going paperless were immediate: "Now," says Trudy, "with one digital form, within five minutes we have it approved, sent off to payroll, and in the employee's file!"

Now, with less time wasted on repetitive paperwork, Nicole and Trudy are able to focus their efforts on other key responsibilities, like producing more accurate reports for management and developing better course content for their customers. The switch to digital forms didn't just benefit Graham and Decker; it helped Morgan Construction, and their clients, as a whole!

Take a page out of Morgan Construction's book and transform your traditional paper methods to digital solutions.

Think what could be achieved with **two more** hours each day.



"Digital forms allow us to complete real-time equipment operator evaluations in the field. They are easy to develop and very user-friendly to complete."

- Tammy Siver

Training & HSE Manager  
North American Construction Group

"The BIStrainer Platform has given APTIM the ability to customize and streamline our orientation process for each individual and the position they fulfill within the company. The process has reduced training time and cost."

- Justin Hinks

Corporate HSE Manager  
APTIM



# Everyone Has A Role In Earthquake Preparedness

- Desiree Hamilton, Emergency Planning Coordinator, Vancouver Emergency Management Agency  
| City of Vancouver

**D**id you know that a year after The Great East Japan Earthquake, more than 5,400 businesses had yet to reopen and 1,000 businesses were bankrupt within one and a half years? The upcoming Great British Columbia ShakeOut drill, taking place on October 17th, is the perfect reminder that we live in a seismically active area. While we've been lucky not to have any damaging earthquakes in many years, we still need to prepare for one. The ShakeOut drill is not only an opportunity to practice how to 'drop', 'cover', and 'hold', it's a chance to make a family plan with loved ones and think about how best to prepare in your place of work.

Emergencies and disasters are inevitable. The question is not if they will happen, but when. While it is impossible to know the specifics ahead of time, using the best available information to plan for what might happen is the most effective way to be prepared for what does happen. Preparedness is a shared responsibility. Everyone needs to have a plan, both at home and at their workplace. Being prepared means first responders can prioritize helping those who need it most.

As a business/production company/theatre etc., you should start with having a basic preparedness checklist. Understanding the kinds of hazards your workplace may be exposed to is a good way to identify the risks to your business. For example, while on location in the Lower Mainland, it may be worth having emergency plans for flooding or for an earthquake. If on location in northern B.C. or interior B.C. during summer, risk of fires could hamper your activities.

## Plan for your business

It's just as important for businesses to plan for emergencies and disasters. Disasters can be devastating for local economies; well-prepared businesses can recover faster and are essential in helping their communities recover. If you own or manage a business, it's important that you have a business continuity plan in place. Do you have the supplies you need at your workplace? Is your workspace safe, or are there hidden hazards you may not know about? Do you know how to reach your staff should an earthquake take place, and do they know what to do and where to go? All of these important questions are covered in the City of Vancouver's **Business and Employer Emergency Preparedness (BEEP) guide**.

For those interested in more information on how to prepare for emergencies such as earthquakes, the City of Vancouver offers frequent (and free!) Neighbourhood

Emergency Personal Preparedness (NEPP) workshops in community centres across Vancouver. You can register for a workshop by visiting [vancouver.ca/beprepared](http://vancouver.ca/beprepared).

### Have a conversation

Do you know what kinds of hazards exist in your home or workplace? Do you know where to meet your loved ones if you can't meet them at home? These are the simple yet important questions you should discuss with your family and your colleagues. Encourage employees to develop household emergency plans. The City of Vancouver offers a **10-step family emergency plan** template as an easy planning guide to get you and your family started.

## Be prepared to have employees trained on basic first aid training and how to aid employees or customers with special needs.

### Know how to connect

After an earthquake, typical methods of communication may not be available. Even if the earthquake doesn't damage telecommunication towers, networks may not be able to handle call volumes. You should prioritize text messaging, emails, and app-based communication over phone or video chats, because they are more likely to connect. Have an out-of-town contact everyone in your family can contact.

You should also select a few designated meeting places in case you can't reach your colleagues or family: one should be close to home and one should be further away. Keep in mind children, seniors, pets, and those with disabilities may require some extra planning.

### Have what you need to get by

If possible, put aside essential supplies at home such as food, water, flashlights, a first aid kit, and other basic supplies. Critical services like water and gas may not be available after an earthquake; if you have the supplies you need and your home is not damaged, you can stay there even without power or water as long as you have supplies.

You should also put a few essential items

such as copies of important documents and prescriptions for all family members in a go-kit in case you do need to leave after an earthquake.

### Get to know your neighbours/ business network partners

Being prepared isn't just about what you have, it's about who you know. After a major emergency such as an earthquake, neighbours need to rely on each other. Whether you live in a house or an apartment building, know who your neighbours are, what skills they have, and what they might need from you. Similarly, it is important to discuss and exchange emergency plans with all the suppliers and service providers.

### How the City of Vancouver is preparing

The City of Vancouver is actively planning and preparing for earthquakes and other hazards in a variety of ways. Most recently, the City conducted a full-scale emergency exercise in May 2019, testing the ability to respond to a moderate earthquake. The exercise, which involved over 600 participants included recreation centre evacuations, building and infrastructure inspections, search and rescue operations, and internal and external communications.

Some other key ways the City has worked to improve earthquake response and resilience include the following:

- Upgrades to critical water, sewer and energy systems to increase seismic resilience in the event of an earthquake.
- Development of communications plans, including the establishment of an emergency communications volunteer organization known as **VECTOR**.
- Staff training and exercises for the city's Emergency Operation Centre, Disaster Staging Areas, and other response teams.
- Development and training of Canada Task Force 1, one of five Heavy Urban Search and Rescue operations in Canada.

The City of Vancouver is preparing and planning for emergencies, but everyone has a role to play.



# From the Manager's Desk: Motion Picture



- Anand Kanna, Manager of Motion Picture Programs and Services, Actsafe Safety Association



## The Three Phases of Emergency Planning

**W**hen was the last time you took part in a fire drill? Within the last month? Within the last year? Back in high school? Don't laugh; I bet it's been that long for some of us.

The sad truth is this; we work in an industry where our workplaces change everyday. New scenes, new locations, new productions, and new workplaces, and we never take the time to learn what the procedure is if disaster strikes. But who is responsible for the plan?

Emergency planning is everyone's responsibility. In our personal lives, you'd be surprised at how few of us do any actual planning for emergencies, yet we seem to hold our employers to a higher standard when it comes to having a plan. How can we expect our employers to do any emergency planning if we don't do it ourselves? Have you prepared an emergency kit should a huge windstorm hit and we're without power for an extended period of time? What about plans to pick-up the kids and where to meet if an earthquake hits? These are just a few of the things that we should address in our emergency plan, and from here, it may be easier to help develop an emergency plan for our worksites.

### Before. During. After.

Maybe it'll be easier to do our emergency planning if we break it down into three easy to remember phases; Before, During, After. 'Before' is the actual planning stage where all the heavy lifting takes place. What to have on-hand, where to report to and such. The 'Before' stage may take some time but after that's done, all we have to do is wait until disaster strikes, right? Maybe not. Now that there's a plan in place, this might be the perfect time to test that plan. Hold your emergency response drill and see if everyone knows what to do, where to go, how to respond. If not, time to refine that plan and test again. Once an emergency situation occurs, there'll be no time to try and figure out what to do next.

The 'During' stage in an emergency situation is pretty self explanatory, and is when the plan is put into effect. A well-informed team that knows what the plan is and what their responsibilities are within that plan can help to minimize damage and possibly save lives. Once the danger has passed, the 'After' phase can begin, and it's just as important in this phase that everyone knows their role as in the 'During' phase. Who delivers medical aid, has everyone made it out of the building safely, and who ensures that everyone is accounted for, all come in to play here. So with this little

breakdown of phases, we can start to build our emergency plans.

On our worksites who to report emergencies to, what is the medical response, how do we get out of soundstages, and where we do we go if we have to evacuate, are all of the basics that need to be included in an emergency plan. Once the plan has been approved, it needs to be communicated to anyone that may be affected in each worksite we operate in. When an earthquake hits, the plan for evacuating a soundstage can be very different from a plan on evacuating downtown Vancouver. It's vital that emergency planning and response be a part of any risk assessment before the crew arrives to start their work day.

**Having a well thought out emergency response plan is one of the most important tools in ensuring workers get back to their loved ones safely after a disaster strikes. But having a plan doesn't help anyone if no one knows what the plan is and how to respond. Communication of the plan is**

**vital, and should be included in every orientation. And practice makes perfect. Is your production prepared? Hold an emergency drill. See what happens.**

The Great British Columbia ShakeOut is on October 17th at 10:17am. If you're on your production's joint health and safety committee, why not take this opportunity to plan an emergency response drill so your production knows what to do when 'The Big One' hits. If you're not on the joint health and safety committee, talk to your representatives and see if something can be scheduled for October 17th.



## Reduce the risk of fire and explosions in food trucks

Find out how to implement safe work procedures for your business. Visit [worksafebc.com](http://worksafebc.com) and search 'Food trucks'

**WORK SAFE BC**

# Actsafes Upcoming **Course** Calendar



Course	Dates
Joint Health & Safety Committee Fundamentals Training	Oct. 1st
Motion Picture Safety For Supervisors	Oct. 17th
Occupational First-Aid Level 1	Oct. 5th & Oct. 21st
Motion Picture Industry Orientation	Oct. 10th
Performing Arts Safety Awareness	Oct. 16th
Firearm Safety Level One	Oct. 20th
Reel Green Carbon Literacy	Oct. 31st

## Course Focus: Occupational First Aid Level 1

This one day course packs in life-saving information, and provides a WorkSafeBC OFA1 certificate. Course covers;

- The rights and responsibilities of the Occupational First Aid Attendant
- Scene assessment
- ABCs (Airway, Breathing, Circulation)
- Wound Assessment and treatment
- First aid records
- Burns
- Airway obstruction management
- Respiratory/cardiac arrest management
- An introduction to automated external defibrillators (AEDs)
- Instruction on performing cardiopulmonary resuscitation



For more information, please review WorkSafeBC's **First Aid Attendant Certification**, and **OHS Guidelines Part 3 – Occupational First Aid**.

Actsafes has trained **5,781** people in Occupational First Aid since the inception of the course!



## Upcoming **Events** Fall, 2019

### A Reel Thanksgiving Challenge

The REEL Thanksgiving Challenge (RTC) is an annual two week long fundraising event, presented by the BC Film and Television industry, in support of the Greater Vancouver Food Bank. It has raised a total of \$785,835.08 since its inception and this year the hope is to hit the \$1,000,000 milestone.



The RTC is structured like a contest where different film and television productions around British Columbia compete to see who can raise the most money. The amounts that these teams raise are greatly magnified through daily sponsored prizes from various organizations that support this great cause.

This year the event will be running from September 30 to October 11. Keep updated on this year's fundraiser by visiting **reelthanks.com** and following #ReelThanks19 on Social Media.

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### The Sustainable Production Forum

The Sustainable Production Forum is two days of connecting with industry professionals, learning about sustainable production practices, collaborating on solutions and finding new pathways to make a difference on set and in the motion picture industry. It's a one of a kind event that explores sustainable production solutions at all levels, and features stakeholders from around the world.

More information can be found at **[www.sustainableproductionforum.com](http://www.sustainableproductionforum.com)**



If you'd like your event featured above, please contact **[communications@actsafe.ca](mailto:communications@actsafe.ca)**

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### Stay safe during this quarter's statutory holidays!

Holiday	Office Closure Date
Thanksgiving	October 14th (Actsafes will reopen on October 15th)
Remembrance Day	November 11th (Actsafes will reopen on November 12th)
Christmas Period	The Actsafes office will be closed from Dec 21st and will reopen on Jan 6th.



An Actsafe Safety Association production

Directed by  
Produced by  
Visual Effects  
Assistant Editors

**Manu Nellutla**  
**Jennifer Lane**  
**Ella Pritchard**  
**Maureen Kaaake**  
**Lisa Wild**  
**Carolyn Fisher**  
**Harnak Lalli**  
**Jason Hamdan**

#### Cast

Manager #1	<b>Don Parman</b>
Manager #2	<b>Anand Kanna</b>
Crowd Safety Specialist	<b>Eric Stuart</b>
Emergency Planning Coordinator	<b>Desiree Hamilton</b>

Coming Up Next

Safety Scene, Winter Edition

## **Casting Call**

***Would you like to contribute to Actsafe's  
next edition? If so, send us your:***

- Content Ideas -***
- Advertisements -***
- Events -***

For more information contact Jennifer or Ella,  
**[communications@actsafe.ca](mailto:communications@actsafe.ca)**





March  
5th - 7th  
2020

# Acts safe Entertainment Safety Conference

## EARLYBIRD TICKETS ON SALE NOW

Plus, get your tickets for Eric Stuart's Crowd Safety Workshop

Check out the website for more details;  
[www.actsafeconference.ca](http://www.actsafeconference.ca)

*RiverRock*  
CASINO RESORT



Actsafes is the health and safety association supporting British Columbia's arts and entertainment industries by providing resources, training and advisory services.

## Contact Us

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**W:** [www.actsafe.ca](http://www.actsafe.ca)

**M:** #140, 4259 Canada Way  
Burnaby, B.C.  
Canada  
V5G 1H1

Or connect with us here:



Actsafes Safety Association would like to acknowledge and honour that our workplace and classrooms are located on the traditional, ancestral and unceded territory of the Skxwú7mesh (Squamish), S'ólh (Stó:lō), Qayqayt (Qayqayt), səliłwətaʔɬ (Tsleil-Waututh) and Stz'uminus (Stz'uminus) peoples.



Actsafes is proud to have achieved the Gold Level Certification in SFU's Sustainable Spaces Program. The Actsafes team was awarded this certification because of their never-ending commitment to their Corporate Social Responsibility initiatives.