Revision History

This Emergency Response Plan is effective June 2019. 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.

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<th>Reason For Revision</th>
<th>Section</th>
<th>Affected Pages</th>
</tr>
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<tr>
<td>June 2019</td>
<td>New ERP Manual</td>
<td>All</td>
<td>All</td>
</tr>
</tbody>
</table>
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NEB Order AO-001-MO-2016: Stakeholder Confidential Information Redacted
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# A1 Initial Emergency Report Form

## First On-Scene Actions

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

## Incident Details

*To be completed by the person involved or notified*

<table>
<thead>
<tr>
<th>Report taken by</th>
<th>Date / Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of person calling</td>
<td>Caller Telephone</td>
</tr>
<tr>
<td>Incident Location</td>
<td>(LSD / NTS)</td>
</tr>
</tbody>
</table>

**Event Summary**

**Agencies Notified**

<table>
<thead>
<tr>
<th>Yes</th>
<th>Who?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**Event Status**

<table>
<thead>
<tr>
<th>Incident contained or controlled</th>
<th>Intermittent control possible</th>
<th>Incident is uncontrolled</th>
</tr>
</thead>
</table>

**Site Type**

<table>
<thead>
<tr>
<th>Well</th>
<th>Pipeline</th>
<th>Tank Farm/Storage</th>
<th>Battery/Plant/Facility</th>
<th>Other</th>
</tr>
</thead>
</table>

**Incident Type**

<table>
<thead>
<tr>
<th>Sour Gas Release</th>
<th>Sweet Gas Release</th>
<th>Pipeline Break</th>
<th>Security (theft, threat, terrorism)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss of Containment</td>
<td>Fire/Explosion</td>
<td>Worker Injury/Fatality</td>
<td>Vehicle/Transportation</td>
</tr>
<tr>
<td>Liquid Spill</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Section 1: Initial Response**

**Page 1 of 2**
### Impacts

**Public Health and Safety**<br>☐ Could be jeopardized  ☐ Is jeopardized  

**Public Protection Measures Taken**<br>☐ Notification  ☐ Evacuation  ☐ Shelter-in-place  ☐ Roadblocks

**Worker Injuries**<br>☐ First Aid  ☐ Hospitalized  ☐ Fatality  ☐ Other ____________

Distance to nearest surface development ____________ km  
Distance to nearest urban centre ____________ km

**Release Impact**<br>☐ On-Lease  ☐ Off-Lease  Product ____________  Amount ____________

**Gas Readings**<br>H₂S ____________  SO₂ ____________  LEL ____________  Other ____________

Distance to nearest watercourse ____________ km

**Media Involvement?**<br>☐ Yes  ☐ No

**Regulator Involvement?**<br>☐ Yes  ☐ No

**Public Affairs/Community Relations Issues?**<br>☐ Yes  ☐ No

**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.*
Step 2 - Internal Notification

- Follow the Internal 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 2: Roles & Responsibilities (Response Team Phone List)
  - Section 6: Forms (A1)
  - Initialize an H2CommandCentre session.

Step 3 - External Notification

- Determine Level of Emergency:
  - 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)
  - Assessment Matrix Tool in Mapping and Response System (MARS)

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

Step 4 - Incident Briefing

- Complete an ICS 261 Incident Briefing (continued):
  - 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 261)
  - Section 6: Forms (ICS 261)

Step 5 - Initiate Public Safety

- Use MARS to determine the Emergency Planning Zone (EPZ).
- Use MARS to identify and generate a list of affected surface developments and area users. (Houses, businesses, guides/users, outfitters, trappers, schools, other oil and gas operations, etc.)
- Use the Area Specific Information to generate a list of Guides/Outfitters, Grazing, Schools & Bus Transportation, etc.
- Determine the appropriate public protection measure for the affected surface developments and area users. (Evacuation, shelter-in-place, ignition)
- Coordinate evacuation outside of the EPZ with the local authority, if required.
- Use broadcast media to notify public outside of the EPZ in immediate evacuation situations.

- Use the following resources:
  - Section 1: Initial Response (Public Protection Measures Flowchart)
  - Section 4: Emergency Response Procedures (Public Protection Measures)
  - Area Specific Information (MAP / EPZ calculation tables)

- 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
- Use the following resources:
  - Section 2: Roles & Responsibilities (Rovers)
  - Section 6: Forms
  - Area Specific Information (MAP)

- Utilize MARS, 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.
- Use the following resources:
  - Section 2: Roles & Responsibilities (Roadblocks)
  - Section 6: Forms

- Dispatch Air Monitoring personnel to the nearest residence / public facility downstream 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.
- Use the following resources:
  - Section 2: Roles & Responsibilities (Air Monitors)
  - Section 6: Forms

- If MARS is being utilized, establish a Telephone Team to follow up with any member of the public who status comes back as “No Answer, Hung Up, or Assistance/Contact Requested.”
- If MARS is not being utilized, establish a Telephone Team to notify residents to evacuate or shelter-in-place as required.
- Notify sensitive 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 if available.
- Use the following resources:
  - Section 2: Roles & Responsibilities (Telephoners)
  - Section 6: Forms

- 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 & C3.
- 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.
- Use the following resources:
  - Section 2: Roles & Responsibilities (Reception Centre Rep)
  - Section 6: Forms
**Step 1 – Level of Emergency**

**Assessment Matrix for Classifying Incidents**

*Follow these 3 Steps to determine the Level of Emergency*

### Table 1. Consequence of Incident

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

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

### Table 2. Likelihood of Incident Escalating*

<table>
<thead>
<tr>
<th>Rank</th>
<th>Descriptor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unlikely</td>
<td>The incident is contained or controlled and it is unlikely that the incident will escalate. There is no chance of additional hazards. Ongoing monitoring required.</td>
</tr>
<tr>
<td>2</td>
<td>Moderate</td>
<td>Control of the incident may have deteriorated but imminent control of the hazard by the licensee is probable. In either case, it is unlikely that the incident will further escalate.</td>
</tr>
<tr>
<td>3</td>
<td>Likely</td>
<td>Imminent and/or intermittent control of the incident is possible. The licensee has the capability of using internal and/or external resources to manage and bring the hazard under control in the near term.</td>
</tr>
<tr>
<td>4</td>
<td>Almost Certain or Currently Occurring</td>
<td>The incident is uncontrolled and there is little chance that the licensee will be able to bring the hazard under control in the near term. The licensee will require assistance from outside parties to remedy the situation.</td>
</tr>
</tbody>
</table>

*What is the likelihood that the incident will escalate, resulting in an increased exposure to public health, safety, or the environment? Under “Description” pick the description that currently fits the likelihood of the incident escalating. For example, if the incident is contained and controlled and there is no chance of additional hazards, the incident would receive a “Rank” of 1.

**Sum the “Rank” from Table 1 and Table 2 to obtain the Risk Level and the Incident Classification**

Combine the two rankings from the above tables to obtain the “Risk Level” and “Level of Emergency”. For example, if the “Consequence Rank” is 4 and the “Likelihood Rank” is 1 then the combined score or “Risk Level” is 5.

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

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

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

**Step 3 – Table 3. Incident Classification**

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Assessment Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Low 2 - 3</td>
<td>Alert</td>
</tr>
<tr>
<td>Low 4 - 5</td>
<td>Level - 1 Emergency</td>
</tr>
<tr>
<td>Medium 6</td>
<td>Level - 2 Emergency</td>
</tr>
<tr>
<td>High 7 - 8</td>
<td>Level - 3 Emergency</td>
</tr>
</tbody>
</table>

Revised June 2018
### Step 4: Incident Response - Incident Classification

<table>
<thead>
<tr>
<th>Responses</th>
<th>Alert</th>
<th>Level - 1 Emergency</th>
<th>Level - 2 Emergency</th>
<th>Level - 3 Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communications</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal</td>
<td>Discretionary, depending on licensee policy</td>
<td>Notification of off-site management</td>
<td>Notification of off-site management</td>
<td>Notification of off-site management</td>
</tr>
<tr>
<td>External public</td>
<td>Courtesy, at licensee discretion</td>
<td>Mandatory for individuals who have requested notification within the EPZ</td>
<td>Planned and instructive in accordance with the specific ERP</td>
<td>Planned and instructive in accordance with the specific ERP</td>
</tr>
<tr>
<td>Media</td>
<td>Reactive, as required</td>
<td>Reactive, as required</td>
<td>Proactive media management to local or regional interest</td>
<td>Proactive media management to national interest</td>
</tr>
<tr>
<td>Government</td>
<td>Reactive, as required</td>
<td>Notify government regulator, local authority and health authority if public or media is contacted</td>
<td>Notify government regulator, local authority &amp; health authority</td>
<td>Notify government regulator, local authority &amp; health authority</td>
</tr>
</tbody>
</table>

| **Actions** | | | | |
| Internal | On site, as required by licensee | On site, as required by licensee | Predetermined public safety actions are underway | Full implementation of incident management system |
| External | On site, as required by licensee | On site, as required by licensee | Potential for multi-agency response (operator, municipal, provincial or federal) | Immediate multi-agency response (operator, municipal, provincial or federal) |

| **Resources** | | | | |
| Internal | Immediate and local. No additional personnel required | Establish what resources would be required | Limited supplemental resources or personnel required | Significant incremental resources required |
| External | None | Begin to establish resources that may be required | Possible assistance from government agencies and external support services, as required | Assistance from government agencies and external support services, as required |

### Definition

<table>
<thead>
<tr>
<th>Level</th>
<th>Alert</th>
<th>Level - 1 Emergency</th>
<th>Level - 2 Emergency</th>
<th>Level - 3 Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alert</strong></td>
<td>There is no danger outside the licensee’s property, there is no threat to the public, and there is minimal environmental impact. The situation can be handled entirely by licensee personnel. There will be immediate control of the hazard. There is little or no media interest.</td>
<td>There is no immediate danger outside the licensee’s property or the right-of-way, but there is the potential for the emergency to extend beyond the licensee’s property. Outside agencies must be notified. Imminent control of the hazard is probable but there is a moderate threat to the public and/or the environment. There may be local and regional media interest in the event.</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>Level - 1 Emergency</strong></td>
<td>Investigate and escalate level if required initiate control procedures</td>
<td>In addition to Alert level responses: - Isolate the hazard area - Activate the ERP - Conduct public safety actions for sensitive residents - If sensitive 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</td>
<td>In addition to Level-1 responses: - Fully activate emergency response procedures with command centres established or on standby - Inform government agencies of situation and incorporate support (government regulator, local authority, health authority, RCMP) - Identify the hazard and emergency operating areas and take any required action to protect the public through shelter or evacuation - Prepare ignition team (butane gas related) - Respond to media, company and public questions - Prepare for the potential of the situation to escalate to a Level-3 - Record activities and keep government and municipal agencies advised, if applicable - Establish roadblocks - Activate the EOC, if it has not already been established at a Level-1 emergency</td>
<td>In addition to Level-2 responses: - Emergency response plan and command centres are fully activated - Company Management has been notified and all internal support positions staffed - Continue to monitor and adjust hazard and emergency operating areas (maintain security) - Mobilize additional people and resources - Ignite a gas release if ignition criteria are met - Continue to advise company and government - Activate the reception centre, if it has not already been established at a Level-1 or Level-2 emergency - Continue to maintain the EOC, once it is activated</td>
</tr>
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Section 1: Initial Response
Investigation of Complaints

Company representatives will be dispatched to investigate complaints received by outside sources (member of the public, 3rd party company etc.). If H2S is suspected, personnel should be dispatched in teams of two. Any company representative who is to investigate a complaint must be trained and prepared to assume the role of Incident Commander if any of the emergency conditions are met.

Once a complaint has been investigated, the company must report the results of the investigation to the outside source who alerted the company about the situation.

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 3 – External Notification

External Emergency Notification Flowchart

The Incident Commander is responsible to ensure Government Notifications are completed.

Notify the applicable Regulatory Agencies

**National Energy Board (NEB)**
Transportation Board of Canada 819-997-7887
NEB 24-Hour Incident Cell 403-867-3473
For Emergencies involving inter-provincial pipelines, the National Energy Board is the primary management agency – they will be contacted by the Transportation Safety Board.

**Alberta Energy Regulator (AER)**
Wildfire Reporting 800-222-6514*
310-FIRE (3473)
* One call number for regulatory agency, Alberta Environment, spill reporting & sustainable resource development (lands, fish, forest, wildlife).

**Saskatchewan Ministry of Energy and Resources (MER)**
Ministry’s Emergency Support Line 844-764-3637
Emergency Management and Fire Safety 306-787-9563

**Alberta Health Authority**
Alberta Health Services – Z1 South 844-755-1788
Pamela Hodgekinson Admin: 403-388-6689

**Saskatchewan Health Authority**
HEM On-Call 306-519-8570
Admin: 306-655-0080

**Mobile Air Monitoring**
- Bravo Target Safety - Central Dispatch 865-513-3779
- HSE Integrated - Central Dispatch 888-346-8260
- Pivotal Safety - Central Dispatch 780-826-9088
- United Safety - Central Dispatch 800-432-1809

**Other**
Reference the Government Notification Matrix in Section 5: External Agencies to determine which government agencies require notification.

**Prospera**

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

## Section 1: Initial Response

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<th>Incident Name:</th>
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<tr>
<td>Date/Time Initiated:</td>
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<tr>
<td>Prepared By:</td>
<td>ICS Position:</td>
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<tr>
<td>Level of Emergency</td>
<td>Alert / Minor</td>
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<td>Level 1</td>
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<td>Level 2</td>
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<td>Level 3</td>
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### Map Sketch:

*Note: Maps can be drawn or attached here.*

### Situation Summary: (Write description or attach A1)

### Safety Briefing:
### Current and Planned Objectives:

**Priorities:**
1. Life Safety
2. Incident Stabilization
3. Property & Environment

### Current and Planned Actions, Strategies and Tactics:

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<tr>
<th>Time:</th>
<th>Actions:</th>
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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.

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

<table>
<thead>
<tr>
<th>Resource(s)</th>
<th>Time Called</th>
<th>ETA</th>
<th>On-Site</th>
<th>Notes (Location/Assignment/Status)</th>
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## External Notifications: (Government)

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Public Protection Measures Flowchart

Is there potential for the release to impact beyond the lease, facility or pipeline right of way?

- No
  - Public protection measures required

- Yes
  - Do any of the following apply:
    - The release is expected to pass over quickly
    - The public would be at a higher risk if evacuated
    - There is not enough time or warning to safely evacuate the public
    - The source and nature of the release has not been identified
    - The release is an HVP product

  - No
    - The release is expected to pass over quickly
    - The public would be at a higher risk if evacuated
    - There is not enough time or warning to safely evacuate the public
    - The source and nature of the release has not been identified
    - The release is an HVP product
    - Continue monitoring
  
  - Yes
    - Continue evacuation
    - Shelter

  - Evacuation
    - Begin evacuating the public
  
  - Shelter
    - Begin sheltering the public

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

- Although required, evacuation of the response zones has not taken place.
- \( \text{H}_2\text{S} \) concentrations in excess of 10 ppm over a 3-minute average in unevacuated parts of the EPZ.
- \( \text{H}_2\text{S} \) concentrations exceed 1 ppm per hour average in urban density developments.

Has ignition criteria been met?

- No
  - Continue air monitoring
  - Continue evacuation/shelter procedures

- Yes
  - Continue air monitoring
  - Continue evacuation/shelter procedures

Evacuation Requirements

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 \( \text{H}_2\text{S} \) and \( \text{SO}_2 \). In the absence of monitored readings, responders should advise the residents to Shelter-in-Place.

\( \text{H}_2\text{S} \) Requirements

- 1 to 10 ppm (3-minute average)
  - Individuals who requested notification so that they can voluntarily evacuate before any exposure to \( \text{H}_2\text{S} \) must be notified.

- Above 10 ppm (3-minute average)
  - Local conditions must be assessed and all personnel must be advised to evacuate and/or shelter.

* 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 exceeds 15 ppm. Responders should use proper judgment in determining if evacuation is required.

\( \text{SO}_2 \) Requirements

- 0.5 ppm (6-hour average)
  - Immediate evacuation of this area must take place.

- 1 ppm (3-hour average)

- 5 ppm (35-minute average)

Note: This section is based on Alberta Regulations; however, the same standards will be followed by the company for operations in other provinces.
Section 2: Roles and Responsibilities

Field Response Team
Key Response Personnel

General Safety Equipment and Resource Lists
   Operator, Truck & Other Safety Equipment

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

Response Teams Phone List
Section 2: Roles and Responsibilities

Field Response Team

Incident Commander
- The Incident Commander is responsible for all elements of each role until they're assigned to another person.

Deputy Incident Commander
- Can assume responsibility for a specific portion of the primary (Incident Commander) 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.

Information Officer
- Develops and releases information about the incident to the news media, to incident personnel and to other appropriate agencies and organizations.

Liaison Officer
- Notifies government agencies and is the contact for agency representatives assigned to the incident by assisting or cooperating agencies.

Safety Officer
- Develops and recommends measures for assuring personnel safety, and assesses and/or anticipates hazardous and unsafe situations.

Logistics Section Chief
- Responsible for all incident support needs. The section is responsible for providing: facilities, transportation, communications, supplies, equipment maintenance and fuelling, food services, medical services, and ordering resources.

Planning Section Chief
- Provides 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.

Operations Section Chief
- Manages all tactical operations occurring at the location of the incident. The Incident Action Plan provides the necessary guidance.

Public Safety Group Supervisor
- Reports to the Operations Section Chief and is responsible for the management, planning, consideration and implementation of onsite activities and protection activities for the duration of the incident.

Finance/Admin Section Chief
- Manages all financial aspects of an incident.

On-Site Group Supervisor
- Reports to the Operations Section Chief and is responsible for the management, planning, consideration and implementation of external public protection activities for the duration of the incident.

Technical Specialists
- Situational Unit
- Resources Unit
- Demobilization Unit

Communications Unit
- Time Unit
- Procurement Unit
- Compensation & Claims Unit
- Cost Unit

Primary Roles to be filled

Site Safety
- Control
- Containment

Air Monitors
- Reception Centre Rep
- Roadblocks
- Rovers
- Telephoners

Staging Area Manager

Time Unit
- Procurement Unit
- Compensation & Claims Unit
- Cost Unit

Communications Unit
**Key Response Personnel**

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

| Command Staff | Incident Commander | Area Superintendent  
<table>
<thead>
<tr>
<th></th>
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<th>Area Foreman (Alternate Incident Commander)</th>
</tr>
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</table>
| On-Site       | On-Site Group Supervisor | Lead Operators  
|               |                    | Please see the Response Teams Phone List (Yellow tab) or Area Specific Information (White tabs) for a list of Area Operators. |
|               | Trained in Ignition (H₂S & HVP) | Lead Operator  
|               |                    | 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 (Yellow tab) or Area Specific Information (White tabs) for a list of Area Operators. |
|               | Telephoners | Operations Technician |
|               | Reception Centre Representative | Area Operators  
|               |                    | Please see the Response Teams Phone List (Yellow tab) or Area Specific Information (White tabs) for a list of Area Operators. |

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

**General Safety Equipment and Resource Lists**

**Operator, Truck & Other Safety Equipment**

Each operator is 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.
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. The Deputy Incident Commander assists the Incident Commander in establishing 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.

Initial Response - "Refer to the 5 Step Initial Response Guide in Section 1: Initial Response"

Step 1: Level of Emergency
- If necessary, investigate and confirm the emergency. If the incident involves a release of sour product, the investigation should be conducted in teams of two. Take appropriate safety precautions (PPE, SCBA, etc.). Ensure personal safety at all times.
- Determine the priority (if necessary) using the OEC'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 RESPONSE Planning System/SmartPhone App. (Search H2Safety or Emergency Assessment in the App Store).

Step 2: Internal Notification
- Follow the Internal Emergency Notification Flowchart outlined in Section 1: Initial Response to contact required field resources. Refer to Section 2: Roles and Responsibilities / Response Team Phone List. Relay the information from the A1 Initial Notification Form to mobilize internal resources to the site, to the Incident Command Post (ICP) or place them on standby as required.
- Contact required company resources and communicate the level of emergency. Refer to Section 2: Roles and Responsibilities / Response Team Phone List.

Step 3: External Notification
- Follow the External Emergency Notification Flowchart in Section 1: Initial Response for communication structure and the Provincial Notification Matrix in Section 5: External Agencies to determine which external agencies need to be notified. Refer to Section 5: External Agencies and the Area Specific Information for the location of the incident.

Step 4: Incident Briefing
- The Incident Commander, On-Site Site Supervisor and Documentator.
- 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.
- Assign other positions as required to meet the identified objectives. Review and complete the IC507 Incident Organization Chart. Depending on the scale of the event, a Deputy may be assigned to support the Incident Commander and 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.

Step 5: Public Safety
- 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.

Emergency Alert System, Community Centre Representatives, Roadblocks, Reverses, and Telephones as required.

Ongoing Response - "Refer to the Five Step Ongoing Response Guide in Section 2: Ongoing Response"

Establish a method to track responders and 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 over tasking of control and clearly understands the roles and responsibilities.

Conduct frequent Command Staff and General Staff meetings.

If transfer of command occurs, ensure the incident commander's personnel are transferred. Provide all documentation and review situation status, objectives and priorities, current organization and resources, facilities, communications plans, concerns and introductions to staff.

As the emergency is brought under control, the decision to downgrade the level and/or stand down the incident will be based on air monitoring readings in consultation with the Incident Commander and the applicable government regulator.

The Demobilization team will develop and implement objectives to demobilize the response process.

The Incidents Commander may assume responsibility for a specific portion of the primary incident. The Deputy Incident Commander will not be assigned other tasks. The Deputy should always be as qualified to make decisions and manage the incident as the Incident Commander.

The Deputy Incident Commander may assume responsibility for a specific portion of the primary incident. The Deputy Incident Commander will not be assigned other tasks. The Deputy should always be as qualified to make decisions and manage the incident as the Incident Commander.

The Safety Officer develops and recommends procedures for ensuring personnel are trained and assessed and/or health hazards.

The Incident Commander is responsible for notifying government agencies and is in contact for agency representatives assigned to the incident by the local or provincial agencies.

The Liaison Officer is responsible for notifying government agencies and is in contact for agency representatives assigned to the incident by the local or provincial agencies.

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel and to other appropriate agencies and organizations.

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The Safety Officer develops and recommends procedures for ensuring personnel are trained and assessed and/or health hazards.
General Staff Roles - Operations Section

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.

- 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.
- Overseer 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 impact assessments 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 and the applicable government regulator.
- Maintain continuous communications with the Incident Commander.

On-Site Group Supervisor - Responsibilities

- Ensure all personnel are accounted for. Release nonessential personnel from the site.
- Overseer 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, etc.) and the applicable government regulator before making the decision to ignite a release. Refer to Section 4: Emergency Response Procedures.

Staging Area Manager - Responsibilities

- Establish a staging area near the incident site and outside of the EPZ. When choosing a site for the staging area ensure the following conditions are met:
  - Adequate sized site that is stable and level with suitable access roads
  - No entry problems such as narrow approach ways, gates, power lines, buried pipelines, etc.
  - Approval has been received from landowner
  - Reception of communication equipment is adequate
- Erect staging area information and directional signs to the staging area, if required.
- Flag the perimeter of the staging area.
- Obtain an office trailer and emergency lighting, if required.
- Coordinate traffic and maintain a log of personnel and services dispatched to, or arriving from the site of the emergency. Communicate this information to the Logistics Section Chief.
- Respond to Operations Section Chief or Incident Commander requests for resources.
- Confirm all workers have required training before they are dispatched to the incident.
- Maintain and provide status to the Planning Section of all resources in Staging Area.
- Demobilize or move Staging Area as required.

Site Safety - Responsibilities

- 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.
- 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.

Control - Responsibilities

- 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-pressurize, etc.).
- Provide or seek technical / engineering advice around all control-related issues.
- Inform Operations Section Chief of any interactions with regulatory agencies or environmental personnel.
- Assist with the development of containment procedures.
- Identify immediate response tactics (i.e. offensive / defensive response tactics). Only when safety is assured, take immediate operational actions to bring the incident under control (i.e. shut down, isolate, de-pressurize, 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.).

Containment - Responsibilities

- 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.
  - 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

Operations Section Chief

- The On-Site Group Supervisor is responsible for coordinating all activities of Control, Containment and Site Safety at the scene of the emergency / incident.
- The Staging Area Manager is responsible for managing all activities within a Staging Area.
- Site Safety is responsible for responder safety and safety advice at all times at the scene of the emergency / incident.
- Control is responsible for implementing measures designed to bring the incident under control or stop the incident.
- Containment is responsible for implementing measures designed to reduce the impact of the incident on and prevent the spread of the incident to the surrounding areas.

Operations Section

<table>
<thead>
<tr>
<th>Operations Section Chief</th>
<th>On-Site Group Supervisor</th>
<th>Staging Area Manager</th>
<th>Site Safety</th>
<th>Control</th>
<th>Containment</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>On-Site Group Supervisor is responsible for coordinating all activities of Control, Containment and Site Safety at the scene of the emergency / incident.</td>
<td>The Staging Area Manager is responsible for managing all activities within a Staging Area.</td>
<td>Site Safety is responsible for responder safety and safety advice at all times at the scene of the emergency / incident.</td>
<td>Control is responsible for implementing measures designed to bring the incident under control or stop the incident.</td>
<td>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.</td>
</tr>
</tbody>
</table>
### General Staff Roles - Planning Section

<table>
<thead>
<tr>
<th>Planning Section Chief</th>
<th>Documentation Unit</th>
<th>Technical Specialists Unit</th>
<th>Situation Unit</th>
<th>Resources Unit</th>
<th>Demobilization Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 maps and status board displays.</td>
<td>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.</td>
<td>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.</td>
<td>The collection, processing, and organization of all incident information. The Situation Unit may prepare future projections of incident growth, maps, and intelligence information.</td>
<td>The Resources Unit is responsible for maintaining the status of all assigned resources at an incident.</td>
<td>The Demobilization Unit is responsible for developing the Incident Demobilization Plan.</td>
</tr>
</tbody>
</table>

**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 5: 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.

---

**Downgrading 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

<table>
<thead>
<tr>
<th>Logistics Section Chief</th>
<th>Communications Unit</th>
<th>Medical Unit</th>
<th>Food Unit</th>
<th>Supply Unit</th>
<th>Facilities Unit</th>
<th>Ground Support Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>All incident support needs are provided by the Logistics Section. The section is responsible for providing: facilities, transportation, communications, supplies, equipment maintenance and fueling, 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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Logistics Section Chief</th>
<th>Communications Unit</th>
<th>Medical Unit</th>
<th>Food Unit</th>
<th>Supply Unit</th>
<th>Facilities Unit</th>
<th>Ground Support Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify and confirm communication links.</td>
<td>Establish the communications plan for the use of incident communications equipment and facilities.</td>
<td>Establish clear and widespread communication throughout the incident.</td>
<td>Arrange and provide response personnel with first aid and minor medical services.</td>
<td>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.</td>
<td>Order, receive, distribute and track all incident equipment and supplies.</td>
<td>Set-up, maintain, and demolize incident support facilities with the exception of staging areas.</td>
</tr>
<tr>
<td>Assign personnel as required.</td>
<td>Install, test, distribute, and maintain all communications equipment.</td>
<td>Develop Medical Incident Plan.</td>
<td>Develop procedures for handling serious injuries of responder personnel.</td>
<td>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.</td>
<td>Order all off-incident resources including: tactical and support resources (including personnel), all expendable and non-expendable support supplies.</td>
<td>Will provide security services to the incident as needed.</td>
</tr>
<tr>
<td>List and obtain all immediate resources requested by the Incident Commander or Operations Section Chief.</td>
<td>Advise on communications capabilities and limitations.</td>
<td>Assist the Finance / Administration Section with processing injury-related claims.</td>
<td>Provide medical aid to personnel.</td>
<td>Provides the Planning Section - Resources Unit with the status (location and capability) of transportation vehicles.</td>
<td>Management of tool operations, including the storage, disbursement, and service of all tools and portable non-expendable equipment.</td>
<td>Develop the Incident Traffic Plan as required.</td>
</tr>
<tr>
<td>Identify anticipated and known incident service and support requirements.</td>
<td>Establish telephone, communication links, and public address systems.</td>
<td>Establish clear and widespread communication throughout the incident.</td>
<td>Establish a telephone, communication links, and public address systems.</td>
<td>Establish Properties Unit.</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Maintain continuous communications with the Incident Commander.</td>
<td>Establish clear and widespread communication throughout the incident.</td>
<td>Establish clear and widespread communication throughout the incident.</td>
<td>Establish clear and widespread communication throughout the incident.</td>
<td>Establish Properties Unit.</td>
<td>Prepare layout of facilities; inform appropriate unit leaders.</td>
<td></td>
</tr>
<tr>
<td>Develop plans to move required resources to site.</td>
<td>Coordinate spending with the Finance / Admin Section.</td>
<td>Coordinate spending with the Finance / Admin Section.</td>
<td>Establish Property Unit.</td>
<td>Establish Properties Unit.</td>
<td>Will provide security services to the incident as needed.</td>
<td></td>
</tr>
<tr>
<td>Confirm spending authorities with the Finance / Admin Section.</td>
<td>Mobilize resources.</td>
<td>Mobilize resources.</td>
<td>Establish Property Unit.</td>
<td>Establish Properties Unit.</td>
<td>Contact local law enforcement agencies as required.</td>
<td></td>
</tr>
<tr>
<td>Move required resources to site.</td>
<td>Coordinate spending with the Finance / Admin Section.</td>
<td>Coordinate spending with the Finance / Admin Section.</td>
<td>Establish Property Unit.</td>
<td>Establish Properties Unit.</td>
<td>Investigate and document all complaints and suspicious occurrences.</td>
<td></td>
</tr>
<tr>
<td>Coordinate spending with the Finance / Admin Section.</td>
<td>Move required resources to site.</td>
<td>Move required resources to site.</td>
<td>Establish Property Unit.</td>
<td>Establish Properties Unit.</td>
<td>Ensure strict compliance with applicable safety regulations.</td>
<td></td>
</tr>
</tbody>
</table>

### 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:**
  - Exercises 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.

---

**Dowgrading 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

<table>
<thead>
<tr>
<th>Finance / Admin Section Chief</th>
<th>Time Unit</th>
<th>Procurement Unit</th>
<th>Compensation &amp; Claims Unit</th>
<th>Cost Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>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.</td>
<td>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.</td>
<td>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 &amp; Claims Unit is also responsible for investigating all claims involving property associated with or involved in the incident.</td>
<td>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.</td>
</tr>
</tbody>
</table>

- Identify and confirm communication links.
- Assign personnel to assume the following positions, as required: Time Unit, Procurement Unit, Compensation & Claims Unit, and Cost Unit.
- Review legal issues with the Incident Commander.
- Maintain continuous communications with the Incident Commander.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
- Manage all financial aspects of an incident.
- Record daily personnel time, ensure compliance with specific agency time recording policies, and manage commissary operations if established at the incident.
- Submit cost estimate data forms to Cost Unit as required.
- Ensure that all records are current and complete prior to demobilization.
- Manage finances relating to vendor contracts, leases and fiscal agreements.
- Maintain equipment time records.
- Establish local sources for equipment and supplies. Coordinate with local jurisdiction on plans and supply sources.
- Manage all equipment rental agreements. Establish contracts and agreement with supply vendors.
- Processes all rental and supply fiscal document billing invoices.
- Prepare and authorize contracts and land use agreements, as needed.
- Handle all matters relating to compensation for injury or property damage due to the incident.
- Oversees the completion of all forms required by workers' compensation and local agencies.
- Maintain a file with all the injuries and illnesses associated with the incident.
- Obtain witness statements in writing.
- Investigate all claims involving property associated with or involved in the incident.
- Collect and evaluate cost data to establish an accurate picture of the incident costs.
- Create cost summaries, cost estimates, and cost saving recommendations.
- Prepare resources-use cost estimates for the Planning Section.
- Identify all equipment and personnel requiring payment.

![Important](https://via.placeholder.com/150)

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.
- 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.

**Downgrading 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.
Public Safety Group Supervisor

The Public Safety Group Supervisor is responsible for the management, planning, and consideration and implementation of external public protection activities for the duration of the incident.

- Confirm communication links with the Incident Commander and Operations Section Chief.
- In conjunction with the Incident Commander: determine the size of the EPZ; identify the residents, area users, businesses, industrial operators, etc. who are in the affected area; and determine the initial public protection measures to be taken. Refer to Section 4: Emergency Response Procedures for procedures on evacuation / shelter of residents, area users, business, etc.
- Assign personnel to assume the following positions as required:
  - Air Monitors, Reception Centre Representatives, Rovers, and Telephoners.
- Confirm communication links.
- Monitor closest dwellings to public location or residence.
- Maintain communication with the residents of the immediate area.
- Report all readings on the Air Monitoring Log.
- Provide evacuees with a place to receive instructions, if required.
- Record and follow up on all evacuees who choose to make their own accommodation arrangements.
- Arrange for temporary care of livestock (if possible) and 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 of expenditures.
- Provide information regarding their property, livestock, and the incident.
- For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching 10% LEL and/or 10 ppm H2S.
- Maintain roadblock locations. Do not leave until requested to do so by the Public Safety Group Supervisor.
- Maintain communication with the Public Safety Group Supervisor.
- Maintain roadblock locations.

Operations Section - Public Safety Roles

Air Monitors
- Provide air monitoring readings to assist with decision making (evacuation / shelter / ignition).
- Obtain and check equipment and information (maps, forms, communications, reports, monitors, safety / health / reading equipment).
- Confirm communication links.

Reception Centre Reps
- Establish reception centre. Refer to Section 2: Roles & Responsibilities.
- Confirm communication links.
- Receive evacuees and maintain a Reception Centre Registration Log.
- Arrange for food and accommodations for the evacuees.
- Provide evacuees with a place to receive instructions, if required.
- Record and follow up on all evacuees who choose to make their own accommodation arrangements.
- For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching 10% LEL and/or 10 ppm H2S.
- Maintain roadblock locations.

Roadblocks
- In conjunction with the Public Safety Group Supervisor determine the need for and location of roadblocks.
- Report all readings on the Air Monitoring Log.
- Record all incoming and outgoing traffic, personnel, and equipment on the Roadblock Log.
- Provide information regarding their property, livestock, and the incident.
- For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching 10% LEL and/or 10 ppm H2S.
- Maintain communication with the Public Safety Group Supervisor.
- Maintain roadblock locations.

Rovers
- Confirm resident contact list are available.
- Confirm communication links.
- Know safe routes in and out of the EPZ.
- Search for residents, area users, and transients in the affected area.
- Check all buildings including barns, shops, sheds, etc.
- Assist, as required, with the notification, evacuation, and sheltering of persons within the EPZ. Report all contact with residents using the Resident Contact Log.
- Address resident concerns and forward information regarding their property, livestock, and the incident.
- For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching 10% LEL and/or 10 ppm H2S.
- Monitor area for H2S and/or LEL reading changes / increases to the Public Safety Group Supervisor.
- Report all H2S and/or LEL readings on the Air Monitoring Log.

Telephoners
- Confirm resident contact lists are available.
- Confirm communication links.
- Review the Public Safety Group Supervisor telephone scripture to include:
  - Early Notification / Voluntary Evacuation Message.
  - Shelter / Ignition.
  - Evacuation / Shelter.
- Post Evacuation Notices for residents that are not at their residence.
- Assist, as required, with the notification, evacuation, and sheltering of persons within the EPZ. Report all contact with residents using the Resident Contact Log.
- For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching 10% LEL and/or 10 ppm H2S.
- Post Evacuation Notices for residents that are not at their residence.
- Evacuation or shelter of residents, area users, and transients (via Telephoners).
- Obtain a completed ICS 201 Incident Briefing and ICS 207 Incident Organization Log.
- Address resident concerns and forward information regarding their property, livestock, and the incident.
- For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching 10% LEL and/or 10 ppm H2S.

Important

Prior to beginning any activities, each person in a role must:
- Obtain a completed ICS 201 Incident Briefing and ICS 207 Incident Organization Log.
- Regularly update the Incident Commander.
- Confirm communication links with: Air Monitors, Reception Centre, Roadblocks, Rovers, and Telephoners. Personnel should check in at scheduled intervals.
- Review and confirm evacuation of residents, area industrial users, etc. from the area.
- Request that a Notice to Airmen (NOTAM) is issued to restrict the airspace above the EPZ.

Note: See Section 2: Roles & Responsibilities for a media script for Roadblock and Rower personnel.

Location

Located at the Incident Command Post (ICP) or the Regional Emergency Operations Centre (REOC).

Location will be assigned.

Location will be assigned.

Location will be assigned.

Location will be assigned.

Downgrading 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.
Overview

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.
- Assist in determining when the emergency can be downgraded.
- Determine roadblock locations.
- Determine concentrations in areas being evacuated to ensure that evacuation is safe.

Air Monitors

- Obtain and check equipment and information (maps, forms, communications, reports, monitors, safety, and breathing equipment).
- Confirm communication lines.
- Monitor closest downwind public location or residence.
- Monitor environment for adverse effects.
- Report all readings at established intervals to the Public Safety Group Supervisor.
- For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching the following levels: 10% LEL or 10 ppm H2S.
- Prepare Mobile Monitoring Plan.
- Document activities using the ICS 214 Activity Log.
- Assist with post-incident activities.

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 the plume.
- Record all information:
  - Concentrations in ppm or ppb
  - Location and time of readings
  - Wind speed and direction

Air Monitoring Log - Example

<table>
<thead>
<tr>
<th>Time</th>
<th>Location of Samples</th>
<th>H2S (ppm)</th>
<th>LEL (%)</th>
<th>O2 (%)</th>
<th>SO2 (ppm)</th>
<th>Other</th>
<th>Temp (°C)</th>
<th>Wind Conditions *</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>19:06</td>
<td>12-05-13-16 WSM</td>
<td>5</td>
<td>4</td>
<td>10</td>
<td></td>
<td></td>
<td>19</td>
<td>NW 12</td>
<td>picked up 5 ppm reading upon entering lease access. Contacted control room at plant.</td>
</tr>
<tr>
<td>19:15</td>
<td>12-05-13-16 WSM</td>
<td>5</td>
<td>4</td>
<td>10</td>
<td></td>
<td></td>
<td>19</td>
<td>NW 12</td>
<td>H2S reading increased 1 ppm at the access point.</td>
</tr>
<tr>
<td>19:25</td>
<td>12-05-13-16 WSM</td>
<td>5</td>
<td>4</td>
<td>10</td>
<td></td>
<td></td>
<td>19</td>
<td>NW 12</td>
<td>No change in readings. Wind and temperature is down.</td>
</tr>
</tbody>
</table>

Wind Conditions *
- From
- Speed (km/hr)

Regulatory Requirements

Sour Gas Release - Manned Operations
- Critical Sour Wells & EPZ includes a portion of urban density development or urban centre:
  - 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.
- The licensee must also:
  - Ensure that one unit is in the area during drilling and/or completion, testing, and workover operations in potentially critical sour zones.
  - Ensure that the other unit is dispatched if 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.
- Critical Sour Wells whose EPZ does not include a portion of an urban density development or urban centre and for non-critical sour wells:
  - The decision to downgrade an incident will be based on the air monitoring results.

Sour Gas Release - Unmanned Operations
- If notified of a release by an alarm or by a reported odour, the licensee must investigate the source of the release and send out Air Monitors upon confirmation of the release location.
- Air quality monitoring occurs downwind, with priority being directed to the nearest evacuated residence or area where people may be present.

Choosing a Position

1. Using your map and the current wind conditions, travel downwind, with priority being directed to the nearest 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.

Air Monitors report to the Public Safety Group Supervisor:

Name: ____________________________
Phone Number: ____________________________
Reception Centre
Location: ____________________________
Phone Number: ____________________________
Wind Direction: ____________________________

Record Information

Air Monitors

- Air Monitoring Log
- ICS 214 Activity Log

June 2018
<table>
<thead>
<tr>
<th>Time</th>
<th>Location of Samples</th>
<th>Comments</th>
<th>H₂S (ppm)</th>
<th>LEL (%)</th>
<th>O₂ (%)</th>
<th>SO₂ (ppm)</th>
<th>Other</th>
<th>Temp (°C)</th>
<th>Wind Conditions *</th>
<th>Speed (km/hr)</th>
</tr>
</thead>
</table>

**ICS 214 Activity Log**

**Personnel Assigned**

<table>
<thead>
<tr>
<th>Name</th>
<th>ICS Position</th>
<th>Location</th>
</tr>
</thead>
</table>

**Activity Log**

<table>
<thead>
<tr>
<th>Time</th>
<th>Actions</th>
</tr>
</thead>
</table>
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.

Reception Centre Feedback Loop

1. Is there an update to the evacuate status list?
   - NO

2. Are all evacuees accounted for?
   - YES
   - NO

3. Maintain the reception centre and continue with responsibilities.
   - YES
   - NO

Reception Centre Rep Roles

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

Tips

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

Reception Centre Registration Log - Example

<table>
<thead>
<tr>
<th>Resident ID</th>
<th>Name (List all names in party)</th>
<th># of Occupants</th>
<th>Number</th>
<th>Arrival Time</th>
<th>Depart Time</th>
<th>Destination Phon # (Where they can be reached)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124-A</td>
<td>John Doe</td>
<td>2</td>
<td>1</td>
<td>19:06</td>
<td>19:21</td>
<td>555-555-5555</td>
<td>John and his wife arrived safely then left to stay at a friend’s house in Red Deer.</td>
</tr>
<tr>
<td>H131-B</td>
<td>Jane Doe</td>
<td>3</td>
<td>1</td>
<td>19:12</td>
<td>19:28</td>
<td>555-555-5555</td>
<td>Jane and her 2 children arrived safely then left to stay with her mother in Bentley.</td>
</tr>
<tr>
<td>P122-A</td>
<td>James Doe</td>
<td>5</td>
<td>1</td>
<td>19:20</td>
<td></td>
<td>555-555-5555</td>
<td>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.</td>
</tr>
</tbody>
</table>

Report 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

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.
## B1 Reception Centre Registration Log

<table>
<thead>
<tr>
<th>Resident ID</th>
<th>Name (list all names in party)</th>
<th># Of Occupants</th>
<th>Number arrived</th>
<th>Arrival time</th>
<th>Depart time</th>
<th>Destination (phone # where they can be reached)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## B2 Resident Compensation Log

<table>
<thead>
<tr>
<th>Resident's Name</th>
<th>Home Address</th>
<th>Home Telephone #</th>
<th>Location of Land (LSD):</th>
<th>Business Telephone #</th>
<th>Number of Residents Evacuated</th>
<th>Evacuated to</th>
<th>Telephone # While Evacuated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Activity Log

<table>
<thead>
<tr>
<th>Time</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Total Reported Expenses
Overview

In the event of an emergency, roadblock locations and road detours will be established. The company will initially establish and maintain roadblocks in conjunction with the EPZ. The roadblock personnel will be assigned in teams of two, one member to provide traffic control, while the other will record the information gathered and relay it 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.

Choosing a Roadblock

Roadblocks should be established:

1. Approximately where the EPZ intersects any highways / roads.  
2. Outside of the hazard area.  
3. At a conspicuous location where traffic will be approaching traffic, providing them with enough time to safely stop.  
4. 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.).  
5. Where possible at natural roadblock locations (e.g., gales, bridges, junctions, etc.).  

Before Departure

1. Make sure your vehicle is equipped and suitable for the travel conditions.  
2. Check roadblock kit to confirm all items are present (see sample of roadblock kit contents to be confirmed).  
3. Confirm your roadblock location with the Public Safety Group Supervisor.  
4. Confirm the location of the roadblock with the Public Safety Group Supervisor and make sure you have a safe route to the assigned location that does not cross the hazardous area.

Setting up a Roadblock

1. Park vehicle as illustrated, activating four way flashers and roof mounted rotating beacon.  
2. Put on reflective vests.  
3. Take a reading with your handheld monitor for H₂S and / or LEL.  
4. If the red signaling baton flashlight is working and has spare batteries.  
5. Confirm that you have enough copies of the Roadblock Log form.  

Roadblock Script

1. Hold the reflective stop / slow paddle erect and away from your body. Never wave the sign.  
2. Look directly at the approaching driver.

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.

REVERE offer no 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.

Recording Information

Record information on the following forms located within this section:

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

Possible Scenarios for Roadblock Personnel

- Motorist requests access and proceeds through the roadblock.  
- Motorist leaves the EPZ and agrees not to return until further notice.  
- Emergency responders (service companies, fire, ambulance, etc.) entering the EPZ to help.  
- Motorists being requested to leave EPZ and do not comply.  
- Motorist being asked to enter the EPZ and do not comply.

In all cases, notify the Public Safety Group Supervisor and log all information.
### B3 Resident Contact Log

<table>
<thead>
<tr>
<th>Time</th>
<th>Resident name</th>
<th>Resident ID</th>
<th>Shelter / Evacuate</th>
<th>Number of people inside</th>
<th>Outside</th>
<th>Assistance or transportation required?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Shelter</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
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<td>Yes</td>
<td>No</td>
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</tr>
<tr>
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<td>Shelter</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Shelter</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Shelter</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Shelter</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Shelter</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Shelter</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### B4 Roadblock Log

<table>
<thead>
<tr>
<th>Vehicle type</th>
<th>License plate # and province / state</th>
<th>Name of driver (if available)</th>
<th># of people in vehicle</th>
<th>Time entering zone</th>
<th>Time exiting zone</th>
<th>Comments (record all vehicles turned away)</th>
</tr>
</thead>
</table>
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. The Public Safety Group Supervisor must be continuously updates by the Rovers so that unsuccessful attempts to evacuate residents, transients, etc. can be followed up 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 basements, 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.
- Post Evacuation Notices for residents who are not at their residence.
- 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.
- 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 behavior to the Public Safety Group Supervisor who will notify the police as required.
- Document all activities using the ICS 214 Activity Log.
- Maintain communication with the Public Safety Group Supervisor.
- Assist with post-incident activities.

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

“We are currently dealing with the situation at hand to ensure the safety of our 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.

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

Name:
Phone Number:
Reception Centre:
Location:
Phone Number:
Wind Direction:

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.

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.

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

For assistance, call [Insert Company Name] at

Thank you

Record Information
Record information on the following forms located within this section:
- Resident Contact Log
- Air Monitoring Log
- ICS 214 Activity Log
- Evacuation Notice
### Responder Name: ______________________________________________________________________

### Responders Phone No.: _________________

### Resident Contact Log

<table>
<thead>
<tr>
<th>Time</th>
<th>Resident name</th>
<th>Resident ID</th>
<th>Shelter / Evacuate</th>
<th>Number of people</th>
<th>Assistance or transportation required?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Shelter</td>
<td></td>
<td>Yes/No</td>
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<td></td>
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<td></td>
<td>Evacuate</td>
<td></td>
<td>Yes/No</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
<td>Yes/No</td>
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<td>No</td>
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<td>Yes/No</td>
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<td></td>
<td>Yes/No</td>
<td></td>
</tr>
</tbody>
</table>

### ICS 214 Activity Log

<table>
<thead>
<tr>
<th>Incident Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Prepared by: Position / Title:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Personnel Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

### Date / Time Initiated: _______________________________

### ICS Position: _______________________________

### Location: _______________________________
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 residents in the area and provide instructions to ensure their safety. The Public Protection 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.

### Shelter-In-Place Phone Message

**2a.** Hello, this is (your name) of (company name). Is this the (name) residence at (telephone number)? 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?

**IF YES**
- Whom?
- Location of the person(s)
- We will send someone to find them as soon as possible.

**IF NO**
- Stay tuned to local radio and television for possible updates.

Do you have children in school at this time?

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

- Turn off appliances or equipment that blows out indoor air or sucks in outside air.
- Provide the resident with:
  - Directions to safely travel to the reception centre
  - 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
  - We will send someone to assist you. Please stay indoors and close all doors and windows until a Rover or the local police arrive to evacuate you.

- Keep your phone line free so that we can contact you if necessary.

**IF NO**
- Briefly walk the resident through the Shelter-in-Place instructions on the next page.
- We will send someone to find them as soon as possible.

Do you require evacuation/transportation assistance?

**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.
- Document all resident interactions using the Resident Contact Log and report this information to the Public Protection Supervisor immediately.
- Thank you for your cooperation.

**IF NO**
- Thank you for your cooperation.

### Evacuation Phone Message

**2b.** Hello, this is (your name) of (company name). Is this the (name) residence at (telephone number)? 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?

**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?

**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.
- Document all resident interactions using the Resident Contact Log and report this information to the Public Protection Supervisor immediately.
- Thank you for your cooperation.

**IF NO**
- Document all resident interactions using the Resident Contact Log and report this information to the Public Protection Supervisor immediately.
- Thank you for your cooperation.

### Tips

- Ensure you have enough personnel to quickly and efficiently shelter or evacuate the required residents/area users.
- A general guideline is to have one Telephoner for every seven residents that need to be contacted and one Telephoner Leader for every ten Telephoners.
- Sensitive residents should be contacted at a Level 1 Emergency and given the option to evacuate.
- Additional contact efforts come from a number of agencies. Please contact the appropriate police authority if you are unable to contact a resident.

### Record Information

**Reporting and Contacts**

Telephone numbers should be kept current.

- Telephoners report to the Public Protection Supervisor.
  - Name:
  - Phone Number:
  - Reception COE Location:
  - Phone Number:
  - Wind Direction:

**Voluntary Evac Message**

- Voluntary Evacuation Message
- Provide Notification Group Supervisors with a list of unsuitable contacts
- Provide Notification Group Supervisors with a list of unsuitable contacts and those requiring evacuation assistance

**Public Safety Supervised to dispatch Rovers**

- Provide Notification Group Supervisors with a list of unsuitable contacts and those requiring evacuation assistance
- Provide Notification Group Supervisors with a list of unsuitable contacts

**Shelter-in-Place Message**

- Provide appropriate 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 [your name] calling from [company name]. Is this the [name of residence / business] at [telephone number]?

[Company name] is responding to a (potential) emergency at [location] in your area. You are in no danger at this time. All efforts are being made to resolve the problem and this phone call is only to inform you and provide you with an early notification.

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

- How many people are at your location now? (Adults) (Children)
- Do you wish to leave your residence at this time? IF YES Please travel in a [north / east / south / west] direction to our reception centre located at:
- IF NO Please standby for further contact. Please do not use your telephone for outgoing calls as this may prevent us from contacting you with updated information or when the problem has been eliminated.

If you have urgent questions, please contact [company name] at [telephone number].

Thank you for your cooperation.

(Please pass all information regarding this call to the Public Safety Group Supervisor immediately)

<table>
<thead>
<tr>
<th>Time</th>
<th>Resident name</th>
<th>Resident ID</th>
<th>Shelter / Evacuate</th>
<th>Number of people inside</th>
<th>Number of people outside</th>
<th>Assistance or transportation required?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Shelter</td>
<td>Evacuate</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Shelter</td>
<td>Evacuate</td>
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<td></td>
<td>Shelter</td>
<td>Evacuate</td>
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<td>Yes</td>
<td>No</td>
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<td></td>
<td></td>
<td></td>
<td>Shelter</td>
<td>Evacuate</td>
<td></td>
<td>Yes</td>
<td>No</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Shelter</td>
<td>Evacuate</td>
<td></td>
<td>Yes</td>
<td>No</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Shelter</td>
<td>Evacuate</td>
<td></td>
<td>Yes</td>
<td>No</td>
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<td></td>
<td></td>
<td></td>
<td>Shelter</td>
<td>Evacuate</td>
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<td>Shelter</td>
<td>Evacuate</td>
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<td>Shelter</td>
<td>Evacuate</td>
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<td>Shelter</td>
<td>Evacuate</td>
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<td>No</td>
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<tr>
<td></td>
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<td>Shelter</td>
<td>Evacuate</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Date: __________________________________ Responder Name:______________________________________________________________________
Page of Responder Position: _______________________________ Responders Phone No.: _________________
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.
Five Step Ongoing Response

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 209 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 209 form started during the Objectives Meeting.

Step 3 - Planning Meeting
- Planning Section Chief conducts the meeting.
- Review the incident status using the updated ICS 209 form.
- Confirm availability of resources and locations.
- Prioritize the objectives using the ICS 202 form.
- Complete the ICS 202 form and identify initial staffing on the ICS 209 form.
- 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.

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).

Incident Action Plan Preparation and Approval
- Schedule next Objectives Meeting if applicable.
### Objectives Meeting

**Owner: Incident Commander**

**Date:**

**Time:**

**Roles below will attend only if designated and available**

<table>
<thead>
<tr>
<th>Attendees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Commander:</td>
<td>Planning Section Chief:</td>
</tr>
<tr>
<td>Deputy Incident Commander:</td>
<td>Logistics Section Chief:</td>
</tr>
<tr>
<td>Operations Section Chief:</td>
<td>Finance/Admin. Section Chief:</td>
</tr>
<tr>
<td>Planning Section Chief:</td>
<td>Safety Officer:</td>
</tr>
<tr>
<td>Liaison Officer:</td>
<td>Other:</td>
</tr>
<tr>
<td>Information Officer:</td>
<td>Other:</td>
</tr>
</tbody>
</table>

**Summary:**

The objectives of this meeting are to:

- 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:**

- Status Update and review the **ICS 201** Incident Briefing form.
- Determine incident priorities. Reference the PPOST methodology.
- Establish an incident organization that is capable of meeting initial and long-term challenges required to mitigate the incident.
- Determine the incident response objectives and complete and **ICS 202** Incident Objectives form. They must be **SMART** (Specific, Measurable, Attainable, Realistic, & Time Sensitive).
- Identify initial staffing requirements and begin filling out the **ICS 207** Incident Organizational Chart.
- Identify and select incident support facilities.
- Review the incident objectives for the next operational period so your management team can begin work on the IAP.
- Document the incident status to relay to all responding personnel.

**Key Points:**

- **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.

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**Section 2: Ongoing Response**
Tactics Meeting

**Roles below will attend only if designated and available**

<table>
<thead>
<tr>
<th>Attendees:</th>
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<tbody>
<tr>
<td>Incident Commander:</td>
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<tr>
<td>Deputy Incident Commander:</td>
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<tr>
<td>Operations Section Chief:</td>
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<tr>
<td>Planning Section Chief:</td>
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<tr>
<td>Liaison Officer:</td>
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<td>Planning Section Chief:</td>
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<td>Logistics Section Chief:</td>
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<tr>
<td>Finance/Admin. Section Chief:</td>
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<tr>
<td>Safety Officer:</td>
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<tr>
<td>Other:</td>
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</table>

**Summary:**

The objectives of this meeting are to:

- 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:**

- Review ICS 209 Incident Status Summary.
- Review incident objectives.
- Define tactics to complete objectives set out during the Objectives Meeting.
- Provide an operational update and identify tactics to deal with incident.
- Identify roles and responsibilities that have to be performed to implement tactics.
- Build on already established ICS 207 Incident Organization Chart, check span-of-control, and match up with ICS 215 assignments.

Complete the Operational Planning Worksheet, ICS 215 (Utilize one form for every established objective).

- Identify work assignments
- Identify resources requirements to achieve each work assignment
- Identify overhead staffing needs to support each work assignment
- Identify specialized equipment and supply needs for each work assignment
- Specify reporting times and location for personnel

Complete the Incident Action Plan Safety Analysis, ICS 215A.

- Identify potential hazard types
- Identify mitigations for associated hazard types

- Identify support facilities and locations.

**Key Points:**

- **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.
**Roles below will attend only if designated and available**

**Attendees:**
- [ ] Incident Commander:
- [ ] Deputy Incident Commander:
- [ ] Operations Section Chief:
- [ ] Planning Section Chief:
- [ ] Logistics Section Chief:
- [ ] Finance/Admin. Section Chief:
- [ ] Safety Officer:
- [ ] Liaison Officer:
- [ ] Information Officer:
- [ ] Other:
- [ ] Other:

**Summary:**

The objectives of this meeting are to:
- 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:**

- [ ] Review Command’s incident objectives, priorities, decisions, and direction.
- [ ] Provide briefing on current situation, resources at risk, weather forecast, and incident projections.
- [ ] Operations Section Chief provides briefing on:
  - [ ] Current operations.
  - [ ] An overview on the proposed plan including strategy, tactics or work assignments, resource commitment, contingencies, organization structure, and needed support facilities.
- [ ] Review the proposed plan to ensure that Command direction, priorities, and operational objectives are met.
- [ ] Delegate assignments and deadlines to appropriate staff members to assure timely and effective IAP development.

**Key Points:**

- **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.
**Operations Briefing**

**Owner: Incident Commander**  
**Date:**  
**Time:**

**Roles below will attend only if designated and available**

<table>
<thead>
<tr>
<th>Attendees:</th>
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<tbody>
<tr>
<td>Incident Commander:</td>
<td>On-Site Group Supervisor</td>
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<tr>
<td>Deputy Incident Commander:</td>
<td>Public Safety Group Supervisor</td>
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<tr>
<td>Operations Section Chief:</td>
<td>Air Monitor Team Lead</td>
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<td>Planning Section Chief:</td>
<td>Roadblock Team Lead</td>
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<td>Liaison Officer:</td>
<td>Rover Team Lead</td>
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<td>Information Officer:</td>
<td>Telephoner Team Lead</td>
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<td>Reception Centre Representatives</td>
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<td>Logistics Section Chief:</td>
<td>Other:</td>
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<td>Finance/Admin. Section Chief:</td>
<td>Other:</td>
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<tr>
<td>Safety Officer:</td>
<td>Other:</td>
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<tr>
<td>Staging Area Manager:</td>
<td>Other:</td>
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</tbody>
</table>

**Summary:**
The objectives of this meeting are to:
- Review a summary of the incident status with all responders.
- Relay objectives, tactics, and strategies.
- Reinforce/relay the safety message.
- Assign roles & responsibilities and tasks for 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:**
- Planning Section Chief briefly walks through the IAP components and makes changes as needed.
- Operations Section Chief conducts roll call of the Operation Section Supervisors and provides a briefing on emergency response.
- Operations Section Chief briefs supervisory personnel on their assignments along with clarification on any of their issues and concerns.
- Safety Officer covers major safety issues.
- Logistics Section Chief covers logistical support of operations (communications, supply, transportation, medical, etc).
- Finance / Admin. Section Chief covers time & cost tracking, procurement, and compensation process.
- General Staff to cover issues applicable to Operations Section personnel.

**Key Points:**
- **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.
Section 3: Communication and Media

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  Media Management ......................................................................................................1
  On-Site Media Spokesperson ........................................................................................2
  Managing the Media On-Site .......................................................................................2

Communicating With the Public ....................................................................................3
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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 Incident Commander in conjunction with the applicable regulatory agency. The Incident Commander will assign a Media Spokesperson to deliver the approved messages.

Media at the field level will be coordinated by the Information Officer with the Support of the Incident Commander. 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 Incident Commander and should be issued only by the designated 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 Information Officer or Incident Commander will identify any and all media spokespersons. The Information Officer or Incident Commander may serve as the on-site Media. 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. The Information Officer will, if required by the 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 Incident Commander. 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 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.
Communicating With the Public

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.

- **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.

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

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

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”.

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

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 permit holder must address assistance with transportation. Refer to the Area Specific Information Section (white tabs) for information regarding transportation (e.g., providing school buses) or other changes in the normal notification procedures.
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.

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

- the increased risk(s) of delayed ignition,
- whether the perimeter of the hazard area has been established,
- whether the public has been evacuated from the area,
- whether ignition will worsen the situation by endangering the public or the environment or damaging the equipment used to control the product,
- whether wind direction has been established and is it being continually monitored, and
- whether the possibility of an explosion has been assessed (i.e. obstructions or regions of congestion within the perimeter of the dispersing vapour cloud).

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, Incident Director, etc.) and the appropriate government regulator.

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 for NAV CANADA to issue a Notice to Airmen (NOTAM) to advise the 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 or closure of airspace may be requested by the regulatory agency at a level 2 or level 3 emergency.
1. Identify the location of the incident on the map:

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) 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) 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.

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

Is there potential for the release to impact beyond the lease, facility or pipeline right of way?

- No public protection measures required

Do any of the following apply:

1. The release is expected to pass over quickly
2. The public would be at a higher risk if evacuated
3. There is not enough time or warning to safely evacuate the public
4. The source and nature of the release has not been identified
5. The release is an HVP product

Yes, No

Evacuation

- Begin evacuating the public

Shelter

- Begin sheltering the public

Refer to Shelter-in-Place Phone Message in either Section 2: Roles and Responsibilities or Section 6: Forms

Refer to Evacuation Phone Message in either Section 2: Roles and Responsibilities or Section 6: Forms

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

- Although required, evacuation of the response zones has not taken place.
- 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.
- Personnel working at the site can be cleared to a safe distance.

Has ignition criteria been met?

- Yes
- No

- Notify the Director of Emergency Management and the Health Authority.
- Refer to H2S / HVP Ignition Procedure behind the Public Protection Measures tab in Section 4: Emergency Response Procedures

Evacuation Requirements

For a sour gas release, the licensee must continuously assess 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.

H2S Requirements

- 1 to 10 ppm (3-minute average)
- 0.1 ppm (1-hour average)
- 0.03 ppm (15-minute average)

Note: If monitored levels over the 3-minute interval are declining (i.e., three readings show a decrease 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.

SO2 Requirements

- 5 ppm (1-hour average)
- 3 ppm (30-minute average)
- 0.5 ppm (15-minute average)

Note: This section is based on Alberta Regulations; however, the same standards will be followed by the company for operations in other provinces.
**H₂S / HVP Ignition Procedure**

**Pre-Ignition Considerations – On-Site Group Supervisor**

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

- Proximity to residences, public facilities, towns or urban centres.
- Risk of exposure / injury to the public or response workers.
- Status of evacuation.
- Wind conditions and general topography.
- 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)**

- The increased risk(s) of delayed ignition.
- Whether the perimeter of the hazard area has been established.
- Whether the public has been evacuated from the area.
- Whether ignition will worsen the situation by endangering the public or the environment or damaging the equipment used to control the product.
- Whether wind direction has been established and is being continually monitored.
- Whether the possibility of an explosion has been assessed (i.e., obstructions or regions of congestion within the perimeter of the dispersion vapour cloud).

**Ignition Considerations**

- Whether the perimeter of the hazard area has been established.
- Whether the public has been evacuated from the area.
- Whether ignition will worsen the situation by endangering the public or the environment or damaging the equipment used to control the product.
- Whether wind direction has been established and is being continually monitored.
- Whether the possibility of an explosion has been assessed (i.e., obstructions or regions of congestion within the perimeter of the dispersion vapour cloud).

**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).**

**H₂S concentrations in excess of 10 ppm over a 3-minute average in unevacuated parts of the EPZ.**

**The release cannot be brought under control in the short term (ignition decision will be made by Incident Commander).**

**Review with the Operations Section Chief, the Incident Commander, and the Regulatory Agency:**

- Employee and public safety.
- Site conditions.
- Site control procedures.
- Monitoring of Emergency Hazard Area.

**Example Ignition Kit**

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

**Approach**

- Select a position to attempt safe ignition which will:
  - Allow for safe retreat.
  - Be in an area where no combustible gas is detected.
  - 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).

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

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

**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).

**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.

**Assist emergency service crews with any fire control measures needed.**

**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.
- Maintain security around immediate area.
- Assist emergency service crews with fire control measures needed.

**Determine post ignition emergency service requirements.**

- Assemble and brief ignition team.

**Assemble and brief Ignition Team.**

**Go to Ignition Procedures Flowchart.**

**Yes**

**No**

**Continue with release control procedures onsite.**

- Review possible control procedures.

**Yes**

**No**

**Review with the Operations Section Chief, the Incident Commander, and Regulatory Agency:**

- Personnel working at the site can be cleared to a safe distance.

**Go to Ignition Procedures Flowchart.**

**Yes**

**No**

**Continue with release control procedures onsite.**

**Yes**

**No**

**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.
- Maintain security around immediate area.
- Assist emergency service crews with fire control measures needed.

**Example Ignition Kit**

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

**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).

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

- Personnel working at the site can be cleared to a safe distance.

**Go to Ignition Procedures Flowchart.**

**Yes**

**No**

**Continue with release control procedures onsite.**

- Review possible control procedures.

**Yes**

**No**

**Review with the Operations Section Chief, the Incident Commander, and Regulatory Agency:**

- Personnel working at the site can be cleared to a safe distance.

**Go to Ignition Procedures Flowchart.**

**Yes**

**No**

**Continue with release control procedures onsite.**

- Review possible control procedures.

**Yes**

**No**

**Review with the Operations Section Chief, the Incident Commander, and Regulatory Agency:**

- Personnel working at the site can be cleared to a safe distance.

**Go to Ignition Procedures Flowchart.**

**Yes**

**No**

**Continue with release control procedures onsite.**

- Review possible control procedures.

**Yes**

**No**

**Review with the Operations Section Chief, the Incident Commander, and Regulatory Agency:**

- Personnel working at the site can be cleared to a safe distance.

**Go to Ignition Procedures Flowchart.**

**Yes**

**No**

**Continue with release control procedures onsite.**

- Review possible control procedures.

**Yes**

**No**

**Review with the Operations Section Chief, the Incident Commander, and Regulatory Agency:**

- Personnel working at the site can be cleared to a safe distance.

**Go to Ignition Procedures Flowchart.**

**Yes**

**No**

**Continue with release control procedures onsite.**

- Review possible control procedures.
This page is intentionally left blank.
All spills exceeding the spill/release quotas listed in the table on the following page MUST be reported immediately to the appropriate regulatory agency.

### Alberta Petroleum Industry Release Reporting Requirements

**NOTE:** Spills must be reported promptly to avoid prosecution. Any release that has caused, may cause, or may cause an adverse affect*  
1) Any release that has caused, is causing, or may cause an adverse affect  
2) A rupture, or  
3) Any release of a substance deleterious to fish into a fish bearing water body  
4) Any incident that harms people or the environment,  
5) Any release into a water body (as defined in the Water Act) or a groundwater, or surface water (as stated in the Release Reporting Regulation)  
6) Any release of substance listed as toxic, prohibited or restricted by CEPA  
7) 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.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Reportable Spills</th>
<th>Report Type</th>
<th>Report to</th>
</tr>
</thead>
</table>
| 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 2m³ on-site  
4) Any release off-site | Verbal | AER 24 Hour Number  
800-222-6514 |
| Alberta Energy Regulator (AER) - Environment Regulation | 6) Any release of substance listed as toxic, prohibited or restricted by CEPA  
7) 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. | 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) | 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. | Verbal | AER 24 Hour Number  
800-222-6514 |
| | 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. | 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 |
| | 1) A release of any substance deleterious to fish into a fish bearing water body  
2) A rupture, or  
3) An incident that harms people or the environment, | Written | 911  
Dangerous Goods CIC  
t-800-272-9600 |
| Department of Fisheries and Oceans (DFO) | Immediately reportable events as defined in the NEB Event Reporting Guidelines December 2017:  
1) An incident that harms people or the environment,  
2) A rupture, or  
3) An toxic plume | Verbal | Via Transportation Safety Board (TSB)  
Reporting Hotline  
819-997-7887 |
| National Energy Board (NEB) | Note: Immediately reportable incidents must be reported within 3 hours to both the TSB Reporting Hotline and NEB’s OERS. If applicable, refer to the Federal Roles & Responsibilities chart in SECTION 5: EXTERNAL AGENCIES and the NEB site section behind the AREA SPECIFIC INFORMATION tab for further regulations, definitions and reporting guidelines. | Written | NEB Online Event Reporting System (OERS)  
https://apps.neb-one.gc.ca/ers/home/index |
| | All radioactive releases must be reported immediately. | Verbal | 613-995-0479 |
| | Written | Within 21 days |

### Lead Agency Contact Numbers

**Alberta**

- **Alberta Energy Regulator (AER) Field Offices**  
Spill Reporting Line: 800-222-6514

**Canada**

- **Alberta Transportation - (Dangerous Goods Control Coordination & Information Centre CIC)**  
Province Wide: 800-272-9600

- **CANUTEC**  
888-CAN-UTEC (888-226-8832)  
613-996-6666

- **All Provinces**  
Western Canadian Spill Services (WCSS)  
Western Canada: 866-541-8888

- **National Energy Board / Transportation Safety Board of Canada**  
Incident Reporting Line: 819-997-7887

### AER Table of Reportable Releases

**Reportable Release**

| Any leak or break from a pipeline | X | X | X | X | X |
| Any release of a substance that has caused, is causing, or may cause an adverse effect | X | X | X | X | X |
| Release of a substance into a water body (as defined in the Water Act) | X | X | X | X | X |
| Release of a substance into a watercourse, groundwater, or surface water (as stated in the Release Reporting Regulation) | X | X | X | X | X |
| Release of oil, oil or unrefined product off-site | X | X | X | X | X |
| Release of oil, water, or unrefined product exceeding 2 cubic metres (m³) on-site | X | X | X | X | X |
| A liquid spill (as defined in the Oil Sands Conservation Rules) | X | X |
| Release of a liquid hydrocarbon exceeding 2m³ | X | X | X | X | X |
| Uncontrolled gas release of more than 30,000m³ | X | X | X | X | X |
| Release of gas or gas equivalent exceeding 30,000m³ | X | X | X | X | X |
| Well flowing uncontrolled | X | X | X | X | X |

*** DEFINITION OF ADVERSE AFFECT**

Is defined by the Environmental Protection Act 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.

- Any third party impact (off-site), 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 on-site odour complaints
- Toxic or flammable release to air going off-site

See following page for spill / release quotas.
## Class 1: Explosives
- Ammonium Nitrate/Glycine:
  - Any quantity of Packing Group II
- Total quantity of 450 kg or more
- All releases which could pose a danger, or any sustained release of 10 minutes or more

### Radioactive Substances
- For packages being transported under exclusive use:
  - (i) 2 mSv/h on the external surface
  - (ii) 0.1 mSv/h at a distance of 2 m from the surface of the conveyance.

## Class 2.1: Flammable Gases
- Hydrogen (Unrefined):
  - Any quantity
  - No TDG Reporting Requirements

## Class 2.2: Non-Flammable Gases
- Compressed Air:
  - Any quantity
  - No TDG Reporting Requirements

## Class 2.3: Toxic Gases (noxious or corrosive)
- Hydrogen Cyanide:
  - Any quantity
  - No TDG Reporting Requirements

## Class 3: Flammable Liquids
- Gas Plant Filters:
  - Any quantity
  - No TDG Reporting Requirements

## Class 4.1: Flammable Solids
- Calcium Resinate (Unrefined):
  - Any quantity
  - No TDG Reporting Requirements

## Class 4.2: Spontaneously Combustible
- Activated Carbon:
  - Any quantity
  - No TDG Reporting Requirements

## Class 4.3: Dangerous when Wet
- Calcium Carbide:
  - Any quantity
  - No TDG Reporting Requirements

## Class 5.1: Corrosive Substances
- Calcium Nitrite:
  - Any quantity of Packing Group I or II
  - Total quantity of 450 kg or more in Packing Groups I or II

## Class 5.2: Organic Peroxides
- Methylene Ethyl Ketone Peroxide:
  - Any quantity
  - No TDG Reporting Requirements

## Class 6.1: Poisonous Toxic Substances
- Ammonium Nitrate Nitric Acid:
  - Any quantity
  - No TDG Reporting Requirements

## Class 6.2: Infectious Substances
- Infectious Substances affecting Humans / Animals:
  - Any quantity of Category A or B
  - For packages being transported under exclusive use, discharge or radiation level exceeding 10 mSv/h at a distance of 1 meter from the package.

## Class 7: Radioactive Substances
- Uranium (Unrefined):
  - Any quantity
  - No TDG Reporting Requirements

## Class 8: Corrosives
- Acids & Batteries:
  - Any quantity of Packing Group I or II
  - Total quantity of 450 kg or more in Packing Groups I or II

## Class 9: Miscellaneous Products, Substances & Organisms, Environmentally Hazardous Substances
- P.C.B. (Miscellaneous):
  - Any quantity
  - No TDG Reporting Requirements

### Radioactive Substances
- 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 package.

### Spontaneously Combustible
- Calcium Carbide:
  - Total quantity of 450 kg or more in Packing Groups I or II

### Dangerous when Wet
- Calcium Carbide:
  - Total quantity of 450 kg or more in Packing Groups I or II

## Other
- Oilfield Waste (Unrefined):
  - Any quantity
  - No TDG Reporting Requirements

---

### List of Environment & Climate Change Canada’s E2 Regulated Substances:
[https://ec.gc.ca/ee-ue/default.asp?lang=En&n=06FCD512-1](https://ec.gc.ca/ee-ue/default.asp?lang=En&n=06FCD512-1)

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

<table>
<thead>
<tr>
<th>Agency</th>
<th>Reportable Spills</th>
<th>Report Type</th>
<th>Report to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministry of Energy and Resources (MER)</td>
<td>Immediate verbal notification is required for any release that meets or exceeds the reporting thresholds on the following page, except for the following types of incidents: 1) Contact damage to a flowline or pipeline that does not result in a break or leak. 2) Any on-site release of oil, condensate, emulsion or salt water that is less than 10 m³ or 10,000 L. Incidents requiring notification in IRIS: 1) All incidents that meet or exceed the reporting thresholds on the following page must be reported on IRIS within 5 days. 2) All reported incidents must be followed-up with a fully detailed report on IRIS within 90 days. Note: On-site releases or contact damage that are exempt from immediate telephone notification still require MER notification using IRIS in accordance with section 3.2 of Directive PNG014.</td>
<td>Verbal</td>
<td>1-844-764-3637 or MER Regional Office See Lead Agency Contacts below</td>
</tr>
<tr>
<td>Saskatchewan Environment</td>
<td>Releases of refined product if: 1) Release meets or exceeds the reporting threshold in the Saskatchewan Environment Reporting Requirements column in the Release Reporting Thresholds on the following page. 2) Any release that could pose a serious risk to the environment, public health or safety. 3) Any release with an adverse affect*</td>
<td>Written</td>
<td>Detailed report within 90 Days to IRIS online reporting system</td>
</tr>
<tr>
<td>Canadian Environmental Protection Agency (CEPA)</td>
<td>Environmental emergencies if: 1) The emergency involves any of the substances identified in Environment &amp; 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.</td>
<td>Verbal</td>
<td>Sask Spill Control Centre 1-800-667-7525</td>
</tr>
<tr>
<td>Written</td>
<td>Within 30 Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation of Dangerous Goods (TDG)</td>
<td>Substances regulated by Transportation of Dangerous Goods if: 1) Release meets or exceeds the reporting threshold in the TDG Reporting Requirements column in the Release Reporting Thresholds table on the following page.</td>
<td>Verbal</td>
<td>911 Spill Control Centre 1-800-667-7525</td>
</tr>
<tr>
<td>Written</td>
<td>Within 30 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canadian Transport Emergency Centre (CANUTEC)</td>
<td>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</td>
<td>Verbal</td>
<td>1) 888-226-8832 or 613-996-6666 2) 613-995-5555 3) 613-995-0479</td>
</tr>
<tr>
<td>Written</td>
<td>Within 30 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department of Fisheries and Oceans (DFO)</td>
<td>1) A release of any substance deleterious to fish into a fish bearing water body</td>
<td>Verbal</td>
<td>Sask Spill Control Centre 1-800-667-7525</td>
</tr>
<tr>
<td>Written</td>
<td>Within 30 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Energy Board (NEB)</td>
<td>Immediately reportable events as defined in the NEB Event Reporting Guidelines December 2017: 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 NEB’s OERS. If applicable, refer to the Federal Roles &amp; Responsibilities chart in SECTION 5: EXTERNAL AGENCIES and the NEB site section behind the AREA SPECIFIC INFORMATIONS tab for further regulations, definitions and reporting guidelines</td>
<td>Verbal</td>
<td>Via Transportation Safety Board (TSB) Reporting Hotline 819-997-7887</td>
</tr>
<tr>
<td>Written</td>
<td>NER Online Event Reporting System (OERS) <a href="https://apps.neb-one.gc.ca/calender/home/index">https://apps.neb-one.gc.ca/calender/home/index</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canadian Nuclear Safety Commission (CNSC)</td>
<td>All radioactive releases must be reported immediately.</td>
<td>Verbal</td>
<td>613-995-0479</td>
</tr>
<tr>
<td>Written</td>
<td>Within 21 days</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### Lead Agency Contacts

**Saskatchewan**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministry of Energy and Resources (MER)</td>
<td>844-764-3637</td>
</tr>
<tr>
<td>Estevan</td>
<td>306-637-4541</td>
</tr>
<tr>
<td>Kindersley</td>
<td>306-463-5400</td>
</tr>
<tr>
<td>Lloydminster</td>
<td>306-825-6434</td>
</tr>
<tr>
<td>Swift Current</td>
<td>306-778-8252</td>
</tr>
</tbody>
</table>

**Saskatchewan Environment (Spill Control Centre)**

| Province Wide | 800-667-7525 |

**Sask Oil Spill Cooperative**

<table>
<thead>
<tr>
<th>Area</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>780-871-6621</td>
</tr>
<tr>
<td>2</td>
<td>306-460-8340</td>
</tr>
<tr>
<td>3</td>
<td>306-572-6493</td>
</tr>
<tr>
<td>4 &amp; 5</td>
<td>306-634-6277</td>
</tr>
<tr>
<td>6</td>
<td>306-791-5058</td>
</tr>
</tbody>
</table>

**Canada**

| CANUTEC | 888-CAN-UTEC (888-226-8832) 613-996-6666 |

| Western Canadian Spill Services (WCSS) | 866-541-8888 |

| National Energy Board / Transportation Safety Board of Canada | 819-997-7887 |

### Definition of Adverse Affect

Is defined by the Environmental Protection Act 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.

- 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

See following page for spill/release quotas.
## Saskatchewan 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.

<table>
<thead>
<tr>
<th>Chemical Class</th>
<th>Substance / Example</th>
<th>T.D.G. Reporting Requirements</th>
<th>Off-Environment/ Off-Site Reporting Requirements</th>
<th>Off-Site</th>
<th>Off-Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spilled Liquid Substances</td>
<td>Hydrcly Oil</td>
<td>No TDG Reporting Requirements</td>
<td></td>
<td>500 L</td>
<td>200 L</td>
</tr>
<tr>
<td></td>
<td>Methane</td>
<td>See Class 2.2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Natural Gas</td>
<td>See Class 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CNG N2 Excision</td>
<td>No TDG Reporting Requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Produced / Salt Water</td>
<td>See Class 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gasoil</td>
<td>No TDG Reporting Requirements</td>
<td></td>
<td>100 L</td>
<td>50 L</td>
</tr>
<tr>
<td></td>
<td>Any fluid with toxic substances</td>
<td>No TDG Reporting Requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class 1 Explosives</td>
<td>Ammonium Nitro-glycerine</td>
<td>Any quantity of Packing Group I or II</td>
<td>Total quantity of 450 kg or more in Class 1.1, 1.2, and 1.3</td>
<td>Any quantity, 1000 kg or 100 L in the released volume</td>
<td>Any amount (MER)</td>
</tr>
<tr>
<td></td>
<td>H2S</td>
<td>Total quantity of 450 kg or more</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class 2 Flammable Gases</td>
<td>Propane</td>
<td>Any quantity</td>
<td>No TDG Reporting Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Butane</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Natural Gas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class 2.2 Non-Flammable Gases</td>
<td>Compressed Air</td>
<td>Any quantity</td>
<td>No TDG Reporting Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N2</td>
<td>Total quantity of 450 kg or more</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class 2.3 Toxic Gases (poisonous or corrosive)</td>
<td>Selenium</td>
<td>See Class 3</td>
<td></td>
<td>500 L</td>
<td>200 L</td>
</tr>
<tr>
<td></td>
<td>Hydrogen Cyanide</td>
<td>See Class 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>H2S</td>
<td>Total quantity of 450 kg or more</td>
<td>Any quantity</td>
<td>Any amount</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Calcium Carbide</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Molten Sulphur</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class 3 Flammable Liquids</td>
<td>Lube Oil</td>
<td>See Class 3</td>
<td></td>
<td>100 kg</td>
<td>25 kg</td>
</tr>
<tr>
<td>Class 4 Flammable Solids</td>
<td>Calcium Nitrate</td>
<td>See Class 4</td>
<td></td>
<td>100 kg</td>
<td>25 kg</td>
</tr>
<tr>
<td></td>
<td>Naphthalene</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Potassium Chlorate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class 4.2 Spontaneously Combustible</td>
<td>Activated Carbon</td>
<td>See Class 4.2</td>
<td></td>
<td>100 kg</td>
<td>25 kg</td>
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<tr>
<td></td>
<td>Potassium Sulphate</td>
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<td></td>
<td>Phosphorus</td>
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<tr>
<td>Class 4.3 Dangerous when Wet</td>
<td>Multi Alkali/ Calcium Carbide</td>
<td>Any quantity</td>
<td>No TDG Reporting Requirements</td>
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<tr>
<td></td>
<td>Activated Carbon</td>
<td>Total quantity of 450 kg or more in Packing Groups I or II</td>
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<tr>
<td></td>
<td>Sodium Activated Carbon</td>
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<tr>
<td>Class 5 Oxidizing Substances</td>
<td>Calcium Nitrate</td>
<td>More than 30 L or 30 kg of Packing Group I or II</td>
<td>Total quantity of 450 kg or more in Packing Groups I or II</td>
<td>Any quantity</td>
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<tr>
<td></td>
<td>Ammonium Nitrate</td>
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<tr>
<td>Class 6.2 Infectious Substances</td>
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<tr>
<td>Class 7 Radioactive Substances</td>
<td>Uranium</td>
<td>For packages being transported under special use</td>
<td>Any quantity</td>
<td>All releases</td>
<td>Any quantity</td>
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<tr>
<td></td>
<td>Naturally Occurring Radioactive Materials (N.O.R.M.)</td>
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<tr>
<td>Class 8 Corrosives</td>
<td>Acids</td>
<td>Any quantity of Packing Group I or II</td>
<td>Total quantity of 450 kg or more in Packing Groups I or II</td>
<td>Any quantity</td>
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<td></td>
<td>Bases</td>
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<tr>
<td></td>
<td>Corrosive Amines</td>
<td></td>
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<tr>
<td>Class 9 Miscellaneous Products, Substances &amp; Organisms, Environmentally Hazardous Substances</td>
<td>P.C.B.</td>
<td>30 L or 30 kg of Packing Group II or III, or without Packing Group</td>
<td>No TDG Reporting Requirements</td>
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<tr>
<td></td>
<td>Asbestos</td>
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<tr>
<td></td>
<td>Polyurethane Foam</td>
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<td></td>
<td>Glass Fibers</td>
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<td></td>
<td>Boric Acid</td>
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<td></td>
<td>Phosphoric Acid</td>
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<tr>
<td></td>
<td>Sulfuric Acid</td>
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<tr>
<td></td>
<td>Formaldehyde</td>
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<tr>
<td></td>
<td>Cupric Sulphate</td>
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<td></td>
<td>Bleaches</td>
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<td></td>
<td>Batteries</td>
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<tr>
<td></td>
<td>Bases</td>
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<td></td>
<td>Acids</td>
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<td></td>
<td>P.C.B.</td>
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<tr>
<td>Class 9.1 Miscellaneous (excludes and with P.C.B. mixtures)</td>
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<tr>
<td>Class 9.2 Aqueous Toxic</td>
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<tr>
<td>Class 9.3 Wastes (chronic toxic)</td>
<td>Dredging Fluids &amp; Wastes</td>
<td>No TDG Reporting Requirements</td>
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<td></td>
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<tr>
<td></td>
<td>Ficr Wastes</td>
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<td></td>
<td>Oil Byproducts</td>
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<tr>
<td></td>
<td>Industrial Wastes</td>
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<tr>
<td></td>
<td>Non-Class 1 Flammable solids and liquids</td>
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<td></td>
<td>Non-Class 3 Petroleum Substances</td>
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<tr>
<td></td>
<td>Sewage</td>
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<tr>
<td></td>
<td>Refined chemicals used in the manufacturing, production, or operation of a well, facility, pipeline or Refinery</td>
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</tbody>
</table>

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: https://ec.gc.ca/ee-ue/default.asp?lang=En&n=06FCD512-1
Spill Response, continued

Spill Response Guidelines

This section provides basic hydrocarbon spill response guidelines. For greater detail, refer to the Western Canada Spill Services (WCSS) manuals, applicable Safety Data Sheets (SDS) and the Emergency Response Assistance Canada (ERAC) Plan. Refer to the Petroleum Industry Release Reporting Requirements chart at the beginning of this section to determine the TDG and Provincial Reporting Requirements for each class of chemicals (as classified by the TDG Hazard Classification System).

Initial Response Actions:

- Determine the Level of Emergency using the Assessment Matrix in Section 1: Initial Response.
- Determine spilled substance. If it can be classified as an LPG release, isolate the area to a minimum distance of 1600 meters (1 mile) and refer to the BLEVE portion of the fire / explosion section.
- Assess spill hazards and risks. Determine what PPE will be required.

Considerations:

- Are there any nearby public (workers, traffic, residents) that would need to be evacuated or diverted from the spill area?
- Is there a fire or explosion hazard? What is the ignition source?
- Is there H2S or other toxins present? Are concentrations safe or is additional PPE needed?
- Are there any areas deemed hazardous? (Mark with flags)
- What are the ground and weather conditions? (Snow, gravel, sand etc.)
- Where is the location of the leak, the type of release and the volume released? Is it reportable? Has it been reported to the regulator?
- How long has the spill been taking place?
- Are air monitoring trailers required?
- Is the spill into a watercourse, watershed or a water body?
- Is the spill contained or migrating? Which direction? How far can it go?
- If the spill is not contained, determine and prioritize the containment points and methods to be used.
- What lands or water bodies may be affected? (Farm, livestock, brush, drinking water, etc.)
- How is it going to be contained and cleaned up?
- How to access the spill site, the source of the spill and recovery points?
- What equipment is required? Is oil spill equipment (oil spill co-op) required?
- Where can spill responders park so as not to interfere with spill equipment? (Minimize vehicular traffic as much as possible at the spill site.)
- Are there any residences in the area? Do they have water wells that could be affected?
- Should the spill site be cordoned off to prevent wildlife / livestock from entering?
- Will a media response be required?
Spill Response, continued

Control/Containment

- Remove all sources of ignition.
- Stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole). Use the contents of the nearest spill kit to aid in stopping the spill if it is safe to do so.
- Assess speed and direction of spill and cause of movement (water, wind and slope).
- Use contents of spill kits to place sorbent materials on the spill, or use shovel to dig to contain spill. Methods may vary depending on the nature of the spill.
- Prioritize and set up containment points.
- Where possible, prevent a spill from entering a watercourse.
- Have a contingency plan ready in case spill worsens beyond control or if the weather or topography impedes containment.
- Avoid excessive walking or driving on the spill area.
- Consider ground disturbance guidelines.
- Surface run off may have to be diverted from the spill site if wet conditions are present.
- Mitigate or eliminate any danger to life, health, the environment or property arising from the spill.
- Ensure the health and safety of the persons responding to the spill.
- Once containment has been achieved, recovery and clean-up operations begin immediately.
- Recover as much product and saturated debris as possible.
- Keep environmental disturbance to a minimum.
- Take steps to rehabilitate any land affected by the spill.
- Take steps to prevent the occurrence of a similar spill.

External Notifications

- Follow notification procedures outlined at the beginning of this section as per the applicable provincial Petroleum Industry Release Reporting Requirements chart.
- Contact the applicable spill service (as outlined in the table below) to determine the closest available spill equipment and towing requirements. See contact information below:

<table>
<thead>
<tr>
<th>Province</th>
<th>Spill Service</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>British Columbia</td>
<td>Western Canadian Spill Service (WCSS)</td>
<td>866-541-8888</td>
</tr>
<tr>
<td>Alberta</td>
<td>Western Canadian Spill Service (WCSS)</td>
<td>866-541-8888</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>Saskatchewan Oil Spill Cooperative or Western Canadian Spill Service (WCSS)</td>
<td>See Website or 866-541-8888</td>
</tr>
<tr>
<td>Manitoba</td>
<td>MEP Environmental Products or Manitoba Producers Oil Spill Cooperative</td>
<td>204-632-4118 or 204-748-3095</td>
</tr>
</tbody>
</table>
Spill Response, continued

Spill Control Points

Control points are pre-identified locations on watercourses that allow for the staging and deployment of oil spill containment and recovery equipment in response to oil spills that have occurred upstream of the control point. Control point selection is critical to an effective oil spill response and part of your risk assessment and development of site-specific emergency response plan information. For a detailed list of control points utilize the WCSS website (http://www.wcss.ab.ca).

An ideal control point should have:

- Quick access to the watercourse in all seasons, using clear ground, a road or a trail
- Adequate work space to conduct operations and to store required equipment with minimal need for clearing of brush and vegetation
- Sufficient space to deploy containment and recovery equipment quickly with minimal effort or obstructions (i.e. trees, rocks, steep banks, etc.) and minimal environmental impact
- Boat launch location(s) for boats assisting in containment and recovery operations.

Selection of control points with public access is preferred.

For control points on private property - landowner approval and necessary permits for emergency access should be obtained in advance.

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.

Action

Where a spill occurs, the person who had possession immediately before the spill shall take all reasonable and practical action. They should have due regard for the safety of the public, themselves, to stop and contain and minimize the effects of the spill.

The Oil and Gas Conservation Regulations for Alberta and Saskatchewan require operators to take immediate steps to contain and clean up spilled upstream petroleum product. Upstream petroleum product refers to crude oil, salt water, emulsions, condensates, sour gas natural gas liquids and/or any combination of the materials listed that are generated during exploration and production activities.
Spill Response, continued

Recovery Techniques

There are two basic means of stopping the flow of petroleum products floating on a stream or river: a boom or a dam. If the stream or river if relatively large, booms are used. A dam may be constructed across the channel of a small stream with a low flow.

If a stream or river is to be boomed, the appropriate equipment should be obtained from the Local Spill Response Cooperative or mutual aid partners. Decisions must incorporate the following considerations:

- Width of stream or river to be boomed (where possible, the entire river width should be boomed)
- Allowable boom angle based on stream or river current and length of boom required
- Anchoring methods for the booms
- Methods to lay out and deploy a boom

If a dam is to be constructed across the stream, some allowance must be made for the flow of water past the dam. The Western Canadian Spill Services plan provides detailed information about oil spill containment and recovery.

Containment and storage of Product

When commercial barriers are not suitable or available, particularly in remote areas, barriers must be improvised. Improvising depends on the materials at hand and the situation in which the spill occurred. In each case, the experience and innovative ability of the personnel at the spill site is needed for the successful containment of the oil spill.

Tank trucks, storage tanks or an earthen pit may be used to store recovered petroleum products. Access must be close enough to the recovery site so that hoses from the pumps can reach a tank truck. Storage tanks must be located on level, stable ground with access available for tank truck use. An earthen pit should only be constructed when tank trucks or storage tanks cannot be used. Earth-moving equipment and appropriate ground disturbance procedures will be required to construct a pit. A plastic lining should be used.

Disposal and Remedial Operations

Disposal of the product and site restoration actions will be determined for each site by consultation among operations personnel, the provincial environmental protection agency or other environmental regulators and any external contracted professional environmental consultants.

It is the company’s responsibility when reporting a release to the regulatory agency or the Ministry of Environment (as appropriate) to inform any private individuals whose lands may be affected by the release. The company must notify the landowner of any release that occurs off a lease site, migrates off a lease site or occurs on an easement or right-of-way. The company is reminded that landowner cooperation is essential in being able to quickly respond to a release that is not on the normal working area of a lease site.
Post-Incident

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.
   - Cordon 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:

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

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.

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.
Post-Incident, continued

- 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.).

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, continued

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.

Within 30 days of the end of an incident, a Licensee must file with the Provincial Agency, National Energy Board (NEB), and / or the Transportation Safety Board (TSB), an Operator Incident Summary Report structured as outlined by the Provincial / Federal Agency. After reviewing the Operator Incident Summary Report, the Provincial and / or Federal agency may require that the licensee attend a meeting to further discuss the incident.

All documentation recorded during and following an emergency must be retained for up to five years in the event the Regulatory Agency requests it.
Section 5: External Agencies

Provincial Notification Matrix - Alberta
Provincial Notification Matrix – Saskatchewan
Provincial Lead Agency Roles - Alberta
Provincial Lead Agency Roles - Saskatchewan
Specific Government Agency Roles
   Health Services
   Local Authority
Provincial Supporting Agency Roles - Alberta
Provincial Supporting Agency Roles - Saskatchewan
Federal Agency Roles
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### Alberta Notification Requirements for Key Government Agencies

- **Alberta Notification Matrix**

#### Incident Type

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Contact</th>
<th>at any emergency level</th>
<th>as required for initial response</th>
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</thead>
<tbody>
<tr>
<td>Sour Gas / HVP Release (Uncontrolled)</td>
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<td>Chlorine Gas Release</td>
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<tr>
<td>Barred Combustible Gas Release</td>
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<tr>
<td>Spill / Transportation Incident (Unrefined Products)**</td>
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<tr>
<td>Serious Injury or Death (Including Vehicle Accidents)</td>
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<td>Missing Person</td>
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<tr>
<td>Fire / Explosion / B.L.E.V.E.</td>
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<tr>
<td>On-Site Incident Involving E2 Regulated Substance</td>
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<tr>
<td>Compulsory contact</td>
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<tr>
<td>a) Contact the local fire department if there is potential for secondary fires resulting from the ignition of spilled liquids or escaping gases.</td>
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<tr>
<td>b) Contact Alberta Health Services (AHS) if the incident has the potential to impact public health (e.g., contaminated drinking water).</td>
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<tr>
<td>c) Contact Occupational Health &amp; Safety and report when: an injury or accident results in death; an injury results in a worker being admitted to a hospital; a &quot;potentially serious” incident that had the potential to cause serious injury, but did not; 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, deck or hoist; or, there is a collapse or failure of any component of a building or structure necessary for its integrity.</td>
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<tr>
<td>d) Alberta Transportation EDGE (Environmental and Dangerous Goods Emergencies) is the first call for all transportation related spills/incidents. If spill is contained on-site, Alberta Transportation will contact the AER. If spill moves off-site or is in a waterbody, Alberta Transportation will contact Alberta Environment and Parks (AEP) and/or Environment &amp; Climate Change Canada (ECCC). Contact Alberta Transportation or the RCMP if an oil &amp; gas emergency affects a highway designated by 1, 2, or 3 digits (e.g., Hwy 2, Hwy 47, Hwy 637).</td>
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<tr>
<td>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.</td>
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<td>f) ECCC will be notified by AER as required for incidents involving regulated substances at E2 registered facilities, incidents involving PCBs or any liquids on first nations lands, in National Parks, into river or lake systems containing fish, or onto railway right-of-way.</td>
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<td>g) Contact the Canadian Transport Emergency Centre (CANUTEC) when a highway is shut down, there is an injury or fatality, there is a 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 of all 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.</td>
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<tr>
<td>h) Emergency Response Assistance Canada will only respond to incidents that involve the following LN numbers: 1075 (Propene, Butane, etc.) and 1076 (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.</td>
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<tr>
<td>i) Contact the Department of Fisheries and Oceans Canada to report an oil spill that occurs in or around fresh and marine waters.</td>
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<td>j) Indian Oil &amp; Gas (IOGC), the First Nation and the provincial authority must be notified immediately in the event of any oil 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.</td>
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<td>k) 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.</td>
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<tr>
<td>l) 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.</td>
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<td>m) Local Authorities include: cities, towns, villages, counties, municipal districts, improvement districts, special areas, metis settlements, and first nations reserve.</td>
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<td>n) 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.</td>
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<td>o) Contact the National Energy Board (via the Transportation Safety Board of Canada) for emergencies involving NEB regulated sites and inter-provincial pipelines.</td>
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<td>p) Occupational Health and Safety - see c) for further details on this agency’s role.</td>
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</table>
**Notification Requirements for Key Government Agencies**

### Incident Type

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tbody>
<tr>
<td>Sour Gas / HVP Release (Uncontrolled)</td>
<td>✓</td>
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<td>Chlorine Gas Release</td>
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<td>Sweet Combustible Gas Release</td>
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<td>Spills / Rail or Trucking Incidents (Defined Products)**</td>
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<td>Serious Injury or Death (including Vehicular Accidents)</td>
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<td>Missing Person</td>
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<td>Fire / Explosion / B.L.E.V.E.</td>
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<td>Pressure Vessel or Piping Incident</td>
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<td>Motor Vehicle Accident (No Injuries)</td>
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<td>Security Incidents</td>
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<td>On-Site Incident Involving E2 Regulated Substance</td>
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- **A** Compulsory contact by Saskatchewan Highways and Infrastructure or SaskPower.
- **B** Compulsory contact by Saskatchewan Ministry of Environment, Environmental Protection, and Spill Reporting.
- **C** Compulsory contact by the Department of Fisheries and Oceans Canada.
- **D** Compulsory contact by the Saskatchewan Water Security Agency for any incident that affect or may affect water bodies.
- **E** Compulsory contact by the Saskatchewan Ministry of Environment, Resource Stewardship, and Water Supply and Demand.
- **F** Compulsory contact by the Ministry of Energy and Resources (MER) to report any incident that requires the operator or licensee to initiate their emergency response plan, for any fire and any blow-out or kick. For all other incidents required to notify MER please refer to the Petroleum Industry Release Reporting Requirements chart included in the ERP.
- **G** Compulsory contact by the Saskatchewan Health Authority if the incident has the potential to impact public health (e.g., contaminated drinking water).
- **H** Compulsory contact by the Saskatchewan Health Authority (SHA) or health care organization.
- **I** Compulsory contact by the Ministry of Highways and Infrastructure and the RCMP if the emergency affects a highway designated by 1, 2, or 3 digits (e.g., Hwy 2, Hwy 47, Hwy 87).
- **J** Compulsory contact by the Saskatchewan Ministry of Environment as required for incidents involving regulated substances at E2 regulated 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.
- **K** Compulsory contact by Environment & Climate Change Canada (ECCC) will be notified by Sask Ministry of Environment as required for incidents involving regulated substances, for spills of toxic substances that require response, for any fire and any blow-out or kick. For all other incidents required to notify ECCC please refer to the Petroleum Industry Release Reporting Requirements chart included in the ERP.
- **L** Compulsory contact by Sask Power to report any incident that requires the operator or licensee to initiate their emergency response plan, for any fire and any blow-out or kick. For all other incidents required to notify Sask Power please refer to the Petroleum Industry Release Reporting Requirements chart included in the ERP.

Notices and the contact information above are intended to guide the lead agencies in their responsibilities, and do not address all possible incidents. Additional guidance and resources are available from the relevant agencies. 

### Key Government Agencies

- **Saskatchewan Ministry of Environment, Environmental Protection, and Spill Reporting:** Contact for incidents involving toxic substances or spills of regulated substances.
- **National Energy Board (NEB):** Contact for emergencies involving NEB regulated sites and inter-provincial pipelines.
- **Canadian Transport Emergency Centre (CANUTEC):** Contact for highway shutdowns, injuries or fatalities, railway right-of-way disruptions, containment breaches, and any other incidents involving dangerous goods.
- **Canadian Transport Emergency Centre (CANUTEC):** Contact for highway shutdowns, injuries or fatalities, railway right-of-way disruptions, containment breaches, and any other incidents involving dangerous goods.
- **Local Authorities:** Contact for local fire department incidents.
- **Smoke, Stench, and Boiling:** Contact for any incident involving smoke, stench, or boiling.
- **Clandestine Labs:** Contact for any incident involving clandestine labs.
- **Clandestine Labs:** Contact for any incident involving clandestine labs.
- **Toxic Substances:** Contact for any incident involving toxic substances.
- **Other Government Contacts:** Contact for any other government contacts.

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*Saskatchewan Notification Matrix*
Before the Incident

- Participate in exercises of this plan.
- Review and recommend changes to this plan.
- Maintain 24-hour telephone contact where energy resources industry emergencies can be reported.
- Maintain 24-hour emergency contact numbers where resources can be accessed to respond to energy resources industry emergencies.
- Make this plan available to stakeholders.
- Review and recommend changes to this plan with stakeholders.
- Manage and maintain appropriate records.
- Act as Subject Matter Expert (SME).
- Notifies all participants when the emergency has concluded and there is no longer any hazard to the public.

During the Incident

- Receive notification of the emergency and respond appropriately.
- Establish a public information service, including the use of the news media to inform and instruct the public of the emergency.
- Inform AEMA and the public when the emergency is over.
- 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.

After the Incident

- Participate in all PAs related the ERISP.
- Complete a "lessons learned" process based on the scope of involvement and provide any feedback to the industrial operator.
- Participate in multi-agency debriefings.
- Complete documentation or reporting in relation to the activation of the ERISP.

Note: The roles for the local authority and provincial health authority are not included in the Energy Resources Industry Emergency Support Plan (ERESP) Plan and will be coordinated during the public consultation program.

*AER - Alberta Energy Regulator  *AEMA - Alberta Emergency Management Agency  *AHS - Alberta Health Services

Revised June 2018
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.

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.

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**Note:** The roles for the local authority(s) and regional health authority(s) are not outlined in the Petroleum Industry Incident Support Plan and will be coordinated during the public consultation program.

*AER - Alberta Energy Regulator (Oil & Gas) / AEP - Alberta Environment and Parks / AEMA - Alberta Emergency Management Agency / EMERGENCY SERVICES – as managed / operated by the Local Authority / Health Authority Revised June 2018*
The Ministry of Energy and Resources (MER) is responsible for regulating environmental aspects of the oil and gas industry. This division has major responsibilities in all areas related to provincial jurisdiction over oil and gas resources.

- Act as the lead provincial government organization in petroleum industry emergency responses.
- Prepare in selected licensee ERP exercises.
- Review and recommend changes to Emergency Response Plans.
- Approve application for spill response plans, lines and gas plants, under the authority of the Oil and Gas Conservation Act/Regulations, the Pipelines Act, and the Crown Mineral Act/Regulations.
- Inspect and monitor field operators associated with the petroleum industry.
- Approve exploration programs.
- Control produced water disposal.

The Ministry of Energy and Resources is the lead for all Oil and Gas incidents associated with pipeline, flowline and well releases.

- Grant surface leases and easement agreements on Crown resource lands under the authority of several Acts. Provide advice on project development in environmentally sensitive areas, including guidance on environmentally acceptable construction and development practices.
- Provide advice on the management of Crown Lands in regard to habitat concerns to ensure sustainability and biological diversity.
- Establish conditions for the management and protection of natural resources including forests, fish, wildlife, lands, waters and parks.
- Protect primary resources including air, water, and soil using regulatory and non-regulatory controls (i.e., pollution prevention and regulation of waste dangerous goods).
- Conduct field inspections to ensure that project development and operation comply with relevant permits and conditions.
- Receive and audit wildlife prevention plans submitted as per Section 20 of The Wildfire Protection Act.

Wildlife Protection Operations
- Wildfire management on all crown lands (including parks) within the province to protect values at risk within those areas. This includes policy, prevention, mitigation detection, response and reclamation associated with wildfires.
- Wildfire priorities are: (1) Human Life; (2) Communities; (3) Major public and industrial infrastructure; (4) commercial and industrial operations; (5) Structures, natural resources and commercial/industrial operations.
- Provincial Wildfire is supported by provincial aircraft fleet, staff, equipment as well as contracted services primarily based out of northern parts of the province.
- The Wildfire Management Branch is often required to provide significant support to the Province’s Emergency Management Organization for non-wildfire type events.

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### Before the Incident

A call to 9-1-1 is often how first responders become aware of an emergency. As more people become aware of an emergency, the affected area increases or the emergency changes, more 9-1-1 calls are received.

- Local fire, police, paramedics, and search and rescue teams are normally the first to respond to an emergency. They are responsible for managing most local emergencies as part of the municipal emergency plan.
- Maintain readiness status for emergency notification.
- Maintain 24-hour emergency contact numbers.

### During the Incident

**RCMP**

- Provide emergency site security (establish inner and outer perimeter of emergency site).
- Assist in traffic and crowd control.
- Coordinate search and rescue activities.
- Advise medical examiner in the event of a fatality.
- Log all actions.

**Fire**

- Coordinate fire suppression, dangerous goods and rescue (except ground search and rescue).
- Activate the Fire Mutual Aid system if necessary.
- Assist with the evacuation of people.
- Log all actions.

**EMS**

- Act as the Emergency Site Manager, unless circumstances dictate otherwise.
- Casualty evaluation
- First aid on-site
- Casualty sorting and transportation.

**Lead Agency Roles**

- Saskatchewan municipalities are obliged to establish emergency plans by the *Emergency Planning Act, 1989*, which also empowers councils to be responsible for the direction and control of a municipal emergency response (to take action to implement the plan and to protect the property, health, safety and welfare of the public). The legislation is mandatory - it requires municipalities to:
  - Appoint a municipal planning committee
  - Establish an Emergency Measures (Management) Organization (EMO)
  - Appoint an Emergency Coordinator
  - Prepare an emergency plan.
- 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.
- Maintain 24-hour emergency contact numbers.

### 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.

**The Emergency Coordinator**

- Coordinate post-emergency debriefings and preparation of reports.
- Shall ensure amendments to the emergency plan are made.
- Log all actions and decisions.

**Saskatchewan Health Authority Representative**

- Provide emergency medical services on site.
- Advise Council through EOC Mgt. Team on related public health issues.
- Log all actions.

- Ensure local hospitals are alerted when there is potential for an impact from a release.
- Coordinate the provision of medical services during an emergency.
- In the separate and necessary, can declare a Local State of Public Health Emergency.
- When possible, work with all other responders to establish a single Regional EOC (REOC), initiate 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 requested.
- Inform Emergency Management & Fire Safety and the public when the emergency is over.

**Ministry of Environment - only contact if the incident impacts sensitive or natural areas, crown lands, farm lands, wildlife, or wet areas / water bodies.**

Revised April 2019
Alberta Health Services – South Zone
Environmental Public Health – Roles and Responsibilities
Oil and 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. AHS – South Zone would appreciate all ERP’s submitted in electronic format.

• Provide emergency phone numbers 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 ES 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.
- In consultation with the Zone Medical Officer of Health (MOH) provide guidance to stakeholders on substances that may affect public health, including Alberta Health acute exposure health effects for hydrogen sulphide and sulphur dioxide (Appendix 5).
- Conduct assessments, inspections and give regulatory direction, when appropriate, to ensure the requirements of provincial 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 program 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 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.
LOCAL HEALTH AUTHORITY

Resources would be provided in support of a petroleum emergency on an “as available” basis and in accordance with Local Health Authority Policy.

**Before the Event**
- Maintain readiness status for emergency notification.
- Participate in licensee’s preparatory training and exercises where possible.
- Maintain 24 hour emergency contact numbers.

**Upon the Notification of and during an Event**
- When possible work with all other responders to establish a single Regional Emergency Operations Centre (REOC).
- Provide representation at the off-site REOC or at the Government Emergency Operations Centre (GEOC) when established, if requested and if available.
- Provide advice to the GEOC and to the REOC on existing or potential health effects associated with the incident where possible.
- Provide accurate information to the public concerning the incident.
- Provide guidance and assistance at evacuation centre(s).
- Provide health related information about toxic chemicals and by-products.
- Provide guidance on public health advisories, public evacuation and sheltering.
- Investigate health complaints from the public.
- Provide health advice and safety levels for any health or special care facilities and for other persons that are likely to be sensitive from the impact as a result of the incident.
- Ensure local hospitals are alerted when there is potential for an impact from a release.
- Coordinate the provision of medical services during an emergency.
- Where appropriate and necessary, can declare a Local State of Public Health Emergency.

**Regional Health Authority Representative will:**
- Provide emergency medical services on site.
- Advise Council through EOC Management Team on related public health issues.
- Log all actions.

**After the Event**
- Provide guidance on rescinding a declaration of public evacuation and on allowing re-occupancy.
- Compile and maintain health related records and logs.
- Participate, where possible, in event debriefings.
- Complete incident related reports.
- Provide guidance on assessing and mitigating public health risks due to any residual environmental contamination following an event.
LOCAL AUTHORITY – M.D. of ACADIA NO. 261

Brazeau County has limited staff resources. Resources would be provided in support of an upstream emergency on an “as available” basis and in accordance with Local Authority Policy.

Before the Event

- Provide input to the industrial operator’s site-specific plan to ensure it is compatible with the Municipal Emergency Plan (MEP) where feasible.
- Train personnel to carry out functions as assigned by MEP or procedures.
- Maintain 24 hour emergency contact numbers.

Upon the Notification of and during an Event

- Establish contact with the industrial operator in order to:
  - Obtain additional hazard information.
  - Determine where roadblocks should be or are established.
  - Determine the direction of approach to the incident.
  - Determine if there are any injuries.
  - Find out what response and public protection actions have been taken by the upstream operation.
  - Identify what resources are required and where they should be staged.
  - Determine 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 County EOC (CEOC), as required.
- Request that the operator send a representative to join the CEOC
- Consult with the operator and Emergency Management Alberta, activating the emergency public warning system as required to alert people to life threatening hazards.
- Initiate public protection measures, as necessary.
- May dispatch a representative to the Government EOC (GEOC), when it is established, to coordinate the response, if requested.
- If resources are available, manage evacuation outside the Emergency Planning Zone (EPZ) and coordinate with the operator the evacuation of the public, including reception centre establishment and maintenance.
- If necessary, declare a local State of Emergency.
- 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.
- Provide timely news releases, if required.
- Inform AEMA and the public when the emergency is over.

After the Event

- Complete a “lessons learned” process based on the scope of involvement and provide any feedback to the industrial operator.
- Participate in multi-agency debriefings.
Emergency Services (as managed / operated by the Local Authority)

Emergency Services will also, as a general rule, provide resources in support of a petroleum incident, on an “as available” basis.

**Before the Event**
- Maintain readiness status for emergency notification.
- Maintain 24 hour emergency contact numbers.

**During the Event**
- Establish a unified OSCP / ICP (On-site Command Post / Incident Command Post).
- Communicate to CEOC and provide site reps as required.
- Coordinate fire protection where trained personnel are available.
- Coordinate with the ambulance provider and Alberta Health Services to ensure medical assistance is provided.
- Provide timely news releases, if required.

**After the Event**
- Complete a “lessons learned” process based on the scope of involvement and provide any feedback to the industrial operator.
- Participate in multi-agency debriefings.
R.M. OF CHESTERFIELD NO. 261
(County / MD / ID / SA / City / Town / Village / First Nations)

Resources would be provided in support of a petroleum emergency on an “as available” basis and in accordance with Local Authority Policy.

**Before the Event**
- Work with the licensee to effectively prepare for a petroleum industry incident. Provide input to the licensee’s site-specific plan to ensure it is compatible with the Municipal Emergency Plan (MEP) where feasible.
- Participate in licensee’s preparatory training and exercises where possible.
- Maintain 24 hour emergency contact numbers.

**Upon the Notification of and during an Event**
- Respond to and assess the emergency incident with the licensee.
- Establish contact with the licensee in order to obtain emergency status information such as:
  - Additional hazard information
  - Roadblock locations and if assistance is required to set up and maintain
  - Direction of approach to the incident
  - Determine the extent of any injuries.
  - Find out what response and public protection actions have been taken
  - The location of the On-site Command Post (OSCP) and any Emergency Operations Centres (EOCs).
- Activate the Municipal Emergency Plan (MEP) and establish a Municipal Emergency Operations Centre (MEOC) if required.
- When possible work with all other responders to establish a single Regional EOC (REOC) or have a representative present at the licensee’s EOC.
- If necessary, declare a State of Local Emergency.
- Activate the emergency public warning system to alert people to life threatening hazards, as required.
- Initiate public protection measures, as necessary.
- The licensee will coordinate notification and shelter in place or evacuation within the Emergency Planning Zone (EPZ). If the hazard area extends beyond the EPZ, the municipality will coordinate, with the licensee; evacuation of the public.
- Coordinate with the licensee establishment and maintenance of reception centre(s).
- 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.

**After the Event**
- Complete a "lessons learned" process and provide any feedback to the licensee.
- Participate in multi-agency debriefings.
Emergency Services (as managed / operated by the Rural Municipality)

Emergency Services will also, as a general rule, provide resources in support of a petroleum incident, on an "as available" basis.

**Before the Event**
- Maintain readiness status for emergency notification.
- Participate in licensees' exercises where possible.

**During the Event**
- Respond to and assess emergency incident to the scope of their abilities.
- Establish a unified OSCP / ICP (On-site Command Post / Incident Command Post).
- Communicate to MEOC and provide site reps as required.
- Assist with fire protection, to scope of ability where trained personnel are available.
- Provide emergency medical assistance, as required.
- Coordinate news releases with the licensee, if required.

**After the Event**
- Complete a “lessons learned” process and provide any feedback to the licensee.
- Participate in multi-agency debriefings.
### Before the Incident

- All departments/agencies should participate in training and exercises for the current and the Energy Resources Industry Emergency Support Plan (ERIESP).
- A multi-department/agency exercise will be held as required.

### During the Incident

- The AER may activate the ERIESP based on the following criteria:
  - Level 2 or 3 emergencies (as defined by the AER)
  - Any level of emergency that requires coordination of information and communication between departments/agencies and/or has significant provincial/national media interest.
- The AER will activate emergency procedures and coordinate the response to duty holders and local authorities. AEMA will develop emergency objectives to guide the Government of Alberta response and support to duty holders and local authorities.
- The AER will develop emergency objectives to guide the Government of Alberta response and support to duty holders and local authorities. AEMA will provide response support if dangerous goods are released.
- The AER may activate the ERIESP based on the following criteria:
  - Any level of emergency that requires coordination of information and communication between departments/agencies and/or has significant provincial/national media interest.
- Elevations of the POC will be escalated by AEMA. Once the elevations level of the POC has been escalated, provincial-level emergency control will be coordinated by AEMA under the leadership of the lead agency.
- The AER will activate emergency procedures to guide the response to duty holders and local authorities. AEMA will develop emergency objectives to guide the Government of Alberta response and support to duty holders and local authorities.

### After the Incident

- Complete a Post Incident Assessment (PIA) based on the scope of their involvement and the outcome.
- Integration of PIA into internal response processes.
- 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.
- 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 minimal to reduce recurrence of similar incidents.
- Ensure health and safety committee or health and safety representative as defined by OHS legislation has been involved in internal investigations.

### Supporting Agency Roles

<table>
<thead>
<tr>
<th>Task</th>
<th>OHS - Occupational Health &amp; Safety</th>
<th>AAF - Alberta Agriculture and Forestry</th>
<th>AT – Alberta Transportation</th>
<th>CPE – Communications and Public Engagement</th>
<th>JSG - Alberta Justice and Solicitor General</th>
<th>ABSA - Alberta Boilers Safety Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain and provide resources to support 24/7 employer reporting of incidents to OHS.</td>
<td>Maintain capacity for OHS attendance at a work site when warranted.</td>
<td>Act as subject matter expert (SME) relating to agriculture and livestock impacts.</td>
<td>Act as the liaison between farming/ranching community and the Government of Alberta (GoA).</td>
<td>Maintain emergency response resources.</td>
<td>Participate in all PIA related to the ERIESP.</td>
<td>Provides a summary of agriculture and livestock impacts during the PIA process. (If applicable)</td>
</tr>
<tr>
<td>Act as SME relating to agriculture and livestock impacts.</td>
<td>Act as the liaison between farming/ranching community and GoA during energy resources industry emergencies.</td>
<td>Act as SME relating to agriculture and livestock impacts.</td>
<td>Act as SME relating to agriculture and livestock impacts.</td>
<td>Conduct forest impact assessment. (If applicable)</td>
<td>Participate in all PIA related to the ERIESP.</td>
<td>Conduct agriculture and livestock impact assessments.</td>
</tr>
<tr>
<td>Maintain a 24/7 call centre (EDGE - Environmental and Dangerous Goods Emergencies) to receive emergency calls related to the transportation and regulation of dangerous goods as well as environmental spills/releases/ Incidents, and AER emergency notifications.</td>
<td>Maintain a team of trained Communications and Public Engagement personnel.</td>
<td>Conduct safety education and training.</td>
<td>Examine, certify and register Pressure Welders and Welding Examiners, Power Engineers, and Pressure Equipment Inspectors.</td>
<td>Confer distribution of AER messaging. Provide support as required.</td>
<td>Participate in all PIA related to the ERIESP.</td>
<td>Provide response support if dangerous goods are released.</td>
</tr>
<tr>
<td>Act as SME for dangerous goods incidents.</td>
<td>Maintain awareness of threats, vulnerabilities, and risks related to human induced industrial hazards.</td>
<td>Participate in all PIA related to the ERIESP.</td>
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<td>Participate in all PIA related to the ERIESP.</td>
<td>Participate in all PIA related to the ERIESP.</td>
<td>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.</td>
</tr>
<tr>
<td>Maintain the list of Critical Infrastructure and key assets in the Province of Alberta.</td>
<td>Review, accept and register pressure equipment designs and construction procedures that relate to pressure equipment.</td>
<td>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.</td>
<td>Review, accept and register pressure equipment designs and construction procedures that relate to pressure equipment.</td>
<td>Provide intelligence and threat risk assessments when appropriate and when requested, in relation to critical infrastructure and key assets.</td>
<td>Participate in all PIA related to the ERIESP.</td>
<td>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.</td>
</tr>
<tr>
<td>Maintain and regularly test the Emergency Notification System.</td>
<td>Provide a summary of transportation impacts during the PIA process. (If applicable)</td>
<td>Participate in all PIA related to the ERIESP.</td>
<td>Provide a summary of transportation impacts during the PIA process. (If applicable)</td>
<td>Participate in all PIA related to the ERIESP.</td>
<td>Participate in all PIA related to the ERIESP.</td>
<td>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.</td>
</tr>
<tr>
<td>Ensure that regular inspections of in-service pressure equipment are conducted.</td>
<td>Maintain awareness of threats, vulnerabilities, and risks related to human induced industrial hazards.</td>
<td>Review, accept and register pressure equipment designs and construction procedures that relate to pressure equipment.</td>
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</tr>
</tbody>
</table>
Supporting Agency Roles

### Before the Incident
- Maintain 24 hour emergency contact numbers and duty officer where resources can be accessed for a response related to this plan.
- Maintain specialty air monitoring team and equipment used to oversee and verify air monitoring during incident response.
- Act as SME.
- Prepare to act as lead agency when appropriate.

### During the Incident
- Ensure that non-energy industry resources environmental impacts are mitigated.
- Provide expertise to mitigate the impacts of non-energy resources industry liquid releases on land and into watercourses.
- Provide emergency drinking water supply engineering.
- Notify Fish and Wildlife staff in the area of the emergency.

### After the Incident
- Compile and maintain environment-emergency related records.
- Monitor environmental recovery, when required.

### The Workers’ Compensation Board
- 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.
- WCB has the overall responsibility for the administration of the workers’ compensation system in Alberta.
- Be a neutral and autonomous administrator of the worker’s compensation system.
- Strive to balance the interests of workers and employers.
- Delivery of workers’ compensation services to the workers and employers of Alberta.
- Make decisions based on evidence, law and policy and fair, impartial and transparent processes.

### Employer
- Employer must report to WCB within 72 hours of being notified of an injury/illness that results in or will likely result in:
  - Lost time or the need to temporarily or permanently modify work beyond the date of accident.
  - Death or permanent disability (amputation, hearing loss, etc.)
  - A disabling or potentially disabling condition caused by occupational exposure or activity (poisoning, infection, respiratory disease, dermatitis, etc.)
  - The need for medical treatment beyond first aid (assessment by a physician or chiropractor, physiotherapy, etc.)
  - Medical aid expenses (dental treatment, eyeglass repair/replacement, prescription medications, etc.)

Note: Immediately report fatalities and serious injuries to the OHS Contact Centre 1-866-415-8696.

### WCB - Workers’ Compensation Board
- Safely restores injured workers through return-to-work services to a level of competitive employability.
- Take reasonable measures to maintain a reasonable quality of life for severely injured workers through the provision of services allowed by legislation and policy.

### AEP - Alberta Environment & Parks
- Compensates injured workers for lost income, health care and other costs related to a work-related injury.
- Make decisions based on evidence, law and policy and fair, impartial and transparent processes.
Supporting Agency/Roles

Before the Incident
- This ministry works with employers and employees, as well as industry stakeholders to reduce and eliminate workplace injuries and create a safe work environment.
- Maintain 24 hour emergency contact number where resources can be accessed for reporting of serious injury or fatality.

During the Incident
- Dispatch representatives, when deemed appropriate, to evaluate and enforce compliance of regulations under provincial and territorial jurisdiction.
- Ensure that the company is monitoring the health and safety of all contractors and other workers who are not under the Canada Labour Code Jurisdiction.
- Provide authorization and assistance for establishing emergency roadblocks with company officials, local authorities and the RCMP.
- Provide assistance with the closure of provincial highways and the establishment of suitable detour routes.
- Provide advice and assistance with procurement of roadblock equipment.

Ministry of Health
- The Minister of Health and the Saskatchewan Health Authority boards have independent roles and responsibilities in relation to the following areas:
  - Strategic planning
  - Fiscal management and reporting
  - Quality management
  - Monitoring, evaluation and reporting
  - Conduct safety education and training.

Ministry of Highways
- Ministry of Highways manages Saskatchewan’s network of highways and infrastructure.
- Manages Saskatchewan’s Highway Hotline, ensuring Saskatchewan people, the trucking industry, and visitors have information on highway construction, road closures, and road conditions.
- Maintain 24 hour emergency contact number where resources can be accessed for a response related to Emergency Response Plans.

Ministry of Agriculture
- Review, accept and register pressure equipment designs and construction procedures that relate to pressure equipment.
- Issue certificate of inspection permits for pressure equipment before the equipment is placed into service.
- Ensure that regular inspections of in-service pressure equipment are conducted.
- Keep records for pressure equipment that has been registered for use, or manufactured, in Saskatchewan.
- Examine, certify and register Pressure Welders and Welding Examiners, Power Engineers, and Pressure Equipment Inspectors.
- Conduct safety education and training.

Ministry of Energy
- SaskPower generates safe, reliable and sustainable power for the people of Saskatchewan.
- SaskPower is the principal electric utility in Saskatchewan, Canada.
- SaskEnergy delivers the benefits of safe, convenient and environmentally friendly natural gas to more than 380,000 residential, farm, commercial and industrial customers throughout Saskatchewan.
- Purchase natural gas from independent suppliers and transport it through our 68,500-kilometer distribution system to 93% of Saskatchewan communities.

Ministry of Environment
- An agricultural industry emergency will be defined according to the following:
  - There is an immediate threat to livestock, public safety, personal property, the food chain or the environment.
  - There is an epidemic with the potential to spread.
  - There is an imminent threat to livestock, public safety, personal property, the food chain or the environment.
  - There is irrevocable harm.
  - An epidemic with the potential to affect the food chain or the environment.

Ministry of Transportation
- Provides advice and assistance in relation to agricultural matters.
- Provides veterinary guidance.
- Provides plant and animal health advice.
- Arranges emergency evacuation and rescue.
- Coordinates livestock feeding services in the event of an emergency.
- Operates under the Terrestrial Animal Disease Emergency Support (TADES), in coordination with federal agencies.

Ministry of Labour
- This ministry works with employers and employees, as well as industry stakeholders to reduce and eliminate workplace injuries and create a safe work environment.
- Maintain 24 hour emergency contact number where resources can be accessed for reporting of serious injury or fatality.

Ministry of Health & Safety
- The Minister of Health and the Saskatchewan Health Authority boards have independent roles and responsibilities to ensure compliance with the provincial OHS legislation.
- Maintain 24 hour emergency contact number where resources can be accessed for reporting of serious injury or fatality.
- Work with appropriate local and federal entities to facilitate the restoration of roadways and utilities.
- The Ministry and Saskatchewan Health Authority will conduct after Action Reviews to review operations and lessons learned to enhance emergency preparedness and response plans for potential future events.
- Ensure appropriate data is collected to monitor the health effects of the incident.
- Recommend further investigation or research after the event is warranted.

Ministry of Agriculture & Food
- The WCB is the provincial agency that delivers workplace insurance to Saskatchewan employers and benefits to Saskatchewan workers when they are injured on the job.
- The Workers’ Compensation Act, 2013, together with the General Regulations and Exclusions, make up the laws under which the Saskatchewan Workers’ Compensation Board operates.
- Provide registered employers with workplace insurance coverage.
- Assess fair premiums.
- Educate employers and workers about injury prevention through WorkSafe Saskatchewan and the WCB’s Prevention Department.
- Help employers develop and implement safety and prevention programs.
- Support research to prevent and reduce injuries and occupational diseases.

Ministry of Economic Development
- Employer must contact the WCB within 5 days after the date on which they’ve become aware of an injury that prevents a worker from earning full wages or that necessitates medical aid. The employer shall notify the board in writing of:
  - The nature, cause and circumstances of the injury.
  - The time of the injury.
  - The place where the injury happened.
  - The name and address of any physician who attends the worker for his or her injury.
  - Any further particulars of the injury or claim for compensation that the board may require.

Ministry of Labour
- Will inspect and review the events of serious injuries or death to workers under provincial and territorial jurisdiction to ensure compliance with the provincial OHS legislation.
**Before the Incident**

**ECCC** - Environment & Climate Change Canada

- Federal pull-out of incident response services and coordination - ECCC is the focal point for ECCC.
- Designs and manages the National Environmental Emergency Program which protects Canadians and their environment from the effects of environmental emergencies through effective coordination and management.

**DFO** – Canadian Department of Fisheries & Oceans

- ECCC provides specialized advice in shoreline clean-up assessment techniques (SCAT).
- Provides advice on mitigation and cleanup measures.

**ISC** – Indigenous Services Canada

- Collects emergency response services in the provinces and territories.
- Aids in search and rescue operations.

**Indian Oil & Gas Canada**

- IOGC operates pursuant to the *Indian Oil & Gas** Act, as well as other relevant legislation and guidelines (see Acts and Regulations). Oil and gas activity on First Nation reserve lands depends on acts to accommodate future needs, as well as the continuity of primary care in communities in cooperation with provincial health services. All these services are coordinated and delivered by ISC-FNIHB in the First Nations on a date-to-day basis and during large scale disasters to assist the communities.

**Public Health Agency of Canada**

- Health services in the provinces and territories.
- Manages emergency preparedness and emergency response plans and keeps them up to date.
- Designs and delivers training courses that teach health workers how to respond to emergencies.

**NAV Canada**

- NAV Canada is a private company that coordinates the safe and efficient movement of aircraft between Canada and the rest of the world.
- Work with provincial environment protection agencies and may be initially notified by ECCC.

**The Centre for Emergency Preparedness and Response (CEPR)**

- During a health emergency or disaster, Health Canada and the Public Health Agency of Canada are responsible for supporting emergency health services and social services in the provinces and territories.

**The Canadian Coast Guard**

- The Canadian Coast Guard is the federal agency for ensuring appropriate response to all environmental spills and oil and gas spills in its waters and waters under its jurisdiction.
- The Centre for Emergency Preparedness and Response (CEPR) is responsible for:
  - Developing and maintaining national emergency response plans for the Public Health Agency of Canada and Canada.
  - Assessing public health risks during emergencies.
  - Strengthening intergovernmental collaboration on public health and facilitate national approaches to public health policy and planning.
  - Managing emergency preparedness and emergency response plans and keeps them up to date.
  - Provides training courses that teach health workers how to respond to emergencies.

**During the Incident**

**ECCC’s services during an environmental emergency:**
- Collaborate with federal, provincial, territorial and international environmental protection agencies to enable rapid sharing of information.
- Consult and chair a Science Table of experts and stakeholders to develop consensus based advice to the Lead Agency.
- Identify environmentally sensitive areas and priorities (sensitivities and resource at risk mapping).
- Advise on the fate and behavior of the spilled product.
- Advise on sampling and laboratory analysis.
- Can conduct post-emergency assessments.

**DFO’s services during an environmental emergency:**
- Work closely with ECCC, The Canadian Coast Guard and other provincial environmental agencies.
- Recede the NOTAM and re-open airspace that was closed due to emergency.

**ISC’s services during an environmental emergency:**
- Work collaboratively with the provinces and territories to test ways in which the Canadian health care system can be improved and ensure its sustainability for the future.

**Indian Oil & Gas Canada’s services during an environmental emergency:**
- IOGC is responsible for oil and gas on First Nation reserve lands across Canada, but only a handful of reserves exist north of the 60th parallel. Therefore, provincially all of IOGC works is south of the 60th parallel, with most of that in the Western Canada Sedimentary Basin.

**Federal Agency Roles**

- As requested by the provincial oil and gas regulator, the Flight Information Centre will issue a NOTAM (Notice to Airmen).
- To close air space beyond an airport (e.g. above a sour gas release), the Flight Information Centre can be contacted by the provincial oil and gas regulator.

**During and After the Incident**

**ECCC can conduct post-emergency assessments:**
- Provides specialized advice in shoreline clean-up assessment techniques (SCAT).
- Provides advice on mitigation and cleanup measures.

**DFO can conduct post-emergency assessments:**
- Provides specialized advice in shoreline clean-up assessment techniques (SCAT).
- Provides advice on mitigation and cleanup measures.

**ISC can conduct post-emergency assessments:**
- Work closely with ECCC, The Canadian Coast Guard and other provincial environmental agencies.
- Recede the NOTAM and re-open airspace that was closed due to emergency.

**IOGC can conduct post-emergency assessments:**
- IOGC is an organization committed to managing and regulating all oil and gas resources on First Nation reserve lands. It is a special operating agency within Indigenous Services Canada.

**In the event of an emergency situation, the Office of Emergency Responses Services (OERS) is responsible for supporting emergency health services and social services in the province, territories or abroad.** It manages the National Emergency Disaster System (NEDS), which includes medical, pharmaceutical and related emergency supplies. The Office is responsible for the federal response to emergencies that have health repercussions; this includes the deployment of health emergency response resources (IERT). If a public health emergency grows beyond one province and/or territory, the Public Health Agency of Canada usually gets involved.

---

**Acts and Regulations:**

- https://www.pgic-iogc.gc.ca/eng/1100110010437/1100110010438

---

*Indian Oil & Gas Services* - Indigenous Services Canada, Regional Operations and First Nations and Inuit Health Branch

**Indian Oil & Gas Services**

- IOGC is responsible for oil and gas on First Nation reserve lands across Canada, but only a handful of reserves exist north of the 60th parallel. Therefore, provincially all of IOGC works is south of the 60th parallel, with most of that in the Western Canada Sedimentary Basin.

**IOGC’s general responsibilities are to:**

- Identify and evaluate oil and gas resource potential on Indian reserve lands;
- Encourage companies to explore for, drill and produce these resources through leasing activity;
- Ensure available production, tax and production of royalties can be sent to First Nations; and
- Ensure compliance with and administer the regulatory framework in a fair manner.

**IOGC operates pursuant to the:**

- Indian Oil and Gas Act and Indian Oil and Gas Regulations, 1995, as well as other relevant legislation and guidelines (see Acts and Regulations). Oil and gas activity on First Nation reserve lands is determined by agreements involving First Nation band councils, oil and gas companies, and Indian Oil and Gas Canada.

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*Additional information available at:*

- Acts and Regulations: https://www.pgic-iogc.gc.ca/eng/1100110010437/1100110010438

---

*ECCC - Environment & Climate Change Canada*

*DOF – Canadian Department of Fisheries & Oceans*

*ISC – Indigenous Services Canada*

*FNHB - First Nation & Inuit Health Branch*

*RO - Regional Operations*

*IOGC - Indian Oil & Gas Canada*

Revised April 2019
Emergency Response Assistance Canada (ERAC) is a not for profit cooperative organization built by industry for industry providing safe, timely effective, sustainable, cost effective flammable liquids and gases emergency preparedness and response assistance to all Plan Participants and Stakeholders of ERAC. ERAC will act on behalf of the Plan Participant to develop, submit, update, and respond to the requirements of the Plan Participant ERAP submitted to and approved by Transport Canada.

ERAC provides a network of experienced, trained Technical Advisors (TAs), who are not blinding on the plan (RMAs) and Response Teams who respond to rail, road and stationary tank incidents involving flammable gases, Class 2.1 Liquefied Petroleum Gas (LPG) emergencies and Flammable Liquids Class 3 rail transport and road cargo tank transport emergencies. The emergency responders are always on call and respond within 2 hours by telephone number.

Once a year, there is Regional Training that is held in each region for the Remedial Measures Advisors, Technical Advisors, Response Team Leaders, Alternate Team Leaders as well as all Response Team Members to test their knowledge and skills in the use of the Job Aid. Also, once every two years, National Training Session is held for all the Remedial Measures Advisors, Technical Advisors, Response Team Leaders and Alternate Team leaders across Canada.

Public Safety Canada works with provincial and territorial officials to ensure first responders and emergency management personnel are well-prepared through education, support and exercises. ERAC Public Safety Canada houses the Government Operations Centre at the hub of the national emergency management system. It’s an advanced centre for monitoring and coordinating the federal response to an emergency.
Section 6: Forms

Form Descriptions

Incident Command System (ICS) Forms

ICS 201 Incident Briefing
ICS 202 Incident Objectives
ICS 203 Organization Assignment List
ICS 204 Assignment List
ICS 207 Incident Organization Chart
ICS 208 Safety Message / Plan
ICS 209 Incident Status Summary
ICS 211 Check-In / Out List
ICS 214 Activity Log
ICS 215 Operational Planning Worksheet
ICS 215A IAP Safety Analysis
ICS 221 Demobilization Checkout
ICS 230 Meeting Schedule
ICS 231 Meeting Summary
ICS 233 Incident Open Action Tracker

Emergency Forms

A1 Initial Emergency Report Form
A2 Odour Complaint Script
A3 Regulatory First Call Communication
A4 Incident Action Plan Checklist
A5 Air Monitoring Log
A6 Threatening Call / Bomb Threat
A7 STARS Landing Zone Card

Resident Forms

B1 Reception Centre Registration Log
B2 Resident Compensation Log
B3 Resident Contact Log
B4 Roadblock Log
B5 Evacuation Notice
B6 Early Notification / Voluntary Evacuation Phone Message
B7 Shelter-In-Place Phone Message
B8 Evacuation Phone Message

Media Forms

C1 Preliminary Media Statement
C2 Media Contact Log
C3 Government Agency Contact Log
C4 Media Centre Site
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.

<table>
<thead>
<tr>
<th>Standard ICS Form Title</th>
<th>ICS Form Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS 201 Incident Briefing</td>
<td>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.</td>
</tr>
<tr>
<td>ICS 202 Incident Objectives</td>
<td>Describes the basic strategy and objectives for use during each operational period.</td>
</tr>
<tr>
<td>ICS 203 Organization Assignment List</td>
<td>Provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position.</td>
</tr>
<tr>
<td>ICS 204 Assignment List</td>
<td>Informs Division and Group supervisors of incident assignments.</td>
</tr>
<tr>
<td>ICS 207 Incident Organization Chart</td>
<td>A complete picture of the organizational structure for the incident.</td>
</tr>
<tr>
<td>ICS 209 Incident Status Summary</td>
<td>Summarizes incident information for staff members and external parties, and provides information to the Public Information Officer for preparation of media releases.</td>
</tr>
<tr>
<td>ICS 211 Check-In/Out List</td>
<td>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.</td>
</tr>
<tr>
<td>ICS 214 Activity Log</td>
<td>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.</td>
</tr>
<tr>
<td>ICS 215 Operational Planning Worksheet</td>
<td>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.</td>
</tr>
<tr>
<td>ICS 215A Incident Action Plan</td>
<td>Used to communicates to the Operations and Planning Section Chiefs the potential hazards identified by the Safety Officer. It identifies mitigation measures to address the identified hazards.</td>
</tr>
<tr>
<td>ICS 221 Demobilization Checkout</td>
<td>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.</td>
</tr>
<tr>
<td>ICS 230 Meeting Schedule</td>
<td>To record information about the daily scheduled meeting activities.</td>
</tr>
<tr>
<td>ICS 231 Meeting Summary</td>
<td>Provides more detailed information concerning the attendees and notes from a particular meeting.</td>
</tr>
<tr>
<td>ICS 233 Incident Open Action Tracker</td>
<td>Used by Command Staff to track time sensitive tasks / actions assigned to incident personnel.</td>
</tr>
</tbody>
</table>
## Form Descriptions, continued

<table>
<thead>
<tr>
<th>Emergency Form Title</th>
<th>Emergency Form Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A1 Initial Emergency Report Form</strong></td>
<td>Used by recipient of a phone call from either a member of the public or other company personnel to record detailed information about incident.</td>
</tr>
<tr>
<td><strong>A2 Odour Complaint Script</strong></td>
<td>Used to record odour information from a member of the public as well as scripts to follow.</td>
</tr>
<tr>
<td><strong>A3 Regulatory First Call Communication</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>A4 Incident Action Plan Checklist</strong></td>
<td>A checklist of other forms and information required to accurately create an incident action plan.</td>
</tr>
<tr>
<td><strong>A5 Air Monitoring Log</strong></td>
<td>A form used by designated Air Monitor personnel to log information about air quality readings.</td>
</tr>
<tr>
<td><strong>A6 Threatening Call / Bomb Threat</strong></td>
<td>Detailed point driven form used to document incoming phone calls pertaining to personnel threats and bomb threats.</td>
</tr>
<tr>
<td><strong>A7 Stars Landing Zone Card</strong></td>
<td>An information card utilized if medical evacuation is required via STARS Air Ambulance.</td>
</tr>
<tr>
<td><strong>B1 Reception Centre Registration Log</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>B2 Resident Compensation Log</strong></td>
<td>Detailed spreadsheet for expenses incurred by evacuees so that compensation may be properly dealt with.</td>
</tr>
<tr>
<td><strong>B3 Resident Contact Log</strong></td>
<td>A log used by various company personnel to record contact made with residents, whether they’re sheltered / evacuated and if assistance is required.</td>
</tr>
<tr>
<td><strong>B4 Roadblock Log</strong></td>
<td>A log used by designated Roadblock personnel to identify details about vehicles and persons entering or exiting a hazard area.</td>
</tr>
<tr>
<td><strong>B5 Evacuation Notice</strong></td>
<td>A document to be left in doors / windows of surface developments that are unable to be contacted as a way to issue evacuation instructions.</td>
</tr>
<tr>
<td><strong>B6 Early Notification/Voluntary Evacuation Message</strong></td>
<td>A script and document filled out by Telephoner personnel issuing calls to residents for early notification and voluntary evacuation purposes.</td>
</tr>
<tr>
<td><strong>B7 Shelter-In-Place Message</strong></td>
<td>A script and document filled out by Telephoner personnel issuing calls to residents with shelter-in-place instructions.</td>
</tr>
<tr>
<td><strong>B8 Evacuation Phone Message</strong></td>
<td>A script and document filled out by Telephoner personnel issuing calls to residents with evacuation instructions.</td>
</tr>
</tbody>
</table>
### Form Descriptions, continued

<table>
<thead>
<tr>
<th>Media Form Title</th>
<th>Media Form Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1 Preliminary Media Statement</td>
<td>A generic script used by the Media Spokesperson to issue media statements until which time more detailed information is known and can be issued.</td>
</tr>
<tr>
<td>C2 Media Contact Log</td>
<td>A log used to identify what media outlets/persons have contacted the company and their contact information.</td>
</tr>
<tr>
<td>C3 Government Agency Contact Log</td>
<td>A log used to identify what government agencies have been notified about the incident.</td>
</tr>
<tr>
<td>C4 Media Centre Site</td>
<td>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.</td>
</tr>
</tbody>
</table>
This page intentionally is left blank
<table>
<thead>
<tr>
<th>Incident Name:</th>
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</thead>
<tbody>
<tr>
<td>Date/Time Initiated:</td>
</tr>
<tr>
<td>Prepared By:</td>
</tr>
<tr>
<td>ICS Position:</td>
</tr>
<tr>
<td>Level of Emergency</td>
</tr>
<tr>
<td>☐ Alert / Minor</td>
</tr>
<tr>
<td>☐ Level 1</td>
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<tr>
<td>☐ Level 2</td>
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<tr>
<td>☐ Level 3</td>
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</tbody>
</table>

**Map Sketch:**

*Note: Maps can be drawn or attached here.*

**Situation Summary:** (Write description or attach A1)

**Safety Briefing:**
### Current and Planned Objectives:

**Priorities:**
1. Life Safety
2. Incident Stabilization
3. Property & Environment

### Current and Planned Actions, Strategies and Tactics:

<table>
<thead>
<tr>
<th>Time:</th>
<th>Actions:</th>
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<tbody>
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</table>
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.

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

<table>
<thead>
<tr>
<th>Resource(s)</th>
<th>Time Called</th>
<th>ETA</th>
<th>On-Site</th>
<th>Notes (Location/Assignment/Status)</th>
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### External Notifications: (Government)

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<th>Agency</th>
<th>Time Called</th>
<th>Notes</th>
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</table>
ICS 202 Incident Objectives

<table>
<thead>
<tr>
<th>Incident Name:</th>
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</thead>
<tbody>
<tr>
<td>Date / Time Initiated:</td>
</tr>
<tr>
<td>Prepared by:</td>
</tr>
</tbody>
</table>

**General Control Objectives for the Incident:**

| 1 |  
| 2 |  
| 3 |  
| 4 |  
| 5 |  

**Weather Forecast:**

**General Safety Message:**

*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.*
# ICS 203 Organization Assignment List

<table>
<thead>
<tr>
<th>Incident Name</th>
<th>Operational Period (Date/Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From:</td>
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<td>To:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident Commander(s)</th>
<th>Operations Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>IC</td>
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</table>

## On-Site Group

<table>
<thead>
<tr>
<th></th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Officer</td>
<td>Lead</td>
</tr>
<tr>
<td>Assistant</td>
<td></td>
</tr>
<tr>
<td>Information Officer</td>
<td>Lead</td>
</tr>
<tr>
<td>Assistant</td>
<td></td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>Lead</td>
</tr>
<tr>
<td>Assistant</td>
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</tbody>
</table>

## Public Safety Group

<table>
<thead>
<tr>
<th>Agency Representatives</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>Lead</td>
</tr>
<tr>
<td>Name</td>
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</table>

## Planning Section

<table>
<thead>
<tr>
<th></th>
<th>Division/Group</th>
<th>Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources Unit</td>
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<tr>
<td>Situation Unit</td>
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<tr>
<td>Environmental Unit</td>
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<tr>
<td>Documentation Unit</td>
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<tr>
<td>Demobilization Unit</td>
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<tr>
<td>Technical Specialists</td>
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</tr>
</tbody>
</table>

## Logistics Section

<table>
<thead>
<tr>
<th></th>
<th>Division/Group</th>
<th>Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief</td>
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<td>Deputy</td>
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<td>Supply Unit</td>
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<tr>
<td>Facilities Unit</td>
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</tbody>
</table>

## Finance / Admin Section

<table>
<thead>
<tr>
<th></th>
<th>Chief</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Support Unit</td>
<td></td>
</tr>
<tr>
<td>Communications Unit</td>
<td></td>
</tr>
<tr>
<td>Medical Unit</td>
<td>Time Unit</td>
</tr>
<tr>
<td>Food Unit</td>
<td></td>
</tr>
</tbody>
</table>

**Prepared By:** (Resources Unit) **Date/Time**

---

**Section 6: Forms**
# 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

<table>
<thead>
<tr>
<th>Resource Identifier</th>
<th>Leader</th>
<th>No. of Persons</th>
<th>Contact Cell #, radio freq. Etc.</th>
<th>Reporting Location, Special Equipment and Supplies, Remarks</th>
</tr>
</thead>
<tbody>
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## Work Assignments:

**Special Instructions:**

**Division / Group Communications Summary**

<table>
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<tr>
<th>Function</th>
<th>Frequencies</th>
<th>System</th>
<th>Chan.</th>
<th>Function</th>
<th>Frequencies</th>
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<th>Chan.</th>
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</thead>
<tbody>
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<td>Command</td>
<td>Local Repeat</td>
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<td>Logistics</td>
<td>Local Repeat</td>
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<td>Ground to Air</td>
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**Prepared By:**
- (Resource Unit Leader)

**Signature:**

**Date:**

**Time:**

---

Section 6: Forms
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.

---

**Command Staff**
- Incident Commander
- Deputy Incident Commander
- Public Information Officer
- Liaison Officer
- Safety Officer

**General Staff**
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief

**Operations (Doers)**
- Public Safety
- Logistics
- Containment
- Operations

**Planning (Thinkers)**
- Finance / Administration
- Logistics
- Public Safety

**Finance / Admin. Section Chief**
- Time Unit
- Procurement Unit
- Compensation & Claims Unit
- Cost Unit

**Demobilization Unit**
- Telephoners
- Public Safety Group Supervisor
- Roadblocks
- Rovers
- Reception Centre Rep

**Site Safety**
- Air Monitor Lead
- Roadblock Team Lead
- Rover Team Lead
- Telephoners

**Control**
- Air Monitors
- Roadblocks
- Rovers
- Telephoners

---

Revised June 2018
# Section 6: Forms

<table>
<thead>
<tr>
<th>Incident Name:</th>
<th>Operational Period:</th>
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<tbody>
<tr>
<td></td>
<td>From: Date________</td>
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<td>Time_______________</td>
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<td>To: Date___________</td>
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<td></td>
<td>Time_______________</td>
</tr>
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</table>

**Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:**

<table>
<thead>
<tr>
<th>Site Safety Plan Required?</th>
<th>Yes</th>
<th>No</th>
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</table>

**Approved Site Safety Plan(s) Located At:**

<table>
<thead>
<tr>
<th>Prepared By:</th>
<th>Date Prepared:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name and Position)</td>
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<table>
<thead>
<tr>
<th>Signature:</th>
<th>Time Prepared:</th>
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*ICS 208 Safety Message / Plan*
# ICS 209 Incident Status Summary

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<thead>
<tr>
<th>Incident Name:</th>
<th>Location of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date / Time Initiated:</td>
<td>(LSD / NTS)</td>
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<tr>
<td>Prepared by:</td>
<td>ICS Position</td>
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</table>

## Incident Details:

<table>
<thead>
<tr>
<th>Gas readings:</th>
<th>H₂S</th>
<th>SO₂</th>
<th>LEL</th>
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</thead>
</table>

### Level of Emergency:

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

### Affect Medium: (Check all that apply)

- □ Air
- □ Water
- □ Soil
- □ Other – Specify:

### Site Type: (Select only 1)

- □ Well (Active)
- □ Well (Abandoned/Suspended)
- □ Remote Sump
- □ Battery/Plant/Facility
- □ Tank Farm/Storage
- □ Pipeline
- □ Riser (Pipeline)
- □ Road or Road Structure
- □ Name: Location on Road:
- □ Other – Specify:

### Incident Type: (Check all that apply)

- □ Sour Gas Release
- □ Sweet Gas Release
- □ Liquid Spills
- □ Natural Disaster/Weather
- □ Fire/Explosion
- □ Drilling Kick
- □ Worker Injury/Fatality
- □ Security (theft, threat, terrorism)
- □ Induced Seismicity
- □ Well Bore Communication
- □ Pipeline Boring
- □ Vehicle/Transportation
- □ Equipment/Structural Damage
- □ Pipeline Break
- □ Well Control
- □ Other – Specify:

### Activity: (Check all that apply)

- □ Construction (Road, Lease, Pipe)
- □ Drilling/Exploration
- □ Waste Management
- □ Processing
- □ Well Fracturing
- □ Servicing
- □ Repair
- □ Flaring (Emergency)
- □ Well Testing
- □ Pressure Testing
- □ Transportation
- □ Other – Specify:
<table>
<thead>
<tr>
<th>Consequence or Impacts: (Check all that apply, if none, leave blank)</th>
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</thead>
<tbody>
<tr>
<td>□ Worker Safety (Injuries, Fatalities) □ Property</td>
</tr>
<tr>
<td>□ Economic (Loss of and/or damage to equipment or infrastructure, loss of production, work stoppage)</td>
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<tr>
<td>□ Other – Specify:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Information:</th>
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</thead>
<tbody>
<tr>
<td>Is spill off lease? □ Yes - Estimated spill quantity: □ No</td>
</tr>
<tr>
<td>□ Liquid Hydrogen (Crude, Oil, Diesel, Fuel) □ Toxic Gas Liquid (&gt;1% Different Toxins)</td>
</tr>
<tr>
<td>□ Acid □ Emulsion (Oil, Gas, Water) □ Sweet Natural Gas □ Salt Water</td>
</tr>
<tr>
<td>□ Methanol □ Non-Toxic Liquids □ Fresh Water</td>
</tr>
<tr>
<td>□ Sour Natural Gas □ Sour Liquids (&lt;1% H₂S) □ Other – Specify:</td>
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<tr>
<td>□ Non-Toxic Gases (Nitrogen, Carbon Dioxide, Inert Gases)</td>
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</table>

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<thead>
<tr>
<th>Area Information:</th>
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<tbody>
<tr>
<td>Land Type: □ Private Land □ Crown Land Field Name:</td>
</tr>
<tr>
<td>Area Type: □ Forest □ Muskeg □ Farmland □ Residential □ Other</td>
</tr>
<tr>
<td>Access: □ Helicopter □ ATV □ 4WD □ 2WD □ Unknown</td>
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<tr>
<td>Name of road the asset is located on:</td>
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<tr>
<td>KM where the incident occurred:</td>
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<tr>
<td>Distance to nearest residence/public facility:</td>
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<tr>
<td>Nearest City/Town/Open Camp:</td>
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<thead>
<tr>
<th>Weather Conditions:</th>
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<tbody>
<tr>
<td>Weather Conditions □ Clear □ Cloudy □ Other:</td>
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<tr>
<td>Wind Direction N NE NW E SE S SW W</td>
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<tr>
<td>Wind Strength □ Calm □ Moderate □ Strong □ Gusty</td>
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<tr>
<td>Temperature °C</td>
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<thead>
<tr>
<th>Public / Worker Injuries / Medical Emergencies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ First Aid □ Hospitalization □ Fatality □ Other – Specify:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Notification: (Notify all agencies as required)</th>
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</thead>
<tbody>
<tr>
<td>□ 911 (Police/RCMP, Fire, EMS) □ Energy Regulator (OGC, AER*, etc.) □ Local Authority (MD, County, Town, City) □ Health Authority</td>
</tr>
<tr>
<td>□ National Energy Board (NEB) □ Occupational Health &amp; Safety (OH&amp;S) □ Emergency Management Agency □ Ministry of Transportation</td>
</tr>
<tr>
<td>□ Workers' Compensation Board (WCB) □ Emergency Response Assistance Canada (ERAC) □ Western Canadian Spill Services (WCSS) □ CANUTEC</td>
</tr>
<tr>
<td>□ Transportation Dangerous Goods (TDG) □ Other □ Other □ Other</td>
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</tbody>
</table>

*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.

Refer to the Government Notification Matrix and External Agencies Contact List or Area Specific Information for complete list of agencies requiring contact.
### Agency Notification

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Contact Name</th>
<th>Contact Number</th>
<th>Notified (Y/N)</th>
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</table>

Collect all completed C3 Government Agency Contact Logs from responders for full documentation.

**Notes:**

### Roadblock Locations:

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<tr>
<th>Roadblock Number</th>
<th>Name</th>
<th>Location/LSD</th>
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Collect all completed B4 Roadblock Logs from responders for full documentation.

**Notes:**
### Air Monitor Locations:

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<th>Name</th>
<th>Location/LSD</th>
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</table>

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

**Notes:**

### Reception Centres

<table>
<thead>
<tr>
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<th>Phone Number</th>
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</table>

**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  Staging Area  ICS Res. Unit  Other: 

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Date of Check-in</th>
<th>Supervisor Name</th>
<th>Total # of Personnel</th>
<th>Incident Assignment</th>
<th>Assigned</th>
<th>Available</th>
<th>Date of Check-out</th>
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Notes:
ICS 214 Activity Log

Incident Name:

Date / Time Initiated:

Prepared by:  
Position / Title:

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<th>Personnel Assigned</th>
<th>Name</th>
<th>ICS Position</th>
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<tr>
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<th>Actions</th>
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Section 6: Forms
# ICS 215 Operational Planning Worksheet

## Section 6: Forms

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<tr>
<th>Incident Name:</th>
<th>Operational Period:</th>
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<td>To: Date ________ Time ________ To: Date ________ Time ________</td>
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<table>
<thead>
<tr>
<th>Branch</th>
<th>Division, Group, or Other</th>
<th>Work Assignments &amp; Special Instructions</th>
<th>Resources</th>
<th>Overhead Position(s)</th>
<th>Special Equipment &amp; Supplies</th>
<th>Reporting Location</th>
<th>Requested Arrival Time</th>
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</tbody>
</table>

**Total Resources Required:**

**Total Resources - Have on Hand:**

**Total Resources Need to Order:**

---

Prepared by:

Name: Position/Title: Date/Time: Signature:
## ICS 215a Incident Action Plan Safety Analysis

### Section 6: Forms

<table>
<thead>
<tr>
<th>Division or Group</th>
<th>Potential Hazards</th>
<th>Controls (e.g., PPE, buddy system, escape routes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Hazard</td>
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</table>
## Incident Name / Number:

## Date / Time:

## Demob. Number:

### Unit/Personnel Released:

### Transportation Type / Number:

### Actual Release Date / Time:

### Manifest Completed? □ Yes □ No

### Destination:

- □ Notify:
  - □ HQ
  - □ Agency
  - □ Region
  - □ Area
  - □ Dispatch

### Unit Leader responsible for collecting performance rating

#### Name:

#### Date:

#### Remarks:

---

**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

- □ Supply Unit
- □ Communications Unit
- □ Facilities Unit
- □ Ground Support Unit Leader

#### Planning Section

- □ Demobilization Unit

#### Finance/Admin Section

- □ Time Unit

#### Other

- □
- □

---

**Prepared By:**

( Name and Position )

**Signature:**

---

**Section 6: Forms**
## ICS 230 Meeting Schedule

<table>
<thead>
<tr>
<th>Incident Name:</th>
<th>Operational Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From: Date __________ Time ______________</td>
</tr>
</tbody>
</table>

### Meeting Schedule (Commonly-held meetings are included)

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Meeting Name</th>
<th>Purpose</th>
<th>Attendees</th>
<th>Location</th>
</tr>
</thead>
</table>

Prepared by: (Situation Unit Leader) 

Date / Time:
<table>
<thead>
<tr>
<th>Incident Name:</th>
<th>Meeting Date / Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Name:</td>
<td></td>
</tr>
<tr>
<td>Meeting Location:</td>
<td></td>
</tr>
<tr>
<td>Meeting Facilitator:</td>
<td></td>
</tr>
<tr>
<td>Attendees:</td>
<td></td>
</tr>
<tr>
<td>Notes: (with summary of decisions and action items)</td>
<td></td>
</tr>
<tr>
<td>Prepared by:</td>
<td>Date / Time:</td>
</tr>
</tbody>
</table>
### ICS 233 Incident Open Action Tracker

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>For</th>
<th>Status</th>
<th>Start Date</th>
<th>Briefed</th>
<th>Target Date</th>
<th>Actual Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>
## First On-Scene Actions

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

## Incident Details

*To be completed by the person involved or notified*

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report taken by</td>
<td></td>
</tr>
<tr>
<td>Date / Time</td>
<td></td>
</tr>
<tr>
<td>Name of person calling</td>
<td></td>
</tr>
<tr>
<td>Caller Telephone</td>
<td></td>
</tr>
<tr>
<td>Incident Location</td>
<td>(LSD / NTS)</td>
</tr>
<tr>
<td>Event Summary</td>
<td></td>
</tr>
</tbody>
</table>

### Agencies Notified

- Yes  Who?  
- No

### Event Status

- Incident contained or controlled  
- Intermittent control possible  
- Incident is uncontrolled

### Site Type

- Well  
- Pipeline  
- Tank Farm/Storage  
- Battery/Plant/Facility  
- Other_____________

### Incident Type

- Sour Gas Release  
- Sweet Gas Release  
- Pipeline Break  
- Security (theft, threat, terrorism)  
- Loss of Containment  
- Fire/Explosion  
- Worker Injury/Fatality  
- Vehicle/Transportation  
- Liquid Spill  
- Other__________________________
### Impacts

<table>
<thead>
<tr>
<th>Public Health and Safety</th>
<th>□ Could be jeopardized</th>
<th>□ Is jeopardized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Protection Measures Taken</td>
<td>□ Notification</td>
<td>□ Evacuation</td>
</tr>
</tbody>
</table>
| Worker Injuries | □ First Aid | □ Hospitalized | □ Fatality | □ Other
| Distance to nearest surface development | ________ km |
| Distance to nearest urban centre | ________ km |

### Release Impact

<table>
<thead>
<tr>
<th>On-Lease</th>
<th>Off-Lease</th>
<th>Product</th>
<th>Amount</th>
</tr>
</thead>
</table>

### Gas Readings

<table>
<thead>
<tr>
<th>H₂S</th>
<th>SO₂</th>
<th>LEL</th>
<th>Other</th>
</tr>
</thead>
</table>

### Weather Conditions

### Distance to nearest watercourse

| ________ km |

### Media Involvement?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### Regulator Involvement?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### Public Affairs/Community Relations Issues?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### 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:  □ a.m. □ 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

This form is to be used when taking information for spills/releases. It will assist in consistent gathering of data and should be attached to the FIS record.

<table>
<thead>
<tr>
<th>General Incident Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER contact:</td>
</tr>
<tr>
<td>Licensee:</td>
</tr>
<tr>
<td>E-mail address for release report:</td>
</tr>
<tr>
<td>Licence #:</td>
</tr>
<tr>
<td>Incident location: ______ / ______ / _______ / _____ W ____ M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serious event? Yes No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If yes, what kind of serious event?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blowout</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Land type (jurisdiction):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freehold</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agencies notified:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST duty office (DO) contacted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes No If yes, date &amp; time DO was contacted:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DO contact name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Release Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volumes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Substance*</th>
<th>Released (m³/10³ m³)</th>
<th>Recovered (m³/10³ m³)</th>
<th>Disposal/storage location</th>
</tr>
</thead>
</table>

* For emulsion, break down oil & water if possible.

Description of how the release volume was determined and verified (including calculations; e.g., spill length × width × depth):

Area affected (length × width): m²

How was the area affected determined? (Aerial survey, perimeter walk, range finder, samples taken, etc.):

Who delineated the spill area (environmental technologist, operator, etc.) and what process was used?
- Reminded licensee to update the AER immediately if release volumes or area changes from what was originally reported.
- Asked for the immediate submission of photos of the entire spill site to the AER and communicated that photos of the cleanup will need to be submitted with the release report.

Cause of release (suspected or actual):

<table>
<thead>
<tr>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release off lease?</td>
</tr>
<tr>
<td>If yes, was the landowner notified?</td>
</tr>
<tr>
<td>Release within disposition boundary?</td>
</tr>
<tr>
<td>Outside disposition – was leaseholder notified?</td>
</tr>
<tr>
<td>Actual incident H₂S concentration (if applicable):</td>
</tr>
<tr>
<td>Nearest town:</td>
</tr>
<tr>
<td>Environment affected:</td>
</tr>
<tr>
<td>Distance of release to the nearest water body, watercourse, or waterway:</td>
</tr>
<tr>
<td>How was this distance determined?</td>
</tr>
<tr>
<td>Wildlife/waterfowl/livestock affected:</td>
</tr>
<tr>
<td>Notes/description:</td>
</tr>
</tbody>
</table>

Confirm how the release has been or will be contained:

Confirm how the release has been or will be cleaned up:

Evacuees (#):  People injured (#):  Fatalities (#):

Were members of the public affected? Yes ☐ No ☐

If yes, indicate if they were:
☐ notified  ☐ instructed to shelter in place  ☐ advised to evacuate
Notes/description:

<table>
<thead>
<tr>
<th>Media interest?</th>
<th>None</th>
<th>Local</th>
<th>Regional</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damage to public property?</td>
<td>Minor/no damage</td>
<td>Substantial (home covered in oil)</td>
<td>Extensive (home destroyed)</td>
<td></td>
</tr>
</tbody>
</table>

### Pipeline Specific

<table>
<thead>
<tr>
<th>Hit?</th>
<th>Yes</th>
<th>No</th>
<th>Line #:</th>
<th>Test failure?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal operating pressure:</td>
<td>kPa</td>
<td>Maximum operating pressure:</td>
<td>kPa</td>
<td></td>
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</tr>
<tr>
<td>Is the pipeline shut in, depressured, and isolated?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>If yes, date &amp; time:</td>
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<tr>
<td>What is the total volume of liquid in the pipeline?</td>
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<tr>
<td>Are there isolation valves?</td>
<td>Yes</td>
<td>No</td>
<td>If yes, have they been activated?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Are there any other pipelines that tie into the failed line?</td>
<td>Yes</td>
<td>No</td>
<td>If yes, have they been shut in/isolated?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

- Reminded the company to contact the AER before excavating the pipeline.
- Reminded, advised, or directed the company that the pipeline is not to be returned to service without the AER’s permission.

### Right-of-way (ROW)

<table>
<thead>
<tr>
<th>Licensee has confirmed when the pipeline ROW and well were last checked.</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>How was the ROW surveillance conducted (from the air, by quad, on foot, using infrared, etc.)?</td>
<td></td>
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</tbody>
</table>

- Requested that daily production volumes for the well/pipeline be submitted within 24 hours.

### Investigation Information

What operations are currently taking place (containment, sampling, line locating, retaining contractors/consultants, pipeline excavation, repair, site access, EM survey, etc.)?
<table>
<thead>
<tr>
<th>IAP Checklist Items:</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ICS 202 – Incident Objectives</td>
<td></td>
</tr>
<tr>
<td>☐ ICS 207 – Incident Organizational Chart</td>
<td></td>
</tr>
<tr>
<td>☐ ICS 209 – Incident Status Summary</td>
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<tr>
<td>☐ ICS 215 – Operational Planning Worksheet</td>
<td></td>
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<tr>
<td>☐ ICS 215A – IAP Safety Analysis</td>
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<tr>
<td>☐ Emergency Status Board</td>
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<tr>
<td>☐ Map:_______________________________</td>
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<td>☐ Map:_______________________________</td>
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<td>☐ Map:_______________________________</td>
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<td>☐ Other:_____________________________</td>
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<td>☐ Other:_____________________________</td>
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<tr>
<td>☐ Other:_____________________________</td>
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**Notes:**
## A5 Air Monitoring Log

### Section 6: Forms

<table>
<thead>
<tr>
<th>Time</th>
<th>Location of Samples</th>
<th>H₂S (ppm)</th>
<th>LEL (%)</th>
<th>O₂ (%)</th>
<th>SO₂ (ppm)</th>
<th>Other</th>
<th>Temp (°C)</th>
<th>Wind Conditions *</th>
<th>Comments</th>
</tr>
</thead>
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<td>From</td>
<td>Speed (km/hr)</td>
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</table>

*Estimate meteorological conditions where accurate readings are not available.*
<table>
<thead>
<tr>
<th>Time</th>
<th>Location of Samples</th>
<th>H₂S (ppm)</th>
<th>LEL (%)</th>
<th>O₂ (%)</th>
<th>SO₂ (ppm)</th>
<th>Other</th>
<th>Temp (°C)</th>
<th>Wind Conditions *</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
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<td>From</td>
<td>Speed (km/hr)</td>
</tr>
</tbody>
</table>

*Estimate meteorological conditions where accurate readings are not available.
### A6 Threatening Call / Bomb Threat

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time Call Received:</th>
<th>Time Call Reported:</th>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Person Receiving Call:</th>
<th>What/Whom Call Directed To:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Caller’s Sex:</th>
<th>Male</th>
<th>Female</th>
<th>Unknown</th>
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</table>

<table>
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<th>Approximate Age:</th>
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</table>

<table>
<thead>
<tr>
<th>Accent:</th>
<th>Yes</th>
<th>No</th>
<th>Type:</th>
<th>Familiar voice:</th>
<th>Yes</th>
<th>No</th>
<th>Who:</th>
</tr>
</thead>
<tbody>
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</table>

### Threat (Exact Wording):

**Tips:**
- 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?** *(date and time)*
- **Where is it located?**
- **Why did you place it?**
- **What kind of bomb is it?**
- **What does it look like?**
- **What is your name?**
- **Where are you calling from?**
- **Was the caller familiar with company facilities, or employees?** *(e.g.: nicknames, familiarity with staff, etc.)*
- **Did caller appear familiar with building / facility by the description of the bomb location?**

### Identifying Characteristics of Caller

<table>
<thead>
<tr>
<th>Voice</th>
<th>Speech</th>
<th>Language</th>
<th>Manner</th>
<th>Background</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loud</td>
<td>Fast</td>
<td>Excellent</td>
<td>Calm</td>
<td>Office Machines</td>
</tr>
<tr>
<td>Soft</td>
<td>Slow</td>
<td>Good</td>
<td>Angry</td>
<td>Factory Machines</td>
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<tr>
<td>High Pitched</td>
<td>Distinct</td>
<td>Fair</td>
<td>Rational</td>
<td>Street Traffic</td>
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<tr>
<td>Deep</td>
<td>Distorted</td>
<td>Poor</td>
<td>Irrational</td>
<td>Airplanes</td>
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<tr>
<td>Raspy</td>
<td>Stutter</td>
<td>Foul Language</td>
<td>Coherent</td>
<td>Trains</td>
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<tr>
<td>Pleasant</td>
<td>Nasal</td>
<td>Accent</td>
<td>Incoherent</td>
<td>Animals</td>
</tr>
<tr>
<td>Intoxicated</td>
<td>Slurred</td>
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<td>Deliberate / Serious</td>
<td>Party Atmosphere</td>
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<td></td>
<td>Emotional</td>
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<td>Laughing</td>
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<td>Nervous</td>
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</tbody>
</table>

**Notify proper authorities as soon as possible. Have employees take a look around their immediate work stations for unusual packages. Evacuate building if necessary.**

<table>
<thead>
<tr>
<th>Name of the supervisor first notified:</th>
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</table>

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### Section 6: Forms
Remote Site Landing Zone Reference Card

In the event of a SITE EMERGENCY
PHONE the STARS Emergency Link Centre®
TOLL FREE 1-888-888-4567 OR DIRECT 403-299-0932

BE PREPARED WITH THE FOLLOWING INFORMATION
1. STARS Site Number
2. Location of site (Legal Land Description or GPS)
3. Contact phone number at the site
4. Known hazards on-site
5. If applicable, is there a monitor on-site confirming the presence of H2S

SAFETY GUIDELINES
- the landing zone should be on level ground, (less than 5% slope) at least 36 x 36 metres (120 x 120 ft) and more, if possible, to include a safety zone
- check for loose debris in landing zone
  THIS IS OF VITAL IMPORTANCE
- ensure no one approaches the helicopter
  STARS crew will approach you when safe to do so
- everyone should be at least 30 metres from landing zone during landing and takeoff, due to possibility of injury from loose debris caused by rotor downwash
- movement around aircraft is to be in safe areas only
- if necessary, provide road blocks approximately 500 metres on either side of the landing zone

PRE-LANDING CHECKLIST
The STARS Emergency Link Centre will require the following information from the site:

<table>
<thead>
<tr>
<th>TERRAIN</th>
<th>LANDING ZONE MARKINGS</th>
<th>HAZARDS</th>
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</thead>
<tbody>
<tr>
<td>level or sloping</td>
<td>4 turbo flares</td>
<td>signs</td>
</tr>
<tr>
<td>type of surface</td>
<td>4 road flares / strobos</td>
<td>vehicles</td>
</tr>
<tr>
<td>dust, loose snow,</td>
<td>4 reflective flares</td>
<td>trees</td>
</tr>
<tr>
<td>rocks, bushes,</td>
<td>4 highway cones (days only)</td>
<td>equipment</td>
</tr>
<tr>
<td>stumps, etc.</td>
<td>extra strobes/ flares/cones</td>
<td>wires</td>
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<tr>
<td></td>
<td>on upwind side</td>
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</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Number</th>
<th>Fax Number</th>
</tr>
</thead>
</table>

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.

### Statement to provide to residents as they arrive:

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<tr>
<th>Statement to provide to residents as they arrive:</th>
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<tr>
<td>Resident id</td>
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</table>
# B2 Resident Compensation Log

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Location</th>
<th>Trans.</th>
<th>Accom.</th>
<th>Meals</th>
<th>Phone</th>
<th>Sundry</th>
<th>Total</th>
<th>Details of Expense</th>
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</table>

**Total Reported Expenses**

Approved By: ___________________________  Date: ________________________
# B2 Resident Compensation Log

<table>
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<th>No.</th>
<th>Date</th>
<th>Location</th>
<th>Trans.</th>
<th>Accom.</th>
<th>Meals</th>
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**Total Reported Expenses**

Approved By: _________________________________ Date: ________________________
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<thead>
<tr>
<th>Time</th>
<th>Resident name</th>
<th>Resident ID</th>
<th>Shelter / Evacuate</th>
<th>Number of people</th>
<th>Assistance or transportation required?</th>
<th>Comments</th>
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<tr>
<td></td>
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</table>

Date: _____________________________________ Responder Name: ___________________________________________________________

Responder Position: ___________________________ Responders Phone No.: ___________________________

Page 1 of 2

Section 6: Forms
<table>
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<tr>
<th>Time</th>
<th>Resident name</th>
<th>Resident ID</th>
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<th>Number of people</th>
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Only emergency responders should be allowed to enter the Emergency Planning Zone (EPZ).

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<th>License plate # and province / state</th>
<th>Name of driver (if available)</th>
<th># of people in vehicle</th>
<th>Time entering Zone</th>
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<th>Comments (record all vehicles turned away)</th>
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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.
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 ______ (your name) ______ calling from ______ (company name) ______. |
| Is this the ______ (name of residence / business) ______ at ______ (telephone number) ______? |
| ______ (company name) ______ is responding to a (potential) emergency at ______ (location) ______ in your area. |
| You are in no danger at this time. All efforts are being made to resolve the problem and this phone call is only to inform you and provide you with an early notification. |
| To help us understand and your immediate needs we need to know: |

**How many people are at your location now?**

| Adults __________________________ |
| Children __________________________ |

**Do you wish to leave your residence at this time?**

| If Yes | Please travel in a north / east / south / west direction to our reception centre located at: |
| If No | Please standby for further contact. Please do not use your telephone for outgoing calls as this may prevent us from contacting you with updated information or when the problem has been eliminated. |

**If you have 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)
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:

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<th>How many people are at your location now?</th>
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<td>Adults: _______________________________</td>
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<td>Children: _____________________________</td>
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</table>

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.

<table>
<thead>
<tr>
<th>Do you have children in school at this time?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes  ☐ No</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Do you have the “Shelter-in-Place” instructions previously provided to you by (company name)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes  ☐ No</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Do you understand what I have told you?</th>
</tr>
</thead>
</table>

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.
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 (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)
### C1 Preliminary Media Statement

<table>
<thead>
<tr>
<th>Date:(YY/MM/DD)</th>
<th>Responder Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responder Position:</td>
<td>Responder Phone No.:</td>
</tr>
</tbody>
</table>

**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 Incident Commander, who will issue a press release at a later time.

**Contact:**

<table>
<thead>
<tr>
<th></th>
<th>Office:</th>
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<td>Fax:</td>
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</table>

*Note: Only the **Media Spokesperson** designated by the Incident Commander is to provide any specific information to the public or the media. Refer to page 1 of Section 3: Communications and Media for the generic media statement to be used by all other response personnel.*
C2 Media Contact Log

<table>
<thead>
<tr>
<th>Time</th>
<th>Call To</th>
<th>Call From</th>
<th>Media Outlet</th>
<th>Reporter / Contact Name</th>
<th>Telephone Numbers</th>
<th>Remarks / Information Required</th>
</tr>
</thead>
<tbody>
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</table>

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 an Information Officer 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."

Document all key events, conversations, and meetings on this form. Where lengthy notes are necessary, use additional copies or the back of the page.
<table>
<thead>
<tr>
<th>Time</th>
<th>Call To</th>
<th>Call From</th>
<th>Media Outlet</th>
<th>Reporter / Contact Name</th>
<th>Telephone Numbers</th>
<th>Remarks / Information Required</th>
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</tbody>
</table>
Document all key events, conversations, and meetings on this form. Where lengthy notes are necessary, use additional copies or the back of the page.

<table>
<thead>
<tr>
<th>Time</th>
<th>Call To</th>
<th>Call From</th>
<th>Agency</th>
<th>Contact Name</th>
<th>Telephone Numbers</th>
<th>Remarks / Comments</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>Work Fax</td>
<td></td>
</tr>
</tbody>
</table>

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."
## C3 Government Agency Contact Log

<table>
<thead>
<tr>
<th>Time</th>
<th>Call To</th>
<th>Call From</th>
<th>Agency</th>
<th>Contact Name</th>
<th>Telephone Numbers</th>
<th>Remarks / Comments</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>Work Fax</td>
<td></td>
</tr>
</tbody>
</table>

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*Section 6: Forms*
## C4 Media Centre Site

### Section 6: Forms

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City / Town:</td>
</tr>
<tr>
<td>Phone #:</td>
</tr>
<tr>
<td>Contact Name:</td>
</tr>
<tr>
<td>Office #:</td>
</tr>
<tr>
<td>Home #:</td>
</tr>
</tbody>
</table>

### Map or Directions to Site

[Blank lines for directions]
Appendices

Appendix A: ERP Scope, Training and Plan Maintenance .................................................................1
  Scope..................................................................................................................................................1
  Plan Objectives.................................................................................................................................1
  Purpose .............................................................................................................................................1
  HSE Policy ........................................................................................................................................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, assets, and the environment 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

PREVENTION MITIGATION PREPAREDNESS RESPONSE RECOVERY
HEALTH, SAFETY AND ENVIRONMENTAL (HSE) POLICY

The Corporation is sensitive to the environmental, health and safety consequences of its operations. Accordingly, the Corporation requires strict compliance with all applicable Federal, Provincial and local environmental health and safety laws and regulations.

If any employee has any doubt as to the applicability or meaning of a particular environmental, health or safety regulation, he or she should discuss the matter with a member of the Corporation’s senior management. Maintaining a safe workplace by following safety and health rules and practices is important to the Corporation.

The Corporation is committed to keeping its workplaces free from hazards. Please report any accidents, injuries, unsafe equipment, practices or conditions immediately to a supervisor or other designated person. Threats or acts of violence or physical intimidation are prohibited. In order to protect the safety of all employees, employees must report to work free from the influence of any substance that could prevent them from conducting work activities safely and effectively.

___________________________
Burkhard Franz
President and CEO
Prospera Energy

June 2019
Appendix A: ERP Scope, Training and Plan Maintenance, continued

Training Requirements

<table>
<thead>
<tr>
<th>Frequency / Action</th>
<th>As Required</th>
<th>Semi-Annually</th>
<th>Annually*</th>
<th>Every Three (3) Years**</th>
<th>Every Five (5) Years***</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Training</strong></td>
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<tr>
<td>Employee Orientation New / Transfer</td>
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<tr>
<td>On-the-job Training</td>
<td>✓</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Response Discussion During Pre-Job Meetings</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Drills</td>
<td>✓</td>
<td></td>
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<tr>
<td>Tabletop Exercise</td>
<td></td>
<td>✓</td>
<td></td>
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</tr>
<tr>
<td>Communication / Partial Mobilization Exercises</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Major (Full Scale) Exercise</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Post Incident (Actual) Review</td>
<td>✓</td>
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<tr>
<td>ERP Review / Self Audit</td>
<td></td>
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<td>✓</td>
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</tr>
</tbody>
</table>

* Must be held annually.

** NEB, OGC & AER requires Major Exercises be held every three (3) years.

*** Environment & Climate Change Canada (ECCC) requires Major Exercises be held every five (5) years for facilities with E2 required substances.
Appendix A: ERP Scope, Training and Plan Maintenance, continued

Plan Maintenance

Responsibility

The licensee is responsible to ensure that an ERP is created for all provincial and federally regulated oil and gas activities (i.e. sour operations, HVP pipelines, cavern storage facilities, etc.), they are maintained regularly, and any updates are disseminated to the regulatory agency and other plan holders as required. In order for this to occur the following responsibilities are designated:

- Each individual plan holder is responsible for ensuring their assigned manuals are current, all updates are applied / downloaded / inserted, and any errors or omissions are reported to a supervisor.
- Each Area Manager is responsible for ensuring that a semi-annual review of their ERP is conducted. The ERP Revision Request Form is located in this section and can be used to track this information and provide documentation in the case of an ERP assessment.
- Any requests for revisions to this plan should be forwarded to the applicable Area Manager for review. These revisions will be discussed with the company’s Emergency Response Program Coordinator and H₂Safety Services Inc. Any significant changes including those resulting from exercises and incidents will require immediate updates sent out to all plan holders; less significant changes will be implemented during the ERP’s next annual update.
- The company’s Emergency Response Program Coordinator is responsible for ensuring that the plans and distribution lists are updated, training is performed, and new projects are included in the plan. Information in this plan will be verified and updated at least once a year.
- Old manuals must be sent to H₂Safety Services Inc. or destroyed. If a plan holder no longer requires their manual (job changes, position changes, etc.), it must be returned to the company’s Emergency Response Program Coordinator to be tracked, reassigned, or destroyed.

The licensee must distribute changes in information that are instrumental to implementing the ERP to all required plan holders.

Errors identified in the ERP by the regulatory agency, licensee, and other party must be corrected immediately upon identification.

Modifications to New or Existing Operations

The licensee must submit a supplement for review and approval to the regulatory agency for all newly added wells, pipelines, well / pipeline tie-ins, facilities and operating areas prior to commencement of operations if there are new surface developments within the Emergency Planning Zone. For example, the EPZ for a new pipeline tie-in does not fall entirely within the existing Emergency Planning Zone and impacts a new residence / public facility / trapper cabin / etc. that was not previously included in the Emergency Response Plan. The licensee must conduct a public involvement program for all new members of the public. Before any new or major modifications to an existing facility / pipeline are brought on-stream, any additions or changes will be added to the Emergency Response Plan. If required, a site specific Emergency Response Plan will be developed. Meetings to review response plan requirements must be held before major facility modifications are commissioned.
Appendix A: ERP Scope, Training and Plan Maintenance, continued

ERP Revision Request Form

<table>
<thead>
<tr>
<th>Plan Holder Name / Title / Company:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ERP Name:</td>
<td></td>
</tr>
<tr>
<td>Manual Number:</td>
<td></td>
</tr>
</tbody>
</table>

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.*

________________________________________________________________________

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Please return the completed checklist to:

H2Safety Services Inc.
210, 7260 – 12 Street SE
Calgary, AB T2H 2S5
Email: erp@h2safety.ca
Fax: 403-313-9180
Appendix B: Incident Command Post (ICP)
Communication Methods Between Command Posts

On-Site Command Post
An On-Site Command Post (OSCP) will be established in a safe location near the site of the emergency. All control, containment, and site safety activities will take place at this location.

Incident Command Post
The Incident Commander will manage the overall response to the emergency from this post. This includes overseeing and assisting the Operations Section Chief who will be directing all on-site control and containment activities from the Incident Command Post. The Incident Command Post will be established near the site of the emergency, but outside of the hazard area.

Corporate Emergency Operations Centre
A Corporate Emergency Operations Centre (CEOC) is usually established at a level two (2) emergency. This is the centre where head office support activities are coordinated. The centre is equipped with the tools, accessibility and space to accommodate the Incident Management Team and support personnel.

Government Regional Emergency Operations Centre
If it is taking a considerable amount of time to bring an emergency under control or if the external support requirements are substantial, the appropriate government agency will establish a REOC in the area. If the licensee or local authority decide not to set up a Regional EOC during a response, the regulatory agency may set up an EOC at the local regulatory agency field centre.

Industry Regional Emergency Operations Centre
If established, the Public Protection Supervisor may coordinate public notification and evacuation activities from this post. The REOC will most likely be established at the nearest primary facility or field office. The Incident Command Post and the REOC may be in the same location.

Provincial Operations Centre
The Provincial Operations Centre (POC) is the headquarters of, and will be established by, the Provincial Emergency Management Agency during the initial stages of an incident. During an emergency, government agencies will send Consequence Management Officers (CMOs) to the POC who are able to speak for, and commit resources on behalf of their departments. The POC has the capability of accessing provincial, federal and other resources necessary to support the emergency response.

Municipal Emergency Operations Centre
A Municipal Emergency Operations Centre (MEOC) is established by the local authority when required and is encouraged to have joint response with industry.

Possible Communication Devices
- Landline
- Cell phone
- Satellite Phone
- Radio
- Fax

Regulatory agencies encourage the combination of industry and municipal responses into a single Regional EOC if possible.

Revised June 2018
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:

<table>
<thead>
<tr>
<th>Position</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Commander</td>
<td>□ Establish briefings with the Field Response Team (FRT).</td>
</tr>
<tr>
<td></td>
<td>□ Ensure staffing is adequate for the task(s).</td>
</tr>
<tr>
<td></td>
<td>□ Consider the time difference, if applicable, and determine how time will be communicated throughout the incident.</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>□ Ensure the room / floor / building is secure.</td>
</tr>
<tr>
<td></td>
<td>□ Ensure a safe work area, i.e. remove clutter or cords causing slips, trips, falls, etc.</td>
</tr>
<tr>
<td>Information Officer</td>
<td>□ 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.</td>
</tr>
<tr>
<td></td>
<td>□ Ensure inbound and outbound calls received or made are centrally logged.</td>
</tr>
<tr>
<td></td>
<td>□ Ensure responders have their office phones forwarded to their cell phones.</td>
</tr>
<tr>
<td>Logistics / IT Support</td>
<td>□ Turn on all computers; ensure the relevant systems are operational and that they all have internet/email access.</td>
</tr>
<tr>
<td></td>
<td>□ Bring up any ERP related electronic tools (H₂ CommandCentre) and ensure they are working and that they can all be displayed on various projectors / screens as required.</td>
</tr>
<tr>
<td></td>
<td>□ Check that printers are connected to the computers and working. Print a test page to confirm.</td>
</tr>
<tr>
<td></td>
<td>□ Check that the fax machine is setup and working.</td>
</tr>
<tr>
<td></td>
<td>□ Check that any phone conferencing systems are set up and working.</td>
</tr>
<tr>
<td></td>
<td>□ Ensure that telephone lines are available and active.</td>
</tr>
<tr>
<td></td>
<td>□ Ensure TVs are working properly and set up to local news or CNN.</td>
</tr>
<tr>
<td></td>
<td>□ Obtain any additional equipment as required.</td>
</tr>
<tr>
<td>Logistics / Security</td>
<td>□ Ensure the room/floor/building is secure. Arrange for additional security if required.</td>
</tr>
<tr>
<td></td>
<td>□ 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.</td>
</tr>
<tr>
<td></td>
<td>□ 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.</td>
</tr>
<tr>
<td></td>
<td>□ Arrange for refreshments (coffee, food, water, etc.) for those working there, as well as sleeping space if required.</td>
</tr>
<tr>
<td></td>
<td>□ Ensure there are sufficient tables and chairs for the team.</td>
</tr>
</tbody>
</table>
Appendix B: Incident Command Post (ICP), continued

ICP Activation and Setup, continued

<table>
<thead>
<tr>
<th>Position</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning / Documentation</td>
<td>□ Determine which emergency response plans and other ERP tools are needed and pull them out to be readily accessible.</td>
</tr>
<tr>
<td></td>
<td>□ 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.</td>
</tr>
<tr>
<td></td>
<td>□ Ensure clocks are displaying the correct time, including any clocks with a different time zone.</td>
</tr>
<tr>
<td></td>
<td>□ 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.</td>
</tr>
<tr>
<td></td>
<td>□ As team members arrive, write their name in the appropriate position on the Field Response Team Assignment Chart.</td>
</tr>
<tr>
<td></td>
<td>□ Pass out documentation forms and provide an overview of the documentation process.</td>
</tr>
<tr>
<td></td>
<td>□ Ensure the latest contact list for Field Response Team members are available.</td>
</tr>
<tr>
<td></td>
<td>□ Begin documenting all actions, decisions and major events. Start-up <a href="#">H2:CommandCentre</a> if available.</td>
</tr>
<tr>
<td></td>
<td>□ Continually update the laminated maps and charts as information becomes available (Field Response Team Assignment Chart, Emergency Status Board, etc.).</td>
</tr>
<tr>
<td></td>
<td>□ Post a schedule of events, including shift changes and status updates.</td>
</tr>
</tbody>
</table>

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 at the back of this manual 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 as a gas, H₂S will change into sulphur dioxide (SO₂) and sulphuric acid (H₂SO₄).

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)

<table>
<thead>
<tr>
<th>Concentration (ppm)</th>
<th>Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1</td>
<td>Most people smell “rotten eggs”.</td>
</tr>
<tr>
<td>3 - 5</td>
<td>Odour is strong.</td>
</tr>
<tr>
<td>20 - 150</td>
<td>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.</td>
</tr>
<tr>
<td>150 - 200</td>
<td>Sense of smell is blocked (olfactory fatigue).</td>
</tr>
<tr>
<td>200 - 250</td>
<td>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.</td>
</tr>
<tr>
<td>300 - 500</td>
<td>Symptoms are the same as above, but more severe. Death can occur within 1-4 hours of exposure.</td>
</tr>
<tr>
<td>Above 500</td>
<td>Immediate loss of consciousness. Death is rapid, sometimes immediate.</td>
</tr>
</tbody>
</table>

Adapted from Hydrogen Sulfide in Industry, WorkSafe BC February 2010
### Appendix C: Toxic Gases, continued

**Acute Health Effects of Hydrogen Sulphide (AB Regulations)**

<table>
<thead>
<tr>
<th>Concentration in Air (ppm)</th>
<th>Description of Potential Health Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>10 - 20</td>
<td>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.</td>
</tr>
<tr>
<td>50</td>
<td>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.</td>
</tr>
<tr>
<td>100</td>
<td>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.</td>
</tr>
<tr>
<td>250</td>
<td>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.</td>
</tr>
<tr>
<td>500</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Appendix C: Toxic Gases, continued

#### Acute Health Effects of Hydrogen Sulphide (AB Regulations), continued

<table>
<thead>
<tr>
<th>Concentration in Air (ppm)</th>
<th>Description of Potential Health Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>750</td>
<td>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.</td>
</tr>
<tr>
<td>1000</td>
<td>Immediate “knock-down” and loss of consciousness. Death within moments to minutes. Immediate medical attention needed if victim is to survive.</td>
</tr>
</tbody>
</table>

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

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)

<table>
<thead>
<tr>
<th>Concentration (ppm)</th>
<th>Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.13</td>
<td>24 hour level (MWLAP Level B Criteria).</td>
</tr>
<tr>
<td>0.34</td>
<td>One hour average evacuation level (MWLAP Level B criteria).</td>
</tr>
<tr>
<td>2</td>
<td>Eight hour occupational Exposure Limit (BC WCB)</td>
</tr>
<tr>
<td>3 - 5</td>
<td>Odour threshold.</td>
</tr>
<tr>
<td>5</td>
<td>15 minute Occupational Exposure Limit (BC WCB)</td>
</tr>
<tr>
<td>8 - 12</td>
<td>Throat irritation, coughing, constriction in chest, tearing and smarting of the eyes.</td>
</tr>
<tr>
<td>10 - 50</td>
<td>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).</td>
</tr>
<tr>
<td>150</td>
<td>Short-term endurance lost due to the severe eye irritation and because of the effects on the membranes of the nose, throat, and lungs.</td>
</tr>
<tr>
<td>500</td>
<td>Highly dangerous after exposure of 30 – 60 minutes.</td>
</tr>
</tbody>
</table>

Appendix C: Toxic Gases, continued

Acute Health Effects of Sulphur Dioxide (AB Regulations)

<table>
<thead>
<tr>
<th>Concentration (ppm)</th>
<th>Acute Health Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>Transient bronchoconstriction(^1) in sensitive exercising asthmatic individuals that ceases when exposure ceases.(^2)</td>
</tr>
<tr>
<td>0.3 - 1</td>
<td>Possible detection by taste or smell.</td>
</tr>
<tr>
<td>0.75</td>
<td>Transient lung function changes in healthy, moderately exercising, non-asthmatic individuals.</td>
</tr>
<tr>
<td>1 - 2</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>Easily detected odour.</td>
</tr>
<tr>
<td>6 - 12</td>
<td>May cause nasal and throat irritation.</td>
</tr>
<tr>
<td>10</td>
<td>Upper respiratory irritation, some nosebleeds.</td>
</tr>
<tr>
<td>20</td>
<td>Definitely irritating to the eyes; chronic respiratory symptoms develop; respiratory protection is necessary.</td>
</tr>
<tr>
<td>50 - 100</td>
<td>Maximum tolerable exposures for 30-60 minutes.</td>
</tr>
<tr>
<td>Greater than 100</td>
<td>Immediate danger to life (NIOSH recommendation).</td>
</tr>
</tbody>
</table>

\(^1\) 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
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## ALBERTA / SASKATCHEWAN NEB REGULATED PIPELINES

### EMERGENCY CONTACT INFORMATION

For Emergencies involving inter-provincial pipelines, the National Energy Board is the primary management agency – they will be contacted by the Transportation Safety Board.  
**A pipeline is NEB-regulated due to the fact that it crosses a Provincial Border.**

#### THIS MUST BE YOUR FIRST CALL

<table>
<thead>
<tr>
<th>Transportation Safety Board of Canada (TSB)</th>
<th>24 Hr Incident Line</th>
<th>819-997-7887</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Facsimile</td>
<td>819-953-7876</td>
</tr>
<tr>
<td></td>
<td>Email</td>
<td><a href="mailto:PipelineNotifications@tsb.gc.ca">PipelineNotifications@tsb.gc.ca</a></td>
</tr>
</tbody>
</table>

Call the TSB 24 Hr Incident Line when an incident meets the Immediately Reportable Events (see page 2 for criteria) for all National Energy Board (NEB) regulated pipelines and facilities.  
**Both** the phone notification and the input of information into the NEB’s Online Event Reporting System (OERS): [https://apps.neb-one.gc.ca/ers/home/index](https://apps.neb-one.gc.ca/ers/home/index) are required to occur as soon as possible and no later than three hours of the incident being discovered.  
For all other events (non-immediate) companies are only required to input the information via the OERS.

#### SECONDARY CALLS

Contact as needed AFTER contacting the TSB and NEB.

<table>
<thead>
<tr>
<th>Alberta Energy Regulator (AER)</th>
<th>24 Hr</th>
<th>800-222-6514</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saskatchewan Ministry of Energy and Resources (MER)</td>
<td>24 Hr</td>
<td>844-764-3637</td>
</tr>
</tbody>
</table>

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 NEB immediately.
NEB DEFINITION OF AN EMERGENCY

CAN/CSA Z246.2-14 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.

NEB DEFINITION OF AN INCIDENT

Section 52 of the Onshore Pipeline Regulations (OPR) requires companies to notify the Board of all incidents relating to the construction, operation, or abandonment of their pipelines. An “incident” is defined in section 1 of the OPR as an occurrence that results in:

1) The death of or serious injury to a person;
2) A significant adverse effect on the environment;
3) An unintended fire or explosion;
4) An unintended or uncontained release of low-vapour pressure (LVP) hydrocarbons in excess of 1.5 m³;
5) An unintended or uncontrolled release of gas or high-vapour pressure (HVP) hydrocarbons;
6) The operation of a pipeline beyond its design limits as determined under CSA Z662 or CSA Z276 or any operating limits imposed by the Board.

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 NEB uses the following definition of “major bone”: skull, mandible, spine, scapula, pelvis, femur, humerus, fibula, tibia, radius, and ulna.

IMMEDIATELY REPORTABLE EVENTS

Where regulations require an event to be reported “immediately”, companies must also consider whether the event meets any of the following definitions:

An Incident that Harms People or the Environment:

- 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;
IMMEDIATELY REPORTABLE EVENTS, continued

- 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; and/or
- A significant adverse effect on 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 NEB 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:
MULTIPLE INCIDENT TYPES, continued

- Incidents under the National Energy Board Onshore Pipeline Regulations (OPR), National Energy Board Processing Plant Regulations (PPR), and Canada Oil and Gas Drilling and Production Regulations (DPR)/Oil and Gas Drilling Regulations;
- Unauthorized activities under the NEB Act and Pipeline Damage Prevention Regulations - Authorizations (DPR-A);
- Pipeline damage and consent suspensions under the Pipeline Damage Prevention Regulations - Obligations of Pipeline Companies (DPR-O);
- 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 Board 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 NEB and the TSB have adopted a single window reporting approach. However, in some areas, the TSB reporting requirements are somewhat different than the NEB requirements. For additional details on the TSB reporting requirements, companies should refer to the TSB website (http://www.bst-tsb.qc.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 NEB supporting documentation in this emergency response plan.

<table>
<thead>
<tr>
<th>SUPPORTING INFORMATION</th>
<th>FOUND IN</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEB Distribution</td>
<td>Foreword: Distribution List Page 3</td>
</tr>
</tbody>
</table>
SUPPORTING INFORMATION, continued

<table>
<thead>
<tr>
<th>Company 24/7 Emergency Number</th>
<th>Area Specific Information: Binder Cover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Map of NEB Regulated Facilities</td>
<td>Area Specific Information</td>
</tr>
<tr>
<td>TSB Roles &amp; Responsibilities</td>
<td>Section 5: External Agencies Federal Roles Chart</td>
</tr>
<tr>
<td>NEB Roles &amp; Responsibilities</td>
<td>Section 5: External Agencies Federal Roles Chart</td>
</tr>
<tr>
<td>Safety data sheets (SDS)</td>
<td>SDS sheets are located at the corporate head office.</td>
</tr>
<tr>
<td>Health and Safety Plan</td>
<td>Please refer to the company’s Health &amp; Safety Plan located at the corporate head office.</td>
</tr>
</tbody>
</table>

EMERGENCY PREPAREDNESS & RESPONSE POLICY

1. 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.

2. 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
EMERGENCY PREPAREDNESS & RESPONSE POLICY, continued

- 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 EPMs will be available at the field Incident Command Post (ICP) and the Corporate Emergency Operations Centre (EOC).

Extended Emergencies

In an extended emergency, company responders will develop an Incident Action Plan utilizing forms found within EPM, 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

3. 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.

4. 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.

5. MANUAL UPDATING PROCEDURES AND SCHEDULE

The company’s Corporate and Site-Specific EPMs are to be updated annually and submitted to the NEB 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 NEB indicating that there
EMERGENCY PREPAREDNESS & RESPONSE POLICY, continued

have been no changes to operations since the EPM was last submitted. EPM 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 EPM updates will be carried out by the company’s Emergency Management Coordinator.

6. 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 EPM revision and procedures. This feedback should be submitted to the EPM 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.

7. 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.

8. 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.
9. **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 NEB 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.
**FEDERAL**

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

<table>
<thead>
<tr>
<th><strong>FACILITY &amp; FIELD CONTACTS</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>SAFETY EQUIPMENT</strong></td>
</tr>
</tbody>
</table>

**AREA USERS & TIE-INS**

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

<table>
<thead>
<tr>
<th><strong>PROSPERA 24 HR</strong> 866-400-8539</th>
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</table>

**SUPPORT SERVICES**

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<table>
<thead>
<tr>
<th><strong>EMERGENCY SERVICES</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>STARS Air Ambulance</strong> 888-888-4567</td>
</tr>
<tr>
<td><strong>Oyen Big Country Hospital</strong> 403-664-4300</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>RCMP</strong> 911</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kindersley</strong> 306-463-4642</td>
</tr>
<tr>
<td><strong>Saskatchewan Poison Control</strong> 866-654-1212</td>
</tr>
<tr>
<td><strong>Saskatchewan 1st Call</strong> 866-654-4300</td>
</tr>
</tbody>
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<tr>
<th><strong>RCMP</strong> 911</th>
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<tbody>
<tr>
<td><strong>NEB Order AO-001-MO-2016: Stakeholder Confidential Information Redacted</strong></td>
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<tr>
<th><strong>PROSPERA</strong> 24 HR 866-400-8539</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alberta Poison &amp; Drug Information Service</strong> 800-332-1414</td>
</tr>
<tr>
<td><strong>Alberta One-Call</strong> 800-242-7677</td>
</tr>
</tbody>
</table>

**EMERGENCY SERVICES**

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