

NABC

Emergency Response Plan

Whitecap AB/SK 24 Hr Emergency: 866-590-5289

Whitecap BC 24 Hr Emergency: 250-787-3700

AER 24 Hr Incident Reporting: 800-222-6514

BCER 24 Hr Incident Reporting: 800-663-3456

CER 24 Hr Incident Reporting: 403-299-2773



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ERP Development Date: March 24, 2025



Revision History

This Emergency Response Plan is effective March 24, 2025. The company's Emergency Response Program Coordinator is responsible for updating this plan annually or as required. Any errors or omissions in the plan should be brought to their attention.

Date of Update Inserted Into ERP:

Signature:

ERP Revision	on Due Date: I	March 24, 2026		
Date of Revision	Date of Issue	Reason For Revision	Section	Affected Pages
			Foreword	Revision History, Distribution List
March 24, 2025	March 24, 2025	Annual Update	Section 1: Initial Response	Step 2 - Internal Notification Flowchart AB & Internal Notification Flowchart BC, Response Team Phone List, Step 3 – External Notification Flowchart
		Section 5 – External Agencies	All Pages	
			Area Specific Section	All Pages
			Foreword	Revision History, Distribution List, TOC
March 28,	March 28,	Annual Hadata	Section 1: Initial Response	Step 1 – AER Assessment Matrix, Step 2 - Internal Notification Flowchart AB & Internal Notification Flowchart BC, Response Team Phone List, Step 3 – External Notification Flowchart
2024 2024 Annual Update	Section 4 – Emergency Response Procedures	TOC, Spill Response Section: updated AB / BC Spill Charts Fire / Explosion Section: addition of WC Wildfire Control Plan Addition of Weather & Natural Disaster Section		
			Section 5 – External Agencies	All Pages



ERP Revision	on Due Date:	March 24, 2026		
Date of Revision	Date of Issue	Reason For Revision	Section	Affected Pages
			Section 6 – Forms	ICS 209
			Area Specific Section	All Pages
March 28, 2023	March 28, 2023	Annual Update / New ERP Manual	All	All
			Foreword	Revision History, TOC, Distribution List
December 2022	December 2022	Addition of new Resthaven site specific section - AER only	Section 1: Initial Response	Internal Notification Flowchart - Alberta, Response Team Phone List
		Section - ALIX Only	Area Specific	Entire Resthaven Section
July 20,	July 20,	Added Oil Spill Decontamination	Foreword	Revision History Main TOC
2022	2022	Procedures	Section 4	TOC -Post Incident
March 28, 2022	March 28, 2022	Annual Update / New ERP Manual	All	All
			Foreword	All
		New area and	Section 1: Initial Response	Internal Notification Flowchart - Alberta Response Teams Phone List
		employees; update to	Boundary Lake BC	Site Section Only
July 14,	July 14,	foreword, flowchart,	Boundary Lake AB	Site Section Only
2021	2021	phone lists, site specific	Elmworth / Wapiti	Site Section Only
		information, addition of	Karr	Site Section Only
		new area	Simonette	Site Section Only
			Sturgeon Lake	Site Section Only
			Sturgeon Lake 13-07	Site Section Only
			Valhalla / Progress Kakwa	Site Section Only All
			Foreword	All
			Section 1: Initial Response	All
March 31,	March 31,		Section 4: Emergency Response Procedures	AB Public Protection Measures Flowchart
2021	2021	Annual Update	Section 5: External Agencies	All
			Section 6: Forms	A7 STARS Landing Zone Card
			Area Specific	All
		New ERP Core	Foreword to	All Sections
		template. Annual	Appendices	(New ERP Core)
	NA 1	update to Area Specific	Area Specific	
March 26,	March 26,	Information: updated	Information	A II
2020	2020	hazard calculations,	Boundary Lake CER	All
		completed public involvement program	Boundary Lake BC Boundary Lake AB	All All
		and updated contact	Elmworth / Wapiti	Site Section Only
		and apacica contact	Elitiworut / Wapid	Site Section Only



ERP Revision	on Due Date:	March 24, 2026		
Date of Revision	Date of Issue	Reason For Revision	Section	Affected Pages
		lists for Boundary Lake	Karr	Site Section Only
		AB, Boundary Lake BC and Valhalla. Operations description update to Elmworth/Wapiti and Karr site sections.	Valhalla / Progress	All
		Yearly update to Revision History, Distribution List and Table of contents	Foreword	All
		Changed "sensitive" to "special needs"		Five Step Guide, AER Assessment Matrix
		Updated to most current OGC Incident Classification Matrix		OGC Incident Classification Matrix
		Revised contact names/numbers	Section 1: Initial Response	Step 2 – Internal Notification for BC/AB
	March 26, 2019	Added reporting info for OGC, flowchart, and comments about completing A1 form and where to find telephone numbers.		Step 3 – External Notification
March 26, 2019		New version of the Public Protection Measures Flowchart to include HPZ language. Design change.		Step 5 – Public Protection Measures Flowchart AB / BC
2010		Revised table of contents to match new content added.		Table of Contents
		Added General Safety Equipment and Resource Lists heading.		Page 1
	Added bullet p Information C about develop communication that establis protocols or use/transfe confidential info Updated note or of page to in-	Added bullet point to Information Officer about developing a communications plan that establishes protocols on the use/transfer of confidential information. Updated note on bottom of page to include Escalation and Stand- Down of Emergencies.	Section 2: Roles & Responsibilities	Command Staff Roles
		Added note to Documentation Unit about keeping records for 5 years.		Planning Staff Roles



		March 24, 2026		
Date of Revision	Date of Issue	Reason For Revision	Section	Affected Pages
		Added 3 notes to Compensation & Claims Unit regarding expense claims being submitted to appropriate parties.		Finance/ Admin. Roles
		Changes Critical Sour to say Critical / Special Sour to match both OGC and AER regs. Added bullet point to Air Monitor Roles regarding measuring H ₂ S and LEL levels at edge of EPZ to determine public protection measure criteria.		Air Monitors
		Removed telephone list from core, to be included with Area Specific Information		Response Teams Phone List
		Added 2 new sections on Internal Communication and Communicating with the public.	Section 3: Communications and Media	All
		Public Protection Measures Tab - Added new information to Evacuation regarding monitoring air quality at edge of EPZ and developing methods to evacuate transients. Added new section called Road and Airspace Closures. Revised Ignition Procedure and Public Protection Measures Flowchart to include HPZ language, Notification and Evacuation Requirements Outside of HPZ as well as new design.	Section 4: Emergency Response Procedures	Pages 25-28
		Spill Response Tab - Revised Spill charts for AB / BC, changed note regarding specifics around AB and SK to be general for all		Pages 65-68, 69-70



ERP Revisi	on Due Date:	March 24, 2026		
Date of Revision	Date of Issue	Reason For Revision	Section	Affected Pages
		provinces, added		
		WCSS links for spill		
		plans and live		
		equipment lists and		
		changed CSA		
		Reference.		
		Post Incident Tab -		
		added paragraph at		
		beginning about keeping documentation		
		for a minimum of 5		
		years, revised entire		Pages 124-127
		CISD section, added		
		documentation		
		statement to Accident		
		Investigation.		
		Revised Government		
		Notification Matrix,		
		Lead, Supporting and		
		Federal Agency roles		
		due to updated	Section 5: External	
		regulations, agency	Agencies	All
		name changes, as well	Agencies	
		as updated roles &		
		responsibilities		
		identified during		
		consultation process.		
		Added heading and		Table of Occidents
		information on	Section 6: Forms	Table of Contents a
		Documentation During and After an Incident.		pages 1-2
		Revised table of		
		contents to match new		Table of Contents
		content added.		Table of Contents
		Added Communication		
		methods Between		
		Command Post BC		Appendix E Pages 7
		Specific version and		111111111111111111111111111111111111111
		revised AB version.	Appendices	
		Revised note about H ₂ S		
		ignition that was		Appendix H – Page
		incorrect.		
				Appendix N – Page
		Added HPZ.		30-31
				Appendix O – Page
		Complete revision of		
		maps, contact numbers,	Area Specific	All
		EPZ calculation tables, etc.	Information Foreword	7
Eobruor.	Fobruary 4	GIU.	Foreword	ALL
February 1, 2018	February 1, 2018	Annual update to ERP.	Section 1: Initial	Five Step Initial
1, 2010	2010		Response	Response Guide, B



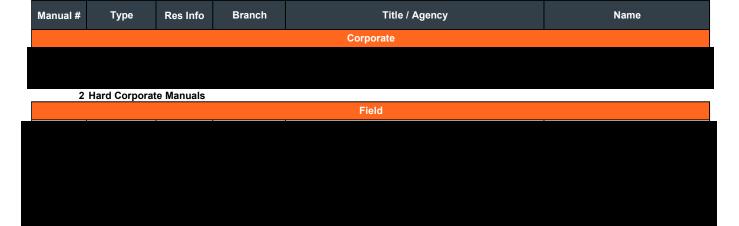
ERP Revision	on Due Date:	March 24, 2026			
Date of Revision	Date of Issue	Reason For Revision	Section	Affected Pages	
	Applied company-wide corporate changes, updated operations phone list and relevant charts. Updated government contact information and roles. Updated all required		& AB Incident Classification Matrices, Internal & External Emergency Notification Flowcharts, BC & AB Public Protection Measures Flowcharts		
		site sections and applied new resident information for	Section 2: Roles & Responsibilities	Key Response Personnel, Response Teams Phone List	
		applicable site sections. Annual update to ERP. Applied company-wide corporate changes, updated operations phone list and relevant charts. Updated government contact information and roles.	Section 4: Emergency Response Procedures	TOC, BC & AB Public Protection Measures Flowcharts, BC & AB Petroleum Release Reporting Requirements Charts, Transportation Incidents Section (ALL)	
		Updated all required site sections and	Section 5: External Agencies	ALL	
		applied new resident information for applicable site sections.	Section 6: Forms	A3: Regulatory First Call Communication	
			Appendices	Appendix N: Acronyms, Appendix O:	
			Area Specific Information	Glossary of Terms	
			Area Specific Information Foreword	Area Overview Map	
			NEB Pipelines Boundary Lake AB	ALL ALL	
			Boundary Lake BC	ALL	
			Elmworth / Wapiti	ALL	
			Karr Simonette	ALL ALL	
			Valhalla / Progress	ALL	
			Foreword	ALL	
		Annual update to ERP. Applied company-wide corporate changes and	Section 1: Initial	(except Cover Page) BC Incident Matrix, Internal & External	
October 1,	October 1,	updated operations phone list.	Response	Emergency Notification Flowcharts	
2016	2016	Updated all required site sections and changed Karr's access map to a shorter route	site sections and changed Karr's access map to a shorter route	Section 2: Roles & Responsibilities	Key Response Personnel List & Response Teams Phone List
		and added a new site	Section 4: Emergency Response Procedures	TOC, Pages 27-31 & 79-81	



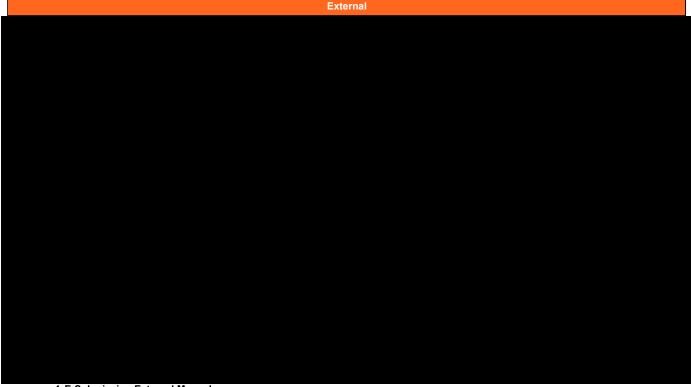
ERP Revisi	on Due Date: I	March 24, 2026		
Date of Revision	Date of Issue	Reason For Revision	Section	Affected Pages
		section for the Elmworth area.	Section 5: External Agencies	ALL
		Updated all government	Section 6: Forms	TOC
		contact information, added in Hazards Assessment for NEBC and applied new resident information for all applicable site sections.	Area Specific Information	
			Area Specific Information Foreword	Area Overview Map
			NEB Pipelines	ALL
			Boundary Lake AB	ALL (except access maps)
		Boundary Lake BC	ALL (except access maps)	
			Karr / Simonette	Field contact information, On-Site Storage & Karr's access map
			Elmworth (New)	ALL
			Valhalla	ALL (except access map)
November 1, 2015	November 1, 2015	New ERP manual	ALL	ALL

Whitecap Resources Inc. - NABC ERP

Distribution List



8 Hard Field Manuals



- 1 E-Submission External Manual
- 2 Hard External Manuals
- 14 Digital External Manuals
- 2 Environmental Emergency External Manuals



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Step 2 - Internal Notification

Response Team Phone List

Step 3 - External Notification

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Step 5 - Public Safety

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Emergency Forms

A1 Initial Emergency Report Form

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Section 6: Forms, continued

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- A7 STARS Landing Zone Card

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- **B2** Resident Compensation Log
- **B3** Resident Contact Log
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Kakwa / Musreau

Resthaven

Sturgeon Lake

Sturgeon Lake 13-07-69-24 W5M Gas Plant

Valhalla / Progress

Valhalla 03-27-75-09 W6M Gas Plant

Wapiti



Section 1: Initial Response

A1 Initial Emergency Report Form

Five Step Initial Response Guide

Five Step Worksheet

Step 1 – Level of Emergency

Step 2 – Internal Notification

Response Team Phone List

Step 3 – External Notification

Step 4 - Incident Briefing

Step 5 – Public Safety

A1 Initial Emergency Report Form



First On-Scene Actions

Evacuate]	 ☐ Get to a safe area immediately. ☐ Move upwind if release is downwind of you. ☐ Move crosswind if a release is upwind from you. ☐ Move to higher ground if possible. 							
Alarm			"Man Down"). orn or whistle, or call by mergencies, call 911.	radio.					
Assess			unt, locate any casualti ation below to complete	es. Consider all of the ha	zards.				
Protect		☐ Put on breath	ing apparatus before at	ttempting rescue.					
Rescue		☐ Remove any	casualties to a safe are	a.					
First Aid		☐ Follow the sta	ndard first aid protocol	s at worksite. (CPR, etc.)					
Medical Ai	la	☐ Arrange transport of casualties to medical aid. ☐ Provide information to Emergency Medical Services (EMS).							
Incident D	etails :	To be completed by the	person involved or notified						
Report taken by			percent inversed of incumed	Date / Time					
Name of person calling				Caller Telephone					
Incident Loc	ation		(LSD / NTS	3)					
Event Summ	nary		(LOD / NTC	<i>3)</i>					
Agencies Notified	□ Yes	Who?							
Event Status		dent contained or c ninent control possi		☐ Intermittent control pos ☐ Incident is uncontrolled					
Site Type	□ We	I □ Pipeline	☐ Tank Farm/Storage	☐ Battery/Plant/Facility	□ Other				
	□ Sou	ır Gas Release	☐ Sweet Gas Release	☐ Pipeline Break	☐ Security (theft, threat, terrorism)				
Incident Type	□ Los	s of Containment	☐ Fire/Explosion	☐ Worker Injury/Fatality	☐ Vehicle/Transportation				
	☐ Liquid Spill ☐ Other								

A1 Initial Emergency Report Form



Impacts													
Public Health a	nd Sa	fety			□ Could	l be jeop	ard	ized		□ Is jeopa	rdized		
Public Protection	n Me	easu	res Take	n	□ Notific	cation		Evacuatio	n	☐ Shelter-	in-place	□ Roadbl	ocks
Worker Injuries					☐ First A	Aid		Hospitaliz	zed	□ Fatality		Other	
Distance to near	est sı	urfac	e develo	oment		k	m	Distance	e to n	earest urba	an centre		km
Details													
Release Impact		ПС	n-Lease	ΠО	ff-Lease	Produ	ct				Amou	ınt	
Gas Readings		H ₂ S		SO ₂		LEL_		Ot	ther				
Distance to near	est w	atero	ourse			kı	m	Weathe	r Con	ditions		0° 360° N	
Details											31 N	NNW NNE	45° NE
											<i>(</i> -	WNW	ENE
											270° W ←	wsw	E 90°
											\	SSW SSE	
											22	W 55°	SE 135°
												180°	
									Pub	lic			
Media Involvement?	□Y	'es	□No	Regu	llator vement?	□Ye	s	□ No	Affa	irs/Comm ations Issu	unity es?	□ Yes	□ No
Details													
Notes / Instru	ction	s Pr	ovided										

Distribute this completed report to all Key Response Personnel

Note: Ensure the First On-Scene Actions have been completed before proceeding to the Five Step Initial Response Guide.

First On-Scene Actions

Evacuate Alarm **Assess Protect** Rescue First Aid **Medical Aid**

Refer to A1 Initial **Emergency Report**

Step 1 - Level of Emergency

Determine Level of Emergency:

- □ Alert / Minor
- □ Level 1 Emergency □ Level 2 Emergency
- □ Level 3 Emergency

Use the following resources:

- Section 1: Initial Response (Level of Emergency)
- The Emergency Assessment SmartPhone App. (Search H2Safety or Emergency Assessment in the App Store).



Note: The BCER and the AER state that the licensee must use either the Incident Classification Matrix (BC) or the Assessment Matrix for Classifying Incidents (AB) to determine the Level of Emergency. If the incident overlaps more than one level, always choose the highest level.

Step 2 - Internal Notification

- □ Follow the Internal Emergency Notification Flowchart to determine who needs to be notified.
- □ Relay the information in the completed A1 Initial Emergency Report Form.
- □ Mobilize internal resources to the site, to the Incident Command Post (ICP), to the Corporate Emergency Operations Centre (CEOC), or place them on standby as required.

Use the following resources:

- Section 1: Initial Response (Internal Emergency Notification Flowchart)
- Section 3: Roles & Responsibilities (Response Team Phone List)
- Section 6: Forms (A1)
- Initiate an H₂CommandCentre session.

H2CommandCentre

Note: Initial Response

takes place over a

period (optimally 8 to 12

resolved within the first

operational period.

operational

95% of all

will be

single

hours). incidents

Step

Reactive Phase

Step 3 - External Notification

- □ Follow the External Emergency Notification Flowchart to determine which external agencies need to be notified.
- □ 911 (police, fire, ambulance)

- □ Health Authority / Health Services
- □ Regulatory agency to confirm the Level of Emergency □ Air Monitoring (at all levels of emergency)
- □ Local Authority (Cities, Towns, Villages, Counties, M.D.s, R.D.s, R.M.s, Special Areas, Reserves, etc.)
- □ Use the following resources:
- Section 1: Initial Response (External Emergency Notification Flowchart)
- Section 5: External Agencies (Provincial Notification Matrix)
- Area Specific Information (White tabs)

Step 4 - Incident Briefing

Complete an ICS 201 Incident Briefing Form:

- □ Define incident details and an operational period (page 1).
- Establish the On-Site Command Post (OSCP) and ICP.
- □ Document current incident objectives, strategies and tactics (page 2).
- □ Prioritize objectives (page 2).
- □ Define initial Incident Command Structure (page 3).
- □ Identify required resources and when they'll be available (page 4).

Use the following resources:

- Section 1: Initial Response (ICS 201)
- Section 6: Forms (ICS 201)

Step 5 - Initiate Public Safety

Public Protection Measures

- □ Determine the hazard area; start with Emergency Planning Zone (EPZ) as
- □ Identify the affected surface developments and area users. (Houses, businesses, guides/outfitters, trappers, schools, other oil and gas
- □ Determine the appropriate public protection measure for the affected surface developments and area users. (Evacuation, shelter-in-place and/or ignition)
- □ Coordinate evacuation outside of the EPZ with the local authority, if required.
- □ Utilize broadcast media to notify public outside of the EPZ in immediate evacuation situations.

Use the following resources:

- Section 1: Initial Response (Public Protection Measures Flowchart)
- Section 2: Emergency Response Procedures (Public Protection Measures)

Roadblocks □ Follow safety procedures to safely establish roadblocks wherever a road

□ Record all vehicle encounters and air monitoring readings. Complete the

□ Gain permission from the Public Safety Group Supervisor for response

Area Specific Information (Map / EPZ calculation tables)

intersects with the EPZ and advise vehicles to reroute.

Section 3: Roles & Responsibilities (Roadblocks)

□ Provide status updates to the Public Safety Group

following forms: ICS 214, A5, B3 & B4.

Supervisor at established intervals: utilize

vehicles to enter the hazard area.

H₂CommandCentre if available.

Area Specific Information (Map)

Use the following resources:

Section 6: Forms

Rovers

- □ Dispatch Rovers to patrol the EPZ.
- □ Follow safety procedures and have appropriate PPE.
- Search the EPZ for transients.
- □ Assist residences that require evacuation assistance.
- □ Investigate surface developments that are identified as vacant or those who were unable to contact.
- □ Post notices on all outside doors of empty surface developments, vehicles,
- □ Record all contacts, communications and monitoring readings using the following forms: ICS 214, A5, B3 & B5. ☐ Monitor and record air quality readings using the following forms: ICS 214
- & A5. (Smoke, plumes, wind, etc.) □ Provide status updates to the Public Safety Group Supervisor at established intervals; utilize ** H2CommandCentre

Use the following resources:

H₂CommandCentre if available.

- Section 3: Roles & Responsibilities (Rovers)
- · Section 6: Forms
- Area Specific Information (Map)

Telephoners

- □ Establish a Telephoner Team to notify residents to evacuate or shelter-in-
- □ Notify special needs residents at a Level 1 Emergency and provide the option to evacuate voluntarily.
- □ Follow-up phone calls to address resident inquiries.
- □ Record all phone calls and communications using the following forms: ICS 214, B3, B6, B7, & B8.
- □ Provide status updates to the Public Safety Group Supervisor at established intervals; utilize H₂CommandCentre H₂CommandCentre if available.

Use the following resources:

- Section 3: Roles & Responsibilities (Telephoners)

Response in & Responsibilities

Ongoing 2: Roles &

Refer to (Section 2

Response

Initial

Step 5

Step 4

Incident Briefing

Step 3

Step 2

Internal Notification

Step 1 Level of Emergency

> First On-Scene Actions

External Notification

Reception Centre Rep

- □ If residents are evacuated, dispatch a Reception Centre Representative to the reception centre location.
- □ Meet and register evacuated residents.
- □ Record contact information for those who choose to stay elsewhere. Complete the following forms: ICS 214, B1, B2 & C2.
- □ Regularly provide status updates to the Public Safety Group Supervisor (those who have arrived H2CommandCentre and those who have not vet arrived): utilize H₂CommandCentre if available.

Use the following resources:

- Section 3: Roles & Responsibilities (Reception Centre Rep)
- Section 6: Forms

Five Step Initial Response Guide

H₂Safety

Air Monitors

- □ Dispatch Air Monitoring personnel to the nearest residence / public facility downwind of the incident.
- □ Follow safety procedures and have appropriate PPE.
- ☐ Monitor and record air quality readings using the following forms: ICS 214 & A5. (Smoke, plumes, wind, etc.)
- □ Provide status updates to the Public Safety Group Supervisor at established intervals; utilize H2CommandCentre
- Use the following resources:

H₂CommandCentre if available.

- Section 3: Roles & Responsibilities (Air Monitors)
- Section 6: Forms

H2CommandCentre

Note: This document is to be used as a guide only. It is not meant to replace the use of the ERP and does not eliminate the need for ERP related training.





Assessment Matrix for Classifying Incidents

Follow these 3 steps to determine the Level of Emergency

Step 1		Table 1 – Consequence of Incident				
Rank	Category	Example of Consequence in Category				
1	Minor	 □ No worker injuries. □ Nil or low media interest. □ Liquid release contained on lease. □ Gas release impact on lease only. 				
2	Moderate	☐ First Aid treatment required for on-site worker(s). ☐ Local and possible regional media interest. ☐ Liquid release not contained on lease. ☐ Gas release impact has potential to extend beyond site.				
3 Major		 ☐ Worker(s) requires hospitalization. ☐ Regional and national media interest. ☐ Liquid release extends beyond lease – not contained. ☐ Gas release impact extends beyond lease – public health / safety could be jeopardized. 				
4	Catastrophic	□ Fatality. □ National and international media interest. □ Liquid release off lease not contained – potential for, or is, affecting water or sensitive terrain. □ Gas release impact extends beyond lease – public health / safety jeopardized.				

Under "Example of Consequence in Category" column, select the box with the worst consequence that currently fits the incident. For example, if there is a fatality on site you must select the "Catastrophic" category which would give you a "Rank" of 4.

Step 2		Table 2 – Likelihood of Incident Escalating *				
Rank	Descriptor	Example of Consequence in Category				
1	Unlikely	The incident is contained or controlled, and is unlikely to escalate. There is no chance of additional hazards. Ongoing monitoring required.				
2	Moderate	Control of the incident may have deteriorated but imminent control of the hazard by the duty holder is probable. It is unlikely that the incident will escalate.				
3	Likely	Imminent or intermittent control of the incident is possible. The duty holder has the capability of using internal and external resources to manage and bring the hazard under control in the near term.				
4	Almost Certain or Currently Occurring	The incident is uncontrolled and there is little chance that the duty holder will be able to bring the hazard under control in the near term. The duty holder will require assistance from outside parties to remedy the situation.				

^{*} What is the likelihood that the incident will escalate, resulting in an increased exposure to public health, safety, or the environment?

Sum the "Rank" from Table 1 and Table 2 to obtain the Risk Level and the Incident Classification

Combine the two rankings from the above tables to obtain the "Risk Level" and "Level of Emergency".

For example, if the "Consequence Rank" is 4 and the "Likelihood Rank" is 1 then the combined score or "Risk Level" is 5.

A "Risk Level" of 5 would be classified as a Level 1 Emergency.

Refer to the appropriate column in Table 4 (reverse of this page) for responses to the Level of Emergency that has been determined.

Note

- In Alberta, the duty holder must use the Assessment Matrix for Classifying Incidents to classify an incident.
- In Alberta, the duty holder must contact the Alberta Energy Regulator (AER) after it has communicated and activated internal response resources to confirm the level of emergency and convey the specifics of the incident.
- After contacting the Alberta Energy Regulator (AER), the duty holder in Alberta, must notify the local authority, the RCMP/police and the local health authority if the hazardous release goes off lease and has the potential to impact the public or if the duty holder has contacted members of the public or the media.
- Once the situation improves, the duty holder must make the decision to downgrade or stand down an emergency in consultation with the government regulator.

Step 3	Table	3 – Incident Classification			
Risk Lev	el	Assessment Results			
Very Low 2	- 3	Alert			
Low 4 –	5	Level – 1 Emergency			
Medium 6		Level – 2 Emergency			
High 7 –	8	Level – 3 Emergency			

The H₂Safety Services Inc. Emergency Assessment Smart Phone app is the preferred method for determining the level of emergency. Search H₂Safety or Emergency Assessment in the Apple or Android app store.





Step 4 Table 4 – Incident Response – Incident Classification								
Responses	Alert	Level – 1 Emergency	Level – 2 Emergency	Level – 3 Emergency				
Communication	ns							
Internal	Discretionary, depending on the duty holder policy.	Notification of off-site management.	Notification of off-site management.	Notification of off-site management.				
Public	Courtesy, at duty holder's discretion.	Mandatory for individuals in the EPZ who have requested notification.	Planned and instructive in accordance with the specific ERP.	Planned and instructive in accordance with the specific ERP.				
Media	Reactive	Reactive, as required.	Proactive media management to local or regional interest.	Proactive media management to national interest.				
Government	Reactive. Notify AER if public or media is contacted.	Notify local AER field centre. Call local authority and health authority if public or media is contacted.	Notify local AER field centre, local authority & health authority.	Notify local AER field centre, local authority & health authority.				
Actions								
Internal	On site, as required by duty holder.	On site, as required by the duty holder. Initial response is in accordance with the AER-approved ERP or corporate ERP.	Predetermined public safety actions are under way. Corporate management team alerted and may be engaged to support on-scene responders.	Full implementation of incident command system.				
External	On site, as required by the duty holder.	On site, as required by the duty holder.	Potential for multiagency response (i.e., operator, municipal, provincial, federal).	Immediate multiagency response (i.e., operator, municipal, provincial, federal).				
Resources								
Internal	Immediate and local. No additional personnel required.	Establish what resources are required.	Limited supplemental resources or personnel are required.	Significant resources are required.				
External	None.	Begin to establish resources that may be required.	Possible assistance from government agencies and external support services.	Assistance from government agencies and external support services are required.				
Responses	Alert	Level – 1 Emergency	Level – 2 Emergency	Level – 3 Emergency				
Definition	handled on site by the duty holder through normal operating procedures and is deemed-a very low risk to the public.	danger outside the duty holder's property or threat to the public and has a minimal environmental impact. Duty-holder personnel can manage the incident themselves with immediate control of the hazard. There is little or no media interest.	immediate danger outside the duty holder's property but could potentially extend beyond the duty holder's property. Outside agencies must be notified. Imminent control of the hazard is probable, but there is a moderate threat to the public or the environment or both. There may be local and regional media interest in the event.	jeopardy from a major uncontrolled hazard. There are likely significant and ongoing environmental impacts. Immediate multiagency municipal and provincial government involvement is required.				
	Alert	Level – 1 Emergency	Level – 2 Emergency	Level – 3 Emergency				
Responses	Investigate and escalate level if required initiate control procedures	In addition to Alert level responses: - Isolate the hazard area - Activate the ERP - Conduct public safety actions for special needs residents - If special needs residents decide to voluntarily evacuate, activate a reception centre - Notify appropriate internal personnel and government agencies - Have air monitoring conducted at the site if necessary	In addition to Level-1 responses: - Fully activate emergency response procedures with command centres established or on standby - Inform government agencies of situation and incorporate support (government regulator, local authority, health authority, RCMP) - Identify the hazard and emergency operating areas and take any required action to protect the public through shelter or evacuation Prepare ignition team (butane gas related) - Respond to media, company and public questions - Prepare for the potential of the situation to escalate to a Level-3 - Record activities and keep government and municipal agencies advised, if applicable - Establish roadblocks - Activate the EOC, if it has not already been established at a Level-1 emergency	In addition to Level-2 responses: - Emergency response plan and command centres are fully activated - Company Management has been notified and all internal support positions staffed - Continue to monitor and adjust hazard and emergency operating areas (maintain security) - Mobilize additional people and resources - Ignite a gas release if ignition criteria are met - Continue to advise company and government - Activate the reception centre, if it has not already been established at a Level- 1 or Level-2 emergency - Continue to maintain the EOC, once it is activated				





Incident Classification Matrix

Instructions: Start at the top and continue down until you check off any one box in both consequence and probability to determine the incident classification. *This matrix is required as an attachment upon submission of an incident through the Online Minor Incident Reporting System.*

Table 1. Consequence Ranking

Rank	Consequence (any one of the following)
4	 □ Major on site equipment or infrastructure loss □ Major act of violence, sabotage, or terrorism which impacts permit holder assets □ Reportable liquid spill beyond site, uncontained and affecting environment □ Gas release beyond site affecting public safety
3	 □ Threats of violence, sabotage, or terrorism □ Reportable liquid spill or gas release beyond site, potentially affecting public safety, environment, or property □ HAZMAT worker exposure exceeding allowable □ Major on site equipment failure
2	 □ Major on site equipment damage □ A security breach that has potential to impact people, property or the environment □ Reportable liquid spill or gas release potentially or beyond site, not affecting public safety, environment, or property
1	 □ Moderate on site equipment damage □ A security breach that impacts oil and gas assets □ Reportable liquid spill or gas release on location □ **Occurrence of magnitude 4.0 or greater induced earthquake within 3 km of oil and gas operations or any earthquake which is felt on surface within a 3 km radius of oil and gas operations
0	□ No consequential impacts

^{**} For this consequence criteria, a probability score of 2 or higher must be used.

Table 2. Probability Ranking

Rank	Probability (any one of the following)				
4	□ Uncontrolled, with control unlikely in near term				
3	□ Escalation possible; under or imminent control				
2	□ Escalation unlikely; controlled or likely imminent control				
1	□ Escalation highly unlikely; controlled or imminent control				
0	□ Will not escalate; no hazard; no monitoring required				

Table 3. Incident Risk Score and Classification

Consequence _____+ Probability _____= Risk Score _____ (this must be completed)

Risk Score	Assessment Result					
Minor (1-2)	Notification Only; permit holder must notify the BCER online within 24 hours using the Form A: Minor Incident Notification Form (https://bc-er.ca/node/11188). In addition to Form A, spills must also be reported to EMCR.					
Moderate (3-4) Level-1 Emergency; immediate notification (call EMCR)						
Major (5-6) Level-2 Emergency; immediate notification (call EMCR)						
Serious (7-8) Level-3 Emergency; immediate notification (call EMCR)						



The H_2 Safety Services Inc. Emergency Assessment Smart Phone app is the preferred method for determining the level of emergency. Search H_2 Safety or Emergency Assessment in the Apple or Android app store.

DCED Incident	Probability						
BCER Incident	4	3	2	1	0		

Step 1 – Level of Emergency



•	Cla	ssification Matrix	Uncontrolled, with control unlikely in near term	Escalation possible; under or imminent control	Escalation unlikely; controlled or likely imminent control	Escalation highly unlikely; controlled or imminent control	Will not escalate; no hazard; no monitoring required
	4	 □ Major on site equipment or infrastructure loss □ Major act of violence, sabotage, or terrorism which impacts permit holder assets □ Reportable liquid spill beyond site, uncontained and affecting environment □ Gas release beyond site affecting public safety 	Level 3	Level 3	Level 2	Level 2	Level 1
nce	3	 ☐ Threats of violence, sabotage, or terrorism ☐ Reportable liquid spill or gas release beyond site, potentially affecting public safety, environment, or property ☐ HAZMAT worker exposure exceeding allowable ☐ Major on site equipment failure 	Level 3	Level 2	Level 2	Level 1	Level 1
Conseguence	2	 □ Major on site equipment damage □ A security breach that has potential to impact people, property or the environment □ Reportable liquid spill or gas release potentially or beyond site, not affecting public safety, environment, or property 	Level 2	Level 2	Level 1	Level 1	Minor Notification Form
	1	 ☐ Moderate on site equipment damage ☐ A security breach that impacts oil and gas assets ☐ Reportable liquid spill or gas release on location ☐ ** Occurrence of magnitude 4.0 or greater induced earthquake within 3 km of oil and gas operations or any earthquake which is felt on surface within a 3 km radius of oil and gas operations 	Level 2	Level 1	Level 1	Minor Notification Form	Minor Notification Form
	0	☐ No consequential impacts	Level 1	Level 1	Minor Notification Form	Minor Notification Form	No Notification Required

Minor Incidents

- The permit holder must report the minor incident to the BCER within 24 hours by electronic submission through the Online Minor Incident Reporting System, opened through KERMIT.
- If the minor incident involves a leak or a spill, EMCR must also be called at 1-800-663-3456 so Permit Holders Post-Incident Report that a Dangerous Goods Incident Report (DGIR) number may be issued.

Level 1, 2, or 3 Emergency

• If the incident receives a score of Level 1, 2, or 3. it must be reported immediately (within 1 hour) to the BCERs incident reporting line (EMCR 1-800-663-3456).

Escalating, Downgrading or Standing-Down of Emergency

- The BCER must be notified as soon as possible of any change to the emergency status.
- The permit holder must consult with the BCER for escalating, downgrading or the standing-down of an incident.

The Form D: Permit Holder Post Incident Report Form (https://bc-er.ca/node/5771) must be submitted by the permit holder to the BCER within 60 days for:

- 1. Any Level 1, 2 or 3 emergency incident: complete Part A-P; or
- 2. Any pipeline incident (including minor notification): complete Part A-U; or
- 3. Upon request by the BCER

This report and accompanying documentation can be found on the BCERs website under Emergency Response and Planning and must be emailed electronically to EMP@bc-er.ca

^{**} For this consequence criteria, a probability score of 2 or higher must be used.

Step 1 – Level of Emergency



Spill Reporting Criteria

Where the permit holder holds or maintains rights, the permit holder must report to the BC Energy Regulator, all spills of materials as identified below:

- A spill or release of any amount of materials which impacts water ways
- Hydrocarbons; 100 litres where the hydrocarbon contains no toxic materials and does not impact water wavs
- Produced/salt water; 200 litres where the fluid contains no toxic materials
- Fresh water; 10,000 litres
- Drilling or invert mud; 100 litres
- Sour Natural gas; 10 kg or 15 m³ by volume where operating pressure is >100 PSI
- Condensate; 100 litres
- Any fluid including hydrocarbons, drilling fluids, invert mud, effluent, emulsions, etc. which contain toxic substances; 25 litres

Please refer to the BC Environmental Management Act; <u>Spill Reporting Regulation</u>, Schedule "Reporting Levels for Certain Substances" for determining reportable spillage amounts of other substances:

Other Reportable Incidents

The BCERs Incident Risk Classification Matrix is designed to assist permit holders in determining which incidents must be reported. However, some incidents, which do occur, may not meet the criteria outlined in the Incident Classification Matrix but still require notification to the BCER as a minor notification. These include the following:

- Spills or release of hazardous substances which are not provincially regulated, such as radioactive substances;
- Major damage to oil and gas roads or road structures;
- Drilling kicks when any one of the following occur:
 - pit gain of 3 m³ or greater
 - casing pressure 85% of MA
 - 50% out of hole when kicked
 - well taking fluid (LC)
 - associated spill
 - o general situation deterioration, i.e. leaks, equipment failure, unable to circulate, etc
- All pipeline incidents, such as spills during construction phase, exposed pipe caused by flooding, pipeline
 over pressure, failure (without release) of any pressure control or ESD device during operations
- Security related issues which are relatively minor; such information may be required for tracking and monitoring purposes only

Sour Gas

When a sour gas product is released, any measurement of 10 ppm or greater measured at 1 metre from the source of the leak requires reporting as an incident.

Releases Near Airports

If the emergency involves the release of flammable vapour at the site of an oil and gas activity that is located within 2 kilometres of an airport, immediately notify the operator of the airport.

Step 1 - Level of Emergency



Oil and Gas Road Closures

In emergency situations, permit holders must phone the BCERs 24 hour Incident Reporting line to notify the BCER of needed emergency oil and gas road closures.

Special Sour Wells

During and emergency involving a special sour well, a permit holder must do all of the following:

- 1. Ensure that a person certified in accordance with subsection (4) is available and equipped to ignite the well within the time limits set out in the plan in respect of which the emergency planning zone was determined;
- 2. Ensure that a dual ignition system is on site during:
 - a. Drilling or completion operations, or
 - b. Workover operations being carried out at any time when the wellhead is not in place;
- 3. Ensure that a person authorized to ignite flammable liquids or ignitable vapours released from the well is on site.

For the purposes of subsection (2), a sour well is special if either of the following applies:

- 1. The hydrogen sulphide release rate from the well is equal to or greater than 2.0 m³/s;
- 2. The hydrogen sulphide release rate from the well is less than 2.0 m³/s but greater than 0.5 m³/s and the well is located within a distance that is twice the hazard planning distance from the corporate boundaries of an urban centre.

For the purposes of subsection (2) (a), the person must have vapour plume ignition certificate issued by a training association.

Note: Refer to the Petroleum Industry Spill / Release Reporting Requirements in Section 4: Emergency Response Procedures for further spill reporting criteria and the Government Notification Matrix in Section 5: External Agencies for other reportable incidents.



Step 1 – Level of Emergency	Determine the Level of Emergency using the Assessment Matrix f Classifying Incidents							
☐ Alert / Minor		☐ Level 2						
☐ Level 1		☐ Level 3						
For any emergency involving an CER regulated site, utilize the appropriate emergency assessment matrix for that province.								

Step 2 – Internal Notification	Notify recommended Whitecap staff using the Internal Emergency Notification Flowchart							
FIELD	CORPORATE							
Operator Name: Phone Number:	Corporate Contact: Phone Number:							
Lead Operator Name: Phone Number:	Corporate Contact: Phone Number:							
Area Foreman Name: Phone Number:	Corporate Contact: Phone Number:							

Step 3 – External Notification	Notify recommended Emergency Notification		agencies	using	the	External
911	Other Phone	: e Number:				
AER	Other Phone	: : Number:				
Local Authority: Phone Number:	Other Phone	: e Number:				
Health Authority: Phone Number:	Other Phone	: e Number:				

Step 4 – Incident Briefing	Complete an ICS 201 Incident Briefing Form									
Step 5 – Public Safety	Determine the requirements for sheltering, evacuation, ignition, isolation procedures and the resources required									
Public protection measures	Refer to last page of Section 1									
Air Monitors	Refer to Air Monitors roles									
Reception Centre Rep	Refer to Reception Centre Rep roles									
Rovers	Refer to Rovers roles									
Roadblocks	Refer to Roadblocks roles									
Telephoners	Refer to Telephoners roles									

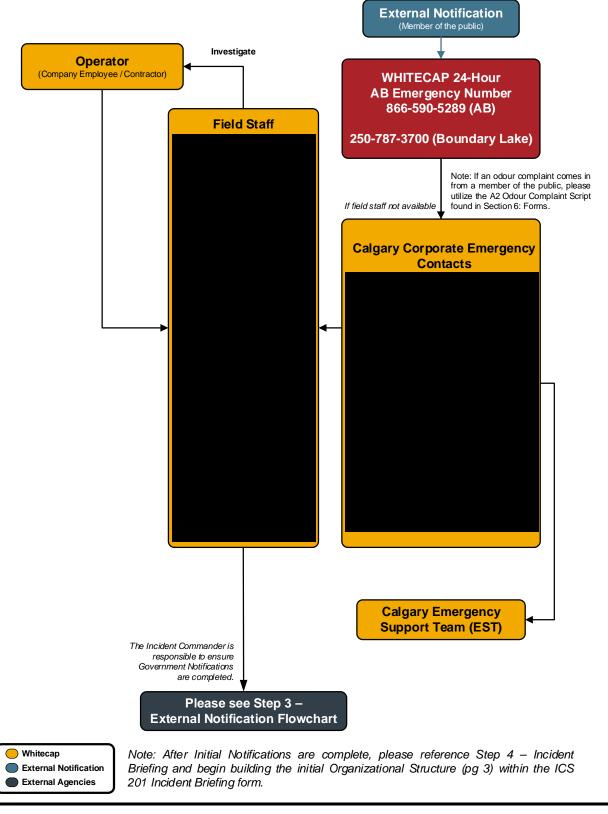


Notes:	



Internal Emergency Notification Flowchart:

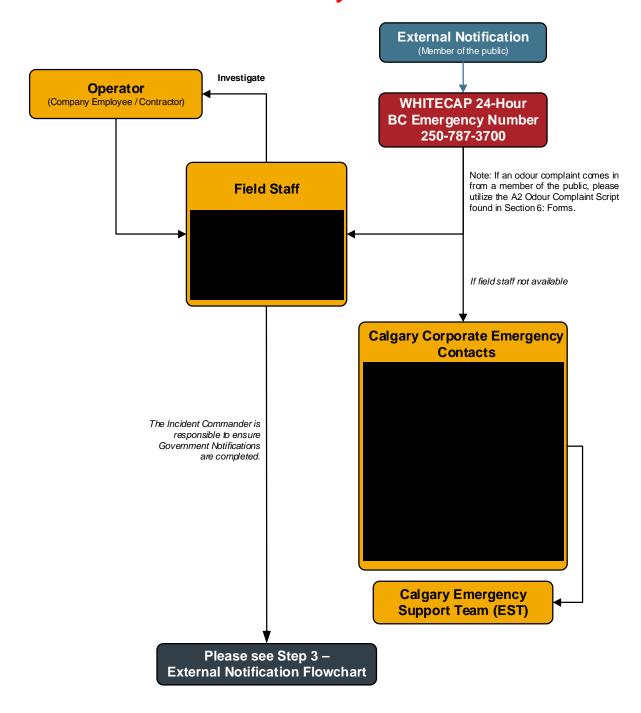
Alberta

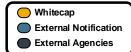




Internal Emergency Notification Flowchart:

British Columbia / Alberta Boundary Lake





Note: After Initial Notifications are complete, please reference Step 4 – Incident Briefing and begin building the initial Organizational Structure (pg 3) within the ICS 201 Incident Briefing form.

WHITECAP RESOURCES LTD - NABC PRODUCTION PHONE LIST

EMERGENCY RESPONSE 24 HOURS: (AB/SK) 1-866-590-5289 or (BC) 1-250-787-3700

Suite 3800, 525 - 8th Avenue SW, Calgary, AB T2P 1G1

Name	Position	Office	Fax	Cell	Home	Email
CALGARY						
	Design and the second s	0.00	F	0.11		F11

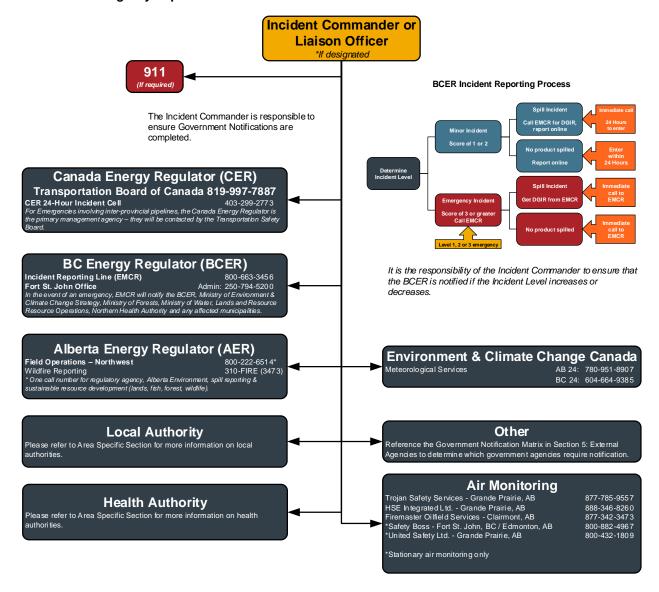
Name	Position	Office	Fax	Cell	Home	Email
FIELD						

Revised: January 2025

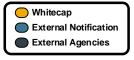


External Emergency Notification Flowchart

Prior to commencing contact of the agencies below, make sure a completed A1 Initial Emergency Report Form is available and at hand for reference.



Refer to Section 5: External Agencies for the Government Notification Matrix, Provincial Lead and Supporting Agencies and Federal Agencies required to be contacted or notified.



Note: After Initial Notifications are complete, please reference Step 4 – Incident Briefing and begin building the initial Organizational Structure (pg 3) within the ICS 201 Incident Briefing form.

Step 4 - Incident Briefing



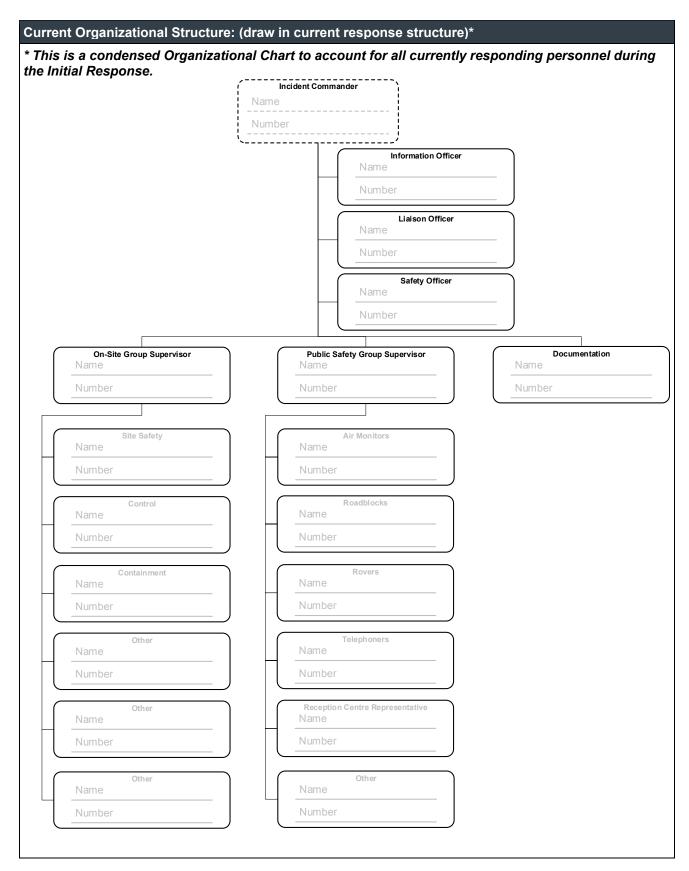
Inci	dent	t Na	me:																								
Dat	Date/Time Initiated:																										
Pre	pare	ed B	y:											ICS Position:													
Level of Emergency Alert							Lev	el 1		Level 2			Level 3														
Maj																											
Not	e: M	laps	can	be c	draw	n oi	r att	acn	ed r	nere																	
0:1-	-1:	0			- () 4	1-:1-	-1-					11	l- A	4)													
Sitt	iatio	on S	umn	nary	': (V\	/rite	ae	scri	ptic	on c	or a	пас	n A	1)													
Şaf	ety	B <u>rie</u>	fing:																								



Current and Planned Objectives:											
Priorities: (1) Life Safety (2) Incident Stabilization (3) E	nvironment & Property									
1. Ensure Safety of Citizens a	nd Response Personnel:	4. Minimize Economic Impacts:									
☐ 1a. Identify hazard(s) of relea	sed product.	☐ 4a. Consider tourism and local economic impacts.									
☐ 1b. Establish site control (hot security).	zone, warm zone, cold zone, &	☐ 4b. Protect public and private assets, as resources permit.									
☐ 1c. Establish an Emergency F Safety Actions.	Response Zone and Initiate Public	☐ 4c. Establish damage claims process.									
☐ 1d. Consider evacuations if n	eeded.	5. Keep Stakeholders and Public Informed of Response Activities:									
☐ 1e. Establish aircraft restriction	ons.	☐ 5a. Provide forum to obtain stakeholder input and concerns.									
☐ 1f. Monitor air in impacted are	eas	☐ 5b. Provide stakeholders with details of response actions.									
☐ 1g. Develop site safety plan for briefings are conducted.	or personnel and ensure safety	☐ 5c. Identify stakeholder concerns and issues, and address as practical.									
2. Control the Source of the F	Release:	☐ 5d. Provide timely safety announcements.									
☐ 2a. Complete emergency shu	tdown.	☐ 5e. Conduct regular news briefings.									
☐ 2b. Conduct firefighting.		☐ 5f. Conduct public meetings, as appropriate.									
☐ 2c. Initiate temporary repairs.											
3. Manage a Coordinated Res	ponse Effort:										
☐ 3a. Complete or confirm notifi	ications.										
☐ 3b. Establish a unified comma (command post, etc.).	and organization and facilities										
☐ 3c. Ensure mobilization and to personnel and equipment.	racking of resources and account for										
☐ 3d. Complete documentation.											
Current and Planned Action	ons, Strategies and Tactics:										
Time:	Actions:										
HHMM											
HHMM											
HHMM											
HHMM											
HHMM											
HHMM											
HHMM											
HHMM											
ННММ											

Section 1: Initial Response





Note: Refer to ICS 207 Incident Organization Chart in Section 6: Forms (Blue Tab) for full command structure.



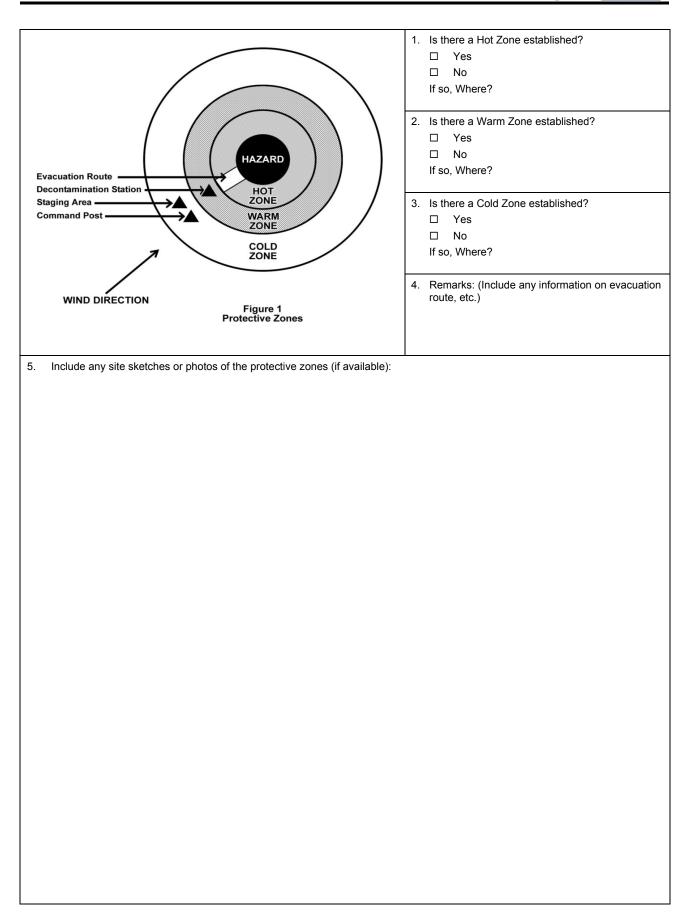
Resources Summar	y:			
Resource(s)	Time Called	ETA	On-Site	Notes (Location/Assignment/Status)
External Notification	ns: (Governmen	it)	,	
Agency	Time Called			Notes

Step 4 - Incident Briefing



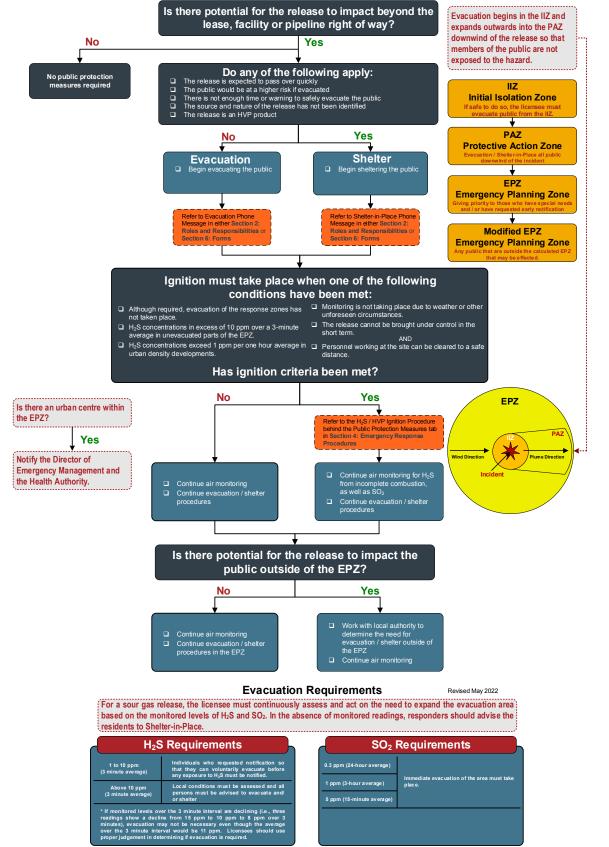
Si	te Safety and Hazard Control Analysis			
Si	te Control			
1.	Is Site Control set-up? ☐ Yes ☐ No	Is there an On-Scene Command Post? If so, where?	□ Yes	□No
3.	Have all personnel been accounted for? ☐ Yes ☐ No ☐ Don't Know	Injuries: Fatalities: Unaccounted: Trapped:		
4.	Are observers involved or rescue attempts planned? Observers: □ Yes □ No Rescuers: □ Yes □ No	Are Decontamination areas setup? If so, where?	□ Yes	□ No
На	azard Identification, immediate signs of: (if yes, o	explain in remarks)		
1.	Electrical line(s) down or overhead? \square Yes \square No	2. Unidentified liquid or solid products visible?	□ Yes	□ No
3.	Wind direction across incident: ☐ Towards your position Wind Speed: ☐ Away from your position	4. Is a safe approach possible?	□ Yes	□ No
5.	Odours or smells?	6. Vapours visible?	□ Yes	□ No
7.	Holes, ditches, fast water, cliffs, etc. nearby? ☐ Yes ☐ No	8. Fire, sparks, sources of ignition nearby?	□ Yes	□ No
9.	Is local traffic a potential problem? ☐ Yes ☐ No	10. Product placards, colour codes visible?	□ Yes	□ No
11.	Other Hazards?	12. As you approach the scene from the upwind a change in the status of any of the above?	side, do y □ Yes	/ou note ☐ No
13	Remarks:			
Ha	azard Mitigation: have you determined the neces	sity for any of the following?		
1.	Entry Objectives:			
2.	Warning sign(s), barriers, colour codes in place? ☐ Yes	s □ No		
3.	Hazardous material being monitored?			
4.	Protective gear / level:	4a. Gloves:		
	4b. Respirators	4c. Clothing:		
<u> </u>	4d. Boots:	4e. Chemical cartridge change frequency:		
5.	Decontamination 5a. Instructions: 5b. Decontamination equipment and materials:			
6.	Emergency escape route established? $\ \square$ Yes $\ \square$ No Route?			
7.	Field responders briefed on hazards? ☐ Yes ☐ No			
8.	Remarks:			
Pro	otective Zones: record initial control perimeters (see Figure 1)			





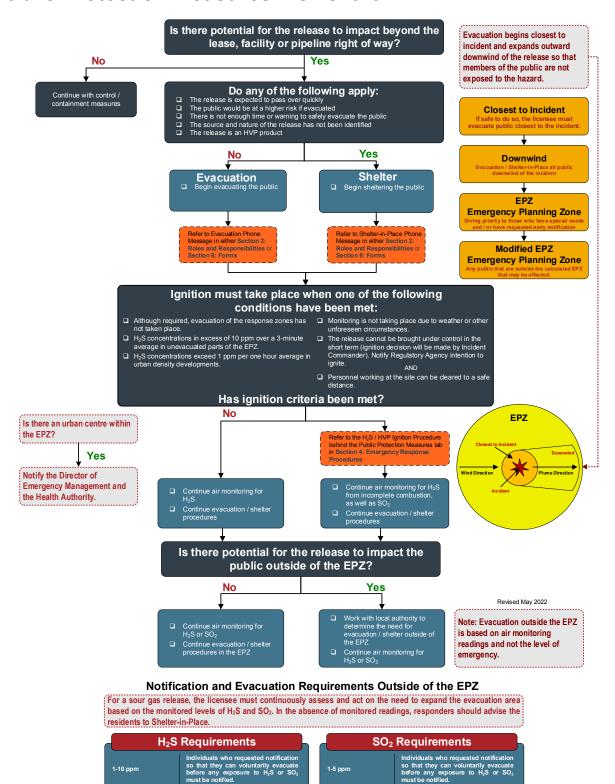


Public Protection Measures Flowchart - AB





Public Protection Measures Flowchart - BC



Note: H₂S Evacuation Level – when downwind monitoring at the nearest unevacuated residence, outside the Hazard Planning Zone, indicates a level of 10 ppm, evacuation procedures will be initiated if safe to do so. 5 ppm and above



Section 2: Roles and Responsibilities

Field Response Team

Key Response Personnel

General Safety Equipment and Resource Lists

Operator, Truck & Other Safety Equipment

Response Team Structure

Quick Reference Guide – Emergency Support Team (EST)

Field Response Team - Command Staff

Command Staff Roles Chart

Field Response Team - General Staff

Operations Section Roles Chart

Planning Section Roles Chart

Logistics Section Roles Chart

Finance / Admin. Section Roles Chart

Field Response Team - Public Safety Staff

Public Safety Roles Chart

Air Monitors Module

Reception Centre Rep Module

Roadblocks Module

Rovers Module

Telephoners Module

Ongoing Response

Planning "P"

Five Step Ongoing Response Guide

Objectives Meeting

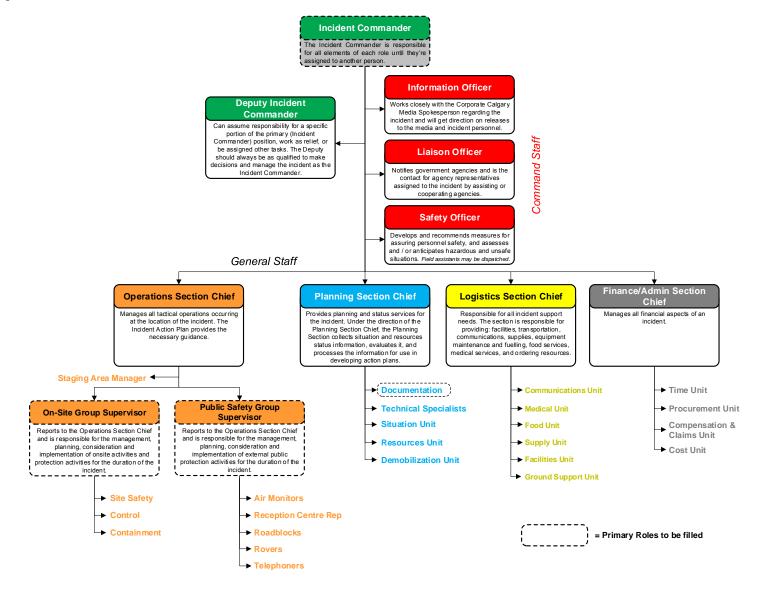
Tactics Meeting

Planning Meeting

Operations Briefing



Field Response Team



Section 2: Roles and Responsibilities



Key Response Personnel

The following individuals are likely to fill the key response roles identified:

Command Staff	Incident Commander	Area Superintendent Area Foreman (Alternate Incident Commander)		
On-Site	On-Site Group Supervisor	Lead Operators Please see the Response Teams Phone List (Yellow tab) or Area Specific Information (White tabs) for a list of Area Operators.		
	Trained in Ignition (H ₂ S & HVP)	Lead Operator		
	Public Safety Group Supervisor	Area Foreman Area Superintendent		
Public Safety	Air Monitors / Roadblock / Rovers	Area Operators Please see the Response Teams Phone List (Yellow tab) or Area Specific Information (White tabs) for a list of Area Operators.		
Tublic Galety	Telephoners	Operations Technician H2Safety Services		
	Reception Centre Representative	Area Operators Please see the Response Teams Phone List (Yellow tab) or Area Specific Information (White tabs) for a list of Area Operators.		
Emergency Support Team (EST)	EOC Director	VP Engineering VP Production		
Team (EST)	Communications / Media	President & CEO		

Please refer to the Response Teams Phone List (Yellow tabs) or Area Specific Information (White tabs) for the full list of personnel and their contact information.

General Safety Equipment and Resource Lists

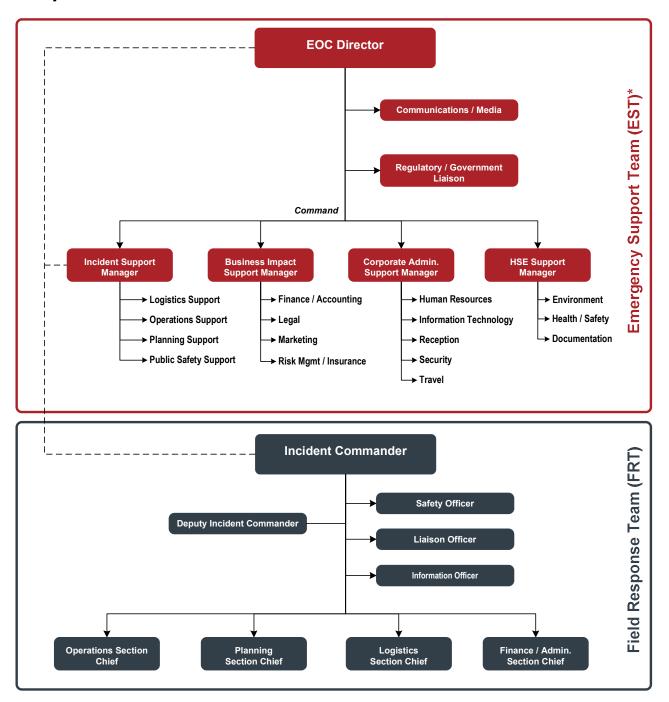
Operator, Truck & Other Safety Equipment

Each operator is recommended to drive a suitable vehicle (4x4 truck) for their service areas and should carry the following equipment: 20-30lb fire extinguisher, vehicle emergency roadside kit, cell phone and a 4 head monitor.

Refer to Area Specific Information Section (white tabs) for further details on specific air monitoring equipment, back-up communication methods, ignition and roadblock kit contents as well as their locations, specialty fire-fighting equipment and/or service companies and their contact information for if the aforementioned equipment is not available.



Response Team Structure





^{*} Detailed role descriptions for the EST can be found in the Emergency Support Team Plan located at the corporate office EOC.



Quick Reference Guide – Emergency Support Team (EST)

(Located at the Corporate Emergency Operations Centre)

The **EOC Director** is responsible for all elements of each role until they're assigned to another person. Below are brief descriptions of each of the key roles that the EOC Director might choose to assign right away.

EOC Director	The EOC Director is responsible for coordination of response efforts from corporate to support the Field Response Team (FRT) and for efforts to ensure business continuity during the incident. The EOC Director determines the level of activation of the Emergency Support Team (EST) and assigns all positions to meet the required level of activation.
Communications & Media	Serves as the coordination point for all public information, media relations and internal information sources. Communications & Media is responsible for preparing the FRT and the EST to deal successfully with internal and external communication.
Regulatory / Government Liaison	Provides regulatory guidance and advice to the EST as well as to be a liaison between responding government agencies and the company. The Regulatory / Government Liaison is responsible for providing support to the field Liaison Officer.
Incident Support Manager	The Incident Support Manager is the main link between the FRT and the EST and is the main informant for the EST. The Incident Support Manager speaks directly with the field Deputy Incident Commander, if assigned, or the field Incident Commander. The Incident Support Manager provides operational, public safety, planning and logistics advice and support to assist the FRT with developing an effective field Incident Action Plan (IAP).
Business Impact Support Manager	The role of business impact is to identify and work to mitigate all of the negative impacts of the incident on the business as well as to provide business advice and support. The Business Impact Support Manager provides support to the company in the areas of finance / accounting, legal, marketing, risk management and insurance.
Corporate Admin Support Manager	The Corporate Admin Support Manager provides administrative and technical support to the company in the areas of human resources, information technology, travel, security and reception.
Health, Safety & Environment Support Manager	The Health, Safety & Environment Support Manager is responsible for providing Health, Safety & Environmental support to the FRT. The Health, Safety & Environment Support Manager is also responsible for managing the health / safety / environmental / planning / documentation activities of the EST.

			Command	Staff Roles
Incident Commander	Deputy Incident Commander	Information Officer	Liaison Officer	Safety Officer
The Incident Commander is in charge of overall management of the incident and must be fully qualified to manage the incident. As incidents grow in size or complexity, a more highly qualified Incident Commander may be assigned by the company. Note: The highest ranking authority arriving at the site of the incident (first on-scene) becomes the Incident Commander and establishes command and control. The first on-scene will remain the Incident Commander until there is formal transfer of command to a more senior company employee and / or qualified personnel.	The Deputy Incident Commander may assume responsibility for a specific portion of the primary position, work as relief, or be assigned other tasks. The Deputy should always be as qualified to make decisions and manage the incident as the Incident Commander .	The field Information Officer will work closely with the Corporate Calgary Media Spokesperson regarding the incident and will get direction on releases to the media and incident personnel.	The Liaison Officer is responsible for notifying government agencies and is the contact for agency representatives assigned to the incident by assisting or cooperating agencies.	The Safety Officer develops and recommends measures for assuring personnel safety, and assesses and / or anticipates hazardous and unsafe situations.
Step 1: Level of Emergency If necessary, investigate and confirm the emergency. If the incident involves a release of sour product, the investigation should be conducted in teams of two. Take appropriate safety precautions (PPE, SCBA, etc.). Ensure personal safety at all times. Determine the Level of Emergency using the BCER Incident Classification Matrix for BC or AER's Assessment Matrix for Classifying Incidents for all other provinces (e.g. Alert/Minor, Level 1, 2, 3) found in Section 1: Initial Response or using the Emergency Assessment SmartPhone App. (Search H ₂ Safety or Emergency Assessment in the App Store). Step 2: Internal Notification Follow the Internal Emergency Notification Flowchart outlined in Section 1: Initial Response to contact required field resources. Refer to the Section 2: Roles and Responsibilities / Response Team Phone List. Relay the information from the A1 Initial Notification Form. Mobilize internal resources to the site, to the Incident Command Post (ICP) or place them on standby as required. Contact required company resources and communicate the level of emergency. Refer to Section 2: Roles and Responsibilities / Response Team Phone List. Step 3: External Notification Follow the External Emergency Notification Flowchart in Section 1: Initial Response for communication structure and the Provincial Notification Matrix in Section 5: External Agencies to determine which external agencies need to be notified. Reference Section 5: External Agencies and the Area Specific Information for the location of the incident. Step 4: Incident Briefing The following positions are always filled regardless of the size of the incident: Incident Commander, On-Site Group Supervisor and Documentation. Assess the situation, identify the incident source, and consider how to stop the source. Carry out a site assessment that includes the following: identify hazardous materials, evaluate risk to workers and the public, determine the potential for the incident to escalate, identify safety concerns,	☐ If no scribe has been assigned to the Incident Commander, support the Incident Commander by documenting details of the emergency, focusing on activities and decisions made. ☐ Record, update and maintain a chronological summary of the incident including: ☐ Names of personnel in each assigned position and their location ☐ Control and containment measures ☐ Environmental monitoring information ☐ Injuries / deaths / missing persons ☐ Phone calls ☐ Actions and decisions ☐ Status of the public protection actions ☐ Manage the flow of traffic to and communication with the Incident Commander so that he can focus on managing the incident. ☐ Conduct status update meetings. ☐ Provide status to head office. ☐ Deal with some day-to-day decision making. ☐ Assume duties of the Incident Commander, if required. ☐ Maintain communication with the Incident Commander. ☐ Obtain a completed ICS 201 Incident Briefing and ICS 207 Incident Organization Chart from the Incident Commander. ☐ Throughout the duration of the incident, each person in a role must: ☐ Chronologically document all actions, decisions, contacts and requests on an ICS 214 Activity Log. Copies can be found in Section 6: Forms. ☐ Assist with post-incident activities. ☐ All forms referenced can be found in Section 6: Forms	Receive incident briefing from the Incident Commander before contacting external agencies. Prepare regular status updates that will be provided to internal company personnel to keep them apprised of the situation. Identify and document any media involvement that has already taken place If the media statement hasn't yet been prepared ensure that the generic media statement from the ERP is communicated and being used in the field. Assist head office with the preparation of a preliminary media statement if required using the Preliminary Media Statement form. Document all communications with the media using the Media Contact Log. Develop a detailed media strategy for the incident. Designate and prepare media briefing rooms away from the Incident Command Post. Organize tours and photo opportunities if required. Maintain communication with the Incident Commander. Media releases must be coordinated with applicable regulatory agency. If necessary, coordinate with and use broadcast media to notify residents in the hazard area. Work with Communications / Media to develop a communications plan that includes establishing protocols for responders and all company personnel as required to ensure incident information remains confidential (i.e. restriction on cell phone usage for photography, social media, speaking to the media, etc.).	Complete Regulatory First Call Communication Form. Refer to Section 5: External Agencies for the Government Notification Matrix. Notify as soon as possible and provide status updates at agreed upon intervals to: Government regulator Local authorities (counties, cities, towns, MDs, RDs, First Nations Reserves, etc.) Health authority Environment Provincial emergency management organization Other agencies Keep track of all government correspondence using the Government Agency Contact Log. Obtain cooperating and assisting agency information that includes: contact information, radio frequencies, cooperative agreements, equipment type, number of personnel, condition of equipment and personnel, agency constraints, etc. Conduct appropriate periodic briefings to keep agencies informed of planning actions. Coordinate with any government agency representatives attending the ICP or REOC. Coordinate with mutual aid groups.	 □ Ensure the site is evacuated if unsafe. □ Initiate rescue plans if safe to do so. □ Review the Incident Action Plan to identify and correct any potential occupational and health hazards. □ Ensure work / rest guidelines are followed. □ Continuously monitor workers for exposure to ensure they are wearing the required PPE. □ Take appropriate action to mitigate or eliminate unsafe conditions, operations, or hazards. □ Immediately stop any unsafe practices. □ Conduct a general inspection of the facilities, food services and sanitation services soon after they become operational and follow up on a periodic basis throughout the incident for compliance to all health and safety standards. Provide a report of deficiencies. □ Document both safe and unsafe acts, corrective actions taken on the scene, accidents or injuries, and ways to improve safety on future incidents. □ Investigate accidents that have occurred within the incident area. □ Identify "Hot Zone" and declare when responders may enter it. □ Ensure that responders inside the "Hot Zone" are accounted for and initiate search if required. □ Prepare a site-specific health and safety plan.
All team members are located a	at the Incident Command Post (ICP), un	less otherwise noted	1	Revised March 2023

			General Sta	irr Roies – Ope	rations Section	
Operations Section Chief	On-Site Group Supervisor	Staging Area Manager	Site Safety	Control	Containment	
The Operations Section Chief is responsible for managing all tactical operations occurring at the location of the incident. The Incident Action Plan provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.	On-Site Group Supervisor is responsible for coordinating all activities of Control, Containment and Site Safety at the scene of the emergency / incident.	The Staging Area Manager is responsible for managing all activities within a Staging Area.	Site Safety is responsible for responder safety and safety advice at all times at the scene of the emergency / incident.	Control is responsible for implementing measures designed to bring the incident under control or stop the incident.	Containment is responsible for implementing measures designed to reduce the impact of the incident on and prevent the spread of the incident to the surrounding areas.	
 Identify and confirm communication links. Ensure the On-Site Command Post (OSCP) is established. Manage the following positions, as required: On-Site Group Supervisor, Public Safety Group Supervisor. In conjunction with the Incident Commander, the Planning Section Chief, and the Public Safety Group Supervisor, develop and implement an Incident Action Plan (IAP). Ensure responder safety at all times. Oversee control / containment procedures; ensure the hazard is isolated. Determine the current and potential environmental impact of product released, response activities, or waste disposal. Ensure that all environmental laws and regulations are complied with during emergency response operations. Provide technical advice to Incident Commander to determine public protection measures. Assess the requirements for on-site safety supervision, personnel, equipment, and other contract services. Coordinate with Logistics to obtain equipment and resources. Assist the On-Site Group Supervisor in 	 Ensure all personnel are accounted for. Release nonessential personnel from the site. Oversee and maintain control of all on-site personnel. Establish On-Site Command Post (OSCP). Obtain incident briefing and environmental impact information. Coordinate activities of Staging Area Manager, Site Safety, Control and Containment. Report air monitoring to Incident Commander (third party and regulatory). Call police, fire and ambulance as needed. Coordinate with ambulance / fire / RCMP / regulatory agencies / spill co-ops. Conduct meetings with on-site personnel to review action plans, communication and safety. Request additional resources needed to implement on-site response actions. Supervise the execution of the on-site response actions. The On-Site Group Supervisor has the authority to ignite the release if ignition criteria are met. If at all possible, the On-Site Group Supervisor must consult with higher authority individuals within the company (ideally the Operations Section 	 □ Establish a staging area near the incident site and outside of the EPZ. When choosing a site for the staging area ensure the following conditions are met: □ Adequate sized site that is stable and level with suitable access roads □ No entry problems such as narrow approach ways, gates, power lines, buried pipelines, etc. □ Approval has been received from landowner □ Reception of communication equipment is adequate □ Erect staging area information and directional signs to the staging area, if required. □ Flag the perimeter of the staging area. □ Obtain an office trailer and emergency lighting, if required. □ Coordinate traffic and maintain a log of personnel and services dispatched to, or arriving from the site of the emergency. Communicate this information to the Logistics Section Chief. □ Respond to Operations Section Chief or Incident Commander requests for resources. □ Confirm all workers have required training before they are dispatched to the incident. 	 access/egress. Ensure responder safety at all times. Ensure that on-site personnel are taking appropriate safety actions: PPE, SCBA / SABA, Safe Work Procedures, proper grounding / bonding procedures, work in teams, etc. Maintain security of the site to ensure authorized personnel are allowed access and to protect response personnel. Ensure security of any evidence for investigative purposes. Ensure workers that show signs of stress, fatigue, and other symptoms are demobilized and sent for treatment if necessary. Maintain records of all injuries and onsite medical treatments. Conduct responder safety orientations. Monitor activities and conduct a head count on a regular basis. Continually evaluate risks and stop unsafe activities immediately. 	 Assist with the development of control procedures. Identify immediate response tactics (i.e. offensive / defensive response tactics). Only when safety is assured, take immediate operational actions to bring the incident under control (i.e. shut down, isolate, de-pressure, etc.). Provide or seek technical / engineering advice around all control-related issues. Inform Operations Section Chief of any interactions with regulatory agencies or environmental personnel. 	 Assist with the development of containment procedures. Identify immediate response tactics (i.e. offensive / defensive response tactics). Only when safety is assured, take actions to contain the incident so as to prevent the incident from spreading offsite and to reduce the impact on the public, sensitive terrain, watercourses, etc. Provide or seek technical / engineering advice around all containment-related issues Secure the scene and restrict access to essential and authorized personnel only. Inform Operations Section Chief of any interactions with regulatory agencies or environmental personnel. Coordinate oil spill cooperative activities (booms, dams, etc.). 	
determining whether ignition is appropriate. If at all possible, input is to be obtained from the Incident Commander, the EOC Director and the applicable government regulator. Maintain continuous communications with the Incident Commander.	Chief, Incident Commander, EOC Director, etc.) and the applicable government regulator before making the decision to ignite a release. Refer to Section 4: Emergency Response Procedures.	 Maintain and provide status to the Planning Section of all resources in Staging Area. Demobilize or move Staging Area as required. 	□ Recommend alternatives for activities that are considered to be unsafe.	Important Prior to beginning any activities, each person in a role must: □ Obtain a completed ICS 201 Incident Briefing and ICS 207 Incident Organization Chart for Incident Commander. Throughout the duration of the incident, each person in a role must: □ Chronologically document all actions, decisions, contacts and requests on an ICS 214 Action Copies can be found in Section 6: Forms. After the incident is over, each person in a role must: □ Assist with post-incident activities. All forms referenced can be found in Section 6: Forms		
			Located at the On-Site Command Post		Revised November 202	
Located at the Incident Command Post (ICP)	Located at the On-Site Command Post (OSCP)	Located at the Staging Area	Located at the On-Site Command Post (OSCP)	Located at the On-Site Command Post (OSCP)	Located at the On-Site Command Post (OSCP)	

Escalate, Downgrade or Stand-Down Levels of Emergency: As the emergency is brought under control, the decision to downgrade the level and/or stand down the emergency will be based on air monitoring readings in consultation with the **Incident Commander** and the applicable government regulator. All affected persons and the media must be kept informed of the status of an emergency. **Emergency Follow-up**: Once the emergency is over, the area residents, industrial users, involved government agencies, and any individual notified will be informed of the stand-down by the **Information Officer** or **Public Safety Group Supervisor**.

General Staff Roles – Planning Section

positions, as required: Documentation, Technical, Situation, Resources, and Demobilization. Assist with setup of the Incident Command Post. Review the details of the incident Commander's status update meetings using versponse strategy. Identify the need for technical splays and situation, prepare situation displays and situation on the current situation, prepare situation displays and projections. Establish special information collection activities as necessary, e.g., weather, Positions, as required: Documentation, Technical, Situation, Resources, and Demobilization. Incident Briefing Form provided in Section 1: Initial Response or Section 6: Forms and disseminate them to all key responders. Incident Briefing Form provided in Section 1: Initial Response or Section 6: Forms and disseminate them to all key responders. Incident Briefing Form provided in Section 1: Initial Response or Section 6: Forms and disseminate them to all key responders. Incident Briefing Form provided in Section 1: Initial Response or Section 6: Forms and disseminate them to all key responders. Incident Briefing Form provided in Section 1: Initial Response or Section 6: Forms and disseminate them to all key responders. Incident Briefing Form provided in Section 1: Initial Response or Section 6: Forms and disseminate them to all key responders. Incident Briefing Form provided in Section 5: Initial Response or Section 6: Forms and disseminate them to all key responders. Incident Briefing Form provided in Section 5: Initial Response or Section 6: Forms and disseminate them to all key responders. Incident Briefing Form provided in Section 5: Initial Response or Section 6: Forms and disseminate them to acquire. Incident Briefing Form provided in Section 5: Initial Response or Section 6: Forms and disseminate them to acquire. Incident Briefing Form provided in Section 5: Initial Response or Section 6: Gatherdate (weather, etc.) and forecast adataly weather, etc.) and forecast acquired. Developes and situation status information to	
the moderat. Under the direction of the Panning Section Chief, the Planning Section Chief, the Planning Section Chief, the Planning Section of the moderation of the moderatio	tion Unit
Assign personnel to assume the following positions, as required: Documentation, Technical, Situation, Resources, and Domobilization. Assign personnel to assume the following positions, as required: Documentation, Technical, Situation, Resources, and Domobilization. Assist with setup of the Incident Briefing Form provided in Section 1: Initial Response or Section Command Post. Be prepared to document the Incident Commander's status update meetings using whiteboards, PC or Action Logs. Identify the need for technical specialists. Collect and analyze information on the current situation, prepare situation displays and situation summaries, and develop maps and projections. Participate in planning meetings, capturing develop mags and projections. Participate in planning meetings, capturing key information, odecisions made, commitments and status. Documentation, Technical, Situation susumed the following positions, as required incident Resources, and Incident Commander with the development of a preliminary responses strategy. Use this information to create maps and projections. Prepare, post, or disseminate resources and situation status information to create maps and projections. Prepare, post, or disseminate resources and situation status information to create maps and projections. Prepare, post, or disseminate resources and situation status information to create maps and projections. Prepare, post, or disseminate resources and situation status information to create maps and projections. Prepare, post, or disseminate resources and situation status information to create maps and projections. Prepare, post, or disseminate resources and situation status information to create maps and situation status information to create maps and projections. Provide photographic services and maps if required, including special requests. Provide photographic services and maps if required, including special requests. Provide photographic services and maps if required, including special requests.	
environmental, toxics, etc. Provide technical support to the Incident Commander and work with Incident Action Plan (IAP). Review any changes to the Incident Review any changes to the Incident requested by the regulatory agency Collect documentation from response team members and maintain a consistent system for organizing the data. Records must be held for a minimum of 5 years as it may be requested by the regulatory agency	available status are a surplus resources etime. I resources and eing demobilized. Exation with agency eck-out function for all exation process is
Review any changes to the incident Action Plan (IAP) to ensure consistency. Assemble information on alternative strategies. Coordinate with Logistics to determine current availability for future plans of action. Establish reporting schedules. Conduct long-range and / or contingency planning. Develop plans for demobilization. Maintain continuous communications with the Incident Commander. Maintain continuous communications with the Incident Commander. Assemble information on alternative strategies. Incident files will be stored for legal, analytical, and historical purposes. Incident files will be stored for legal, analytical, and historical purposes. Post and maintain all Emergency Status Boards and other laminated charts in the Incident Commander. Throughout the duration of the incident, each person in a role must: Copies can be found in Section 6: Forms. After the incident commander. Assemble information on alternative strategies. Incident files will be stored for legal, analytical, and historical purposes. Post and maintain all Emergency Status Boards and other laminated charts in the Incident Commander. Throughout the duration of the incident, each person in a role must: Copies can be found in Section 6: Forms. After the incident is over, each person in a role must: Incident Commander. Throughout the duration of the incident, each person in a role must: Copies can be found in Section 6: Forms. After the incident commander, analytical, and historical purposes. Incident files will be stored for legal, analytical, and historical purposes. Incident files will be stored for legal, analytical, and historical purposes. Incident files will be stored for legal, analytical, and historical purposes. Conduct long-range and / or contingency planning. Chronologically document all actions, decisions, contacts and requests on an Copies can be found in Section 6: Forms. After the incident commander.	ation Chart from the
Form Fo	ns

All team members are located at the Incident Command Post (ICP), unless otherwise noted.

Revised October 2018

General Staff Roles – Logistics Section Logistics Section Chief Communications Unit Medical unit Food Unit Supply Unit Facilities Unit Ground Support Unit All incident support needs are provided The Communications Unit is The **Medical Unit** is responsible for all Responsible for supplying the food The Supply Unit is responsible The Facilities Unit is responsible The Ground Support Unit is primarily responsible for the maintenance. by the Logistics Section. The section is responsible for developing plans for medical services for incident assigned needs for the entire incident, including ordering, for set-up, maintenance, and services, and fuelling of all mobile responsible for providing: facilities, personnel. The unit will develop all remote locations, (e.g., Camps, processing, and storing demobilization of all incident the use of incident communications equipment and facilities; installing and Staging Areas), as well as providing equipment and vehicles, with the transportation, communications, procedures for managing major incident-related resources. support facilities except staging testing of communications equipment; medical emergencies; and provide food for personnel unable to leave areas. The Facilities Unit will also exception of aviation resources. The supplies, equipment maintenance and Incident tactical field assignments. The Food provide security services to the unit also has responsibility for the fuelling, food services, medical services, supervision of the medical aid. and ordering resources. Six units may be Communications Centre, Unit interacts with the Facilities Unit incident as needed. ground transportation of personnel, Note: Medical assistance to the public established within the Logistics Section established; and the distribution and for location of fixed-feeding site; the supplies, and equipment. or victims of the emergency is an and the Logistics Section Chief will maintenance of communications Supply Unit for food ordering; and operational function. determine the need to activate or equipment. the Ground Support Unit for deactivate a unit. If a unit is not activated. transporting food. responsibility for that unit's duties will remain with the Logistics Section ☐ Responsible for supplying the food ☐ Identify and confirm communication ☐ Set-up, maintain, and demobilize ☐ Establish the communications plan □ Arrange and provide response □ Order, receive, distribute and ☐ Responsible for the maintenance, personnel with first aid and minor needs for the entire incident. incident support facilities with service and fuelling of all mobile links. for the use of incident track all incident equipment communications equipment and medical services. including all remote locations (e.g., and supplies. the exception of staging areas. equipment and vehicles, with the Assign personnel as required. Camps. Staging Areas), as well as exception of aviation resources. ☐ List and obtain all immediate □ Develop Incident Medical Plan. □ Ordered all off-incident □ Facilities may include: Incident providing food for personnel unable resources requested by the Incident □ Install, test, distribute, and maintain Command Post, Incident Base. □ Coordinates the transportation of all resources including: tactical to leave tactical field assignments. Develop procedures for handling **Commander or Operations Section** all communications equipment. and support resources Camps, and other facilities personnel, supplies, and equipment. serious injuries of responder ■ Works with the Planning Section -Chief. (including personnel), all within the incident area to be ■ Advise on communications □ Update the Resources Unit with the personnel. Resources Unit to anticipate the expendable and nonused for feeding, sleeping and ☐ Identify anticipated and known status (location and capability) of capabilities and limitations. numbers of personnel to be fed and expendable support supplies. sanitation services. Provide medical aid to personnel. incident service and support transportation vehicles. develop plans for supplying food to Establish telephone. requirements. ■ Management of tool Prepare layout of facilities; ■ Assist the Finance / Administration all incident areas. communication links, and public □ Develop the Incident Traffic Plan as operations, including the inform appropriate unit leaders. Maintain continuous communications Section with processing injuryaddress systems. required. Interacts with the Facilities Unit for storage, disbursement, and related claims. with the Incident Commander. ■ Will provide security services to service of all tools and portable location of fixed-feeding site; the ■ Establish clear and widespread the incident as needed. Note: Provision of medical assistance ■ Develop plans to move required Supply Unit for food ordering; and non-expendable equipment. communication throughout the to the public or victims of the resources to site. the Ground and Air Support Units incident. □ Contact local law enforcement emergency is an operational function for transporting food. agencies as required. □ Confirm spending authorities with the and would be done by the Operations Finance / Admin Section. Obtain necessary equipment and Section and not by the Logistics ■ Investigate and document all supplies and establish cooking Section Medical Unit. If there is a complaints and suspicious ■ Mobilize resources. requirement for victims of an incident facilities. occurrences. ■ Move required resources to site. the local public ambulance service is Order sufficient food and potable ■ Ensure strict compliance with most often utilized. □ Coordinate spending with the Finance water from the Supply Unit. applicable safety regulations. / Admin Section Chief. Maintain inventory of food and □ Provide facility maintenance water. services, e.g., sanitation, lighting, etc. ■ Maintain food services areas. **Important** ensuring that all appropriate health Demobilize base and camp Prior to beginning any activities, each person in a role must: and safety measures and being facilities. Obtain a completed ICS 201 Incident Briefing and ICS 207 Incident Organization Chart from the followed. ■ Supervise caterers, cooks, and Throughout the duration of the incident, each person in a role must: other Food Unit personnel as ☐ Chronologically document all actions, decisions, contacts and requests on an ICS 214 Activity Log. appropriate. Copies can be found in Section 6: Forms. After the incident is over, each person in a role must: Assist with post-incident activities. All forms referenced can be found in Section 6: Forms

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Revised October 2018

General Staff Roles – Finance / Admin Section

Finance / Admin Section Chief	Time Unit	Procurement Unit	Compensation & Claims Unit	Cost Unit
The Finance / Administration Section Chief is responsible for managing all financial aspects of an incident. The Finance / Administration Section Chief will determine the need to activate or deactivate a unit.	The Time Unit is responsible for ensuring the accurate recording of daily personnel time, compliance with specific agency time recording policies and managing commissary operations if established at the incident.	All financial matters pertaining to vendor contracts, leases and fiscal agreements are managed by the Procurement Unit. The unit is also responsible for maintaining equipment time records. The Procurement Unit establishes local sources for equipment and supplies; manages all equipment rental agreements; and processes all rental and supply fiscal document billing invoices.	This unit oversees the completion of all forms required by workers' compensation and local agencies. A file of injuries and illnesses associated with the incident will also be maintained and all witness statement will be obtained in writing. Close coordination with the medical Unit is essential. The Compensation & Claims Unit is also responsible for investigating all claims involving property associated with or involved in the incident.	The Cost Unit provides all incident cost analysis. It ensures the proper identification of all equipment and personnel requiring payment; records all cost data; analyzes and prepares estimates of incident costs; and maintains accurate records of incident costs.
 Identify and confirm communication links. Assign personnel to assume the following positions, as required: Time Unit, Procurement Unit, Compensation & Claims Unit, and Cost Unit. Review legal issues with the Incident Commander and EOC Director. Maintain continuous communications with the Incident Commander. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up. Manage all financial aspects of an incident. 	required. Ensure that all records are current and complete prior to demobilization.	and fiscal agreements. Maintain equipment time records.	injury or property damage due to the incident. Oversees the completion of all forms required by workers' compensation and local agencies.	 Collect and evaluate cost data to establish an accurate picture of the incident costs. Create cost summaries, cost estimates, and cost saving recommendations. Prepare resources-use cost estimates for the Planning Section. Identify all equipment and personnel requiring payment.
			Incident Commander. Throughout the duration of the incident, □ Chronologically document all actions, Copies can be found in Section 6: For After the incident is over, each person in □ Assist with post-incident activities.	Briefing and ICS 207 Incident Organization Chart from the each person in a role must: decisions, contacts and requests on an ICS 214 Activity Log. orms.

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Revised October 2018

		Operat	ions Sectio	n - Public S	afety Roles
Public Safety Group Supervisor	Air Monitors	Reception Centre Rep	Roadblocks	Rovers	Telephoners
The Public Safety Group Supervisor is responsible for the management, planning, consideration, an implementation of external public protection activities for the duration of the incident.	Air Monitoring personnel are responsible for acquiring and providing air quality readings to the Public Safety Group Supervisor.	Reception Centre Reps are responsible for establishing reception centres, managing evacuee accommodation, communication, and documentation for compensation purposes.	Roadblock personnel are responsible for restricting unauthorized entry into the hazard areas during an incident that could potentially jeopardize public safety.	Rovers travel to assigned locations to locate the public and personally provide public safety instructions and assistance as required. This may be completed via truck, ATV, boat, helicopter, etc.	notification of impacted residences and
Confirm communication links with the Incident Commander and Operations Section Chief. In conjunction with the Incident Commander: determine the size of the EPZ; identify the residents, businesses, industrial operators, and /or transients in the area; and determine the initial public protection measures to be taken Consider the impact of major highways, navigable water courses, cleared pipeline rights of way & railways in the hazard area. Refler to Section 4: Emergency Response Procedures for guidelines on evacuation / shelfer, ignition readilocks, rovers, public concerns, etc. Additional information for Air Monitors, Reception Centre Representative, Roadblocks, Rovers, and Telephoners can be found in Section 2: Rotes & Responsibilities. In conjunction with the Incident Commander, Planning Section Chief, and Operations Section Chief, develop and implement an incident Action Plan (IAP). Review resident lists, area user lists, reception centres, and telephoner numbers within the ERP. If required, establish a Regional Emergency Operations Centre (RECC). Assign personnel to assume the following positions as required: Air Monitors, Reception Centre Representative, Roadblocks, Rovers, and Telephoners. The Telephoners must have sufficient personnel to accommodate the following ratios when contacting residents: 1 Telephoner to every 7 residences; and 13 Supervisor for every 10 Telephoners. Dispatch Air Monitors at a Level 1 emergency (hand-held and mobile). Institute of the party mobile air monitoring units which can measure in parts per billion (ppb) Maintain communication with the appropriate hand-held gas monitors to record concentrations of LEL an Hys at the aniest un-evacuated residences downwind of the incident site. Mobilize third party mobile air monitoring units which can measure in parts per billion (ppb) maintain communication with the applicable government regulator and environment agency regarding air monitoring needs and activities. Consult with the Operations Section Chief to determine the need for e	communications, reports, monitors, safety, and breathing equipment). Confirm communication links. Monitor closest downwind public location or residence. Monitor environment for adverse effects. Record all readings on the Air Monitoring Log. Report all readings at established intervals to the Public Safety Group Supervisor. For your own safety, ensure Public Safety Group Supervisor is notified immediately if readings are approaching 10% LEL and / or 10 ppm H ₂ S. Prepare Mobile Monitoring Plan. Prior to beginning any activities, each plan. Important Prior to beginning any activities, each plan. Chronologically document all action an ICS 214 Activity Log. Copies can After the incident is over, each person Assist with post-incident activities.	nt Briefing and ICS 207 Incident nt Commander. t, each person in a role must: us, decisions, contacts and requests on the found in Section 6: Forms.	□ In conjunction with the Public Safety Group Supervisor determine the need for and location of roadblocks. □ Pickup and check roadblock kits. □ Proceed to roadblock locations. □ Determine driving directions to assigned roadblock location that does not have you pass through the hazard area. □ Confirm communication links. □ Establish roadblocks to secure the EPZ. □ Follow the scripts and procedures in the ERP. Refer to either Section 2: Roles & Responsibilities or Section 6: Forms. □ If media personnel show up at your roadblock, forward all requests to your direct supervisor who'll direct them to the Information Officer. □ Monitor area for H₂S and / or LEL with personal monitors and document readings on the Air Monitoring Log. □ Report all H₂S and / or LEL reading changes / increases to the Public Safety Group Supervisor. □ For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching 10% LEL and / or 10 ppm H₂S. □ Record all incoming and outgoing traffic, personnel, and equipment on the Roadblock Log. □ Forward information given to you by people passing through your location to the Public Safety Group Supervisor. □ Report any person that insists on going through the roadblock into the hazard area as well as any suspicious activity to the Public Safety Group Supervisor. □ Maintain communication with the Public Safety Group Supervisor. □ Maintain roadblock locations. Do not leave until requested to do so by the Public Safety Group Supervisor. □ Maintain roadblock locations. Do not leave until requested to do so by the Public Safety Group Supervisor. □ Maintain roadblock locations. Do not leave until requested to do so by the Public Safety Group Supervisor. □ Maintain roadblock personnel. Note: See Section 2: Roles & Responsibilities for a media script for Roadblock and Rover personnel.	 □ Check all buildings including barns, shops, sheds, etc. □ Assist, as required, with the notification, evacuation or sheltering of persons within the EPZ. Record all contact with residents using the Resident Contact Log. □ Post Evacuation Notices for residents that are not at their residence. □ Follow the scripts and procedures in the ERP. Refer to Section 2: Roles & Responsibilities or Section 6: Forms. □ Monitor area for H₂S and / or LEL with personal monitors and document readings on the Air Monitoring Log. □ Report all H₂S and / or LEL reading changes / increases to the Public Safety Group Supervisor. □ For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching 10% LEL or 10 ppm H₂S. □ Report any suspicious behaviour to the Public Safety Group Supervisor who will notify the police as required. □ Maintain communication with the 	□ Confirm resident contact lists are available. □ Confirm communication links. □ In conjunction with the Public Safety Group Supervisor, determine who needs to be notified (residents, businesses, area users, etc.). □ Review with the Public Safety Group Supervisor which telephoner scripts to use: Early Notification / Voluntary Evacuation Message, Shelter-in-Place Phone Message, Evacuation Phone Message. □ Contact special needs residents at a Level 1 Emergency and provide them with the option to evacuate. □ Contact the other residents and area users in the EPZ and advise them to evacuate or shelter. □ Contact the schools / school buses to make arrangements for school age children (if applicable). □ Advise that buses in the affected area leave immediately and that buses should not enter the area. □ Request a school administrator for the reception centre to assist in managing the children and releasing them to their guardians. □ Document all resident interactions using the Resident Contact Log and report this information to the Public Safety Group Supervisor about unsuccessful contacts and any residents requiring assistance.
request that a Notice to Airmen (NOTAIN) is issued to restrict the airspace above the EPZ.					Revised November 2022
Located at the Incident Command Post (ICP) or the Regional Emergency Operations Centre (REOC).	Location will be assigned.	Location will be the reception centre.	Location will be assigned.	Location will be assigned.	Location will be Incident Command Post (ICP) or Regional Emergency

Air Monitor Roles

- □ Obtain and check equipment and information (maps, forms, communications, reports, monitors, safety, and breathing equipment).
- □ Confirm communication links.
- ☐ Monitor closest downwind public location or residence.
- ☐ Monitor environment for adverse effects.

A5

☐ Record all readings on the Air Monitoring Log provided. □ Report all readings at established intervals to the **Public Safety Group Supervisor**.

- □ For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching the following levels: 10% LEL or 10 ppm H₂S.
- ☐ Prepare Mobile Monitoring Plan.
- □ Document activities using the ICS 214 Activity Log.
- ☐ Assist with post-incident activities.
- ☐ Monitor H₂S and LEL concentrations along the edge of the EPZ to determine if sheltering and/or evacuation criteria has been met beyond the EPZ.

Air Monitoring Equipment

Air monitoring equipment is used to:

- Track the plume.
- · Determine if ignition criteria are met.
- · Determine whether evacuation and / or shelter-in-place criteria have been met.
- · Determine roadblock locations.
- · Determine concentrations in areas being evacuated to ensure that evacuation is safe.
- Assist in determining when the emergency can be downgraded.

Tips

- ☐ Air monitors should be dispatched at a Level 1 Emergency.
- ☐ Ensure all equipment is operational and the appropriate documentation is available to verify testing and calibration requirements.
- ☐ Use the buddy system where possible.
- ☐ Breathing apparatus be prepared to don apparatus quickly.
- ☐ Ensure all personnel have a personal gas monitor.
- ☐ Speed and direction of wind may vary, therefore, be prepared to track gas plume.
- □ Record all information:
- · Concentrations in ppm or ppb
- Location and time of readings
- · Wind speed and direction

Regulatory Requirements

Drilling & Completions

Critical / Special Sour Wells

If the EPZ includes a portion of urban density development or urban centre:

- · There must be minimum of two mobile air monitors:
 - · One to monitor the boundary of the urban density development or urban centre and the other to track the plume.
- Ensure that one unit is in the area during drilling and / or completion, testing, and workover operations in potentially critical sour zones.
- Dispatch a mobile air quality monitoring unit(s) at a level 1 emergency and request additional units as required.
- Dispatch a mobile air quality monitoring unit(s) when it is evident that well control measures are deteriorating and that a sour gas release is likely to
- · Prior to conducting operations in the sour zone, determine where the monitoring equipment is located and what the estimated travel time is to the well site.

If the EPZ **DOES NOT** include a portion of urban density development or urban centre:

- Dispatch a mobile air quality monitoring unit(s) at a level 1 emergency and request additional units as required.
- Dispatch a mobile air quality monitoring unit(s) when it is evident that well control measures are deteriorating and that a sour gas release is likely to
- · Prior to conducting operations in the sour zone, determine where the monitoring equipment is located and what the estimated travel time is to the well site.

Continuous Detection Devices

A continuous H₂S/LEL system must be used while in the critical sour zone. The detection system requirements are as follows:

- A minimum of four sensors able to detect H₂S concentrations of 5 ppm or
- Audible and visual alarms near the driller's station.
- Set alarms at 10 ppm.
- · Locate sensors at the shale shaker, near the bell nipple, on the rig floor, and at the mud mixing unit.

Portable Detection Devices

• One portable H₂S detection device is required while drilling in the critical sour zone.

Production Operations & General Information

Sour Gas Release

- If notified of a release by alarm or by a reported odour, the licensee must investigate the source of the release and dispatch air monitors upon confirmation of the release location or when it is evident that spill control measures are not effective.
- · Air quality monitoring occurs downwind with priority being directed to the nearest un-evacuated residence or area where people may be present.
- · Air monitors (personal handheld, stationary, and mobile) should be dispatched at a level 1 emergency.
- Dispatch a mobile air quality monitoring unit(s) when it is evident that spill control measures are not effective and that a sour gas release is likely to
- · Licensee personnel will monitor and record the concentrations until a mobile air monitoring unit arrives or until the incident is over. At minimum, these readings must include LEL and H₂S.
- · If a sour gas release has been ignited, the licensee should continue to monitor response zones for H₂S from incomplete combustion, as well as
- The licensee is expected to provide monitored H₂S and SO₂ information on a regular basis throughout a sour gas emergency to the relevant government regulator, environmental agency, health authority, local authorities, and on request to the public.

HVP Product Release

- · Air quality monitoring may occur downwind or upwind depending on how the plume is tracking, with priority being directed to the nearest un-evacuated residence or areas where people may be present.
- · The licensee is expected to provide monitored HVP product LEL information on a regular basis throughout the emergency to the relevant government regulator, environmental agency, health authority, local authorities, and on request to the public.

Downgrading Level of Emergency

• The decision to downgrade an incident will be based on the air monitoring results.

Air Monitoring Log - Example

T :	Landing of Complete	H ₂ S	LEL	O ₂	SO ₂	041	T (90)	Wind Conditions *		
Time	Location of Samples	(ppm)	(%)	(%)	(ppm)	Other	Temp (°C)	From	Speed (km/hr)	Comments
19:06	12-05-13-16 W5M	5	4		10		19	NW	12	Picked up 5 ppm reading upon entering lease access. Contacted control room at plant.
19:15	12-05-13-16 W5M	6	7		12		18	NW	11	H ₂ S reading increased 1 ppm at the access point.
19:25	12-05-13-16 W5M	6	7		12		17	NW	11	No change in readings. Wind and temperature is down.

* Estimate meteorological conditions where accurate readings are not available.

Choosing a Position

- 1. Using your map and the current wind conditions, travel downwind, with priority being directed to the nearest un-evacuated residence or area where people may be present.
- 2. Confirm the location with the Public Safety Group Supervisor and make sure you have a safe route to the assigned location that does not cross the hazardous area.

Record Information 2.

Record information on the following forms located within this Section:

☐ Air Monitoring Log □ ICS 214 Activity Log A5 ICS 214

Reporting and Contacts

Air Monitors report to the Public Safety **Group Supervisor.**

Name:

Phone Number:

Reception Centre

Location:

Phone Number:

Wind Direction:

Revised November 2021

Monitor

A5 Air Monitoring Log

			Comments						
			Wind Conditions * Speed From (km/hr)						
			Wind C From						
			(°C)						
ne:	ition:		Other						
Responder Name:	Responder Position:		SO ₂ (mdd)						
Resp	- Resp		O ₂ (%)						
			(%)						
			(mdd)						
	of		Location of Samples						
Date:	Page		Time						

ICS 214 Activity Log

ncident Name:			
Date / Time Initiated:			
Prepared by:		Position / Title:	
Personnel Assigned			
Name	ICS I	Position	Location
Activity Log		Antinun	
Time		Actions	

Overview

In the event of an emergency in which residents need to be evacuated, a Reception Centre must be established to receive and register the evacuees. A Reception Centre Representative is assigned to manage / coordinate activities at the Reception Centre. The Reception Centre Representative continuously updates the Public Safety Group Supervisor with a list of those who have, and have not, checked in at the Reception Centre.

Reception Centre Rep Roles

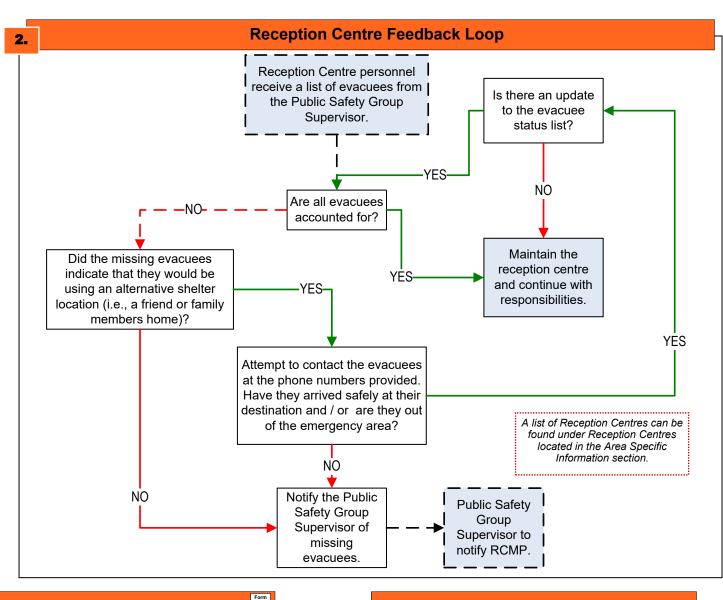
- ☐ Confirm Reception Centre is available for use.
- ☐ Establish Reception Centre.
- ☐ Confirm communication links.
- ☐ Receive evacuees and maintain a Reception Centre Registration Log.
- ☐ Arrange for food and accommodations for the evacuees.
- ☐ Provide evacuees with a place to request counselling services, if required.
- □ Record and follow up on all evacuees who choose to make their own accommodation arrangements.
- ☐ Arrange for temporary care of livestock (if possible) and ☐ B2 the security of evacuated property.
- ☐ Establish and oversee compensation administration activities at the reception centre.
- ☐ Reimburse evacuees for their immediate out-of-pocket expenses and log details on a Resident Compensation Log.
- ☐ Where possible, provide evacuees with information regarding their property, livestock, and the incident.
- □ Forward all media and incident inquiries to the Information Officer.
- □ Report all names of evacuees who have registered at the Reception Centre to the Public Safety Group Supervisor.
- ☐ Document activities using the ICS 214 Activity Log.
- ☐ Assist with post-incident activities.
- lacktriangle Confirm information to be released to public with the Information Officer.
- □ Address resident concerns and forward them to the Public Safety Group Supervisor.

Choosing a Reception Centre

- □ Reception Centres are usually located in schools, hotels / motels, or community halls.
- ☐ It may be useful to coordinate the location of the Reception Centre with the local authority (city, town, county, M.D., etc.).
- ☐ See Area Specific Information (white tabs) for pre-identified Reception Centres in your area.
- A Reception Centre should:
- ☐ Have a conference room of some type where a large number of people can gather
- ☐ Have conferencing services including fax machine, internet access, and phone access.
- ☐ Be large enough to house all of the evacuees.
- ☐ Be outside of the hazard area
- ☐ Allow residents to evacuate to the Reception Centre without travelling through the hazard area.
- ☐ Allow pets.

Tips

- ☐ Ensure you have enough staff to handle the needs of all of the evacuees
- ☐ Allow evacuees to vent their emotions.
- ☐ Do not make any promises that cannot be kept.
- ☐ Attempt to reunite families as quickly as possible.
- □ Document the details of anyone who may have trouble coping with the incident so that they can be given proper psychological support.
- ☐ Monitor whether residents that have been contacted by the Telephoners, Rovers, and Roadblock personnel have checked in at the Reception Centre.



Reception Centre Registration Log - Example

Name (List all names in party) **Destination Phone #** # of Number Arrival Depart Resident ID (Where they can be **Occupants Arrived** Time First Last G124-A John Doe 2 2 19:06 19:21 555-555-5555 555-555-5555 H131-B Jane Doe 3 19:12 19:28 F122-A 5 3 19:20 555-555-5555 James Doe

Media Statement

В1

Refer all media inquiries to the Media Representative in Calgary. However, if they insist on a statement, please use the following:

Comments

John and his wife arrived safely then left to stay at

a friend's house in Red Deer. Jane and her 2 children arrived safely then left to

stay with her mother in Bentley. James, his wife and 1 child arrived safely. The other

two children are away on a school trip. They will

stay at the reception centre for the night.

"We are currently dealing with the situation at hand to ensure the safety of the public, our personnel, and the environment. A statement will be released by the company once the facts have been determined. If you would like to leave your business card or phone number, a company representative will provide you with more information as it becomes available."

Note: See Section 3.0 Communication & Media for more information on media.

Record Information

Record information on the following forms located within this Section:

- ☐ Reception Centre Registration Log
- ☐ Resident Compensation Log
- ☐ ICS 214 Activity Log
- ☐ Media Contact Log

Form	Form	For
ICS 214	В1	B

Form	Form
B2	C2

Reporting and Contacts

Reception Centre Reps report to the Public Safety Gr	ou
Supervisor	

Phone Number:

Reception Centre

Location:

Phone Number:

Wind Direction:

February 2019

Revised

B1 Reception Centre Registration Log

Date:		Responder Name:	
Page	of	Responder Position:	Responders Phone No.:

Resident	Name (list all	Name (list all names in party)		Number Arriva	Arrival	Denart	Destination		
id	First	Last	# Of Occupants	arrived	time	Depart time	phone # (where they can be reached)	Comments	

B2 Resident Compensation Log

Resident's Name:	Home Address:	Home Telephone #:	Location of Land (LSD):
		Business Telephone #:	
Number of Residents Evacuated:	Evacuated to:	Telephone # While Evacuated:	

No.	Date	Location	Trans.	Accom.	Meals	Phone	Sundry	Total	Details of Expense
							,		
_									
	Total Repo	orted Expenses							

Approved By: _____ Date: ____

ICS 214 Activity Log

ncident Name:		
Date / Time Initiated:		
Prepared by:	Position / Title:	
Personnel Assigned		
Name	ICS Position	Location
Activity Log		
Time	Actions	

Overview

In the event of an emergency, roadblock locations and road detours will be established. The company will initially establish and maintain roadblocks until relieved by highway maintenance contractors or the RCMP. Roadblock personnel will be assigned in teams of two, one member to stop approaching traffic, the other will record the information gathered and relay to The Public Safety Group Supervisor. The Public Safety Group Supervisor must be continuously updated by Roadblock personnel so that all vehicles entering and exiting the EPZ are accounted for.

Roadblock Personnel Roles

- ☐ In conjunction with the Public Safety Group Supervisor, determine the need for and location of roadblocks.
- ☐ Pickup and check roadblock kits.
- ☐ Proceed to roadblock locations.
- ☐ Determine driving directions to assigned roadblock location that does not have you pass through the hazard area.
- ☐ Confirm communication links and establish communication interval times.
- ☐ Establish roadblocks to secure the EPZ.
- ☐ Follow the scripts and procedures in the ERP.
- ☐ If media personnel show up at your roadblock, forward all requests to your direct supervisor who'll direct them to the Information officer or Corporate
- ☐ Knowledge and ability to communicate safest route away from hazard.
- ☐ Monitor area for H₂S and / or LEL with personal monitors and document readings on the Air Monitoring Log.
- ☐ Report all reading changes / increases to the Public Safety Group Supervisor. ☐ For your own safety, ensure the Public Safety Group Supervisor is
- notified immediately if readings are approaching 10% LEL and / or 10 ppm ☐ Move location of Roadblock immediately if readings are approaching
- 10% LEL and / or 10 ppm H₂S.
- ☐ Record all incoming and outgoing traffic, personnel, and equipment on the Roadblock Log
- ☐ Forward information given to you by people passing through your location to the **Public Safety Group Supervisor**.
- ☐ Document activities using the ICS 214 Activity Log.
- ☐ Report any person that insists on going through the roadblock into the hazard area as well as any suspicious activity to the Public Safety Group
- ☐ Maintain communication with the Public Safety Group Supervisor.
- ☐ Maintain roadblock locations. Do not leave until requested to do so by the Public Safety Group Supervisor or until relieved by other Roadblock
- Assist with post-incident activities.

Roadblock Kit Contents - Sample

The roadblock kit may contain the following items:

Recommended

- ☐ Direct communication capability (radio, cell phone, etc.)
- ☐ ERP maps and roadblock forms
- ☐ Flashlight and batteries
- ☐ High visibility / reflective vests
- ☐ Orange traffic cones / reflectors
- ☐ Pens and / or pencils
- ☐ Personal Air Monitoring Device (H₂S, CO, O₂, LEL)
- ☐ Portable rotating emergency light
- ☐ Hand-held stop sign with reflective tape ■ Waterproof bag

Optional

- ☐ Caution tape □ Rain suit
- ☐ Road barrier

Tips

- ☐ When talking to motorists at the roadblock, ONLY provide them with the information as directed by the Public Safety Group Supervisor.
- ☐ Ask for identification prior to granting access.
- ☐ You do not have the legal authority to restrict access to the area without an order from the relevant authority. Report any person who chooses to proceed, without permission, through the roadblock.
- ☐ Check with the motorists and ensure all members of their residence are accounted for and documented on the Resident Contact Log. Report any resident that is left behind in the EPZ.
- ☐ The roadblock should be setup to allow optimal visibility and sufficient distance for traffic to come to a safe and complete stop.
- □ Roadblock personnel should be highly visible on the side of the road and have an escape route in case of an emergency.
- ☐ DO NOT leave your position until you are directed to do so.

Choosing a Roadblock

Roadblocks should be established:

- ☐ Approximately where the EPZ intersects any highways / roads.
- ☐ Outside of the hazard area.

1.

2.

3.

- ☐ At a conspicuous location where the **Roadblock** personnel will be visible to approaching traffic, providing them with enough time to safely stop.
- ☐ At a location where traffic can easily turn around or detour (consider the potential for larger vehicles such as buses, semi-trailers, drilling rigs, etc.).
- ☐ Where possible at natural roadblock locations (e.g., gates, bridges, junctions, etc)

Before Departure

- ☐ Make sure your vehicle is equipped and suitable for the travel conditions.
- □ Check roadblock kit to confirm all items are present (see sample of roadblock kit contents to
- ☐ Confirm that your handheld monitor for H₂S and / or LEL is functioning properly.
- ☐ Check all communications devices.
- ☐ Check that the red signaling baton flashlight is working and has spare batteries.
- ☐ Confirm that you have enough copies of the Roadblock Log form.
- Confirm the location of the roadblock with the Public Safety Group Supervisor and make sure you have a safe route to the assigned location that does not cross the hazardous area.

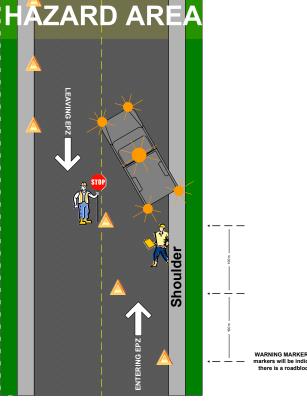
Setting up a Roadblock

- ☐ Park vehicle as illustrated, activating four way flashers and roof mounted rotating beacon.
- □ Put on reflective vests. ☐ Take a reading with your handheld monitor for H₂S and / or LEL; ensuring your
- roadblock is not too close to the edge of A5 the EPZ. Record readings on the Air
- Monitoring Log. ☐ Notify the Public Safety Group Supervisor once your
- roadblock is set up. ☐ Continue to monitor and record H₂S and / or LEL levels at scheduled intervals Report to the Public Safety Group
- scheduled intervals. ☐ Maintain roadblock until the emergency is over and the "all clear" message is given or until relieved by other Roadblock personnel.

Phone Number:

Wind Direction:

Supervisor at



To give motorists time to prepare to come to a stop, it is

recommended that the Roadblock personnel set up all

available collapsible reflective triangles 100 metres apart, at

Roadblock personnel cannot force an evacuation or restrict

access to the area unless proper authority has been granted. The authority for forced evacuation is gained only

through the declaration of a State of Local Emergency by

a minimum distance of 200 metres before the roadblock.

Reporting and Contacts

Roadblock personnel report to the Public Safety Group Supervisor.

ivaille	
Phone Number:_	
Reception Centre	
Location:	

When establishing a roadblock consider: Visibility

the local authority.

- Distance ☐ Bends in the road ☐ Level of the ground
- ☐ Remain calm ☐ Be courteous □ Record names

Remember to:

☐ Notify the Public Safety Group Supervisor

How to Stop Traffic

- 1. Hold the reflective stop / slow paddle erect and away from your body. Never wave the sign.
- 2. Look directly at the approaching driver.
- 3. Raise your free arm with the palm of your hand exposed to the driver.
- 4. Bring the vehicle to a full stop.
- 5. After the first vehicle has stopped, move to a spot (near the centre line of the roadway) where you can be seen by other approaching vehicles.

Because visibility is reduced at night, it is important that you use utmost care when stopping traffic through a roadblock area, and that you protect yourself from injury by:

- ☐ Standing in a safe position on the shoulder of the road.
- ☐ Waving the red signaling baton flashlight back and forth.

Note: The red signaling baton flashlight should only be used in place of the reflective stop / slow paddle at night or in conditions of low / poor visibility.

Roadblock Script

"I am representing [Insert Company Name] and we are presently experiencing control problems ahead. This situation is serious enough to warrant restricted access beyond this point. For your own safety I must ask you not to proceed."

5a.

4.

- ♦ Record driver's name, vehicle make, colour, etc. and at least the license plate number of all vehicles approaching your roadblock; also make a note of the time and of the direction the vehicle took when leaving (e.g., east, south, west, north) on your log sheet.
- ♦ Remember you have no legal position to restrict access to the general public. You are there to protect and notify - to protect the health and safety of the people by notifying them of the danger and secondly to protect the property of the residents who have evacuated the area.
- ◆ Should someone continue into the restricted area, regardless of your warning about personal safety, then use the 2-way radio or cell phone to notify the Public Safety Group Supervisor and the matter shall be immediately turned over to the Police.

5b.

6.

Media Statement

If the media arrives at your roadblock location, company personnel may give the following statement:

"We are currently dealing with the situation at hand to ensure the safety of the public, our personnel, and the environment. A statement will be released by the company once the facts have been determined. If you would like to leave your business card or phone number, a company representative will provide you with more information as it becomes available."

Contact the **Public Safety Group Supervisor** if a media representative arrives at your roadblock.

NEVER offer your opinion of what is happening at the location to a media person or stranger. This can be interpreted as the company's position. DO NOT give statements, other than the above message, regarding the emergency situation to the MEDIA. Refer them to the Information Officer.

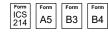
Be courteous but firm.

If the questioning persists, just keep politely repeating word for word the statement above.

Record Information

Record information on the following forms located within this section:

- ☐ Roadblock Log □ Resident Contact Log
- ☐ Air Monitoring Log ☐ ICS 214 Activity Log







Possible Scenarios for Roadblock Personnel:

- Motorist obeys request and drives away from the EPZ.
- ♦ Motorist is leaving the EPZ and agrees not to return until further notice.
- Emergency responders (service companies, fire, ambulance, etc.) are entering the EPZ to help respond to the incident.
- ♦ Motorist disobeys request to leave the area and enters the EPZ.

In all cases, notify the Public Safety Group Supervisor and log all information

November

B3 Resident Contact Log

Date: _		Responder Name:	
Page	of	Responder Position:	Responders Phone No.:

				Number	of people	Assistance or	
Time	Resident name	Resident ID	Shelter / Evacuate	Inside	Outside	transportation required?	Comments
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	

B4 Roadblock Log

Date:		Responder Name:	
Pag	je of	Responder Position:	Responders Phone No.:

Vehicle type	License plate # and province / state	Name of driver (if available)	# of people in vehicle	Time entering zone	Time Exiting zone	Comments (record all vehicles turned away)

ICS 214 Activity Log

Incident Name	e:						
Date / Time In	nitiated:						
Prepared by:				Position / Title:			
Personnel As	ssigned						
	Name		CS Position	ı		Location	
Activity Log							
Time			Ac	tions			

Rover Personnel Roles

☐ Confirm resident contact lists are available.

☐ Confirm communication links

☐ Know safe routes in and out of the EPZ.

☐ Search for residents and transients in the Emergency Planning and Response Zones.

☐ Check all buildings including barns, shops, sheds, etc.

☐ Assist, as required, with the notification, evacuation or sheltering of persons within the Emergency Planning В3 Zone. Record all contact with residents using the Resident Contact Log.

☐ Post Evacuation Notices for residents that are not at their residence. B5

☐ Follow the scripts and procedures in the ERP.

☐ Monitor area for H₂S and / or LEL with personal monitors and document readings on the Air Monitoring Log.

A5 □ Report all reading changes / increases to the Public Safety Group Supervisor.

☐ For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching the following levels: 10% LEL and / or 10 ppm H₂S

☐ Report any suspicious behaviour to the **Public Safety Group** Supervisor who will notify the police as required.

☐ Document all activities using the ICS 214 Activity Log. ☐ Maintain communication with the Public Safety Group

Supervisor

☐ Assist with post-incident activities.

Media Statement

If a media representative approaches you, company personnel may give the following statement:

"We are currently dealing with the situation at hand to ensure the safety of the public, our personnel, and the environment. A statement will be released by the company once the facts have been determined. If you would like to leave your business card or phone number, a company representative will provide you with more information as it becomes available.'

Contact the Public Safety Group Supervisor if a media representative approaches you.

NEVER offer your opinion of what is happening at the location to a media person or stranger. This can be interpreted as the company's position. DO NOT give statements, other than the above message, regarding the emergency situation to the MEDIA. Refer them to the Information Officer.

Be courteous but firm. If the questioning persists, just keep politely repeating word for word the statement above.

Reporting and Contacts Rovers report to the Public Safety Group Supervisor.

Name:	
Phone Number:	
Reception Centre:	
Location:	

Phone Number

Wind Direction:

Evacuation Notice - Example



EVACUATION NOTICE

[Insert Company Name] has an emergency at its nearby location.

As a safety precaution, please leave the area in a (north / east / south / west) direction and proceed to the **Reception Centre located at**

[Insert Company Name] representatives will be available at the Reception Centre to address your questions or concerns.

For assistance, call [Insert Company Name] at

Thank you

Tips

Remember to:

☐ Remain calm

☐ Be courteous

☐ Document all actions and comments

☐ Notify the Public Safety Group Supervisor

Remember to use a handheld H₂S and / or LEL monitor to continually test the atmosphere. Report all H₂S and / or LEL reading changes / increases to the Public Safety Group Supervisor.

Response personnel cannot force an evacuation or restrict access to the area unless proper authority has been granted. The authority for forced evacuation is gained only through the declaration of a State of Local Emergency by the local authority.

Before Departure

☐ Protect yourself

☐ Ensure you are equipped with all necessary equipment:

□ Gas monitors

☐ Mobile communications or other form of communication

☐ Forms

☐ Vehicle (4x4) with full tank of fuel

■ Map

☐ Confirm that your handheld monitor for H₂S and / or LEL is functioning properly.

☐ Confirm that you have enough copies of the Evacuation Notice.

☐ Confirm your assignments with the Public Safety Group Supervisor and make sure you have a safe route to the assigned location that does not cross the hazardous area.

Notifying Residents / Transients

The Public Safety Group Supervisor may request you to patrol the Emergency Planning and Response Zones in search of transients (people passing through the area) and / or residents that couldn't be reached by phone. Make contact with residents / transients and after providing an explanation record their names, contact information, purpose for being in the area (travelling through, live in the area, etc.), current condition, timing of your arrival, and whether or not they require evacuation assistance

"Hi, I am [Insert Name] representing [Insert Company Name]. The company is presently experiencing control problems at a nearby location. The situation is serious enough that we are evacuating the public in the area. For your own safety I must ask you to leave the area immediately and check in with a company representative at the Reception Centre. Representatives at the Reception Centre will address any questions you may have and will make arrangements for your temporary accommodations.

☐ Ask if they will require evacuation assistance and arrange additional transportation assistance if necessary

☐ Make sure they are all accounted for.

☐ Ensure they gather any supplies they will need for the next 24 hours (medicines, baby food, diapers,

☐ If they are able to transport themselves to the Reception Centre provide them with directions that will keep them away from the hazard.

☐ Ask them if they have any questions.

☐ Provide them with your name and contact information in case they need assistance later.

☐ Report to the **Public Safety Group Supervisor**.

Requested Evacuation Assistance

The Public Safety Group Supervisor may request you to provide evacuation assistance for residents that have requested it. Ensure you obtain the number of residents requiring assistance, resident's names, location (legal and address), and the reason evacuation assistance is required (medical issue, children home alone, etc). A Telephoner should have already contacted and explained the situation to the residents; however, it is a good idea to confirm with the Public Safety Group Supervisor that they know you are coming to assist them. If they have not already been informed, contact the resident to tell them you are on your way and provide an estimated time of arrival.

"Hi, I am [Insert Name] representing [Insert Company Name]. I am here to help you evacuate out of the hazard area and make sure you arrive safely at the Reception Centre. A company representative at the Reception Centre will address any questions you may have and will make arrangements for your temporary accommodations.

☐ Try not to scare them. They are aware you might be coming but don't know what to expect. ☐ Make sure they are all accounted for.

☐ Ensure they gather any supplies they will need for the next 24 hours (medicines, baby food, diapers,

☐ Ask them if they have any questions.

☐ Once you are satisfied that all personnel from the residence are accounted for, deliver them to the Reception Centre.

☐ On the way to the Reception Centre, notify the Public Safety Group Supervisor of your progress and estimated time of arrival at the Reception Centre.

☐ Ensure that the residents check in at the Reception Centre with the Reception Centre Representative before you leave for your next assignment.

Record Information

Record information on the following forms located within this section:

☐ Resident Contact Log ☐ Air Monitoring Log

☐ ICS 214 Activity Log ■ Evacuation Notice

ICS 214 A5 B3 B5

November

B3 Resident Contact Log

Date:			Responder Name:				
Page	of		Responder Position:				Responders Phone No.:
i	:	!	!	Number	Number of people	Assistance or	
Time	Resident name	Resident ID	Shelter / Evacuate	Inside	Outside	transportation required?	Comments
			O Shelter			O Yes	
			O Evacuate			O No	
			O Shelter			O Yes	
			O Evacuate			O No	
			O Shelter			O Yes	
			O Evacuate			O No	
			O Shelter			O Yes	
			O Evacuate			O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes	
			O Shelter O Evacuate			O Yes	
			O Shelter O Evacuate			O Yes	
			O Shelter O Evacuate			O Yes O No	
			O Shelter			O Yes	
			O Evacuate			O No	
			O Shelter			O Yes	
			O Evacuate			oN C	
			O Shelter			O Yes	

ICS 214 Activity Log

Incident Name:					
Date / Time Initiated:					
Prepared by:			Position / Title:		
Personnel As					
	Name	ICS Pos	sition	Location	
Activity Log					
Time			Actions		

Overview

In the event of an emergency in which residents and area users need to be sheltered and / or evacuated, a team of Telephoners will be established to contact people in the area and provide instructions to ensure their safety. The Public Safety Group Supervisor must be continuously updated with the **Telephoners** progress so that unsuccessful contact attempts and requests for evacuation assistance can be followed up on immediately.

Telephone Personnel Roles

- ☐ Confirm resident contact lists are available.
- ☐ Confirm communication links.
- ☐ In conjunction with the Public Safety Group Supervisor, determine Form who needs to be notified (residents, businesses, area users, etc.).
- ☐ Review with the Public Safety Group Supervisor the telephoner scripts to be used: Early Notification / Voluntary Evacuation Message, Shelter-in-Place Phone Message, Evacuation Phone
- $\hfill\square$ Contact special needs residents at a Level 1 Emergency and provide them with the option to evacuate.
- ☐ Contact the other residents and area users in the EPZ and advise them to evacuate or shelter.
- ☐ Contact the schools / school buses to make arrangements for school age children (if applicable).
- ☐ Advise that buses in the affected area leave immediately and that buses should not enter the area. Request a school administrator for the reception centre to assist in
- managing the children and releasing them to their guardians □ Document all resident interactions using the Resident Contact Log
- and report this information to the Public Safety Group Supervisor. Immediately advise the Public Safety Group Supervisor about unsuccessful contacts and any residents requiring assistance.
- ☐ Document all activities using the ICS 214 Individual Activity Log.

Shelter-In-Place Instructions

☐ Immediately gather everyone indoors and stay there. Do not leave even if

☐ Close and lock all outside doors and windows. Tape gaps around doors and

 $\hfill\square$ Turn off appliances or equipment that blows out indoor air or sucks in

lacktriangle Turn down furnace thermostats to the minimum setting and turn off air

 $oldsymbol{\square}$ Extinguish all potential sources of ignition (do not smoke or attempt to start

☐ Stay off of the phone so that you can be contacted by emergency

Note: For the full Shelter-In-Place instructions see page 2 of the Shelter-In-Place Telephoner Text form

☐ Assist with post-incident activities.

windows. Leave all inside doors open.

you see people outside.

Hello this is οf (your name,

(company name) Is this the residence at (telephone number) ? (name) is responding to a (potential) emergency at

Shelter-In-Place Phone Message

For your safety, it is extremely important that you, and those with you, stay indoors until the potential hazard no longer exists, or you are advised to evacuate

To help us understand your immediate needs, we need to know:

How many people are at your location now?

Adults Children

Is there anyone in your household that you cannot contact to inform them of the situation and advise them to ge or stay out of the area?

□ Yes □ No

Whom? IF YES

B7

B8

ВЗ

Form ICS 214

2a.

Location of the person(s)

We will send someone to find them as soon as possible.

Do you have children in school at this time?

What school?

☐ Yes ☐ No

IF YES

Children's names

We will contact the school to ensure the safety of your children. Buses will be directed to leave the immediately. If school is in session, your children will be redirected to the reception centre by their bus driver when the school day is over.

Do you have the "Shelter-in-Place" instructions previously provided to you by _____(company name)

Please follow the Shelter-in-Place instructions located inside the resident pamphlet.

Verbally walk the resident through the Shelter-in-Place instructions on the next page.

Do you understand what I have told you?

Is there an alternate number we can contact you at?

Thank you for your cooperation.

If you have any urgent questions, please contact (company name)

(Pass on all information regarding this call to the Public Safety Group Supervisor immediately)

Note: Refer to Shelter-in-Place instructions on page 2 of the Shelter-in-Place Phone Message located in this so

Who to Contact

■ Residents

personnel.

located in SECTION 6.0: FORMS

☐ Schools / School Bus Transportation

□ Businesses

☐ Public Facilities

☐ Recreation Areas ☐ Urban Centres (contact local authority to coordinate)

☐ Area Users (other oil and gas operators, rail, logging, etc.)

 $oldsymbol{\square}$ Stay tuned to local radio and television for possible updates.

□ Trappers

☐ Guides / Outfitters

☐ Grazing Lease / Allotment Holders

Priority is given to:

☐ Those closest to the hazard

☐ Those downwind of the hazard

☐ Those with sensitivity issues (health issues, require assistance, etc.)

Tips

- ☐ Ensure you have enough personnel to quickly and efficiently shelter / evacuate the required residents / area users.
- ☐ A general guideline is to have one **Telephoner** for every seven residences that need to be contacted and one Telephoners Leader for every ten Telephoners.
- ☐ Special needs residents should be contacted at a Level 1 Emergency and given the option to evacuate.

Response personnel cannot force an evacuation or restrict access to the area unless proper authority has been granted. The authority for forced evacuation is gained only hrough the declaration of a Local State of Emergency by the local authority.

	To help us understand your immediate needs, we need to know:
	How many people are at your location now?
	Adults
	Children
situation and advise them to get in doors	Is there anyone in your household that you cannot contact to inform them of the situation and advise them to evacua away from the area?
	☐ Yes ☐ No
	IF YES Whom?
	Location of the person(s)
	We will send someone to find them as soon as possible.
	Do you have children in school at this time?
	□ Yes □ No
	IF YES What school?
	Children's names
es will be directed to leave the area o the reception centre by their regular	We will contact the school to ensure the safety of your children. Buses will be directed to leave the area immediately. If school is in session, your children will be redirected to the reception centre by their regu bus driver when the school day is over.
by(company name)?	Do you require evacuation / transportation assistance?
ident pamphlet.	IF YES We are sending someone to assist you. Please stay indoors and close all doors and windows until a Ro or the local police arrive to evacuate you.
	IF NO Provide the resident with:
ions on the next page.	☐ Directions to safely travel to the reception centre
	☐ A list of items to bring with them to the reception centre (medications, cell phone, etc.)
	☐ An idea of how long they may be expected to stay at the reception centre
	☐ The option to bring their house pets to the reception centre
	Please contact <u>(company name)</u> if you are unable to make it to the reception centre for any reason. Please your phone line free so that we can contact you if necessary.
	Is there an alternate number we can contact you at?
at (telephone number) .	A company representative at the reception centre will address any questions you may have and will make arrangem for your temporary accommodations. Do you understand everything I have told you? Are you leaving immediately?
	If you have any urgent questions, please contact <u>(company name)</u> at <u>(telephone number)</u> .
immediately)	Thank you for your cooperation.
	(Pass on all information regarding this call to the Public Safety Group Supervisor immediately)
one Message located in this section.	3. Record Information
nmunication Flow	Record information on the following forms located within this section. Resident Contact Log
	DICS 214 Individual Activity Log

2b.

Hello, this is

Is this the

and your immediate needs, we need to know: are at your location now? our household that you cannot contact to inform them of the situation and advise them to evacuate on of the person(s) send someone to find them as soon as possible. ren in school at this time? □No chool? en's names contact the school to ensure the safety of your children. Buses will be directed to leave the area iately. If school is in session, your children will be redirected to the reception centre by their regular ver when the school day is over. acuation / transportation assistance? esending someone to assist you. Please stay indoors and close all doors and windows until a Rover ocal police arrive to evacuate you e the resident with: irections to safely travel to the reception centre list of items to bring with them to the reception centre (medications, cell phone, etc.) n idea of how long they may be expected to stay at the reception centre he option to bring their house pets to the reception centre if you are unable to make it to the reception centre for any reason. Please e free so that we can contact you if necessary. e number we can contact you at? ntative at the reception centre will address any questions you may have and will make arrangements

□ Resident Contact Log ☐ ICS 214 Individual Activity Log

Wind Direction:

Evacuation Phone Message

(telephone number)

in vour area.

residence at

For your safety, it is extremely important that you and your family leave your residence immediately and travel in a

(your name)

(company name) is responding to a (potential) emergency at

north / east / south / west direction to our reception centre located at:

(name)

Te	lephoner Communication Flow
Telephoners receive a list of Provide residents / area users from the Public Safety Group Supervisor.	Shelter-in-Place Message Provide Public Safety Group Supervisor with a list of unsuccessful contacts. Provide Public Safety Group Supervisor with a list of unsuccessful contacts and those requiring evacuation assistance. Provide Public Safety Group Supervisor with a list of unsuccessful contacts and those requiring evacuation assistance. Provide Public Safety Group Supervisor to dispatch Rovers Provide Public Safety Group Supervisor with a list of unsuccessful contacts, those choosing to evacuate, and those requiring evacuation assistance.

$\begin{bmatrix} \mathsf{Form} \\ \mathsf{ICS} \\ \mathsf{214} \end{bmatrix} \begin{bmatrix} \mathsf{Form} \\ \mathsf{B3} \end{bmatrix} \begin{bmatrix} \mathsf{Form} \\ \mathsf{B6} \end{bmatrix} \begin{bmatrix} \mathsf{Form} \\ \mathsf{B7} \end{bmatrix} \begin{bmatrix} \mathsf{Form} \\ \mathsf{B8} \end{bmatrix}$ ■ Voluntary Evac Message ☐ Shelter-in-Place Message ■ Evacuation Message **Reporting and Contacts** Telephoners report to the Public Safety Group Supervisor. Name: Phone Number: Reception Centre Location: Phone Number: ____

Revised

noug

February 2019

B3 Resident Contact Log

Date:		Responder Name:	
Page	of	Responder Position:	Responders Phone No.:

				Number	of people	Assistance or	
Time	Resident name	Resident ID	Shelter / Evacuate	Inside	Outside	transportation required?	Comments
			ShelterEvacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	

B6 Early Notification / Voluntary Evacuation Phone Message

Before calling, determine a safe evacuation route for the residents to travel, away from the emergency hazard area, upwind if possible, towards the reception centre.
Hello, this is <u>(your name)</u> calling from <u>(company name)</u> . Is this the <u>(name of residence / business)</u> at <u>(telephone number)</u> ?
(Company name) is responding to a (potential) emergency at (location) in your area.
You are in no danger at this time. All efforts are being made to resolve the problem and this phone call is only to inform you and provide you with an early notification.
To help us understand and your immediate needs we need to know:
How many people are at your location now? (Adults) (Children)
Do you wish to leave your residence at this time?
IF YES Please travel in a north / east / south / west direction to our reception centre located at:
IF NO Please standby for further contact. Please do not use your telephone for outgoing calls as this may prevent us form contacting you with updated information or when the problem has been eliminated.
If you have urgent questions, please contact <u>(company name)</u> at <u>(telephone number)</u> .
Thank you for your cooperation.

(Pass on all information regarding this call to the Public Safety Group Supervisor immediately)

ICS 214 Activity Log

Incident Name:					
Date / Time Initiated:					
Prepared by:			Position / Title:		
Personnel As	ssigned				
	Name	ICS Pos	sition	Location	
Activity Log					
Time			Actions		



Initial Response:

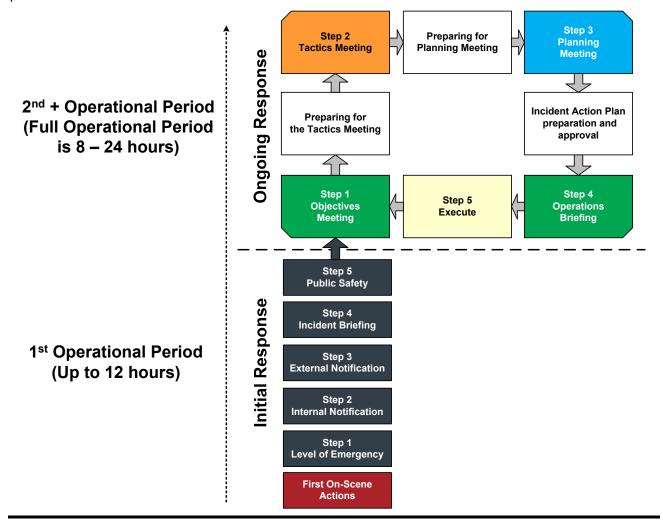
All incidents begin with the initial response (reactive phase) during the first operational period. At the onset of an emergency response an Initial Emergency Report (A1) Form is completed to determine the severity of the emergency and extent of the response. 95% of emergency responses begin and end in the first operational period.

After response personnel ensure their own personal safety by following the First On-Scene Actions, the Five Step Initial Response Guide, and associated tools, provide a structure for the Incident Commander to formulate a response and outlines the steps (key considerations) that need to be addressed and readdressed when evaluating the incident and associated emergency response.

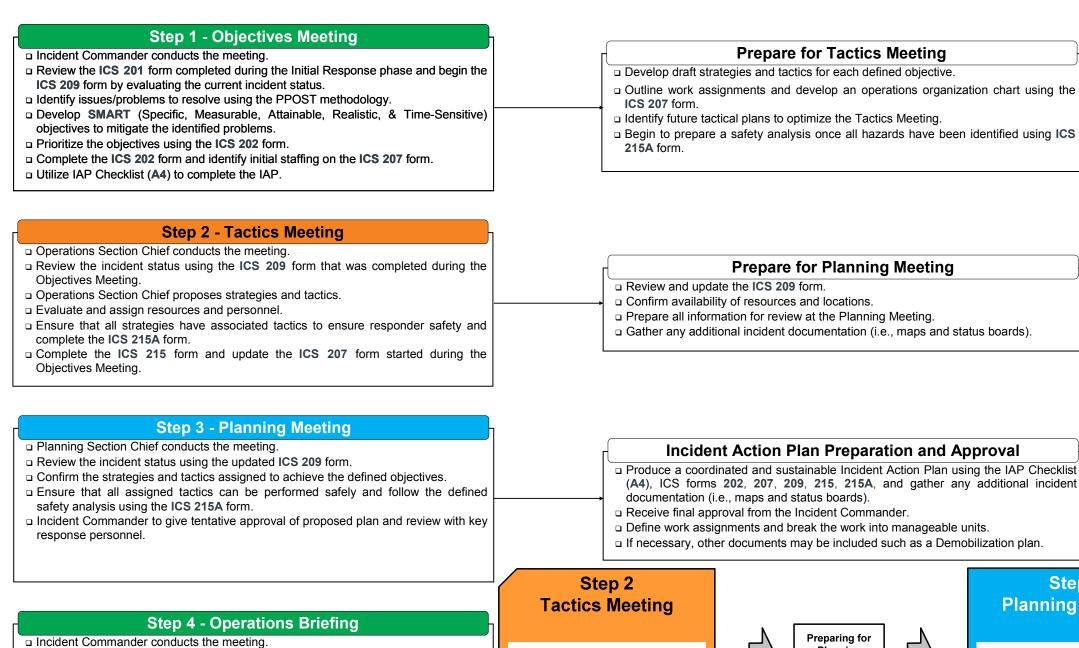
Ongoing Response:

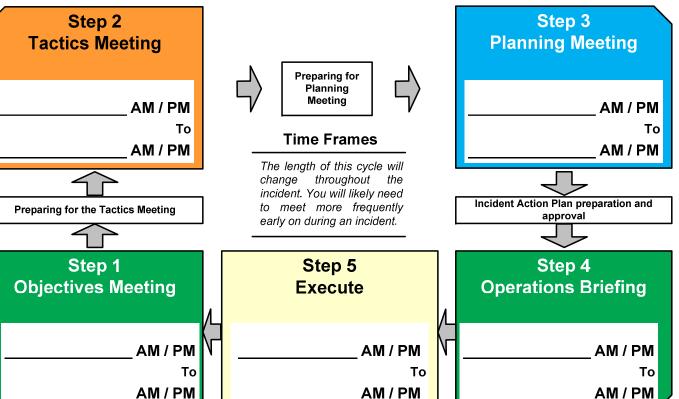
An ongoing response (proactive phase) is required for an extended emergency response that spans over multiple operational periods and revolves around establishing the objectives, strategies, and tactics for the next upcoming operational period. 5% of incidents require an ongoing response, but once engaged emergency responders will circulate through this cycle multiple times.

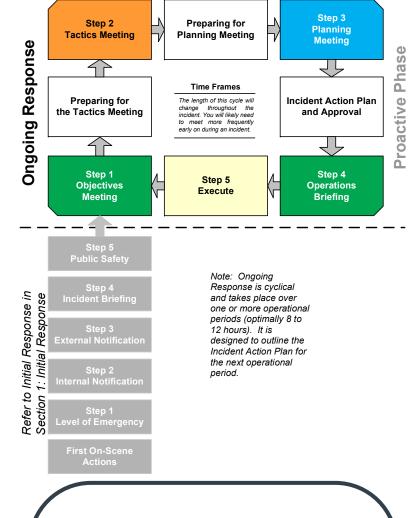
After the initial response has been completed, the Five Step Ongoing Response Guide and associated tools provide a cycle to plan the next steps of the emergency response. This continual cycle provides a structure for the Command Staff and General Staff to complete the Incident Action Plan (IAP) and associated documents. The ongoing response cycle and an associated IAP must be completed for each operational period until the incident is stood down.



Section 2: Ongoing Response







Five Step Ongoing Response

Five Step Ongoing Response Guide



tactical assignments.

controls.

□ Provide personnel with work assignments from the IAP.

□ Perform work assignments according to assigned roles.

□ Document all actions, decisions, and conversations.

□ Adjust the plan and associated actions accordingly.

□ Schedule next Objectives Meeting if applicable.

Operations Section Chief to brief the organization and provide clarification on all

□ Ensure that all responders know and understand the safety analysis, hazards, and

Step 5 - Execute

□ Constantly evaluate how well the plan is designed and being conducted.

□ Identify additional objectives for the upcoming operational period.

Objectives Meeting



Owner: Incident Commander Date:	Time:					
Roles below will :	attend only if designated and available					
Attendees:	accord only it accordinated and available					
☐ Incident Commander:	☐ Planning Section Chief:					
☐ Deputy Incident Commander:	☐ Logistics Section Chief:					
☐ Operations Section Chief:	☐ Finance/Admin. Section Chief:					
☐ Planning Section Chief:	☐ Safety Officer:					
☐ Liaison Officer:	☐ Other:					
☐ Information Officer:	□ Other:					
Summary:	Summary: The objectives of this meeting are to:					
_	mary report. ne ICS 207 form. lan Checklist (A4).					
Resources: ICS 202, 207, 209 forms, and the IAP Checklist (A4)						
Agenda Items:						
☐ Status Update and review the ICS 201 Incident Briefing form.						
☐ Determine incident priorities. Reference the PPOST methodology.						
☐ Establish an incident organization that is capable of meeting initial and long-term challenges required to mitigate the incident.						
☐ Determine the incident response objectives and complete and ICS 202 Incident Objectives form. They must be SMART (Specific, Measurable, Attainable, Realistic, & Time Sensitive).						
☐ Identify initial staffing requirements and begin filling out the ICS 207 Incident Organizational Chart.						
☐ Identify and select incident support facilities.						
on the IAP.	ext operational period so your management team can begin work					
☐ Document the incident status to relay to	all responding personnel.					
Key Points:						
Ensure that the meeting is document	ted / recorded. (Utilize the back side of this page.)					
Define the hours of work and operations	al period.					
Utilize Incident Action Plan Checklist (A)	14).					
Identify constraints and limitations.						
Clarify any staff roles and responsibilities	es.					
Determine expectations of the team for	how all communications are to be made.					
	uch as resource ordering, cost accounting, operations security,					
Continue to develop tasks for Comman	d and General Staff.					
Agree on division of command workload, such as press and agency briefings.						

Objectives Meeting



Notes:	

Tactics Meeting



Owner: Operations Section Chief	Date:	Time:		
Roles below w	l ill attend only i	if designated and available		
Attendees:				
☐ Incident Commander:		Planning Section Chief:		
☐ Deputy Incident Commander:				
☐ Operations Section Chief:		Finance/Admin. Section Chief:		
☐ Planning Section Chief:		Safety Officer:		
☐ Liaison Officer: ☐ Information Officer:				
Summary:		Totaler.		
The objectives of this meeting are to				
 Meeting. Have completed ICS 215 and 215 Update the ICS 207 Incident Organization 	5A forms agreed up anization Chart. cklist (A4) and cont	neet actions identified during the Objectives on by all attendees (Command and General Staff). tinue to add to items accomplished.		
	5A, and IAP Check	dist (A4)		
Agenda Items:				
☐ Review ICS 209 Incident Status S	ummary.			
☐ Review incident objectives.				
☐ Define tactics to complete objectives set out during the Objectives Meeting.				
☐ Provide an operational update and identify tactics to deal with incident.				
☐ Identify roles and responsibilities that have to be performed to implement tactics.				
☐ Build on already established ICS 207 Incident Organization Chart, check span-of-control, and match up with ICS 215 assignments.				
	Norksheet, ICS 215	(Utilize one form for every established objective).		
☐ Identify resources requirements				
☐ Identify overhead staffing needs to support each work assignment				
☐ Identify specialized equipment and supply needs for each work assignment				
☐ Specify reporting times and loc Complete the Incident Action Plan Sa				
☐ Identify potential hazard types	alety Allalysis, 103	213A.		
☐ Identify mitigations for associat	ed hazard types			
☐ Identify support facilities and locat				
Key Points:				
	umented / recorde	d. (Utilize the back side of this page.)		
Review planned actions against in				
		, support facilities, and any key information.		
 Discuss any applicable open action 	•	, the state of the		
 Consider contingencies and second 				

Tactics Meeting



Notes:	

Planning Meeting



Owner: Planning Section Chief	Date:	Time:
Roles below w	vill attend only if design	ated and available
Attendees:	<u></u>	
☐ Incident Commander:	□ Planning	Section Chief:
☐ Deputy Incident Commander:		Section Chief:
Operations Section Chief:	☐ Finance/. ☐ Safety O	Admin. Section Chief:
☐ Planning Section Chief: ☐ Liaison Officer:	□ Other:	mcer.
☐ Information Officer:	□ Other:	
Summary:		
 The objectives of this meeting are to Finalize an Incident Action Pla strategies outlined from the previo Schedule and prepare for the Open 	n with the necessary forms ous command meetings.	based on the objectives, tactics, and
Resources: IAP Checklist (A	4) and all associated ICS for	ms
Agenda Items:		
☐ Review Incident Action Plan forms	s (ICS 202, 207, 209, 215 , and	215A).
☐ Review Command's incident obje	ctives, priorities, decisions, an	d direction.
☐ Provide briefing on current situation		forecast, and incident projections.
 ☐ Operations Section Chief provides ☐ Current operations. ☐ An overview on the propose commitment, contingencies, o 	ed plan including strategy,	tactics or work assignments, resource ded support facilities.
		priorities, and operational objectives are
☐ Delegate assignments and dead development.	lines to appropriate staff men	nbers to assure timely and effective IAP
Key Points:		
Ensure that the meeting is doc	umented / recorded. (Utilize	the back side of this page.)
Review IAP Checklist (A4) to ens	ure that all critical materials ha	ave been accounted for in the IAP.
Planning Section Chief brings me	eting to order, cover ground ru	ules, and review agenda.
Planning Section Chief requests to	acit Command approval of the	e plan as presented.
	• • • • • • • • • • • • • • • • • • • •	any open actions and management
		General Staff to solicit their final input

Planning Meeting



Notes:	

Operations Briefing



Owner: Incident Commander Date:	Time:
Roles below will attend	only if designated and available
Attendees:	
☐ Incident Commander:	☐ On-Site Group Supervisor
☐ Deputy Incident Commander:	☐ Public Safety Group Supervisor
☐ Operations Section Chief:	☐ Air Monitor Team Lead
☐ Planning Section Chief:	☐ Roadblock Team Lead
☐ Liaison Officer:	Rover Team Lead
☐ Information Officer: ☐ Planning Section Chief:	☐ Telephoner Team Lead ☐ Reception Centre Representatives
□ Logistics Section Chief:	☐ Other:
☐ Finance/Admin. Section Chief:	Other:
☐ Safety Officer:	□ Other:
☐ Staging Area Manager:	☐ Other:
Summary:	
The objectives of this meeting are to:	
Review a summary of the incident status with	all responders.
 Relay objectives, tactics, and strategies. 	
 Reinforce/relay the safety message. 	
 Assign roles & responsibilities and tasks for al 	Il responders to accomplish.
 Execute the response. 	
	and identify potential problems/issues to address in the
next operational period.	
Resources: IAP Checklist (A4) and all a	ssociated ICS forms
Agenda Items:	
☐ Planning Section Chief briefly walks through the	he IAP components and makes changes as needed.
☐ Operations Section Chief conducts roll call of	the Operation Section Supervisors and provides a briefing
on emergency response.	
	personnel on their assignments along with clarification or
any of their issues and concerns.	
☐ Safety Officer covers major safety issues.	
☐ Logistics Section Chief covers logistical supp medical, etc).	port of operations (communications, supply, transportation
☐ Finance / Admin. Section Chief covers time &	cost tracking, procurement, and compensation process.
☐ General Staff to cover issues applicable to Op	perations Section personnel.
Key Points:	
Ensure that the meeting is documented / re	ecorded. (Utilize the back side of this page.)
	ground rules, agenda, and conducts roll call of Command
Establish a briefing and message for all respo	unders.
Review pre-determined public and media state	
Planning Section Chief solicits final comments	

Operations Briefing



Notes:	



Section 3: Communications & Media

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Media Relations and Generic Media Statement

Any incident that affects the environment, the health and safety of individuals, or causes extensive property damage could be a news "item". When such an incident occurs, the media should not be avoided. The key is to establish good rapport with the media early in the life of the emergency. Open and honest communication will help to create favourable public opinion and could help to prevent the public from overreacting to the incident.

Media releases are generated and released as significant developments occur. The company is expected to coordinate media releases with the relevant government agencies prior to release to provide consistency and accuracy of information. Information is communicated through written news releases, news conferences, and any other effective means that the company chooses to use. The company must identify a spokesperson to carry out this role and to interact with applicable government agencies.

Media releases will be developed by the Emergency Support Team in conjunction with the applicable regulatory agency. The Emergency Support Team will assign a Corporate Media Spokesperson to deliver the approved messages.

Media at the field level will be coordinated by the Information Officer with the Support of Communications / Media from the Emergency Support Team. If media have arrived at the emergency site and the designated Information Officer is not yet available, only the Incident Commander or their designate can act as the company spokesperson, and will issue only the information below.

Future statements will be prepared by the Emergency Support Team and should be issued only by the designated Corporate Media Spokesperson. All media statements will be reviewed with the regulatory agency's Media Coordinator.

All information that is given to the media should be recorded. See **Section 6: Forms** for the C2 Media Contact Log.

Generic Media Statement

"We are currently dealing with the situation at hand to ensure the safety of the public, our personnel, and the environment. A statement will be released by the company once the facts have been determined. If you would like to leave your business card or phone number, a company representative will provide you with more information as it becomes available."

Media Management

- Do not wait until you are contacted by the media to react to their inquiries. By preparing in advance, the company will appear to be organized, aware, and actively responding to the situation. The essence of effective media management is preparation in advance of any media contact.
- It is important when contacting the media with a news release that you do not favour one media organization or agency over another. To minimize the chances of creating a prejudicial situation, deal solely with major umbrella press agencies.
- If media representatives are not provided with the basic information, it can be assumed that they will fill the gap with material from less reliable sources.

Be aware at all times that it is possible for the media or others to be monitoring your radio, cellular phone, or telephone conversations.



On-Site Media Spokesperson

Depending on the specific emergency an on-site spokesperson may be required to handle all on-camera activities requested by the media. Only approved and trained spokespeople will be allowed to provide comment to the media. The Emergency Support Team will identify any and all media spokespersons. The Information Officer or Incident Commander may serve as the on-site Media Spokesperson or the Emergency Support Team may send the Corporate Media Spokesperson to the site. This representative will endeavor to maintain a favourable public image on behalf of the company. It is important that they keep in mind the following:

- The Dos and Don'ts of conducting yourself on camera; 75% of information comes from non-verbal actions (gestures, tone, posture, etc.)
- Public appearance, ensuring appropriate and approved wardrobe
- Preparation in communicating the media release in advance so the message feels natural
- How to handle impromptu or "off the record" inquiries from the media

Managing the Media On-Site

Depending upon the size and/or scope of the emergency to the incident site, the media will likely travel to site and attempt to secure coverage of the situation. Usually the size and nature of an emergency will determine the amount of media attention garnered. It is important everyone on-site understands how to properly manage the media and that only designated individuals are to speak to the media. It is recommended that only individuals with adequate media training have even casual interactions with the media.

Media Briefing Areas are to be designated by the Incident Commander if advised by the Communication & Media position. The Information Officer will, if required by the Emergency Support Team and Incident Commander, determine the need for media management at the incident site.

As appropriate, the Information Officer should be designated to oversee local news media management. In order to address the needs of the media at the incident site, the following guidelines should be considered:

- If practical, an information centre will be set up nearby the incident site. All on-site media will be informed that this will be the only place where information is to be released.
- During an emergency situation, media access to company property is strictly prohibited unless prior
 approval has been given by the Emergency Support Team. If the Incident Commander deems the
 situation safe and access is granted to company property, media personnel must be accompanied at
 all times and wearing appropriate personal protective equipment (PPE).
- Ensure that if any media personnel are granted access on-site all potential hazards are identified and handled appropriately prior to their arrival (i.e. all on-site personnel are wearing proper PPE, operating equipment safely, etc.).
- With the exception of providing the initial prepared company statement, any requests by the media for information or interviews should be referred to the Information Officer.
- For an emergency that lasts more than 24 hours, consideration will be given to establishing a newsroom for all required personnel.
 - Ensure it is located a safe distance away from the incident.
 - o Ensure proper internet and telephone access is made available.
 - Large enough to accommodate all of the potential media personnel.



Internal Communication

Internal communication plans for company personnel must include:

- Identification of primary and secondary communication methods during an incident.
- Procedures to control flow of information*:
 - Ensure facts and relevant information are distributed to key responders
 - Proper management of sensitive information
 - Camera and cellphone photo restrictions
 - Social media protocol

Communicating With the Public

Communication plans for contacting affected parties must be in place:

- When affected parties are within the Emergency Planning Zone (EPZ) at the beginning of drilling and initial completion operations.
- A minimum of 24 hours before drilling operations enter a sour zone.
- At the conclusion of drilling and initial completion operations.
- At the beginning and conclusion of other operations including workovers, flaring, fracking, etc.

Information Disseminated to the Public

The company must make the following information available to the public, while maintaining documentation, as soon as possible during an incident:

- To the affected public at the onset of the incident:
 - Type and status of the incident.
 - Location and proximity of the incident to people in the vicinity.
 - Public protection measures to follow, evacuation instructions, and any other emergency response measures to consider.
 - o Actions being taken to respond to the situation, including anticipated time period.
 - Contacts for additional information.
- To the affected public during the incident:
 - Description of the products involved and their short-term and long-term effects.
 - Effects the incident may have on people in the vicinity.
 - Areas impacted by the incident.
 - Actions the affected public should take if they experience adverse effects.
 - An explanation of the steps taken to address concerns.
 - An explanation of the steps to be taken to prevent similar emergencies in the future.

^{*} Note: These procedures are developed by the Information Officer during the incident.



Information Disseminated to the Public, continued

- To the general public during the incident:
 - Type and status of the incident.
 - Location of the incident.
 - Areas impacted by the incident.
 - Description of the products involved.
 - Contacts for additional information.
 - Actions being taken to respond to the situation, including anticipated time period.
- To the evacuated or sheltered public post-incident:
 - Status of recovery.
 - Financial reimbursement information.
 - Contacts for additional information.

Preparing a Preliminary Media Statement

This verbal or written statement is the initial information given only to the media by the Information Officer, Incident Commander (or alternate) when the company's designated Media Spokesperson is unavailable, or authorizes a press release at the local level. See **Section 6: Forms** for the C1 Preliminary Media Statement form.

The preliminary statement shall contain:

- What, when, and where the incident occurred:
 - State the general nature and description of the incident.
 - Associate the incident location to the nearest major centre and the exact time the incident began or was discovered.
 - For example: At 11:00 am, today, September 13th, 2012, a warehouse at our battery location northeast of Wainwright caught on fire.
- Injuries / fatalities / damages:
 - Clearly distinguish the severity of the injuries sustained and if any fatalities occurred.
 - State the number of people currently receiving treatment.
 - Ensure no names are released to the media; it is important to keep this information private until all families and next-of-kin notifications are made.
 - For example: We have confirmed that three employees sustained injuries, two minor and one major. All of the injured casualties have been transported to the nearest care facilities and are receiving treatment.
- The current status of the emergency:
 - o Indicate the nature of the situation; i.e. what is being done by whom.
 - o For example: Emergency crews currently have the fire under control and local authorities are investigating the cause. We are actively notifying the employee's families of the incident.
- When to expect more information:
 - For example: Our designated spokesperson will be issuing a formal statement once we have more information confirmed. Thank you for your cooperation and we will not be accepting any questions at this time.



Preparing a Preliminary Media Statement, continued

What not to do:

- Don't downplay the seriousness of the event or speculate on volumes, damage or timelines.
- Don't point fingers; liability will be determined later by appropriate authorities.
- Primary focus must remain on the company's commitment to addressing the response and recovery effort.
- Attempt to avoid any questions if possible, as designated media personnel should handle all media questions.
- Avoid saying "no comment." It sounds like you're hiding something. If necessary, explain why it is not appropriate or possible for you to answer the question.



Section 4: Emergency Response Procedures

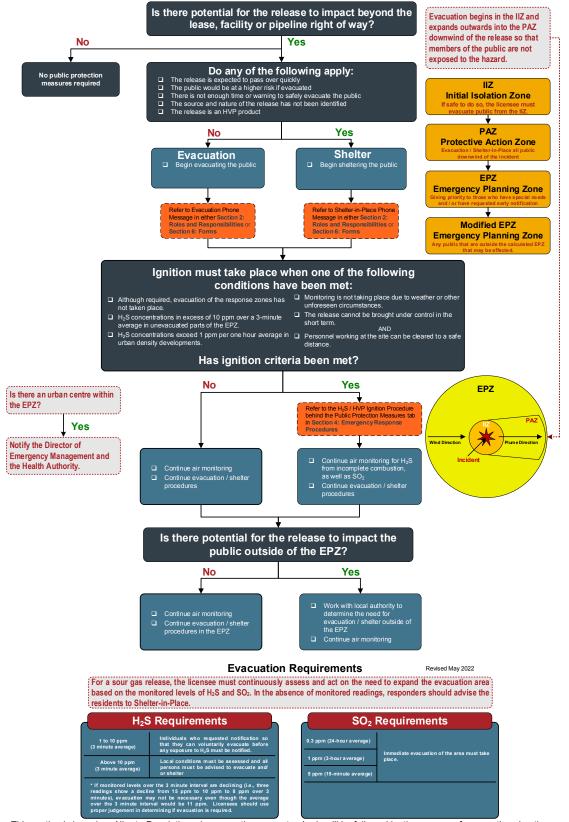
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Public Protection Measures



Note: This section is based on Alberta Regulations; however, the same standards will be followed by the company for operations in other provinces.



Public Protection Measures, continued

There are three primary public protection measures that are used to ensure the safety of the public in the event of an incident: evacuation, shelter-in-place and ignition.

Evacuation

For long-term releases, evacuation is preferred to sheltering if public safety can be assured during the evacuation process.

Evacuation is a viable public protection measure in circumstances when:

- The location of the plume is known, and safe egress routes can be assured
- The release will not likely be contained in the near future
- Visibility and road conditions are good
- The residents clearly understand their directions

Tactical Evacuation: A measure to immediately move people to a safe area as part of emergency response and operations. Does not require approval from local authority but the local authority may enact an evacuation order, if required. The local authority must be advised if a tactical evacuation has occurred. Appropriate methods must be utilized to ensure transients (hunters, trappers, recreational users, non-resident landowners, etc.) within the EPZ are located and evacuated. Refer to Section 6: Forms for Evacuation Scripts for information that should be communicated as part of the evacuation process.

Planned Evacuation: An evacuation coordinated by local government authority that can authorize evacuation alerts and orders.

Residents should also be evacuated during ongoing emergency flaring or burning if their health and safety could be affected by the operation.

Special procedures may be required for evacuating large industrial operations and/or public facilities. If large numbers of people are involved, the licensee must address assistance with transportation. Refer to the Area Specific Information Section for information regarding transportation (e.g., providing school buses) or other changes in the normal notification procedures.

The licensee must continuously assess and act on the need to expand the evacuation area, based on the specifics of the incident, including harmful levels of hazardous substances.

The licensee is expected to monitor the air quality along the edge of the EPZ to determine if sheltering or evacuation criteria have been met outside the EPZ. Evacuation outside of the EPZ must be coordinated with the Local Authority.

Appropriate methods must be utilized to ensure transients (hunters, trappers, recreational users, non-resident landowners, etc.) within the EPZ are located and evacuated. When a tactical evacuation has taken place, the appropriate local authority must be notified.



Public Protection Measures, continued Shelter-In-Place

Shelter-in-place is considered the primary safety measure when the hazard is of a limited duration or the public would be at a higher risk if evacuated. Sheltering within a building creates an indoor buffer to protect affected individuals from higher (more toxic) concentrations that may exist outdoors. The goal is to reduce the movement of air into and out of the building until either the hazard has passed, or other appropriate emergency actions can be taken (such as evacuation).

Sheltering indoors is a viable public protection measure in circumstances when:

- There is insufficient time or warning to safely evacuate the public
- Residents are waiting for evacuation assistance
- The release will be of a limited size and /or duration
- The location of the release has not been identified
- · The public would be at a higher risk if evacuated
- Escape routes traverse the hazards

Refer to either **Section 2**: **Roles and Responsibilities** or **Section 6**: **Forms** for the Shelter-in-Place Phone Message script to be used when contacting residents. Residents advised to shelter-in-place will be notified if additional measures are required, and when it is "all-clear".

Sheltering Measures for HVP Product Release

For a flammable or combustible liquid fire to start, a mixture of vapour and air must be ignited. There are many possible ignition sources:

- Sparks from electrical tools and equipment
- Sparks, arcs, and hot metal surfaces from welding and cutting
- Tobacco smoking
- Open flames from portable torches and heating units, boilers, pilot lights, ovens, and driers
- Hot surfaces such as boilers, furnaces, steam pipes, electric lamps, hot plates, irons, hot ducts and flues, electric coils, and hot bearings
- Embers and sparks from incinerators, foundry cupolas, fireboxes, and furnaces
- Sparks from grinding and crushing operations
- Sparks caused by static electricity from rotating belts, mixing operations or improper transfer of flammable or hot combustible liquids

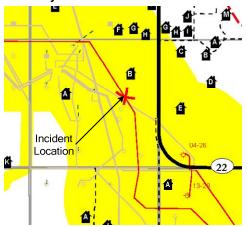
You can eliminate many ignition sources by:

- Removing open flames and spark-producing equipment
- Not smoking around these liquids
- Using approved explosion proof equipment in hazardous areas



Public Protection Measures, continued

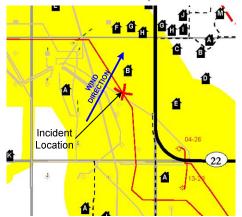
1. Identify the location of the incident on the map:



3. Determine the wind direction

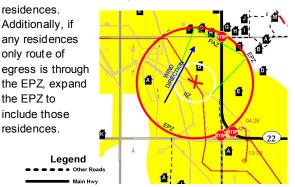
Look for wind direction indications such as flags, winds ocks, direction of smoke, etc..

Draw the wind direction on the map with an arrow.



5. Isolate the hazard area with roadblocks

If any residences exist between the optimal roadblock location and the EPZ, expand the EPZ to include those



2. Determine the size of response zones (hazard areas):

EPZ - Emergency Planning Zone

IIZ - Initial Isolation Zone

PAZ - Protective Action Zone

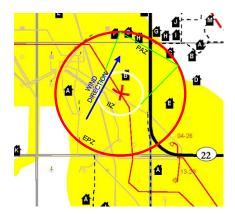
You can find this information:

- a) Labelled on the map
- b) In the site specific tables
- c) As the yellow area on the map

If the incident is at a facility or if you have not yet confirmed the exact location of the incident, you must use the largest EPZ for the area. The largest EPZ for the area is shown in yellow on the map.

4. Draw the zones on map:

- a) EPZ The entire hazard area
- b) IIZ Those closest to the hazard
- c) PAZ Those downwind of the hazard



6. Following the appropriate provincial public protection measures chart, initiate public safety activities.

Residents in the IIZ are closest to the hazard and are the most at risk of being adversely affected.

Residents in the PAZ are the second group to be evacuated / sheltered in place as being downwind of the hazard puts them at a higher risk than the rest of the residences in the EPZ that are upwind or crosswind from the hazard.



Public Protection Measures, continued Ignition

In conjunction with shelter-in-place and evacuation strategies, the release may be ignited at the source in order to reduce public exposure to the hazard. The combustion of the hydrogen sulphide (H_2S) results in the produced sulphur dioxide (SO_2) being carried high into the atmosphere allowing additional time for the public to safely evacuate. If an immediate threat to human life exists and there is not sufficient time to evacuate the hazard area or the Emergency Planning Zone (EPZ) – whichever is bigger – the On-Site Group Supervisor is authorized to ignite the release.

Note: Only those personnel trained in ignition procedures can determine if ignition is required and operate the ignition equipment.

Ignition of an HVP product release should occur only after the position of the plume has been established, after careful deliberation, and when safe to do so.

Until such time that a decision has been made to ignite a release, the licensee should take steps to minimize any chance of unplanned ignition in the area.

Note: Initial location of the plume may be identified by the following methods:

- Visually (i.e.; frost or condensation buildup, white cloud or dust cloud, dead vegetation, bubbling water, etc.)
- Auditory (i.e.; hissing or whistling sound, etc.)
- Smell (i.e.; smell of mercaptan rotten eggs)

When making the decision to ignite, the licensee must take the following into consideration:

- If personnel are on-site, proceed to muster location for headcount and further instructions. Refer to Five Step Initial Response Guide in **Section 1: Initial Response** for First On-Scene Actions.
- Refer to the H₂S / HVP Ignition Procedure on the following page for further considerations.

If at all possible, the On-Site Group Supervisor must consult with higher authority individuals within the company (ideally the Operations Section Chief, Incident Commander, etc.) and the appropriate government regulator.



Pre-Ignition Considerations – On-Site Group Supervisor

When making the decision to ignite, the licensee must take the following into consideration: Hydrogen Sulphide (H₂S) High Vapour Pressure (HVP) ☐ Increased risk(s) of delayed ignition. ☐ Risk of exposure / injury to the public or response workers. ☐ Proximity to residences, public facilities, towns or urban centres. ☐ Availability of air monitoring equipment and personnel.

☐ Availability of ignition equipment, and training of staff in its use. □ Detectable concentration of H₂S and/or flammable gases near the source of the release and within the EPZ.

☐ Status of evacuation.

Duration of the release and potential volume.

Wind/Weather conditions and general topography.

☐ Impacts to livestock and other values at risk including property, timer or

☐ Fire hazard after ignition in relation to adjacent forested or cropland area.

□ Safety of the Ignition Team (hazard area identification, protective gear).

☐ If the perimeter of the hazard area has been established. ☐ If the public has been evacuated from the area.

☐ If ignition will worsen the situation by endangering the public or the environment or damaging the equipment used to control the product.

☐ If wind direction has been established and is being continually monitored.

☐ If the possibility of an explosion has been assessed (i.e., obstructions or regions of congestion within the perimeter of the dispersion vapour cloud).

Ignition must take place when one of the following conditions has been met:

☐ Although required, evacuation of the response zones has

■ Monitoring results indicate H₂S concentrations in excess of 10 ppm over a 3-minute average in unevacuated parts of the

☐ H₂S concentrations exceed 1 ppm per one hour average in urban density developments.

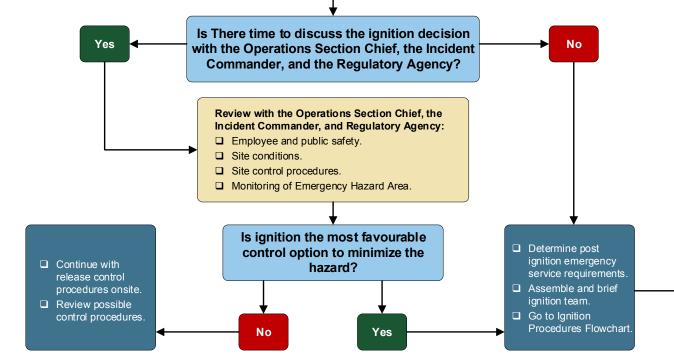
☐ Monitoring is not taking place due to weather or other

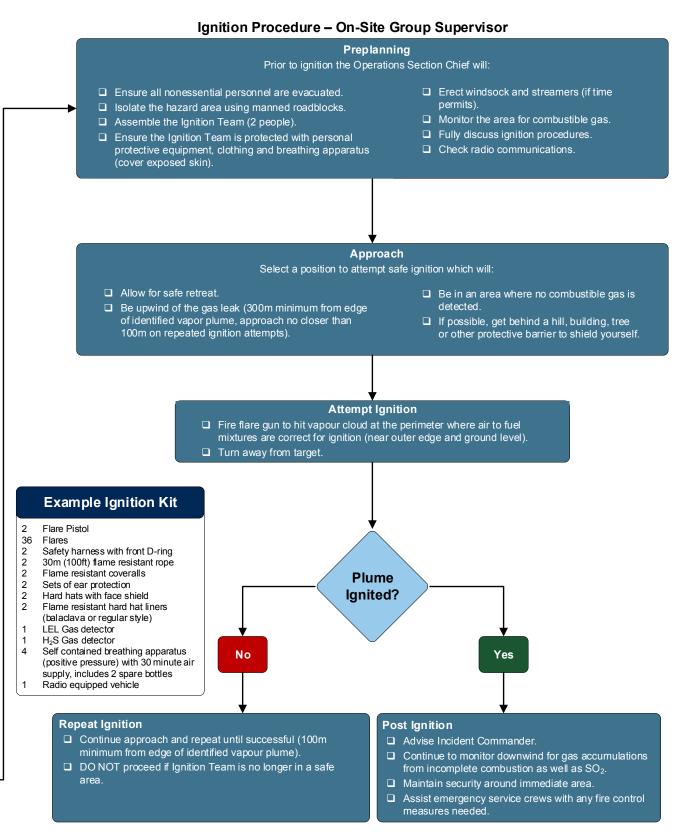
☐ The release cannot be brought under control in the short term (ignition decision will be made by Incident Commander. Notify Regulatory Agency intention to ignite.

☐ Personnel working at the site can be cleared to a safe

If monitoring levels are declining, then the situation needs to be continuously assessed for ignition.

Once any of the above conditions have been met, ignition must occur within 15 minutes of the decision to ignite





Revised November 2021



Public Protection Measures, continued Road and Airspace Closures

The company should receive authorization from local authorities or the RCMP before establishing roadblocks on public roads. The company must contact the RCMP and the transportation authority to have one-, two- or three-digit highways closed. However, if the safety of the public is in jeopardy, the company must be prepared to quickly restrict access to the area before contacting these agencies.

If warranted, the regulatory agency can issue a Closure Order that provides legal authority to close the area. The local authority may, if warranted, declare a Local State of Emergency. This grants the local authority special powers to do such things as road closures or declare mandatory evacuation.

The public must also be prevented from flying into the airspace above a gas release. It may be necessary to issue a Notice to Airmen (NOTAM) to advise pilots of restrictions in the airspace above the EPZ or to close the airspace for a certain radius from the release (a no-fly zone). NOTAMs are issued by NAV Canada and airspace closures are issued by Transport Canada's Aviation Operations Centre (AVOPS). NOTAMs or airspace closures may be requested by the licensee at a level 2 or level 3 emergency.

Air Monitoring

Air monitoring equipment is used to:

- Track/follow the plume.
- Determine if ignition criteria are met.
- Determine whether evacuation and / or shelter-in-place criteria have been met.
- Determine roadblock locations.
- Determine concentrations in areas being evacuated to ensure that evacuation is safe.
- Assist in determining when the emergency can be downgraded.

As such, H₂S, SO₂, LEL or other toxic substance concentrations will be monitored continuously during the incident response and it is crucial that Air Monitors continuously update their direct supervisor with monitored results.

- Air monitors (personal handheld, stationary and mobile) should be dispatched at a Level 1 Emergency.
- Air quality monitoring occurs downwind, with priority being directed to the nearest un-evacuated residence or area where people may be present.
- Licensee personnel will monitor and record the concentrations until a mobile air monitoring unit arrives or until the incident is over. At minimum, these readings must include LEL and H_2S .
- Mobile air quality monitoring units must be dispatched when it is evident that spill control measures
 are not effective and that a sour product release is likely to occur.
- For HVP releases, monitoring may occur downwind or upwind, depending on how the plume is tracking, with priority being directed to the nearest un-evacuated residence or areas where people may be present. The licensee is expected to provide monitored HVP product LEL information on a regular basis for the duration of the incident.
- If a sour gas release has been ignited, the licensee should continue to monitor response zones for H₂S from incomplete combustion, as well as SO₂.
- Ensure all equipment is operational and the appropriate documentation is available to verify testing and calibration requirements.



Spill Response

The spill response section can be used as a quick reference by first-on-scene responders to select and implement containment and recovery tactics with spill response equipment during the first 48-72 hours of the response. This section contains a collection of inland spill tactics that can be applied using obtainable resources to a liquid product release until additional resources and personnel arrive on site. This section is a reference tool and supplement to prior training, field experience, technical instruction, and equipment operation knowledge. The licensee will rely on the training and judgment of its first-on-scene responders to select only those tactics that can be accomplished safely.

Refer to the Petroleum Industry Release Reporting Requirements chart at the end of this section to determine the TDG and Provincial Reporting Requirements for each class of chemicals (as classified by the TDG Hazard Classification System).

Spill Response Objectives and Strategies

Objectives establish the desired outcomes of an incident and are statements of intent related directly to response priorities. Priorities are situational and influenced by many factors, with life safety always being the highest priority followed by incident stabilization and property and environment. The Incident Commander comes to a consensus on a collective set of objectives with response strategies. The following table contains some standard objectives with example strategies that can be utilized to assist in the first four to six hours of a spill response.

Objectives	Strategies			
	Identify hazard(s) of spilled material.			
	Establish work zones (hot, warm, and cold zones).			
	Establish site perimeter and access controls.			
Ensure the safety of	Consider evacuation or shelter-in-place, as needed.			
citizens and response personnel	Monitor air quality in impacted areas to ensure responders select appropriate Personal Protective Equipment (PPE).			
	Establish aircraft restrictions.			
	Develop a Health and Safety Plan for response personnel.			
	Run air dispersion model to determine potential evacuation zones.			
	Complete emergency shut-down procedures.			
	Eliminate potential flammable vapour ignition sources.			
Control the source of the spill	Initiate temporary repairs to stop the leak.			
Opin	Transfer product to an approved container or facility.			
	Construct barriers to prevent spill from reaching a waterbody.			
	Implement Control Points and pre-designated response strategies.			
	Identify and prioritize the environmentally sensitive areas.			
Maximize protection of	Identify Resources at Risk (RAR) in spill vicinity.			
environmentally sensitive	Track oil movement and develop spill trajectories.			
areas	Conduct visual assessments (e.g., aerial overflights, ground-truthing).			
	Identify, prioritize, and flag areas used as habitat by endangered species.			
	Develop/implement appropriate protection strategies.			



Spill Response, continued

Objectives	Strategies			
	Complete or confirm notifications.			
	Establish Incident Command Post.			
	Ensure local government and Indigenous officials are included in response organization.			
Manage a coordinated response effort	Initiate spill response Incident Action Plan.			
response enon	Ensure mobilization and tracking of response resources.			
	Account for personnel and equipment			
	Maintain, complete, and log all documentation related to the incident.			
	Evaluate planned response objectives vs. actual response.			
	Deploy containment boom at the spill source.			
Contain and recover	Deploy containment boom at appropriate recovery areas.			
spilled material	Conduct open water skimming.			
	Develop disposal plan.			
	Establish oiled wildlife reporting hotline.			
Recover and rehabilitate	Conduct injured wildlife search and rescue operations.			
injured wildlife	Operate wildlife rehabilitation center.			
	Establish team for injured wildlife.			
	Conduct appropriate shoreline cleanup efforts.			
Remove oil from impacted areas	Clean oiled structures.			
impuoted diedo	Clean oiled equipment.			
	Provide forum to obtain stakeholder input and concerns.			
Keep stakeholders informed of response	Provide stakeholders with details of response actions.			
activities	Identify stakeholder concerns and issues and address as practical.			
	Provide regulatory bodies details of response actions.			
	Provide timely safety announcements.			
Keep the public informed	Conduct public meeting, as appropriate.			
of response activities	Conduct regular news briefings.			
	Manage news media access to spill response activities.			

Control Points

The objective of control points is to identify pre-planned locations where spill responders can safely and effectively deploy oil spill response equipment to intercept and limit downstream movement of oil on a watercourse. Depending on the specific conditions at the time of a spill, one or more control points may be implemented as part of a response. Control points are intended to:

- 1. Protect sensitive areas downstream.
- 2. Provide locations for oil removal and collection.



Spill Response, continued

Typically, oil spill response entails multiple parallel and simultaneous activities including:

- 1. Source control (valve closures, clamping and pipeline drain-down)
- 2. Near source response (containment using berms and recovery using pumping and skimming)
 Downstream response (control points)

Control points are pre-identified points along watercourses and lakes that provide responders with key tactical information and can greatly reduce planning and implementation of containment, recovery, public protection, and wildlife protection measures during a response to a spill. Control points are typically grouped in the following categories:

- 1. Critical Control Points are established based on the company's asset locations and are based on the following criteria:
 - River crossing with easy access and staging areas.
 - b. Upstream of environmentally sensitive areas.
 - Upstream or proximity to communities and public infrastructure such as drinking water intakes.
 - d. Downstream of major infrastructure such as pipelines, storage, or facilities.
 - e. In areas of high-volume transportation corridors.
- 2. Non-Critical Control Points may include the following:
 - a. Recreational areas
 - b. Private or public land
 - c. Boat launches

When assessing the location of a control point the following factors should be considered:

- 1. Sites should be located downstream of the watercourse crossing and at distances that can be reached in a two- to four-hour-response time.
- 2. Sites should have reasonable land access.
- 3. Sites should have available working space for staging equipment and personnel.
- Ideally, river flow should be slow or pooled, and/or with back eddies rather than turbulent flow conditions.
- Ideally, sites should have public access, low banks, and should not be heavily vegetated.

Designated site-specific control points need to be reviewed at least annually. Each control point site should be visited periodically to evaluate suitability and to ensure information is accurate and complete. Old unsuitable control points should be removed, and new control points added, as a part of revisions to site specific information, as required. Control point listings should include a site description, site diagram, access description, landowner/occupant phone number, site suitability and any other information related to the site.

For a detailed list of control points, utilize the Western Canadian Spill Services (WCSS) website (http://www.wcss.ab.ca)



Spill Response, continued Health and Safety

Committed to the protection of the health and safety of all spill response personnel and third parties whether members of the public or contractor personnel. The Site Safety Plan is intended to protect all personnel against potential health and safety hazards by providing information in identifying, evaluating, controlling risks, and explaining procedures to be followed during emergencies.

Provisions have been made to ensure that the health and safety of third parties, particularly members of the general public, is also protected. Third party protection procedures include evacuations, the monitoring of wind direction at the site of the release to determine the direction and spread of hazardous vapours and, if considered appropriate, conducting air monitoring in other areas where responders or third parties could be threatened.

Initial Site Assessment

The initial site assessment, hazard identification, and characterization will normally be performed by a minimum of two qualified persons outfitted in appropriate personal protective equipment. Where possible, a backup team should be immediately available. The information gained during the initial site assessment will be used to determine the site work zones (hot, warm, and cold zones) and in the development of the Site Safety Plan. The Site Safety Plan must be monitored on an ongoing basis and revised to reflect changing conditions. Personnel entering or already on site must be immediately advised of changes. The person responsible for the Site Safety Plan will ensure compliance is monitored whenever any person is within the spill response zones or any area that may be threatened as a result of the spill.

Safety Briefing

Response personnel and others authorized to enter the response area must be briefed on the content of the Site Safety Plan prior to entering the site. The person assigned to be responsible for site safety or their delegate will conduct this briefing. A copy of the Site Safety Plan must be available for reference at the spill site. Responders must also have access to the Safety Data Sheet (SDS) for the spilled product if the SDS does not form part of the Site Safety Plan.

- SDS provide detailed hazard, precautionary, protection, and emergency information on hazardous products and may be obtained from the manufacturer or supplier of the product. Copies of SDS shall be available for all products used or handled at spill sites.
- 2. A copy of the appropriate SDS should be attached to the Site Safety Plan.
- 3. Contractors are required to have SDSs available for all products that they bring to spill sites.
- 4. The appropriate SDS or Emergency Response Guidebook should be referred to for spills or leaks of substances not specifically covered by this plan.

Initial Site Safety and Hazard Control Plan

An Initial Site Safety and Hazard Control Plan should be completed as soon as possible by one of the initial responders and updated as required. When completing the Initial Site Safety and Hazard Control Plan, some of the information may not apply during the initial stages of the response but may change within a short period, thereby altering the PPE and/or other requirements.



Spill Response, continued

The Initial Site Safety and Hazard Control Plan:

- 1. Aids the initial first responders in assessing hazards related to the incident.
- 2. States the required PPE to be used.
- 3. Documents important health and safety information.
- 4. Serves as an interim "Plan" until a Site Safety Plan is developed.
- 5. Assigns responsibilities.
- 6. Identifies "site set-up" features that may be required.
- 7. Upon the completion and delivery of the Site Safety Plan, the Initial Site Safety and Hazard Control Plan becomes "void".

Western Canadian Spill Services (WCSS)

WCSS maintains spill contingency plans and provides spill response equipment to all member companies that do not maintain their own full spill response plans. Please refer to their website for copies of their Spill Contingency Plan and live equipment reports - WCSS - http://www.wcss.ab.ca/



Alberta Spill & Release Reporting Requirements

All spills must be reported to your Whitecap HSE Advisor

		Reportable Quantities		
	Alberta (see <u>Note 1)</u> Any release that may cause an adverse effect must be reported			
Product	Onsite Offsite		Transportation (see Note 3)	
Spills		l	I	
Crude oil, condensate liquids, oilfield waste, emulsions, diluent, etc.	2 m³, or, any unrefined product release that may cause, is causing, or has caused an adverse effect. Any pipeline release, hit, or break.		Any Quantity - Packing Group I or II 30 kg or 30 L - Packing Group III	
Produced water	2 m³, or, any unrefined product release that may cause, is causing, or has caused an adverse effect. Any pipeline release, hit, or break.		No TDG Reporting Requirements	
Diesel fuel, gasoline and other refined flammable liquids	Class 3 Flammable – 200L		Any Quantity - Packing Group I or II 30 kg or 30 L - Packing Group III	
Glycol (New or used)	Any release which is causing, may cause, or has caused an adverse effect.		No TDG Reporting Requirements	
Methanol	Class 3 – 200 L	All spills, regardless of volume.	Any Quantity (Packing Group II)	
Lube oil (New or used)	Any release which is causing, may cause, or has caused an adverse effect.		No TDG Reporting Requirements	
Oilfield wastes (See Note 3)	Class 3 or 4 – 200L or 25kg		Note 3	
Molten sulphur or flammable solids	Class 4 - 25 kg		Any Quantity - Packing Group I or II 30 kg or 30 L - Packing Group III	
Pesticides (See <u>Note 3</u>)	Class 6.1 - 5kg or 5L		Reportable quantity dependent on product classification	
Toxic substances	Class 6.1 - 5kg or 5L		Any Quantity - Packing Group I or II 30 kg or 30 L - Packing Group III	
Corrosives	Class 8 - 5kg or 5L		Any Quantity - Packing Group I or II 30 kg or 30 L - Packing Group III	
Other refined products (See Note 3)	products (See Note 3) Class 9 - 25 kg or 25 L		Reportable quantity dependent on product classification	

Air Releases - Natural Gas

 Any release from a pipeline and any other release >30,000 m³

• Any quantity that could pose a danger to public safety or 50 kg (non-pipeline)

Other Reportable Releases

- Any well flowing uncontrolled
- Any burning of effluent from a well or facility
- Any leak or break from a pipeline
- Any Fire where loss exceeds 2m³ of oil, or 30,000m³ of gas or where damage to well head occurs

Alberta Energy Regulator (AER) 1-800-222-6514

Alberta Release Reporting Brochure https://static.aer.ca/prd/documents/directives/AER-ReleaseReportingBrochure.pdf
Alberta Release Reporting Regulation https://freelay.foe.org/docs/pdf/s181313.pdf

 $Alberta\ Release\ Reporting\ Regulation\ \underline{https://faolex.fao.org/docs/pdf/al81212.pdf}$

Preliminary information – licence number, incident location, time the release occurred, type of product released, volume released, area affected (description of location & surrounding environment), on or off lease, within/outside of PLA disposition (crown land), what happened? Details of action taken & proposed to be taken Written Release Report within 7 days emailed to the applicable AER Office. Click link for AER Office Locations & Operational Areas: https://www.aer.ca/providing-information/about-the-aer/contact-us

A final incident report is required when the cause is repaired/resolved, and cleanup is complete.

TDG Releases to be reported to local police & AB EDGE: 1-800-272-9600

The Transport company or Whitecap must report incidents. Information required for reporting is the shipping name or UN number of the dangerous goods, the quantity of dangerous good that 1) was in means of containment before the accidental release, the "dangerous goods accident" or the dangerous goods incident" and 2) is known or suspected to have been released, a description of the condition of the means of containment from which the dangerous goods were released, including details as to whether the conditions of transport were normal when the means of containment failed, for an accidental release from a cylinder that has suffered a catastrophic failure, a description of the failure, the location of the accidental release, number of deaths, and injuries, and an estimate of the number of people evacuated.

Written report within 30 days to Transport Dangerous Goods Email report to: dor-rcd@tc.gc.ca

For a Railway vehicle report to CANUTEC at 613-996-6666.

Notes:

1

2

In Alberta: A release includes to spill, discharge, dispose of, spray, inject, inoculate, abandon, deposit, leak, seep, pour, emit, empty, throw, dump, place & exhaust. To be reportable, the release must be into the environment. For example, a spill that is fully contained within a building, including odours, is not considered a release into the environment. However, if there is any possibility of odours venting from the building into the environment, AER should be notified.

All releases must be reported, regardless of a minimum reportable quantity, if the release has caused, is causing or may cause an adverse effect. An "adverse effect" is defined as "impairment of or damage to the environment, human health or safety, or property". All releases must be reported, regardless of a minimum quantity, if the release is into a watercourse, groundwater or surface water. If there is any doubt, report the release.

- **Transportation** refers to the TDG and means all handling, offering for transport and transporting of dangerous goods by any means of transport. Handling means loading, unloading, packing or unpacking dangerous goods in a means of containment for the purposes of, in the course of or following transportation, and includes storage in the course of transportation. Transportation does not include pipelines.
- Contact Whitecap's HSE Advisor as Waste and TDG classification are variable. Refer to the product's SDS to determine TDG classification; in particular amines and inhibitors can have a variety of classifications (e.g., corrosive, flammable, etc.). Refer to the Whitecap's Waste Chart for waste information.
- Spill Priorities Assess spill situation from a safety, environment and public perspective, establish site control, determine and control source of spill, contain and prevent the spill from spreading, call your supervisor and enter the incident into the incident tracking system, Call your HSE Advisor, who will: advise if the incident needs to be report to the regulator and who is reporting it, assist/coordinate cleanup coordinate waste handling, transportation and disposal.



BC Spill & Release Reporting Requirements

All spills must be reported to your Whitecap HSE Advisor

	Reportable Quantities			
	British Columbia (see <u>Note 1)</u> All releases must be reported, regardless of a minimum reportable quantity, if the release of a "polluting substance causing "pollution".			
Product	Onsite Offsite Tro		Transportation (see Note 2)	
Spills				
Crude oil, condensate liquids, oilfield waste, emulsions, diluent, etc.	100 L (hydrocarbon contains no toxic substances and does not impact a water way)	Any volume. CER lines in excess of 1.5m³ that leaves company property or right-of- way	100 L (hydrocarbon contains no toxic substances and does not impact water way)	
Produced water	200 L (fluid contains no toxic substances)	` Δην volume I		
Diesel fuel, gasoline and other refined flammable liquids (Class 3)	100 L	Any Volume	Any Quantity - Packing Group I or II 30 kg or 30 L - Packing Group III	
Glycol (New or used)	100 L	100 L (see Note 1)	No TDG Reporting Requirements	
Methanol (Class 3 sub class 6.1)	100 L (see Note 3)	Any Volume	Any Quantity (Packing Group II)	
Lube oil (New or used)	100 L Any Volume		No TDG Reporting Requirements	
Oilfield wastes (See Note 3)	Note 3 Note 3		Note 3	
Molten sulphur/ flammable solids (Class 4)	25 kg 25 kg (See Note 1)		Any Quantity - Packing Group I or II 30 kg or 30 L - Packing Group III	
Pesticides (See Note 3)	Reporta	able quantity dependent on product classi	fication	
Toxic substances (Class 6.1)	5 kg or 5 L	5 kg or 5 L (See Note 1)	Any Quantity - Packing Group I or II 30 kg or 30 L - Packing Group III	
Corrosives (Class 8)	5 kg or 5 L	5 kg or 5 L (See Note 1)	Any Quantity - Packing Group I or II 30 kg or 30 L - Packing Group III	
Other refined products (See Note 3)	Reportable quantity dependent on product classification			
Air Release - Natural gas	10 kg or 15 m³ by volume where operating pressure is > 100 PSI; Any quantity that could pose a danger to public safety or 50 kg (non-pipeline); H2S of 10 ppm or greater, 1 m or more from source.			

Reportable Releases

- Spills of reportable amounts which occur in a secondary containment are still a reportable incident.
- All spills or releases of any amount of material which impacts water ways;
- Fresh water 10.000 L:
- Drilling or Invert mud 100 L;
- Any fluid including hydrocarbons, drilling fluids, invert mud, effluent, emulsion, etc. which contains toxic substance 25 L;

Other Reportable Releases

- Drilling kicks when any one of the following occur:
 - Pit gain of 3 m3 or greater, Casing pressure 85% of MA, 50% out of hole when kicked, Well taking fluid (LC), Associated spill, and General situation deterioration, i.e. leaks, equipment failure, unable to circulate, etc.
- Spills or release of hazardous substances which are not provincially regulated, such as radioactive substances;
- Major damage to oil and gas roads or road structures;
- Pipeline incidents, such as spills during construction phase, near misses from mobile or excavation equipment, exposed pipe caused by flooding, pipeline over
 pressure, failure (without release) of any pressure control or ESD device (see the Pipeline Operations Manual, Section 12);
- Security related issues which are relatively minor; such information may be required for tracking and monitoring purposes only.

BC Energy Regulator (BCER) & Emergency Management and Climate Readiness (EMCR) 1-800-663-3456

Use the BCER Incident Classification Matrix to determine the severity of an incident (minor incident or a Level 1, 2, or 3 emergency);

https://www.bc-er.ca/files/operations-documentation/Emergency-Response-and-Safety/Incident-Classification-Matrix.pdf

Minor Incident: The incident must be reported to BCER within 24-hrs using the KERMIT Online Minor Incident Reporting System.

If the minor incident involves a leak or a spill, EMCR must be notified at 1-800-663-3456

Form A - Minor Incident Notification Form and the Incident Classification Matrix can be found BCER website & to be used for incidents that do not meet BCER Level 1, 2, or 3 Classification.

Level 1, 2, or 3 Emergency: If the incident is a Level 1, 2, or 3, it must be reported immediately (within 1 hour) through BCER incident reporting line (EMCR 1-800-663-3456). Local indigenous nations must be notified as soon as possible after any immediate actions are taken to ensure public safety or minimize immediate environmental impacts.

Oil and Gas Road Closures:

In emergency situations, permit holders must notify the Commission of any needed emergency oil & gas road closures - Commissions 24hr incident line 250-794-5200 Permit Holder Post Incident: The Form D Report must be submitted by the permit holder to the BCER (by email: EMP@bcogc.ca) within 60 days for:

1. Any Level 1, 2 or 3 emergency incident: complete Part A-F; or 2. Any pipeline incident (including minor incident): complete Part A-L; or 3. Upon request by the BCER.

B.C. Ministry of Environment, local police & TDG releases via the EMCR: 1-800-663-3456

The Transport company or Whitecap must report incidents. Information required for reporting is the shipping name or UN number of the dangerous goods, the quantity of dangerous good that 1) was in means of containment before the accidental release, the "dangerous goods accident" or the dangerous goods incident" and 2) is known or suspected to have been released, a description of the condition of the means of containment from which the dangerous goods were released, including details as to whether the conditions of transport were normal when the means of containment failed, for an accidental release from a cylinder that has suffered a catastrophic failure, a description of the failure, the location of the accidental release, number of deaths, and injuries, and an estimate of the number of people evacuated. Written report within 30 days to Transport Dangerous Goods send via Email: dor-rcd@tc.gc.ca

For a Railway vehicle report to CANUTEC at 613-996-6666.

Federallyregulated releases

- Report to Environment Canada (via BC Emergency Management and Climate Readiness (EMCR) 1-800-663-3456 for any release of a deleterious substance directly or indirectly (including through groundwater) into water frequented by fish.
- Canada Energy Regulator (CER)-regulated pipelines releases must be reported to Transportation Safety Board of Canada (TSBC) 819- 997-7887 and CER 403-299-2773.
- Radioactive releases must be immediately reported to any CNSC (Canadian Nuclear Safety Commission) office, and a full report must be filed within 21 days. CNSC Western Regional Office 403-292-5181.

Notes:

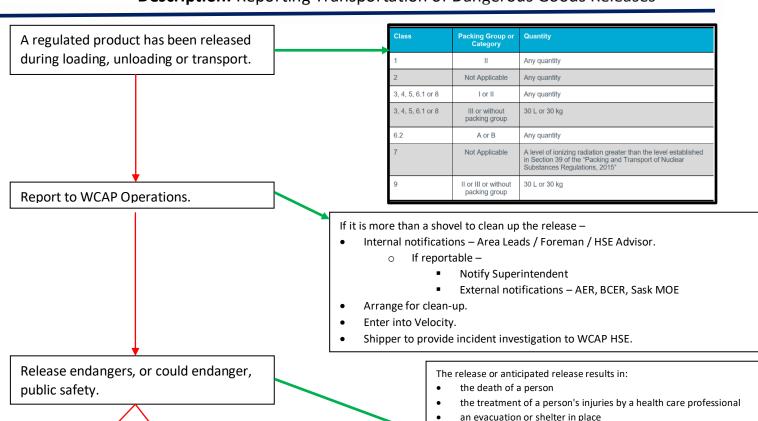
- In B.C.: All releases that impact water ways must be reported, regardless of a minimum reportable quantity. If the release of a "polluting substance" is causing "pollution". A "polluting substance" is any substance, whether gaseous, liquid or solid, that is capable of causing pollution if it were to escape to air or be spilled or escape onto land or into a waterbody. "Pollution" is the presence in the environment of substances or contaminants that substantially alter or impair the usefulness of the environment. If there is any doubt, report the release.
- Transportation refers to the TDG and means all handling, offering for transport and transporting of dangerous goods by any means of transport. Handling means loading, unloading, packing or unpacking dangerous goods in a means of containment for the purposes of, in the course of or following transportation, and includes storage in the course of transportation. Transportation does not include pipelines.
- Contact Whitecap's HSE Advisor as Waste and TDG classification are variable. Refer to the product's MSDS to determine TDG classification; in particular amines and inhibitors can have a variety of classifications (e.g., corrosive, flammable, etc.). Refer to the Whitecap's Waste Chart for waste information.

 Spill Priorities Assess spill situation from a safety, environment and public perspective, establish site control, determine and control source of spill, contain
- Spill Priorities Assess spill situation from a safety, environment and public perspective, establish site control, determine and control source of spill, contain and prevent the spill from spreading, call your supervisor and enter the incident into the incident tracking system, Call your HSE Advisor, who will: advise if the incident needs to be report to the regulator and who is reporting it, assist/coordinate cleanup coordinate waste handling, transportation and disposal.



Health and Safety Alert

Description: Reporting Transportation of Dangerous Goods Releases



Shipper to make Release or Anticipated Release Report to

Alberta - 1-800-272-9600

Yes

- BC 1-800-663-3456
- Sask 1-800-667-7525
- Canutec (If Required) 1-888-CAN-UTEC (226-8832), 613-996-6666 or *666 on a cellular phone.

No

Information required for Release or Anticipated Release Report

- the name and contact information of the person making the report;
- the date, time and geographic location of the release; or
- the date, time and geographic location of the incident that led to the anticipated release
- the mode of transport used;
- the shipping name or UN number of the dangerous goods;
- the quantity of dangerous goods that was in the means of containment before the release or anticipated release;
- the quantity of dangerous goods estimated to have been released;
- if applicable, the type of incident leading to the release or anticipated release, including a collision, roll-over, derailment, overfill, fire, explosion or load-shift.
- If applicable, the name and geographic location of any road, main railway line or main waterway that was closed;
- A description of the means of containment containing the dangerous
- If applicable, an estimate of the number of people evacuated or sheltered in place; and
- If applicable, the number of deaths and the number of persons who sustained injuries that required immediate medical treatment by a health care provider.
- 30-day follow-up report form TP16-0086
 - Submit to the Director General, TDG

- an evacuation or shelter in place
- the closure of a facility, road, main railway line, main waterway Or if:
- the means of containment has been damaged so that its integrity is compromised (loading and unloading line failures are considered a compromise to the containment integrity)
- the center sill or stub sill of a tank car is broken or has a crack in the metal of at least 15 cm (6 in)

Shipper to make Emergency Report to

- Alberta 1-800-272-9600
- BC 1-800-663-3456
- Sask 1-800-667-7525

Information required for Emergency Report

- the name and contact information of the person making the report;
- the date, time and geographic location of the release; or
- the date, time and geographic location of the incident that led to the anticipated release
- the mode of transport used;
- the shipping name or UN number of the dangerous goods;
- the quantity of dangerous goods that was in the means of containment before the release or anticipated release;
- the quantity of dangerous goods estimated to have been released;
- if applicable, the type of incident leading to the release or anticipated release, including a collision, roll-over, derailment, overfill, fire, explosion or load-shift.



Containment and Recovery

Understanding Environments – Ground and Water

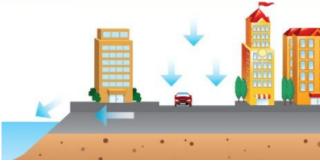
A spill can occur in several different environments. The type of environment will influence the most appropriate technique to be used for the response strategy, while the fate of oil will be influenced by many other situational and local factors. The response can be complicated due to geophysical and environmental factors that can affect the oil spill's behavior.

	Gr	ound
	Permeable Ground	Impermeable Ground
Understand oil behavior:	Oil on permeable ground will flow in both horizontal and vertical directions. Penetration of ground will depend on the oil type and the porosity and permeability of the surface materials.	Oil on impermeable ground will either remain relatively static on the terrain or follow the path of least resistance if a slope is present. It is likely to collect in depressions and watercourses.
Identify resources at risk:	 Examples of resources needing protection include: Non-vegetated: mud/silt; sand; pebble/boulders. Vegetated: grassland; forest; wetland. 	Examples of resources needing protection include: • Drainage systems • Watercourses • Utilities
Response Considerations:	 Penetration of soil below the uppermost layer must be minimized. Prevent oil from entering areas with ground water. Drains and inlets should be blocked. 	 Oil should be contained as soon as possible. Any flowing oil should be intercepted quickly to prevent further contamination of the surface. Drains and inlets should be blocked.

Permeable Ground



Impermeable Ground



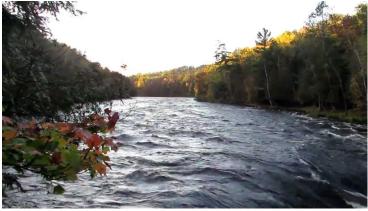


	Water			
	Static Water	Moving Water		
Understand oil behavior:	Oil on static water will float, spreading to form a thin surface layer. Water is rarely truly "static", with wind-induced waves causing spilled oil to drift.	Oil can be rapidly transported by moving water, following the direction of both wind and currents. The oil generally spreads to form a thin surface layer and will also be subjected to significant weathering processes.		
Identify resources at risk:	Examples of resources needing protection include: Ponds Lakes Reservoirs	Examples of resources needing protection include: Rivers Streams Water intakes Fishing areas		
Response Considerations:	 Prevent oil from spreading beyond the water body and contaminating further surfaces. Consider impact of oil moving into vegetated areas such, as reed beds. This will act to trap oil making it more difficult to recover. 	 Oil should be contained as soon as possible and collected. Intercept oil flowing downstream to prevent further contamination, while protecting resources at risk. 		

Static Water



Moving Water





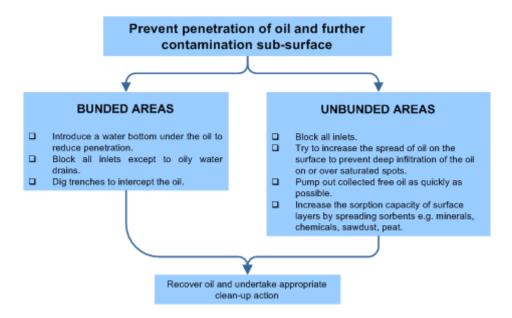
Containment and Recovery, continued Containment of Spilled Product

On Permeable Ground

Permeable ground will pose challenges to the containment of oil as it flows in both a horizontal and vertical direction and will travel with the direction of groundwater flow once it is reached.

1. Response Priorities

When responding to a spill on permeable surfaces, it is important to minimize the amount of oil that can penetrate below the surface; this should require the oil to be spread over a large surface area in the attempt to reduce head pressure on the surface to prevent penetration. This may well be the preferable option compared to long-term operations of subsoil and groundwater clean-up.



2. Retention Capacities in Permeable Surfaces

Each type of permeable surface will allow oil to permeate at different rates and will retain oil at varying capacities. Although the pore spaces in coarser soils are larger, oil will flow through more readily (due to gravity) thus giving a lower retention capacity.

Finely packed sediments retain the oil in two ways; first, the oil molecules cannot pass so easily between the particles due to their size and secondly because the forces associated with capillary action hold the oil in the pore spaces.

Surface area is also a factor in retention capacities; small grain sediments have a higher surface area and therefore hold more oil on the surface of the grains than larger grained sediments.



Surface Type	Capacity (Itrs/m³)
Stones / Coarse Gravel	5
Gravel / Coarse Sand	8
Coarse Sand / Medium Sand	15
Medium Sand / Fine Sand	25
Fine Sand / Silt	40

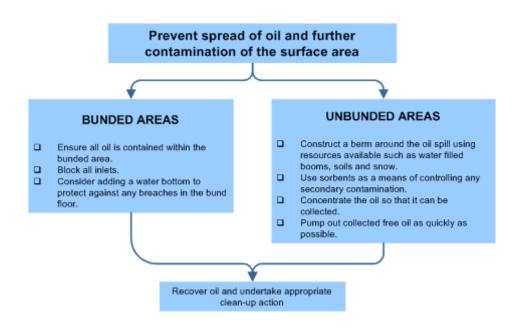
Note: Groundwater movement is very slow, usually between 0.5 m and 1.5 m per day. If oil reaches below subsurface layers, a study of the underlying hydrogeology to identify the most optimal location for the recovery of oil. Different recovery methods can then be put in place, preventing both the further spread of the oil, and flushing from the groundwater system.

On Impermeable Ground

Spill on impermeable ground will remain static until it is recovered, unless a gradient is present that may cause it to spread.

1. Response Priorities

If spills on impermeable ground, the response should first prevent the oil from further spreading and potentially contaminating other surface areas. Once contained, the oil will then need to be recovered through either manual or mechanical methods.





2. Spills in Urban Areas

Urban and built-up areas will contain a vast amount of man-made surface areas sitting alongside natural environments. These man-made surface areas will often be impermeable in nature, so prevention of spread and containment remains the main priority, however, urban areas also pose a significant health and safety risk.

Urban areas are likely to feature intricate drainage and sewage systems, therefore important to prevent the spread of oil to these highly sensitive areas where there is a risk of either contamination with sewage treatment plants and/or watercourses by:

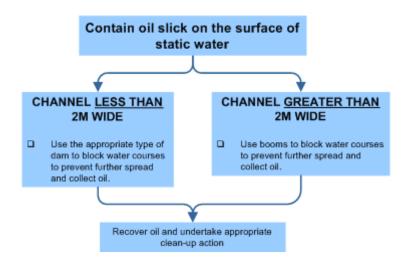
- Using dams formed from soil, sandbags, or sorbents to protect inlets.
- Seal drain gratings with plastic bags filled with water and sand.

Oil and the associated fumes can also be highly volatile. As the vapours are heavier than air, it will gather in underground lines, wells, and troughs. This leads to an increased explosion risk; therefore, it is essential to minimize the potential of ignition, ensuring that:

- Traffic is stopped and other ignition sources are extinguished.
- Any affected system operators such as utilities, telephone and railways are informed.

On Static Water

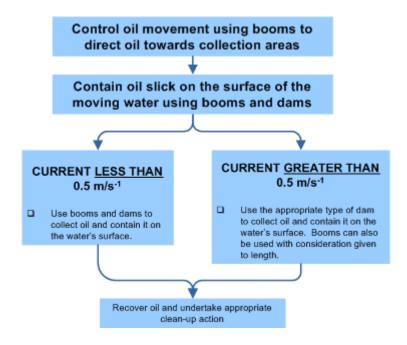
On larger areas of static water, boom can be used to contain the floating oil. The water bodies can be subject to wind-induced wave action, causing the oil to drift, therefore making it necessary to prioritize the containment to prevent further spreading. Where lakes etc. are fed and drained by watercourses, their inlets and outlets need to be protected, methods described in oil on moving water can be utilized.





On Moving Water

For spills that occur in rivers with currents more than 0.5 m/s, various techniques, and equipment, including booms and dams, have been developed to suit the relevant environmental conditions. In currents faster than 1 m/s, it is advisable to use techniques that allows water to flow freely subsurface while containing the oil solely on the surface of the water, such as a sorbent fence, inverted weir, culvert block, water gate or turner valley gate.





Containment and Recovery, continued Containment to Recovery Process for Moving Water

Booms can be used to direct the flow of oil, limit any further spread, and then contain it on the water's surface ready for recovery. Different techniques can be employed depending on the quantity of oil spilled and the surrounding operational and environmental conditions, such as the width and windings in the channel of a river, stream, or other watercourse.

If there are pre-determined control point tactical plans this will also guide the location, personnel and equipment required to implement the containment to recovery process.

1. CHOOSE AN ACCESSIBLE AREA TO CARRY OUT RECOVERY

- Position collection areas where there are natural collection points, or where water movement is slowest, such as the inside of the river bend, or where access allows
- Ensure there is safe access for personnel and vehicles, including temporary storage areas.

2. IDENTIFY AND ANTICIPATE OPERATIONAL AND ENVIRONMENTAL CONDITIONS

- Estimate river speed and plan to deploy boom out at the correct angle.
 - Use weather forecasts to predict future conditions.

DO NOT EXCEED THE MAXIMUM ANGLE FOR THE CURRENT. SEE GRAPH ON BOOMING TECHNIQUE

CONDUCT RECOVERY OPERATIONS

4. DEPLOY BOOM AND ANCILLARY EQUIPMENT

- Deploy booms to deflect oil from the fast side to the slow side of the river and into the collection areas.
- Deploy booms to deflect oil from the fast side to the slow side of the river and into the collection areas.
- Deploy backup deflector and containment booms to ensure all oil is collected.
- Ensure distance between booms are sufficient to allow for oil resurfacing.

PLAN BOOM DEPLOYMENT METHOD

3. PREPARE BOOM CONTAINMENT EQUIPMENT

- Draw out booming plans
- 2 Lay out booms ready to deploy upstream of the planned position.
- In currents of more than 1 m/s⁻¹, shorter lengths of booms should be used to provide more anchor points at the connections.
- Identify anchorage points in the river or on the banks.
 - Prepare boom ancillaries and moorings.



Containment and Recovery, continued Recovery of Spilled Product

A range of response strategies are available to the responder, dependent on resources accessibility. Each strategy will require a level of expertise, coordination and is likely to generate waste. These factors should also be considered when deciding on the most appropriate clean-up method to use.

Natural Recovery

In some areas, it may be less environmentally damaging to allow the area to recover naturally. Natural recovery is a slow process; however, it may be the only course of action from a safety and operational perspective.



Manual Clean Up

Manual recovery is a laborintensive strategy that utilizes large numbers of people collecting stranded oil with the necessary tools; shovels, buckets, etc.



Mechanical Recovery

Oil can be removed from the surface using a multitude of machinery, including pumps and vacuum equipment, scrapers, graders, and oil skimmers.



Use of Water

Flooding can cause the oil to float on the water, this allows it to be recovered later by pumps and skimmers. Flushing can be used to remobilize the oil from the soil and/or wash it from the surface. Both techniques should be used carefully, and containment boom in place to prevent further spread.



Sorbents

Sorbents, made of oleophilic materials; natural (straw) and synthetic (polypropene), can be introduced to the area to selectively absorb the oil while repelling water.



In-Situ Burn

In-situ burning may be considered when physical recovery is not feasible. It is best used in remote areas, especially where roots are protected by high water levels. Some environments may recover from burning more readily than if left oiled without treatment.





Containment and Recovery, continued Recovery Techniques

Technique	Description	Equipment / Resources	Applicability	Environmental Impacts
Manual Clean Up	Hand tool (scrapers, wire brushes, shovels, cutting tools, wheelbarrows, etc.) are used to scrape oil off surfaces or recover oiled sediments, vegetation, or debris where oil conditions are light or sporadic and/ or access is limited.	ShovelsBucketsSorbents(10-20) labourers	Can be used on all habitat types Light to moderate oiling conditions for stranded oil or heavy oils that have formed semi-solid to solid masses In areas where roosting or birthing animals cannot or should not be disturbed.	Sediment disturbance and erosion potential.
Mechanical Removal	Mechanical earthmoving equipment is used to remove oiled sediments and debris from heavily impacted areas with suitable access.	 Motor grader, Backhoe Dump truck Elevating scrapers (2-4) labourers Equipment operators 	On land, wherever surface sediments are accessible to heavy equipment Large amounts of oiled materials.	Removes upper 5 to 30 cm of sediments.
Sorbent Use	Sorbents are applied manually to oil accumulations, coatings, sheens, etc. to remove and recover the oil.	 Hand tools Sorbents (2-10) labourers	Can be used on all habitat types Free-floating oil close to shore or stranded on shore, secondary treatment method after gross oil removal Sensitive areas where access is restricted.	Sediment disturbance and erosion potential Trampling of vegetation and organisms Foot traffic can work oil deeper into soft sediments.
Vacuum / Pumps / Skimmers	Pumps, vacuum trucks, skimmers are used to remove oil accumulations from land or relatively thick floating layers from the water.	(1-2) - 50 to 100 bbl vacuum trucks w/ hoses (1-2) nozzle screens or skimmer heads (2-6) labourers truck operators	Can be used on all habitat types Stranded oil on the substrate Shoreline access points.	Typically, does not remove all oil Can remove some surface organisms, sediments, and vegetation.
Flooding	High volumes of water at low pressure are used to flood the oiled area to float oil off and out of sediments and back into the water or to a containment area where it can be recovered. Frequently used with flushing.	(1-5) - 380 to 750 lpm pumping systems (1) – 100 ft perforated header hose per system (1-2) – 200 ft containment booms per system (1) oil recovery device per system (6-8) labourers per system	All shoreline types except steep intertidal areas Heavily oiled areas where the oil is still fluid and adheres loosely to the substrate Where oil has penetrated gravel sediments Used with other washing techniques.	 Can impact clean down gradient areas Can displace some surface organisms if present Sediments transported into water can affect water quality.



Technique	Description	Equipment / Resources	Applicability	Environmental Impacts
Flushing	Water streams at low to moderate pressure, and possibly elevated temperatures, are used to remove oil from surface or near-surface sediments through agitation and direct contact. Oil is flushed back into the water or a collection point for subsequent recovery. May also be used to flush out oil trapped by shoreline or aquatic vegetation.	(1-5) - 189 to 380 lpm / 689 kpa pumping systems with manifold (1-4) - 30 m hoses and nozzles per system (1-2) - 60 m containment booms per system (1) oil recovery device per system (8-10) labourers per system	Substrates, riprap, and solid man-made structures Oil stranded onshore Floating oil in shallow areas.	Can impact clean down gradient areas Will displace many surface organisms if present Sediments transported into water can affect water quality Hot water can be lethal to many organisms Can increase oil penetration depth.
High Pressure Washing	High pressure water streams are used to remove oil coatings from hard surfaces in small areas where flushing is ineffective. Oil is directed back into water or collection point for subsequent recovery.	(1-5) - 1,200 to 4,000 psi units with hose and spray wand (1-2) - 30 m containment booms per unit (1) oil recovery device per unit (2-4) labourers per unit	Bedrock, man-made structures, and gravel substrates When low-pressure flushing is not effective Directed water jet can remove oil from hard-to-reach sites.	Will remove most organisms if present Can damage surface being cleaned Can affect clean down gradient or nearby areas.
Sediment Tilling	Mechanical equipment or hand tools are used to till lightly to moderately oiled surface sediments to maximize natural degradation processes.	(1) tractor fitted with tines, dicer, ripper blades, etc., or (1-4) rototillers hand tools (2-10) labourers	Any sedimentary substrate that can support heavy equipment Sand and gravel beaches with subsurface oil Where sediment is stained or lightly oiled Were oil is stranded above normal high waterline.	Significant amounts of oil can remain on the shoreline for extended periods of time Disturbs surface sediments and organisms.
Log / Debris Burning	Oiled logs, driftwood, vegetation, and debris are burned to minimize material handling and disposal requirements. Material should be stacked in tall piles and fans used to ensure a hot, clean burn.	(1) set of fire control equipment (2-4) fans (1) supply of combustion promoter (2-4) labourers	On most habitats except dry muddy substrates where heat may impact the biological productivity of the habitat Where heavily oiled items are difficult or impossible to move Many potential applications on ice.	Heat may impact local near-surface organisms Substantial smoke may be generated Heat may impact adjacent vegetation.
Natural Recovery	No action is taken, and oil is allowed to degrade naturally	None required	All habitat types When natural removal rates are fast Oiling is light Access is severely restricted or dangerous to cleanup crews When cleanup actions will do more harm than natural removal.	Oil may persist for significant periods of time Remobilized oil or sheens may impact other areas Higher probability of impacting wildlife.

SORBENTS

H2Safety

Sorbents can be used to recover oil product that can not be easily recovered using mechanical methods. They are predominately single-use products. When allowed to come in contact with oil on water, they will absorb or adsorb the oil over time.

Objectives

- Prevent further migration of released products.
- Recover released product in areas that it may be difficult to reach.



Safety

- Identify hazards and complete a site safety plan.
- Consider toxic and flammable vapours.
- Adjacent infrastructure such as powerlines, pipelines, and underground services.
- Waders, safety harness, line and PFD may be required.



Environmental Consideration

- Utilize existing access and routes to minimize disturbance of soils. Consider environmental sensitivities such as vegetation soil types and wildlife/fish habitat.
- Ensure decontamination areas have been established to minimize transfer of released product during site assessment and site preparation activities.
- Consider air quality issues and proximity of stakeholders.



Equipment / Resources

- Sorbents
- Waste disposal bags
- Gloves



Personnel

- Supervisor / lead
- Site safety
- Labourers



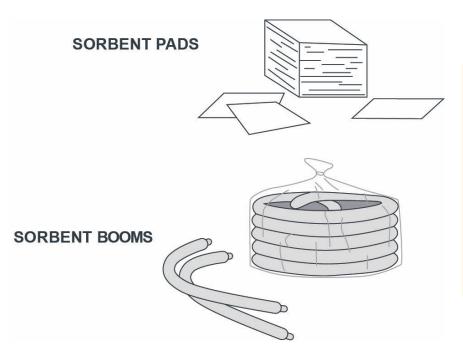
Procedure

- Use sorbents to soak up and recover released product.
- Place used sorbents in waste bags for off-site disposal.









Sorbent Pads

Generally smaller in size. Useful for spot cleaning by hand.

Sorbent Booms

- Sorbent booms are easily deployed in low current environments.
- Usually sausage-shaped, with a few inches of height above the water when floating.



SORBENT SWEEPS

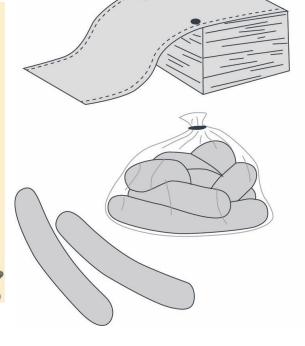
SORBENT SOCKS

Sorbent Sweeps

- Long, narrow sheets of sorbent material with an integral tension member.
- Sorbent sweeps can be used in place of sorbent booms for managing and recovering sheens.

Sorbent Socks

- A smaller, more compact version of sorbent booms.
- Useful for building small containment walls around storm drains, sumps, bilges or sewer entries.





BERMS

H₂Safety

Berms can be constructed using any nonporous material using mechanical or hand equipment. They can be used to prevent migration of released product as well as used to divert surface flow from areas that have been impacted by a spill. They are used in conjunction with other containment and recovery methods such as trenches, bell holes and inverted weirs.

Objectives

- ♦ To halt the advance of spilled product and allow for the recovery of the spilled product.
- Contain and prevent further migration of released products by channeling the spill in a particular direction
- Create a pooled area for recovery of released product.
- Diversion of surface flows from impacted area.



Safety

- ♦ Identify hazards and complete a site safety plan.
- ♦ Consider toxic and flammable vapours.
- Adjacent infrastructure such as powerlines, pipelines, and underground services.
- Establish communications in remote areas.
- Be cautious of wildlife.



Environmental Consideration

- Utilize existing access and routes to minimize disturbance of soils. Consider environmental sensitivities such as vegetation soil types and wildlife/fish habitat.
- ◊ If possible, remove and conserve topsoil for reclamation activities. Avoid constructing berms with topsoil material.
- Ensure decontamination areas have been established to minimize transfer of released product during construction of berm.
- Handle and dispose of contaminated wastes in an approved manner.

Equipment / Resources

- Shovels and/or earth moving equipment
- Plastic sheeting
- ♦ Sorbents
- Vacuum truck / portable vacuum unit

Personnel

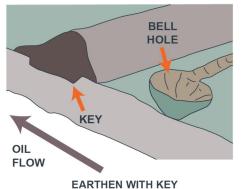
- Supervisor / lead
- ♦ Site safety
- ♦ Labourers
- Vacuum truck operator

Procedure

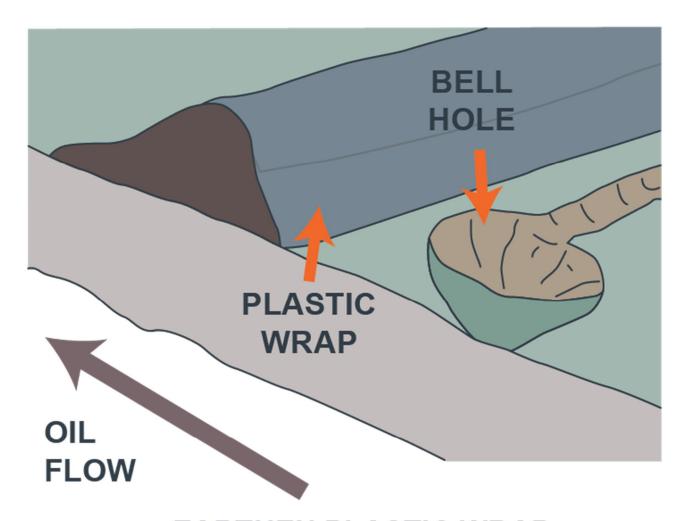
- Lay plastic on ground, across expected route of spill travel.
- Pile non-porous materials on downstream side of plastic (away from approaching oil).
- Flip upstream side of plastic sheet over berm to prevent contamination of berm contents.
- Hand dig small bell hole upstream of berm recovery.
- Ensure waste disposal bags and tags if sorbents are to be used.



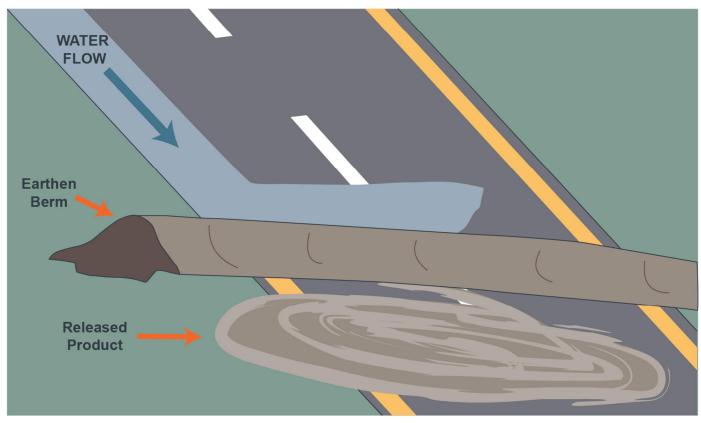








EARTHEN PLASTIC WRAP



SURFACE FLOW DIVERSION

TRENCHES AND BELL HOLES

H₂Safety

Trenches can be excavated to contain a spill and used most commonly with bell holes to allow recovery of fluids and released product via vacuum unit or transfer pumps. For additional containment, the materials excavated from the trench can be used to construct berms downgradient of the trench. For larger spills, skimmers can be considered for recovery of released products.

Objectives

- To halt the advance of the spilled product and allow for recovery while reducing potential for environmental damage.
- Provide capacity to recover released product and ensure containment.
- To stop spilled product where a significant containment capacity is required on a slope.



Safety

- Identify hazards and complete a site safety plan.
- ♦ Consider toxic and flammable vapours.
- Adjacent infrastructure such as powerlines, pipelines, and underground services.
- Consider ground disturbance requirements.



Environmental Consideration

- Utilize existing access and routes to minimize disturbance of soils. Consider environmental sensitivities such as vegetation soil types and wildlife/fish habitat.
- Utilize low lying areas to minimize depth of excavations.
- ♦ Keep trench depth at a minimum to prevent further sub-surface or groundwater impacts.
- Stockpile clean materials for reclaiming area of trenches and bell holes.
- Ensure decontamination areas have been established to minimize transfer of released product during construction of trenches and bell holes.



Equipment / Resources

- Shovels / earth moving equipment
- Plastic sheeting
- ♦ Vacuum truck / vacuum unit
- Transfer pump / skimmer
- ♦ Temporary storage
- Containment booms
- ♦ Sorbents
- ♦ Hand lines



Personnel

- ♦ Supervisor / Lead
- ♦ Site Safety
- ♦ Labourers
- Vacuum truck operator

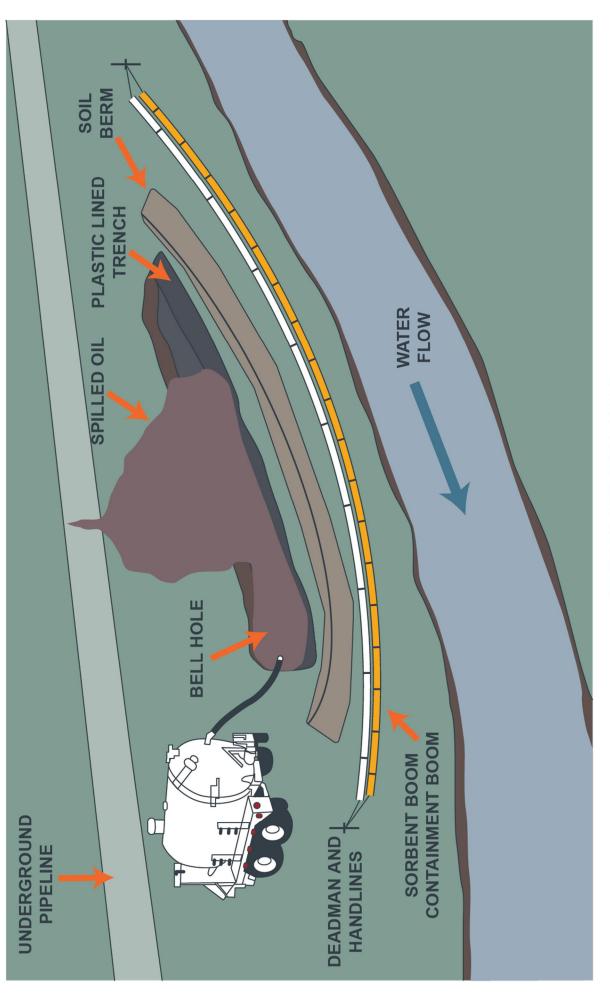


Procedure

- Excavate shallow trench downstream and ensure berm is on downstream side of trench. Line the trench and berm with plastic sheeting to prevent contamination of berm contents.
- ♦ Excavate bell hole at low end of trench for the collection of fluids.
- Recover collected fluids using vacuum truck / vacuum unit or transfer pump into temporary storage.







TRENCH AND BELL HOLE

AQUADAM

than a simple bladder, in many cases it does not require external anchors. Use in slow moving shallow watercourses.

H2Safety

Objectives

- Contain and facilitate recovery of a water-borne spill from a ditch, creek or stream.
- Contain and prevent further migration of released products.
- Provide capacity to recover released product and impacted fluids.



Safety

♦ Identify hazards and complete site safety plan.

Aquadam's are made up of multiple parallel chambers called fill tubes which give it a level of stability against shifting. While

slightly more complicated to place and fill

- Onsider toxic and flammable vapours.
- Adjacent infrastructure such as powerlines, pipelines, and underground services.
- Establish communications in remote areas.
 - Be cautious of wildlife.



Environmental Consideration

- Maintain control of damming materials to avoid introducing foreign substances into the watercourse.
- Utilize existing access routes to minimize disturbance of soils and care should be taken to minimize disturbance of watercourse and banks. Consider environmental sensitivities such as vegetation soil types and wildlife/fish habitat.
- Ensure decontamination areas have been established to minimize transfer of released product during setup.
- Handle and dispose of contaminated wastes in an approved manner.

Equipment / Resources

- Aquadam / water bags
- Water source
- ♦ Trash pump / hose
- ♦ Suction hose
- ♦ Vacuum unit
- ♦ Skimmer



Personnel

- Supervisor / lead
- ♦ Site Safety
- ♦ Labourers
- Vacuum truck operator



Procedure

- Set up trash pump/hose.
- Prepare area by removing any sharp debris that could puncture or damage the aquadam.
- Unroll aquadam across the area of desired containment.
- Fill aquadam using trash pump and hose.
- Recover released product using skimmer / vac unit.







AQUADAM

CULVERT BLOCK

H₂Safety

Culverts that allow a watercourse to pass under or through obstacles present an opportunity for controlling the spread of oil. If water flows are sufficiently low, they can be blocked entirely with boards or plywood to contain oil above the culvert. In higher flow situations, partial culvert blocks can be installed to create underflow dams.

Objectives

- Contain and prevent further migration of released products using sandbags / plywood.
- Create pooled area to allow recover of released product.



Safety

- Identify hazards and complete a site safety plan.
- Onsider toxic and flammable vapours.
- Adjacent infrastructure such as powerlines, pipelines, and underground services.
 - Establish communications in remote areas.



Environmental Consideration

- Utilize existing access and routes to minimize disturbance of soils. Consider environmental sensitivities such as vegetation soil types and wildlife/fish habitat.
- Ensure decontamination areas have been established to minimize transfer of released product during site assessment and site preparation activities.
- Consider air quality issues and proximity of stakeholders.
- Manage board level to allow water to pass through culvert, reducing flooding upstream and maintain downstream flow.



Equipment / Resources

- ♦ Track hoe
- ♦ Sorbents
- ♦ Shovels
- ♦ Earthen materials or sandbags
- Vacuum truck / portable vacuum unit
- ♦ Skimmer
- ♦ Temporary storage
- Plywood, stakes, nails



Personnel

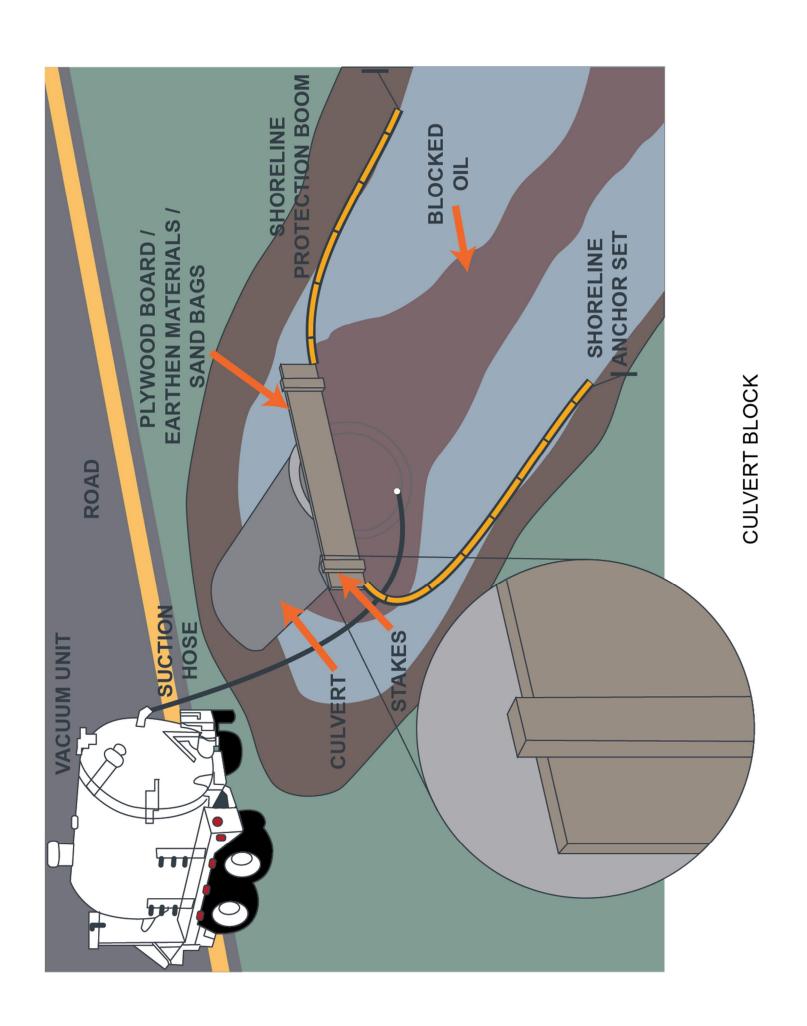
- Track hoe operator
- ♦ Vacuum operator
- ♦ Supervisor / lead
- Site safety
- ♦ Labourers



Procedure

- Using earthen materials or sandbags, completely block the culvert or,
- Using plywood on upstream side of culvert. Secure in place with two stakes driven into bed of ditch, creek or stream. Raise board enough to allow passage of water under the board's lower edge. Secure in place with driving nails through stakes into the plywood.
- Monitor water levels to ensure sufficient flow and to prevent washouts.
- Utilize vacuum unit or skimmer to recover pooled fluids and dispose at appropriate location.
- Utilize containment boom to protect banks from oil impacts.





BOOM DEPLOYMENT

H₂Safety

Larger watercourses are those where any combination of water depth, river or stream width, or current velocity would make the installation of bottom-founded or rigid fixtures impractical. The tactics that follow rely on the installation of flexible, floating barriers to redirect or divert surface contaminants.

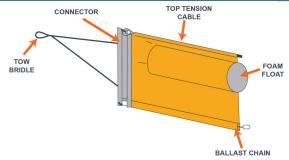
Objectives

- Divert surface contaminants from sensitive resources.
- Divert surface contaminants to areas of quiet water where velocities are slower and contaminants may be collected.



Floating Containment Boom

- Identified by the overall height of the boom or by the diameter of the float and the depth of the skirt.
- Shallow shirts are advised for fast moving waters, because their reduced drag makes them easier to deploy and secure. Deeper skirts are advised where waves may be encountered.

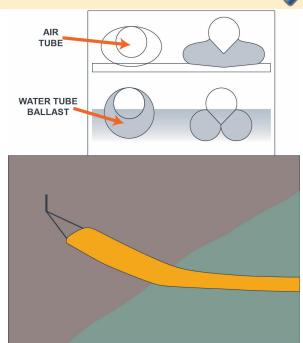


Boom Property	Static Water	Moving Water				
Overall height (in)	6 - 24	8 - 32				
Minimum gross buoyancy to weight ratio	3:1	4:1				
Minimum total tensile strength (lbs)	1,500	5,000				

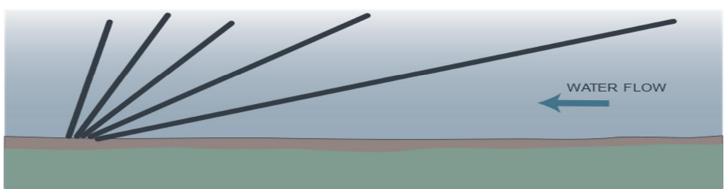
75° 60° 45° 1.4 kph 1.6 kph 2.0 kph 0.9 mph 1.0 mph 1.2 mph 30° 2.8 kph 1.7 mph

Shore Seal Boom

- Provides an effective barrier to control the spread of oil in the critical region where water meets the shoreline.
- ♦ A floating barrier with integral water bags that provide an effective seal when grounded.
- A smaller tube is fitted into a larger tube. The larger outer tube is filled with water and the smaller inner tube is filled with air.
- Shore seal boom can adjust to fluctuating water levels.



15° 5.4 kph 3.3 mph



Time in seconds stick travels 30 m (100 ft)	Current km/hr	Current mph	Current (metres per second)	Current (feet per second)	Boom angle (degrees to current)
216	0.5	0.31	0.14	0.46	30 degrees
108	1.0	0.62	0.28	0.92	
72	1.5	0.93	0.42	1.38	
54	2.0	1.25	0.56	1.84	
43	2.5	1.5	0.69	2.26	20 degrees
36	3.0	1.9	0.83	2.72	
31	3.5	2.2	0.97	3.18	
27	4.0	2.5	1.11	3.60	
24	4.5	2.8	1.25	4.10	15 degrees
22	5.0	3.1	1.39	4.56	
18	6.0	3.7	1.67	5.48	
15	7.0	4.3	1.94	6.36	10 degrees
14	8.0	5.0	2.22	7.28	
12	9.0	5.6	2.50	8.20	
11	10.0	6.2	2.78	9.12	

Considerations

When determining the type of containment operation to be utilized on a watercourse, the following should be considered:

- The slower the current and deeper the water, the more effective the containment and recovery operations will be.
- Chose a location where the current is directed towards the recovery area.
- ♦ Consider access and staging when selecting a recovery location.
- On larger watercourses chose a location that is on the side as the spill.
- ♦ Boom should be a straight as possible to defect oil to recovery areas.
- ♦ Boom angle is critical for ongoing maintenance of containment and recovery operations.
- ♦ In faster moving water, consider additional containment boom downstream to capture any flow through.
- If not feasible to boom entire channel, select as site that will capture most of the released product and consider further downstream containment and recovery areas.
- Select boom anchoring methods considering the following:
 - ♦ Shoreline Pins can be used on narrow slow-moving watercourses and installed along the banks and include drive pin, screw, wing pin anchors, trees, or large rocks.
 - Trolley Line can be deployed across large, moderate to fast moving watercourses and can be used with split pulley to deploy and adjust the boom angle.
 - Or Bridge Pier Bridle can be installed on large, moderate to fast moving watercourse with the use of workboats
 - In-Stream anchors and chain sets can be deployed within the watercourse by workboat crews and include sarca, danforth and rake anchors.
 - Soom Vane can be deployed from shore and utilizes the instream current and mooring lines to set boom angles.

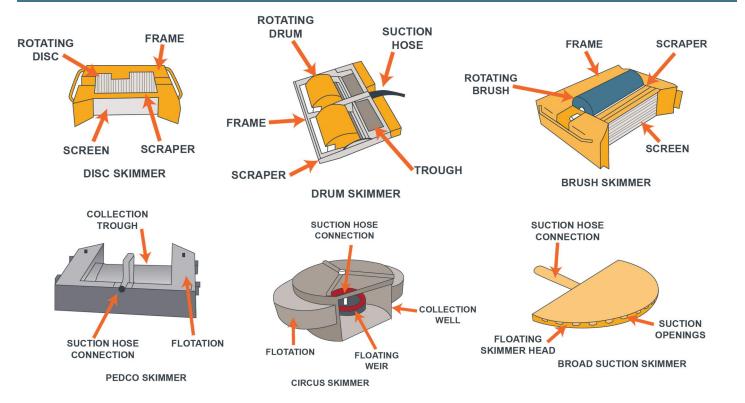
SKIMMERS, VACUUM UNITS, TEMPORARY STORAGE

Recovery will involve the use of equipment as determined by plans and the scope of the incident.

Skimmers

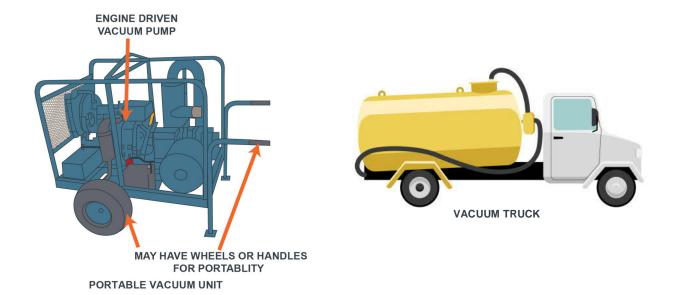
- Selective skimmers rely on oleophilic material that can be passed through the oil-interface. Selective skimmers collect a higher concentration of oil in the recovered fluid stream than non-selective skimmers.
- Non-selective skimmers are usually weir or suction devices that recover fluid indiscriminately.

Skimmer Type	Oil Type	Mode	Debris Tolerance	Wave Tolerance	Currents
Drum (selective)	Wide range of oil viscosities			Low sensitivity to waves with height less than diameter of drum	Not generally used in currents
Disc (selective)	Low to medium viscosity	Stationary	Debris must be managed to allow flow of oil to skimmer	Low sensitivity to waves with height less than diameter of disc	Not generally used in currents
Brush (selective)	Medium to high viscosity	May be operated in stationary mode if current is present	Effective in most forms of small debris	Low sensitivity to waves	May be operated in stationary mode if current is present
Pedco (non-selective)	Wide range of oil viscosities	Stationary	Debris must be managed to allow flow of oil to skimmer	Low sensitivity to waves	Used in currents typically river, streams and creeks
Circus (non-selective)	Wide range of oil viscosities	Stationary and advancing	Debris must be managed to allow flow of oil to skimmer	Good wave-following characteristics in nonbreaking waves	Used in currents typically river, streams and creeks
Broad Suction (non-selective)	Wide range of oil viscosities	Powered by vacuum or pump	Works around debris	Low sensitivity to waves	Static water conditions



Vacuum Units

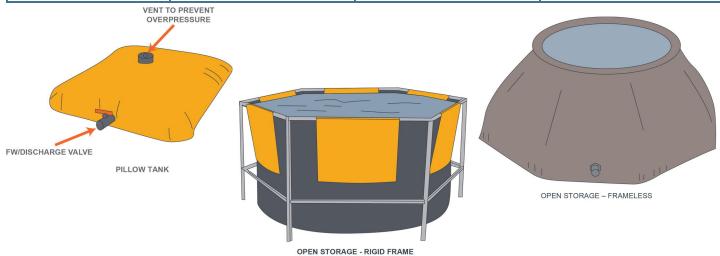
- Operate on the same principle as an industrial vacuum cleaner
- A suction pump pulls large quantities of air through a hose and into a large-volume receptacle. The sudden velocity drop that occurs in the receptacle causes liquids and solids to fall out of the airstream and collect. This process may be aided by internal baffles in the receptacle.
- May be used in place of pumps to operate pedco or broad suction skimmers or to transfer collected oil from disc or drum skimmers.



Temporary Storage

- Recovered oil can be critical to the success of a spill response. Temporary storage tanks are usually fabric, for storage and portability.
- Depending on the type, they may or may not have a rigid frame
- Note that open storage devices do not have positive vapour control. Hence, they may not be suitable for storage of highly volatile products.

Storage Type	Vapour Control	Capacity	Storage Length
Pillow Tank	Yes	750 - 19,000 L	Temporary and long-term
Open Storage - Rigid Frame	No	900 - 75,000 L	Temporary
Open Storage - Frameless	No	750 - 19,000 L	Temporary





Post-Incident

Ensure all statements, event logs, forms and documentation on the incident remain securely stored following the incident. Records must be held for a minimum of 5 years as it may be requested by the regulatory agency at any point during that time.

Call Down Notification

After consultation with a senior company representative or the appropriate Regulatory Agency, Provincial Emergency Management or local County / Municipality, the Incident Commander will:

- 1. Give the "all clear" signal. Prior to the "all-clear" signal, the Incident Commander will confirm that all evacuated areas are safe to re-enter. This may involve such activities as:
 - Ensuring all equipment and locations are free of any pockets of fire, smoke and / or toxic gases.
 - Ensuring all equipment and debris are removed from offices and / or public areas.
 - Cordoning off the incident area to isolate any remaining hazards.
 - Checking low-lying areas and basements for contamination, if a toxic leak has occurred.

After the "all-clear" message has been given, the Incident Commander will be responsible for:

- Ensuring all evacuees are promptly notified once the call down is given.
- Coordinating the return of any evacuees to the area. Ensure the public and employees receive any assistance they may require.
- Maintaining security in any evacuated areas until the evacuees have returned and the businesses in the area have again become occupied.
- 2. Coordinate the deactivation of all emergency response operations, personnel, equipment and incident areas.
- Ensure all previous contacts, including other companies; government agencies, etc. are notified of the emergency status call down.
- 4. Advise all response team members to document their call down notification calls.
- 5. Prepare and release an "all clear" statement to the media in conjunction with the Regulatory Agency.
- 6. Organize debriefing meetings for advisory personnel involved. In the case of incidents that have involved a death or serious injury, consult with Human Resources personnel about arranging critical incident counselling.
- 7. Notify and debrief Joint Interest Partners and Insurance company representatives.

Note: Ensure all statements, event logs, forms and documentation on the incident remain securely stored following the incident.

Public Care and Assistance

The decision to recall evacuees will be coordinated by the regulatory agency in consultation with other applicable government agencies and the licensee. Ensure the following tasks are completed as required:

- 1. Ensure all evacuees are promptly notified once the call down is given.
- 2. Coordinate the return of any evacuees to the area. Ensure the public and employees receive any assistance they may require.
- 3. Maintain security in any evacuated areas until the evacuees have returned and the businesses in the area have again become occupied.
- 4. Ensure homes and businesses are ventilated and checked for gas pockets before allowing the occupants to enter. Rovers must check each room, office and public area.



Post-Incident, continued

Public Care and Assistance, continued

- 5. Ensure members of the Response Teams and other key participants in the emergency are debriefed as soon as possible.
- 6. Designate a senior company representative to act as the company Liaison with the public and other companies.
- 7. Ensure the affected employees and public are provided with post-incident company contact names and telephone numbers. If the emergency has impacted a large number of the public or has caused significant damage to private property or the environment, a temporary Public Relations Office should be established in the affected area.
- 8. Schedule a follow-up meeting with the public to clearly explain the cause of the incident and to address their concerns. Organize critical incident counselling as required.
- 9. Ensure public expense / damage claims have been collected and are processed in a timely manner.

Clean-up and Repair

If a serious injury or death has occurred, the scene must be left undisturbed, as much as possible, until an investigation of the site can be completed by the appropriate authorities.

Ensure the following tasks are completed as required:

- Ensure the incident site is not disturbed if there has been a fatality or a serious injury until police, regulatory officials and company representatives complete necessary investigations.
- Ensure that site clean-up continues.
- Ensure that the correct procedures are developed and implemented for the decontamination of equipment.
- Ensure the On-Site Group Supervisor disposes of all hazardous waste according to applicable regulations (confer with the safety support personnel, the Response Team or other company safety personnel).

Note: The position of On-Site Group Supervisor during the remediation phase may be best filled by an Environmental Specialist.

- Ensure that priority is given to clearing debris and restoring the site to normal operating conditions after the government and company investigations are complete.
- Ensure that all safety equipment is demobilized, cleaned and inspected for contamination.
- Ensure all roadblocks, staging area and detour equipment is demobilized.
- Ensure that all clean-up and repair actions follow the companies safety and environment policies and safe-work procedures.

Oil Spill Decontamination Procedures

All response personnel should be briefed on decontamination procedures before entering the Hot Zone. Basic decontamination procedures are described below. These steps may be utilized for most oil spill incidents.



Post Incident, continued

Oil Spill Decontamination Procedures, continued

Basic decontamination steps and procedures include the following:

- 1. Establish and clearly identify the decontamination corridor. The best location for a decontamination station would be uphill from the hot zone, and upwind so that airborne contaminants blow back toward the hot zone. If the wind changes, the decontamination station may have to be relocated.
- 2. Close proximity to vital services (running water, electricity) is extremely beneficial for decontamination operations.
- 3. The decontamination zone should be accessible to emergency medical units.
- 4. Cover the entire decontamination corridor with plastic sheeting or tarps. Sorbents rolls should be used to line the decontamination corridor to reduce slippage and absorb oil.
- Clearly identify the decontamination corridor using barrier tape, delineator posts and traffic cones. Place the delineator posts and traffic cones on the top of the plastic sheeting or tarps, and then attach barrier tape to these units to clearly mark the decontamination corridor.
- 6. Establish and clearly identify the point of entry from the Hot Zone into the Warm Zone and the exit corridor into the Cold zone.
- 7. Clearly identify, using barrier tape, delineator posts and traffic cones a clean (uphill) side and a dirty (downhill) side of the decontamination corridor. The clean side should be used to pass uncontaminated supplies and equipment into the Warm Zone, while the dirty side contains all the contaminated equipment and supplies used or removed during decontamination operations.
- 8. Water used during decontamination procedures must be carefully controlled and kept to a minimum. Water generated from decontamination procedures will always be treated as hazardous waste.
- 9. Establish an equipment drop zone at the edge of the Hot Zone for contaminated equipment. If required, this equipment may be re-used in the Hot Zone without decontaminating.
- 10. Disposable personal protective equipment that is heavily contaminated will be disposed of without decontaminating. Contaminated raingear, Tyvek suits, gloves etc. should be placed into garbage pails lined with 6-ml debris bags.
- 11. Establish a primary decontamination wash and rinse area as the first step near the Hot Zone to wash the most significant contamination off the PPE.
- 12. Establish a secondary decontamination wash and rinse area about 10 feet / 3 meters away from the first wash to assure thorough decontamination of PPE.
- 13. (Decontamination Solution) Any dish washing liquid, especially those with enhanced grease cutting properties diluted with water are acceptable as the decontamination solution for PPE.
- 14. Oiled sorbents and rags generated during decontamination procedures should be placed into garbage pails lined with 6ml debris bags.
- 15. Splash goggles must always be left on until decontamination procedures have been fully completed.
- 16. Establish an area to change respirator cartridges if required. Contaminated cartridges will be placed into 6ml debris bags that will be labeled and kept segregated from other waste for appropriate disposal.
- 17. Establish an area near the Cold Zone end of the decontamination corridor to remove rain suits, Tyvek suits, rubber boots and other items, that can be reused during spill response operations. These items will be further inspected before being reissued back into the field.
- 18. All used equipment and hand tools (pumps, rakes, shovels etc.) and other contaminated items should remain in the Decontamination Corridor until it can be determined if these items can be decontaminated.



Post-Incident, continued Third Party Investigations

The Incident Commander will coordinate and observe all site investigations. Third party investigators such as police, government agencies and insurance companies may be required to investigate an incident site. It is important to co-operate with third party investigators. However, company personnel should be aware of the corresponding corporate guidelines.

- Obtain the name, title, address and telephone number of all inspectors and immediately inform the Incident Commander before proceeding with the investigation.
- Ensure a company representative accompanies the inspector at all times. Never leave an inspector unattended.
- Give the inspectors the information they request, the facts only, no speculative information. Always tell the truth.

Document all items of evidence that the inspector has retained. Where possible, keep copies of the evidence provided to the Inspectors.

Wait until legal counsel is present before answering questions where the inspector indicates that any statements may be used as evidence or indicates that you have the right to counsel.

Review and Debriefing

The effectiveness of the ERP shall be reviewed after the end of the emergency. In some situations, a formal debriefing may be held. The objective of the debriefing should be to improve emergency preparedness and response by identifying areas of success and areas requiring improvement (a debriefing should not be a fault-finding mission). If one is held, all groups that responded to the emergency should be represented. The representatives should come prepared with complete details of their activities during the emergency and, where possible, provide supporting documentation. Common elements of an effective debriefing include:

- a) A facilitator;
- b) A secretary to record the proceedings;
- c) A review of the sequence of events, including timing and actions taken; and
- d) Identification of those portions of the ERP that were effective and those that require improvement.

Action items identified during the debriefing should be documented and assigned with completion timelines, key lessons learned from emergency outcome should be shared with the appropriate parties, and the ERP should be revised as necessary. Separate debriefings may be held with different groups that participated in the emergency (e.g., emergency services organizations, the media, etc.).

Critical Incident Stress Debriefing (CISD)

Responders are often under a great deal of stress. They must act quickly, often in the face of pain and fear, to assess the situation, determine priorities and begin rescuing others who are in danger. They may have experienced a serious injury themselves or witnessed the death of co-workers or the public.

If necessary, the Incident Commander will request that the company's Human Resource personnel dispatch specially trained counselors to meet with responders, preferably within 24 to 48 hours, to provide support and reassurance to those affected by an emergency. Team members should include a mental health professional and trained peer support personnel (fire-fighters, paramedics, police, military, etc.).



Post-Incident, continued

Critical Incident Stress Debriefing (CISD), continued

CISDs allow individuals to express the circumstances they were confronted with, how they felt at the incident and what their reactions were after the incident. The participants must understand that the meetings are strictly confidential and are not intended to judge or lay blame on an individual's actions. Recording devices and note taking should be prohibited. Meetings should be limited to a maximum of 20 individuals. Individuals who are perceived to be responsible for the incident should be excluded from group meetings and met on a one-on-one basis.

These sessions provide the responders with a supportive environment that helps them deal with their emotions. It also provides them with information about stress and its effects (severe agitation, emotional upset, inability to sleep, etc.) and it educates them about stress management techniques.

Post-Incident / Accident Investigation

Once the emergency status has been removed, a senior company representative will appoint a subcommittee to investigate the event. This subcommittee will consist of appropriate management and technical specialists as required.

The objective of the investigation will be to analyze and evaluate the event in order to establish a cause, to provide advice on how to prevent a reoccurrence of the event, and to make recommendations on procedures that will improve the company's emergency response efforts in the future.

The post-incident / accident investigation should include:

- A review of the events leading up to the incident / accident.
- An analysis of the on-site remedial procedures, including an evaluation of the safety standards that were applied.
- An appraisal of the company's shelter-in-place / evacuation response for the affected public.
- An evaluation of the effectiveness of the notification and communication systems between the incident site and the head office, as well as within the company.
- An appraisal of the effectiveness of any media or public relations efforts.
- An assessment of any potential legal or environmental issues that may be raised as a result of the event or as a result of the company's response efforts.
- A summary of current and future costs.
- Completed appropriate event report forms and applicable attachments.
- An assessment of the strengths and weaknesses of the company's response.

This report will be directed to the attention of a senior company representative. It will be his / her responsibility to ensure all recommendations for improvements to the Corporate and Field Emergency Response Plans are incorporated where applicable and promptly communicated to the appropriate company personnel.

All documentation recorded during and following an emergency must be retained for up to five years in the event the Regulatory Agency requests it.



Medical Emergencies

DISCLAIMER: The information contained in this section does not replace formal First Aid, CPR & AED training. The company makes no guarantee as to, and assumes no responsibility for, the correctness, sufficiency or completeness of such information or recommendations. A First Aid provider is someone who has completed formal first aid training from a recognized provider. Training can be obtained from the Canadian Red Cross (www.redcross.ca) or St. John Ambulance (www.sja.ca).

The 3 basic steps to follow in any emergency:

Remember: stay calm, look for dangers, never risk your own safety

CHECK the person

- Does the person want your help? If the person is unable to answer, assume you have consent to give first aid.
- Check the person's ABCs (Airway, Breathing, and Circulation).



CALL EMS/9-1-1

- If the person responds, find out if there is a need to call EMS/9-1-1.
- If the person does not respond, call for help and EMS/9-1-1.



CARE for life-threatening conditions first

 Reduce the risk of disease transmission by using protective equipment, such as disposable gloves and a barrier device.



Canadian Red Cross Check, Call, Care First Aid Poster. Retrieved March 2021, from Canadian Red Cross Web site: https://www.redcross.ca/crc/documents/fa_poster_checkcallcare_web.pdf



Medical Emergencies, continued First Aid Information

CPR

The simplified Adult Basic Life Support algorithm includes five steps. The algorithm diagram provided by the American Heart Association emphasizes the following:

- 1. Assess the victim's responsiveness. If a victim is not breathing, or is not breathing normally (i.e., gasping), initiate CPR. Health care professionals should be trained to recognize cardiac arrest that presents as seizure-like activity or with agonal respirations.
- 2. Activate EMS (Emergency Medical Response) by calling 911.
- 3. Retrieve a defibrillator, usually an automatic external defibrillator (AED).
- 4. The algorithm proceeds in a loop of CPR and rhythm checks with defibrillation.
- **5.** Check PULSE before chest compressions for at least five seconds and no more than ten seconds. If in doubt, begin compressions
- **6.** CPR: push hard and fast. Begin chest compressions before ventilation. Chest compressions allow blood flow to the heart and brain. Delays in chest compressions result in diminished survival. Be sure to allow the chest to recoil between compressions. The chest should be compressed 100-120/min to a depth of 2"-2.4" (5-6cm)
- 7. For effective breathing, watch for chest rise and avoid excessive ventilation. 10 BREATHS should be delivered each minute, or one breath every six seconds. Each breath should be delivered over 1 second. Observe visible chest rise.
- 8. Avoid gastric inflation, as it may result in aspiration, pneumonia or vomiting.
- **9.** The ratio of chest compressions to breaths is 30 to 2.
- **10.** After the defibrillator becomes available, check rhythm. Use the AED when indicated and available. The victim should receive a shock that is repeated every two minutes or 5 cycles.

Burns

The American Red Cross recommends these steps to care for minor burns.

- Stop the burning. Put out the flames or remove the victim from the source of the burn.
- Cool the burn. Use large amounts of water to cool the burned area. DO NOT use ice or ice water
 other than on small superficial burns. Ice causes body heat loss. Use whatever resources are
 available: tub, shower or garden hose. You can apply soaked towels, sheets or other wet cloths to a
 burned face or other areas that cannot be immersed. Be sure to keep cloths cool by adding more
 water.
- Cover the burn. Use dry, sterile dressings or a clean cloth to cover a burn. Loosely bandage them in place. Covering the burn helps keep air out and reduces pain. Covering the burn also prevents infection. If the burn covers a large area of the body, cover it with clean, dry sheets or other cloth.

For minor burns and burns with open blisters that are not serious enough to need medical care, wash the areas with soap and water. Keep it clean. Put on an antibiotic ointment. Watch for signals of infection.



Burns, continued

Critical burns will need immediate medical attention. Call 911 or your emergency number if any one of the following instances occurs:

- Victim is having difficulty breathing.
- More than one part of the body is burned.
- There are burns to the head, neck, hands, feet or genitals.
- A child or an elderly person has been burned.
- Chemicals, electricity or explosions have caused the burns.

Chemical Exposure Guidelines

- In the event of chemical exposure, emergency services or poison control centre should be contacted as soon as possible.
- The eye may be irrigated using copious amounts of clean water, preferably using an eyewash bottle, eyewash station or shower.
- First aid providers may use continuous, large volumes of clean water for irrigation of chemical injuries where chemical exposure has occurred to other parts of the body.

Wounds & Abrasions Guidelines

- Superficial wounds and abrasions should be irrigated with clean water, preferably tap water because
 of the benefit of pressure.
- First aid providers may apply antibiotic ointment to skin abrasions and wounds to promote faster healing with less risk of infection.
- First aid providers may apply an occlusive dressing to wounds and abrasions with or without antibiotic ointment.
- The use of triple antibiotic ointment may be preferable to double- or singleagent antibiotic ointment or cream.
- If antibiotic is not used, antiseptic could be used.
- There is some evidence that traditional approaches, including applying honey, are beneficial and may be used on wounds by first aid providers.
- People with wounds that develop redness, warmth or become painful or with wounds where the
 person develops fever should seek assessment from a healthcare provider.



Bleeding Guidelines

- First aid providers must control external bleeding by applying direct pressure.
- The use of pressure points and elevation is NOT recommended.
- When direct pressure fails to control life-threatening external limb bleeding or is not possible (e.g.
 multiple injuries, inaccessible wounds, multiple casualties), tourniquets could be considered in special
 circumstances (such as disaster, war-like conditions, remote locations or in instances where specially
 trained first aid providers are providing care).
- Localized cold therapy with or without pressure may be beneficial in haemostasis for closed bleeding in extremities. Caution is advised when applying this recommendation to children due to a potential for hypothermia.
- The out-of-hospital application of a topical haemostatic agent to control lifethreatening bleeding not controlled by standard techniques and in situations where standard techniques could not be applied could be considered with appropriate training.

Source: www.redcross.ca/crc/documents/1303501_FirstAid-2016_Guidelines_LR-PDF.pdf



Next-of-Kin Notification

When an employee, contractor or member of the public is seriously injured, missing, or pronounced dead, the next-of-kin must be notified as promptly as possible. Keep in mind the following policies before notifying any next-of-kin:

- Death is never presumed, and first aid must be administered until relieved by a paramedic.
- No telephone or radio discussion is to take place regarding the name(s) of the injured.
- Notification is not to occur until the casualty has been pronounced dead by a medical doctor or medical examiner.

If an employee, contractor or member of the public is injured or killed as a result of company operations; notifications will be coordinated through local RCMP / municipal police and designated company personnel.

Before Notifying the Next-of-Kin

- Never release the names of the injured, missing, or persons pronounced dead before the next-of-kin are notified.
- Triple-check the identity of any casualty.
- If the casualty is conscious, document concerns. Do not make promises that cannot be kept.
- Confirm the casualty's relationship with the people being notified.
- Be prepared to support the next-of-kin. Provide assistance such as transportation, child care, alternative accommodation, reimbursements for daily expenses, and the temporary care of the family home if required.

During the Notification of the Next-of-Kin

- Make the notification in person, not by telephone or through an intermediary.
- Provide the relatives with as much information as possible; too few details can cause excessive worry. Present only the facts; do not speculate.
- Do not discuss personal views of liability or fault.
- Allow the next-of-kin to vent their emotions.
- Attempt to support and reunite families as quickly as possible.
- Offer assistance; document key issues and concerns. Do not make promises that cannot be kept.
 Follow up on relatives' requests.
- Document the details of anyone who appears to be having trouble coping with the incident so that he
 / she can be given prompt psychological support.



During the Notification of the Next-of-Kin, continued

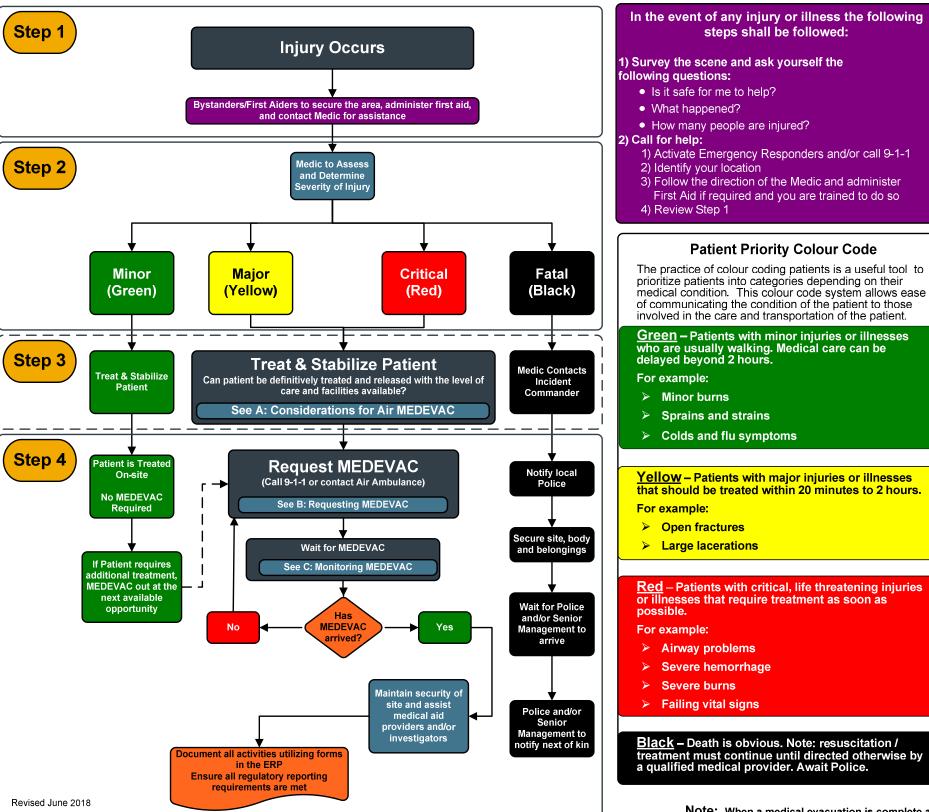
- Do not leave the next-of-kin alone.
- Offer to contact a neighbour, friend, relative, minister, doctor, or counsellor.
- Leave your name and telephone number with family members.
- Ensure the next-of-kin are protected from media harassment as required.

Follow-Up

- The same representative who conducted the initial notification should continue to contact and support the next-of-kin.
- If required, a senior company representative will ensure that a trained psychologist conducts critical
 incident stress debriefing sessions with next-of-kin, friends and company employees involved or
 affected by the tragedy.
- Advise the employee's family that a senior company representative will be contacting them to discuss
 any immediate needs and to provide information on insurance coverage and benefits support. Follow
 up on this commitment.



Medical Evacuation (MEDEVAC) Procedure



A: Considerations for Air MEDEVAC

Consider air transport when:

- Patient requires critical care life support during transport that is not available
- Patient's condition requires that time spent in transport be as short as possible
- Potential delays associated with ground transport (road obstacles or conditions traffic, distance) are likely to worsen the patient's condition.
- Patient is located in an area inaccessible to regular ground transport.
- worksite without adequate medical coverage

B: Requesting MEDEVAC

- When requesting MEDEVAC, be prepared to supply the following information:

 Location of patient pickup (facility, airport, road intersection, GPS)?

 Who will be meeting MEDEVAC crew (radio callsign / frequency, cell number)?

 Will the patient meet the MEDEVAC crew at the pickup location or will the
 - MEDEVAC crew need to be transported to the patient?
 - Any special equipment required (ventilator, bariatric transport equipment, etc.)? Will any additional personnel be necessary (physician, nurse)?

- Is there an intended destination (major hospital, community)?
 Has any consultation with medical providers at the intended destination been

Do not delay launch / dispatch of MEDEVAC, provide the following information

- Mechanism of injury (and time of injury if known)
- Injury or illness sustained
- Treatment given

C: Monitoring MEDEVAC

When requesting MEDEVAC, ensure that you are monitoring the transport and are aware of who to contact for updates and in case changes to plan are required.

When is MEDEVAC transport scheduled to arrive?: ___

Vhat number should be contacted if something in the plan needs to be changed?

f transport doesn't arrive, or if no updates are heard, what time will we contact

Emergency MEDEVAC Phone Numbers

PROVINCIAL AIR AMBULANCE:

STARS (AB, BC, SK, MB):

800-661-3822 Alberta British Columbia 911 800-689-6559 Manitoba

Saskatchewan 888-782-8247

24 Hour Emergency: 888-888-4567

Note: When a medical evacuation is complete all personnel must report to the Incident Commander for a debriefing session.



Responder Safety

Site Safety

Response personnel must stay out of the hazard area until the hazards are identified and assessed. All responders must evaluate potential site hazards including ignition sources or vapours gathering in low-lying areas such as ditches, trenches, and forested areas. The nature of a hazard will influence the responses. Therefore, the following characteristics about the hazard **must** be considered:

- The quantity and type of product involved.
- The potential for the situation to escalate.
- The location of the incident, the time of day and the weather conditions.
- Actual and perceived danger to responders, the public and the environment.
- The number of responders and their training.
- The availability of response equipment.
- The availability of external support, e.g. ambulances, police, fire fighters and mutual aid.

Responders **must** approach an incident site that may have gases or explosive vapours from an upwind or crosswind direction. They should inspect the site from a distance (using binoculars if possible) if hazards have not been assessed. When on-site, responders must take the following precautions:

- Identify safe escape routes away from hazardous areas.
- Continue to assess the related hazards, e.g. toxic vapours, fire or explosion hazards.
- Protect themselves and others (responders and public) before initiating control and containment operations.
- Do not allow anyone, including first responders such as police, fire fighters or ambulance attendants to enter the hazard area unless they are properly trained and equipped with personal protective equipment.
- Avoid extinguishing an ignited hydrocarbon release if the supply cannot be stopped.
- Only attempt fire control on small fires. Extensive fires or uncontrolled facility fires must be dealt with by external firefighting professionals. Responders must not attempt to battle a fire without adequate firefighting equipment, training, and backup personnel.
- Advise fire authorities when a company facility is threatened by an external fire. They should also be
 made aware of dangerous products or flammable hazards at the facility, such as pressurized NGL
 vessels, chemical and fuel storage.

Consider an outside expert when necessary. Well control, for example, is a specialty requiring specific experience, equipment, and procedures.



On-Site Work Areas

The On-Site Group Supervisor may choose to separate the site into three distinct areas to clearly identify the high-risk areas and to reduce the hazards to the on-site responders. The three areas could be defined as the safe area, the hazardous area, and the decontamination area.

Hazardous Area (Hot Zone)

Extreme caution and planning must be undertaken when entering the hazardous area. Access to and from the hazardous area will be controlled. Only personnel with appropriate personal protective equipment, training and an understanding of the specific response and control procedures will be allowed into the hazardous area. An example is confined space entry and rescue. Prior to entry into the hazardous area, all personnel should fully understand the goals, the method of on-site responder communication and the rescue plan.

The following guidelines help the On-Site Group Supervisor to determine the hazardous area. An area is considered hazardous if any of the following conditions exist:

- Combustible gas reading of 10% LEL or greater
- H₂S gas reading of 15 ppm or greater for 15 minutes
- SO₂ readings of 5 ppm or greater for 15 minutes
- Oxygen content of less than 19.5% or greater than 22%
- Presence of organic and inorganic vapours / gases and liquids (consult Safety Data Sheets (SDS) for toxicity data)
- An area the On-Site Group Supervisor deems to be hazardous, such as the area surrounding a fire or spill

The On-Site Group Supervisor will consider the following on-site conditions when determining the size of the hazardous area:

- The location of access routes, power lines, pipelines, fire, and explosion hazards
- Areas where vapours are likely to accumulate such a downwind areas, low areas, confined spaces
- Site stability, e.g. steep slopes, overhanging banks, unstable soil, thin ice
- Weather conditions
- The toxicity and evacuation data for the product involved (Refer to SDS)

Decontamination Area (Warm Zone)

Personnel responding to hazardous substance emergencies may become contaminated in several ways:

- Contacting vapours, gases, mists, or particulate in the air.
- Being splashed by materials while sampling or opening a container.
- Walking through puddles of liquids or on contaminated soil.
- Using contaminated instruments or equipment.



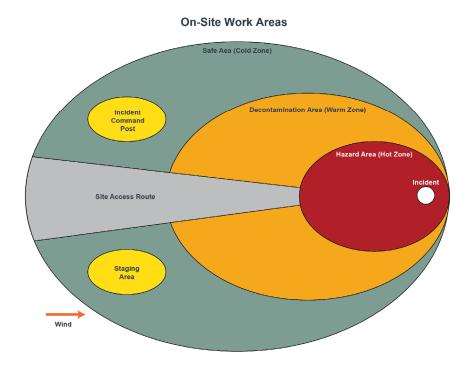
Decontamination is the complete or partial removal or neutralization of the harmful contamination chemicals. Some equipment will not withstand a proper decontamination process and therefore must be destroyed. Site safety personnel will recommend to the On-Site Group Supervisor whether clothing, instruments and equipment should be decontaminated or destroyed.

The decontamination area is usually set up in response to a hazardous material spill and when decontamination of personnel and equipment is required. The decontamination area buffers the designated hazardous and safe areas. Decontamination areas should be set up in areas that are not affected by the on-site hazard. Any contaminated personnel and equipment leaving the hazardous area must be decontaminated in the decontamination area before continuing to the safe area.

Equipment, solutions, and procedures required for decontamination depend on the type and degree of contamination. All hazardous waste must be disposed of according to applicable waste management regulations.

Safe Area (Cold Zone)

The safe area is an area verified by the On-Site Group Supervisor to be safe. The On-site Command Post (OSCP) is located in the safe area. The safe area must be continually monitored and evaluated to confirm its safety. If there is any concern about the area's safety, the On-site Command Post will relocate to an area proven to be safe.





Working Alone

A Working Alone Procedure and a working alone hazard assessment are legislated responsibilities of every employer. One working alone hazard assessment may fit multiple work sites providing the working conditions are the same. These assessments must be available for the workers to review. All working alone hazards shall be mitigated to a reasonable and practical level of risk. Every worker who works alone must have a designated "Working Alone Contact". Activities, dates, and times of contact shall be documented and filed. The "Working Alone Contact" may be a co-worker, a 24/7 facility control room, a third-party emergency answering service, or automated working alone tracking system.

Application

Each operating area will develop a Site-Specific Procedure (SSP) for Working Alone; the SSP will be documented, approved by management, and signed by every company employee or contract employee working in that operating area. Service suppliers will be expected to provide their own "Working Alone Programs" but due to communication limitations or emergency response capabilities they may need to utilize the company Working Alone Program, this temporary change of "Working Alone Contact" should be documented on the safe work permit.

Potential Hazards

- Loss of communication needed for requesting assistance;
- Delays in reporting times;
- Injury requiring assistance; and
- Transportation problems.

Equipment and Training Requirements

- The Working Alone Procedure and Response Plan for the overdue worker are to be a specific agenda item for safety meetings to ensure a suitable level of acceptance and involvement from all personnel is achieved, and
- Supervisors and members of the management shall discuss the plan with workers that participate in field activities, to ensure a high level of awareness and preparedness is maintained at all times.

Low Risk Working Alone Procedure

(Sweet Gas Operations, daylight hours, normal weather conditions)

- The employee should notify their "Working Alone Contact" of check-in times and locations of work;
- If multiple travel routes are an option, then the route selected will also be noted
- If an employee's arrival at a check-in location is delayed by more than one (1) hour, the employee should notify their "Working Alone Contact" of the new estimated time of arrival.



Responder Safety, continued High Risk Working Alone Procedure

(Sour Gas Operations, Call-outs, Adverse Weather Conditions)

- The employee should notify their "Working Alone Contact" prior to departure, and advise them contact of the estimated time of arrival at location:
- The employee should notify their "Working Alone Contact" of arrival at location;
- The employee should assess the problem or job scope, notify their contact, discuss the nature of the
 problem or job, work procedure to be used, and any additional required safeguards, and provide an
 estimation of how long they will be at the location;
- The employee should notify their "Working Alone Contact" when they are finished and ready to leave the location and estimated time of arrival at next check point, base or home; and
- The employee should notify their "Working Alone Contact" of arrival at next checkpoint, base or home.
- If the employee is delayed or expects to be delayed arriving at their next check-in point by more than
 one (1) hour, the employee should notify their "Working Alone Contact" of amended estimated time of
 arrival.
- During adverse weather conditions the employee should notify their "Working Alone Contact" of the exact route to be followed; shorter check-in time intervals are recommended.

Note: Every worker has both the right and responsibility to refuse unsafe work.

Overdue Worker Response Plan

- The Overdue Worker Response Plan shall be initiated when a worker is one (1) hour overdue, (shorter grace periods may be instituted during bad weather or at high risk worksites), and
- After the one (1) hour grace period has expired, the worker's "Working Alone Contact" shall:
 - Attempt to contact the overdue worker by cell phone or radio; immediately notify the worker's supervisor of the circumstances;
- The supervisor will discuss options with the "Working Alone Contact" and together they will agree on an action plan; and
- The action plan may include any or all of the following:
 - o Continue attempts to contact the overdue worker by cell phone or radio;
 - The "Working Alone Contact" or other designated individual will drive the route taken by the overdue worker in an attempt to contact the worker. Specific PPE safety equipment may be required for rescue activities by those involved with the Overdue Worker Response Plan;
 - The "Working Alone Contact" or the supervisor may request search assistance from industry workers in the area who have been identified in the contact list;
 - The "Working Alone Contact" or supervisor will call local hospital(s) to establish whether an injured person has been admitted; and
 - The "Working Alone Contact" or supervisor may notify the local police or RCMP of circumstances with a request for assistance.



Missing Persons

In the event that an employee should go missing:

- Confirm that the person has failed to check in at the predetermined time.
- Contact the person's supervisor (or next in line for reporting) and provide details, e.g. where the person was working, length of time overdue, and if the person is alone.
- If it is deemed appropriate to initiate a search, inform a supervisor (or next in line for reporting) of any plans before any employees head out to search.
- Employees should never endanger themselves during a rescue.
- Searchers should always use the buddy system and work in teams. Each team must be fully
 equipped, names logged, and their designated search area recorded on a map before heading out.
 Searchers should carry maps and compass, GPS (Global Positioning System) unit, survival kit, first
 aid kit, communication equipment, extra batteries, and appropriate provisions.
- Search first where the missing person will most likely be found, e.g. where the person's truck is parked.
- If the missing person is not found within a specified time (e.g. two hours), notify the appropriate Search and Rescue (SAR) authority and/or local police.
- When formal SAR groups are engaged, it is imperative that only one person coordinates all operations.
- Notify ALL authorities when the missing person is found so all search participants are informed and can cease their efforts.
- Complete and submit the required accident/incident investigation form.

Source: PDAC Field Safety Pocket Guide

Rest Periods

Response members may experience a wide array of stresses which may include the death or serious injury of a co-worker, witnessing distressing sights, time pressures, responsibility overload, physical demands, mental demands, emotional demands, limited resources and high expectations from others, hazardous environments or extreme weather conditions.

In high-stress assignments, responders should be routinely rotated. Where manpower is limited, responders should alternate from high-stress positions to lower-stress positions.

Fifteen-to-thirty-minute rest periods should be scheduled every two hours during an emergency situation for all responders; and if possible, provided with:

- Shelter from weather, dry clothes, and a place to sit or lie down away from the scene.
- Warm food, high protein snacks and juices.
- An opportunity to share their feelings with co-workers.



Fire / Explosion

Fire Explosion Consideration Sound Alarm / Call for help Isolate the Hazard Area Activate ERP and declare Level of Emergency potential Low High Initiate Evacuation / Sound Alarms If safe to do so and you have been trained in its use, attempt to extinguish the fire using the appropriate extinguishers. DO NOT Attempt to extinguish the fire. Contact oilfield fire services. Call 911. Ensure fire has been extinguished and there Contact Incident Commander. is no chance of re-ignition. Are all Yes If safe to do so, search for missing people. Utilize appropriate equipment and resources. Maintain security of site and follow instructions of the Incident Commander. Secure the site to protect evidence for any investigations. Document all activities utilizing forms in the ERP. Ensure all regulatory reporting requirements are met. Stand down the ERP. Ensure the site is safe to return to. Revised June 2018 Initiate cleanup / repairs / decontamination.



An explosion is a mechanical or chemical reaction that suddenly releases a large amount of energy, resulting in a shock or pressure wave that causes damage, high temperature and usually a release of gases. Explosions can be loosely categorized according to reaction time. High explosives react quickly within a millionth of a second, while low explosives react more slowly. Important general guidelines must be followed for all fires or explosions to ensure the safety of the public, employees and environment. When encountering different types of fire, the appropriate firefighting services should always be contacted. This is especially important for fuel-related, structure-related or forest-related fires to decrease the risk of major damage. For oil-related fires, industrial fire-fighters are the best equipped to reduce further danger in the area.

If a fire or explosion occurs, the following actions shall be taken:

Control / Containment:

- If possible;
 - Isolate the source and take reasonable action to extinguish or contain the fire.
 - Shut down all known fuel sources.
 - Shut off high voltage power supplies to equipment in fire-affected area.
 - Shut off fuel to heaters near to, or downwind of fire.
 - Dissipate static electrical charges on bodies of all personnel in area. Grounding may be accomplished by holding onto a metal structure for ten seconds with bare hands.
- Call out to industrial firefighting services.
- Notify the Incident Commander.
- Isolate hazard area or equipment as required.

External Notifications:

 Follow notification procedures for fires outlined in the Government Notification Matrix in Section 5: External Agencies.



Classification of Fires

Most fires that occur will fall into one or more of the following categories:

Clas	ss / Symbol	Material	Extinguishing Agent
A		Ordinary combustible materials, such as wood, paper, cloth, trash, and plastics.	Cooling, blanketing or wetting extinguishing agent is needed. Water and foam extinguishers work on this class of fire.
В		Flammable liquids such as gasoline, thinners, oil-based paints and greases; Also includes flammable gases such as propane and butane.	Extinguishers for this type of fire include carbon dioxide, dry chemical and halogenated or clean agent types.
G		Energized electrical equipment, such as motors transformers and appliances.	The most common type of extinguisher for this class is a carbon dioxide extinguisher. A dry chemical or clean agent extinguisher can also be used.
D		Combustible metals such as magnesium, sodium, potassium, titanium and aluminum.	Special dry powder extinguishing agents are required for this class of fire, and must be tailored to the specific hazardous metal.
K		Cooking oils and greases such as animal fats and vegetable fats.	A wet chemical fire extinguisher agent is used for this class of fire.

Source: www.femalifesafety.org



Fire / Explosion, continued Response Actions Based on Type of Fire

Process Fire

Definition:

Process fires include those within or adjacent to: fractionation skids, compressors, exchangers, vessels (also see BLEVE / LPG), piping, tanks/bullets (also see BLEVE / LPG).

Hazards:

Process fires can be a particular hazard where flammable materials are present.

Response Actions:

Deny or restrict access to the area, shut down and depressurize any related or additional process equipment, if safe to do so. Do not attempt to extinguish a process fire if you are not properly trained.

Sulphur Fire

Definition:

Sulphur dust suspended in air ignites easily, and can cause an explosion in confined areas.

Hazards:

Toxic gases will form upon combustion. Bulk/solid forms burn only at a moderate rate, whereas dust burns with explosive violence. Burning sulphur decomposes into toxic sulphur oxide gases such as sulphur dioxide (SO₂) and hydrogen sulphide (H₂S) which is toxic if inhaled.

Response Actions:

The following precautions should be taken when dealing with sulphur fires:

- Prevent human contact or inhalation. Fire may produce irritating and/or toxic gases.
- Wear full faced, self-contained breathing apparatus and full protective clothing.
- Use a water fog, NOT water, to extinguish fire.
- Cool fire, surrounding area, and containers, tanks, and trucks to below 154°C in order to diminish the fire.
- Evacuate the area, except for essential personnel.
- Isolate the area with a 1600m radius.

Trained personnel, local fire departments or contract fire services should only attempt to control a sulphur fire. To ensure public protection, evacuate 1600 meters in all directions and ensure air monitoring is set up downwind of fire and the smoke plume. Continually assess evacuation zone based on air quality readings.



Electrical System Fire

Definition:

Electrical fires are fires involving potentially energized electrical equipment. This sort of fire may be caused by, for example, short-circuiting machinery or overloaded electrical cables.

Hazard:

Electrical fires can quickly get out of control and can cause serious damage and threaten lives.

Response Actions:

Electrical fire may be fought in the same way as an ordinary combustible fire, but water, foam, and other conductive agents are not to be used. While the fire is, or could possibly be electrically energized, it can be fought with any extinguishing agent rated for electrical fire. Carbon dioxide CO₂, FM-200 and dry chemical powder extinguishers such as PKP and even baking soda are especially suited to extinguishing this sort of fire. Once electricity is shut off to the equipment involved, it will generally become an ordinary combustible fire. Water conducts electricity; throwing water on an electrical fire can cause the fire to get larger.

Grass Fire

Definition

A grass fire is a fire that burns large amounts of grass. They mainly occur in grasslands and or Great Plains.

Hazards:

Grassfires spread rapidly, travelling at speeds of up to 25 km/hr, and can quickly threaten lives and properties.

Response Actions:

Threatening grass fires have a potential to involve the licensee's and other area operators' facilities, pipelines and well sites, therefore guidelines to minimize damage to any property need to be followed. To protect the licensee's and other area user property, it is important to follow these guidelines:

- Notify other area operators of the emergency.
- Isolate and shut in all affected facilities if safe to do so.
- For small grass fires extinguish using a shovel or ABC type fire extinguisher. If it enters coulees, along rivers, or into large areas of trees or forests, contact the local fire department and local forestry office for assistance.
- For larger grass fires do not attempt to extinguish, but contact local fire department and local forestry
 office.



Natural Gas Liquid Fire

Definition:

Liquid natural gas is very flammable after vaporization to a gaseous phase.

Hazard

If liquid natural gas is spilled, it vaporizes. The natural gas vapours are initially heavier than air and they form a cloud close to the ground, which is pushed downwind and eventually dissipates. If a viable ignition source is present where a vapour cloud exists at a 5%–15% concentration in air, the vapour cloud can ignite and burn. A vapour cloud, formed by an LNG spill, could drift downwind into populated areas. An LNG fire gives off a tremendous amount of heat. Water will react violently with the LNG and may cause the fire to flare up and intensify.

Response Actions:

A solid stream of water should never be used to extinguish this type because it can cause the fuel to scatter, spreading the flames. The most effective way to extinguish a liquid or gas fueled fire is by inhibiting the chemical chain reaction of the fire, which is done by dry chemical and Halon extinguishing agents, although smothering with CO₂ or, for liquids, foam is also effective.

BLEVE

Definition:

BLEVE is an acronym for Boiling Liquid Expanding Vapour Explosion. It is the term for an uncontrolled fire and explosion of vapour as it escapes from a ruptured vessel of pressurized / liquefied gas. Such explosions can be extremely hazardous.

Hazards:

The hazards associated with a BLEVE include the initial impact of the blast, the fireball and radiation from the explosion and projectiles (pieces of the tank and nearby equipment) that are rocketed from the explosion.

Response Actions:

- Contact Emergency Response Assistance Canada (ERAC) for assistance with emptying any damaged tanks
 - Under the plan, response is provided for the following chemicals: LPG UN 1075, Propane UN 1978, Butane UN 1011, Propylene UN 1077, Butylene UN 1012, Isobutane UN 1969, Isobutylene UN 1055, Butadiene-1,3 UN 1010
- If safe to do so, attempt to extinguish any fires before they come in contact with any storage bullets.
- Call 911 to obtain assistance with fire suppression. Ensure all responders are made aware of the hazards.
- Flowing water can be used to cool the tanks in order to prevent or delay a BLEVE; however, this
 requires a significant amount of water and should not be attempted unless an unlimited water supply
 can be located and the tank can be approached safely.
- Evacuate all personnel and isolate the area to a 1600m radius.
- Evaluate the tank from a safe distance away. Choose an upwind position to the side of the tank if possible.
- Leave the area immediately if you hear a rising sound from venting safety devices or see discoloration
 of the tank.



BLEVE Considerations Based on Tank Capacity

BLEVE

Сара	acity	Diame	eter	Leng	jth	Prop Ma		Minimum time to failure for severe torch	Approximate time to empty for engulfing fire	Firek Radi		Emerg Respo Dista	nse	Minim Evacua Dista	ation	Prefer Evacua Dista	ation	Cooling Flow	
Litres	Gallons	Metres	Feet	Metres	Feet	kg	lbs	Minutes	Minutes	Metres	Feet	Metres	Feet	Metres	Feet	Metres	Feet	Litres/min	Gal/min
100	38.6	0.3	1	1.5	4.9	40	88	4	8	10	33	90	295	154	505	307	1007	94.6	25
400	154.4	0.61	2	1.5	4.9	160	353	4	12	16	53	90	295	244	801	488	1601	189.3	50
2000	772	0.96	3.2	3	9.8	800	1764	5	18	28	92	111	364	417	1368	834	2736	424	112
4000	1544	1	3.3	4.9	16.1	1600	3527	5	20	35	115	140	459	525	1722	1050	3445	598	158
8000	3088	1.25	4.1	6.5	21.3	3200	7055	6	22	44	144	176	577	661	2169	1323	4341	848	224
22000	8492	2.1	6.9	6.7	22	8800	19400	7	28	62	203	247	810	926	3038	1852	6076	1404	371
42000	16212	2.1	6.9	11.8	38.7	16800	37037	7	32	77	253	306	1004	1149	3770	2200	7218	1938	512
82000	31652	2.75	9	13.7	45	32800	72310	8	40	96	315	383	1257	1435	4708	2200	7218	2710	716
140000	54040	3.3	10.8	17.2	56.4	56000	12345 7	9	45	114	374	457	1499	1715	5627	2200	7218	3539	935



Forest Fires / Wildfires

Preparedness

- Ensure separation distances from flare to forest
- Ensure bare ground around facility perimeters
- Ensure response kits are available and ready for use (pump sprayer, shovel, etc.)
- Regular monitoring of wildfire imagery and websites Refer to the Monitoring Wildfire Status and Notification Process section in the coming pages.

Response

- Ensure all operations have two points of egress and where fires are in close proximity, have each
 egress continuously monitored. Where only 1 point of egress is available, evacuation and shutdown
 must occur before there is any risk of the one egress being impacted by fire.
- The first priority is protection of life and the safety of our operational personnel. Worker safety will not be compromised in favor of maintaining production.
- Notify other area operators of the emergency.
- Consider changing operational periods to morning before the temperature rises above the dew point.
- Follow all directives and restrictions put in place by local and provincial authorities.
- Use the corporate risk matrix. If risk falls into High or Critical, VP approval is required to continue operations. Daily approval will be obtained during a morning briefing meeting.
- Isolate and shut in all affected facilities if safe to do so.
- For small fires (smoldering or creeping), extinguish using a shovel or ABC type fire extinguisher. If it
 enters coulees, along rivers, or into large areas of trees or forests, contact the local fire department and
 local forestry office for assistance.
- For larger fires do not attempt to extinguish the fire. To report a forest fire/wildfire, call:

Alberta	310-FIRE (3473) (Prov-wide)		
	1-800-663-5555 (Prov-wide)		
British Columbia	or		
	*5555 (from cell, Prov-wide)		
Saskatchewan	1-800-667-9660 (Prov-wide)		

Wildfire Behaviour

The following wildfire behavioural terms are affected by fuel, topography and weather and also allow for exact descriptions of the wildfire as it is occurring:

- Smouldering: A fire burning without flame and barely spreading.
- Creeping: A fire spreading slowly over the ground, generally with a low flame.
- Running: A fire rapidly spreading with a well-defined head.
- **Torching:** A single tree or a small clump of trees is said to "torch" when its foliage ignites and flares up, usually from bottom to top. Synonym: Candle or Candling.
- **Spotting:** A fire producing firebrands carried by the surface wind, a fire whirl, and / or convection column that fall beyond the main fire perimeter and result in spot fires.
- .Crowning: A fire ascending into the crowns of trees and spreading from crown to crown. Such a fire
 is known as a crown fire.



Wildfire Assessment

During Wildfire Season (March – November), the following cycle will allow field staff to continual assess the dangers of wildfires in the area. Based on the Fire Danger rating and site location, company personnel should review the fire environment they are in, develop a plan and conduct work practices accordingly. This process is to be conducted daily until the end of wildfire season or when the threat of a wildfire sparking ends.

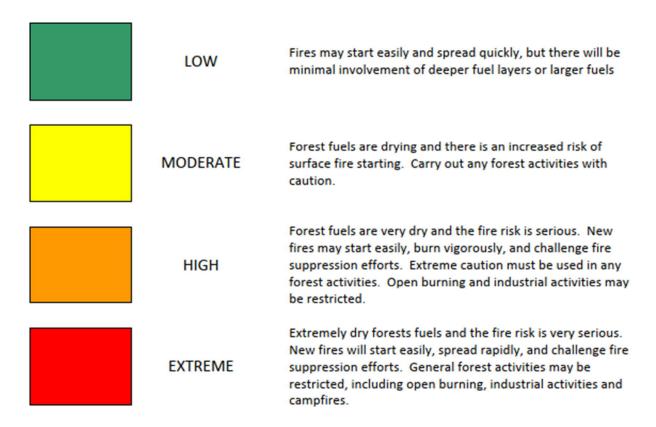
The following sections will provide some detailed information on how to determine the Fire Danger Rating as well as provide some more information on Best Practices that can be conducted on site to reduce the change of a wildfire impacting the assets and personnel.

Fire Danger Rating

The Fire Danger Rating system provides a simple and effective tool for assessing the burning conditions in your area.

Provincial authorities issue regional fire danger ratings after considering current weather and fuel conditions. Ratings are accessible on the internet, on the wildfire information page of your local authority.

The danger ratings are assessed at four different levels:



The readiness level at a facility should be influenced by the daily fire danger rating, wildfire situation or other wildfire information.

Always be mindful of the risk level in your area and prepare accordingly. During extreme conditions wildfires can travel dozens of kilometers in a single day. Understanding the likelihood and probable locations of where the threat may originate is crucial to applying the correct mitigation measures.



Monitoring Wildfire Status and Notification Process

There are a number of resources available to monitor the wildfire status. These include local news channels, radio stations, and websites, government sources including federal, provincial, and local, communication with internal sources, or other sites in the area, alerts and government advisories, and social media sources.

Some of the government and federal websites available are:

	Wildfire Status and Monitoring				
Natural Resources Canada	http://cwfis.cfs.nrcan.gc.ca/home				
Alberta Wildfire	https://www.alberta.ca/wildfire-status				
BC Wildfire Service	http://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation				
Manitoba Wildfire Service	https://www.gov.mb.ca/conservation_fire/Fire- Maps/fireview/fireview.html				
Saskatchewan Public Safety Agency	https://www.saskpublicsafety.ca/emergencies-and-response/wildfire- status				
Smoke Forecast	http://firesmoke.ca/forecasts/current/				
Current and Forecasted Weather					
Environment and Natural Resources	https://weather.gc.ca/				

Notify Workers on Wildfire Status

Local authorities within the area may elect to issue mandatory evacuation orders due to severity of the wildfire. In the event one of these orders is issued, Superintendents or Site Supervisors are in charge of communicating this to all staff / contractors / visitors on site. Additionally, they will continue to monitor the status of the wildfires and ensure that all required personnel / contractors / visitors on site are communicated with. Along with the status us where each fire is, the Superintendent / Site Supervisor on a consistent basis is responsible for monitoring the Fire Danger Rating Level through one of the methods established in the FIRE DANGER RATING section. As the Danger Rating increases, the chance of a wildfire starting increases.

Evacuation Planning

Emergency wildfires cover large areas of land and are extremely hard to contain. It is not the responsibility of company personnel to contain these wildfires. With that in mind, the following evacuation planning protocols should be established to protect its personnel and visitors on site.

It is essential to understand which direction a wildfire threat may come from, considerations for size of potential wildfires and the rate at which wildfires may travel. Planning should include consideration of trigger points to help an operation decide when to change or modify their operations. A trigger point is defined as a point of reference from which predetermined actions take place.



It is important to consider factors specific to the operational environment when developing trigger points for wildfire response planning. These may include time to evacuate, distance of the operation from the fire or smoke, physical features such as a river or road, and number of people on site to evacuate.

A wildfire situation may limit the usability of emergency evacuation routes. For example, the road out of an area may be blocked by fire, smoke, or a vehicle. Smoke may prevent helicopters from landing and slow automobile traffic down. Moreover, an increased volume of traffic on a critical road may lead to congestion. Alternative evacuation routes should be considered.

Communication with Third Parties

Evacuation planning should be integrated to ensure efficient communication. This includes other oil and gas operators and emergency management agencies. This will reduce the chance of incidents occurring as a result of the evacuation process and traffic congestion. It is the responsibility of each Superintendent or Site Supervisor to make this communication has happened.

Alternative Access Routes

If there is potential for the main access to be cut off by a wildfire, alternative emergency evacuation routes (two-way access) should be identified and developed. Workers should never be in an active wilfire area with only one means of egress. Some of the considerations to look into are:

- Are the new evacuations navigable by car and safe to travel down?
- In the event you have to turn around on the evacuation route, is it possible to do so?
- Potential helicopter landing pads for remote sites. Note: Aviation operations could be impacted by Notice of Airmen (NOTAM)
- Are there waterways that can be accessed by boat?
- Are there any locked gates that can cause an issue?
- Are these evacuation routes radio controlled?



Uncontrolled Fire

Once a fire has been identified as uncontrolled and a threat, take the following steps to respond as effectively as possible.

Uncontrolled Wildfire

What is the visibility and air quality like in the area?

Visibility is clear /
Air Quality is normal to good
(Fire over 15 km away from site)

Visibility is not as clear /
Air Quality is moderate
(Fire between 5-15 km away from site)

Visibility is poor /
Air Quality is unhealthy
(Fire approximately less than 5 km
away from site)

Level 1

- Continue work operations
- Daily monitoring on status of wildfire:
 - Communication with HSE Department
 - Communicate with third party companies in the area
 - □ Review Wildfire maps on government websites
 - ☐ Communicate with Government Authorities
- Prepare list of all on-site personnel.
 Split personnel into the following categories:
 - Non-essential on-site
 - Essential on-site
 - Personnel with medical / respiratory issues
- Prepare list of available on-site evacuation vehicles
- ☐ Fuel evacuation vehicles
- Start preparing a list of evacuation groups (ie. Who is driving? Which vehicle? Who are the passengers?)
- Begin planning for controlled shutdown of the facilities.
- ☐ Identify and confirm primary and alternate muster locations.
- □ Review evacuation routes outlined in the Area Specific section. Drive evacuation routes to make sure they are accessible and usable.

Level 2

- Make sure all Level 1 tasks have been completed
- ☐ Contact government Wildfire Branch
- Continue contact with HSE Advisor to discuss game plan. Consider fire size, wind, and other weather conditions
- Contact third party companies to discuss status on evacuation
- ☐ If agreed upon by the appropriate leadership, initiate evacuation of non-essential personnel & personnel with medical / respiratory issues
- Off-site muster point / Evacuation
 Centre Lead to depart in Lead vehicle
- If decided among Senior Management / HSE / Area Supervisors, begin controlled shutdown of facilities which could include but is not limited to shutting down production and injection wells.
- Supervisors complete final tour of site to make sure shut down procedure is fully completed.
 - NOTE: Not all facilities have the same shutdown process. Complete shutdown procedure that is specific to that site.
- → Preparing a list of remaining personnel on-site
- Make sure all remaining personnel can communicate with each other (ie. 2-way radios, cell phone, etc.)

Level 3

- Make sure all LEVEL 1 & 2 tasks have been completed
- If controlled shutdown has not already been completed, initiate discussions with Calgary senior management to determine ESD strategy.

NOTE: Only complete this process if necessary and safe to do so. Not all sites may be shut in during a wildfire.

- ☐ If Shutdown is required:
- ☐ Initiate final evacuation of essential personnel
 - ☐ All remaining personnel gather at a common muster location
 - Conduct final head count to make sure everyone left on site is accounted for
 - Depart for Evacuation Centre / off-site muster location
- Lock all gates and access routes to facilities



FireSmart (Alberta)

FireSmart is living with and managing for wildfire.

Preparing for the threat of wildfire is a shared responsibility. Community members, community leaders, forest companies, industry, and government we all have responsibility to lessen the effects of wildfire. FireSmart uses preventative measures to reduce wildfire threat to Albertans and their communities while balancing the benefits of wildfire on the landscape.

FireSmart can reduce the likelihood of large uncontrollable wildfires in Alberta's forests. Furthermore, it recognizes the benefit of introducing the controlled application of fire to sensitive and protected areas of the forest (prescribed fire). FireSmart is built on partnerships between government, industry, and homeowners.

FireSmart Documents: (http://alberta.ca/firesmart)

- FireSmart Guidebook for Community Protection Feb 2013
- FireSmart Guidebook for Oil and Gas Industry 2008

After a Disaster

These are general guidelines to look for after an occurrence:

- · Assess site and declare an emergency as required.
- Activate ERP as required.
- Account for all on-site and field personnel.
- Listen to a battery-operated radio or television for the latest emergency information.
- Give first aid to the injured and call for medical assistance if required. Do not move seriously injured
 persons unless they are in immediate danger of further injury. Use intrinsically safe flashlights to survey
 for damage and look for victims. Do not use candles or matches (explosion hazards may exist).
- Use the telephone for emergency calls only.
- Check for spilled medicines, bleaches, gasoline, or other flammable liquids.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Report fires to the fire department. Be alert to prevent fires, as broken water mains may cause a reduction in water pressure. Lightning and downed power lines can cause fires. Know how to fight small fires.
- Inspect utilities.
 - Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. Do not go near loose or dangling power lines. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.
 - Check for sewage and water lines damage. If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water by melting ice cubes.



- o Check for leaking pipes. If you smell sour gas:
 - Immediately evacuate the area and don appropriate personal protective equipment.
 - Close gas valves and isolate the area.
 - Turn off the main power switch (only if you are NOT wet or standing in water).
 - Shut down required plant and well sites and notify appropriate government authorities.
 - Check buildings prior to entering as there may be structural damage; proceed cautiously.
- In the case of a flood, proper cleanup is essential. Discard all materials that cannot or should not be saved. Wash and rinse all surfaces, then disinfect them. Remove any water as soon as possible and clean out mud and other debris. Water supplies may be contaminated; use caution with drinking water.
- In the case of an earthquake, expect aftershocks. These are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.

Note: The emotional impacts of disasters on those affected can be distressing and lasting, even if it doesn't involve physical harm. Help by maintaining a positive attitude and a sense of calmness. Your local health authority can assist in coping with trauma resulting from a disaster.



Whitecap Resources Ltd. Alberta Industrial Wildfire Control Plan March 2024



Date Reviewed	Changes	Pages
Feb 2023	Reviewed no changes required	n/a
May 2023	Updates links, contact numbers link inserted	4 & 7
Mar 2024	Section 2.2 reviewed and following changes made: Add: Upstream Petroleum Industry Flaring, Incinerating, and Venting Add: OHV must have Spark Arrestors	5
	Add: Appendix B Fire Code Variance	9/10



1.0 <u>INTRODUCTION</u>

The Industrial Wildfire Control Plan (IWCP) is a mandatory requirement under the Forest and Prairie Protection Act. (Part 23 Fire Control Plans.)

IWCP Submissions are mandatory for facilities located on or within one kilometer or public land and inhabited by at least one person for four or more hours in a day (this time does not have to be consecutive), during the time frame of March 1st through to November 31st.

The overall intent of the IWCP program is to offer companies a means for providing Agriculture and Forestry (AF) with information regarding facility details and emergency contacts, which will ultimately increase worker safety in the event of an emergency wildfire. The goal of the IWCP is to protect human life.

1.1 Plan Submission

- Company plan is to be submitted, for all manned facilities/camps for in the province.
- Whitecap Resources Ltd. (Whitecap) HSE Technician will manage the annual IWCP submission and updates when there are property changes.
- Submission of Whitecap's IWCP is completed through the Alberta Wildfire System (AWS).
- Annual IWCP submissions are due by February 28th.

1.2 Monitoring & Reporting Wildfires

Whitecap's operations teams are responsible to prevent, monitor and report wildfire activity in and around Whitecap's sites for worker and public safety, and for asset management.

Wildfire Season is March 1 to October 31.

Reporting wildfires is done by calling: 310-FIRE (3473)

Monitoring for wildfires can be done by multiple methods:

- Alberta Fire Bans webpage: www.albertafirebans.ca
- Downloading the Alberta Wildfire app onto mobile devices
- Signing up for applicable Forest Area wildfire email updates, contact Forest Area office for details.
- Visual confirmation.

There may be situations where Whitecap's Emergency Response Plan (ERP) is activated for response to a fire or wildfire event.



2.0 PROGRAM DEVELOPMENT - PREPARING FOR WILDFIRES

Industry documents have been created to support licensees in developing best practices for preventing and mitigating wildfires. These documents offer information on:

- Enhancing personnel safety during a wildfire event
- Enhancing emergency response capability
- Mitigating economic impact during shutdowns
- Reducing liability of industry-caused ignitions

The documents currently referenced by industry licensees are:

- FireSmart Guidebook for the Oil & Gas Industry
- FireSmart Field Guide for Upstream Oil & Gas Industry
- FireSmart Field Guide for Upstream Oil & Gas Industry Risk Assessment Worksheet
- CAPP's Emergency Preparedness Guide for Hazards Associated with Wildfires, 2015
- Capp Wildfire Prevention Best Management Practices

Operations teams will reference these documents for preventing, monitoring, and responding to wildfires.

Whitecap's operations teams work directly with the local Forest Area offices for communicating any concerns and/or when applying for any burn permits from March 1 to October 31.

2.1 Mandatory Requirements for On-Site Fire Suppression Equipment

As per Whitecap's Alberta Municipal Affairs Fire Code Variance, all vehicles on a Whitecap location are required to be equipped with:

• At least one 80-B:C (minimum) fire extinguisher.

As per the Alberta Forest Prairie Protection (Ministerial) Regulation, Section 11: For industrial activities that occur within one kilometer or on public land it is required that vehicles working for Whitecap, during Wildfire Season, are equipped with:

a shovel, an axe, and a container able to hold at least 5 liters of water.



Manned facilities are equipped with the following:

Required Equipment	Persons Employed at the Site of Operations									
for Fire Control	1	2	3	4	5	6-10	11-20	21-30	31-40	41+
Shovels	1	1	2	2	3	5	10	15	20	Same as 31-40 (minister may increase)
Backpacks with pump	1	1	1	2	3	5	10	15	20	
Axes or pulaskis	1	1	1	1	2	5	10	15	20	
Fire pumps	0	0	0	0	0	0	0	1	1	
Fire hoses	0	0	0	0	0	0	0	450m	450m	increase)
Power saws	0	0	0	0	0	0	0	1	1	

2.2 <u>Fire Prevention Initiatives Planned or Undertaken</u>

Typically, wildfire hazards are highest in April through May due to dead, dry vegetation as snow melts away. Lightning season or storms can contribute to wildfire hazards.

Flare Stacks:

- Review carbon buildup and routine maintenance to prevent embers.
- Ensure AER Directive 60, Upstream Petroleum Industry Flaring, Incinerating, and Venting, Section 7 Performance Requirements are met.
- During wildfire season, provide courtesy notification to local Forest Area office when moving in or igniting a temporary flare stack (so no deployment of unnecessary resources).
- Options to prevent temporary flare stack fires:
 - o Try to avoid flaring when high or extreme Fire Danger Rating.
 - Try to avoid flaring during late morning, mid day and early evening when temperatures are higher, and the relative humidity is lower.
 - Try to avoid when winds exceed 20 km/hr.
- Minimum of 8m bare ground around the base of permanent stacks on all locations.
 (Forest and Prairie Protection Regulation, 11 c AND AER Directive 60, 7.8, 5)

Flare Guns/Pens:

- DO NOT use to ignite a stack during a non-emergency event during Wildfire Season on Crown Land (Forest & Prairie Protection Regulation, 9).
- When flare gun/pen is used (emergency or non) make sure hazards are assessed:
 - o Wind direction, and direction of firing off towards,
 - o Vegetation, other combustible material,
 - Gas sources, pooling vapours.
- Manual flare/incinerator ignition is subject to good fire safety practices, and accepted for nonroutine purposes where (AER Directive 60, 7.3, 2):
 - No continuous gas flow exists, and
 - No automatic relieving systems are connected to the stack.



Vegetation Management:

- No vegetation or fire hazards to be inside tank berms (AER Directive 55, 5.3.2.1).
- Assess vegetation in/around lease for fuel sources and awareness:
 - Before clearing trees/vegetation in area, review with local Forest Area office for expert advice/quidance.
- Review vegetation concerns around powerline infrastructure and report to owner of system for proper removal/management.

Off Highway Vehicles:

- All OHV <u>must have</u> exhaust spark arrestor. Keep exhaust clear of buildup.
- Carry a shovel and extra water.
- Park where heat, or exhaust off OHV <u>can not</u> start a fire (Fire and Prairie Protection Regulation, 10).

3.0 <u>EMERGENCY RESPONSE</u>

Whitecap employees and contract positions are trained to know and use the Whitecap Emergency Response Plan and tools, not all workers are trained fire fighters and should not engage in situations that places their personal safety in jeopardy.

Personnel safety is priority in any ERP. Before responding to any ERP ensure to notify others of the situation and actions to be done reviewed. Provide backup where required before engaging in actions to contain and/or control.

External notification to other regulatory bodies and/or external support teams is critical in a fire or wildfire situation. This is to be completed in a timely manner to ensure these trained responders are dispatched as soon as possible.

Preparations:

In advance of a wildfire season, workers should review and know:

- How to safely isolate facilities and/or wells properly to eliminate additional fuel for a wildfire and to potentially limit damage to assets.
- Review and know where local water sources are that can be drawn from.
- Aware of where to evacuate to in an emergency and always have clear lines of communication with Incident Command Post (ICP) team.
- Carry a map of the field with them so they can find safe passage to evacuation and/or staging areas.

Hazards:

Workers encountering and /or engaging in containment and control of a wildfire need to be aware of potential hazards such as, but not limited to:

- **Power lines:** downed lines or fallen trees on lines can cause the current to radiate at ground level. Maintain a minimum of 10m radius in these situations.
- **Wind direction and shifting**: don't become trapped or surrounded by the fire or hot spots flaring up.



- *Vertical climb:* aware of fire in trees or power poles overhead. And fire behaviour on an uphill slope that can accelerate quickly.
- Smoke hazards: proper PPE may be required, such as a N95 mask, of ½ mask with P100 filters.
 - Review with workers to know if anyone has smoke intolerance/breathing issues and ensure those workers are removed from the area.

Response Actions:

- Notify internally and any other area operators of the emergency.
- When required, isolate and shut in all facilities if safe to do so.
- For SMALL fires (low hazard potential) extinguish using a shovel or ABC fire extinguisher
 - If fire enters a coulee, along a river, or large area of trees IMMEDIATLEY contact 310-FIRE (3473)
- For LARGE fires (high hazard potential) DO NOT ATTEMPT to extinguish your self – IMMEDIATELY contact 310-FIRE (3473)

Reference Documents:

Alberta Forest and Prairie Protection Act, current as of December 9, 2016

Alberta Forest and Prairie Protection Regulation, 2017

Alberta Forest and Prairie Protection (Ministerial) Regulation, 2017

AER Directive 60, Upstream Petroleum Industry Flaring, Incinerating and Venting, 2021

Appendix A: Forest Area Map and Contact Info

Alberta Wildfire webpage: https://wildfire.alberta.ca/

Alberta Wildfire Status Dashboard

Forest Area Map click here:

https://wildfire.alberta.ca/resources/maps-data/administrative-boundaries.aspx

Forest Area Contact Information: Alberta Forest Contact Numbers



Appendix B: Fire Code Variance

FIRE CODE VARIANCE



October 2020

19-FCV-024 Page 1 of 2

Whitecap Resources Inc.

Portable Fire Extinguishers at Unstaffed Remote Facilities

PURPOSE

To provide, through the issuance of a province wide variance, an equivalent means to ensure availability of portable fire extinguishers at remote unstaffed energy transmission facilities, for use by the employees of, and/or contractors for, Whitecap Resources Inc. in the event of a fire.

ISSUE

Whitecap Resources Inc. operates remote unstaffed facilities in Alberta as part of their energy transmission system. The National Building Code – 2019 Alberta Edition (NBC(AE)) and the National Fire Code – 2019 Alberta Edition (NFC(AE)) require the installation and maintenance of portable fire extinguishers in these facilities for use during a fire event. Employees and contractors periodically travel to these normally unoccupied buildings to conduct operational checks and maintenance procedures. Municipal Affairs is aware of situations where the required portable fire extinguishers have been tampered with or removed, leaving no operable extinguisher available for use during a fire event. This situation may jeopardize the safety of the occupants and risk of damage to the property in the event of a fire.

AUTHORITY

The Safety Codes Act and the NFC(AE) provide the authority for the Provincial Fire Administrator to issue a written variance (also known as an alternative solution) applicable throughout the province, which provides an approximately equivalent or greater safety performance with respect to persons and property. The Provincial Fire Administrator may include terms and conditions in the variance.

APPLICATION

Compliance with this variance requires that Whitecap Resources Inc. will be required to adopt the following conditions in their procedures where portable fire extinguishers are not provided in each unstaffed remote facility:

- All staff and contractors attending designated unstaffed remote facilities to only do so in a vehicle provided with at least one 80-B:C rated (minimum) portable fire extinguisher; and,
- Whitecap Resources Inc. will ensure that employees and contractors are trained in the use
 of the 80-B:C rated portable fire extinguisher as a minimum requirement.

This variance will allow that in the event of a fire all persons attending the facility will have immediate access to the vehicle mounted portable fire extinguisher(s). Compliance with this

Unless stated otherwise, all Code references in this STANDATA are to Division B of the NFC(AE)

Issue of this STANDATA is authorized by the Provincial Fire Administrator

Tina Parker

Alberta Municipal Affairs --Community and Technical Support, 16th Floor, 10155 --102th Street, Edmonton, Alberta, Canada, T5J 4L4
Phone: 1-866-421-6929 Email: safety.services@gov.ab.ca Website: www.alberta.ca

Classification: Public



FIRE CODE VARIANCE



October 2020

Page 1 of 2

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Security Incidents

A security incident is a security-related occurrence, threat or action that has adversely affected people, the environment, assets, and economic stability, or could potentially do the same.

General Notes on Prevention of Security Incidents

As defined in the CSA Standard Security Management for Petroleum and Natural Gas Industry Systems (Z246.1-21), a Security Management Program should be implemented to ensure security incidents and threats are identified and managed with appropriate safeguards and response procedures in place.

This documented security risk management process should incorporate threat, vulnerability, risk assessment and asset characterization. Asset characterization, in particular, identifies and ranks any assets that could result in adverse consequences if damaged or destroyed.

To minimize the possibility of threats within a company property, an adequate physical security system must be in place. This should include the following:

- Perimeter fencing and gates to protect against unauthorized entry into a facility gates should be closed when not in use and locked when unoccupied
- Appropriate signage at the perimeter and entrances
- Intrusion detection systems / alarm systems
- Sufficient lighting in darkness or areas of poor visibility
- Pedestrian access control
- Security guard force, both static and mobile
- Employee awareness

Types of Security Threats

Security-related threats have the intent to cause harm and could include bomb threats, suspicious packages, terrorism, vandalism, trespassing and cyber-attacks.

Responding to Threats

Should any facility or office be the subject of a threat or be advised of the potential of a terrorist attack, or of the potential of an attack to an adjoining facility being operated by another company, the person receiving the initial threat should remain calm, document all information in writing and notify his supervisor immediately. The supervisor should make an immediate assessment of the circumstances then:

- Obtain all data from the person who received the threat.
- If there is clear and imminent danger, the plant should be immediately evacuated, and the Field Response Team activated from a remote location.
- Contact local police / Royal Canadian Mounted Police (RCMP).
- Notify the Regulatory Agency and the Incident Commander.



Once the Field Response Team is activated, the Field Response Team Incident Commander and a senior company representative will consider the threat and options available to respond to the threat. There are a myriad of potential short and long term responses available and they will be dependent on the evaluation of the threat, time available to respond, resources available locally or that can be brought in a reasonable time, and police and military resources available.

• If the threat is considered possible, the Canadian Security Advisor recommends that the following immediate/short term responses should be considered:

Field Operations:

- Establish intelligence liaison with local authorities (e.g. police).
- Report all suspicious activity to Corporate Security.
- Discontinue all site tours and visits.
- Restrict vehicle access to specifically authorized vehicles only.
- ID all visitors seeking access.
- Assign a person to patrol the perimeter of the facility at the beginning of each operational shift and note any deficiencies; look for signs of attempted break and enter.
- Conduct an evacuation exercise.

Remotely Operated Facilities (also applies to any facility operated by a single person):

- Establish full lock down on fences and assets on the lease/site everything that can be secured and locked is secured and locked.
- Conduct a fence perimeter patrol before entering the site look for signs of illegal entrance.
- Conduct a full exterior building patrol before entering a building look for signs of unlawful entrance (doors pried, windows open, broken glass etc.).
- When working, lock the gates upon entering and leaving the facility, and rigidly adhere to the work alone guidelines.

Bomb Threats

Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target, though occasionally these calls are through a third party. Sometimes a threat is communicated in writing, or by a recording.

Persons making bomb threats generally have one of two motivations:

- 1. The caller has definite knowledge or believes that an explosive or incendiary bomb has been, or will be, placed. He or she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.
- 2. The caller wants to create an atmosphere of anxiety and panic which will, in turn, result in a disruption of the normal activities at the location where the device is purportedly placed.

While most bomb threats are unfounded, some are not. As such, each one must be dealt with as though it is real and handled seriously and calmly.



Bomb Appearance

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost non-existent. Most bombs are homemade and are limited in their design only by the imagination and resources available to the bomber.

Remember, when searching for a bomb, suspect anything that looks unusual. Ultimately, however, let a trained bomb technician determine what is or is not a bomb.

Responding to Bomb Threats over the Phone

Most threats or implied threats are received by telephone, generally at a publicized or switchboard number. Should that occur, obtain as much information as possible, filling out the Threatening Call / Bomb Threat form (Section 6: Forms).

If a bomb threat is received over the telephone, the employee receiving the phone call should take the following actions:

- Stay calm and keep their voice calm.
- Pay close attention to details. Write information down as the caller says it. Attempt to get the following
 information from the caller:
 - o What type of bomb is being used?
 - o Did you place the bomb?
 - o Who is the target?
 - O Where has the bomb been placed?
 - What time is the bomb set to explode?
 - O Why was the bomb placed?
 - What type of container is the bomb placed in?
 - o What does it look like?
 - What is the bomber's name?
 - O What is the bomber's address?
- While the first employee is dealing with the threatening phone call, they should have a co-worker or another person contact the police (dial 911) using another telephone, and as covertly as possible. As the first employee writes down answers to the questions above, these answers should be relayed to the police.
- The call recipient should attempt to keep the caller on the phone.
- The call recipient should note the caller's:
 - Age and gender
 - Emotional state (angry, agitated, calm, etc.)
 - Speech patterns (accent, tone)
 - Background noise (traffic, people talking and accents, music, and type, etc.)

Responding to Bomb Threats Received in Writing

If a threat has been received in writing, minimize the handling of the document to ensure preservation of forensic evidence - DO NOT PHOTOCOPY.



Supervisor Responsibilities after Receiving a Bomb Threat

The supervisor should then:

- Obtain all data from the person who received the threat
- Activate the ERP if the situation warrants
- Contact local police / Royal Canadian Mounted Police (RCMP) if this has not already been done
- Notify the Regulatory Agency
- Decide on partial or total evacuation (if needed)
- Decide on partial or total search of the facility (if needed)

Evacuating the Facility

If it seems prudent to evacuate the building:

- Have all employees briefly check their work areas for unfamiliar items.
- Instruct all employees not to touch suspicious items, but simply to report them to their supervisors (taking pictures if feasible).
- Instruct all employees not to take personal belongings when they leave.
- Leave doors and windows open
- Do not to turn light switches on or off.
- Do not activate the fire alarm.
- Use stairs only; do not use elevators.
- Use of radio communications should be restricted as the signal could detonate a device.
- All evacuees should report to an outside pre-designated muster area for accountability.

IED Evacuation Distances

Improvised Explosive Device (IED) SAFE STAND OFF DISTANCE

	Threat Description	Explosives Mass (TNT equivalent)¹		Building Evacuation Distance ²		Outdoor Evacuation Distance ³	
	Pipe Bomb	5 lbs	2.3 kg	70 ft	21 m	850 ft	259 m
int)	Suicide Belt	10 lbs	4.5 kg	90 ft	27 m	1,080 ft	330 m
iivale	Suicide Vest	20 lbs	9 kg	110 ft	34 m	1,360 ft	415 m
r Equ	Briefcase/Suitcase Bomb	50 lbs	23 kg	150 ft	46 m	1,850 ft	564 m
EN E	Compact Sedan	500 lbs	227 kg	320 ft	98 m	1,500 ft	457 m
sives	Sedan	1,000 lbs	454 kg	400 ft	122 m	1,750 ft	534 m
xplo	Passenger/Cargo Van	4,000 lbs	1 814 kg	640 ft	195 m	2,750 ft	838 m
High Explosives (TNT Equivalent)	Small Moving Van/ Delivery Truck	10,000 lbs	4 536 kg	860 ft	263 m	3,750 ft	1 143 m
I	Moving Van/Water Truck	30,000 lbs	13 608 kg	1,240 ft	375 m	6,500 ft	1 982 m
	Semitrailer	60,000 lbs	27 216 kg	1,570 ft	475 m	7,000 ft	2 134 m



Bomb Search Guidelines

Employees must not touch anything - only law enforcement explosive disposal units or qualified private consultants are qualified to search for a bomb or suspicious package.

In the event of a search, however, employees may be called upon to unlock drawers, cabinets, and the like for the search crew, and to identify any strange or unfamiliar objects.

Explosive Device Located

If a device or suspected device is located:

- Do not touch or move the object.
- Evacuate the immediate area.
- If possible, take steps to minimize effects of an explosion in the vicinity by evacuation or isolation of the area.
- Ensure RCMP are apprised of the location so explosive disposal unit can be called.

If there is an Explosion

- Have employees take cover under sturdy furniture or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call 911 if no one has called.

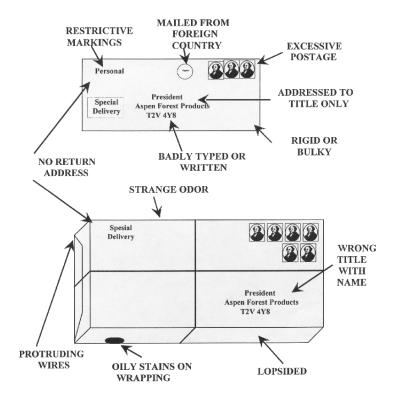
Suspicious Packages

The likelihood of receiving a bomb in the mail is remote. Unfortunately, however, a small number of explosive devices have been mailed over the years resulting in death, injury, and destruction of property.

A bomb can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, mail bombs have unique characteristics that may assist in identifying suspect packages.



Appearance of Suspicious Packages



- Mail bombs may display restricted endorsements such as "Personal" or "Private". This factor is important when the addressee does not usually receive personal mail.
- Addressee's name / title may be inaccurate.
- Return address may be fictitious.
- Mail bombs may reflect / distort handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.
- Cancellation or postmark may show a different location than the return address.
- Mail bombs may have excessive postage.
- Mail bombs may feel rigid or appear uneven or lopsided and may have an irregular shape, soft spots, or bulges.
- Parcel bombs may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed "Fragile – Handle With Care" or "Rush – Do Not Delay".
- Parcel bombs may have a buzzing or ticking noise or a sloshing sound.
- Pressure or resistance may be noted when removing contents from an envelope or parcel.



Dealing with Suspicious Packages

If an employee is suspicious of a mailing and is unable to verify the contents with the addressee or sender:

- Do not open the article.
- Isolate the item and evacuate the immediate area.
- Do not put the package or envelope in water or a confined space such as a desk drawer or filing cabinet.
- If possible, open windows in the immediate area to assist in venting potential explosive gases.

If an employee suspects a harmful chemical or biological substance is in a package already on company property, they should:

- Cover the package or envelope with a plastic sheet, raincoat, etc.
- Evacuate the room closing all doors and windows.
- Call their supervisor who will contact the local police.
- Isolate the area where the package is.
- Isolate themselves in another area that has a telephone and wait for the emergency responders to arrive.

If an employee has touched a package that possibly contains a harmful substance or got some on their clothes, they should:

- Wash their hands well.
- Shower with their clothes on
- Undress and seal their clothes in a plastic bag.
- Shower again and put on fresh clothes.

If an employee has any reason to believe a letter or parcel is suspicious, they should never take a chance or worry about possible embarrassment if the item turns out to be innocent.

Trespassing

Any person who enters land where entry is prohibited or does not leave land immediately after being directed to do so by the owner or occupier of the land is guilty of trespassing.

Dealing with Trespassing

If any personnel encounter a trespasser:

- Ask the trespasser to leave the unauthorized area.
- Give the trespasser a reasonable amount of time to leave peacefully.
- If the trespasser refuses to leave, call the RCMP / local authority.



Vandalism

Vandalism is the willful damaging or defacing of property belonging to another person or to the public. Acts of vandalism can include:

- Defacing removing, marking, or damaging a part of an object to draw attention to it.
- Criminal damage willful and unlawful destruction of other people's property.
- "Tagging" or graffiti gangs use "tags" to mark their territory and usually spray-paint walls and doors of homes and business establishments.

Vandalism can happen at any time of the day or night and in any season, but it most often occurs:

- In the evening during summer and fall
- On weekday evenings
- At night when fewer people are around, and the property isn't under as much scrutiny
- Where building design and lighting offers concealment and anonymity
- In areas frequented by young people such as schools, parks, shopping plazas and public buildings
- In unoccupied buildings, open spaces, or parked vehicles where minimum surveillance is given to property

Dealing with Vandalism

- Report all incidents of vandalism to a supervisor
- Do not paint over vandalism and graffiti until the police department gives clearance to do so.

Terrorism

Terrorism is the use of violence and threats against persons or property for the purposes of intimidation, coercion, or ransom. The direct targets of violence are not the main targets of a terrorist but a means to draw the attention of the local populace, the government, and the world to their cause. A terrorist group commits acts of violence to:

- Produce widespread fear
- Obtain worldwide, national, or local recognition for their cause by attracting the attention of the media
- Destroy facilities or disrupt lines of communication in order to create doubt that the government can provide for and protect its citizens
- Discourage foreign investments, tourism or assistance programs that can affect the target country's economy and support of the government in power
- Influence government decisions, legislation, or other critical decisions
- Satisfy vengeance

Acts of terrorism include threats of terrorism, assassinations, kidnappings, hijackings, bomb scares and bombings, cyber-attacks, and the use of chemical, biological, nuclear, and radiological weapons.



Examples of Petroleum Assets Subject to Risk

- Buildings: Administration offices, corporate offices, control rooms
- Equipment: Process units and associated control systems, product storage tanks, surge vessels, boilers, turbines, process heaters, sewer systems
- Support Systems: Utilities such as natural gas lines, electrical power grid and facilities (including back-up power systems), water-supply systems, wastewater treatment facilities
- Transportation Interfaces: Railroad lines and railcars, product loading racks and vehicles, pipelines entering and leaving facility, marine vessels and dock area, off-site storage areas
- Cyber systems and information technology: Computer systems, networks, all devices with remote maintenance ports, SCADA systems, laptops, PDAs, and cell phones.

Dealing with Terrorism

All threats and incidents should be reported to the RCMP Terrorism Tip Line at 1-800-420-5805.

In order to deal with threats of terrorism, it is important to establish a security management system to effectively manage security risks. This system should include a security risk management process incorporating asset characterization, threat assessment, vulnerability assessment, risk assessment, risk mitigation, communication, and recommendations.

This system should be reviewed at regular intervals and updated as necessary.

Cyber-Attacks

Cyber-attacks are computer-to-computer attacks that undermine confidentiality, integrity or availability of a computer or the information contained.

Cyber-attacks can make computer systems malfunction or result in a disrupted flow of data and have the potential to create extreme economic damage.

This threat includes a risk to SCADA and DCS systems, which collect, display, and store information in support of controlling equipment, devices, and facilities.

Preventing Cyber-Attacks

Steps that can be taken to enhance your cyber security:

- Know who owns and operates the IT system and its operating framework.
- Map the network include all internal/external connections, configuration control, etc.
- Develop a security policy structure and implement compliance monitoring.
- Apply as much security and hardening as appropriate.
- Accredit the IT system and follow a risk management approach.
- Know the system's possible vulnerabilities.
- Patch the system in a timely manner the longer this is delayed, the longer the system is vulnerable.
- Reduce Internet access points.
- Reduce or eliminate potential sources of infection USB flash drives (thumb drives, USB keys, etc.), flash media, etc.



• Communicate, train, and educate staff and users.

Source: 10 IT Security "Commandments" - Communications Security Establishment Canada

Dealing with Cyber-Attacks

In the event of a cyber-incident:

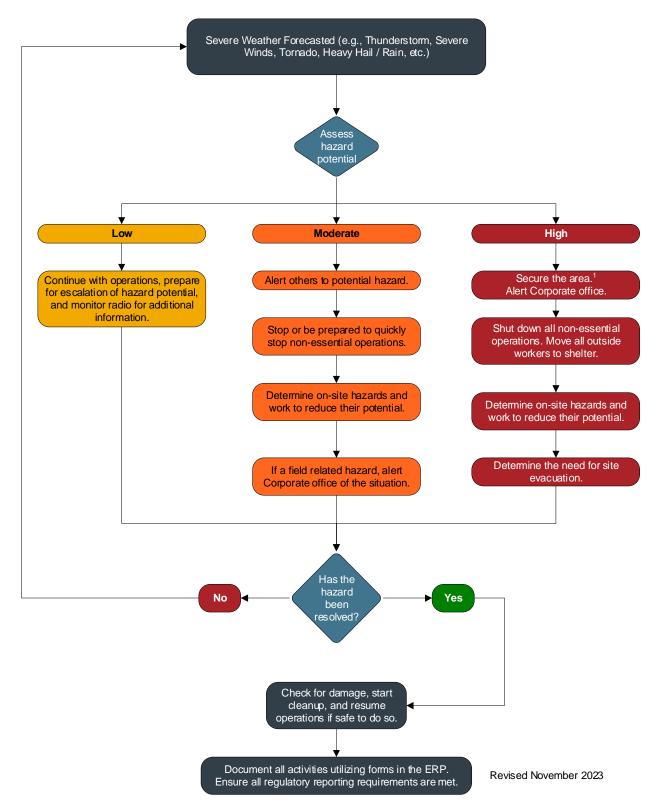
• After obtaining corporate approval, local police or RCMP should be notified.

Serious cyber incidents:

• Should be reported to Public Safety Canada by email at contact@cyber.gc.ca or by phone at 1-833-292-3788.



Natural Disasters and Inclement Weather



¹ The primary concern is for human life. If time allows and it is safe to do so, secure the area (tie down / secure objects that could be moved and cause additional damage).



Severe storms can occur in Canada year-round. In the months between May and September, hot and humid weather combined with a cold front could be a sign that a severe storm is brewing. A severe storm can create lightning, hail, severe rain fall (flooding), high winds and tornados. In the months between October and April, severe storms could include blizzards, freezing rain, heavy and blowing snow.

The weather office will issue through the use of radio and television repeated weather watches and warnings. Government emergencies systems will provide warning via cellphone.

Listen for the Warnings

Environment & Climate Change Canada (ECCC) monitors the weather 24-hours a day, seven days a week. If a severe storm is on the horizon, the weather service issues watches, advisories, and warnings for that specific storm through national, regional, and local radio and television stations, and through ECCC Weatheradio. Government will also issue emergency alerts that can be reviewed on LTE connected mobile devices. Follow instructions provided.

Weather Watch

This means conditions are favorable for a severe storm, even though nothing has developed yet. It does not mean that the storm will occur. A Weather Watch is usually issued early in the day; keep monitoring weather conditions and listen for updated statements.

Weather Warning

This means severe weather is happening or hazardous weather is highly probable. If the warning is for your area, take precautions immediately and listen to your radio and emergency alerts received on cellphone for constant updates.

Earthquake

An earthquake (also known as a quake or tremor) is caused by a sudden slip on a fault, which in turn, releases energy in waves that travel through rock to cause the shaking that we feel during an earthquake.

An earthquake cannot be prevented or predicted, but it can be mitigated. The effects of earthquakes include but are not limited to, shaking and ground rupture. Depending on the magnitude of an earthquake, these may cause damage to buildings, pipelines and other rigid structures.

During an Earthquake

Be aware that some earthquakes are actually foreshocks, and a larger earthquake might follow. Minimize movement to a few steps to a nearby safe place and stay indoors until the tremors have stopped and exiting is safe.

If Indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture. If there
 isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner
 of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries
 occur when people inside buildings attempt to move to a different location inside the building or try to
 leave.
- Be aware that the electricity may go out of the sprinkler systems or fire alarms may turn on.
- DO NOT Use elevators.



If outdoors

- Stay outdoors and move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a Moving vehicle

- Stop as quickly as it is safe to do so and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust. Cover your mouth with clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

Severe Storms

When a severe storm is on the horizon, the Meteorological Service of Canada issues watches, warnings and advisories through radio and television stations, the Weather Office Website, automated telephone information lines and Environment Canada's Weather radio. Government emergency alert system will notify you via cellphone.

https://weather.gc.ca/canada e.html

General precautions for all inclement weather:

- Site Supervisors will monitor weather conditions continually throughout an operational period.
- If you are in a vehicle, stop the vehicle away from trees or power lines that might fall on you. Report
 where you are and stay there.
- If a severe storm is forecast, secure everything that might be blown around or torn loose. Flying objects
 can injure people and damage property.
- Assess potential hazards and take actions to reduce the danger of equipment falling and causing other damage during a storm.
- Subsequent actions depend upon potential hazards and the type of damage anticipated.

Floods

The potential for overland flooding can create a high level of risk for facility damage and environmental impact at petroleum facilities. While there is little that can be done to prevent flooding, actions can be taken to minimize the impact.



To shut down a facility which may be flooded:

- 1. Take a product inventory reading of all underground and aboveground tanks, including water level readings.
- 2. Seal fill pipe caps to prevent water from entering underground tanks. Close all valves to above ground tanks. DO NOT PLUG OR SEAL TANK VENT LINES.
- 3. Underground tanks should be kept as full of product as possible. Above ground tanks should be filled to a level at least 25% above the estimated/predicted floodwater elevation.
- 4. Ensure that above ground tanks which could float away are secured or tethered.
- 5. Oil/water separators and product sumps should be skimmed of product using sorbent pads or vacuum trucks as appropriate. Spent sorbent pads should be drummed and every effort must be made to remove any waste from the expected flood zone. If time does not allow for removal the drums must be secured to prevent them from floating away. Close the oil/water separator drain valve.
- 6. Drums and lubricant cubes should be tied down or otherwise secured to prevent floating.
- 7. Propane facilities contact your propane supplier for appropriate flood emergency procedures.
- 8. Secure used oil collection cabinets. Every effort must be made to remove all waste oil from the expected flood zone. If waste oil from the cabinet drains to a waste oil underground tank, ensure the connection is tight.
- 9. Secure containers of chemicals, cleaning agents, pesticides, etc. Every effort must be made to remove these products from the expected flood zone. If they cannot be moved to a safe location, store these containers at high elevations in a manner that prevents them from floating ff the property or leaking into floodwaters.
- 10. If the facility is to be closed/evacuated, shut down electrical power to the site at the main breaker. Contact the power service utility company to determine if the power service to the facility is going to be cut-off.
- 11. Shut down other utilities to the site including natural gas and potable water. If water is obtained from a water well, secure the well using a well seal.
- 12. Shut down all appliances, including hot water tanks, furnaces, etc.
- 13. Lock all doors and gates to the facility.
- 14. Post a sign in a prominent location identifying the names and telephone numbers where key company personnel can be contacted during the emergency.

To start-up a facility which has been flooded:

- 1. Re-activate utilities to the site (natural gas, water, electricity) using qualified service personnel, where required.
- 2. Take product inventory readings and water dips of all tanks to determine if product has leaked out from the tanks or water has entered the tanks.
- 3. Take appropriate measures to test product quality.
- 4. Propane facilities contact your propane supplier for recommissioning your propane facilities.
- 5. Pump out water from sumps and containment pans using a qualified contractor.
- 6. Follow all re-entry procedures and requirements for health and safety as provided by your local government authority (disinfection, potable water testing, etc.).



Government agencies monitor weather patterns, precipitation and provincial water levels and flows. They provide a comprehensive series of public advisories about potential flooding. These include river stage-up advisories, ice-jam warnings, high stream flow advisories, flood watches and flood warnings; for more information visit the following websites:

British Columbia	Ministry of Forests, Lands and Natural Resource Operations – River Forecast Centre http://bcrfc.env.gov.bc.ca/warnings/index.htm
Alberta	Alberta Environment http://environment.alberta.ca/forecasting/advisories/
Saskatchewan	Saskatchewan Watershed Authority https://www.wsask.ca/Lakes-and-Rivers/Stream-Flows-and-Lake-Levels/
Manitoba	Government of Manitoba – Flood Information http://www.gov.mb.ca/flooding/index.html

What to do during a flood

- Gather essential items together in a high place.
- Collect things needed for evacuation.
- Stack sandbags, if possible, to form a barrier to hold back or redirect moving water from critical areas.
- Turn off gas, electricity and water supply if it is safe to do so.
- Avoid electricity sources.
- Avoid walking or driving through flood water.

Thunderstorms

- Before a severe thunderstorm, consider shutting down and isolating any non-essential electrical equipment. Regularly check for weather updates.
- During thunderstorms, stay away from items that conduct electricity, such as telephones, sinks and metal piping.
- If you are outdoors when a thunderstorm hits, take shelter immediately, preferably in a building but failing this, in a depressed area such as a ditch, culvert or cave. Be aware of areas that may flood during periods of heavy rain.
- Never seek shelter under a tree.

Lightning

- If lightning is anticipated either through weather reports, warnings or observations, personnel will be notified of actions required to respond if work is suspended.
- Always take shelter during periods of lightning. Workers shall move to safe shelter such as metal
 vehicles with windows up, process, compressor, or utility buildings.
 - Avoid unsafe shelter areas (near water, trees open fields, exposed areas, or high ground.



- o If you are outside in the open, do not lie flat. Crouch down with your feet close together and your head down (the "leap-frog" position). By minimizing your contact with the ground, you reduce the risk of being electrocuted by a ground charge.
- To estimate how far away the lightning is, count the seconds between the flash of lightning and the thunderclap. Each second is about 300 metres. If you count fewer than 5 seconds, take shelter immediately. If fewer than 30 seconds, look for shelter and take cover.

If thunder is heard	The lightning is		
5 seconds after a flash	1 mile (1.61 km) away		
10 seconds after a flash	2 miles (3.22 km) away		
15 seconds after a flash	3 miles (4.83 km) away		
20 seconds after a flash	4 miles (6.44 km) away		
25 seconds after a flash	5 miles (805 km) away		
30 seconds after a flash	6 miles (9.66 km) away		
50 seconds after a flash	10 miles (16.10 km) away		

- When lightening is detected within 8 miles of the work site where cranes, pickers and other elevated equipment or work areas are found, work should be suspended until lightning passes.
- Do not use equipment that may conduct electricity.
- If at all possible, wait 30 minutes after the last lightning strike in a severe storm before resuming work outside.

If someone has been hit by lightning

• Lightning victims are safe to touch. Bystanders shouldn't hesitate to save a life by calling for help. If breathing has stopped, administer mouth-to-mouth resuscitation. If the victim is not breathing or they do not have a pulse, a trained rescuer should administer cardiopulmonary resuscitation (CPR).

Hail

- If hail is forecast, assess potential hazards and take action to reduce the danger of equipment, building
 or vehicular damage.
- Take cover when hail begins to fall. Hail comes down at great speed, especially when accompanied by high winds. People can be seriously injured by hail.
- If possible, stay indoors and keep away from windows, glass doors and skylights which can shatter if hit by hailstones. Avoid using the telephone during a storm, and do not touch metal objects.
- If outdoors, take shelter and avoid any low-lying areas that may flood.

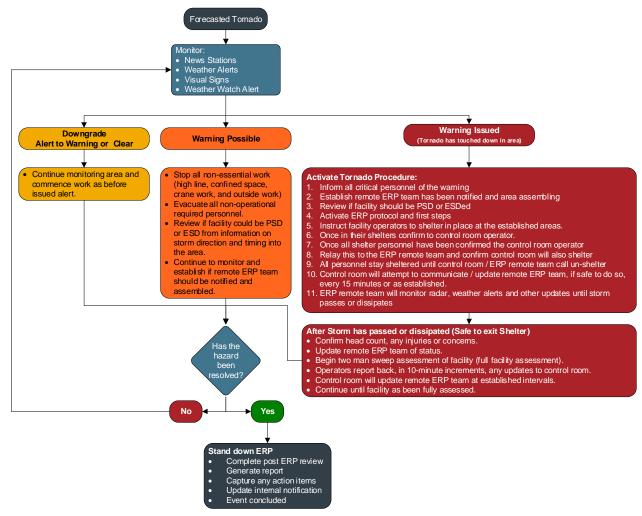
Heavy Rain / Freezing Rain

- When heavy rain is forecast, consider checking the site drainage to reduce the possibility of flooding.
- Ice from freezing rain accumulates on trees, power lines and buildings. If you need to go outside when
 a significant amount of ice has accumulated, pay attention to branches or wires that could break due
 to the weight of the ice and fall. Also look for ice build-up on roofs or overhangs.



- Never touch downed power lines. A hanging power line could be charged (live) and you would run the
 risk of electrocution. Remember also that ice, branches, or power lines can continue to break and fall
 for several hours after precipitation has ended.
- When freezing rain is forecast, avoid driving. Even a small amount of freezing rain can make roads extremely slippery. Wait several hours after freezing rain ends so that road maintenance crews have enough time to spread sand or salt on icy roads.
- Rapid onsets of freezing rain combined with the risk of blizzards increase the chances for extreme hypothermia.

Tornadoes



Warning signs include:

- Severe thunderstorms, with frequent thunder and lightning.
- An extremely dark sky, sometimes highlighted by green or yellow clouds.
- High humidity and an almost still wind with low hanging clouds with 'fingers' of cloud extending downward and curling back upwards.
- A rumbling or whistling sound.
- A funnel cloud at the base of a thundercloud, often behind a curtain of heavy rain or hail.



Site Specific Procedure

- All facilities in tornado prone areas shall develop a plan that identifies shelter-in-place alternatives that allow for the following:
 - Minimal windows and doors,
 - Ideally a basement or low floor.
 - If a basement is not available, do not shelter near walls.
 - Sheltering under a heavy table or desk is also advisable.
 - Cars are not ideal shelter locations in a tornado.
- Site Supervisors, Leads and Foremen should be monitoring weather throughout the day. In the case of
 a Tornado Advisory, ensure that all personnel are aware of the threat and understand the Tornado
 Response Plan in place. If the warning becomes critical, all personnel within the area shall cease work
 and shelter in place in accordance with the local plan.
- If there is no alert but a tornado is spotted, assume the tornado is nearby and implement the shelter-in-place plan.
- Although difficult to gauge because it depends on size and often tornados move at a deceptive speed but typically when a tornado is within 1 kilometer, shelter should be sought out until the tornado is no longer visible.

Protecting yourself during a tornado

If you are inside:

- Take shelter in a small interior ground floor room such as a bathroom, closet, or hallway.
- Protect yourself by taking shelter under a heavy table or desk.
- Stay away from windows, outside walls and doors.

If you are in an office or multi-story building:

- Take shelter in an inner hallway or room, ideally in the basement or on the ground floor.
- Do not use the elevator.
- Stay away from windows.
- Stay out of large buildings with wide-span roofs which may collapse if a tornado hits. Find shelter elsewhere, preferably in a building with a strong foundation.

If no shelter is available:

- Lie down in a ditch away from vehicles or light portable trailers or mobile homes.
- Beware of flooding from downpours and be prepared to move.

If you are driving:

- If you spot a tornado in the distance, drive to the nearest solid shelter.
- If a tornado is close, get out of your vehicle and take cover in a low-lying area, such as a ditch.

In all cases:

- Get as close to the ground as possible, protect your head and watch for flying debris.
- Do not chase tornadoes they are unpredictable and can change course abruptly.
- A tornado is deceptive. It may appear to be standing still but may actually be moving toward you.



High Winds, Plough Winds, and Blizzards

Site Specific Procedure

- Operations personnel should all carry emergency equipment in their vehicles including candles, blankets, and emergency food supplies.
- Avoid operating hoisting equipment in winds exceeding 65 km/hr
- When winds approach 65 km/hr, working outdoors should be suspended.
- Supervisors, Foremen, and Leads are responsible for monitoring the weather and notifying personnel
 when it is no longer safe to continue with operations. Ensure that enough time is provided for personnel
 to drive to safety.
- Under no circumstances should personnel stray on foot farther than 20 feet from their vehicle or building during a windstorm or blizzard.
- When waiting out a storm, position your vehicle upwind of facilities or other structures.

General Information

- If a blizzard or heavy blowing snow is forecast, you may want to limit travel or string a lifeline between buildings if you have to move between them during a storm.
- When a winter storm hits, stay indoors if at all possible.
- If you need to go outside, ensure others know where you are going. Report your status regularly.
- Dress for the weather. Outer clothing should be tightly woven and water-repellent. Wear a hat. Jackets should have hoods. Most body heat is lost through the head.
- In wide-open areas, visibility can be virtually zero during blizzards or periods of heavy blowing snow and a person can easily lose their way.
- If you need to travel on roads during a winter storm, do so during the daytime and let someone know your route and expected arrival time.
- If your car gets stuck in a blizzard or snowstorm, remain calm and stay in your car. Allow fresh air in your car by opening the window slightly on the sheltered side away from the wind. You can run the car engine about 10 minutes every half-hour if the exhaust system is working well. Be aware of exhaust fumes and check the exhaust pipe periodically to make sure it is not blocked with snow. Remember that you can't smell potentially fatal carbon monoxide fumes.
- To keep your hands and feet warm, exercise them periodically. In general, it is a good idea to keep
 moving to avoid falling asleep. If you do try to shovel snow, avoid overexerting yourself. Overexertion
 in the bitter cold can cause death as a result of sweating or a heart attack.



Winter Weather Warnings	Issued				
Blizzard Warning	When winds of 40 km/hr or greater are expected to cause widespread reductions in visibility to 400 metres or less, due to blowing snow, or blowing snow in combination with falling snow, for at least 4 hours.				
Freezing Rain Warning	When freezing rain is expected to pose a hazard to transportation or property; or when freezing rain is expected for at least 2 hours.				
Snowfall Warning	When 10 cm or more of snow is expected to fall within 12 hours.				
Wind Warning	70 km/h or more sustained wind; and/or Gusts to 90 km/h or more.				
	Issued to warn of conditions that will cause frostbite to exposed skin. Criteria vary across the country, ranging from wind chill values of -55 in some Arctic regions to -30 in South-western Ontario. A national wind chill program is in development.				
Wind Chill Warning	For wind chill values:				
	-27 to -44 - risk of frostbite and risk of hypothermia increases with time spent outdoors				
	-45 or lower - exposed flesh may freeze in minutes and there is a serious risk of hypothermia				
	When severe and potentially dangerous winter weather conditions are expected, including:				
Winter Storm Warning	A major snowfall (25 cm or more within a 24-hour period); and				
Times Otom Haming	A significant snowfall (snowfall warning criteria amounts) combined with other cold weather precipitation types such as: freezing rain, strong winds, blowing snow and/or extreme wind chill.				

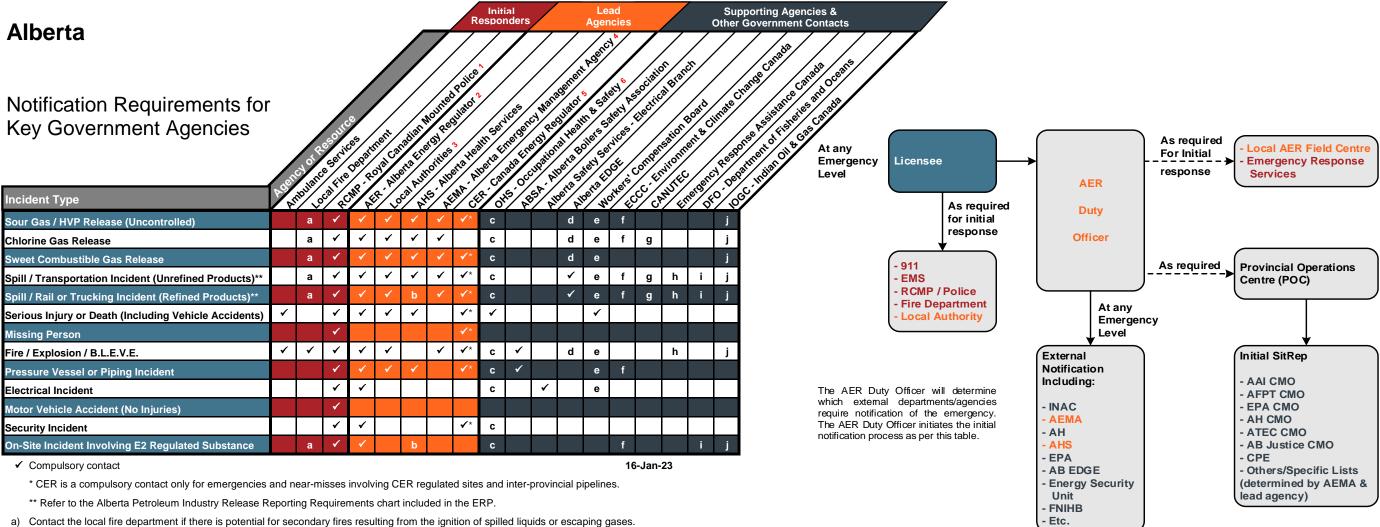
Source: Environment & Climate Change Canada (ECCC), Public Alert Criteria

 $\underline{\text{https://www.canada.ca/en/environment-climate-change/services/types-weather-forecasts-use/public/criteria-alerts.html}$



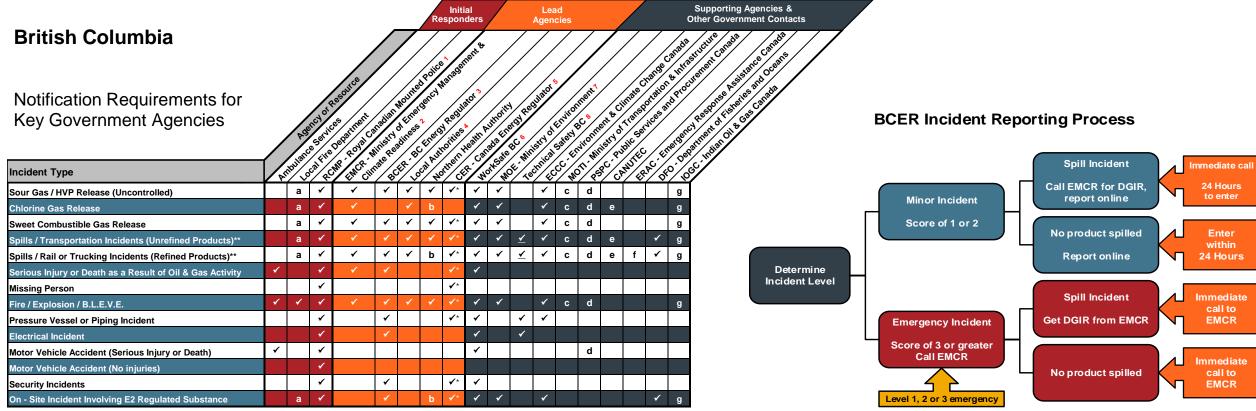
Section 5: External Agencies

Provincial Notification Matrix
Provincial Lead Agency Roles
Government Consultation Summary
Specific Government Agency Roles
Health Services
Local Authority
Provincial Supporting Agency Roles
Federal Agency Roles



- b) Contact Alberta Health Services (AHS) if the incident has the potential to impact public health (e.g., contaminated drinking water).
- c) Contact Occupational Health & Safety and report when: an injury or accident results in death; an injury results in a worker being admitted to a hospital; a potentially serious incident (PSI) where a reasonable and informed person would determine that under slightly different circumstances, there would be a high likelihood for a serious injury to a person; there is an unplanned or uncontrolled explosion, fire or flood that causes a serious injury; there is a collapse or upset of a crane derrick or hoist or; there is a collapse or failure of any component of a building or structure necessary for its structural integrity.
- d) Alberta EDGE (Environmental and Dangerous Goods Emergencies) is the first call for all transportation related spills/incidents. If spill is contained on-site, Alberta EDGE will contact the AER. If the spill moves off-site or into a waterbody, Alberta EDGE will contact Alberta Environment and Protected Areas (EPA) and/or Environment & Climate Change Canada (ECCC). Contact Alberta EDGE or the RCMP if an oil & gas emergency affects a highway designated by 1, 2, or 3 digits (e.g., Hwy 2, Hwy 47, Hwy 837). Alberta EDGE and RCMP have the authority to shut down highways.
- e) Contact the Workers' Compensation Board within 72 hours of being notified of an injury/illness that results in or will likely result in: Lost time or the need to temporarily or permanently modify work beyond the date of accident, death or permanent disability, a disabling or potentially disabling condition caused by occupational exposure or activity, the need for medical treatment beyond first aid, or medical aid expenses.
- f) ECCC will be notified by AER as required for incidents involving regulated substances at E2 registered facilities, incidents involving PCBs or any spills on first national Parks, into river or lake systems containing fish, or onto railway right-of-way.
- g) Contact the Canadian Transport Emergency Centre (CANUTEC) when a highway is shut down, there is an injury or fatality, there is lost, stolen or unlawfully interfered with dangerous goods (except Class 9), the incident involves infectious substances, there is an accidental release from a cylinder that has suffered a catastrophic failure, where the shipping documents display CANUTEC's telephone number, where a railway vehicle, ship, aircraft aerodrome or an air cargo facility is involved, when a facility is closed, evacuation/shelter-in-place procedures take place as a result of the transportation of dangerous goods, containment has been damaged and integrity compromised, or the centre/stub sill of a tank car is broken or there is a crack in the metal ≥ 15cm(6"). CANUTEC can also provide guidance on handling procedures for toxic material releases.
- h) Emergency Response Assistance Canada will only respond to incidents that involve the following UN numbers: 1075 (Propane, Butane, etc.) and 1010 (Butadiene); with a tank storage capacity of 450 litres or greater. Advisory assistance will be provided to incidents involving tank storage capacities less than 450 litres.
- i) Contact the Department of Fisheries and Oceans Canada to report an oil spill that occurs in or around fresh and marine waters.
- i) Indian Oil & Gas (IOGC), the First Nation and the provincial authority must be notified immediately in the event of any health or environment-threatening emergency or off-lease spills on First Nation reserve lands. On-lease spills greater than 1m3 must be reported to IOGC immediately.
- 1 In the event of a fatality, request that the RCMP contact the Medical Examiner. The RCMP must be notified in the case of lost, stolen or misplaced explosives, radioactive materials or infections substances.
- 2 Alberta Energy Regulator is designated as the lead agency (single window approach) to implement the Gov't of Alberta Emergency Response Support Plan for a Petroleum Industry Incident.
- 3 Local Authorities include: cities, towns, villages, counties, municipal districts, improvement districts, special areas, Métis settlements, and first nations reserves.
- 4 Request that Alberta Emergency Management Agency identify the affected local authorities and implement Emergency Services. The Emergency Management Field Officer may provide assistance in contacting some or all of the local authorities.
- 5 Contact the Canada Energy Regulator (via the Transportation Safety Board of Canada) for emergencies and near-misses involving CER regulated sites and inter-provincial pipelines.
- 6 Occupational Health and Safety see c) for further details on this agency's role





Phone numbers for the agencies listed above are located in the Area Specific Information

- Compulsory contac
- * CER is a compulsory contact only for emergencies and near-misses involving CER regulated sites and inter-provincial pipelines.
- ** Refer to the British Columbia Petroleum Release Reporting Requirements chart included in the ERP.
- _ Technical Safety BC only requires reporting of rail related accidents, incidents and spills. No other transportation related emergencies need to be reported.

EMCR to notify the BCER for all incident types including fire/explosion incidents, pressure vessel incidents, spills and releases, or electrical incidents occurring at facilities approved by the BCER.

EMCR to notify the Ministry of Environment and Climate Change Strategy for any incident which affects the water, air, or land environment, or any white or green space in the province.

EMCR to notify Environment & Climate Change Canada (ECCC) of all oil and gas incidents in time, but immediately as required for incidents involving regulated substances at E2 registered facilities, incidents involving PCBs or any spills on First Nations lands, in National Parks, into river or lake systems containing fish, or onto railway right-of-way.

EMCR to notify Ministry of Forests, Northern Health Authority, affected municipalities and all other level of government and industry; depending on the ECC code level in their SOPs.

- a) Contact the local fire department if there is potential for secondary fires resulting from the ignition of spilled liquids or escaping gases.
- b) Contact the Northern Health Authority if the incident affects public health, e.g., contaminated drinking water.
- c) Contact the Ministry of Transportation and Infrastructure (MOTI) and the RCMP if the emergency intersects with a 1, 2 or 3 digit Provincial or Secondary highway (e.g., Hwy 2, Hwy 47, Hwy 837). MOTI and RCMP have the authority to shut down highways.
- d) Contact Public Services and Procurement Canada (PSPC) and the RCMP if the emergency intersects with the Alaska Highway (97) north of mile 83.5 all the way to the Yukon border. PSPC and RCMP have the authority to shut down this portion of the Alaska highway.
- e) Contact the Canadian Transport Emergency Centre (CANUTEC) when a highway is shut down, there is an injury or fatality, there is lost, stolen or unlawfully interfered with dangerous goods (except Class 9), the incident involves infectious substances, there is an accidental release

 from a cylinder that has suffered a catastrophic failure, where the shipping documents display CANUTEC's telephone number, where a railway vehicle, ship, aircraft aerodrome or an air cargo facility is involved, when a facility is closed, evacuation/shelter-in-place procedures take

 place as a result of the transportation of dangerous goods, containment has been damaged and integrity compromised, or the centre/stub sill of a tank car is broken or there is a crack in the metal ≥ 15cm(6"). CANUTEC can also provide guidance on handling procedures for toxic material releases
- f) Emergency Response Assistance Canada will only respond to transportation incidents and only incidents that involve the following UN numbers: 1075 (Propane, Butane, etc.) and 1010 (Butadiene); and those products have tank storage capacity of 450 litres or greater.
- g) Indian Oil & Gas (IOGC), the First Nation and the provincial authority must be notified immediately in the event of any health or environment-threatening emergency or off-lease spills on First Nation reserve lands. On-lease spills greater than 1m3 must be reported to IOGC immediately.
- 1 In the event of a fatality, request that the RCMP contact the Medical Examiner. The RCMP must be notified in the case of lost, stolen or misplaced explosives, radioactive materials or infections substances.
- 2 Notify Ministry of Emergency Management and Climate Readiness (EMCR) for all spill and non-spill incidents to receive a Dangerous Goods Incident Report (DGIR) number. EMCR will notify the BCER, Ministry of Environment & Climate Change Strategy, and will provide a representative to coordinate the provincial response.
- 3 Contact the BCER for any spills or release of hazardous substances that are not provincially regulated (such as radioactive materials), pipeline incidents such as spills during construction phase, exposed pipe caused by flooding, pipeline over pressure, failure (without release) of any pressure control or ESD device during operations, drilling kicks when any of the following occur: pit gain of 3m³ or greater, casing pressure 85% of MA, 50% out of hole when kicked, well taking fluid (LC), associated spill or general situation deterioration such as leaks, equipment failure or unable to circulate etc., major damage to oil and gas roads or road structures and security related issues which are relatively minor; such information may be required for tracking and monitoring purposes only. The BCER must also be notified of needed emergency oil and gas road closures. The BCER may request a NOTAM order upon request from operator.
- 4 Local authorities include regional district disaster services, national park authorities and the local police.
- 5 Contact the Canada Energy Regulator (via the Transportation Safety Board of Canada) for all emergencies and near misses involving CER regulates all inter-provincial pipelines and other facilities and sites located in Frontier lands (Northern Canada).
- Ensure any workplace conditions that present an immediate hazard to other workers are addressed, ensure first aid and medical treatment for the worker, and then notify WorkSafeBC of the incident. The requirement to immediately report a serious injury or fatality is separate from the requirement to report injuries for claims purposes. Failure to immediately notify WorkSafeBC will be considered a breach of section 172 of the Workers Compensation Act. The employer must immediately report the following incidents, injury or not: Any incident that kills, causes risk of death, or seriously diving incident or decompression sickness, a major leak or release of a dangerous substance, a major structural failure or collapse of a structure, equipment, construction support system or excavation, or any serious mishap. Must also report incidents that requires the employee to seek medical attention or cause time-loss from work.
- 7 Ministry of Environment and Climate Change Strategy was formerly known as Ministry of Water, Land and Air Protection.
- 8 Technical Safety BC is to be notified immediately in cases of Boilers, Pressure Vessels, Piping and Fittings, Electrical & Gas incidents resulting in a moderate, major or severe property damage. All other incidents must be reported within 24 hours (or as soon as practical). Rail accidents where a person sustains a serious injury or is killed as a result of being on board or getting on or off the rolling stock, or coming into contact with any part of the rolling stock or its contents, or the rolling stock is involved in a grade crossing collision or a derailment, sustains damage that affects its safe operations, or causes or sustains a fire or explosion, or causes damage to the railway, that poses a threat to the safety of any person, property or the environment, or any dangerous good is released.



During the Incident

(D)

Before the Incident

After the Incident

Before the Incident

The first level of emergency response is provided by fire and/or police services and may involve the activation of the Emergency Operations Centre (EOC). Other first responders, such as the RCMP and Emergency Medical Services, or EMS, have a provincial mandate but with a local presence through detachments or stations. These agencies are usually accessed through 911 and have internal dispatch arrangements.

- First responders work at the site level of an event and include police, fire and ambulance. Activities of first responders include medical response, firefighting and managing crowds or evacuation zones
- ☐ When a local authority EOC is activated, police and fire first responder agencies provide situational awareness to the local authority and submit requests for support to the local authority EOC
- ☐ First response services provided by a fire department are determined by the local authority responsible, and may include hazardous material incident response, road rescue, and medical rescue
- Emergency Medical Services, or EMS, operates under the authority of the Alberta Health Services. No matter where an emergency happens in Alberta, AHS EMS can transport patients by either a ground ambulance or air ambulance – fixed wing airplane or helicopter.
- ☐ AHS EMS staff actively participates in emergency planning, mock emergency exercises and other joint training initiatives to ensure emergency preparedness and response resources are identified and deployed quickly and effectively when they are needed most
- ☐ Maintain readiness status for emergency notification
- ☐ Participate in industrial operators' exercises where possible
- ☐ Maintain 24 hour emergency contact numbers

During the Incident

- □ RCMP or local police would also become involved if there are fatalities, as they are required to participate in the investigations. This could be through the medical examiner.
- ☐ Maintain law and order and assist the operator with local security but would require discussion with the local police at the time.
- ☐ The Office of the Fire Commissioner (OFC) has a working relationship with the RCMP and the RCMP may conduct selected duties of the Fire Commissioner where the fire's impact is not significant.
- ☐ Assist with traffic control, crowd control, evacuation, and residence security.
- ☐ Typically would not be involved in setting up or maintaining roadblocks unless the emergencies impacted or required the closure of 1, 2 and 3 digit Provincial or Secondary highways.
- ☐ Establish and maintain communications with industrial operator.
- ☐ Dispatch a representative to the off-site Regional Emergency Operations Centre, when established, to coordinate the response.
- ☐ Coordinate with the industrial operator both the establishment and the administration of reception centres for evacuees.
- ☐ Maintain a 24 hour emergency contact number where resources can be accessed for a response related to Emergency Response

- ☐ Respond to and assess emergency incident to the scope of their abilities.
- ☐ Establish a unified OSCP / ICP (On-site Command Post / Incident Command Post).
- ☐ Communicate to MEOC and provide site reps as required.
- ☐ Assist with fire protection where trained personnel are available.
- ☐ Provide emergency medical assistance, as required.
- ☐ Coordinate news releases with the licensee, if required.

- ☐ Respond to and assess emergency incident to the scope of their abilities.
- ☐ The Alberta Health Services provides and coordinates ambulance services within Alberta, including triage, treatment, transportation and care of casualties
- ☐ Provide emergency medical assistance, as required. Emergency Medical Technicians (EMT) or Emergency Medical Responders (EMR) provide basic patient assessment and treatment including obtaining vital signs, administering oxygen and splinting extremities.
- ☐ ALS ambulances have at least one paramedic with expanded training, scope of practice, and can provide advanced treatment in airway management and medication administration.

After the Incident

- Complete a "lessons learned" process based on the scope of involvement and provide any feedback to the industrial operator.

 Participate in multi-agency debriefings.



Revised June 2018





WSBC Regulations.

☐ Provide emergency medical assistance, as required.

☐ Provide medical aid and transportation of ill or injured workers to a medical facility during high risk operations as required under the WCB Act and

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Before the Incident

Northern Health is the regional health authority responsible for providing health services to 300,000 people over an area of 600,000 square kilometers in the province of British Columbia. Services include:

☐ Acute (hospital) Care

☐ Public Health (Protection, Preventive and Population Health services

☐ Mental Health and Addictions

☐ Home and Community Care

☐ In the event of a major emergency/disaster, Northern Health will provide health care services within its capacity, and will activate its emergency response management plan(s).

□ Participate with industry, local authority and other partners in the development of their Emergency Response Plans as it relates to health authority roles and responsibilities.

Participate in stakeholder training and exercises associated with activation of an Emergency Response Plan, in which Northern Health or HEMBC have a role and responsibility.

The Police and Community Safety Branch of the Ministry of Justice will work with EMCR to:

☐ Prepare, promulgate and implement orders relating to law enforcement and internal security.

☐ Provide through the jurisdictional police force:

☐ Advice to local authorities respecting the maintenance of law and order

☐ Reinforcement of local police services

☐ Security control of emergency areas; and

☐ Traffic and crowd control

☐ The Ministry of Justice provides legal services to the government. Policy direction and legislative changes are made in consultation with the Ministry of Justice. During emergencies or disasters the Ministry of Justice may be called on to assist with risk management and provide expertise. This could include providing advice to provincial ministries and government corporations on legal matters relating to the preparation and promulgation of emergency orders, regulations, declarations and contractual arrangements.

During the Incident

- ☐ Activate internal emergency response management plans related to ongoing provision of its services
- ☐ Provide acute care and emergency services at existing Northern Health hospitals/health centres.
- ☐ Work with BC Emergency Health Services (Ambulance) and the BC Patient Transfer Network to transport patients to the appropriate levels of care.

☐ Apply and enforce the Public Health Act, and associated regulations.

- □ Provide advice/information to the stakeholders on the existing or potential public health effects of an incident (including drinking water safety, air quality, environmental contaminants, communicable disease prevention, re-occupancy of evacuated areas, etc.).
- ☐ Provide advice/information on the best methods for monitoring health effects from an incident.
- ☐ Assist in development of (joint) messaging for public information on emergency incidents.
- ☐ Provide guidance to stakeholders and local authorities on public health considerations in operating reception and evacuation centres, and group lodging facilities.
- ☐ Jurisdictional police forces to task search and rescue services for missing persons on land and in inland waters.
- ☐ Before, during and after an emergency the Ministry of Justice could be called upon to provide expertise, technical advice and/or policy direction regarding police and correctional services.
- The Minister of Justice has overall responsibility for emergency management in the province. In the event of a disaster, the Minister may:

☐ Declare a provincial state of emergency

☐ Make a formal written request for federal assistance or aid from the Government of Canada

☐ Direct the establishment of M-DEC

- ☐ Inform his/her colleagues of the situation, and
- ☐ Be available for media interviews



After the Incident



	Alberta								
Type of Agency	Agency Name	Provided Specific Roles	Agreed to Generic Roles	Unable to Contact	Willing to consider a single REOC	Evacuation outside of the EPZ	Location of EOC	Suggested Reception Centres	Notes
Health Services	Services - Zone 5 , Director - North	√			Yes, where possible.	Require Assistance	Virtual	NA	-
Local Authority	Clear Hills County Director of Emergency Management	√			Yes, where possible.	Requires Assistance	313 Alberta Avenue, Worsley, AB	NA	-
Local Authority	nde Prairie Fire Chief	~			Yes, where possible.	Coordinate Evacutation	10808 100 Ave Clairmont, AB	NA	-
Local Authority	view Regional Fire Chief	√			Yes, where possible.	Coordinate Evacuation & Require Assistance	4806 36 Avenue, Valleyview, AB	NA	-
Local Authority	Saddle Hills County Director of Community & Protective Services	√			Yes, where possible.	Coordinate Evacuation	AB-49 & Highway 725, Spirit River, AB	Location and Situational Specific	-



	British Columbia								
Type of Agency	Agency Name	Provided Specific Roles	Agreed to Generic Roles	Unable to Contact	Willing to consider a single REOC	Evacuation outside of the EPZ	Location of EOC	Suggested Reception Centres	Notes
Health Services	Northern Health Authority Regional Manager	✓			Yes, where possible.	N/A	-	-	Roles are available and updated through website.
Local Authority	Emergency Management Climate and Readiness , Regional Manager	√			Yes, where possible	N/A	3235 Westwood Dr Prince George, BC	NA	-
Local Authority	BC Ministry of Transportation & Transit , District Manager	√			No	N/A	-	NA	-
Local Authority	Peace River Regional District Protective Services Manager	√			Yes, where possible	Coordinate Evacuation	810 Alaska Avenue, Dawson Creek, BC	NA	Roles are available and updated through regional district website.

Oil & Gas Industry Emergency Preparedness and Response

Alberta Health Services (AHS) - Environmental Public Health (EPH) roles and responsibilities in public health emergency preparedness and response to the oil and gas industry are outlined below. The provision of services during an emergency depends upon our assessment of legislative responsibilities, impact to services, and business continuity.

EPH will endeavor to:

- Participate with the Licensee in the development of their Emergency Response Plans as it relates to the Environmental Public Health Program's role and responsibility.
- Provide the AHS Zone Single-Point-of-Contact (SPOC) emergency phone number to enable the Licensee to notify and alert the Zone of an emergency. From the initial notification or alert, AHS emergency response will fan out to and coordinate with other AHS programs and facilities as necessary. The 911 EMS services remain independent of the Zone SPOC notification/alert process.
- Participate with stakeholders in preparedness training and exercises associated with a Licensee's simulated activation of an Emergency Response Plan in which EPH has a role and responsibility.
- Participate in public information sessions during the Licensee's Emergency
 Response Plan development process when appropriate and as resources allow.
- Provide guidance to stakeholders and local municipal authorities in identifying sites suitable for establishing and operating an evacuation centre and/or reception centre, including operational requirements.
- Provide guidance to stakeholders on substances that may affect public health in consultation with the Zone Medical Officer of Health (MOH), including Alberta Health Acute Exposure Health Effects for Hydrogen Sulphide and Sulphur Dioxide information.
- Conduct assessments, inspections and give regulatory direction, when appropriate, to ensure the requirements of provincial legislation and EPH program areas of responsibilities for public health protection and disease prevention are maintained.

Notify the Zone Medical Officer of Health of any incident affecting or potentially affecting other AHS programs or facilities. The Zone MOH will notify and coordinate emergency response in other program areas and facilities as necessary.



Oil and Gas Industry Emergency Preparedness and Response | 2

- Establish EPH emergency management operations, when appropriate, to support regional response efforts and liaise with the Government Emergency Operations Centre, Municipal Emergency Operations Centre and/or Industry Emergency Operations Centre, if needed.
- Assist the Zone Medical Officer of Health, local municipal authority, and Public Information/Communication officers in the development, issuance, and rescinding of public health, public evacuation and shelter-in-place advisories.
- Provide guidance to stakeholders on matters relating to evacuation of the public and/or public facilities, and the re-occupancy of those evacuated areas or facilities.
- Record and respond to health complaints or concerns from the public during and following an incident.
- Participate in stakeholder debriefings as necessary.

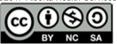


Use the phone number and email for all notifications across Alberta.

Contact us at 1-833-476-4743 or <u>submit a request online</u> at <u>ahs.ca/eph</u>.

PUB-0055-201711

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CLEAR HILLS COUNTY ROLES

Clear Hills County must be contacted at a Level 1 Emergency if any members of the public are notified or road blocks are established on any County road(s) or numbered provincial highways. Clear Hills County must be contacted automatically at a Level 2 or 3 Emergency.

Please note: Clear Hills County will dispatch a representative to liaison with the Incident Commander/ Operations Chief at the Incident Command Post.

Responsibilities

- Initiates and manages the local disaster services response in accordance with County Policy.
- May dispatch representative(s) to the Government's Off-Site Emergency Operations Centre.
- Ensures all local emergency and public information services are available in accordance with County Policy. (Public Information Releases will be coordinated with the Companies Public Information Officer)
- If required, activates Municipal Emergency Operations Centre (MEOC) and coordinates activities at this
 centre. The MEOC is available to the Company for use as a REOC subject to limitations as may be
 imposed by Clear Hills County due to current operational requirements at the time.
- Upon request, may assist with set-up and administration of Reception Centre.
- May assist with arrangement of temporary accommodations for residents who have been evacuated in accordance with County Policy.
- May assist with set up and maintenance of road blocks in accordance with County Policy.
- May assist with Fire Protection in accordance with County Policy in areas where accessible.
- If necessary, may declare a local state of emergency to provide local authorities with special powers.
- Supports the Company in dealing with the emergency in accordance with County Policy.

Resources

There is 1 County Fire Department, located at Worsley and 2 Fire Departments on contract from Hines Creek, and Fairview for the Hines Creek and east area, with approximately 50 volunteer firefighters between the 2 departments.

Please note: The Fire Departments are not equipped for Industrial Fire Protection and would be responsible for anything off-site or outside the Emergency Perimeter Zone (EPZ). Some Fire Department resources may be useful for on-site actions such as Water Tanker Trucks, Portable Tanks, etc. and may be made available if requested. Certain areas of Clear Hills County have limited access or are extremely remote from any Fire Station.

Alberta Sustainable Resource Development - Peace Wildfire Management Area is responsible for Wildland Fire Protection in these areas. The County has no Special Constables. All policing duties are covered by the RCMP - Fairview Detachment. The Public Works Department employs about 3 personnel, and no employees during the summer.

Emergency Medical Services are under Alberta Health, dial 911.

County of Grande Prairie No. 1

Revised October 31, 2024

Contact information:

Name	Title	Office #	Cell #	E-mail
	Fire Chief (Primary)			
	Deputy Fire Chief			_
	Director Emergency Management			
	Deputy Director Emergency Management			

Initial contact person for ERP's for the County of Grande Prairie No. 1 is Trevor Grant Fire Chiepf.

Responsibilities

The *Emergency Services Act* requires the local authority of each municipality to be responsible for Emergency Response Planning and for the direction and control of their emergency response in their respective jurisdiction (*Local Authority*).

The Local Authority:

- Review the Site-specific Emergency Response Plan
- Initiates and manages the local municipal disaster services response
- Dispatches representative(s) to the Emergency Operations Centre, when established and as required
- If required, activates their municipal emergency operations centre and coordinates municipal activities at this centre
- Upon request, may assist with setting up and administration of the Reception Centre
- Assists with the arrangements of temporary accommodations for residents who have been evacuated
- Assist with the establishing, set up and maintenance of roadblocks as resources and staff training permit
- Ensures that if available, local emergency services and resources are available to the level that they are trained
- Assists with off-site fire protection
- Activates the Emergency Public Warning System (EPWS) to alert public to life threatening hazards as required according to criteria set out by AEMA
- Supports operator in dealing with the emergency situation
- Initiate public protection methods as required
- If necessary, declares a local state of emergency to provide local authorities with special powers (mandatory evacuation, use of or entry into private property, conscription, demolition of private property structures for safety reasons, etc.)
- Establish a public information service, including use of the news media to inform and instruct the public of the emergency as required
- Assist as required with post incident damage assessment

County of Grande Prairie No. 1

Revised October 31, 2024

Resources

- The County has and may provide equipment and manpower in an offsite support role for fire protection and emergency mitigation. No County Fire personnel will work outside of their scope of practice. All County personnel will remain under immediate control and direction of a County Fire Officer or designate. The County Fire Service is manned 24 hours a day from the Clairmont and Dunes Fire Halls and will be dispatched through 911. All other stations in the County service area are Paid Response or Volunteer and will be dispatched through 911.
- The County has uniformed Level 1 Peace Officers. The RCMP performs all other policing, evacuation and notification duties. The Peace Officers would be mobilized at the request of the RCMP.
- The County has a large Public Works Department (divided into 3 zones), affiliated
 equipment and vehicles, and a staff that ranges from 140 in the winter to 240 in the
 summer. Manpower and equipment may be available to assist with roadblocks and
 county road closures depending on training and availability.

County of Grande Prairie Notification 24 hr. Phone Number 1-780-814-0280

For all Emergencies Dial 911





LOCAL AUTHORITY - M.D. OF GREENVIEW

Resources would be provided in support of an upstream emergency on an "as available" basis and in accordance with Local Authority Policy.

the Event					
Work with the upstream operator to effectively prepare for an upstream petroleum industry incident. Provide input to the industrial operator's site-specific plan to ensure it is compatible with the Municipal Emergency Plan (MEP) where feasible. Participate in industrial operators' preparatory training and exercises where possible. Train personnel to carry out functions as assigned by MEP or procedures. Maintain 24-hour emergency contact numbers.					
he Notification of and during an Event					
Establish contact with the industrial operator in order to (the following roles/responsibilities are entirely contingent upon the communication of accurate and timely information from the industrial operator to the MD of Greenview): Obtain additional hazard information. Determine where roadblocks should be or are established. Determine the direction of approach to the incident. Determine if there are any injuries. Find out what response and public protection actions have been taken by the upstream operation. The location of the On-site Command Post (OSCP) and any Emergency Operations Centres (EOCs).					
Activate the MEP, when required.					
Manage the Local Authority's emergency response.					
Activate the Municipal EOC (MEOC), as required.					
Initiate public protection measures, as necessary.					
If necessary, declare a State of Local Emergency.					
When possible work with all other responders to establish a single Regional EOC (REOC).					
Establish a public information service <i>on behalf of the MD of Greenview</i> , including the use of the news media to inform and instruct the public of the emergency and of any protective actions to be taken.					
Provide timely news releases on behalf of the MD of Greenview, if required. If a State of Local Emergency has been declared, inform AEMA and the public when the emergency is over.					
After the Event					
Participate in multi-agency debriefings.					



Emergency Services (as managed / operated by the Local Authority)

Emergency Services will also, as a general rule, provide resources in support of a petroleum incident, on an "as available" basis.

Before	the Event
	Maintain readiness status for emergency notification. Participate in industrial operators' exercises where possible. Maintain 24-hour emergency contact numbers.
During	the Event
	Respond to and assess emergency incident to the scope of their abilities. Establish a unified OSCP / ICP (On-site Command Post / Incident Command Post). As available technology allows, communicate to MEOC and provide site reps as required. Assist with fire protection where trained personnel are available. Provide emergency medical assistance, as required, understanding that Alberta Health Services is primarily responsible for ground ambulances in the Peace Country Health region. Provide timely news releases with respect to the MD of Greenview, if required.
After th	he Event
	Participate in multi-agency debriefings.



MUTUAL AID UNDERSTANDING

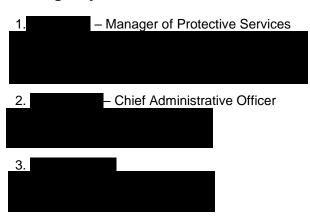
Emergency Notification of Saddle Hills County:

Saddle Hill County must be contacted at a Level 1 Emergency if any members of the public are notified or road blocks are established on any County road(s) or numbered provincial highways.

Saddle Hill County must be contacted automatically at a Level 2 or 3 Emergency.

Please note: Saddle Hills County will dispatch a representative to liaison with the Incident Commander or Operations Chief at the Company Regional Emergency Operations Centre (REOC), Incident Command Post or On Site Command Post as appropriate depending on the location.

Emergency Contacts



County Office (780) 864-3760 (weekdays only)

Public Information Officer



Please Note: The office number is weekdays only.

All Emergency Services

Police, Fire, Ambulance Dial 9-1-1

Grande Prairie (9-1-1) Dispatch Centre

(answered as 9-1-1 call)

Alberta Agriculture & Forestry – Grande Prairie Wildfire Management Area

Duty Officer - (Fire Centre – GP)

310-Fire (Fire Centre – Edmonton)

Saddle Hills County is a member of: **Central Peace - Regional Emergency Management Agency** along with Birch Hills County, MD of Spirit River, Town of Spirit River and Village of Rycroft. This partnership enables a seamless response a throughout the Central Peace Region.

Responsibilities

- Initiates and manages the local Emergency Management response in accordance with County Policy.
- May dispatch representative(s) to the Company's Incident command Post(ICP) or Regional Emergency Operations Centre
- Ensures all local emergency and public information services are available in accordance with County Policy. (Public Information Releases will be coordinated with the Companies Public Information Officer to ensure consistency of key messages)
- If required, activates Central Peace Regional Emergency Operations Centre and coordinate activities at this centre. The Central Peace Regional EOC, located the Saddle Hills County office at NW9 79 8 W6 is available to the Company for use as a REOC subject to limitations as may be imposed by Saddle Hills County due to operational requirements at the time of an incident.
- Upon request, may assist with set-up and administration of a Reception Centre.
- May assist with arrangement of temporary accommodations for residents who have been evacuated in accordance with County Policy.
- May assist with set up and maintenance of road blocks and detours in accordance with County Policy.
- May assist with Fire Protection in accordance with County Policy in areas where accessible.
- If necessary, may declare a "State of Local Emergency" to provide local authorities with special powers.
- Supports the Company in dealing with the emergency in accordance with County Policy.

Resources

Fire Departments - There are 5 County Fire Departments, located at Bonanza, Blueberry, Happy Valley, Savanna & Woking and 1 Fire Department on contract from Tomslake, BC for the Gundy area, each with approximately 15 - 25 volunteer fire fighters.

Please note:

The Fire Departments are not equipped for Industrial Fire Protection and would only be responsible for anything off-site or outside the EPZ. Some Fire Department resources may be useful for on-site actions such as Water Tanker Trucks, Portable Tanks, etc and may be made available if requested.

Certain areas of Saddle Hills County have limited access or are extremely remote from any Fire Station, **Alberta Agriculture & Forestry** – GP Wildfire Management Area is responsible for Wildland fire protection in these areas

Police - The County currently has 1 Community Peace Officer. Most policing duties are covered by the Spirit River RCMP.

Public Works – The County Public Works Department employs about 20 personnel, which expands to 30 employees during the summer.

Emergency Medical Services are provided by Alberta Health Services - EMS, however, Saddle Hills County does have

Medical First Responders (trained and equipped to an FMR level) in areas of the County that are remote from the Ambulance Station in Spirit River. They are automatically dispatched to all ambulance calls in their area.

Emergency Social Services – The Central Peace – Emergency Social Services Group can provide assistance with registration and inquiry services as well as arranging for sheltering and other requirements as may be needed by evacuees.

Regional Emergency Operations Centre - 16 work stations (2 people each) with phone; data; & wifi capability.

(Whenever possible please send ERPs in electronic format/ USB or E-mail only)

2022/08/18





Emergency Response Roles & Responsibilities

Health Emergency Management BC, North (HEMBC)

HEMBC is a program under the Provincial Health Services Authority (PHSA). HEMBC provides the expertise, education, tools, and support specifically for the BC Health Sector to effectively mitigate, prepare for, respond to, and recover from the impacts of emergency events; ensuring the continuity of health services. There is a HEMBC team in each BC health authority. HEMBC-North deals specifically with Northern Health.

Roles and responsibilities:

- Maintain a 24-hour emergency/on call contact number for notification and activation of the health system in Northern BC (appendix I)
- Notify/activate the appropriate Northern Health programs (i.e. Public Health, Acute Care, etc.) based on the nature of the incident/emergency event.

Northern Health (NH)

Northern Health is the regional health authority responsible for providing health services to 300,000 people over an area of 600,000 square kilometers in the province of British Columbia. Services include:

- Acute (hospital) Care
- Public Health (Protection, Preventive and Population Health services)
- Mental Health and Addictions
- Home and Community Care

In the event of a major emergency/disaster, Northern Health will provide health care services within its capacity, and will activate its emergency response management plan(s).

NH Roles & responsibilities - PREPAREDNESS (PRE-EVENT):

- Participate with industry, local authority and other partners in the development of their Emergency Response Plans as it relates to health authority roles and responsibilities:
- Participate in stakeholder training and exercises associated with activation of an Emergency Response Plan, in which Northern Health or HEMBC have a role and responsibility (as resources allow);





NH Roles & responsibilities - RESPONSE:

- Activate internal health emergency management plans related to ongoing provision of services (listed above);
- Provide acute care and emergency services at existing Northern Health hospitals/health centres;
- Work with BC Emergency Health Services (Ambulance) and the BC Patient Transfer Network to transport patients to the appropriate levels of care;
- Apply and enforce the Public Health Act, and associated regulations;
- Provide advice/information to the stakeholders on the existing or potential public health effects of an incident (including drinking water safety, air quality, environmental contaminants, communicable disease prevention, re-occupancy of evacuated areas, etc.);
- Provide advice/information on the best methods for monitoring health effects from an incident.
- Assist in development of (joint) messaging for public information on emergency incidents;
- Provide guidance to stakeholders and local authorities on public health considerations in operating reception and evacuation centres, and group lodging facilities

NOTE: British Columbia Emergency Health Services (BCEHS - Ambulance) remains independent of Northern Health. If an ambulance is required please contact BCEHS via 911 (or the local contact number, if 911 is not available in your area).





Appendix I

NH/HEMBC- Contact information

- 1. For Emergency events that require immediate connection with Northern Health, please call:
 - HEMBC on call number (24/7) **855-554-3622** (or 855-55-HEMBC)
 - HEMBC will notify/activate the appropriate Northern Health programs
 (i.e. Public Health, Acute Care, etc.) based on the nature of the event/
 emergency. Please include this number in industry ERPS, for the use of
 permit holders in contacting Northern Health on an emergency basis.
 - Please do NOT include this number on Public Awareness Pamphlets for individual projects; the EMCR/Oil and Gas Commission's emergency number(s) is more appropriate, and the HEMBC 24/7 number is on record with those agencies.

2.	For non-urgent requests related to Emergency Response Plans, or emergency
	exercise planning/information, contact HEMBC North Director, at:

- 3. For Environmental assessment inquires and general government consultation questions pertaining to health please email the NH Office of Health and Resource Development at:
 - resource.development@northernhealth.ca





Emergency Management and Climate Readiness (EMCR)

Emergency Response Roles & Responsibilities

Before An Emergency

- Assist the OGC with planning initiatives regarding upstream petroleum industry emergency response as requested by the OGC
- EMCR Northeast Region receives Industry Facility Emergency Response Plans.
- Participate in selected licensee ERP exercises when requested as time permits.
- Maintain a 24 hour 800 telephone contact where petroleum industry spill incidents can be reported.
- Maintain 24 hour emergency contact numbers for local governments and provincial emergency responders.

During an Emergency

- ECC Victoria will notify the OGC on call Emergency Response Officer and initiate British Columbia's notification of government agencies including MOF, MOE, MOT, Health Unit, WorkSafe BC, affected municipalities and all other level of government and industry, depending on the level of "coding" (notification Code: 1,2,3 is determined by the Lead Agency MOE or OGC); depending on the code level Standard Operating Procedures (SOP's) in ECC will determine who is notified).
- Provide representatives to help coordinate provincial response as required.

After an Emergency

As requested by OGC.



Ministry of Transportation & Transit - Roles & Responsibilities

Before the Incident

- Maintain a 24 hour emergency contact number where resources can be accessed for a response related to Emergency Response Plans.
- In the event of an emergency, the Highway Department's Operations, Maintenance and Reconstruction team plays an important role to ensure the public is safe and transportation routes are available for accessing emergency services.
- Ministry of Transportation and Infrastructure oversees provincial highways identified as emergency response routes - a network of pre-identified routes that can best move emergency services and supplies to where they are needed in response to a major disaster.
- Disaster Response Routes (DRRs) are a critical part of the overall emergency transportation system.
- Responsible for the construction, maintenance and operation of public roads.

During the Incident

Before, during and after an emergency the Ministry of Transportation & Transit (MoTT) could be called upon to provide expertise, technical advice and/or policy direction regarding:

- Highway construction and maintenance
- Safety and protection of provincial road and bridge infrastructure
- Transportation planning and policy

MoTT can:

- Authorize the closure of provincial transportation routes, including highways and inland ferries, where the safety of the public is at risk.
- Assist in public notification through the DriveBC website, as well as posting advisories on overhead message boards along designated routes.
- Coordinate and arrange for transportation, engineering and construction resources.
- Rebuild and restore provincial highways that are impacted by an emergency.

After the Incident

 Work with appropriate local and federal entities to facilitate the restoration of roadways and utilities.



PEACE RIVER REGIONAL DISTRICT

1981 Alaska Avenue, Box 810, Dawson Creek, BC, V1G 4H8 Tel: 250-784-3200, Fax: 250-784-3201. www.prrd.bc.ca

Local Authority (Regional District)

Peace River Regional District (PRRD) has a formal Emergency Management Plan, which outlines the measures and sources of assistance that can be obtained to support emergency response efforts, within their jurisdictional boundaries. Upon request from the BC Energy Regulator (BCER), the Regional District may address emergency response capabilities, expectations and preparedness. If required or requested the Regional District may activate their emergency plan in order to achieve any of the following:

- Work with the BCER's Emergency Operations Centre (EOC) if established
 - With remote support as a cooperating agency through the BCER Liaison Officer and/or,
 - In the BCER operations section as an assisting agency
- Provide support and assistance to ensure notification of endangered area residents
 - Mass Alerting
 - Notifications
- Provide support to coordinate the delivery of Emergency Support Services (ESS) to evacuated or effected residents
- If necessary, declaration of a State of Local Emergency to enact legislative powers including but not limited to:
 - o Issuance of Evacuation Alerts, Orders and Rescinds (persons, livestock, and animals);
 - Acquire or use any land or personal property considered necessary to prevent, respond or alleviate the effects of an event (following BCEMS Model); and
 - Control or Prohibit Travel in the region for safety
- Assist with public information service (joint, BCER, Industry and local government)
- Assist with the provision of building re-entry procedures jointly with utility providers, industry, Northern Health, and Technical Safety BC.

Revised July 17, 2023

diverse, vast, abundant.

*AFPT - Alberta Forestry, Parks and Tourism Revised January 2023 *AAI - Alberta Agriculture & Irrigation *ATEC - Alberta Transportation and Economic Corridors *CPE - Communications and Public Engagement

4 O

EP

The Workers' Compensation Board is a statutory corporation created by government under the Workers' Compensation Act to administer a system of workplace insurance for the workers and employers of the province of Alberta. ☐ Compensates injured workers for lost income, health care and other costs Employer must report to WCB within 72 hours of being notified of an injury/illness that results in or will likely result in: ☐ Lost time or the need to temporarily or permanently modify work beyond the date of accident ☐ Death or permanent disability (amputation, hearing loss, etc.) ☐ A disabling or potentially disabling condition caused by occupational exposure or activity (poisoning, infection, respiratory disease, dermatitis, etc.) ☐ WCB has the overall responsibility for the administration of the workers' compensation system in Alberta. ☐ The need for medical treatment beyond first aid (assessment by a physician or chiropractor, physiotherapy, etc.) ☐ Medical aid expenses (dental treatment, eyeglas's repair/replacement, prescription medications, etc.) ☐ Be a neutral and autonomous administrator of the worker's compensation system. Strive to balance the interests of workers and employers. Delivery of workers' compensation services to the workers and employers of Note: Immediately report fatalities and serious injuries to the OHS Contact Centre 1-866-415-8690. ☐ Determines whether the injury or illness is caused by work. Responds to all client inquiries forwarded by the Minister and all other elected officials. ☐ Make decisions based on evidence, law and policy and fair, impartial and transparent processes. ☐ Encourage safer workplaces and promote disability management. ☐ Review, accept and register pressure equipment designs and construction ☐ Receive notification of an incident ☐ As required under the *Pressure Equipment Safety Regulation* Section 35, the accident scene **must not be disturbed** (except when it is absolutely necessary to prevent death or injury, or to prevent further property damage) **unless** approval to do so has been given by an ABSA Safety Codes Officer. procedures that relate to pressure equipment. ☐ Issue certificate of inspection permits for pressure equipment before the equipment is placed into service. ☐ Ensure that regular inspections of in-service pressure equipment are conducted. SA ☐ Keep records for pressure equipment that has been registered for use, or manufactured, in Alberta. ☐ Examine, certify and register Pressure Welders and Welding Examiners, Power Engineers, and Pressure Equipment Inspectors. ☐ Authorize and monitor, through quality management systems, organizations that have been permitted to conduct some of the activities subject to the regulations. ☐ Conduct safety education and training.

During the Incident

☐ Provide expertise to mitigate the impacts of non-energy resources industry liquid releases on land and into watercourses.
☐ Provide technical assistance related to emergency drinking water supply engineering.
☐ Notify Fish and Wildlife staff in the area of the emergency.

☐ Ensure that non-energy industry resources environmental impacts are mitigated.

After the Incident

Compile and maintain environment/emergency related records ☐ Monitor environmental recovery, when required

- related to a work-related injury.

 ☐ Safely restores injured workers through return-to-work services to a level of
- ☐ Take reasonable measures to maintain a reasonable quality of life for severely injured workers through the provision of services allowed by legislation and policy.

☐ Investigate accidents or unsafe conditions that involve pressure equipment.

May:

close all or part of the accident site for 48 hours (or longer if authorized by a

Justice)

prohibit any person from entering the site for safety reasons or to preserve

☐ be accompanied by any person for assistance ☐ inspect and photograph any thing ☐ require any person to make full disclosure

☐ require closure or disconnection of any thing ☐ require to be performed any tests or evaluations

☐ remove evidence

require production of documents

Revised January 2023

H₂Safety

*WCB - Workers' Compensation Board

*EPA - Alberta Environment and Protected Areas

Before the Incident

☐ Maintain 24 hour emergency contact numbers and duty officer where

□ Maintain 24 Hour emergency contact numbers and duty officer where resources can be accessed for a response related to this plan.

□ Maintain emergency response resources.

□ Maintain a specialty air monitoring team and equipment used to oversee and verify air monitoring during incident response.

□ Act as SME.

☐ Prepare to act as lead agency when appropriate.

*ABSA - Alberta Boilers Safety Authority



Revised March 2023

denc

Before the Incident

☐ Provide public health measures, including epidemic control and

immunization programs.

☐ Provide and coordinate ambulance services and triage, treatment, ☐ Health service delivery involvement and the outcome. ☐ Public health planning and response ☐ Continue with public health and environmental health monitoring as required. transportation and care of casualties. Health ☐ Provide the continuity of care for patients evacuated from hospitals or other ☐ Community and home support services Continue to address the psychosocial aspects of recovery. health institutions and for medically dependent patients from other care ☐ Mental health ☐ Communicable disease prevention facilities. ☐ Provide standard medical units consisting of emergency hospitals, ☐ During an emergency the Ministry of Health will provide the continuity of care both for patients evacuated from hospitals or advanced treatment centres, casualty collection units and blood donor other health institutions and for medically dependent patients from other care facilities; The Ministry will also provide of emergency psychosocial services. packs. ☐ Ensure appropriate Health entities have been notified of the incident. Monitor potable water supplies. ☐ Inspect and regulate food quality with the assistance of the Minister of ☐ Ensure appropriate Executive and Public Health personnel have been notified of the incident. ☐ Carry out evacuation of medically dependent and vulnerable populations, as needed. Agriculture. ☐ Provide critical incident stress debriefing and counselling services. ☐ Transport incident casualties as required. ☐ Provide support services for physically challenged or medically disabled ☐ Triage and provide medical care to incident casualties as required. people affected by an emergency. ☐ Decontaminate incident casualties that present to health care facilities, as needed. ☐ Maintain a 24 hour emergency contact number where resources can be ☐ Relay health hazard information to the public. accessed for a response related to Emergency Response Plans. ☐ Monitor water and air quality, as it relates to public health. ☐ Provide input on public health issues related to a petroleum incident. ☐ Coordinate the public health response to the incident. ☐ Address the psychosocial aspects of the aftermath of an event. ☐ Arrange with Health Canada and the Public Health Agency of Canada for federal support, if needed. WorkSafeBC is the BC Health and Safety Regulator. In addition to providing a As required by the Workers Compensation Act (WCA Sec 68) Employers must immediately report the following types of Prompt investigation of incidents must be conducted to identify causation and no-fault insurance system and providing when work-related injuries or incidents to WorkSafeBC at 1-888-621-7233 (whether there is an injury or not): prevent recurrence. The WCA (sec 69) requires preliminary investigations to be diseases occur compensation and support to workers in their recovery, ☐ Any incident that kills or seriously injures a worker conducted within 48 hours and full investigations completed within 30 days of rehabilitation, and safe return to work; WorkSafeBC assists workers in ☐ A major leak or release of a dangerous substance the following types of incidents: creating and maintaining healthy and safe work workplaces, with Proactive ☐ A major structural failure or collapse of a structure, equipment, construction support system, or excavation is required to be reported under section 68 (specified above), resulted in injury to a worker requiring medical treatment, roles which include: ☐ A fire or explosion that had a potential for causing serious injury to a worker did not involve injury to a worker, or involved only minor injury not requiring ☐ Providing health and safety information to employers, workers, and the ☐ Any blasting accident that results in injury, or unusual event involving explosives (required by regulation) ☐ A diving incident that causes death, injury, or decompression sickness requiring treatment (required by regulation) medical treatment, but had a potential for causing serious injury to a worker, ☐ Establishing standards and guidelines for occupational health and safety was an incident required by regulation to be investigated. ☐ Educating employers, supervisors, and workers on prevention of work-This requirement is in addition to the requirement of reporting workplace injuries or disease for claims purposes. related injury and illness. ☐ Conducting work site inspections to help employers comply with health and The investigation process must be carried out by persons knowledgeable about safety regulations. the type of work involved and, if they are reasonably available, with the ☐ Collaborating with provincial and federal agencies and ministries on matters participation of the employer or a representative of the employer and a worker of occupational health and safety representative. Full investigations must be submitted to WorkSafeBC. ☐ Providing access to prevention resources for workers and employers Emergency management support roles for all hazards (upon request of Local The designated lead provincial ministry for planning and response before, during and after an emergency for: Authority, First Nation, EMCR, or other requesting agency): ☐ Diseases and epidemics as specified below: ☐ Provide advice to farmers, aqua-culturalists and fishers on the ☐ Animal diseases protection of crops, livestock and provincially managed fish and □ Plant diseases Ministry of Agriculture and marine plant stocks. □ Pest infestations □ Coordinate the emergency evacuation and care of poultry and livestock. ☐ Inspect and regulate food quality. ☐ Identify food and potable water supplies. ☐ Assist the Minster of Health in the inspection and regulation of food Health Emergency Management BC (HEMBC) is a program under the ☐ For emergency events that require immediate connection with Northern Health, please call HEMBC on call (24/7) -Provincial Health Services Authority (PHSA). HEMBC provides the expertise. 855-554-3622. HEMBC will notify / activate the appropriate Northern Health programs (ie. Public Health, Acute Care etc.) education, tools, and support specifically for the BC Health Sector to effectively based on the nature of the event / emergency. Please include this number in industry ERPs for the use of permit holders in mitigate, prepare for, respond to, and recover from the impacts of emergency contacting Northern Health on an emergency basis. events: ensuring the continuity of health services. There is a HEMBC team in □ Notify/activate the appropriate Northern Health programs (i.e. Public Health, Acute Care, etc.) based on the nature of the each BC health authority. HEMBC-North deals specifically with Northern incident/emergency event. Health ☐ Maintain a 24-hour emergency/on call contact number for notification and activation of the health system in Northern BC.

During the Incident

Before, during and after an emergency the Ministry of Health could be called upon to provide expertise, technical advice and/or



After the Incident

□ Complete a "lessons-learned" process based on the scope of their

☐ Participate in event debriefings.

Environment & Climate Change Canada's Environmental Emergencies Program During an environmental emergency, The National Environmental Emergencies Centre (NEEC) is the focal point for ECCC. ☐ ECCC can conduct post-emergency assessments. (EEP) protects Canadians and their environment from the effects of environmental ☐ Provide specialized advice in shoreline clean-up assessment techniques (SCAT). ECCC's services during an environmental emergency: emergencies through provision of science-based expert advice and regulations. The key Acts and Regulations that govern ECCC's role in environmental ☐ Provide Advise on mitigation and cleanup measures.. ☐ Collaborate with federal, provincial, territorial and international environmental protection agencies to enable rapid sharing of information emergencies that allow it to deliver its mandate are: *ECCC ☐ Canadian Environmental Protection Act, 1999 ☐ Convene and chair a Science Table of experts and stakeholders to develop consensus based advice to the Lead Agency. ☐ Identify environmentally sensitive areas and priorities (sensitivity and resource at risk mapping). ☐ Fisheries Act—Pollution Prevention Provisions: ☐ Advise on mitigation and cleanup measures. ☐ Migratory Birds Convention Act, 1994; ☐ Provide support and guidance in the assessment of oiled shorelines to prioritize their protection and cleanup (Shoreline Cleanup ☐ Statutory Notification Requirements—EC's Environmental Notification Assessment Technique (SCAT)). Advice on the fate and behavior of the spilled product. ☐ Environmental Emergencies Regulations. ☐ Advice on sampling and laboratory analysis. ☐ Provide weather forecasting and spill dispersion modelling to identify where these substances are likely to move in the environment. ☐ Provided expertise on the migratory bird resources and species at risk, including on-site assessment and determination of wildlife impact. ☐ Can conduct post-emergency assessments. ☐ Work closely with ECCC, The Canadian Coast Guard and other provincial The Canadian Coast Guard is the lead federal agency for ensuring appropriate ☐ Any amount of hydrocarbons entering a waterway frequented by fish or occupied by waterfowl is deemed to be in contravention of the response to all ship-source and unknown mystery spills in Canadian waters and Federal Fisheries Act and must be reported to the Department of Fisheries and Oceans. environmental agencies waters under international agreements. □ Work together with provincial environment protection agencies and may be initially notified by ECCC. ☐ Establishes appropriate and nationally consistent level of preparedness and ☐ May send personnel to the site if there has been or could potentially be an impact to fish or fish habitat. response services in Canadian waters. ☐ Monitors and investigates all reports of marine pollution in Canada in conjunction with other federal departments. ☐ Design and develop related regulations, policies, strategies and tools. ☐ Maintains communications with the program's partners, including Transport Canada and ECCC, to ensure a consistent coordinated ☐ Review, assess and monitor activities associated with fish habitat to ensure approach to marine pollution incident response. their compliance with the Fisheries Act and Species at Risk Act. ☐ Aids in search and rescue operations. ☐ Conduct environmental assessments under the Canadian Environmental Assessment Act. ☐ Design, develop and implement communication and education strategies. NAV Canada is a private company who coordinates the safe and efficient ☐ As requested by the oil and gas company, the Flight Information Centre will issue a NOTAM (Notice to Airmen). ☐ Rescind the NOTAM. movement of aircraft in Canadian domestic airspace and international airspace ☐ To close air space beyond an airport (e.g. above a sour gas release), Refer to Transport Canada on back side of this page. assigned to Canadian control. Flight Information Centre (FIC) - FIC Services Each Flight Information Centre is responsible for providing its particular service area with the following services, which pilots rely upon for safe flight planning and operations: ☐ Emergency ☐ Aviation Weather Briefing ☐ Flight Planning ☐ En-route Flight Information Services ☐ Remote Aerodrome Advisory Services (RAAS) ☐ Sets national standards to keep the environment healthy, keep water and air During a health emergency or disaster, Health Canada and the Public Health Agency of Canada are responsible for supporting □ Work collaboratively with the provinces and territories to test ways in which the pollution low and Canadians safe emergency health and social services in the provinces and territories. Canadian health care system can be improved and ensure its sustainability for the ☐ Maintains a nationwide network of radiation monitoring stations and can act if ☐ Under Chemicals Management Plan, assess health risks from chemicals used in manufacturing and agriculture and require users to prove they actually need the chemicals to make their products ☐ Sets strict rules on how chemicals are used in order to limit human exposure. ☐ Preparedness exercises are designed to test how well the plans and procedures work during simulated emergency situations. Such exercises help the government identify strengths as well as any problems or inadequacies in preparedness plans and procedures so that these can be addressed before, not after, an actual emergency. The Centre for Emergency Preparedness and Response (CEPR) is responsible ☐ In an emergency situation, the Office of Emergency Response Services (OERS) is responsible for supporting emergency health and ☐ Work with Health Canada to test ways in which the Canadian health care system social services in the provinces, territories or abroad. It manages the National Emergency Stockpile System (NESS), which includes can be improved and ensure its sustainability for the future. c Health of Canada ☐ Developing and maintaining national emergency response plans for the medical, pharmaceutical and related emergency supplies. The Office is responsible for the federal response to emergencies that have Public Health Agency of Canada and Health Canada. health repercussions; this includes the deployment of health emergency response teams (HERT). ☐ Assessing public health risks during emergencies. ☐ If a public health emergency grows beyond one province and/or territory, the Public Health Agency of Canada usually gets involved. ☐ Contribution to keeping Canada's health and emergency policies in line by collaborating with other federal and international health and security agencies. ☐ The health authority in the Government of Canada on bioterrorism, emergency health services and emergency response. Agency ☐ Strengthen intergovernmental collaboration on public health and facilitate national approaches to public health policy and planning. ☐ Manages emergency preparedness and emergency response plans and keeps them up to date. Develops and runs exercises to train emergency workers. ☐ Develops and delivers training courses that teach health workers how to respond to emergencies.

During the Incident



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After the Incident

Before the Incident

Before the Incident

Maintain a 24 hour emergency telephone service.

*CANUTEC

☐ Regulate the handling, offering for transport and the transport of dangerous goods by all modes in order to ensure public safety.

- ☐ Federal regulations require that CANUTEC be contacted in the event of an incident or accident involving dangerous goods and infections substances.
- ☐ Maintains records of over 3 million Safety Data Sheets (SDS).

Aviation Operations Centre (AVOPS)

- ☐ Federal regulations require that AVOPS be contacted if there is imminent and immediate threat to aviation and public safety.
- ☐ Public Safety Canada works with provincial and territorial officials to ensure first responders and emergency management personnel are well-prepared through education, support and exercises.
- Responsible for promoting and coordinating the preparation of departmental emergency management plans as well as coordinating the government's response to an emergency through the Government Operations Centre (GOC).

During the Incident

*CANUTEC

- ☐ Assist emergency response personnel in handling dangerous good emergencies including advice on
 - ☐ Chemical, physical and toxicological properties and incompatibilities of the dangerous goods
 - ☐ Health hazards and first aid
 - ☐ Fire, explosion, spill or leak hazards
 - Remedial actions for the protection of life, property and the environment
 - □ Evacuation distances
 - ☐ Personal protective clothing and decontamination
- □ CANUTEC staff does not go to the site of an incident, however, should on-site assistance be required, CANUTEC can assist in the activation or industry emergency response plans.
- ☐ Provide communication links with the appropriate industry, government or medical specialists.

Aviation Operations Centre (AVOPS)

- ☐ To close air space beyond an airport in a defined area (e.g. above a sour gas release), AVOPS can be contacted by the oil and gas
- ☐ Public Safety Canada houses the Government Operations Centre at the hub of the national emergency management system. It's an advanced centre for monitoring and coordinating the federal response to an emergency.

After the Incident

*CANUTEC

☐ Maintain voice communication and written information records for two years for the protection of all parties.

Aviation Operations Centre (AVOPS)

☐ Rescind the NOTAM and re-open air space that was closed due to emergency.

☐ In the event of a large-scale natural disaster where response and recovery costs exceed what individual provinces and territories could reasonably be expected to bear on their own, PS provides financial assistance to the provincial and territorial governments through the Disaster Financial Assistance Arrangements (DFAA). Assistance is paid to the province or territory - not directly to individuals or communities. The provincial or territorial governments design, develop and deliver disaster financial assistance, determining the amounts and types of assistance that will be provided to those who have experienced losses.

*Canada Energy Regulator Roles & Responsibilities

The CER's top priority in any emergency is to make sure that people are safe and secure, and that property and the environment are protected. Any time there is a serious incident, CER inspectors may attend the site to oversee a company's immediate response. The CER will require that all reasonable actions are taken to protect employees, the public and the environment. Further, the CER will verify that the regulated company conducts adequate and appropriate clean-up and remediation of any environmental effects caused by the incident.

As lead regulatory agency, the CER:

- ☐ Monitors, observes and assesses the overall effectiveness of the company's emergency response in terms of:
 - Emergency Management
 - Safety
 - Security
 - Environment
 - · Integrity of operations and facilities; and
 - Energy Supply.
- Investigates the event, either in cooperation with the Transportation Safety Board of Canada, under the Canada Labour Code, or as per the Canada Energy Regulator Act or Canada Oil & Gas Operations Act (whichever is applicable)
- Inspects the pipeline or facility
- Examines the integrity of the pipeline or facility
- Requires appropriate repair methods are being used
- Appropriate environmental remediation of contaminated areas is conducted
- Coordinate stakeholder and Aboriginal community feedback regarding environmental clean-up and remediation Confirms that a company is following its Emergency Procedures Manual (s), commitments, plans, procedures, and CER regulations and identifies non-compliances
- Initiates enforcement actions as required
- Approves the restart of the pipeline.

If applicable; refer to the CER site section behind the blue Area Specific Information tab for further regulations, definitions and, reporting guidelines for CER related incidents specific to this ERP.

*Transportation Safety Board Mandate

The Canadian Transportation Accident Investigation and Safety Board Act provides the legal framework that governs TSB activities. Our mandate is to advance transportation safety in the marine, pipeline, rail and air modes of transportation by:

- □ conducting independent investigations, including public inquiries when necessary, into selected transportation occurrences in order to make findings as to their causes and contributing factors;
- identifying safety deficiencies, as evidenced by transportation occurrences:
- making recommendations designed to eliminate or reduce any such safety deficiencies; and
- reporting publicly on our investigations and on the findings in relation thereto.

As part of its ongoing investigations, the TSB also reviews developments in transportation safety, and identifies safety risks that they believe the government and the transportation industry should address to reduce injury and loss.

To instill confidence in the public regarding the transportation accident investigation process, it is essential that an investigating agency be independent and free from any conflicts of interest when investigating accidents, identifying safety deficiencies, and making safety recommendations. As such, the TSB is an independent agency, separate from other government agencies and departments, that reports to Parliament through the President of the Queen's Privy Council for Canada. Our independence enables us to be fully objective in making findings as to causes and contributing factors, and in making transportation safety recommendations.

In identifying the causes and contributing factors of a transportation incident, it is not the function of the Board to assign fault or determine civil or criminal liability. However, the Board does not refrain from fully reporting on the causes and contributing factors merely because fault or liability might be inferred from the Board's findings. No finding of the Board should be construed as assigning fault or determining civil or criminal liability. Findings of the Board are not binding on the parties to any legal, disciplinary, or other proceedings.

/tsb-bst.gc.ca/eng/qui-about/index.html

*Indigenous Services Canada, Regional Operations and First Nations and Inuit Health Branch

Since the Government of Canada's renewed commitment to a stronger relationship with Indigenous peoples in Canada, measures were initiated to effect a shift in the way the Government delivers services to Indigenous peoples. This included the creation of two new departments, which was announced on December 4, 2017. The two newly created departments, Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) and Indigenous Services Canada (ISC), are intended to improve the delivery of services while accelerating movement towards self-government and self-determination of Indigenous

As part of the departmental transition, both the former Regional Operations (RO) part of Indigenous and Northern Affairs Canada (INAC) and all of First Nations and Inuit Health Branch (FNIHB) of Health Canada have been absorbed into the newly created Indigenous Services Canada (ISC). RO and FNIHB work closely and collaborate towards the provision of emergency preparedness and response activities to First Nations communities in Canada

In regards to First Nations emergency management, the role of RO is to liaise, communicate, cooperate, coordinate and collaborate with First Nations and public, private, and non-government sector partners in support of on reserve emergency management service delivery. ISC-RO supports First Nations in the four pillars of emergency management through service agreements with partners such as provincial emergency management agencies and the Red Cross

FNIHB carries out the public health preparedness and response activities related to natural and man-made disasters. This includes Communicable Disease Control and Environmental Public Health Services. In addition, FNIHB administers Non-Insured Health Benefits to First Nations clients, which includes extended coverage for medical transportation, pharma-care, medical devices and mental health supports. During an emergency, FNIHB works with First Nations leadership and health service providers to ensure health needs of First Nations communities are met.

Provincial specific FNIHB roles & responsibilities will be found in this section of the ERP, if applicable or as appropriate

*Indian Oil & Gas Canada

IOGC is an organization committed to managing and regulating oil and gas resources on First Nation reserve lands. It is a special operating agency within Indigenous Services Canada.

IOGC is responsible for oil and gas on First Nation reserve lands across Canada, but only a handful of reserves exist north of the 60th parallel. Therefore, practically all of IOGCs work is south of the 60th parallel, with most of that in the Western Canada Sedimentary Basin.

IOGC's general responsibilities are to:

☐ identify and evaluate oil and gas resource potential on Indian reserve lands:

necourage companies to explore for, drill and produce these resources through leasing activity:

ensure equitable production, fair prices and proper collection of royalties on behalf of First Nations; and

secure compliance with and administer the regulatory framework in a fair manner.

IOGC operates pursuant to the Indian Oil and Gas Act, 2009, and its associated Indian Oil and Gas Regulations, 2019, as well as other relevant legislation and guidelines (see Acts and Regulations) which came into force and became law on August 1, 2019. Oil and gas activity on First Nation reserve lands depends on agreements involving First Nation band councils, oil and gas companies, and Indian Oil and Gas Canada.

Additional information is available at: http://www.pgic-iogc.gc.ca/eng/11001100104048/1100110010464 Acts and Regulations: https://www.pgic-iogc.gc.ca/eng/1100110010438/100110010438





Section 6: Forms

Documentation During and After an Incident

Form Descriptions

Incident Command System (ICS) Forms

ICS 201 Incident Briefing

ICS 202 Incident Objectives

ICS 203 Organization Assignment List

ICS 204 Assignment List

ICS 207 Incident Organization Chart

ICS 208 Safety Message / Plan

ICS 209 Incident Status Summary

ICS 211 Check-In / Out List

ICS 214 Activity Log

ICS 215 Operational Planning Worksheet

ICS 215A IAP Safety Analysis

ICS 221 Demobilization Checkout

ICS 230 Meeting Schedule

ICS 231 Meeting Summary

ICS 233 Incident Open Action Tracker

Emergency Forms

A1 Initial Emergency Report Form

A2 Odour Complaint Script

A3 Regulatory First Call Communication

A4 Incident Action Plan Checklist

A5 Air Monitoring Log

A6 Threatening Call / Bomb Threat

A7 STARS Landing Zone Card

Resident Forms

B1 Reception Centre Registration Log

B2 Resident Compensation Log

B3 Resident Contact Log

B4 Roadblock Log

B5 Evacuation Notice

B6 Early Notification / Voluntary Evacuation Phone Message

B7 Shelter-In-Place Phone Message

B8 Evacuation Phone Message

Media Forms

C1 Preliminary Media Statement

C2 Media Contact Log

C3 Government Agency Contact Log

C4 Media Centre Site

PPOST Form



Documentation During and After an Incident

All personnel are required to document their actions on the ICS 214 – Activity Log throughout the duration of the incident. Additionally, note takers should be assigned to take notes at meetings and to document the discussions, decisions, overall activities, etc. at the Incident Command Post (ICP) and Emergency Operations Centre (EOC). The status of any changing documents such as status boards, wall charts, laminated maps with mark-ups, etc. should be captured prior to each set of new changes. It is essential that all documentation is correctly dated, and time stamped to provide the correct order and time of events.

It is imperative that accurate documentation is kept throughout the duration of an incident for record keeping purposes. Records kept may be used for legal, investigation, audits, historical and/or analytical purposes. All documentation must be held for a minimum of 5 years as it may be requested by the regulatory agency at any point during that time.

It is the Documentation Units responsibility to collect documentation (forms, checklists, event logs, etc.) from response team members and maintain a consistent system for organizing the data.

Form Descriptions

The Incident Command System uses a series of standard forms and supporting documents that convey directions for the accomplishment of the objectives and distributing information. Listed below are the standard ICS form titles and descriptions of each form utilized.

Further ICS forms can be found through the ICS Canada website: http://www.icscanada.ca/en/forms.html.

Standard ICS Form Title	ICS Form Description
ICS 201 Incident Briefing	Provides the Incident Command and General Staffs with basic information regarding the incident situation and the resources allocated to the incident. This form also serves as a permanent record of the initial response to the incident.
ICS 202 Incident Objectives	Describes the basic strategy and objectives for use during each operational period.
ICS 203 Organization Assignment List	Provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position.
ICS 204 Assignment List	Informs Division and Group supervisors of incident assignments.
ICS 207 Incident Organization Chart	A complete picture of the organizational structure for the incident.
ICS 208 Safety Message / Plan	Expands on the Safety Message and Site Safety Plan.
ICS 209 Incident Status Summary	Summarizes incident information for staff members and external parties, and provides information to the Public Information Officer for preparation of media releases.
ICS 211 Check-In/Out List	Used to check in personnel and equipment arriving at or departing from the incident. Check-in / out consists of reporting specific information that is recorded on the form.
ICS 214 Activity Log	Provides a record of unit activities. Unit Logs can provide a basic reference from which to extract information for inclusion in any afteraction report.



Form Descriptions, continued

Standard ICS Form Title	ICS Form Description
ICS 215 Operational Planning Worksheet	Documents decisions made concerning resource needs for the next operational period. The Planning Section uses this Worksheet to complete Assignment Lists, and the Logistics Section uses it for ordering resources for the incident. This form may be used as a source document for updating resource confirmation on other ICS forms such as the 209 Incident Status Summary.
ICS 215A Incident Action Plan Safety Analysis	Used to communicates to the Operations and Planning Section Chiefs the potential hazards identified by the Safety Officer. It identifies mitigation measures to address the identified hazards.
ICS 221 Demobilization Checkout	Ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident.
ICS 230 Meeting Schedule	To record information about the daily scheduled meeting activities.
ICS 231 Meeting Summary	Provides more detailed information concerning the attendees and notes from a particular meeting.
ICS 233 Incident Open Action Tracker	Used by Command Staff to track time sensitive tasks / actions assigned to incident personnel.

Emergency Form Title	Emergency Form Description
A1 Initial Emergency Report Form	Used by recipient of a phone call from either a member of the public or other company personnel to record detailed information about incident.
A2 Odour Complaint Script	Used to record odour information from a member of the public as well as scripts to follow.
A3 Regulatory First Call Communication	A regulatory required form used to send detailed information to the regulator about an emergency used for assessment, historical, and analytical purposes following an incident.
A4 Incident Action Plan Checklist	A checklist of other forms and information required to accurately create an incident action plan.
A5 Air Monitoring Log	A form used by designated Air Monitor personnel to log information about air quality readings.
A6 Threatening Call / Bomb Threat	Detailed point driven form used to document incoming phone calls pertaining to personnel threats and bomb threats.
A7 Stars Landing Zone Card	An information card utilized if medical evacuation is required via STARS Air Ambulance.

Resident Form Title	Resident Form Description
B1 Reception Centre Registration Log	Log used by Reception Centre Rep to record information from evacuees being received at the reception centre. Can also be faxed to reception centre in case a representative has not been identified or cannot make it before evacuees start arriving.
B2 Resident Compensation Log	Detailed spreadsheet for expenses incurred by evacuees so that compensation may be properly dealt with.



Form Descriptions, continued

Resident Form Title	Resident Form Description
B3 Resident Contact Log	A log used by various company personnel to record contact made with residents, whether they're sheltered / evacuated and if assistance is required.
B4 Roadblock Log	A log used by designated Roadblock personnel to identify details about vehicles and persons entering or exiting a hazard area.
B5 Evacuation Notice	A document to be left in doors / windows of surface developments that are unable to be contacted as a way to issue evacuation instructions
B6 Early Notification/Voluntary Evacuation Message	A script and document filled out by Telephoner personnel issuing calls to residents for early notification and voluntary evacuation purposes.
B7 Shelter-In-Place Message	A script and document filled out by Telephoner personnel issuing calls to residents with shelter-in-place instructions.
B8 Evacuation Phone Message	A script and document filled out by Telephoner personnel issuing calls to residents with evacuation instructions.

Media Form Title	Media Form Description			
C1 Preliminary Media Statement	A generic script used by the Media Spokesperson to issue media statements until which time more detailed information is known and can be issued.			
C2 Media Contact Log	A log used to identify what media outlets/persons have contacted the company and their contact information.			
C3 Government Agency Contact Log	A log used to identify what government agencies have been notified about the incident.			
C4 Media Centre Site	A document to distribute to media outlets/persons about the location for further media enquiries and press releases as well as details to get there.			

ICS 201 Incident Briefing Form



Incident Name:																													
Date/Time Initiated:																													
Prepared By: ICS Position:																													
Level of Emergency Alert / Minor									Level 1				ı	Level 2					Level 3										
Map Sketch: Note: Maps can be drawn or attached here.																													
IV	ote:	Ma	os c	an i	oe a	iraw	n ol	att	acne	ea r	iere																		
Si	tua	tion	Su	mm	ary	: (V	/rite	de	scri	ptic	on c	or a	ttac	h A	1)														
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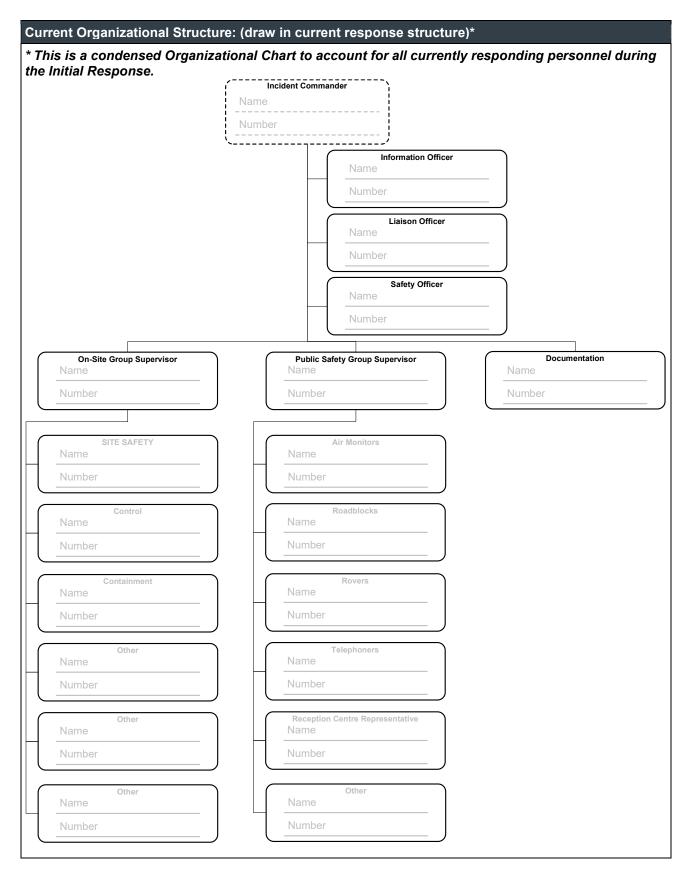
ICS 201 Incident Briefing Form



Current and Planned Objectives:										
Priorities: (1) Life Safety (2) Incident Stabilization (3) Environment & Property										
1. Ensure Safety of Citizens	and Response Personnel:	4. Minimize Economic Impacts:								
☐ 1a. Identify hazard(s) of release	ased product.	☐ 4a. Consider tourism and local economic impacts.								
☐ 1b. Establish site control (ho security).	t zone, warm zone, cold zone, &	☐ 4b. Protect public and private assets, as resources permi								
☐ 1c. Establish an Emergency Safety Actions.	Response Zone and Initiate Public	☐ 4c. Establish damage claims process.								
☐ 1d. Consider evacuations if r	needed.	5. Keep Stakeholders and Public Informed of Response Activities:								
☐ 1e. Establish aircraft restricti	ons.	☐ 5a. Provide forum to obtain stakeholder input and concerns.								
☐ 1f. Monitor air in impacted ar	eas	☐ 5b. Provide stakeholders with details of response actions.								
☐ 1g. Develop site safety plan briefings are conducted.	for personnel and ensure safety	☐ 5c. Identify stakeholder concerns and issues, and address as practical.								
2. Control the Source of the	Release:	☐ 5d. Provide timely safety announcements.								
☐ 2a. Complete emergency sh	utdown.	☐ 5e. Conduct regular news briefings.								
☐ 2b. Conduct firefighting.		☐ 5f. Conduct public meetings, as appropriate.								
☐ 2c. Initiate temporary repairs										
3. Manage a Coordinated Re	sponse Effort:									
☐ 3a. Complete or confirm noti	fications.									
☐ 3b. Establish a unified comm (command post, etc.).	and organization and facilities									
☐ 3c. Ensure mobilization and personnel and equipment.	tracking of resources and account for									
☐ 3d. Complete documentation	l.									
Current and Planned Acti	ons, Strategies and Tactics:									
Time:	Actions:									
HHMM										
HHMM										
HHMM										
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Section 6: Forms Page 2 of 6





Note: Refer to ICS 207 Incident Organization Chart in Section 6: Forms (Blue Tab) for full command structure.

ICS 201 Incident Briefing Form



Resources Summary:								
Resource(s)	Time Called	ETA	On-Site	Notes (Location/Assignment/Status)				
External Notification	ns: (Governmen	t)						
Agency	Time Called			Notes				

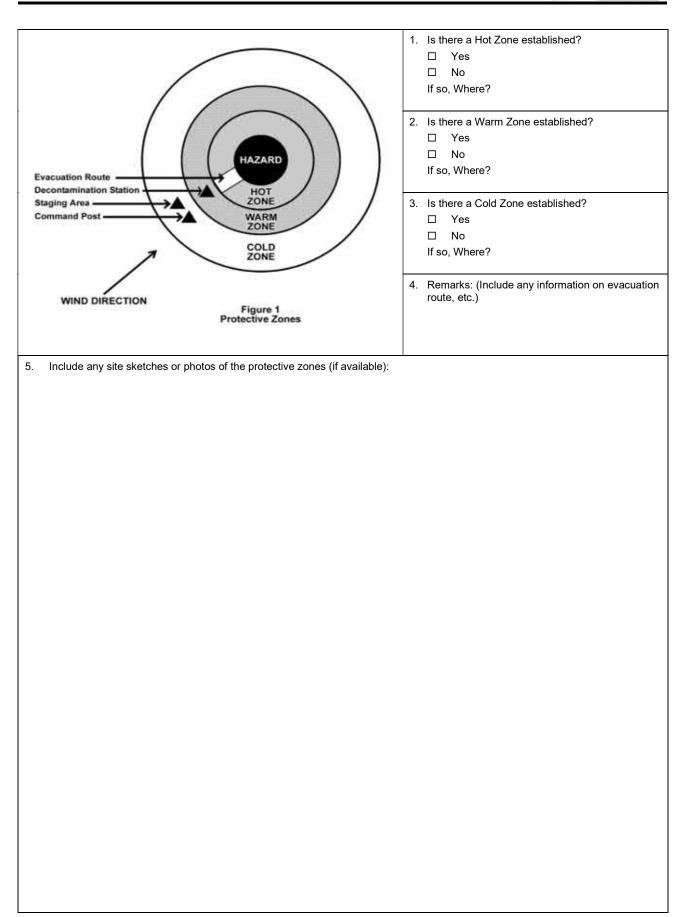
ICS 201 Incident Briefing Form



Si	te Safety and Hazard Control Analysis			
Si	te Control			
1.	Is Site Control set-up? ☐ Yes ☐ No	Is there an On-Scene Command Post? If so, where?	□ Yes	□ No
3.	Have all personnel been accounted for? ☐ Yes ☐ No ☐ Don't Know	Injuries: Fatalities: Unaccounted: Trapped:		
4.	Are observers involved or rescue attempts planned? Observers: □ Yes □ No Rescuers: □ Yes □ No	5. Are Decon areas setup? ☐ Yes If so, where?	□ No	
Ha	azard Identification, immediate signs of: (if yes,	explain in remarks)		
1.	Electrical line(s) down or overhead? \square Yes \square No	2. Unidentified liquid or solid products visible?	□ Yes	□ No
3.	Wind direction across incident: ☐ Towards your position Wind Speed: ☐ Away from your position	4. Is a safe approach possible?	□ Yes	□ No
5.	Odours or smells?	6. Vapours visible?	☐ Yes	□ No
7.	Holes, ditches, fast water, cliffs, etc. nearby? ☐ Yes ☐ No	8. Fire, sparks, sources of ignition nearby?	□ Yes	□ No
9.	Is local traffic a potential problem? ☐ Yes ☐ No	10. Product placards, colour codes visible?	☐ Yes	□ No
11	Other Hazards?	12. As you approach the scene from the upwind s a change in the status of any of the above?	side, do yo □ Yes	ou note □ No
13	Remarks:			
На	azard Mitigation: have you determined the neces	ssity for any of the following?		
1.	Entry Objectives:			
2.	Warning sign(s), barriers, colour codes in place? ☐ Ye	s 🗆 No		
3.	Hazardous material being monitored?			
	3a. Sampling equipment:3b. Sampling location(s):			
	3c. Sampling frequency:			
	3d. Peak reading:			
<u> </u>	3e. Personal exposure monitoring:	4. 21		
4.	Protective gear / level: 4b. Respirators	4a. Gloves: 4c. Clothing:		
	4d. Boots:	4e. Chemical cartridge change frequency:		
5.	Decon 5a. Instructions: 5b. Decon equipment and materials:			
6.	Emergency escape route established? ☐ Yes ☐ No Route?			
7.	Field responders briefed on hazards? ☐ Yes ☐ No			
	Remarks:			
Pro	otective Zones: record initial control perimeters (see Figure 1)			

ICS 201 Incident Briefing Form





ICS 202 Incident Objectives



Incident	Name:					
Date / T	ime Initiated:					
Prepared by: ICS Position:						
Genera	Control Objectives for the Incident:					
1						
2						
3						
4						
5						
Weathe	r Forecast:					
Genera	l Safety Message:					
		reable, Attainable, Realistic, & Time-Sensitive) e the solutions identified on the Operations Briefing				
page.		•				

ICS 202	Incident	Objectives



ICS 203 Organization Assignment List



Incident Name			Operational Period (Date/Time)			
				From: To:		
Incident	Commander(s)			Operations Section		
Αç	jency	IC	Deputy		Chief	
					Deputy	
				Staging Area I	Manager	
				On-Site Group		,
				Su	ıpervisor	
5	afety Officer				Lead	
	Assistant				Lead	
Inform	ation Officer				Lead	
	Assistant				Lead	
Li	aison Officer				Lead	
	Assistant					
				Public Safety Gro	_	T
				St	pervisor	
	Representatives				Lead	
Agency	Name				Lead	
					Lead	
					Lead	
					Lead	
				Branch - Division		T
				Branch	Director	
					Deputy	
Planning				Division/Group	Lead	
	Chief			Division/Group	Lead	1
D-	Deputy sources Unit			Division/Group	Lead	
	Situation Unit			Division/Group	Lead	
	nmental Unit			Division/Group	Lead	
	entation Unit			Branch Division	100000	
	ilization Unit			Branch - Division	Director	
	al Specialists			Didiicii		
I GOTHING	ii Opecialists			Division/Group	Deputy Lead	
				Division/Group	Lead	
Logistics	Section			Division/Group	Lead	
	Chief			Division/Group	Lead	
	Deputy			Division/Group	Lead	
	Supply Unit					
F	acilities Unit			Finance / Admin Section		
Ground	Support Unit				Chief	
Commun	ications Unit				Deputy	
	Medical Unit			Т	ime Unit	
	Food Unit			Procuren	nent Unit	
				Compensation / Cla	ims Unit	
				(Cost Unit	
Prepared	By: (Resources U	Jnit)				Date/Time
-						

ICS 203 Organization Assignment List

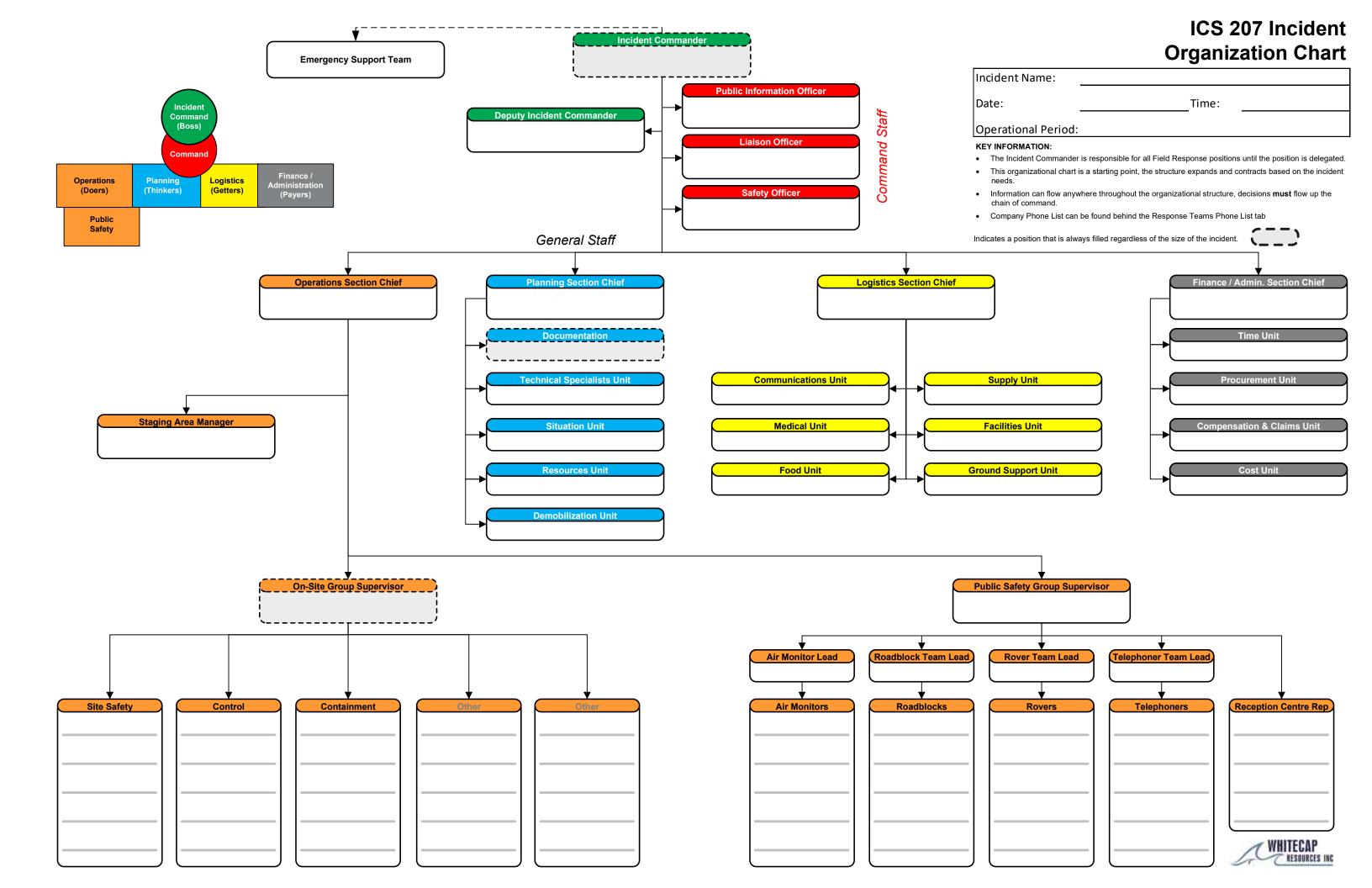


ICS 204 Assignment List



Branch:					Division / Group / Staging:					
Incident Name:					Operational Period:					
					From: Date Time					
					To:	Date	Tin	ne	 -	
Division / Group	/ Stagi	ng								
Operations Chie	ef				Division/G	roup Superv	/isor			
Branch Director					Staging A	rea Manage	r			
Resources Ass	igned 1	to This Period								
Resource Identifier		Leader	No. of Persons	Cel	Contact II #, radio fre		Reporting Le Equipment and	ocation, Sp Supplies, F	ecial Remarks	
					, , , , , , , , , , , , , , , , , , , ,	<u> </u>				
Mark Assignme	nto									
Work Assignme	nis.									
Connected Inner to the contract										
Special Instructi	ons:									
Division / Group Communications Summary										
Function		Frequencies	System	Chan.	Func	tion	Frequencies	System	Chan.	
	ocal				Logistics	Local				
Div. / Group Tag	epeat		1		Ground to A	Repeat		<u> </u>		
Prepared By:	Jucai				Ground to A	All .		Date:	Time:	
(Resource Unit	Leader)							 		
Signature:								1		





ICS 208 Safety Message / Plan



Incident Name:	Operational Per	iod:
	From: Date_	Time
		Time
Safety Message/Expanded Safety Message, Safety	Plan Site Safety	Dian:
Safety Message/Expanded Safety Message, Safety	Plan, Site Safety	rian:
Site Safety Plan Pequired 2 T Ves. T No.		
Site Safety Plan Required? Yes No		
Approved Site Safety Plan(s) Located At:		1
Prepared By: (Name and Position)		Date Prepared:
Signature:		Time Prepared:
		1

ICS	208	Safety	Message /	Plan
-----	-----	---------------	-----------	------





Incident Name:				Location of Incident:					
Date / Time Initiated:					(LSD / NTS)				
Prepared by:					ICS Position				
Incident Deta	ils:								
Gas readings:		H ₂ S			SO ₂		L	.EL	
Level of Eme	rgency:								
Incident Sever	rity:		Alert / Minor		□ Level 1		Level 2	□ Level 3	
Affect Mediu	·			ı					
□ Air	□ Water		⊐ Soil		Other – Specify:				
Site Type: (So)							
☐ Well (Active	,		,	☐ Well (Abandoned/Suspended)			⊔Rem	ote Sump	
□ Well (Drillin	•	tions): Ri	_						
☐ Battery/Pla			☐ Tank F	arm/s	Storage		☐ Pipel	ine	
☐ Riser (Pipe							Location on Road:		
☐ Road or Ro			Name:	Name:			Location	n on Road:	
☐ Other – Spe		I that an	nlv)						
☐ Sour Gas F	<u> </u>	ı ınaı ap		Gas I	Release		□ Liqui	d Snills	
☐ Natural Dis		er		☐ Sweet Gas Release ☐ Fire/Explosion			•	•	
☐ Worker Inju				☐ Security (theft, threat, terrorism)		1)	☐ Drilling Kick ☐ Induced Seismicity		
□ Well Bore C	•	ion	□ Pipelin			-,		cle/Transportation	
☐ Equipment/	Structural D	amage	☐ Pipelin	e Bre	ak		□ Well	Control	
☐ Other – Spe	ecify:								
Activity: (Che	ck all that a	apply)							
☐ Constructio	n (Road, Le	ase, Pipe	e) 🗆 Drilling	/Expl	oration		□ Wast	te Management	
□ Processing □ Well Fractu				ractur	ring		□ Servi	icing	
☐ Repair			☐ Flaring	(Eme	ergency)		□ Well	Testing	
☐ Pressure To	esting		☐ Transp	ortati	on				
☐ Other – Spe									



Consequence	or Imna	cts: (Chack	all that apply, if	none les	ve blar	k)	
□ Worker Safe		<u> </u>		none, ice	ive biai	ik)	
			, , , ,	infrastruc	ture, los	ss of produ	uction, work stoppage)
☐ Other – Spe					<u> </u>	•	7 11 3 7
Material Inform							
Is spill off lease		☐ Yes - Es	timated spill quan	tity:			□ No
☐ Liquid Hydro	ogen (Cru	ıde, Oil, Die	sel, Fuel)	□Тс	xic Gas	Liquid (>	1% Different Toxins)
□ Acid		☐ Emulsion	n (Oil, Gas, Water)) □ Sv	veet Na	tural Gas	☐ Salt Water
☐ Methanol		□ Non-Tox	ric Liquids	□Fr	esh Wa	ter	
☐ Sour Natura	l Gas	☐ Sour Liq	uids (<1% H ₂ S)	□ Ot	her – S	pecify:	
☐ Non-Toxic G	Bases (Ni	trogen, Cart	oon Dioxide, Inert	Gases)			
Area Informat	ion:						
Land Type:	□ Priva	ate Land	☐ Crown Lar	nd Field	Name:		
Area Type:	☐ Fore			armland	□ Re	sidential	☐ Other
Access:	☐ Helio		ATV 🗆 4V		□ 2W	/D	□ Unknown
Name of road t		•	n:				
KM where the	incident o	occurred:					
Distance to nea	arest resi	idence/publi	c facility:				
Nearest City/To							
Weather Cond							
Weather Condi	itions	□ Clear	☐ Cloudy	□ Oth	er:		
Wind Direction		N NE	NW E	SE	S	SW	W
Wind Strength		☐ Calm	☐ Moderate	□ Stro	ong	☐ Gust	у
Temperature		°C					
Public / Worke	er Injurie	s / Medical	Emergencies:				
☐ First Aid	☐ Hospi	talization	□ Fatality	□ Other	– Spec	ify:	
Notification: (Notify al	l agencies a	as required)				
□ 911 (Police/	RCMP,		gy Regulator	□ Local		• •	☐ Health Authority
Fire, EMS)	· rav		AER*, etc.)	County,		City)	
☐ Canada Ene Regulator (CEI			pational Health / (OH&S)	☐ Emer Manage		rency	☐ Ministry of Transportation
☐ Workers'	• • •		gency Response			•	Transportation
Compensation	Board	Assistar	nce Canada	☐ West			☐ CANUTEC
(WCB)		(ERAC)		Spill Sei	vices (v	VC33)	
☐ Transportation Dangerous Go		□ Othe	p"	□ Othe	r		□ Other
(TDG)							L other
□ Other		□ Othe	r	□ Othe	r		□ Other
			onment & Parks (Fore	stry/Fish/W	ildlife/Lan	ds), Environ	ment & Climate Change Canada
				External	Agenc	ies Co <u>nta</u>	ct List or Area Specific

Section 6: Forms

Information for complete list of agencies requiring contact.



Agency Notification	1				
Agency Name		Contact Nan	ne	Contact Number	Notified
					(Y/N)
Collect all compl	leted C3 Gov	ernment Agency Conta	ct Logs fron	n responders for full docume	ntation.
Notes:					
Roadblock Location	ns:				
Roadblock Location Roadblock	is:	Nama		Location/LSD	
	ns:	Name		Location/LSD	
Roadblock	ns:	Name		Location/LSD	
Roadblock	ns:	Name		Location/LSD	
Roadblock	ns:	Name		Location/LSD	
Roadblock	ns:	Name		Location/LSD	
Roadblock	ns:	Name		Location/LSD	
Roadblock	ns:	Name		Location/LSD	
Roadblock	ns:	Name		Location/LSD	
Roadblock	ns:	Name		Location/LSD	
Roadblock Number			rom respon		on.
Roadblock Number			rom respon	Location/LSD	on.
Roadblock Number			rom respon		on.
Roadblock Number			rom respon		on.
Roadblock Number			rom respon		on.
Roadblock Number			rom respon		on.
Roadblock Number			rom respon		on.
Roadblock Number			rom respon		on.



Air Monitor Locations	s:		
Air Monitor Number	Name	Locati	on/LSD
Collect all cor	npleted A5 Air Monitoring Logs	from responders for ful	I documentation.
Notes:			
- 11 - 1			
Reception Centres		action.	Phone Number
Name	LC	ocation	Prione Number
Callant all accomplat	and D4 December Control Devictors		on full also consontations
Notes:	ed B1 Reception Centre Registrati	on Logs from responders t	or full documentation.
Notes.			

ICS 211 Check-In / Out List



Incident Name:	Incident Name:										
Date / Time Initiated:											
Prepared by:				ICS Position:							
Check-in Location		Staging Area		☐ ICS Res. Unit ☐ Other:							
Name of Company	Date of Check-in	Supervisor Name	Total # of Personnel	Incident Assignment	Assigned	Available	Date of Check-out				
Notes:											





ICS 214 Activity Log



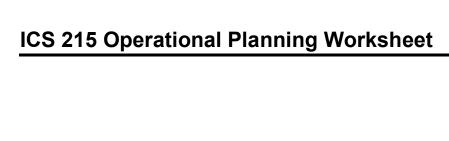
Incident Name:									
Date / Time Initiated:									
Prepared by:			Position / Title:						
Personnel Assigned									
Name		ICS Pos	sition		Location				
Activity Log			Actions						
Time			Actions						



ICS 215 Operational Planning Worksheet



Incid	Incident Name:					Оре	Operational Period:											
						To:	Date			Time			To: Date			Time		
Branch	Division, Group, or Other	Work Assignments & Special Instructions	Resources												Overhead Position(s)	Special Equipment & Supplies	Reporting Location	Requested Arrival Time
			Req.							ļ	ļ 	ļ	ļ					
			Have							ļ	ļ 	ļ		<u> </u>				
		-	Need							ļ				<u> </u>				
			Req.						ļ	ļ	ļ 	<u> </u>	ļ	<u> </u>				
			Have							ļ		ļ	<u> </u>	ļ				
		-	Need						ļ	ļ		 	ļ	ļ				
		I	Req.						ļ			ļ	ļ	ļ				
			Have						ļ	ļ	ļ 	ļ	ļ	ļ				
			Need						ļ	ļ		 	 	 				
			Req.						ļ	ļ	<u> </u>	 	ļ	 				
		ļ	Have						ļ	· 	ļ 	 	ļ	ļ				
		<u> </u>	Need						 	ļ	<u> </u>	 	<u> </u>	<u> </u>				
			Req.						ļ	ļ	ļ 	ļ	ļ					
		-	Have						 		 	ļ	ļ	ļ				
		-	Need							ļ		 	<u> </u>	<u> </u>				
		ļ	Req.	 					ļ	ļ	ļ	 	 	ļ				
			Have						ļ	ļ		 	 	<u> </u>				
		-	Need						ļ	ļ	ļ 	 	 	ļ				
			Req.						 	 	ļ	 	 	ļ				
			Have							· 			 					
-			Need									1						
		Total Resources Require														Prepared b	y:	
	Total Resources - Have on Hand:								Name: Position/Title:									
		Total Resources Need to Order:														Date/Time: Signature:		

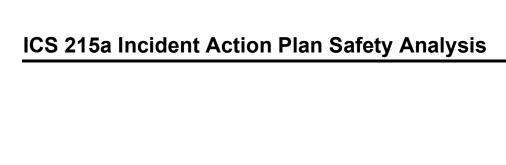




ICS 215a Incident Action Plan Safety Analysis



Incident Name:							Date / Time Initiated:				
Prepared by:							ICS Position:				
Division or Group	Potential Hazards							Controls (e.g., PPE, buddy system, escape routes)			
	Type of Hazard	Type of Hazard	Type of Hazard	Type of Hazard	Type of Hazard	Type of Hazard	Type of Hazard	Type of Hazard	Type of Hazard		





ICS 221 Demobilization Checkout



Incident Name / I	Number:					Date / Time:		Demob. Number:		
Unit/Personnel R	Released:									
Transportation Ty	ype / Number:									
Actual Release D	Date / Time:							Manifest Completed?	□ Yes □ No	
Destination:		No	lotify:	□HQ	☐ Agency	□ Region	□ Area		Dispatch	
		 	lame:							
		Da	Date:							
Unit Leader responder collecting perfo	ponsible for ermance rating									
- Common of the	Unit / Personnel									
You and your res	sources have beer	released sub	oject to Sign	-Off from the follow	ring:					
Demobilization U	Jnit Leader – Chec	k the appropri	iate box							
Logistics Section	on									
☐ Supply Unit										
☐ Communication	ons Unit									
☐ Facilities Unit										
☐ Ground Suppo	ort Unit Leader									
Planning Sectio	on									
☐ Demobilization	n Unit									
Finance/Admin	Section									
☐ Time Unit										
Other										
Remarks:										
		Prepared By	y:				Signature:			
Page	of	(Name and								





ICS 230 Meeting Schedule



Incident Name	:		Operational Period:						
			From: Date		Time				
Meeting Sche	dule (Commonly-held	meetings are inc	luded)						
Date / Time	Meeting Name	Purpo	se	Attendees	Location				
Prepared by: (Situation Unit Leader)			Date / Time	:				

ICS 230	Meeting	Schedule
---------	---------	----------



ICS 231 Meeting Summary



Incident Name:	Meeting Date / Time:						
Meeting Name:							
Meeting Location:							
Meeting Facilitator:							
Attendees:							
Notes: (with summary of decisions and action items)							
Prepared by:	Date / Time:						

ICS 231 Meeting Summary



ICS 233 Incident Open Action Tracker



Incide	ent Name:						
No.	Item	For	Status	Start Date	Briefed	Target Date	Actual Date
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

ICS 233 Incident Open Action Tracker



No.	ltem	For	Status	Start Date	Briefed	Target Date	Actual Date
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							

A1 Initial Emergency Report Form



First On-Scene Actions

Evacuate	☐ Move upwind	area immediately. if release is downwind on the individual individ	•						
		er ground if possible.	u iroin you.						
Alarm	☐ Call for help (,							
Alailli		orn or whistle, or call by mergencies, call 911.	radio.						
Assess	☐ Take head co	unt, locate any casualti	es. Consider all of the ha	azards.					
Protect		ation below to complete							
		ing apparatus before at	tempting rescue.						
Rescue	☐ Remove victir								
First Aid	☐ Follow the sta	andard first aid protocols	s at worksite. (CPR, etc.)						
Medical Aid	ı -	port of casualties to me							
	□ Provide inion	nation to Emergency Me	edicai Services (EIVIS).						
	tails To be completed by the	person involved or notified							
Report taken	ру		Date / Time						
Name of pers	son calling		Caller Telephone						
Incident Loca	tion								
Frant Cuman		(LSD / NTS	3)						
Event Summ	ary								
Agencies	☐ Yes Who?								
Notified	□ No								
Event Status	☐ Incident contained or c☐ Imminent control possi		☐ Intermittent control pos☐ Incident is uncontrolled						
Site Type	□ Well □ Pipeline	☐ Tank Farm/Storage	☐ Battery/Plant/Facility	□ Other					
lualde4	☐ Sour Gas Release	☐ Sweet Gas Release	☐ Pipeline Break	☐ Security (theft, threat, terrorism)					
Incident Type	☐ Loss of Containment	☐ Fire/Explosion	☐ Worker Injury/Fatality	☐ Vehicle/Transportation					
	□ Liquid Spill	□ Other							

A1 Initial Emergency Report Form



Impacts														
Public Health and Safety				☐ Could be jeopardized			ized	□ Is je	□ Is jeopardized					
Public Protection Measures Taken				□ Notific	cation		Evacuatio	n □ She	ter-in	-place	□ Road	oldb	cks	
Worker Injuries				□ First A	∖id		Hospitaliz	ed □ Fata	lity		Other			
Distance to nearest surface development					kr	n	Distanc centre	e to nearest	ırban				km	
Details					I			0011110						
Release Impact			n-Lease		ff-Lease	Produc	:t				Amou	ınt		
Gas Readings		H ₂ S)	SO ₂	!	LEL		01	her					
Distance to neare	est w	atero	ourse			kn	1	Weathe	r Conditions			36	10*	
Details											1	NW	-	NE
											/	man .	1	NE.
											370: W	WOW		E 10
												Saw I	882	1
												SW 5	-	136
												14		
				1					Public					
Media Involvement?	□ Y	'es	□ No		lator vement?	□ Ye	S	□ No	Affairs/Cor Relations I	nmui ssue:	nity s?	□Ye	s	□ No
Details														
Notes / Instruc	tion	o D	rovidod											
Notes / mstruc	LIOII	5 FI	ovided	•										

Distribute this completed report to all Key Response Personnel

Note: Ensure the First On-Scene Actions have been completed before proceeding to the Five Step Initial Response Guide.

A2 Odour Complaint Script



Date:			Prepared by:				
Time:	a.n	n.	Duration of call:				
To help us und	derstand your imm	ediate needs, we	need to know:				
Nam	e:						
How many p	eople are you wit	th right now?					
Adul	Adults Children						
Can you pro	vide the location	of the incident?					
Loca	ntion of the incide	ent (address, leg	al, landmark, etc.):				
Where are y	ou right now?						
□ н	lome / Work	In a Vehicle	e	☐ Other			
If the	e resident is at ho	me / work / outs	ide tell them:				
go inside and (i.e. clothes of	d stay inside. Close	e all doors and w Itside air (i.e. hea	indows and turn off any	yone that you may be with need to appliances that blow out indoor air to not go outside or attempt to start			
If the	e resident is in a v	ehicle and canr	not shelter-in-place tell	them:			
get inside the	e vehicle and stay is see or hear anythine hazard; otherwis	inside. Keep all d ng that might ind	oors and windows close icate where the incident	yone that may be with you need to d and shut off the air conditioning / is occurring, travel in the opposite irse which will likely take you out of			
			ruction so please stay s please call the compa	off of the phone so that we can any at			

A2 Odo	ır Comp	laint	Script
--------	---------	-------	---------------



A3 First Call Communication



	Regulatory Contact				Fie	eld C	Centre					
	Caller									Phor	ne	
v	Notification	Date	Tin	пе	R	elea		rt Time	ļ	End	Time	☐ Ongoing
Contact Details	Licensee				·	Phone						
ntact	Location				Ne	eare	st Town					
ပိ	Nearest Resident		Distance/D	irection						Phor	ne	
	Media Involvement?	•	☐ Local ☐ Region	al	☐ Nati		l ional	Media	Contac	t		
	Operator									Phor	ne	
	Public Health and Safety		Could be je s jeopardiz	eopardized zed			Worker In	ijuries	_	irst Ai Iospita	id alization	☐ Fatality
mpact	Emergency Assessi Matrix completed willicensee		☐ Mino		Two Three		ERP Activa	ated?		ite Sp ield/Aı		☐ Corporate
Public Impact	EPZ Size (2 km if unk	(nown)	Numbers	and Types	of Publ	lic in	EPZ		EOC	/ICP L	_ocation	
а.	Public Protection Measures			cation er			☐ Roadb		Num	ber Ev	vacuated	
	Release Impact	☐ On lea	ase	☐ Off leas	e		H ₂ S Conc	entration	ו			
be	☐ Sensitive Environ	ment	Environment Affected				☐ Air ☐ Land		☐ Sta	_	Water Vater	Water Body Name
Release Type	Area Affected (m³)	☐ Proper	ty Damage		nent	Loss	□w	/ildlife /	Livest	ock Affecte	ed	
Relea	Gas Release	☐ Sweet		Sour		Volume			/Rate			
	Liquid Release	Oil		Water		Efflue	ffluent			/Rate	'Rate	
	☐ Release Point Dete	ermined										
ıt.	Third Party / Outside Required	e Assistan	-	Incident co				ed	_		t control p is unconti	
Containment	Required Company						WCSS C	Co-op				
ā	Well Licence No.	Type of Incident Kick Blowout Loss of Circulation Drilling Servicing Producing Injection Suspended			f Circulation							
Operations Type	Well Status	☐ Drilling ☐ Standir		Servicing Sweet] Pr	_	☐ Inj ☐ Cr			☐ Susper	nded
ratio	Pipeline License No.		Line] Hi		Le		•	☐ Ruptur	e
Ope	Production Facility Lie	cense No.					as Plant	☐ Cd	mpress her	sor	AENV App	proval No.
							y					

A3 First Call Communication



g	☐ License Air Monit	oring Occurring	☐ Mobile	☐ Handheld	Estimated Time or	f Arrival			
orin	Initial Readings / Loc	ation	☐ PPB	☐ On Site	Distance				
nitc			□РРМ	☐ Off Site					
Air Monitoring	Contractor Name		Phone		AMU Phone				
A	Dire Wind	ection	Speed	Meteorological Condi	itions	AER AMU ETA	AER AMU ETA		
	Communications cor	nnlated by Licens	and for Dogu	loton, Agono,					
	□ RCMP/Police	Energy Regulator	•	ncy Management	☐ TDG	☐ OH&S	□ WCB		
S	☐ Ambulance	Local Author		of Transportation	☐ CANUTEC	☐ DFO	□ wcss		
Communications	Fire	☐ Health Autho	ority	ment & Climate Change	È □ ERAC	Other	Other		
nic	☐ CER	☐ First Nations	☐ Indian C	Oil & Gas	Other	Other	Other		
Com									
	Incident Cause	☐ Natural	☐ Huma	n-Induced unintentional	al Human-Induced Intentional				
	☐ First Nations Ban	d Band / Settle	ement Name / Co	ontact	Phone				
	☐ Metis Settlement								
	Complaints	☐ Local							
ion	·	☐ Large are	ea						
ırmat	Private Land Title ho	lder			Phone	Phone			
Other Information	Additional Informatio	n							

A4 Incident Action Plan Checklist



IAP Checklist Items:	Comments:
☐ ICS 202 – Incident Objectives	
☐ ICS 207 – Incident Organizational Chart	
☐ ICS 209 – Incident Status Summary	
☐ ICS 215 – Operational Planning Worksheet	
□ ICS 215A – IAP Safety Analysis	
□ ICS 230 – Meeting Schedule	
☐ ICS 233 – Incident Open Action Tracker	
□ Map:	
□ Map:	
□ Other:	
□ Other:	
□ Other:	
Notes:	

A4 Incident Action Plan Checklist



A5 Air Monitoring Log



Date:		Responder Name:	
Page	of _	Responder Position:	

		H.S	LEL	O ₂	SO ₂		Temp	Wind Conditions *		
Time	Location of Samples	H₂S (ppm)	(%)	(%)	(ppm)	Other	Temp (°C)	From	Speed (km/hr)	Comments

^{*}Estimate meteorological conditions where accurate readings are not available.



		H₂S	l Fl	O ₂	SO ₂		Temp	Wind C	onditions *	
Time	Location of Samples	H₂S (ppm)	LEL (%)	(%)	SO ₂ (ppm)	Other	(°C)	From	Speed (km/hr)	Comments

^{*}Estimate meteorological conditions where accurate readings are not available.

A6 Threatening Call / Bomb Threat

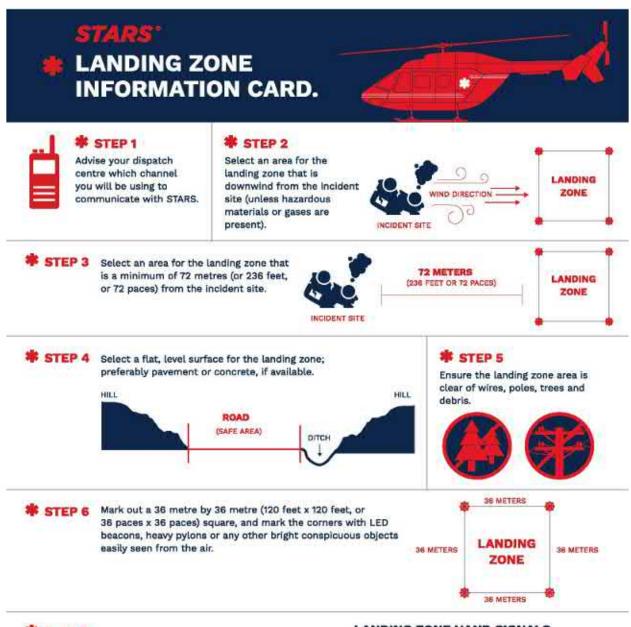


Date:	Time Call Receiv	/ed:	Time Call Reported:	
Person Receiving Call:	1	What/Whom Call Dire	cted To:	
Caller's Sex: Male F	emale Unknown	Approximate Age:		
Accent: Yes No Typ	e: Familiar voice:	Yes No Who	D:	
Threat (Exact Wording):	·			
Signal someone to caDo not hang up or dis	alking.	e him / her this inform even after the caller han	gs up.	
If bomb threat, ask the following	ng questions:			
When will the bomb go off? (date and time)				
Where is it located?				
Why did you place it?				
What kind of bomb is it?				
What does it look like?				
What is your name?				
Where are you calling from?				
Was the caller familiar with comp	pany facilities, or employ	ees? (e.g.: nicknames,	familiarity with staff, e	tc.) Yes No
Did caller appear familiar with bu	uilding / facility by the de	scription of the bomb lo	cation?	□No
Identifying Characteristics of (
		.anguage	Manner	Background
☐ Loud ☐ F	ast 🔲 l	Excellent	Calm	-
☐ Soft ☐ S	Slow	Good \Box	Angry	I Factory Machines
☐ Deep ☐ ☐ ☐ Raspy ☐ S ☐ Pleasant ☐ N	Distorted	Fair Poor Foul Language Accent	Rational Irrational Coherent Incoherent Deliberate /	l Airplanes l Trains l Animals
	Slurred		Serious	Atmosphere
Notify proper authorities as a take a look around their immediate packages. Evacuar			Emotional Laughing Nervous	l Voices l Quiet

A6 Threatening Call / Bomb Threat







W STEP 7

Brief STARS crew via radio or cell phone and stand at the middle of the upwind side of the landing zone with the wind at your back.

Monitor radio frequency to communicate with the STARS team.

As the helicopter approaches, go down on one knee and DO NOT MOVE from your position.

Do not approach the helicopter at any time unless escorted by the STARS crew.

ALL CLEAR TO LAND ALL CLEAR TO DEPART ABORT LANDING





* STEP 1

Identify yourself and confirm the Landing Zone Officer is present with the landing zone secure.

* STEP 4

State what marking the corners of the landing zone: LED beacons, heavy pylons or any other bright conspicuous objects easily seen from the air.

STEP 2

Communicate the location of the landing zone using N/E/S/W to reference the accident scene or other landmarks.

* STEP 5

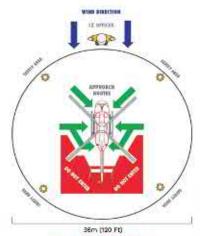
Communicate the wind direction and approximate speed.

* STEP 3

Identify the type of surface for the landing zone (field, road, other).

STEP 6

Identify the hazards in the area of the landing zone such as wires, poles, trees, or hazardous materials using N/E/S/W in reference to the landing zone.



STARS LANDING ZONE

SPECIAL CONSIDERATION

Remove any loose debris and indicate if there is snow or dust in the landing zone. If dusty, water down the landing zone if possible prior to the helicopter's arrival. As marshaller, maintain your position at the middle of the upwind side of the landing zone, knees and **DO NOT MOVE** from your position as the helicopter lands.

If you have any questions or comments regarding this landing zone information card or would like to watch our landing zone video, please visit www.stars.ca



INDUSTRY EMERGENCY LINE 1-888-888-4567

This number can also be used to provide a landing briefing to the STARS crew if radio communications are not available.

WE ARE ALL STARS

B1 Reception Centre Registration Log



Due to travel and time constraints, the company may not always be able to have a company employee at the Reception Centre before evacuees begin arriving. In this case this cover page can be included with the forms on the next 2 pages and sent to a representative at the Reception Centre to provide them with guidance on how to register and track evacuees until a company representative arrives.

Evacue	e registration guidelines		
[Insert (Company Name] requires your assistance with receiving ev	vacuees at the following Reception Centre:	
Your co	mpany contact is:		
Name:	Position:	Contact Number:	Fax Number:
1) 2) 3) 4) 5)	Record all evacuees as they arrive on the forms provided Provide all evacuees with the statement below and any of Provide the evacuees with food and lodging as required. Record if any evacuees choose to leave the Reception Continually update the company of any residences arriving	other status updates as provided by your company contents. Centre (name, contact number, where are they going,	etc.).

B1 Reception Centre Registration Log



Date:		Responder Name:	
Page	of	Responder Position:	Responders Phone No.:

Resident	Name (list all	# Of	Number	Arrival	Denart	Destination		
ID	First	Last	Occupants arrived		Arrival Depart time		phone # (where they can be reached)	Comments

B2 Resident Compensation Log



Resid	lent's Name:		Home A	ddress:			Home T	elephone #	t :	Location of Land (LSD):
							Busines	s Telephon	ne #:	
Number of Residents Evacuated:			Evacuat	ted to:			Telepho	ne # While	Evacuated:	
No.	Date	Location	Trans.	Accom.	Meals	Phone	Sundry	Total	Details	of Expense
	Total Repo	rted Expenses								
Approv	ved Bv:	_				D	ate:			

Section 6: Forms

B2 Resident Compensation Log



Resid	dent's Name:		Home A	ddress:			Home T	elephone #	# :	Location of Land (LSD):	
							Busines	s Telephor	ne #:		
Numl	per of Resider	nts Evacuated:	Evacua	ted to:			Telepho	one # While	Evacuated:		
No.	Date	Location	Trans.	Accom.	Meals	s Phone Sundry Total				ils of Expense	
	3 0.00						<i>-</i>				
	Total Repo	orted Expenses									
Annro	ved Bv:)ate·				

Section 6: Forms

Page 2 of 2

B3 Resident Contact Log



Date:		Responder Name:	
Page	of	Responder Position:	Responders Phone No.:

	Decident name Decident ID Obelton / Frances		Number of people		Assistance or	2	
Time	Resident name	Resident ID	Shelter / Evacuate	Inside	Outside	transportation required?	Comments
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	

B3 Resident Contact Log



	-			Number of people		Assistance or	
Time	Resident name	Resident ID	Shelter / Evacuate	Inside	Outside	transportation required?	Comments
			O Shelter O Evacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	
			ShelterEvacuate			O Yes O No	

B4 Roadblock Log



Date:		Responder Name:			
Page	of	Responder Position:	Responders Phone No.:		

Only emergency responders should be allowed to enter the Emergency Planning Zone (EPZ).

Vehicle Type	License plate # and province / state	Name of driver (if available)	# of people in vehicle	Time entering Zone	Time Exiting Zone	Comments (record all vehicles turned away)



Vehicle type	License plate # and province / state	Name of driver (if available)	# of people in vehicle	Time entering zone	Time Exiting zone	Comments (record all vehicles turned away)



DATE: _		
TIME:		

EVACUATION NOTICE

[Insert Company Name] has an emergency at its nearby location.

As a safety precaution, please leave the area in a (north / east / south / west) direction and proceed to the Reception Centre located at

[Insert Company Name] representatives will be available at the Reception Centre to address your questions or concerns.

For assistance, call [Insert Company Name] at

Thank you for your cooperation.



B6 Early Notification / Voluntary Evacuation Phone Message



Before calling, determine a safe evacuation route for the residents to travel, away from the emergency hazard area, upwind if possible, towards the reception centre.

Hello, this	s is	(your name)	calling fr	om	(company name	<u>.</u>
Is this the	(nam	e of residence / bus	siness)	_at	(telephone numbe	<u>?</u>
(com	pany name)	is responding to a	a <i>(potential)</i> e	mergency at _	(location)	_ in your area.
		this time. All efforts orovide you with an e			he problem and this	ohone call is
To help us	s understand a	and your immediate r	needs we nee	ed to know:		
How man	ny people are	at your location no	w?			
	Adults			_		
				_		
Do you w	vish to leave y	our residence at th	nis time?			
If Yes	Please travel	in a <u>north / east / so</u>	outh / west d	irection to our	reception centre loca	ited at:
If No		by for further contact us from contacting yo		•		
If you have urgent questions, please contact <u>(company name)</u> at <u>(telephone number)</u> .						
Thank you for your cooperation.						

(Pass on all information regarding this call to the Public Safety Group Supervisor immediately)

B6 Early Notification / Voluntary Evacuation Phone Message



B7 Shelter-In-Place Phone Message



Hello, th	is is (your name) of (company name)					
Is this th	e <u>(name)</u> residence at <u>(telephone number)</u> ?					
(cor	npany name) is responding to a (potential) emergency at(location) in your area.					
	safety, it is extremely important that you, and those with you, stay indoors until the potential to longer exists, or you are advised to evacuate.					
To help	us understand your immediate needs, we need to know:					
How ma	ny people are at your location now?					
	Adults					
	Children					
	anyone in your household that you cannot contact to inform them of the situation and advise them doors or stay out of the area?					
	☑ Yes ☑ No					
If Yes	Whom?					
	Location of the person(s)					
	We will send someone to find them as soon as possible.					
Do you	have children in school at this time?					
	☑ Yes ☑ No					
If Yes	What school?					
	Children's names					
	We will contact the school to ensure the safety of your children. Buses will be directed to leave the area immediately. If school is in session, your children will be redirected to the reception centre by their regular bus driver when the school day is over.					
Do you	have the "Shelter-in-Place" instructions previously provided to you by <u>(company name)</u> ?					
	☑ Yes ☑ No					
If Yes	Please follow the Shelter-in-Place instructions located inside the resident pamphlet.					
If No	If No Verbally walk the resident through the Shelter-in-Place instructions on the next page.					
Do you understand what I have told you?						
Is there an alternate number we can contact you at?						
If you ha	If you have any urgent questions, please contact (company name) at (telephone number).					
Thank y	ou for your cooperation.					

(Pass on all information regarding this call to the Public Safety Group Supervisor immediately)



Shelter-In-Place Instructions

For your safety:

- · Immediately gather everyone indoors and stay there
- · Close and lock all windows and outside doors
 - If convenient, tape the gaps around the exterior door frames
- Leave open all inside doors
- Extinguish indoor wood burning fires
 - If possible, close flue dampers
- Turn off appliances or equipment that either:
 - Blows out or uses indoor air, such as:
 - Bathroom and kitchen exhaust fans
 - Built-in vacuum systems
 - Clothes dryers
 - Gas fireplaces and gas stoves
 - Sucks in outside air, such as:
 - Heating, ventilation and air conditioner (HVAC) systems for apartments, commercial or public facilities
 - Fans for heat recovery ventilators or energy recovery ventilators (HRV / ERV)
- Turn down furnace thermostats to the minimum setting and turn off air conditioners
- Avoid using the telephone, except for emergencies, so that you can be contacted by company emergency response personnel
- Call the company emergency numbers you have been provided:
 - If you are experiencing symptoms or smelling odours (so that we can address your concerns and adjust our response priorities)
 - If you have contacted fire, police or ambulance (so that we can coordinate our response)
- Stay tuned to local radio and television for possible information updates
- Do not leave your residence, even if you see people outside, until you are told to do so
- After the hazardous substance has passed through the area you will receive an "all-clear" message from the company emergency response personnel. You may also receive, if required, instructions to:
 - Ventilate your building by opening all windows and doors; turning on fans and turning up thermostats. During this time the air outside may be fresher and you may choose to leave your building while ventilating.
 - Once the building is completely ventilated return all equipment to normal settings & operation.
- Do not leave your sheltered location or attempt to start any vehicle until a company representative advises you that the area is safe.

If you are unable to follow these instructions, please notify company emergency response personnel.

B8 Evacuation Phone Message



Before calling, determine a safe evacuation route for the residents to travel, away from the emergency hazard area, upwind if possible, towards the reception centre.

Hello, this	s is	(your name)	of	(company na	me)	
Is this the	e	(name)	residence at	(telephone number)		
(Comp	any name)	_ is responding to a	(<i>potential)</i> emergency at	(location)	in your area.	
	For your safety, it is extremely important that you and your family leave your residence immediately and travel in a north/east/south/west direction to our reception centre located at:					
To help ι	s understand	your immediate nee	eds, we need to know:			
How ma	ny people are	at your location n	ow?			
	Adults					
	Children					
	nyone in your ate away from		cannot contact to inform the	em of the situatior	and advise them	
	☐ Yes	□ No				
If Yes						
		the person(s)				
			em as soon as possible.			
Do you h		in school at this ti	me?			
	☐ Yes					
If Yes						
	We will conta the area imm	nediately. If school is	sure the safety of your childre s in session, your children wi when the school day is over	Il be redirected to		
Do you r	equire evacu	ation / transportat	ion assistance?			
	☐ Yes	☑ No				
If Yes			ist you. Please stay indoors arrive to evacuate you.	and close all doo	rs and windows	
If No	Provide the	resident with:				
	□ Directio	ons to safely travel	to the reception centre			
		f items to bring wit	th them to the reception ce	ntre (medication	ns, cell phone,	
	etc.)	of how long they	may be expected to stay a	t the recention c	ontro	
			nouse pets to the reception		entre	
	ontact <u>(com</u>	pany name) if	you are unable to make it to e can contact you if necessa	the reception ce	ntre for any reason.	
Is there a	n alternate nu	ımber we can conta	ct you at?			
arrangen			centre will address any que odations. Do you understand			
_	ve any urgen ou for your co	it questions, pleas	e contact <u>(company na</u>	ame) at <u>(tel</u>	ephone number) .	

(Pass on all information regarding this call to the Public Safety Group Supervisor immediately)

B 8	Evacuation	Phone	Message



C1 Preliminary Media Statement



Deter/W/MM/DD)	Deanander Names					
Date:(YY/MM/DD)	Responder Name:					
Responder Position:	Responder Phone No.:					
This is the information I can give you so far:	This is the information I can give you so far:					
At <u>(time – 24hr local clock)</u> on (date), <u>a(n) (fire, extended location name)</u> site, located <u>north / south)</u> of <u>(nearest town or city)</u>						
Presently, (number of personnel) workers are being to the injured cannot be released until their families have been of						
The (well site, plant, pipeline, office, drilling location) still flowing)	has been(shut down, isolated, or is					
Company staff have been activated and are directing empublic, our workers and the environment.	ergency response procedures to protect the					
The cause of the(fire, explosion, gas release, spill) is available. As information becomes available, news release						
Any further inquiries should be directed to the Emergency State a later time.	upport Team, who will issue a press release at					
Contact:						
Offic	e:					
Fa	x:					
Note: Only the Media Spokesperson designated by the Emergency Support Team is to provide any specific information to the public or the media. Refer to page 3 of Section 3: Communications & Media for the generic media statement to be used by all other response personnel.						



C2 Media Contact Log



Date:		Responder Name:	
Page	of	Responder Position:	Responders Phone No.:
If you feel	you are not the a	ppropriate person to be answering the media agencies question	s, use the following series of statements.
		"[Insert Company Name] has an Information Officer	to answer all media questions."
		"May I request the following information to expedite your	request?" (complete the form below).
	"Thank you. [In	sert Company Name] appreciates your cooperation and I w	ill pass on this information to the appropriate person."

T	O-II T	0-11 5	Marilla Ordina	D	Telephone	Numbers	Domanico / Information Domainad
Time	Call To	Call From	Media Outlet	Reporter / Contact Name	Work	Fax	Remarks / Information Required
						-	
	1						

Document all key events, conversations, and meetings on this form. Where lengthy notes are necessary, use additional copies or the back of the page.

C2 Media Contact Log



Time	Call To	Call From	Media Outlet	Reporter / Contact Name	Telephone Work	Numbers Fax	Remarks / Information Required

C3 Government Agency Contact Log



Date:		Responder Name:	
Page	of	Responder Position:	Responders Phone No.:
If you feel	you are not the ap	propriate person to be answering the media agencies questions	s, use the following series of statements.
		"[Insert Company Name] has a Government Liaison to	o answer all media questions."
		"May I request the following information to expedite your i	equest?" (complete the form below).
	"Thank you. [In:	sert Company Name] appreciates your cooperation and I wi	Il pass on this information to the appropriate person."

Time	Coll To	Call Evans	A	Contact Name	Telephone Numbers Work Fax		Remarks / Comments
Time	Call To	Call From	Agency	Contact Name	Work	Fax	Remarks / Comments

Document all key events, conversations, and meetings on this form. Where lengthy notes are necessary, use additional copies or the back of the page.

C3 Government Agency Contact Log



Time	Call To	Call From	Agency	Contact Name	Telephone Numbers Work Fax		Remarks / Comments
Tille	Can 10	Can i ioni	Agency	Contact Name	Work	Fax	itemarks / Comments
		<u> </u>			<u> </u>		

C4 Media Centre Site



		_
Location		
Address:		
City / Town:		
Phone #:		
Contact		
Office #:		
Home #:		
Map or Direct	ions to Site	
		_



SIZE-UP & INITIAL ACTIONS

(Complexity Analysis)



REFERENCE YOUR ERP



- 1. LEVEL OF EMERGENCY
- 2. INTERNAL NOTIFICATION
- 3. EXTERNAL NOTIFICATION
- 4. START ICS-201 (PAGE 1)
- 5. INITIATE PUBLIC SAFETY

PRIORITIES

These Top 3 Priorities never change.

Select a 4th priority when the situation permits.

PROBLEMS

What you know and observe of the incident. Every problem MUST relate to one of the priorities, if you cannot show how it affects a priority, then it is not a problem. This may clarify who has to deal with the problem.

OBJECTIVES

What you are going to do? Determining solutions to your problems to assist in creating the objective.

Specific—State what's to be accomplished Measurable—Include a standard

Action Oriented—Requires you to do something Realistic—Not everything can be done in a day

Time Sensitive—Day and time objective will be met

STRATEGIES

How you will accomplish the Objective. Strategies are NOT time specific like an Objective is. Strategies are never time restricted because more than one strategy can be used at the same time. Having multiple strategies is great because if Plan A doesn't work, then use Plan B.

TACTICS

Specifies how the strategies will be executed. Tactics are always operations and the Incident Commander will leave it to the Operations Section Chief to work with those doing the job.

RESOURCES

What resources are required to accomplish the strategies. This step will assist in the development of your organizational chart.

PRIORITIES STRATEGIES TACTICS RESOURCES PROBLEMS OBJECTIVES Life Safety Incident 2 **Stabilization Property** 3 Environment **Preservation** 4 **Economy** Reputation **Evidence**



Other



5











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Appendix A: ERP Scope, Training and Plan Maintenance Scope

This plan defines the emergency response process related to all hazards affecting petroleum operations. This Emergency Response Plan (ERP) outlines the process for an Alert/Minor, Level-1, Level-2, or Level-3 emergency for any jurisdiction or incident type.

Plan Objectives

The primary objective of this Emergency Response Plan (ERP) is to define the incident management system and organizational structure, process and tools to respond effectively to all incidents regardless of size or complexity. It has been designed to be intuitive and have natural process flow utilizing the Incident Command System (ICS) and to comply with applicable regulations, standards, and industry best practices.

Purpose

This ERP clearly defines emergency response team roles, functions and duties to protect people, environment, and assets during an incident. This plan clarifies the following:

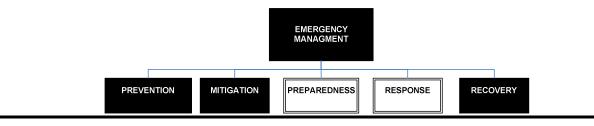
- Overall Incident Command System (ICS) response organization.
- Incident Command System (ICS) Roles and responsibilities.
- Guidance to determine the Alert or Emergency Level.
- Mechanisms to activate the ERP.
- Notification /communication requirements to stakeholders (public /government /responders).
- Documentation tools for accurate records management of events and decisions during an event.
- Guidance for post-emergency actions.

The intent of this Emergency Response Plan (ERP) is to define effective measures in place to:

- Notify and protect the workers and the public.
- Minimize environmental impact.
- Minimize asset and property loss.
- Regain steady state of operations.
- Minimize emergency response time.
- Maximize response effectiveness.
- Coordinate with government agencies and stakeholders.
- Minimize business and reputational impact.

This manual outlines the framework, tools and reference materials to facilitate a prompt, safe, efficient and properly managed response to all incidents regardless of size or complexity. Therefore this plan provides employees and contractors with practical tools that will guide them through the Preparedness and Response principles of Emergency Management.

Emergency Management Process Flow





Appendix A: ERP Scope, Training and Plan Maintenance, continued HSE Policy



HEALTH, SAFETY, SECURITY, ENVIRONMENT AND COMMUNITY POLICY

Whitecap Resources Inc. ("Whitecap") is committed to the health, safety of our employees, contractors and the public, and the integrity and security of our assets and property. We are also firmly committed to conduct our operations in a way that will minimize any adverse impacts to our environment. Whitecap fulfills these commitments through compliance with all relevant regulations and the development and implementation of an effective health, safety, security and environmental program. This program applies to all Whitecap's operations and:

- Provides and maintains a safe work environment with proper policies, procedures, standards, training, equipment and emergency response procedures in accordance to all government regulations and industry practices;
- Provides appropriate health, safety, security and environmental training;
- Applies operational processes and asset integrity systems designed to minimize the frequency and volume of environmental spills and reduce emissions and ensure public safety;
- Implements operational measures to reduce waste and optimize energy usage;
- Ensures timely and effective response and follow up to incidents, identified hazards and near misses
 resulting from our operations and implements incident investigations to identify root causes and share
 learnings. Personnel are encouraged to report hazards, incidents and near misses and granted immunity
 from disciplinary action;
- Establishes operational, health, safety, security, and environmental performance targets intended to drive behaviour and performance improvement; and
- Includes regular reviews of the effectiveness of our programs to ensure continuous improvement.

All management, employees, contractors, subcontractors and suppliers engaged on behalf of Whitecap are responsible for following Whitecap's health, safety, security and environment program as required and participating in pertinent safety and environmental training. We strongly encourage individuals to stop work if an unsafe act or condition is identified.

Community Policy

- Whitecap is committed to consulting community stakeholders in advance of project development and
 making meaningful efforts to resolve concerns and mitigate impacts.
- Whitecap will communicate regularly with communities and landowners in proximity to our operations and listen to and consider all concerns raised by these legitimate stakeholders.
- Whitecap believes in enhancing the communities where employees live and work, by supporting causes
 that focus on improving health and education for children.

By fulfilling the commitments in this policy, Whitecap's employees, contractors, subcontractors and suppliers will share in the benefits of a safe workplace and contribute to an organization that is environmentally and socially sustainable

Approved by the Board of Directors on June 12, 2020



Appendix A: ERP Scope, Training and Plan Maintenance, continued

Training Requirements

Frequency / Action	As Required	Annually*	Every Three (3)	Every Five (5) Years***
Employee Orientation New / Transfer	✓			
On-the-job Training	✓			
Response Discussion During Pre-Job Meetings	✓			
Drills	✓			
Tabletop Exercise		✓ one of these		
Communication / Partial Mobilization Exercises		exercises		
Major (Full Scale) Exercise	Start-up of facility or transmission line (BCER)		✓	✓
Post Incident (Actual) Review	✓			
ERP Review / Self Audit				

^{*} Must be held annually.

^{**} CSA Z246.2-18, CER, BCER & AER requires Major Exercises be held every three (3) years.

^{***} Environment & Climate Change Canada (ECCC) requires Major Exercises be held every five (5) years for facilities with E2 required substances.



Appendix A: ERP Scope, Training and Plan Maintenance, continued

Plan Maintenance

Responsibility

The licensee is responsible to ensure that an ERP is created for all provincial and federally regulated oil and gas activities (i.e. sour operations, HVP pipelines, cavern storage facilities, etc.), they are maintained regularly, and any updates are disseminated to the regulatory agency and other plan holders as required. In order for this to occur the following responsibilities are designated:

- Each individual plan holder is responsible for ensuring their assigned manuals are current, all updates are applied / downloaded / inserted, and any errors or omissions are reported to a supervisor.
- Each Area Manager is responsible for ensuring that a semi-annual review of their ERP is conducted.
 The ERP Revision Request Form is located in this section and can be used to track this information and provide documentation in the case of an ERP assessment.
- Any requests for revisions to this plan should be forwarded to the applicable Area Manager for review. These revisions will be discussed with the company's Emergency Response Program Coordinator and H₂Safety Services Inc. Any significant changes including those resulting from exercises and incidents will require immediate updates sent out to all plan holders; less significant changes will be implemented during the ERP's next annual update.
- The company's Emergency Response Program Coordinator is responsible for ensuring that the plans
 and distribution lists are updated, training is performed, and new projects are included in the plan.
 Information in this plan will be verified and updated at least once a year.
- Old manuals must be sent to H₂Safety Services Inc. or destroyed. If a plan holder no longer requires their manual (job changes, position changes, etc.), it must be returned to the company's Emergency Response Program Coordinator to be tracked, reassigned, or destroyed.

The licensee must distribute changes in information that are instrumental to implementing the ERP to all required plan holders.

Errors identified in the ERP by the regulatory agency, licensee, and other party must be corrected immediately upon identification.

Modifications to New or Existing Operations

The licensee must submit a supplement for review and approval to the regulatory agency for all newly added wells, pipelines, well / pipeline tie-ins, facilities and operating areas prior to commencement of operations if there are new surface developments within the Emergency Planning Zone. For example, the EPZ for a new pipeline tie-in does not fall entirely within the existing Emergency Planning Zone and impacts a new residence / public facility / trapper cabin / etc. that was not previously included in the Emergency Response Plan. The licensee must conduct a public involvement program for all new members of the public. Before any new or major modifications to an existing facility / pipeline are brought on-stream, any additions or changes will be added to the Emergency Response Plan. If required, a site specific Emergency Response Plan will be developed. Meetings to review response plan requirements must be held before major facility modifications are commissioned.



Appendix A: ERP Scope, Training and Plan Maintenance, continued

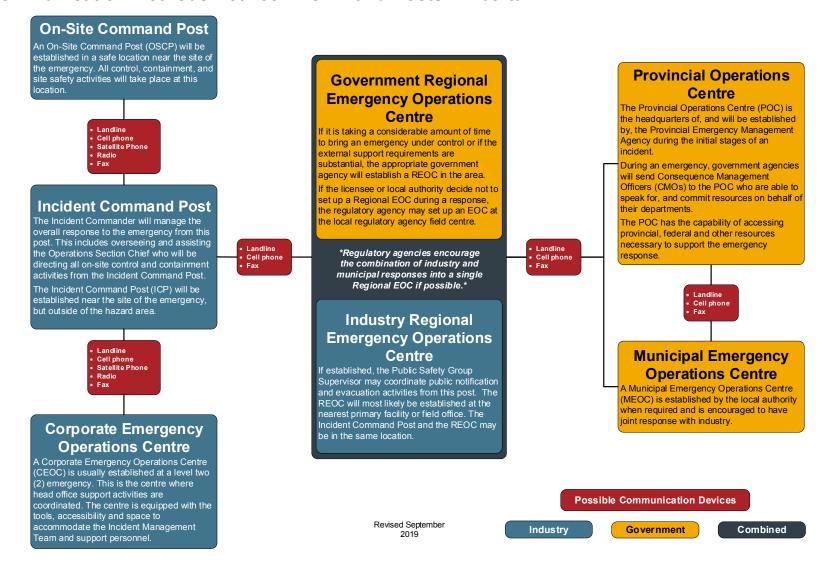
ERP Revision Request Form

Plan Holder Name / Title / Company:
ERP Name:
Manual Number:
If any of the following items have changed, please check the box beside it and provide a description of the change in the space provided: Company information Mapping information Resident contact information Response staff information or capacity changes Facility additions, such as well or pipeline tie-ins Other
Description of the change:
Please attach additional pages and/or support documentation as required.
Please return the completed checklist to: H ₂ Safety Services Inc.
210, 7260 – 12 Street SE
Calgary, AB T2H 2S5
Email: erp@h2safety.ca Fax: 403-313-9180



Appendix B: Incident Command Post (ICP)

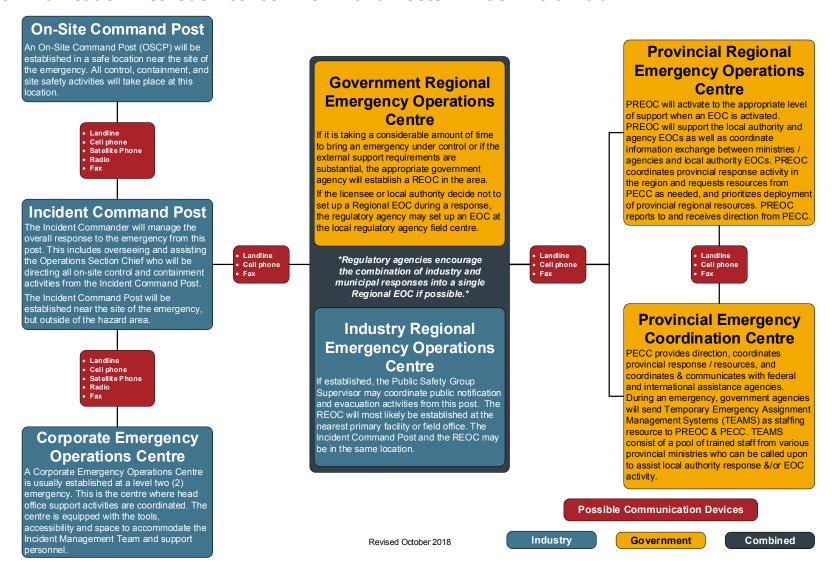
Communication Methods Between Command Posts - Alberta



Appendices Page 9



Appendix B: Incident Command Post (ICP), continued Communication Methods Between Command Posts - British Columbia



Appendices Page 10



Appendix B: Incident Command Post (ICP), continued ICP Activation and Setup

The Incident Command Post is activated by the Incident Commander.

The following tasks must be addressed once the ICP has been activated:

Position	Task
Incident Commander	 Establish briefings with the Field Response Team (FRT). Ensure staffing is adequate for the task(s). Consider the time difference, if applicable, and determine how time will be communicated throughout the incident.
Safety Officer	 □ Ensure the room / floor / building is secure. □ Ensure a safe work area, i.e. remove clutter or cords causing slips, trips, falls, etc.
Information Officer	 Notify the receptionist that there is an incident. Provide details of what message should be given out to the public and media, as well as where to direct incoming calls. Ensure inbound and outbound calls received or made are centrally logged. Ensure responders have their office phones forwarded to their cell phones.
Logistics / IT Support	 □ Turn on all computers; ensure the relevant systems are operational and that they all have internet/email access. □ Bring up any ERP related electronic tools (ie; H₂CommandCentre) and ensure they are working and that they can all be displayed on various projectors / screens as required. □ Check that printers are connected to the computers and working. Print a test page to confirm. □ Check that the fax machine is setup and working. □ Check that any phone conferencing systems are set up and working. □ Ensure that telephone lines are available and active. □ Ensure TVs are working properly and set up to local news or CNN. □ Obtain any additional equipment as required.
Logistics / Security	 Ensure the room/floor/building is secure. Arrange for additional security if required. If the location of the Incident Command Post is closed to general staff, provide a list of staff needing access clearance to the meeting area. The following supplies should be available: notepaper, pens, printer cartridges and paper, documentation forms, dry erase markers, staplers and staples, spare power bars and extension cords, etc. Arrange for refreshments (coffee, food, water, etc.) for those working there, as well as sleeping space if required. Ensure there are sufficient tables and chairs for the team.



Appendix B: Incident Command Post (ICP), continued ICP Activation and Setup, continued

Position	Task					
	☐ Determine which emergency response plans and other ERP tools are needed and pull them out to be readily accessible.					
	☐ Determine what laminated maps and charts are going to be utilized and put them up on the wall with dry erase markers. Set up the white boards and roles chart.					
	☐ Ensure clocks are displaying the correct time, including any clocks with a different time zone.					
	☐ As each person arrives: provide them with a vest, provide them with a print out of the Initial Emergency Report Form, ensure they synchronize their watches and ensure they check in with their assigned supervisor.					
Planning /	$\hfill \square$ As team members arrive, write their name in the appropriate position on the Field					
Documentation	Response Team Assignment Chart.					
	☐ Pass out documentation forms and provide an overview of the documentation process.					
	☐ Ensure the latest contact list for Field Response Team members are available.					
	☐ Begin documenting all actions, decisions and major events. Start-up H₂CommandCentre if available.					
	☐ Continually update the laminated maps and charts as information becomes available (Field Response Team Assignment Chart, Emergency Status Board, etc.).					
	☐ Post a schedule of events, including shift changes and status updates.					

Incident Command Post Briefings

Once the ICP has been activated and team members arrive, the Incident Commander or Deputy needs to conduct an initial briefing to provide the team with the status of the situation, establish operational periods for the ICP, establish a meeting schedule for both a planning meeting and periodic briefings and outline broad goals to guide the ICP throughout the emergency.

In additional to periodic briefings for status updates, the Incident Commander also has to conduct a meeting once the approved Incident Action Plan is in place. This meeting will outline the planned objectives and tasks and will ensure that resources required for implementation of the action plan are in available or en route.

At the end of each operational period, all departing members of the Field Response Team will be debriefed and must brief their replacements.

Documentation

It is critical to ensure that all ICP documentation is compiled, properly stored and readily available after the event. Proper documentation will aid in investigations, inquiries, debriefs and support for financial claims and budgets. Everything that happens during the Response/Recovery Operations should be recorded at the ICP. The forms found in Section 6: Forms are designed to aid in this process.



Appendix C: Toxic Gases Hydrogen Sulphide (H₂S)

Background

Hydrogen sulphide (H_2S) is a flammable, colourless gas with a characteristic odour of rotten eggs that people can smell at low levels. It is also known as hydrosulphuric acid and sewer gas. H_2S occurs naturally in crude petroleum, natural gas, volcanic gases and hot springs. It can also result from bacterial breakdown of organic matter. Industrial sources include emissions from industrial paper plants; combustion of coal, fuel oil and natural gas (including gas flares); kraft paper mills; tanneries; and emissions from sewers and waste treatment facilities. Cigarette smoke is also a source of hydrogen sulphide.

H₂S is released primarily as a gas and spreads in the air. Its residence time in the atmosphere ranges from about one day to more than 40 days, depending on ambient temperature and other atmospheric variables, including humidity, sunshine and presence of other pollutants. The decreased temperatures and decreased levels of hydroxyl ions in northern regions in winter increase the residence time. When released H₂S gas is ignited, it will change into sulphur dioxide (SO₂), be carried into the atmosphere and dispersed over a larger area at lower concentrations.

Signs and Symptoms

Exposure to hydrogen sulphide may cause irritation to the eyes, nose or throat. It may also cause difficulty in breathing for some asthmatics. Brief exposures to high concentrations of hydrogen sulphide can cause a loss of consciousness and possibly death. In most cases, the person appears to regain consciousness without any other effects. However, in some individuals, there may be permanent or long-term effects such as headaches, poor attention span, poor memory and poor motor function. No health effects have been found in humans exposed to typical environmental concentrations of hydrogen sulphide (0.00011-0.00033 ppm).

Acute Exposure Effects

The effects on humans will vary depending on the duration and H_2S concentration of exposure. The health effects of acute exposure to H_2S are shown in the following table. Acute exposure reflects a range from a few seconds up to several weeks.

Hydrogen Sulphide Toxicity Table (BC Regulations)

Concentration (ppm)	Effects
Less than 1	Most people smell "rotten eggs".
3 – 5	Odour is strong.
20 – 150	Nose and throat feel dry and irritated. Eyes sting, itch or water and "gas eye" symptoms may occur. Prolonged exposure may cause coughing, hoarseness, shortness of breath and runny nose.
150 – 200	Sense of smell is blocked (olfactory fatigue).
200 – 250	Major irritation of the nose, throat and lungs, along with headache, nausea, vomiting and dizziness. Prolonged exposure can cause fluid buildup in the lungs (pulmonary edema), which can be fatal.
300 – 500	Symptoms are the same as above, but more severe. Death can occur within 1-4 hours of exposure.
Above 500	Immediate loss of consciousness. Death is rapid, sometimes immediate.

Adapted from Hydrogen Sulfide in Industry, WorkSafe BC February 2010



Acute Health Effects of Hydrogen Sulphide (AB Regulations)

Concentration in Air (ppm)	Description of Potential Health Effects
1	A noticeable odour that may be offensive to some individuals. People may temporarily experience mild symptoms of discomfort, including nausea, headache, and irritability due to the odour. Asthma symptoms may worsen.
10 – 20	An obvious offensive odour. Temporary eye irritation may occur after a single exposure and last several hours. Symptoms include mild itchiness, dryness, increased blink reflex and slight watering. Some people may experience headaches, nausea and vomiting. Symptoms of asthma, bronchitis or other forms of chronic respiratory disease may worsen.
50	A strong, intense offensive odour that may irritate eyes and breathing passages. Eyes may be itchy, stinging, and red with increased blinking, tearing and tendency to rub eyes. Breathing passages could feel tingly or sting, with increased tendency to clear throat and cough. Symptoms of pre-existing respiratory disease may worsen. No permanent injury to eyes or breathing passages is expected unless exposure is prolonged. Odour–sensitive individuals may experience headaches, nausea, vomiting and diarrhea.
100	Initially there is a strong objectionable odour that lessens with prolonged exposure due to olfactory "fatigue." Eyes and breathing passages are often irritated within one hour of exposure. Eyes may be sore, stinging, burning, tearing, redness, swelling of eyelids, and possible blurred vision. Respiratory irritation may include sore throat, cough, soreness or stinging of breathing passages, and wheezing. The symptoms of asthma, bronchitis or other forms of chronic respiratory disease will worsen. Odour may cause headache, nausea, vomiting and diarrhea.
250	There may or may not be an odour present due to olfactory paralysis. Eyes and breathing passages will become irritated within minutes of exposure, and the irritation will worsen with longer exposure. The outer surface of the eyes and inner eyelids will be inflamed, red and sore. Eyes will begin watering and tearing immediately and vision may be blurred. Eyes may be permanently harmed if exposure is prolonged. Respiratory irritation will include sore throat, cough, difficulty breathing, soreness of chest, and wheezing. Asthma symptoms will worsen. People may experience "systemic" effects, including headache, nausea and vertigo depending on duration of exposure.
500	No odour is present due to olfactory paralysis. Severe irritation and possible permanent injury to the eyes and breathing passages within 30 minutes of exposure. Lung and breathing passage damage may cause 'chemical pneumonia' following exposure if the exposure was prolonged. Systemic effects involving the central nervous system may occur within one hour of exposure and include headache, anxiety, dizziness, loss of coordination and slurred speech. People may lose consciousness or collapse suddenly, and die if exposure persists.



Acute Health Effects of Hydrogen Sulphide (AB Regulations), continued

Concentration in Air (ppm)	Description of Potential Health Effects
750	No odour is present due to olfactory paralysis. Central nervous system effects will be most obvious, and could include anxiety, confusion, headache, slurred speech, dizziness, stumbling, loss of coordination, and other signs of motor dysfunction. People may lose consciousness, collapse suddenly and possibly die, if exposure continues for more than a few minutes. Lung and breathing passage damage will likely cause 'chemical pneumonia' among survivors.
1000	Immediate "knock-down" and loss of consciousness. Death within moments to minutes. Immediate medical attention needed if victim is to survive.

Adapted from: Technical Advisory Committee on Public Health and the Oil and Gas Industry, Environmental Public Health Manual for Oil and Gas Activities in Alberta, 2007

Source: Alberta Health Services, Environmental Public Health http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-alberta-health-acute-exposure-health-effects-of-hydrogen-sulphide-and-sulphur-dioxide.pdf



Chronic Exposure Effects of Hydrogen Sulphide

Chronic effects from H₂S exposure is a developing area of research. Chronic exposure may inflame and irritate the upper respiratory tract.

Medical treatment for hydrogen sulphide exposure

(Please note: This information was provided by a medical source other than the Provincial Regional Health Authorities. See Hydrogen Sulphide (H_2S) Guidelines - Revised November 2000)

Guidelines for in Hospital Assessment/Treatment of Possible Hydrogen Sulphide Exposure

This is provided to assist medical staff in assessing a worker who has a possible or actual H₂S exposure.

Section I provides information on H2S

Section II summarizes possible health effects, which should be evaluated at the time of presentation

Section III depicts a summary of possible clinical management

Section IV provides a guideline regarding return to work (RTW) considerations

I. Hydrogen sulphide

H₂S is a colourless gas. It is heavier than air and tends to flow in ditches, trenches and low-lying areas.

H₂S is clearly recognizable in small concentrations at around one part per million (ppm) by its characteristic rotten egg smell.

At concentrations of about 150 ppm in the air, or after prolonged exposure to lower concentrations, the olfactory sense is paralyzed and the presence of H_2S can no longer be detected by odour.

II. Health effects of hydrogen sulphide

 H_2S can be rapidly fatal. It acts by paralyzing the respiratory control centre in the brain and by inhibiting cellular respiration.

Hydrogen sulphide is a mucous-membrane and respiratory-tract irritant. Pulmonary edema, which may be immediate or delayed, can occur after exposure to high concentrations.

Acute exposure may include the following symptoms and signs:

Central Nervous System

CNS injury is immediate and significant after exposure to hydrogen sulphide. At high concentrations, only a few breaths can lead to loss of consciousness, coma, respiratory paralysis, seizures, and death. CNS stimulation may precede CNS depression. Stimulation manifests as excitation, rapid breathing, and headache; depression manifests as impaired gait, dizziness, and coma, possibly progressing to respiratory paralysis and death. In addition, decreased ability to smell occurs at 100 to 150 ppm.

Respiratory

Inhaled Hydrogen sulphide initially affects the nose and throat. Low concentrations (50 ppm) can rapidly produce irritation of the nose, throat, and lower respiratory tract. Pulmonary manifestations include cough, shortness of breath, and bronchial or lung hemorrhage. Higher concentrations can provoke bronchitis and cause accumulation of fluid in the lungs, which may be immediate or delayed for 24 hours or more. Lack of oxygen may result in cyanosis.



Medical Treatment for Hydrogen Sulphide Exposure, continued

Cardiovascular

High dose exposure may cause insufficient cardiac output, irregular heartbeat and conduction abnormalities.

Renal

Although very unlikely, transit renal effect may include blood, casts, and protein in the urine. Renal failure as a direct result of hydrogen sulphide toxicity has not been described, although it may occur secondary to cardiovascular compromise.

Gastrointestinal

Symptoms may include nausea and vomiting.

Dermal

Prolonged or massive exposure may cause burning, itching, redness and painful inflammation of the skin.

Ocular

Eye irritation may result in inflammation (i.e. kerato-conjunctivitis) and clouding of the eye surface. Symptoms include blurred vision, sensitivity to light, and spasmodic blinking or involuntary closing of the eyelid.

Potential Sequelae

Inflammation of the bronchi can be a late development. Survivors of severe exposure may suffer psychic disturbances and permanent damage to the brain and heart.

III. Approach to the worker with suspected hydrogen sulphide exposure

Although this document refers only to H₂S, it is important for the clinician to keep in mind the possibility of coexposure to numerous other agents. Sulphur dioxide may have been present if there has been combustion of hydrogen sulphide. Sulphur dioxide does not cause loss of consciousness but is a respiratory tract irritant. Therefore, the management of sulphur dioxide intoxication is similar to that for hydrogen sulphide. Other agents capable of causing asphyxia include carbon monoxide (toxic asphyxia) as well as a wide array of gases that act as simple asphyxiants (carbon dioxide, methane, nitrogen, etc.) by displacing oxygen. Finally, other conditions (MI, syncope, seizure, etc.) that may cause sudden collapse must be investigated and managed as appropriate.

History

The history is the key to the diagnosis of hydrogen sulphide (or other industrial) intoxication. There are two facets to the history in such cases:

Exposure history: This attempts to define, in qualitative terms, the likelihood of, and amount of exposure to hydrogen sulphide. This should include questions about work processes, the presence of a rotten egg odour and inquiring as to effects in co-workers. If possible, this should be supplemented by Industrial Hygiene information, which might include the triggering of alarms for hydrogen sulphide and historical data on air measurements. For suspected exposures, the workplace can often provide useful estimates regarding the level of exposure, although such data may require several days to reconstruct.

Clinical history: The physician should attempt to establish the presence of as many of the symptoms as possible associated with H₂S exposure. Determining the presence of respiratory tract irritation (conjunctivitis, rhinitis, tracheitis) is of particular importance since this symptom distinguishes hydrogen sulphide from several other asphyxiants and serious toxicity is unlikely in the absence of this symptom at presentation.

Investigations

There are no specific tests in routine clinical use to establish hydrogen sulphide intoxication. Rather, testing is aimed at characterizing the sequels of intoxication, as well as to rule out other causes for the presentation.



Medical Treatment for Hydrogen Sulphide Exposure, continued

Treatment

Treatment is entirely supportive in nature and includes supplemental oxygen, managing eye and skin exposure as a chemical bum and maintenance of circulatory status. Although nitrite therapy has been advocated as an antidote, there is little evidence to support its use and as it is potentially dangerous it is not recommended.

On arrival - check blood gases and assess for lactic acidosis. Take chest film and repeat as necessary keeping in mind the delayed possibility of pulmonary edema. ECG may assist as arrhythmias and bradycardia are not uncommon. Temporary T wave depression may occur and ECG may mimic infarction.

For the unconscious patient, give oxygen using mechanical ventilation with positive end expiratory pressure.

Assess for associated musculo-skeletal and internal traumatic injury.

Maintain circulating fluid volume, but be alert for delayed onset of pulmonary edema.

At times, strong physical restraint may be required. Keep the patient as inactive as possible.

A pulmonary function test should be done near time of discharge and, if abnormal should be repeated at appropriate intervals thereafter.

If symptoms and/or exposure history are strongly clinically suggestive, because of the possibility of delayed pulmonary edema, adequate monitoring and follow-up for at least 24 hours is essential.

IV. Guidelines for Return to Work (RTW)

Three possible scenarios may be considered by the attending medical personnel:

Possible exposure, without symptoms

Possible exposure, with symptoms (that are compatible with H₂S)

Known exposure including "knockdown", with symptoms that require medical treatment and/or hospitalization.

In each scenario, a clinical decision about appropriate medical investigations, treatment, follow-up evaluation, and timing of return-to-work (RTW) will have to be made. It is emphasized that with scenarios (1) and (2), it may be preferable to either monitor the employee in the hospital or as an outpatient (with follow-up examination) for 24-48 hours prior to RTW.



Appendix C: Toxic Gases, continued Sulphur Dioxide (SO₂)

Background

Sulphur Dioxide (SO_2) belongs to the family of sulphur oxide gases (SO_2) . Sulphur is prevalent in raw materials including crude oil and coal, as well as in ore that contains common metals. Sulphur oxide gases form when fuels containing sulphur are burned and when gas is processed or metals are extracted from ore. Like other sulphur oxide gases, SO_2 dissolves in water or water vapour to form acid, and interacts with other gases and particles in the air to form sulphates and other products.

Sulphur dioxide is a colourless gas that is about 2.5 heavier than air. It has a sweet pungent odour, and can be detected by taste and smell at concentrations as low as 300 parts per billion (ppb). Acids that are formed when SO₂ (and nitrogen oxides) react with other substances in the air may be carried great distances before falling to earth as rain, fog, snow or dry particles. Acid rain damages forests and crops, changes the chemical make-up of soils, and increases the acidity of lakes and streams. Continued long-term exposure will affect the natural variety of plants and animals in an ecosystem. As well as contributing to smog, SO₂ emissions cause aesthetic damage and accelerate the decay of building materials and paints.

General guidelines dictate evacuation where SO₂ concentrations reach 5 ppm averaged over a 15 minute period. However, as a precaution, evacuation will be established under the criteria when the SO₂ level reaches 1 ppm for two to three hours, or averages 0.3 ppm over twenty-four hours.

Signs and Symptoms

Sulphur dioxide causes a wide variety of health and environmental impacts because of the way it reacts with other substances in the air. Acute and chronic exposure to SO_2 affects the respiratory system. Acute exposure effects, with increasing exposure, include irritation of the eye, nose and throat, choking, coughing, bronchitis and pneumonia. Exposure to low concentrations can aggravate chronic pulmonary diseases, such as asthma and emphysema. Co-exposure to cold or dry air may further exacerbate the respiratory effects of SO_2 on sensitive asthmatics. Particularly sensitive groups include children, the elderly and those with existing heart or lung disease.

Sulphur Dioxide Toxicity Table (BC Regulations)

Concentration (ppm)	Effects
0.13	24 hour level (MWLAP Level B Criteria).
0.34	One hour average evacuation level (MWLAP Level B criteria).
2	Eight hour occupational Exposure Limit (BC WCB)
3 – 5	Odour threshold.
5	15 minute Occupational Exposure Limit (BC WCB)
8 – 12	Throat irritation, coughing, constriction in chest, tearing and smarting of the eyes.
10 – 50	5 – 15 minutes exposure produces increased irritation of eyes, nose, and throat, choking, coughing, and in some cases wheezing due to narrowing of the airways (which increases the resistance of the air flow).
150	Short-term endurance lost due to the severe eye irritation and because of the effects on the membranes of the nose, throat, and lungs.
500	Highly dangerous after exposure of 30 – 60 minutes.

Adapted from the Canada Safety Council Data Sheet "Sulphur Dioxide" No. B-4 Oil and Gas Commission November 2003.



Acute Health Effects of Sulphur Dioxide (AB Regulations)

Concentration (ppm)	Acute Health Effects
0.1	Transient bronchoconstriction ¹ in sensitive exercising asthmatic individuals that ceases when exposure ceases. ²
0.3 – 1	Possible detection by taste or smell.
0.75	Transient lung function changes in healthy, moderately exercising, non-asthmatic individuals.
1 - 2	Lung function changes in healthy non-asthmatics. Symptoms in asthmatics would likely increase in severity. There may be a shift to clinical symptoms from changes detectable only via spirometry.
3	Easily detected odour.
6 – 12	May cause nasal and throat irritation.
10	Upper respiratory irritation, some nosebleeds.
20	Definitely irritating to the eyes; chronic respiratory symptoms develop; respiratory protection is necessary.
50 – 100	Maximum tolerable exposures for 30-60 minutes.
Greater than 100	Immediate danger to life (NIOSH recommendation).

¹ At low levels, bronchoconstriction was generally observed as changes in airway conductance detectable by spirometry rather than as clinical symptoms.

Adapted from: Technical Advisory Committee on Public Health and the Oil and Gas Industry, Environmental Public Health Manual for Oil and Gas Activities in Alberta, 2007

Source: Alberta Health Services, Environmental Public Health http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-alberta-health-acute-exposure-health-effects-of-hydrogen-sulphide-and-sulphur-dioxide.pdf

² It should be noted that clinical studies on humans are generally designed to elicit a response and consequently subject study volunteers to challenging conditions such as exercising, mouth breathing, cold, dry air, etc. Real-life responses in asthmatics should be viewed as being individual-specific dependent on severity of asthma, whether the individuals are medicated or not, how cold and/or dry the air is, mouth breathing (vs. nose breathing, which can act as an effective scrubber mechanism) and exercise.



Medical treatment for sulphur dioxide exposure

(Please note: This information was provided by a medical source other than the Provincial Regional Health Authorities. See Sulphur Dioxide (SO₂) Guidelines - Revised July 2001)

Guidelines for in Hospital Assessment/Treatment of Possible Sulphur Dioxide Exposure

This is provided to assist medical staff in assessing a worker who has a possible or actual SO₂ exposure.

Section I provides information on SO₂

Section II summarizes possible health effects which should be evaluated at the time of presentation

Section III depicts a summary of possible clinical management

Section IV provides a guideline regarding return to work (RTW) considerations.

I. Sulphur Dioxide

SO₂ is a colourless gas with a pungent odour detectable by the human nose at concentrations of about 0.5 to 0.8 ppm.

SO₂ is highly soluble in water resulting in the formation of sulphurous acid.

Approximately 90% of inhaled SO₂ is absorbed in the upper respiratory tract.

Asthmatics and individuals with underlying bronchial hyperactivity may be more susceptible to low level exposure to SO₂.

II. Health Effects of Sulphur Dioxide

SO₂ causes almost immediate coughing with significant exposure.

SO₂ causes irritation of the conjunctive and nasal mucosa at levels between 5 and 10 ppm.

Exposures of SO₂ as low as 8 ppm has been associated with symptoms of cough, phlegm, wheezing and exertional dyspnea.

Acute high-dose exposures leading to severe injury are unusual, parenchyma lung damage occurs above 50 ppm.



Medical treatment for sulphur dioxide exposure, continued

Acute exposure may include the following symptoms and signs:

Respiratory

Inhaled SO_2 is a moderate to strong respiratory irritant. Reddening of the throat and nose may occur. Repeated exposure to 10 ppm has caused nosebleeds. Sensitivity varies among people, short exposure to low concentrations may produce a reversible decrease in lung function, and symptoms may include chest tightness.

Exposure to high concentrations of SO_2 has caused severe airways obstruction, hypoxia and pulmonary edema. The effects of pulmonary edema include coughing and shortness of breath which can be delayed until hours or days after the exposure; these symptoms are aggravated by physical exertion. Survivors of high concentration exposures may suffer chemical bronchopneumonia and bronchiolitis obliterans, which can be fatal after a few days. Delayed chemical pneumonitis and bronchial asthma can also result.

Derma

The gas will react with moisture on the skin and cause irritation (redness, itching).

Ocular

Eye irritation may result in smarting of the eyes and tearing. In severe cases (high concentrations in a confined area), SO₂ has caused temporary corneal burns.

Potential Sequelae

Survivors of high concentration exposures may suffer chemical bronchopneumonia and bronchiolitis obliterans, which can be fatal after a few days. Delayed chemical pneumonitis and bronchial asthma can also result.

III. Approach to the worker with suspected Sulphur Dioxide Exposure

Although this document refers only to SO₂, it is important for the clinician to keep in mind the possibility of coexposure to numerous other agents.

History

The history is the key to the diagnosis of SO₂ (or other industrial) intoxication. There are two facets to the history in such cases:

Exposure history: This attempts to define, in qualitative terms, the likelihood of, and amount of exposure to sulphur dioxide. This should include questions about work processes, the presence of an odour and inquiring as to the effects in co-workers. If possible, this should be supplemented by industrial hygiene information which might include the triggering of alarms for sulphur dioxide and historical data on air measurements. For suspected exposures, the workplace can often provide useful estimates regarding the level of exposure, although such data may require several days to reconstruct.

Clinical history: The physician should attempt to establish the presence of as many of the symptoms as possible associated with SO₂ exposure.

Investigations

There are no specific tests in routine clinical use to establish sulphur dioxide intoxication. Rather, testing is aimed at characterizing the sequels of intoxication as well as to rule out other causes for the presentation.



Medical treatment for sulphur dioxide exposure, continued

Treatment

Treatment is entirely supportive in nature and includes supplemental oxygen, managing eye and skin exposure as a chemical burn and maintenance of respiratory status.

On arrival - check blood gases. Take chest film and repeat as necessary keeping in mind the delayed possibility of pulmonary edema.

Oxygen should be delivered by nasal cannula or mask, or if pulmonary injury leads to severe hypoxia by mechanical ventilation.

If bronchospasm occurs, bronchodilators may be of value.

A pulmonary function test should be done near time of discharge and, if abnormal, should be repeated at appropriate intervals thereafter.

Conjunctival irritation should be treated with copious irrigation with saline and the eyes examined with fluorescein for corneal defects.

Assess for associated musculo-skeletal and internal traumatic injury.

Prophylactic antibiotics should be avoided.

If symptoms and/or exposure history are strongly clinically suggestive, because of the possibility of delayed pulmonary edema, adequate monitoring and follow-up for at least 24 hours is essential.

IV. Guidelines for Return to Work (RTW)

Three possible scenarios may be considered by the attending medical personnel:

Possible exposure, without symptoms;

Possible exposure, with symptoms (that are compatible with SO₂) or

Known exposure, including "knockdown", with symptoms that require medical treatment and/or hospitalization.

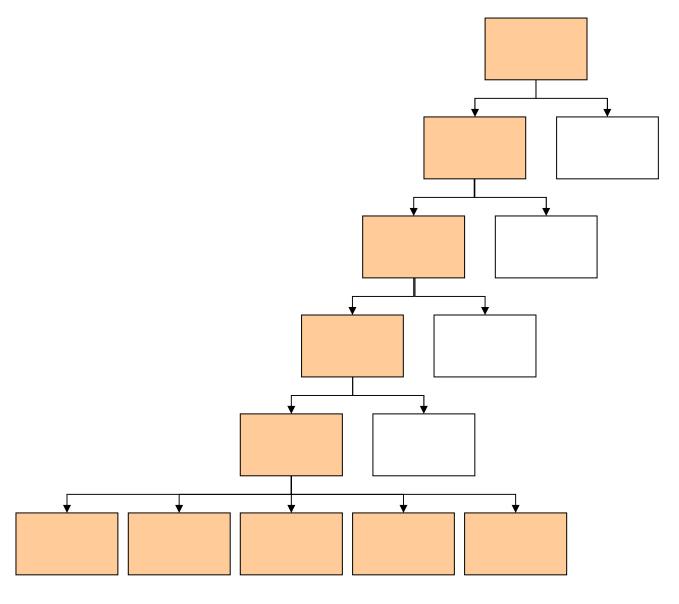
In each scenario, a clinical decision about appropriate medical investigations, treatment, follow-up evaluation and timing of return-to-work (RTW) will have to be made. It is emphasized that with scenarios (2) and (3), it may be preferable to either monitor the employee in the hospital or as an outpatient (with follow-up examination) for 24 - 48 hours prior to RTW.



Appendix D: Key Elements of the Incident Command System (ICS)

Management by Objectives – Objectives are ranked by priority, should be as specific as possible, must be attainable and if possible given a working time-frame. Objectives are accomplished by first outlining strategies (general plans of action), then determining appropriate tactics (how the strategy will be executed) for the chosen strategy

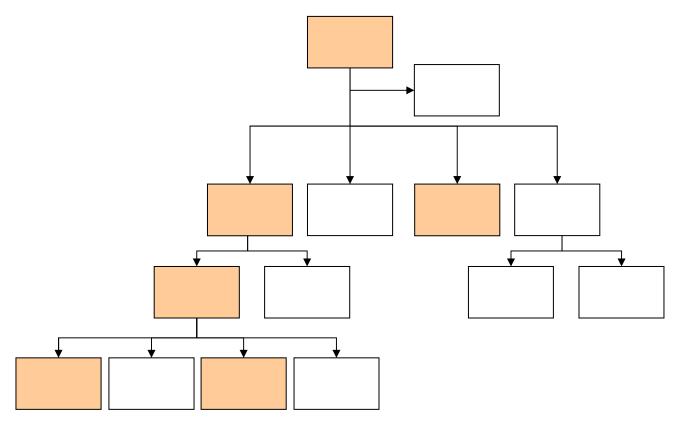
Unity and Chain of Command – Each individual takes direction from and reports to only one designated supervisor; this is called Unity of Command. Higher level personnel have authority over lower level personnel; the lower level personnel are subordinate to and take direction from higher level personnel. Orders and instructions travel down the chain of command from one supervisor to each subordinate. This is called Chain of Command.





Appendix D: Key Elements of the Incident Command System (ICS), continued

Organizational Flexibility – Only positions that are required at the time should be assigned. In most cases, very few positions will need to be assigned.



Span of Control – ICS requires that any single person's span of control (number of people reporting to them) should be between three and seven, with five being ideal.

Common Terminology – When different organizations are required to work together, the use of common terminology is essential.

Incident Action Plan (IAP) – Every incident must have a written or oral Incident Action Plan. The following information is part of an Incident Action Plan and must be communicated to the rest of the organization:

- Objectives, strategies and tactics outlined by the Incident Commander.
- Resources assignments what resources do we have and what are they doing? What resources are on order and what are they going to do?
- A description of the ICS organizational structure what positions will be filled?
- Supporting materials incident map, communications plan, evacuation plan, stick diagrams, etc.

Integrated Communications – The use of a common communications plan is essential for ensuring effective communication during an incident.



Appendix D: Key Elements of the Incident Command System (ICS), continued

Establishment and Transfer of Command – The highest ranking authority arriving onscene at an incident will assume the role of the Incident Commander. That person will continue to be the Incident Commander until there is a formal transfer of command. A transfer of command briefing usually consists of:

- Reviewing a description of the incident.
- Reviewing the actions taken thus far to contain and control the incident.
- Reviewing the current ICS organizational structure.
- A summary of the resources available and ordered.

Resources Management – A resource must either be in assigned, available, or out-of-service status.

- Assigned a resource in assigned status is currently doing whatever tasks have been assigned to it.
- Available a resource in available status is ready to be deployed at a moments notice. Resources in available status often wait for assignments at an incident Staging Area.
- Out-of-Service a resources in out-of-service status might be sleeping, receiving medical aid, getting repairs, etc. and is not ready for assignment.

Summary of Responsibilities

These management functions are handled by the General Staff once they have been delegated by the Incident Commander.

Command Ensures safety. Assumes overall responsibility for the incident.

The Incident Commander is responsible for the Command of the incident as well as the following management functions until they are assigned to other response personnel:

Operations Implements the Incident Action Plan (IAP) focusing on control, containment, and site

safety.

Public Safety Implements the Incident Action Plan (IAP) focusing on notification and evacuation of

the public.

Planning Help create and track (document) the success of the Incident Action Plan (IAP).

Logistics Secure the resources and put them in place to allow Operations to implement the

Incident Action Plan.

Finance/Admin Ensures procedures are in place to allow logistics to secure the resources (spending)

and track and control the expenditures.

Communications Disseminates information and liaises with external agencies.

Communications is handled by the Information Officer once one has been appointed by the Incident Commander. The Information Officer is part of the Command Staff.



Appendix E: Land DescriptionsDominion Land Survey (DLS) System

- Each township (6 mile x 6 mile) is divided into 36 sections (1 mile x 1 mile)
- Each section is divided into 16 legal sub-divisions (L.S.D.)
- Each section is divided into four quarters (N.W., N.E., S.W., and S.E.)

The numbering of sections and L.S.D.s is shown below:

	•		— Rang	е —				Secti	on	
†	31	32	33	34	35	36	13 N	14 w	15	16 IE
1	30	29	28	27	26	25	12	11	10	9
o w n	19	20	21	22	23	24	5 .s	6	7 s	8 F
s h i	18	17	16	15	14	13	4	3	2	1
p	7	8	9	10	11	12	1			
	6	5	4	3	2	1				

- Townships increase in number from South to North starting at the Canada USA border
- Ranges increase in number from East to West within a Meridian. A Range is one (1) Township wide (6 miles).
- Meridians run from the North Pole to the South Pole and are spaced every four degrees. The principal Meridian in Canada originates in Central Manitoba and increases West or East from there.
- Legal land description is listed in the following order:

	L.S.D	_	Section		Township		Range	Meridian	
Example	02	-	01	_	38	-	09	West of the 4th	



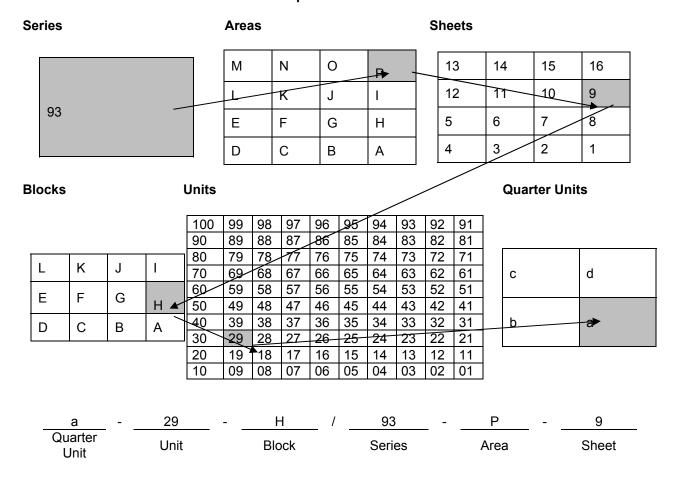
Appendix E: Land Descriptions, continued National Topographic System (NTS)

Based on the National Topographic System (NTS), the map labelling terms are as follows:

1) Series	A rectangular area that has a width of 8 degrees of longitude and 4 degrees of latitude. There are 9 Series in British Columbia (82, 83, 92, 93, 94, 102, 103, 104, and 114).
2) Area	1/16 of a map Series that has a width of 2 degrees of longitude by 1 degree of latitude (labelled from A to P).
3) Sheet	1/16 of map Area that has a width of 30' in longitude and 15' of latitude (labelled from 1 to 16).
4) Block	1/12 of a map Sheet with a width of 7'30" in longitude and 5' in latitude (labelled from A to L).
5) Unit	1/100 of a map Block, and has a latitudinal extent of 30" and longitudinal extent of 45" (labelled from 1 to 100).
6) Quarter Unit	1/4 of a map Unit (labelled from a to d).

Note: 1 degree is equivalent to approximately 111 km in British Columbia. Degrees vary in size around the planet. They become smaller the closer they get to the poles (north or south) and very large as they reach the equator.

Example a-29-H / 93-P-9





Appendix F: ERP Reference Material Acronyms

Acronym	Meaning	Acronym	Meaning
ABSA	Alberta Boilers Safety Association	ICS	Incident Command System
AEMA	Alberta Emergency Management Agency	IIZ	Initial Isolation Zone
AER	Alberta Energy Regulator	IAP	Incident Action Plan
АН	Alberta Health	INAC	Indigenous and Northern Affairs Canada
AHS	Alberta Health Services	LA	Local Authority
AT	Alberta Transportation	LBV	Line Block Valve
BCER	BC Energy Regulator	LEL	Lower Explosive Limit
BLEVE	Boiling Liquid Expanding Vapour Explosion	LPG	Liquefied Petroleum Gas
CANUTEC	Canadian Transport Emergency Centre	MD	Municipal District
CAPP	Canadian Association of Petroleum Producers	MEP	Municipal Emergency Plan
CEPA	Canadian Environmental Protection Act	MOP	Maximum Operating Pressure
CER	Canada Energy Regulator	NGL	Natural Gas Liquids
CEOC	Corporate Emergency Operations Centre	NOTAM	Notice to Airmen
CISD	Critical Incident Stress Debriefing	OHS	Occupational Health and Safety
CPE	Communications and Public Engagement	OSCAR	Oil Spill Containment and Recovery
CSA	Canadian Standards Association	OSCP	On-Site Command Post
DFO	Department of Fisheries and Oceans	PAD	Protective Action Distance
EAZ	Emergency Awareness Zone	PAZ	Protective Action Zone
ECCC	Environment & Climate Change Canada	POC	Provincial Operations Centre
EMCR	Emergency Management & Climate Readiness	PPB	Parts Per Billion
EMO	Emergency Measures Organization	PPE	Personal Protective Equipment
EOC	Emergency Operations Centre	PPM	Parts Per Million
EPZ	Emergency Planning Zone	RCMP	Royal Canadian Mounted Police
ER	Saskatchewan Ministry of Energy and Resources	RD	Rural District
ERAC	Emergency Response Assistance Canada	REOC	Regional Emergency Operations Centre
ERP	Emergency Response Plan	RHA	Regional Health Authority
ESD	Emergency Shut Down	RM	Rural or Regional Municipality
ESDV	Emergency Shut-Down Valve	SABA	Supplied Air Breathing Apparatus
ETA	Estimated Time of Arrival	SCBA	Self-Contained Breathing Apparatus
FH Order	Fire Hazard Order	SDS	Safety Data Sheet
FNIHB	First Nations and Inuit Health Branch – Health Canada	SHA	Saskatchewan Health Authority
GEOC	Government Emergency Operations Centre	SO ₂	Sulphur Dioxide
HPZ	Hazard Planning Zone	STARS	Shock Trauma Air Rescue Society
HVAC	Heating Ventilation Air Conditioning	TDG	Transportation of Dangerous Goods
HVP	High Vapour Pressure	WCSS	Western Canadian Spill Service
HVPL	High Vapour Pressure Liquid	WHMIS	Workplace Hazardous Materials Information System
H ₂ S	Hydrogen Sulphide		



Appendix F: ERP Reference Material, continued Glossary of Terms

Adjacent to

Within 25 m.

Air Quality Monitoring

Measurement of atmospheric concentrations of a hazardous substance, such as H₂S or SO₂.

Alberta Energy Regulator (AER)

The AER ensures the safe, efficient, orderly, and environmentally responsible development of hydrocarbon resources over their entire life cycle. This includes allocating and conserving water resources, managing public lands, and protecting the environment while providing economic benefits for Albertans.

Alert (Alberta specific)

An incident that can be handled on-site by the licensee through normal operating procedures and is deemed to be a very low risk to members of the public.

Auto-ignition temperature

All NGL products are flammable and will flash at extremely low temperatures. An open flame or spark is not necessary to cause ignition. Any hot surface which exceeds the auto-ignition temperature of a product can cause a fire if the vapours reaching the hot surface are within their flammable range.

Best practices

A technique or methodology that, through experience and research, has proven to reliably lead to a desired result. A commitment to using the best practices in any field is a commitment to using all the knowledge and technology at one's disposal to ensure success.

Body of water

Streams, lakes, and rivers.

Boiling Liquid Expanding Vapour Explosion (BLEVE)

Boiling Liquid Expanding Vapour Explosion, which is associated with natural gas liquids and high vapour pressure liquids.

Boiling point

This is the temperature that a liquid changes to a gas. NGL products change to a gas at extremely low temperatures and will absorb heat from the surrounding environment during the phase change. Therefore, caution must be used when working with NGLs because contact with flesh can reduce the temperature of the flesh to the NGL boiling point and cause severe frostbite.

British Columbia Emergency Management and Climate Readiness (EMCR) (British Columbia specific) Aids local governments in analyzing hazards and risks, develop and test emergency plans, train and organize emergency staff and volunteers. EMCR also manages all agencies in the event of an emergency or disaster, which cannot be handled locally.

British Columbia Energy Regulator (BCER)

The BCER is the lead agency for all regulated oil and gas related activities within British Columbia.

Businesses

Industrial operators, retail outlet operators, suppliers, residents, outfitters, foresters and other entities that normally operate within the Emergency Planning Zone, but do not necessarily reside in the Emergency Planning Zone.



Glossary of Terms, continued

Closure order (British Columbia specific)

When the BCER believes that, because of hazardous conditions in a field or at a well, it is necessary or expedient to close an area and to shut out all persons except those specifically authorized, the BCER may make an order in writing setting out and delimiting the closed area. For Alberta see Fire Hazard (FH) Order.

Corporate Emergency Response Plan

This Emergency Response Plan is to facilitate a co-ordinated response by company executive and management personnel to an emergency situation, which may affect the company or its affiliated companies. The Corporate Emergency Response Plan is an integral part of all site-specific company Emergency Response Plans and procedures.

Critical Incident Stress Debriefing (CISD)

Critical Incident Stress Debriefing is a specially structured counselling process between the debriefers and those who are directly involved and/or impacted by an incident.

Critical sour well (Alberta specific)

A well with an H₂S release rate greater than 2.0 m3/s or wells with lower H₂S release rates in close proximity to an urban centre as defined in ID 97-6: Sour Well Licensing and Drilling Requirements.

Emergency

A present or imminent event outside the scope of normal operations that requires prompt coordination of resources to protect the health, safety, and welfare of people and to limit damage to property and the environment.

Emergency Operations Centre (EOC)

An Emergency Operations Centre is a designated facility in a suitable location (i.e. head office, regional office, etc.) established by the permit holder to support Incident Command and to manage the larger aspects of an emergency. In a high-impact emergency, there may be a number of EOCs established to support the response. They may include the Incident Command Post, regional and corporate EOCs, a municipal EOC (MEOC), and the provincial government EOC (POC).

Emergency Awareness Zone (EAZ) (British Columbia specific)

A distance outside of the EPZ where public protection measures may be required due to poor dispersion of the hazard. This area is twice the radius of the Emergency Planning Zone (EPZ).

Emergency Planning Zone (EPZ)

The geographical area that surrounds a well, pipeline or facility containing hazardous product that requires specific emergency response planning by the licensee.

Emergency Response Plan (ERP)

A comprehensive plan to protect the public that includes criteria for assessing an emergency situation and procedures for mobilizing response personnel and agencies and establishing communication and coordination among the parties.

Emergency Support Team (EST)

Provides advice and logistical support to the Field Response Team and Incident Commander in particular. The team is comprised of head office personnel and any contract emergency experts.

EOC Director

The EOC Director activates the Corporate Emergency Operations Centre with staff to provide advice and support to the Incident Commander (Field Response Team).



Glossary of Terms, continued

EOC Director, continued

Note: If the emergency happens outside an area that has a site specific Emergency Response Plan, only then will the EOC Director assume or appoint the role of Incident Commander and dispatch a Field Response Team to the incident site.

ERCBH2S (Alberta specific)

A software program that calculate site-specific EPZs using thermodynamics, fluid dynamics, atmospheric dispersion modelling and toxicology.

Evacuation

Organized, phased, and supervised withdrawal of members of the public from dangerous or potentially dangerous areas to safe areas.

Tactical Evacuation – A measure to immediately move people to a safe area as part of emergency response and operations. Does not require approval from local authority but the local authority may enact an evacuation order, if required, and local authority must be advised if a tactical evacuation has occurred.

Planned Evacuation – An evacuation coordinated by local government authority that can authorize evacuation alerts and orders.

Explosive Limits (Lower and Upper)

Each gaseous hydrocarbon substance has a minimum (Lower Explosive Limit or LEL) and a maximum (Upper Explosive Limit or UEL) percentage in air below or above which combustion will not take place. Explosive limit and flammability limit are used interchangeable. The terms "Too Lean" and "Too Rich" are used for levels outside of the explosive range.

Facility

Any building, structure, installation, equipment, or appurtenance that is connected to or associated with the recovery, development, production, handling, processing, treatment, or disposal of hydrocarbon-based resources or any associated substance or wastes. This does not include wells or pipelines.

Field Response Team (FRT)

Company and contractor personnel directly involved in controlling the incident at the emergency site and from the EOC.

Fire Hazard (FH) Order (Alberta specific)

An order issued by the AER during an emergency to restrict public access to a specified area.

Functional Exercise

As described in CAN/CSA Z246.2-18, an activity designed to evaluate capabilities and multiple functions using simulated response. A functional exercise will simulate the deployment of resources and rapid problem solving. Participants will evaluate management of the command and coordination centres and assess the adequacy of emergency response plans and resources.

Gathering system

The network of pipelines, pumps, tanks, and other equipment that carries oil and gas to a processing plant or to other separation equipment.

Hazard

A situation with potential to harm persons, property, or the environment.



Glossary of Terms, continued

Hazard Planning Zone (HPZ) (British Columbia specific)

A geographical area (a) determined by using the hazard planning distance as a radius, and (b) within which persons, property or the environment may be affected by an emergency. Defined in Emergency Management Regulation.

Hazardous product

A substance released in quantities that may harm persons, property, or the environment.

High Vapour Pressure Liquids (HVPLs)

HVPLs have a vapour pressure greater than 240 kPa at 38°C (34.8 PSIG @ 100°F) and include ethane, propane, butane, and pentanes plus, either as a mixture or as a single component.

Note: Comparisons

Gasoline - Vapour pressure between 55 and 100 kPa at 38°C (8 - 14.5 PSIG @ 100°F).

Condensate - Often a component of a propane/butane mixture, has a vapour pressure of 59 to 72 kPa at 38°C (8.6 - 10.4 PSIG @ 100°F).

High Vapour Pressure (HVP) plume dispersion geometry

An uncontrolled release of NGL product on flat terrain will form a vapour plume as it disperses. If the vapour plume formed at the leak site has not been ignited, it will most likely reach its maximum size within the first half hour of the leak occurrence. Two unique features of an NGL plume are:

The downwind edge of the plume tends to spread out significantly forming a broad frontal edge.

Under certain conditions, the plume will travel upwind for a short distance.

High Vapour Pressure (HVP) pipeline

A pipeline system conveying hydrocarbons or hydrocarbon mixtures in the liquid or quasi-liquid state with a vapour pressure greater than 110 kilopascals absolute at 38°C. Some examples are liquid ethane, ethylene, propane, butanes, and pentanes plus.

High Vapour Pressure (HVP) products

HVP products have a vapour pressure greater than 240 kPa at 38°C (34.8 PSIG at 100°F) and include ethane, propane, butane and pentanes plus, either as a mixture or as a single component. A leak from a vessel or pipe containing HVP products can result in a BLEVE.

Hydrogen sulphide (H₂S)

A naturally occurring gas found in a variety of geological formations and also formed by the natural decomposition of organic matter in the absence of oxygen. H_2S is colourless, has a molecular weight that is heavier than air, and is extremely toxic. In small concentrations, it has a rotten egg smell and causes eye and throat irritations. Depending on the particular gaseous mixture, gas properties, and ambient conditions, a sour gas release may be:

Heavier than air (dense), so it will tend to drop towards the ground with time,

Lighter than air (buoyant), so it will tend to rise with time, or

About the same weight as air (neutrally buoyant), so it will tend to neither rise nor drop but with time disperse.

Hydrogen sulphide (H₂S) release rate

The rate that sour gas escapes into the atmosphere is often calculated for sour gas wells. It is usually defined in cubic metres per second (m^3/s). The size of the emergency planning zone is estimated from the H_2S release rate.



Glossary of Terms, continued

Hydrogen sulphide (H₂S) release volume

The volume of sour gas that escapes into the atmosphere is often calculated for facilities that have a defined retention volume, usually defined in cubic metres. Emergency planning zone sizes are often estimated using the volume of H₂S that may be released from a facility. More sophisticated models may also incorporate the rate at which the release could occur and the nature of the gas and the atmospheric conditions when determining the emergency planning zone size.

Hyper-susceptible

A person or persons who may be abnormally reactive to a given exposure to toxins and whose reaction may occur in orders of magnitude greater than that of the susceptible population. Hypersusceptibles include those persons with impaired respiratory function, heart disease, liver disease, neurological disorders, eye disorders, severe anemia, and suppressed immunological function.

Ignition

Process of setting a hydrocarbon release on fire.

Ignition Team

Consists of at least two personnel trained in plume ignition.

Incident

An unexpected occurrence or event that requires action by emergency personnel to prevent or minimize the impacts on people, property, and the environment.

Incident classification

A system that examines the risk level to members of the public following an incident and assigns a level of emergency based on the consequence of the incident and the likelihood of the incident escalating.

Incident Command Post (ICP)

A designated place where the Incident Commander and staff is located. The ICP should be located outside of the hazard area, but close to the incident. The ICP may be a vehicle, trailer, fixed facility or any location suitable to accommodate the function.

Incident Commander

Manages the overall response to emergency incidents. The Incident Commander is responsible for: developing objectives, strategies and tactics that guide the response; assigning personnel to fill necessary positions; ensuring the safety of all personnel; keeping internal and external stakeholders updated; coordinating with other response agencies.

Incident Command System (ICS)

A standardized, on-scene, all-hazard incident management system. The Incident Command System (ICS) is flexible in that it can be adapted for large and small incidents.

Initial Isolation Zone (IIZ)

An area in close proximity to a continuous hazardous release where indoor sheltering may provide limited protection due to proximity of release.

Incident Management System

A system used to coordinate preparedness and incident management.

Isolating the release

Ensuring access to the hazard area is controlled.



Glossary of Terms, continued

Level 1 Emergency (Alberta specific)

There is no danger outside the licensee's property, there is no threat to the public, and there is minimal environmental impact. The situation can be handled entirely by licensee personnel. There will be immediate control of the hazard. There is little or no media interest.

Level 1 Emergency (British Columbia specific)

There is no immediate danger to the public or environment as no H₂S has been released; the emergency is confined to the lease or company property.

Level 2 Emergency (Alberta specific)

There is no immediate danger outside the licensee's property or the right-of-way, but there is the potential for the emergency to extend beyond the licensee's property. Outside agencies must be notified. Imminent control of the hazard is probable but there is a moderate threat to the public and/or the environment. There may be local and regional media interest in the event.

Level 2 Emergency (British Columbia specific)

There is potential risk to the public or environment, as the emergency could extend beyond company property. However, control is still possible.

Level 3 Emergency (Alberta specific)

The safety of the public is in jeopardy from a major uncontrolled hazard. There are likely significant and ongoing environmental impacts. Immediate multi agency municipal and provincial government involvement is required.

Level 3 Emergency (British Columbia specific)

An immediate danger to the public or environment exists; control of the situation has been lost.

Licensee

The responsible duty holder as specified in legislation.

Liquid to gas expansion

NGL products will expand greatly when released to the atmosphere. For example, propane expands 272 times its liquid volume. Other products expand at different rates, but all have a high gas to liquid ratio.

Liquefied Petroleum Gas (LPG)

Mixture of heavier, gaseous hydrocarbons (butane and propane), liquefied as a portable source of energy.

Local Authority

A local authority is considered to be:

- 1) The council of a city, town, village or municipal district:
- 2) in the case of an improvement district or special area, the Minister of Municipal Affairs;
- 3) for a national park, the park superintendent or the par superintendent's delegate;
- 4) the settlement council of a Métis settlement: or
- 5) the band council of a First Nations Reserve.

Local State of Emergency

See State of local emergency.

Lower Explosive Limit (LEL)

The lowest concentration of gas or vapour (per cent by volume in air) that explodes if an ignition source is present at ambient temperatures.



Appendix F: ERP Reference Material, continued Glossary of Terms, continued

Manitoba Natural Resources and Northern Development – Regulatory Services (Oil and Gas)

The Natural Resources and Northern Development – Regulatory Services (Oil and Gas) Branch administers The Mines and Minerals Act and related regulations governing the exploration, development, production, transportation and storage of crude oil and natural gas.

M.D.

Municipal District

Major (full-scale) exercise

As described in CAN/CSA Z246.2-18, a multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response, as if a real emergency had occurred. The full-scale exercise includes the mobilization of units, personnel, and equipment. Participants will assess plans and procedures and evaluate coordinated responses under crisis conditions.

Maximum Operating Pressure (MOP)

The maximum licensed operating pressure for a vessel or pipeline or a section of it.

Ministry of Energy and Resources (ER)

ER is the lead regulatory agency for the upstream petroleum industry in Saskatchewan.

Mobile air quality monitoring

Use of sophisticated portable equipment to track substances such as H₂S or SO₂ at very low parts per billion atmospheric concentrations.

Municipality

See local authority.

Municipal Emergency Operations Centre (MEOC)

The centre from which responsible municipal officials manage and support emergency operations within their jurisdiction, as well as formulate protective actions and provide public information. The centre has adequate workspace, maps, status boards, and communications capability.

Municipal Emergency Plan (MEP)

The emergency plan of the local authority.

Natural Gas Liquids (NGL)

These are hydrocarbons liquefied under pressure in field facilities or in gas processing plants. Natural gas liquids include ethane, propane, butane and pentanes plus and normally occur as a mixture of these compounds.

Physical Properties of NGL Products:

Colour - NGL products are colourless except when they include a condensate component, which gives them a light-yellow appearance. Releases during winter conditions can discolour snow. NGL products may appear as a white cloud when released to the atmosphere. This white cloud is formed by the condensing of moisture in the air.

Odour - Most NGL products have a mild petroleum odour. During pipeline transport NGL products are almost odourless.

Vapour Density - A measure of the mass per unit volume of the vapour (i.e. kg/m3). All NGL products transported by the company have a vapour density greater than air or a relative vapour density greater than 1.0.



Appendix F: ERP Reference Material, continued Glossary of Terms, continued

NAV Canada

Canada's civil air navigation services provider, with operations coast to coast. NAV Canada provides air traffic control, flight information, weather briefings, aeronautical information services, airport advisory services, and electronic aids to navigation.

Notice to Airmen (NOTAM)

An order issued by Transport Canada restricting access to airspace in a defined area.

Notification

The distribution of project-specific information to participants that may be directly and adversely affected by the proposed energy development.

Odour complaint

A report that someone smells an offensive odour (may be sour gas) in the area.

Oil Spill Containment and Recovery Unit (OSCAR)

Trailer containing oil spill equipment for containment and recovery.

On-site command post (OSCP)

An emergency operations centre established in the immediate vicinity of the incident to provide immediate and direct response to the emergency and initially staffed by licensee personnel.

Partially controlled flow

A restricted flow of product at surface that cannot be shut off at the licensee's discretion with equipment onsite.

Personal consultation

Consultation through face-to-face visits or telephone conversations with all requisite individuals.

Petroleum industry

Refers to all petroleum industry operations.

Plume (gas plume)

An elongated mobile column of gas or smoke.

Protective Action Zone (PAZ)

An area downwind of a hazardous release where outdoor pollutant concentrations may result in life threatening or serious and possibly irreversible health effects on the public.

Protective Action Distance (PAD)

The distance from the incident to the EPZ outer boundary.

Provincial Operations Centre (POC)

An operations centre with the capacity to accommodate representatives from each government department.

Public

The group of people who may be or are impacted by an emergency (e.g., employees, contractors, neighbours, emergency response organizations, regulatory agencies, the media, appointed or elected officials, visitors, customers, etc., as appropriate).



Glossary of Terms, continued

Public facility (Alberta specific)

A public building, such as a hospital, rural school, or major recreational facility, situated outside of an urban centre that can accommodate more than 50 individuals and/or that requires additional transportation to be provided during an evacuation.

Public protection measures

The use of sheltering, evacuation, ignition, and isolation procedures to mitigate the impact of a hazardous release on members of the public.

Public Safety Group Supervisor

Member of the field response team. Individual charged with the responsibility of co-ordinating the evacuation or shelter of people in the emergency hazard Area. The Public Safety Group Supervisor reports to and may be located in the same location as the Incident Commander.

Publicly used development (Alberta specific)

Places where the presence of 50 individuals or less can be anticipated (e.g., places of business, cottages, campgrounds, churches, and other locations created for use by the non-resident public).

Publicly used facility (British Columbia specific)

Places where the presence of people can be anticipated. Examples include places of business, cottages, campgrounds, churches, and other locations created for use by the public. Includes any similar development the BCER may designate as a public facility.

Publicly used facility

Places where the presence of people can be anticipated. Examples include places of business, cottages, campground, churches, and other locations created for use by the public.

Reception centre

A centre established to register evacuees for emergency shelter, to assess their needs, and, if temporary shelter is not required because evacuees will stay elsewhere, to ascertain where they can be contacted.

Regional Emergency Operations Centre (REOC)

An operations centre established in a suitable location to manage the larger aspects of the emergency that is manned jointly by government and industry staff.

Residence

A dwelling that is occupied full time or part time.

Resident

Individual living in the area at a fixed location.

Resident data record

Form used to track the contact made with residents, businesses and transients.

Response zones (Alberta specific)

The Initial Isolation Zone (IIZ), Protective Action Zone (PAZ) and Emergency Planning Zone (EPZ).

Roadblock Crew

Personnel responsible for controlling access to the Emergency Hazard Area, reporting to the Public Safety Group Supervisor.



Appendix F: ERP Reference Material, continued Glossary of Terms, continued

Rover

Member of the field response team. Individual responsible for assisting in the evacuation of the Hazard Area, reporting to the Public Safety Group Supervisor. May also be directed to shut-in / shut down equipment that may cause future safety hazards.

Rover Kit

A briefcase containing maps, forms, supplies and instructions needed by the Rover to carry out their duties.

S.A.B.A.

Supplied Air Breathing Apparatus.

S.C.B.A

Self Contained Breathing Apparatus.

Serious injury

A serious injury includes the following:

- an injury that results in death;
- fracture of a major bone;
- amputation other than a portion of a finger or toe;
- loss of sight in an eye;
- internal haemorrhage;
- third degree burns;
- unconsciousness;
- An injury that results in paralysis (permanent loss of function).

Shelter-in-Place

Remaining indoors for short-term protection from exposure to toxic gas releases.

Sour gas

Natural gas, including solution gas, containing hydrogen sulphide (H₂S).

Sour gas release

An uncontrolled release of natural gas containing hydrogen sulphide (H₂S).

Sour multiphase product (British Columbia specific)

Any liquid that contains H₂S in the gas phase.

Sour multiphase pipeline (British Columbia specific)

A pipeline that transmits a multiphase product that contains more than 10 moles of H₂S per kilomole of natural gas in the gas phase.

Sour pipeline

Pipeline that conveys gas and/or liquid that contains sour gas.

Sour production facility

Facility that processes gas and/or liquid that contains sour gas

Sour well

An oil or gas well expected to encounter during drilling formations bearing sour gas or any oil or gas well capable of producing sour gas.



Appendix F: ERP Reference Material, continued Glossary of Terms, continued

Special needs

Those persons for whom early response actions must be taken because they require evacuation assistance, requested early notification, do not have telephones, require transportation assistance, have a language or comprehension barrier, or have specific medical needs. Special needs also include those who decline to give information during the public consultation process and any residences or businesses where contact cannot be made.

Special sour well (British Columbia specific)

A designation that reflects the proposed well's proximity to populated centers and its maximum potential H₂S release rate during the drilling state. The casing or open-hole flow configuration is used in arriving at this designation.

Standing well

A well that has been drilled and cased but not perforated. A company is generally allowed to leave the well as standing for up to one year.

State of local emergency

A declaration by a local authority providing the necessary authority, resources, and procedures at the municipal level to allow an emergency to be resolved effectively and efficiently.

Sulphur dioxide (SO₂)

A colourless, water-soluble, suffocating gas formed by burning sulphur in air; also used in the manufacture of sulphuric acid. SO_2 has a pungent smell similar to a burning match. SO_2 is extremely toxic at higher concentrations. The molecular weight of SO_2 is heavier than air; however, typical releases are related to combustion, which makes the gaseous mixture lighter than air (buoyant).

Surface development

Dwellings that are occupied full-time or part-time, publicly used development, public facilities, including campgrounds and places of business, and any other surface development where the public may gather on a regular basis. Surface development includes residences immediately adjacent to the EPZ and those from which dwellers are required to egress through the EPZ.

Susceptible

The subpopulation of persons who may be considered more sensitive to the effects of H₂S and SO₂, including the elderly, pregnant women, and the very young, particularly preschool-aged children.

Tabletop exercise

As described in CAN/ CSA Z246.2-18, an informal exercise generally used to review resource allocations and roles and responsibilities of personnel and to familiarize new personnel with emergency operations without the stress and time constraints of a major exercise.

Technically complete Emergency Response Plan (ERP)

A plan that meets all applicable requirements.

Telephoners

Telephoners place calls to residents as directed by the Public Safety Group Supervisor.

Threatening telephone call

Any communication that threatens the well-being of company personnel or property. A form is provided in the manual to capture data from or about a person who calls with a threatening message.

Transient

An individual that is temporarily in the area (e.g. camper, cross-country skier).



Appendix F: ERP Reference Material, continued Glossary of Terms, continued

Trapper

The holder of a provincial licensed and registered trapline for the purpose of hunting and trapping fur bearing animals.

Uncontrolled flow

A release of product that cannot be shut off at the licensee's discretion.

Urban centre

A city, town, village, summer village, or hamlet with no fewer than 50 separate buildings, each of which must be an occupied dwelling, or any similar development.

Unrestricted country development

Any collection of permanent dwellings situated outside of an urban centre and having more than eight permanent dwellings per quarter section.

Urban density development

Any incorporated urban centre, unincorporated rural subdivision, or group of subdivisions with no fewer than 50 separate buildings, each of which must be an occupied dwelling.

Vapour pressure

The pressure exerted by the vapour when the rate of evaporation is equal to the rate of condensation of the vapour. All NGL products have vapour pressure greater than atmospheric pressure air and therefore have to be kept under pressure or else they will vaporize.

Vapour-air plume / vapour cloud

When released to atmosphere, products form a vapour-air plume that is colourless, heavier than air and has a faint gasoline odour. Depending on the product released and the atmospheric conditions, water vapour may condense to form a cloud.

Water body

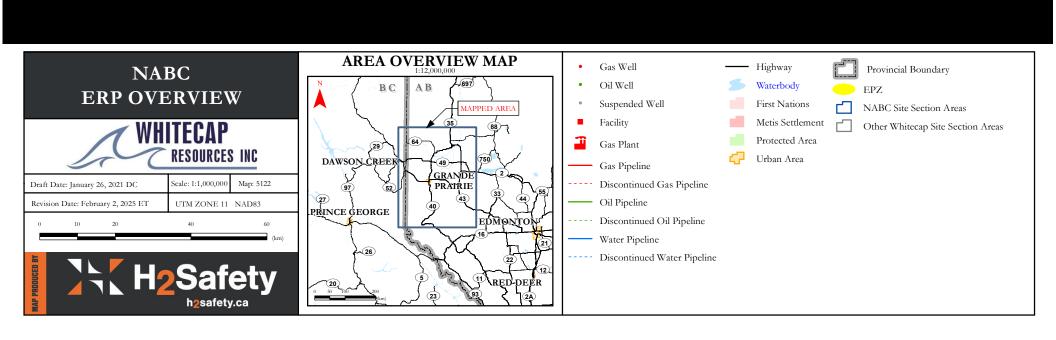
Natural or manmade; contains or conveys water continuously, intermittently, or seasonally. A natural water body is any location where water flows or is present, whether the flow or the presence of water is continuous, seasonal, intermittent, or occurs only during a flood. This includes, but is not limited to, the bed and shore of a river, stream, lake, creek, lagoon, swamp, marsh, slough, muskeg, or other natural drainage, such as ephemeral draws, wetlands, riparian areas, floodplains, fens, bogs, coulees, and rills. Examples of a manmade water body include, but are not limited to, a canal, drainage ditch, reservoir, dugout or other manmade surface feature.

Well servicing

The maintenance procedures performed on a producing or injecting well after the well has been completed and operations have commenced. Well servicing activities are generally conducted to maintain or enhance well productivity or injectivity.

Workover

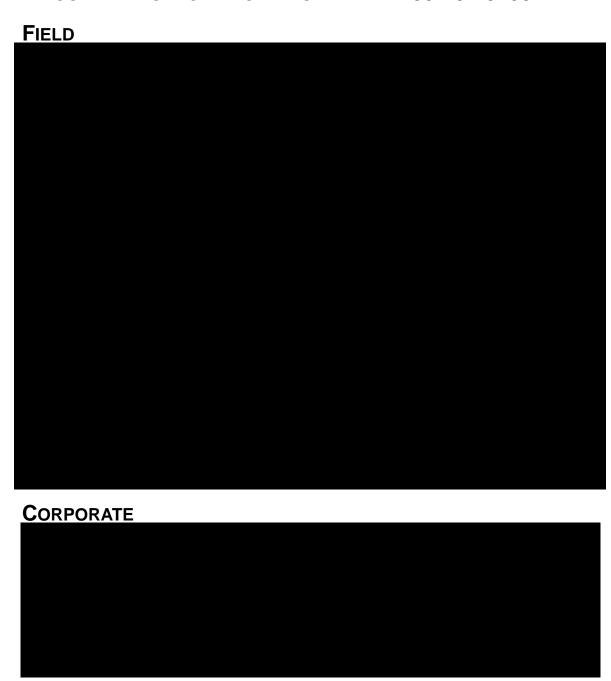
The process of re-entering an existing well to perform remedial action that will restore or improve the productivity or injectivity of the target formation.





RESPONSE FACILITY LOCATIONS

AB/SK 24 HOUR EMERGENCY PHONE NUMBER: 1-866-590-5289 BC 24 HOUR EMERGENCY PHONE NUMBER: 1-250-787-3700





Boundary Lake CER Regulated Pipelines

Emergency Contact Information

For Emergencies involving inter-provincial pipelines, the Canada Energy Regulator is the primary management agency – they will be contacted by the Transportation Safety Board.

**A pipeline is CER-regulated due to the fact that it crosses a provincial or federal border. **

This must be your first call										
Transportation Safety Board (TSB) – for	24 Hr Incident Line	819-997-7887								
pipeline incidents	Facsimile	819-953-7876								
	Email	PipelineNotifications@tsb.gc.ca								

Call the TSB 24 Hr Incident Line when an incident meets the Immediately Reportable Events (see page 2 for criteria) for all Canada Energy Regulator (CER) regulated pipelines and facilities.

Both the phone notification and the input of information into the

CER's Online Event Reporting System (OERS): https://apps.cer-rec.gc.ca/ers/home/index

are required to occur as soon as possible and no later than three hours of the incident being discovered. For all other events (non-immediate) companies are only required to input the information via the OERS.

Secondary Calls										
Contact as needed AFTER contacting the TSB and CER.										
Alberta Energy Regulator (AER)	24 Hr	800-222-6514								
British Columbia Energy Regulator (BCER)	24 Hr	800-663-3456								

Hazardous occurrences (under Part XVI of the Canada Oil and Gas Occupational Safety and Health Regulations) and incidents requiring medical evacuations are to be reported to the CER immediately.



Canada Energy Regulator Régie de l'énergie du Canada



Definition of an Emergency

CAN /CSA Z246.2-18 defines an emergency as "an event or imminent event, outside of the scope of normal operations that requires prompt coordination of resources to protect people, the environment, and property".

Emergencies can result from numerous causes including pipeline and equipment failure, human error and natural perils such as tornadoes, hurricanes, floods, or earthquakes and terrorism or other criminal activities. Multi-hazard emergencies such as an earthquake causing pipeline breaks, fires and explosions, which result in injury and further property damage, can also occur.

Companies must consider all probable emergencies and have applicable procedures in place to deal with potential effects and threats to people, property and the environment, as determined through a formal hazard assessment.

CER Immediately Reportable Events (Significant Incident)

Section 52 of the Onshore Pipeline Regulations (OPR) requires companies to notify the CER of all incidents relating to the construction, operation, or abandonment of their pipelines.

A significant incident is an acute event that results in:

- death:
- missing person (as reportable pursuant to the Canada Oil and Gas Drilling and Production Regulations (DPR) under the Canada Oil and Gas Operations Act (COGOA) or the Oil and Gas Operations Act (OGOA));
- 3. a serious injury (as defined in the OPR or TSB regulations);
- 4. a fire or explosion that causes a pipeline or facility to be inoperative;
- a LVP hydrocarbon release in excess of 1.5m3 that leaves company property or the right of way;
- 6. a rupture; or
- 7. a toxic plume as defined in CSA Z662.

Note: A "rupture" is an instantaneous release that immediately impairs the operation of a pipeline segment such that the pressure of the segment cannot be maintained.

Companies are required to report a death or serious injury to a person only where the death or injury is a result of an occurrence that relates to the construction, operation, or abandonment of a "pipeline". Whether a death or injury is related to the construction, operation, or abandonment of a pipeline will depend on whether the person who was killed or injured was working at the time of the incident and/or whether the work was a cause or contributing factor to the incident. It is important to note that, unlike the Canada Labour Code (CLC), the OPR does not differentiate between different types of "persons". Therefore, companies must report all deaths or serious injuries to any person that occur relating to pipeline construction, operation, or abandonment regardless of whether or not that person was directly employed by the company.

The definition of "serious injury" in the OPR is not exhaustive and contains multiple injuries that qualify as serious, including "the fracture of a major bone". The CER uses the following definition of "major bone": skull, mandible, spine, scapula, pelvis, femur, humerus, fibula, tibia, radius, and ulna.

TSB Immediately Reportable Events

Call the TSB as soon as possible after discovery of any of the following occurrences:

- An occurrence that results in;
 - a death;
 - a serious injury (as defined in the OPR or TSB regulations);
 - an unintended or uncontrolled LVP hydrocarbon release in excess of 1.5 m³ that leaves company property or occurs on or off the right of way;
 - o an unintended or uncontrolled sweet natural gas or HVP release >30,000 m³;



- o any unintended or uncontrolled release of sour natural gas or hydrogen sulfide;
- a significant adverse effect on the environment (a release of any chemical or physical substance at a concentration or volume sufficient to cause an irreversible, long-term, or continuous change to the ambient environment in a manner that causes harm to human life, wildlife, or vegetation)
- a fire, ignition, or explosion that poses a threat to the safety of any person, property, or the environment.

A rupture:

 an instantaneous release that immediately impacts the operation of a pipeline segment such that the pressure of the segment cannot be maintained.

A Toxic Plume:

 a band of service fluid or other contaminant (e.g. hydrogen sulfide or smoke) resulting from an incident that causes people, including employees, to take protective measures (e.g. muster, shelter-in-place or evacuation).

Where an event meets any of the above definitions, companies are required to notify the TSB Reporting Hotline at (819) 997-7887. Subsequently, the company is required to input the details required by both the TSB (see TSB regulations) and the CER into the OERS. The phone notification and the input of information into OERS are required to occur as soon as possible and no later than three hours of the incident being discovered. The goal of the initial phone notification is to allow the relevant agencies to mobilize a response to an incident, if required. Note that OERS will automatically determine whether the event meets the definition of an "Incident that Harms People or the Environment", however the company will be responsible for specifically indicating whether the incident meets the definitions of "Rupture" and "Toxic Plume".

For all other events that do not meet any of the definitions in this section, companies are not required to phone the TSB Reporting Hotline but must report the event as soon as possible and no later than twenty-four hours after the event was discovered.

Multiple Incident Types

It is possible that a single occurrence may result in multiple incident types. If multiple incident types occur as a result of a single occurrence, companies are expected to report those incident types under a single incident report.

Examples of situations where this might be the case include but are not limited to:

- A pipeline rupture (occurrence) where there is a release of gas (incident type) and an explosion (incident type);
- An industrial accident (occurrence) that causes a death (incident type), a serious injury (incident type) and a fire (incident type);
- An operational malfunction (occurrence) that causes an overpressure (incident type) and a release of product (incident type); or
- An operational malfunction (occurrence) that causes several concurrent or immediately consecutive overpressures (incident types).

In cases where an incident has occurred, and a second incident occurs during the response to the initial incident (e.g. a fire occurs during the clean-up of a spill), the second incident is considered distinct and should be reported separately.

The events that are reportable using the online reporting system are:

- incidents under the OPR, PPR, and DPR/Oil and Gas Drilling Regulations;
- emergency burning or flaring under the PPR;
- hazard identification under the PPR;
- suspension of operations under the PPR;
- near-misses under the DPR;



- serious accidents or incidents under the Canada Oil and Gas Geophysical Operations Regulations/Oil and Gas Geophysical Operations Regulations;
- emergencies or accidents under the Canada Oil and Gas Installation Regulations/Oil and Gas Installation Regulations; and
- accidents, illnesses, and incidents under the Canada Oil and Gas Diving Regulations/Oil and Gas Diving Regulations.

In the event that OERS is unavailable, companies are directed to report events to the TSB Reporting Hotline at 819-997-7887.

Reporting Timelines

Section 52 of the OPR requires companies to immediately notify the CER of any incident. Section 52 of the OPR also requires the submission of a Preliminary Incident Report (PIR) and a Detailed Incident Report (DIR) "as soon as is practicable". Generally, companies' initial notification of an incident will satisfy the PIR requirements. The information required for a DIR must be submitted within 12 weeks of reporting an incident. For complex incidents, companies may request an extension for submission of a DIR.

The CER and the TSB have adopted a single window reporting approach. However, in some areas, the TSB reporting requirements are somewhat different than the CER requirements. For additional details on the TSB reporting requirements, companies should refer to the TSB website (http://www.bst-tsb.gc.ca/eng/incidents-occurrence/index.asp).

Transportation Safety Board of Canada Place du centre, 4th Floor 200 Promenade du Portage Hull, Quebec K1A 1K8 Facsimile 819-953-7876

Supporting Information

The table below indicates the location of CER supporting documentation in this emergency response plan.

Supporting Information	Found in
CER Distribution	Foreword: Distribution List Page 7
Company 24/7 Emergency Number	Area Specific Information: Binder Cover
Area Map of CER Regulated Facilities	Area Specific Information
TSB Roles & Responsibilities	Section 5: External Agencies Federal Roles Chart
CER Roles & Responsibilities	Section 5: External Agencies Federal Roles Chart
Safety data sheets (SDS)	Area Specific Information
Health and Safety Plan	Please refer to the company's Health & Safety Plan located at the corporate head office.



Emergency Preparedness & Response Policy Emergency Management Expectations

An effective emergency management program includes being prepared for emergencies, responding in the event of an emergency and ensuring that operations are able to continue safely and can recover in a timely, efficient manner.

Emergency management is critical to ensuring that people, the environment, the public, the organization's assets and reputation are protected in the event of an unanticipated hazard event, be it natural, technological or human-induced.

Emergency Management Preparedness

Emergency preparedness is a continuous process of all-hazards planning and coordination in order to effectively minimize the adverse effects and consequences inherent in any emergency incident. Through the use of such tools as exercises, proactive resource management and capability analysis, preparedness is one of the key pillars with which to ensure the adaptation of comprehensive approaches for the company's emergency management strategy. The emergency management process must include the following:

- Hazard Risk and Vulnerability Assessment
- Public Involvement
- Communications Planning
- Situational Awareness
- Crisis Management Plans
- Emergency Response Plans
- Emergency Management Resources
- Competence, Training and Awareness
- Exercises and Drills
- Record Keeping
- Distributions Lists (Internal and External)
- Continuous Improvement

Emergency Response Plans should contain:

- Communication procedures
- Emergency contacts
- Evacuation and Rescue plans
- Equipment locations and supply companies
- Spill response and containment (where required)
- Meet regulatory requirements
- Event classification
- Activation and Stand Down Levels
- Guidelines for medical emergencies
- Defined roles and responsibilities
- Maps and Emergency Planning Zones
- Mutual Aid Understandings (where applicable)

Confidential ERPs will be available at the field Incident Command Post and the Corporate Emergency Response Centre.



Extended Emergencies

In an extended emergency, company responders will develop an Incident Action Plan utilizing forms found within ERP, which may include:

- ICS Form 201 Incident Briefing
- ICS Form 202 Incident Objectives
- Form A1 Initial Emergency Report
- Form A4 Incident Action Plan (IAP) Checklist

Emergency Response, Continuity and Recovery

In the event of an emergency, each business unit shall determine the level of emergency as per established protocols and respond according to their respective emergency response plans. Response includes the mobilization and ongoing management of resources, people, equipment and assets to manage the effects of an incident; functions inclusive of the Incident Command System (ICS), the company's primary response platform.

Each business unit shall establish, implement and maintain procedures for communicating information related to emergency management, including:

- Communication of plans and procedures to employees, operating partners, contractors, the supply chain, regulators and local communities; and
- Emergency and crisis communications to stakeholders, including emergency responders, regulators, the media, family members and the public.

Emergency Management Monitoring, Assessment and Continuous Improvement

Lessons learned and knowledge generated from monitoring results should be used to develop "improved practices", which are then shared widely. After emergencies or disasters occur, a systematic approach is used to learn lessons from the experience, increase effectiveness and improve emergency management practices and processes.

Manual Updating Procedures and Schedule

The company's Corporate and Site-Specific ERPs are to be updated annually and submitted to the CER on or before April 1st of each year, or when significant changes (either operational or identified from exercises/incidents and resulting debriefs) occur or are identified. If an update occurs outside of the January 1st to April 1st period, a letter must be submitted to the CER indicating that there have been no changes to operations since the ERP was last submitted. ERP updates are performed by a third-party company (H2Safety), whose expertise in the field provides company personnel with the education, training, and resources to excel in Emergency Response. Approvals for ERP updates will be carried out by the company's Emergency Management Coordinator.



Debriefing

Internal Debriefing

The Incident Commander, in consultation with the Lead Agency and/or other regulatory body, will order "Return to Normal" status.

- All response team members and on-site personnel, including contract personnel and emergency services, will be notified.
- All previous contacts including public, workers, landowners, government and industrial operators must also be notified of the end of the emergency.
- Ensure a media statement is prepared and delivered by Senior Management.
- Debriefing meeting(s) with company personnel (including insurance, legal, and human resources as appropriate) must be conducted.
- Debriefing meeting(s) to review effectiveness of the Emergency Response Plan must be conducted.
 Feedback and comments as a result of the debrief must be incorporated into the ERP revision and procedures. This feedback should be submitted to the ERP provider.
- Debriefing meeting(s) with residents, landowners, Lead Agency and other government agencies and all other impacted parties may be conducted.
- Document all "Return to Normal" activities.
- Complete response debriefing for all response teams. Submit, in writing, response findings and recommendations to the Incident Commander when applicable, which will be submitted to the overall report writer.

Public Debriefing

When the public has been impacted, company operations should provide the public information as soon after the emergency as possible, to answer any questions or concerns. This should be done by a senior company representative, a trained Media Advisor, or by the Incident Commander.

After an emergency, a number of additional items should be considered:

- Debriefings, as mentioned above.
- Crisis management for company personnel and for other members of the public that may have been significantly affected by the emergency.
- If the emergency is of a level where it has impacted the public, an information center may be established within the community where the emergency occurred to answer any questions posed by the public.
- Establish a means of compensating citizens who may have had out-of-pocket expenses (such as meals and lodging costs) as a result of the emergency.
- Through the media, provide details of the investigation into the incident that are pertinent to the public, as it becomes available.

Health and Safety Plan

The company's extensive Health and Safety program is to be implemented at all times during and after an incident. Training is provided to all company employees and contractors; all information and documentation can be found in the Health and Safety Manual.

Site Specific Control Points and Response

In the event of an incident (reported from an external source and/or confirmed by a drop in pressure), an operator would be sent out to visually confirm the need to shut down operations. Operators have the ability to manually trip the ESDs at the risers on the CER line. The operator would then immediately contact his/her supervisor and the TSB, and then work with internal support and outside agencies to determine a plan of action for resolving the source of the release.

24 HOUR EMERGENCY NUMBER

1-250-787-3700

KEY RESPONSE PERSONNEL

CER PIPELINES FIELD

Area Superintendent

Lead Operator

Field HSE Advisor

** For a full list of Whitecap personnel, refer to the "Response Team Phone List" page between Step 2 and Step 3, behind the blue "Section 1.0: Initial Response" tab. **

OPERATIONS SUMMARY

Whitecap Resources is the owner and operator of two CER pipelines within their Boundary Lake field, located within Peace River Regional District (BC) and Clear Hills County (AB), northeast of Fort St. John, BC and northwest of Grande Prairie,

Two pipelines, under CER jurisdiction, cross the British Columbia / Alberta border. There is one 10" oil well effluent pipeline that transports product from 03-23-84-13 W6M (AB) to the oil treating facility for processing and an 8" fresh water pipeline that transports injection water back to 03-23-84-14 W6M, where it is distributed throughout the field for voidage replacement.

EPZ & Hazard Information

The maximum expected H₂S concentration for the CER pipeline is 0.10%, with a maximum EPZ of 10 m.

On-Site Storage

There is no on-site storage gathered for this field.

Closest Urban Centre

The town of Taylor is located approximately 38 km southwest of the field and has a population of +/- 1,317.

The city of Fort St. John is located approximately 41 km southwest of the field and has a population of +/- 21.465.

Indigenous Treaty & Metis Region Boundaries

Treaty 8

Metis Northeast Region

Metis Nation of Alberta Region 6

Hydrology

Boundary Creek, Boundary Lake, and various unnamed creeks & water bodies. Refer to the map for more information.

Highways / Rail

Highway 64 (Cecil Lake Road) is within the field. Refer to the map for more information. Contact the RCMP and Alberta Transportation to authorize the closure of any highways and in the interim, be prepared to quickly restrict access if public safety could be jeopardized. Refer to the map for more

Refer to the following pages for access maps and directions. Various locations are gated and locked - Operators have a key to access. Poor (muddy) driving conditions can occur with rain/snow. Refer to the following pages for access map and directions

SAFETY EQUIPMENT

Operator / Truck Safety Equipment

Each operator carries the following equipment in their vehicles: 1 - 20 lb fire extinguisher, hand held radio, first aid kit, 4-head monitor, and cellular phone. 6 - SCBA's are positioned at satellites throughout the field.

Notification

Operators attend to the facility, wells and gathering system 7 days a week. Facilities are equipped with alarms that result in operators being notified on a 24/7 basis and result in on-call operators responding to the field or site. All automated compressor sites have automatic flare igniters and LEL/gas

The primary method of communication is by cellular phone. There is limited cell reception in the south end of the field. Two-way radios are also utilized daily.

Roadblock Kits

There are three roadblock kits and two flare guns located at the Boundary Lake Field Office. An additional roadblock kit is kept in the Rig Shack. Roadblock kits contain the following: stop signs, orange safety vest, flashlight(s), red caution tape, three pop up pylons, and a flashing beacon.

Note: appropriate roadblock locations will be determined at the time of the incident.

Ignition Services

There is no ignition equipment located within the field. The Field Staff are not trained in ignition.

In the event that ignition must take place, an Ignition Support Service company will be contacted. Refer to "Ignition Services" under "Support Services" for a list of companies.

** If any of the above mentioned safety equipment is insufficient, Whitecap Resources personnel will contact a local safety company who will be asked to provide additional equipment.

AREA USERS / TRANSIENTS

SURFACE DEVELOPMENTS

Resident Information has not been gathered for this field.

In the event of an incident, assign Rovers to patrol the area for possible transients.

GOVERNMENT AGENCIES

SUPPORT SERVICES

Note. All fluffibers, uffiess otherwise fluidated, are	24 Hours.
Air Monitoring*	
Trojan Safety Services - Grande Prairie, AB	877-785-9557
HSE Integrated Ltd Grande Prairie, AB	888-346-8260
Firemaster Oilfield Services - Clairmont, AB	877-342-3473
**Safety Boss - Fort St. John, BC / Edmonton, AB	800-882-4967
**United Safety Ltd Grande Prairie, AB	800-432-1809
**Stationary air monitors only	
Oilfield Fire Fighting / Safety Contractors*	
Firemaster Oilfield Services - Clairmont, AB	877-342-3473
HSE Integrated - Grande Prairie, AB	888-346-8260
Trojan Safety Services - Fort St. John, BC	877-785-9557

Well Control Specialists* Firemaster Oilfield Services - Clairmont, AB 877-342-3473 Safety Boss - Fort St. John, BC 800-882-4967 Capstone Oilfield Services - Red Deer, AB

Ignition Services*

Firemaster Oilfield Services - Clairmont, AB 877-342-3473 Capstone Oilfield Services - Red Deer, AB 866-347-3911 Safety Boss - Fort St. John. BC 800-882-4967

*Due to response time, dispatch support services at a Level 1 Emergency. Response times vary (1.5 - 15 hours), depending on the location where support is coming from.

Bus Transportation

BC Bus North - Fort St. John. BC Admin: 844-564-7494 Diversified Transportation - Dawson Creek, BC 250-617-7710 Ambitious Hotshot & Piloting Ltd. - Fort St. John, BC 250-263-4639

Helicopter Companies (Day Flying Only)
Bailey Helicopters - Fort St. John, BC (have loud hailers) 877-822-2245 Canadian Helicopters Ltd. - Fort. St. John, BC (no loud hailers) 780-429-6900 Yellowhead Helicopters - Fort St. John, BC 888-566-4401

Emergency Response Management

Safety Boss - Fort St. John. BC

H₂Safety Services Inc. - Calgary, AB 403-212-2332 Toll Free: 888-216-2332

Spill Response

Synergy Aspen Environmental - Fort St. John, BC Cell: 604-837-4298 SWAT Consulting Inc. - Grande Prairie, AB 866-610-7928

800-265-0212 **Emergency Response Assistance Canada (ERAC)** (ERAP #2-0010-373)

Spill Equipment

Western Canadian Spill Services (WCSS) - COOP 5, 8 & 9* 866-541-8888 See WCSS's website (http://www.wcss.ab.ca) for more information, equipment details, locations, and directions

EMERGENCY SERVICES

Note: All numbers, unless otherwise indicated, are 24 hours.

RCMP/ Fire / Ambulance 888-888-4567 STARS Air Ambulance

Fire Departments

*There is NO fire coverage from any local department. Fires must be handled by Whitecap, their contract operators or contract oilfield fire-fighting services. Local fire departments will only respond to motor vehicle accidents and medical emergencies unless specifically dispatched by EMCR or the

Fort St. John Hospital & Peace Villa, BC

825-412-4000 Grande Prairie Regional Hospital, AB BC Hydro 888-769-3766 BC Drug and Poison Information Centre (BC DPIC) 604-682-5050 AB Poison & Drug Information Service (PADIS) 800-332-1414 **BC One-Call** 800-474-6886 www.bc1c.ca

Utility Safety Partners 800-242-3447 www.utilitysafety.ca

Reception Centres

Clearview Elementary School 13786 223 Road, Goodlow, BC Worsley Gateway Inn 355 Highway 726, Worsley, AB Coast Hotel 10103 98 Avenue, Fort St. John, BC



INC

RESOURCES

250-262-5200

March 2025 www.h2safetv.ca

800-882-4967

866-347-3911

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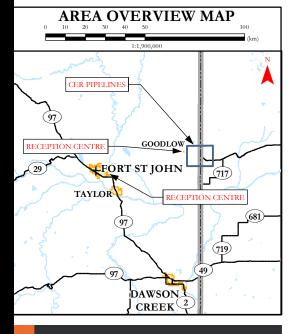
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CER PIPELINES NABC ERP

WHITECAP







Boundary Lake - CER Pipelines

LICENSEE	WATER CROSS	FROM		то	START VALVE	END VALVE	LICENSE NO.	LINE NO.	LINE SEGMENT MODIFIER	UNIQU E LINE #	UNIQUE	#	(mm	(km)	(mm)		ED EXPECTEI RE PRESSUR (kPa)		EXPECTED H2S (%)	GAS FLOW RATE (1000m3/d)	LIQUID FLOW RATE (m3/d)	GLR	TEMP (°C)	z REL VOL	R 56 .EASE LUME m3)	EPZ IIZ (km) (km		SETBACK LEVEL	STATUS
											W	HITEC	AP SOUR	OPERATING															
WHITECAP RESOURCES	NC	03-23-084-13W6	S	13-28-084-13W6	PL ESD		80040	1	-	1	1,2	0	E 273.	1 4.79	4.8	4,960	4,960	0.20	0.10	8.00	630.00	12.70	5	0.78	12	0.01 0.0	0.01	Level na	0
WHITECAP RESOURCES	NC	13-28-084-13W6	PL (08-02-085-14W6	В	ESD	23242	1	-	2	1,2	0	E 273.	0 5.80	4.8	4,960	4,960	0.20	0.10	8.00	630.00	12.70	5	0.78	12	0.01 0.0	0.01	Level na	0
	WHITECAP SWEET OPERATING																												
WHITECAP RESOURCES	NC	16-26-084-14W6	PL	13-28-084-13W6	PL -	-	23241	1	-	3	3,4	F۱	N 219.	1 5.67	9.5	1,965	1,965	0	0										0
WHITECAP RESOURCES	NC	13-28-084-13W6	PL (03-23-084-13W6	PS -	-	55616	1	-	4	3,4	F۱	N 219.	1 4.63	9.5	1,965	1,965	0	0										0

LEGEND

Water Cross: CC=Creek Crossing LC=Lake Crossing OC=Overhead Crossing RC=River Crossing XA=Other Crossing

Facility: B=Battery BE=Blind End CP=Chemical Plant CS=Compressor Station GP=Gas Plant GS=Gas Gathering System IP=Injection Plant LH=Line Heater MS=Meter Station

PL=Pipeline PS=Pump Station S=Satellite WE=Well LR=Loading Rack

Valve: CV=Check Valve ESD=Emergency Shutdown Valve

Substance: CO=Crude Oil FG=Fuel Gas FW=Fresh Water HV=High Vapour Pressure LV=Low Vapour Pressure NG=Natural Gas OE=Oil Effluent SG=Sour Gas SW=Salt Water MP=Multiphase

Status: A=Abandoned D=Discontinued N=Not Constructed/Approved O=Operating P=To Be Constructed U=Unknown Q=Active C=Cancelled S=Suspended R=Removed

Other: EPZ=Emergency Planning Zone IIZ=Initial Planning Zone PAZ=Protective Action Zone Wall=Wall Thickness OD=Outside Diameter Z=Compressibility Factor

GLR=Gas-To-Liquid Ratio TEMP=Temperature





Date of Preparation: February 21, 2023

Section 1: IDENTIFICATION

Product Name: Crude Oil, Sour PG I

Synonyms: Angus Valley; Bone Creek; Boundary Lake.

Product Use: Refinery feedstock.

Restrictions on Use: Not available.

Manufacturer/Supplier: Whitecap Resources Inc.

Suite 3800, East Tower 525 - 8th Avenue SW

Calgary, AB T2P 1G1

Phone Number: 403-266-0767

Emergency Phone: 1-866-590-5289

British Columbia: 250-787-3700

Canutec: (613) 996-6666 or Cellular *666

Date of Preparation of SDS: February 21, 2023

Section 2: HAZARD(S) IDENTIFICATION

GHS INFORMATION

Classification: Flammable Liquids, Category 1

Acute Toxicity - Inhalation, Category 2

Skin Irritation, Category 2

Germ Cell Mutagenicity, Category 1B

Carcinogenicity, Category 1A Reproductive Toxicity, Category 2

Specific Target Organ Toxicity (Single Exposure), Category 3 - Narcotic Effects

Specific Target Organ Toxicity (Repeated Exposure), Category 2

Aspiration Hazard, Category 1

LABEL ELEMENTS

Hazard

Pictogram(s):







Signal Word: Danger

Hazard Extremely flammable liquid and vapor.

Statements: Fatal if inhaled.

Causes skin irritation.
May cause genetic defects.

May cause cancer.

Suspected of damaging fertility or the unborn child.

May cause drowsiness or dizziness.

May cause damage to organs through prolonged or repeated exposure.

May be fatal if swallowed and enters airways.

Precautionary Statements



Date of Preparation: February 21, 2023

Prevention: Obtain special instructions before use.

Do not handle until all safety precautions have been read and understood. Keep away from heat, hot surfaces, sparks, open flames and other ignition

sources. No smoking.

Keep container tightly closed.

Ground and bond container and receiving equipment.

Use explosion-proof electrical, ventilating, and lighting equipment.

Use non-sparking tools.

Take action to prevent static discharges. Do not breathe mist, vapours, or spray.

Wash thoroughly after handling.

Use only outdoors or in a well-ventilated area.

Wear protective gloves, protective clothing and eye protection.

Wear respiratory protection.

Response: IF SWALLOWED: Immediately call a POISON CENTER or doctor.

IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin

with water or shower.

IF INHALED: Remove person to fresh air and keep comfortable for breathing.

Immediately call a POISON CENTER or doctor.

Do NOT induce vomiting.

If skin irritation occurs: Get medical advice/attention.

Take off contaminated clothing and wash it before reuse.

In case of fire use: Dry chemical, CO2, water spray or alcohol-resistant foam.

Storage: Store in a well-ventilated place. Keep container tightly closed.

Keep cool.

Store locked up.

Disposal: Dispose of contents/container in accordance with applicable regional, national

and local laws and regulations.

Hazards Not Otherwise Classified: Not applicable.

Ingredients with Unknown Toxicity: None.

This material is considered hazardous by the OSHA Hazard Communication Standard, (29 CFR 1910.1200). This material is considered hazardous by the Hazardous Products Regulations.

Section 3: COMPOSITION / INFORMATION ON INGREDIENTS										
Hazardous Ingredient(s)	Common name / Synonyms	CAS No.	% wt./wt.							
Petroleum	Not available.	8002-05-9	100							
Decane	Not available.	124-18-5	3 - 10							
Nonane	Not available.	111-84-2	3 - 10							
Octane	Not available.	111-65-9	3 - 10							
Heptane	Not available.	142-82-5	3 - 10							
Hexane	Not available.	110-54-3	1 - 7							
Pentane	Not available.	109-66-0	0.5 - 5							
Butane, 2-methyl-	Isopentane	78-78-4	0.5 - 5							
Butane	Not available.	106-97-8	0.5 - 5							
Propane, 2-methyl-	Isobutane	75-28-5	0.1 - 1.5							



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Propane	Not available.	74-98-6	0.1 - 5
Ethane	Not available.	74-84-0	0 - 1.5
Methane	Not available.	74-82-8	0 - 1
Benzene, dimethyl-	Xylene	1330-20-7	0.1 - 1.5
Benzene, methyl-	Toluene	108-88-3	0.1 - 1.5
Benzene	Not available.	71-43-2	0.1 - 1.5
Benzene, ethyl-	Ethylbenzene	100-41-4	0.1 - 1
Cyclohexane, methyl-	Methylcyclohexane	108-87-2	0.1 - 1.5
Cyclohexane	Not available.	110-82-7	0.1 - 1.5
Cyclopentane, methyl-	Methylcyclopentane	96-37-7	0.1 - 1.5
Cyclopentane	Not available.	287-92-3	0.1 - 1.5
Benzene, 1,2,4-trimethyl-	1,2,4-	95-63-6	0.1 - 1.5
	Trimethylbenzene		
Polycyclic Aromatic Hydrocarbons	Not available.	130498-29-2	Variable.
Hydrogen sulfide (H2S)	Hydrogen sulphide	7783-06-4	> 0.001

Section 4: FIRST-AID MEASURES

Inhalation:

IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a POISON CENTER or doctor. If breathing or the heart stops, trained personnel should immediately begin artificial respiration (AR) or cardiopulmonary resuscitation (CPR) respectively. Get medical attention immediately.

Acute and delayed symptoms and effects: Fatal if inhaled. May cause drowsiness or dizziness. May cause respiratory irritation. Signs/symptoms may include cough, sneezing, nasal discharge, headache, hoarseness, and nose and throat pain. Excessive inhalation may cause headache. dizziness, confusion, loss of appetite and/or loss of consciousness. This product contains Hydrogen sulphide which may accumulate in confined spaces. Inhalation of Hydrogen sulphide may cause loss of sense of smell, major irritation of the respiratory tract, headache, nausea, vomiting, dizziness, and fluid buildup in the lungs (pulmonary edema), which can be fatal. At 300 ppm unconsciousness may occur after 20 minutes. From 300 to 500 ppm, death can occur within minutes of continuous exposure. Above 500 ppm Hydrogen sulphide may cause instantaneous loss of consciousness and immediate death. High vapour concentrations of Xylene are anesthetic and central nervous system depressants. Inhalation of Toluene may result in peculiar skin sensations (e.g. pins and needles) or numbness. Very high concentrations may cause unconsciousness and death.

Eye Contact:

IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Call a POISON CENTER or doctor if you feel unwell.

Acute and delayed symptoms and effects: May cause eye irritation. Signs/symptoms may include redness, swelling, pain, tearing, and blurred or hazy vision. Hydrogen sulphide may cause eye irritation at 1-20 ppm and acute conjunctivitis at higher concentrations. Above 50 ppm H2S, eye irritation may include symptoms of redness, severe swelling, tearing,



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sensitivity to light and the appearance of 'Halos' around lights.

Skin Contact: IF ON SKIN (or hair): Take off immediately all contaminated clothing.

Rinse skin with water or shower. Call a POISON CENTER or doctor if you feel unwell. If skin irritation occurs: Get medical advice/attention. Take off

contaminated clothing and wash it before reuse.

Acute and delayed symptoms and effects: Causes skin irritation. Signs/symptoms may include localized redness, swelling, and itching.

Ingestion: IF SWALLOWED: Do NOT induce vomiting. Immediately call a POISON

CENTER or doctor. If vomiting occurs naturally, have victim lean forward to reduce the risk of aspiration. Do NOT induce vomiting unless directed to

do so by medical personnel. Never give anything by mouth to an unconscious person. If breathing or the heart stops, trained personnel should immediately begin artificial respiration (AR) or cardiopulmonary resuscitation (CPR) respectively. Get medical attention immediately.

Acute and delayed symptoms and effects: May be fatal if swallowed and enters airways. May cause gastrointestinal irritation. Signs/symptoms may include abdominal pain, stomach upset, nausea, vomiting and diarrhea. Ingestion of Isopentane may cause ventricular fibrillation and kidney, liver, and bone marrow damage. Swallowed liquids can vapourize in the

trachea. Aspiration into the lungs is an asphyxiation hazard.

General Advice: In case of accident or if you feel unwell, seek medical advice immediately

(show the label or SDS where possible).

Note to Physicians: Symptoms may not appear immediately. To monitor n-Hexane exposure,

measure n-Hexane in expired air. Analgesics may be necessary for pain management, there is no specific antidote. Monitor arterial blood gases in cases of severe aspiration. For inhalation of Hydrogen Sulphide, consider

oxygen.

Section 5: FIRE-FIGHTING MEASURES

FLAMMABILITY AND EXPLOSION INFORMATION

Extremely flammable liquid and vapor. Will be easily ignited by heat, sparks or flames. Vapors may form explosive mixtures with air. Vapors may travel to source of ignition and flash back. Most vapors are heavier than air. They will spread along ground and collect in low or confined areas (sewers, basements, tanks). Vapor explosion and poison hazard indoors, outdoors or in sewers. Runoff to sewer may create fire or explosion hazard. Containers may explode when heated. Many liquids are lighter than water. When heated, this material may evolve toxic and flammable Hydrogen sulphide.

If tank, rail car or tank truck is involved in a fire, ISOLATE for 800 meters (1/2 mile) in all directions; also, consider initial evacuation for 800 meters (1/2 mile) in all directions.

Fire involving Tanks or Car/Trailer Loads: Fight fire from maximum distance or use unmanned hose holders or monitor nozzles. Cool containers with flooding quantities of water until well after fire is out. Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank. ALWAYS stay away from tanks engulfed in fire. For massive fire, use unmanned hose holders or monitor nozzles; if this is impossible, withdraw from area and let fire burn.



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Sensitivity to Mechanical Impact: This material is not sensitive to mechanical impact.

Sensitivity to Static Discharge: Take action to prevent static discharges. This material is

sensitive to static discharge.

MEANS OF EXTINCTION

Suitable Extinguishing Media: Small Fire: Dry chemical, CO2, water spray or alcohol-

resistant foam.

Large Fire: Water spray, fog or alcohol-resistant foam. Move containers from fire area if you can do it without risk. Dike fire-control water for later disposal; do not scatter the material. Use water spray or fog; do not use straight streams.

Unsuitable Extinguishing Media: CAUTION: This product has a very low flash point: Use of

water spray when fighting fire may be inefficient.

Products of Combustion: Oxides of carbon. Oxides of sulphur. Aldehydes.

Protection of Firefighters:

TOXIC; may be fatal if inhaled, ingested or absorbed through skin. Inhalation or contact with some of these materials will irritate or burn skin and eyes. Fire will produce irritating, corrosive and/or toxic gases. Vapors may cause dizziness or suffocation. Runoff from fire control or dilution water may cause pollution. Hydrogen sulphide is heavier than air and may collect in low lying areas and confined spaces. Wear positive pressure self-contained breathing apparatus (SCBA). Wear chemical protective clothing that is specifically recommended by the manufacturer. It may provide little or no thermal protection. Structural firefighters' protective clothing provides limited protection in fire situations ONLY; it is not effective in spill situations where direct contact with the substance is possible.

Section 6: ACCIDENTAL RELEASE MEASURES

Emergency Procedures: As an immediate precautionary measure, isolate spill or leak area

for at least 50 meters (150 feet) in all directions. Keep unauthorized personnel away. Stay upwind. Keep out of low areas. Ventilate closed spaces before entering. ELIMINATE all ignition sources (no smoking, flares, sparks or flames in

immediate area). All equipment used when handling the product

must be grounded.

Personal Precautions: Fully encapsulating, vapor protective clothing should be worn for

spills and leaks with no fire. Do not touch or walk through spilled material. Use personal protection recommended in Section 8. Don full-face, positive pressure, self-contained breathing apparatus.

Environmental Precautions: Prevent entry into waterways, sewers, basements or confined

areas.

Methods for Containment: Stop leak if you can do it without risk. A vapor suppressing foam

may be used to reduce vapors.

Methods for Clean-Up: Absorb or cover with dry earth, sand or other non-combustible

material and transfer to containers. Use clean non-sparking tools to collect absorbed material. Large spills should be removed with





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explosion proof vacuum equipment.

Other Information: See Section 13 for disposal considerations.

Section 7: HANDLING AND STORAGE

Handling:

Do not swallow. Obtain special instructions before use. Do not handle until all safety precautions have been read and understood. Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking. Keep container tightly closed. Ground and bond container and receiving equipment. Use non-sparking tools. Take action to prevent static discharges. Do not breathe mist, vapours, or spray. Wash thoroughly after handling. Use only outdoors or in a well-ventilated area. Harmful concentrations of hydrogen sulfide (H2S) gas can accumulate in excavations and low-lying areas as well as the vapour space of storage and bulk transport compartments. See Section 8 for information on Personal Protective Equipment.

Storage:

Limit quantity of material in storage. Restrict access to storage area. Post appropriate warning signs. Keep storage area separate from populated work areas. Consider leak detection and alarm systems, as required. Store in a well-ventilated place. Keep container tightly closed. Keep cool. Store locked up. Store away from incompatible materials. See Section 10 for information on Incompatible Materials. Keep out of the reach of children. Head spaces in storage containers may contain toxic hydrogen sulphide gas. Structural materials and lighting and ventilation systems should be corrosion resistant.

Section 8: EXPOSURE CONTROLS / PERSONAL PROTECTION

Exposure Guidelines Component

Petroleum [CAS No. 8002-05-9]

ACGIH: No TLV established.

OSHA: 500 ppm (TWA), 2000 mg/m³ (TWA);

400 ppm (TWA) [Vacated];

Decane [CAS No. 124-18-5]

ACGIH: No TLV established. **OSHA:** No PEL established.

Nonane [CAS No. 111-84-2]

ACGIH: 200 ppm (TWA); (2011) **OSHA:** 200 ppm (TWA) [Vacated];

Octane [CAS No. 111-65-9]

ACGIH: 300 ppm (TWA); (1999)

OSHA: 500 ppm (TWA), 2350 mg/m³ (TWA);

300 ppm (TWA); 375 ppm (STEL) [Vacated];

Heptane [CAS No. 142-82-5]

ACGIH: 400 ppm (TWA); 500 ppm (STEL); (1979)

OSHA: 500 ppm (TWA), 2000 mg/m³ (TWA);





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400 ppm (TWA); 500 ppm (STEL) [Vacated];

Hexane [CAS No. 110-54-3]

ACGIH: 50 ppm (TWA); Skin, BEI (1998)

 $\textbf{OSHA:} \ 500 \ ppm \ (TWA), \ 1800 \ mg/m^3 \ (TWA); \ Skin.$

50 ppm (TWA) [Vacated];

Pentane [CAS No. 109-66-0]

ACGIH: 1000 ppm (TWA); (2014)

OSHA: 1000 ppm (TWA), 2950 mg/m³ (TWA);

600 ppm (TWA); 750 ppm (STEL) [Vacated];

Isopentane [CAS No. 78-78-4]

ACGIH: 1000 ppm (TWA); (2014)

OSHA: No PEL established.

Butane [CAS No. 106-97-8]

ACGIH: 1000 ppm (STEL); Explosion hazard (2017)

OSHA: 800 ppm (TWA) [Vacated];

Isobutane [CAS No. 75-28-5]

ACGIH: 1000 ppm (STEL); Explosion hazard (2017)

OSHA: No PEL established.

Propane [CAS No. 74-98-6]

ACGIH: Simple asphyxiant; Explosion hazard

OSHA: 1000 ppm (TWA), 1800 mg/m³ (TWA);

Ethane [CAS No. 74-84-0]

ACGIH: Simple asphyxiant; Explosion hazard

OSHA: No PEL established.

Methane [CAS No. 74-82-8]

ACGIH: Simple asphyxiant; Explosion hazard

OSHA: No PEL established.

Xylene [CAS No. 1330-20-7]

ACGIH: 20 ppm (TWA); OTO; A4; BEI (2021)

OSHA: 100 ppm (TWA), 435 mg/m³ (TWA);

150 ppm (STEL) [Vacated];

Toluene [CAS No. 108-88-3]

ACGIH: 20 ppm (TWA); OTO; A4; BEI (2020)

OSHA: 200 ppm (TWA); 300 ppm (C); 500 ppm (Peak) (Maximum duration: 10 minutes.)

100 ppm (TWA); 150 ppm (STEL) [Vacated];

Benzene [CAS No. 71-43-2]

ACGIH: 0.5 ppm (TWA); 2.5 ppm (STEL); Skin; A1; BEI (1997)

OSHA: 1 ppm (TWA); 5 ppm (STEL);

Ethylbenzene [CAS No. 100-41-4]

ACGIH: 20 ppm (TWA); OTO; A3; BEI (2021)





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OSHA: 100 ppm (TWA), 435 mg/m³ (TWA);

125 ppm (STEL) [Vacated];

Methylcyclohexane [CAS No. 108-87-2]

ACGIH: 400 ppm (TWA); (1987)

OSHA: 500 ppm (TWA), 2000 mg/m³ (TWA);

400 ppm (TWA) [Vacated];

Cyclohexane [CAS No. 110-82-7]

ACGIH: 100 ppm (TWA); (2020)

OSHA: 300 ppm (TWA), 1050 mg/m³ (TWA);

Methylcyclopentane [CAS No. 96-37-7]

ACGIH: No TLV established. **OSHA:** No PEL established.

Cyclopentane [CAS No. 287-92-3]

ACGIH: 1000 ppm (TWA); Explosion hazard (2021)

OSHA: 600 ppm (TWA) [Vacated];

1,2,4-Trimethylbenzene [CAS No. 95-63-6]

ACGIH: 10 ppm (TWA); A4 (2021)

OSHA: No PEL established.

Polycyclic Aromatic Hydrocarbons [CAS No. 130498-29-2]

ACGIH: A2; BEI; Exposure by all routes should be carefully controlled to levels as low as

possible (1993); For Benz[a]anthracene

OSHA: 0.2 mg/m³ (TWA); For benzene-soluble fraction.

Hydrogen sulphide [CAS No. 7783-06-4]

ACGIH: 1 ppm (TWA); 5 ppm (STEL); (2010);

OSHA: 20 ppm (C); 50 ppm (Peak) (Maximum duration: 10 mins. once only if no other

meas. exp. occurs.)

10 ppm (TWA); 15 ppm (STEL) [Vacated];

PEL: Permissible Exposure Limit TLV: Threshold Limit Value TWA: Time-Weighted Average STEL: Short-Term Exposure Limit

C: Ceiling

Engineering Controls: Use ventilation adequate to keep exposures (airborne levels of dust,

fume, vapour, gas, etc.) below recommended exposure limits. Use explosion-proof electrical, ventilating, and lighting equipment.

PERSONAL PROTECTIVE EQUIPMENT (PPE)













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Eye/Face Protection: Wear chemical safety goggles. Use equipment for eye

protection that meets the standards referenced by CSA Standard CAN/CSA-Z94.3:20 and OSHA regulations in 29

CFR 1910.133 for Personal Protective Equipment.

Hand Protection: Wear protective gloves. Consult manufacturer specifications

for further information.

Skin and Body Protection: Wear protective clothing. Flame resistant clothing that meets

the NFPA 2112 and CAN/CGSB 155.20-2017 standards is recommended in areas where material is stored or handled.

Respiratory Protection: Wear respiratory protection. If engineering controls and

ventilation are not sufficient to control exposure to below regulatory limits then a self-contained breathing apparatus or

supplied air breathing apparatus must be used.

General Hygiene Considerations: Handle according to established industrial hygiene and

safety practices. Consult a competent industrial hygienist to determine hazard potential and/or the PPE manufacturers to

ensure adequate protection.

Section 9: PHYSICAL AND CHEMICAL PROPERTIES

Appearance: Colourless, yellow, amber, or brown liquid.

Colourless, yellow, amber, or brown.

Odour: Petroleum. Rotten eggs. May be odourless (due

to high H2S concentrations present).

Odour Threshold: 0.0047 ppm, (Hydrogen sulphide)

Physical State: Liquid.

pH: Not available.

Melting Point / Freezing Point: Not available.

Initial Boiling Point: $\leq 35 \, ^{\circ}\text{C} \, (95 \, ^{\circ}\text{F})$

Boiling Range: Not available.

Flash Point: < 0 °C (32 °F) (PMCC) (ASTM D93)

Evaporation Rate:

Flammability (solid, gas):

Lower Flammability Limit:

Not available.

Vapor Pressure:

Not available.

Not available.

Not available.

Not available.

Not available.

Relative Density: 0.700 to 0.900 (Water = 1) at 15 °C (59 °F)

Solubilities: Sparingly soluble in water.



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Partition Coefficient: n-Octanol/Water: Not available.

Auto-ignition Temperature: Not available.

Decomposition Temperature: Not available.

Viscosity: < 5 cSt at 40 °C (104 °F)

Percent Volatile, wt. %:

VOC content, wt. %:

Not available.

Not available.

Density: 700 to 900 kg/m³ at 15 °C (59 °F)

Coefficient of Water/Oil Distribution: Not available.

Section 10: STABILITY AND REACTIVITY

Reactivity: Contact with incompatible materials. Sources of ignition. Exposure to

heat.

Chemical Stability: Stable under normal storage conditions.

Possibility of Hazardous

Reactions:

None known.

Conditions to Avoid: Contact with incompatible materials. Sources of ignition. Exposure to

heat.

Incompatible Materials: Strong acids. Bases. Strong oxidizers. Metals. Oxides of nitrogen.

Chlorine. Halogens. Perchlorates. Metal oxides. Metal salts.

Hazardous Decomposition Products: Hazardous sulphur dioxide, and related oxides of sulphur

may be generated upon combustion.

Section 11: TOXICOLOGICAL INFORMATION

EFFECTS OF ACUTE EXPOSURE

Product Toxicity

Oral: Not available.

Dermal: Not available.

Inhalation: Not available.

Component Toxicity

Component Toxions				
Component	CAS No.	LD ₅₀ oral	LD50 dermal	LC ₅₀
Petroleum	8002-05-9	4300 mg/kg (rat)	Not available.	Not available.
Decane	124-18-5	Not available.	Not available.	> 1369 ppm (rat); 8H
Nonane	111-84-2	Not available.	Not available.	3200 ppm (rat); 4H
Octane	111-65-9	Not available.	Not available.	118000 mg/m³ (rat); 4H
Heptane	142-82-5	Not available.	Not available.	103000 mg/m³ (rat); 4H
Hexane	110-54-3	25000 mg/kg	Not available.	48000 ppm (rat);



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Pentane	109-66-0	(rat) 400 mg/kg (rat)	Not available.	4H 364000 mg/m³ (rat); 4H
Isopentane Butane	78-78-4 106-97-8	Not available. Not available.	Not available. Not available.	Not available. 658000 mg/m³ (rat); 4H
Isobutane	75-28-5	Not available.	Not available.	570000 ppm (rat); 15M
Propane	74-98-6	Not available.	Not available.	Not available.
Ethane	74-84-0	Not available.	Not available.	Not available.
Methane	74-82-8	Not available.	Not available.	Not available.
Xylene	1330-20-7	4300 mg/kg (rat)	> 1700 mg/kg (rabbit)	5000 ppm (rat); 4H
Toluene	108-88-3	2600 mg/kg (rat)	14.1 mL/kg (rabbit)	49000 mg/m³ (rat); 4H
Benzene	71-43-2	930 mg/kg (rat)	> 9400 μL/kg (rabbit)	10000 ppm (rat); 7H
Ethylbenzene	100-41-4	3500 mg/kg (rat)	17800 μL/kg (rabbit)	Not available.
Methylcyclohexane	108-87-2	> 3200 mg/kg (rat)	> 86700 mg/kg (rabbit)	15227 ppm (rabbit); 1H
Cyclohexane	110-82-7	813 mg/kg (mouse)	180000 mg/kg (rabbit)	Not available.
Methylcyclopentane	96-37-7	Not available.	Not available.	Not available.
Cyclopentane	287-92-3	11400 mg/kg (rat)	Not available.	106000 mg/m³ (rat); 4H
1,2,4- Trimethylbenzene	95-63-6	5000 mg/kg (rat)	Not available.	18000 mg/m³ (rat); 4H
Polycyclic Aromatic Hydrocarbons	130498-29-2	Not available.	Not available.	Not available.
Hydrogen sulphide	7783-06-4	Not available.	Not available.	444 ppm (rat); 4H

Likely Routes of Exposure: Eye contact. Skin contact. Inhalation. Ingestion. Skin absorption.

Target Organs: Skin. Eyes. Gastrointestinal tract. Respiratory system. Lungs. Blood.

Cardiovascular system. Bone marrow. Liver. Kidneys. Reproductive system.

Central nervous system. Peripheral nervous system.

Symptoms (including delayed and immediate effects)

Inhalation: Fatal if inhaled. May cause drowsiness or dizziness. May cause respiratory irritation. Signs/symptoms may include cough, sneezing, nasal discharge, headache, hoarseness, and nose and throat pain. Excessive inhalation may cause headache, dizziness, confusion, loss of appetite and/or loss of consciousness. This product contains Hydrogen sulphide which may accumulate in confined spaces. Inhalation of Hydrogen sulphide may cause loss of sense of smell, major irritation of the respiratory tract, headache, nausea, vomiting, dizziness, and fluid buildup in the lungs (pulmonary edema), which can be fatal. At 300 ppm unconsciousness may occur after 20 minutes. From 300 to 500 ppm, death can occur within minutes of continuous exposure. Above 500 ppm Hydrogen sulphide may cause instantaneous loss of consciousness and immediate death. High vapour



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concentrations of Xylene are anesthetic and central nervous system depressants. Inhalation of Toluene may result in peculiar skin sensations (e.g. pins and needles) or numbness. Very high concentrations may cause unconsciousness and death.

Eye: May cause eye irritation. Signs/symptoms may include redness, swelling, pain,

tearing, and blurred or hazy vision. Hydrogen sulphide may cause eye irritation at 1-20 ppm and acute conjunctivitis at higher concentrations. Above 50 ppm H2S, eye irritation may include symptoms of redness, severe swelling, tearing, sensitivity

to light and the appearance of 'Halos' around lights.

Skin: Causes skin irritation. Signs/symptoms may include localized redness, swelling,

and itching.

Ingestion: May be fatal if swallowed and enters airways. May cause gastrointestinal irritation.

Signs/symptoms may include abdominal pain, stomach upset, nausea, vomiting and diarrhea. Ingestion of Isopentane may cause ventricular fibrillation and kidney, liver, and bone marrow damage. Swallowed liquids can vapourize in the trachea.

Aspiration into the lungs is an asphyxiation hazard.

Skin Sensitization:Not available.Respiratory Sensitization:Not available.Medical ConditionsNot available.

Aggravated By Exposure:

EFFECTS OF CHRONIC EXPOSURE (from short and long-term exposure)

Target Organs: Skin. Eyes. Gastrointestinal tract. Respiratory system. Central nervous

system. Cardiovascular system. Lungs. Blood. Bone marrow. Liver. Kidneys.

Reproductive system. Peripheral nervous system.

Chronic Effects: Prolonged or repeated contact may dry skin and cause irritation. High

vapour concentrations, generally greater than 10% by volume, may sensitize

the heart and lead to lethal cardiac arrhythmias. Reports of chronic

poisoning with Benzene, Toluene, Ethylbenzene or Xylene describe anemia, decreased blood cell count and bone marrow hypoplasia. Liver and kidney damage may occur. Repeated exposure of the eyes to high concentrations of Xylenes vapour may cause reversible eye damage. Chronic inhalation exposure to xylene causes mid-frequency hearing loss in laboratory animals.

Xylene reacts synergistically with n-Hexane to enhance hearing loss. Immunodepressive effects have also been reported for Benzene. Repeated dermal application of crude oils in rats produced systemic toxicity in blood,

liver, thymus and bone marrow. Prolonged or repeated skin contact with Nonane may cause liver and kidney damage and cause blood effects. Chronic inhalation of n-Hexane may cause peripheral nerve disorders and central nervous system effects. Prolonged or repeated inhalation of

Isopentane may cause dizziness, weakness, weight loss, anemia, nervousness, pains in the limbs and peripheral numbness. This material contains Cyclohexane which is known to cause liver and kidney damage.

1,2,4-Trimethylbenzene may cause CNS changes, asthmatic bronchitis, and changes in the blood such as anemia or thrombocytopenia (i.e. low thrombocyte count that may affect the blood's ability to clot). This product

contains Polycyclic Aromatic Hydrocarbons. Prolonged contact with these



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compounds has been associated with the induction of skin and lung tumours, anemia, disorders of the liver, bone marrow and lymphoid tissues. Hydrogen sulphide may reduce lung function; cause neurological effects such as headaches, nausea, depression and personality changes; eye and mucous membrane irritation; and damage to cardiovascular system.

Carcinogenicity:

May cause cancer. Lifetime skin painting studies in animals with whole crude oils and crude oil fractions have produced tumours in animals following prolonged and repeated skin contact. Chronic exposure to benzene has been associated with an increased incidence of leukemia and multiple myeloma (tumour composed of cells of the type normally found in the bone marrow). This material contains Polycyclic Aromatic Hydrocarbons (PAHs), some of which are animal carcinogens.

Component Carcinoger	nicity				
Component	ACGIH	IARC	NTP	OSHA	Prop 65
Petroleum	Not listed.	Group 3	Not listed.	OSHA Carcinogen.	Not listed.
Xylene	A4	Group 3	Not listed.	Not listed.	Not listed.
Toluene	A4	Group 3	Not listed.	Not listed.	Not listed.
Benzene	A1	Group 1	List 1	OSHA Carcinogen.	Listed.
Ethylbenzene	A3	Group 2B	Not listed.	OSHA Carcinogen.	Listed.
Polycyclic Aromatic Hydrocarbons	A2	Not listed.	List 2	OSHA Carcinogen.	Listed.

Mutagenicity: May cause genetic defects.

Reproductive Effects: Suspected of damaging fertility or the unborn child. Studies exist which

report a link to crude oil and reproductive effects including menstrual

disorders.

Developmental Effects

Teratogenicity: Not available.

Embryotoxicity: Repeated dermal application of crude oils to pregnant rats produced

maternal toxicity and fetal developmental toxicity and fetal tumours. Exposure to Xylene has produced fetotoxic effects in animal studies. Exposure to Toluene may affect the developing fetus. Benzene has

caused adverse fetal effects in laboratory animals.

Toxicologically Synergistic Materials: Xylene reacts synergistically with n-Hexane to enhance

hearing loss.

Section 12: ECOLOGICAL INFORMATION

Ecotoxicity: Not available.

Persistence / Degradability: Not available.



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Bioaccumulation / Accumulation: Not available.

Mobility in Environment: Not available.

Other Adverse Effects: Not available.

Section 13: DISPOSAL CONSIDERATIONS

Disposal Instructions: Disposal should be in accordance with applicable regional, national

and local laws and regulations. Local regulations may be more

stringent than regional or national requirements.

Section 14: TRANSPORT INFORMATION

U.S. Department of Transportation (DOT)

Proper Shipping Name: UN3494, PETROLEUM SOUR CRUDE OIL, FLAMMABLE,

TOXIC, 3 (6.1), PG I

Class: 3 (6.1) **UN Number:** UN3494

Packing Group:

Placard(s):





Canada Transportation of Dangerous Goods (TDG)

Proper Shipping Name: UN3494, PETROLEUM SOUR CRUDE OIL, FLAMMABLE,

TOXIC, 3 (6.1), PG I, Toxic by inhalation

Class: 3 (6.1) **UN Number:** UN3494

Packing Group:

Placard(s):



Toxic by inhalation

Section 15: REGULATORY INFORMATION

Chemical Inventories

US (TSCA)

The components of this product are in compliance with the chemical notification requirements of TSCA.

Canada (DSL)

The components of this product are in compliance with the chemical notification requirements of the NSN Regulations under CEPA, 1999.



Federal Regulations

United States

This SDS has been prepared to meet the U.S. OSHA Hazard Communication Standard, 29 CFR 1910.1200.

SARA Title III						
Component	Section 302 (EHS) TPQ (lbs.)	Section 304 EHS RQ (lbs.)	CERCLA RQ (lbs.)	Section 313	RCRA CODE	CAA 112(r) TQ (lbs.)
Hexane	Not listed.	Not listed.	5000	313	Not listed.	Not listed.
Pentane	Not listed.	Not listed.	Not listed.	Not listed.	Not listed.	10000
Isopentane	Not listed.	Not listed.	Not listed.	Not listed.	Not listed.	10000
Butane	Not listed.	Not listed.	Not listed.	Not listed.	Not listed.	10000
Isobutane	Not listed.	Not listed.	Not listed.	Not listed.	Not listed.	10000
Propane	Not listed.	Not listed.	Not listed.	Not listed.	Not listed.	10000
Ethane	Not listed.	Not listed.	Not listed.	Not listed.	Not listed.	10000
Methane	Not listed.	Not listed.	Not listed.	Not listed.	Not listed.	10000
Xylene	Not listed.	Not listed.	100	313	U239	Not listed.
Toluene	Not listed.	Not listed.	1000	313	U220	Not listed.
Benzene	Not listed.	Not listed.	10	313	U019	Not listed.
Ethylbenzene	Not listed.	Not listed.	1000	313	Not listed.	Not listed.
Cyclohexane	Not listed.	Not listed.	1000	313	U056	Not listed.
1,2,4-	Not listed.	Not listed.	Not listed.	313	Not listed.	Not listed.
Trimethylbenzene Polycyclic Aromatic	Not listed.	Not	Not	313	Not listed.	
Hydrocarbons Hydrogen sulphide	500	listed. 100	listed. 100	313	U135	Not listed. 10000

California Prop 65:





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WARNING This product can expose you to chemicals including Benzene, Ethylbenzene, Hexane, Naphthalene, Toluene, and Polycyclic Aromatic Hydrocarbons which are known to the State of California to cause cancer and birth defects or other reproductive harm. For more information go to www.P65Warnings.ca.gov.

Section 16: OTHER INFORMATION

Disclaimer:

The information contained in this document applies to this specific material as supplied. It may not be valid for this material if it is used in combination with any other materials. It is the user's responsibility to satisfy oneself as to the suitability and completeness of this information for their own particular use.

Date of Preparation of SDS: February 21, 2023

Version: 1.0

GHS SDS Prepared by: Deerfoot Consulting Inc.

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