



NABC

Emergency Response Plan

Whitecap AB/SK 24 Hr Emergency: 1-877-230-3780

Whitecap BC 24 Hr Emergency: 1-250-787-3700

AER 24 Hr Incident Reporting: 1-800-222-6514

BCER 24 Hr Incident Reporting: 1-800-663-3456

CER 24 Hr Incident Reporting: 1-403-299-2773



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ERP Development Date: March 24, 2026

Revision History

This Emergency Response Plan is effective March 24, 2026. 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 Due Date: March 24, 2027				
Date of Revision	Date of Issue	Reason For Revision	Section	Affected Pages
March 24, 2026	March 24, 2026	Annual Update	Foreword	All Pages
			Section 1: Initial Response	Step 1 – AER Assessment Matrix, BCER Assessment Matrix Step 2 - Internal Notification Flowchart AB & Internal Notification Flowchart BC Step 3 – External Notification Flowchart
			Section 4: Emergency Response Procedures	TOC Spill Charts – AB / BC Fire / Explosion
			Section 5: External Agencies	All Pages
			Section 6: Forms	Update of STARS Landing Zone Card Addition of BCER Minor Incident Notification Form
			Appendices	All Pages
			Response Team Phone List	All Pages
			Area Specific Section	All Pages
November 15, 2025	November 15, 2025	Update and new ERP manuals to incorporate Veren Inc. assets into Kakwa/Musreau and the addition of Gold Creek East, Gold Creek West, Karr North/South, Rycroft Minor and the Rycroft Gas Plant	All	All

ERP Revision Due Date: March 24, 2027				
Date of Revision	Date of Issue	Reason For Revision	Section	Affected Pages
June 12, 2025	June 12, 2025	Administrative Update to add asset transfer PL3727-1	Foreword	Revision History
			Area Specific Section	Boundary Lake Map #5153, Asset Tables
			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
March 28, 2024	March 28, 2024	Annual Update	Foreword	Revision History, Distribution List, TOC
			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
			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
			Section 6 – Forms	ICS 209
			Area Specific Section	All Pages
March 28, 2023	March 28, 2023	Annual Update / New ERP Manual	All	All
December 2022	December 2022	Addition of new Resthaven site specific section - AER only	Foreword	Revision History, TOC, Distribution List
			Section 1: Initial Response	Internal Notification Flowchart - Alberta, Response Team Phone List
			Area Specific	Entire Resthaven Section

ERP Revision Due Date: March 24, 2027				
Date of Revision	Date of Issue	Reason For Revision	Section	Affected Pages
July 20, 2022	July 20, 2022	Added Oil Spill Decontamination Procedures	Foreword	Revision History Main TOC
			Section 4	TOC –Post Incident
March 28, 2022	March 28, 2022	Annual Update / New ERP Manual	All	All
July 14, 2021	July 14, 2021	New area and employees; update to foreword, flowchart, phone lists, site specific information, addition of new area	Foreword	All
			Section 1: Initial Response	Internal Notification Flowchart - Alberta
				Response Teams Phone List
			Boundary Lake BC	Site Section Only
			Boundary Lake AB	Site Section Only
			Elmworth / Wapiti	Site Section Only
			Karr	Site Section Only
			Simonette	Site Section Only
			Sturgeon Lake	Site Section Only
			Sturgeon Lake 13-07	Site Section Only
			Valhalla / Progress	Site Section Only
Kakwa	All			
March 31, 2021	March 31, 2021	Annual Update	Foreword	All
			Section 1: Initial Response	All
			Section 4: Emergency Response Procedures	AB Public Protection Measures Flowchart
			Section 5: External Agencies	All
			Section 6: Forms	A7 STARS Landing Zone Card
			Area Specific	All
March 26, 2020	March 26, 2020	New ERP Core template. Annual update to Area Specific Information: updated hazard calculations, completed public involvement program and updated contact lists for Boundary Lake AB, Boundary Lake BC and Valhalla. Operations description update to Elmworth/Wapiti and Karr site sections.	Foreword to Appendices	All Sections (New ERP Core)
			Area Specific Information	
			Boundary Lake CER	All
			Boundary Lake BC	All
			Boundary Lake AB	All
			Elmworth / Wapiti	Site Section Only
			Karr	Site Section Only
			Valhalla / Progress	All

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Distribution List

Manual #	Type	Res Info	Branch	Title / Agency	Name
Corporate					

2 Hard Corporate Manuals

Field					
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17 Hard Field Manuals

External					
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Finance / Admin. Section Roles Chart

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Air Monitors Module

Reception Centre Rep Module

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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

Step 3 – External Notification

Step 4 – Incident Briefing

Step 5 – Public Safety

A1 Initial Emergency Report Form



First On-Scene Actions

Evacuate	<input type="checkbox"/> Get to a safe area immediately. <input type="checkbox"/> Move upwind if release is downwind of you. <input type="checkbox"/> Move crosswind if a release is upwind from you. <input type="checkbox"/> Move to higher ground if possible.
Alarm	<input type="checkbox"/> Call for help ("Man Down"). <input type="checkbox"/> Sound bell, horn or whistle, or call by radio. <input type="checkbox"/> For medical emergencies, call 911.
Assess	<input type="checkbox"/> Take head count, locate any casualties. Consider all of the hazards. <input type="checkbox"/> Fill out information below to complete assessment.
Protect	<input type="checkbox"/> Put on breathing apparatus before attempting rescue.
Rescue	<input type="checkbox"/> Remove any casualties to a safe area.
First Aid	<input type="checkbox"/> Follow the standard first aid protocols at worksite. (CPR, etc.)
Medical Aid	<input type="checkbox"/> Arrange transport of casualties to medical aid. <input type="checkbox"/> Provide information to Emergency Medical Services (EMS).

Incident Details <i>To be completed by the person involved or notified</i>	
Report taken by	Date / Time
Name of person calling	Caller Telephone
Incident Location <div style="text-align: center;">(LSD / NTS)</div>	
Event Summary	
Agencies Notified	<input type="checkbox"/> Yes Who? <input type="checkbox"/> No
Event Status	<input type="checkbox"/> Incident contained or controlled <input type="checkbox"/> Imminent control possible <input type="checkbox"/> Intermittent control possible <input type="checkbox"/> Incident is uncontrolled
Site Type	<input type="checkbox"/> Well <input type="checkbox"/> Pipeline <input type="checkbox"/> Tank Farm/Storage <input type="checkbox"/> Battery/Plant/Facility <input type="checkbox"/> Other _____
Incident Type	<input type="checkbox"/> Sour Gas Release <input type="checkbox"/> Sweet Gas Release <input type="checkbox"/> Pipeline Break <input type="checkbox"/> Security (theft, threat, terrorism) <input type="checkbox"/> Loss of Containment <input type="checkbox"/> Fire/Explosion <input type="checkbox"/> Worker Injury/Fatality <input type="checkbox"/> Vehicle/Transportation <input type="checkbox"/> Liquid Spill <input type="checkbox"/> Other _____

A1 Initial Emergency Report Form



Impacts			
Public Health and Safety	<input type="checkbox"/> Could be jeopardized <input type="checkbox"/> Is jeopardized		
Public Protection Measures Taken	<input type="checkbox"/> Notification <input type="checkbox"/> Evacuation <input type="checkbox"/> Shelter-in-place <input type="checkbox"/> Roadblocks		
Worker Injuries	<input type="checkbox"/> First Aid <input type="checkbox"/> Hospitalized <input type="checkbox"/> Fatality <input type="checkbox"/> Other _____		
Distance to nearest surface development	_____ km	Distance to nearest urban centre _____ km	
Details			
Release Impact	<input type="checkbox"/> On-Lease <input type="checkbox"/> Off-Lease Product _____		Amount _____
Gas Readings	H ₂ S _____ SO ₂ _____ LEL _____ Other _____		
Distance to nearest watercourse	_____ km	Weather Conditions	
Details			
Media Involvement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Regulator Involvement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Public Affairs/Community Relations Issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details			
Notes / Instructions Provided:			

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 Form


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.



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:

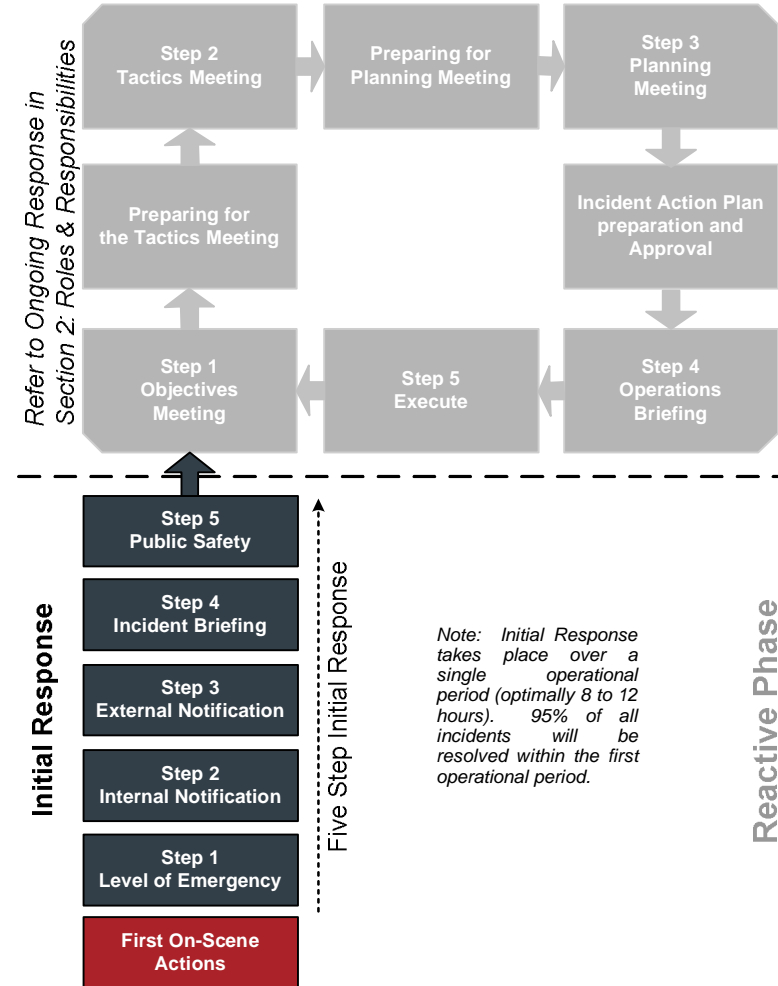
- Define incident details and an operational period (page 1).
 - Establish the On-Site Command Post (OSCP) and ICP.
- Document current incident objectives, strategies and tactics (page 2).
- Prioritize objectives (page 2).
- Define initial Incident Command Structure (page 3).
- Identify required resources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

<p>Public Protection Measures</p> <ul style="list-style-type: none"> Determine the hazard area; start with Emergency Planning Zone (EPZ) as default. Identify the affected surface developments and area users. (Houses, businesses, guides/outfitters, trappers, schools, other oil and gas operators, etc.) 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. <p>Use the following resources:</p> <ul style="list-style-type: none"> Section 1: Initial Response (Public Protection Measures Flowchart) Section 2: Emergency Response Procedures (Public Protection Measures) Area Specific Information (Map / EPZ calculation tables) 	<p>Rovers</p> <ul style="list-style-type: none"> 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, etc. 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 if available. <p>Use the following resources:</p> <ul style="list-style-type: none"> Section 3: Roles & Responsibilities (Rovers) Section 6: Forms Area Specific Information (Map) 	<p>Telephoners</p> <ul style="list-style-type: none"> Establish a Telephoner Team to notify residents to evacuate or shelter-in-place as required. 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 if available. <p>Use the following resources:</p> <ul style="list-style-type: none"> Section 3: Roles & Responsibilities (Telephoners) Section 6: Forms
<p>Roadblocks</p> <ul style="list-style-type: none"> Follow safety procedures to safely establish roadblocks wherever a road intersects with the EPZ and advise vehicles to reroute. Record all vehicle encounters and air monitoring readings. Complete the following forms: ICS 214, A5, B3 & B4. Gain permission from the Public Safety Group Supervisor for response vehicles to enter the hazard area. Provide status updates to the Public Safety Group Supervisor at established intervals; utilize H2CommandCentre if available. <p>Use the following resources:</p> <ul style="list-style-type: none"> Section 3: Roles & Responsibilities (Roadblocks) Section 6: Forms Area Specific Information (Map) 	<p>Air Monitors</p> <ul style="list-style-type: none"> 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 if available. <p>Use the following resources:</p> <ul style="list-style-type: none"> Section 3: Roles & Responsibilities (Air Monitors) Section 6: Forms 	<p>Reception Centre Rep</p> <ul style="list-style-type: none"> 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 and those who have not yet arrived); utilize H2CommandCentre if available. <p>Use the following resources:</p> <ul style="list-style-type: none"> Section 3: Roles & Responsibilities (Reception Centre Rep) Section 6: Forms



Five Step Initial Response Guide





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	<input type="checkbox"/> No injuries or public health effects. <input type="checkbox"/> No environmental effects. <input type="checkbox"/> Reportable liquid release is contained on site. <input type="checkbox"/> Gas release effects are on site only. <input type="checkbox"/> Minor on-site structure or geological feature damage. <input type="checkbox"/> No or low public or media interest.
2	Moderate	<input type="checkbox"/> Minor injuries or public health effects. <input type="checkbox"/> Minor environmental effects. <input type="checkbox"/> Reportable liquid release is <i>not</i> contained on site. <input type="checkbox"/> Gas release effects may potentially extend beyond the site. <input type="checkbox"/> Moderate on-site structure or geological feature damage. <input type="checkbox"/> Potential public or media interest.
3	Major	<input type="checkbox"/> Injuries requiring hospitalization or potential public health effects require precautionary public protection measures. <input type="checkbox"/> Liquid spill extends beyond the site – not contained, potential for affecting water bodies and sensitive receptors. <input type="checkbox"/> Gas release effects extend beyond the site. <input type="checkbox"/> Major on-site structure or geological feature damage. <input type="checkbox"/> Public or media interest.
4	Catastrophic	<input type="checkbox"/> Multiple injuries, fatalities, or public health effects requiring public protection measures. <input type="checkbox"/> Liquid spill extends beyond the site – not contained and is affecting water bodies, or sensitive receptors. <input type="checkbox"/> Gas release effects extend beyond the site. <input type="checkbox"/> Catastrophic on-site structure or geological feature damage. <input type="checkbox"/> High public or media interest.

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 approval holder is probable. It is unlikely that the incident will escalate.
3	Likely	Imminent or intermittent control of the incident is possible. The approval 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 approval holder will be able to bring the hazard under control in the near term. The approval 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.

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

Note:

1. The approval holder **must** use the Assessment Matrix for Classifying Incidents to classify an incident.
2. The approval holder **must** contact the government regulator after it has communicated and activated internal response resources to confirm the level of emergency and convey the specifics of the incident.
3. After contacting the government regulator, the approval holder 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 approval holder has contacted members of the public or the media.
4. Once the situation improves, the approval holder must make the decision to downgrade or stand down an emergency in consultation with the government regulator.

Step 1 – Level of Emergency



Step 4		Table 4 – Recommended Responses by Incident Level		
Responses	Alert	Level – 1 Emergency	Level – 2 Emergency	Level – 3 Emergency
Actions				
Internal	Respond as necessary. Actions are limited to the site.	Respond as necessary. Actions are limited to the site. Initial response is in accordance with the operation-specific ERP or corporate ERP.	Predetermined public safety and environmental protection actions as required are underway.	Full activation or implementation of approval holder's incident management system.
External	Respond as necessary. Actions are limited to the site.	Respond as necessary. Actions are limited to the site.	Potential multiagency response (i.e., operator, municipal, provincial, federal).	Potential multiagency response (i.e., operator, municipal, provincial, federal).
Communications				
Internal	Discretionary, depending on approval holder's policy.	Notification of off-site management.	Notification of off-site management.	Notification of off-site management.
Public	Courtesy, at approval holder's discretion.	Mandatory for individuals in the emergency planning zone who have requested notification.	Planned and instructive in accordance with the operation-specific ERP.	Planned and instructive in accordance with the operation-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 AER (i.e., coordinate communication) local/health authority if public or media is contacted.	Notify AER, local authority, and health authority.	Notify AER, local authority, and health authority.
Resources				
Internal	Immediate and local. No additional personnel required.	Establish resources required.	Supplemental resources or personnel are required.	Significant resources are required.
External	None.	Begin to establish resources that may be required.	Possible assistance from external support services as listed in the ERP.	Assistance from government agencies and external support services are required.

Responses	Alert	Level – 1 Emergency	Level – 2 Emergency	Level – 3 Emergency
Definition	An incident that can be handled on site by the approval holder through normal operating procedures and is deemed a very low risk to the public.	The incident presents no danger outside the approval holder's property or threat to the public and has a minimal environmental impact. Approval holder personnel can manage the incident themselves with immediate control of the hazard. There is little or no media interest.	The incident presents no immediate danger outside the approval holder's property but could potentially extend beyond the approval 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.	The safety of the public is in jeopardy from a major uncontrolled hazard. There are likely significant and ongoing environmental impacts. Immediate multiagency municipal and provincial government involvement is required.
Responses	Investigate and escalate level if required initiate control procedures	In addition to Alert level responses: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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

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



Incident Classification Matrix Guidance

Instructions: To classify an incident, start at the top of the consequence ranking section and move down until you check one box. Then repeat for probability ranking.

Spill Reporting Criteria

Permit holders must consult the BC Environmental Management Act, [Spill Reporting Regulation](#) for reportable thresholds and requirements.

Consequence Ranking

Rank	Probability of Escalation or Control (one of the following)
4	<input type="checkbox"/> Major on site equipment or infrastructure loss <input type="checkbox"/> Persistent and malicious equipment damage or tampering <input type="checkbox"/> Liquid spill or gas release beyond site, affecting persons, property or the environment
3	<input type="checkbox"/> Major on site equipment failure <input type="checkbox"/> Malicious equipment damage or tampering <input type="checkbox"/> Liquid spill or gas release beyond site, potentially affecting persons, property or the environment
2	<input type="checkbox"/> Major on site equipment damage <input type="checkbox"/> Kick size in excess of 3 cubic metres or shut-in casing pressure in excess of 1,000 kilopascals <input type="checkbox"/> Persistent/multiple minor vandalism or security incidents <input type="checkbox"/> Liquid spill or gas release on site or potentially beyond site, not affecting persons, property or the environment
1	<input type="checkbox"/> Moderate on site equipment damage <input type="checkbox"/> Minor vandalism or facility security incident <input type="checkbox"/> Liquid spill or gas release confined to site
0	<input type="checkbox"/> No consequential impacts

Probability Ranking

Rank	Probability of Escalation or Control (one of the following)
4	<input type="checkbox"/> Uncontrolled; control unlikely in near term
3	<input type="checkbox"/> Escalation possible; under or imminent control
2	<input type="checkbox"/> Escalation unlikely; controlled or likely imminent control
1	<input type="checkbox"/> Escalation highly unlikely; controlled or imminent control
0	<input type="checkbox"/> Will not escalate; no hazard; no monitoring required

Incident Risk Score and Classification

Consequence _____ + **Probability** _____ = **Risk Score** _____

Incident Classification for Special Cases

- Fluid Release:
 - When a gas release exceeds 2000 m³ or when the duration of the release is uncertain and the volume is unknown, a Consequence Level of 2 or more must be selected based on the expected migration of gas beyond lease.
 - When a sour gas product is released, any reading of 5 ppm or greater measured at 1 metre from the source of the leak requires reporting as an incident.

Other Reportable Incidents Requirements

The Incident Classification Matrix is designed to assist permit holders in determining which incidents must be reported. Some incidents may not meet the criteria outlined in the matrix but still require notification to the regulator as a minor incident. These include the following:

- Major damage to oil and gas roads
- Pipeline incidents such as spill during construction or exposed pipeline
- Seismic events M4 or above

Special Sour Wells


- (2) During an emergency involving a special sour well, a permit holder must do all of the following:
- a) 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;
 - b) Ensure that a dual ignition system is on site during:
 - i. Drilling or completion operations, or
 - ii. Workover operations being carried out at any time when the wellhead is not in place;
 - c) Ensure that a person authorized to ignite flammable liquids or ignitable vapours released from the well is on site.
- (3) For the purposes of subsection (2), a sour well is special if either of the following applies:
- a) The hydrogen sulphide release rate from the well is equal to or greater than 2.0 m³/s;
 - b) 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.
- (4) 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.

Notification Requirements

Risk Score	Assessment Result
Minor (1-2)	Notify the regulator within 24 hours of becoming aware of an incident; Using the online reporting tool. Minor incidents that involve a spill must also be reported to EMCR (1-800-663-3456)
Level 1 (3-4)	Notify the regulator within one hour of becoming aware of the incident; (EMCR: 1-800-663-3456)
Level 2 (5-6)	
Level 3 (7-8)	

This matrix should be attached upon submission of an incident via the online reporting tool (CM-IS).


 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.

BCER Incident Classification Matrix Guidance		Probability					
		4	3	2	1	0	
		Uncontrolled; 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	
Consequence	4	<input type="checkbox"/> Major on site equipment or infrastructure loss <input type="checkbox"/> Persistent and malicious equipment damage or tampering <input type="checkbox"/> Liquid spill or gas release beyond site, affecting persons, property or the environment	Level 3	Level 3	Level 2	Level 2	Level 1
	3	<input type="checkbox"/> Major on site equipment failure <input type="checkbox"/> Malicious equipment damage or tampering <input type="checkbox"/> Liquid spill or gas release beyond site, potentially affecting persons, property or the environment	Level 3	Level 2	Level 2	Level 1	Level 1
	2	<input type="checkbox"/> Major on site equipment damage <input type="checkbox"/> Kick size in excess of 3 cubic metres or shut-in casing pressure in excess of 1,000 kilopascals <input type="checkbox"/> Persistent/multiple minor vandalism or security incidents <input type="checkbox"/> Liquid spill or gas release on site or potentially beyond site, not affecting persons, property or the environment	Level 2	Level 2	Level 1	Level 1	Minor
	1	<input type="checkbox"/> Moderate on site equipment damage <input type="checkbox"/> Minor vandalism or facility security incident <input type="checkbox"/> Liquid spill or gas release confined to site	Level 2	Level 1	Level 1	Minor	Minor
	0	<input type="checkbox"/> No consequential impacts	Level 1	Level 1	Minor	Minor	No Reporting 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 CM-IS.
- If the minor incident involves a leak or a spill, EMCR must also be called at 1-800-663-3456 so 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.

Permit Holders Post-Incident Report

The permit holder must complete post-incident evaluations for all Level 2 and Level 3 emergencies and submit them to the BCER through CM-IS within 60 days. Each of Emergency Management, Environmental, and Technical will have a separate Review.

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Five Step Worksheet

Step 1 – Level of Emergency	Determine the Level of Emergency using the Assessment Matrix for Classifying Incidents
<input type="checkbox"/> Alert / Minor	<input type="checkbox"/> Level 2
<input type="checkbox"/> Level 1	<input type="checkbox"/> 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
<i>Operator Name:</i> <i>Phone Number:</i>	<i>Corporate Contact:</i> <i>Phone Number:</i>
<i>Lead Operator Name:</i> <i>Phone Number:</i>	<i>Corporate Contact:</i> <i>Phone Number:</i>
<i>Area Foreman Name:</i> <i>Phone Number:</i>	<i>Corporate Contact:</i> <i>Phone Number:</i>

Step 3 – External Notification	Notify recommended external agencies using the External Emergency Notification Flowchart
911	<i>Other:</i> <i>Phone Number:</i>
AER	<i>Other:</i> <i>Phone Number:</i>
<i>Local Authority:</i> <i>Phone Number:</i>	<i>Other:</i> <i>Phone Number:</i>
<i>Health Authority:</i> <i>Phone Number:</i>	<i>Other:</i> <i>Phone Number:</i>

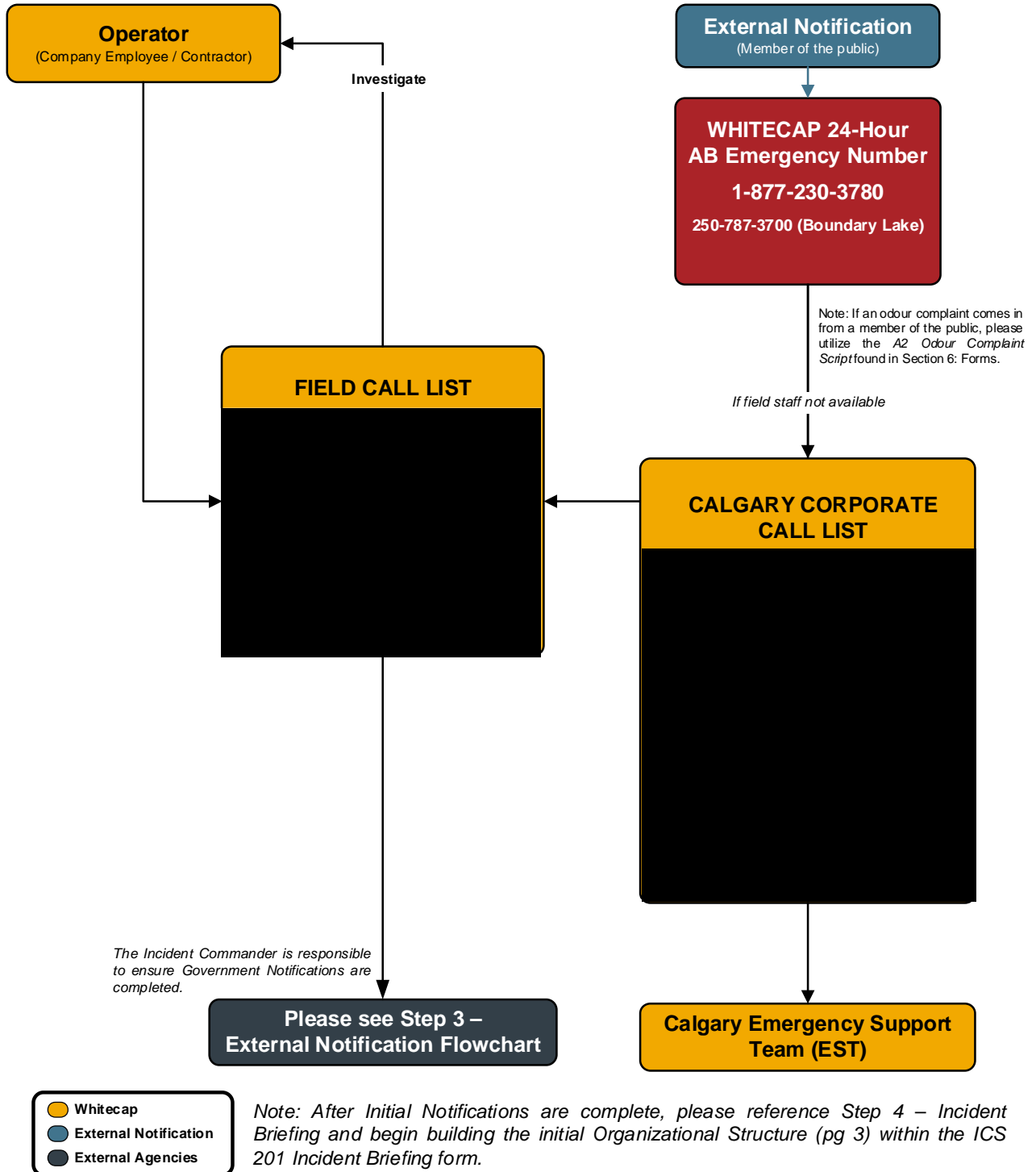
Step 4 – Incident Briefing	Complete an ICS 201 Incident Briefing Form
---------------------------------------	--

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

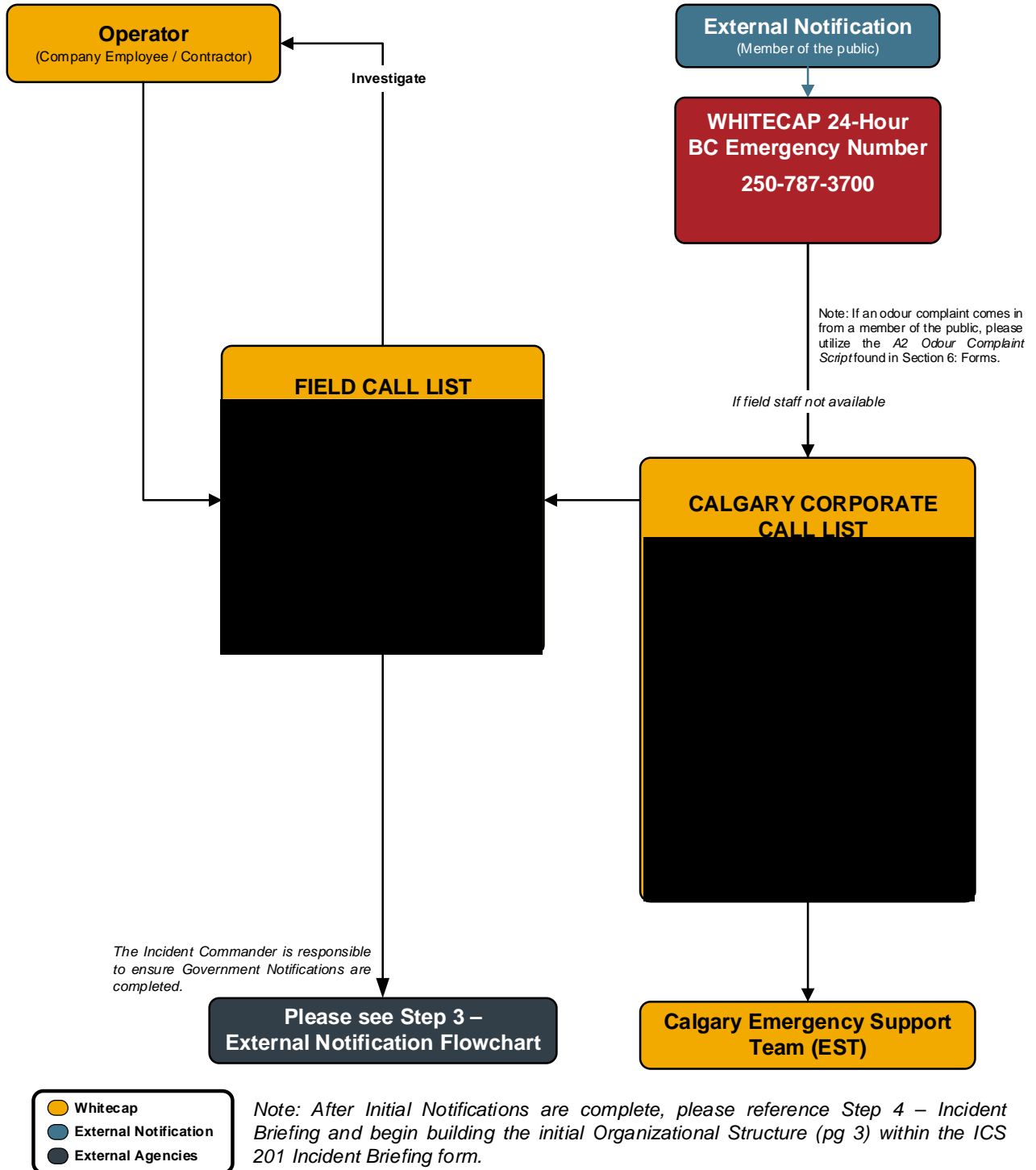
Alberta



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Internal Emergency Notification Flowchart

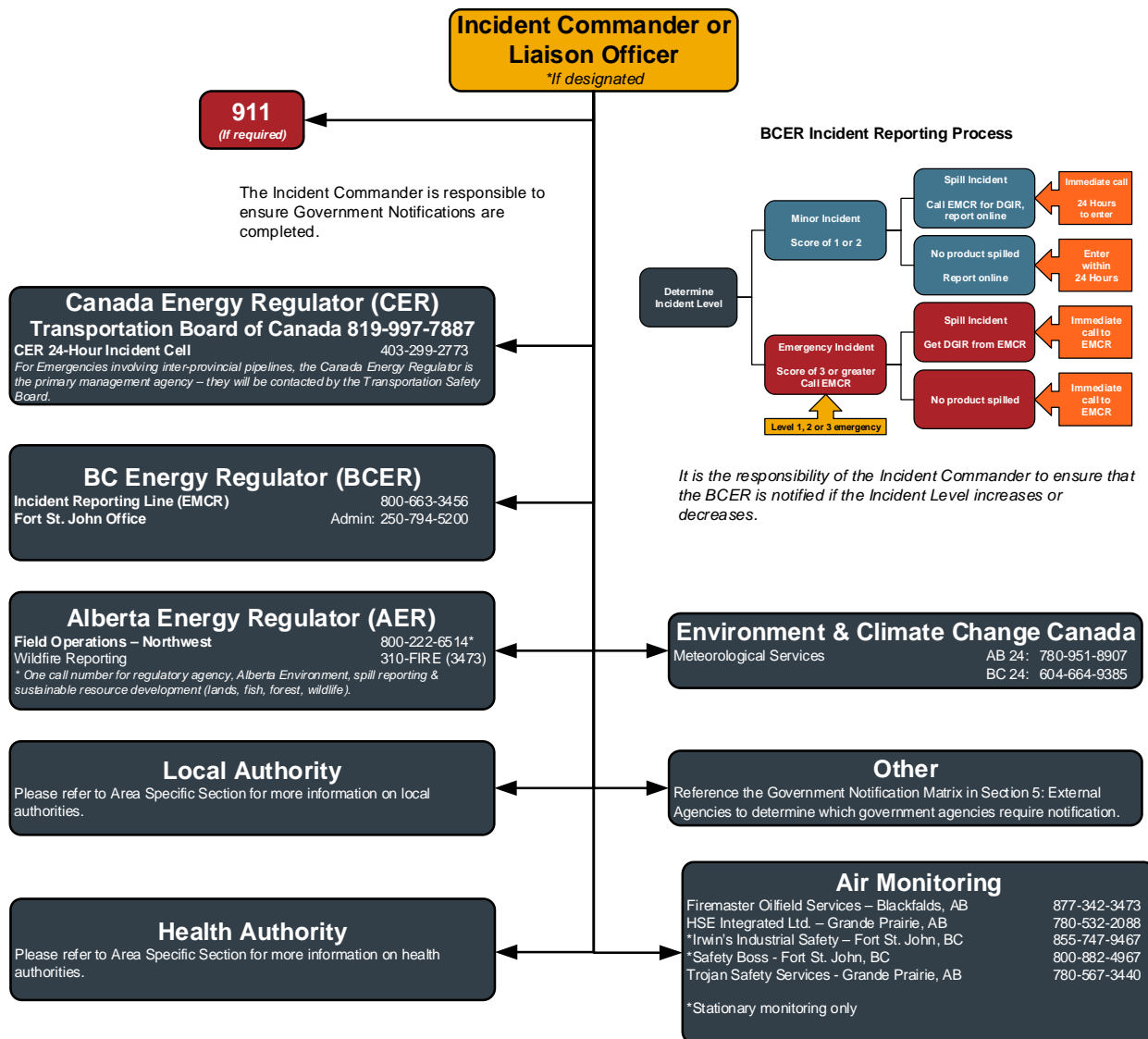
British Columbia / Boundary Lake Alberta



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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.

- Whitecap
- External Notification
- External Agencies

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.

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Step 4 – Incident Briefing



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:
<input type="checkbox"/> 1a. Identify hazard(s) of released product.	<input type="checkbox"/> 4a. Consider tourism and local economic impacts.
<input type="checkbox"/> 1b. Establish site control (hot zone, warm zone, cold zone, & security).	<input type="checkbox"/> 4b. Protect public and private assets, as resources permit.
<input type="checkbox"/> 1c. Establish an Emergency Response Zone and Initiate Public Safety Actions.	<input type="checkbox"/> 4c. Establish damage claims process.
<input type="checkbox"/> 1d. Consider evacuations if needed.	5. Keep Stakeholders and Public Informed of Response Activities:
<input type="checkbox"/> 1e. Establish aircraft restrictions.	<input type="checkbox"/> 5a. Provide forum to obtain stakeholder input and concerns.
<input type="checkbox"/> 1f. Monitor air in impacted areas	<input type="checkbox"/> 5b. Provide stakeholders with details of response actions.
<input type="checkbox"/> 1g. Develop site safety plan for personnel and ensure safety briefings are conducted.	<input type="checkbox"/> 5c. Identify stakeholder concerns and issues, and address as practical.
2. Control the Source of the Release:	<input type="checkbox"/> 5d. Provide timely safety announcements.
<input type="checkbox"/> 2a. Complete emergency shutdown.	<input type="checkbox"/> 5e. Conduct regular news briefings.
<input type="checkbox"/> 2b. Conduct firefighting.	<input type="checkbox"/> 5f. Conduct public meetings, as appropriate.
<input type="checkbox"/> 2c. Initiate temporary repairs.	
3. Manage a Coordinated Response Effort:	
<input type="checkbox"/> 3a. Complete or confirm notifications.	
<input type="checkbox"/> 3b. Establish a unified command organization and facilities (command post, etc.).	
<input type="checkbox"/> 3c. Ensure mobilization and tracking of resources and account for personnel and equipment.	
<input type="checkbox"/> 3d. Complete documentation.	
Current and Planned Actions, Strategies and Tactics:	
Time:	Actions:
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	

Step 4 – Incident Briefing

Current Organizational Structure: (draw in current response structure)*

*** This is a condensed Organizational Chart to account for all currently responding personnel during the Initial Response.**

```

graph TD
    IC[Incident Commander] --- IO[Information Officer]
    IC --- LO[Liaison Officer]
    IC --- SO[Safety Officer]
    IC --- OSGS[On-Site Group Supervisor]
    IC --- PSGS[Public Safety Group Supervisor]
    IC --- DOC[Documentation]
    
    OSGS --- SS[Site Safety]
    OSGS --- C[Control]
    OSGS --- CONT[Containment]
    OSGS --- O1[Other]
    OSGS --- O2[Other]
    OSGS --- O3[Other]
    
    PSGS --- AM[Air Monitors]
    PSGS --- RB[Roadblocks]
    PSGS --- ROV[Rovers]
    PSGS --- TEL[Telephoners]
    PSGS --- RCR[Reception Centre Representative]
    PSGS --- O4[Other]
    
    DOC --- DOC_BOX[Documentation]
  
```

Incident Commander
Name _____
Number _____

Information Officer
Name _____
Number _____

Liaison Officer
Name _____
Number _____

Safety Officer
Name _____
Number _____

On-Site Group Supervisor
Name _____
Number _____

Public Safety Group Supervisor
Name _____
Number _____

Documentation
Name _____
Number _____

Site Safety
Name _____
Number _____

Control
Name _____
Number _____

Containment
Name _____
Number _____

Other
Name _____
Number _____

Other
Name _____
Number _____

Other
Name _____
Number _____

Air Monitors
Name _____
Number _____

Roadblocks
Name _____
Number _____

Rovers
Name _____
Number _____

Telephoners
Name _____
Number _____

Reception Centre Representative
Name _____
Number _____

Other
Name _____
Number _____

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

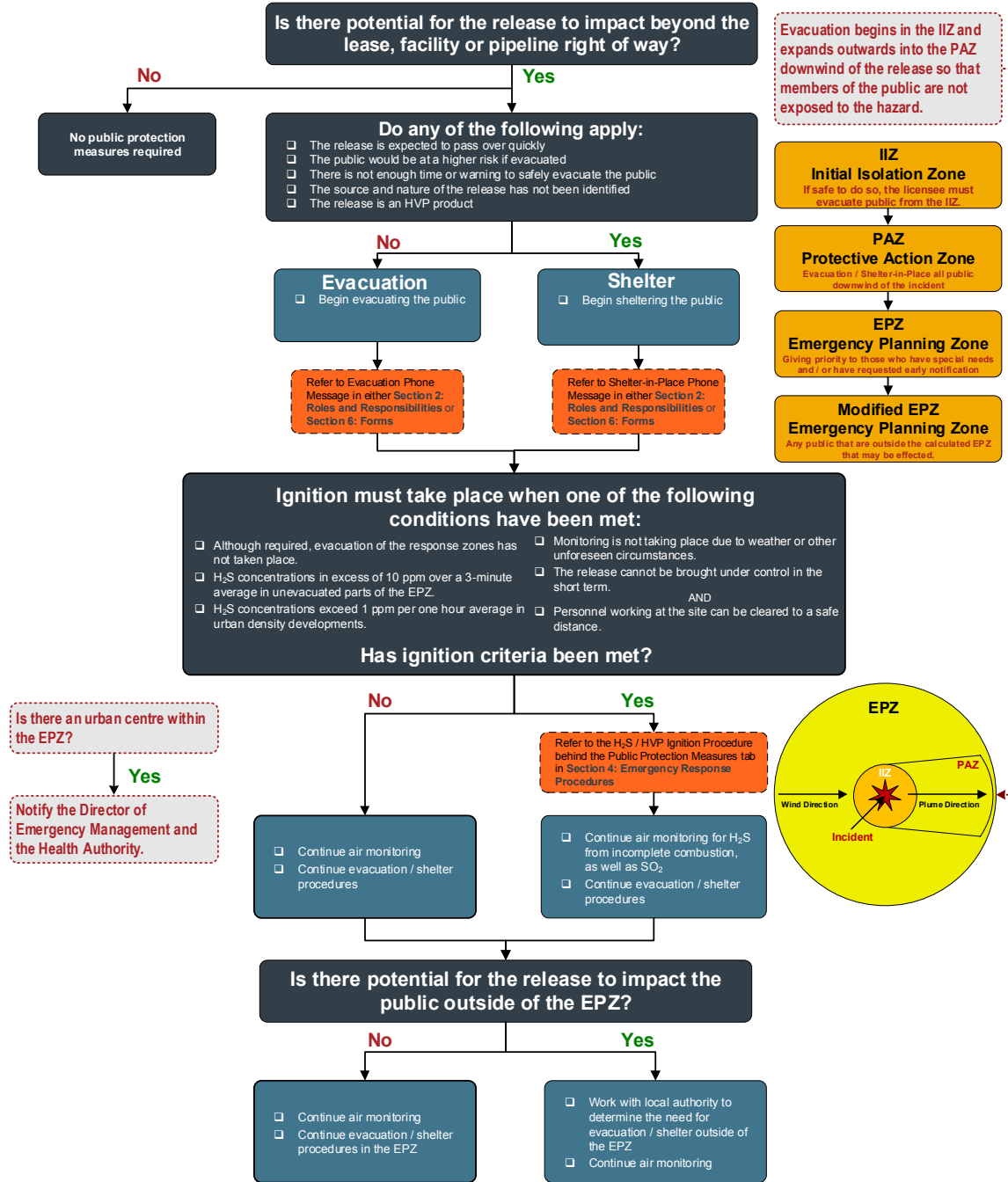
Step 4 – Incident Briefing

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

Step 4 – Incident Briefing

<p>Evacuation Route Decontamination Station Staging Area Command Post</p> <p>HAZARD HOT ZONE WARM ZONE COLD ZONE</p> <p>WIND DIRECTION</p> <p>Figure 1 Protective Zones</p>	<p>1. Is there a Hot Zone established? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, Where?</p> <p>2. Is there a Warm Zone established? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, Where?</p> <p>3. Is there a Cold Zone established? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, Where?</p> <p>4. Remarks: (Include any information on evacuation route, etc.)</p>
<p>5. Include any site sketches or photos of the protective zones (if available):</p>	

Public Protection Measures Flowchart - AB



Evacuation Requirements

Revised May 2022

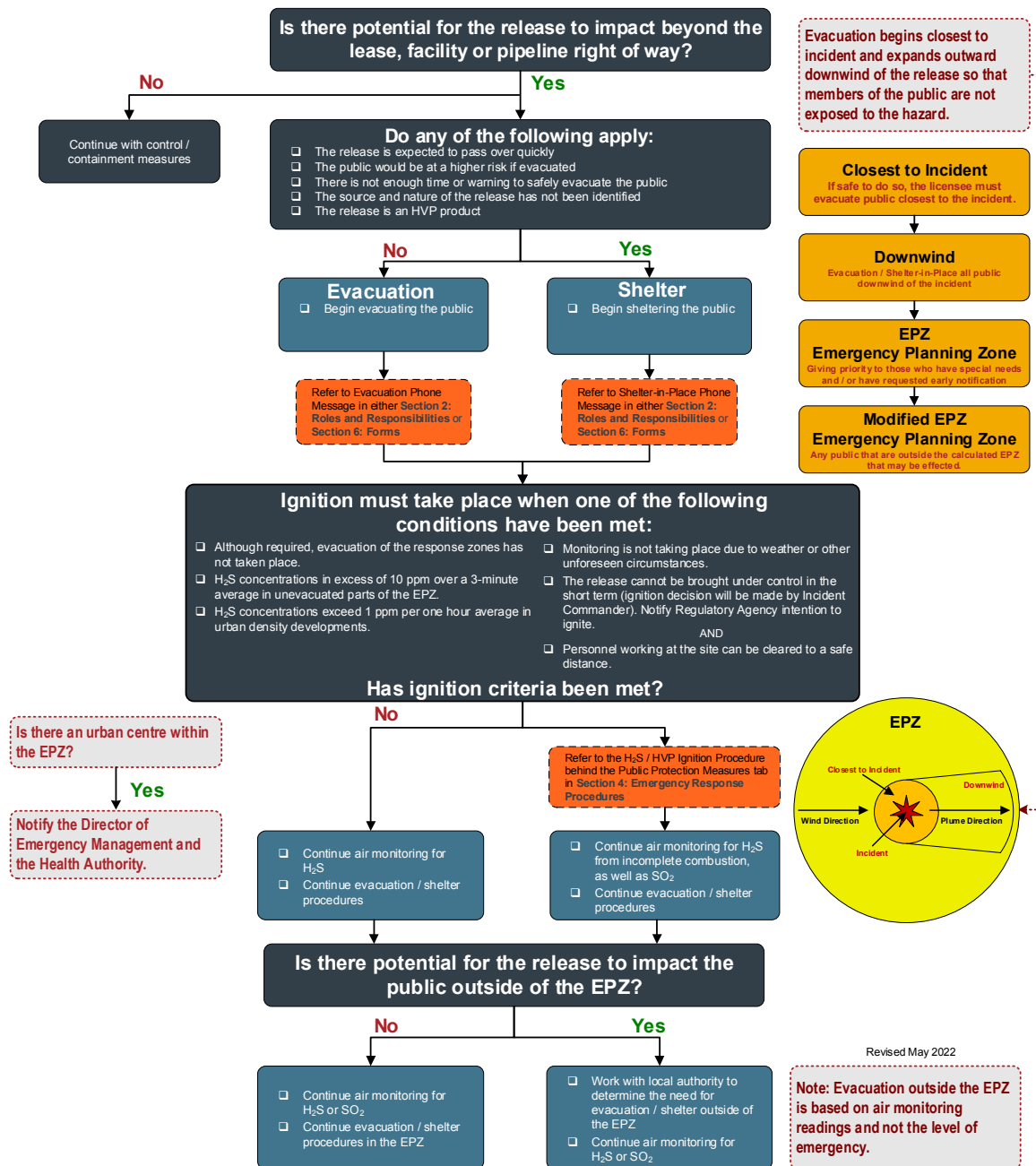
For a sour gas release, the licensee must continuously assess and act on the need to expand the evacuation area based on the monitored levels of H₂S and SO₂. In the absence of monitored readings, responders should advise the residents to Shelter-in-Place.

H ₂ S Requirements		SO ₂ Requirements	
1 to 10 ppm (3 minute average)	Individuals who requested notification so that they can voluntarily evacuate before any exposure to H ₂ S must be notified.	0.3 ppm (24-hour average)	Immediate evacuation of the area must take place.
Above 10 ppm (3 minute average)	Local conditions must be assessed and all persons must be advised to evacuate and/or shelter	1 ppm (3-hour average)	
		5 ppm (15-minute average)	

* If monitored levels over the 3 minute interval are declining (i.e., three readings show a decline from 15 ppm to 10 ppm to 8 ppm over 3 minutes), evacuation may not be necessary even though the average over the 3 minute interval would be 11 ppm. Licensees should use proper judgement in determining if evacuation is required.

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 Flowchart - BC



Notification and Evacuation Requirements Outside of the EPZ

For a sour gas release, the licensee must continuously assess and act on the need to expand the evacuation area based on the monitored levels of H₂S and SO₂. In the absence of monitored readings, responders should advise the residents to Shelter-in-Place.

H ₂ S Requirements		SO ₂ Requirements	
1-10 ppm	Individuals who requested notification so that they can voluntarily evacuate before any exposure to H ₂ S or SO ₂ must be notified.	1-5 ppm	Individuals who requested notification so that they can voluntarily evacuate before any exposure to H ₂ S or SO ₂ must be notified.
10 ppm and above (1-hour average)	Local conditions must be assessed and all persons must be advised to evacuate and/or shelter.	5 ppm and above	Local conditions must be assessed and all persons must be advised to evacuate and/or shelter.

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.

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

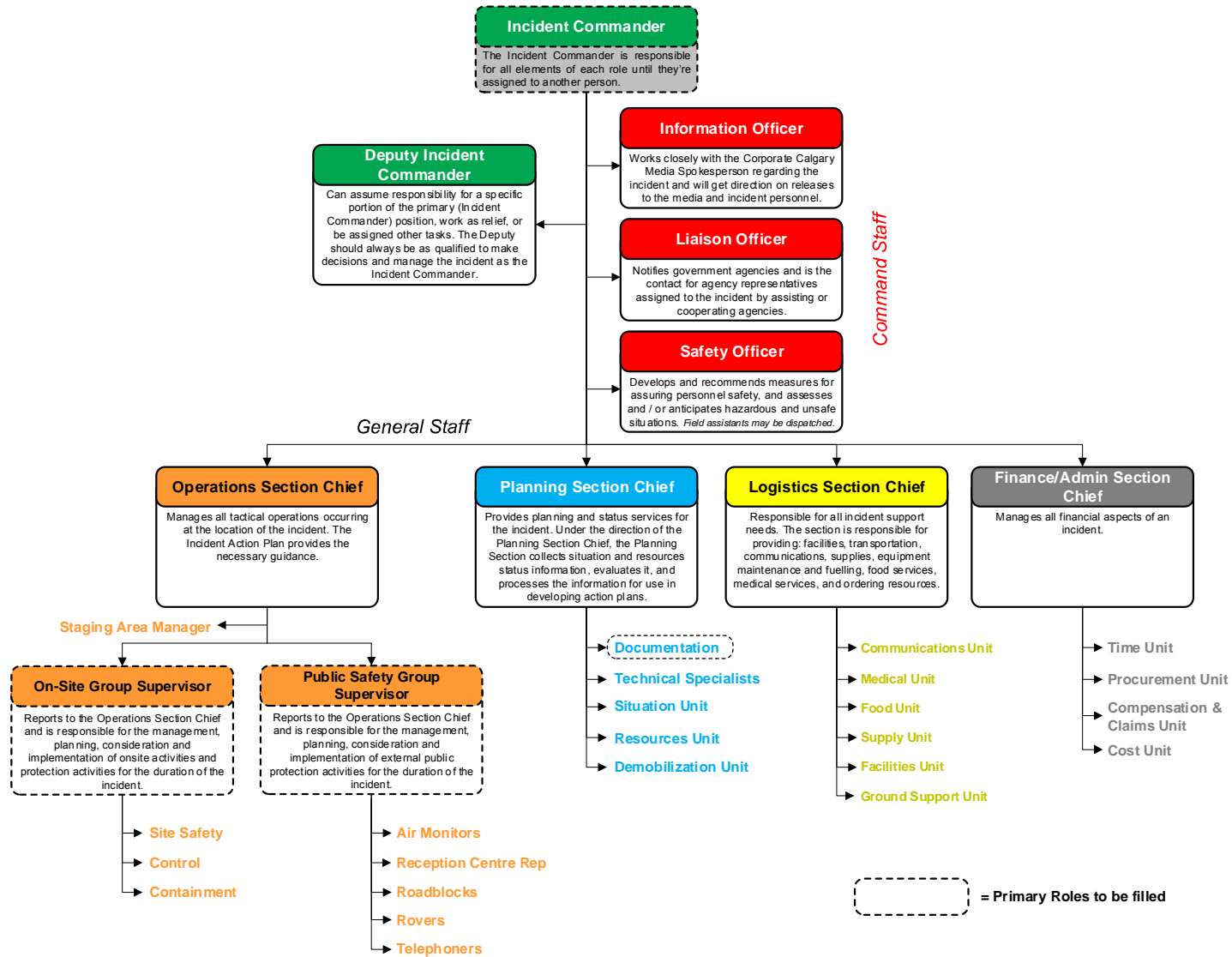
Objectives Meeting

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 (Green tab) or Area Specific Information (White tabs) for a list of Area Operators.
	Trained in Ignition (H₂S & HVP)	Lead Operator
Public Safety	Public Safety Group Supervisor	Area Foreman Area Superintendent
	Air Monitors / Roadblock / Rovers	Area Operators Please see the Response Teams Phone List (Green tab) or Area Specific Information (White tabs) for a list of Area Operators.
	Telephoners	Operations Technician H ₂ Safety Services
	Reception Centre Representative	Area Operators Please see the Response Teams Phone List (Green tab) or Area Specific Information (White tabs) for a list of Area Operators.
Emergency Support Team (EST)	EOC Director	VP Engineering VP Production
	Communications / Media	President & CEO

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

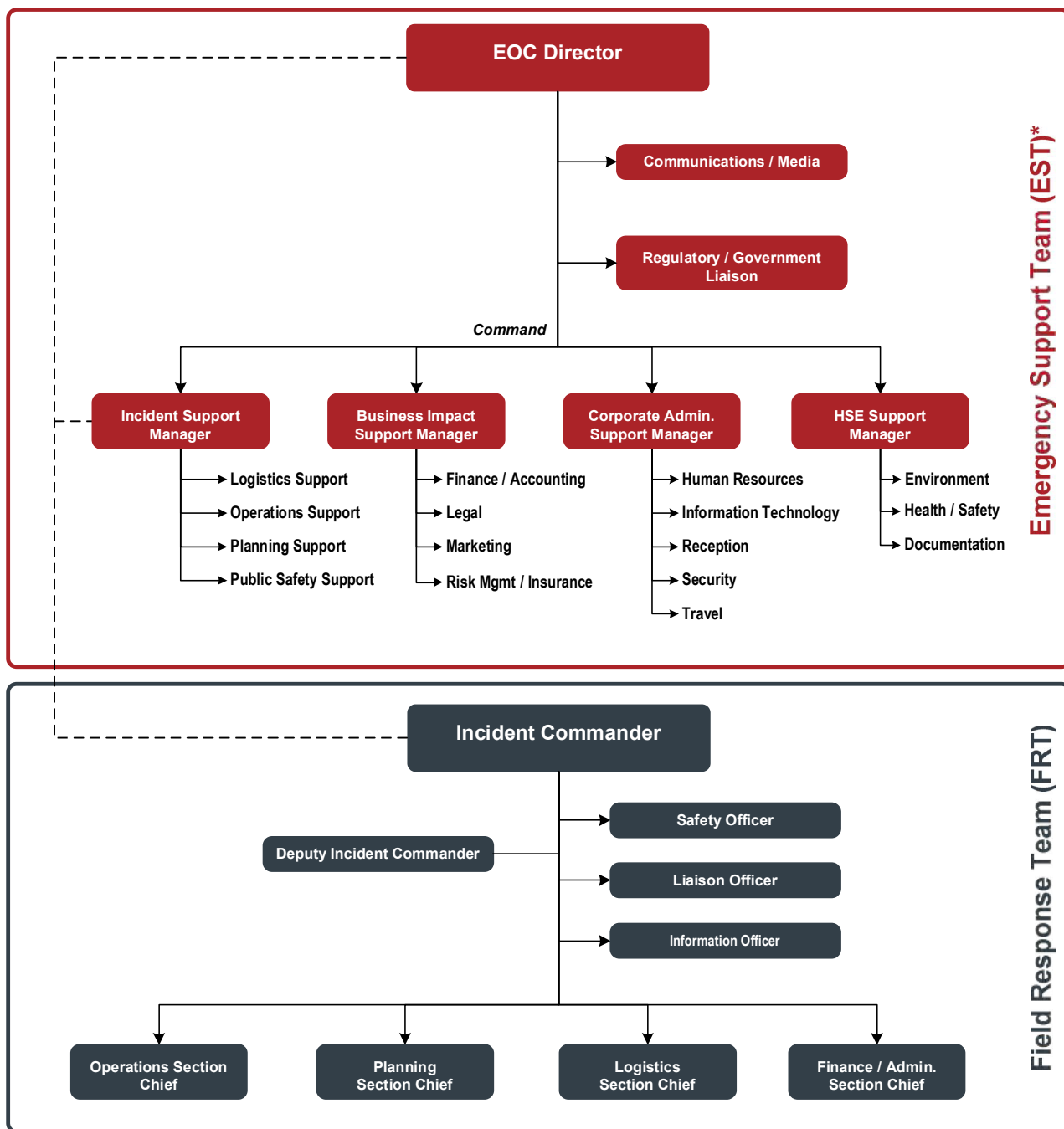
General Safety Equipment and Resource Lists

Operator, Truck & Other Safety Equipment

Each operator is required 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



Legend

- Communication
- Command

* 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
<p>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.</p> <p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>The Safety Officer develops and recommends measures for assuring personnel safety, and assesses and / or anticipates hazardous and unsafe situations.</p>
<p>Initial Response - *Refer to the 5 Step Initial Response Guide in Section 1: Initial Response*</p> <p>Step 1: Level of Emergency</p> <ul style="list-style-type: none"> 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 H₂Safety or Emergency Assessment in the App Store). <p>Step 2: Internal Notification</p> <ul style="list-style-type: none"> 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. <p>Step 3: External Notification</p> <ul style="list-style-type: none"> 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. <p>Step 4: Incident Briefing</p> <ul style="list-style-type: none"> 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, determine which other company's facilities are involved. Detail and prioritize the objectives for the next operational period taking into consideration the priorities of (1) Life Safety, (2) Incident Stabilization, (3) Property & Environment using the ICS 201 Incident Briefing Form. Assign other positions as required to meet the identified objectives. Review and complete the ICS 207 Incident Organization Chart in Section 6: Forms. Depending on the scale of emergency, all positions may not be assigned. The Incident Commander assumes responsibility for all unassigned roles until personnel have been assigned to them. Conduct a role review with each of the positions above to ensure they clearly understand their roles and responsibilities. Develop detailed plans of action (strategies) to achieve the objectives and determine what tactics and resources are required to implement the strategies (oil spill services, safety services, etc.). Activate the Incident Command Post (ICP). Refer to the Appendices for Incident Command Post activation guidelines. Ensure the Planning Section posts and updates the status board with incident details. <p>Step 5: Public Safety</p> <ul style="list-style-type: none"> Determine the size of the Emergency Planning and Response Zones around the incident. Refer to the EPZ calculation tables and map in Area Specific Information. Use the Public Protection Measures Flowchart located in Section 1: Initial Response to assist with determining if evacuation / shelter / ignition are required. Ensure the affected public are contacted and advised to shelter or evacuate as required. Establish Air Monitoring, Reception Centre Representatives, Roadblocks, Rovers, and Telephoners as required. <p>Ongoing Response - *Refer to the Five Step Ongoing Response Guide in Section 2: Ongoing Response*</p> <ul style="list-style-type: none"> Establish a method to track responders and resources to ensure they are accounted for at all times. Monitor implementation of IAP and revise as the situation dictates. Prepare for next operational period. Support the Operations Section Chief in the preparation of an incident control and containment action plan. Ensure each section chief has adequate staff, is not violating span of control and clearly understands the roles and responsibilities. Conduct frequent Command Staff and General Staff meetings. If transfer of command occurs, an incident status briefing must take place. Provide all documentation and review situation status, objectives and priorities, current organization and resources, facilities, communications plan, concerns and introductions to staff. 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. The Demobilization Unit will develop and implement objectives/strategies for demobilization. 	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">Important</p> <p>Prior to beginning any activities, each person in a role must:</p> <ul style="list-style-type: none"> Obtain a completed ICS 201 Incident Briefing and ICS 207 Incident Organization Chart from the Incident Commander. <p>Throughout the duration of the incident, each person in a role must:</p> <ul style="list-style-type: none"> Chronologically document all actions, decisions, contacts and requests on an ICS 214 Activity Log. Copies can be found in Section 6: Forms. <p>After the incident is over, each person in a role must:</p> <ul style="list-style-type: none"> Assist with post-incident activities. <p style="text-align: center;">All forms referenced can be found in Section 6: Forms</p> </div>	<ul style="list-style-type: none"> 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.). 	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 at the Incident Command Post (ICP), unless otherwise noted.

Revised March 2023

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, transients, 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 – Operations Section

Operations Section Chief	On-Site Group Supervisor	Staging Area Manager	Site Safety	Control	Containment
<p>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.</p>	<p>On-Site Group Supervisor is responsible for coordinating all activities of Control, Containment and Site Safety at the scene of the emergency / incident.</p>	<p>The Staging Area Manager is responsible for managing all activities within a Staging Area.</p>	<p>Site Safety is responsible for responder safety and safety advice at all times at the scene of the emergency / incident.</p>	<p>Control is responsible for implementing measures designed to bring the incident under control or stop the incident.</p>	<p>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.</p>
<ul style="list-style-type: none"> ❑ 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 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. 	<ul style="list-style-type: none"> ❑ 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 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. 	<ul style="list-style-type: none"> ❑ 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: <ul style="list-style-type: none"> ❑ 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. ❑ Maintain and provide status to the Planning Section of all resources in Staging Area. ❑ Demobilize or move Staging Area as required. 	<ul style="list-style-type: none"> ❑ Assess hazards & potential risks e.g. fire/explosion, toxicity, oxygen deficiency, ignition sources, 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 on-site 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. ❑ Recommend alternatives for activities that are considered to be unsafe. 	<ul style="list-style-type: none"> ❑ 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. 	<ul style="list-style-type: none"> ❑ 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.).
<p style="text-align: center;">Important</p> <p>Prior to beginning any activities, each person in a role must:</p> <ul style="list-style-type: none"> ❑ Obtain a completed ICS 201 Incident Briefing and ICS 207 Incident Organization Chart from the Incident Commander. <p>Throughout the duration of the incident, each person in a role must:</p> <ul style="list-style-type: none"> ❑ Chronologically document all actions, decisions, contacts and requests on an ICS 214 Activity Log. Copies can be found in Section 6: Forms. <p>After the incident is over, each person in a role must:</p> <ul style="list-style-type: none"> ❑ Assist with post-incident activities. <p style="text-align: center; color: red;">All forms referenced can be found in Section 6: Forms</p>					
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)

Revised November 2021

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, transients, 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

Planning Section Chief	Documentation Unit	Technical Specialists Unit	Situation Unit	Resources Unit	Demobilization Unit																					
<p>The Planning Section Chief is responsible for providing planning and status services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the Incident Action Plan, formal briefings, or through map and status board displays.</p>	<p>The Documentation Unit is responsible for the maintenance of accurate, up-to-date incident files. Duplication services will also be provided by the Documentation Unit.</p>	<p>Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section, or be assigned wherever their services are required.</p>	<p>The collection, processing, and organization of all incident information. The Situation Unit may prepare future projections of incident growth, maps, and intelligence information.</p>	<p>The Resources Unit is responsible for maintaining the status of all assigned resources at an incident.</p>	<p>The Demobilization Unit is responsible for developing the Incident Demobilization Plan.</p>																					
<ul style="list-style-type: none"> <input type="checkbox"/> Identify and confirm communication links. <input type="checkbox"/> Assign personnel to assume the following positions, as required: Documentation, Technical, Situation, Resources, and Demobilization. <input type="checkbox"/> Assist with setup of the Incident Command Post. <input type="checkbox"/> Review the details of the incident and support the Incident Commander with the development of a preliminary response strategy. <input type="checkbox"/> Identify the need for technical specialists. <input type="checkbox"/> Collect and analyze information on the current situation, prepare situation displays and situation summaries, and develop maps and projections. <input type="checkbox"/> Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc. <input type="checkbox"/> Provide technical support to the Incident Commander and work with Incident Commander to develop the Incident Action Plan (IAP). <input type="checkbox"/> Review any changes to the Incident Action Plan (IAP) to ensure consistency. <input type="checkbox"/> Assemble information on alternative strategies. <input type="checkbox"/> Coordinate with Logistics to determine current available resources and resource availability for future plans of action. <input type="checkbox"/> Establish reporting schedules. <input type="checkbox"/> Conduct long-range and / or contingency planning. <input type="checkbox"/> Develop plans for demobilization. <input type="checkbox"/> Maintain continuous communications with the Incident Commander. <div style="text-align: right; margin-top: 10px;"> <table border="1" style="font-size: 8px;"> <tr><td>Form ICS 202</td><td>Form ICS 214</td><td>Form ICS 215</td><td>Form ICS 215a</td><td>Form ICS 230</td></tr> </table> </div>	Form ICS 202	Form ICS 214	Form ICS 215	Form ICS 215a	Form ICS 230	<ul style="list-style-type: none"> <input type="checkbox"/> Document the Incident Action Plan (IAP) strategies using the ICS 201 Incident Briefing Form provided in Section 1: Initial Response or Section 6: Forms and disseminate them to all key responders. <div style="float: right; text-align: right; margin-top: -15px;"> <table border="1" style="font-size: 8px;"> <tr><td>Form ICS 201</td></tr> </table> </div> <input type="checkbox"/> Be prepared to document the Incident Commander's status update meetings using whiteboards, PC or Action Logs. <div style="float: right; text-align: right; margin-top: -15px;"> <table border="1" style="font-size: 8px;"> <tr><td>Form ICS 214</td></tr> </table> </div> <input type="checkbox"/> Ensure consistent documentation. <input type="checkbox"/> Ensure timely dissemination of all documentation. <input type="checkbox"/> Participate in planning meetings, capturing key information, decisions made, commitments and status. <input type="checkbox"/> Collect documentation from response team members and maintain a consistent system for organizing the data. <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Establish duplication services. <input type="checkbox"/> Incident files will be stored for legal, analytical, and historical purposes. <input type="checkbox"/> Post and maintain all Emergency Status Boards and other laminated charts in the Incident Command Post. <div style="text-align: right; margin-top: 10px;"> <table border="1" style="font-size: 8px;"> <tr><td>Form ICS 201</td><td>Form ICS 214</td><td>Form ICS 231</td><td>Form ICS 233</td></tr> </table> </div>	Form ICS 201	Form ICS 214	Form ICS 201	Form ICS 214	Form ICS 231	Form ICS 233	<ul style="list-style-type: none"> <input type="checkbox"/> Determine what technical support is available now and in the future. <input type="checkbox"/> Work with Logistics to determine the key locations for the required technical support and appropriate time to acquire. <input type="checkbox"/> Gather data (weather, etc.) and forecast changes considering incident potential and develop new or modified response strategies. <input type="checkbox"/> As required, obtain plume dispersion modelling. 	<ul style="list-style-type: none"> <input type="checkbox"/> Collect and evaluate information to establish an accurate picture of the situation and creates a detailed summary. Use this information to create maps and projections. <input type="checkbox"/> Prepare, post, or disseminate resources and situation status information as required, including special requests. <input type="checkbox"/> Provide photographic services and maps if required. <div style="text-align: right; margin-top: 10px;"> <table border="1" style="font-size: 8px;"> <tr><td>Form ICS 201</td><td>Form ICS 209</td><td>Form ICS 214</td></tr> </table> </div>	Form ICS 201	Form ICS 209	Form ICS 214	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor the status and location of all incident resources / personnel responding to the incident. <input type="checkbox"/> Oversee the check-in of all resources. <input type="checkbox"/> Maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc. <input type="checkbox"/> May assist in preparing the written Incident Action Plan. <input type="checkbox"/> Maintain and post the current status and location of all resources. <div style="text-align: right; margin-top: 10px;"> <table border="1" style="font-size: 8px;"> <tr><td>Form ICS 203</td><td>Form ICS 204</td><td>Form ICS 207</td><td>Form ICS 211</td><td>Form ICS 214</td></tr> </table> </div>	Form ICS 203	Form ICS 204	Form ICS 207	Form ICS 211	Form ICS 214	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare plan for the demobilization of all personnel and equipment upon resolution of the incident. <input type="checkbox"/> Ensure resources in available status are still required. Identify surplus resources and probably release time. <input type="checkbox"/> Debrief non-required resources and dismiss resources being demobilized. <input type="checkbox"/> Coordinate demobilization with agency representatives. <input type="checkbox"/> Develop incident check-out function for all units. <input type="checkbox"/> Ensure the demobilization process is organized, safe and effective. <div style="text-align: right; margin-top: 10px;"> <table border="1" style="font-size: 8px;"> <tr><td>Form ICS 214</td><td>Form ICS 221</td></tr> </table> </div>	Form ICS 214	Form ICS 221
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<p style="margin: 0;">Important</p> <p style="margin: 0;">Prior to beginning any activities, each person in a role must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain a completed ICS 201 Incident Briefing and ICS 207 Incident Organization Chart from the Incident Commander. <p style="margin: 0;">Throughout the duration of the incident, each person in a role must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chronologically document all actions, decisions, contacts and requests on an ICS 214 Activity Log. Copies can be found in Section 6: Forms. <p style="margin: 0;">After the incident is over, each person in a role must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist with post-incident activities. <p style="margin: 0; color: red; text-align: center;">All forms referenced can be found in Section 6: Forms</p>																										

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

Revised October 2018

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, transients, 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 – Logistics Section

Logistics Section Chief	Communications Unit	Medical unit	Food Unit	Supply Unit	Facilities Unit	Ground Support Unit
<p>All incident support needs are provided by the Logistics Section. The section is responsible for providing: facilities, transportation, communications, supplies, equipment maintenance and fuelling, food services, medical services, and ordering resources. Six units may be established within the Logistics Section and the Logistics Section Chief will determine the need to activate or deactivate a unit. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section Chief.</p>	<p>The Communications Unit is responsible for developing plans for the use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Centre, if established; and the distribution and maintenance of communications equipment.</p>	<p>The Medical Unit is responsible for all medical services for incident assigned personnel. The unit will develop procedures for managing major medical emergencies; and provide medical aid.</p> <p><i>Note: Medical assistance to the public or victims of the emergency is an operational function.</i></p>	<p>Responsible for supplying the food needs for the entire incident, including all remote locations, (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments. The Food Unit interacts with the Facilities Unit for location of fixed-feeding site; the Supply Unit for food ordering; and the Ground Support Unit for transporting food.</p>	<p>The Supply Unit is responsible for ordering, receiving, processing, and storing all incident-related resources.</p>	<p>The Facilities Unit is responsible for set-up, maintenance, and demobilization of all incident support facilities except staging areas. The Facilities Unit will also provide security services to the incident as needed.</p>	<p>The Ground Support Unit is primarily responsible for the maintenance, services, and fuelling of all mobile equipment and vehicles, with the exception of aviation resources. The unit also has responsibility for the ground transportation of personnel, supplies, and equipment.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Identify and confirm communication links. <input type="checkbox"/> Assign personnel as required. <input type="checkbox"/> List and obtain all immediate resources requested by the Incident Commander or Operations Section Chief. <input type="checkbox"/> Identify anticipated and known incident service and support requirements. <input type="checkbox"/> Maintain continuous communications with the Incident Commander. <input type="checkbox"/> Develop plans to move required resources to site. <input type="checkbox"/> Confirm spending authorities with the Finance / Admin Section. <input type="checkbox"/> Mobilize resources. <input type="checkbox"/> Move required resources to site. <input type="checkbox"/> Coordinate spending with the Finance / Admin Section Chief. 	<ul style="list-style-type: none"> <input type="checkbox"/> Establish the communications plan for the use of incident communications equipment and facilities. <input type="checkbox"/> Install, test, distribute, and maintain all communications equipment. <input type="checkbox"/> Advise on communications capabilities and limitations. <input type="checkbox"/> Establish telephone, communication links, and public address systems. <input type="checkbox"/> Establish clear and widespread communication throughout the incident. 	<ul style="list-style-type: none"> <input type="checkbox"/> Arrange and provide response personnel with first aid and minor medical services. <input type="checkbox"/> Develop Incident Medical Plan. <input type="checkbox"/> Develop procedures for handling serious injuries of responder personnel. <input type="checkbox"/> Provide medical aid to personnel. <input type="checkbox"/> Assist the Finance / Administration Section with processing injury-related claims. <p><i>Note: Provision of medical assistance to the public or victims of the emergency is an operational function and would be done by the Operations Section Medical Unit. If there is a requirement for victims of an incident the local public ambulance service is most often utilized.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments. <input type="checkbox"/> Works with the Planning Section - Resources Unit to anticipate the numbers of personnel to be fed and develop plans for supplying food to all incident areas. <input type="checkbox"/> Interacts with the Facilities Unit for location of fixed-feeding site; the Supply Unit for food ordering; and the Ground and Air Support Units for transporting food. <input type="checkbox"/> Obtain necessary equipment and supplies and establish cooking facilities. <input type="checkbox"/> Order sufficient food and potable water from the Supply Unit. <input type="checkbox"/> Maintain inventory of food and water. <input type="checkbox"/> Maintain food services areas, ensuring that all appropriate health and safety measures and being followed. <input type="checkbox"/> Supervise caterers, cooks, and other Food Unit personnel as appropriate. 	<ul style="list-style-type: none"> <input type="checkbox"/> Order, receive, distribute and track all incident equipment and supplies. <input type="checkbox"/> Ordered all off-incident resources including: tactical and support resources (including personnel), all expendable and non-expendable support supplies. <input type="checkbox"/> Management of tool operations, including the storage, disbursement, and service of all tools and portable non-expendable equipment. 	<ul style="list-style-type: none"> <input type="checkbox"/> Set-up, maintain, and demobilize incident support facilities with the exception of staging areas. <input type="checkbox"/> Facilities may include: Incident Command Post, Incident Base, Camps, and other facilities within the incident area to be used for feeding, sleeping and sanitation services. <input type="checkbox"/> Prepare layout of facilities; inform appropriate unit leaders. <input type="checkbox"/> Will provide security services to the incident as needed. <input type="checkbox"/> Contact local law enforcement agencies as required. <input type="checkbox"/> Investigate and document all complaints and suspicious occurrences. <input type="checkbox"/> Ensure strict compliance with applicable safety regulations. <input type="checkbox"/> Provide facility maintenance services, e.g., sanitation, lighting, etc. <input type="checkbox"/> Demobilize base and camp facilities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Responsible for the maintenance, service and fuelling of all mobile equipment and vehicles, with the exception of aviation resources. <input type="checkbox"/> Coordinates the transportation of all personnel, supplies, and equipment. <input type="checkbox"/> Update the Resources Unit with the status (location and capability) of transportation vehicles. <input type="checkbox"/> Develop the Incident Traffic Plan as required.
<p style="text-align: center;">Important</p> <p>Prior to beginning any activities, each person in a role must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain a completed ICS 201 Incident Briefing and ICS 207 Incident Organization Chart from the Incident Commander. <p>Throughout the duration of the incident, each person in a role must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chronologically document all actions, decisions, contacts and requests on an ICS 214 Activity Log. Copies can be found in Section 6: Forms. <p>After the incident is over, each person in a role must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist with post-incident activities. <p style="text-align: center; color: red;">All forms referenced can be found in Section 6: Forms</p>						

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

Revised October 2018

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, transients, 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 – Finance / Admin Section

Finance / Admin Section Chief	Time Unit	Procurement Unit	Compensation & Claims Unit	Cost Unit
<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Identify and confirm communication links. <input type="checkbox"/> Assign personnel to assume the following positions, as required: Time Unit, Procurement Unit, Compensation & Claims Unit, and Cost Unit. <input type="checkbox"/> Review legal issues with the Incident Commander and EOC Director. <input type="checkbox"/> Maintain continuous communications with the Incident Commander. <input type="checkbox"/> Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up. <input type="checkbox"/> Manage all financial aspects of an incident. 	<ul style="list-style-type: none"> <input type="checkbox"/> Record daily personnel time, ensure compliance with specific agency time recording policies, and manage commissary operations if established at the incident. <input type="checkbox"/> Submit cost estimate data forms to Cost Unit as required. <input type="checkbox"/> Ensure that all records are current and complete prior to demobilization. 	<ul style="list-style-type: none"> <input type="checkbox"/> Manage finances relating to vendor contracts, leases and fiscal agreements. <input type="checkbox"/> Maintain equipment time records. <input type="checkbox"/> Establish local sources for equipment and supplies. Coordinate with local jurisdiction on plans and supply sources. <input type="checkbox"/> Manage all equipment rental agreements. Establish contracts and agreement with supply vendors. <input type="checkbox"/> Processes all rental and supply fiscal document billing invoices. <input type="checkbox"/> Prepare and authorize contracts and land use agreements, as needed. 	<ul style="list-style-type: none"> <input type="checkbox"/> Handle all matters relating to compensation for injury or property damage due to the incident. <input type="checkbox"/> Oversees the completion of all forms required by workers' compensation and local agencies. <input type="checkbox"/> Maintain a file with all the injuries and illnesses associated with the incident. <input type="checkbox"/> Obtain witness statements in writing. <input type="checkbox"/> Investigate all claims involving property associated with or involved in the incident. <input type="checkbox"/> Ensure the completion of a Resident Compensation Log for any out-of-pocket expenses incurred by evacuees. Form B2 <input type="checkbox"/> All claims must be submitted to the Finance and Legal departments for processing and disbursement of funds. <input type="checkbox"/> If applicable, Finance and Legal will deal with insurers as well as any other extraneous circumstances (affected parties want more, etc.). 	<ul style="list-style-type: none"> <input type="checkbox"/> Collect and evaluate cost data to establish an accurate picture of the incident costs. <input type="checkbox"/> Create cost summaries, cost estimates, and cost saving recommendations. <input type="checkbox"/> Prepare resources-use cost estimates for the Planning Section. <input type="checkbox"/> Identify all equipment and personnel requiring payment.

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 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.**

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

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

Revised October 2018

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, transients, 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.**

Operations Section - Public Safety Roles

Public Safety Group Supervisor	Air Monitors	Reception Centre Rep	Roadblocks	Rovers	Telephoners
<p>The Public Safety Group Supervisor is responsible for the management, planning, consideration, and implementation of external public protection activities for the duration of the incident.</p>	<p>Air Monitoring personnel are responsible for acquiring and providing air quality readings to the Public Safety Group Supervisor.</p>	<p>Reception Centre Reps are responsible for establishing reception centres, managing evacuee accommodation, communication, and documentation for compensation purposes.</p>	<p>Roadblock personnel are responsible for restricting unauthorized entry into the hazard areas during an incident that could potentially jeopardize public safety.</p>	<p>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.</p>	<p>Telephoners are responsible for the notification of impacted residences and businesses to provide public safety instructions.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Confirm communication links with the Incident Commander and Operations Section Chief. <input type="checkbox"/> 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. Refer to Section 4: Emergency Response Procedures for guidelines on evacuation / shelter, ignition, roadblocks, rovers, public concerns, etc. Additional information for Air Monitors, Reception Centre Representative, Roadblocks, Rovers, and Telephoners can be found in Section 2: Roles & Responsibilities. <input type="checkbox"/> In conjunction with the Incident Commander, Planning Section Chief, and Operations Section Chief, develop and implement an Incident Action Plan (IAP). <input type="checkbox"/> Review resident lists, area user lists, reception centres, and telephone numbers within the ERP. <input type="checkbox"/> If required, establish a Regional Emergency Operations Centre (REOC). <input type="checkbox"/> Assign personnel to assume the following positions as required: Air Monitors, Reception Centre Representative, Roadblocks, Rovers, and Telephoners. <ul style="list-style-type: none"> <input type="checkbox"/> The Telephoners must have sufficient personnel to accommodate the following ratios when contacting residents: 1 Telephoner to every 7 residences; and 1 Supervisor for every 10 Telephoners. <input type="checkbox"/> Dispatch Air Monitors at a Level 1 emergency (hand-held and mobile). <ul style="list-style-type: none"> <input type="checkbox"/> Dispatch trained personnel with the appropriate hand-held gas monitors to record concentrations of LEL and H₂S at the nearest un-evacuated residences downwind of the incident site. <input type="checkbox"/> Mobilize third party mobile air monitoring units which can measure in parts per billion (ppb) <input type="checkbox"/> Maintain communication with the applicable government regulator and environment agency regarding air monitoring needs and activities. <input type="checkbox"/> Consult with the Operations Section Chief to determine the need for evacuation / sheltering. This is based on air monitoring readings at the nearest downwind residence. <input type="checkbox"/> Prioritize public closest to, downwind, those that have requested early notification, and those with special needs to establish the order of evacuation. Coordinate evacuation or shelter of residents, area users, and transients (via Telephoners and Rovers). <ul style="list-style-type: none"> <input type="checkbox"/> Determine who needs to be notified and what script will be used: Early Notification / Voluntary Evacuation Message, Shelter-in-Place Phone Message, Evacuation Phone Message. Form B6 Form B7 Form B8 <input type="checkbox"/> At a Level 1 Emergency it is required to notify any special needs residents and give them the option to evacuate. <input type="checkbox"/> If residences are evacuated, a reception centre must be established. <input type="checkbox"/> Determine and notify landowner / occupant(s) as soon as possible. <input type="checkbox"/> Ensure the schools / school buses are contacted to make arrangements for school age children (if applicable). <input type="checkbox"/> If a large number of people need to be evacuated (large industrial operations and/or public facilities) refer to the Area Specific Information section (white tabs) for contacts to obtain charter buses or changes to the normal notification procedures. <input type="checkbox"/> Send Rovers (if required) to identify human activity in the area which is not already identified within the ERP (drilling, pipeline construction, logging, hunting, farming, camping, fishing, etc.). <input type="checkbox"/> Prepare Evacuation Notices and provide copies to Rovers. <input type="checkbox"/> Rovers can be used to assist with notifications, assist with evacuating special needs residents, assist with air monitoring, etc. <input type="checkbox"/> Continually assess the need for additional evacuation, shelter or ignition based on air monitoring readings. <input type="checkbox"/> Determine the need for helicopters to identify human activity in the area. <input type="checkbox"/> Determine the need for and location of Roadblocks to isolate and secure the area. <ul style="list-style-type: none"> <input type="checkbox"/> Dispatch trained personnel with the appropriate equipment to establish roadblocks on the roads entering/exiting the hazard area. Form B5 <input type="checkbox"/> Contact the RCMP & Ministry of Transportation for permission to close 1, 2, or 3 digit provincial or secondary highways. <input type="checkbox"/> Assess and expand the incident response to include those outside of the EPZ if required by air monitoring readings. Coordinate public protection measures outside the EPZ with the local authority. <input type="checkbox"/> Ensure security of evacuated homes, at roadblocks, and at the reception centre. <input type="checkbox"/> Regularly update the Incident Commander. <input type="checkbox"/> Confirm communication links with: Air Monitors, Reception Centre, Roadblocks, Rovers, and Telephoners. Personnel should check in at scheduled intervals. <input type="checkbox"/> Review and confirm evacuation of residents, area industrial users, transients, etc. from the area. <input type="checkbox"/> Request that a Notice to Airmen (NOTAM) is issued to restrict the airspace above the EPZ. 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide air monitoring readings to assist with decision making (evacuation / shelter / ignition). <input type="checkbox"/> Obtain and check equipment and information (maps, forms, communications, reports, monitors, safety, and breathing equipment). <input type="checkbox"/> Confirm communication links. <input type="checkbox"/> Monitor closest downwind public location or residence. <input type="checkbox"/> Monitor environment for adverse effects. <ul style="list-style-type: none"> <input type="checkbox"/> Record all readings on the Air Monitoring Log. Form A5 <input type="checkbox"/> Report all readings at established intervals to the Public Safety Group Supervisor. <input type="checkbox"/> For your own safety, ensure Public Safety Group Supervisor is notified immediately if readings are approaching 10% LEL and / or 10 ppm H₂S. <ul style="list-style-type: none"> <input type="checkbox"/> Prepare Mobile Monitoring Plan. Form A5 	<p style="text-align: center;">Important</p> <p>Prior to beginning any activities, each person in a role must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain a completed ICS 201 Incident Briefing and ICS 207 Incident Organization Chart from the Incident Commander. <p>Throughout the duration of the incident, each person in a role must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chronologically document all actions, decisions, contacts and requests on an ICS 214 Activity Log. Copies can be found in Section 6: Forms. <p>After the incident is over, each person in a role must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist with post-incident activities. <p style="text-align: center;">All forms referenced can be found in Section 6: Forms</p>	<ul style="list-style-type: none"> <input type="checkbox"/> In conjunction with the Public Safety Group Supervisor determine the need for and location of roadblocks. <ul style="list-style-type: none"> <input type="checkbox"/> Pickup and check roadblock kits. <input type="checkbox"/> Proceed to roadblock locations. <input type="checkbox"/> Determine driving directions to assigned roadblock location that does not have you pass through the hazard area. <input type="checkbox"/> Confirm communication links. <input type="checkbox"/> Establish roadblocks to secure the EPZ. <input type="checkbox"/> Follow the scripts and procedures in the ERP. Refer to either Section 2: Roles & Responsibilities or Section 6: Forms. <ul style="list-style-type: none"> <input type="checkbox"/> If media personnel show up at your roadblock, forward all requests to your direct supervisor who'll direct them to the Information Officer. <input type="checkbox"/> Monitor area for H₂S and / or LEL with personal monitors and document readings on the Air Monitoring Log. Form A5 <input type="checkbox"/> Report all H₂S and / or LEL reading changes / increases to the Public Safety Group Supervisor. <input type="checkbox"/> For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching 10% LEL and / or 10 ppm H₂S. <ul style="list-style-type: none"> <input type="checkbox"/> Record all incoming and outgoing traffic, personnel, and equipment on the Roadblock Log. Form B4 <input type="checkbox"/> Forward information given to you by people passing through your location to the Public Safety Group Supervisor. <input type="checkbox"/> 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. <input type="checkbox"/> Maintain communication with the Public Safety Group Supervisor. <input type="checkbox"/> Maintain roadblock locations. Do not leave until requested to do so by the Public Safety Group Supervisor or until relieved by other Roadblock personnel. <p><i>Note: See Section 2: Roles & Responsibilities for a media script for Roadblock and Rover personnel.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm resident contact lists are available. <input type="checkbox"/> Confirm communication links. <input type="checkbox"/> Know safe routes in and out of the EPZ. <input type="checkbox"/> Search for residents and transients in the Emergency Response and Planning Zones. <input type="checkbox"/> Check all buildings including barns, shops, sheds, etc. <input type="checkbox"/> Assist, as required, with the notification, evacuation or sheltering of persons within the EPZ. Record all contact with residents using the Resident Contact Log. Form B3 <input type="checkbox"/> Post Evacuation Notices for residents that are not at their residence. Form B5 <input type="checkbox"/> Follow the scripts and procedures in the ERP. Refer to Section 2: Roles & Responsibilities or Section 6: Forms. Form A5 <input type="checkbox"/> Monitor area for H₂S and / or LEL with personal monitors and document readings on the Air Monitoring Log. Form A5 <input type="checkbox"/> Report all H₂S and / or LEL reading changes / increases to the Public Safety Group Supervisor. <input type="checkbox"/> For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching 10% LEL or 10 ppm H₂S. <input type="checkbox"/> Report any suspicious behaviour to the Public Safety Group Supervisor who will notify the police as required. <input type="checkbox"/> Maintain communication with the Public Safety Group Supervisor. <p><i>Note: See Section 2: Roles & Responsibilities for a media script for Roadblock and Rover personnel.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm resident contact lists are available. <input type="checkbox"/> Confirm communication links. <input type="checkbox"/> In conjunction with the Public Safety Group Supervisor, determine who needs to be notified (residents, businesses, area users, etc.). <input type="checkbox"/> 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. Form B6 Form B7 Form B8 <input type="checkbox"/> Contact special needs residents at a Level 1 Emergency and provide them with the option to evacuate. <input type="checkbox"/> Contact the other residents and area users in the EPZ and advise them to evacuate or shelter. <input type="checkbox"/> Contact the schools / school buses to make arrangements for school age children (if applicable). <ul style="list-style-type: none"> <input type="checkbox"/> Advise that buses in the affected area leave immediately and that buses should not enter the area. <input type="checkbox"/> Request a school administrator for the reception centre to assist in managing the children and releasing them to their guardians. <input type="checkbox"/> 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. Form B3
<p>Located at the Incident Command Post (ICP) or the Regional Emergency Operations Centre (REOC).</p>	<p>Location will be assigned.</p>	<p>Location will be the reception centre.</p>	<p>Location will be assigned.</p>	<p>Location will be assigned.</p>	<p>Location will be Incident Command Post (ICP) or Regional Emergency Operations Centre (REOC).</p>

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, transients, 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**.

Revised November 2022

Overview

H₂S, SO₂, LEL or other toxic substance concentrations will be monitored continuously during the incident response. It is crucial that **Air Monitors** continuously update the **Public Safety Group Supervisor** with monitored results. If air monitoring readings show high levels of H₂S, SO₂, or LEL the **Public Safety Group Supervisor** may need to initiate evacuation / shelter of additional residences, change the location of the roadblocks, or ignite the release.

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. Form 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. Form ICS 214
- 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 occur.
- 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 occur.
- 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 greater.
- 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 occur.
- 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 SO₂.
- 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

Time	Location of Samples	H ₂ S (ppm)	LEL (%)	O ₂ (%)	SO ₂ (ppm)	Other	Temp (°C)	Wind Conditions *		Comments
								From	Speed (km/hr)	
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.

1. 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.

2. Record Information

- Record information on the following forms located within this Section:
- Air Monitoring Log Form A5
 - ICS 214 Activity Log Form ICS 214

Reporting and Contacts

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

Name:

Phone Number:

Reception Centre

Location:

Phone Number:

Wind Direction:

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. Form B1
- 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. Form B2
- Arrange for temporary care of livestock (if possible) and 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**. Form C2
- 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. Form ICS 214
- Assist with post-incident activities.
- Confirm information to be released to public with the **Information Officer**.
- Address resident concerns and forward them to the **Public Safety Group Supervisor**.

1. 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.

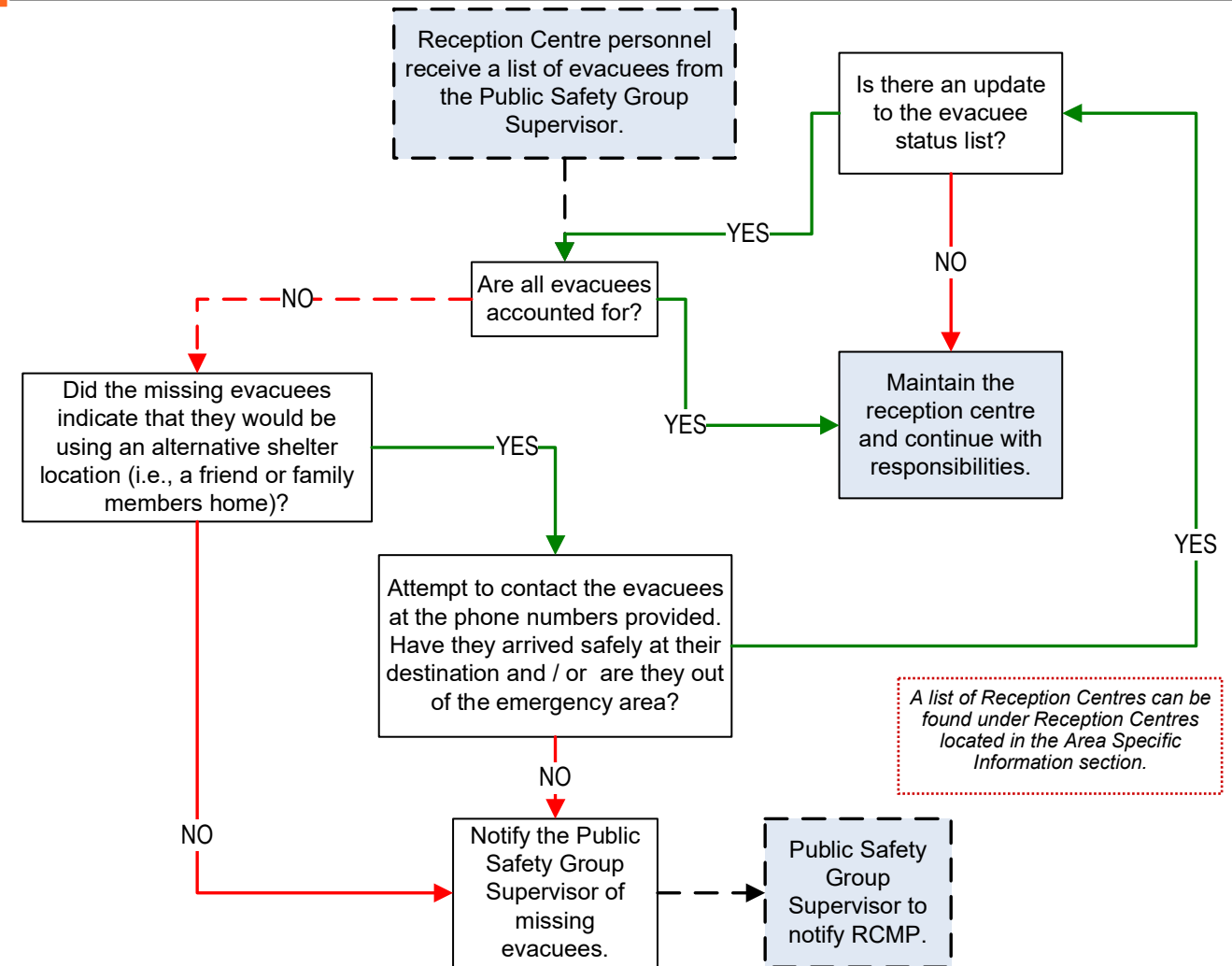
A Reception Centre should:

- 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.

2. Reception Centre Feedback Loop



Reception Centre Registration Log - Example

Resident ID	Name (List all names in party)		# of Occupants	Number Arrived	Arrival Time	Depart Time	Destination Phone # (Where they can be reached)	Comments
	First	Last						
G124-A	John	Doe	2	2	19:06	19:21	555-555-5555	John and his wife arrived safely then left to stay at a friend's house in Red Deer.
H131-B	Jane	Doe	3	3	19:12	19:28	555-555-5555	Jane and her 2 children arrived safely then left to stay with her mother in Bentley.
F122-A	James	Doe	5	3	19:20		555-555-5555	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.

Media Statement

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

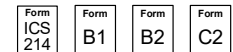
"We are currently dealing with the situation at hand to ensure the safety of the public, our personnel, and the environment. A statement will be released by the company once the facts have been determined. If you would like to leave your business card or phone number, a company representative will provide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

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

3. 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



Reporting and Contacts

Reception Centre Reps report to the **Public Safety Group Supervisor**.

Name: _____

Phone Number: _____

Reception Centre

Location: _____

Phone Number: _____

Wind Direction: _____

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 Comm/Media team**.
- 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. Form 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 10% LEL and / or 10 ppm H₂S.
- Move location of Roadblock immediately if readings are approaching 10% LEL and / or 10 ppm H₂S. Form B4
- 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**. Form ICS 214
- 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 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** or until relieved by other Roadblock personnel.
- 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
 - SCBA
 - 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. Form B3
- 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.

1. Choosing a Roadblock

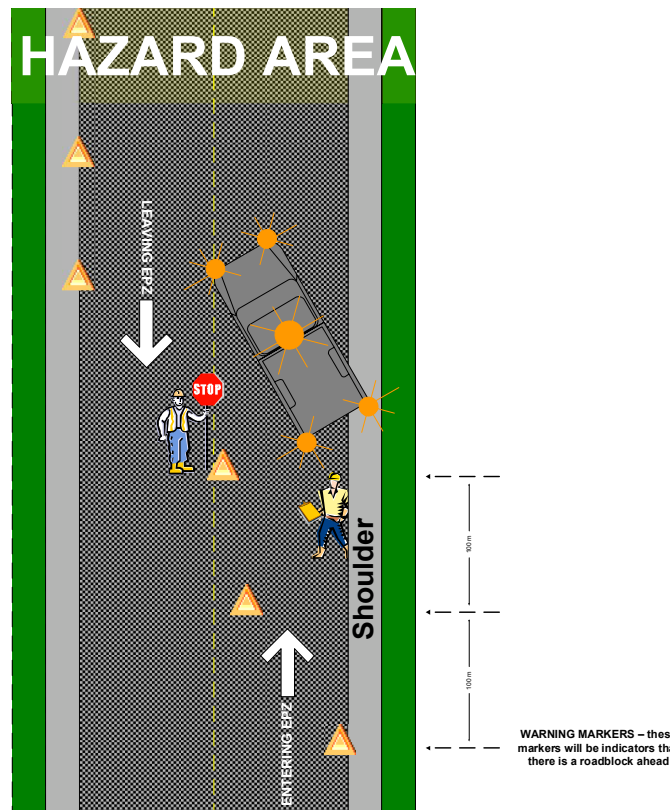
- Roadblocks should be established:
- Approximately where the EPZ intersects any highways / roads.
 - Outside of the hazard area.
 - At a conspicuous location where the **Roadblock** personnel will be visible to approaching traffic, providing them with enough time to safely stop.
 - At a location where 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).

2. 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 left).
- 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.

3. 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 the EPZ. Record readings on the Air Monitoring Log. Form A5
- 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 Supervisor** at scheduled intervals.
- Maintain roadblock until the emergency is over and the "all clear" message is given or until relieved by other **Roadblock** personnel.



Reporting and Contacts

Roadblock personnel report to the **Public Safety Group Supervisor**.

Name: _____

Phone Number: _____

Reception Centre

Location: _____

Phone Number: _____

Wind Direction: _____

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 a minimum distance of 200 metres before the roadblock.

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 the local authority.

When establishing a roadblock consider:

- Visibility
- Distance
- Bends in the road
- Level of the ground

Remember to:

- Remain calm
- Be courteous
- Record names
- Notify the **Public Safety Group Supervisor**

4. 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.

5a. 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."

Note:

- ◆ 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. 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.

6. Record Information

Record information on the following forms located within this section:

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

Form ICS 214 Form A5 Form B3 Form B4

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.

Overview

Rovers are responsible for patrolling the Emergency Planning Zone to locate and notify residents, businesses, industrial operators, transients (i.e. hunters, trappers, recreational users, non-resident landowners), and the general public. This may be completed via truck, ATV, boat, helicopter, etc. The **Public Safety Group Supervisor** must be continuously updated by the **Rovers** so that unsuccessful attempts to evacuate residents, transients, etc. can be followed up on immediately.

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 Zone. Record all contact with residents using the Resident Contact Log. Form B3
- Post Evacuation Notices for residents that are not at their residence. Form 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. Form 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. Form ICS 214
- 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

Form B5

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

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.

1. Before Departure

- Protect yourself
- Ensure you are equipped with all necessary equipment:
 - SCBA
 - 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.

2. 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, etc.).
- 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**.

3. 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, etc.).
- 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.

4. Record Information

Record information on the following forms located within this section:

- Resident Contact Log
- Air Monitoring Log
- ICS 214 Activity Log
- Evacuation Notice

Form ICS 214 Form A5 Form B3 Form B5

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 who needs to be notified (residents, businesses, area users, etc.). Form B6
- 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 Message. Form B7
- Contact special needs residents at a Level 1 Emergency and provide them with the option to evacuate. Form B8
- 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. Form B3
- Document all activities using the ICS 214 Individual Activity Log. Form ICS 214
- Assist with post-incident activities.

Shelter-In-Place Instructions

- Immediately gather everyone indoors and stay there. Do not leave even if you see people outside.
- Close and lock all outside doors and windows. Tape gaps around doors and windows. Leave all inside doors open.
- Turn off appliances or equipment that blows out indoor air or sucks in outside air.
- Turn down furnace thermostats to the minimum setting and turn off air conditioners.
- Extinguish all potential sources of ignition (do not smoke or attempt to start your vehicle).
- Stay off of the phone so that you can be contacted by emergency personnel.
- Stay tuned to local radio and television for possible updates.

Note: For the full Shelter-In-Place instructions see page 2 of the Shelter-In-Place Telephoner Text form located in SECTION 6.0: FORMS.

1. Who to Contact

- Residents
- 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.)
- 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 through the declaration of a Local State of Emergency by the local authority.

2a. Shelter-In-Place Phone Message

Hello, this is _____ (your name) of _____ (company name).
Is this the _____ (name) residence at _____ (telephone number) ?
_____ (company name) is responding to a (potential) emergency at _____ (location) in your area.

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 get in 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 _____ (company name) ?

Yes No

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

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? _____

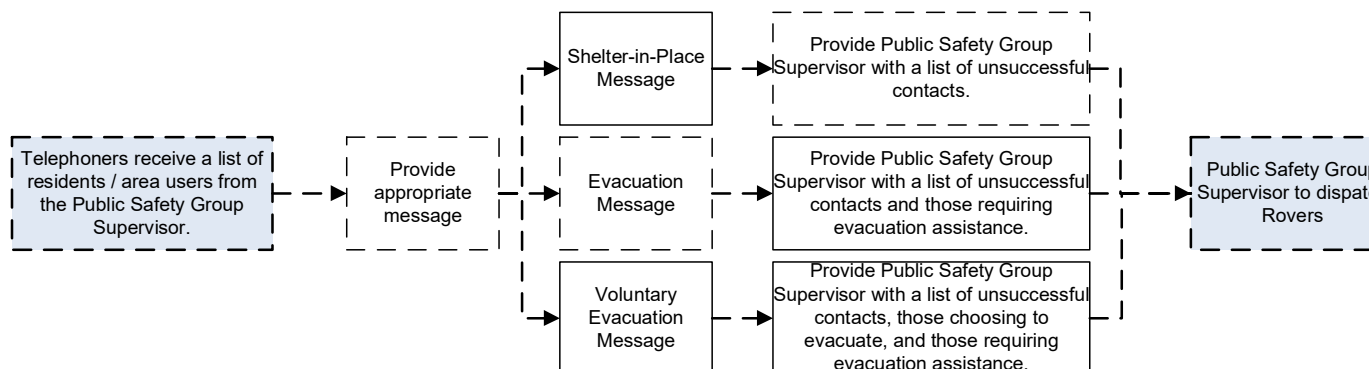
If you have any urgent questions, please contact _____ (company name) at _____ (telephone number).

Thank you for your cooperation.

(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 section.

Telephoner Communication Flow



2b. Evacuation Phone Message

Hello, this is _____ (your name) of _____ (company name).
Is this the _____ (name) residence at _____ (telephone number) ?
_____ (company name) is responding to a (potential) 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 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 evacuate 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 _____

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 require evacuation / transportation assistance?

Yes No

IF YES We are sending someone to assist you. Please stay indoors and close all doors and windows until a Rover or the local police arrive to evacuate you.

IF NO Provide the resident with:

- 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 _____ (company name) if you are unable to make it to the reception centre for any reason. Please keep your phone line free so that we can contact you if necessary.

Is there an alternate number we can contact you at? _____

A company representative at the reception centre will address any questions you may have and will make arrangements for your temporary accommodations. Do you understand everything I have told you? Are you leaving immediately?

If you have any urgent questions, please contact _____ (company name) at _____ (telephone number).

Thank you for your cooperation.

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

3. Record Information

Record information on the following forms located within this section:

- Resident Contact Log
- ICS 214 Individual Activity Log
- Voluntary Evac Message
- Shelter-in-Place Message
- Evacuation Message

Form ICS 214 Form B3 Form B6 Form B7 Form B8

Reporting and Contacts

Telephoners report to the Public Safety Group Supervisor.

Name: _____

Phone Number: _____

Reception Centre
Location: _____

Phone Number: _____

Wind Direction: _____

Initial Response:

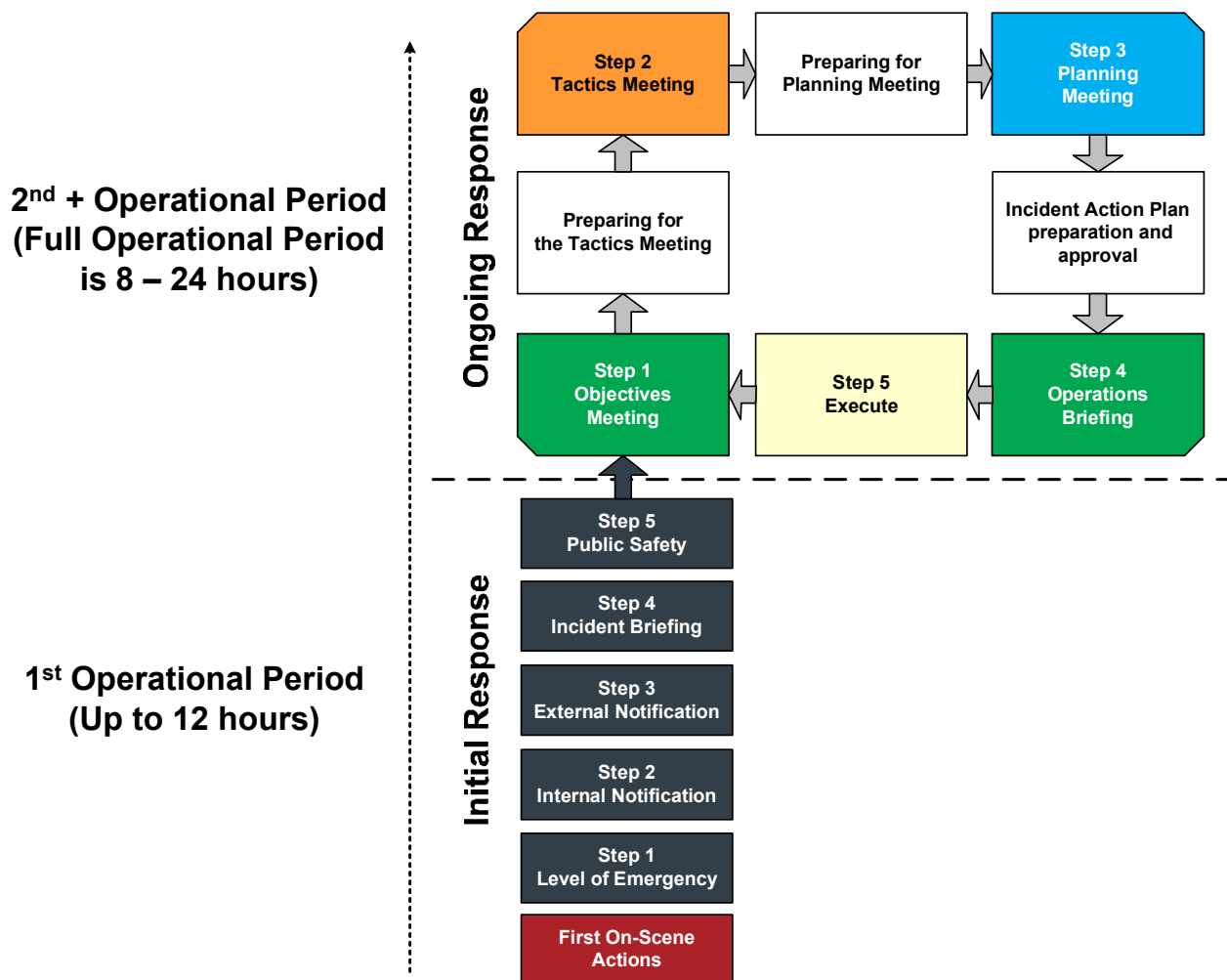
All incidents begin with the initial response (reactive phase) during the first operational period. At the onset of an emergency response an Initial Emergency Report (A1) Form is completed to determine the severity of the emergency and extent of the response. 95% of emergency responses begin and end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



Step 1 - Objectives Meeting

- Incident Commander conducts the meeting.
- Review the ICS 201 form completed during the Initial Response phase and begin the ICS 209 form by evaluating the current incident status.
- Identify issues/problems to resolve using the PPOST methodology.
- Develop SMART (Specific, Measurable, Attainable, Realistic, & Time-Sensitive) objectives to mitigate the identified problems.
- Prioritize the objectives using the ICS 202 form.
- Complete the ICS 202 form and identify initial staffing on the ICS 207 form.
- Utilize IAP Checklist (A4) to complete the IAP.

Prepare for Tactics Meeting

- Develop draft strategies and tactics for each defined objective.
- Outline work assignments and develop an operations organization chart using the ICS 207 form.
- Identify future tactical plans to optimize the Tactics Meeting.
- Begin to prepare a safety analysis once all hazards have been identified using ICS 215A form.

Step 2 - Tactics Meeting

- Operations Section Chief conducts the meeting.
- Review the incident status using the ICS 209 form that was completed during the Objectives Meeting.
- Operations Section Chief proposes strategies and tactics.
- Evaluate and assign resources and personnel.
- Ensure that all strategies have associated tactics to ensure responder safety and complete the ICS 215A form.
- Complete the ICS 215 form and update the ICS 207 form started during the Objectives Meeting.

Prepare for Planning Meeting

- Review and update the ICS 209 form.
- Confirm availability of resources and locations.
- Prepare all information for review at the Planning Meeting.
- Gather any additional incident documentation (i.e., maps and status boards).

Step 3 - Planning Meeting

- Planning Section Chief conducts the meeting.
- Review the incident status using the updated ICS 209 form.
- Confirm the strategies and tactics assigned to achieve the defined objectives.
- Ensure that all assigned tactics can be performed safely and follow the defined safety analysis using the ICS 215A form.
- Incident Commander to give tentative approval of proposed plan and review with key response personnel.

Incident Action Plan Preparation and Approval

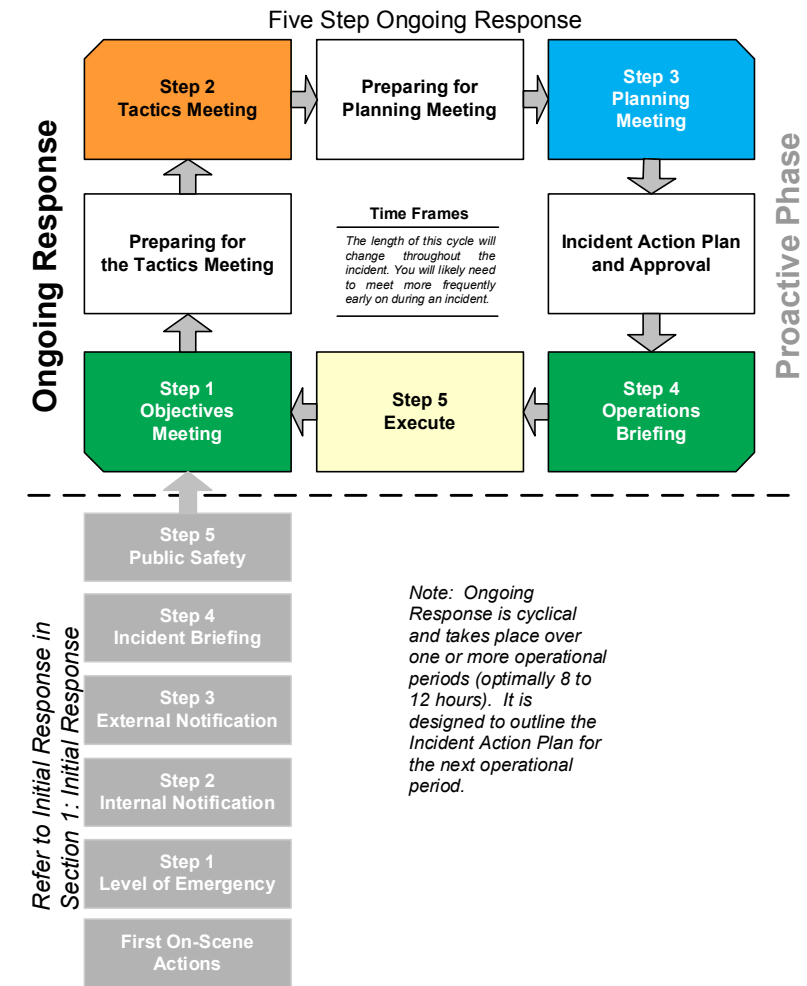
- Produce a coordinated and sustainable Incident Action Plan using the IAP Checklist (A4), ICS forms 202, 207, 209, 215, 215A, and gather any additional incident documentation (i.e., maps and status boards).
- Receive final approval from the Incident Commander.
- Define work assignments and break the work into manageable units.
- If necessary, other documents may be included such as a Demobilization plan.

Step 4 - Operations Briefing

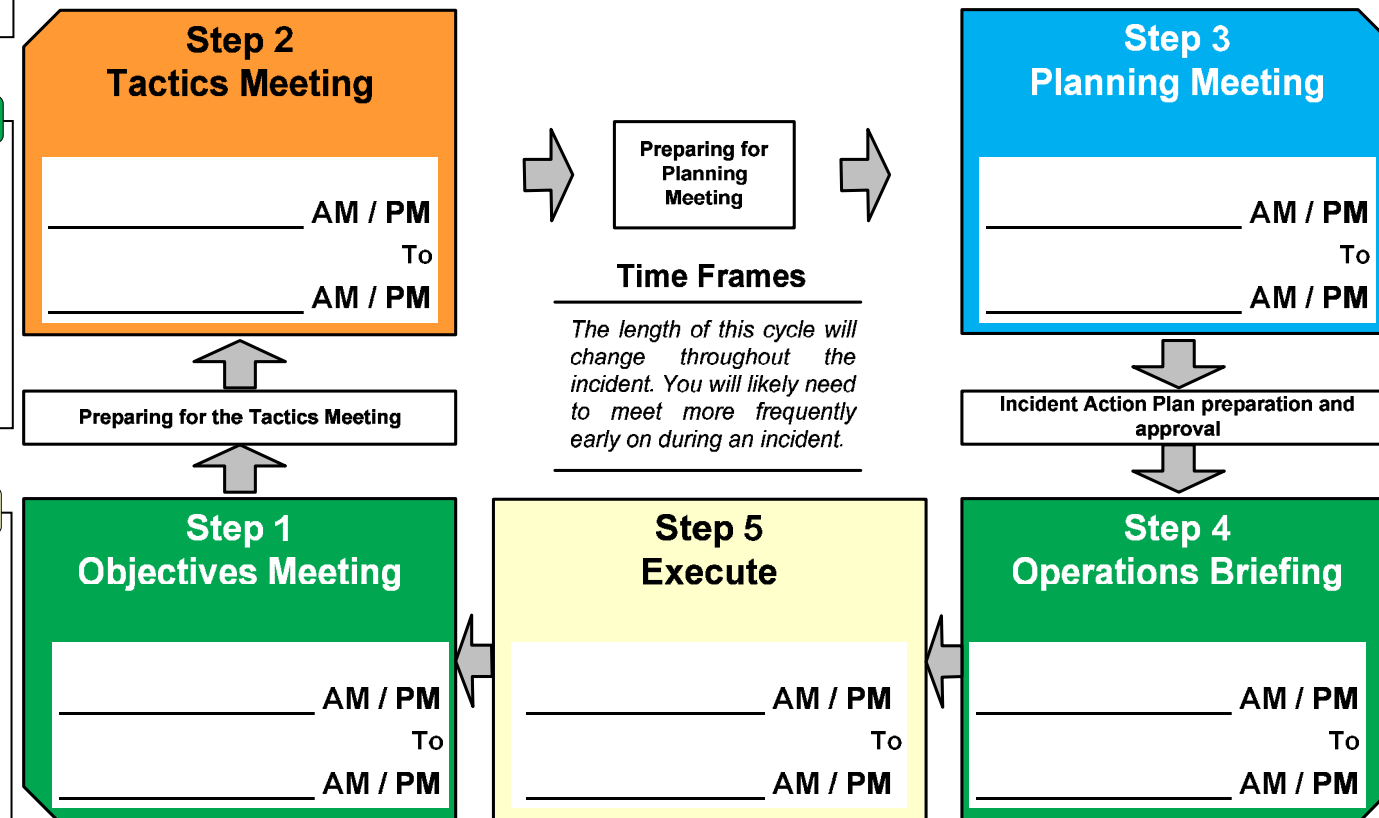
- Incident Commander conducts the meeting.
- Provide personnel with work assignments from the IAP.
- Operations Section Chief to brief the organization and provide clarification on all tactical assignments.
- Ensure that all responders know and understand the safety analysis, hazards, and controls.

Step 5 - Execute

- Perform work assignments according to assigned roles.
- Document all actions, decisions, and conversations.
- Constantly evaluate how well the plan is designed and being conducted.
- Adjust the plan and associated actions accordingly.
- Identify additional objectives for the upcoming operational period.
- Schedule next Objectives Meeting if applicable.



Note: Ongoing Response is cyclical and takes place over one or more operational periods (optimally 8 to 12 hours). It is designed to outline the Incident Action Plan for the next operational period.



Five Step Ongoing Response Guide



Objectives Meeting



Owner: Incident Commander	Date:	Time:
Roles below will attend only if designated and available		
Attendees:		
<input type="checkbox"/> <i>Incident Commander:</i>	<input type="checkbox"/> <i>Planning Section Chief:</i>	
<input type="checkbox"/> <i>Deputy Incident Commander:</i>	<input type="checkbox"/> <i>Logistics Section Chief:</i>	
<input type="checkbox"/> <i>Operations Section Chief:</i>	<input type="checkbox"/> <i>Finance/Admin. Section Chief:</i>	
<input type="checkbox"/> <i>Planning Section Chief:</i>	<input type="checkbox"/> <i>Safety Officer:</i>	
<input type="checkbox"/> <i>Liaison Officer:</i>	<input type="checkbox"/> <i>Other:</i>	
<input type="checkbox"/> <i>Information Officer:</i>	<input type="checkbox"/> <i>Other:</i>	
Summary:		
<p>The objectives of this meeting are to:</p> <ul style="list-style-type: none"> • Have a completed ICS 202 form agreed upon by all attendees (Command and General Staff). • Establish objectives and priorities for the upcoming operational period. • Begin an ICS 209 Incident Status Summary report. • Begin identifying all required roles on the ICS 207 form. • Begin addressing the Incident Action Plan Checklist (A4). • Schedule and prepare for the Tactics Meeting. 		
Resources:	ICS 202, 207, 209 forms, and the IAP Checklist (A4)	
Agenda Items:		
<input type="checkbox"/> Status Update and review the ICS 201 Incident Briefing form.		
<input type="checkbox"/> Determine incident priorities. Reference the PPOST methodology.		
<input type="checkbox"/> Establish an incident organization that is capable of meeting initial and long-term challenges required to mitigate the incident.		
<input type="checkbox"/> Determine the incident response objectives and complete and ICS 202 Incident Objectives form. They must be SMART (Specific, Measurable, Attainable, Realistic, & Time Sensitive).		
<input type="checkbox"/> Identify initial staffing requirements and begin filling out the ICS 207 Incident Organizational Chart.		
<input type="checkbox"/> Identify and select incident support facilities.		
<input type="checkbox"/> Review the incident objectives for the next operational period so your management team can begin work on the IAP.		
<input type="checkbox"/> Document the incident status to relay to all responding personnel.		
Key Points:		
<ul style="list-style-type: none"> • Ensure that the meeting is documented / recorded. (Utilize the back side of this page.) • Define the hours of work and operational period. • Utilize Incident Action Plan Checklist (A4). • Identify constraints and limitations. • Clarify any staff roles and responsibilities. • Determine expectations of the team for how all communications are to be made. • Discuss and agree on process issues such as resource ordering, cost accounting, operations security, and sensitive information. • Continue to develop tasks for Command and General Staff. • Agree on division of command workload, such as press and agency briefings. 		

Notes:

A large, empty rectangular box with a thin black border, intended for taking notes during the meeting.

Tactics Meeting



Owner: Operations Section Chief	Date:	Time:
Roles below will attend only if designated and available		
Attendees:		
<input type="checkbox"/> <i>Incident Commander:</i>	<input type="checkbox"/> <i>Planning Section Chief:</i>	
<input type="checkbox"/> <i>Deputy Incident Commander:</i>	<input type="checkbox"/> <i>Logistics Section Chief:</i>	
<input type="checkbox"/> <i>Operations Section Chief:</i>	<input type="checkbox"/> <i>Finance/Admin. Section Chief:</i>	
<input type="checkbox"/> <i>Planning Section Chief:</i>	<input type="checkbox"/> <i>Safety Officer:</i>	
<input type="checkbox"/> <i>Liaison Officer:</i>	<input type="checkbox"/> <i>Other:</i>	
<input type="checkbox"/> <i>Information Officer:</i>	<input type="checkbox"/> <i>Other:</i>	
Summary:		
<p>The objectives of this meeting are to:</p> <ul style="list-style-type: none"> • Define tactics, work assignments, and resources to meet actions identified during the Objectives Meeting. • Have completed ICS 215 and 215A forms agreed upon by all attendees (Command and General Staff). • Update the ICS 207 Incident Organization Chart. • Refer to Incident Action Plan Checklist (A4) and continue to add to items accomplished. • Schedule and prepare for the Planning Meeting. 		
Resources:	ICS 209, 215, 215A, and IAP Checklist (A4)	
Agenda Items:		
<input type="checkbox"/> Review ICS 209 Incident Status Summary.		
<input type="checkbox"/> Review incident objectives.		
<input type="checkbox"/> Define tactics to complete objectives set out during the Objectives Meeting.		
<input type="checkbox"/> Provide an operational update and identify tactics to deal with incident.		
<input type="checkbox"/> Identify roles and responsibilities that have to be performed to implement tactics.		
<input type="checkbox"/> Build on already established ICS 207 Incident Organization Chart, check span-of-control, and match up with ICS 215 assignments.		
<p>Complete the Operational Planning Worksheet, ICS 215 (Utilize one form for every established objective).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify work assignments <input type="checkbox"/> Identify resources requirements to achieve each work assignment <input type="checkbox"/> Identify overhead staffing needs to support each work assignment <input type="checkbox"/> Identify specialized equipment and supply needs for each work assignment <input type="checkbox"/> Specify reporting times and location for personnel 		
<p>Complete the Incident Action Plan Safety Analysis, ICS 215A.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify potential hazard types <input type="checkbox"/> Identify mitigations for associated hazard types 		
<input type="checkbox"/> Identify support facilities and locations.		
Key Points:		
<ul style="list-style-type: none"> • Ensure that the meeting is documented / recorded. (Utilize the back side of this page.) • Review planned actions against incident objectives and priorities. • Utilize a map or chart to depict the operational areas, support facilities, and any key information. • Discuss any applicable open action items. • Consider contingencies and secondary options. 		

Notes:

Planning Meeting



Owner: Planning Section Chief	Date:	Time:
Roles below will attend only if designated and available		
Attendees:		
<input type="checkbox"/> <i>Incident Commander:</i>	<input type="checkbox"/> <i>Planning Section Chief:</i>	
<input type="checkbox"/> <i>Deputy Incident Commander:</i>	<input type="checkbox"/> <i>Logistics Section Chief:</i>	
<input type="checkbox"/> <i>Operations Section Chief:</i>	<input type="checkbox"/> <i>Finance/Admin. Section Chief:</i>	
<input type="checkbox"/> <i>Planning Section Chief:</i>	<input type="checkbox"/> <i>Safety Officer:</i>	
<input type="checkbox"/> <i>Liaison Officer:</i>	<input type="checkbox"/> <i>Other:</i>	
<input type="checkbox"/> <i>Information Officer:</i>	<input type="checkbox"/> <i>Other:</i>	
Summary:		
The objectives of this meeting are to:		
<ul style="list-style-type: none"> • Finalize an Incident Action Plan with the necessary forms based on the objectives, tactics, and strategies outlined from the previous command meetings. • Schedule and prepare for the Operations Briefing. 		
Resources:	IAP Checklist (A4) and all associated ICS forms	
Agenda Items:		
<input type="checkbox"/> Review Incident Action Plan forms (ICS 202, 207, 209, 215, and 215A).		
<input type="checkbox"/> Review Command's incident objectives, priorities, decisions, and direction.		
<input type="checkbox"/> Provide briefing on current situation, resources at risk, weather forecast, and incident projections.		
<input type="checkbox"/> Operations Section Chief provides briefing on:		
<ul style="list-style-type: none"> <input type="checkbox"/> Current operations. <input type="checkbox"/> An overview on the proposed plan including strategy, tactics or work assignments, resource commitment, contingencies, organization structure, and needed support facilities. 		
<input type="checkbox"/> Review the proposed plan to ensure that Command direction, priorities, and operational objectives are met.		
<input type="checkbox"/> Delegate assignments and deadlines to appropriate staff members to assure timely and effective IAP development.		
Key Points:		
<ul style="list-style-type: none"> • Ensure that the meeting is documented / recorded. (Utilize the back side of this page.) • Review IAP Checklist (A4) to ensure that all critical materials have been accounted for in the IAP. • Planning Section Chief brings meeting to order, cover ground rules, and review agenda. • Planning Section Chief requests tacit Command approval of the plan as presented. • Planning Section Chief reviews and validates responsibility for any open actions and management objectives. • Planning Section Chief conducts round table of Command and General Staff to solicit their final input and commitment to the proposed plan. 		

Notes:

Operations Briefing



Owner: Incident Commander	Date:	Time:
Roles below will attend only if designated and available		
Attendees:		
<input type="checkbox"/> <i>Incident Commander:</i>	<input type="checkbox"/> <i>On-Site Group Supervisor</i>	
<input type="checkbox"/> <i>Deputy Incident Commander:</i>	<input type="checkbox"/> <i>Public Safety Group Supervisor</i>	
<input type="checkbox"/> <i>Operations Section Chief:</i>	<input type="checkbox"/> <i>Air Monitor Team Lead</i>	
<input type="checkbox"/> <i>Planning Section Chief:</i>	<input type="checkbox"/> <i>Roadblock Team Lead</i>	
<input type="checkbox"/> <i>Liaison Officer:</i>	<input type="checkbox"/> <i>Rover Team Lead</i>	
<input type="checkbox"/> <i>Information Officer:</i>	<input type="checkbox"/> <i>Telephoner Team Lead</i>	
<input type="checkbox"/> <i>Planning Section Chief:</i>	<input type="checkbox"/> <i>Reception Centre Representatives</i>	
<input type="checkbox"/> <i>Logistics Section Chief:</i>	<input type="checkbox"/> <i>Other:</i>	
<input type="checkbox"/> <i>Finance/Admin. Section Chief:</i>	<input type="checkbox"/> <i>Other:</i>	
<input type="checkbox"/> <i>Safety Officer:</i>	<input type="checkbox"/> <i>Other:</i>	
<input type="checkbox"/> <i>Staging Area Manager:</i>	<input type="checkbox"/> <i>Other:</i>	
Summary:		
<p>The objectives of this meeting are to:</p> <ul style="list-style-type: none"> • 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 all responders to accomplish. • Execute the response. • Tentatively schedule next Objectives Meeting and identify potential problems/issues to address in the next operational period. 		
Resources:	IAP Checklist (A4) and all associated ICS forms	
Agenda Items:		
<input type="checkbox"/> Planning Section Chief briefly walks through the IAP components and makes changes as needed.		
<input type="checkbox"/> Operations Section Chief conducts roll call of the Operation Section Supervisors and provides a briefing on emergency response.		
<input type="checkbox"/> Operations Section Chief briefs supervisory personnel on their assignments along with clarification on any of their issues and concerns.		
<input type="checkbox"/> Safety Officer covers major safety issues.		
<input type="checkbox"/> Logistics Section Chief covers logistical support of operations (communications, supply, transportation, medical, etc).		
<input type="checkbox"/> Finance / Admin. Section Chief covers time & cost tracking, procurement, and compensation process.		
<input type="checkbox"/> General Staff to cover issues applicable to Operations Section personnel.		
Key Points:		
<ul style="list-style-type: none"> • Ensure that the meeting is documented / recorded. (Utilize the back side of this page.) • Planning Section Chief opens briefing, covers ground rules, agenda, and conducts roll call of Command and General Staff members. • Establish a briefing and message for all responders. • Review pre-determined public and media statements. • Planning Section Chief solicits final comments and adjourns 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.
 - 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

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

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.
 - 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.

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:
 - Indicate the nature of the situation; i.e. what is being done by whom.
 - 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:

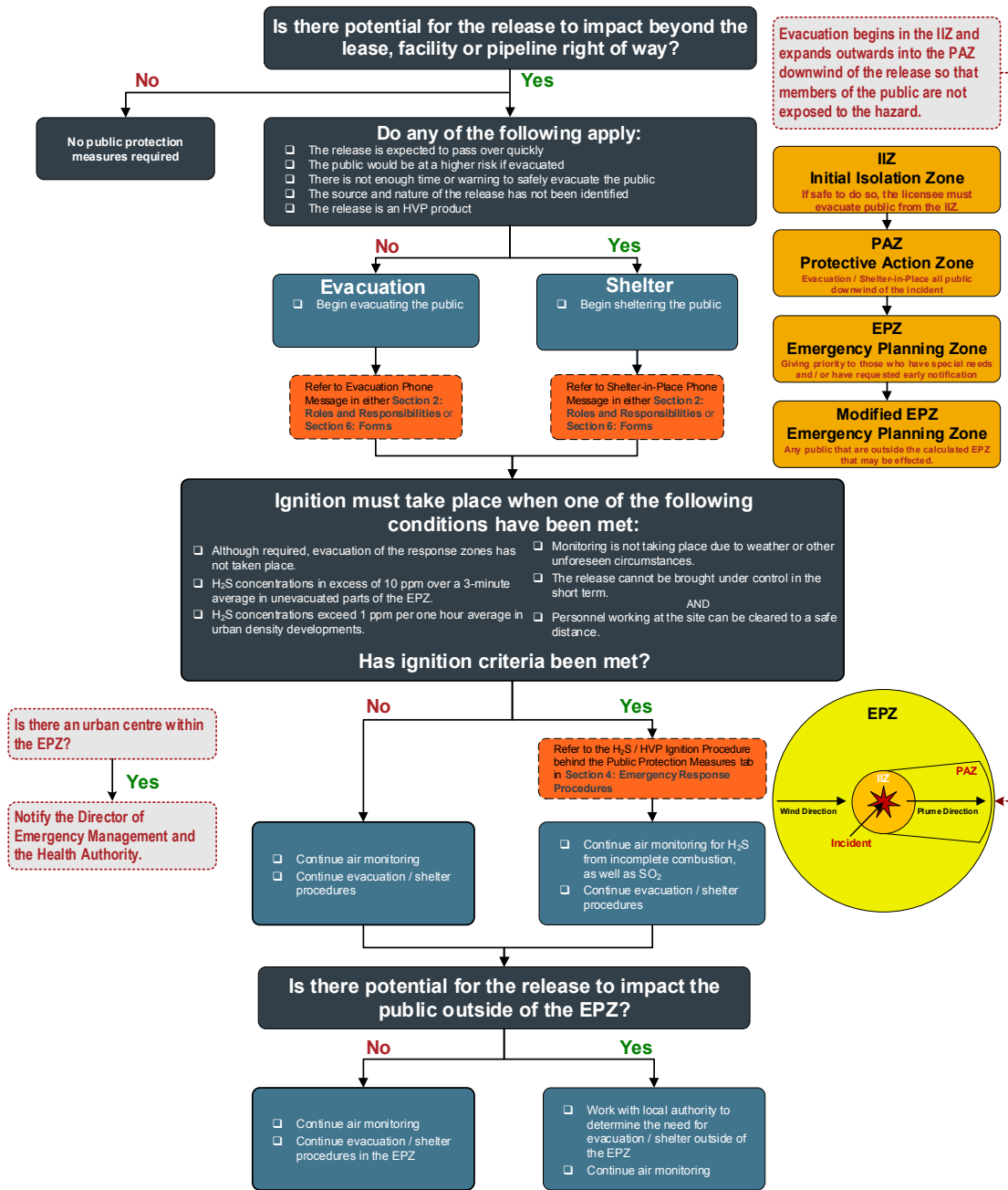
- Don't downplay the seriousness of the event or speculate on volumes, damage or timelines.
- Don't point fingers; liability will be determined later by appropriate authorities.
- Primary focus must remain on the company's commitment to addressing the response and recovery effort.
- Attempt to avoid 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



Is there an urban centre within the EPZ?
Yes
 Notify the Director of Emergency Management and the Health Authority.

Evacuation Requirements Revised May 2022

For a sour gas release, the licensee must continuously assess and act on the need to expand the evacuation area based on the monitored levels of H₂S and SO₂. In the absence of monitored readings, responders should advise the residents to Shelter-in-Place.

H ₂ S Requirements		SO ₂ Requirements	
1 to 10 ppm (3 minute average)	Individuals who requested notification so that they can voluntarily evacuate before any exposure to H ₂ S must be notified.	0.3 ppm (24-hour average)	
Above 10 ppm (3 minute average)	Local conditions must be assessed and all persons must be advised to evacuate and/or shelter.	1 ppm (3-hour average)	Immediate evacuation of the area must take place.
		5 ppm (15-minute average)	
* If monitored levels over the 3 minute interval are declining (i.e., three readings show a decline from 15 ppm to 10 ppm to 8 ppm over 3 minutes), evacuation may not be necessary even though the average over the 3 minute interval would be 11 ppm. Licensees should use proper judgement in determining if evacuation is required.			

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:

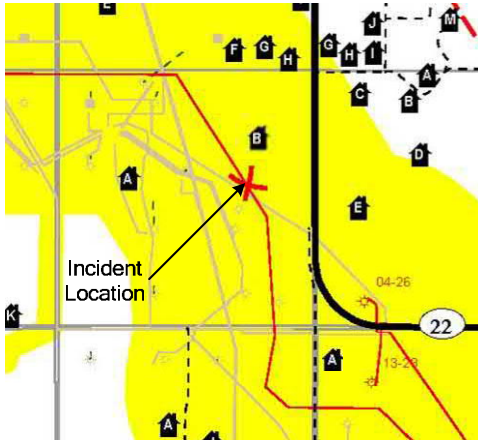
- Sparks from electrical tools and equipment
- Sparks, arcs, and hot metal surfaces from welding and cutting
- Tobacco smoking
- Open flames from portable torches and heating units, boilers, pilot lights, ovens, and driers
- Hot surfaces such as boilers, furnaces, steam pipes, electric lamps, hot plates, 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

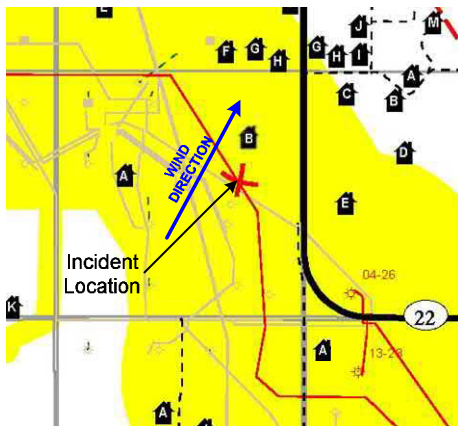
1. Identify the location of the incident on the map:



3. Determine the wind direction

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

Draw the wind direction on the map with an arrow.



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

EPZ - Emergency Planning Zone

IIZ - Initial Isolation Zone

PAZ - Protective Action Zone

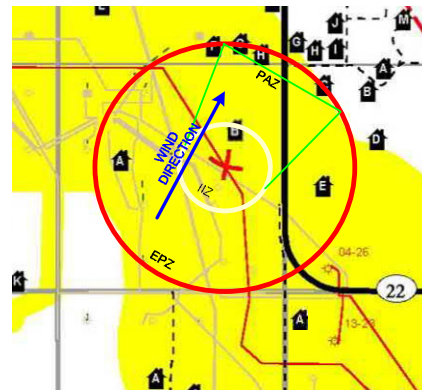
You can find this information:

- 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:

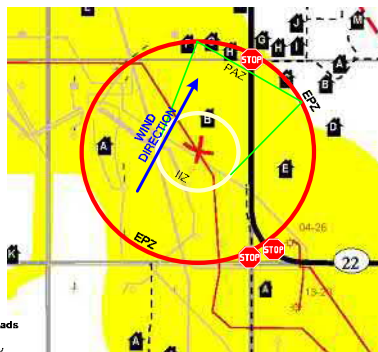
- a) EPZ - The entire hazard area
- b) IIZ - Those closest to the hazard
- c) PAZ - Those downwind of the hazard



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 residences.

Additionally, if any residences only route of egress is through the EPZ, expand the EPZ to include those residences.



Legend
 - - - - - Other Roads
 ——— Main Hwy

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

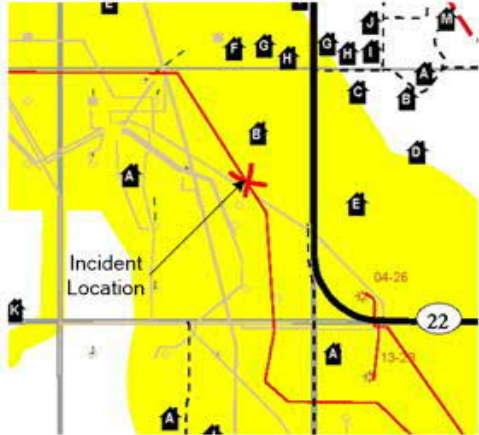
Residents in the IIZ are closest to the hazard and are the most at risk of being adversely affected.

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

Establishing and Isolating a Perimeter – BC

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



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

EPZ - Emergency Planning Zone
Closest to Incident
Downwind

You can find this information:

- a) Labeled 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.

3. Determine the wind direction

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

Draw the wind direction on the map with an arrow.



4. Draw the zones on map:

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

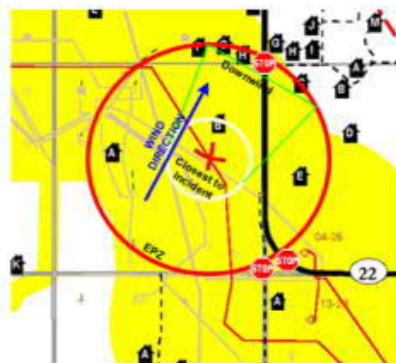


5. Isolate the hazard area with roadblocks

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

Additionally, if any residences only route of egress is through the EPZ, expand the EPZ to include those residences.

Legend
- - - - - Other Roads
———— Main Hwy



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

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

Residents downwind of the EPZ 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 (H₂S) results in the produced sulphur dioxide (SO₂) 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)

- 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, timber or infrastructure.
- Fire hazard after ignition in relation to adjacent forested or cropland area.
- Safety of the Ignition Team (hazard area identification, protective gear).

High Vapour Pressure (HVP)

- Increased risk(s) of delayed ignition.
- 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 not taken place.
 - Monitoring results indicate H₂S concentrations in excess of 10 ppm over a 3-minute average in unevacuated parts of the EPZ.
 - H₂S concentrations exceed 1 ppm per one hour average in urban density developments.
 - Monitoring is not taking place due to weather or other unforeseen circumstances
 - 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.
- AND
- Personnel working at the site can be cleared to a safe distance.

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.

Is There time to discuss the ignition decision with the Operations Section Chief, the Incident Commander, and the Regulatory Agency?

Yes

No

- Review with the Operations Section Chief, the Incident Commander, and Regulatory Agency:**
- Employee and public safety.
 - Site conditions.
 - Site control procedures.
 - Monitoring of Emergency Hazard Area.

Is ignition the most favourable control option to minimize the hazard?

No

Yes

- Continue with release control procedures onsite.
- Review possible control procedures.

- Determine post ignition emergency service requirements.
- Assemble and brief ignition team.
- Go to Ignition Procedures Flowchart.

Ignition Procedure – On-Site Group Supervisor

Preplanning

Prior to ignition the Operations Section Chief will:

- Ensure all nonessential personnel are evacuated.
- Isolate the hazard area using manned roadblocks.
- Assemble the Ignition Team (2 people).
- Ensure the Ignition Team is protected with personal protective equipment, clothing and breathing apparatus (cover exposed skin).
- Erect windsock and streamers (if time permits).
- Monitor the area for combustible gas.
- Fully discuss ignition procedures.
- Check radio communications.

Approach

Select a position to attempt safe ignition which will:

- Allow for safe retreat.
- Be upwind of the gas leak (300m minimum from edge of identified vapor plume, approach no closer than 100m on repeated ignition attempts).
- Be in an area where no combustible gas is detected.
- If possible, get behind a hill, building, tree or other protective barrier to shield yourself.

Attempt Ignition

- Fire flare gun to hit vapour cloud at the perimeter where air to fuel mixtures are correct for ignition (near outer edge and ground level).
- Turn away from target.

Plume Ignited?

No

Yes

Example Ignition Kit

- 2 Flare Pistol
- 36 Flares
- 2 Safety harness with front D-ring
- 2 30m (100ft) flame resistant rope
- 2 Flame resistant coveralls
- 2 Sets of ear protection
- 2 Hard hats with face shield
- 2 Flame resistant hard hat liners (balaclava or regular style)
- 1 LEL Gas detector
- 1 H₂S Gas detector
- 4 Self contained breathing apparatus (positive pressure) with 30 minute air supply, includes 2 spare bottles
- 1 Radio equipped vehicle

Repeat Ignition

- Continue approach and repeat until successful (100m minimum from edge of identified vapour plume).
- DO NOT proceed if Ignition Team is no longer in a safe area.

Post Ignition

- Advise Incident Commander.
- Continue to monitor downwind for gas accumulations from incomplete combustion as well as SO₂.
- Maintain security around immediate area.
- Assist emergency service crews with any fire control measures needed.

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 H₂S.
- 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
Ensure the safety of citizens and response personnel	Identify hazard(s) of spilled material.
	Establish work zones (hot, warm, and cold zones).
	Establish site perimeter and access controls.
	Consider evacuation or shelter-in-place, as needed.
	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.
Control the source of the spill	Complete emergency shut-down procedures.
	Eliminate potential flammable vapour ignition sources.
	Initiate temporary repairs to stop the leak.
	Transfer product to an approved container or facility.
	Construct barriers to prevent spill from reaching a waterbody.
Maximize protection of environmentally sensitive areas	Implement Control Points and pre-designated response strategies.
	Identify and prioritize the environmentally sensitive areas.
	Identify Resources at Risk (RAR) in spill vicinity.
	Track oil movement and develop spill trajectories.
	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
Manage a coordinated response effort	Complete or confirm notifications.
	Establish Incident Command Post.
	Ensure local government and Indigenous officials are included in response organization.
	Initiate spill response Incident Action Plan.
	Ensure mobilization and tracking of response resources.
	Account for personnel and equipment
	Maintain, complete, and log all documentation related to the incident.
Contain and recover spilled material	Evaluate planned response objectives vs. actual response.
	Deploy containment boom at the spill source.
	Deploy containment boom at appropriate recovery areas.
	Conduct open water skimming.
Recover and rehabilitate injured wildlife	Develop disposal plan.
	Establish oiled wildlife reporting hotline.
	Conduct injured wildlife search and rescue operations.
	Operate wildlife rehabilitation center.
Remove oil from impacted areas	Establish team for injured wildlife.
	Conduct appropriate shoreline cleanup efforts.
	Clean oiled structures.
Keep stakeholders informed of response activities	Clean oiled equipment.
	Provide forum to obtain stakeholder input and concerns.
	Provide stakeholders with details of response actions.
	Identify stakeholder concerns and issues and address as practical.
Keep the public informed of response activities	Provide regulatory bodies details of response actions.
	Provide timely safety announcements.
	Conduct public meeting, as appropriate.
	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:
 - a. River crossing with easy access and staging areas.
 - b. Upstream of environmentally sensitive areas.
 - c. 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.
4. Ideally, river flow should be slow or pooled, and/or with back eddies rather than turbulent flow conditions.
5. 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.

1. 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 Petroleum Industry Release Reporting Requirements

All spills exceeding the spill/release quotas listed in the table on the following page MUST be reported immediately to the appropriate regulatory agency.

Agency	Reportable Spills	Report Type	Report to
Alberta Energy Regulator (AER) - Oil & Gas Regulation	1) Any release that has caused, is causing, or may cause an adverse affect* 2) Any pipeline release regardless of volume 3) Any release greater than 2m ³ on-site 4) Any release off-site	Verbal	AER 24 Hour Number 800-222-6514
Alberta Energy Regulator (AER) - Environment Regulation	5) Any release into a water body (as defined in the <i>Water Act</i>) or a watercourse, groundwater, or surface water (as stated in the <i>Release Reporting Regulation</i>) 6) Any spill while substance is being transported from a well or facility to the intended destination. 7) Any release of substance listed as toxic, prohibited or restricted by CEPA 8) Any release that meets or exceeds the reporting threshold in the Environment Reporting Requirements column in the Release Reporting Thresholds table on the following page. Note: The AER Table of Reportable Releases found below further breaks down release types by industry activity.	Written	Next business day following verbal report of spill, the AER forwards a copy of the Release Report form to the company to complete. The form is to be submitted with supporting documentation within 7 days to the local field centre (if the release caused adverse affect)*
Canadian Environmental Protection Agency (CEPA)	Environmental emergencies if: 1) The emergency involves any of the substances identified in Environment & Climate Change Canada's E2 List of regulated substances. See the website link at the bottom of the following page for more information. Note: CEPA has not identified specific reporting thresholds; however, CEPA has suggested that existing provincial reporting thresholds or TDG reporting thresholds are acceptable for use. A Schedule 8 written report through SWIM must be completed in the case of: 1) An environmental emergency involving the release of a hazardous substance that: a) Has or may have an immediate or long-term harmful effect on the environment b) Constitutes or may constitute a danger to the environment on which human life depends c) Constitutes or may constitute a danger in Canada to human life or health 2) The reasonable likelihood of an occurrence of an environmental emergency	Verbal	AER 24 Hour Number 800-222-6514
Alberta Environmental and Dangerous Goods Emergencies (EDGE)	Substances regulated by Transportation of Dangerous Goods if: 1) A release is anticipated, or the release meets or exceeds the reporting threshold in the TDG Reporting Requirements column in the Release Reporting Thresholds table on the following page.	Verbal	911 Local Authority Environmental and Dangerous Goods Emergencies (EDGE)
Canadian Transport Emergency Centre (CANUTEC)	Loss and theft reporting: 1) CANUTEC - all loss or theft of dangerous goods materials 2) Natural Resources Canada Inspector - Class 1 explosive materials only 3) Canadian Nuclear Safety Commission - Class 7 radioactive materials only	Verbal	1) 888-226-8832 or 613-996-6666 2) 613-995-5555 3) 613-995-0479
Department of Fisheries and Oceans (DFO)	1) A release of any substance deleterious to fish into a fish bearing water body	Written	Within 30 days
Canada Energy Regulator (CER) & Transportation Safety Board (TSB)	Immediately reportable and near-miss events as defined in the Event Reporting Guidelines: 1) An incident that harms people or the environment, 2) A rupture, or 3) A toxic plume Note: Immediately reportable incidents must be reported within 3 hours to both the TSB Reporting Hotline and CER's OERS. If applicable, refer to the Federal Roles & Responsibilities chart in SECTION 5: EXTERNAL AGENCIES and the CER site section behind the AREA SPECIFIC INFORMATION tab for further regulations, definitions and reporting guidelines.	Verbal	Via Transportation Safety Board (TSB) Reporting Hotline 819-997-7887
Canada Energy Regulator (CER) & Transportation Safety Board (TSB)		Written	PipelineNotifications@tsb.gc.ca
Canada Energy Regulator (CER) & Transportation Safety Board (TSB)		Written	CER Online Event Reporting System (OERS)
Canada Energy Regulator (CER) & Transportation Safety Board (TSB)		Written	https://apps.cer-rec.gc.ca/ers/home/index
Canada Energy Regulator (CER) & Transportation Safety Board (TSB)		Written	CER - Within 21 days after the day of incident/near-miss
Canada Energy Regulator (CER) & Transportation Safety Board (TSB)		Written	TSB - Within 30 days after the day of the incident/near-miss
Canadian Nuclear Safety Commission (CNSC)	All radioactive releases must be reported immediately.	Verbal	613-995-0479
Canadian Nuclear Safety Commission (CNSC)		Written	Within 21 days
Indian Oil & Gas (IOGC)	Immediately reportable events on First Nation reserve lands only: 1) Any health or environment-threatening emergency or off-lease spills. 2) On-lease spills greater than 1m ³ .	Verbal	IOGC Tsuu T'ina Office 403-292-5625

Note: Spills must be reported promptly to avoid possible prosecution.

Lead Agency Contact Numbers	
Alberta	
Alberta Energy Regulator (AER)	
Spill Reporting Line	800-222-6514
Canada	
Alberta Environmental and Dangerous Goods Emergencies (EDGE)	
Province Wide	800-272-9600
CANUTEC	
All Provinces	888-CAN-UTE (888-226-8832) 613-996-6666
Canada Energy Regulator (CER) / Transportation Safety Board of Canada (TSB)	
TSB Reporting Hotline (Pipelines)	819-997-7887
* Definition of Adverse Affect	
Is defined by the Environmental Protection & Enhancement Act (EPEA) as "impairment of or damage to the environment, human health or safety, or property." For the purpose of reporting, the industry shall use the following guidelines to assess whether the release may cause, is causing or has caused an adverse affect.	
<ul style="list-style-type: none"> • Any third party impact (off-lease), e.g. crop damage, vegetation damage or livestock impact • Unrecovered spilled substance likely to contaminate surface or groundwater • Contaminated groundwater and / or surface water • Release or spill has potential for offsite odour complaints • Toxic or flammable release to air going off-site 	

AER Table of Reportable Releases	Oil & Gas	Mining - Oil Sands	In Situ - Oil Sands	Pipelines	Pipeline Installations	Pipeline-Related Activities & Equipment
Reportable Release						
Any leak or break from a pipeline				X		
Release of a substance that has caused, is causing, or may cause an adverse effect	X	X	X	X	X	X
Release of a substance into a water body (as defined in the <i>Water Act</i>)	X	X	X	X	X	X
Release of a substance into a watercourse, groundwater, or surface water (as stated in the <i>Release Reporting Regulation</i>)	X	X	X	X	X	X
Release of oil, water or unrefined product off-site	X	X	X	X	X	X
Release of oil, water, or unrefined product exceeding 2 cubic metres (m ³) on-site	X	X	X	X	X	X
A liquid spill (as defined in the <i>Oil Sands Conservation Rules</i>)		X	X			
Release of a liquid hydrocarbon exceeding 2 m ³		X	X	X	X	X
Uncontrolled gas release of more than 30,000 m ³	X	X	X	X	X	
Release of gas or gas equivalent exceeding 30,000 m ³		X	X	X	X	
Well flowing uncontrolled	X	X	X			

See following page for spill / release quotas.

Alberta Petroleum Industry Release Reporting Requirements

All spills exceeding the spill/release quotas listed in the table on the following page MUST be reported immediately to the appropriate regulatory agency.

Chemical Class	Substance / Example	T.D.G. Reporting Requirements		Alberta (AER) Reporting Requirements
		Road, Rail or Marine	Loss or Theft	
Other Released Substances	Hydraulic Oil	No TDG Reporting Requirements		Refined products follow TDG requirements
	Methanol	See Class 3 & 6.1		
	Natural Gas	See Class 2.1		30,000 m ³
	Crude Oil / Emulsion (Unrefined)	See Class 3		> 2 m ³ on-site Any release off-site (Report to AER and notify landowner) Any release that has caused, is causing, or may cause an adverse effect Any release into a water body, or a watercourse, groundwater, or surface water
	Produced / Salt Water (Unrefined)	No TDG Reporting Requirements		
	Condensate (Unrefined)	See Class 3		
	Bitumen (Unrefined)	See Class 3		
	Ammonia	See Class 3		
	Glycol	See Class 3		
	Drilling Waste (Unrefined)	No TDG Reporting Requirements		
Oilfield Waste (Unrefined)	No TDG Reporting Requirements			
Class 1 Explosives	Ammunition Nitro-glycerine	Any quantity of Packing Group II	Any quantity in Class 1.1, 1.2, and 1.3 Total quantity of 450 kg or more in Class 1.4 (except 1.4S), 1.5, or 1.6	All releases which could pose a danger, or 50 kg
Class 2.1 Flammable Gases	H ₂ S Methane Propane Butane Natural Gas	Any quantity	Total quantity of 450 kg or more	All releases which could pose a danger, or any sustained release of 10 minutes or more
Class 2.2 Non-Flammable Gases	Compressed Air O ₂ N ₂ CO ₂		No TDG Reporting Requirements	30,000 m ³
Class 2.3 Toxic Gases (poisonous or corrosive)	H ₂ S SO ₂ Hydrogen Cyanide Nitric Acid Anhydrous Ammonia		Any quantity	Any quantity
Class 3 Flammable Liquids	Gasoline Diesel Methanol Demulsifiers Scale Inhibitors Lube Oil	Any quantity of Packing Group I or II More than 30 L or 30 kg of Packing Group III	Total quantity of 450 kg or more of desensitized explosives Any quantity of UN1261, Nitromethane	> 2m ³ on-site > 200 L on land Any release that has caused, is causing, or may cause an adverse effect Any release into a water body, or a watercourse, groundwater, or surface water
Class 4.1 Flammable Solids	Calcium Resinate Naphthalene Crude		Total quantity of 450 kg or more of desensitized explosives Any quantity of UN1357, Urea Nitrate, with not less than 20% water, by mass; UN3370, Urea Nitrate, Wetted, with not less than 10% water by mass	> 25 kg on land Any release that has caused, is causing, or may cause an adverse effect
Class 4.2 Spontaneously Combustible	Activated Carbon Potassium Sulphide Phosphorus		Total quantity of 450 kg or more in Packing Groups I or II	Any release into a water body, or a watercourse, groundwater, or surface water
Class 4.3 Dangerous when Wet	Molten Sulphur Calcium Carbide Sodium Activated Carbon		Total quantity of 450 kg or more in Packing Groups I or II	
Class 5.1 Oxidizing Substances	Calcium Nitrate Ammonium Nitrate Bleaches		Total quantity of 450 kg or more in Packing Groups I or II Any quantity of UN1485, Potassium Chlorate; UN1486, Potassium Nitrate; UN 1487, Potassium Nitrate and Sodium Nitrate Mixture; UN1489, Potassium Perchlorate; UN1495, Sodium Chlorate; UN1498, Sodium Nitrate; UN1499 Sodium Nitrate and Potassium Nitrate Mixture; UN1511, Urea Hydrogen Peroxide; UN1942 Ammonia Nitrate, with not more than 0.2% combustible substances, including any organic substance calculated as carbon, to the exclusion of any other added substances; UN2014 Hydrogen Peroxide, Aqueous Solution with not less than 20% but not less than 60% hydrogen peroxide (stabilized as necessary); UN2015, Hydrogen Peroxide, Stabilized; UN2031, Nitric Acid, other than red fuming; UN3149, Hydrogen Peroxide and Peroxyacetic Acid Mixture with acid (s), water and not more than 5% peroxyacetic acid, stabilized	> 50 kg or 50 L on land Any release that has caused, is causing, or may cause an adverse effect Any release into a water body, or a watercourse, groundwater, or surface water
Class 5.2 Organic Peroxides	Methyl Ethyl Ketone Peroxide Succinic Acid Peroxide		Any quantity in Class 5.2, Type B, liquid or solid, temperature controlled	1 kg or 1 L
Class 6.1 Poisonous Toxic Substances	Arsenic Lead Acetate Mercuric Chloride Mercuric Oxide Methanol Toxic Pesticides		Any quantity of Packing Group I	> 5 kg or 5 L on land Any release that has caused, is causing, or may cause an adverse effect Any release into a water body, or a watercourse, groundwater, or surface water
Class 6.2 Infectious Substances	Infectious Substances affecting Humans / Animals	Any quantity of Category A or B	Any quantity	All releases
Class 7 Radioactive Substances	Uranium Plutonium Naturally Occurring Radioactive Materials (N.O.R.M.)	For packages being transported under exclusive use: (i) 10 mSv/h on the external surface (ii) 2 mSv/h on the surface of the conveyance, and (iii) 0.1 mSv/h at a distance of 2 m from the surface For packages not being transported under exclusive use: (i) 2 mSv/h on the external surface (ii) 0.1 mSv/h at a distance of 1 m from the package, (iii) 2 mSv/h on the surface of the conveyance, and (iv) 0.1 mSv/h at a distance of 2 m from the surface of the conveyance.	Any quantity	Discharge or radiation level exceeding 10 mSv/h at package surface & 200 u Sv/h, 1 m from the package surface
Class 8 Corrosives	Acids Bases Batteries Caustic Amine	Any quantity of Packing Group I or II 30 L or 30 kg of Packing Group III	Total quantity of 450 kg or more in Packing Group I or II Any quantity of UN1796, Nitrating Acid Mixture with more than 50% nitric acid; UN1826, Nitrating Acid Mixture, Spent, with more than 50% nitric acid; UN2032, Nitric Acid, Red Fuming	> 50 kg or 50 L on land Any release that has caused, is causing, or may cause an adverse effect Any release into a water body, or a watercourse, groundwater, or surface water
Class 9 Miscellaneous Products, Substances & Organisms, Environmentally Hazardous Substances	P. C. B. Asbestos	30 L or 30 kg of Packing Group II or III, or without Packing Group	No TDG Reporting Requirements	25 kg or 25 L
Other	Any well flowing uncontrolled, any burning of effluent from a well or facility and any fire where loss exceeds 2m ³ of oil, or 30,000m ³ of gas where damage to well head occurs			

For all other reportable substances/quantities, please refer to company SDS sheets for more information.

List of Environment & Climate Change Canada's E2 Regulated Substances: <http://gazette.gc.ca/rp-pr/p2/2019/2019-03-06/html/sor-dors51-eng.html>

British Columbia Petroleum Industry Release Reporting Requirements

All spills exceeding the spill/release quotas listed in the table on the following page MUST be reported immediately to the appropriate regulatory agency.

Agency	Reportable Spills	Report Type	Report to
Emergency Management and Climate Readiness (EMCR) BC Energy Regulator (BCER)	Report when: 1) If a spill/release occurs or is at imminent risk of occurring. 2) Any Minor Incident through CM-IS. **See Note** 3) When a sour gas product is released, any measurement of 5 ppm or greater measured at 1 metre from the source of the leak. 4) All spills or releases of any amount of material which impacts or may impact a body of water. 5) All spills or releases of hazardous substances which are not provincially regulated (such as radioactive substances). 6) All pipeline incidents, such as spills during construction phase or failure (without release) of any pressure control or ESD device. 7) All Substances spilled/released, or likely to be spilled/released when quantities are equal to or exceed the quantities listed in the Environment Reporting Requirements column in the Release Reporting Thresholds table on the following page. Response to land based spills: 1) During the day must be initiated within 6 hours from time of discovery. 2) During the weekend or night must be initiated within 12 hours from time of discovery.	Verbal	24 Hour Number 800-663-3456 (Within 1 hour of a level 1, 2 or 3 emergency)
		Written	Electronic submission through the Online Minor Incident Reporting System, operated through CM-IS (Within 24 hours of a Minor incident)
Environment and Climate Change Canada (ECCC)	Environmental emergencies if: 1) The emergency involves any of the substances identified in Environment & Climate Change Canada's CEPA E2 List of regulated substances. See the website link at the bottom of the following page for more information. Note: CEPA has not identified specific reporting thresholds; however, CEPA has suggested that existing provincial reporting thresholds or TDG reporting thresholds are acceptable for use. A Schedule 8 written report through SWIM must be completed in the case of: 1) An environmental emergency involving the release of a hazardous substance that: a) Has or may have an immediate or long-term harmful effect on the environment b) Constitutes or may constitute a danger to the environment on which human life depends c) Constitutes or may constitute a danger in Canada to human life or health 2) The reasonable likelihood of an occurrence of an environmental emergency	Verbal	BCER / EMCR 24 Hour Number 800-663-3456
		Written	As soon as possible, submit a Schedule 8 through the SWIM (Single Window Information Manager) system
Transportation of Dangerous Goods (TDG)	Substances regulated by Transportation of Dangerous Goods if: 1) A release is anticipated, or the release meets or exceeds the reporting threshold in the TDG Reporting Requirements column in the Release Reporting Thresholds table on the following page.	Verbal	911 Local Authority Dangerous Goods BCER / EMCR 800-663-3456
		Written	Within 30 days
Canadian Transport Emergency Centre (CANUTEC)	Loss and theft reporting: 1) CANUTEC - all loss or theft of dangerous goods materials 2) Natural Resources Canada Inspector - Class 1 explosive materials only 3) Canadian Nuclear Safety Commission - Class 7 radioactive materials only	Verbal	1) 888-226-8832 or 613-996-6666 2) 613-995-5555 3) 613-995-0479
		Written	Within 30 days
Department of Fisheries and Oceans (DFO)	1) A release of any substance deleterious to fish into a fish bearing water body.	Verbal	BCER / EMCR 24 Hour Number 800-663-3456
Canada Energy Regulator (CER) & Transportation Safety Board (TSB)	Immediately reportable and near-miss events as defined in the Event Reporting Guidelines: 1) An incident that harms people or the environment, 2) A rupture, or 3) A toxic plume Note: Immediately reportable incidents must be reported within 3 hours to both the TSB Reporting Hotline and CER's OERS. If applicable, refer to the Federal Roles & Responsibilities chart in SECTION 5: EXTERNAL AGENCIES and the CER site section behind the AREA SPECIFIC INFORMATION tab for further regulations, definitions and reporting guidelines.	Verbal	Via Transportation Safety Board (TSB) Reporting Hotline 819-997-7887
		Written	PipelineNotifications@tsb.gc.ca
		Written	CER Online Event Reporting System (OERS) https://apps.cer-rec.gc.ca/ers/home/index
		Written	CER - Within 21 days after the day of incident/near-miss TSB - Within 30 days after the day of the incident/near-miss
Canadian Nuclear Safety Commission (CNSC)	All radioactive releases must be reported immediately.	Verbal	613-995-0479
		Written	Within 21 days
Indian Oil & Gas (IOGC)	Immediately reportable events on First Nation reserve lands only: 1) Any health or environment-threatening emergency or off-lease spills. 2) On-lease spills greater than 1m ³ .	Verbal	IOGC Tsuu T'ina Office 403-292-5625

****Note:** The permit holder must report any minor incident (both spill and non-spill related) to the BCER within 24 hours by electronic submission through the Online Minor Incident Reporting System, opened through CM-IS (Form A). In addition to Form A, minor spills and leaks must also be reported immediately to EMCR so that a Dangerous Goods Incident Report (DGIR) number may be issued.

Lead Agency Contact Numbers	
British Columbia	
Emergency Management and Climate Readiness (EMCR)	800-663-3456
BC Energy Regulator (BCER)	
Canada	
CANUTEC	
All Provinces	888-CAN-UTEC (888-226-8832) 613-996-6666
Canada Energy Regulator (CER) / Transportation Safety Board of Canada (TSB)	
TSB Reporting Hotline (Pipelines)	819-997-7887

Note: Spills must be reported promptly to avoid possible prosecution.

ERAA S.37 - Spillage

- 1) A permit holder, an authorization holder and a person carrying out an energy resource activity or an off-site environmental mitigation activity must
 - (a) prevent spillage, and
 - (b) promptly report to the regulator any damage or malfunction likely to cause spillage that could be a risk to public safety or the environment.
- 2) If spillage occurs, a permit holder, an authorization holder or person carrying out an energy resource activity or an off-site environmental mitigation activity must promptly do all of the following:
 - (a) remedy the cause or source of the spillage;
 - (b) contain and eliminate the spillage;
 - (c) remediate any land or body of water affected by the spillage;
 - (d) if the spillage is a risk to public safety or the environment, report to the regulator:
 - (i) the location and severity of the spillage, and
 - (ii) any damage or malfunction causing or contributing to the spillage.
- 3) A person who is aware that spillage is occurring or likely to occur must make reasonable efforts to prevent or assist in containing or preventing the spillage.

Please refer to the BC Environmental Management Act; **Spill Reporting Regulation**, Schedule "Reporting Levels for Certain Substances" for determining reportable spillage amounts of other substances not listed here.

Even though some spills are not reportable, the requirement to clean up the spill is still mandatory. Spills of reportable amounts which occur in a secondary containment are still a reportable incident.

See following page for spill/release quotas.

British Columbia Petroleum Industry Release Reporting Requirements

All spills exceeding the spill/release quotas listed in the table on the following page MUST be reported immediately to the appropriate regulatory agency.

Chemical Class	Substance / Example	T.D.G. Reporting Requirements		B.C. (BCER / EMCR) Reporting Requirements			
		Road, Rail or Marine	Loss or Theft				
Other Released Substances	Hydrogen Sulphide (H ₂ S)	Any quantity	Any quantity	5 ppm or greater			
	Hydraulic Oil	No TDG Reporting Requirements		100 L on-site Any release off-site			
	Methanol	See Class 3 & 6.1					
	Crude Oil / Emulsion	See Class 3		100 L on-site / Any release off-site			
	Produced / Salt Water	No TDG Reporting Requirements		200 L / Any release off-site			
	Drilling or Invert Mud	No TDG Reporting Requirements		100 L on-site / Any release off-site			
	Condensate	See Class 3					
	Glycol	No TDG Reporting Requirements		200 kg or 200 L			
	Fresh Water	No TDG Reporting Requirements		10,000 L			
	Any fluid with toxic substances	No TDG Reporting Requirements		25 L			
Class 1 Explosives	Ammunition Nitro-glycerine	Any quantity of Packing Group II	Any quantity in Class 1.1, 1.2, and 1.3 Total quantity of 450 kg or more in Class 1.4 (except 1.4S), 1.5, or 1.6	50 kg, or less if the substance poses a danger to public safety			
Class 2.1 Flammable Gases	Methane Propane Butane Natural Gas (see line 25 below)	Any quantity	Total quantity of 450 kg or more	10 kg			
Class 2.2 Non-Flammable Gases	Compressed Air O ₂ N ₂ CO ₂		No TDG Reporting Requirements	10 kg			
Class 2.3 Toxic Gases (poisonous or corrosive)	SO ₂ Hydrogen Cyanide Nitric Acid Anhydrous Ammonia		Any quantity	5 kg			
Class 3 Flammable Liquids	Gasoline Diesel Methanol Demulsifiers Scale Inhibitors	Any quantity of Packing Group I or II More than 30 L or 30 kg of Packing Group III	Total quantity of 450 kg or more of desensitized explosives Any quantity of UN1261, Nitromethane	100 L			
	Lube Oil			100 L			
Class 4.1 Flammable Solids	Calcium Resinate Naphthalene Crude		Total quantity of 450 kg or more of desensitized explosives Any quantity of UN1357, Urea Nitrate, with not less than 20% water, by mass; UN3370, Urea Nitrate, Wetted, with not less than 10% water by mass	25 kg			
Class 4.2 Spontaneously Combustible	Activated Carbon Potassium Sulphide Phosphorus		Total quantity of 450 kg or more in Packing Groups I or II				
Class 4.3 Dangerous when Wet	Molten Sulphur Calcium Carbide Sodium Activated Carbon		Total quantity of 450 kg or more in Packing Groups I or II				
Class 5.1 Oxidizing Substances	Calcium Nitrate Ammonium Nitrate Bleaches		Any quantity of Packing Group I or II More than 30 L or 30 kg of Packing Group III	Total quantity of 450 kg or more in Packing Groups I or II Any quantity of UN1485, Potassium Chlorate; UN1486, Potassium Nitrate; UN 1487, Potassium Nitrate and Sodium Nitrate Mixture; UN1489, Potassium Perchlorate; UN1495, Sodium Chlorate; UN1498, Sodium Nitrate; UN1499 Sodium Nitrate and Potassium Nitrate Mixture; UN1511, Urea Hydrogen Peroxide; UN1942 Ammonia Nitrate, with not more than 0.2% combustible substances, including any organic substance calculated as carbon, to the exclusion of any other added substances; UN2014 Hydrogen Peroxide, Aqueous Solution with not less than 20% but not less than 60% hydrogen peroxide (stabilized as necessary); UN2015, Hydrogen Peroxide, Stabilized; UN2031, Nitric Acid, other than red fuming; UN3149, Hydrogen Peroxide and Peroxyacetic Acid Mixture with acid(s), water and not more than 5% peroxyacetic acid, stabilized	50 kg or 50 L		
				Class 5.2 Organic Peroxides	Methyl Ethyl Ketone Peroxide Succinic Acid Peroxide	Any quantity in Class 5.2, Type B, liquid or solid, temperature controlled	1 kg or 1 L
Class 6.1 Poisonous Toxic Substances	Arsenic Lead Acetate Mercuric Oxide Methanol Toxic Pesticides			Any quantity of Packing Group I	5 kg or 5 L		
Class 6.2 Infectious Substances	Infectious Substances affecting Humans / Animals			Any quantity of Category A or B	Any quantity	1 kg or 1 L, or less if the waste poses a danger to public safety or the environment	
Class 7 Radioactive Substances	Uranium Plutonium Naturally Occurring Radioactive Materials (N.O.R.M.)			Any quantity of Packing Group I or II 30 L or 30 kg of Packing Group III	For packages being transported under exclusive use: (i) 10 mSv/h on the external surface (ii) 2 mSv/h on the surface of the conveyance, and (iii) 0.1 mSv/h at a distance of 2 m from the surface	Any quantity that could pose a danger to public safety and an emission level greater than the emission level established in section 20 of the "Packaging and Transport of Nuclear Substance Regulations"	
		For packages not being transported under exclusive use: (i) 2 mSv/h on the external surface (ii) 0.1 mSv/h at a distance of 1 m from the package, (iii) 2 mSv/h on the surface of the conveyance, and (iv) 0.1 mSv/h at a distance of 2 m from the surface of the conveyance.					
Class 8 Corrosives	Acids Bases Batteries Caustic Amine	Any quantity of Packing Group I or II 30 L or 30 kg of Packing Group III			Total quantity of 450 kg or more in Packing Group I or II	5 kg or 5 L	
					Any quantity of UN1796, Nitrating Acid Mixture with more than 50% nitric acid; UN1826, Nitrating Acid Mixture, Spent, with more than 50% nitric acid; UN2032, Nitric Acid, Red Fuming		
Class 9 Miscellaneous Products, Substances & Organisms, Environmentally Hazardous Substances	P.C.B. Asbestos Substances not regulated by the <i>Transportation of Dangerous Goods Act</i>				30 L or 30 kg of Packing Group II or III, or without Packing Group	No TDG Reporting Requirements	25 kg or 25 L of Packing Group II or III, or without Packing Group

Other items in the BC Spill Reporting Regulation that are applicable to the petroleum industry but do not fit in the above table format.		
Item	Substance Spilled	Specified Amount
14	Waste containing dioxin as defined in Section 1 of the Hazardous Waste Regulation	1 kg or 1 L, or less if the waste poses a danger to public safety or the environment
15	Leachable toxic waste as defined in Section 1 of the Hazardous Waste Regulation	25 kg or 25 L
16	Waste containing polycyclic aromatic hydrocarbons as defined in Section 1 of the Hazardous Waste Regulation	5 kg or 5 L
17	Waste asbestos as defined in Section 1 of the Hazardous Waste Regulation	50 kg
18	Waste oil as defined in Section 1 of the Hazardous Waste Regulation	100 L
20	PCB wastes as defined in Section 1 of the Hazardous Waste Regulation	25 kg or 25 L
23	A hazardous waste as defined in Section 1 of the Hazardous Waste Regulation and not covered under items 1 to 22 (built into above table)	25 kg or 25 L
24	A substance, not covered by items 1 to 23 (built into above table) that can cause pollution	200 kg or 200 L
25	Natural Gas	10 kg, if there is a breakage in a pipeline or fitting operated above 100 psi that results in a sudden and uncontrolled release of natural gas

For all other reportable substances/quantities, please refer to company SDS sheets for more information.

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.

	Ground	
	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: <ul style="list-style-type: none"> • Non-vegetated: mud/silt; sand; pebble/boulders. • Vegetated: grassland; forest; wetland. 	Examples of resources needing protection include: <ul style="list-style-type: none"> • Drainage systems • Watercourses • Utilities
Response Considerations:	<ul style="list-style-type: none"> • Penetration of soil below the uppermost layer must be minimized. • Prevent oil from entering areas with ground water. • Drains and inlets should be blocked. 	<ul style="list-style-type: none"> • 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



Containment and Recovery, continued

	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: <ul style="list-style-type: none"> • Ponds • Lakes • Reservoirs 	Examples of resources needing protection include: <ul style="list-style-type: none"> • Rivers • Streams • Water intakes • Fishing areas
Response Considerations:	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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

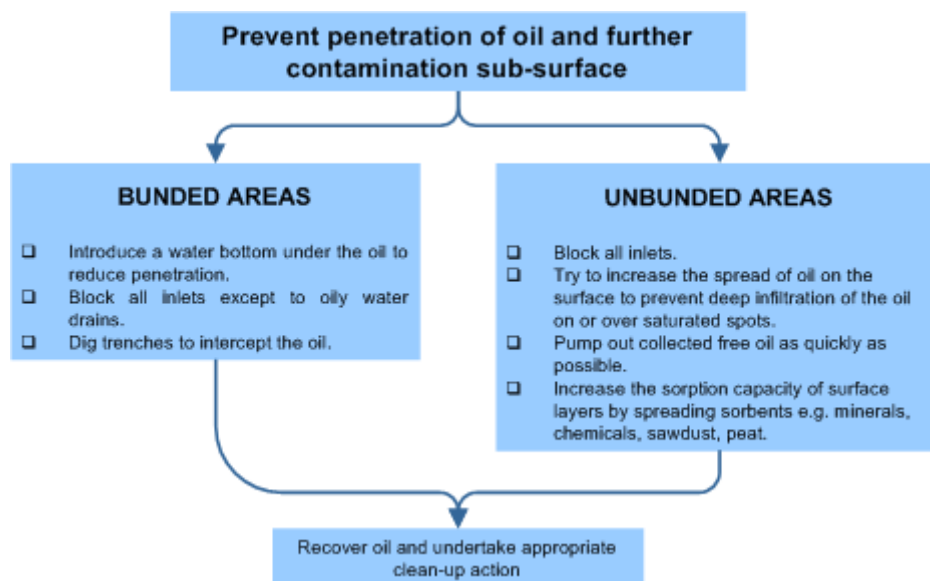
Containment of Spilled Product

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.

Containment and Recovery, continued

Surface Type	Capacity (ltrs/m ³)
Stones / Coarse Gravel	5
Gravel / Coarse Sand	8
Coarse Sand / Medium Sand	15
Medium Sand / Fine Sand	25
Fine Sand / Silt	40

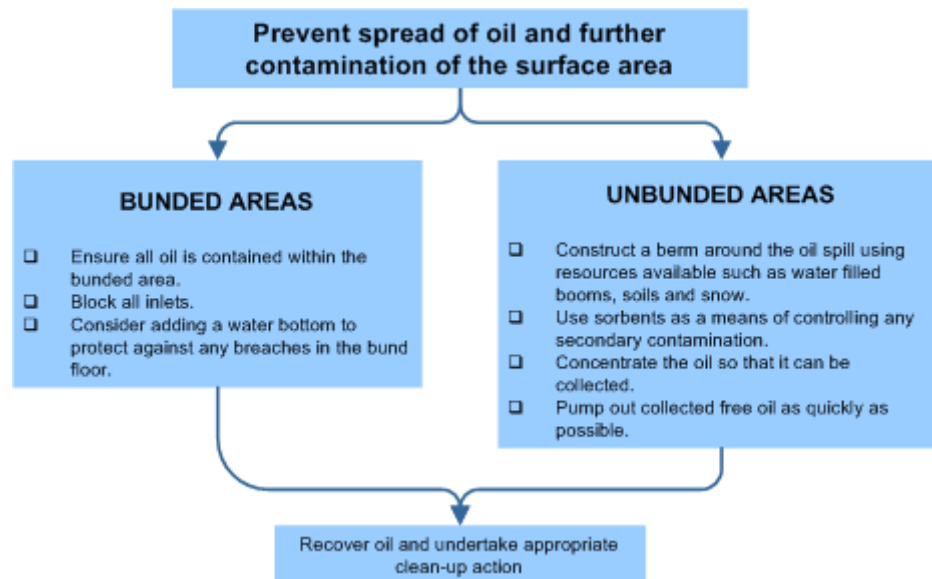
Note: Groundwater movement is very slow, usually between 0.5 m and 1.5 m per day. If oil reaches below subsurface layers, a study of the underlying hydrogeology to identify the most optimal location for the recovery of oil. Different recovery methods can then be put in place, preventing both the further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



Containment and Recovery, continued

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:

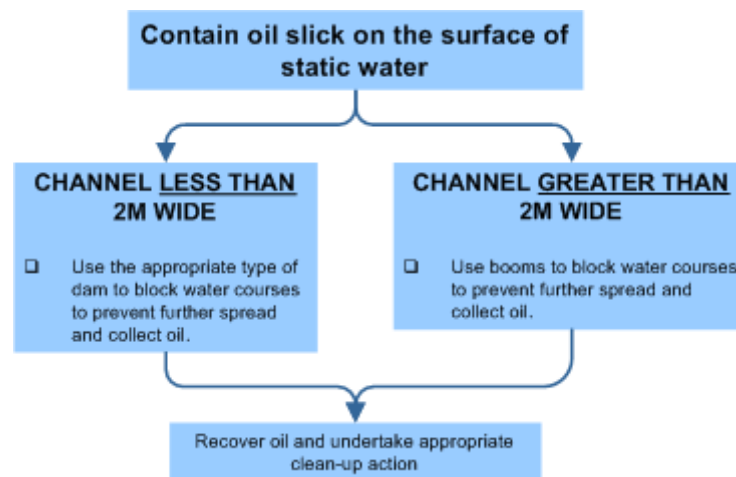
- Using dams formed from soil, sandbags, or sorbents to protect inlets.
- Seal drain gratings with plastic bags filled with water and sand.

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

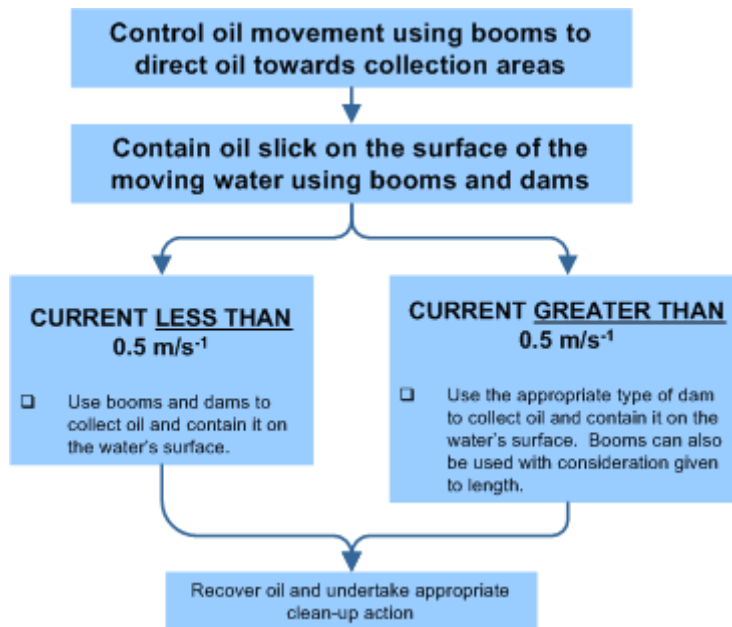
On larger areas of static water, boom can be used to contain the floating oil. The water bodies can be subject to wind-induced wave action, causing the oil to drift, therefore making it necessary to prioritize the containment to prevent further spreading. Where lakes etc. are fed and drained by watercourses,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



Containment and Recovery, continued

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.

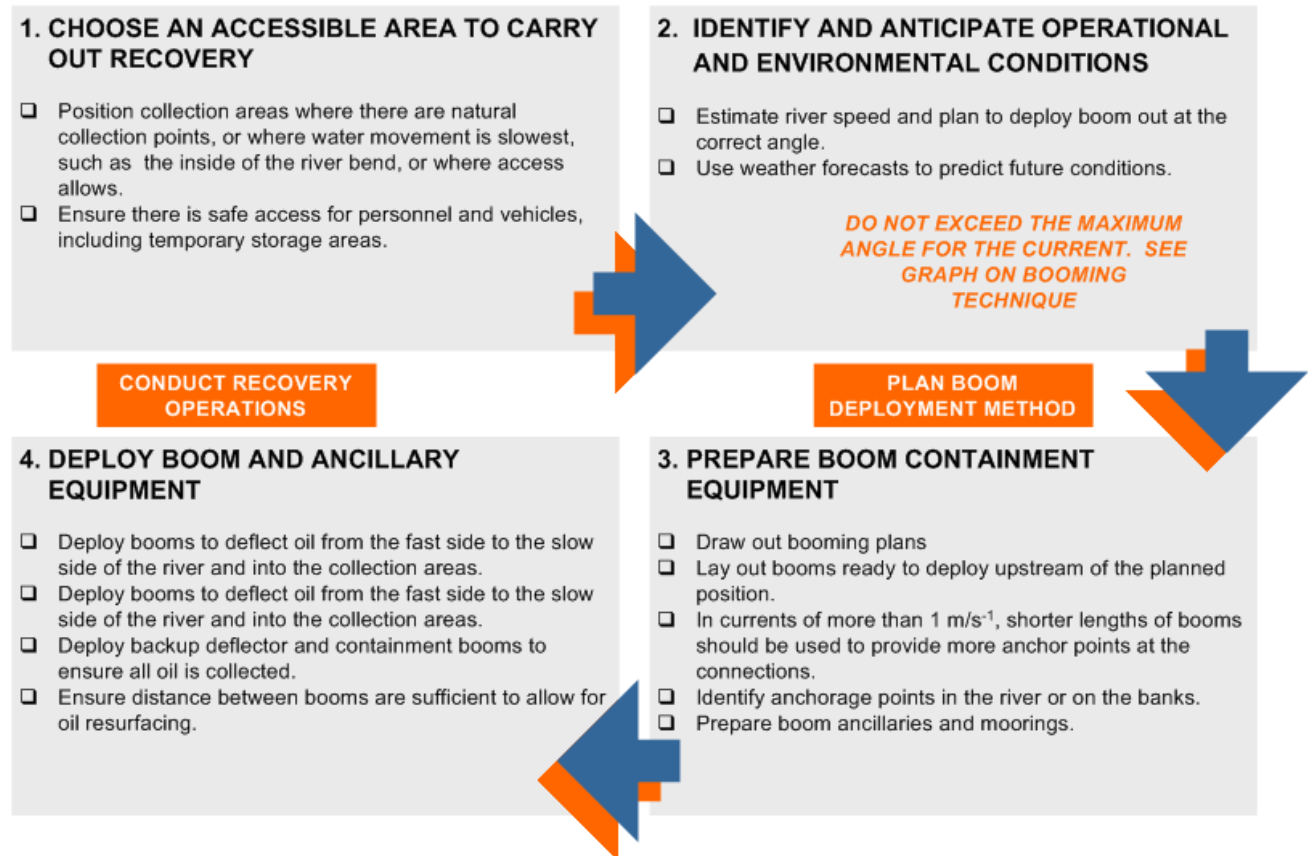


Containment and Recovery, continued

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.



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 labor-intensive 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.	<ul style="list-style-type: none"> • Shovels • Buckets • Sorbents • (10-20) labourers 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Motor grader, • Backhoe • Dump truck • Elevating scrapers • (2-4) labourers • Equipment operators 	<ul style="list-style-type: none"> • On land, wherever surface sediments are accessible to heavy equipment • Large amounts of oiled materials. 	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Hand tools • Sorbents • (2-10) labourers 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • (1-2) - 50 to 100 bbl vacuum trucks w/ hoses • (1-2) nozzle screens or skimmer heads • (2-6) labourers • truck operators 	<ul style="list-style-type: none"> • Can be used on all habitat types • Stranded oil on the substrate • Shoreline access points. 	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • (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 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Can impact clean down gradient areas • Can displace some surface organisms if present • Sediments transported into water can affect water quality.

Containment and Recovery, continued

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.	<ul style="list-style-type: none"> • (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 	<ul style="list-style-type: none"> • Substrates, riprap, and solid man-made structures • Oil stranded onshore • Floating oil in shallow areas. 	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • (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 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • (1) tractor fitted with tines, dicer, ripper blades, etc., or • (1-4) rototillers • hand tools • (2-10) labourers 	<ul style="list-style-type: none"> • Any sedimentary substrate that can support heavy equipment • Sand and gravel beaches with subsurface oil • Where sediment is stained or lightly oiled • Where oil is stranded above normal high waterline. 	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • (1) set of fire control equipment • (2-4) fans • (1) supply of combustion promoter • (2-4) labourers 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • None required 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Oil may persist for significant periods of time • Remobilized oil or sheens may impact other areas • Higher probability of impacting wildlife.

SORBENTS



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

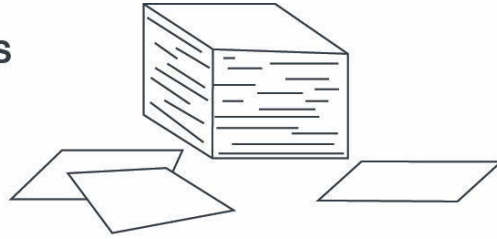


Procedure

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



SORBENT PADS



Sorbent Pads

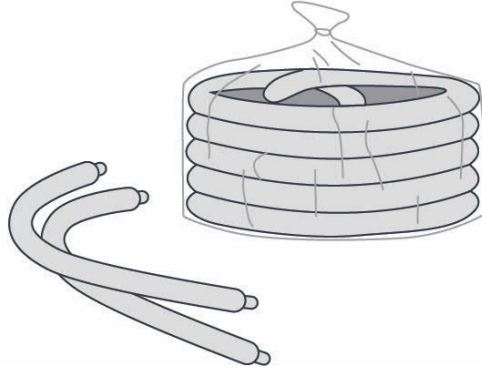
- ◇ Generally smaller in size. Useful for spot cleaning by hand.

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.

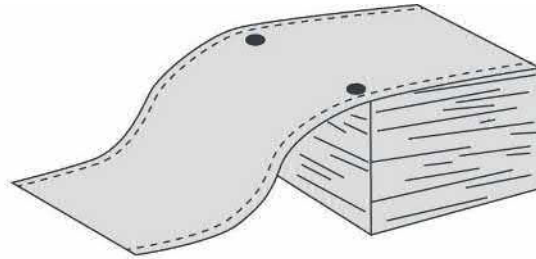


SORBENT BOOMS



Sorbent Sweeps

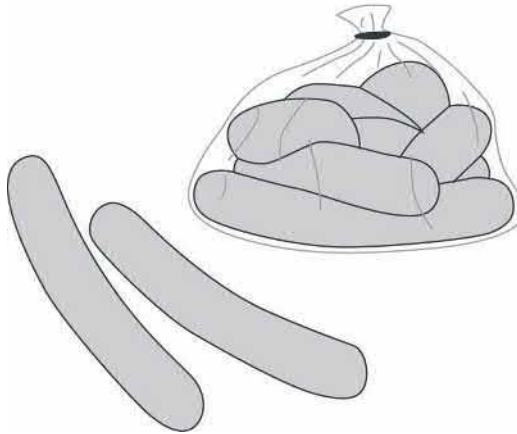
- ◇ Long, narrow sheets of sorbent material with an integral tension member.
- ◇ Sorbent sweeps can be used in place of sorbent booms for managing and recovering sheens.



SORBENT SWEEPS

Sorbent Socks

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



SORBENT SOCKS



BERMS



Berms can be constructed using any non-porous 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



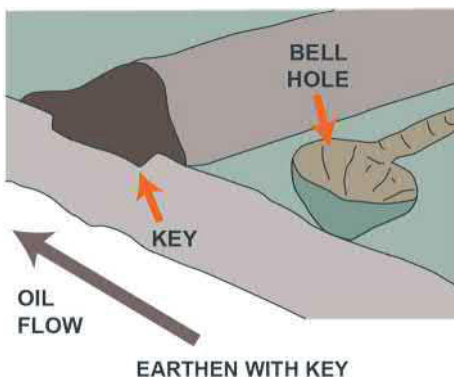
Personnel

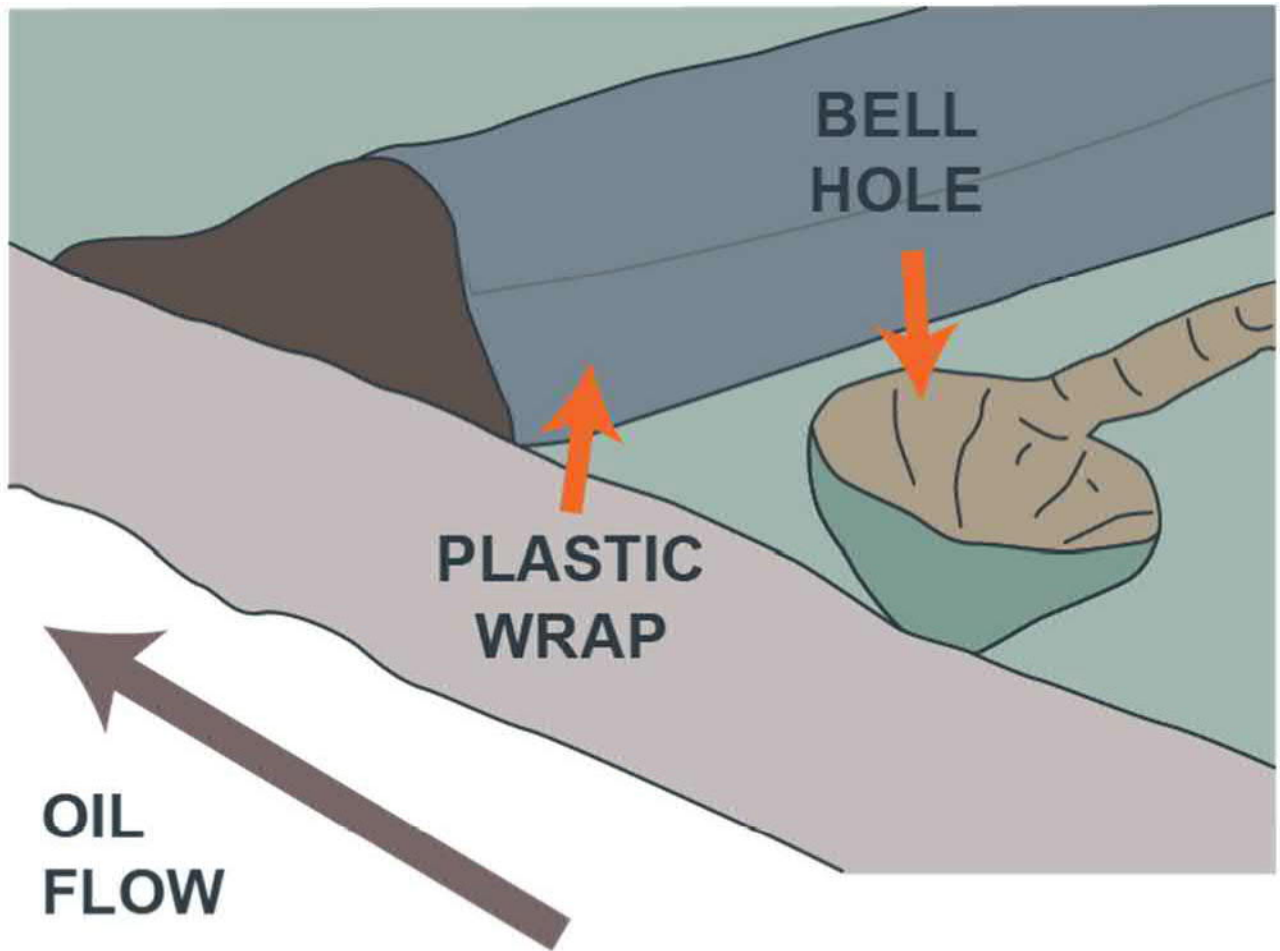
- ◇ Supervisor / lead
- ◇ Site safety
- ◇ Labourers
- ◇ Vacuum truck operator



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



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



Procedure

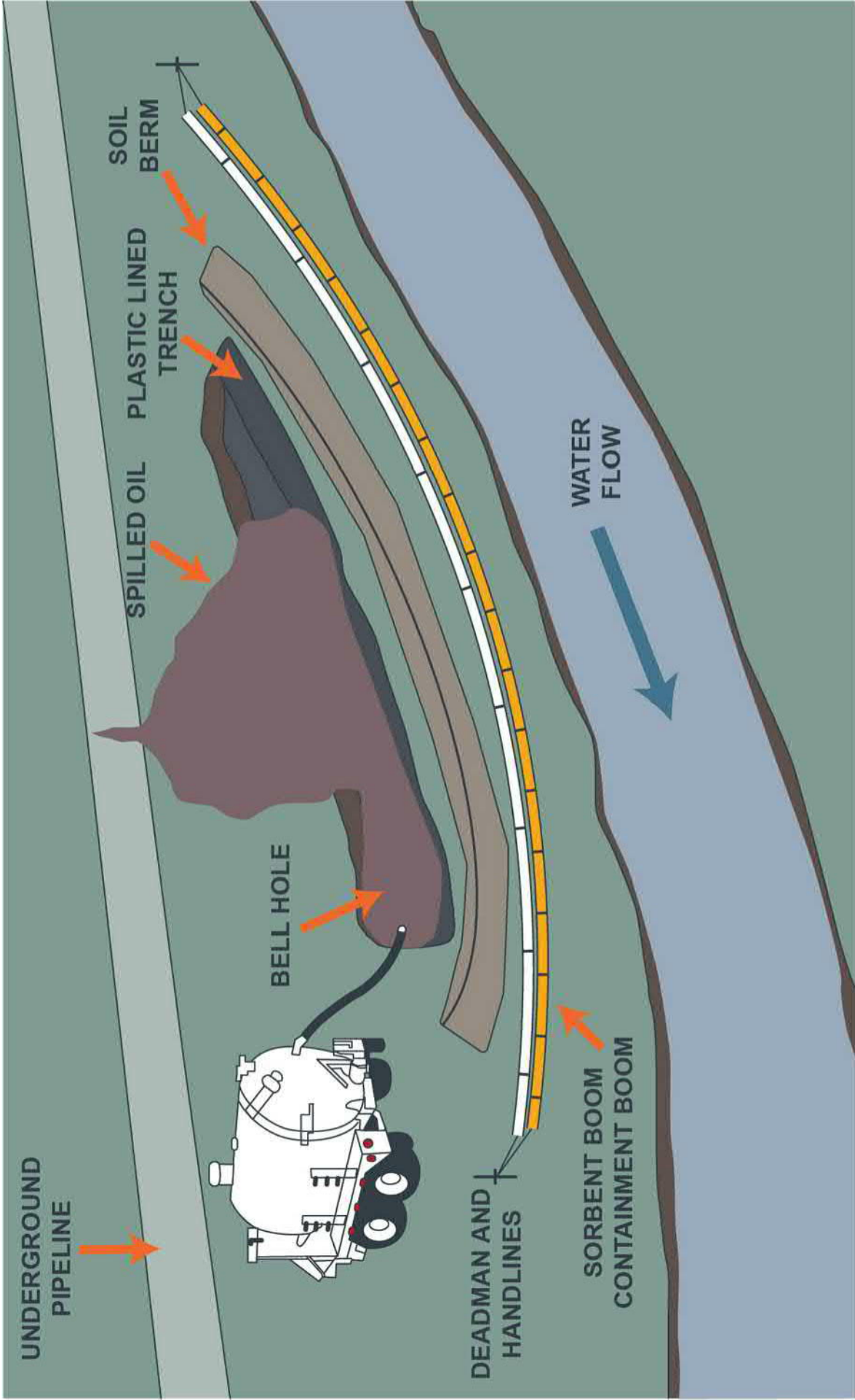
- ◇ Excavate shallow trench downstream and ensure berm is on downstream side of trench. Line the trench and berm with plastic sheeting to prevent contamination of berm contents.
- ◇ Excavate bell hole at low end of trench for the collection of fluids.
- ◇ Recover collected fluids using vacuum truck /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



Personnel

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





TRENCH AND BELL HOLE

AQUADAM



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

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.
- ◇ 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

- ◇ 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

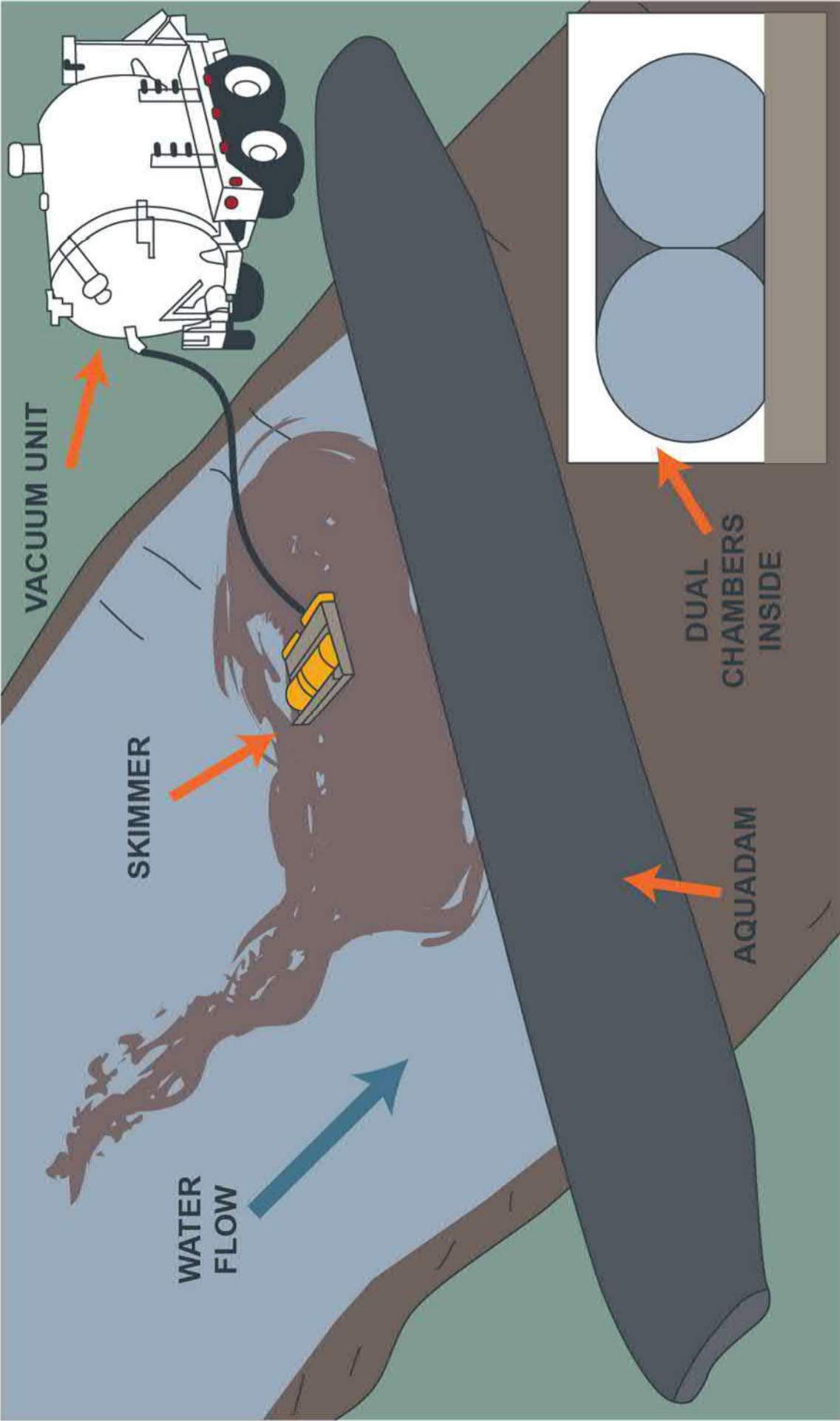
- ◇ Supervisor / lead
- ◇ Site Safety
- ◇ Labourers
- ◇ Vacuum truck operator



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.





VACUUM UNIT

SKIMMER

WATER FLOW

DUAL CHAMBERS INSIDE

AQUADAM

AQUADAM

CULVERT BLOCK



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.
- ◇ Consider 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



Procedure

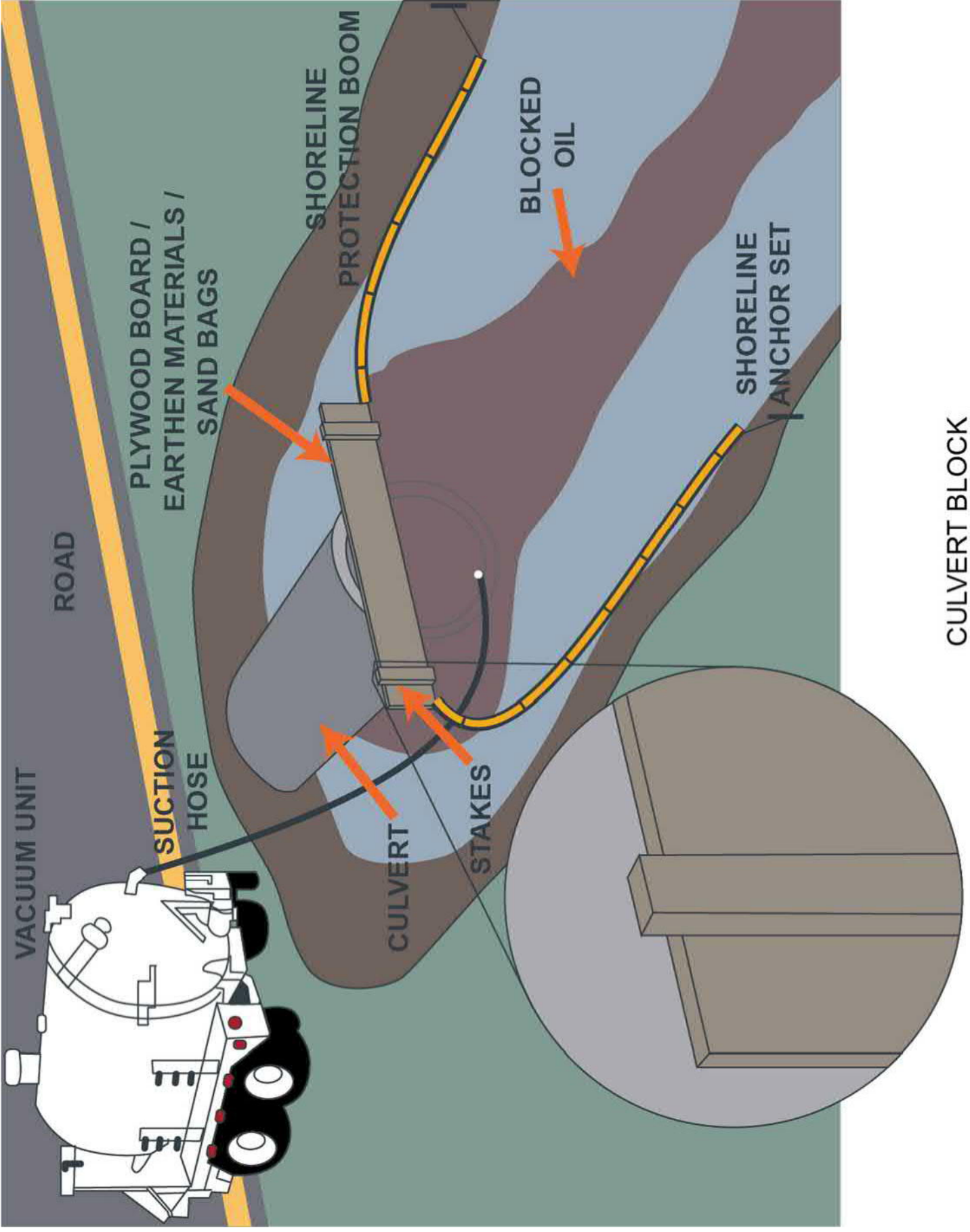
- ◇ Using earthen materials or sandbags, completely block the culvert or,
- ◇ Using plywood on upstream side of culvert. Secure in place with two stakes driven into bed of ditch, creek or stream. Raise board enough to allow passage of water under the board's lower edge. Secure in place with driving nails 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.



Personnel

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





CULVERT BLOCK

BOOM DEPLOYMENT



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.

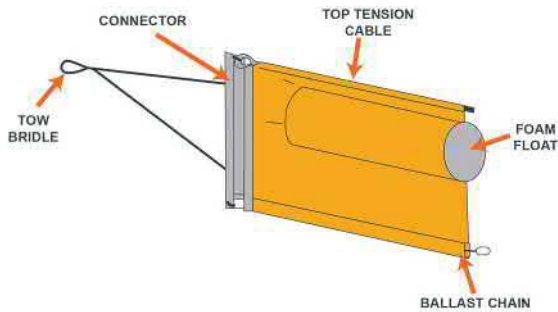
Objectives

- ◇ 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 skirts 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.

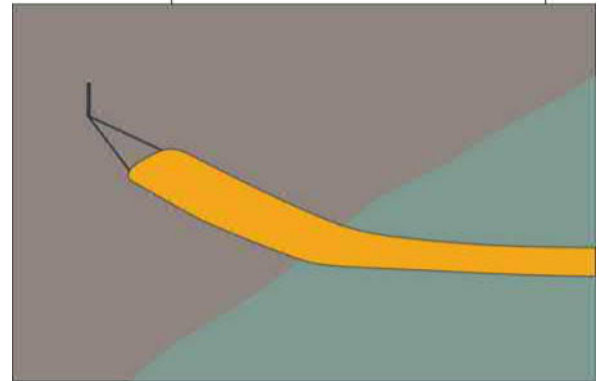
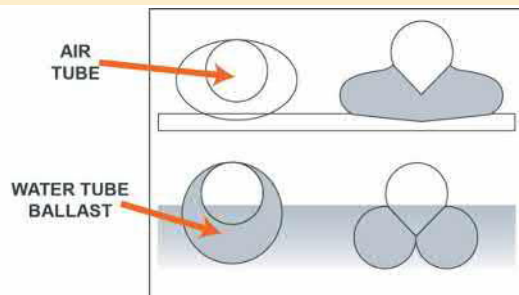


Boom Property	Static Water	Moving Water
Overall height (in)	6 - 24	8 - 32
Minimum gross buoyancy to weight ratio	3:1	4:1
Minimum total tensile strength (lbs)	1,500	5,000

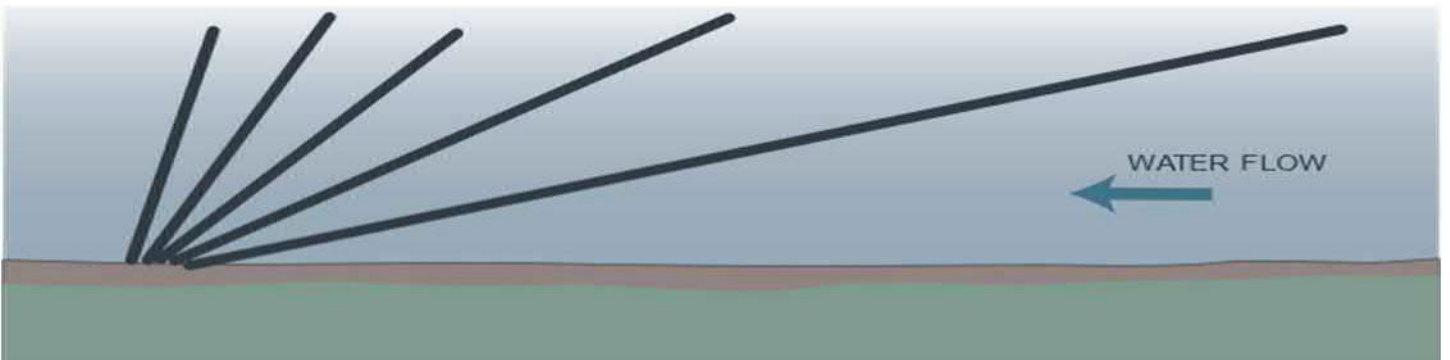
75°	60°	45°	30°
1.4 kph	1.6 kph	2.0 kph	2.8 kph
0.9 mph	1.0 mph	1.2 mph	1.7 mph

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)
216 108 72 54	0.5 1.0 1.5 2.0	0.31 0.62 0.93 1.25	0.14 0.28 0.42 0.56	0.46 0.92 1.38 1.84	30 degrees
43 36 31 27	2.5 3.0 3.5 4.0	1.5 1.9 2.2 2.5	0.69 0.83 0.97 1.11	2.26 2.72 3.18 3.60	20 degrees
24 22 18	4.5 5.0 6.0	2.8 3.1 3.7	1.25 1.39 1.67	4.10 4.56 5.48	15 degrees
15 14 12 11	7.0 8.0 9.0 10.0	4.3 5.0 5.6 6.2	1.94 2.22 2.50 2.78	6.36 7.28 8.20 9.12	10 degrees

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.
 - ◇ 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.
 - ◇ Boom Vane can be deployed from shore and utilizes the instream current and mooring lines to set boom angles.



SKIMMERS, VACUUM UNITS, TEMPORARY STORAGE

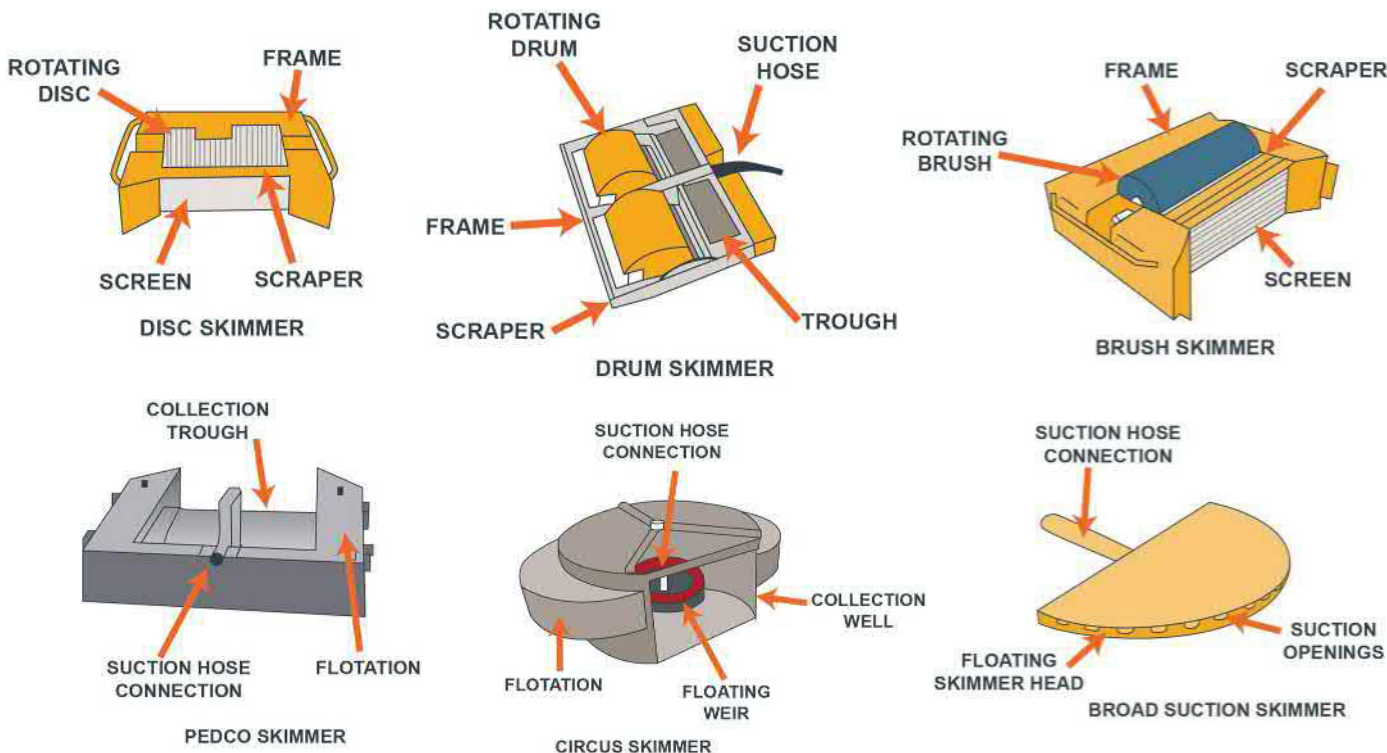


Recovery will involve the use of equipment as determined by plans and the scope of the incident.

Skimmers

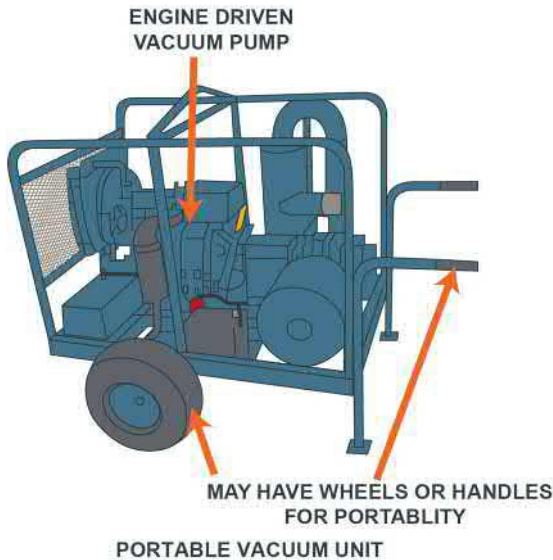
- ◇ Selective skimmers rely on oleophilic material that can be passed through the oil-interface. Selective skimmers collect a higher concentration of oil in the recovered fluid stream than non-selective skimmers.
- ◇ Non-selective skimmers are usually weir or suction devices that recover fluid indiscriminately.

Skimmer Type	Oil Type	Mode	Debris Tolerance	Wave Tolerance	Currents
Drum (selective)	Wide range of oil viscosities	Stationary	Debris must be managed to allow flow of oil to skimmer	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

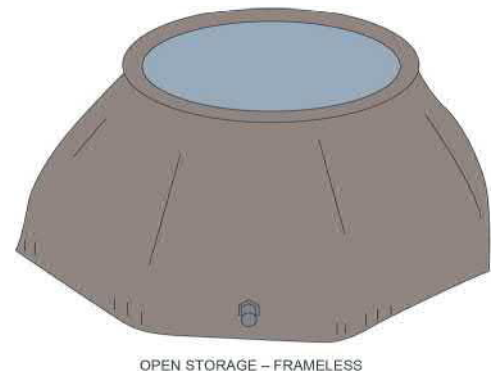
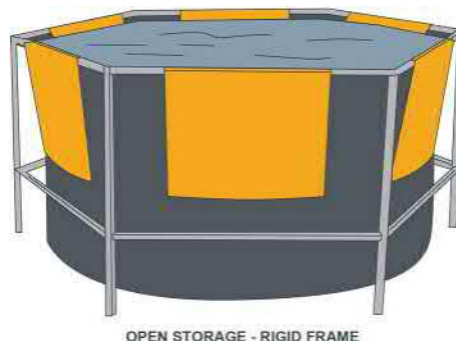
- ◇ Operate on the same principle as an industrial vacuum cleaner
- ◇ A suction pump pulls large quantities of air through a hose and into a large-volume receptacle. The sudden velocity drop that occurs in the receptacle causes liquids and solids to fall out of the airstream and collect. This process 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.
 3. 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.
5. 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.

Medical Emergencies, continued

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.

Medical Emergencies, continued

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

Medical Emergencies, continued

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.

Medical Emergencies, continued

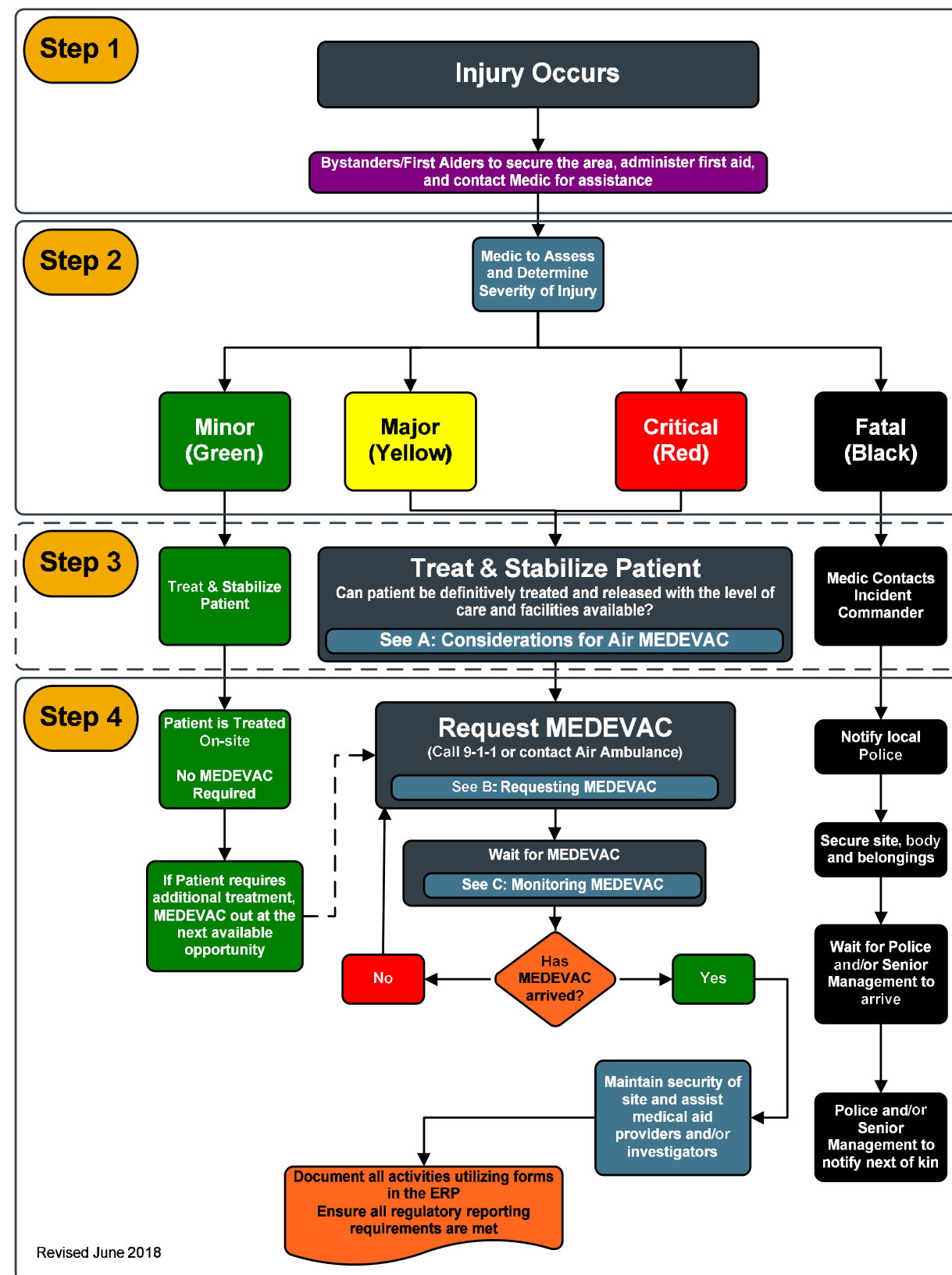
During the Notification of the Next-of-Kin, continued

- 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



In the event of any injury or illness the following steps shall be followed:

1) **Survey the scene and ask yourself the following questions:**

- Is it safe for me to help?
- What happened?
- How many people are injured?

2) **Call for help:**

- 1) Activate Emergency Responders and/or call 9-1-1
- 2) Identify your location
- 3) Follow the direction of the Medic and administer First Aid if required and you are trained to do so
- 4) Review Step 1

Patient Priority Colour Code

The practice of colour coding patients is a useful tool to prioritize patients into categories depending on their medical condition. This colour code system allows ease of communicating the condition of the patient to those involved in the care and transportation of the patient.

Green – Patients with minor injuries or illnesses who are usually walking. Medical care can be delayed beyond 2 hours.

For example:

- Minor burns
- Sprains and strains
- Colds and flu symptoms

Yellow – Patients with major injuries or illnesses that should be treated within 20 minutes to 2 hours.

For example:

- Open fractures
- Large lacerations

Red – Patients with critical, life threatening injuries or illnesses that require treatment as soon as possible.

For example:

- Airway problems
- Severe hemorrhage
- Severe burns
- Failing vital signs

Black – Death is obvious. Note: resuscitation / treatment must continue until directed otherwise by a qualified medical provider. Await Police.

A: Considerations for Air MEDEVAC

Consider air transport when:

- Patient requires critical care life support during transport that is not available locally.
- 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.
- The use of medical transportation resources would leave the local area or 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 done?

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

- Mechanism of injury (and time of injury if known)
- Injury or illness sustained
- Symptoms and vital signs
- 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?: _____

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

If transport doesn't arrive, or if no updates are heard, what time will we contact MEDEVAC for an update? _____

Emergency MEDEVAC Phone Numbers

PROVINCIAL AIR AMBULANCE:

Alberta	800-661-3822
British Columbia	911
Manitoba	800-689-6559
Saskatchewan	888-782-8247

STARS (AB, BC, SK, MB):
24 Hour Emergency: 888-888-4567

Revised June 2018

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.

Responder Safety, continued

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.

Responder Safety, continued

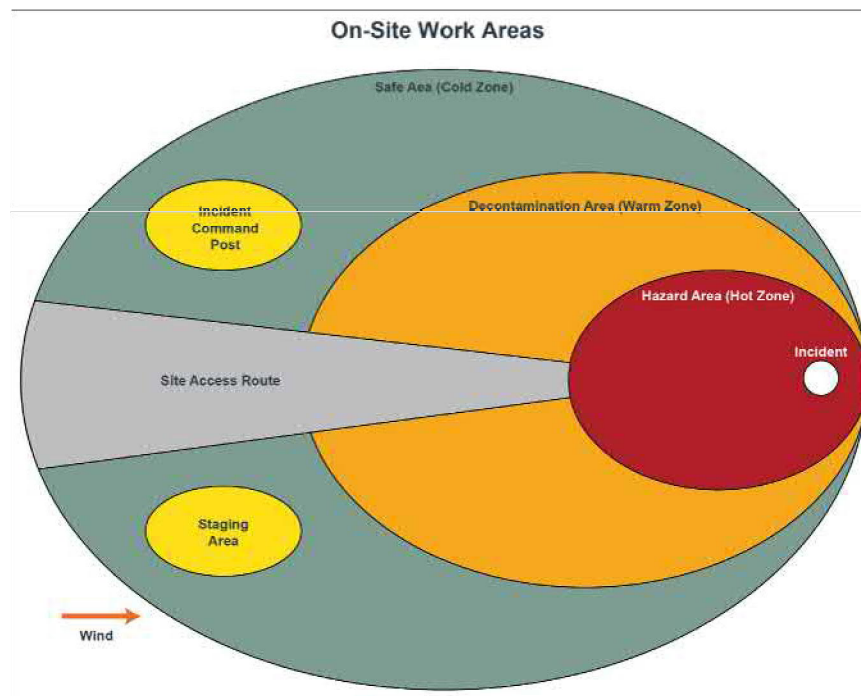
Decontamination is the complete or partial removal or neutralization of the harmful contamination chemicals. Some equipment will not withstand a proper decontamination process and therefore must be destroyed. Site safety personnel will recommend to the On-Site Group Supervisor whether clothing, instruments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



Responder Safety, continued

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:
 - 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.

Responder Safety, continued

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.

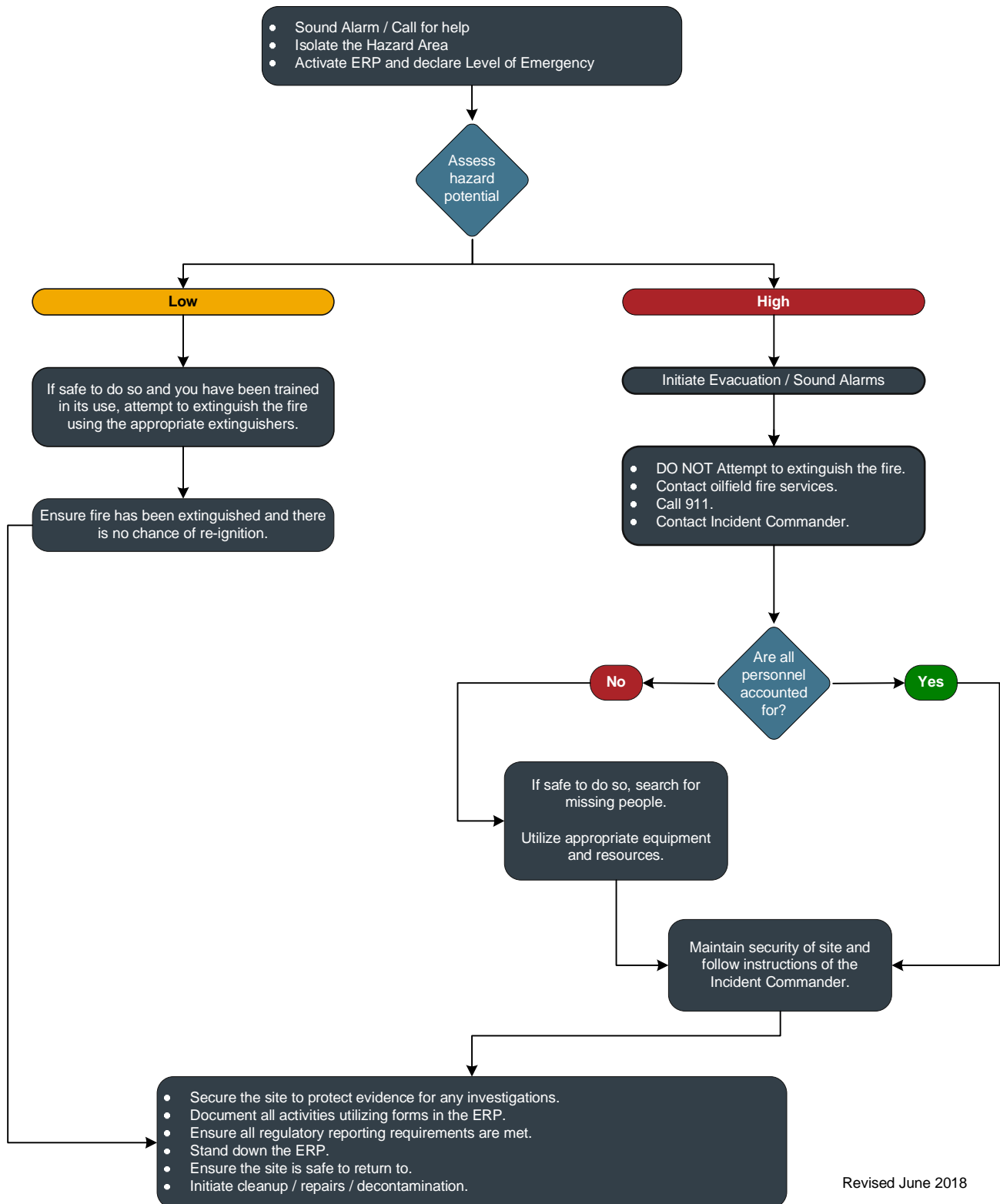
In high-stress assignments, responders should be routinely rotated. Where manpower is limited, responders should alternate from high-stress positions to lower-stress positions.

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



Revised June 2018

Fire / Explosion, continued

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**.

Fire / Explosion, continued

Classification of Fires

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

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

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.

Fire / Explosion, continued

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.

Fire / Explosion, continued

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.

Fire / Explosion, continued

BLEVE Considerations Based on Tank Capacity

BLEVE

Capacity		Diameter		Length		Propane Mass		Minimum time to failure for severe torch	Approximate time to empty for engulfing fire	Fireball Radius		Emergency Response Distance		Minimum Evacuation Distance		Preferred Evacuation Distance		Cooling Water Flow Rate	
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	123457	9	45	114	374	457	1499	1715	5627	2200	7218	3539	935

Fire / Explosion, continued

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)
British Columbia	1-800-663-5555 (Prov-wide) 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 Candlering.
- **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.

Fire / Explosion, continued

Wildfire Assessment

During Wildfire Season (March – November), the following cycle will allow field staff to continually 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 chance 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:

	LOW	Fires may start easily and spread quickly, but there will be minimal involvement of deeper fuel layers or larger fuels
	MODERATE	Forest fuels are drying and there is an increased risk of surface fire starting. Carry out any forest activities with caution.
	HIGH	Forest fuels are very dry and the fire risk is serious. New fires may start easily, burn vigorously, and challenge fire suppression efforts. Extreme caution must be used in any forest activities. Open burning and industrial activities may be restricted.
	EXTREME	Extremely dry forest fuels and the fire risk is very serious. New fires will start easily, spread rapidly, and challenge fire suppression efforts. General forest activities may be restricted, including open burning, industrial activities and campfires.

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.

Fire / Explosion, continued

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://www2https://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation/safety/wildfire-status/wildfire-situation
Manitoba Wildfire Service	https://www.gov.mb.ca/conservation_fire/Fire-Maps/fireview/fireview.html
SK Public Safety Agency Smoke Forecast	https://www.saskpublicsafety.ca/emergencies-and-response/wildfire-status
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.

Fire / Explosion, continued

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

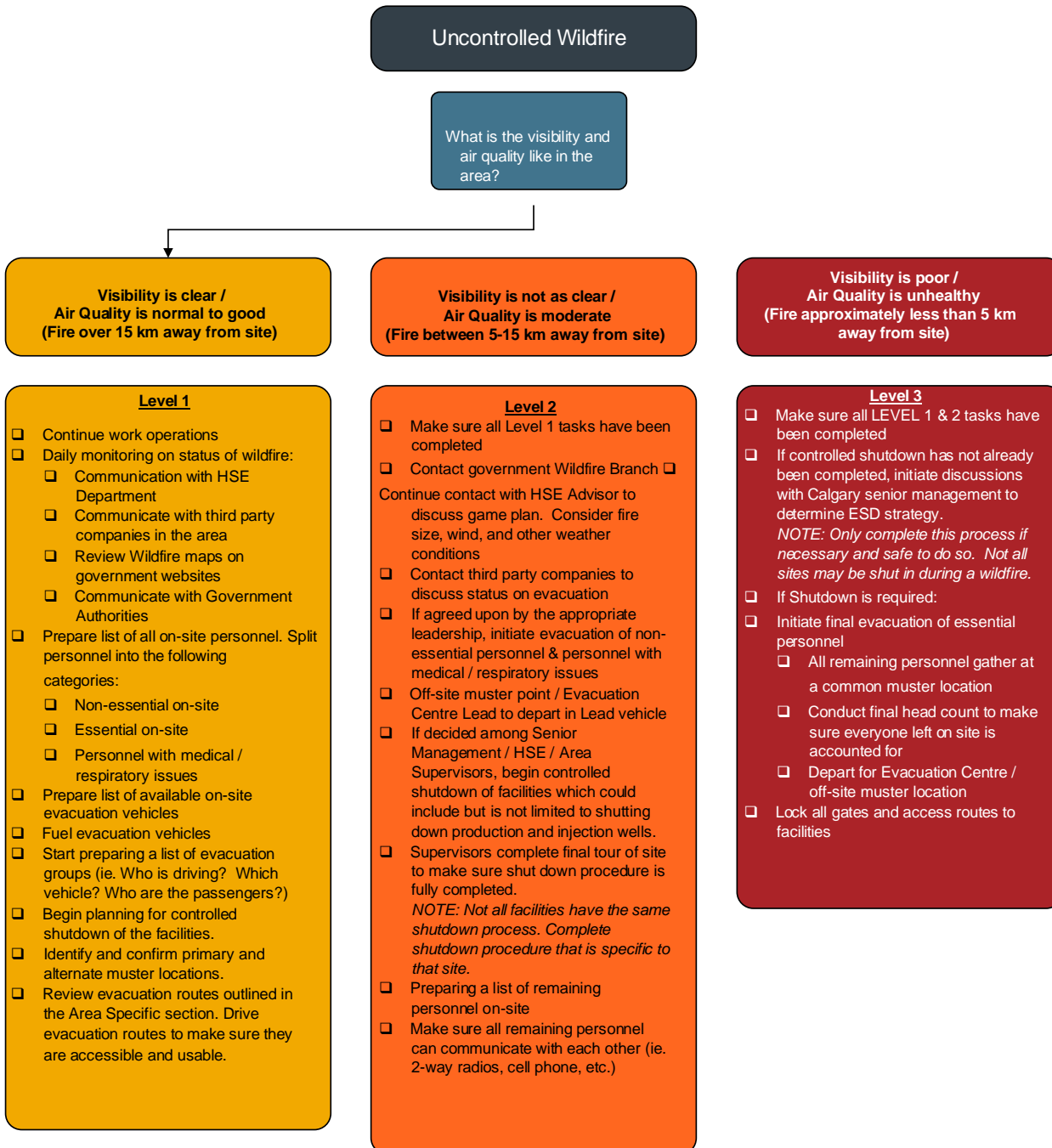
If there is potential for the main access to be cut off by a wildfire, alternative emergency evacuation routes (two-way access) should be identified and developed. Workers should never be in an active wildfire area with only one means of egress. Some of the considerations to look into are:

- 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?

Fire / Explosion, continued

Uncontrolled Fire

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



Fire / Explosion, continued

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.

Fire / Explosion, continued

- 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

- 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.

Fire Code Variance (23-FCV-001)

Due to issues with portable fire extinguishers being tampered with or stolen from remote and / or unstaffed facilities, Whitecap has obtained a variance which permits their employees to carry approved fire extinguishers in their company vehicles. Refer to the following variance document for full details.

STANDATA variance 23-FCV-001

Fire

Portable fire extinguishers at unstaffed remote facilities

Date Issued: April 2024

Page 1 of 3

Purpose

To provide an alternative solution that ensures portable fire extinguishers are available at remote unstaffed energy transmission facilities for use by employees and/or contractors in the event of a fire.

Discussion

Oil and gas organizations operate in remote unstaffed facilities in Alberta as part of their energy transmission system. The National Building Code – 2023 Alberta Edition (NBC(AE)) and the National Fire Code – 2023 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 increase the risk of damage to the property.

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.

Code References

NFC(AE) Division B Article 2.1.5.1.

2.1.5.1. Selection and Installation

- 1) Except as provided in Sentence (2), portable extinguishers shall be installed in all buildings.

NFC(AE) Article 6.2.1.1.

6.2.1.1. Inspection, Testing and Maintenance

- 1) Portable extinguishers shall be inspected, tested and maintained in conformance with NFPA 10, "Portable Fire Extinguishers."

NFC(AE) Division C Article 2.2.4.2.**2.2.3.2. Fire Extinguishers**

- 1) All agencies servicing, recharging or carrying out the repair and overhaul of fire extinguishing equipment shall have their facilities and equipment certified
 - a) annually by an *approved* fire testing agency, and
 - b) by Transport Canada or its appointee for high-pressure hydrostatic testing equipment.

NFC(AE) Article 2.2.4.2.**2.2.4.2. Portable Fire Extinguishers**

- 1) Only qualified persons shall install, test or perform maintenance on portable extinguishers. (See Note A-2.2.4.2.(1))
- 3) Monthly inspections required by NFPA 10, "Standard for Portable Fire Extinguishers," shall be completed by
 - a) the owner,
 - b) an employee designated by the owner, or
 - c) a designated representative (e.g. service provider).
 (See Note A-2.2.4.2.(3).)

A-2.2.4.2.(1) The intent is that all staff engaged in the installation, testing and maintenance of fire extinguishers be qualified.

A-2.2.4.2.(3) If the owner is in any doubt about the condition of a fire extinguisher following an inspection, they should contact a certified fire extinguisher company to evaluate the operational integrity of the fire extinguisher.

Application

Compliance with this variance requires oil and gas remote operating locations where portable fire extinguishers are not provided to ensure all staff and contractors attending designated unstaffed remote facilities shall only do so in a vehicle provided with at least one 80-B:C rated (minimum) portable fire extinguisher.

This STANDATA does not apply to residential buildings, office buildings, warehousing, and other buildings not specifically used for oil or gas processing even though these buildings may be located on the same site.

This STANDATA applies to oil or gas processing buildings that are:

1. considered low human occupancy buildings,
2. located outside of urban areas, and
3. used to house oil and gas processing equipment, such as:
 - a. compressor stations,
 - b. heater packages,
 - c. pump packages,
 - d. separator packages,
 - e. treater packages,
 - f. dehydrator units,
 - g. field equipment,
 - h. L.P.G. handling facilities,
 - i. refrigeration process units,

alberta.ca/fire-standata.aspx

- j. oil batteries, and
- k. similar types of buildings.

Under this variance, all persons attending the facility will have immediate access to the vehicle mounted portable fire extinguisher(s). Compliance with this variance also requires maintaining good operating condition of portable fire extinguishers, as per the NFC(AE), and that the extinguishers are easily accessible from the vehicle.

Variance

Remote unstaffed oil and gas facilities may adopt this variance as part of their operations, safety and emergency preparedness planning. Operators are to follow all NFC(AE) requirements for extinguishers. This variance may be applied to all remote unstaffed oil and gas facilities that were permitted and constructed during or prior to the publication of the NBC(AE).

This variance expires six months after the effective date of the edition of the Fire Code that supersedes the NFC(AE).

This VARIANCE is applicable throughout the Province of Alberta.

Unless stated otherwise, all Code references in this STANDATA are to Division B of the National Fire Code – 2023 Alberta Edition.

Issued by the Provincial Fire Administrator

[Original Signed]
Tina Parker

Alberta Municipal Affairs – Technical and Corporate Services

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To sign up for our List Subscription Service go to: municipalaffairs.gov.ab.ca/am_list_subscription_services

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.

Security Incidents, continued

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.

Security Incidents, continued

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:
 - What type of bomb is being used?
 - Did you place the bomb?
 - Who is the target?
 - Where has the bomb been placed?
 - What time is the bomb set to explode?
 - Why was the bomb placed?
 - What type of container is the bomb placed in?
 - What does it look like?
 - What is the bomber's name?
 - 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.

Security Incidents, continued

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	
High Explosives (TNT Equivalent)	Pipe Bomb	5 lbs	2.3 kg	70 ft	21 m	850 ft	259 m
	Suicide Belt	10 lbs	4.5 kg	90 ft	27 m	1,080 ft	330 m
	Suicide Vest	20 lbs	9 kg	110 ft	34 m	1,360 ft	415 m
	Briefcase/Suitcase Bomb	50 lbs	23 kg	150 ft	46 m	1,850 ft	564 m
	Compact Sedan	500 lbs	227 kg	320 ft	98 m	1,500 ft	457 m
	Sedan	1,000 lbs	454 kg	400 ft	122 m	1,750 ft	534 m
	Passenger/Cargo Van	4,000 lbs	1 814 kg	640 ft	195 m	2,750 ft	838 m
	Small Moving Van/ Delivery Truck	10,000 lbs	4 536 kg	860 ft	263 m	3,750 ft	1 143 m
	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

Security Incidents, continued

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.

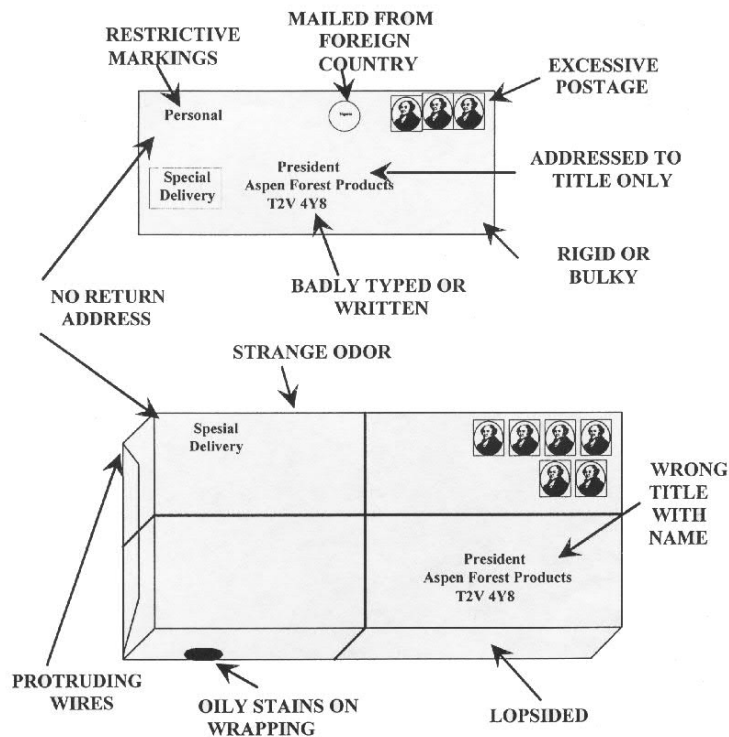
Suspicious Packages

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.

Security Incidents, continued

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.

Security Incidents, continued

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.

Security Incidents, continued

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.

Security Incidents, continued

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.
- Accreditate 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.

Security Incidents, continued

- Communicate, train, and educate staff and users.

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

Dealing with Cyber-Attacks

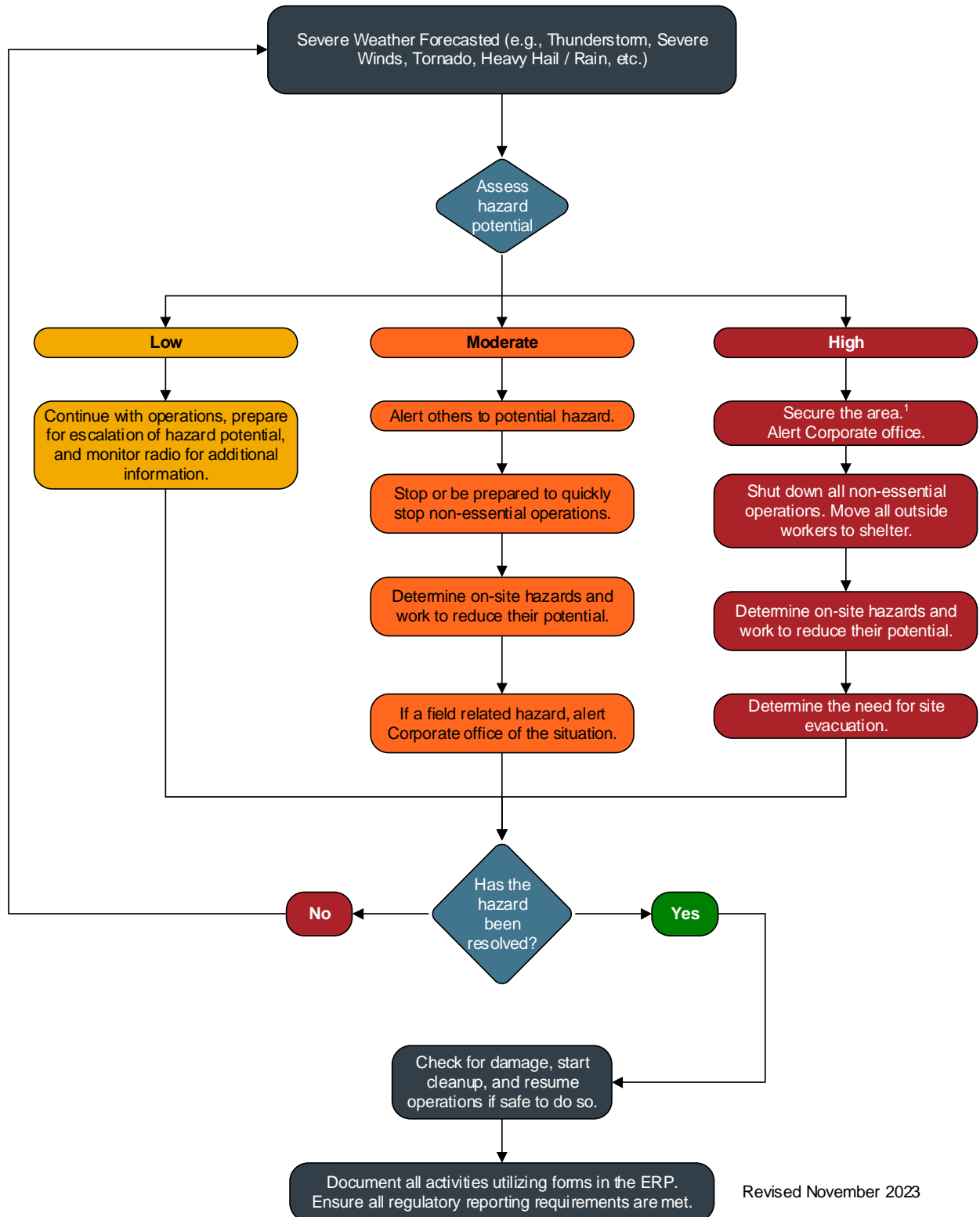
In the event of a cyber-incident:

- 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



Revised November 2023

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).

Natural Disasters and Inclement Weather, continued

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.

Natural Disasters and Inclement Weather, continued

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.

Natural Disasters and Inclement Weather, continued

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.).

Natural Disasters and Inclement Weather, continued

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://bcrcfc.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).

Natural Disasters and Inclement Weather, continued

- 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 (8.05 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 lightning 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.

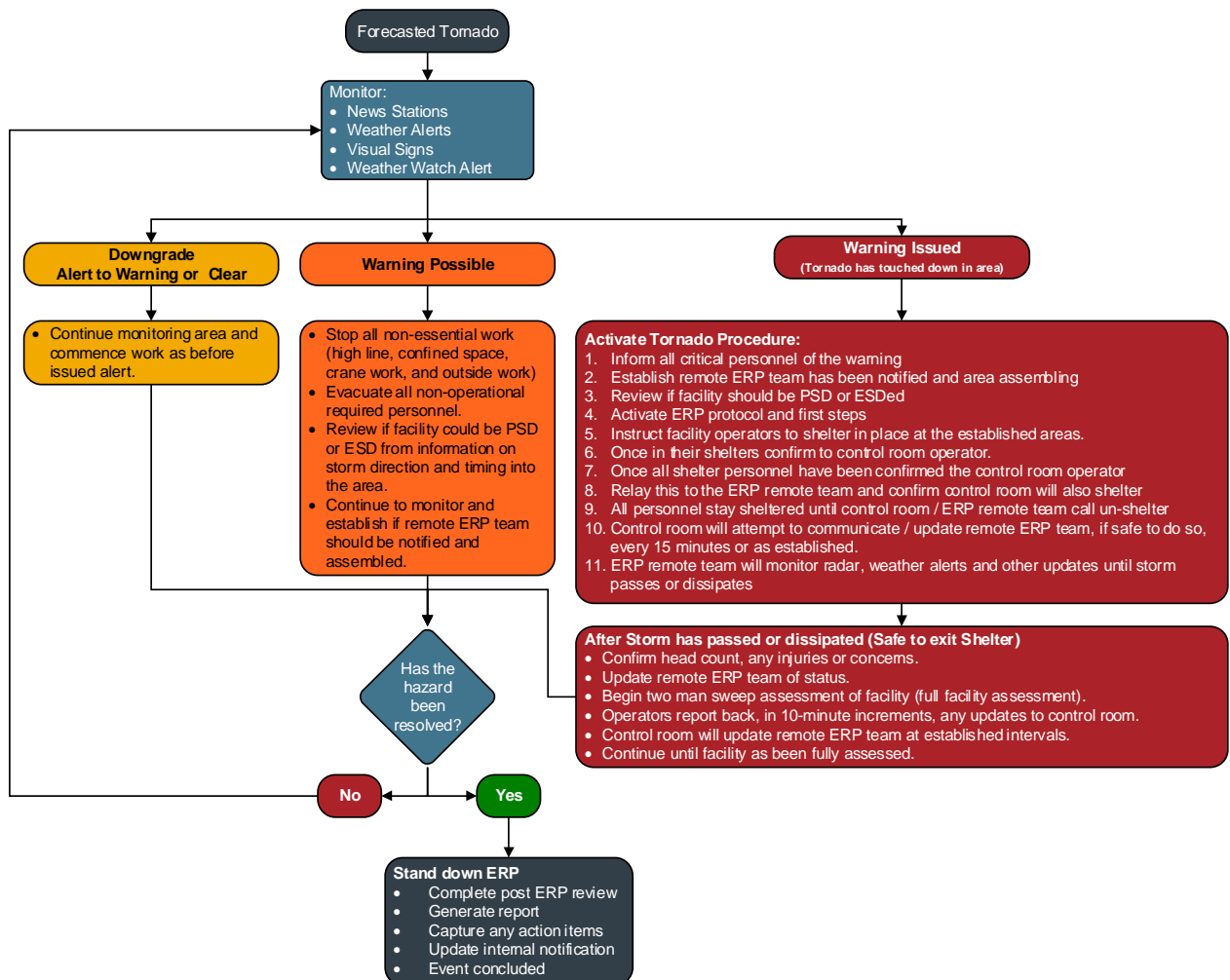
Heavy Rain / Freezing Rain

- 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.

Natural Disasters and Inclement Weather, continued

- 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.

Natural Disasters and Inclement Weather, continued

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.

Natural Disasters and Inclement Weather, continued

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.

Natural Disasters and Inclement Weather, continued

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.
Wind Chill Warning	<p>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.</p> <p>For wind chill values:</p> <p>-27 to -44 - risk of frostbite and risk of hypothermia increases with time spent outdoors</p> <p>-45 or lower - exposed flesh may freeze in minutes and there is a serious risk of hypothermia</p>
Winter Storm Warning	<p>When severe and potentially dangerous winter weather conditions are expected, including:</p> <p>A major snowfall (25 cm or more within a 24-hour period); and</p> <p>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.</p>

Source: Environment & Climate Change Canada (ECCC), Public Alert Criteria

<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

Alberta

Notification Requirements for Key Government Agencies

Incident Type	Agency or Resource										Initial Responders		Lead Agencies		Supporting Agencies & Other Government Contacts							
	a	b	c	d	e	f	g	h	i	j	1	2	3	4	5	6	7	8	9	10	11	12
Sour Gas / HVP Release (Uncontrolled)	✓		✓	✓	✓	✓	✓	✓	✓	✓												
Chlorine Gas Release	✓		✓	✓	✓	✓	✓	✓	✓	✓												
Sweet Combustible Gas Release	✓		✓	✓	✓	✓	✓	✓	✓	✓												
Spill / Transportation Incident (Unrefined Products)**	✓		✓	✓	✓	✓	✓	✓	✓	✓												
Spill / Rail or Trucking Incident (Refined Products)**	✓		✓	✓	✓	✓	✓	✓	✓	✓												
Serious Injury or Death (Including Vehicle Accidents)	✓		✓	✓	✓	✓	✓	✓	✓	✓												
Missing Person	✓		✓	✓	✓	✓	✓	✓	✓	✓												
Fire / Explosion / B.L.E.V.E.	✓		✓	✓	✓	✓	✓	✓	✓	✓												
Pressure Vessel or Piping Incident	✓		✓	✓	✓	✓	✓	✓	✓	✓												
Electrical Incident	✓		✓	✓	✓	✓	✓	✓	✓	✓												
Motor Vehicle Accident (No Injuries)	✓		✓	✓	✓	✓	✓	✓	✓	✓												
Security Incident	✓		✓	✓	✓	✓	✓	✓	✓	✓												
On-Site Incident Involving E2 Regulated Substance	✓		✓	✓	✓	✓	✓	✓	✓	✓												

✓ Compulsory contact

* CER is a compulsory contact only for emergencies and near-misses involving CER regulated sites and inter-provincial pipelines.

** Refer to the Alberta Petroleum Industry Release Reporting Requirements chart included in the ERP.

- 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 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 or that has the potential to cause 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 nations lands, in 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.
- j) 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 infectious substances.

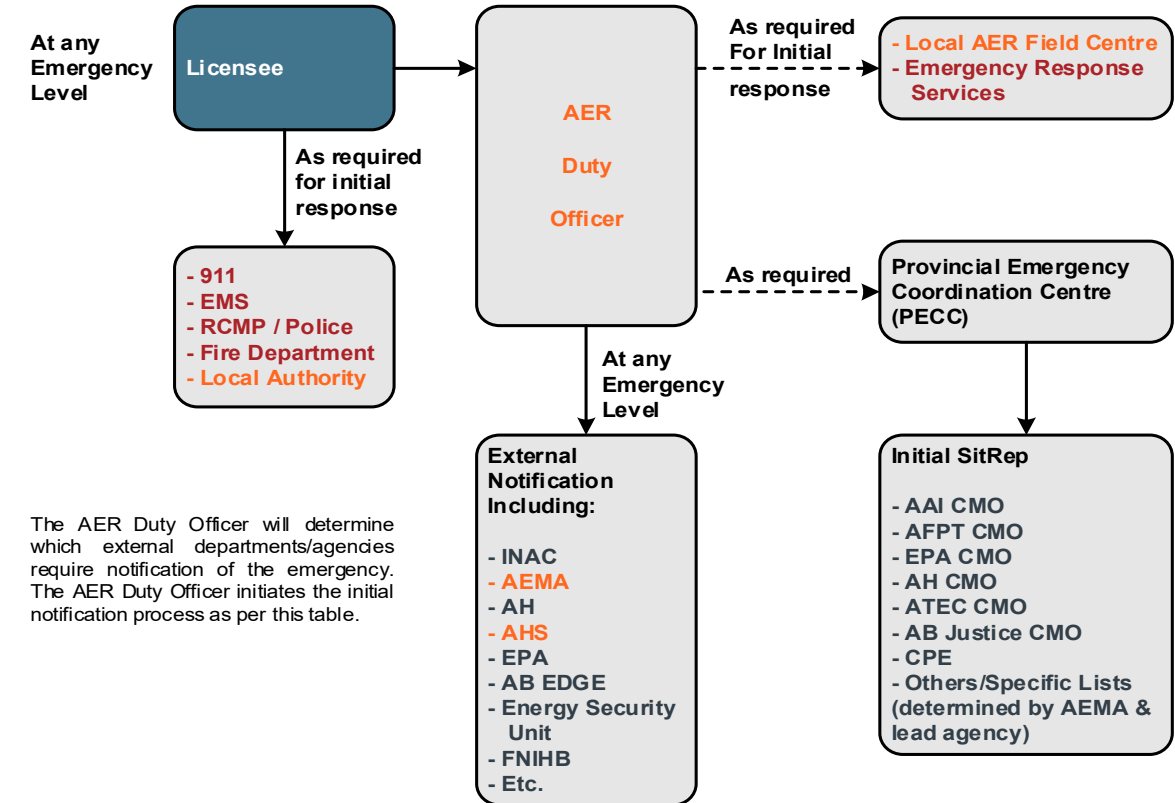
² Alberta Energy Regulator is designated as the lead agency (single window approach) to implement the Gov't of Alberta Emergency Response Support Plan for a Petroleum Industry Incident.

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.



The AER Duty Officer will determine which external departments/agencies require notification of the emergency. The AER Duty Officer initiates the initial notification process as per this table.

Alberta Notification Matrix

British Columbia

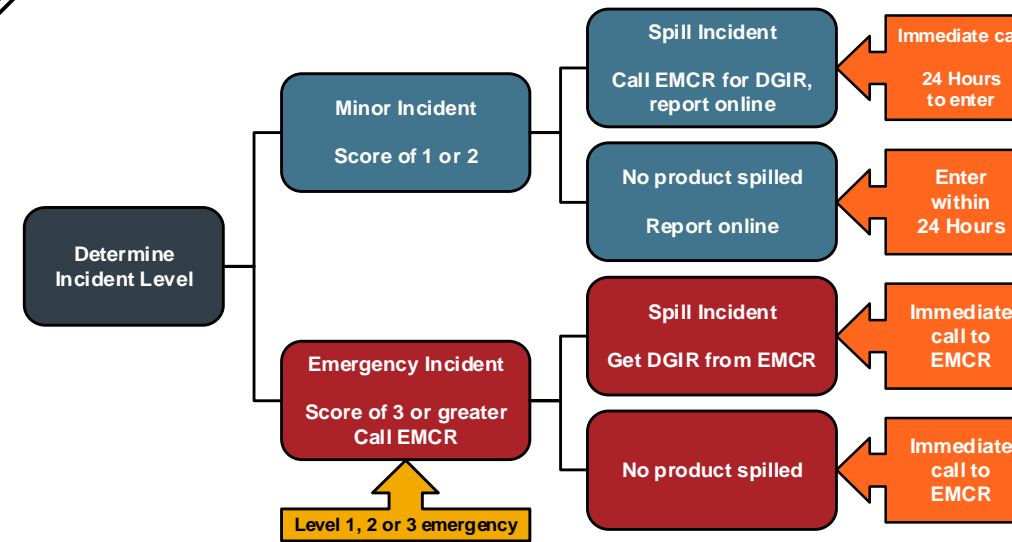
Notification Requirements for Key Government Agencies

Incident Type	Initial Responders										Lead Agencies				Supporting Agencies & Other Government Contacts				
	Agency of Resource	Ambulance Services	Local Fire Department	RCMP - Royal Canadian Mounted Police 1	EMCR - Ministry of Emergency Management & Climate Readiness 2	BCER - BC Energy Regulator 3	Local Authorities 4	Northern Health Authority	CER - Canada Energy Regulator 5	WorkSafe BC 6	MOE - Ministry of Environment 7	Technical Safety BC 8	ECCC - Environment Canada	MOTT - Ministry of Transportation & Transit	PSPC - Public Services and Procurement Canada	CANUTEC	ERAC - Emergency Response Assistance Canada	DFO - Department of Fisheries and Oceans	IOGC - Indian Oil & Gas Canada
Sour Gas / HVP Release (Uncontrolled)	a	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	c	d						g
Chlorine Gas Release	a	✓	✓	✓	✓	✓	✓	b	✓	✓	✓	c	d	e					g
Sweet Combustible Gas Release	a	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	c	d						g
Spills / Transportation Incidents (Unrefined Products)**	a	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	c	d	e					g
Spills / Rail or Trucking Incidents (Refined Products)**	a	✓	✓	✓	✓	✓	✓	b	✓	✓	✓	c	d	e	f				g
Serious Injury or Death as a Result of Oil & Gas Activity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								
Missing Person		✓					✓												
Fire / Explosion / B.L.E.V.E.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	c	d						g
Pressure Vessel or Piping Incident		✓			✓		✓		✓	✓	✓								
Electrical Incident		✓			✓		✓		✓	✓	✓								
Motor Vehicle Accident (Serious Injury or Death)	✓		✓					✓						d					
Motor Vehicle Accident (No injuries)		✓																	
Security Incidents																			
On - Site Incident Involving E2 Regulated Substance	a	✓	✓	✓	✓	✓	✓	b	✓	✓	✓								g

Phone numbers for the agencies listed above are located in the Area Specific Information 19-Nov-25

- ✓ Compulsory contact
- * 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.
- 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 Transit (MOTT) 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). MOTT 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 infectious 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.
- 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 regulated sites and inter-provincial pipelines. The CER regulates all inter-provincial pipelines and other facilities and sites located in Frontier lands (Northern Canada).
- 6 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 and fatal injury or 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.

BCER Incident Reporting Process



British Columbia Notification Matrix

	Before the Incident	During the Incident	After the Incident
Common Tasks	<ul style="list-style-type: none"> All departments/agencies should participate in training and exercises for this plan and the Energy Resources Industry Emergency Support Plan (ERIESP). This plan will be reviewed as required. A joint multi-department/agency exercise will be held as required. 	<ul style="list-style-type: none"> The AER may activate the ERIESP based on the following criteria: <ul style="list-style-type: none"> Level 2 or 3 emergencies (as defined by the AER) Any level of emergency: <ul style="list-style-type: none"> requires coordination of multi-agency response; requires coordination of information and communication between departments/agencies and/or has significant provincial/national media interest. Elevations of the PECC will be escalated by AEMA. Once the elevations level of the PECC has been escalated, provincial-level emergency control will be coordinated by AEMA under the leadership of the lead agency. The AER will develop emergency objectives to guide the GoA response and support to duty holders and local authorities. AEMA will assist the AER by providing leadership and strategic policy direction for the GoA as per the <i>Government Emergency Management Regulation (AR 248/2007)</i>. GoA emergency management assistance will be provided to the local authority as requested and as long as is required by the local authority. 	<ul style="list-style-type: none"> Complete a Post Incident Assessment (PIA) based on the scope of their involvement and the outcome. Integrate PIA into internal response processes. All departments/agencies will participate in a joint PIA to be coordinated by AER. Participation from each department/agency will be determined by the response to the emergency. Reports required by other regulatory authorities must be completed and delivered to the appropriate regulatory body within the time lines they prescribe.
*Alberta Energy Regulator (AER)	<ul style="list-style-type: none"> Confirm and act as lead Government of Alberta (GoA) organization in energy resources industry emergency preparedness and response. Set requirements for planning for, and responding to energy resources industry emergencies. Participate in exercises of this plan. Review and recommend changes to this plan. Maintain 24/7 telephone contact where energy resources industry emergencies can be reported. Maintain 24/7 emergency contact numbers where resources can be accessed to carry out a response to this plan. Make this plan available to stakeholders. Communicate changes to the plan with stakeholders Maintain emergency response resources. Act as Subject Matter Expert (SME). 	<ul style="list-style-type: none"> Receive notification of energy resources industry emergencies. Determine the emergency level of an emergency through consultation with the duty holder. Dispatch AER representative to the site of the emergency, as required. Confirm that local resources have been notified as appropriate. Monitoring discharges and ensuring appropriate mitigation and response actions are taken to reduce the impact of liquid releases for land based spills and to ensure watercourses are protected. Confirm, plan and/or implement public safety actions taken to ensure the safety of the public and the environment, including issuing Fire Hazard Orders or requesting NOTAMs. As lead agency, provide coordination for departments/agencies and duty holder on site. Request a local authority liaison officer to be present at the REOC, if necessary. Activate the Energy Resources Industry Emergency Support Plan. Advise AEMA to escalate PECC activation (if required). Identify and request initial provincial resources to support the emergency response, to be coordinated at the regional level if necessary through a local or regional EOC. Initiate consolidated Situation Reports through AEMA. Provide Situation Reports to AEMA if requested. Send an AER representative to the emergency location and/or the incident command post. Establish an EOC at the local AER Field Centre until the duty holder or local authority establishes a REOC. AER ECC will be expanded if a REOC is not established. Dispatch an AER representative to the REOC when it opens. Request the deployment of other provincial GoA department/agency representative to be present at the REOC, or the local AER Field Centre ECC. Provide timely situation reports, through AEMA, to other GoA departments/agencies activated by this plan. Notify all participants when the emergency has concluded and there is no longer any hazard to the public. 	<ul style="list-style-type: none"> Conduct the PIA related to the response, as described by the ERIESP. As part of the PIA, recommend any mitigation actions that may improve the coordination of the GoA response, as described by the ERIESP. Establish processes to receive and address community concerns. Review and update the ERIESP, in consultation with AEMA. Communicate any changes to the ERIESP to applicable stakeholders.
*AEMA	<ul style="list-style-type: none"> Act as the provincial coordinating agency in energy resources industry emergency responses as per the <i>Emergency Management Act</i>. Maintain list of 24 hour emergency contact numbers. Maintain 24 hour duty manager system. 	<ul style="list-style-type: none"> Confirm AER has been notified. Conduct the notification in accordance with Section 5.3. Obtain a situation report from the AER, EPA, local authority, etc. Confirm the level of emergency. Elevate the PECC as required. Notify the appropriate provincial officials as per standard operating procedures. Release consolidated Situation Reports in accordance with section 3.4.4. Coordinate the Government of Alberta response including requests for provincial/federal resources. Provide ongoing situation reports or briefing notes to appropriate provincial officials in accordance with the EPA or as requested. Notify partners and stakeholders when the event is over. 	<ul style="list-style-type: none"> Participate in all PIAs related the ERIESP. Complete documentation or reporting in relation to the activation of the ERIESP and the emergency for all GoA-wide PIAs.
Local Authority	<ul style="list-style-type: none"> Work with the operator to effectively prepare for a 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. Meaningful planning (including confirmation and coordination of roles and responsibilities) between the local authority and the licensee/operator has taken place. Details on municipal emergency response capacity and planning are found in the applicable municipal emergency plan. 	<ul style="list-style-type: none"> Receive notification and work with the licensee/operator. In a petroleum industry incident, determine if the incident can be managed and the level of support that would be needed if required from AER and AEMA. If the local authority, licensees or operators are unable to manage the response, the AER with assistance from AEMA will manage the response. Send a local authority liaison officer to be present at the AER regional EOC if necessary. If AEMA is providing support provide regular situation reports. Respond to and assess the emergency incident. Establish contact with the industrial operator in order to: <ul style="list-style-type: none"> Obtain additional hazard information. Determine where road blocks 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. Identify 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 emergency public warning system to alert people to life threatening hazards, as required. Activate the Municipal EOC (MEOC), as required. Initiate public protection measures, as necessary. May dispatch a representative to the Provincial Emergency Coordination Centre (PECC), when it is established, to coordinate the response, if requested. If necessary, declare a Local State of Emergency. If the hazard area extends beyond the Emergency Planning Zone (EPZ), the county will coordinate evacuation of the public as well as reception centre establishment and maintenance with the industrial operator. When possible, work with all other responders to establish a single Regional EOC (REOC). Establish a public information service, including the use of the news media to inform and instruct the public of the emergency and of any protective actions to be taken. Coordinate news releases with the licensee, if required. Inform AEMA and the public when the emergency is over. 	<ul style="list-style-type: none"> Complete a "lessons learned" process based on the scope of involvement and provide any feedback to the industrial operator. Participate in multi-agency debriefings.
Alberta Health Services (AHS)	<p>Alberta Health Services (AHS) - Environmental Public Health (EPH) roles and responsibilities in public health emergency preparedness and response to 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.</p> <p>Environmental Public Health will endeavor to:</p> <ul style="list-style-type: none"> 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 Environmental Public Health 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. 	<ul style="list-style-type: none"> 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. Establish EPH emergency management operations, when appropriate, to support regional 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 and incident. 	<ul style="list-style-type: none"> Record and respond to health complaints or concerns from the public during and following and incident. Participate in stakeholder debriefings as necessary.

Lead Agency Roles



Note: The roles for the local authority(s) and regional health authority(s) are not outlined in the Energy Resources Industry Emergency Support Plan (ERIESP) Plan and will be coordinated during the public consultation program.
*AER - Alberta Energy Regulator *AEMA - Alberta Emergency Management Agency *AHS - Alberta Health Services

Lead Agency Roles



AB Emergency Services

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

- 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 Plans.

Fire

- 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.

EMS

- 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.

	Before the Incident	During the Incident	After the Incident
*BCER	<p>The Emergency Response and Safety Department is the lead department responsible for emergency management within the BCER. This includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewing industry emergency management programs and plans <input type="checkbox"/> Participating in permit holder emergency response exercises <input type="checkbox"/> Providing 24 hour Emergency Officer services <input type="checkbox"/> Leading emergency and incident follow-up and investigation <input type="checkbox"/> Administering incident and complaint response services <ul style="list-style-type: none"> <input type="checkbox"/> The BCER uses a combination of reviews, assessments, and field inspections. <input type="checkbox"/> To ensure permit holders maintain compliance with the requirements detailed in the Emergency Management Regulation and the Energy Resources Activities Act. The audit and inspection program objectives are to ensure permit holders have adequate processes and procedures in place. <input type="checkbox"/> Participate in selected licensee ERP exercises. <input type="checkbox"/> Maintain a 24 hour telephone contact where petroleum industry incidents can be reported. 	<p>During emergencies the BC Energy Regulator (BCER) acts as a liaison between industry operators and the provincial emergency management structure to provide situation updates related to threatened oil and gas assets.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Oversee operator's response to an incident. <input type="checkbox"/> Notified by EMCR of incidents within BCER's jurisdiction (on lease). <input type="checkbox"/> Establish communication with operator. <input type="checkbox"/> Confirm incident level with operator. <input type="checkbox"/> Confirm downgrade of incident. <input type="checkbox"/> Issue road closure order upon request from operator. <input type="checkbox"/> Request NOTAM order upon request from the operator. <input type="checkbox"/> May send a BCER representative to operator's On-Site Command Post and / or Evacuation Centre. <input type="checkbox"/> May establish a government EOC at the BCER office. <input type="checkbox"/> Confirm ignition decision with operator if time permits. <input type="checkbox"/> Confirm media releases to be sent out by operator. 	<ul style="list-style-type: none"> <input type="checkbox"/> Close EOC if established. <input type="checkbox"/> Participate in event debriefings. <input type="checkbox"/> Receive and review Post-Incident reports. <input type="checkbox"/> May audit licensee records.
*EMCR	<ul style="list-style-type: none"> <input type="checkbox"/> Assist the BCER with planning initiatives regarding petroleum industry emergency response as requested by the BCER. <input type="checkbox"/> EMCR Northeast Region receives Industry Facility Emergency Response Plans. <input type="checkbox"/> Participate in selected licensee ERP exercises when requested as time permits. <input type="checkbox"/> Maintain a 24 hour "800" telephone contact where petroleum industry spill incidents can be reported. <input type="checkbox"/> Maintain 24 hour emergency contact numbers for local governments and provincial emergency responders. 	<ul style="list-style-type: none"> <input type="checkbox"/> ECC Victoria will notify the BCER 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 BCER), depending on the code level Standard Operating Procedures (SOPs) in ECC will determine who is notified. <input type="checkbox"/> Provide representatives to help coordinate provincial response as required. 	<ul style="list-style-type: none"> <input type="checkbox"/> As requested by BCER
Local Authority / Regional Districts	<ul style="list-style-type: none"> <input type="checkbox"/> Set up and maintain an emergency management organization which can include an executive committee, emergency program management committee, emergency program coordinator or emergency social services director. <input type="checkbox"/> Develop and maintain a Hazard, Risk and Vulnerability Analysis (HRVA) to identify potential emergencies and disasters in its jurisdictional area. <input type="checkbox"/> Educate community residents and business owners about the need for personal emergency preparedness. <input type="checkbox"/> Prepare for emergencies and disasters through mitigation, preparedness, response and recovery planning. <input type="checkbox"/> Conduct training and exercises for all emergency response staff. <input type="checkbox"/> Establish procedures for implementing, reviewing and revising response and recovery plans. <input type="checkbox"/> Complete periodic reviews and updating of the local emergency plan. <input type="checkbox"/> Respond to emergencies when required. <input type="checkbox"/> Establish procedures for notifying persons threatened by emergencies or impending disasters. <input type="checkbox"/> Identify procedures for obtaining emergency resources. <input type="checkbox"/> Establish priorities for restoring essential services. <input type="checkbox"/> Work with volunteer groups to plan for the provision of food, clothing and shelter to victims. <input type="checkbox"/> Participate in industrial operators' preparatory training and exercises where possible. <input type="checkbox"/> Maintain 24 hour emergency contact numbers. 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides the local government response for rural and crown areas. <input type="checkbox"/> Assesses the situation. <input type="checkbox"/> Provides support to the first responders, including resources. <input type="checkbox"/> Provides public information, including media briefings. <input type="checkbox"/> Coordinates the provision of food, clothing, shelter and transportation. <input type="checkbox"/> Liaises with volunteer groups. <input type="checkbox"/> Provides situation reports to the PREOC. <input type="checkbox"/> Tracks finances. <input type="checkbox"/> Coordinates recovery of essential services. <input type="checkbox"/> Coordinates community recovery efforts. <input type="checkbox"/> During emergencies and disasters the local authority's primary link to the provincial emergency management structure is the PREOC. <input type="checkbox"/> 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. <input type="checkbox"/> Establish contact with the industrial operator in order to: <ul style="list-style-type: none"> <input type="checkbox"/> Obtain additional hazard information. <input type="checkbox"/> Determine where roadblocks should be or are established. <input type="checkbox"/> Determine the direction of approach to the incident. <input type="checkbox"/> Determine if there are any injuries. <input type="checkbox"/> Find out what response and public protection actions have been taken. <input type="checkbox"/> Identify the location of the On-site Command Post (OSCP) and any Emergency Operations Centres (EOCs). <input type="checkbox"/> Activate the MEP, when required. <input type="checkbox"/> Manage the Local Authority's emergency response. <input type="checkbox"/> Activate the emergency public warning system to alert people to life threatening hazards, as required. <input type="checkbox"/> Activate the Municipal EOC (MEOC), as required. <input type="checkbox"/> May dispatch a representative to the Government EOC (GEOC), when it is established, to coordinate the response, if requested. <input type="checkbox"/> If necessary, declare a local State of Emergency. <input type="checkbox"/> When possible, work with all other responders to establish a single Regional EOC (REOC). <input type="checkbox"/> Inform EMCR and the public when the emergency is over. 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete a "lessons learned" process based on the scope of involvement and provide any feedback to the industrial operator. <input type="checkbox"/> Participate in multi-agency debriefings.
*BC Emergency Services	<p>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 British Columbia Ambulance Service, 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.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> The BC Ambulance Service (BCAS) operates under the authority of the Emergency and Health Services Commission (EHSC) and is tasked with the provision of pre-hospital emergency care and transport of patients across the province. <input type="checkbox"/> BCAS 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. <input type="checkbox"/> Participate in industrial operators' exercises where possible. <input type="checkbox"/> Maintain 24 hour emergency contact numbers. 	<p>RCMP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain law and order and assist the operator with security. <input type="checkbox"/> Assist with mobilization of additional resources as directed by EMCR. <input type="checkbox"/> Assist with traffic control, evacuation, and residence security. <input type="checkbox"/> Assist with setting up and maintaining roadblocks or closures of 1, 2 and 3 digit Provincial or Secondary highways. <input type="checkbox"/> Establish and maintain communications with industrial operator. <input type="checkbox"/> Dispatch a representative to the off-site Regional Emergency Operations Centre, when established, to coordinate the response. <input type="checkbox"/> Coordinate with the industrial operator both the establishment and the administration of reception centres for evacuees. <input type="checkbox"/> Maintain a 24 hour emergency contact number where resources can be accessed for a response related to Emergency Response Plans. <p>Fire</p> <ul style="list-style-type: none"> <input type="checkbox"/> Respond to and assess emergency incident to the scope of their abilities. <input type="checkbox"/> Establish a unified OSCP / ICP (On-site Command Post / Incident Command Post). <input type="checkbox"/> Communicate to MEOC and provide site reps as required. <input type="checkbox"/> Assist with fire protection where trained personnel are available. <input type="checkbox"/> Provide emergency medical assistance, as required. <input type="checkbox"/> Coordinate news releases with the licensee, if required. <p>EMS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Respond to and assess emergency incident to the scope of their abilities. <input type="checkbox"/> The BC Ambulance Service provides and coordinates ambulance services within British Columbia, including triage, treatment, transportation and care of casualties. <input type="checkbox"/> The BC Ambulance Service provides situational awareness and coordinates resources through the PREOCs and PECC. <input type="checkbox"/> Provide medical aid and transportation of ill or injured workers to a medical facility during high risk operations as required under the <i>WCB Act</i> and <i>WSBC Regulations</i>. <input type="checkbox"/> Provide emergency medical assistance, as required. 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete a "lessons learned" process based on the scope of involvement and provide any feedback to the industrial operator. <input type="checkbox"/> Participate in multi-agency debriefings.

Lead Agency Roles



Northern Health Authority

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.

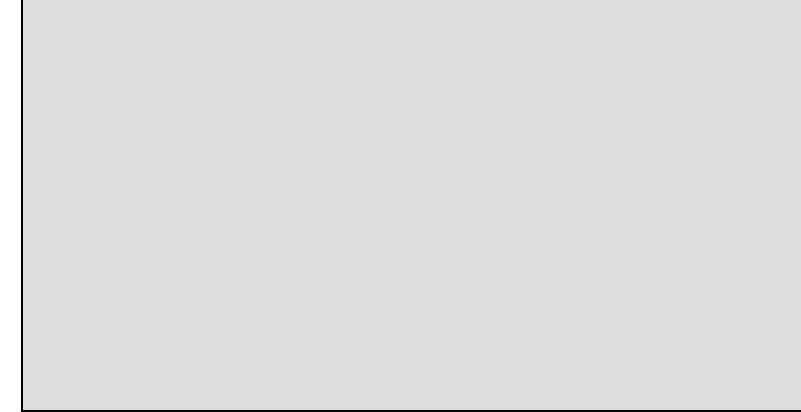
Ministry of Justice

- 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



Government Consultation Summary – 2026



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	Alberta Health Services - Zone 5 [REDACTED]	✓			Yes, where possible.	Require Assistance	Virtual	NA	-
Local Authority	Clear Hills County [REDACTED]	✓			Yes, where possible.	Requires Assistance	313 Alberta Avenue, Worsley, AB	NA	-
Local Authority	County of Grande Prairie [REDACTED]	✓			Yes, where possible.	Coordinate Evacuation	10808 100 Ave Clairmont, AB	NA	-
Local Authority	M.D. of Greenview [REDACTED]	✓			Yes, where possible.	Coordinate Evacuation & Require Assistance	4806 36 Avenue, Valleyview, AB	NA	-
Local Authority	Saddle Hills County [REDACTED]	✓			Yes, where possible.	Coordinate Evacuation	AB-49 & Highway 725, Spirit River, AB	Location and Situational Specific	-

Government Consultation Summary – 2026



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 [REDACTED]	✓			Yes, where possible.	N/A	-	-	Roles are available and updated through website.
Local Authority	Emergency Management Climate and Readiness [REDACTED]	✓			Yes, where possible	N/A	3235 Westwood Dr Prince George, BC	NA	-
Local Authority	Peace River Regional District [REDACTED]	✓			Yes, where possible	Coordinate Evacuation	810 Alaska Avenue, Dawson Creek, BC	NA	Roles are available and updated through regional district website.
Local Authority	BC Ministry of Transportation & Transit [REDACTED]	✓			No	N/A	-	NA	-

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:

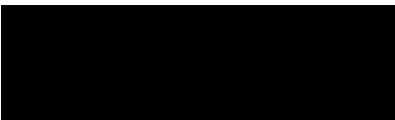
- Participate with the Licensee in the development of their Emergency Response Plans as it relates to the Environmental Public Health Program's role and responsibility.
- Provide the AHS Zone Single-Point-of-Contact (SPOC) emergency phone number to enable the Licensee to notify and alert the Zone of 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.

24 Hour Emergency Notification



Use the phone number and email for all notifications across Alberta.

Contact us at 1-833-476-4743 or [submit a request online](#) at ahs.ca/eph.

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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
[REDACTED]	Fire Chief (Primary)	[REDACTED]	[REDACTED]	[REDACTED]
	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 [REDACTED]

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 [REDACTED]

For all Emergencies Dial 911





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

[Redacted] Manager of Protective Services
[Redacted]

[Redacted] Chief Administrative Officer
[Redacted] (hr.)
[Redacted]

County Office (780) 864-3760 (weekdays only)

Public Information Officer

[Redacted]

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

[Redacted] (answered same as a 9-1-1 call)

Alberta Agriculture & Forestry – Grande Prairie Wildfire Management Area

Duty Officer - [Redacted]

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 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 at 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)

2026/02/17

Safe Strong Sustainable

71977 Range Road 84 • Junction of Hwy 49 and 725 • P: (780) 864-3760 • F: (780) 864-3904 • www.saddlehills.ab.ca
Mailing Address: RR 1 Spirit River, AB T0H 3G0

BC Ministry of Emergency Management and Climate Readiness (EMCR)

Emergency Response Roles & Responsibilities

Before An Emergency

- Assist the BCER with planning initiatives regarding upstream petroleum industry emergency response as requested by the BCER
- 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 BCER 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 BCER); 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 BCER.

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/BC Energy Regulator'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 [REDACTED]

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



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:
 - 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.

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 Transit 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.

	Before the Incident	During the Incident	After the Incident
Common Tasks	<ul style="list-style-type: none"> All departments/agencies should participate in training and exercises for this plan and the Energy Resources Industry Emergency Support Plan (ERIESP). This plan will be reviewed as required. A joint multi-department/agency exercise will be held as required. 	<ul style="list-style-type: none"> The AER may activate the ERIESP based on the following criteria: <ul style="list-style-type: none"> Level 2 or 3 emergencies (as defined by the AER) Any level of emergency: <ul style="list-style-type: none"> requires coordination of multi-agency response; requires coordination of information and communication between departments/agencies and/or has significant provincial/national media interest. Elevations of the PECC will be escalated by AEMA. Once the elevations level of the PECC has been escalated, provincial-level emergency control will be coordinated by AEMA under the leadership of the lead agency. The AER will develop emergency objectives to guide the GoA response and support to duty holders and local authorities. AEMA will assist the AER by providing leadership and strategic policy direction for the GoA as per the <i>Government Emergency Management Regulation (AR 248/2007)</i>. GoA emergency management assistance will be provided to the local authority as requested and as long as is required by the local authority. 	<ul style="list-style-type: none"> Complete a Post Incident Assessment (PIA) based on the scope of their involvement and the outcome. Integrate PIA into internal response processes. All departments/agencies will participate in a joint PIA to be coordinated by AER. Participation from each department/agency will be determined by the response to the emergency. Reports required by other regulatory authorities must be completed and delivered to the appropriate regulatory body within the time lines they prescribe.
	<ul style="list-style-type: none"> Maintain and provide resources to support 24/7 employer reporting of incidents to OHS. Maintain capacity for OHS attendance to a work site when warranted. Maintain a formal Incident Management Program is in place to ensure compliance to OHS requirement to reporting, investigation, risk management, and monitoring. 	<ul style="list-style-type: none"> Ensure appropriate response and management of the scene is conducted: <ul style="list-style-type: none"> Ensure appropriate medical response is initiated and emergency response is contacted. Ensure safety of those on-site. Ensure security and integrity of the incident site is maintained. Inspect the work activities and processes to ensure legislative standards are being met by all work site parties. (Attendance to be determined by Occupational Health and Safety management.) Ensure the appropriate provincial/territorial agencies are notified, where required. 	<ul style="list-style-type: none"> Ensure work site parties have implemented appropriate controls prior to re-entry by workers. Investigate the incident if the incident is a reportable incident in line with current Alberta OHS Legislation. Ensure internal investigation has been conducted and that identified corrective actions have been minimized to reduce recurrence of similar incidents. Ensure outcomes and corrective actions are communicated to workers. Ensure health and safety committee or health and safety representative as defined by OHS legislation has been involved in internal investigations.
	<ul style="list-style-type: none"> Act as subject matter expert (SME) relating to agriculture and livestock impacts. Act as the liaison between farming/ranching community and the Government of Alberta (GoA). Maintain emergency response resources. 	<ul style="list-style-type: none"> Act as SME relating to agriculture and livestock impacts. Act as the liaison between farming/ranching community and GoA during energy resources industry emergencies. Provide information relating to agricultural and livestock impacts to the GoA during energy resources industry emergencies. 	<ul style="list-style-type: none"> Conduct agriculture and livestock impact assessments. Implement response activities as required.
	<ul style="list-style-type: none"> Maintain 24/7 contact numbers and duty officer where resources can be accessed for emergency response. Maintain emergency response resources. Act as subject matter expert (SME). 	<ul style="list-style-type: none"> Notify forestry staff in the area of the emergency. Forest Areas Wildfire Coordination Centres will notify duty holder if energy resources industry infrastructure is threatened by wildfire, where practical and in order of priority. Priority contact will be through the contact information indicated in the company's Industrial Wildfire Control Plan for the identified locations. Can fight wildfires started as the result of the energy resources industry product release. Alberta Wildfire is responsible for managing all wildfires within the Forest Protection Area. Will suppress wildfires caused from industry operations when industry has appropriately shut-in the operation and notified Alberta wildfire to ensure the safety of first responders. 	<ul style="list-style-type: none"> Conduct forest impact assessment. (if applicable)
	<ul style="list-style-type: none"> Maintain a 24/7 call centre (EDGE - Environmental and Dangerous Goods Emergencies) to receive emergency calls related to the transportation and handling of dangerous goods as well as environmental spills/releases/incidents, and AER emergency notifications. Act as SME for dangerous goods incidents. 	<ul style="list-style-type: none"> Handle inter-departmental communication as needed during energy resources industry emergencies. Maintain ability to process calls for new emergencies. Provide information on the impacts to transportation routes. Provide response support if dangerous goods are released. 	<ul style="list-style-type: none"> Provide a summary of transportation impacts during the PIA process. (if applicable)
	<ul style="list-style-type: none"> Maintain a team of trained Communications and Public Engagement personnel. Activate crisis communications plan and crisis communications response. 	<ul style="list-style-type: none"> Confirm distribution of AER messaging. Provide support as required. 	<ul style="list-style-type: none"> Participate in all PIAs related to the ERIESP. Coordinate key messaging with the AER.
	<ul style="list-style-type: none"> Maintain the list of Critical Infrastructure and key assets in the Province of Alberta. Maintain and regularly test the Emergency Notification System. Maintain awareness of threats, vulnerabilities, and risks related to human induced intentional hazards. 	<ul style="list-style-type: none"> Provide intelligence and threat risk assessments when appropriate and when requested, in relation to critical infrastructure and key assets. Communicate with owners and operators of critical infrastructure and key assets, through normal communication channels, or if necessary through the Emergency Notification System maintained by ASSIST. 	<ul style="list-style-type: none"> Participate in all PIAs related to the ERIESP. Communicate with owners and operators of critical infrastructure and key assets, through normal communication channels, or if necessary through the Emergency Notification System maintained by ASSIST.
Alberta Justice			

Supporting Agency Roles

Supporting Agency Roles



	Before the Incident	During the Incident	After the Incident
*EPA	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain 24 hour emergency contact numbers and duty officer where resources can be accessed for a response related to this plan. <input type="checkbox"/> Maintain emergency response resources. <input type="checkbox"/> Maintain a specialty air monitoring team and equipment used to oversee and verify air monitoring during incident response. <input type="checkbox"/> Act as SME. <input type="checkbox"/> Prepare to act as lead agency when appropriate. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that non-energy industry resources environmental impacts are mitigated. <input type="checkbox"/> Provide expertise to mitigate the impacts of non-energy resources industry liquid releases on land and into watercourses. <input type="checkbox"/> Provide technical assistance related to emergency drinking water supply engineering. <input type="checkbox"/> Notify Fish and Wildlife staff in the area of the emergency. 	<ul style="list-style-type: none"> <input type="checkbox"/> Compile and maintain environment/emergency related records <input type="checkbox"/> Monitor environmental recovery, when required.
*WCB	<p>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.</p> <ul style="list-style-type: none"> <input type="checkbox"/> WCB has the overall responsibility for the administration of the workers' compensation system in Alberta. <input type="checkbox"/> Be a neutral and autonomous administrator of the worker's compensation system. <input type="checkbox"/> Strive to balance the interests of workers and employers. <input type="checkbox"/> Delivery of workers' compensation services to the workers and employers of Alberta. <input type="checkbox"/> Make decisions based on evidence, law and policy and fair, impartial and transparent processes. <input type="checkbox"/> Encourage safer workplaces and promote disability management. 	<p>Employer must report to WCB within 72 hours of being notified of an injury/illness that results in or will likely result in:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lost time or the need to temporarily or permanently modify work beyond the date of accident <input type="checkbox"/> Death or permanent disability (amputation, hearing loss, etc.) <input type="checkbox"/> A disabling or potentially disabling condition caused by occupational exposure or activity (poisoning, infection, respiratory disease, dermatitis, etc.) <input type="checkbox"/> The need for medical treatment beyond first aid (assessment by a physician or chiropractor, physiotherapy, etc.) <input type="checkbox"/> Medical aid expenses (dental treatment, eyeglass repair/replacement, prescription medications, etc.) <p>Note: Immediately report fatalities and serious injuries to the OHS Contact Centre 1-866-415-8690.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determines whether the injury or illness is caused by work. <input type="checkbox"/> Responds to all client inquiries forwarded by the Minister and all other elected officials. 	<ul style="list-style-type: none"> <input type="checkbox"/> Compensates injured workers for lost income, health care and other costs related to a work-related injury. <input type="checkbox"/> Safely restores injured workers through return-to-work services to a level of competitive employability. <input type="checkbox"/> Take reasonable measures to maintain a reasonable quality of life for severely injured workers through the provision of services allowed by legislation and policy.
*ABSA	<ul style="list-style-type: none"> <input type="checkbox"/> Review, accept and register pressure equipment designs and construction procedures that relate to pressure equipment. <input type="checkbox"/> Issue certificate of inspection permits for pressure equipment before the equipment is placed into service. <input type="checkbox"/> Ensure that regular inspections of in-service pressure equipment are conducted. <input type="checkbox"/> Keep records for pressure equipment that has been registered for use, or manufactured, in Alberta. <input type="checkbox"/> Examine, certify and register Pressure Welders and Welding Examiners, Power Engineers, and Pressure Equipment Inspectors. <input type="checkbox"/> Authorize and monitor, through quality management systems, organizations that have been permitted to conduct some of the activities subject to the regulations. <input type="checkbox"/> Conduct safety education and training. 	<ul style="list-style-type: none"> <input type="checkbox"/> Receive notification of an incident. <input type="checkbox"/> As required under the <i>Pressure Equipment Safety Regulation</i> 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. 	<ul style="list-style-type: none"> <input type="checkbox"/> Investigate accidents or unsafe conditions that involve pressure equipment. May: <ul style="list-style-type: none"> <input type="checkbox"/> close all or part of the accident site for 48 hours (or longer if authorized by a Justice) <input type="checkbox"/> prohibit any person from entering the site for safety reasons or to preserve evidence <input type="checkbox"/> be accompanied by any person for assistance <input type="checkbox"/> inspect and photograph any thing <input type="checkbox"/> require any person to make full disclosure <input type="checkbox"/> require closure or disconnection of any thing <input type="checkbox"/> require to be performed any tests or evaluations <input type="checkbox"/> remove evidence <input type="checkbox"/> require production of documents

*WCB - Workers' Compensation Board

*EPA - Alberta Environment and Protected Areas

*ABSA - Alberta Boilers Safety Authority

	Before the Incident	During the Incident	After the Incident
*MECCS	<ul style="list-style-type: none"> Provide regulatory oversight and monitor the situation to ensure that the Responsible Party (RP) is taking appropriate actions. Can liaise with Ministry of Forests to provide: <ul style="list-style-type: none"> Species and ecosystem protection policy. Water protection and sustainability policy. Conservation and resource management enforcement. 	<p>Before, during and after an emergency the Ministry could be called upon to provide expertise, technical advice and/or policy direction regarding:</p> <ul style="list-style-type: none"> Environmental emergency response (including hazardous materials) Air, land and water quality standards Pollution prevention and waste management Water and air monitoring and reporting Environmental assessment Environmental monitoring Parks, wilderness and protected areas. <ul style="list-style-type: none"> Provide regulatory oversight and monitor the situation to ensure that the Responsible Party (RP) is taking appropriate actions. May provide a representative to the Incident Command Centre, the Off-Site Command EOC and the BCER Emergency Operations Centre (EOC) and / or the Provincial Emergency Operations Centre (PREOC) on a 24-hour basis. In a larger scale incident, based on risk, additional ministry resources such as IMTs (Incident Management Teams) may be deployed to establish unified command and monitor, augment, or take over the response if the RP fails to take appropriate action as deemed necessary by the EERO or Provincial Incident Commander. May assist the RP to ensure that other required agencies and affected stakeholders are contacted. May provide assistance with hazardous waste management. May conduct sampling for monitoring and enforcement purposes. 	
Ministry of Forests	<ul style="list-style-type: none"> Five key agencies are housed within the Ministry of Forests: Wildfire Management Branch, Dam Safety, Flood Safety, GeoBC and the River Forecast Centre. Develop, deliver and promote innovative and effective wildfire management practices to clients. Maintain a 24 hour emergency contact number where resources can be accessed for a response related to Emergency Response Plans. The Ministry of Forests is identified to provide personnel, equipment, supplies, telecommunications equipment, aviation support and weather information to assist in emergency response operations. The Ministry of Forests is the designated key agency for wildfires. 	<p>Before, during and after an emergency the Ministry of Forests could be called upon to provide expertise, technical advice and/or policy direction regarding:</p> <ul style="list-style-type: none"> Forest stewardship policy Land use planning Water use planning and authorizations Drought management Dam and dike safety and regulation Flood plain management GeoBC and information management Pests, disease, invasive plants and species Wildfire management 	<ul style="list-style-type: none"> Participate in event debriefings. Complete a "lessons-learned" process based on the scope of their involvement and the outcome.
* MOTT	<ul style="list-style-type: none"> 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 Re-construction team plays an important role to ensure the public is safe and transportation routes are available for accessing emergency services. Ministry of Transportation and Transit 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. 	<p>Before, during and after an emergency the Ministry of Transportation and Transit (MOTT) could be called upon to provide expertise, technical advice and/or policy direction regarding:</p> <ul style="list-style-type: none"> Highway construction and maintenance Safety and protection of provincial road and bridge infrastructure Transportation planning and policy <p>MOTT can:</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Work with appropriate local and federal entities to facilitate the restoration of roadways and utilities.
* PSPC	<p>The Roles & Responsibilities listed below for Public Services and Procurement Canada (PSPC) are only in relation to the Alaska Highway (97) in British Columbia, north of mile 83.5 (km 133) to the border of British Columbia and Yukon Territories at km 968.</p> <p>In conjunction with the BC Ministry of Transportation and Transit (MOTT) and the provincial maintenance contractor, PSPC may:</p> <ul style="list-style-type: none"> Maintain a 24 hour emergency contact number where resources can be accessed for a response related to Emergency Response Plans. Hold responsibility for the acquisition of contracts for the maintenance and operation of the Alaska Highway. Oversee Alaska Highway 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. 	<p>In conjunction with the BC Ministry of Transportation and Transit (MOTT), PSPC, and the provincial maintenance contractor may be called upon to:</p> <ul style="list-style-type: none"> Provide expertise, technical advice and/or policy direction regarding: <ul style="list-style-type: none"> Highway construction and maintenance Safety and protection of provincial road and bridge infrastructure Transportation planning and policy Play an important role to ensure the public is safe and transportation routes are available for accessing emergency services. Assist in the coordination of roadblock locations along the highway. Authorize closure of the Alaska Highway where the safety of the public is at risk. Assist in public notification of an emergency through the MOTTs DriveBC website, as well as posting advisories on overhead message boards along designated routes. Coordinate and arrange for transportation, engineering and construction resources. Handle inter-departmental communication as needed during energy resources industry emergencies. Maintain ability to process calls for new emergencies. Provide information on the impacts to transportation routes. Provide response support if dangerous goods are released. 	<ul style="list-style-type: none"> Work with appropriate local and federal entities to facilitate the restoration and re-opening of the Alaska Highway. Complete a "lessons learned" process based on the scope of involvement and provide any feedback to the industrial operator. Provide a summary of transportation impacts during the post incident review process. Participate in multi-agency debriefings.
Technical Safety BC	<ul style="list-style-type: none"> Technical Safety BC (formerly BC Safety Authority) is an independent, self-funded organization mandated to oversee the safe installation and operation of technical systems and equipment across the province. In addition to issuing permits, licenses and certificates, we work with industry to reduce safety risks through assessment, education and outreach, enforcement, and research. 	<ul style="list-style-type: none"> Technical Safety BC implements a business continuity plan in the event of a natural disaster. This plan ensures that Technical Safety BC resumes safety services as soon as possible. Though Technical Safety BC is not a first responder, they will provide technical support including inspection services to the recovery team relating to the technical equipment and systems covered by the Safety Standards Act (e.g., gas, electrical, elevating devices, boiler and pressure vessel technologies) after first ensuring the safety of its employees. Starting in the planning phase and through collaboration with other agencies, Technical Safety BC can provide most value to the public and best support the other agencies. 	<ul style="list-style-type: none"> Technical Safety BC tracks and investigates incidents and hazards that are reported to inform awareness and prevention initiatives Technical Safety BC does not investigate all reported incidents and may not follow-up with a notification unless there is an intention to investigate. Technical Safety BC will contact duty holders within 24 hours of the next regular business day following the report of an incident if more information is required or an investigation is planned to occur.

Supporting Agency Roles



*PSPC - Public Services and Procurement Canada

*MOTT - Ministry of Transportation and Transit

*MECCS - Ministry of Environment and Climate Change Strategy



Supporting Agency Roles



	Before the Incident	During the Incident	After the Incident
Ministry of Health	<ul style="list-style-type: none"> <input type="checkbox"/> Provide public health measures, including epidemic control and immunization programs. <input type="checkbox"/> Provide and coordinate ambulance services and triage, treatment, transportation and care of casualties. <input type="checkbox"/> Provide the continuity of care for patients evacuated from hospitals or other health institutions and for medically dependent patients from other care facilities. <input type="checkbox"/> Provide standard medical units consisting of emergency hospitals, advanced treatment centres, casualty collection units and blood donor packs. <input type="checkbox"/> Monitor potable water supplies. <input type="checkbox"/> Inspect and regulate food quality with the assistance of the Minister of Agriculture. <input type="checkbox"/> Provide critical incident stress debriefing and counselling services. <input type="checkbox"/> Provide support services for physically challenged or medically disabled people affected by an emergency. <input type="checkbox"/> Maintain a 24 hour emergency contact number where resources can be accessed for a response related to Emergency Response Plans. <input type="checkbox"/> Provide input on public health issues related to a petroleum incident. 	<p>Before, during and after an emergency the Ministry of Health could be called upon to provide expertise, technical advice and/or policy direction regarding:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health service delivery <input type="checkbox"/> Public health planning and response <input type="checkbox"/> Community and home support services <input type="checkbox"/> Mental health <input type="checkbox"/> Communicable disease prevention <ul style="list-style-type: none"> <input type="checkbox"/> During an emergency the Ministry of Health will provide the continuity of care both for patients evacuated from hospitals or other health institutions and for medically dependent patients from other care facilities; The Ministry will also provide emergency psychosocial services. <input type="checkbox"/> Ensure appropriate Health entities have been notified of the incident. <input type="checkbox"/> Ensure appropriate Executive and Public Health personnel have been notified of the incident. <input type="checkbox"/> Carry out evacuation of medically dependent and vulnerable populations, as needed. <input type="checkbox"/> Transport incident casualties as required. <input type="checkbox"/> Triage and provide medical care to incident casualties as required. <input type="checkbox"/> Decontaminate incident casualties that present to health care facilities, as needed. <input type="checkbox"/> Relay health hazard information to the public. <input type="checkbox"/> Monitor water and air quality, as it relates to public health. <input type="checkbox"/> Coordinate the public health response to the incident. <input type="checkbox"/> Address the psychosocial aspects of the aftermath of an event. <input type="checkbox"/> Arrange with Health Canada and the Public Health Agency of Canada for federal support, if needed. 	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in event debriefings. <input type="checkbox"/> Complete a "lessons-learned" process based on the scope of their involvement and the outcome. <input type="checkbox"/> Continue with public health and environmental health monitoring as required. <input type="checkbox"/> Continue to address the psychosocial aspects of recovery.
WorkSafeBC	<p>WorkSafeBC is the BC Health and Safety Regulator. In addition to providing a no-fault insurance system and providing when work-related injuries or diseases occur compensation and support to workers in their recovery, rehabilitation, and safe return to work; WorkSafeBC assists workers in creating and maintaining healthy and safe work workplaces, with Proactive roles which include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Providing health and safety information to employers, workers, and the public <input type="checkbox"/> Establishing standards and guidelines for occupational health and safety <input type="checkbox"/> Educating employers, supervisors, and workers on prevention of work-related injury and illness. <input type="checkbox"/> Conducting work site inspections to help employers comply with health and safety regulations. <input type="checkbox"/> Collaborating with provincial and federal agencies and ministries on matters of occupational health and safety <input type="checkbox"/> Providing access to prevention resources for workers and employers 	<p>As required by the Workers Compensation Act (WCA Sec 68) Employers must immediately report the following types of incidents to WorkSafeBC at 1-888-621-7233 (whether there is an injury or not):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any incident that kills or seriously injures a worker <input type="checkbox"/> A major leak or release of a dangerous substance <input type="checkbox"/> A major structural failure or collapse of a structure, equipment, construction support system, or excavation <input type="checkbox"/> A fire or explosion that had a potential for causing serious injury to a worker <input type="checkbox"/> Any blasting accident that results in injury, or unusual event involving explosives (required by regulation) <input type="checkbox"/> A diving incident that causes death, injury, or decompression sickness requiring treatment (required by regulation) <p>This requirement is in addition to the requirement of reporting workplace injuries or disease for claims purposes.</p>	<p>Prompt investigation of incidents must be conducted to identify causation and prevent recurrence. The WCA (sec 69) requires preliminary investigations to be conducted within 48 hours and full investigations completed within 30 days of the following types of incidents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> is required to be reported under section 68 (specified above), <input type="checkbox"/> resulted in injury to a worker requiring medical treatment, <input type="checkbox"/> did not involve injury to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury to a worker, or <input type="checkbox"/> was an incident required by regulation to be investigated. <p>The investigation process must be carried out by persons knowledgeable about the type of work involved and, if they are reasonably available, with the participation of the employer or a representative of the employer and a worker representative. Full investigations must be submitted to WorkSafeBC.</p>
Ministry of Agriculture and Food	<p>Emergency management support roles for all hazards (upon request of Local Authority, First Nation, EMCR, or other requesting agency):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide advice to farmers, aqua-culturalists and fishers on the protection of crops, livestock and provincially managed fish and marine plant stocks. <input type="checkbox"/> Coordinate the emergency evacuation and care of poultry and livestock. <input type="checkbox"/> Inspect and regulate food quality. <input type="checkbox"/> Identify food and potable water supplies. <input type="checkbox"/> Assist the Minister of Health in the inspection and regulation of food safety. 	<p>The designated lead provincial ministry for planning and response before, during and after an emergency for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Diseases and epidemics as specified below: <ul style="list-style-type: none"> <input type="checkbox"/> Animal diseases <input type="checkbox"/> Plant diseases <input type="checkbox"/> Pest infestations 	
HEMBC North	<p>Health Emergency Management BC (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.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain a 24-hour emergency/on call contact number for notification and activation of the health system in Northern BC. 	<ul style="list-style-type: none"> <input type="checkbox"/> For emergency events that require immediate connection with Northern Health, please call HEMBC on call (24/7) - 855-554-3622. HEMBC will notify / activate the appropriate Northern Health programs (ie. 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. <input type="checkbox"/> Notify/activate the appropriate Northern Health programs (i.e. Public Health, Acute Care, etc.) based on the nature of the incident/emergency event. 	

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
- A8 BCER Minor Incident Reporting Form

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

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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 after-action 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 communicate 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.
A8 BCER Minor Incident Notification	Form to be used for incidents that do not meet BCER Level 1, 2, or 3 classification.

Form Descriptions, continued

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.
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.

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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:	
<input type="checkbox"/> 1a. Identify hazard(s) of released product.	<input type="checkbox"/> 4a. Consider tourism and local economic impacts.	
<input type="checkbox"/> 1b. Establish site control (hot zone, warm zone, cold zone, & security).	<input type="checkbox"/> 4b. Protect public and private assets, as resources permit.	
<input type="checkbox"/> 1c. Establish an Emergency Response Zone and Initiate Public Safety Actions.	<input type="checkbox"/> 4c. Establish damage claims process.	
<input type="checkbox"/> 1d. Consider evacuations if needed.	5. Keep Stakeholders and Public Informed of Response Activities:	
<input type="checkbox"/> 1e. Establish aircraft restrictions.		
<input type="checkbox"/> 1f. Monitor air in impacted areas		
<input type="checkbox"/> 1g. Develop site safety plan for personnel and ensure safety briefings are conducted.		
2. Control the Source of the Release:		
<input type="checkbox"/> 2a. Complete emergency shutdown.		<input type="checkbox"/> 5a. Provide forum to obtain stakeholder input and concerns.
<input type="checkbox"/> 2b. Conduct firefighting.	<input type="checkbox"/> 5b. Provide stakeholders with details of response actions.	
<input type="checkbox"/> 2c. Initiate temporary repairs.	<input type="checkbox"/> 5c. Identify stakeholder concerns and issues, and address as practical.	
3. Manage a Coordinated Response Effort:		
<input type="checkbox"/> 3a. Complete or confirm notifications.	<input type="checkbox"/> 5d. Provide timely safety announcements.	
<input type="checkbox"/> 3b. Establish a unified command organization and facilities (command post, etc.).	<input type="checkbox"/> 5e. Conduct regular news briefings.	
<input type="checkbox"/> 3c. Ensure mobilization and tracking of resources and account for personnel and equipment.	<input type="checkbox"/> 5f. Conduct public meetings, as appropriate.	
<input type="checkbox"/> 3d. Complete documentation.		
Current and Planned Actions, Strategies and Tactics:		
Time:	Actions:	
HHMM		
HHMM		
HHMM		
HHMM		
HHMM		
HHMM		
HHMM		
HHMM		
HHMM		

ICS 201 Incident Briefing Form



Current Organizational Structure: (draw in current response structure)*

*** This is a condensed Organizational Chart to account for all currently responding personnel during the Initial Response.**

Incident Commander

Name _____

Number _____

Information Officer

Name _____

Number _____

Liaison Officer

Name _____

Number _____

Safety Officer

Name _____

Number _____

On-Site Group Supervisor

Name _____

Number _____

Public Safety Group Supervisor

Name _____

Number _____

Documentation

Name _____

Number _____

SITE SAFETY

Name _____

Number _____

Air Monitors

Name _____

Number _____

Control

Name _____

Number _____

Roadblocks

Name _____

Number _____

Containment

Name _____

Number _____

Rovers

Name _____

Number _____

Other

Name _____

Number _____

Telephoners

Name _____

Number _____

Other

Name _____

Number _____

Reception Centre Representative

Name _____

Number _____

Other

Name _____

Number _____

Other

Name _____

Number _____

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

ICS 201 Incident Briefing Form



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

ICS 202 Incident Objectives



Incident Name:	
Date / Time Initiated:	
Prepared by:	ICS Position:
General Control Objectives for the Incident:	
1	
2	
3	
4	
5	
Weather Forecast:	
General Safety Message:	
<i>Note: Create and prioritize SMART (Specific, Measureable, Attainable, Realistic, & Time-Sensitive) objectives that address the incident issues and utilize the solutions identified on the Operations Briefing page.</i>	

ICS 203 Organization Assignment List



Incident Name			Operational Period (Date/Time)	
			From:	To:
Incident Commander(s)			Operations Section	
Agency	IC	Deputy	Chief	
			Deputy	
			Staging Area Manager	
			On-Site Group	
			Supervisor	
Safety Officer			Lead	
Assistant			Lead	
Information Officer			Lead	
Assistant			Lead	
Liaison Officer			Lead	
Assistant				
			Public Safety Group	
			Supervisor	
Agency Representatives			Lead	
Agency	Name		Lead	
			Lead	
			Lead	
			Lead	
			Lead	
			Branch – Division / Group	
			Branch Director	
			Deputy	
Planning Section			Division/Group	Lead
Chief			Division/Group	Lead
Deputy			Division/Group	Lead
Resources Unit			Division/Group	Lead
Situation Unit			Division/Group	Lead
Environmental Unit				
Documentation Unit			Branch – Division / Group	
Demobilization Unit			Branch Director	
Technical Specialists			Deputy	
			Division/Group	Lead
			Division/Group	Lead
Logistics Section			Division/Group	Lead
Chief			Division/Group	Lead
Deputy			Division/Group	Lead
Supply Unit				
Facilities Unit			Finance / Admin Section	
Ground Support Unit			Chief	
Communications Unit			Deputy	
Medical Unit			Time Unit	
Food Unit			Procurement Unit	
			Compensation / Claims Unit	
			Cost Unit	
Prepared By: (Resources Unit)			Date/Time	

ICS 204 Assignment List



Branch: _____	Division / Group / Staging: _____
Incident Name: _____	Operational Period: From: Date _____ Time _____ To: Date _____ Time _____
Division / Group / Staging Operations Chief _____ Branch Director _____	Division/Group Supervisor _____ Staging Area Manager _____

Resources Assigned to This Period

Resource Identifier	Leader	No. of Persons	Contact Cell #, radio freq. Etc.	Reporting Location, Special Equipment and Supplies, Remarks

Work Assignments:

Special Instructions:

Division / Group Communications Summary

Function	Frequencies	System	Chan.	Function	Frequencies	System	Chan.
Command	Local Repeat			Logistics	Local Repeat		
Div. / Group Tactical				Ground to Air			
Prepared By: (Resource Unit Leader)						Date:	Time:
Signature: _____							


ICS 207 Incident Organization Chart

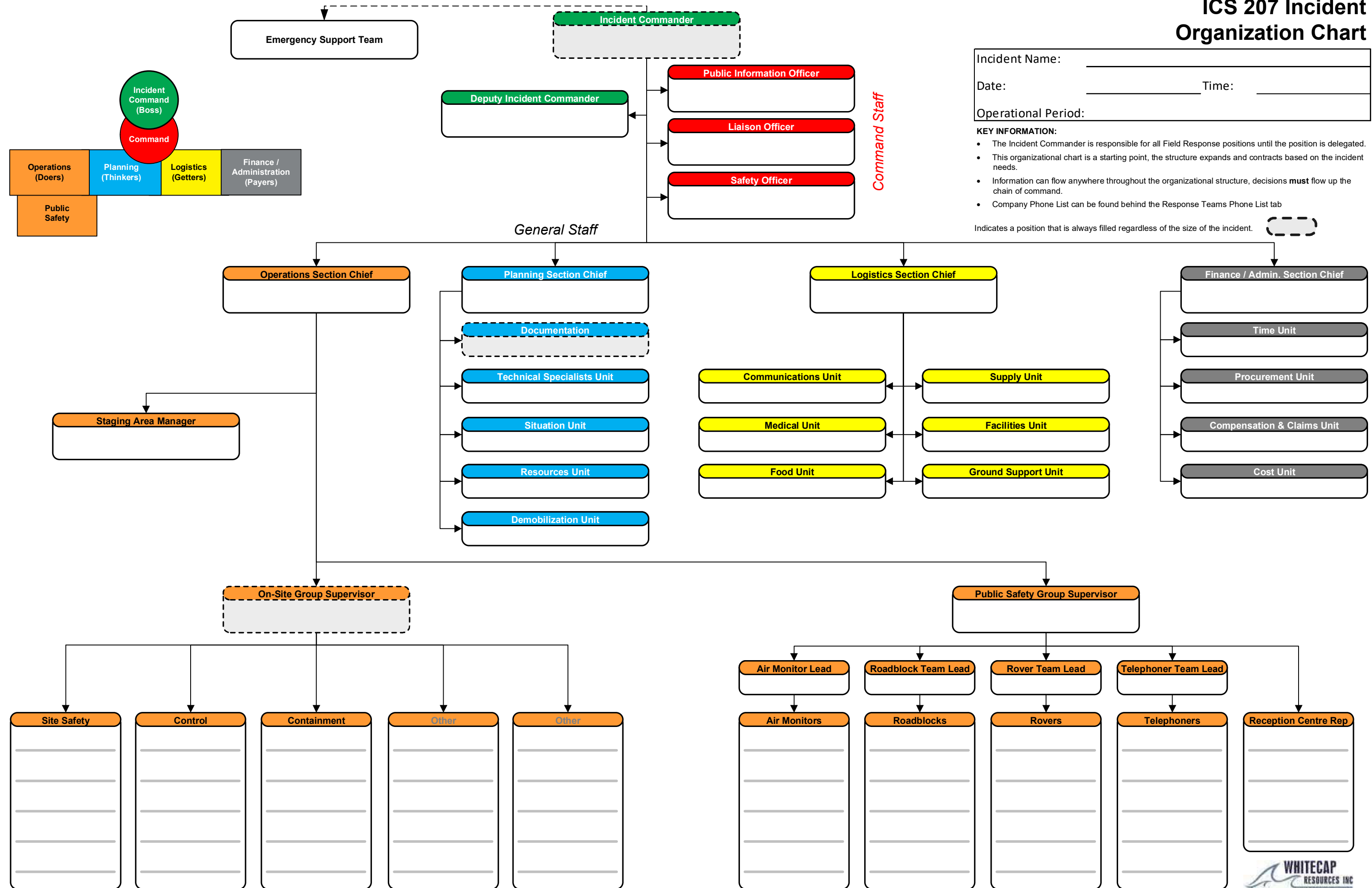
Incident Name: _____

Date: _____ Time: _____

Operational Period: _____

- KEY INFORMATION:**
- The Incident Commander is responsible for all Field Response positions until the position is delegated.
 - This organizational chart is a starting point, the structure expands and contracts based on the incident needs.
 - Information can flow anywhere throughout the organizational structure, decisions **must** flow up the chain of command.
 - Company Phone List can be found behind the Response Teams Phone List tab

Indicates a position that is always filled regardless of the size of the incident. 



Incident Command (Boss) Command

Operations (Doers) Planning (Thinkers) Logistics (Getters) Finance / Administration (Payers)

Public Safety

ICS 208 Safety Message / Plan



Incident Name:	Operational Period: From: Date _____ Time _____ To: Date _____ Time _____	
Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:		
Site Safety Plan Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Approved Site Safety Plan(s) Located At:		
Prepared By: (Name and Position)	Date Prepared:	
Signature:	Time Prepared:	

ICS 209 Incident Status Summary



Incident Name:		Location of Incident:	
Date / Time Initiated:		(LSD / NTS)	
Prepared by:		ICS Position	
Incident Details:			
Gas readings:	H ₂ S	SO ₂	LEL
Level of Emergency:			
Incident Severity:		<input type="checkbox"/> Alert / Minor	<input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3
Affect Medium: (Check all that apply)			
<input type="checkbox"/> Air	<input type="checkbox"/> Water	<input type="checkbox"/> Soil	<input type="checkbox"/> Other – Specify:
Site Type: (Select only 1)			
<input type="checkbox"/> Well (Active)		<input type="checkbox"/> Well (Abandoned/Suspended)	<input type="checkbox"/> Remote Sump
<input type="checkbox"/> Well (Drilling & Completions): Rig Name:			
<input type="checkbox"/> Battery/Plant/Facility		<input type="checkbox"/> Tank Farm/Storage	<input type="checkbox"/> Pipeline
<input type="checkbox"/> Riser (Pipeline)			
<input type="checkbox"/> Road or Road Structure		Name:	Location on Road:
<input type="checkbox"/> Other – Specify:			
Incident Type: (Check all that apply)			
<input type="checkbox"/> Sour Gas Release		<input type="checkbox"/> Sweet Gas Release	<input type="checkbox"/> Liquid Spills
<input type="checkbox"/> Natural Disaster/Weather		<input type="checkbox"/> Fire/Explosion	<input type="checkbox"/> Drilling Kick
<input type="checkbox"/> Worker Injury/Fatality		<input type="checkbox"/> Security (theft, threat, terrorism)	<input type="checkbox"/> Induced Seismicity
<input type="checkbox"/> Well Bore Communication		<input type="checkbox"/> Pipeline Boring	<input type="checkbox"/> Vehicle/Transportation
<input type="checkbox"/> Equipment/Structural Damage		<input type="checkbox"/> Pipeline Break	<input type="checkbox"/> Well Control
<input type="checkbox"/> Other – Specify:			
Activity: (Check all that apply)			
<input type="checkbox"/> Construction (Road, Lease, Pipe)		<input type="checkbox"/> Drilling/Exploration	<input type="checkbox"/> Waste Management
<input type="checkbox"/> Processing		<input type="checkbox"/> Well Fracturing	<input type="checkbox"/> Servicing
<input type="checkbox"/> Repair		<input type="checkbox"/> Flaring (Emergency)	<input type="checkbox"/> Well Testing
<input type="checkbox"/> Pressure Testing		<input type="checkbox"/> Transportation	
<input type="checkbox"/> Other – Specify:			

ICS 209 Incident Status Summary



Consequence or Impacts: (Check all that apply, if none, leave blank)			
<input type="checkbox"/> Worker Safety (Injuries, Fatalities)		<input type="checkbox"/> Property	
<input type="checkbox"/> Economic (Loss of and/or damage to equipment or infrastructure, loss of production, work stoppage)			
<input type="checkbox"/> Other – Specify:			
Material Information:			
Is spill off lease?		<input type="checkbox"/> Yes - Estimated spill quantity:	<input type="checkbox"/> No
<input type="checkbox"/> Liquid Hydrogen (Crude, Oil, Diesel, Fuel)		<input type="checkbox"/> Toxic Gas Liquid (>1% Different Toxins)	
<input type="checkbox"/> Acid	<input type="checkbox"/> Emulsion (Oil, Gas, Water)	<input type="checkbox"/> Sweet Natural Gas	<input type="checkbox"/> Salt Water
<input type="checkbox"/> Methanol	<input type="checkbox"/> Non-Toxic Liquids	<input type="checkbox"/> Fresh Water	
<input type="checkbox"/> Sour Natural Gas	<input type="checkbox"/> Sour Liquids (<1% H ₂ S)	<input type="checkbox"/> Other – Specify:	
<input type="checkbox"/> Non-Toxic Gases (Nitrogen, Carbon Dioxide, Inert Gases)			
Area Information:			
Land Type:		<input type="checkbox"/> Private Land <input type="checkbox"/> Crown Land	Field Name:
Area Type:		<input type="checkbox"/> Forest <input type="checkbox"/> Muskeg <input type="checkbox"/> Farmland <input type="checkbox"/> Residential <input type="checkbox"/> Other	
Access:		<input type="checkbox"/> Helicopter <input type="checkbox"/> ATV <input type="checkbox"/> 4WD <input type="checkbox"/> 2WD <input type="checkbox"/> Unknown	
Name of road the asset is located on:			
KM where the incident occurred:			
Distance to nearest residence/public facility:			
Nearest City/Town/Open Camp:			
Weather Conditions:			
Weather Conditions		<input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Other:	
Wind Direction		N NE NW E SE S SW W	
Wind Strength		<input type="checkbox"/> Calm <input type="checkbox"/> Moderate <input type="checkbox"/> Strong <input type="checkbox"/> Gusty	
Temperature		°C	
Public / Worker Injuries / Medical Emergencies:			
<input type="checkbox"/> First Aid	<input type="checkbox"/> Hospitalization	<input type="checkbox"/> Fatality	<input type="checkbox"/> Other – Specify:
Notification: (Notify all agencies as required)			
<input type="checkbox"/> 911 (Police/RCMP, Fire, EMS)	<input type="checkbox"/> Energy Regulator (BCER, AER*, etc.)	<input type="checkbox"/> Local Authority (MD, County, Town, City)	<input type="checkbox"/> Health Authority
<input type="checkbox"/> Canada Energy Regulator (CER)	<input type="checkbox"/> Occupational Health & Safety (OH&S)	<input type="checkbox"/> Emergency Management Agency	<input type="checkbox"/> Ministry of Transportation
<input type="checkbox"/> Workers' Compensation Board (WCB)	<input type="checkbox"/> Emergency Response Assistance Canada (ERAC)	<input type="checkbox"/> Western Canadian Spill Services (WCSS)	<input type="checkbox"/> CANUTEC
<input type="checkbox"/> Transportation Dangerous Goods (TDG)	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<small>*Request that the AER notify Alberta Environment & Parks (Forestry/Fish/Wildlife/Lands), Environment & Climate Change Canada (ECCC) and the Department of Fisheries and Oceans as required.</small>			
Refer to the Government Notification Matrix and External Agencies Contact List or Area Specific Information for complete list of agencies requiring contact.			

ICS 209 Incident Status Summary



Agency Notification			
Agency Name	Contact Name	Contact Number	Notified (Y/N)
Collect all completed C3 Government Agency Contact Logs from responders for full documentation.			
Notes:			
Roadblock Locations:			
Roadblock Number	Name	Location/LSD	
Collect all completed B4 Roadblock Logs from responders for full documentation.			
Notes:			

ICS 209 Incident Status Summary



Air Monitor Locations:		
Air Monitor Number	Name	Location/LSD

Collect all completed A5 Air Monitoring Logs from responders for full documentation.

Notes:

Reception Centres		
Name	Location	Phone Number

Collect all completed B1 Reception Centre Registration Logs from responders for full documentation.

Notes:

ICS 211 Check-In / Out List



Incident Name:							
Date / Time Initiated:							
Prepared by:				ICS Position:			
Check-in Location		<input type="checkbox"/> Staging Area		<input type="checkbox"/> ICS Res. Unit		<input type="checkbox"/> Other:	
Name of Company	Date of Check-in	Supervisor Name	Total # of Personnel	Incident Assignment	Assigned	Available	Date of Check-out
Notes:							

ICS 211 Check-In / Out List



ICS 215 Operational Planning Worksheet



Incident Name:				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.	Have	Need	Req.	Have	Need	Req.	Have	Need	Req.	Have	Need				
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
		Total Resources Required:															Prepared by: Name: Position/Title: Date/Time: Signature:		
		Total Resources - Have on Hand:																	
		Total Resources Need to Order:																	

ICS 221 Demobilization Checkout



Incident Name / Number:		Date / Time:		Demob. Number:	
Unit/Personnel Released:					
Transportation Type / Number:					
Actual Release Date / Time:				Manifest Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Destination:		Notify:	<input type="checkbox"/> HQ	<input type="checkbox"/> Agency	<input type="checkbox"/> Region
		Name:			
		Date:			
Unit Leader responsible for collecting performance rating					
Unit / Personnel					
You and your resources have been released subject to Sign-Off from the following: Demobilization Unit Leader – Check the appropriate box					
Logistics Section					
<input type="checkbox"/> Supply Unit					
<input type="checkbox"/> Communications Unit					
<input type="checkbox"/> Facilities Unit					
<input type="checkbox"/> Ground Support Unit Leader					
Planning Section					
<input type="checkbox"/> Demobilization Unit					
Finance/Admin Section					
<input type="checkbox"/> Time Unit					
Other					
<input type="checkbox"/>					
<input type="checkbox"/>					
Remarks:					
Page		of		Prepared By: (Name and Position)	Signature:

ICS 230 Meeting Schedule



Incident Name:		Operational Period:		
		From: Date _____ Time _____		
Meeting Schedule (Commonly-held meetings are included)				
Date / Time	Meeting Name	Purpose	Attendees	Location
Prepared by: (Situation Unit Leader)		Date / Time:		

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 233 Incident Open Action Tracker



Incident 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.	Item	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	<input type="checkbox"/> Get to a safe area immediately. <input type="checkbox"/> Move upwind if release is downwind of you. <input type="checkbox"/> Move crosswind if a release is upwind from you. <input type="checkbox"/> Move to higher ground if possible.
Alarm	<input type="checkbox"/> Call for help ("Man Down"). <input type="checkbox"/> Sound bell, horn or whistle, or call by radio. <input type="checkbox"/> For medical emergencies, call 911.
Assess	<input type="checkbox"/> Take head count, locate any casualties. Consider all of the hazards. <input type="checkbox"/> Fill out information below to complete assessment.
Protect	<input type="checkbox"/> Put on breathing apparatus before attempting rescue.
Rescue	<input type="checkbox"/> Remove victim to a safe area.
First Aid	<input type="checkbox"/> Follow the standard first aid protocols at worksite. (CPR, etc.)
Medical Aid	<input type="checkbox"/> Arrange transport of casualties to medical aid. <input type="checkbox"/> Provide information to Emergency Medical Services (EMS).

Incident Details <i>To be completed by the person involved or notified</i>	
Report taken by	Date / Time
Name of person calling	Caller Telephone
Incident Location (LSD / NTS)	
Event Summary	
Agencies Notified	<input type="checkbox"/> Yes Who? <input type="checkbox"/> No
Event Status	<input type="checkbox"/> Incident contained or controlled <input type="checkbox"/> Imminent control possible <input type="checkbox"/> Intermittent control possible <input type="checkbox"/> Incident is uncontrolled
Site Type	<input type="checkbox"/> Well <input type="checkbox"/> Pipeline <input type="checkbox"/> Tank Farm/Storage <input type="checkbox"/> Battery/Plant/Facility <input type="checkbox"/> Other _____
Incident Type	<input type="checkbox"/> Sour Gas Release <input type="checkbox"/> Sweet Gas Release <input type="checkbox"/> Pipeline Break <input type="checkbox"/> Security (theft, threat, terrorism) <input type="checkbox"/> Loss of Containment <input type="checkbox"/> Fire/Explosion <input type="checkbox"/> Worker Injury/Fatality <input type="checkbox"/> Vehicle/Transportation <input type="checkbox"/> Liquid Spill <input type="checkbox"/> Other _____

A1 Initial Emergency Report Form



Impacts			
Public Health and Safety		<input type="checkbox"/> Could be jeopardized	<input type="checkbox"/> Is jeopardized
Public Protection Measures Taken		<input type="checkbox"/> Notification	<input type="checkbox"/> Evacuation <input type="checkbox"/> Shelter-in-place <input type="checkbox"/> Roadblocks
Worker Injuries		<input type="checkbox"/> First Aid	<input type="checkbox"/> Hospitalized <input type="checkbox"/> Fatality <input type="checkbox"/> Other _____
Distance to nearest surface development		_____ km	Distance to nearest urban centre _____ km
Details			
Release Impact		<input type="checkbox"/> On-Lease <input type="checkbox"/> Off-Lease Product _____	Amount _____
Gas Readings		H ₂ S _____ SO ₂ _____ LEL _____	Other _____
Distance to nearest watercourse		_____ km	Weather Conditions
Details			
Media Involvement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Regulator Involvement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Public Affairs/Community Relations Issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details			
Notes / Instructions Provided:			

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: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Duration of call:

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

Name: _____

Contact number: _____

Description of the concern: _____

How many people are you with right now?

Adults _____ *Children* _____

Can you provide the location of the incident?

Location of the incident (address, legal, landmark, etc.): _____

Where are you right now?

Home / Work In a Vehicle Outside Other _____

If the resident is at home / work / outside tell them:

The company will send someone to investigate. To be safe, you and anyone that you may be with need to go inside and stay inside. Close all doors and windows and turn off any appliances that blow out indoor air (i.e. clothes dryer) or suck in outside air (i.e. heating / air conditioning). Do not go outside or attempt to start any vehicles until you are told it is safe to do so.

If the resident is in a vehicle and cannot shelter-in-place tell them:

The company will send someone to investigate. To be safe, you and anyone that may be with you need to get inside the vehicle and stay inside. Keep all doors and windows closed and shut off the air conditioning / heat. If you see or hear anything that might indicate where the incident is occurring, travel in the opposite direction of the hazard; otherwise, continue travelling on your current course which will likely take you out of the hazard area.

Someone will call you back with further instruction so please stay off of the phone so that we can contact you. If you have any urgent questions please call the company at _____.

A3 First Call Communication



Contact Details	Regulatory Contact		Field Centre		
	Caller				Phone
	Notification	Date	Time	Release	Start Time End Time <input type="checkbox"/> Ongoing
	Licensee				Phone
	Location			Nearest Town	
	Nearest Resident	Distance/Direction			Phone
	Media Involvement?	<input type="checkbox"/> Local	<input type="checkbox"/> National	Media Contact	
		<input type="checkbox"/> Regional	<input type="checkbox"/> International		
Operator				Phone	
Public Impact	Public Health and Safety		<input type="checkbox"/> Could be jeopardized	Worker Injuries	<input type="checkbox"/> First Aid <input type="checkbox"/> Fatality
			<input type="checkbox"/> Is jeopardized		<input type="checkbox"/> Hospitalization
	Emergency Assessment Matrix completed with licensee		<input type="checkbox"/> Minor <input type="checkbox"/> Two	ERP Activated?	<input type="checkbox"/> Site Specific <input type="checkbox"/> Corporate
			<input type="checkbox"/> One <input type="checkbox"/> Three		<input type="checkbox"/> Field/Area
EPZ Size (2 km if unknown)		Numbers and Types of Public in EPZ		EOC/ICP Location	
Public Protection Measures Implemented		<input type="checkbox"/> Notification	<input type="checkbox"/> Roadblocks	Number Evacuated	
		<input type="checkbox"/> Shelter	<input type="checkbox"/> Evacuation		
Release Type	Release Impact		<input type="checkbox"/> On lease <input type="checkbox"/> Off lease	H ₂ S Concentration	
	<input type="checkbox"/> Sensitive Environment	Environment Affected		<input type="checkbox"/> Air	<input type="checkbox"/> Standing Water Water Body Name
				<input type="checkbox"/> Land	<input type="checkbox"/> Flowing Water
	Area Affected (m ³)	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Equipment Loss	<input type="checkbox"/> Wildlife / Livestock Affected	
	Gas Release	<input type="checkbox"/> Sweet <input type="checkbox"/> Sour			Volume/Rate
	Liquid Release	<input type="checkbox"/> Oil <input type="checkbox"/> Water <input type="checkbox"/> Effluent			Volume/Rate
<input type="checkbox"/> Release Point Determined					
Containment	Third Party / Outside Assistance Required		<input type="checkbox"/> Incident contained or controlled	<input type="checkbox"/> Imminent control probable	
			<input type="checkbox"/> Intermittent control possible	<input type="checkbox"/> Incident is uncontrolled	
Company			WCSS Co-op		
Operations Type	Well Licence No.	Type of Incident	<input type="checkbox"/> Kick	<input type="checkbox"/> Blowout	<input type="checkbox"/> Loss of Circulation
	Well Status	<input type="checkbox"/> Drilling	<input type="checkbox"/> Servicing	<input type="checkbox"/> Producing	<input type="checkbox"/> Injection <input type="checkbox"/> Suspended
		<input type="checkbox"/> Standing	<input type="checkbox"/> Sweet	<input type="checkbox"/> Sour	<input type="checkbox"/> Critical
	Pipeline License No.	Line No.	<input type="checkbox"/> Hit	<input type="checkbox"/> Leak	<input type="checkbox"/> Rupture
Production Facility License No.	<input type="checkbox"/> Gas	<input type="checkbox"/> Gas Plant	<input type="checkbox"/> Compressor	AENV Approval No.	
	<input type="checkbox"/> Oil	<input type="checkbox"/> Battery	<input type="checkbox"/> Other		

A3 First Call Communication



Air Monitoring	<input type="checkbox"/> License Air Monitoring Occurring <input type="checkbox"/> Mobile <input type="checkbox"/> Handheld			Estimated Time of Arrival		
	Initial Readings / Location		<input type="checkbox"/> PPB <input type="checkbox"/> On Site <input type="checkbox"/> PPM <input type="checkbox"/> Off Site	Distance		
	Contractor Name		Phone	AMU Phone		
	Wind	Direction	Speed	Meteorological Conditions	AER AMU ETA	
Communications	Communications completed by Licensee and /or Regulatory Agency					
	<input type="checkbox"/> RCMP/Police	<input type="checkbox"/> Energy Regulator	<input type="checkbox"/> Emergency Management Agency	<input type="checkbox"/> TDG	<input type="checkbox"/> OH&S	<input type="checkbox"/> WCB
	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Local Authority	<input type="checkbox"/> Ministry of Transportation	<input type="checkbox"/> CANUTEC	<input type="checkbox"/> DFO	<input type="checkbox"/> WCSS
	<input type="checkbox"/> Fire	<input type="checkbox"/> Health Authority	<input type="checkbox"/> Environment & Climate Change Canada (ECCC)	<input type="checkbox"/> ERAC	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> CER	<input type="checkbox"/> First Nations	<input type="checkbox"/> Indian Oil & Gas	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	
Contact Names & Phone Numbers						
Incident Cause <input type="checkbox"/> Natural <input type="checkbox"/> Human-Induced unintentional <input type="checkbox"/> Human-Induced Intentional						
Other Information	<input type="checkbox"/> First Nations Band	Band / Settlement Name / Contact			Phone	
	<input type="checkbox"/> Metis Settlement					
	Complaints	<input type="checkbox"/> Local <input type="checkbox"/> Large area				
	Private Land Title holder				Phone	
Additional Information						

A4 Incident Action Plan Checklist



IAP Checklist Items:	Comments:
<input type="checkbox"/> ICS 202 – Incident Objectives	
<input type="checkbox"/> ICS 207 – Incident Organizational Chart	
<input type="checkbox"/> ICS 209 – Incident Status Summary	
<input type="checkbox"/> ICS 215 – Operational Planning Worksheet	
<input type="checkbox"/> ICS 215A – IAP Safety Analysis	
<input type="checkbox"/> ICS 230 – Meeting Schedule	
<input type="checkbox"/> ICS 233 – Incident Open Action Tracker	
<input type="checkbox"/> Map: _____	
<input type="checkbox"/> Map: _____	
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Other: _____	

Notes:

A4 Incident Action Plan Checklist



A5 Air Monitoring Log



Date: _____ Responder Name: _____

Page _____ of _____ Responder Position: _____

Time	Location of Samples	H ₂ S (ppm)	LEL (%)	O ₂ (%)	SO ₂ (ppm)	Other	Temp (°C)	Wind Conditions *		Comments
								From	Speed (km/hr)	

*Estimate meteorological conditions where accurate readings are not available.

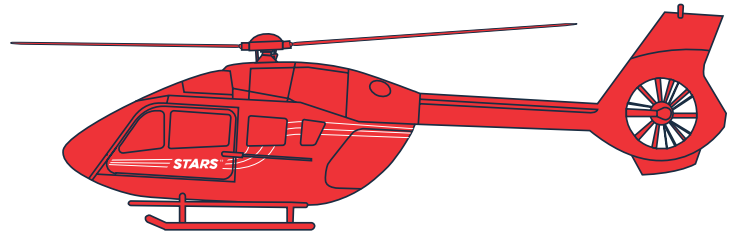
A6 Threatening Call / Bomb Threat



Date:	Time Call Received:	Time Call Reported:		
Person Receiving Call:		What/Whom Call Directed To:		
Caller's Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown		Approximate Age:		
Accent: <input type="checkbox"/> Yes <input type="checkbox"/> No Type:		Familiar voice: <input type="checkbox"/> Yes <input type="checkbox"/> No Who:		
Threat (Exact Wording):				
Tips: <ul style="list-style-type: none"> Listen carefully and remain calm. Do not interrupt caller. Attempt to keep caller talking. Attempt to ask questions below. Obtain as much information as you can while call is in progress. Signal someone to call your supervisor; give him / her this information. Do not hang up or disconnect your phone, even after the caller hangs up. For telephone tracing, call the local telephone company and local police. 				
If bomb threat, ask the following questions:				
When will the bomb go off? <i>(date and time)</i>				
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 company facilities, or employees? (e.g.: nicknames, familiarity with staff, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No				
Did caller appear familiar with building / facility by the description of the bomb location? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Identifying Characteristics of Caller				
Voice	Speech	Language	Manner	Background
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent	<input type="checkbox"/> Calm	<input type="checkbox"/> Office Machines
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Good	<input type="checkbox"/> Angry	<input type="checkbox"/> Factory Machines
<input type="checkbox"/> High Pitched	<input type="checkbox"/> Distinct	<input type="checkbox"/> Fair	<input type="checkbox"/> Rational	<input type="checkbox"/> Street Traffic
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	<input type="checkbox"/> Poor	<input type="checkbox"/> Irrational	<input type="checkbox"/> Airplanes
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Foul Language	<input type="checkbox"/> Coherent	<input type="checkbox"/> Trains
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal	<input type="checkbox"/> Accent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Animals
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred	<input type="checkbox"/> _____	<input type="checkbox"/> Deliberate /	<input type="checkbox"/> Party Atmosphere
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> Serious	<input type="checkbox"/> Music
Notify proper authorities as soon as possible. Have employees take a look around their immediate work stations for unusual packages. Evacuate building if necessary.			<input type="checkbox"/> Emotional	<input type="checkbox"/> Voices
			<input type="checkbox"/> Laughing	<input type="checkbox"/> Quiet
			<input type="checkbox"/> Nervous	<input type="checkbox"/> _____
Name of the supervisor first notified:				



LANDING ZONE INFORMATION CARD



STEP 1

Advise your dispatch centre which channel you will be using to communicate with STARS.

STEP 2

Select an area for the landing zone that is downwind from the incident site (unless hazardous materials or gases are present).



INCIDENT SITE



LANDING ZONE

STEP 3

Select an area for the landing zone that is a minimum of 36 metres (or 120 feet, or 36 paces) from the incident site.



INCIDENT SITE



36 METRES

(120 FEET OR 36 PACES)



LANDING ZONE

STEP 4

Select a flat, level surface for the landing zone; preferably pavement or concrete, if available.



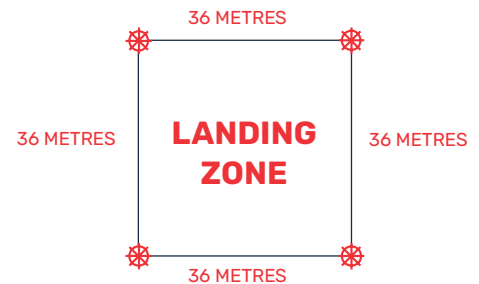
STEP 5

Ensure the landing zone area is clear of wires, poles, trees and debris.



STEP 6

Mark out a 36 metre by 36 metre (120 feet x 120 feet, or 36 paces x 36 paces) square, and mark the corners with LED beacons, heavy pylons or any other bright conspicuous objects easily seen from the air.



36 METRES

36 METRES

LANDING ZONE

36 METRES

36 METRES

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.

LANDING ZONE HAND SIGNALS



ALL CLEAR TO LAND



ALL CLEAR TO DEPART



ABORT LANDING



LANDING ZONE BRIEFING FOR STARS CREW



STEP 1

Identify yourself and confirm the Landing Zone Officer is present, with the landing zone secure.

STEP 2

Communicate the location of the landing zone using N/E/S/W to reference the incident scene or other landmarks.

STEP 3

Identify the type of surface for the landing zone (field, road, other).

STEP 4

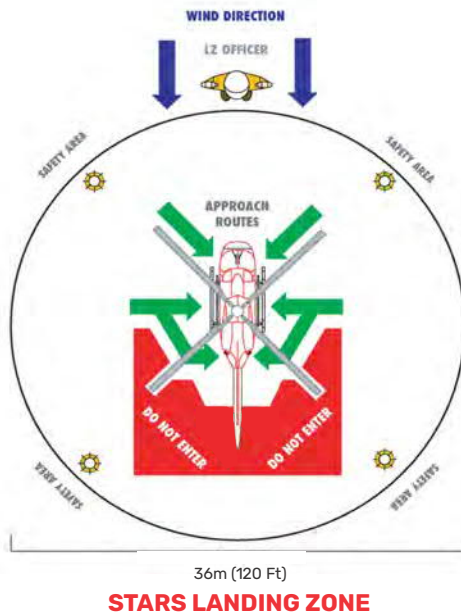
State what marking the corners of the landing zone: LED beacons, heavy pylons or any other bright conspicuous objects easily seen from the air.

STEP 5

Communicate the wind direction and approximate speed.

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.



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, go down on one knee 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 stars.ca



EMERGENCY LINK CENTRE 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.

SITE #

LOCATION

Minor Incident Notification Form

This form is to be used for incidents which do not meet BCER Level 1, 2, or 3 Classification. Minor incidents must be reported to the BCER within 24 hours through the Regulator’s Incident Reporting System in CM-IS.

Report Details							
Incident Date / Time	Date			Time			
Incident Classification	Consequence (0-4)			Escalation (0-4)			
EMCR Number	<input type="checkbox"/> Not applicable						
Location							
Permit Holder							
Activity Type	<input type="checkbox"/> Well	<input type="checkbox"/> Facility	<input type="checkbox"/> Pipeline	<input type="checkbox"/> Road	<input type="checkbox"/> AACT/ANC	<input type="checkbox"/> Geophysical Program	
	<input type="checkbox"/> Short-Term Water Use	<input type="checkbox"/> Changes In and About a Stream					
	<input type="checkbox"/> Other:						
BCER License Information <input type="checkbox"/> Unknown	License Number:						
	Segment Number If Pipeline:						
	LOC ID If Changes In and About a Stream:						
	POD # If Short-Term Water Use:						
Location Information At least one type required if license information is unknown	NTS:	Quarter (A-D)	Unit (1-100)	Block (A-L)	Map (82-83, 92-95, 102-103, 114)	Sheet (A-P)	Grid (1-16)
	DLS:	LSD (1-16)	Section (1-36)		Township (76-88)		Range (13-26)
	UTM:	Zone (7-12)		Easting		Northing	
	GPS:	Latitude			Longitude		
		Location Description:					

Contact Information			
If additional information is required, please attach separately			
Reporting Contact	Name:		Company:
	Phone #:		Email:
Additional Contacts If applicable	Name:	Type:	Company:
	Phone #:		Email:
	Name:	Type:	Company:
	Phone #:		Email:
	Name:	Type:	Company:
	Phone #:		Email:
Contractors / Third Parties Directly Involved If applicable	Name:		Type:
	Company:		Phone #:
	Name:		Type:
	Company:		Phone #:
Other Agency Notifications			
Incident Description			
Incident Type(s) Check all that apply	<input type="checkbox"/> Spill (Liquid or Solid)	<input type="checkbox"/> Spill (Gaseous)	<input type="checkbox"/> Drilling Kick
	<input type="checkbox"/> Induced Seismicity	<input type="checkbox"/> Equipment/ Structural Damage	<input type="checkbox"/> Hydrotechnical
	<input type="checkbox"/> Fire/Explosion	<input type="checkbox"/> Security Threat	<input type="checkbox"/> Vehicle/Heavy Equipment
	<input type="checkbox"/> Loss of Well Control	<input type="checkbox"/> Geotechnical	<input type="checkbox"/> Environmental
	<input type="checkbox"/> Other:		
Main Industry Activities	<input type="checkbox"/> Construction	<input type="checkbox"/> Well Drilling/ Completion	<input type="checkbox"/> Operations/ Maintenance
			<input type="checkbox"/> Deactivation/ Decommission/ Restoration
Secondary Industry Activities Check all that apply	<input type="checkbox"/> Fluid Transfer	<input type="checkbox"/> Pipeline Boring/HDD	<input type="checkbox"/> Third Party – Unintentional Damage
	<input type="checkbox"/> Third Party – Intentional Damage	<input type="checkbox"/> Third Party – Undefined	<input type="checkbox"/> Other:
Incident Description			

Material Information					
Complete if Incident Type – Spill is selected					
Material Spilled Check all that apply	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Oil <input type="checkbox"/> Emulsion <input type="checkbox"/> Produced Water <input type="checkbox"/> Condensate <input type="checkbox"/> Liquified Natural Gas <input type="checkbox"/> Acid Gas <input type="checkbox"/> LVP Fluids (Pentane Plus) <input type="checkbox"/> HVP Fluids <input type="checkbox"/> Bentonite <input type="checkbox"/> Hydraulic Oil <input type="checkbox"/> Diesel/Fuel <input type="checkbox"/> Fresh Water <input type="checkbox"/> Hydrogen <input type="checkbox"/> Ammonia <input type="checkbox"/> Methanol <input type="checkbox"/> Other (please describe):				
	Does the release contain H2S? <input type="checkbox"/> Yes: ppm <input type="checkbox"/> No <input type="checkbox"/> N/A				
Environment Type Check all that apply	<input type="checkbox"/> Wildland <input type="checkbox"/> Agricultural Land <input type="checkbox"/> Developed Land <input type="checkbox"/> Muskeg/Stagnant Water <input type="checkbox"/> Lake <input type="checkbox"/> Stream				
Land Classification Check all that apply	<input type="checkbox"/> Crown <input type="checkbox"/> Private <input type="checkbox"/> First Nations Reserve <input type="checkbox"/> ALR				
Confined to Lease or Right of Way	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Unknown				
Initial Spill Volume	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">Volume</td> <td style="width: 30%; text-align: center;">Unit</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Volume	Unit		
Volume	Unit				
Impacts					
Wildlife/Livestock <input type="checkbox"/> Not applicable					
Equipment Loss <input type="checkbox"/> Not applicable	Value: Description:				
Ancillary Damage <input type="checkbox"/> Not applicable					
Regulatory Information (BCER Use Only)					
Oversight	<input type="checkbox"/> BCER <input type="checkbox"/> Out of Jurisdiction <input type="checkbox"/> Not Reportable				
BCER Notified Date / Time	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Date</td> <td style="width: 40%; text-align: center;">Time</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Date	Time		
Date	Time				
Staff Dispatched					

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.

Evacuee registration guidelines

[Insert Company Name] requires your assistance with receiving evacuees at the following Reception Centre: _____

Your company contact is:

Name: _____ Position: _____ Contact Number: _____ Fax Number: _____

- 1) Record all evacuees as they arrive on the forms provided.
- 2) Provide all evacuees with the statement below and any other status updates as provided by your company contact.
- 3) Provide the evacuees with food and lodging as required.
- 4) Record if any evacuees choose to leave the Reception Centre (name, contact number, where are they going, etc.).
- 5) Continually update the company of any residences arriving at or leaving the Reception Centre so that they can follow up on any residents that are unaccounted for.

B1 Reception Centre Registration Log



Date: _____ Responder Name: _____

Page _____ of _____ Responder Position: _____ Responders Phone No.: _____

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

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 Reported Expenses									

Approved By: _____

Date: _____

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 Reported Expenses									

Approved By: _____

Date: _____

B3 Resident Contact Log



Date: _____ Responder Name: _____

Page _____ of _____ Responder Position: _____ Responders Phone No.: _____

Time	Resident name	Resident ID	Shelter / Evacuate	Number of people		Assistance or transportation required?	Comments
				Inside	Outside		
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	

B3 Resident Contact Log



Time	Resident name	Resident ID	Shelter / Evacuate	Number of people		Assistance or transportation required?	Comments
				Inside	Outside		
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Shelter <input type="radio"/> Evacuate			<input type="radio"/> Yes <input type="radio"/> No	

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.

<p>Hello, this is _____ <i>(your name)</i> _____ calling from _____ <i>(company name)</i> _____.</p> <p>Is this the _____ <i>(name of residence / business)</i> _____ at _____ <i>(telephone number)</i> _____ ?</p> <p>_____ <i>(company name)</i> _____ is responding to a <i>(potential)</i> emergency at _____ <i>(location)</i> _____ in your area.</p> <p>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.</p> <p>To help us understand and your immediate needs we need to know:</p>
<p>How many people are at your location now?</p> <p><i>Adults</i> _____</p> <p><i>Children</i> _____</p>
<p>Do you wish to leave your residence at this time?</p> <p>If Yes Please travel in a <u><i>north / east / south / west</i></u> direction to our reception centre located at: _____</p> <p>If No Please standby for further contact. Please do not use your telephone for outgoing calls as this may prevent us from contacting you with updated information or when the problem has been eliminated.</p>
<p>If you have urgent questions, please contact _____ <i>(company name)</i> _____ at _____ <i>(telephone number)</i> _____.</p> <p>Thank you for your cooperation.</p>

(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, this is _____ *(your name)* _____ of _____ *(company name)* _____.

Is this the _____ *(name)* _____ residence at _____ *(telephone number)* _____?

_____ *(company name)* _____ is responding to a *(potential)* emergency at _____ *(location)* _____ in your area.

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 get in 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 _____ *(company name)* _____?

Yes No

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

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 have any urgent questions, please contact _____ *(company name)* _____ at _____ *(telephone number)* _____.

Thank you 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 is _____ <i>(your name)</i> _____ of _____ <i>(company name)</i> _____.	
Is this the _____ <i>(name)</i> _____ residence at _____ <i>(telephone number)</i> _____ ?	
_____ <i>(Company name)</i> _____ is responding to a <i>(potential)</i> emergency at _____ <i>(location)</i> _____ in your area.	
For your safety, it is extremely important that you and your family leave your residence immediately and travel in a <u>north / east / south / west</u> direction to our reception centre located at: _____	
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 evacuate away from the area?	
<input type="checkbox"/> Yes <input type="checkbox"/> 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?	
<input type="checkbox"/> Yes <input type="checkbox"/> 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 require evacuation / transportation assistance?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes	We are sending someone to assist you. Please stay indoors and close all doors and windows until a Rover or the local police arrive to evacuate you.
If No	Provide the resident with:
	<input type="checkbox"/> Directions to safely travel to the reception centre
	<input type="checkbox"/> A list of items to bring with them to the reception centre (medications, cell phone, etc.)
	<input type="checkbox"/> An idea of how long they may be expected to stay at the reception centre
	<input type="checkbox"/> The option to bring their house pets to the reception centre
Please contact _____ <i>(company name)</i> _____ if you are unable to make it to the reception centre for any reason. Please keep your phone line free so that we can contact you if necessary.	
Is there an alternate number we can contact you at? _____	
A company representative at the reception centre will address any questions you may have and will make arrangements for your temporary accommodations. Do you understand everything I have told you? Are you leaving immediately?	
If you have any urgent questions, please contact _____ <i>(company name)</i> _____ at _____ <i>(telephone number)</i> _____.	
Thank you for your cooperation.	

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

C1 Preliminary Media Statement



Date:(YY/MM/DD)	Responder Name:
Responder Position:	Responder Phone No.:

This is the information I can give you so far:

At (time – 24hr local clock) on (date), a(n) (fire, explosion, gas release, spill) occurred at the Company's (location name) site, located (distance) kilometres (east / west / north / south) of (nearest town or city).

Presently, (number of personnel) workers are being treated for injuries. The names and condition of the injured cannot be released until their families have been contacted.

The (well site, plant, pipeline, office, drilling location) has been (shut down, isolated, or is still flowing).

Company staff have been activated and are directing emergency response procedures to protect the public, our workers and the environment.

The cause of the (fire, explosion, gas release, spill) is not yet known and no estimate of damage is available. As information becomes available, news releases will be issued from the Information Office.

Any further inquiries should be directed to the Emergency Support Team, who will issue a press release at a later time.

Contact:

_____ Office: _____
_____ Fax: _____

*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.*

C3 Government Agency Contact Log



Date: _____ Responder Name: _____

Page _____ of _____ Responder Position: _____ Responders Phone No.: _____

If you feel you are not the appropriate person to be answering the media agencies questions, use the following series of statements.

"[Insert Company Name] has a Government Liaison to answer all media questions."

"May I request the following information to expedite your request?" (complete the form below).

"Thank you. [Insert Company Name] appreciates your cooperation and I will pass on this information to the appropriate person."

Time	Call To	Call From	Agency	Contact Name	Telephone Numbers		Remarks / Comments
					Work	Fax	

Document all key events, conversations, and meetings on this form. Where lengthy notes are necessary, use additional copies or the back of the page.

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

SMART

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.

<i>PRIORITIES</i>	<i>PROBLEMS</i>	<i>OBJECTIVES</i>	<i>STRATEGIES</i>	<i>TACTICS</i>	<i>RESOURCES</i>
Life Safety Incident Stabilization Property Environment Preservation Economy Reputation Evidence Other		1	1 2 3		
		2	1 2 3		
		3	1 2 3		
		4	1 2 3		
		5	1 2 3		

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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:

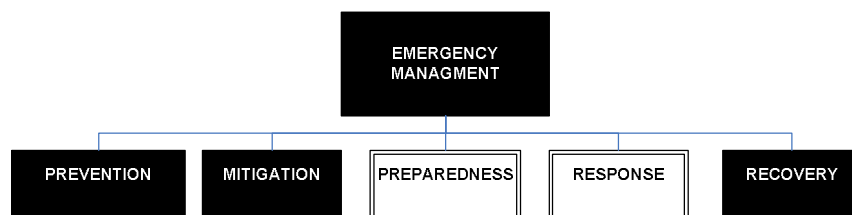
- Overall Incident Command System (ICS) response organization.
- Incident Command System (ICS) Roles and responsibilities.
- Guidance to determine the Alert or Emergency Level.
- Mechanisms to activate the ERP.
- Notification /communication requirements to stakeholders (public /government /responders).
- 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



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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 exercises		
Communication / Partial Mobilization Exercises				
Major (Full Scale) Exercise	✓ Start-up of facility or transmission line (BCER)		✓	✓
Post Incident (Actual) Review	✓			
ERP Review / Self Audit		✓		

* CSA Z246.2-23, CER, BCER & AER (For operation-specific ERPs) requires Major Exercises be held every three (3) years.

** Environment & Climate Change Canada (For facilities with E2 required substances) & AER (For licensees approval holder that only have corporate ERPs) require Major Exercises be held every five (5) years.

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 an 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 of the following events will trigger an ERP update:
 - Changes to emergency information (e.g., contact phone numbers).
 - New mapping information.
 - New resident information.
 - Changes to response staff information or response capabilities.
 - Facility additions such as well or pipeline tie-ins that do not require submission of a supplement. Before starting operations, the duty holder is expected to update its approved ERPs with information about on- and off-site emergency response team personnel.
- 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 approval holder 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 approval holder 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: _____

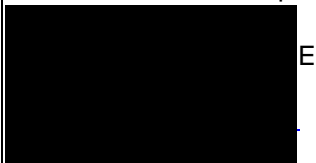
If any of the following items have changed, please check the box beside it and provide a description of the change in the space provided:

- 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:

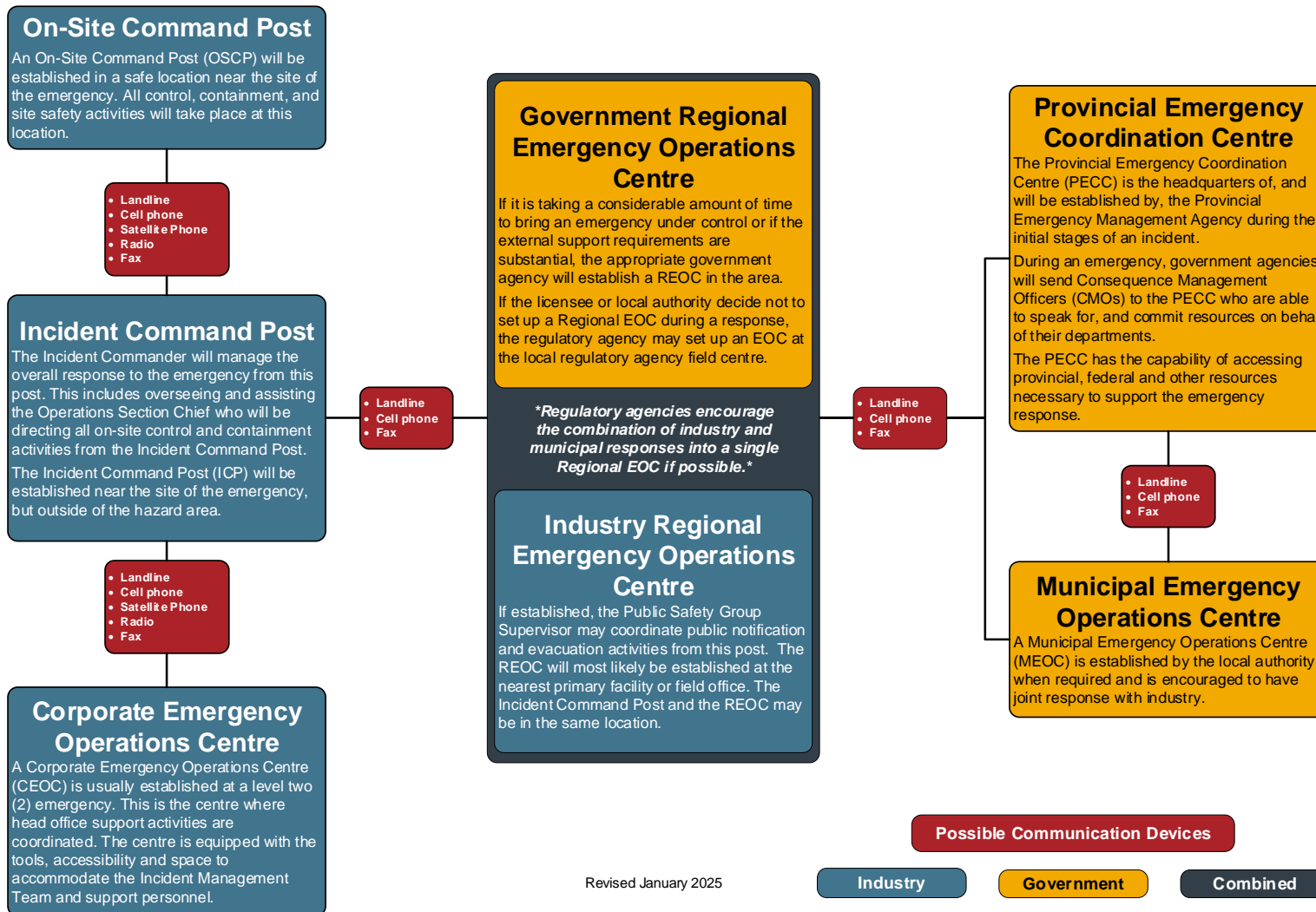


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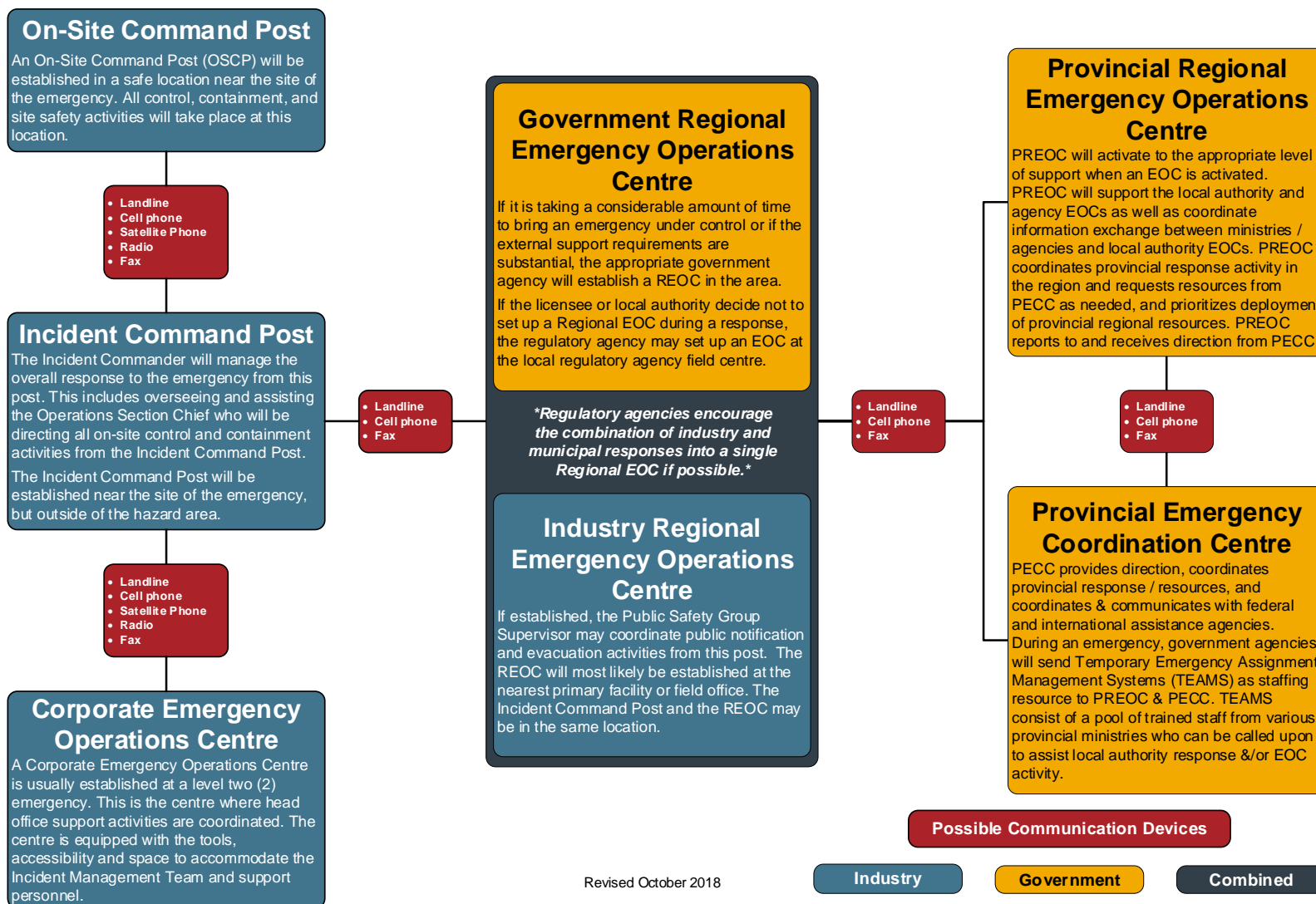
Appendix B: Incident Command Post (ICP)

Communication Methods Between Command Posts - Alberta



Appendix B: Incident Command Post (ICP), continued

Communication Methods Between Command Posts - British Columbia



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	<ul style="list-style-type: none"> <input type="checkbox"/> Establish briefings with the Field Response Team (FRT). <input type="checkbox"/> Ensure staffing is adequate for the task(s). <input type="checkbox"/> Consider the time difference, if applicable, and determine how time will be communicated throughout the incident.
Safety Officer	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure the room / floor / building is secure. <input type="checkbox"/> Ensure a safe work area, i.e. remove clutter or cords causing slips, trips, falls, etc.
Information Officer	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Ensure inbound and outbound calls received or made are centrally logged. <input type="checkbox"/> Ensure responders have their office phones forwarded to their cell phones.
Logistics / IT Support	<ul style="list-style-type: none"> <input type="checkbox"/> Turn on all computers; ensure the relevant systems are operational and that they all have internet/email access. <input type="checkbox"/> 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. <input type="checkbox"/> Check that printers are connected to the computers and working. Print a test page to confirm. <input type="checkbox"/> Check that the fax machine is setup and working. <input type="checkbox"/> Check that any phone conferencing systems are set up and working. <input type="checkbox"/> Ensure that telephone lines are available and active. <input type="checkbox"/> Ensure TVs are working properly and set up to local news or CNN. <input type="checkbox"/> Obtain any additional equipment as required.
Logistics / Security	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure the room/floor/building is secure. Arrange for additional security if required. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> Arrange for refreshments (coffee, food, water, etc.) for those working there, as well as sleeping space if required. <input type="checkbox"/> Ensure there are sufficient tables and chairs for the team.

Appendix B: Incident Command Post (ICP), continued

ICP Activation and Setup, continued

Position	Task
<p style="text-align: center;">Planning / Documentation</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Determine which emergency response plans and other ERP tools are needed and pull them out to be readily accessible. <input type="checkbox"/> 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. <input type="checkbox"/> Ensure clocks are displaying the correct time, including any clocks with a different time zone. <input type="checkbox"/> 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. <input type="checkbox"/> As team members arrive, write their name in the appropriate position on the Field Response Team Assignment Chart. <input type="checkbox"/> Pass out documentation forms and provide an overview of the documentation process. <input type="checkbox"/> Ensure the latest contact list for Field Response Team members are available. <input type="checkbox"/> Begin documenting all actions, decisions and major events. Start-up H₂CommandCentre if available. <input type="checkbox"/> Continually update the laminated maps and charts as information becomes available (Field Response Team Assignment Chart, Emergency Status Board, etc.). <input type="checkbox"/> 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 addition 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 (H₂S) 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. H₂S 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 H₂S concentration of exposure. The health effects of acute exposure to H₂S 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

Appendix C: Toxic Gases, continued

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.

Appendix C: Toxic Gases, continued

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>

Appendix C: Toxic Gases, continued

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 (H₂S) 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 H₂S can no longer be detected by odour.

II. Health effects of hydrogen sulphide

H₂S 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.

Appendix C: Toxic Gases, continued

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 co-exposure 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.

Appendix C: Toxic Gases, continued

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 burn 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 (SO₂) belongs to the family of sulphur oxide gases (SO₂). 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, SO₂ 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 SO₂ 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 SO₂ 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.

Appendix C: Toxic Gases, continued

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.

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.

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>

Appendix C: Toxic Gases, continued

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.

Appendix C: Toxic Gases, continued

Medical treatment for sulphur dioxide exposure, continued

Acute exposure may include the following symptoms and signs:

Respiratory

Inhaled SO₂ 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 SO₂ 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.

Dermal

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 co-exposure 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.

Appendix C: Toxic Gases, continued

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

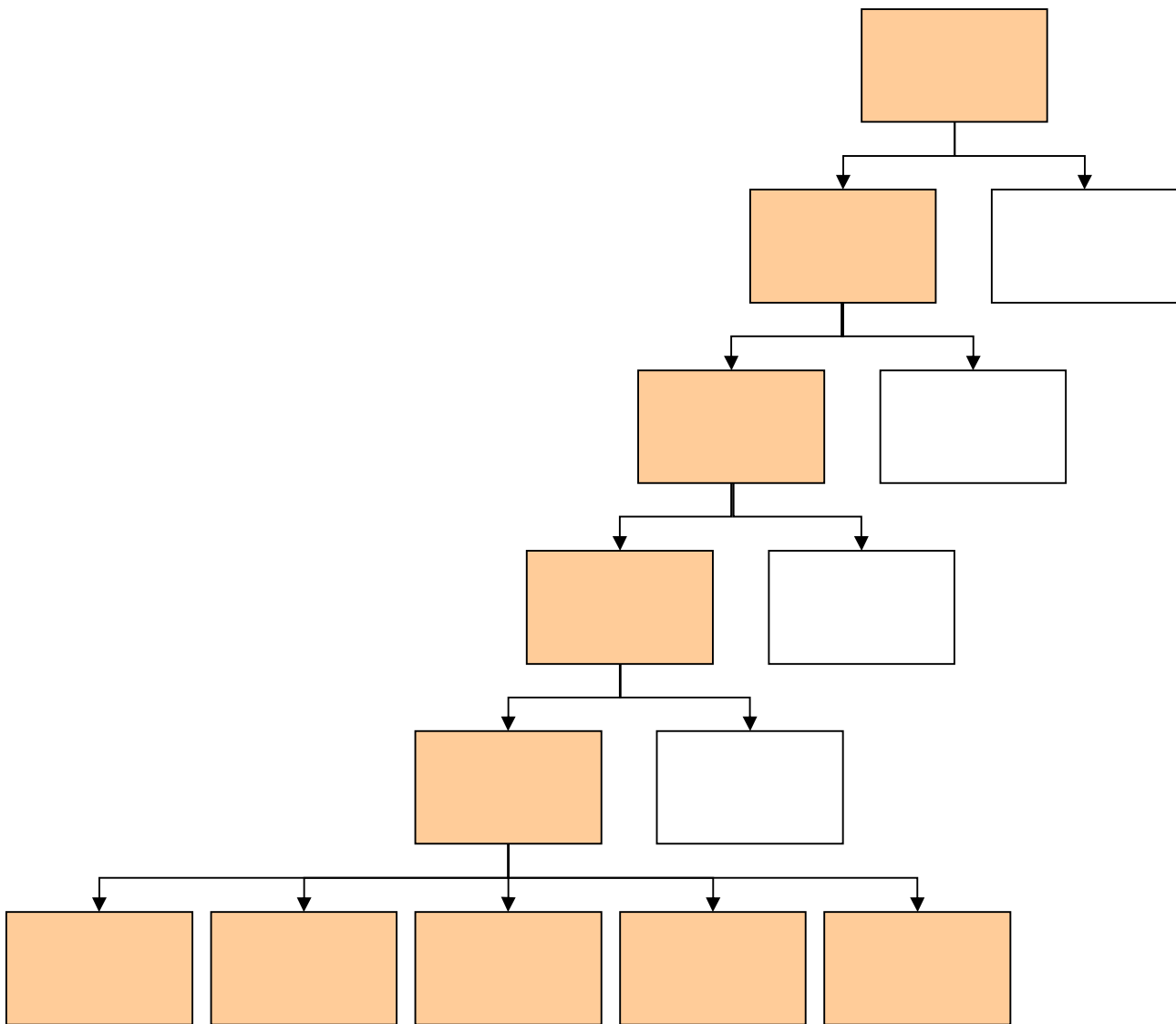
Known exposure, including "knockdown", with symptoms that require medical treatment and/or hospitalization.

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)

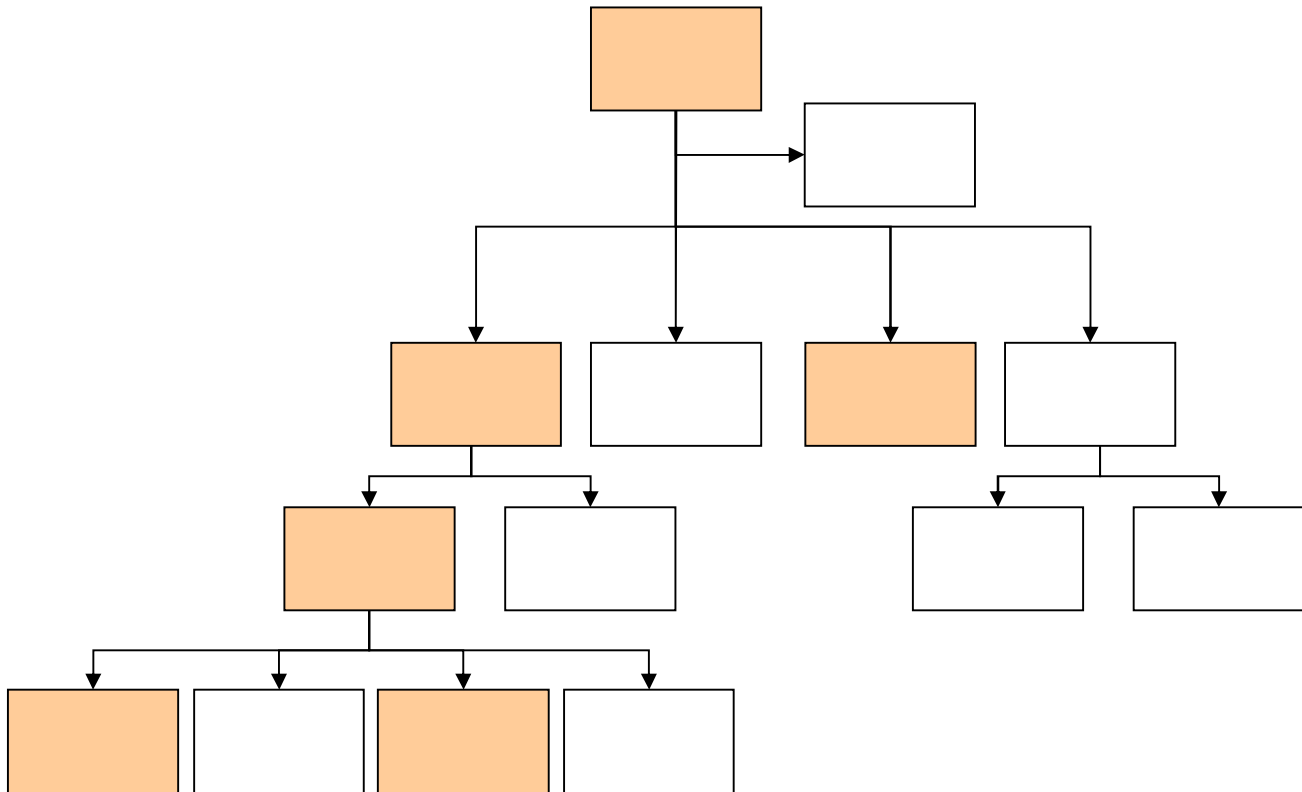
Management by Objectives – Objectives are ranked by priority, should be as specific as possible, must be attainable and if possible given a working time-frame. Objectives are accomplished by first outlining strategies (general plans of action), then determining appropriate tactics (how the strategy will 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 on-scene 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.

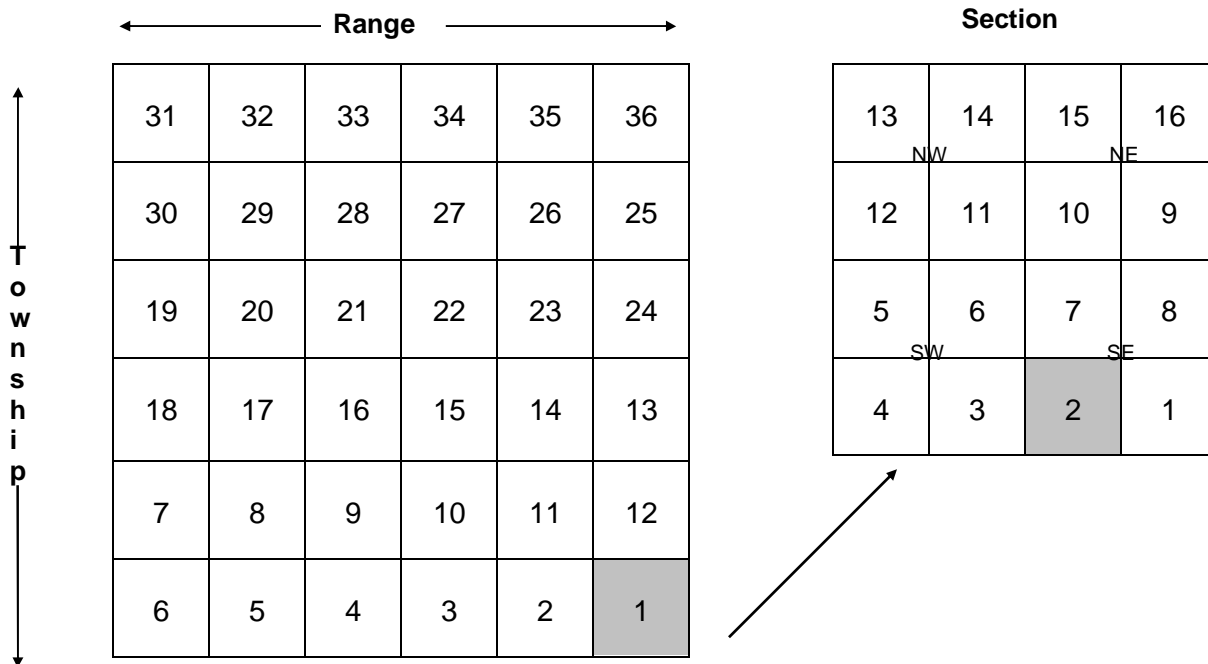
Communications is handled by the Information Officer once one has been appointed by the Incident Commander. The Information Officer is part of the Command Staff.

Appendix E: Land Descriptions

Dominion 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:



- 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:

	<u>L.S.D</u>	-	<u>Section</u>	-	<u>Township</u>	-	<u>Range</u>	-	<u>Meridian</u>
Example	02		01		38		09		West of the 4 th

Appendix E: Land Descriptions, continued

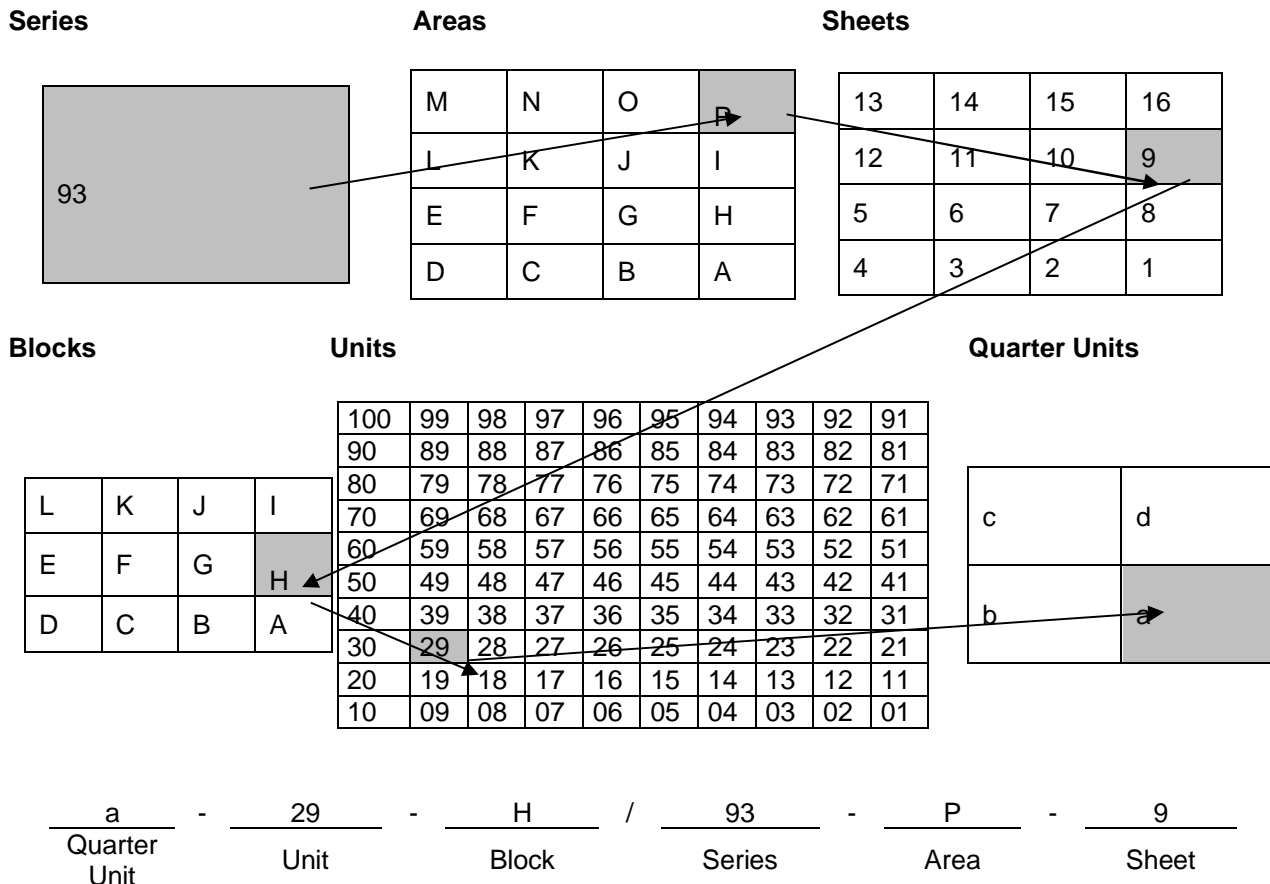
National Topographic System (NTS)

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
AHS	Alberta Health Services	INAC	Indigenous and Northern Affairs Canada
AT	Alberta Transportation	LA	Local Authority
BCER	BC Energy Regulator	LBV	Line Block Valve
BLEVE	Boiling Liquid Expanding Vapour Explosion	LEL	Lower Explosive Limit
CANUTEC	Canadian Transport Emergency Centre	LPG	Liquefied Petroleum Gas
CAPP	Canadian Association of Petroleum Producers	MD	Municipal District
CEPA	Canadian Environmental Protection Act	MEP	Municipal Emergency Plan
CER	Canada Energy Regulator	MOP	Maximum Operating Pressure
CEOC	Corporate Emergency Operations Centre	NGL	Natural Gas Liquids
CISD	Critical Incident Stress Debriefing	NHA	Northern Health Authority
CPE	Communications and Public Engagement	NOTAM	Notice to Airmen
CSA	Canadian Standards Association	OHS	Occupational Health and Safety
DFO	Department of Fisheries and Oceans	OSCAR	Oil Spill Containment and Recovery
EAZ	Emergency Awareness Zone	OSCP	On-Site Command Post
ECCC	Environment & Climate Change Canada	PAD	Protective Action Distance
EMCR	Emergency Management & Climate Readiness	PAZ	Protective Action Zone
EMO	Emergency Measures Organization	PECC	Provincial Emergency Coordination Centre
EOC	Emergency Operations Centre	PPB	Parts Per Billion
EPZ	Emergency Planning Zone	PPE	Personal Protective Equipment
ERAC	Emergency Response Assistance Canada	PPM	Parts Per Million
ERP	Emergency Response Plan	RCMP	Royal Canadian Mounted Police
ESD	Emergency Shut Down	RD	Rural District
ESDV	Emergency Shut-Down Valve	REOC	Regional Emergency Operations Centre
ESP	Emergency Support Plan	RHA	Regional Health Authority
EST	Emergency Support Team	RM	Rural or Regional Municipality
ETA	Estimated Time of Arrival	SABA	Supplied Air Breathing Apparatus
FH Order	Fire Hazard Order	SCBA	Self-Contained Breathing Apparatus
FNIHB	First Nations and Inuit Health Branch – Health Canada	SDS	Safety Data Sheet
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.

AERH2S (*Alberta specific*)

A software program that calculates site-specific EPZs using thermodynamics, fluid dynamics, atmospheric dispersion modelling and toxicology.

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 approval holder through normal operating procedures and is deemed to be a very low risk to members of the public.

Approval holder

The responsible duty holder as specified in legislation.

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.

Appendix F: ERP Reference Material, continued

Glossary of Terms, continued

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.

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 approval holder.

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.

Appendix F: ERP Reference Material, continued

Glossary of Terms, continued

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).

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 interchangeably. 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 Z246.2-23, 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.

Appendix F: ERP Reference Material, continued

Glossary of Terms, continued

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.

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. H₂S 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.

Appendix F: ERP Reference Material, continued

Glossary of Terms, continued

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 (m³/s). The size of the emergency planning zone is estimated from the H₂S release rate.

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.

Appendix F: ERP Reference Material, continued

Glossary of Terms, continued

Isolating the release

Ensuring access to the hazard area is controlled.

Level 1 Emergency (*Alberta specific*)

There is no danger outside the approval holder's property, there is no threat to the public, and there is minimal environmental impact. The situation can be handled entirely by approval holder 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 approval holder's property or the right-of-way, but there is the potential for the emergency to extend beyond the approval holder'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 park 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.

Appendix F: ERP Reference Material, continued

Glossary of Terms, continued

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.

M.D.

Municipal District

Major (full-scale) exercise

As described in CAN/CSA Z246.2-23, 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.

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.

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.

Appendix F: ERP Reference Material, continued

Glossary of Terms, continued

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 approval holder personnel.

Partially controlled flow

A restricted flow of product at surface that cannot be shut off at the approval holder's discretion with equipment on-site.

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 Emergency Coordination Centre (PECC)

A coordination 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).

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.

Appendix F: ERP Reference Material, continued

Glossary of Terms, continued

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.

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.

Appendix F: ERP Reference Material, continued

Glossary of Terms, continued

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.

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.

Appendix F: ERP Reference Material, continued

Glossary of Terms, continued

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. SO₂ has a pungent smell similar to a burning match. SO₂ is extremely toxic at higher concentrations. The molecular weight of SO₂ 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 Z246.2-23, 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).

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 approval holder's discretion.

Appendix F: ERP Reference Material, continued

Glossary of Terms, continued

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.

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WHITECAP RESOURCES LTD - NABC PRODUCTION PHONE LIST
EMERGENCY RESPONSE 24 HOURS: (AB/SK) 1-877-230-3780 or (BC) 1-250-787-3700

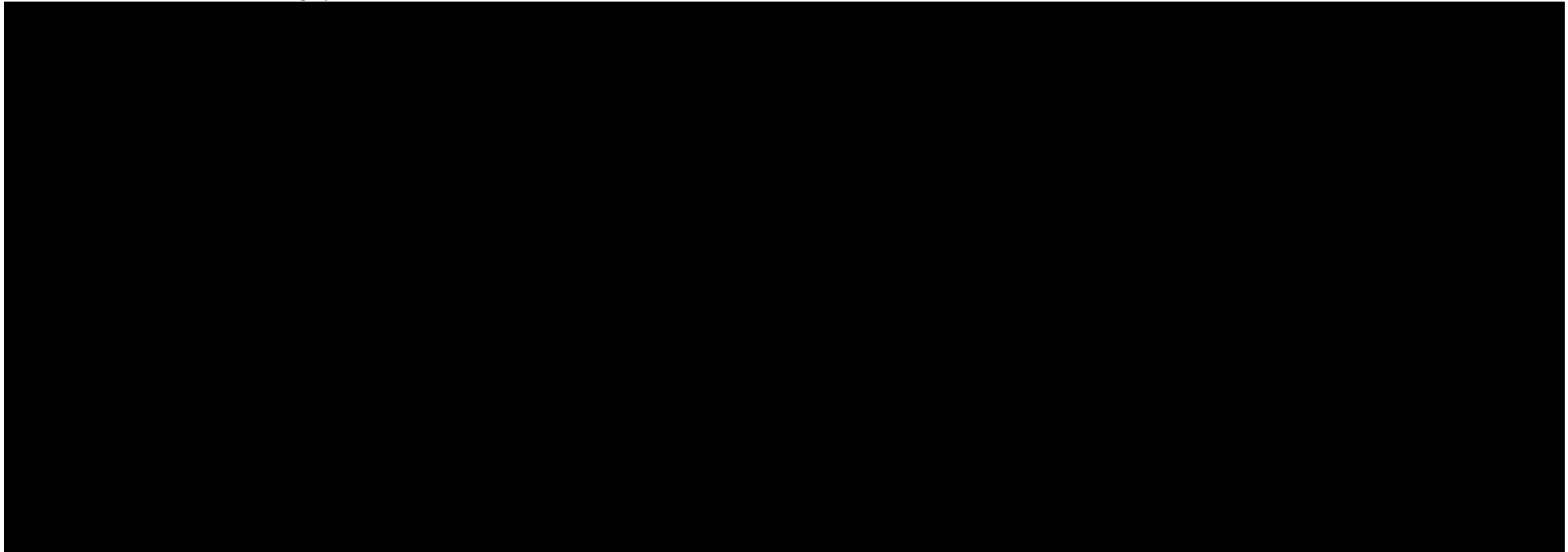
Suite 3800, 525 - 8th Avenue SW, Calgary, AB T2P 1G1

Name	Position	Office	Fax	Cell	Home	Email

Name	Position	Office	Fax	Cell	Home	Email
FIELD	PRA					

WHITECAP RESOURCES LTD - NABC PRODUCTION PHONE LIST
EMERGENCY RESPONSE 24 HOURS: (AB/SK) 1-877-230-3780 or (BC) 1-250-787-3700

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



NABC OVERVIEW



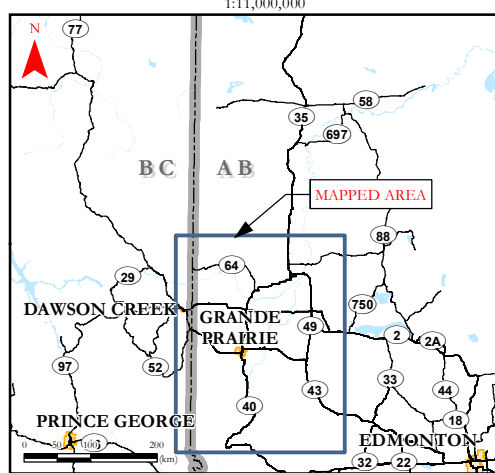
Draft Date: January 26, 2021 DC Scale: 1:1,000,000 Map: 5122

Revision Date: November 6, 2025 ET UTM ZONE 11 NAD83



AREA OVERVIEW MAP

1:1,000,000



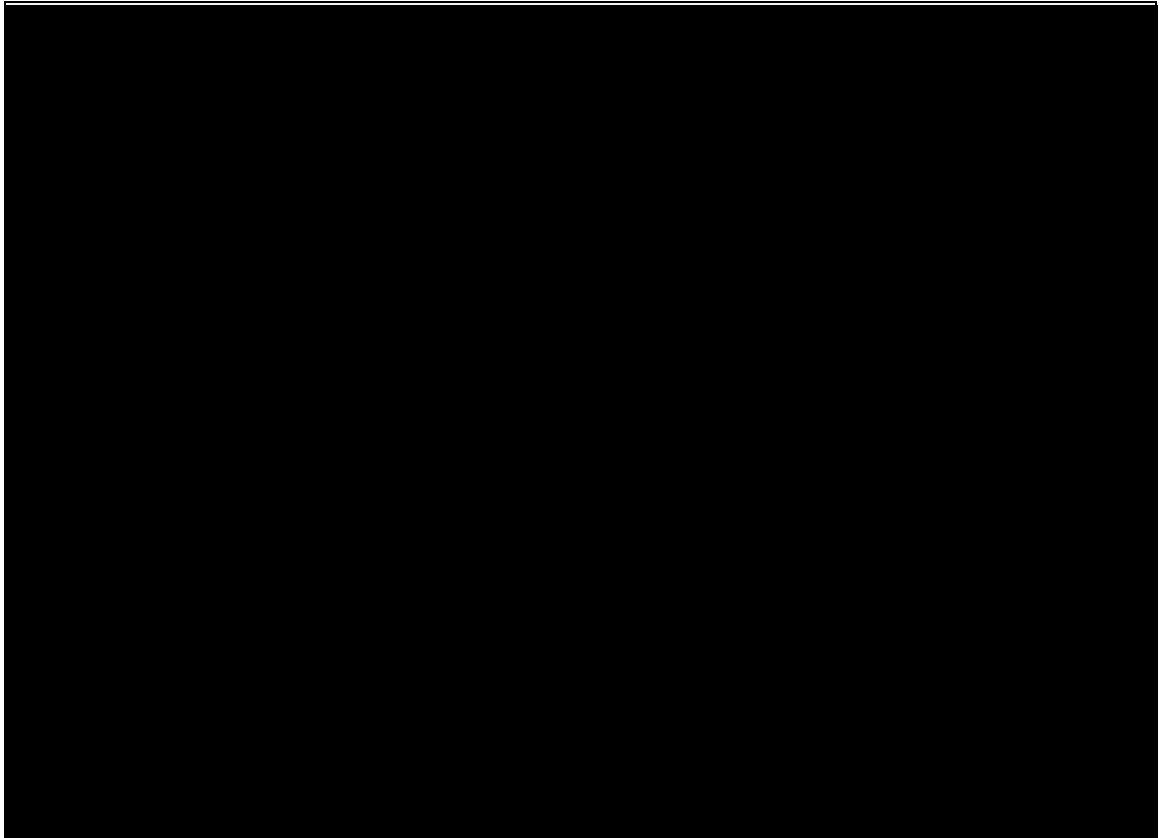
- | | | |
|-----------------------------------|------------------|-------------------------------------|
| ■ Facility | — Highway | ▭ Provincial Boundary |
| ■ Gas Plant | Waterbody | ▭ NABC Site Section Areas |
| • Gas Well | First Nations | ▭ Other Whitecap Site Section Areas |
| • Oil Well | Metis Settlement | ▭ Kakwa/Musreau Map Areas |
| • Suspended Well | Protected Area | ● EPZ |
| — Gas Pipeline | Urban Area | |
| - - - Discontinued Gas Pipeline | | |
| — Oil Pipeline | | |
| - - - Discontinued Oil Pipeline | | |
| — Misc. Fluids Pipeline | | |
| — Water Pipeline | | |
| - - - Discontinued Water Pipeline | | |

RESPONSE FACILITY LOCATIONS

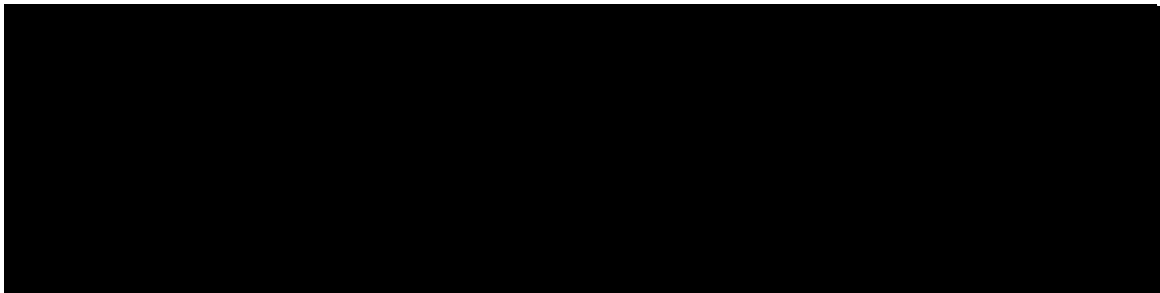
AB/SK 24 HOUR EMERGENCY PHONE NUMBER: 877-230-3780

BC 24 HOUR EMERGENCY PHONE NUMBER: 250-787-3700

FIELD



CORPORATE



Boundary Lake CER Regulated Pipelines

Emergency Contact Information

<p>For Emergencies involving inter-provincial pipelines, the Canada Energy Regulator is the primary management agency – they will be contacted by the Transportation Safety Board.</p> <p>**A pipeline is CER-regulated due to the fact that it crosses a provincial or federal border. **</p>		
<p>This must be your first call</p>		
<p>Transportation Safety Board (TSB) – for pipeline incidents</p>	<p>24 Hr Incident Line</p>	<p>819-997-7887</p>
	<p>Facsimile</p>	<p>819-953-7876</p>
	<p>Email</p>	<p>PipelineNotifications@tsb.gc.ca</p>
<p>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.</p> <p>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.</p>		
<p>Secondary Calls</p>		
<p>Contact as needed AFTER contacting the TSB and CER.</p>		
<p>Alberta Energy Regulator (AER)</p>	<p>24 Hr</p>	<p>800-222-6514</p>
<p>BC Emergency & Climate Readiness (EMCR) BC Energy Regulator (BCER)</p>	<p>24 Hr</p>	<p>800-663-3456</p>
<p>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.</p>		
	<p>Canada Energy Regulator</p>	<p>Régie de l’énergie du Canada</p>

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:

1. death or serious injury to a person;
2. 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 significant adverse effect on the environment;
4. a fire or explosion that causes a pipeline or facility to be inoperative;
5. 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;
 - an unintended or uncontrolled sweet natural gas or HVP release >30,000 m³;

- 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
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.

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WHITECAP RESOURCES 1-250-787-3700

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 detection.

Communications

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.**

GOVERNMENT AGENCIES

Note: All numbers, unless otherwise indicated, are 24 hours.

SUPPORT SERVICES

Note: All numbers, unless otherwise indicated, are 24 hours.

Air Monitoring*

Firemaster Oilfield Services - Blackfalds, AB	877-342-3473
HSE Integrated Ltd. - Grande Prairie, AB	780-532-2088
^Irwin's Industrial Safety - Fort St. John, BC	855-747-9467
^Safety Boss - Fort St. John, BC / Edmonton, AB	800-882-4967
Trojan Safety Services - Grande Prairie, AB	780-567-3440

^Stationary air monitors only

Oilfield Fire Fighting / Safety Contractors*

Firemaster Oilfield Services - Clairmont, AB	877-342-3473
HSE Integrated - Grande Prairie, AB	780-532-2088
Trojan Safety Services - Fort St. John, BC	780-567-3440
Safety Boss - Fort St. John, BC	800-882-4967

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	866-347-3911

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.*

Emergency Response Management

H ₂ Safety Services Inc. - Calgary, AB	403-212-2332
	Toll Free: 888-216-2332

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

Critical Incident Stress Management (CISM)

AHS Mental Health Services - Province Wide	877-303-2642
Dr. Jody Carrington Consulting	403-559-4061

Spill Response

Synergy Aspen Environmental - Fort St. John, BC	Cell: 604-837-4298
SWAT Consulting Inc. - Grande Prairie, AB	866-610-7928

Emergency Response Assistance Canada (ERAC)

(ERAP #2-0010-373)	800-265-0212
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Spill Equipment

Western Canadian Spill Services (WCSS) - COOP 5, 8 & 9*	866-541-8888
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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

STARS Air Ambulance	911
	888-888-4567

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 Local Authority.****

Hospitals

Fort St. John Hospital & Peace Villa, BC	250-262-5200
Grande Prairie Regional Hospital, AB	825-412-4000

BC Hydro

	888-769-3766
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BC Drug and Poison Information Centre (BC DPIC)

	604-682-5050
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AB Poison & Drug Information Service (PADIS)

	800-332-1414
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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

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, AB.

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
Peace River Metis District (within the Peace River Territory)

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 information.

Site Access

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.

AREA USERS / TRANSIENTS

Note: All numbers, unless otherwise indicated, are 24 hours.

SURFACE DEVELOPMENTS

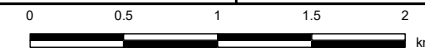
Resident Information has not been gathered for this field.
In the event of an incident, assign Rovers to patrol the area for possible transients.

CER PIPELINES NABC ERP



Draft Date: February 3, 2021 SLC Scale: 1:40,298 Map: 12055

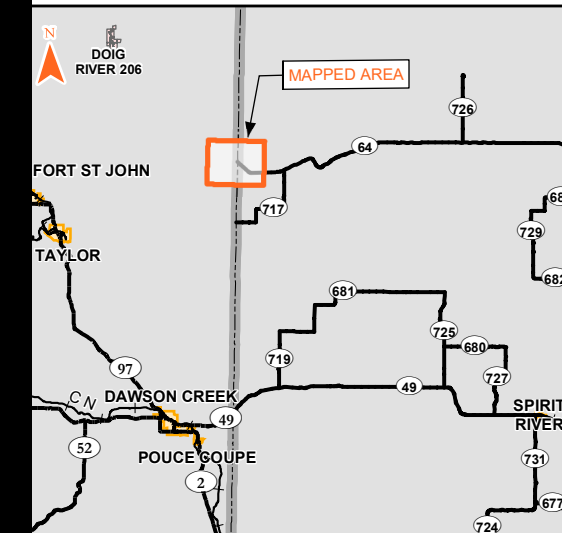
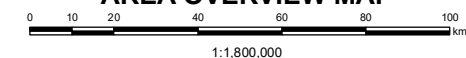
Revision Date: March 19, 2026 MP NAD 1983 UTM Zone 10N



- | | |
|------------------------|----------------------------|
| ⊛ Third Party Well | 🏠 Surface Development |
| ● Oil Well | ▶ River Flow Direction |
| 🌿 Suspended Oil Well | 🌊 Hydrology |
| 📍 Injection Well | 💧 Waterbody |
| ⚙️ Service Well | 🏘️ Urban Area |
| 📍 Suspended Well | 🌿 Grazing |
| ■ Third Party Facility | 🏠 Cutblocks |
| 🏠 Facility | 🏠 Health Authority |
| 🟢 Oil Pipeline | 🏠 Local Authority |
| 🟠 Water Pipeline | 🚚 RCMP |
| — Main Hwy | 🏠 WCSS COOP |
| - - - Other Roads | 🏠 Trapper Boundary |
| 🛫 Airfield | 🌿 Wildlife Management Unit |
| ⊗ Abandoned | 🟡 EPZ/Egress |
| 📡 Communication Tower | ⊙ Other EPZ |
| ✂️ Locked Gate | |
| 📦 Staging Area | |

Pipelines present on map are specific to CER site section for better visibility

AREA OVERVIEW MAP



MAP PRODUCED BY



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 Statements: Extremely flammable liquid and vapor.
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

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

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-Trimethylbenzene	95-63-6	0.1 - 1.5
Polycyclic Aromatic Hydrocarbons	Not available.	130498-29-2	Variable.
Hydrogen sulfide (H ₂ S)	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,

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.

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

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);

400 ppm (TWA); 500 ppm (STEL) [Vacated];

Hexane [CAS No. 110-54-3]

ACGIH: 50 ppm (TWA); Skin, BEI (1998)
OSHA: 500 ppm (TWA), 1800 mg/m³ (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)

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)



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.
Colour:	Colourless, yellow, amber, or brown.
Odour:	Petroleum. Rotten eggs. May be odourless (due to high H ₂ S concentrations present).
Odour Threshold:	0.0047 ppm, (Hydrogen sulphide)
Physical State:	Liquid.
pH:	Not available.
Melting Point / Freezing Point:	Not available.
Initial Boiling Point:	≤ 35 °C (95 °F)
Boiling Range:	Not available.
Flash Point:	< 0 °C (32 °F) (PMCC) (ASTM D93)
Evaporation Rate:	Not available.
Flammability (solid, gas):	Not applicable.
Lower Flammability Limit:	Not available.
Upper Flammability Limit:	Not available.
Vapor Pressure:	Not available.
Vapor Density:	Not available.
Relative Density:	0.700 to 0.900 (Water = 1) at 15 °C (59 °F)
Solubilities:	Springly soluble in water.

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. %:	Not available.
VOC content, wt. %:	Not available.
Density:	700 to 900 kg/m ³ 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	CAS No.	LD₅₀ oral	LD₅₀ dermal	LC₅₀
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/m ³ (rat); 4H
Heptane	142-82-5	Not available.	Not available.	103000 mg/m ³ (rat); 4H
Hexane	110-54-3	25000 mg/kg	Not available.	48000 ppm (rat);

Pentane	109-66-0	(rat) 400 mg/kg (rat)	Not available.	4H 364000 mg/m ³ (rat); 4H
Isopentane	78-78-4	Not available.	Not available.	Not available.
Butane	106-97-8	Not available.	Not available.	658000 mg/m ³ (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/m ³ (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/m ³ (rat); 4H
1,2,4- Trimethylbenzene	95-63-6	5000 mg/kg (rat)	Not available.	18000 mg/m ³ (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

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 Conditions Aggravated By Exposure: Not available.

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

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 Carcinogenicity

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.

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: I
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: I
Placard(s):



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**

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-Trimethylbenzene	Not listed.	Not listed.	Not listed.	313	Not listed.	Not listed.
Polycyclic Aromatic Hydrocarbons	Not listed.	Not listed.	Not listed.	313	Not listed.	Not listed.
Hydrogen sulphide	500	100	100	313	U135	10000

**California
California Prop 65:**



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.

Phone: (403) 720-3700