

# Emergency Response Plan (ERP)

Square Butte Ranch

10/16/22

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## INTRODUCTION

Square Butte Ranch is a private bare land condominium recreational ranch community on 480 acres that borders Kananaskis Country. There are 12 Townhomes and 36 Acreage Homes that house residents of the 480-acre property. The purpose of this Emergency Response Plan is to act as a resource that guides emergency responses and makes recommendations for emergency preparedness specific to Square Butte Ranch residents, staff, and external services. The intention is that this ERP will be reviewed and updated annually at a minimum, with changes and additions to the plan requiring the approval of the Board of Directors. There are several excellent references available online to ensure you are prepared for emergencies we may encounter, both websites and downloadable apps that will guide you. Some examples are contained throughout this document that you can reference.

Emergencies and Public Safety: [Alberta Emergencies and Public Safety](#)

Emergency Preparedness: [Government of Canada - Get Prepared](#)

Be Prepared - Emergency Safety Tips: [Kananaskis - Be Prepared - Emergency Safety Tips](#)

## CONTACTS

### 911 Address for Square Butte Ranch, Condominium Corporation No. 9710379

290005 - 352 Street West

Foothills (Millarville), Alberta T0L 1K0

Your Unit Address i.e., #xx Cowboy Trail

Legal Land Description – NE17 – 21 – 4 – W5

### EMERGENCY CONTACTS - DIAL 911 FOR FIRE, POLICE, EMS

<b>Fire</b>	<b>Turner Valley Fire Department</b>	(403) 933-5553
<b>Police</b>	<b>Turner Valley RCMP</b>	Administration (403) 933-6600 Non-Emergency (403) 933-4262
<b>STARS</b>	<b>Emergency Direct Office</b>	1-888-888-4567 - Site ID # 266, or (403) 299-0932 (see below) (403) 295-1811 or (888) 797-8277
<b>EMS</b>	<b><a href="#">Oilfields General Hospital</a></b> 717 Government Road, Black Diamond	(403) 933-2222
	<b><a href="#">South Health Campus</a></b> 4448 Front Street SE, Calgary	(403) 956-1111
<b>Veterinarian</b>	<b><a href="#">TD Equine Calgary</a></b> 250 Shawville Blvd. SE, Calgary	(403) 691-9808

**Emergency Veterinarian (closest)**

[Eastern Slopes Vet Services](#) (403) 933-3532  
101A - 3rd Street NE, Black Diamond

[C.A.R.E. Centre Animal Hospital Emergency Service 24/7](#) (403) 520-8387  
2140 - 12th Street SE, Calgary

**Poison Centre (Calgary)** (800) 332-1414

**Utilities**

**Fortis (power)** (403) 310-9473, or  
(866) 717-3113  
**ATCO Emergency Number (gas)** (800) 511-3447

**Renaissance Management**

Office (403) 239-6390  
After hours emergency (403) 230-6230  
Bob Lunge [bob@renaissancemanagement.ca](mailto:bob@renaissancemanagement.ca)

**Square Butte Ranch**

Office [office@squarebutteranches.com](mailto:office@squarebutteranches.com) (403) 931-2577  
Ranch Hand [sbranchhand@gmail.com](mailto:sbranchhand@gmail.com)  
Grant Kelba, Operations Manager (403) 681-7831

**Caledonian Midstream** Quirk Creek Facility (403) 931-4200

**EMERGENCY ALERTS FOOTHILLS COUNTY - SAFE COMMUNITIES ALERT NETWORK**

Effective May 3<sup>rd</sup>, 2022, Foothills County discontinued the use of the Safe Communities Alert Network (SCAN) and are solely utilizing Alberta Emergency Alert (AEA) to provide notifications and warnings to residents, businesses, and visitors. Please consider downloading the Alberta Emergency Alert App to ensure you and your family will receive the right information at the right time, wherever you may be.

For more information visit: [Alberta Emergency Alert](#)

Download the Emergency Alert App: [Apple](#) / [Android](#)

**STARS**

A Remote Site Landing Zone Reference Card is posted in the Saloon Kitchen as Reference

When calling STARS be prepared with the following important information:

- STARS Site Number (266)
- Location of site (12-17-21-4WSM)
- Contact phone number at the site

- Known hazards on site

Landing zone is in the pond pasture east of riding arena on flat area (120 ft by 120 ft). Ensuring the area is free of loose debris is of vital importance. If present, move horses to barn corrals or adjoining pastures. Ensure no one approaches helicopter, STARS crew will approach you when safe to do so.

## TYPES OF EMERGENCIES

### FIRE

**If a fire occurs at Square Butte Ranch CALL 9-1-1.**

The closest Fire Department is in Turner Valley. They do have access through the Square Butte Ranch Main Gate. The gate has a siren activated device that will open the gate automatically when it hears the siren. A back up gate code has also been provided to Foothills 911. Whenever possible, inform the 911 dispatcher that you have a locked gate and that the gate code has been registered with them.

If a fire is near, protect yourself and loved ones by following directions from authorities and be prepared to evacuate.

### MUSTER POINT

The designated Muster point on the Ranch is the Saloon. If the Saloon is the site of the emergency and inaccessible, the Muster point will be the Main Gate.

### STRUCTURE FIRES

Only attempt to put the fire out if it is small and the Fire Department have been notified first.

### RESIDENCE

- If an uncontrolled fire occurs in your home, your first priority is to get people in danger out and call 9-1-1.
- If possible, close windows and doors in the fire area as you leave.
- Notify your neighbors on either side. Ask them to notify Square Butte emergency contacts: staff, Renaissance, neighbor volunteers, etc.
- If it is safe to do so, and you have an appropriate fire extinguisher, put the fire out.

### SALOON

**Upon discovery of fire:**

- Clear building, leave fire area immediately and close doors.
- Call the Fire Department at 9-1-1.
- Sound Fire Alarm by activating the siren on the megaphone in Emergency cupboard in barn.
- If it is safe to do so, and you have an appropriate fire extinguisher, or fire blanket for stove fire, put the fire out.
- Leave building via nearest exit.
- Await the arrival of the Fire Department at the Muster point.

- Upon the arrival of the firefighters, inform the fire officer of the conditions in the building and coordinate the efforts of the staff and volunteers with those of the Fire Department.
- Provide access and vital information to the firefighters as to location of persons, master keys for the Saloon.
- Keep access to EXITS inside and outside clear.
- Keep access roadways, fire routes and fire department connections clear and accessible for Fire Department use.
- Always maintain the fire protection equipment in good operational condition.

## BARN

### Upon discovery of fire:

- Leave fire area immediately and close doors after clearing area of people/horses.
- If people are on second floor of barn and the stairway exit is blocked by fire, use emergency ladder in central area to exit via upper story window.
- Call the Fire Department at 9-1-1.
- Sound Fire Alarm/Siren using megaphone in Emergency/First Aid Cabinet.
- If safe to do so, and you have an appropriate fire extinguisher, or fire blanket, put fire out.
- Close all doors, leave building by nearest exit.
- Move any horses in proximity to closest safe corral.
- Await the arrival of the Fire Department at the Muster Point (Saloon).
- Upon the arrival of the firefighters, inform the Fire officer of the conditions in the building and coordinate the efforts of the staff and volunteers with those of the Fire Department.
- Keep access roadways fire routes accessible for Fire Department use.
- Always maintain the fire protection equipment in good operational condition.

## WILDFIRE

A Wildfire is an uncontrolled fire that occurs in a countryside or wilderness area. A wildfire differs from other fires because of its size and the speed at which it can spread from its original source. Wildfires can change direction unexpectedly and jump gaps such as roads, rivers, and fire breaks.

Alberta Wildfire App: [Apple](#) / [Android](#)

**When there is a Wildfire threat in the area of Square Butte Ranch, the Saloon is the designated Muster point. A Staff member present will be designated as Fire Marshall. Please ensure you check in with the Fire Marshall and let them know you are in your residence. Should you decide to evacuate prior to an Evacuation Order being given, please ensure the Fire Marshall is aware you have left the property.**

- Download the Alberta Wildfire app and visit the Alberta Wildfire website for more information.
- Maintain an Emergency Kit stocked with supplies such as water, food, battery powered or crank radio and flashlight, extra batteries, or Weatheradio.
- visit [alberta.ca/GetSupplies](http://alberta.ca/GetSupplies) to get ideas of what to put in your kit

- Store important documents such as passports, birth certificates, banking information, and insurance papers in a safe place in an above ground location.
- If you have a vehicle, keep the tank full in case fuel stations lose power or close. Keep a vehicle emergency kit and include an extra phone charger with necessary adapters.
- If there is a threat of fire in the Square Butte Ranch area, listen for updates from authorities and be prepared to evacuate at a moment's notice.
- Bring your pets indoors and move grazing animals to a central safe refuge (see Equine Evacuation).
- Smoke from fires can be harmful, monitor air quality through Alberta Health Services.
- Ensure all windows and doors are closed, cover vents and other openings with duct tape or other adhesive to help keep smoke out.
- Always obey an evacuation order if issued by an authority.
- Evacuation alerts warn the public of a potential or current threat. An evacuation alert can lead to an evacuation order. If an alert is issued, you need to be prepared to evacuate.

## FIRE PREVENTION

- Download the Fire Smart Begins at Home app ([Apple](#) / [Android](#)) and do a self-assessment of your home and property.
- Remove combustible materials under decks.
- Keep a 1.5 metre non-combustible zone around the house and deck.
- Clean and maintain gutters and roof.
- Keep decks and balconies clear of leaves and debris.
- Keep grass and weeds cut below 10 centimeters.
- Consider adding non-combustible 5-millimetre screens to external vents (except dryer vents) to keep embers out.
- Move firewood away from your home.
- Build and maintain sheds, garages, and other structures to the same standards as your home.
- A Fire Extinguisher inside your home is recommended.
- As per Schedule A attachment of the Square Butte Ranch bylaws;
  - Every construction site must have a new, or recently inspected fire extinguisher on hand always.
  - Torch applied materials and similar constructions will not be allowed without proper supervision, installation practice and a fire extinguisher present.
- Unplug items you are not using, excess electricity flowing through items in your home can always be a potential fire hazard.
- Use surge protectors.
- Never leave flames unattended.
- Keep flammable items away from heat.
- Cut the clutter.
- Remove lint from your dryer and clean filters.

- Install smoke alarms on every level of your home, inside bedrooms and outside sleeping areas.
- Test smoke alarms every month, if they are not working, change the batteries.
- Talk with all family members about a fire escape plan and practice the plan twice a year.

## MEDICAL EMERGENCIES

Getting medical help right away for someone who is having a medical emergency can save their life.

### BE PREPARED

- Determine the location and quickest route to the nearest emergency department before an emergency happens.
- Keep emergency phone numbers posted in your home where you can easily access them.
- Add emergency numbers into your cell phone and save them as contacts.
- Everyone in your household, including children, should know when and how to call these numbers. These numbers include fire department, police department, poison control center, ambulance center, your doctors' phone numbers, contact numbers of neighbors or nearby friends or relatives, and work phone numbers.
- Wear a medical identification tag if you have a chronic condition or look for one on a person who has any of the symptoms mentioned below.
- Keep a First Aid kit in your home and know where the First Aid supplies and medications are on the Ranch (in the First Aid Cupboard by the west side entrance to the Barn).

### WHAT TO DO IF SOMEONE NEEDS HELP

- Stay calm and call 911 or if situation warrants call STARS Emergency 1-888-888-4567, SITE ID #266.
- Call neighbors or nearest contact on the Ranch and alert them to the situation, ask for help to meet EMS at the gate or STARS at the Pond Pasture by Riding Arena.
- Request First Aid kit, medications, and AED from First Aid cupboard in Barn if required.
- Start CPR (cardiopulmonary resuscitation) or rescue breathing, if necessary and if you know the proper technique.
- Place a semiconscious or unconscious person in the Recovery position until the ambulance arrives. **DO NOT move the person if there has been, or may have been, a neck injury.**

### CALL YOUR LOCAL EMERGENCY NUMBER IF

- The person's condition could become life threatening on the way to the hospital.
- The person's condition is life threatening (example, the person is having a heart attack or severe allergic reaction).
- Moving the person could cause further injury (example, in case of a neck injury or motor vehicle accident).
- The person needs the skills or equipment of paramedics.
- Traffic conditions or distance might cause a delay in getting the person to the hospital.

## WARNING SIGNS OF A MEDICAL EMERGENCY

- Bleeding that will not stop
- Breathing problems (difficulty breathing, shortness of breath)
- Change in mental status (such as unusual behaviour, confusion, difficulty arousing)
- Chest pain
- Choking
- Coughing up or vomiting blood
- Fainting or loss of consciousness
- Head or spine injury
- Severe or persistent vomiting
- Sudden injury
- Sudden severe pain anywhere in the body
- Sudden dizziness, weakness or change in vision
- Swallowing a poisonous substance
- Severe abdominal pain or pressure

## EXTREME WEATHER

### TORNADO

- Summer storms can come on suddenly, so its important to stay alert. Consider downloading an app that sends out alerts like AccuWeather ([Apple](#) / [Android](#)).
- Staying on top of basic maintenance in your yard can help prevent damage in the event of a storm, so keep trees and shrubs free of weak or dead branches.
- Move any patio furniture or planters into your garage or townhouse as they could be picked up by the wind and blown into your windows.
- Close windows and doors.
- Plan for a power outage.
- A funnel-shaped cloud that extends towards the ground is perhaps the most known sign but pay attention to other cues that could warn you of a nearby tornado: dark, green, or yellowish sky; a loud continuous, train-like roaring sound, dust and debris falling from the sky, a severe thunderstorm, a “wall” of dark clouds, or large hail.
- When a warning is issued through Alberta Emergency Alert, seek inside shelter.
- Everyone, including pets, must go to the basement, stay away from outside walls and windows.
- Take your Emergency Kit into the basement with you.
- Remain sheltered until the tornado threat is announced to be over.

### WINDSTORM

- Windstorms or high winds can happen any time of year.
- Learn the indicators of high winds, i.e., thunderstorms, intense low-pressure centres, cold fronts, Chinook arches.

- Secure all loose items on your property and decks that might be blown around to prevent flying objects from injuring people and damaging property.
- Trim branches and cut down dead trees to reduce the danger of them falling during a storm.
- Clean gutters, drains, and downpipes and make sure your roof is in good repair.
- Put your car in the garage, shelter pets, livestock, and continue to monitor weather conditions.
- Seek shelter inside a safe, enclosed building - walking and balancing against high winds is a risk to your personal safety.
- Have an accessible Emergency supply kit handy.
- Stay indoors and shelter in place - find a space away from windows or glass doors and stay clear of fireplaces.
- If the wind causes a power outage, turn off all appliances and do not use generators indoors.

## SNOWSTORMS OR BLIZZARDS

Blizzards, ice storms, high winds, and blowing snow can develop quickly and threaten life and property. Alberta also experiences extreme cold temperature during the winter, when temperatures can reach as low as minus 40 C or colder. Temperatures this low are life threatening and put people and animals at risk.

- A blizzard warning is issued when falling or blowing snow reaches speeds of at least 40 km/h and is expected to last 4 hours or longer. Visibility during this time is reduced to 400 m or less.
- Avoid driving and wait several hours after the storm ends before going anywhere.
- If you must drive, check [Alberta 511](#) for current road conditions, travel during daytime hours, make sure you have a well-stocked vehicle emergency kit, and use the buddy system so someone knows where you are going and when you expect to get there.
- If possible, avoid going outdoors. If you must go outdoors, make sure you dress for the weather in warm, windproof layers.
- String guidelines between your house and any other buildings you might have to get to during the storm.
- Have your Emergency Kit properly stocked and easily accessible.
- Ensure your pets are inside, safe, and warm.
- Staying informed during emergencies can save your life. Protect yourself and your loved ones by downloading the Alberta Emergency Alert app to receive critical, life-saving alerts.
- On the Ranch, keep in touch with your neighbors to ensure they know you are sheltering in place and are available to them, should they need help.

## LOSS OF UTILITIES - POWER

- Keep a 72-hour emergency preparedness kit in an easy to reach location. This kit contains commonly need supplies for a family for up to 3 days.
- Purchase back up batteries for essential electronics.
- Check with neighbors to see if the power outage is only affecting your home.

- Report a power outage or a downed power line to the Enmax Power Trouble Line at 403-514-6100 or Fortis 310—9473 or 1-866-717-3113.
- If only your home is without power check the circuit breaker panel or fuse box.
- Turn off or disconnect any electrical appliances or equipment to prevent damage from overload when power is restored.
- Keep a cell phone handy to stay informed on the status of the power outage, particularly if you do not have a landline.
- Keep one light plugged in and switched on so you know when power is restored.
- Do not use camp stoves, kerosene heaters or barbeques indoors as they emit carbon monoxide. Gas stoves used as a heat source for long periods of time without ventilation will do the same.
- Limit how often you open and close your refrigerator door to help food stay cool.
- Use bottled water from your emergency supplies until given the all clear to utilize water supplied from the plant after the power returns.
- Battery operated lanterns/lights are your best option as a light source during power outages.

## EQUINE EVACUATION

Emergencies and disasters such as fires, blizzards or floods are common risks in agricultural communities across Alberta. Emergencies most likely to necessitate evacuation of horses at Square Butte Ranch would include out of control fires in nearby grasslands, forests, or structures. Less likely to necessitate evacuation but still possibly requiring emergency plan implementation would be severe storms such as extreme wind, tornadoes, heavy rains, and blizzards. A well thought out plan can help us respond effectively, protect the animals, and help us cope with the stress of the emergency or disaster.

- When an Evacuation Alert has been issued, or earlier (at the call of the Square Butte Ranch Hand), all horses will be brought to an assigned pasture in proximity to the main north gate.
- The Barn will be the Muster Point for coordination of horse evacuation.
- Ensure that feed, medications, and any other supplies required are ready to be transported with the horses. This includes a file that contains all animal identification, health, and ownership records. This file should be available onsite, with copies kept offsite and digitally.
- Ensure animals are each visually identifiable using livestock marking pens found in the Ranch Hand office. Animals will be marked with the Square Butte Ranch Brand in addition to their individual number to ensure all horses are accounted for when they reach the designated refuge.
- Safe transportation is essential. Training sessions will be held with all residents who make themselves available to practice haltering horses, loading horses into trailers, hooking up trailers, and transporting animals.
- Millarville Racetrack is a designated refuge location for Square Butte Ranch horses. The Square Butte Ranch Hand will contact Millarville emergency personnel (Melonie McKee 403-988-4142) to ensure they are aware horses are coming, numbers to expect, and any other information required by refuge site.

- It is imperative that Horse Owners who make their own evacuation plans for their animals ensure the Square Butte Ranch Hand, or their designate, are aware so that no staff or volunteers risk injury looking for animals that are no longer on the Ranch.

## PET EVACUATION

- Include your pets in your emergency evacuation plan.
- Take your pet's emergency "go bag", which will include essentials your pet will need such as a few days supply of food, bottled water, treats, a first aid kit, medications (if applicable), and important paperwork.
- Put your dog on a leash and/or harness, with his identification tags securely attached.

## EMERGENCY EQUIPMENT AVAILABLE

### LIFEPAK CR PLUS DEFIBRILLATOR

This AED is designed for infrequent use and for use by people whose only training is in CPR. It also does not require routine maintenance. It performs an automatic self test once a week and every time you turn it on. It is important to check the OK symbol is present in the readiness display. Both the adult pads and battery expiry date are the same (March 25, 2024). Attached to the AED is a pouch containing an Ambu Rescue Mask.

Onsite training will be offered at Square Butte Ranch on a user pay basis.

### FIRST AID KIT

There is a Medic First Aid and CPR booklet in front pouch. A generalized list of contents beyond the expected gauze, dressings, tape, scissors, and bandages would include cold pads, splint, rescue sheet/emergency blanket, rescue breather/pocket ventilator and triangular bandages.

A separate plastic container with blue lid holds an EpiPen (expiry Sept/2023), Benadryl Extra Strength 50mg (expiry Aug/2024), dextrose, eyewash with sterile cup, and hydrogen peroxide. Please notify the Ranch office if any supplies or medication are used so they can be replaced.

### MEGAPHONE

Has both a siren and whistle setting in addition to amplification. Uses 4 C batteries with 4 C batteries kept as backup.

### FIRE BLANKET

There is a fire blanket attached to the wall beside the stove in the Saloon. A second blanket is attached to the post in the barn across from the Emergency Supply/First Aid cupboard.

### SPLINTS AND STRETCHER

Available in First Aid Cupboard.

## FIRE WAGON

Requires repairs, when ready for operation, demonstrations will be done for residents.

This wagon has a receptacle that holds suppressant that when mixed with water forms foam that can be sprayed over fire with attached hose. Towed by a side by side, vehicle with hitch or all terrain vehicle (quad).

## WATER TANK ON TRAILER

More info to follow when conversions made. Cannot be towed by quad and requires side by side or truck. Stored behind shed in west pasture.

## FIRE EXTINGUISHERS

There are 3 fire extinguishers in the Saloon. Two ABC extinguishers, each mounted at the entrance and exit. There is a Class K extinguisher in the kitchen area by the stove. A Class K extinguisher can be used to extinguish fires that are fueled by flammable liquids unique to cooking, like cooking oils and greases.

There are 3 fire extinguishers in the Barn. One on the post across from the First Aid/Emergency Supply cupboard, one on the wall outside the Tack room and one on the second floor in the common area, outside of the Ranch office. Common area extinguishers should be checked annually and initialed on attached tags. Ranch operations staff will coordinate same.

Residents are encouraged to have an extinguisher in their home and/or a fire blanket. If responding to a fire in a common area building, please bring your fire extinguisher.

## FIRE LADDER

There is a fire ladder available on the second floor of the barn in the central common area. It is a collapsible ladder in a pouch.

## SPOT DEVICES

There are 2 SPOT (Satellite personal trackers) Devices with updated subscriptions available on the Ranch for residents who are hiking or riding offsite. They are in the Ranch hand feed room on the rack. Please ensure you are familiar with their use before taking as they have lifesaving S.O.S. technology.

## SUGGESTED EDUCATION

Emergency related Education is important for both Square Butte Ranch Staff and Residents. Knowing what to do and how to do it can save lives. The following list is incomplete but a good start in outlining the essentials for all. Watch for notifications of education.

First Aid/CPR with AED

Fire Extinguishers/Fire Blankets – how to use

Fire Wagon use



Fire Smart

Equine Specific – would include haltering, Trailer Loading, Trailer Hook-up