

# **Grande Prairie Emergency Response Plan**

24 Hour Emergency Numbers: Ovintiv - 403-645-3333 Alberta Energy Regulator - 888-222-6514

500 Centre Street SE Calgary, AB T2P 2S5 Bus: 403-645-2000



H<sub>2</sub>Safety Services Inc. 210-7260 12 Street SE Calgary, AB T2H 2S5

Bus: 403-212-2332



# **Revision History**

This Emergency Response Plan is effective October 2020. The company's Senior Emergency Response Program Advisor is responsible for updating this plan annually or as required. Any errors or omissions in the plan should be brought to their attention.

Date of Issue Reason for Revision		Section	Affected Pages
		Introduction	Cover Page Revision History Distribution List
		Section 1 – Initial Response	Step 2 Internal Notification Flowchart Step 3 External Notification Flowchart
		Area Overview Section	All Pages
October 2020	Annual Update	Site Specific Information Wembley/Pipestone Sexsmith/Valhalla Hythe / CER Kaybob	All Pages
		Conversion of ERP from Encana to Ovintiv	All pages
		Introduction	Cover Page Revision History Distribution List
		Section 1 – Initial Response	Step 2 Internal Notification Flowchart Step 3 External Notification Flowchart
October 2019	Annual Update	Section 4 – Spill Response	All Pages
	·	Section 5 – External Agencies	All Pages
		Area Overview Section	All Pages
		Site Specific Information Wembley/Pipestone Sexsmith/Valhalla Hythe / CER Kaybob	All Pages

# Revision History, continued

Date of Issue	Reason for Revision	Section	Affected Pages	
		Introduction	Cover Page Revision History Distribution List	
	Annual Update	Section 1 – Initial Response	Step 2 Internal Notification Flowchart Step 3 External Notification Flowchart	
December 2018		Annual Update Section 5 – External Agencies		All Pages
		Area Overview Section	All Pages	
		Site Specific Information Wembley/Pipestone Sexsmith/Valhalla Hythe Kaybob	All Pages	
March 2018	Update to pipeline & residents	Wembley Pipestone Site Section	EPZ calc table, resident sheets, supplemental maps	
November 2017	Annual Update	All	All	

## OVINTIV GRANDE PRAIRIE AREA ERP

## **Distribution List**

Manual #	Туре	Res Info	Branch	Title / Agency	Name
				Corporate	
47644	Binder	Full	Calgary	Senior Emergency Response Advisor	Tanner Strangway
47645	Binder	Full	Calgary	Director EHS	Katie Anne MacInnis
47646	Binder	Full	Calgary	43rd Floor Bow Tower	EOC
47647	Binder	Full	Calgary	43rd Floor Bow Tower	Secondary EOC
47648	Binder	None	Calgary	Senior Drilling Technician	Sharron Winter
47649	Binder	None	Calgary	Drilling & Completions Spare	c/o Sharron Winter
47650	Binder	None	Grande Prairie	Rig Copy #1 (Core)	c/o Kyle Geertsen
47651	Binder	None	Grande Prairie	Rig Copy #2 (Core)	c/o Kyle Geertsen
47652	Binder	None	Grande Prairie	Rig Copy #3 (Core)	c/o Kyle Geertsen
47653	Binder	None	Grande Prairie	Rig Copy #4 (Core)	c/o Kyle Geertsen
47654	Binder	None	Grande Prairie	Rig Copy #5 (Core)	c/o Kyle Geertsen
47655	Binder	None	Grande Prairie	Completions Copy #1 (Core)	c/o Kyle Geertsen
47656	Binder	None	Grande Prairie	Completions Copy #2 (Core)	c/o Kyle Geertsen
47657	Binder	None	Grande Prairie	Completions Copy #3 (Core)	c/o Kyle Geertsen
47658	Binder	None	Grande Prairie	Completions Copy #4 (Core)	c/o Kyle Geertsen
47659	Binder	None	Grande Prairie	Completions Copy #5 (Core)	c/o Kyle Geertsen
47660	Binder	None	Grande Prairie	Lead, Operations Control Centre (OCC)	Brandon Wilson
47661	Binder	Full	Grande Prairie	Operations Control Centre (OCC)	OCC Copy
47662	Binder	Full	Grande Prairie	Incident Command Post (ICP)	ICP Copy
47663	Binder	Full	Dawson Creek	Community Relations Advisor	Adam Rolick

20 Hard Corporate Manuals

	Field				
47664	Binder	None	Grande Prairie	Field Coordinator, Pipestone	Brian Antonio
47665	Binder	None	Grande Prairie	Hythe Field Office	c/o Brian Antonio
47666	Binder	None	Grande Prairie	Sexsmith Field Office	c/o Brian Antonio
47667	Binder	None	Grande Prairie	Pipestone Field Office (10-10)	c/o Brian Antonio
47668	Binder	None	Grande Prairie	Pipestone Liquids Hub	c/o Brian Antonio
47669	Binder	None	Grande Prairie	Coordinator, Pipestone Processing Facility	Tyler Siebert
47670	Binder	None	Grande Prairie	Pipestone Processing Facility	c/o Tyler Siebert
47671	Binder	None	Grande Prairie	Coordinator, Sexsmith Gas Plant	Brian Leslie
47672	Binder	None	Grande Prairie	Control Room, Sexsmith Gas Plant	c/o Brian Leslie
47673	Binder	None	Grande Prairie	Sexsmith Gas Plant Emergency Kit	c/o Brian Leslie
47674	Binder	None	Kaybob	Kaybob Office Copy	c/o Kaybob Office
47675	Binder	None	Kaybob	15-31-62-24 W5M Facility	c/o Kaybob Office
47676	Binder	None	Kaybob	05-3162-24 W5M Facility	c/o Kaybob Office
47677	Binder	None	Kaybob	10-09-63-23 W5M Facility	c/o Kaybob Office

#### 14 Hard Field Manuals

	<b>External</b>				
47678	Digital	Full	Calgary	Alberta Energy Regulator	EPA Group
47679	Binder	None	Calgary	Canada Energy Regulator	Secretary of the Board
47680	Digital	None	Calgary	Canada Energy Regulator	Secretary of the Board
47681	Digital	None	High Level	Alberta Health Services - North Zone 5	Shane Hussey
47682	Digital	None	Edmonton	Indigenous Services Canada - First Nations & Inuit Health	Wadieh Yacoub

## OVINTIV GRANDE PRAIRIE AREA ERP

#### **Distribution List**

Manual #	Туре	Res Info	Branch	Title / Agency	Name
47683	Digital	None	Clairmont	County of Grande Prairie No. 1	Dan Verdun
47684	Digital	None	Spirit River	Saddle Hills County	Brian Ballard
47685	Digital	None	Valleyview	M.D. of Greenview	Wayne Brown
47686	Binder	None	Hythe	Horse Lake First Nation	Azar Kamran
47687	Binder	None	Hythe	Hythe Fire Department	Landon Reimer
47688	Digital	None	Wembley	Town of Wembley	Noreen Zhang
47689	Binder	None	Grande Prairie	Alberta Agriculture & Forestry	Tyler Pinnock
47690	Digital	None	Beaverlodge	RCMP - Beaverlodge	NCO in Charge
47691	Digital	None	Fox Creek	RCMP - Fox Creek	NCO in Charge
47692	Digital	None	Grande Prairie	RCMP - Grande Prairie	NCO in Charge
47693	Digital	None	Spirit River	RCMP - Spirit River	NCO in Charge
47694	Digital	None	Grande Prairie	GPREP Program Coordinator	Jennifer Wood
47695	Digital	None	Grande Prairie	Alliance Pipelines	Manny Corpus
47696	Digital	None	Grande Prairie	ARC Resources	Rob Meads
47697	Digital	None	Grande Prairie	CNRL	Rick Holman
47698	Digital	None	Grande Prairie	CNRL - Knopcik Gas Plant	Ken Moon
47699	Digital	None	Grande Prairie	Cenovus	Operations Lead
47700	Digital	None	Grande Prairie	Husky Oil	WAR Room c/o Robin Tenney
47701	Digital	None	Grande Prairie	TAQA North	Bruce Welsh
47702	Binder	None	Steeprock	Veresen - Steeprock Gas Plant	Lane Flaten
47703	Binder	None	Hythe	Veresen - Hythe Gas Plant	Darby DeSchipper
47704	Digital	None	Calgary	NorthRiver Midstream	Jason Winsor
47705	Digital	None	Calgary	Pembina Pipeline Corporation	Judy Scott
47706	Binder	None	Edmonton	Keyera Corporate	Des Hemeon
47707	Binder	None	Edmonton	Keyera Corporate	Des Hemeon
47708	Digital	None	Edmonton	Keyera Corporate	Des Hemeon
47709	Digital	None	Calgary	Tykewest Ltd.	Tim Tycholis
47710	Binder	Full	Calgary	H <sub>2</sub> Safety Services	Library Copy

<sup>9</sup> Hard External Manuals

<sup>24</sup> Digital External Manuals



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#### GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

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# **Section 1: Initial Response**

A1 Initial Emergency Report Form

Five Step Initial Response Guide

Step 1 – Level of Emergency

Step 2 – Internal Notification

Step 3 – External Notification

Step 4 – Incident Briefing

Step 5 – Public Safety



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# **A1 Initial Emergency Report Form**



#### GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

#### **First On-Scene Actions**

Evacuate	☐ Move upwind	area immediately. if release is downwind	-					
		ind if a release is upwin er ground if possible.	d from you.					
		"Man Down").						
Alarm		<ul><li>□ Sound bell, horn or whistle, or call by radio.</li><li>□ For medical emergencies, call 911.</li></ul>						
Assess		,	es. Consider all of the ha	azards.				
		ation below to complete						
Protect	☐ Put on breath	ing apparatus before at	tempting rescue.					
Rescue	☐ Remove victi	m to a safe area.						
First Aid	☐ Follow the sta	andard first aid protocols	at worksite. (CPR, etc.)					
Medical Ai	u	sport of casualties to me						
	☐ Provide inform	mation to Emergency M	edicai Seivices (Eivis).					
	etails To be completed by the	e person involved or notified						
Report taker	ı by		Date / Time					
Name of per	son calling		Caller Telephone					
Incident Loca	ation	(LSD / NTS	3)					
Event Summ	nary	(2027,1110	,					
Agencies	☐ Yes Who?							
Notified	□ No							
Event Status	☐ Incident contained or c☐ Imminent control poss		☐ Intermittent control pos☐ Incident is uncontrolled					
Site Type	□ Well □ Pipeline	☐ Tank Farm/Storage	☐ Battery/Plant/Facility	□ Other				
Incident	☐ Sour Gas Release	☐ Sweet Gas Release	☐ Pipeline Break	☐ Security (theft, threat, terrorism)				
Incident	☐ Loss of Containment	☐ Fire/Explosion	☐ Worker Injury/Fatality	☐ Vehicle/Transportation				
Туре	Loss of Containment	L I IIC/Lxplosion	□ Worker injury/r atailty	□ veriicie/ rransportation				

# **A1 Initial Emergency Report Form**



#### **GRANDE PRAIRIE EMERGENCY RESPONSE PLAN**

Impacts											
Public Health ar	nd S	afety			☐ Could	be jeopar	dized	☐ Is jeopai	☐ Is jeopardized		
Public Protection	n M	easu	res Tak	en	☐ Notific	cation $\square$	l Evacuation	on   Shelter-i	n-place	□ Roadblocks	
Worker Injuries					□ First A	\id □	l Hospitaliz	zed □ Fatality	□ C	Other	
Distance to near	est s	urface	e develo	pment		km		ce to nearest urba	n centre	km	 I
Details				<u>-</u>			<b> </b>				
Release Impact			n-Lease		ff-Lease	Product_			Amou	nt	_
Gas Readings		H <sub>2</sub> S		SO <sub>2</sub>	<u> </u>	LEL	0	ther			
Distance to near	est w	atero	ourse			km	Weathe	er Conditions		360° N	
Details				Regi	ılator			Public	270° W	WANW ENE SSW SSE SE 135°	€90*
Involvement?	_ \	⁄es	□ No	Invol	vement?	☐ Yes	□ No	Affairs/Commu		□ Yes □ No	)
Details				•							
Notes / Instruc	ction	ns Pr	ovideo	•							
	J. 101	10-1-1	Orlace								

Distribute this completed report to all Key Response Personnel

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

#### **First On-Scene Actions**

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

Refer to A1 Initial **Emergency Report** 

#### Step 1 - Level of Emergency

Determine Level of Emergency:

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

Use the following resources:

- Section 1: Initial Response (Level of Emergency)
- The Emergency Assessment SmartPhone App. (Search H<sub>2</sub>Safety or Emergency Assessment in the App Store).

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

#### **Step 2 - Internal Notification**

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

Use the following resources:

- Section 1: Initial Response (Internal Emergency Notification Flowchart)
- Section 2: Roles & Responsibilities (Response Team Phone List)
- Section 6: Forms (A1)
- Initiate an H<sub>2</sub>CommandCentre session. 1 H<sub>2</sub>CommandCentre

# Refer to Ongoing Response in Section 2: Roles & Responsibilities Meetine

Note: Initial Response

takes place over a

single operational

period (optimally 8 to 12

incidents will be

resolved within the first

operational period.

hours).

Step

. 95% of all

Reactive Phase

Step 5

**Public Safety** 

Step 4

Incident Briefing

Step 3

Step 2

Internal Notification

Step 1 Level of Emergency

> First On-Scene Actions

External Notification

Response

Initial

#### Step 3 - External Notification

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

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

#### Step 4 - Incident Briefing

Complete an ICS 201 Incident Briefing Form:

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

Use the following resources:

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

#### Step 5 - Initiate Public Safety

#### **Public Protection Measures**

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

Use the following resources:

- Section 1: Initial Response (Public Protection Measures Flowchart)
- Section 4: Emergency Response Procedures (Public Protection Measures)
- Area Specific Information (Map / EPZ calculation tables)

#### Rovers

- □ Dispatch Rovers to patrol the EPZ.
- □ Follow safety procedures and have appropriate PPE.
- Search the EPZ for transients.
- Assist residences that require evacuation assistance.
- □ Investigate surface developments that are identified as vacant or those who were unable to contact.
- □ Post notices on all outside doors of empty surface developments, vehicles,
- □ Record all contacts, communications and monitoring readings using the following forms: ICS 214, A5, B3 & B5.
- □ Monitor and record air quality readings using the following forms: ICS 214 & A5. (Smoke, plumes, wind, etc.)
- □ Provide status updates to the Public Safety H2CommandCentre Group Supervisor at established intervals; utilize H<sub>2</sub>CommandCentre if available.

Use the following resources:

- Section 2: Roles & Responsibilities (Rovers)
- · Section 6: Forms
- · Area Specific Information (Map)

#### **Telephoners**

- □ Establish a Telephoner Team to notify residents to evacuate or shelter-inplace as required.
- □ Notify special needs residents at a Level 1 Emergency and provide the option to evacuate voluntarily.
- □ Follow-up phone calls to address resident inquiries.
- □ Record all phone calls and communications using the following forms: ICS 214. B3. B6. B7. & B8.
- □ Provide status updates to the Public Safety H<sub>2</sub>CommandCentre if available.

Use the following resources:

- Section 2: Roles & Responsibilities (Telephoners)
- · Section 6: Forms

#### Roadblocks

- □ 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
  - 14 H2CommandCentre

Use the following resources:

- Section 2: Roles & Responsibilities (Roadblocks)
- Section 6: Forms
- Area Specific Information (Map)

H<sub>2</sub>CommandCentre if available.

#### **Air Monitors**

- □ Dispatch Air Monitoring personnel to the nearest residence / public facility downwind of the incident
- □ Follow safety procedures and have appropriate PPE.
- □ Monitor and record air quality readings using the following forms: ICS 214 & A5. (Smoke, plumes, wind, etc.)
- □ Provide status updates to the Public Safety Group Supervisor at established intervals; utilize The Command Centre H<sub>2</sub>CommandCentre if available.

Use the following resources:

- Section 2: Roles & Responsibilities (Air Monitors)
- Section 6: Forms

#### **Reception Centre Rep**

- the reception centre location.
- □ Meet and register evacuated residents.
- □ Record contact information for those who choose to stay elsewhere. Complete the following forms: ICS 214, B1, B2 & C2.
- □ Regularly provide status updates to the Public and those who have not yet arrived); utilize H<sub>2</sub>CommandCentre if available.

Use the following resources:

- Section 2: Roles & Responsibilities (Reception Centre Rep)
- · Section 6: Forms

# □ If residents are evacuated, dispatch a Reception Centre Representative to

Five Step Initial Response Guide

H<sub>2</sub>Safety



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#### Step 1 – Level of Emergency



#### **Assessment Matrix for Classifying Incidents**

Follow these 3 Steps to determine the Level of Emergency

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

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

Step 2↓	Table 2. Likelihood of Incident Escalating*							
Rank	Descriptor	Description						
1	Unlikely	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.						
2	Moderate	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.						
3	Likely	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.						
4	Almost Certain or Currently Occurring	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.						

\* 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 Leve" 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.  $\frac{1}{2} \left( \frac{1}{2} + \frac{1}{2} +$ 

- 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 heath 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 or the media.
- 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					
Risk Level	Assessment Results				
Very Low 2 - 3	Alert				
Low 4 - 5	Level - 1 Emergency				
Medium 6	Level - 2 Emergency				
High 7 - 8	Level - 3 Emergency				

Revised June 2018

# **Step 1** – Level of Emergency

S	tep 4 ↓		Table 4. I	ncident Resp	onse - Inc	cident Classification	on	
R	esponses		Alert	Level - 1 Em	ergency	Level - 2 Emergen	су	Level - 3 Emergency
Co	mmunicatio	ns						
	Internal	Discretionary, depending on licensee policy.		Notification of off-site management.		Notification of off-site management.		Notification of off-site management.
	External public	Courtesy, a discretion.	at licensee	Mandatory for indiv have requested not within the EPZ.		Planned and instructive in accordance with the specifier.	fic	Planned and instructive in accordance with the specific ERP.
	Media	Reactive, a	s required.	Reactive, as require	ed.	Proactive media managem local or regional interest.	nent to	Proactive-media management to national interest.
Go	overnment	Reactive, a Notify AER media is co	if public or	Notify government Call local authority authority if public o contacted.	and health	Notify government regulate local authority & health aut	or, thority.	Notify government regulator, local authority & health authority.
Act	tions							
	Internal	On site, as licensee.	required by	On site, as required Initial response und accordance with the or corporate-level E	dertaken in e site-specific	Predetermined public safe actions are under way. Corporate management te alerted and may be appropriately engaged to support on-scene respond	am	Full implementation of incident management system.
	External	On site, as licensee.	required by	On site, as required	by licensee.	Potential for multi agency (operator, municipal, provir or federal) response.	ncial	Immediate multi agency (operator, municipal, provincial or federal) response.
Res	sources							
	Internal	Immediate and local.  No additional personnel required.		Establish what resources would be required.		Limited supplemental resources or personnel required.		Significant incremental resources required.
None.  External		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.		
	Ale	rt	Level-1 E	Emergency	ergency Level-2 Emergency			Level-3 Emergency
licensee through normal operating procedures and is deemed to be a very low isk to members of personnel. There		the licensee's way, but there is minimal propact. The situation entirely by licensee ewill be immediate zard. There is little rest. the licensee's way, but there emergency to licensee's propagate in the licensee's way, but there emergency to licensee's propagate in the licensee's way, but there emergency to the licensee's way, but there emergency in the licensee's way, but there emergency to the licensee's way, but there emergency to licensee's properties and the licensee's way, but there emergency to licensee's properties and the licensee's way, but there emergency to licensee's properties and the licensee's way, but there emergency to licensee's properties and licensee's		nmediate danger outside property or the right-of- eis the potential for the extend beyond the extend beyond the perty. Outside agencies ed. Imminent control of the pable but there is a pat to the public and/or the there may be local and a interest in the event.	from a There ongoin Imme	afety of the public is in jeopardy a major uncontrolled hazard. are likely significant and ng environmental impacts. diate multi agency municipal and cial government involvement is ed.		
	Ale	rt	Level-1 E	Emergency	Leve	I-2 Emergency		Level-3 Emergency
Responses	Investigate and escalate level if required initiate control procedures  In addition to Alert level responses: - Isolate the hazard area - Activate the ERP - Conduct public safety actions for special needs residents - If special needs residents decide to voluntarily evacuate, activate a reception centre		-Fully activate procedures a established -Inform governmen health author -Identify the poperating are action to proshelter or every -Prepare igning related) -Respond to public questing -Prepare for situation to a record activand municipapplicable -Establish roshed	nazard and emergency eas and take any required tect the public through vacuation. tion team (butane gas media, company and tions the potential of the escalate to a Level-3 vities and keep government al agencies advised, if	-Eme cominotification of the cominotification of the continuous co	dition to Level-2 responses: rgency response plan and mand centres are fully activated pany Management has been ed and all internal support tions staffed inue to monitor and adjust and and emergency operating as (maintain security) dize additional people and urces e a gas release if ignition ria are met tinue to advise company and ten ment ate the reception centre, if it not already been established at vel-1 or Level-2 emergency inue to maintain the EOC, once activated		

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

# ethos

## **OVINTIV EH&S Risk Matrix**

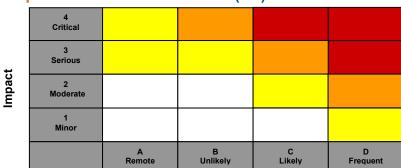
#### **Step 1 – Impact Evaluation (Plan)**

Level	People	Environment	Assets	Reputation	Financial & Business
4 Critical	Fatality     Long-term health impact     Permanent disability     Life altering injury or illness     Evacuation of a facility and community     Action from landowner/activist involving weapons	Severe long-term environmental damage     Wide-spread impacts to sensitive environments, wildlife and/or major bodies of water     Significant off lease/site groundwater impacts	One month facility/ equipment outage     Production, equipment, property, motor vehicle loss and or damage greater than \$10 million     Terrorist attack/attempt	Action resulting in regulatory and/or legal prosecution or suspension of operations     Prolonged national/ international media attention     Sustained widespread stakeholder public protest	Impact > 20% of Project/Team Budget     Significant effect on Division or Corporate group deliverables
3 Serious	Short term health impact     Lost time injury or illness     Evacuation of facility and immediate area     Violent action from landowner/activist	Severe short-term environmental damage     Localized on lease groundwater impacts     Significant off lease/site surface impacts	One week facility/ equipment outage     Production, equipment, property, motor vehicle loss and or damage greater than \$1 million     Substantial loss from theft/vandalism	Regulatory and/or legal action resulting in fines or punitive action     Prolonged national/regional media attention     Prolonged local/regional stakeholder public protest	Impact 10% - 20% of Project/Team Budget     Significant effect on Business Unit or SBU deliverables
2 Moderate	Medical aid injury or illness     Restricted work /modified duties     Evacuation of job site     Specific threat from landowner/activist	Moderate environmental damage     No groundwater impacts     Localized off lease/site surface impacts     Immediate clean up	Short term (less than one week) facility/ equipment outage     Production, equipment, property, motor vehicle loss and or damage greater than \$100,000     Major Property crime	Regulatory and/or legal action resulting in administrative response Brief local/regional media attention Brief local public protest	Impact 5% - 9% of Project/Team Budget     Significant effect on SBU or Team deliverables
1 Minor	First Aid injury or illness     Implied threat from landowner/activist	Minor environmental damage     Localized on lease/site surface impacts	Negligible production loss     Production, equipment, property, motor vehicle loss and/or damage less than \$100,000     Minor property crime	No regulatory action anticipated     Brief or no media attention     Brief or no public attention	Impact <5% of Project/Team Budget     Noticeable effect on SBU or Team deliverables

#### **Step 2 – Probability Estimation**

Level	Description	Likelihood
D – Frequent	Event is expected to occur in most circumstances.	One or more occurrences per year
C – Likely	Event will probably occur at some time based on current practices	One occurrence every 1 – 5 years
B – Unlikely	Event should occur at some time based on current practices	One occurrence every 5 - 20 years
A – Remote	Event could occur at some time based on current practices.	Once in the life of the facility

#### Step 3 – Determine Risk Level (Do)



**Probability** 

Impact X Probability = Risk Level

Step 4 – Risk Level (Check)

**Extreme** — STOP activities. Work cannot proceed until risk is reduced to a lower level.

High – Extensive risk controls/mitigation measures must be implemented and BU VP approval is required to allow work to proceed. Efforts to reduce risk to a MEDIUM or LOW level should be undertaken.

**Medium** – Risk controls/mitigation measures must be implemented to allow work to proceed. Efforts to reduce risk to a LOW level should be undertaken.

**LOW** – Some risk controls/mitigation measures may be justified. Represents an acceptable level of risk.

#### **Step 5** – Take Action (Act)

Ensure all Risks are understood, controlled and communicated prior to starting work.

# **RISK ASSESSMENT WORKSHEET**

(To be used in conjunction with the Ovintiv Risk Matrix)

Risk Category: What are our business objectives? Date:

Scope of the Assessment What are we addressing? (Eq. Project, BU level, Department, level etc)

Participants: Do we have the necessary

expertise present?

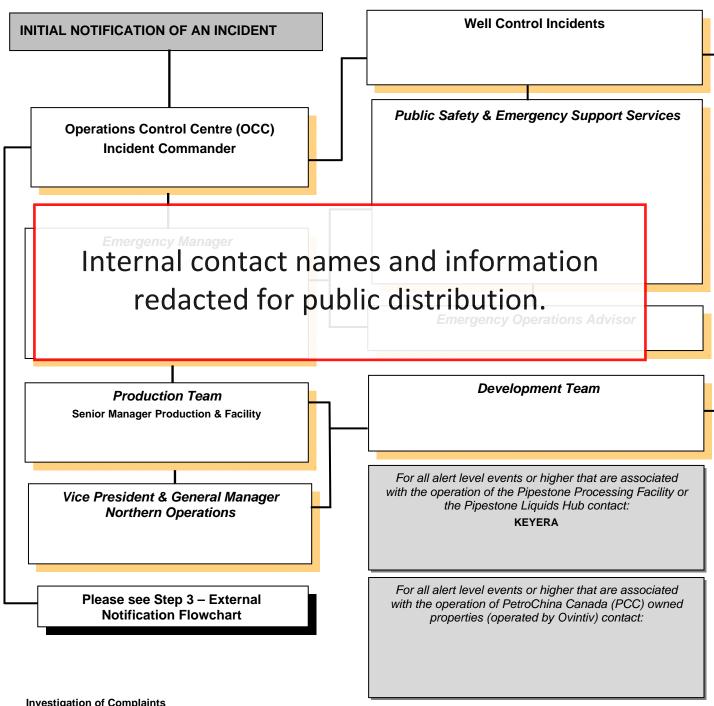
Period of Examination: List the time span of the risk assessment (i.e. annual, specific period etc). This has significant

implications for consistent probability ratings.

Identify Risk Scenario	Impact Rating	Impact Reasoning	Probability Rating	Probability Reasoning	Current Mitigations and Controls	Risk Level	Risk Treatment Strategy And Mitigation Plan	Residual Risk
What could stop us from achieving our objectives? What can go wrong?	What impact does it have on what Ovintiv values? NOTE: Consider each impact category separately!	What are the specific reasons and results of the impact of the risk scenario?	What is the chance of it happening considering the current standards, work practices and business environment?	What are the specific reasons for the probability of the scenario?	What measures are currently in place?	What is the current level of risk given the existing practices? (Use Corporate Risk Matrix)	If the risk is deemed to be unacceptable what can be done about it?	What level of risk is left over and / or has the treatment strategy or mitigation plan introduced new risk(s)?



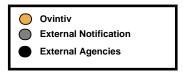
#### **INTERNAL EMERGENCY NOTIFICATION FLOWCHART (AB)**



#### **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.



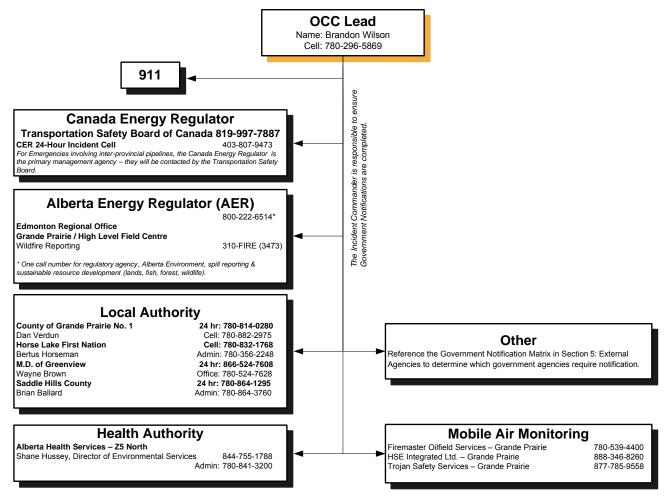
Note: After Initial Notifications are complete, please reference Step 4 – Incident Briefing and begin building the initial Organizational Structure (pg 3) within the ICS 201 Incident Briefing form.



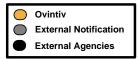
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#### **External Emergency Notification Flowchart**



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



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



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# **Step 4** – Incident Briefing



# **GRANDE PRAIRIE EMERGENCY RESPONSE PLAN** Incident Name: Date/Time Initiated: Prepared By: ICS Position: Level of Emergency Alert / Minor Level 1 Level 2 Level 3 Map Sketch: Note: Maps can be drawn or attached here. Situation Summary: (Write description or attach A1) Safety Briefing:

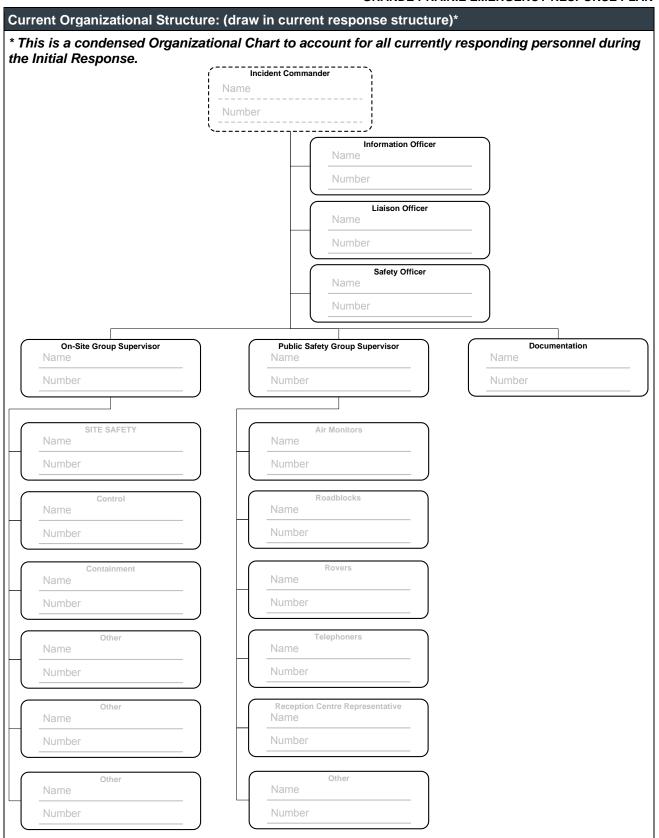
# **Step 4** – Incident Briefing



#### GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

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





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

# **Step 4** – Incident Briefing



#### GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

Resources Summary:					
Resource(s)	Time Called	ETA	On-Site	Notes (Location/Assignment/Status)	
External Notifications: (Government)					
Agency	Time Called			Notes	

# **Step 4** – Incident Briefing



#### GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

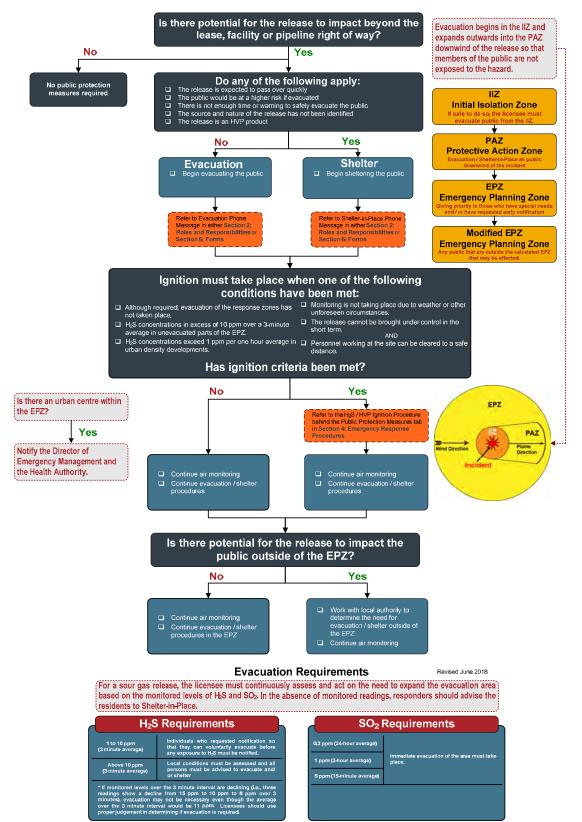
Site Safety and Hazard Control Analysis							
Site Control							
Is Site Control set-up? □ Yes □ No	2. Is there an On-Scene Command Post? ☐ Yes ☐ No If so, where?						
Have all personnel been accounted for?     □ Yes □ No □ Don't Know	Injuries: Fatalities: Unaccounted: Trapped:						
Are observers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



GR	ANDE PRAIRIE EMERGENCY RESPONSE PLAN
	<ul> <li>1. Is there a Hot Zone established?  — Yes  — No — If so, Where?</li> <li>2. Is there a Warm Zone established?</li> </ul>
Evacuation Route Decontamination Station Staging Area  HAZARD HOT ZONE	☐ Yes ☐ No If so, Where?  3. Is there a Cold Zone established?
Command Post  WARM ZONE  COLD ZONE	☐ Yes ☐ No If so, Where?
WIND DIRECTION Figure 1 Protective Zones	Remarks: (Include any information on evacuation route, etc.)
5. Include any site sketches or photos of the protective zones (if available):	



#### **Public Protection Measures Flowchart**



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



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# Section 2: Roles and Responsibilities

#### **Field Response Team**

#### **Emergency Response Organizational Chart**

#### **Key Response Personnel**

General Safety Equipment and Resource Lists

#### **Key Response Personnel, continued**

Command Staff Roles & responsibilities

#### **Key Response Personnel, continued**

Command Staff Roles & responsibilities, continued

#### 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

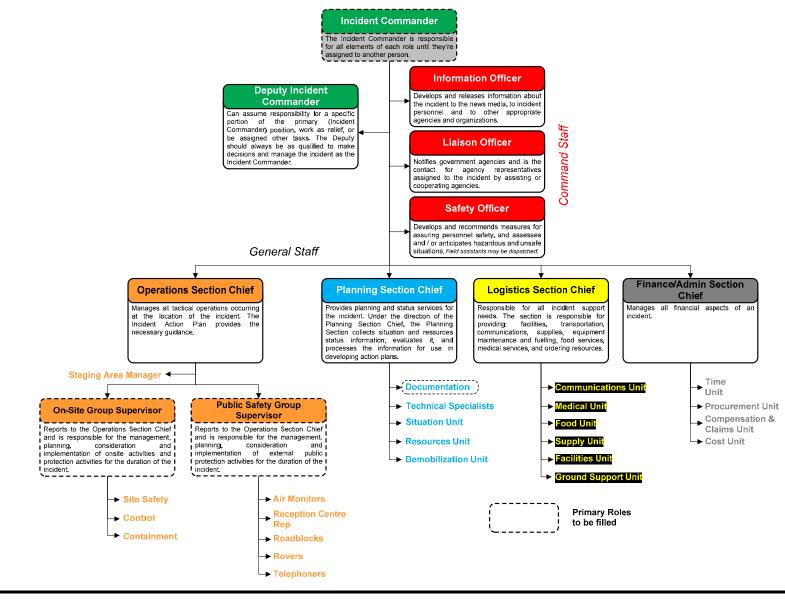
**Operations Briefing** 



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#### **Field Response Team**



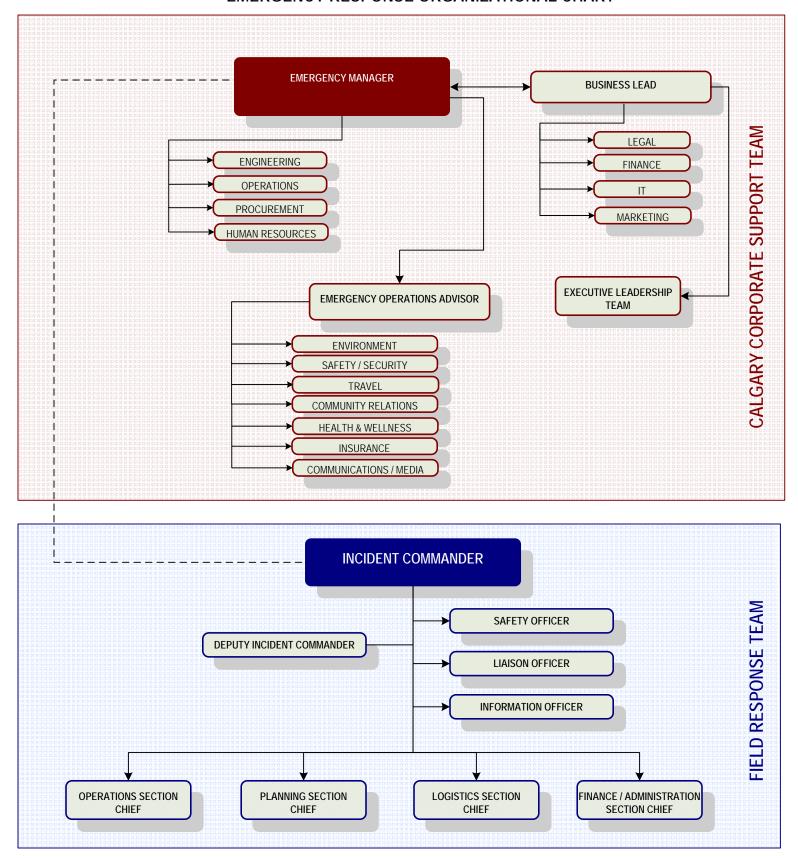
Section 2: Roles and Responsibilities



#### GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

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#### **EMERGENCY RESPONSE ORGANIZATIONAL CHART**



#### Legend

\_\_\_\_ Communication

Command

<sup>\*</sup> The detailed role descriptions for the Field Response Team can be found in the applicable field ERPs located at Ovintiv's Calgary Office.



#### **Key Response Personnel**

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

COMMAND STAFF	Incident Commander	OCC Lead Drilling Superintendent (Back Up Incident Commander)
	00100	Lead Field Operators Please see the RESPONSE TEAMS PHONE LIST
ON-SITE	On-Site Group Supervisor	(yellow tab) or AREA SPECIFIC INFORMATION (white tabs) for a list of Lead Operators.
	Trained in Ignition (H <sub>2</sub> S & HVP)	Emergency Manager Operations Chief / Incident Commander
	Public Safety Group Supervisor	Public Protection Chief Lead Field Operators
		Field Operators
PUBLIC SAFETY	Air Monitors / Roadblock / Rovers	Please see the RESPONSE TEAMS PHONE LIST (yellow tab) or AREA SPECIFIC INFORMATION (white tabs) for a list of Area Operators.
	Telephoners	Operations Technician
		Community Relations Advisor
	Reception Centre Representative	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 PHONE LIST in the AREA SPECIFIC INFORMATION section (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.



#### Key Response Personnel, continued

#### **Command Staff Roles & responsibilities**

#### **EMERGENCY MANAGER**

Provides Corporate support with resources and business decisions

#### **Level 1 Emergency**

- DOCUMENT all activities on Time and Event Log
- Establish communications with Emergency Operations Advisor and Business Lead to discuss safety and technical support requirements
- Provide assistance with regulatory agency notifications if requested

#### Level 2 & 3 Emergency

- DOCUMENT all activities
- Monitor all phases of the emergency control operations
- Liaison with the **Incident Commander** regarding Ignition
- Direct the **Incident Commander** to implement Ignition immediately the Ignition Criteria are met
- Notify and maintain contact with appropriate government agencies' head or supplemental offices
- Update Emergency Operations Advisor and Business Lead and ensure technical, operational and business decision support is provided
- Ensure that the Senior Management Team is advised of the situation by the Business Lead
- Coordinate field level media support
- Update the Emergency Operations Advisor and Business Lead, who will activate the Senior Management Team if not already initiated, and provide additional technical, operational and media support
- Update and maintain contact with the appropriate government agencies
- Note: for a Level 1 Emergency, the Emergency Manager or the Incident Commander, in consultation with the OGC are the only Ovintiv representatives with the authority to terminate an emergency.
- For a Level 2 or 3 Emergency, only the Emergency Manager, in consultation with the OGC and the local and/or provincial disaster service authorities, has the authority to terminate an emergency.



#### Key Response Personnel, continued

#### Command Staff Roles & responsibilities, continued

#### **EMERGENCY OPERATIONS ADVISOR (On Call Position)**

Provides Corporate support with resources and business decisions

#### **Level 1 Emergency**

- DOCUMENT all activities on Time and Event Log
- Establish communications with Emergency Manager and Incident Commander
- Make the Incident Commander aware of services and expertise available to assist

#### Level 2 & 3 Emergency

- DOCUMENT all activities
- Identify government and other agencies related to the incident, and ensure that notifications are done, and maintained
- Provide specialized resources and technical expertise in the areas of environment, media, community relations, and insurance
- Identify affected contractors, and confirm whether the contractors' head office(s) have been notified
- Coordinate meetings between government agencies and Company personnel as required
- Notify corporate level of environment, community relations, insurance, etc. and advise of the situation
- Ensure all documentation is being collected at all response levels.

#### **BUSINESS LEAD**

#### Level 1, 2 & 3 Emergency

- DOCUMENT all activities on Time and Event Log
- If a level of emergency is skipped, ensure procedures for a lower level emergency have been completed
- Advise and update the Senior Management Team if any of the crisis notification criteria are met
- Reassign resources within the business unit, (e.g., financial, physical, technical) to support the response
- Assess Corporate exposure and participate in strategic planning
- Redirect all media inquiries to the Media Spokesperson

#### Post-Incident

- Notify the Senior Management Team of the emergency call down status
- Instruct any business unit responders to forward their related documentation to the Emergency Operations Advisor in preparation of the Post-Incident reporting

#### **Command Staff Roles Incident Commander Deputy Incident Commander** Information Officer Liaison Officer Safety Officer The Incident Commander is in charge of overall management of the incident and must be fully qualified to manage the incident. The **Deputy Incident Commander** may assume The Information Officer is responsible The Liaison Officer is responsible for The Safety Officer develops and recommends measures for assuring As incidents grow in size or complexity, a more highly qualified Incident Commander may be assigned by the company. responsibility for a specific portion of the primary for developing and releasing notifying government agencies and is information about the incident to the the contact for agency representatives personnel safety, and assesses and position, work as relief, or be assigned other Note: The highest ranking authority arriving at the site of the incident (first on-scene) becomes the Incident Commander and tasks. The **Deputy** should always be as qualified news media, to incident personnel and assigned to the incident by assisting or or anticipates hazardous and unsafe establishes command and control. The first on-scene will remain the Incident Commander until there is formal transfer of to make decisions and manage the incident as the to other appropriate agencies and cooperating agencies. command to a more senior company employee and / or qualified personnel. ncident Commander organizations. Initial Response - \*Refer to the 5 Step Initial Response Guide in Section 1: Initial Response\* ☐ Ensure the site is evacuated if ☐ If no scribe has been assigned to the □ Receive incident briefing from □ Complete Regulatory А3 **Incident Commander**, support the the Incident Commander First Call unsafe. Step 1: Level of Emergency **Incident Commander** by documenting before contacting external Communication Form. ☐ Initiate rescue plans if safe to do ☐ If necessary, investigate and confirm the emergency. If the incident involves a release of sour product, the investigation should details of the emergency, focusing on agencies. □ Refer to Section 5: External be conducted in teams of two. Take appropriate safety precautions (PPE, SCBA, etc.). Ensure personal safety at all times. activities and decisions made. Prepare regular status updates Agencies for the Government □ Review the Incident Action Plan Determine the Level of Emergency using the OGC Incident Classification Matrix for BC or AER's Assessment Matrix for that will be provided to internal Record, update and maintain a Notification Matrix. Notify as Classifying Incidents for all other provinces (e.g. Alert/Minor, Level 1, 2, 3) found in Section 1: Initial Response or using the to identify and correct any Emergency Assessment SmartPhone App. (Search H<sub>2</sub>Safety or Emergency Assessment in the App Store). chronological summary of the incident company personnel to keep soon as possible and provide potential occupational and them apprised of the situation. status updates at agreed upon health hazards. Step 2: Internal Notification ☐ Identify and document any intervals to: ■ Names of personnel in each assigned ☐ Follow the Internal Emergency Notification Flowchart outlined in Section 1: Initial Response to contact required field resources. Refer to ☐ Ensure work / rest guidelines media involvement that has the Section 2: Roles and Responsibilities / Response Team Phone List. Relay the information from the A1 Initial Notification Form. position and their location Government regulator are followed. already taken place Mobilize internal resources to the site, to the Incident Command Post (ICP) or place them on standby as required. ■ Local authorities (counties. □ Control and containment measures Continuously monitor workers ☐ If the media statement hasn't Contact required company resources and communicate the level of emergency. Refer to Section 2: Roles and Responsibilities / cities, towns, MDs, RDs, ■ Environmental monitoring information for exposure to ensure they are yet been prepared ensure that Response Team Phone List. First Nations Reserves, etc.) wearing the required PPE. ☐ Injuries / deaths / missing persons the generic media statement **Step 3: External Notification** ☐ Health authority ☐ Take appropriate action to from the ERP is communicated Phone calls ☐ Follow the External Emergency Notification Flowchart in Section 1: Initial Response for communication structure and the Provincial mitigate or eliminate unsafe and being used in the field. Environment Notification Matrix in Section 5: External Agencies to determine which external agencies need to be notified. Reference Section 5: Actions and decisions conditions, operations, or ■ Assist head office with the □ Provincial emergency External Agencies and the Area Specific Information for the location of the incident. ☐ Status of the public protection actions hazards. preparation of a management organization Step 4: Incident Briefing ■ Manage the flow of traffic to and ☐ Immediately stop any unsafe preliminary media Other agencies ☐ The following positions are always filled regardless of the size of the incident: Incident Commander, On-Site Group Supervisor and communication with the Incident C1 statement if required practices. ■ Keep track of all government Commander so that he can focus on using the Preliminary Conduct a general inspection of Assess the situation, identify the incident source, and consider how to stop the source. Carry out a site assessment that includes the correspondence using managing the incident. Media Statement form. the facilities, food services and following: identify hazardous materials, evaluate risk to workers and the public, determine the potential for the incident to escalate, the Government СЗ Conduct status update meetings. Document all sanitation services soon after identify safety concerns, determine which other company's facilities are involved. Agency Contact Log. Form ICS 201 communications with they become operational and Provide status to head office. Detail and prioritize the objectives for the next operational period taking into consideration the priorities of (1) Life Safety, (2) C2 Obtain cooperating and the media using the follow up on a periodic basis Incident Stabilization. (3) Property & Environment using the ICS 201 Incident Briefing Form. Deal with some day-to-day decision assisting agency information Media Contact Log. throughout the incident for Assign other positions as required to meet the identified objectives. Review and complete the ICS 207 Incident Organization Form ICS 207 making. that includes: contact compliance to all health and Develop a detailed media Chart in Section 6: Forms. Depending on the scale of emergency, all positions may not be assigned. The Incident Assume duties of the Incident information, radio frequencies, safety standards. Provide a strategy for the incident. Commander assumes responsibility for all unassigned roles until personnel have been assigned to them. Commander, if required. cooperative agreements. report of deficiencies. Designate and prepare media Conduct a role review with each of the positions above to ensure they clearly understand their roles and responsibilities. equipment type, number of Maintain communication with the Incident ■ Document both safe and unsafe briefing rooms away from the Develop detailed plans of action (strategies) to achieve the objectives and determine what tactics and resources are required to personnel, condition of Commander. acts, corrective actions taken on Incident Command Post. implement the strategies (oil spill services, safety services, etc.). equipment and personnel, the scene, accidents or injuries, Organize tours and photo Activate the Incident Command Post (ICP). Refer to the Appendices for Incident Command Post activation guidelines. agency constraints, etc. and ways to improve safety on opportunities if required. **Important** ☐ Ensure the Planning Section posts and updates the status board with incident details. □ Conduct appropriate periodic future incidents. Prior to beginning any activities, each Step 5: Public Safety Maintain communication with briefings to keep agencies person in a role must: ☐ Investigate accidents that have the Incident Commander informed of planning actions. Determine the size of the Emergency Planning and Response Zones around the incident. Refer to the EPZ calculation tables and map occurred within the incident ☐ Obtain a completed ICS 201 Incident in Area Specific Information. □ Coordinate with any Briefing and ICS 207 Incident ■ Media releases must be Use the Public Protection Measures Flowchart located in Section 1: Initial Response to assist with determining if evacuation / shelter / Organization Chart from the Incident government agency coordinated with applicable ☐ Identify "Hot Zone" and declare ignition are required. representatives attending the regulatory agency. when responders may enter it. ☐ Ensure the affected public are contacted and advised to shelter or evacuate as required. Throughout the duration of the incident, ICP or REOC. ☐ Ensure that responders inside each person in a role must: □ If necessary, coordinate with ☐ Establish Air Monitoring, Reception Centre Representatives, Roadblocks, Rovers, and Telephoners as required. Coordinate with mutual aid the "Hot Zone" are accounted and use broadcast media to ☐ Chronologically document all actions, Ongoing Response - \*Refer to the Five Step Ongoing Response Guide in Section 2: Ongoing Response\* groups. for and initiate search if notify residents in the hazard decisions, contacts and requests on an ☐ Establish a method to track responders and resources to ensure they are accounted for at all times. ICS 214 Activity Log. Copies can be required. area. found in Section 6: Forms. ☐ Monitor implementation of IAP and revise as the situation dictates. Prepare for next operational period. ☐ Prepare a site-specific health ■ Work with Communications / After the incident is over, each person in a Support the Operations Section Chief in the preparation of an incident control and containment action plan. and safety plan. Media to develop a role must ☐ Ensure each section chief has adequate staff, is not violating span of control and clearly understands the roles and responsibilities. communications plan that □ Assist with post-incident activities. ☐ Conduct frequent Command Staff and General Staff meetings. includes establishing protocols All forms referenced can be found in ☐ If transfer of command occurs, an incident status briefing must take place. Provide all documentation and review situation status, for responders and all company Section 6: Forms objectives and priorities, current organization and resources, facilities, communications plan, concerns and introductions to staff. personnel as required to ensure As the emergency is brought under control, the decision to downgrade the level and/or stand down the emergency will be based on air incident information remains monitoring readings in consultation with the **Incident Commander** and the applicable government regulator. confidential (i.e. restriction on cell phone usage for ☐ The Demobilization Unit will develop and implement objectives/strategies for demobilization photography, social media, speaking to the media, etc.) All team members are located at the Incident Command Post (ICP), unless otherwise noted. Revised October 201

			General Sta	iff Roles – Ope	rations Section
Operations Section Chief	On-Site Group Supervisor	Staging Area Manager	Site safety	Control	Containment
The Operations Section Chief is responsible for managing all tactical operations occurring at the location of the incident. The Incident Action Plan provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.	On-Site Group Supervisor is responsible for coordinating all activities of Control, Containment and Site Safety at the scene of the emergency / incident.	The Staging Area Manager is responsible for managing all activities within a Staging Area.	Site Safety is responsible for responder safety and safety advice at all times at the scene of the emergency / incident.	Control is responsible for implementing measures designed to bring the incident under control or stop the incident.	Containment is responsible for implementing measures designed to reduce the impact of the incident on and prevent the spread of the incident to the surrounding areas.
<ul> <li>Identify and confirm communication links.</li> <li>Ensure the On-Site Command Post (OSCP) is established.</li> <li>Manage the following positions, as required: On-Site Group Supervisor, Public Safety Group Supervisor.</li> <li>In conjunction with the Incident Commander, the Planning Section Chief, and the Public Safety Group Supervisor, develop and implement an Incident Action Plan (IAP)</li> <li>Ensure responder safety at all times.</li> <li>Oversee control / containment procedures; ensure the hazard is isolated.</li> <li>Determine the current and potential environmental impact of product released, response activities, or waste disposal.</li> <li>Ensure that all environmental laws and regulations are complied with during emergency response operations.</li> <li>Provide technical advice to Incident Commander to determine public protection measures.</li> <li>Assess the requirements for on-site safety supervision, personnel, equipment, and other contract services. Coordinate with Logistics to obtain equipment and resources.</li> <li>Assist the On-Site Group Supervisor in</li> </ul>	<ul> <li>Ensure all personnel are accounted for. Release nonessential personnel from the site</li> <li>Oversee and maintain control of all on-site personnel.</li> <li>Establish On-Site Command Post (OSCP).</li> <li>Obtain incident briefing and environmental impact information.</li> <li>Coordinate activities of Staging Area Manager, Site Safety, Control and Containment.</li> <li>Report air monitoring to Incident Commander (third party and regulatory).</li> <li>Call police, fire and ambulance as needed.</li> <li>Coordinate with ambulance / fire / RCMP / regulatory agencies / spill co-ops.</li> <li>Conduct meetings with on-site personnel to review action plans, communication and safety.</li> <li>Request additional resources needed to implement on-site response actions.</li> <li>Supervise the execution of the on-site response actions.</li> <li>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</li> </ul>	<ul> <li>□ 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</li> <li>□ Erect staging area information and directional signs to the staging area, if required.</li> <li>□ Flag the perimeter of the staging area.</li> <li>□ Obtain an office trailer and emergency lighting, if required.</li> <li>□ 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.</li> <li>□ Respond to Operations Section Chief or Incident Commander requests for resources.</li> <li>□ Confirm all workers have required training before they are dispatched to the incident.</li> </ul>	<ul> <li>Assess hazards &amp; potential risks e.g. fire/explosion, toxicity, oxygen deficiency, ignition sources, access/egress.</li> <li>Ensure responder safety at all times.</li> <li>Ensure that on-site personnel are taking appropriate safety actions: PPE, SCBA / SABA, Safe Work Procedures, proper grounding / bonding procedures, work in teams, etc.</li> <li>Ensure workers that show signs of stress, fatigue, and other symptoms are demobilized and sent for treatment if necessary.</li> <li>Maintain records of all injuries and onsite medical treatments.</li> <li>Conduct responder safety orientations.</li> <li>Monitor activities and conduct a head count on a regular basis.</li> <li>Continually evaluate risks and stop unsafe activities immediately.</li> <li>Recommend alternatives for activities that are considered to be unsafe.</li> </ul>	<ul> <li>□ Assist with the development of control procedures.</li> <li>□ Identify immediate response tactics (i.e. offensive / defensive response tactics). Only when safety is assured, take immediate operational actions to bring the incident under control (i.e. shut down, isolate, de-pressure, etc.).</li> <li>□ Provide or seek technical / engineering advice around all control-related issues.</li> <li>□ Inform Operations Section Chief of any interactions with regulatory agencies or environmental personnel.</li> </ul>	<ul> <li>Assist with the development of containment procedures.</li> <li>Identify immediate response tactics (i.e. offensive / defensive response tactics). Only when safety is assured, take actions to contain the incident so as to prevent the incident from spreading offsite and to reduce the impact on the public, sensitive terrain, watercourses, etc.</li> <li>Provide or seek technical / engineering advice around all containment-related issues.</li> <li>Secure the scene and restrict access to essential and authorized personnel only.</li> <li>Inform Operations Section Chief of any interactions with regulatory agencies or environmental personnel.</li> <li>Coordinate oil spill cooperative activities (booms, dams, etc.).</li> </ul>
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.	Chief, Incident Commander, etc.) and the applicable government regulator before making the decision to ignite a release. Refer to Section 4: Emergency Response Procedures.	<ul> <li>Maintain and provide status to the Planning Section of all resources in Staging Area.</li> <li>Demobilize or move Staging Area as required.</li> </ul>		Prior to beginning any activities, each person in  ☐ Obtain a completed ICS 201 Incident Briefi Incident Commander.  Throughout the duration of the incident, each ☐ Chronologically document all actions, decis Copies can be found in Section 6: Forms.  After the incident is over, each person in a role ☐ Assist with post-incident activities.	ng and ICS 207 Incident Organization Chart from the person in a role must: sions, contacts and requests on an ICS 214 Activity Log.
					Revised October 2018
Located at the Incident Command Post (ICP)	Located at the On-Site Command Post (OSCP)	Located at the Staging Area	Located at the On-Site Command Post (OSCP)	Located at the On-Site Command Post (OSCP)	Located at the On-Site Command Post (OSCP)

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

# **General Staff Roles – Planning Section**

					9 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
Planning Section Chief	Documentation Unit	Technical Specialists Unit	Situation Unit	Resources Unit	Demobilization Unit
The Planning Section Chief is responsible for providing planning and status services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the Incident Action Plan, formal briefings, or through map and status board displays.	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.	Certain incidents or events may require the use of <b>Technical Specialists</b> who have specialized knowledge and expertise. <b>Technical Specialists</b> may function within the Planning Section, or be assigned wherever their services are required.	The collection, processing, and organization of all incident information. The <b>Situation Unit</b> may prepare future projections of incident growth, maps, and intelligence information.	The <b>Resources Unit</b> is responsible for maintaining the status of all assigned resources at an incident.	The <b>Demobilization Unit</b> is responsible for developing the Incident Demobilization Plan.
<ul> <li>Identify and confirm communication links.</li> <li>Assign personnel to assume the following positions, as required: Documentation, Technical, Situation, Resources, and Demobilization.</li> <li>Assist with setup of the Incident Command Post.</li> <li>Review the details of the incident and support the Incident Commander with the development of a preliminary response strategy.</li> <li>Identify the need for technical specialists.</li> <li>Collect and analyze information on the current situation, prepare situation displays and situation summaries, and develop maps and projections.</li> <li>Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.</li> <li>Provide technical support to the Incident Commander and work with Incident Commander to develop the Incident Action Plan (IAP).</li> </ul>	Document the Incident Action Plan (IAP) strategies using the ICS 201 Incident Briefing Form provided in Section 1: Initial Response or Section 6: Forms and disseminate them to all key responders.  Be prepared to document the Incident Commander's status update meetings using whiteboards, PC or Action Logs.  Ensure consistent documentation.  Ensure timely dissemination of all documentation.  Participate in planning meetings, capturing key information, decisions made, commitments and status.  Collect documentation from response team members and maintain a consistent system for organizing the data.  Records must be held for a minimum of 5 years as it may be	<ul> <li>Determine what technical support is available now and in the future.</li> <li>Work with Logistics to determine the key locations for the required technical support and appropriate time to acquire.</li> <li>Gather data (weather, etc.) and forecast changes considering incident potential and develop new or modified response strategies.</li> <li>As required, obtain plume dispersion modelling.</li> </ul>	<ul> <li>Collect and evaluate information to establish an accurate picture of the situation and creates a detailed summary. Use this information to create maps and projections.</li> <li>Prepare, post, or disseminate resources and situation status information as required, including special requests.</li> <li>Provide photographic services and maps if required.</li> </ul>	<ul> <li>Monitor the status and location of all incident resources / personnel responding to the incident.</li> <li>Oversee the check-in of all resources.</li> <li>Maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc.</li> <li>May assist in preparing the written Incident Action Plan.</li> <li>Maintain and post the current status and location of all resources.</li> </ul>	<ul> <li>Prepare plan for the demobilization of all personnel and equipment upon resolution of the incident.</li> <li>Ensure resources in available status are still required. Identify surplus resources and probably release time.</li> <li>Debrief non-required resources and dismiss resources being demobilized.</li> <li>Coordinate demobilization with agency representatives.</li> <li>Develop incident check-out function for all units.</li> <li>Ensure the demobilization process is organized, safe and cost effective.</li> </ul>
<ul> <li>Review any changes to the Incident         Action Plan (IAP) to ensure consistency.     </li> <li>Assemble information on alternative strategies.</li> </ul>	requested by the regulatory agency at any point during that time.  □ Establish duplication services. □ Incident files will be stored for legal,			Form Form Form Form ICS	Form ICS ICS 214
<ul> <li>Coordinate with Logistics to determine current available resources and resource availability for future plans of action.</li> <li>Establish reporting sc hedules.</li> <li>Conduct long-range and / or contingency planning.</li> <li>Develop plans for demobilization.</li> <li>Maintain continuous communications with the Incident Commander.</li> </ul>	analytical, and historical purposes.  Post and maintain all Emergency Status Boards and other laminated charts in the Incident Command Post.			Prior to beginning any activities, each person in a ro  ☐ Obtain a completed ICS 201 Incident Briefing as Incident Commander.  Throughout the duration of the incident, each person Chronologically document all actions, decisions Copies can be found in Section 6: Forms.  After the incident is over, each person in a role must	on in a role must:  , contacts and requests on an ICS 214 Activity Log.
the Incident Commander.  Form Form Form ICS	Form   Form   Form   Form   ICS   ICS   ICS   231   233		Form ICS ICS 201 209 214	<ul><li>Assist with post-incident activities.</li><li>All forms referenced can</li></ul>	be found in Section 6: Forms

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

Revised October 2018

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

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

Revised October 2018

#### General Staff Roles - Finance / Admin Section Finance / Admin Section Chief **Time Unit Procurement Unit Compensation & Claims Unit Cost Unit** The Finance / Administration Section Chief is The **Time Unit** is responsible for ensuring the All financial matters pertaining to vendor contracts. This unit oversees the completion of all forms required The Cost Unit provides all incident cost analysis. It responsible for managing all financial aspects of an accurate recording of daily personnel time, leases and fiscal agreements are managed by the by workers' compensation and local agencies. A file of ensures the proper identification of all equipment and incident. The Finance / Administration Section Procurement Unit. The unit is also responsible for compliance with specific agency time recording injuries and illnesses associated with the incident will personnel requiring payment; records all cost data; policies and managing commissary operations if also be maintained and all witness statement will be analyzes and prepares estimates of incident costs; Chief will determine the need to activate or deactivate maintaining equipment time records.

The

the incident.

Identify and confirm communication links.

a unit.

- ☐ 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
- 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.

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.

Procurement Unit establishes local sources for

equipment and supplies; manages all equipment rental agreements; and processes all rental and supply fiscal

Maintain equipment time records.

document billing invoices.

- ☐ Establish local sources for equipment and supplies. Coordinate with local jurisdiction on plans and supply
- ☐ 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.

obtained in writing. Close coordination with the

medical Unit is essential. The Compensation &

Claims Unit is also responsible for investigating all claims involving property associated with or involved in

- 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.
- Ensure the completion of a Resident Compensation Log for any out-of-pocket expenses incurred by evacuees.
- ☐ All claims must be submitted to the Finance and Legal departments for processing and disbursement of funds.
  - ☐ If applicable, Finance and Legal will deal with insurers as well as any other extraneous circumstances (affected parties want more.

□ Collect and evaluate cost data to establish an accurate picture of the incident costs.

and maintains accurate records of 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**

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

Throughout the duration of the incident, each person in a role must:

B2

☐ Chronologically document all actions, decisions, contacts and requests on an ICS 214 Activity Log. Copies can be found in Section 6: Forms.

After the incident is over, each person in a role must:

Assist with post-incident activities

All forms referenced can be found in Section 6: Forms

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

**Revised October 201** 

#### **Operations Section - Public Safety Roles Public Safety Group Supervisor Reception Centre Rep** Roadblocks **Air Monitors** Rovers **Telephoners** personnel Reception Centre Reps are responsible for Roadblock personnel are responsible Rovers travel to assigned locations to Telephoners are responsible for the The Public Safety Group Supervisor is responsible for the management, planning, responsible for acquiring and providing establishing reception centres, managing for maintaining assigned roadblock locate the public and personally provide notification of impacted residences and consideration and implementation of external public protection activities for the evacuee accommodation, communication and air quality readings to the Public Safety positions, air monitor readings and public safety instructions and assistance as businesses to provide public safety duration of the incident. documentation for compensation purposes. communication with transients. instructions. **Group Supervisor.** □ Confirm communication links with the Incident Commander and Operations Section Chief. □ Provide air monitoring readings to Confirm reception centre is available for ☐ In conjunction with the Public Safety □ Confirm resident contact lists are □ Confirm resident contact lists are Group Supervisor determine the assist with decision making available available (evacuation / shelter / ignition). need for and location of roadblocks. ☐ Establish reception centre. Refer to ☐ In conjunction with the Incident Commander: determine the size of the EPZ; identify the Confirm communication links. Confirm communication links. Obtain and check equipment and residents, businesses, industrial operators, and / or transients in the area; and determine the Section 2: Roles & Responsibilities ☐ Pickup and check roadblock kits. ☐ In conjunction with the Public Safety ☐ Know safe routes in and out of the EPZ. initial public protection measures to be taken. Refer to Section 4: Emergency Response information (maps, forms, Group Supervisor, determine who Confirm communication links. Proceed to roadblock locations. Search for residents and transients in Procedures for guidelines on evacuation / shelter, ignition, roadblocks, rovers, public concerns, communications, reports, monitors, needs to be notified (residents, ☐ Confirm communication links. etc. Additional information for Air Monitors, Reception Centre Representative, Roadblocks, □ Receive evacuees and maintain the Emergency Response and Planning safety, and breathing equipment). businesses, area users, etc.). B1 Rovers, and Telephoners can be found in Section 2: Roles & Responsibilities. a Reception Centre Registration ■ Establish roadblocks to secure the ☐ Confirm communication links. □ Review with the Public Safety В6 ☐ In conjunction with the Incident Commander, Planning Section Chief, and Operations FP7 Check all buildings including barns, ■ Monitor closest downwind public **Group Supervisor** which Section Chief, develop and implement an Incident Action Plan (IAP). ☐ Arrange for food and accommodations for shops, sheds, etc. ☐ Follow the scripts and procedures in telephoner scripts to use: location or residence. Review resident lists, area user lists, reception centres, and telephone numbers within the ERP. the evacuees. the ERP. Refer to either Section 2: ■ Assist, as required, with the Early Notification / Voluntary B7 ■ Monitor environment for adverse ☐ If required, establish a Regional Emergency Operations Centre (REOC). Provide evacuees with a place to Roles & Responsibilities or Section notification evacuation or B3 Evacuation Message, Sheltereffects. ☐ Assign personnel to assume the following positions as required: Air Monitors, Reception in-Place Phone Message, request counselling services, if 6: Forms. sheltering of persons within □ Record all readings B8 Centre Representative, Roadblocks, Rovers, and Telephoners. required the EPZ. Record all contact with Evacuation Phone Message. ■ Monitor area for H<sub>2</sub>S and / on the Air Monitoring A5 ☐ The Telephoners must have sufficient personnel to accommodate the following ratios residents using the Resident Contact □ Contact special needs ☐ Record and follow up on all evacuees who or LEL with personal when contacting residents: 1 Telephoner to every 7 residences; and 1 Supervisor for Log. A5 Loa residents at a Level 1 Emergency and choose to make their own accommodation monitors and document every 10 Telephoners. □ Report all readings at established provide them with the option to readings on the Air Post Evacuation Notices for B5 ☐ Dispatch Air Monitors at a Level 1 emergency (hand-held and mobile). evacuate intervals to the Public Safety Group residents that are not at their Monitoring Log. □ Arrange for temporary care of livestock (if ☐ Dispatch trained personnel with the appropriate hand-held gas monitors to record Supervisor. Contact the other residents and area residence. possible) and the security of evacuated ☐ Report all H<sub>2</sub>S and / or LEL reading users in the EPZ and advise them to concentrations at the nearest unevacuated residences downwind of the incident site. ☐ For your own safety, ensure Public ☐ Follow the scripts and procedures in the changes / increases to the Public property. evacuate or shelter. ☐ Mobilize third party mobile air monitoring units. Safety Group Supervisor is notified Safety Group Supervisor. ERP. Refer to Section 2: ■ Establish and oversee compensation Contact the schools / school buses to ☐ Maintain communication with the applicable government regulator and environment immediately if readings are Roles & Responsibilities or A5 ☐ For your own safety, ensure the administration activities at the reception make arrangements for school age agency regarding air monitoring needs and activities. approaching 10% LEL and / or 10 Section 6: Forms. **Public Safety Group Supervisor is** children (if applicable). Consult with the Operations Section Chief to determine the need for evacuation / ppm H<sub>2</sub>S. notified immediately if readings are ☐ Monitor area for H<sub>2</sub>S and / or LEL with sheltering. This is based on air monitoring readings at the nearest downwind residence. □ Reimburse evacuees for Advise that buses in the Prepare Mobile Monitoring approaching 10% LEL and / or 10 personal monitors and document their immediate out-ofaffected area leave Prioritize residents and area users in the EPZ to establish the order of evacuation. Coordinate B2 ppm H<sub>2</sub>S. readings on the Air Monitoring Log. pocket expenses and log immediately and that buses evacuation or shelter of residents, area users, and transients (via Telephoners and Rovers). ■ Report all H<sub>2</sub>S and / or LEL reading details on a Resident Record all incoming should not enter the area. ☐ Determine who needs to be notified and what script will be used: Early Notification / and outgoing traffic, Compensation Log. changes / increases to the Public Request a school administrator Voluntary Evacuation Message, Shelter-in-Place Phone Message, personnel, and B4 Safety Group Supervisor Evacuation Phone Message. B6 | B7 | B8 ☐ Where possible, provide evacuees with for the reception centre to equipment on the ☐ For your own safety, ensure the Public assist in managing the children ☐ At a Level 1 Emergency it is required to notify any special needs information regarding their property, Roadblock Log. livestock, and the incident. Safety Group Supervisor is notified and releasing them to their residents and give them the option to evacuate. ☐ Forward information given to you by immediately if readings are quardians. ☐ If residences are evacuated, a reception centre must be established. ☐ Forward all media and incident inquiries to people passing through your location approaching 10% LEL or 10 ppm H<sub>2</sub>S. Document all resident ☐ Determine and notify landowner / occupant(s) as soon as possible. the Information Officer В3 to the Public Safety Group interactions using the Report any suspicious behaviour to the ☐ Ensure the schools / school buses are contacted to make arrangements for school age ■ Report all names of evacuees who have Supervisor Resident Contact Log and **Public Safety Group Supervisor who** children (if applicable). registered at the reception centre to the report this information to the Public ■ Maintain communication with the will notify the police as required. ☐ If a large number of people need to be evacuated (large industrial operations and/or **Public Safety Group Supervisor** Safety Group Supervisor. Immediately **Public Safety Group Supervisor** public facilities) refer to the Area Specific Information section (white tabs) for contacts ■ Maintain communication with the Public Address resident concerns and forward advise the Public Safety Group to obtain charter buses or changes to the normal notification procedures. ■ Maintain roadblock locations. Do not Safety Group Supervisor. them to the Public Safety Group Supervisor about unsuccessful leave until requested to do so by the Send Rovers (if required) to identify human activity in the area which is not already Supervisor. contacts and any residents requiring identified within the ERP (drilling, pipeline construction, logging, hunting, farming, camping, **Public Safety Group Supervisor or** assistance until relieved by other Roadblock Prepare Evacuation Notices and provide copies to Rovers. personnel. B5 Rovers can be used to assist with notifications, assist with evacuating special needs residents, assist with air monitoring, etc. Determine the need for helicopters to identify human activity in the area. **Important** Determine the need for and location of Roadblocks to isolate and secure the area. **Prior** to beginning any activities, each person in a role must: ☐ Ensure all Roadblock personnel are properly trained and have appropriate roadblock ☐ Obtain a completed ICS 201 Incident Briefing and ICS 207 Incident Organization Chart from the Incident Commander. ☐ Ensure all Roadblock personnel have the legal authority to restrict access to the area. Throughout the duration of the incident, each person in a role must: ☐ Assess public impact outside of EPZ. See Section 5: External Agencies to determine what assistance local authorities can provide for public protection outside the EPZ. ☐ Chronologically document all actions, decisions, contacts and requests on an ICS 214 Activity Log. Copies can be found in Section 6: Forms. □ Regularly update the Incident Commander. □ Confirm communication links with: Air Monitors, Reception Centre, Roadblocks, Rovers, and After the incident is over, each person in a role must: Telephoners. Personnel should check in at scheduled intervals. Assist with post-incident activities. ☐ Review and confirm evacuation of residents, area industrial users, transients, etc. from the area. All forms referenced can be found in Section 6: Forms Reguest that a Notice to Airmen (NOTAM) is issued to restrict the airspace above the EPZ. Note: See Section 2: Roles & Note: See Section 2: Roles & Responsibilities for a media script for Responsibilities for a media script for Roadblock and Rover personnel. Roadblock and Rover personnel. Revised January 2019 Location will be Incident Command Post Located at the Incident Command Post (ICP) or the Regional Emergency Operations Location will be assigned. Location will be the reception centre. Location will be assigned. Location will be assigned. (ICP) or Regional Emergency Operations Centre (REOC).

#### Overview

 $H_2S,\ SO_2,\ LEL$  or other toxic substance concentrations will be monitored continuously during the incident response. It is crucial that  $Air\ Monitors$  continuously update the  $Public\ Safety\ Group\ Supervisor\ with monitored results. If air monitoring readings show high levels of <math display="inline">H_2S,\ SO_2,\ or\ LEL$  the  $Public\ Safety\ Group\ Supervisor\ may\ need\ to\ initiate\ evacuation\ /\ shelter\ of\ additional\ residences,\ change\ the\ location\ of\ the\ roadblocks,\ or\ ignite\ the\ release.$ 

#### **Air Monitor Roles**

- ☐ Obtain and check equipment and information (maps, forms, communications, reports, monitors, safety, and breathing equipment).
- ☐ Confirm communication links.
- ☐ Monitor closest downwind public location or residence.
- ☐ Monitor environment for adverse effects.
- ☐ Record all readings on the Air Monitoring Log provided.
- □ Report all readings at established intervals to the Public Safety Group Supervisor.
- □ For your own safety, ensure the **Public Safety Group Supervisor** is notified immediately if readings are approaching the following levels: 10% LEL or 10 ppm H<sub>2</sub>S.
- ☐ Prepare Mobile Monitoring Plan.
- □ If walking the pipeline right-of-way, walk separately with the wind, staying within visual contact and calling distance. As the lead responder monitors for H₂S, the backup responder will maintain communication and be prepared to rescue; and
- □ SO<sub>2</sub> monitoring equipment will be called out as required.
- ☐ Document activities using the ICS 214 Activity Log.
- ☐ Assist with post-incident activities.

Time

19:06

19:15

19:25

 $\square$  Monitor H<sub>2</sub>S and LEL concentrations along the edge of the EPZ to determine if sheltering and/or evacuation criteria has been met beyond the EPZ.

**Location of Samples** 

12-05-13-16 W5M

12-05-13-16 W5M

12-05-13-16 W5M

H<sub>2</sub>S

(ppm)

5

6

LEL

(%)

 $O_2$ 

(%)

#### **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.

#### 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 and equip each responder with reliable monitors and respiratory equipment. The monitors must be capable of displaying readings for 1ppm H<sub>2</sub>S and LEL conditions.
- ☐ Establish and maintain communication with OSCP using cellular phones or 2-way radios.
- ☐ Breathing apparatus be prepared to don apparatus quickly.
- ☐ Ensure all personnel have a personal gas monitor.

**Air Monitoring Log - Example** 

Temp (°C)

19

18

17

Other

- ☐ Speed and direction of wind may vary, therefore, be prepared to track gas plume.
- ☐ Record all information:

SO<sub>2</sub>

(ppm)

10

12

12

- · Concentrations in ppm or ppb
- Location and time of readings
- Wind speed and direction

#### Regulatory Requirements

#### Sour Gas Release - Manned Operations

- Critical / Special 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 / Special Sour Wells whose EPZ does not include a portion of an urban density development or urban centre and for all noncritical sour wells:

#### The licensee must:

Wind Conditions \*

Speed (km/hr)

12

11

11

From

NW

NW

NW

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

Comments

Picked up 5 ppm reading upon

entering lease access. Contacted control room at plant.

H₂S reading increased 1 ppm at the

access point.

No change in readings. Wind and

temperature is down.

#### HVP Product Release

public.

 Monitoring may occur downwind or upwind depending on how the plume is tracking, with priority being directed to the nearest unevacuated residence or areas where people may be present.

Sour Gas Release - Unmanned Operations

area where people may be present.

• If notified of a release by an alarm or by a reported odour, the

out **Air Monitors** upon confirmation of the release location.

licensee must investigate the source of the release and send

Air quality monitoring occurs downwind, with priority

being directed to the nearest unevacuated residence or

The licensee is expected to provide monitored H<sub>2</sub>S and SO<sub>2</sub>

information on a regular basis throughout a sour gas

emergency to the relevant government regulator, environmental

agency, health authority, local authorities, and on request to the

 The licensee is expected to provide monitored HVP product LEL information on a regular basis throughout the emergency to the relevant government regulator, environmental agency, health authority, local authorities, and on request to the public.

#### **Downgrading Level of Emergency**

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

#### Form A5

#### **Choosing a Position**

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

#### **Record Information**

Record information on	the following	forme located	within this	Saction:

☐ Air Monitoring Log☐ ICS 214 Activity Log

	-
Form	Form
l l	LICS
I A5	21/

#### Reporting and Contacts

Air Monitors report to the Public Safety Group Supervisor
Name:
Phone Number:
Reception Centre
Location:
Phone Number:
Wind Direction:

\* Estimate meteorological conditions where accurate readings are not available.

**Air Monitor** 

Revised
October 2019

A5 Air Monitoring Log

		_								
				Comments						
			onditions *	Speed From (km/hr)						
			Wind C	From						
			Temn	(၁.)						
ne:	sition:			Other						
Responder Name:	Responder Position:		SOS	(ppm)						
Resp	Resp		ć	(%)						
			<u> </u>	(%)						
			J.	(mdd)						
	of			Location of Samples						
Date:	Page			Time						

# **ICS 214 Activity Log**

Incident Name:						
Date / Time Initiated:	ate / Time Initiated:					
Prepared by:		Position / Title:				
Personnel Assigned						
Name	ICS P	osition	Location			
Activity Log						
Time		Actions				

#### Overview

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

#### **Reception Centre Rep Roles**

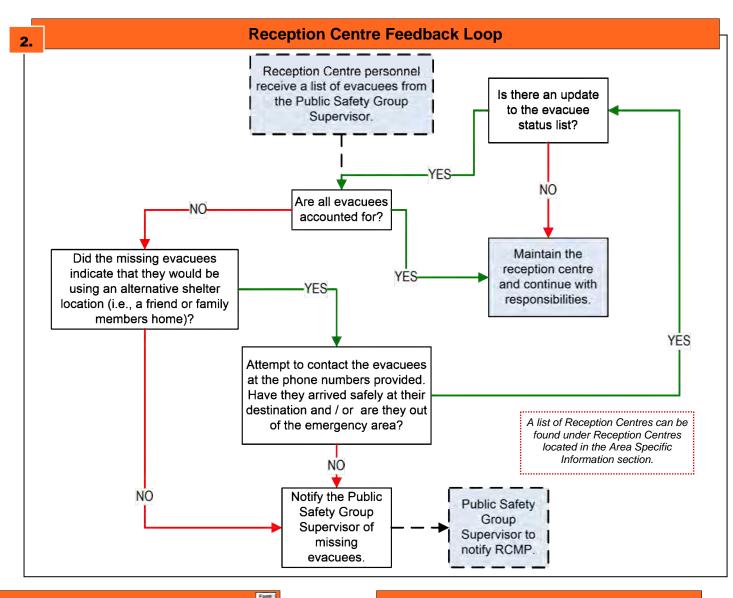
- ☐ Confirm Reception Centre is available for use.
- ☐ Establish Reception Centre.
- ☐ Confirm communication links.
- ☐ Receive evacuees and maintain a Reception Centre Registration Log.
- ☐ Arrange for food and accommodations for the evacuees.
- ☐ Provide evacuees with a place to request counselling services, if required.
- ☐ Record and follow up on all evacuees who choose to make their own accommodation arrangements.
- ☐ Arrange for temporary care of livestock (if possible) and 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.

#### Choosing a Reception Centre

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

#### Tips

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



B1

#### **Reception Centre Registration Log - Example**

Name (List all names in party) **Destination Phon #** # of Number Arrival Depart Resident ID (Where they can be Comments Time **Occupants** Arrived First Last reached) John and his wife arrived safely then left to stay at G124-A John Doe 2 2 19:06 19:21 555-555-5555 a friend's house in Red Deer. Jane and her 2 children arrived safely then left to 555-555-5555 H131-B Jane Doe 3 3 19:12 19:28 stav with her mother in Bentlev. James, his wife and 1 child arrived safely. The other F122-A 5 3 555-555-5555 two children are away on a school trip. They will Doe 19:20 James stay at the reception centre for the night. **Media Statement** 

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

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

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

### 3. Record Information

Record information on the following forms located within this Section:

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

- F-Q000	
100	
100	ŀ
there are	
214	

0.4	Form	
51	B1	

Forms:	Form
B2	C2

#### **Reporting and Contacts**

Reception Centre Reps report to the Public Safety Gro	u
Supervisor.	

Name: \_\_\_\_\_\_
Phone Number:

Reception Centre

Wind Direction: \_\_

Location:

Phone Number:\_\_\_\_\_

Febru 201

Revised February 2019

# **B1** Reception Centre Registration Log

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

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

## **B2 Resident Compensation Log**

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

No.	Date	Location	Trans.	Accom.	Meals	Phone	Sundry	Total	Details of Expense
									·
	Total Repo	rted Expenses							

#### Approved By: \_\_\_\_\_ Date: \_\_\_\_

# **ICS 214 Activity Log**

Incident Nam	e:							
Date / Time Ir	nitiated:							
Prepared by:				Position / Title:				
Personnel A	ssigned	- 7						
	Name		ICS Pos	ition		Location		
Activity Log				Antino				
Time				Actions				
	l							

#### **Overview**

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

#### **Roadblock Personnel Roles**

- ☐ In conjunction with the Public Safety Group Supervisor, determine the need for and location of roadblocks.
- ☐ Pickup and check roadblock kits.
- Proceed to roadblock locations.
- □ Confirm communication links and establish communication interval
- ☐ Establish roadblocks to secure the EPZ.
- ☐ Follow the scripts and procedures in the ERP
- ☐ Knowledge and ability to communicate safest route away from
- ☐ Monitor area for H<sub>2</sub>S and / or LEL with personal monitors and A5 document readings on the Air Monitoring Log.
- □ Report all reading changes / increases to the Public Safety Group Supervisor.
- ☐ For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching 10% LEL and / or 10
- ☐ Move location of Roadblock immediately if readings are approaching 10% LEL and / or 10 ppm H<sub>2</sub>S.
- □ Record all incoming and outgoing traffic, personnel, and equipment on the Roadblock Log.
- ☐ Forward information given to you by people passing through your location to the Public Safety Group Supervisor.
- ☐ Document activities using the ICS 214 Activity Log.
- ☐ Maintain communication with the Public Safety Group Supervisor.
- ☐ Maintain roadblock locations. Do not leave until requested to do so by the Public Safety Group Supervisor or until relieved by other Roadblock personnel
- ☐ Assist with post-incident activities.

#### Roadblock Kit Contents - Sample

The roadblock kit may contain the following items:

#### Recommended

- ☐ Direct communication capability (radio, cell phone, etc.)
- ☐ ERP maps and roadblock forms
- ☐ Flashlight and batteries
- ☐ High visibility / reflective vests
- ☐ Orange traffic cones / reflectors
- ☐ Pens and / or pencils
- ☐ Personal Air Monitoring Device (H<sub>2</sub>S, CO, O<sub>2</sub>, LEL) ☐ Portable rotating emergency light
- □ SCBA ☐ Hand-held stop sign with reflective tape
- Waterproof bag Optional
- ☐ Caution tape
- □ Rain suit
- □ Road barrier

#### Tips

- ☐ When talking to motorists at the roadblock, ONLY provide them with the information as directed by the Public Safety Group Supervisor. ☐ Ask for identification prior to granting access.
- ☐ You do not have the legal authority to restrict access to the area without an order from the relevant authority. Report any person who chooses to proceed, without permission, through the roadblock.
- ☐ Check with the motorists and ensure all members of their residence are accounted for and documented on the Resident B3 Contact Log. Report any resident that is left behind in the EPZ.
- ☐ The roadblock should be setup to allow optimal visibility and sufficient distance for traffic to come to a safe and complete stop.
- □ Roadblock personnel should be highly visible on the side of the road and have an escape route in case of an emergency.
- ☐ DO NOT leave your position until you are directed to do so.

#### **Choosing a Roadblock**

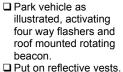
Roadblocks should be established:

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

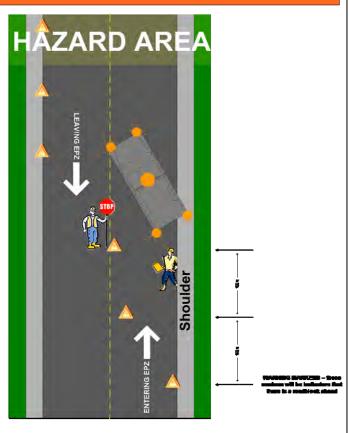
#### **Before Departure**

- ☐ Make sure your vehicle is equipped and suitable for the travel conditions.
- ☐ Check roadblock kit to confirm all items are present (see sample of roadblock kit contents to
- ☐ Confirm that your handheld monitor for H<sub>2</sub>S and / or LEL is functioning properly.
- ☐ Check all communications devices.
- ☐ Check that the red signaling baton flashlight is working and has spare batteries.
- ☐ Confirm that you have enough copies of the Roadblock Log form.
- □ Confirm the location of the roadblock with the Public Safety Group Supervisor and make sure you have a safe route to the assigned location that does not cross the hazardous area.

#### Setting up a Roadblock



- ☐ Take a reading with your handheld monitor for H<sub>2</sub>S and / or LEL; ensuring your
- Form roadblock is not too A5 close to the edge of the EPZ. Record readings on the Air Monitoring Log.
- ☐ Notify the Public Safety Group Supervisor once your roadblock is set up.
- ☐ Continue to monitor and record H<sub>2</sub>S and I or LEL levels at scheduled intervals. Report to the **Public** Safety Group Supervisor at scheduled intervals
- Maintain roadblock until the emergency is over and the "all clear" message is given or until relieved by other Roadblock personnel



#### **Reporting and Contacts**

Roadblock personnel report to the Public Safety Group Supervisor.

Phone Number:

Reception Centre

Location:

Wind Direction:

Phone Number:

To give motorists time to prepare to come to a stop, it is recommended that the Roadblock personnel set up all available collapsible reflective triangles 100 metres apart, at a minimum distance of 200 metres before the roadblock.

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

When establishing a roadblock consider: □ Visibility

- □ Distance
- ☐ Bends in the road ☐ Level of the ground

Remember to: ☐ Remain calm ☐ Be courteous □ Record names

■ Notify the Public Safety Group Supervisor

#### **How to Stop Traffic**

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

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

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

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

#### Roadblock Script

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

5b.

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

#### **Media Statement**

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

"We can confirm an incident occurred at Ovintiv's (insert facility / site). Our team in the field is actively responding and we are gathering more information about the nature and severity of the incident. If you would like to leave your business card or phone number, an Ovintiv representative will provide you with more information as it becomes available."

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

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

#### Be courteous but firm.

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

#### **Record Information**

#### Record information on the following forms located within this section:

- ☐ Roadblock Log ☐ Resident Contact Log
- ☐ Air Monitoring Log

Form	ı	Form	
ICS 214		A5	

B3 B4 ☐ ICS 214 Activity Log

#### Possible Scenarios for Roadblock Personnel:

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

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

<u>d D l O C K</u>

June 2018

#### **B3 Resident Contact Log**

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

50	4 400	Resident name Resident IO She	Number of people			Assistance or	6 3
Time	Resident name		Shelter / Evacuate	Inside	Outside	transportation required?	Comments
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate		1.	O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
·			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate		j F	O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate		E i	O Yes O No	

# **B4 Roadblock Log**

Dat	9:	Responder Name:	
Pag	e of	Responder Position:	Responders Phone No.:

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

# **ICS 214 Activity Log**

Incident Name	<b>e</b> :				
Date / Time Ir	nitiated:				
Prepared by:			Position / Title:		
Personnel As	ssigned	and the same			
	Name	ICS Pos	ition	Location	į.
Activity Log					
Time			Actions		

#### **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.

В3

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

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

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

☐ Follow the scripts and procedures in the ERP.

☐ Monitor area for H<sub>2</sub>S 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 H<sub>2</sub>S.

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

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

Supervisor.

☐ Assist with post-incident activities.

#### **Media Statement**

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

"We can confirm an incident occurred at Ovintiv's (insert facility / site). Our team in the field is actively responding and we are gathering more information about the nature and severity of the incident. If you would like to leave your business card or phone number, an Ovintiv representative will provide you with more information as it becomes available."

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

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

Be courteous but firm

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

#### **Reporting and Contacts**

<b>5</b> 1					
Rovers report to the Public Safety Group Supervisor.					
Name:					
Phone Number:					
Reception Centre:					
Location:					
Phone Number:					
Wind Direction:					

#### **Evacuation Notice - Example**



# EVACUATION NOTICE

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

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

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

For assistance, call [Insert Company Name] at

Thank you

#### **Tips**

Remember to:

☐ Remain calm

☐ Be courteous

☐ Document all actions and comments

☐ Notify the Public Safety Group Supervisor

Remember to use a handheld  $H_2S$  and / or LEL monitor to continually test the atmosphere. Report all  $H_2S$  and / or LEL reading changes / increases to the **Public Safety Group Supervisor**.

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

#### Before Departure

☐ Protect yourself

☐ Ensure you are equipped with all necessary equipment:

□SCBA

☐ Gas monito

☐ Mobile communications or other form of communication

☐ Forr

☐ Vehicle (4x4) with full tank of fuel

■ Map

☐ Confirm that your handheld monitor for H<sub>2</sub>S and / or LEL is functioning properly.

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

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

#### **Notifying Residents / Transients**

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

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

Representatives at the Reception Centre will address any questions you may have and will make arrangements for your temporary accommodations."

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

☐ Make sure they are all accounted for.

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

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

□ Ask them if they have any questions.

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

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

#### **Requested Evacuation Assistance**

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

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

☐ Try not to scare them. They are aware you might be coming but don't know what to expect.

■ Make sure they are all accounted for.

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

☐ Ask them if they have any questions.

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

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

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

#### **Record Information**

4.

Record information on the following forms located within this section

☐ Resident Contact Log☐ Air Monitoring Log☐

☐ ICS 214 Activity Log

| Form |

☐ Evacuation Notice

Revised June 2018

# B3 Resident Contact Log

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

# **ICS 214 Activity Log**

Incident Name:							
Date / Time Initiated:							
Prepared by:	Position / Title:						
Personnel Assigned	The state of the s						
Name	ICS Position	Location					
A 1831 AN 1 3 1 2							
Activity Log	Antique						
Time	Actions						

#### Overview

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

#### **Telephone Personnel Roles**

- ☐ Confirm resident contact lists are available.
- ☐ Confirm communication links.
- ☐ In conjunction with the Public Safety Group Supervisor, determine who needs to be notified (residents, businesses, area users, etc.).
- ☐ Review with the Public Safety Group Supervisor the telephoner scripts to be used: Early Notification / Voluntary Evacuation Message, Shelter-in-Place Phone Message, Evacuation Phone Message.
- ☐ Contact special needs residents at a Level 1 Emergency and provide them with the option to evacuate.
- ☐ Contact the other residents and area users in the EPZ and advise them to evacuate or shelter
- ☐ Contact the schools / school buses to make arrangements for school age children (if applicable).
- ☐ Advise that buses in the affected area leave immediately and that buses should not enter the area.
- Request a school administrator for the reception centre to assist in managing the children and releasing them to their guardians. ☐ Document all resident interactions using the Resident Contact Log
- and report this information to the Public Safety Group Supervisor. Immediately advise the Public Safety Group Supervisor about B3 unsuccessful contacts and any residents requiring assistance.
- ☐ Document all activities using the ICS 214 Individual Activity Log.
- ☐ Assist with post-incident activities.

#### **Shelter-In-Place Instructions**

B8

- ☐ Immediately gather everyone indoors and stay there. Do not leave even if you see people outside.
- ☐ Close and lock all outside doors and windows. Tape gaps around doors and windows. Leave all inside doors open.
- $\hfill\square$  Turn off appliances or equipment that blows out indoor air or sucks in
- ☐ Turn down furnace thermostats to the minimum setting and turn off air
- $oldsymbol{\square}$  Extinguish all potential sources of ignition (do not smoke or attempt to start vour vehicle). lacksquare Stay off of the phone so that you can be contacted by emergency
- ☐ Stay tuned to local radio and television for possible updates.
- Note: For the full Shelter-In-Place instructions see page 2 of the Shelter-In-Place Telephoner Text form located in SECTION 6.0: FORMS.

#### Who to Contact

- Residents
- ☐ Schools / School Bus Transportation
- □ Businesses
- Public Facilities
- ☐ Recreation Areas
- ☐ Urban Centres (contact local authority to coordinate)
- ☐ Area Users (other oil and gas operators, rail, logging, etc.)
- □ Trappers
- ☐ Guides / Outfitters
- ☐ Grazing Lease / Allotment Holders
- Priority is given to:
- ☐ Those closest to the hazard
- ☐ Those downwind of the hazard
- ☐ Those with sensitivity issues (health issues, require assistance, etc.)

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

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

#### **Shelter-In-Place Phone Message** Hello, this is (your name) (company name) Is this the (name) residence at (telephone number) ? is responding to a (potential) emergency at\_\_\_\_ (location) For your safety, it is extremely important that you, and those with you, stay indoors until the potential hazard no longer exists, or you are advised to evacuate. To help us understand your immediate needs, we need to know: How many people are at your location now? Children Is there anyone in your household that you cannot contact to inform them of the situation and advise them to get in doors or stay out of the area? 77 Yes 77 No IF YES Whom? Location of the person(s) We will send someone to find them as soon as possible. Do you have children in school at this time? ☐ Yes ☐ No IF YES What school? Children's names We will contact the school to ensure the safety of your children. Buses will be directed to leave the area immediately. If school is in session, your children will be redirected to the reception centre by their regular bus driver when the school day is over. Do you have the "Shelter-in-Place" instructions previously provided to you by (company name) Please follow the Shelter-in-Place instructions located inside the resident pamphlet. Verbally walk the resident through the Shelter-in-Place instructions on the next page. Do you understand what I have told you? Is there an alternate number we can contact you at?

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

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

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

Thank you for your cooperation.

-	Telepho	oner Comn	nunication Flow
	<b>!</b> →	Shelter-in-Place Message	Provide Public Safety Group > Supervisor with a list of unsuccessful— [ contacts.
Telephoners receive a list of residents / area users from the Public Safety Group Supervisor.	Provide appropriate message	Evecuation Message	Provide Public Safety Group Supervisor with a list of unsuccessful contacts and those requiring evacuation assistance.  Public Safety Group Supervisor to dispatch Rovers
	i   <b>→</b>	Voluntary Evacuation Message	Provide Public Safety Group Supervisor with a list of unsuccessful  contacts, those choosing to evacuate, and those requiring evacuation assistance.

			acuation F			
					(company nai	
					(telephone nun	
(comp	any name)	is responding t	o a (potential) eme	rgency at	(location)	in your area.
			t that you and your our reception centre		ur residence immedia	ately and travel in a
To help u	s understand yo	ur immediate r	needs, we need to k	know:		
How man	y people are a	t your location	n now?			
	Adults					
	Children					
IF YES						
			nd them as soon as			
Do you h		someone to fir	nd them as soon as			
Do you h	We will send	someone to fir	nd them as soon as			
•	We will send	someone to fir	nd them as soon as stime?	possible.		
•	We will send  ave children in  Yes  What school	someone to fir	nd them as soon as	possible.		
•	we will send  ave children in  Yes  What school  Children's r.  We will containmediately.	someone to fine school at this No 17ammesact the school to	nd them as soon as stime?  o ensure the safety session, your children	possible.	n. Buses will be direc	cted to leave the area n centre by their regular
IF YES	We will send  ave children in  Yes  What school  Children's r.  We will conta immediately, bus driver wh	someone to fir school at this No I? ames act the school t If school is in seen the school	nd them as soon as stime?  o ensure the safety session, your children	possible.  of your childrenen will be redire	n. Buses will be direc	cted to leave the area
IF YES	We will send  ave children in  Yes  What school  Children's r.  We will conta immediately, bus driver wh	someone to fir school at this No I? sames act the school to If school is in seen the school ion / transport	o ensure the safety session, your childred day is over.	possible.  of your childrenen will be redire	n. Buses will be direc	cted to leave the area
JF YES  Do you re	We will send ave children in  Yes What school Children's r We will containmediately, bus driver where equire evacuation Yes We are send	someone to fir school at this No 17 names act the school to If school is in seen the school ion / transport No	o ensure the safety session, your childred day is over.	possible.  of your childret en will be redire	n. Buses will be direcected to the reception	cted to leave the area
Do you re	We will send ave children in  Yes What school Children's r We will conta immediately. bus driver wh equire evacuati Yes We are send or the local p	someone to fir school at this No 17 aames act the school to If school is in seen the school tion / transport No ing someone to	o ensure the safety session, your childred day is over.	possible.  of your childret en will be redire	n. Buses will be direcected to the reception	cted to leave the area n centre by their regular
IF YES	We will send ave children in  Yes  What school Children's r  We will conta immediately. bus driver wh equire evacuat  Yes  We are send or the local p Provide the Directi	someone to fir school at this No 1? names act the school to If school is in seen the school ion / transport No ing someone to olice arrive to a resident with: ons to safely i	o ensure the safety session, your childred day is over.  ation assistance?  o assist you. Please evacuate you.	of your childrenen will be redire	n. Buses will be direcected to the reception	oted to leave the area in centre by their regular the desired by their regular

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?

Name:

Reception Centre

Wind Direction:

Phone Number:

Phone Number:

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

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

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

Is there an alternate number we can contact you at?

Thank you for your cooperation.

	Record information on the following forms located within this section:  Resident Contact Log ICS 214 Individual Activity Log Voluntary Evac Message Shelter-in-Place Message Evacuation Message									
1	Reporting and Contacts									
1	Telephoners report to the Public Safety Group Supervisor.									

if you are unable to make it to the reception centre for any reason. Please

**Record Information** 

Revised February

elephon

#### **B3 Resident Contact Log**

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

2	3 0 0	2 11 12	Number of		of people	Assistance or	F
Time	Resident name	Resident name Resident ID Shelter / Evacual	Shelter / Evacuate	Inside	Outside	transportation required?	Comments
		20	O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
		10	O Shelter O Evacuate			O Yes O No	
		ii.	O Shelter O Evacuate			O Yes O No	
	11	il de la companya de	O Shelter O Evacuate			O Yes O No	
	7.	ii.	O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
		1	O Shelter O Evacuate			O Yes O No	
	U		O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
71			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	

# B6 Early Notification / Voluntary Evacuation Phone Message

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

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

# **ICS 214 Activity Log**

Incident Name:						
Date / Time Initiated:						
Prepared by:	Position / Title:	Position / Title:				
Personnel Assigned						
Name	ICS Position	Location				
ctivity Log	The second second					
Time	Actions					



#### **GRANDE PRAIRIE EMERGENCY RESPONSE PLAN**

#### **Initial Response:**

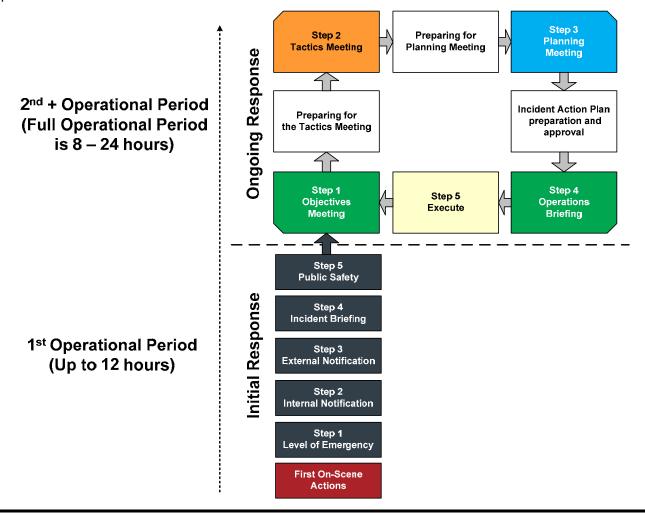
All incidents begin with the initial response (reactive phase) during the first operational period. At the onset of an emergency response an Initial Emergency Report (A1) Form is completed to determine the severity of the emergency and extent of the response. 95% of emergency responses begin and end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

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

#### **Ongoing Response:**

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

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

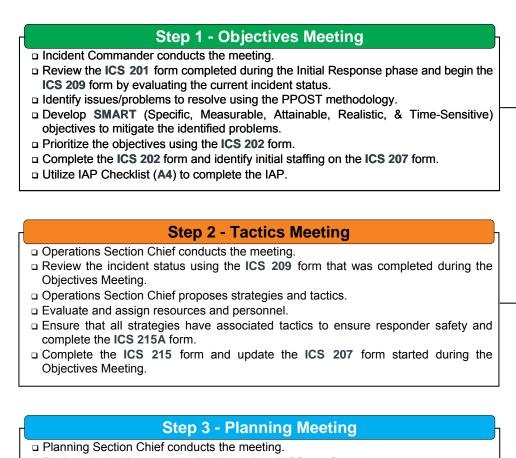


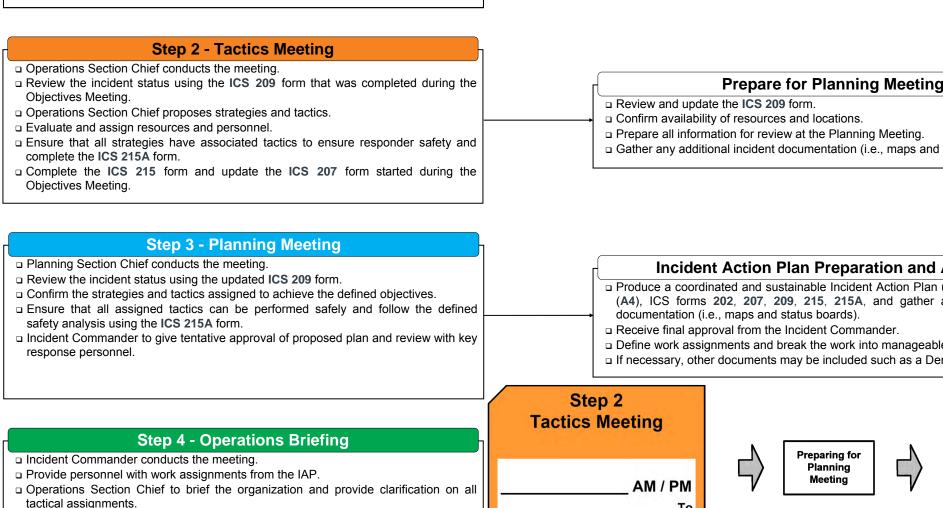
**Section 2: Ongoing Response** 



**GRANDE PRAIRIE EMERGENCY RESPONSE PLAN** 

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#### 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.

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

**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. **Prepare for Planning Meeting** □ Gather any additional incident documentation (i.e., maps and status boards). **Incident Action Plan Preparation and Approval** □ Produce a coordinated and sustainable Incident Action Plan using the IAP Checklist (A4), ICS forms 202, 207, 209, 215, 215A, and gather any additional incident □ Define work assignments and break the work into manageable units. □ If necessary, other documents may be included such as a Demobilization plan. Step 3 To **Time Frames** AM / PM The length of this cycle will change throughout the incident. You will likely need to meet more frequently approval early on during an incident.

**Planning Meeting** AM / PM To AM / PM Incident Action Plan preparation and **Preparing for the Tactics Meeting** Step 1 Step 5 Step 4 **Objectives Meeting Operations Briefing** Execute AM / PM AM / PM AM / PM To To AM / PM AM / PM AM / PM

Five Step Ongoing Response Step 3 Step 2 Preparing for Planning Meeting Planning Meeting **Tactics Meeting** Response Phase ٦Ļ Time Frames The length of this cycle will change throughout the incident. You will likely need to meet more frequently early on during an incident. Preparing for Incident Action Plan Proactive the Tactics Meetin and Approval Ongoing Step 1 Step 5 Objectives Operations Execute Meeting Briefing

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

**Five Step Ongoing** Response Guide



controls.



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# **Objectives Meeting**



		GRAN	DE PRAIRIE EMERGENCY RESPONSE PLAI
Owner: Incident Commander	Date:		Time:
**Roles belong Attendees:	ow will attend	d only if designa	ted and available**
☐ Incident Commander:		□ Plannin	a Section Chief:
☐ Deputy Incident Commander:			g Section Chief: s Section Chief:
☐ Operations Section Chief:			/Admin. Section Chief:
☐ Planning Section Chief:		□ Safety C	
☐ Liaison Officer:	□ Other:		
☐ Information Officer:	□ Other:		
Summary:			
<ul> <li>Have a completed ICS 202 form</li> <li>Establish objectives and prioritie</li> <li>Begin an ICS 209 Incident State</li> <li>Begin identifying all required role</li> <li>Begin addressing the Incident A</li> <li>Schedule and prepare for the T</li> </ul>	es for the upc us Summary r les on the <b>ICS</b> Action Plan Ch	coming operationa report. S 207 form. necklist (A4).	
		nd the IAP Checl	klist (A4)
Agenda Items:	, , ,		
☐ Status Update and review the IC	CS 201 Incide	nt Briefing form.	
☐ Determine incident priorities. Re	eference the F	PPOST methodolo	ogy.
☐ Establish an incident organizati mitigate the incident.	on that is cap	able of meeting in	nitial and long-term challenges required to
☐ Determine the incident response objectives and complete and ICS 202 Incident Objective must be SMART (Specific, Measurable, Attainable, Realistic, & Time Sensitive).			
☐ Identify initial staffing requireme	nts and begin	filling out the ICS	3 207 Incident Organizational Chart.
☐ Identify and select incident supp			
☐ Review the incident objectives f on the IAP.	or the next op	perational period s	so your management team can begin work
☐ Document the incident status to	relay to all re	sponding personr	nel.
Key Points:			
Ensure that the meeting is do	cumented / r	recorded. (Utilize	e the back side of this page.)
Define the hours of work and or	perational peri	iod.	
Utilize Incident Action Plan Che	ecklist (A4).		
Identify constraints and limitation	ns.		
Clarify any staff roles and response	onsibilities.		
Determine expectations of the t	eam for how a	all communication	is are to be made.
Discuss and agree on process and sensitive information.	issues such a	s resource orderir	ng, cost accounting, operations security,
Continue to develop tasks for C	ommand and	General Staff.	
Agree on division of command	workload, suc	ch as press and ag	gency briefings.

# **Objectives Meeting**



	GRANDE PRAIRIE EMERGENCY RESPONSE PLAN
Notes:	

# **Tactics Meeting**



		GRAND	E PRAIRIE EMERGENCY RESPONSE PLAN
<b>Owner: Operations Section Chief</b>	Date:	GRAND	Time:
**Roles below w	vill attend only	if designa	ated and available**
Attendees:			
☐ Incident Commander:	[	☐ Planning	Section Chief:
☐ Deputy Incident Commander:			Section Chief:
Operations Section Chief:			Admin. Section Chief:
☐ Planning Section Chief: ☐ Liaison Officer:	_	☐ Safety Of ☐ Other:	Ticer:
☐ Information Officer:		Other:	
Summary:			
The objectives of this meeting are to:	:		
<ul> <li>Define tactics, work assignments,</li> </ul>		meet actions	s identified during the Objectives
Meeting.			
		pon by all at	tendees (Command and General Staff).
Update the ICS 207 Incident Orga			
Refer to Incident Action Plan Che		ntinue to add	to items accomplished.
Schedule and prepare for the Plan			
	5A, and IAP Checl	klist (A4)	
Agenda Items:			
Review ICS 209 Incident Status S	ummary.		
☐ Review incident objectives.			
☐ Define tactics to complete objective			
☐ Provide an operational update and	d identify tactics to	deal with ind	cident.
☐ Identify roles and responsibilities t	hat have to be per	formed to im	nplement tactics.
	<b>207</b> Incident Organ	nization Char	rt, check span-of-control, and match up
with ICS 215 assignments.			
	Norksheet, ICS 21	5 (Utilize on	e form for every established objective).
<ul> <li>☐ Identify work assignments</li> <li>☐ Identify resources requirements</li> </ul>	a ta aabiaya aaab y	work agaign	mont
☐ Identify resources requirements			
☐ Identify overnead stanning need			
☐ Specify reporting times and loc			in accignment
Complete the Incident Action Plan Sa			
☐ Identify potential hazard types			
☐ Identify mitigations for associat	ted hazard types		
☐ Identify support facilities and locat	ions.		
Key Points:			
Ensure that the meeting is docu	umented / recorde	ed. (Utilize t	the back side of this page.)
Review planned actions against ir	ncident objectives a	and priorities	5.
Utilize a map or chart to depict the		•	
Discuss any applicable open action	•	-,	
, , , , ,			
<ul> <li>Consider contingencies and secon</li> </ul>	nuary options.		

# **Tactics Meeting**



	GRANDE PRAIRIE EMERGENCY RESPONSE PLAN
Notes:	

# **Planning Meeting**



	GRANDE PRAIRIE EMERGENCY RESPONSE PL				
Owner: Planning Section Chief	Date:	Time:			
**Roles below w	ill attend onl	/ if designated and ava	ilable**		
Attendees:					
☐ Incident Commander:		☐ Planning Section Chief:			
☐ Deputy Incident Commander:		☐ Logistics Section Chief:			
☐ Operations Section Chief: ☐ Planning Section Chief:		☐ Finance/Admin. Section☐ Safety Officer:	Cnier:		
☐ Liaison Officer:		☐ Other:			
☐ Information Officer:		☐ Other:			
Summary:					
The objectives of this meeting are to					
Finalize an Incident Action Pla			objectives, tactics, and		
strategies outlined from the previous		eetings.			
Schedule and prepare for the Operation  Resources: IAP Checklist (A)		inted ICS forms			
• • • • • • • • • • • • • • • • • •	4) and all assoc	lated ICS forms			
Agenda Items:	<b>"22 222 22</b>				
☐ Review Incident Action Plan forms	• • •				
☐ Review Command's incident object	•				
☐ Provide briefing on current situation		isk, weather forecast, and inc	ident projections.		
☐ Operations Section Chief provides	s briefing on:				
☐ Current operations.	المنامما ممام م	a strategy tastics or work	anaismumanta vanauvan		
☐ An overview on the propos commitment, contingencies, or					
☐ Review the proposed plan to ens					
met.		, p	,		
☐ Delegate assignments and dead	lines to appropri	ate staff members to assure	timely and effective IAP		
development.					
Key Points:					
Ensure that the meeting is doc	umented / recor	ded. (Utilize the back side of	this page.)		
Review IAP Checklist (A4) to ens	ure that all critica	I materials have been accoun	ted for in the IAP.		
Planning Section Chief brings me	eting to order, co	ver ground rules, and review	agenda.		
Planning Section Chief requests t	acit Command a	oproval of the plan as present	red.		
Planning Section Chief reviews as					
objectives.	<u> </u>		-		
Planning Section Chief conducts		mmand and General Staff to	solicit their final input		
and commitment to the proposed	plan.				

# **Planning Meeting**



	GRANDE PRAIRIE EMERGENCY RESPONSE PLAN
Notes:	

# **Operations Briefing**



	GRANDE PRAIRIE EMERGENCY RESPONSE PLAN			
Owner: Incident Commander	Date:		Time:	
**Roles below	will attend	only if de	esignated and available**	
Attendees:			3	
☐ Incident Commander:		□ On	-Site Group Supervisor	
□ Deputy Incident Commander:		□ Pu	blic Safety Group Supervisor	
☐ Operations Section Chief:			Monitor Team Lead	
☐ Planning Section Chief:			adblock Team Lead	
Liaison Officer:			ver Team Lead	
☐ Information Officer: ☐ Planning Section Chief:			lephoner Team Lead ception Centre Representatives	
☐ Logistics Section Chief:			her:	
☐ Finance/Admin. Section Chie	f:	□ Ot		
☐ Safety Officer:		□ Oti		
☐ Staging Area Manager:		□ Oti	her:	
Summary:				
The objectives of this meeting are	to:			
-	sage. and tasks for a		s to accomplish.  potential problems/issues to address in the	
next operational period.  Resources: IAP Checklist	(A4) and all a	associated I	CS forms	
Agenda Items:				
☐ Planning Section Chief briefly v	valks through t	the IAP com	ponents and makes changes as needed.	
			on Section Supervisors and provides a briefing	
		personnel o	n their assignments along with clarification on	
☐ Safety Officer covers major saf	ety issues.			
	-	oort of opera	ations (communications, supply, transportation,	
☐ Finance / Admin. Section Chief	covers time &	cost trackin	g, procurement, and compensation process.	
☐ General Staff to cover issues a	pplicable to O	perations Se	ction personnel.	
Key Points:				
•	ocumented / r	ecorded. (l	Jtilize the back side of this page.)	
			es, agenda, and conducts roll call of Command	
Establish a briefing and messa	ge for all respo	onders.		
Review pre-determined public a	•			
Planning Section Chief solicits			rns briefing.	

# **Operations Briefing**



	GRANDE PRAIRIE EMERGENCY RESPONSE PLAN
Notes:	





# **Section 3: Communication and Media**

Guiding Prinicpals and Approach	1
Madia Caranavaiaatiana	^
Media Communications	2
Preliminary Media Statement	3



#### GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

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# COMMUNICATION & MEDIA GUIDING PRINCIPLES & APPROACH

Ovintiv will be responsible, understanding and compassionate to the needs of stakeholders directly impacted by the crisis, but place the following priority on communications that support the safety of:

- o people (i.e. landowners, community residents and staff)
- the environment
- property/business

Stakeholders impacted by a crisis should be notified in a timely manner about potential risks so they can make informed decisions about potential personal implications

Communications Response by Severity

Ovintiv's system for assessing incident severity is outlined in the Emergency Preparedness Standard of Ovintiv's environment, health and safety (EH&S) management system, Ethos. This system aligns with the system used by the Alberta Energy Regulator.

The following chart outlines the four severity levels and the suggested corresponding communications response. In the event that reputational impacts/risks warrant an elevated communications response, consider revising and escalating the communications response.

Severity	Communications Response/Strategy
Alert	Communications may heighten media and social media monitoring to include keyword searches relevant to the situation. Key messages and/or standby statements will be reviewed and updated. Communications may not be immediately aware of an Alert-level incident.
Level 1	Communications will heighten media and social media monitoring and be prepared to respond to inquiries from the public, concerned community stakeholders and social and conventional media. Key messages and a holding statement will be developed if required and distributed as necessary.
Level 2	Ovintiv will proactively engage with impacted stakeholders and local and/or regional media if interest or awareness is evident. Any decision to issue a news release or hold a news conference for a Level Two incident will be made in consultation with the senior management team (or under the direction of the appropriate regulator). Mainstream and social media is regularly monitored.
Level 3	Ovintiv will proactively communicate with all stakeholders (both internal and external) and all local, provincial, national or international media as appropriate. Ovintiv may actively distribute information to the media over the wire and may consider holding formal press conferences. Mainstream and social media is constantly monitored (regulatory requirements vary).



# **COMMUNICATION & MEDIA, CONTINUED**

#### **MEDIA COMMUNICATIONS**

Note: Media updates must be generated and released as significant developments occur. Ovintiv will coordinate media releases whenever possible with the regulator prior to publication to ensure consistency and accuracy of information.

Under most regulatory jurisdictions, the following information must be released to the general public as soon as possible during an incident:

- type and status of incident,
- location and proximity of the incident to people in the vicinity,
- areas impacted by the incident,
- effects the incident may have on people in the vicinity,
- actions the general public should take if they experience adverse effects,
- description of the products involved and their short- and long-term effects,
- public protection measures to follow, evacuation direction, and any other emergency response measures to consider.
- actions being taken to correct the situation and time period anticipated, and
- contacts for additional information.

The effectiveness of Ovintiv's media relations during an emergency depends on the co-operation and mutual support of three components:

- Only the field-based Incident Commander and the Media Spokesperson are authorized to release information to the media;
- The Incident Commander and the Media Spokesperson should confirm facts prior to either spokesperson releasing information; and
- Ovintiv personnel should co-operate with reporters by referring them to the Incident Commander or the Media Spokesperson.



# COMMUNICATION & MEDIA, CONTINUED PRELIMINARY MEDIA STATEMENT

Date:			
Time:			

We can confirm an incident occurred at Ovintiv's [insert facility/site]. Our team in the field is actively responding and we are gathering more information about the nature and severity of the incident. An Ovintiv spokesperson will provide more information when it is available.

You can contact our media spokesperson at (403) 645-4747.



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# **Section 4: Emergency Response Procedures**

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	GRANDE PRAIRIE EMERGENCY RESPONSE PLAN
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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.

All members of the public within the EPZ will be given the *Shelter-In-Place or Urgent Evacuation* message depending on the best public safety action for the circumstances. Ovintiv's Incident Commander and Public Protection Chief will make this determination.

#### 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

If Shelter is implemented, continuous telephone contact with sheltered residents will be maintained until a safe evacuation can be conducted.

Refer to either PAGE 4 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





### **EVACUATION, CONTINUED**

If a level 1 emergency is declared the following evacuation procedures will be implemented

- The Notification and Voluntary Evacuation Message may be delivered to members of the public within the EPZ at a Level 1 Emergency.
- Residents inside the identified EPZ with special needs, (e.g., without telephones, requiring transportation or evacuation assistance, experiencing a language barrier, or requesting early notification, etc.) will be notified by telephoners or rovers and offered voluntary evacuation.
- Operators of private and public facilities such as schools and businesses will be notified.
- Assess area population density inside the EPZ and surrounding area. Begin evacuation preparations and notifications as necessary if a large number of people may be impacted.
- Rovers will locate and advise any transients in the area and request they evacuate.
- For H<sub>2</sub>S or SO<sub>2</sub> emissions, a mobile air quality monitoring unit will respond and be positioned downwind of any gas release to report readings to the Public Protection Chief and/or the Operations Chief.

If for any reason the situation escalates to a Level 2 or 3 Emergency, then the appropriate Level 2 or 3 procedures will be followed.

The decision to proceed with this initial notification and voluntary evacuation will be made by the Incident Commander after careful consideration to ensure area users are not unnecessarily stressed.

The following Schools and Public Library fall within our defined EPZ. In the event a Level 1 Emergency is declared during school/library hours, those public facilities identified inside the EPZ will be contacted and evacuation preparations will be initialized as deemed necessary. Voluntary evacuation will be discussed.

> La Glace Elementary School Valhalla Community School Valhalla Community Library

#### **Horse Lake First Nation**

The Horse Lake First Nation is inside the defined EPZ and will be contacted at a Level 1 Emergency to make preliminary plans to coordinate procedures to incorporate their assistance should evacuation be initiated. Ensure that adequate evacuation personnel and transportation are mobilized to handle a potentially large number of residents.

#### Horse Lake Town Site

Horse Lake Town site is inside the defined EPZ. Because it is classified as an Urban Centre the Local Disaster Services will assist with emergency procedures and a 1 ppm (1 hr) H<sub>2</sub>S ignition criteria applies.

#### La Glace

The Hamlet of La Glace is inside the defined EPZ and governed by the County of Grande Prairie. Because it is classified as an Urban Centre the Local Disaster Services will assist with emergency procedures and a 1 ppm (1 hr) H<sub>2</sub>S ignition criteria applies.

#### Wembley

The town of Wembley is inside the defined EPZ. Because they are classified as Urban Centres the Local Disaster Services will assist with emergency procedures and a 1 ppm (1 hr) H<sub>2</sub>S ignition criteria applies.

If evacuation is implemented it will commence, beginning with residents, transients and other area users in locations that are downwind and/or in close proximity to the emergency site, and special needs residents will also receive priority notification if they have not been already evacuated at a Level 1 Emergency.



# **EVACUATION, CONTINUED**

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

If an emergency requires area isolation and/or evacuation, the Public Protection Chief will contact the principals of area schools and the appropriate area School Bus Coordinators to advise them of roadblock locations and affected students. Telephone numbers are listed in the applicable site sections.

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.



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# LEVEL 1 EMERGENCY MESSAGE - NOTIFICATION/VOLUNTARY EVACUATION

If you rea	nch a voice mail message, please	read the following s	script:
	[your name] of Ovintiv calling [time, date] with an important		
Please	contact me at	[number] when y	ou receive this message."
Hello, is this	the	residence at _	(phone number)
	(name)		(prione number)
This is Please listen	(your name) calling fror carefully.	n Ovintiv with an imp	portant safety message.
	ently experiencing operational di our health or safety. Remedial ope		
As a precaution	on, you and your family have the o	option of evacuating	g your residence at this
time.			
Do you wish	to evacuate at this time?	(Yes / No)	
I	f you wish to evacuate at this time located at thehotel).  An Ovintiv representative will gree		(hall, centre, office,
	How many persons are	at your residence	right now?
	Do you have transports	ation? (Yes /	No)
	Will you require assists	ance? (Yes	/ No)
	ssistance is need, advise them to clo ure them that you will send someone		d doors and remain indoors.
	Action this immediately.		
<i>IF <u>NO</u>:</i> I	How can we reach you to keep you	u updated?	
ı	Please let us know if you decide to	leave the area.	
Do you unde	erstand these instructions?	(Yes / No)	
Again, my nai	me is	_ and my number	is
	(name)		(phone number



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# LEVEL 1, 2 or 3 EMERGENCY MESSAGE - STAY IN SHELTER

If you reach a voice mail message, please	read the following script:		
	ling from the[facility/office name] at tant message for[resident name].		
Please contact me at	[number] when you receive this message."		
Hello, is this the	residence at?		
This is (your name) calling Please listen carefully.	from Ovintiv with an important safety message.		
We are responding to a serious problem i problem.	n the area. All efforts are being made to solve the		
<b>For your safety</b> it is essential that you gathe and remain sheltered indoors.	er everyone in the house, close all windows and doors		
How many people are in your house right now ls there anyone outside who you cannot easi			
If <u>YES</u> : Determine the location of anyone that you will send someone to find them as			
Please:			
<ul> <li>Close (and keep closed) all your w</li> </ul>	indows and doors.		
<ul> <li>If possible shut off any exhaust far</li> <li>stove fans, bathroom vents, clother</li> </ul>	ns, such as: es dryer, air conditioner or built-in vacuum systems		
<ul> <li>Extinguish the fire in your fire place</li> </ul>	9.		
<ul> <li>Go to the interior of your house away from any windows or doors.</li> </ul>			
Do not leave your house.			
<ul> <li>Avoid using your telephone so that</li> </ul>	we can contact you again with additional information.		
Do you understand these instructions?	(Yes / No)		
I will call you back with an update within an you can call me.	hour. In the meantime, if you have urgent questions,		
Again, my name is	and my number is  (phone number		
(name)	(phone number		



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# LEVEL 2 or 3 EMERGENCY MESSAGE - URGENT EVACUATION

[time, date] with an import	ase read the following script:  alling from the[facility/office name] at tant message for[resident name]. [number] when you receive this message."
Hello, is this the	residence at?
This is (your name) calling fi Please listen carefully.	rom Ovintiv with an important safety message.
	and go to our evacuation Reception Centre located at entre, office, hotel). An Ovintiv representative will greet
Is there anyone outside who you cannot easily  If YES: Determine the location of anyo that you will send someone to a  Action this immediatel	ne outside and assure the resident
Do you have your own transportation?  If NO: Advise them to close their wind Assure them that you will send Action this immediate	dows and doors and remain indoors. d someone to pick them up.
Do you understand these instructions?(`Are you leaving immediately?(Yes / No)	Yes / No)
Again, my name is	and my number is  (phone number)
Thank you for your cooperation.	



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# PUBLIC PROTECTION MEASURES, continued IGNITION

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

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.

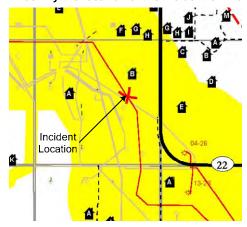
The public must also be prevented from flying into the airspace above a gas release. It may be necessary for NAV CANADA to issue a Notice to Airmen (NOTAM) to advise the pilots of restrictions in the airspace above the EPZ or to close the airspace for a certain radius from the release (a no-fly zone). NOTAMs or closure of airspace may be requested by the regulatory agency at a level 2 or level 3 emergency.



# **PUBLIC PROTECTION MEASURES, continued**

## **Establishing and Isolating a Perimeter**

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



#### 3. Determine the wind direction

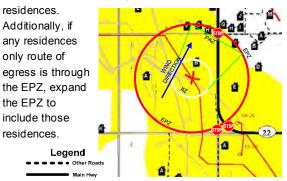
Look for wind direction indications such as flags, windsocks, direction of smoke, etc..

Draw the wind direction on the map with an arrow.



#### 5. Isolate the hazard area with roadblocks

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



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

EPZ - Emergency Planning Zone

IIZ - Initial Isolation Zone

PAZ - Protective Action Zone

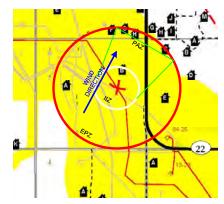
You can find this information:

- a) 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.

#### 4. Draw the zones on map:

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



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

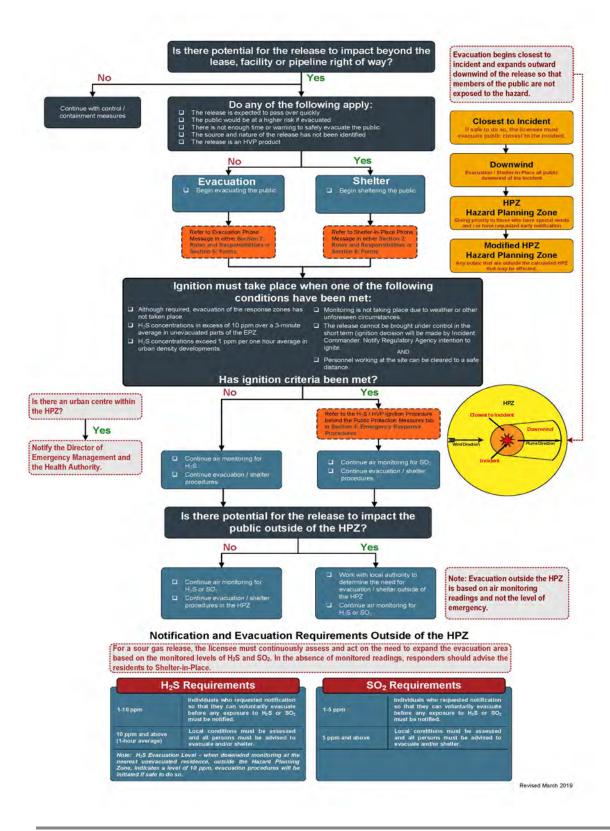
Residents in the IIZ are closest to the hazard and are the most at risk of being adversely affected.

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**

#### **Public Protection Measures Flowchart**



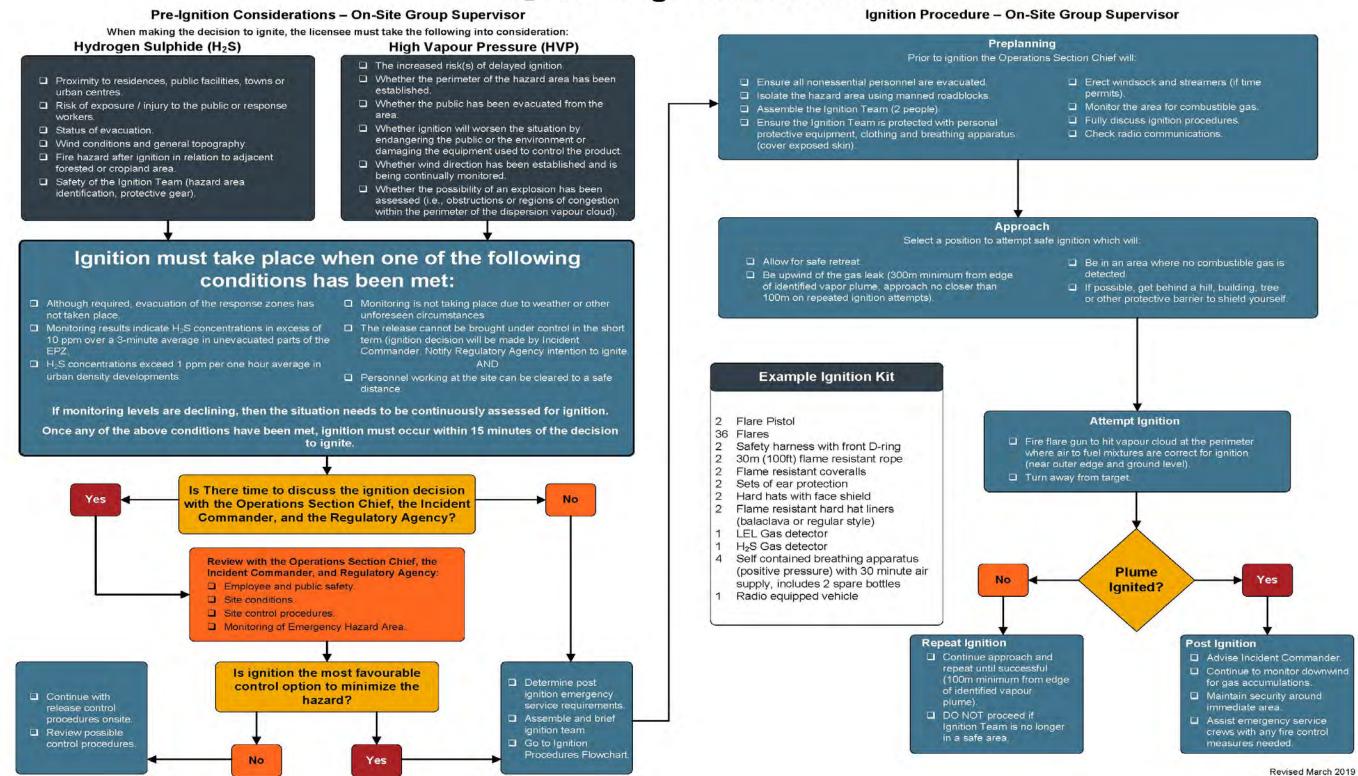


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# **PUBLIC PROTECTION MEASURES, continued**

# H<sub>2</sub>S / HVP Ignition Procedure





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# **Upstream Petroleum Industry – Spill & Release Reporting Requirements**

# All Spills must be reported to your Ovintiv EHS Advisor (IMS)

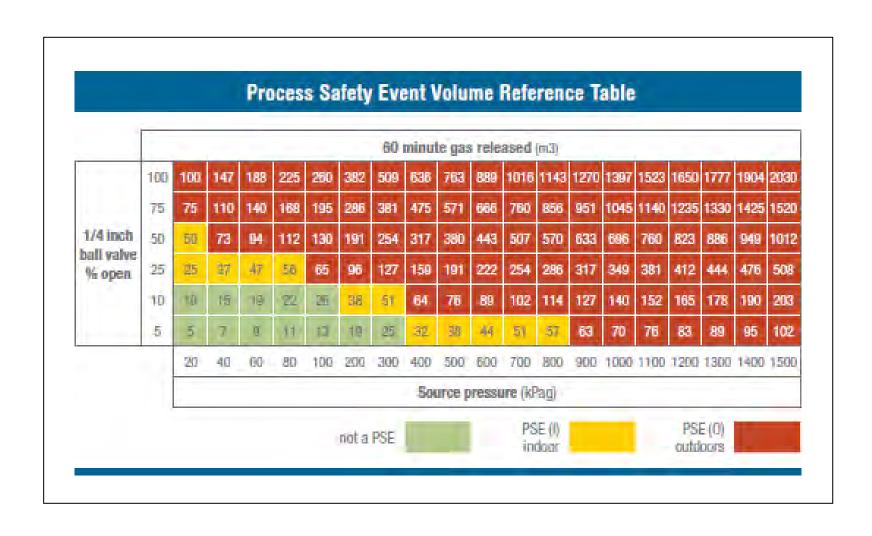
		*** If the released	Minimum Repor	•	minimum quantity
Alberta (see Note 1)			ee Note 1)	British Colu	mbia (see Note 2)
Any release that which may cause an adverse effect must be rep		,		a minimum reportable quantity, if the release of a e" is causing "pollution".	
Product		oduct	On-Site	On-Site	Product
Unrefined products (Crude Oil, Condensate), Drilling Mud (all), Emulsions, Produced Water Any/All unrefined products, General Oilfield Wastes (See Note 6)		Drilling Mud (all), ulsions, ced Water fined products,	2 m³	100 L	Unrefined products (Crude Oil, Condensate), Drilling Mud (all), Emulsions, "Waste" Lube Oil, "Waste" Glycols, Diesel Fuel, Gasoline <u>and</u> Other Refined Flammable Liquids (Class 3) Methanol
Diesel Fuel, Gasoline <u>and</u> Other Refined Flammable Liquids <i>(Class 3)</i> Methanol		iquids (Class 3)	200 L	200 L	Produced Water
Fresh Water		h Water	May be reportable depending on volumes/mechanism of failure (e.g. berm or AWSS breach) impacts (sediment or erosion offsite) and whether the water was tested prior.	Unintentional release of 10 m3 or if there are impacts (sediment or erosion offsite) and whether the water was tested prior.	Fresh Water
Pipeline I	Incidents	(leak, break, contact)	Any Licensed Pipeline	Any Permitted Pipeline	Pipeline Incidents (leak, break, contact)
Natural Ga	as (Flare	and Vent) -			
Natural			pase caused by a leak or break. For other fer to Directive 060 section 8. (See Note 5)	if breakage in a pipeline or fitting opera	0.012 E <sup>3</sup> M <sup>3</sup> ) ted above 100 psi and results in a sudden & f natural gas. (See Note 7)
Permit/ Ap Condit	tions		Report as per approval	Report a	as per permit
Flarii Tempora	Solution Gas Flaring Per Table 1 of Directive 060. Potential inlet reductions and notifications (AER and resident) after 4 hours via DDS.  Temporary and gas Facility flaring  Per Table 2 of Directive 060. Notifications required (AER and resident) after 4 hours or greater than 30 E <sup>3</sup> M <sup>3</sup> via DDS.		R and resident) after 4 hours via DDS. tive 060. Notifications required (AER and	Notify the OGC if non-routine flaring event exceeds 10 e3m3. For resident notification guidelines refer to Section 6 of the Flaring and Venting Reduction Guidelines	
Report to:					
Releases transp (Endang	Product Releases and incidents  Alberta Energy Regulator 1-800-222-6514  Oral report immediately to above. A written 7-day report may be requested. Report any pipeline or off-site release to AER and notify landowner.  Releases during transport should be immediately reported to local Police and 1-800-272-9600 (AB Transportation)  Written report within 30 days to Transport Canada for TDG regulated product releases. TDGR also requires reporting to the consignor of the dangerous goods; the owner, lessee or charterer of the road vehicle; and, for an accidental release from a cylinder that has suffered a catastrophic failure, CANUTEC at 613-996-6666.		Emergency Management BC (EMBC) 1-800-663-3456  Oral report immediately to above. Written report may be required by the OGC within 14 days or 30 days as required by OGC Emergency Response Plan Requirements, Section 4.8. Minor incidents must be submitted within 24 hours by electronic submission through KERMIT. Form D (Post Incident Report) required for all Level 1 or greater emergencies or any pipeline incident within 60 days  Emergency Management BC (EMBC) 1-800-663-3456  Written report may be required by the MOE. Written report within 30 days to Transport Canada for TDG regulated product releases. TDGR also requires reporting to the consignor of the dangerous goods; the owner, lessee or charterer of the road vehicle; and, for an accidental release from a cylinder that has suffered a failure CANUTEC at 613-996-6666.		
Regula	<ul> <li>Report to Environment Canada 1-780-499-2432 for any release of a deleterious substance directly or indirectly (including through groundwater) into we frequented by fish.</li> <li>★★★・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・</li></ul>			the Onshore Production Regulations (OPR) B cural gas or HVP in excess of 30 103 m3 or d (TSB) Hotline at (819) 997-7887 and truction activity or nonauthorized vehicle roup or for a copy of the ÔÒÜ Event	
Notes:					
1	buildin reporte	g or secondary containmed, regardless of minimal	It spill is reportable above the threshold quantity tent) while refined product spills must be into the reportable quantities, if the release has caused int, human health or safety or property".	e environment - This is due to applicable act	regulation wording. All releases must be
2	is any	c.: All releases must be reported, regardless of a minimum reportable quantity, if the release of a "polluting substance" is causing "pollution". "Polluting substance" substance, whether gaseous, liquid, or solid that is capable of causing pollution, if it were to escape to air, or be spilled or escape onto land or into a water body. tion" is the presence in the environment of substances or contaminants that substantially alter or impair the usefulness of the environment. Any fluid including carbons, drilling fluids, invert mud etc. which contain toxic substances must be reported at 5 L.			
3	loading the cou	portation refers to the TDG and means all handling, offering for transport, and transporting of dangerous goods, by any means of transport. Handling means g, unloading, packing or unpacking dangerous goods in a means of containment for the purposes of, in the course of or following transportation, includes storage in urse of transportation also Including inside buildings and secondary containment. Transportation does not include by pipelines.  and TDG classification is variable. Refer to the product's MSDS to determine TDG classification; in particular amines and inhibitors can be a variety of			
4	classifi second Regula	fications (i.e. corrosive, flammable etc.). Refer to the <i>Ovintiv Shipping Management Chart</i> for waste information. Some products may have to be reported by their idary TDG classification (e.g. methanol). For Alberta refer also to the Table in Part 8, Section 8 of the TDG Regulations. For BC refer also to the Spill Reporting lations. Produced water, lube oil and hydraulic oil are not typically TDG regulated products unless it contains a regulated component(s).			
5	Additional AER immediate reporting requirements include: any fire where the loss exceeds 2 m3 of oil or 30 e3m3 of gas or fire caused by a flare stack or any event that causes the activation of a level 1 emergency or higher; also any unexplained loss or theft of oil or condensate exceeding 2 m3, any damage to or uncontrolled flow from a wellhead or any smoke emissions that may result in public concerns; also any gas release exceeding 30 e3m3 per Directive 60 Table 1 and Table 2 or any casing leak or failure; any contact leak or break in a pipeline; any leak in a pipeline during pressure testing. Also notify the AER of gas plant turnaround at least 24 hours in advance. Also note that venting is not considered an acceptable alternative to flaring and gas should be burned if the volumes and flow rates will support stable combustion. Venting should not result in an unacceptable fire or explosion hazard and should not result in off-lease odors (consult EHS staff to discuss whether odors require notification). Also note that all flared and vented volumes should be measured or estimated and reported to the AER via ACTS/Production Accounting if the volumes are greater than 0.1 e3m3				
6			ste is "An unwanted substance (by the generato		
	Report	to the OGC any damage	e or malfunction likely to cause spillage that cou	ld be a risk to the public safety or the enviror	ment including all pipeline incidents. Well
7	control incider	ol incidents should be reported to EMBC and the OGC directly at 1-250-794-5200. Spills and incidents that do not reach an emergency level 1, 2 or 3 (minor nt score 2 or less) also require reporting on the On-line Minor Incident Reporting system within 24 hours (Form A).			

Any level 1, 2 or 3 emergency incidents (including any pipeline related incidents) must be reported immediately to EMBC AND A Form D completed within 60 days.



# **Spill Priorities:**

- □ Establish site control
- □ Determine and control source of spill
- Contain the spill and prevent it from spreading
- □ Contact your supervisor
- □ Contact Environmental advisor
  - o Report to Regulator if required and coordinate cleanup
  - Coordinate Waste handling, transportation and disposal
  - o Record and compile information/reporting regarding the spill
- ☐ Clean up spill
- Enter into IMS





# 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 H<sub>2</sub>S 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:

Alberta	Western Canadian Spill Services (WCSS)	866-541-8888
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# 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.

Provincial oil and gas regulations 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.

# **Western Canadian Spill Services (WCSS)**

WCSS maintains spill contingency plans and provides spill response equipment to all member companies.

WCSS - http://www.wcss.ab.ca/

Spill Contingency Plan - http://www.wcss.ab.ca/contingency-manual.shtml

Live Equipment Report - https://www.wcss.ab.ca/emis/

## **Post-Incident**

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

#### **Call Down Notification**

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

- 1. Give the "all clear" signal. Prior to the "all-clear" signal, the Incident Commander will confirm that all evacuated areas are safe to re-enter. This may involve such activities as:
  - o 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.
  - o Cordoning off the incident area to isolate any remaining hazards.
  - o Checking low-lying areas and basements for contamination, if a toxic leak has occurred.

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

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

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

#### **Public Care and Assistance**

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

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



# Post-Incident, continued

- 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 cooperate 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, Canada Energy Regulator (CER), 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.



# **Medical Emergencies**

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

The 3 basic steps to follow in any emergency:

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

# CHECK the person

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



# CALL EMS/9-1-1

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



# CARE for life-threatening conditions first

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



Canadian Red Cross (2013). Check, Call, Care First Aid Poster. Retrieved February 2013, from Canadian Red Cross Web site: http://www.redcross.ca/cmslib/general/tp\_fa\_poster\_checkcallcare\_web.pdf



# Medical Emergencies, continued First Aid Information

#### **CPR**

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

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

#### **Burns**

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

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

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



# **Medical Emergencies, continued**

#### Burns, continued

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

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

#### **Chemical Exposure Guidelines**

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

#### Wounds & Abrasions Guidelines

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



# **Medical Emergencies, continued**

## **Bleeding Guidelines**

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

Source: www.redcross.ca/crc/documents/1303501\_FirstAid-2016\_Guidelines\_LR-PDF.pdf



## **Medical Emergencies, continued**

#### **Next-of-Kin Notification**

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

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

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

#### **Before Notifying the Next-of-Kin**

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

#### **During the Notification of the Next-of-Kin**

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



## **Medical Emergencies, continued**

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

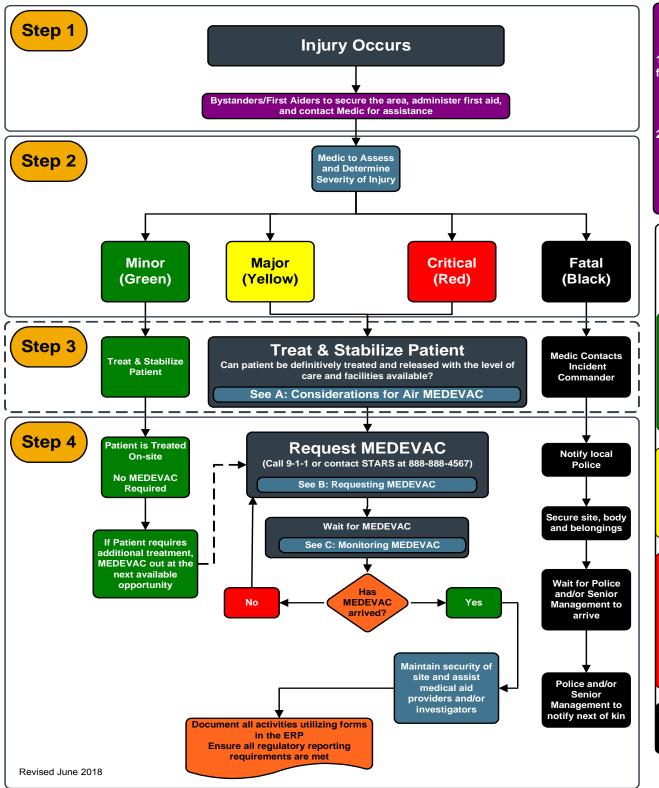
- Do not leave the next-of-kin alone.
- Offer to contact a neighbour, friend, relative, minister, doctor, or counsellor.
- Leave your name and telephone number with family members.
- Ensure the next-of-kin are protected from media harassment as required.

#### Follow-Up

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



# **Medical Evacuation (MEDEVAC) Procedure**



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

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

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

#### 2) Call for help:

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

### **Patient Priority Colour Code**

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

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

#### For example:

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

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

#### For example:

- Open fractures
- Large lacerations

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

#### For example:

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

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

#### A: Considerations for Air MEDEVAC

#### Consider air transport when:

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

#### **B: Requesting MEDEVAC**

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

- Location of patient pickup (facility, airport, road intersection, GPS)
- Who will be meeting MEDEVAC crew (radio callsign / frequency, cell number)? Will the patient meet the MEDEVAC crew at the pickup location or will the
- Any special equipment required (ventilator, bariatric transport equipment, etc.)?
- Will any additional personnel be necessary (physician, nurse)
- Is there an intended destination (major hospital, community)?
- Has any consultation with medical providers at the intended destination been

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

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

#### **C: Monitoring MEDEVAC**

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

Vhen is MEDEVAC transport scheduled to arrive?:

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

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

#### **Emergency MEDEVAC Phone Numbers**

#### PROVINCIAL AIR AMBULANCE:

800-661-3822 Alberta **British Columbia** 911

800-689-6559 Manitoba Saskatchewan 888-782-8247

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

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

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## **Responder Safety**

### **Site Safety**

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

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

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

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

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



# Responder Safety, continued On-Site Work Areas

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

#### Hazardous Area (Hot Zone)

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

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

- Combustible gas reading of 10% LEL or greater
- H<sub>2</sub>S gas reading of 15 ppm or greater for 15 minutes
- SO<sub>2</sub> readings of 5 ppm or greater for 15 minutes
- Oxygen content of less than 19.5% or greater than 22%
- Presence of organic and inorganic vapours / gases and liquids (consult Safety Data Sheets (SDS) for toxicity data)
- An area the On-Site Group Supervisor deems to be hazardous, such as the area surrounding a fire or spill

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

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

#### **Decontamination Area (Warm Zone)**

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

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



## Responder Safety, continued

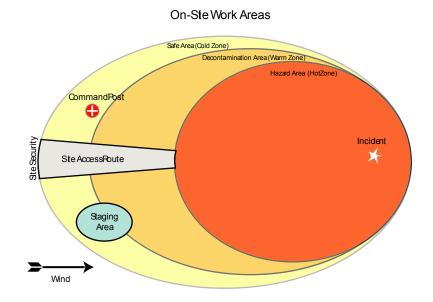
Decontamination is the complete or partial removal or neutralization of the harmful contamination chemicals. Some equipment will not withstand a proper decontamination process and therefore must be destroyed. Site safety personnel will recommend to the On-Site Group Supervisor whether clothing, instruments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

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

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

#### Safe Area (Cold Zone)

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



**Section 4: Emergency Response Procedures** 



# Responder Safety, continued Working Alone

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

#### **Application**

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

#### **Potential Hazards**

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

#### **Equipment and Training Requirements**

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

#### **Low Risk Working Alone Procedure**

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

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



# Responder Safety, continued High Risk Working Alone Procedure

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

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

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

### Overdue Worker Response Plan

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



# Responder Safety, continued

### **Missing Persons**

In the event that an employee should go missing:

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

Source: PDAC Field Safety Pocket Guide

#### **Rest Periods**

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

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

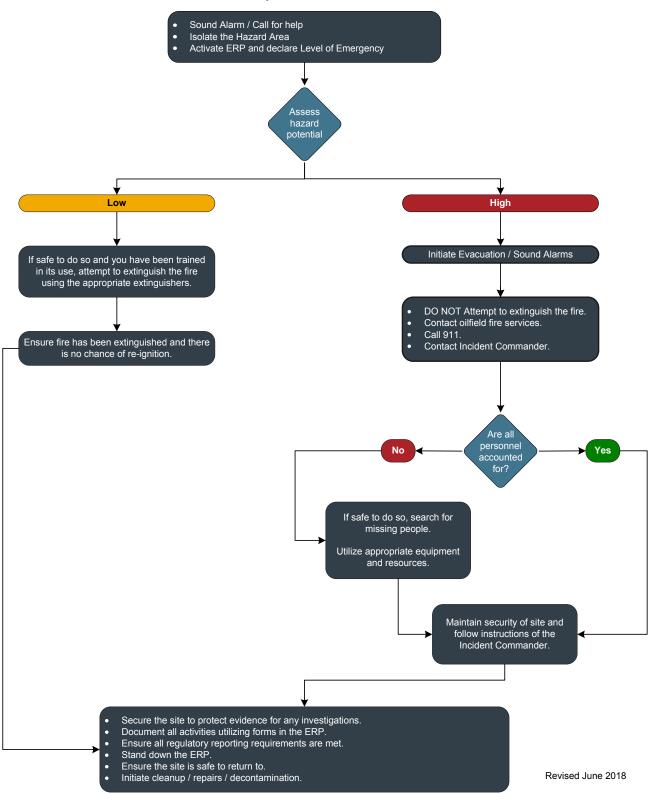
Fifteen to thirty minute rest periods should be scheduled every two hours during an emergency situation for all responders; and if possible, provided with:

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



## Fire / Explosion

#### **Fire Explosion Consideration**





## Fire / Explosion, continued

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

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

#### **Control / Containment:**

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

#### **External Notifications:**

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

# Fire / Explosion, continued Classification of Fires

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

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

Source: www.femalifesafety.org

### Fire / Explosion, continued

### **Response Actions Based on Type of Fire**

#### **Process Fire**

#### **Definition:**

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

#### Hazards:

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

#### **Response Actions:**

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

### **Sulphur Fire**

#### **Definition:**

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

#### Hazards:

Toxic gases will form upon combustion. Bulk/solid forms burn only at a moderate rate, whereas dust burns with explosive violence. Burning sulphur decomposes into toxic sulphur oxide gases such as sulphur dioxide (SO<sub>2</sub>) and hydrogen sulphide (H<sub>2</sub>S) which is toxic if inhaled.

#### **Response Actions:**

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

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

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



## Fire / Explosion, continued Electrical System Fire

#### **Definition:**

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

#### Hazard:

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

#### **Response Actions:**

Electrical fire may be fought in the same way as an ordinary combustible fire, but water, foam, and other conductive agents are not to be used. While the fire is, or could possibly be electrically energized, it can be fought with any extinguishing agent rated for electrical fire. Carbon dioxide CO<sub>2</sub>, FM-200 and dry chemical powder extinguishers such as PKP and even baking soda are especially suited to extinguishing this sort of fire. Once electricity is shut off to the equipment involved, it will generally become an ordinary combustible fire. Water conducts electricity; throwing water on an electrical fire can cause the fire to get larger.

#### **Grass Fire**

#### **Definition:**

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

#### Hazards:

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

#### **Response Actions:**

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

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

# Fire / Explosion, continued Natural Gas Liquid Fire

#### **Definition:**

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

#### Hazard

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

#### **Response Actions:**

A solid stream of water should never be used to extinguish this type because it can cause the fuel to scatter, spreading the flames. The most effective way to extinguish a liquid or gas fueled fire is by inhibiting the chemical chain reaction of the fire, which is done by dry chemical and Halon extinguishing agents, although smothering with  $CO_2$  or, for liquids, foam is also effective.

#### **BLEVE**

#### **Definition:**

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

#### Hazards:

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

#### **Response Actions:**

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



# Fire / Explosion, continued

# **BLEVE Considerations Based on Tank Capacity**

	BLEVE																		
Сар	acity	Diam	eter	Len	gth	Propar	ie Mass		Approximate time to empty for engulfing fire	Firebal	l radius		gency distance	Mini evacuation		Prefi evacuatio	fered n distance	Cooling w	
Litres	Gallons	Meters	Feet	Meters	Feet	kg	lbs	Minutes	Minutes	Meters	Feet	Meters	Feet	Metres	Feet	Meters	Feet	Litres/min	Gal/min
100	38.6	0.3	1	1.5	4.9	40	88	4	8	10	33	90	295	154	505	307	1007	94.6	25
400	154.4	0.61	2	1.5	4.9	160	353	4	12	16	53	90	295	244	801	488	1601	189.3	50
2000	772	0.96	3.2	3	9.8	800	1764	5	18	28	92	111	364	417	1368	834	2736	424	112
4000	1544	1	3.3	4.9	16.1	1600	3527	5	20	35	115	140	459	525	1722	1050	3445	598	158
8000	3088	1.25	4.1	6.5	21.3	3200	7055	6	22	44	144	176	577	661	2169	1323	4341	848	224
22000	8492	2.1	6.9	6.7	22	8800	19400	7	28	62	203	247	810	926	3038	1852	6076	1404	371
42000	16212	2.1	6.9	11.8	38.7	16800	37037	7	32	77	253	306	1004	1149	3770	2200	7218	1938	512
82000	31652	2.75	9	13.7	45	32800	72310	8	40	96	315	383	1257	1435	4708	2200	7218	2710	716
140000	54040	3.3	10.8	17.2	56.4	56000	123457	9	45	114	374	457	1499	1715	5627	2200	7218	3539	935



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# FIRE / EXPLOSION, continued FOREST FIRE / WILDFIRE

#### **Definition:**

A forest fire is an uncontrolled fire in a wooded area. A forest fire is a natural disaster consisting of a fire which destroys a forested area, and can be a great danger to people who live in forests as well as wildlife. Forest fires are generally started by lightning, but also by human negligence or arson, and can burn thousands of square kilometres.

#### Hazards:

Forest fires can quickly get out of control and can cause serious damage in agricultural and forested lands.

#### **Response Actions:**

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

	1 000 000 FFFF (D )					
	1-800-663-5555 (Prov-wide)					
British Columbia	or					
	*5555 (from cell, Prov-wide)					
Alberta	310-FIRE (3473) (Prov-wide)					
	(**************************************					
Saskatchewan	1-800-667-9660 (Prov-wide)					
	, ,					
Manitoba	1-800-782-0076 (Prov-wide)					
Northwest Territories	4 077 NIMT FIRE (000 0470) (Passavida)					
Northwest Territories	1-877-NWT-FIRE (698-3473) (Prov-wide)					
Ontario	Local Fire Department or 911					
Citatio	Local File Department of 911					
Quebec	1-800-463-FEUX (3389) (Prov-wide)					
440000	1-000- <del>1</del> 00-1 Lox (3309) (F10V-wide)					



# FIRE / EXPLOSION, continued FOREST FIRE / WILDFIRE, continued

#### **Fire Season Procedure**

- Determine a single point of contact to manage wildfire response for either a specific area or discipline (e.g. drilling specific to the Duvernay or drilling as a whole).
- Identify number of staff working in each area
- Ensure all staff have access to transportation if evacuation is required
- Identify the lowest number of staff required to continue operations
- Determine who is considered non-essential staff.
- What is the timeframe to shut in operations?

0	Drilling
0	Completions
0	Production Operations
$\circ$	Construction

- Is there anything that can be done during wildfire season to reduce shut-in timeframe
  - o Wireline Plugs?
- Visual Air Quality Assessment conducted regularly

To estimate particulate matter concentrations that are potentially harmful using a visibility assessment use the following procedure:

- 1) Face away from the sun.
- 2) Look for landmarks at known distances.
- 3) Determine the visibility range the limit of which is the point where eben highcontrast objects, like a mountain or a dark building, totally disappear.
- 4) Estimate visibility in kilometres.
- 5) Use the table below to identify the suggested health message and apropriate action, based on the air-quality category.

Table 1: Estimating air quality using visibility

Adapated from Wildfire Smoke: a guide for public health officials:

Visibility in km	Air Quality Category	Equiv. approx. PM2.5-3 hour average in μg/m³*
15 km and up	Good	0-40
5-14 km	Moderate/Unhealthy for Sensitive Groups	41-175
2.5-4 km	Unheallthy	176-300
1.5-2 km	Very Unhealthy	301-500
Less than 1 km	Hazardous	Over 500

<sup>\*</sup>The concentration of an air pollutant (ie. Particulates less than 2.5 microns in diameter – PM2.5) us given in micrograms (one-millionth of a gram) per cubic meter air or  $\mu$ g/m³.

The visibility index may be unreliable at times when specific landmarks at known distances are unavailable or when visibility is poor eg., at dawn or dusk and at night. The above index also only applies to the particulate matter (PM) levels in dry air conditions. The method of estimation is not accurate during high humidity conditions.



# FIRE / EXPLOSION, continued FOREST FIRE / WILDFIRE, continued

- Active monitoring of wildfire begins when a fire within 50km to operational activity occurs
  - GIS will produce a web map updated daily with our operations and wildfire locations during wildfire season (Mar 1st- Nov 30th)
    - It would be advantageous to plot more transient activities on this map as well (e.g. Drilling/Completions activity)
  - Emergency Response Coordinator and operational points of contact will regularly monitor this map. Once the 50km threshold is reached the coordinator will contact the operational point of contact.
  - If the fire is deemed a threat to operations an area specific map will be produced with markers identifying distance to fire as well as a map of all heavy equipment and water sources wildfire responders could utilize.
- Once a fire is deemed a threat a determination as to what kind of evacuation will take place is required
  - Tactical evacuation: May occur when the emergency wildfire situation has escalated with little notice where authorities recommend an immediate evacuation due to an emerging wildfire threat.
  - Strategic evacuation: May occur when a wildfire threat in not imminent however is likely to impact the operation. Projected time of impact of a probable threat will be provided by provincial or municipal authorities. This may also occur when smoke from wildfire is affecting air quality of the operation where a full or limited evacuation is recommended.
- The identification of evacuation routes within the area must be made at this time as it will be a factor in determining evacuation type and evacuation trigger points.
- Evacuation trigger points must be identified.
  - trigger points help decide when to change or modify operations. A trigger point is defined as a point of reference from which predetermined actions take place. It is important to consider factors specific to the operational environment when developing trigger points for wildfire response planning. These may include time to evacuate, distance of the operation from the fire or smoke, or physical features such as a river or road.

Wildfire evacuations could involve a few different scenarios and it is important to understand how your trigger points will relate to various threats. External resources and expertise can be utilized where internal expertise is limited. Operational personnel should be involved in developing these triggers, and emergency response plans and associated trigger points should be communicated to workers.

• If it is determined that a strategic evacuation is preferred evacuation timeframes must be determined. A generally used fire speed rate is between 8-10 km/hr. This is only an estimate though and cannot take into account extreme weather conditions like drought or high winds.



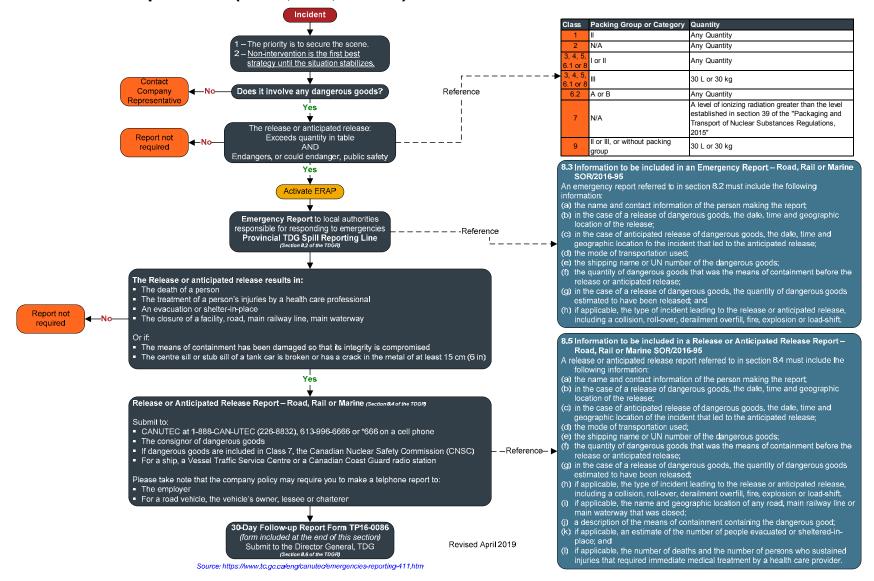
# FIRE / EXPLOSION, continued FOREST FIRE / WILDFIRE, continued

•	Evacua	ition trigger point determination needs to be made	de for non-essentiai staff
	0	When wildfire reaches a distance of	_ evacuate all nonessential Production
		Operations/Camp Staff.	
	0	When wildfire reaches a distance of	_ evacuate all nonessential Drilling
		Staff.	
	0	When wildfire reaches a distance of	_ evacuate all nonessential
		Completions Staff.	
	0	When wildfire reaches a distance of	_ evacuate all nonessential
		Construction Staff.	
•	Evacua	ation trigger point determination needs to be made	de for all essential staff
	0	When wildfire reaches a distance of	_ initiate shutdown procedures
		evacuate all remaining Production Operations/	Camp Staff.
	0	When wildfire reaches a distance of	_ initiate shutdown procedures
		evacuate all remaining Drilling Staff.	
	0	When wildfire reaches a distance of	_ initiate shutdown procedures
		evacuate all remaining Completions Staff.	
	0	When wildfire reaches a distance of	_ initiate shutdown procedures
		evacuate all remaining Construction Staff.	



## **Transportation Incidents**

### First On-Scene Transportation (Road, Rail, Marine) Incident Flowchart



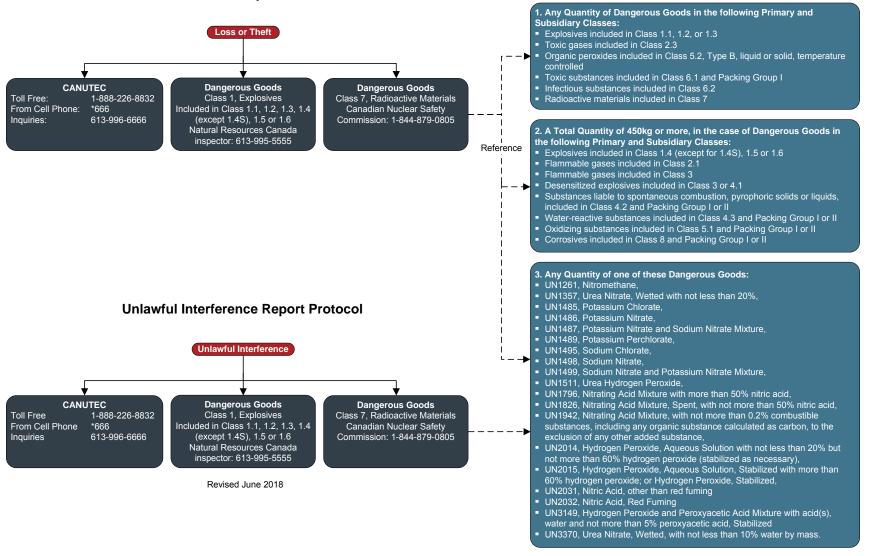


# Ovintiv

# Transportation Incidents, continued

### Loss, Theft or Unlawful Interference Reporting Flowchart

#### **Loss or Theft Report Protocol**





# **Transportation Incidents, continued**

#### **Motor Vehicle Accidents**

The first person on scene will follow the First Person On-Scene Transportation Incident Flowchart, then:

- Record and report the following:
  - Driver's name, address and phone number.
  - Driver's license number.
  - o Vehicle license plate number, make, model, year and colour.
  - Name of injured and nature of injury.
  - Witnesses' name, address and phone numbers.
  - Time and location of accident.
  - Actions taken.
  - Weather conditions.
  - o Individuals and organizations notified.
- Make a statement to the RCMP / police.
- Chronologically document all actions, decisions, contacts and requests on an ICS 214 Activity Log (see Section 6: Forms).

The Incident Commander will be engaged through the initial notification and is responsible to:

- Ensure required communication occurs with internal and external personnel.
- Ensure no unauthorized personnel enter the emergency area.
- Ensure evidence is secured for investigation.
- Conduct an initial debriefing to all emergency personnel and delegate areas of responsibility.
- Chronologically document all actions, decisions, contacts and requests on an ICS 214 Activity Log (refer to Section 6: Forms).

In case of a hazardous material spill:

- Ensure your own personal safety.
- Refer to Section 4: Spill Response.

In case of a vehicle fire:

- Ensure your own personal safety.
- Call for assistance.
- Use an ABC fire extinguisher for cab, electrical, cargo space or trunk and engine fires.

Note: RCMP/Police must be notified when an injury or fatality has occurred and / or vehicle damages exceed \$1000.00.



## **Transportation Incidents, continued**

Refer to the Transport Canada - 2016 Emergency Response Guidebook for further details regarding the Initial Phase of a Dangerous Goods / Hazardous Materials Transportation Incident.

### **Emergency Response Assistance Canada (ERAC) Plan**

Internal notification is required in the event of a LPG incident. The extent of the notification depends on the severity of the incident. If the Emergency Response Assistance Canada (ERAC) Plan has been implemented, the incident is considered serious. Examples of serious incidents include: fire, spill, rupture, collision involving tanker car, tanker car overturning, etc.

Notification of an LPG incident outside of a plant site will most likely come from Emergency Response Assistance Canada (ERAC) in Calgary, Alberta.

If the call is NOT from ERAC, contact ERAC immediately and confirm the plan has been initiated.

If you receive the initial call, contact the ERAC:

Refer to Section 5: External Agencies or Area Specific Information for contact information

Refer to the First On-Scene Incident Flowchart on the previous page for information on when to contact.

### **CANUTEC – Canadian Transport Emergency Centre**

CANUTEC is operated by Transport Canada to assist emergency response personnel in handling dangerous goods emergencies involving all modes of transportation.

In an emergency, CANUTEC may be called collect at:

Refer to Section 5: External Agencies or Area Specific Information for contact information

CANUTEC **MUST** be notified in the case of the following:

- · Lost, stolen or misplaced infectious substances.
- An incident involving infectious substances.
- An accidental release from a cylinder that has suffered a catastrophic failure.
- An incident where the shipping documents display CANUTEC's telephone number as the emergency number.
- A dangerous goods incident in which a railway vehicle, a ship, an aircraft, an aerodrome or an air cargo facility is involved.



# **Transportation Incidents, continued Dangerous Goods References**

#### **Agency Contacts**

Although technical information and emergency response assistance can be obtained from CANUTEC, there are federal and provincial regulations requiring the reporting of dangerous goods incidents to certain authorities.

Refer to Section 5: External Agencies or Area Specific Information for contact information

Note: The nearest police department must be notified in the case of lost, stolen or misplaced explosives, radioactive materials or infectious substances.

The appropriate federal agencies must be notified if affected:

• Refer to Section 5: External Agencies or Area Specific Information for contact information

### **TDG Reportable Quantities**

Refer to Petroleum Release Reporting Requirements chart in Section 4: Spill Response.

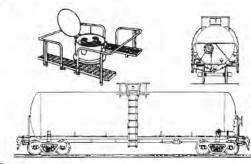


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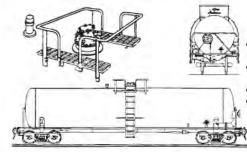


# **Transportation Incidents, continued Rail Car Identification Chart**

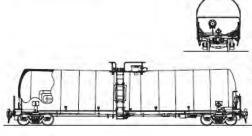
117 Pressure tank car



- For flammable, non-flammable, toxic and/or liquefied compressed gases
- · Protective housing
- · No bottom fittings
- Pressures usually above 40 psi
- General service tank car (low pressure)

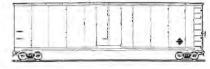


- For variety of hazardous and non-hazardous materials
- Fittings and valves normally visible at the top of the tank
- Some may have bottom outlet valve
- Pressures usually below 25 psi
- Low pressure tank car (TC117, DOT117)



- For flammable liquids (e.g., Petroleum crude oil, ethanol)
- · Protective housing separate from manway
- Bottom outlet valve
- Pressures usually below 25 psi

111 Box car



- For general freight that carry bulk or nonbulk packages
- May transport hazardous materials in small packages or "tote bins"
- Single or double sliding door

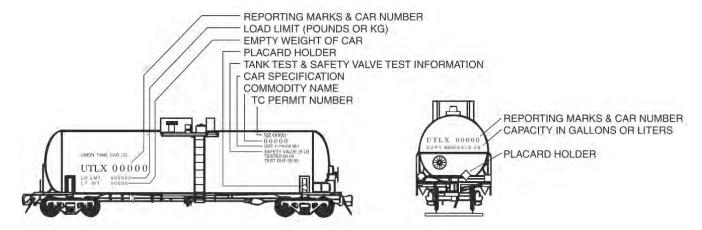




- For bulk commodities and bulk cargo (e.g., coal, ore, cement and solid granular materials)
- Bulk lading discharged by gravity through the hopper bottom doors when doors opened



# Transportation Incidents, continued Rail Car Identification Chart, continued



**CAUTION:** Emergency response personnel must be aware that rail tank cars vary widely in construction, fittings and purpose. Tank cars could transport products that may be solids, liquids or gases. The products may be under pressure. It is essential that products be identified by consulting shipping documents or train consist or contacting dispatch centres before emergency response is initiated.

The information stencilled on the sides or ends of tank cars, as illustrated above, may be used to identify the product utilizing:

- a. the commodity name shown; or
- b. the other information shown, especially reporting marks and car number which when supplied to a dispatch centre, will facilitate the identification of the product.

The recommended guides should be considered as last resort if the material cannot be identified by any other means.

Source: 2016 Emergency Response Guidebook

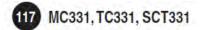


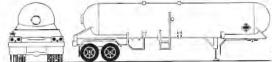
## **Transportation Incidents, continued**

#### **Road Trailer Identification Chart**

**WARNING:** Road trailers may be jacketed, the cross-section may look different than shown and external ring stiffeners would be invisible.

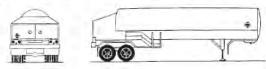
NOTE: An emergency shut-off valve is commonly found at the fornt of the tank, near the driver door.





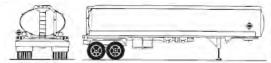
- For liquefied compressed gases (e.g., LPG, ammonia)
- Rounded heads
- Design pressure between 100-500 psi

# MC338, TC338, SCT338, TC341, CGA341



- For refrigerated liquefied gases (cryogenic liquids)
- · Similar to a "giant thermo-bottle"
- Fitting compartments located in a cabinet at the rear of the tank
- MAWP between 25-500 psi\*\*

## 131 DOT406, TC406, SCT306, MC306, TC306



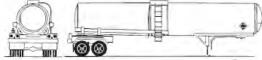
- For flammable liquids (e.g., gasoline, diesel)
- · Elliptical cross-section
- Rollover protection at the top
- Bottom outlet valves
- MAWP between 3-15 psi\*\*

## 112 TC423



- · For emulsions and water-gel explosives
- Hopper-style configuration
- MAWP between 5-15 psi\*\*

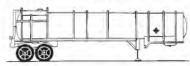
# 137 DOT407, TC407, SCT307, MC307, TC307



- · For toxic, corrosive, and flammable liquids
- · Circular cross-section
- · May have external ring stiffeners
- MAWP of at least 25 psi\*\*

# 137 DOT412, TC412, SCT312, MC312, TC312

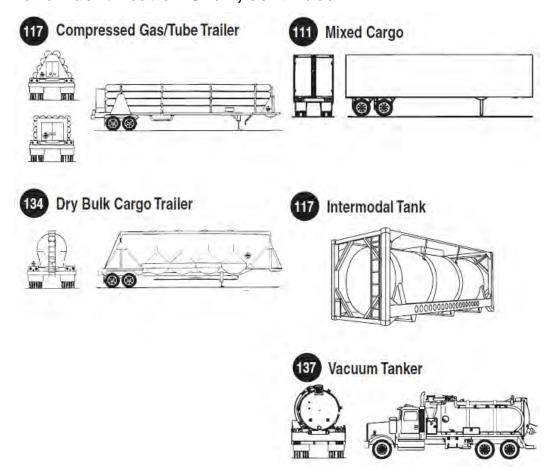




- Usually for corrosive liquids
- · Circular cross-section
- · External ring stiffeners
- Tank diameter is relatively small
- MAWP of at least 15 psi\*\*



# **Transportation Incidents, continued Road Trailer Identification Chart, continued**



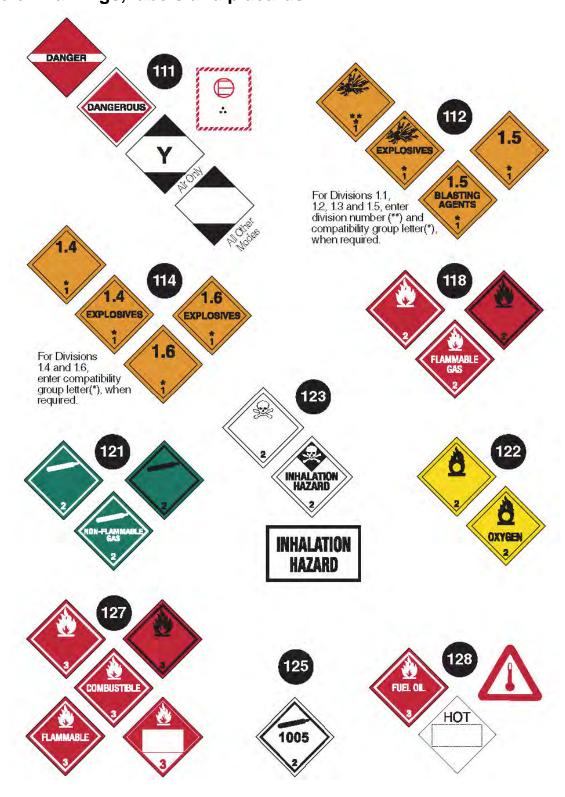
**CAUTION:** This chart depicts only the most general shapes of road trailers. Emergency response personnel must be aware that there are many variations of road trailers, not illustrated above, that are used for shipping chemical products. The suggested guides are for the most hazardous products that may be transported in these trailer types.

The recommended guides should be considered as last resort if the material cannot be identified by any other means.

Source: 2016 Emergency Response Guidebook

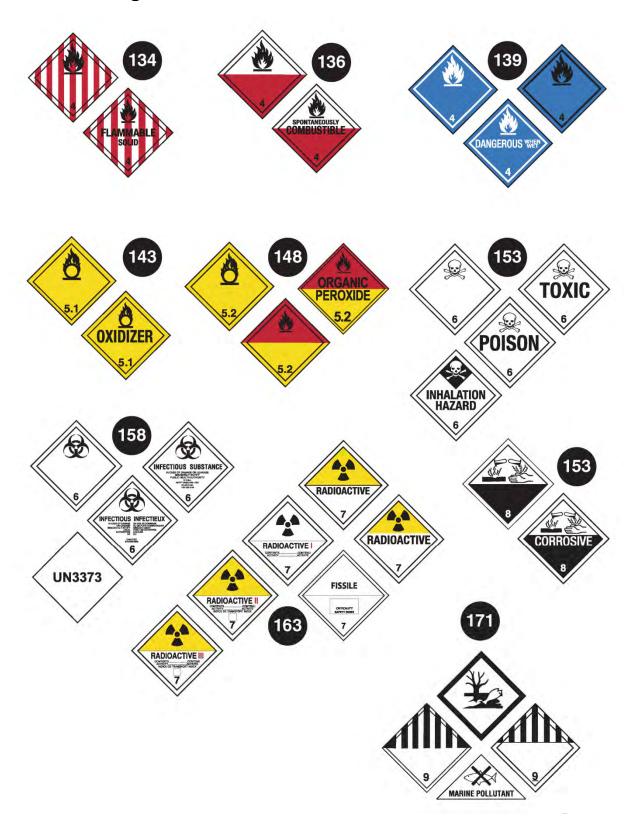


# Transportation Incidents, continued Table of markings, labels and placards





# Transportation Incidents, continued Table of Markings, Labels and Placards, continued



# TRANSPORTATION OF DANGEROUS GOODS 30-DAY FOLLOW-UP REPORT

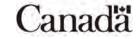
PART I: REPORTING TIMELINE								
Please provide applicable date	s and check one box			FOR INTERNAL USE ONLY				
Date of initial report to CANUTE	C (yyyy-mm-dd):			Road, Rail or Marine Reports				
30-Day Follow-up Report submi				Release				
30-Day Follow-up Repor	<del>-</del>			Anticipate	d Release			
	30-Day Follow-up Report			Air Report				
		(1000 to 2000 dd).		O Dangerou	s Goods Accident or Incident			
	Follow-up Report submitted	(yyyy-mm-aa):						
2. Information of the person comp								
			¬ •••					
Consignor Consign	ee Carrier/Aircraf Last Name	t Operator	Other Title					
I list Name	Lastivaine		Tiue					
Telephone (999-999-9999)	Company Name							
Total (000 000 000)	Company Namo							
Address			City		Province/Territory			
					,			
Country	Postal Code (Z9Z 9Z9)	Email						
,	, , , ,							
3. Information on the Consignor, (	l Consignee and Carrier/Airci	l aft Operator						
Consignor		<u> </u>						
First Name	Last Name		Title					
Telephone (999-999-9999)	Company Name							
Address			City		Province/Territory			
Country	Postal Code (Z9Z 9Z9)	Email						
Consignee								
First Name	Last Name		Title					
Telephone (999-999-9999)	Company Name							
					_			
Address			City		Province/Territory			
Country	Postal Code (Z9Z 9Z9)	Email						
Carrier/Aircraft Operator								
First Name	Last Name		Title					
T. I. (200, 200, 200)								
Telephone (999-999-9999)	Company Name							
Address			C:4.		Describe on /To write w.			
Address			City		Province/Territory			
Country	Dontol Codo (707.070)	Emoil						
Country	Postal Code (Z9Z 9Z9)	Email						



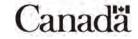
PART III: INCIDENT INFORMATION								
4. Please indicate the date and time of the incident								
Date (yyyy-mm-dd)		Time (24-hour	system)					
,								
5. Geographic location of the incident								
Address								
Address								
0.1	I Duni de la /Tamitama	D1-1 O1	I. (707.070)	000 000				
City	Province/Territory	Postal Cod	le (Z9Z 9Z9)	GPS Position				
If the incident occured by rail, please in	dicate the milepost and subdi	vision		happened on First Nations Territory, please indicate the Territory				
			name					
Origin of consignment			Destination of	consignment				
	O 0 11							
Same address as consignor	Same address as consiç	gnee	_	ress as consignor Same address as consignee				
Other (please provide address):			Other (plea	ase provide address):				
6. Geographic Area (Check only one bo	ox)							
Urban	∕ Suburban		al					
Mixed use – residential, commercial				es, agricultural lands  Little or no population				
7. Mode of Transport (Check all applica	ble boxes)							
Road	Rail		Air	Marine				
		n of the ves		t location at which the vessel will be at anchor or alongside a				
fixed facility	r, prodoc indicate are postac		oor and the nex	t location at willon the voccol will be at allohor or alongolae a				
Position			Next location					
9. Phase of Transport (Check only one	box)		l					
│								
Consignment moving between origin	n and destination		/ \	ent is being packed or loaded into a means of transport at origin				
Unloading			Temporar	v Storage				
Consignment is being unpacked or	unloaded from a			ent is in short term storage pending transportation				
means of transport at destination	In the second							
10. Type of Incident (Check all applicab	ole boxes)		_					
Collision/Sideswipe Moving vehicles striking an object, a	animal or another vehicle		Derailmer	Railcar leaving the rail tracks				
	animal, of another vehicle		-					
Ran off road Vehicle enters a soft shoulder, ditch	or similar area		Overturn Vehicle tur	rning on its side or upside down				
	Tor on mar aroa		□ Dropped					
Loadshift Shifting of the consignment within a	vehicle		Means of containment falling unexpectedly					
Struck			mounts of containment family unexpectedly					
Means of containment being struck	by another object	Other (PI	ease specify):					
11. Type of Release (Check all applicable boxes)								
┌┐ Spill								
☐ Quick, immediate discharge, emission or escape ☐ Slow, sporadic or continuous discharge, emission or escape								
Explosion Fire								
Violent sudden release of energy from means of containment producing a				ubstances combined with oxygen to typically produce flame, heat				
shock wave that may result in fragment projection and/or fire ball and smoke								
┌── BLEVE Vapour								
Boiling Liquid Expanding Vapour Ex	rplosion		Dispersion	in air of particles of a substance that is liquid or solid in its				
			normal sta					
├── Venting				ed Release I means of containment that is not leaking, venting or otherwise				
Controlled release of gas into the er	nvironment		ts contents					



12. Informat	ion on the Dangero	us Goods										
UN Number	•		Primary Class	Subsid Class(		Packing Group or Category	Before the	ntity in MOC Release or ed Release	Units (kg, L, etc.)		imated Quantity Released (if applicable)	Units (kg, L, etc.)
13. Means o	f Containment											
Please provi	ide a description of	the means of	containmer	nt involve	d in t	the incident by	completing	the appropri	ate forms from	Annex	E of the Guide (TF	P15294)
PART IV: C	ONSEQUENCES						<u> </u>					
14. Consequ	uences of the incide	ent (Check all	applicable b	oxes)								
NOTE: Refe	r to the Guide for m	nore information	on on how t	o comple	te thi	is section						
Human	Property	(e.g. product	loss, facility	y, equipm	nent)	Er	vironmental	(e.g. contan	nination of wate	rway, g	ground, air)	
15. Evacuat	ion of people and b	uildings/Shelt	er in place									
Was there a	n Evacuation as a r	esult of the in	cident? (	Yes		○ No						
	helter in place as a		incident? (	Yes		○ No						
If Yes, pleas	se complete the follo	owing table										
Evacuation of People and Buildings/Shelter in Place  Private Resid Includes houses a buildings used as (e.g. Retirement		nouses and used as dwe	ther Includes libraries, hospitals, lings churches, government			Includ	Workplace Includes warehouse, facility, etc.		Public (Outside) Areas Includes parks, playgrounds, parking lots, etc.			
Estimated number of <b>people</b> evacuated												
Estimated number of people sheltered in place												
Estimated number of buildings evacuated												
Size of Evacuation area (square meters)			Du	Duration of Evacuation (hours)					Duration of Shelter in place (hours)			
16. Injuries a	and/or deaths		<u>'</u>					•				
Were there	Were there any injuries and/or deaths? Yes (please complete the following table) No											
Minor Injuri	es Yes	○ No										
Number of injured requiring immediate first aid tr Attributed to Dangerous Goods				reatment at the scene Attributed to incident				Total				
Moderate Ir	njuries Yes	○ No	<u>'</u>									
Number of injured requiring immediate emergence Attributed to Dangerous Goods				ey treatment in hospital and release shortly after Attributed to incident				Total				
Major Injuri	es Yes	○ No						•				
Number of injured requiring immediate treatment v				with overnight hospitalization Attributed to incident					Total			
Deaths	○ Yes	○ No										
Deaths Yes No  Number of deaths  Attributed to Dangerous Goods			Att	Attributed to incident				Total				



17. Please indicate an es	stimate of costs	in Canadiaı	n dollars associated	with the	incident, as applicable			
NOTE: Refer to the Guid	e for more infor	mation on h	now to fill this section	n				
Material loss of dangerous goods	Damage incu	rred by	Property damage		Emergency response cost	Clean-up	cost	Total cost
18. Infrastructure closure	``		_		,			
Was there an infrastructu			e incident?	Yes	○ No			
If Yes, please complete t	he following tab	ole						
			Туре				Dur	ation of the closure (in hours)
					whole or in part for arriv uipment situated thereor			
Air cargo facility – F	acility used to	receive or tr	ansfer cargo carried	d or to be	e carried by an aircraft			
Facility – Permanent dangerous goods	t or temporary b	ouilding or a	portion of a building	g or equi	pment used in loading o	or unloading	of	
Railway – Tracks use	ed by trains							
Waterway – Navigab								
	Roadway – The strip of land over which motor vehicles circulate, such as dirt road, numbered provincial highway or multiple lane freeway							
Runway – the strip of	Runway – the strip of ground on a landing field that aircraft use for landing or takeoff							
19. Geographic location	of closure						•	
Address								
City		Province/T	erritory	Postal	Code (Z9Z 9Z9)	GPS Posi	tion	
If the incident occured by	rail please ind	licate the mi	ilenost and subdivisi	ion	Name of facility road	railway or y	waterway	
If the incident occured by rail, please indicate the milepost and subdivision  Name of facility, road, railway or waterway								
20. ERAP Requirements								
Was an ERAP required u	ınder Part 7 of t	the <i>Transp</i> o	ortation of Dangero	ous Goo	ds Regulations?	O Yes	○ No	
If Yes, please complete t	he following tab	ole						
ERAP Reference Number	er		ERAP	Holder				
Address								
7.00.7000								
City		Province/T	erritory		Postal Code (Z9Z 9Z9	9)	Telephone of	ERAP Holder (999-999-9999)
Email					1		1	
Level of Response (chec	k all that apply)							
☐ No response ☐	First responder	rs on scene	Phone call t	to ERAP	holder Employe	ee from ER	AP holder	Team from ERAP holder
Other:								

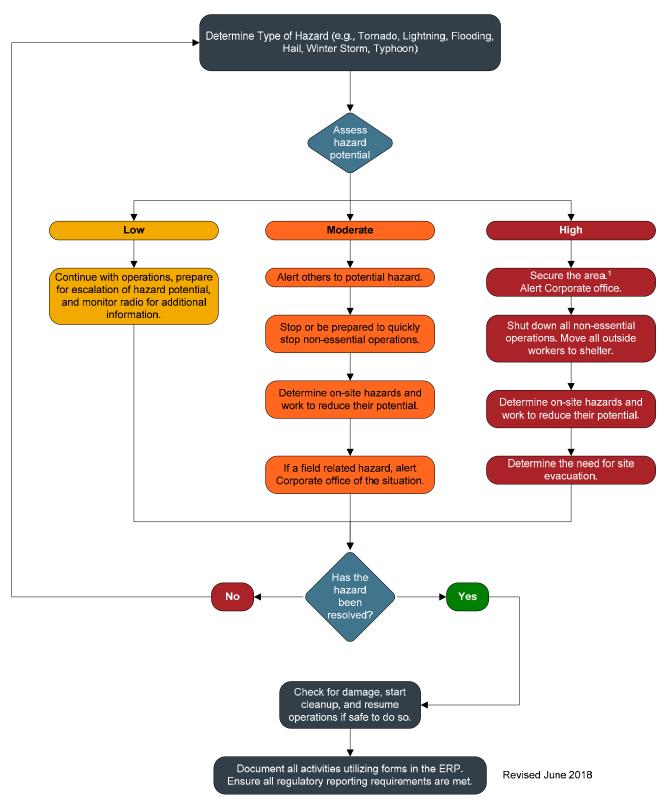


PART V: INCIDENT DESCRIPTION						
21. Please describe:						
• The sequence of events that led to the incident	an aradia ata					
<ul> <li>The means of containment damage or failure, including the size/location of holes, cracks, etc.</li> <li>The actions taken at the time it was discovered</li> </ul>						
What was done to mitigate the effects of the release						
• Contributing factors (e.g. human error, mechanical, equipment, packaging, infrastructure, external, weather, etc.)						
• The physical environment (e.g. residential, commercial, industrial, etc.)						
The road's appearance (e.g. flat, straight, inclined, curved, intersection, etc.) Timeline of event (e.g. how long it lasted, time of release or discovery, time of f	irst responder arrival, etc.)					
Communications with first responders and with your organization						
Photographs and diagrams should be submitted, as required, for clarification. Es necessary.	timate the duration of the release, if possible. Please use additional sheets if					
<b>NOTE</b> : Refer to the Guide for more information on how to complete this section						
PART VI: INCIDENT DESCRIPTION – AIR ONLY						
22. Please describe:						
Any serious jeopardy to persons on any aircraft or aircraft itself						
Any damages to property or environment						
• The route by which the dangerous goods were to be or have been transported,	including the name of any aerodromes along the route					
Aircraft Operator	Air Cargo Facility					





### **Weather and Natural Disasters**



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



### Weather and Natural Disasters, continued

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

The weather office will issue through the use of radio and television repeated weather watches and warnings. The only exception to these warnings is earthquakes, since they occur by surprise and cannot be predicted.

### **Listen for the Warnings**

Environment & Climate Change Canada (ECCC) monitors the weather 24-hours a day, seven days a week. If a severe storm is on the horizon, the weather service issues watches, advisories and warnings for that specific storm through national, regional and local radio and television stations, and through ECCC weather radio.

#### Weather Watch

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

#### **Weather Warning**

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

### Earthquake

### **General Information**

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

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

#### **During an Earthquake**

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



### Weather and Natural Disasters, continued

### If indoors

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

### If outdoors

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

### If in a moving vehicle

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

### If trapped under debris

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



# Weather and Natural Disasters, continued FLOODS

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

It is important to consider that your facility may play a vital role in fuel supply during an emergency situation. It is therefore important that you and the government authority having jurisdiction during a flood emergency have regular and clear communication with regards to facility closure.

### To shut down a facility which may be flooded:

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



### Weather and Natural Disasters, continued

### To start-up a facility which has been flooded:

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

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

Alberta	Alberta Environment
	http://environment.alberta.ca/forecasting/advisories/

### What to do during a flood

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



### Weather and Natural Disasters, continued

### **Thunderstorm and Lightning Safety**

A lightning bolt carries up to 100 million volts of electricity. When someone is struck by lightning, an electrical shock occurs that can cause burns and even stop the person's breathing. Although thunder and lightning can occur occasionally during a snowstorm, April to October are the prime thunderstorm months in Canada. Thunderstorms occur most often in late afternoon or evening, and around sunrise.

Knowing how lightning behaves can help you plan for an approaching storm. It tends to strike higher ground and prominent objects, especially materials that are good conductors of electricity, such as metal. Thunder can be a good indicator of lightning - loud crackling means its close, whereas rumbling means the storm is further away.

Because light travels faster than sound, you will see lightning before you hear the thunder. Each second between the flash and the thunderclap represents about 300 metres. If you can hear thunder, you are within striking distance. Immediately go inside, there is NO safe place to be outside in a thunderstorm.

Protection from lightning begins before the storm. Paying attention to weather conditions and forecasts allows time to plan for threatening weather and to react appropriately.

### What to do during a thunderstorm

The safest place to be during a thunderstorm is in a building that is fully enclosed with a roof, walls and floor with electrical wiring, plumbing, telephone line, or antennas to ground the lightning should the building be hit directly. Unsafe shelters are buildings or structures without electricity or plumbing to ground the lightning, as they do not provide any lightning protection. Shelters that are unsafe include covered picnic shelters, carports, tents, baseball dugouts as well as other small non-metal buildings (sheds and greenhouses).

Even when inside the building, there are safety precautions to take:

- Keep as many walls as possible between you and the outside. Stay away from doors, windows, and fireplaces.
- Stay away from anything that will conduct electricity such as radiators, stoves, sinks and metal pipes.
- Use battery operated appliances only. Avoid handling electrical appliances and regular telephones (cordless phones and cell phones do not increase the risk of a lightning strike).

The next best place for shelter is an enclosed metal car, truck or van but NOT a tractor, golf cart, topless or soft-top vehicle. Make sure the vehicle is not parked near trees or other tall objects that could fall over during a storm. When inside a vehicle during a lightning storm, roll up the windows and sit with your hands in your lap and wait out the storm. Don't touch any part of the metal frame or any wired device in the vehicle (including the steering wheel or plugged-in cell phone). A direct strike to your car will flow through the frame of the vehicle and usually jump over or through the tires to reach ground.

### What to do if you cannot find shelter

There is no safe place to be outdoors during a thunderstorm. However, to reduce the risk of being struck by lightning when outside, stay away from things that are tall (trees, flagpoles or posts), water, and other objects that conduct electricity (tractors, metal fences, lawn mowers, golf clubs). Do not become a target by being the highest object on the landscape. If you are with a group of people in the open, spread out several metres apart from one another.

If you get caught in a level field far from shelter, crouch down on the balls of your feet immediately, with feet together, place your arms around your knees and bend forward. Be the smallest target possible, and at the same time, minimize your contact with the ground. Don't lie flat.



### Weather and Natural Disasters, continued

If someone has been hit by lightning

Lightning victims are safe to touch. Bystanders shouldn't hesitate to save a life by calling for help. If breathing has stopped, administer mouth-to-mouth resuscitation. If the victim is not breathing or they do not have a pulse, a trained rescuer should administer cardiopulmonary resuscitation (CPR).

### **Tornados**

A tornado is nature's most violent form of storm activity. It can produce upwardly spiraling winds of 120 to 450 km/h, producing devastating damage along a path of 50 to 300 metres in width. The forward motion of the tornado funnel may be quite erratic as it zigzags along a southwest to north-easterly direction (usually) at a forward speed of 50 to 70 km/h.

Hot, humid weather combined with a cold front could be a sign that a tornado is brewing, and a funnel cloud hanging from a dark cloud may be visible before the tornado actually occurs (a funnel cloud is not a tornado until it touches the ground). The sound has been described as a tremendous roar which sounds like an express train or jet aircraft (only louder). Clouds may be green or yellow tinged. There is usually a noticeable lowering of a portion of the cloud that contains a large, swirling, turbulent mass from which the funnel will hang (funnel cloud).

### Protecting yourself during a tornado

- Have a radio on to listen for warning information or advice.
- Determine an appropriate shelter (select a shelter area that would offer protection, such as underneath a stairway and is secured to the main floor). The shelter must be easily accessible and able to offer protection from flying glass, debris and furniture. (Decide on shelter options in advance, for your place of employment.) If forced to take shelter away from the plant avoid large halls or any large building with large span roofs. Seek out an inner hallway, washroom, closet, etc.
- Stay away from windows.
- Avoid travelling any great distance so that you will not be caught out in the open.
- If the storm warning is issued for your immediate area, go to your designated shelter.
- If caught outdoors and you cannot reach shelter, lie flat in a ditch, excavation or culvert. If possible, lay flat, holding the base of a small tree, bush or shrubbery to avoid being lifted or blown away.
- If caught while driving, drive away from the funnel at a right angle or to its direction of travel (if possible). If you cannot escape the path of the funnel, get out of your vehicle immediately and seek shelter in a ditch or ravine, keeping its slope between you and the funnel.
- If caught away from the plant, seek shelter in a sturdy building. Go to an interior hallway or washroom on the lower floor, and stay away from windows.

### Winter Storms: Blizzards, Freezing Rain, Heavy Snow, Blowing Snow

### **General Information**

Blizzards come in on a wave of cold arctic air, bringing snow, bitter cold, high winds, and poor visibility in blowing snow. These conditions must last for a minimum of six hours to be designated a blizzard and they may last for several days. Poor visibility, low temperatures and high winds constitute a significant hazard.



### Weather and Natural Disasters, continued

Freezing rain occurs when the air in an upper-air layer has an above-freezing temperature, while the temperature at the surface is below freezing. The snow that falls melts in the warmer layer; as a result, it is rain—not snow— that lands on the surface. But since the temperature is below 0°C, raindrops freeze on contact and turn into a smooth layer of ice. More slippery than snow, freezing rain is tough and clings to everything it touches. A bit of freezing rain is dangerous; a great deal of it can be catastrophic.

### Things to do during a severe winter storm or if a storm is forecast

- Stay calm and leave your radio on to stay informed of the situation and hear updated forecasts.
- Stay indoors. If you must go out, dress for the weather.
- Secure everything that might be blown around or torn loose indoors and outdoors (flying objects can injure people and damage property).
- If you are outdoors when a storm hits, take shelter immediately.

Winter Weather Warnings	Issued				
Blizzard Warning	When winds of 40 km/hr or greater are expected to cause widespread reductions in visibility to 400 metres or less, due to blowing snow, or blowing snow in combination with falling snow, for at least 4 hours.				
Freezing Rain Warning	When freezing rain is expected to pose a hazard to transportation or property; or when freezing rain is expected for at least 2 hours.				
Snowfall Warning	When 10 cm or more of snow is expected to fall within 12 hours.				
Wind Warning	70 km/h or more sustained wind; and/or Gusts to 90 km/h or more.				
	Issued to warn of conditions that will cause frostbite to exposed skin. Criteria vary across the country, ranging from wind chill values of -55 in some Arctic regions to -30 in South-western Ontario. A national wind chill program is in development.				
Wind Chill Warning	For wind chill values:				
	-27 to -44risk of frostbite and risk of hypothermia increases with time spent outdoors				
	-45 or lowerexposed flesh may freeze in minutes and there is a serious risk of hypothermia				
	When severe and potentially dangerous winter weather conditions are expected, including:				
Winter Storm Warning	A major snowfall (25 cm or more within a 24 hour period); and				
	A significant snowfall (snowfall warning criteria amounts) combined with other cold weather precipitation types such as: freezing rain, strong winds, blowing snow and/or extreme wind chill.				

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

http://www.ec.gc.ca/meteo-weather/default.asp?lang=En&n=D9553AB5-1

### Weather and Natural Disasters, continued

### After a Disaster

These are general guidelines to look for after an occurrence:

- Assess site and declare an emergency as required.
- Activate ERP as required.
- Account for all on-site and field personnel.
- Listen to a battery-operated radio or television for the latest emergency information.
- Give first aid to the injured and call for medical assistance if required. Do not move seriously injured
  persons unless they are in immediate danger of further injury. Use intrinsically safe flashlights to
  survey for damage and look for victims. Do not use candles or matches (explosion hazards may
  exist).
- Use the telephone for emergency calls only.
- Check for spilled medicines, bleaches, gasoline or other flammable liquids.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Report fires to the fire department. Be alert to prevent fires, as broken water mains may cause a reduction in water pressure. Lightning and downed power lines can cause fires. Know how to fight small fires.
- Inspect utilities.
  - Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. Do not go near loose or dangling power lines. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.
  - Check for sewage and water lines damage. If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water by melting ice cubes.
  - Check for leaking pipes. If you smell sour gas:
    - Immediately evacuate the area and don appropriate personal protective equipment.
    - Close gas valves and isolate the area.
    - Turn off the main power switch (only if you are NOT wet or standing in water).
    - Shut down required plant and well sites and notify appropriate government authorities.
    - Check buildings prior to entering as there may be structural damage; proceed cautiously.
- In the case of a flood, proper cleanup is essential. Discard all materials that cannot or should not be saved. Wash and rinse all surfaces, then disinfect them. Remove any water as soon as possible and clean out mud and other debris. Water supplies may be contaminated; use caution with drinking water.
- In the case of an earthquake, expect aftershocks. These are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.

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



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### **Security Incidents**

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

### **General Notes on Prevention of Security Incidents**

As defined in the CSA Standard Security Management for Petroleum and Natural Gas Industry Systems (Z246.1-17), a Security Management Program should be implemented to ensure security incidents and threats are identified and managed with appropriate safeguards and response procedures in place.

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

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

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

### **Types of Security Threats**

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

### **Responding to Threats**

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

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

### Security Incidents, continued

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

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

### **Field Operations:**

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

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

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

### **Bomb Threats**

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

Persons making bomb threats generally have one of two motivations:

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

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

### Security Incidents, continued

### **Bomb Appearance**

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

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

### Responding to Bomb Threats over the Phone

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

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

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

### Responding to Bomb Threats Received in Writing

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

### Security Incidents, continued

### Supervisor Responsibilities after Receiving a Bomb Threat

The supervisor should then:

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

### **Evacuating the Facility**

If it seems prudent to evacuate the building:

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

### **IED Evacuation Distances**

### Improvised Explosive Device (IED) SAFE STAND OFF DISTANCE

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

### Security Incidents, continued

### **Bomb Search Guidelines**

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

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

### **Explosive Device Located**

If a device or suspected device is located:

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

### If there is an Explosion

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

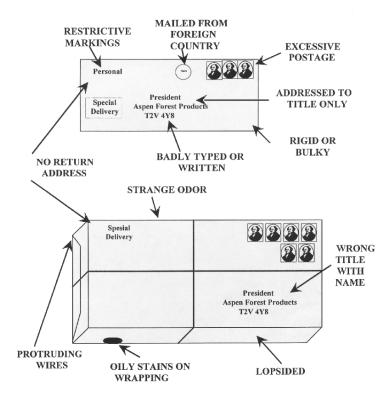
### **Suspicious Packages**

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

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

### Security Incidents, continued

### **Appearance of Suspicious Packages**



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

### **Security Incidents, continued**

### **Dealing with Suspicious Packages**

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

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

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

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

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

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

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

### **Trespassing**

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

### **Dealing with Trespassing**

If any personnel encounter a trespasser:

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

### Security Incidents, continued

### **Vandalism**

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

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

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

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

### **Dealing with Vandalism**

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

### **Terrorism**

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

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

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

### Security Incidents, continued

### **Examples of Petroleum Assets Subject to Risk**

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

### **Dealing with Terrorism**

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

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

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

### Cyber-Attacks

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

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

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

### **Preventing Cyber-Attacks**

Steps that can be taken to enhance your cyber security:

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



### Security Incidents, continued

• Communicate, train and educate staff and users.

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

### **Dealing with Cyber-Attacks**

In the event of a cyber-incident:

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

Serious cyber incidents:

• Should be reported to Public Safety Canada by email at <a href="mailto:contact@cyber.gc.ca">contact@cyber.gc.ca</a> or by phone at 1-833-292-3788.

### **Animal Encounters**

### **First Responders to Animal Attacks**

In the event of witnessing or identifying a scene as an attack, it is important to avoid harm to yourself. If equipped with deterrents, an attempt to scare away any remaining animals on scene is optional. In most cases any animals who have recently engaged in an attack are unpredictable therefore it is advised to keep clear and wait until the scene is clear. Steps to be considered:

- Assess the immediate area for personal safety and determine the type of incident
- If cause of injury is unknown, use your gas monitor to ensure there aren't any air-borne hazards.
- Ensure all animals have vacated the scene.
- If not, use any available noise deterrents (Honk Horn, Rev Engine, yell etc.)
- If possible call or radio for assistance and emergency services.
- Calling an applicable wildlife agency is an effective alternative; however, if confronted with a fastpaced scenario such as this, the RCMP will be able to direct your call appropriately.
- Once the area is safe, assess the individuals' injuries and administer any necessary first aid. If the
  victim is conscious, always ask for his/her consent before doing so.
- Stay with the victim until help arrives:
  - As shock to the victim may be a factor after an attack, using a calm voice and catering to the individuals' requests as best possible is beneficial. For example; covering the victim with a blanket, providing drinking water for the victim, ensuring the victim that help is on the way, etc.
  - Minimize the victim's movements until emergency services have arrived as the extent of harm to the individual is unknown until assessed by a licensed health care representative.
- It is important to document the time and actions taken if a scenario like this presents itself as it will aid
  you and your company in showing what actions have been taken and how the situation has been
  responded to.
- Notify your supervisor of the incident.
- You or your supervisor must contact the applicable wildlife regulatory agency to report the incident.

### **Animal Encounters, continued**

### **Bears**

There are no hard and fast rules about what to do when you confront a bear. Bears react to humans in different ways in different situations. A bear's reaction depends on the following: sex, age, health; the season; whether the bear is hungry; whether bear cubs are present or whether there is an escape route available to the bear. Never harass or chase a bear!

There are three possible scenarios that are most likely to occur:

- 1. A wandering bear. While it is unlikely that a bear will wander into an area and near workers, we must be prepared to deal with this situation. Any bear seen on the job site will cause an immediate notification of the Incident Commander. In addition, all workers within 500 metres of the animal are to seek immediate shelter within a vehicle or building. The Incident Commander shall assess the situation, observe the bear for its intent, and determine a proper course of action to be taken. At no time will the bear be approached by any workers for any reason other than at the direction of the Incident Commander.
- 2. A located occupied den. A den occupied by a bear will cause an immediate cessation of work and removal of personnel within 500 metres of the den and notification of the Incident Commander. At the discretion of the Incident Commander, the appropriate Environment Fish and Wildlife agency may be notified to determine the best course of action to be taken.
- 3. Denning bear disturbed. The company understands that disturbing a hibernating bear is unsuitable for both the bear and for the workers. Upon discovery or disturbance of a hibernating bear all workers will immediately retreat from the area to a distance of not less than 500 metres and into immediate shelter within a vehicle or building. This situation will cause an immediate notification of the Incident Commander.

#### On the Trail

Bear encounters on the trail can be dangerous, especially if the bear is surprised or if it is a female with cubs. The bear may consider you a threat and either run away or attempt to remove you as a threat. If you encounter a bear on a trail:

- Stop! Try to stay calm and quiet. Do not make any sudden moves or loud noises. Avoid direct eye contact with the bear; however, never take your eyes off the bear.
- Size up the situation. Is it a black bear or a grizzly? Are there cubs present and where are they in relation to you and the bear? Did you disturb the bear during feeding? Where is the rest of your party? (Always stay together as a group; a bear is less likely to attack a group of people than an individual).
- Do not run from the bear. You cannot out run it! Black bears can reach speeds of 55km/hr.
- Talk quietly and slowly back up leaving the way you came; give the bear enough time and room to leave on its own. Invading the bears space will invoke its "fight or flight" response. Grizzly bears are most likely to fight while Black bears are most likely to choose flight. Avoid any rapid movements and move up wind so the bear can catch your scent and determine you are not a threat.
- If the bear keeps coming at you, climb the tree as high as you can. Remember, some grizzlies and all black bears can climb trees; but if you climb a tree the bear may feel less threatened.

### **Animal Encounters, continued**

### In Case of Attack (general)

Try to defend yourself on a steep slope or grade; in doing so, you can ensure that any bear will at least have a difficult time standing erect, thereby reducing his full weight force. Bears are also front-heavy, creating an offset in balance when downing slopes or grades.

- Do not run from the bear. You cannot out run it. A bear will often make a "bluff" charge, in which it turns away at the last moment. Running away from such a charge will trigger a more aggressive attack.
- If the bear continues the attack, spray bear ("pepper") aerosol in the animal's eyes. This may cause the bear to stop the attack, and give you an opportunity to escape.

Note: Bear spray must be kept on your person within easy reach or it will not be of use. Bear spray is not a repellent, but a weapon that is only effective in the animal's eyes and nose. It will not repel bears from a sprayed area. In fact, there is evidence to suggest that bears are attracted to objects covered with pepper spray. Read the instructions, understand how to use the spray, and test it to be sure of its range and accuracy.

- If no escape is possible and the bear has knocked you to the ground—roll yourself into a "cannonball" position and play dead. Cover your neck and head with your hands and arms. Stay in this tucked position until the bear leaves.
- If a black bear is attacking you, or you are attacked at night by either species, consider it a predatory attack and fight back with everything you have.

### **Defensive Attack**

- Bears will engage in a defensive attack when feeling threatened or cornered. This type of attack
  occurs when a bear is protecting her young, or the carcass of its latest kill. The bear will show signs
  of stress, like huffing, pawing the ground, exposing its teeth, body swaying and pinning its ears back.
  The bear in this type of attack will often make "bluff" charge, in which it will turn away at the last
  moment or veer off its path.
- In this type of attack, play dead to show the bear you are not a threat.
  - o If wearing a pack, leave it on for protection
  - o Lie face down on the ground, legs splayed (spread) so the bear cannot easily turn you over
  - o If rolled over, quickly turn back onto stomach
  - Clasp hands around the back of your neck
  - Do not shout or act aggressive
  - o Remain quiet and still
  - Be prepared to wait until the bear realizes you are not a threat.
- If the bear continues to attack, fight for your life, aiming your assault at the bears head, nose and eyes.

### **Predatory attack**

- Bears will show no signs of stress during this type of attack. The bear will stalk you and swiftly attack without a warning or "bluff" charge.
- In this type of attack, act aggressive to show the bear you will not be easy prey
  - Do not be submissive
  - o Face the bear, never taking your eyes off of it

### **Animal Encounters, continued**

- o Don't attempt to run away
- Scan for any near-by cover and possible weapons (stick and stones)
- Prepare your deterrent
- o Make yourself as large as possible
- Raise your arms and stomp your feet
- Use rapid arm and leg movement
- Shout loudly
- o Remove your pack
- DO NOT PLAY DEAD
- If the bear continues to attack, fight for your life, aiming your assault at the bears head, nose and eyes.

### In Camp

Bears entering a camp may be coming to feed on human food and garbage, based on their past experiences in camps. Such bears are especially dangerous because they have become human habituated and no longer fear people. It is important if a bear wanders into your campsite to provide it with a negative stimulus to prevent it from returning and becoming human habituated (screaming, noise deterrents etc.). If your campsite is clean, with all attractants properly stored, a bear may lose interest and move on. If a bear comes into your camp, refer to the points in ON THE TRAIL. If your vehicle is nearby, get in it as soon as possible.

### **Cougars**

Conflict between cougars and humans is extremely rare. Although a cougar attack is highly unlikely, it always pays to be prepared. Information and awareness are your best defenses.

- Cougars are most active at dusk and dawn. However, they will roam and hunt at any time of the day or night and in all seasons.
- During late spring and summer, one to two-year old cougars become independent of their mothers. While attempting to find a home range, these young cougars may roam widely in search of unoccupied territory. This is when cougars are most likely to conflict with humans.
- Cougars have four toes with three distinct lobes present at the base of the pad. Claws are retractable, so they usually do not leave imprints.
- Generally, cougars are solitary. If tracks show two or more cougars traveling together, it probably indicates a female with cubs.
- Cougars seem to be attracted to children, possibly because their high-pitched voices, small size, and
  erratic movements make it difficult for cougars to identify them as human and not as prey.

### **Cougar Safety**

- Avoidance is the best line of defense.
- Keep a radio playing.
- Do not attract or feed wildlife, especially deer or raccoons. These are natural prey and may attract cougars.
- · Roaming pets are easy prey.

### **Animal Encounters, continued**

- Bring pets in at night. If they must be left out, confine them in a kennel with a secure top.
- Do not feed pets outside. This not only attracts young cougars but also many small animals, such as mice and raccoons, that cougars prey upon.
- Place domestic livestock in an enclosed shed or barn at night.
- Hike in groups of two or more. Make enough noise to prevent surprising a cougar.
- Carry a sturdy walking stick to be used as a weapon.
- Watch for cougar tracks and signs. Cougars cover unconsumed portions of their kills with soil and leaf litter. Avoid these food caches.
- Cougar cubs are usually well hidden. However, if you do stumble upon cougar cubs, do not approach or attempt to pick them up. Leave the area immediately, as a female will defend her young.

### If You Meet a Cougar

- All cougar encounters should be considered predatory. Act big and confident. Make direct eye contact, be loud and attempt to intimidate.
- Never approach a cougar. Although cougars will normally avoid a confrontation, all cougars are unpredictable. Cougars feeding on a kill may be dangerous.
- Always give a cougar an avenue of escape.
- Stay calm. Talk to the cougar in a confident voice.
- Pick all children up off the ground immediately. Children frighten easily and their rapid movements may provoke an attack.
- Do not run. Try to back away from the cougar slowly. Sudden movement or flight may trigger an
  instinctive attack.
- Do not turn your back on the cougar. Face the cougar and remain upright.
- Do all you can to make yourself seem larger and as intimidating as possible. Don't crouch down or try to hide. Pickup sticks or branches and wave them about.
- Any cougar seen on the job-site will cause an immediate notification of the Incident Commander. In
  addition, all workers within 500 metres of the animal are to seek immediate shelter within a vehicle or
  building. The Incident Commander shall assess the situation, observe the cougar for its intent, and
  determine a proper course of action to be taken. At no time will the cougar be approached by any
  workers for any reason other than at the direction of the Incident Commander.

### If a Cougar Behaves Aggressively

- Arm yourself with a large stick, throw rocks, and speak loudly and firmly. Convince the cougar that
  you are a threat, not prey.
- If a cougar attacks, fight back! Many people have survived cougar attacks by fighting back with anything, including rocks, sticks, bare fists, and fishing poles.

Cougars are a vital part of our diverse wildlife. Seeing a cougar should be an exciting and rewarding experience, with both you and the cougar coming away unharmed. At the discretion of the On-Site Group Supervisor, the appropriate Environment Fish and Wildlife agency may be notified to determine the best course of action to be taken.

# **Animal Encounters, continued**Large Hooved Animals (Ungulates)

This family is comprised of several hooved omnivores common to Canadian lands. Unknown to most, ungulates cause more yearly fatalities then all predatory species combined. However, this is mainly due to vehicular accidents as opposed to acts of aggression. This class refers to:

- Bison
- Moose
- Mule and White-tailed deer
- Elk
- Caribou

### **Ungulate Safety**

- Generally speaking they prefer not being near people.
- The best line of defense is avoidance.
- Although physical size and appearance varies significantly, temperaments have been noted to be fairly similar between most species of ungulate.
- Mating season for most ungulates is during the fall months with the young being born in the spring; at both of these periods females and particularly males will become more aggressive and territorial.
- Like all wildlife, keeping a safe distance and never feeding the animals is advised.

### If You Meet an Ungulate

The following 7 steps are suggested if experiencing a close encounter:

- 1. Avoid making similar noises, such as coughing, groaning, grunts, etc.
- 2. Do not approach the animal.
- 3. Stay calm and increase the distance between you and the animal while looking for an escape.
- 4. Run to safety once close enough.
- 5. Use noise deterrent if available.
- 6. Climb a tree if possible.
- 7. Report the incident to a work authority.

### If It Behaves Aggressively

If confronted by an ungulate that feels threatened by you, consider it to be a dangerous situation.

Look for an avenue of escape.

#### If knocked down:

- Curl up in a ball, protect head and neck with arms, and remain as still as possible. This is known as the "cannonball" position.
- Do not try to escape until the animal has moved a safe distance away.

### **Animal Encounters, continued**

### **Rattle Snakes**

Most North American snakes aren't poisonous. Exceptions in Canada include the rattlesnake and very rarely the copperhead snake. Their bites can be life-threatening. Both have slit-like eyes and are known as pit vipers. Their heads are triangular, with a depression (pit) midway between the eye and nostril on either side of the head. Rattlesnakes can be easily identified by the "rattle" noise created from the last segment of their tale when shaken.

### **Rattlesnake Safety**

- Wear over-the-ankle or calf high boots.
- Do not put your hands where you cannot see.
- Use a tool when turning over rocks or boards.
- Always step on rocks and logs, never walk over them.
- Avoid walking through dense brush. If you must use a long stick or branch to beat the brush.
- Be careful when stepping over doorsteps. Snakes like to crawl along the edge of buildings.

#### If You Meet a Rattlesnake

- Remain calm. Do not panic.
- Stay at least five feet from the snake. Give the rattlesnake respect and space. Give the snake plenty of room.
- Avoid touching any snake. Back away slowly. Most snakes avoid people if possible and bite only when threatened or surprised.
- Do not try to kill the snake. Doing so is illegal and greatly increases the chance the snake will bite you.
- Alert your supervisor and others in the area of its location and update any hazard maps. Advise them to use caution and to respect the snake. Keep children and pets away.

#### In the event of a snake bite

- Remain calm, and inactive. By becoming agitated, your heart beats faster and you increase the flow of blood to the affected area and increase the amount of toxin able to find its way into your tissues.
- Immobilize the bitten arm or leg, and stay as quiet as possible to keep the poison from spreading through your body.
- Remove jewellery before you start to swell.
- Position yourself, if possible, so that the bite is at or below the level of your heart.
- Cleanse the wound, but don't flush it with water, and cover it with a clean, dry dressing.
- Do not put ice or cold substances on the bite.
- Apply a splint to reduce movement of the affected area, but keep it loose enough so as not to restrict blood flow.
- Mark the size of the affected area with a pen to track its progression.
- Drink plenty of fluids to maintain blood volume and prevent shock
- Don't try to capture the snake, but try to remember its colour and shape so you can describe it, which
  may help identify the snake for treatment, or try to get a picture of it from a safe distance.

### **Animal Encounters, continued**

- Drive to a hospital or doctor's office ASAP, or have someone else drive. In the event you are several hours away from the nearest hospital, stay standing, stay hydrated, stay calm, and use a cell phone to call emergency responders.
- Do not make "X" incisions over the fang injuries or suck out the toxin. You will most likely cause excessive bleeding and/or additional necrosis (tissue death) and/or further infection from the germs in your mouth or surrounding environment.
- For shallow bite wounds, let it bleed out naturally. More blood will come out at first as generally there are anticoagulants in the venom. If a bite is deep enough to cause spurting blood (i.e. the strike hit a major artery and you're losing blood fast), immediately apply pressure to the wound and call emergency medical personnel.
- Do not use a tourniquet. While certain medical conditions still are helped with proper application of a tourniquet, these are few in number. In most cases, application of a tourniquet will cause necrosis and possibly elevate the need for amputation of the affected area distal to the heart. (a tourniquet is a tight encircling band applied around an arm or leg in an emergency to stop severe bleeding, e.g. tying a piece of cloth around your arm really tight) However, if treatment is more than 60 minutes away, using a constrictive band is advisable to prevent spread of the toxin. The band should be placed 5-10 cm above the bite and you should be able to place 2 fingers under the band.
- Snakes typically do not exhaust their venom after the initial bite, so be sure to remove yourself from the area as quick as possible. Furthermore, snakes have been known to have a bite reflex last up to 60 minutes after death.
- Watch the victim for signs of shock. This is treated by lying flat with feet elevated. Cover with warm clothes or blankets.

### **Wolves**

Wolves generally avoid human interactions, unless they have become human habituated through repeated exposure to humans without any negative stimulus. It is not normal for wolves to attack or pursue humans. Please do your part to keep wolves where they belong, in the wild. As human population continues to grow, wolves are now considered an endangered species in Canada. In an attempt to keep wolves non-habituated, if seen, ensure all garbage has been properly disposed of and use noise to deter/scare the animal(s) away.

#### Wolf safety

- Wolves are notoriously intelligent animals; generally hunting in groups or packs surrounding their prey.
- Wolves have ranges of up to 400km.
- Wolves may breed anytime throughout the year. However, pups are mainly born between April-June at which time the entire pack will aggressively defend their young.
- Wolves are considered timid towards humans. Attacks are more likely if a wolf feels threatened, is sick, or assess their prey maybe injured and therefore more susceptible to attack.
- Secure all food items and never feed any other wildlife. Deer and small mammals can attract larger predators such as wolves.
- Howling is a form of communication for wolves. If heard within a close proximity, it is advised to find shelter in a vehicle or building.

### **Animal Encounters, continued**

### If you meet a wolf

In the unlikely event of a wolf or wolves threatening humans, here is what to do.

- Stay calm
- Never make sudden movement; back away slowly, never turning your back on the wolf.
- Leave the wolf an avenue of escape.
- Raise your voice and speak firmly.
- If the wolf continues to approach, wave your arms in an attempt to make yourself look bigger.
- Make use of any rocks, sticks, camping gear, fists, or feet to fend off an attack, Try to protect your neck and head from attacks.

### Finding a wolf carcass

Wolves are an endangered species; in the event of finding a wolf carcass, take these following steps:

- Do not disturb or move any evidence.
- If possible, cover the carcass with a secured tarp or blanket in an attempt to preserve it.
- Once reported to your supervisor, call the appropriate provincial wildlife agency as they will determine
  the best course of action to be taken.

### **Bees and Wasps**

The presence of native wild bees, and many species of wasps and hornets will be noted by all personnel working on the project.

Head-nets will be required PPE for all personnel when working in areas where large concentrations of bees, wasps, or hornets have been identified.

All personnel will inform the Incident Commander of any known allergy to, or past reaction to bee, wasp, or hornet stings.

#### If a "nest" is detected:

- All personnel will leave the area immediately.
- Call in the location of the "nest" to the Incident Commander.
- The area will be flagged as a hazard and its location written down for marking on the hazard map.

### If a sting or attack occurs the following procedure will be followed:

- Remove the stinger within 30 seconds if possible.
- Do not squeeze the wound as this will release more venom.
- Wash the wound with soap and water.
- Apply cold pack.
- Watch for any of these signs and symptoms of allergic reaction and notify Incident Commander immediately if detected: rash, tightness of the chest and throat, swelling of the face, neck, and tongue, excessive sweating, dizziness, and / or difficulty breathing.



### **Animal Encounters, continued**

### **EpiPens**

Adrenaline (epinephrine) is a natural hormone released in response to stress. It is a natural "antidote" to the chemicals released during severe allergic reactions triggered by drug allergy, food allergy or insect allergy. It is destroyed by enzymes in the stomach, and so needs to be injected. When injected, it rapidly reverses the effects of a severe allergic reaction by reducing throat swelling, opening the airways, and maintaining blood pressure.

Use of adrenaline for treating anaphylaxis is First Aid.

IMPORTANT: The information provided is of a general nature and should not be used as a substitute for professional advice. If you think you may suffer from an allergic or other disease that requires attention, you should discuss it with your Incident Commander.

### Warning / direction for EpiPen use:

- Never put thumb, fingers, or hand over the orange tip. (Tip colours vary by brand. Other colours are generally black and green.)
- Do not remove grey safety release until ready to use.
- Do not use if solution is discoloured or red flag appears in clear window as it may be expired.
- Do not place any other foreign objects in carrier with auto-injector, as this may prevent you from removing the auto-injector for use.

### Steps for EpiPen use:

- 1. Unscrew the yellow or green cap off of the EpiPen carrying case and remove the EpiPen auto-injector from its storage tube.
- 2. Grasp unit with the black tip pointing downward.
- 3. Form fist around the unit (black tip down).
- 4. With your other hand, pull off the gray safety release.
- 5. Hold black tip near outer thigh.
- 6. Swing and jab firmly into outer thigh until it clicks so that unit is perpendicular (at a 90° angle) to the thigh. (Auto-injector is designed to work through clothing.)
- 7. Hold firmly against thigh for approximately 10 seconds. (The injection is now complete. Window on auto-injector will show red.)
- 8. Remove unit from thigh and massage injection area for 10 seconds.
- 9. Call for Help and seek immediate medical attention.
- 10. Carefully place the used auto-injector (without bending the needle), needle-end first, into the storage tube of the carrying case that provides built-in needle protection after use. Then screw the cap of the storage tube back on completely, and take it with you to the hospital emergency room.

Most of the liquid (about 90%) stays in the auto-injector and cannot be reused. However, you will have received the correct dose of the medication if the red flag appears in window.

### Immediately after EpiPen use:

- Go immediately to the nearest hospital emergency room or call 911. You may need further medical attention. Take your used auto-injector with you.
- Tell the doctor that you have received an injection of epinephrine in your thigh.
- Give your used EpiPen to the doctor for inspection and proper disposal.

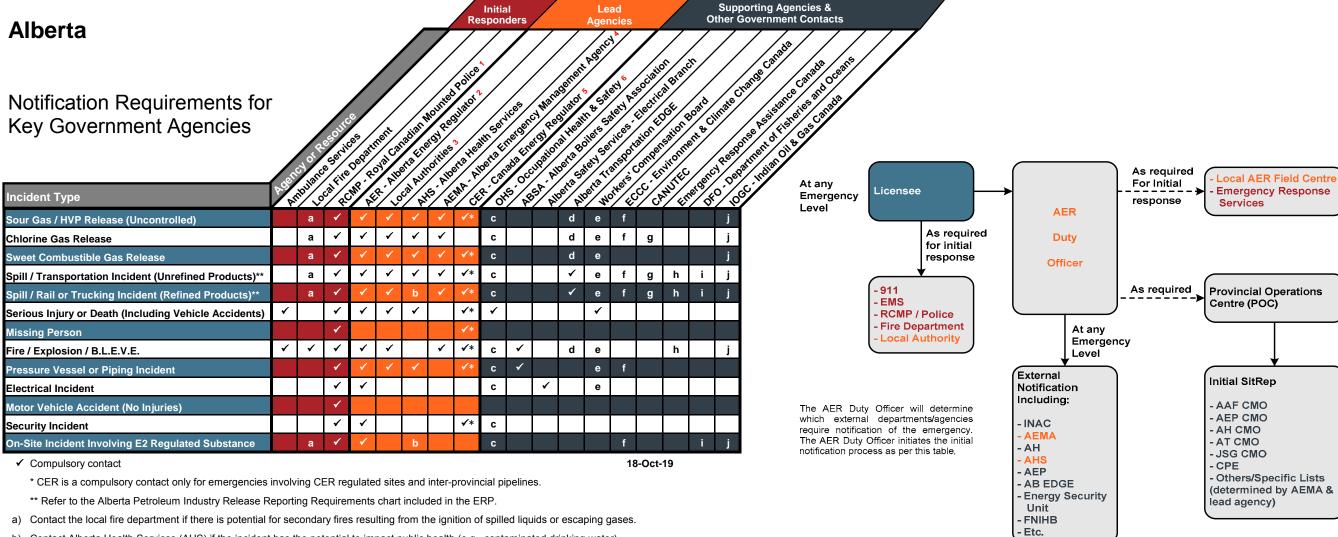


## **Section 5: External Agencies**

Provincial Notification Matrix
Provincial Lead Agency Roles
Government Consultation Summary
Specific Government Agency Roles
Health Services
Local Authority
Provincial Supporting Agency Roles
Federal Agency Roles



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- b) Contact Alberta Health Services (AHS) if the incident has the potential to impact public health (e.g., contaminated drinking water).
- c) Contact Occupational Health & Safety and report when: an injury or accident results in death; an injury results in a worker being admitted to a hospital; a potentially serious incident (PSI) where a reasonable and informed person would determine that under slightly different circumstances, there would be a high likihood for a serious injury to a person; there is an unplanned or uncontrolled explosion, fire or flood that causes a serious injury; there is a collapse or upset of a crane derrick or hoist or; there is a collapse or failure of any component of a building or structure necessary for its structural integrity.
- d) Alberta 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 the spill moves off-site or into a waterbody, Alberta Transportation will contact Alberta Environment and Parks (AEP) and/or Environment & Climate Change Canada (ECCC). Contact Alberta Transportation or the RCMP if an oil & gas emergency affects a highway designated by 1, 2, or 3 digits (e.g., Hwy 2, Hwy 47, Hwy 837). Alberta Transportation and RCMP have the authority to shut down highways.
- e) Contact the Workers' Compensation Board within 72 hours of being notified of an injury/illness that results in or will likely result in: Lost time or the need to temporarily or permanently modify work beyond the date of accident, death or permanent disability, a disabling or potentially disabling condition caused by occupational exposure or activity, the need for medical treatment beyond first aid, or medical aid expenses.
- f) ECCC will be notified by AER as required for incidents involving regulated substances at E2 registered facilities, incidents involving PCBs or any spills on first national Parks, into river or lake systems containing fish, or onto railway right-of-way.
- g) Contact the Canadian Transport Emergency Centre (CANUTEC) when a highway is shut down, there is an injury or fatality, there is lost, stolen or unlawfully interfered with dangerous goods (except Class 9), the incident involves infectious substances, there is an accidental release from a cylinder that has suffered a catastrophic failure, where the shipping documents display CANUTEC's telephone number, where a railway vehicle, ship, aircraft aerodrome or an air cargo facility is involved, when a facility is closed, evacuation/shelter-in-place procedures take place as a result of the transportation of dangerous goods, containment has been damaged and integrity compromised, or the centre/stub sill of a tank car is broken or there is a crack in the metal ≥ 15cm(6"). CANUTEC can also provide guidance on handling procedures for toxic material releases.
- h) Emergency Response Assistance Canada will only respond to incidents that involve the following UN numbers: 1075 (Propane, Butane, etc.) and 1010 (Butadiene); with a tank storage capacity of 450 litres or greater. Advisory assistance will be provided to incidents involving tank storage capacities less than 450 litres.
- i) Contact the Department of Fisheries and Oceans Canada to report an oil spill that occurs in or around fresh and marine waters.
- j) Indian Oil & Gas (IOGC), the First Nation and the provincial authority must be notified immediately in the event of any health or environment-threatening emergency or off-lease spills on First Nation reserve lands. On-lease spills greater than 1m3 must be reported to IOGC immediately.
- 1 In the event of a fatality, request that the RCMP contact the Medical Examiner. The RCMP must be notified in the case of lost, stolen or misplaced explosives, radioactive materials or infections substances.
- 2 Alberta Energy Regulator is designated as the lead agency (single window approach) to implement the Gov't of Alberta Emergency Response Support Plan for a Petroleum Industry Incident.
- 3 Local Authorities include: cities, towns, villages, counties, municipal districts, improvement districts, special areas, Métis settlements, and first nations reserves.
- 4 Request that Alberta Emergency Management Agency identify the affected local authorities and implement Emergency Services. The Emergency Management Field Officer may provide assistance in contacting some or all of the local authorities.
- 5 Contact the Canada Energy Regulator (via the Transportation Safety Board of Canada) for emergencies involving CER regulated sites and inter-provincial pipelines.
- 6 Occupational Health and Safety see c) for further details on this agency's role





# GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

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Before the Incident

After the Incident

Servi

# Before the Incident

The first level of emergency response is provided by fire and/or police services and may involve the activation of the Emergency Operations Centre (EOC). Other first responders, such as the RCMP and Emergency Medical Services, or EMS, have a provincial mandate but with a local presence through detachments or stations. These agencies are usually accessed through 911 and have internal dispatch

- ☐ First responders work at the site level of an event and include police, fire and ambulance. Activities of first responders include medical response, firefighting and managing crowds or evacuation zones
- ☐ When a local authority EOC is activated, police and fire first responder agencies provide situational awareness to the local authority and submit requests for support to the local authority EOC
- ☐ First response services provided by a fire department are determined by the local authority responsible, and may include hazardous material incident response, road rescue, and medical rescue
- ☐ Emergency Medical Services, or EMS, operates under the authority of the Alberta Health Services. No matter where an emergency happens in Alberta, AHS EMS can transport patients by either a ground ambulance or air ambulance - fixed wing airplane or helicopter.
- AHS EMS staff actively participates in emergency planning, mock emergency exercises and other joint training initiatives to ensure emergency preparedness and response resources are identified and deployed quickly and effectively when they are needed most
- ☐ Maintain readiness status for emergency notification
- ☐ Participate in industrial operators' exercises where possible
- ☐ Maintain 24 hour emergency contact numbers

# **During the Incident**

### RCMP

- □ RCMP or local police would also become involved if there are fatalities, as they are required to participate in the investigations. This could be through the medical examiner.
- ☐ Maintain law and order and assist the operator with local security but would require discussion with the local police at the time.
- ☐ The Office of the Fire Commissioner (OFC) has a working relationship with the RCMP and the RCMP may conduct selected duties of the Fire Commissioner where the fire's impact is not significant.
- ☐ Assist with traffic control, crowd control, evacuation, and residence security.
- ☐ Typically would not be involved in setting up or maintaining roadblocks unless the emergencies impacted or required the closure of 1, 2 and 3 digit Provincial or Secondary highways.
- ☐ Establish and maintain communications with industrial operator.
- ☐ Dispatch a representative to the off-site Regional Emergency Operations Centre, when established, to coordinate the response.
- ☐ Coordinate with the industrial operator both the establishment and the administration of reception centres for evacuees.
- ☐ Maintain a 24 hour emergency contact number where resources can be accessed for a response related to Emergency Response

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

- ☐ Respond to and assess emergency incident to the scope of their abilities.
- ☐ The Alberta Health Services provides and coordinates ambulance services within Alberta, including triage, treatment, transportation and care of casualties
- ☐ Provide emergency medical assistance, as required. Emergency Medical Technicians (EMT) or Emergency Medical Responders (EMR) provide basic patient assessment and treatment including obtaining vital signs, administering oxygen and splinting extremities.
- □ ALS ambulances have at least one paramedic with expanded training, scope of practice, and can provide advanced treatment in airway management and medication administration.

### After the Incident

- □ Complete a "lessons learned" process based on the scope of involvement and provide any feedback to the industrial operator.
   □ Participate in multi-agency debriefings.





# GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

Type of Agency	Agency Name	Provided Specific Roles	Unable to Contact	Willing to consider a single REOC	Evacuation outside of the EPZ	Location of EOC	Suggested Reception Centres	Notes
Health Authority	AHS – Z5 North	Х		Yes, where possible	N/A	Virtual	N/A	
Health Authority	First Nations Inuit Health	Х		Yes, where possible	N/A	N/A	N/A	
Local Authority	County of Grande Prairie No.1	Х		Yes, where possible	Require assistance from licensee with coordinating evacuation outside of EPZ.	10808-100 Ave Clairmont, AB	N/A	
Local Authority	Horse Lake First Nation	X		Yes, where possible	N/A.	Horse Lake Band Office	N/A	
Local Authority	M.D. of Greenview	Х		Yes, where possible	Require assistance from licensee with coordinating evacuation outside of EPZ.	4806-36 Ave Valleyview, AB	N/A	
Local Authority	Saddle Hills County	Х		Yes, where possible	Require assistance from licensee with coordinating evacuation outside of EPZ.	Saddle Hills County Office	N/A	



# GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

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# 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.
- Provide the AHS Zone Single-Point-of-Contact (SPOC) emergency phone number to enable the Licensee to notify and alert the Zone of an emergency. From the initial notification or alert, AHS emergency response will fan out to and coordinate with other AHS programs and facilities as necessary. The 911 EMS services remain independent of the Zone SPOC notification/alert process.
- Participate with stakeholders in preparedness training and exercises associated with a Licensee's simulated activation of an Emergency Response Plan in which EPH has a role and responsibility.
- Participate in public information sessions during the Licensee's Emergency Response
   Plan development process when appropriate and as resources allow.
- Provide guidance to stakeholders and local municipal authorities in identifying sites suitable for establishing and operating an evacuation centre and/or reception centre, including operational requirements.
- Provide guidance to stakeholders on substances that may affect public health in consultation with the Zone Medical Officer of Health (MOH), including Alberta Health Acute Exposure Health Effects for Hydrogen Sulphide and Sulphur Dioxide information.
- Conduct assessments, inspections and give regulatory direction, when appropriate, to
  ensure the requirements of provincial legislation and EPH program areas of
  responsibilities for public health protection and disease prevention are maintained.
- Notify the Zone Medical Officer of Health of any incident affecting or potentially affecting
  other AHS programs or facilities. The Zone MOH will notify and coordinate emergency
  response in other program areas and facilities as necessary.
- Establish EPH emergency management operations, when appropriate, to support regional response efforts and liaise with the Government Emergency Operations Centre, Municipal Emergency Operations Centre and/or Industry Emergency Operations Centre, if needed.
- Assist the Zone Medical Officer of Health, local municipal authority, and Public Information/Communication officers in the development, issuance, and rescinding of public health, public evacuation and shelter-in-place advisories.

- Provide guidance to stakeholders on matters relating to evacuation of the public and/or public facilities, and the re-occupancy of those evacuated areas or facilities.
- Record and respond to health complaints or concerns from the public during and following an incident.
- Participate in stakeholder debriefings as necessary.

# 24 Hour Emergency Notification

Phone: 1-844-755-1788 Email: edp@ahs.ca

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

### For more information, please contact your nearest Environmental Public Health office.

Edmonton Main Office 780-735-1800 Edmontonzone.environmentalhealth @ahs.ca
Calgary Main Office 403-943-2295 Calgaryzone.environmentalhealth @ahs.ca
Lethbridge Main Office 403-388-6689 Southzone.environmentalhealth @ahs.ca
Grande Prairie Main Office 780-513-7517 Northzone.environmentalhealth @ahs.ca
Red Deer Main Office 403-356-6366 Centralzone.environmentalhealth @ahs.ca

www.ahs.ca/eph

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### **DEPARTMENT OF INDIGENOUS SERVICES CANADA:**

First Nations and Inuit Health Branch - Alberta Region / Environmental Public Health Services (EPHS)

### Mandate of EPHS:

- Environmental Public Health Services (EPHS) in First Nations communities works to identify and
  prevent environmental public health risks that could adversely impact the health of community
  residents, and recommends corrective action that may be taken by community leaders and
  residents to reduce these risks.
  - Programming includes public health inspections, monitoring environmental conditions such as drinking water quality, delivering training and raising awareness about potential environmental public health risks and the steps people can take to protect themselves and their families.
- The EPHS program provides services to most First Nations located within the Province of Alberta (excluded are First Nations Bands that make up the community of Maskwacis, AB), based on discretionary government policy considerations, without any legal obligation and at the request and/or with the agreement of First Nations Authorities.

EPHS staff work with stakeholders in an advisory role at the community, regional and national levels to coordinate efforts and assure public health risks posed by emergencies in First Nations communities are eliminated or mitigated.

During a petroleum industry incident, our agency would likely provide or perform the following:

### Before the Incident:

- Provide and maintain a 24/7 Single-Point-Of-Contact (SPOC) emergency contact number to
  enable the Licensee to notify and alert FNIHB-AB EPHS of an emergency or incident. From the
  initial notification or alert, EPHS will ensure that the information is received by the FNIHB-AB
  Director of Health Promotion and Protection and the Director of the Office of the Senior Medical
  Officer of Health, who will help to ensure coordination of all FNIHB-AB response activities.
- Review the Licensee developed Emergency Response Plans as they relate to EPHS program's role and responsibility.
- Upon request, participate in preparedness training and exercises associated with a Licensee's simulated activation of an Emergency Response Plan in which EPHS program has a role and responsibility.
- Provide guidance to stakeholders and local First Nation authorities in identifying sites suitable for establishing and operating of an evacuation centre and/or reception centre.

### **During the Incident:**

 Provide environmental public health advice to First Nation community leadership and to on reserve health care facilities, related to known adverse environmental conditions resulting from a petroleum incident.



- Upon request from the First Nation community, provide the interpretation of air quality data provided to our department.
- Investigate and provide guidance on environmental public health related complaints received from Alberta First Nation communities.
- Provide guidance on environmental public health advisories, concerning on reserve population to First Nation leadership and other stakeholders.
- Provide representation at off-site EOCs or ECCs (established by local, provincial, or federal government stakeholders) when requested and upon EPHS staff availability.
- Work with partners to determine the health risks and to assist with public messaging to help provide accurate information concerning environmental health impacts related to an incident.
- Provide environmental public health services at on reserve evacuation centre(s) to help ensure that public health standards are being met.
- Provide input to First Nation leadership to help with their decision making relating to evacuations, re-entry and re-occupancy of evacuated areas and dwellings.
- Provide advice to EOC/ECC on existing or potential health risks and health effects associated with the incident based on available information.

### After the Incident:

- Compile and maintain environmental public health related documents on inspected facilities.
- Participate in PIAs (Post Incident Assessments)
- Provide guidance on assessing and mitigating public health risks following an upstream petroleum incident.

The following contact information should be used for all notification and alerting purposes by Licensees and can be included in industry ERPs, where appropriate:

24/7 EPHS Single-Point-Of-Contact: (780) 719-8782

Environmental Public Health Services, First Nations and Inuit Health Alberta Department of Indigenous Services Canada, Government of Canada Suite 730, 9700 Jasper Avenue Edmonton, AB

T5J 4C3

Phone: (780) 495-4409, Fax: (780) 495-6380

This document has been compiled to inform all stakeholders of EPHS program's roles and responsibilities and for purposes related to ERCB's /AER's Directive 071 (ERCB 2009), Section 4.1. The above information is valid as of February 1st, 2018 and will be reviewed and updated as needed every two years following its release.

# County of Grande Prairie No. 1 Revised July 19, 2019

# **Contact information:**

Name	Title	Office #	Cell #	E-mail
Dan Verdun	Fire Chief ( <b>Primary</b> )	780-532-9727	780-882-2975	dverdun@countygp.ab.ca
Bart Johnson	Deputy Fire Chief	780-532-9727	587-297-0246	bjohnson@countygp.ab.ca
Jason Nesbitt	Deputy Fire Chief	780-532-9727	780-882-1540	jnesbitt@countygp.ab.ca
Joulia Whittleton	Director Emergency Management	780-532-9722	780-933-8712	jwhittleton@countygp.ab.ca
Dan Lemieux	Deputy Director Emergency	780-532-9727	780-518-3253	dlemieux@countygp.ab.ca
	Management.			

Initial contact person for ERP's for the County of Grande Prairie No. 1 is Dan Verdun Fire Chief.

# Responsibilities

The *Emergency Services Act* requires the local authority of each municipality to be responsible for Emergency Response Planning and for the direction and control of their emergency response in their respective jurisdiction (*Local Authority*).

# The Local Authority:

- Review the Site specific Emergency Response Plan
- Initiates and manages the local municipal disaster services response
- Dispatches representative(s) to the Emergency Operations Centre, when established and as required
- If required, activates their municipal emergency operations centre and coordinates municipal activities at this centre
- Upon request, may assist with setting up and administration of the Reception Centre.
- Assists with the arrangements of temporary accommodations for residents who have been evacuated
- Assist with the establishing, set up and maintenance of roadblocks as resources and staff training permit
- Ensures that if available, local emergency services and resources are available to the level that they are trained
- Assists with off-site fire protection
- Activates the Emergency Public Warning System (EPWS) to alert public to life threatening hazards as required according to criteria set out by AEMA
- Supports operator in dealing with the emergency situation
- Initiate public protection methods as required
- If necessary, declares a local state of emergency to provide local authorities with special powers (mandatory evacuation, use of or entry into private property, conscription, demolition of private property structures for safety reasons, etc), and
- Establish a public information service, including use of the news media to inform and instruct the public of the emergency as required
- Assist as required with post incident damage assessment

# County of Grande Prairie No. 1 Revised July 19, 2019

# Resources

- The County has and may provide equipment and manpower in an <u>offsite support</u> role for fire protection and emergency mitigation. No County Fire personnel will work outside of their scope of practice. All County personnel will remain under immediate control and direction of a County Fire Officer or designate. The County Fire Service is manned 24 hours a day from the Clairmont and Dunes Fire Halls. All other stations in the County service area are Paid Response or Volunteer and will be dispatched through 911.
- The County has uniformed Level 1 Peace Officers. The RCMP performs all other policing, evacuation and notification duties. The Peace Officers would be mobilized at the request of the RCMP.
- The County has a large Public Works Department (divided into 3 zones), affiliated equipment and vehicles, and a staff that ranges from 140 in the winter to 240 in the summer. Manpower and equipment may be available to assist with roadblocks and county road closures depending on training and availability.

County of Grande Prairie Notification 24 hr. Phone Number 1-780-814-0280

For all Emergencies Dial 911





# HORSE LAKE FIRST NATION

Bertus Horseman, Public Works Director and Director of Emergency Management, confirmed that the primary contacts to be listed in the ERP are:

- Ramona Horseman, Chief 780-831-0823
- Bertus Horseman, Public Works Director & Director of Emergency Management -780-832-1768

It was confirmed that the Horse Lake First Nations do have their own emergency response plan and are able to coordinate their own evacuation. They have 4 large school buses and each bus can transport 60 people. If there was an emergency on the reserve the Band would likely evacuate to the Hythe Legion Hall. Unless affected by an on reserve emergency, the EOC would be at the Band Office.

In the event of an emergency, Horse Lake First Nation would contact Alberta Environment (Chase Belhomme) and they would dispatch a mobile unit to help with all aspects of emergency management. Typical response time is 5-6 hours.

The following is a brief summary of the roles and responsibilities of the First Nation in an emergency.

First Nations are responsible for developing and implementing emergency plans for their communities. When an emergency occurs or may be imminent within a First Nation, it is the responsibility of the Chief of the First Nation to make a declaration of Emergency. When a First Nation declares a State of Emergency, it may not necessitate an evacuation from the community. However if evacuation is necessary the First Nation is able to coordinate it. If the Chief is unable to be contacted with regards to evacuation the following can be contacted:

- Glenn Horsman, Fire Chief 780-296-5235 (cell)
- Dale Horsman Jr., Deputy Fire Chief 780-518-6653 (cell)
- Azar Cameron, Executive Officer 780-399-5750 (cell)



# **LOCAL AUTHORITY - M.D. OF GREENVIEW**

Resources would be provided in support of an upstream emergency on an "as available" basis and in accordance with Local Authority Policy.

Before	the Event		
	Work with the upstream operator to effectively prepare for an upstream petroleum industry incident. Provide input to the industrial operator's site-specific plan to ensure it is compatible with the Municipal Emergency Plan (MEP) where feasible. Participate in industrial operators' preparatory training and exercises where possible. Train personnel to carry out functions as assigned by MEP or procedures. Maintain 24 hour emergency contact numbers.		
Upon t	he Notification of and during an Event		
	Respond to and assess the emergency incident.  Establish contact with the industrial operator in order to (the following roles/responsibilities are entirely contingent upon the communication of accurate and timely information from the industrial operator to the MD of Greenview):  Obtain additional hazard information.  Determine where roadblocks should be or are established.  Determine the direction of approach to the incident.  Determine if there are any injuries.  Find out what response and public protection actions have been taken by the upstream operation.  The location of the On-site Command Post (OSCP) and any Emergency Operations Centres (EOCs).		
	Activate the MEP, when required.		
	Manage the Local Authority's emergency response.		
	Activate the emergency public warning system to alert people to life threatening hazards, as required.		
	Activate the Municipal EOC (MEOC), as required.		
	Initiate public protection measures, as necessary.		
	May dispatch a representative to the Government EOC (GEOC), when it is established,		
	to coordinate the response, if requested.		
	If necessary, declare a State of Local Emergency.  When possible work with all other responders to establish a single Regional EOC		
J	(REOC).		



Upon t	he Notification of and during an Event, <i>continued</i>
	Establish a public information service on behalf of the MD of Greenview, including the use of the news media to inform and instruct the public of the emergency and of any protective actions to be taken.
	Provide timely news releases on behalf of the MD of Greenview, if required.
	If a State of Local Emergency has been declared, inform AEMA and the public when the emergency is over.
After th	ne 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.
Emergenc	y Services (as managed / operated by the Local Authority)
Emergency S on an "as ava	services will also, as a general rule, provide resources in support of a petroleum incident, iilable" basis.
Before	the Event
	Maintain readiness status for emergency notification.  Participate in industrial operators' exercises where possible.  Maintain 24 hour emergency contact numbers.
During	the Event
_ _ _	Respond to and assess emergency incident to the scope of their abilities.  Establish a unified OSCP / ICP (On-site Command Post / Incident Command Post).  As available technology allows, communicate to MEOC and provide site reps as required.  Assist with fire protection where trained personnel are available.
u	Provide emergency medical assistance, as required, understanding that Alberta Health Services is primarily responsible for ground ambulances in the Peace Country Health region.
	Provide timely news releases with respect to the MD of Greenview, if required.
After th	ne 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.



### **MUTUAL AID UNDERSTANDING**

# **Emergency Notification of Saddle Hills County:**

Saddle Hill County must be contacted at a Level 1 Emergency if any members of the public are notified or road blocks are established on any County road(s) or numbered provincial highways.

Saddle Hill County must be contacted automatically at a Level 2 or 3 Emergency.

**Please note:** Saddle Hills County will dispatch a representative to liaison with the Incident Commander or Operations Chief at the Company Regional Emergency Operations Centre (REOC), Incident Command Post or On Site Command Post as appropriate depending on the location.

# **Emergency Contacts**

- 1. Brian Ballard Director of Community & Protective Services
- Cell (780) 864-1295 (24 hr.) bballard@saddlehills.ab.ca
- 2. Cary Merritt Chief Administrative Officer
- Cell (780) 864-5587 (24 hr.) cao@saddlehills.ab.ca
- 3. Ron Pelensky
- Cell (780) 500-7017 rpelensky@saddlehills.ab.ca

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

# **Public Information Officer**

### Michael Archer

- Cell (780) 864-5569
- Office (780) 864-3760

marcher@saddlehills.ab.ca

Please Note: The office number is weekdays only.

## **All Emergency Services**

Police, Fire, Ambulance Dial 9-1-1

# **Grande Prairie (9-1-1) Dispatch Centre**

Direct line (780) 538-0390 (answered as 9-1-1 call)

Alberta Agriculture & Forestry – Grande Prairie Wildfire Management Area Duty Officer - (780) 538-8093 (Fire Centre – GP) - (780) 518-6696 (cell) 310-Fire -Fire Centre - Edmonton

Saddle Hills County is a member of: **Central Peace - Regional Emergency Management Agency** along with Birch Hills County, MD of Spirit River, Town of Spirit River and Village of Rycroft. This partnership enables a seamless response a throughout the Central Peace Region.

# Responsibilities

- Initiates and manages the local Emergency Management response in accordance with County Policy.
- May dispatch representative(s) to the Company's Incident command Post(ICP) or Regional Emergency Operations Centre
- Ensures all local emergency and public information services are available in accordance with County Policy. (Public Information Releases will be coordinated with the Companies Public Information Officer to ensure consistency of key messages)
- If required, activates Central Peace Regional Emergency Operations Centre and coordinate activities at this centre. The Central Peace Regional EOC, located the Saddle Hills County office at NW9 79 8 W6 is available to the Company for use as a REOC subject to limitations as may be imposed by Saddle Hills County due to operational requirements at the time of an incident.
- Upon request, may assist with set-up and administration of a Reception Centre.
- May assist with arrangement of temporary accommodations for residents who have been evacuated in accordance with County Policy.
- May assist with set up and maintenance of road blocks and detours in accordance with County Policy.
- May assist with Fire Protection in accordance with County Policy in areas where accessible.
- If necessary, may declare a "State of Local Emergency" to provide local authorities with special powers.
- Supports the Company in dealing with the emergency in accordance with County Policy.

### Resources

**Fire Departments** - There are 5 County Fire Departments, located at **Bonanza**, **Blueberry**, **Happy Valley**, **Savanna & Woking** and 1 Fire Department on contract from **Tomslake**, **BC for the Gundy area**, each with approximately 15 - 25 volunteer fire fighters.

### Please note:

The Fire Departments are not equipped for Industrial Fire Protection and would only be responsible for anything off-site or outside the EPZ. Some Fire Department resources may be useful for on-site actions such as Water Tanker Trucks, Portable Tanks, etc and may be made available if requested.

Certain areas of Saddle Hills County have limited access or are extremely remote from any Fire Station, **Alberta Agriculture & Forestry** – GP Wildfire Management Area is responsible for Wildland fire protection in these areas

Police - The County currently has 1 Community Peace Officer. Most policing duties are covered by the Spirit River RCMP.

**Public Works** – The County Public Works Department employs about 20 personnel, which expands to 30 employees during the summer.

Emergency Medical Services are provided by Alberta Health Services - EMS, however, Saddle Hills County does have

**Medical First Responders (trained and equipped to an FMR level)** in areas of the County that are remote from the Ambulance Station in Spirit River. They are automatically dispatched to all ambulance calls in their area.

**Emergency Social Services** – The Central Peace – Emergency Social Services Group can provide assistance with registration and inquiry services as well as arranging for sheltering and other requirements as may be needed by evacuees.

Regional Emergency Operations Centre – 16 work stations (2 people each) with phone; data; & wifi capability.

(Whenever possible please send ERPs in electronic format/ USB or E-mail only)

2019/10/23

# Before the Incident □ All departments/agencies should participate in training and exercises for this plan and the Energy Resources Industry Emergency Support Plan (ERIESP). □ This plan will be reviewed as required.

☐ 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:
☐ requires coordination of multi-agency response; requires coordination of information and communication between departments/agencies and/or has significant

provincial/national media interest

**During the Incident** 

□ 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 develop emergency objectives to guide the GoA response and support to duty holders and local authorities. AEMA will assist the AER by providing leadership and strategic policy direction for the GoA as per the Government Emergency Management Regulation (AR 248/2007).

GoA emergency management assistance will be provided to the local authority as requested and as long as is required by the local authority.

□ Inspect the work activities and processes to ensure legislative standards are being met by all work site parties. (Attendance to be determined by Occupational Health and Safety management.)

☐ Ensure work site parties have implemented appropriate controls prior to re-entry

defined by OHS legislation has been involved in internal investigations.

☐ Act as subject matter expert (SME) relating to agriculture and livestock

☐ Maintain and provide resources to support 24\7 employer reporting of incidents to

☐ Maintain capacity for OHS attendance to a work site when warranted.

☐ A join multi-department/agency exercise will be held as required.

☐ Act as the liaison between farming/ranching community and the Government of Alberta (GoA)

■ Maintain emergency response resources.

Common Tasks

asks

\*OHS

\*AAF

SE \*

### Agriculture

☐ Act as SME relating to agriculture and livestock impacts.

☐ Act as the liaison between farming/ranching community and GoA during energy resources industry emergencies.

☐ Provide information relating to agricultural and livestock impacts to the GoA during energy resources industry emergencies.

### Forestry

□ Notify forestry staff in the area of the emergency.

☐ Forest Areas Wildfire Coordination Centres will notify duty holder if energy resources industry infrastructure is threatened by wildfire, where practical and in order of priority. Priority contact will be through the contact information indicated in the company's Industrial Wildfire Control Plan for the identified locations. Can fight wildfires started as the result of the energy resources industry product release.

☐ Alberta Wildfire is responsible for managing all wildfires within the Forest Protection Area. Will suppress wildfires caused from industry operations when industry has appropriately shut-in the operation and notified Alberta wildfire to ensure the safety of first

process. (if applicable)

Conduct agriculture and livestock impact assessments.

☐ Implement response activities as required.

☐ Maintain a 24/7 call centre (EDGE - Environmental and Dangerous Goods Emergencies) to receive emergency calls related to the transportation and handling of dangerous goods as well as environmental spills/releases/ incidents, and AER emergency notifications.

☐ Act as SME for dangerous goods incidents.

personnel

☐ Handle inter-departmental communication as needed during energy resources industry emergencies.

☐ Maintain ability to process calls for new emergencies.

☐ Provide information on the impacts to transportation routes.

☐ Provide response support if dangerous goods are released.

applicable)

☐ Confirm distribution of AER messaging. Provide support as required.

necessary through the Emergency Notification System maintained by ASSIST.

☐ Participate in all PIAs related to the ERIESP.

Coordinate key messaging with the AER.

☐ Maintain the list of Critical Infrastructure and key assets in the Province of Alberta.

Activate crisis communications plan and crisis communications response.

☐ Maintain a team of trained Communications and Public Engagement

☐ Maintain and regularly test the Emergency Notification System.

☐ Maintain awareness of threats, vulnerabilities, and risks related to human induced intentional hazards

☐ Provide intelligence and threat risk assessments when appropriate and when requested, in relation to critical infrastructure and key assets. ☐ Communicate with owners and operators of critical infrastructure and key assets, through normal communication channels, or if

☐ 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.

☐ 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 Alberta. ☐ Examine, certify and register Pressure Welders and Welding Examiners, Power Engineers, and Pressure Equipment Inspectors.

Authorize and monitor, through quality management systems, organizations that have been permitted to conduct some of the activities subject to the regulations.

Conduct safety education and training.

☐ Receive notification of an incident.
☐ As required under the *Pressure Equipment Safety Regulation* Section 35, the accident scene **must not be disturbed** (except when it is absolutely necessary to prevent death or injury, or to prevent further property damage) unless approval to do so has been given by an ABSA Safety Codes Officer.

Investigate accidents or unsafe conditions that involve pressure equipment.

☐ inspect and photograph any thing
☐ require any person to make full disclosure

require closure or disconnection of any thing require to be performed any tests or evaluations

¬ remove evidence

require production of documents

H2Safety

\*ABSA - Alberta Boilers Safety Authority

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4

Before the Incident

verify air monitoring during incident response. Prepare to act as lead agency when appropriate.

☐ Strive to balance the interests of workers and employers.

transparent processes.

☐ Delivery of workers' compensation services to the workers and employers of

☐ Make decisions based on evidence, law and policy and fair, impartial and

☐ Encourage safer workplaces and promote disability management.

# **During the Incident** After 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 technical assistance related to emergency drinking water supply engineering. □ Notify Fish and Wildlife staff in the area of the emergency. ☐ Compile and maintain environment/emergency related records ☐ Monitor environmental recovery, when required. ☐ Maintain 24 hour emergency contact numbers and duty officer where resources can be accessed for a response related to this plan. Maintain emergency response resources. Maintain a specialty air monitoring team and equipment used to oversee and The Workers' Compensation Board is a statutory corporation created by government under the Workers' Compensation Act to administer a system of ☐ Compensates injured workers for lost income, health care and other costs Employer must report to WCB within 72 hours of being notified of an injury/illness that results in or will likely result in: related to a work-related injury. ☐ Safely restores injured workers through return-to-work services to a level of ☐ 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, workplace insurance for the workers and employers of the province of Alberta. competitive employability. Take reasonable measures to maintain a reasonable quality of life for severely respiratory disease, dermatitis, etc.) □ WCB has the overall responsibility for the administration of the workers' compensation system in Alberta. injured workers through the provision of services allowed by legislation and ☐ 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.) ☐ Be a neutral and autonomous administrator of the worker's compensation Note: Immediately report fatalities and serious injuries to the OHS Contact Centre 1-866-415-8690.

\*WCB - Workers' Compensation Board \*WCSS - Western Canadian Spill Services Revised April 2019 \*AEP - Alberta Environment & Parks

☐ Determines whether the injury or illness is caused by work.☐ Responds to all client inquiries forwarded by the Minister and all other elected officials.



**During the Incident** 

administers Non-Insured Health Benefits to First Nations clients, which includes extended coverage for medical transportation, pharma-care, medical devices and mental health supports. During an emergency, FNIHB works with First Nations leadership and health service providers to ensure health needs of First Nations communities are met.

Provincial specific FNIHB roles & responsibilities will be found in this section of the ERP, if applicable or as appropriate

Before the Incident

\*ECCC

NAV Canada

Health Canada

da

ublic Health ency of Canac

- secure 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 quidelines (see Acts and Regulations). Oil and gas activity on First Nation reserve lands depends on agreements involving First Nation band councils, oil and gas companies, and Indian Oil and Gas Canada.

Additional information is available at: http://www.pgic-iogc.gc.ca/eng/1100110010458/1100110010464 Acts and Regulations: https://www.pgic-iogc.gc.ca/eng/11001100



After the Incident

Canada

Transport Canada \*CANUTEC

Canada

**Assistance** 

Response

Emergency

Before the Incident	During the Incident
Regulate the handling, offering for transport and the transport of dangerous goods by all modes in order to ensure public safety.  Maintain a 24 hour emergency telephone service.  Federal regulations require that CANUTEC be contacted in the event of an incident or accident involving dangerous goods and infections substances.  Maintains records of over 3 million Safety Data Sheets (SDS).	□ Assist emergency response personnel in handling dangerous good emergencies including advice on □ Chemical, physical and toxicological properties and incompatibilities of the dangerous goods □ Health hazards and first aid □ Fire, explosion, spill or leak hazards □ Remedial actions for the protection of life, property and the environment □ Evacuation distances □ Personal protective clothing and decontamination □ CANUTEC staff does not go to the site of an incident, however, should on-site assistance be required, CANUTEC can assist in the activation or industry emergency response plans. □ Provide communication links with the appropriate industry, government or medical specialists.
mergency Response Assistance Canada (ERAC) is a not for profit cooperative rganization built by industry for industry providing safe, timely effective, sustainable, ost effective flammable liquids and gases emergency preparedness and response sistance to all Plan Participants and Stakeholders of ERAC.  BERAC 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.  BERAC provides a network of experienced, trained Technical Advisors (TAs), Remedial Measures Advisors (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 constantly available through a 24 hour activation telephone number.  Donce 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 skills and update them on any new developments. Also, once every two years, National Training Session is held for all the Remedial Measures Advisors, Technical Advisors, Response Team Leaders across Canada.	Provides emergency response to plan participants who transport the following products by road or rail, or those who store these products in tanks with capacities of 450 litres or greater. These products are gases at standard temperatures and pressure, and include: Propane (UN1978), Buttane (UN1011), Propylene (UN1077), Butylene (UN1012), Isobutene (UN1969), Isobutylene (UN1055), and NGL (UN1075). It is recognized that these products may contain a concentration of condensate and/or quantities of other elements including hydrogen sulphide.  Response is also provided to emergencies involving Butadiene – 1,3 (stabilized) (UN1010).  In addition we respond to the following Flammable Liquids transported by rail only:  UN1170 Ethanol  UN1987 Alcohols, N.O.S.  UN1202 Diesel Fuel  UN1993 Flammable Liquid, N.O.S.  UN1203 Gasoline  UN1205 Petroleum Crude Oil  UN3295 Hydrocarbons, Liquid, N.O.S.  UN1267 Petroleum Distillates N.O.S.  UN3475 Ethanol and Gasoline Mixture  UN1863 Fuel Aviation, Turbine Engine  If LPG/Flammable Liquid Incident, Emergency Call Centre Operator receives an activation (notification) phone call.  Emergency Call Centre Operator sends group email to Home Based Coordinator.  Home Based Coordinator / Technical Advisor conferenced into call to assist with information gathering.  Caller requires technical advice.  Home Based Coordinator / Technical Advisor provides technical advice.  Caller requires technical advice.

☐ Public Safety Canada works with provincial and territorial officials to ensure first responders and emergency management personnel are well-prepared through education, support and exercises

Responsible for promoting and coordinating the preparation of departmental emergency management plans as well as coordinating the government's response to an emergency through the Government Operations Centre (GOC).

☐ 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.

☐ Home Based Coordinator / Technical Advisor activate plan.

☐ Execute IAP & initiate planning for next operational period.

☐ Update Emergency Call Centre Operator and Home Based Coordinator.

☐ In the event of a large-scale natural disaster where response and recovery costs exceed what individual provinces and territories could reasonably be expected to bear on their own, PS provides financial assistance to the provincial and territorial governments through the Disaster Financial Assistance Arrangements (DFAA). Assistance is paid to the province or territory – not directly to individuals or communities. The provincial or territorial governments design, develop and deliver disaster financial assistance, determining the amounts and types of assistance that will be provided to those who have experienced losses.

After the Incident

☐ Maintain voice communication and written information records for two years for the

protection of all parties.

☐ Terminate and de-mobilize.

☐ Post-incident assessment and communication program

# \*Canada Energy Regulator Roles & Responsibilities

☐ Mobilization phase ERAC-002. ☐ Initial incident size-up. ☐ Damage and spill assessment ☐ Develop Incident Action Plan.

The CER's top priority in any emergency is to make sure that people are safe and secure, and that property and the environment are protected. Any time there is a serious incident, CER inspectors may attend the site to oversee a company's immediate response. The CER will require that all reasonable actions are taken to protect employees, the public and the environment. Further, the CER will verify that the regulated company conducts adequate and appropriate clean-up and remediation of any environmental effects caused by the incident.

As lead regulatory agency, the CER:

- Monitors, observes and assesses the overall effectiveness of the company's emergency response in terms of:
  - Emergency Management
  - Safety
  - Security
  - Environment
  - Integrity of operations and facilities: and
  - Energy Supply.
- Investigates the event, either in cooperation with the Transportation Safety Board of Canada, under the Canada Labour Code, or as per the National Energy Board Act or Canada Oil & Gas Operations Act (whichever is applicable)
- ☐ Inspects the pipeline or facility
- Examines the integrity of the pipeline or facility
- Requires appropriate repair methods are being used
- Appropriate environmental remediation of contaminated areas is conducted
- Coordinate stakeholder and Aboriginal community feedback regarding environmental clean-up and remediation
- Confirms that a company is following its Emergency Procedures Manual (s), commitments, plans, procedures, and CER regulations and identifies non-compliances Initiates enforcement actions as required
- Approves the restart of the pipeline.

If applicable; refer to the CER site section behind the blue Area Specific Information tab for further regulations, definitions and, reporting guidelines for CERrelated incidents specific to this ERP.

# \*Transportation Safety Board Mandate

The Canadian Transportation Accident Investigation and Safety Board Act provides the legal framework that governs TSB activities. Our mandate is to advance transportation safety in the marine, pipeline, rail and air modes of transportation by:

- a conducting independent investigations, including public inquiries when necessary, into selected transportation occurrences in order to make findings as to their causes and contributing factors;
- identifying safety deficiencies, as evidenced by transportation occurrences;
- making recommendations designed to eliminate or reduce any such safety deficiencies; and
- reporting publicly on our investigations and on the findings in relation thereto.

As part of its ongoing investigations, the TSB also reviews developments in transportation safety, and identifies safety risks that they believe the government and the transportation industry should address to reduce injury and loss.

To instill confidence in the public regarding the transportation accident investigation process, it is essential that an investigating agency be independent and free from any conflicts of interest when investigating accidents, identifying safety deficiencies, and making safety recommendations. As such, the TSB is an independent agency, separate from other government agencies and departments, that reports to Parliament through the President of the Queen's Privy Council for Canada. Our independence enables us to be fully objective in making findings as to causes and contributing factors, and in making transportation safety recommendations.

In identifying the causes and contributing factors of a transportation incident, it is not the function of the Board to assign fault or determine civil or criminal liability. However, the Board does not refrain from fully reporting on the causes and contributing factors merely because fault or liability might be inferred from the Board's findings. No finding of the Board should be construed as assigning fault or determining civil or criminal liability. Findings of the Board are not binding on the parties to any legal, disciplinary, or other proceedings.





# **Section 6: Forms**

## **Documentation During and After an Incident**

# **Form Descriptions**

# **Incident Command System (ICS) Forms**

ICS 201 Incident Briefing

ICS 202 Incident Objectives

ICS 203 Organization Assignment List

ICS 204 Assignment List

ICS 207 Incident Organization Chart

ICS 208 Safety Message / Plan

ICS 209 Incident Status Summary

ICS 211 Check-In / Out List

ICS 214 Activity Log

ICS 215 Operational Planning Worksheet

ICS 215A IAP Safety Analysis

ICS 221 Demobilization Checkout

ICS 230 Meeting Schedule

ICS 231 Meeting Summary

ICS 233 Incident Open Action Tracker

# **Emergency Forms**

A1 Initial Emergency Report Form

A2 Odour Complaint Script

A3 Regulatory First Call Communication

A4 Incident Action Plan Checklist

A5 Air Monitoring Log

A6 Threatening Call / Bomb Threat

A7 STARS Landing Zone Card

## **Resident Forms**

**B1** Reception Centre Registration Log

**B2** Resident Compensation Log

**B3** Resident Contact Log

**B4 Roadblock Log** 

**B5** Evacuation Notice

B6 Early Notification / Voluntary Evacuation Phone Message

B7 Shelter-In-Place Phone Message

**B8** Evacuation Phone Message

# **Media Forms**

C1 Preliminary Media Statement

C2 Media Contact Log

C3 Government Agency Contact Log

C4 Media Centre Site



# GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

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# **Documentation During and After an Incident**

It is imperative that accurate documentation is kept throughout the duration of an incident for record keeping purposes. Records kept may be used for legal, investigation, audits, historical and/or analytical purposes. All documentation must be held for a minimum of 5 years as it may be requested by the regulatory agency at any point during that time.

It is the Documentation Units responsibility to collect documentation (forms, checklists, event logs, etc.) from response team members and maintain a consistent system for organizing the data.

# **Form Descriptions**

The Incident Command System uses a series of standard forms and supporting documents that convey directions for the accomplishment of the objectives and distributing information. Listed below are the standard ICS form titles and descriptions of each form utilized.

Further ICS forms can be found through the ICS Canada website: http://www.icscanada.ca/en/forms.html.

Standard ICS Form Title	ICS Form Description
ICS 201 Incident Briefing	Provides the Incident Command and General Staffs with basic information regarding the incident situation and the resources allocated to the incident. This form also serves as a permanent record of the initial response to the incident.
ICS 202 Incident Objectives	Describes the basic strategy and objectives for use during each operational period.
ICS 203 Organization Assignment List	Provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position.
ICS 204 Assignment List	Informs Division and Group supervisors of incident assignments.
ICS 207 Incident Organization Chart	A complete picture of the organizational structure for the incident.
ICS 208 Safety Message / Plan	Expands on the Safety Message and Site Safety Plan.
ICS 209 Incident Status Summary	Summarizes incident information for staff members and external parties, and provides information to the Public Information Officer for preparation of media releases.
ICS 211 Check-In/Out List	Used to check in personnel and equipment arriving at or departing from the incident. Check-in / out consists of reporting specific information that is recorded on the form.
ICS 214 Activity Log	Provides a record of unit activities. Unit Logs can provide a basic reference from which to extract information for inclusion in any afteraction report.
ICS 215 Operational Planning Worksheet	Documents decisions made concerning resource needs for the next operational period. The Planning Section uses this Worksheet to complete Assignment Lists, and the Logistics Section uses it for ordering resources for the incident. This form may be used as a source document for updating resource confirmation on other ICS forms such as the 209 Incident Status Summary.
ICS 215A Incident Action Plan Safety Analysis	Used to communicates to the Operations and Planning Section Chiefs the potential hazards identified by the Safety Officer. It identifies mitigation measures to address the identified hazards.



# Form Descriptions, continued

Standard ICS Form Title	ICS Form Description	
ICS 221 Demobilization Checkout	Ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident.	
ICS 230 Meeting Schedule	To record information about the daily scheduled meeting activities.	
ICS 231 Meeting Summary	Provides more detailed information concerning the attendees and notes from a particular meeting.	
ICS 233 Incident Open Action Tracker	Used by Command Staff to track time sensitive tasks / actions assigned to incident personnel.	

Emergency Form Title	Emergency Form Description
A1 Initial Emergency Report Form	Used by recipient of a phone call from either a member of the public or other company personnel to record detailed information about incident.
A2 Odour Complaint Script	Used to record odour information from a member of the public as well as scripts to follow.
A3 Regulatory First Call Communication	A regulatory required form used to send detailed information to the regulator about an emergency used for assessment, historical, and analytical purposes following an incident.
A4 Incident Action Plan Checklist	A checklist of other forms and information required to accurately create an incident action plan.
A5 Air Monitoring Log	A form used by designated Air Monitor personnel to log information about air quality readings.
A6 Threatening Call / Bomb Threat	Detailed point driven form used to document incoming phone calls pertaining to personnel threats and bomb threats.
A7 Stars Landing Zone Card	An information card utilized if medical evacuation is required via STARS Air Ambulance.

Resident Form Title	Resident Form Description	
B1 Reception Centre Registration Log	Log used by Reception Centre Rep to record information from evacuees being received at the reception centre. Can also be faxed to reception centre in case a representative has not been identified or cannot make it before evacuees start arriving.	
B2 Resident Compensation Log	Detailed spreadsheet for expenses incurred by evacuees so that compensation may be properly dealt with.	
B3 Resident Contact Log	A log used by various company personnel to record contact made with residents, whether they're sheltered / evacuated and if assistance is required.	
B4 Roadblock Log	A log used by designated Roadblock personnel to identify details about vehicles and persons entering or exiting a hazard area.	
B5 Evacuation Notice	A document to be left in doors / windows of surface developments that are unable to be contacted as a way to issue evacuation instructions	





# Form Descriptions, continued

Resident Form Title	Resident Form Description
B6 Early Notification/Voluntary Evacuation Message	A script and document filled out by Telephoner personnel issuing calls to residents for early notification and voluntary evacuation purposes.
B7 Shelter-In-Place Message	A script and document filled out by Telephoner personnel issuing calls to residents with shelter-in-place instructions.
B8 Evacuation Phone Message	A script and document filled out by Telephoner personnel issuing calls to residents with evacuation instructions.

Media Form Title	Media Form Description						
C1 Preliminary Media Statement	A generic script used by the Media Spokesperson to issue med statements until which time more detailed information is known as can be issued.						
C2 Media Contact Log	A log used to identify what media outlets/persons have contacted the company and their contact information.						
C3 Government Agency Contact Log	A log used to identify what government agencies have been notified about the incident.						
C4 Media Centre Site	A document to distribute to media outlets/persons about the location for further media enquiries and press releases as well as details to get there.						



# GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

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															G	RAN	IDE	PR/	AIRI	E EN	ИER	GE	NCY	RE	SPC	NS	E Pl	.AN
Incide	Incident Name:																											
Date/	Date/Time Initiated:																											
Prepa	Prepared By: ICS Position:																											
<u> </u>							evel 1 Level 2 Level 3																					
	Map Sketch:  Note: Maps can be drawn or attached here.																											
Note:	Ma	ps c	an I	be a	lrav	n o	r att	ach	ed I	here	). 																	
Situa	tion	Su	mm	ary	: (V	/rite	de	scri	iptic	on c	or a	ttac	h A	1)														
Safet	у Ві	riefi	ng:																									



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

Section 6: Forms Page 2 of 6



GRANDE PRAIRIE EMERGENCY RESPONSE PLAN Current Organizational Structure: (draw in current response structure)\* \* This is a condensed Organizational Chart to account for all currently responding personnel during the Initial Response. Incident Commander Number Information Officer Name Number Liaison Officer Name Number Safety Officer Name Number Documentation **On-Site Group Supervisor Public Safety Group Supervisor** Name Name Number Number Number SITE SAFETY Air Monitors Number Number Roadblocks Control Name Name Number Number Containment Rovers Name Name Number Number Telephoners Name Number Number Name Number Number Other Other Name Name Number Number

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



GRANDE PRAIRIE EMERGENCY RESPONSE PLAN **Resources Summary:** Resource(s) **Time Called ETA On-Site Notes (Location/Assignment/Status) External Notifications: (Government) Time Called** Agency **Notes** 



# GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

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



# GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

Protective Zones: record initial control perimeters (see Figure 1)	THE TRAINE LIMENOUNCE TRAIN
Evacuation Route HAZARD	1. Is there a Hot Zone established?  Yes  No If so, Where?  2. Is there a Warm Zone established?  Yes  No If so, Where?
Decontamination Station Staging Area Command Post WARM ZONE COLD ZONE	3. Is there a Cold Zone established?  ☐ Yes ☐ No If so, Where?
WIND DIRECTION Figure 1 Protective Zones	Remarks: (Include any information on evacuation route, etc.)
5. Include any site sketches or photos of the protective zones (if available):	,

# **ICS 202 Incident Objectives**



		GRANDE PRAIRIE EMERGENCY RESPONSE PLAN						
Incident Name:								
Date / Time Initiated:								
Prepare	Prepared by: ICS Position:							
Genera	l Control Objectives for the Incident:							
1								
2								
3								
4								
-								
5								
Weatho	r Forecast:							
weatile	r Forecast.							
Genera	l Safety Message:							
Note: C	reate and prioritize SMART (Specific, Measu	reable, Attainable, Realistic, & Time-Sensitive)						
objectives that address the incident issues and utilize the solutions identified on the Operations Briefing								
page.								



GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

# ICS 203 Organization Assignment List



Age	ommander(s)			Operational Period (Date/Ti From:	To:				
Age				From: To:					
	ency			Operations Section					
		IC	Deputy	-	Chief				
Sa					Deputy				
Sa				Staging Area I					
Sa									
Sa				On-Site Group					
Sa				Sı	pervisor				
Oa	fety Officer				Lead				
	Assistant				Lead				
Informa	tion Officer				Lead				
	Assistant				Lead				
Liai	ison Officer				Lead				
	Assistant								
				Public Safety Gro	ир				
				Sı	pervisor				
Agency Re	epresentatives				Lead				
Agency	Name				Lead				
					Lead				
					Lead				
					Lead				
				Branch - Division	/ Group				
				Branch	Director				
					Deputy				
Planning S	Section			Division/Group	Lead				
	Chief			Division/Group	Lead				
	Deputy			Division/Group	Lead				
	ources Unit			Division/Group	Lead				
Sit	tuation Unit			Division/Group	Lead				
Environi	mental Unit								
Docume	ntation Unit			Branch - Division	/ Group				
	ization Unit			Branch	Director				
Technical	Specialists				Deputy				
				Division/Group	Lead				
				Division/Group	Lead				
Logistics S				Division/Group	Lead				
	Chief			Division/Group	Lead				
	Deputy Supply Unit			Division/Group	Lead				
	Supply Unit acilities Unit			Finance / Admin Continu					
				Finance / Admin Section	Chief				
	cations Unit				Chief				
	Medical Unit			-	Deputy				
IV	Food Unit				ime Unit				
	1-000 Utill			Procuren					
				Compensation / Cla					
				(	Cost Unit				
		**				D ( 57)			
Prepared E	By: (Resources U	nit)				Date/Time			



## **ICS 204 Assignment List**



				GPA	NDE DD AII	DIE EMEDGENCY	DESDONS	E DI AN			
Branch:				GRANDE PRAIRIE EMERGENCY RESPONSE PLAN Division / Group / Staging:							
						3					
In aid and Nomes				Onenation	al Davia di						
Incident Name:				Operational Period: From: Date Time							
				То:	Date	Tim	ne				
Division / Group / Sta				5							
Operations Chief				Division/G	roup Superv	isor					
Branch Director				Staging A	rea Manager						
Resources Assigned	d to This Period										
Resource Identifier	Leader	No. of Persons	Cel	Contact II #, radio fre		Reporting Lo	ocation, Spe Supplies, R	ecial emarks			
				,			- пррисс,				
Work Assignments:											
vvonc / toolgrimento.											
Special Instructions:											
Special Instructions:											
Division / Group Cor	mmunications Summa	arv									
Function	Frequencies	System	Chan.	Func	tion	Frequencies	System	Chan.			
Local		,			Local	· ·	,				
Command Repeat Repeat				Logistics	Repeat						
Div. / Group Tactical				Ground to Air							
Prepared By:							Date:	Time:			
(Resource Unit Leade Signature:	÷1 )						1				



#### **ICS 207 Incident Organization Chart** Incident Name: **Public Information Officer** Time: Date: Command Staff **Deputy Incident Commander** Operational Period: I The Incident Commander is responsible for all Field Response positions until the position is delegated. $\Pi$ This organizational chart is a starting point, the structure expands and contracts based on the incident Operations (Doers) **Safety Officer** Information can flow anywhere throughout the organizational structure, decisions **must** flow up the Company Phone List can be found behind the Response Teams Phone List tab Safety General Staff Indicates a position that is always filled regardless of the size of the incident **Operations Section Chief Logistics Section Chief** Finance / Admin. Section Chief Time Unit **Communications Unit** Supply Unit Staging Area Manager **Medical Unit Facilities Unit** Compensation & Claims Unit **Food Unit Ground Support Unit** On-Site Group Supervisor Public Safety Group Supervisor Telephoner Team Lead Air Monitor Lead Roadblock Team Lead Rover Team Lead Site Safety Control Containment Air Monitors Roadblocks Telephoners **Reception Centre Rep** Rovers Revised June 2018



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## ICS 208 Safety Message / Plan



		GRANDE PR	AIRIE EMERGENCY RESPONSE PLAN
Incident Name:	Operation	al Period:	
	From: D	Date	Time
	To: E	Date	
Safety Message/Expanded Safety Message, Safety	Plan Site S	Safety Plan:	
Oalety message/Expanded Oalety message, Oalety	r ian, one c	arety i laii.	
Site Safety Plan Required? ☐ Yes ☐ No			
Approved Site Safety Plan(s) Located At:			
Prepared By:			
(Name and Position)		Date	Prepared:
Signature:		Time	e Prepared:





Incident Name:				GRANDE PI Location of Incid		EME	RGEN	CY RESPONSE PLAN	
Date / Time Initiated:					(1	SD / I	VTS)		
				` ′					
Prepared by:				ICS Position					
Incident Details:									
0 "	T.,, o			20		1			
Gas readings:	H <sub>2</sub> S			SO <sub>2</sub>			LEL		
Level of Emergency: Incident Severity:	ПΔΙ	ert / Minor		☐ Level 1		_evel :	2	☐ Level 3	
Affect Medium: (Check				Level 1		-cvci /		Level 3	
□ Air □ Water		Soil		other – Specify:					
Site Type: (Select only	1)								
☐ Well (Active)		□ Well (A	bando	oned/Suspended	d)	□ Rei	mote	Sump	
☐ Well (Drilling & Compl	etions): Rig N	Name:							
☐ Battery/Plant/Facility		☐ Tank Farm/Storage				☐ Pipeline			
☐ Riser (Pipeline)									
☐ Road or Road Structu	re	Name:			1	Location on Road:			
☐ Other – Specify:									
Incident Type: (Check	all that apply								
☐ Sour Gas Release	Un a se	□ Sweet (				□ Liq	-		
☐ Natural Disaster/Weat	ner	☐ Fire/Ex				□ Dril			
☐ Worker Injury/Fatality	ation .		•	ft, threat, terroris				Seismicity	
☐ Well Bore Communica		☐ Pipeline				⊔ ver □ We		Fransportation	
☐ Equipment/Structural☐ Other – Specify:	Damage	☐ Pipeline	е ыеа	ak		⊔ vve	II COI	ILIOI	
Activity: (Check all that	t apply)								
☐ Construction (Road, L		□ Drilling/	/Explo	oration		□ Wa	ste M	anagement	
☐ Processing	. ,	□ Well Fr				☐ Servicing			
□ Repair		☐ Flaring (Emergency)				☐ Well Testing			
☐ Pressure Testing		☐ Transp	ortatio	on					
☐ Other – Specify:									

Page 1 of 4



			GRA	NDE PRAIRIE EN	MERGENCY RESPONSE PLAN
Consequence or Impa	acts: (Check	all that apply, if			
☐ Worker Safety (Injuri	ies, Fatalities	s)			
☐ Economic (Loss of a	nd/or damag	e to equipment or	infrastruct	ure, loss of prod	uction, work stoppage)
☐ Other – Specify:					
Material Information:					
Is spill off lease?	☐ Yes - Es	timated spill quant	ity:		□ No
☐ Liquid Hydrogen (Cr	ude, Oil, Die	sel, Fuel)	□ Тох	ric Gas Liquid (>	1% Different Toxins)
□ Acid	☐ Emulsion	n (Oil, Gas, Water)	□ Swe	eet Natural Gas	☐ Salt Water
☐ Methanol	□ Non-Tox	ic Liquids	□ Fre	sh Water	
☐ Sour Natural Gas	☐ Sour Liq	uids (<1% H <sub>2</sub> S)	□ Oth	er – Specify:	
☐ Non-Toxic Gases (N	itrogen, Carl	oon Dioxide, Inert (	Gases)		
Area Information:					
Land Type: ☐ Priv	ate Land	☐ Crown Lar	nd Field I	Name:	
Area Type: ☐ Fore	est □ l	Muskeg □ Fa	armland	☐ Residential	☐ Other
Access: ☐ Heli	copter 🗆 /	ATV □ 4V	VD	□ 2WD	☐ Unknown
Name of road the asse	t is located o	n:			
KM where the incident	occurred:				
Distance to nearest res	idence/publi	c facility:			
Nearest City/Town/Ope	en Camp:				
Weather Conditions:					
Weather Conditions	□ Clear	☐ Cloudy	□ Othe	er:	
Wind Direction	N NE	NW E	SE	S SW	W
Wind Strength	□ Calm	☐ Moderate	☐ Stroi	ng □ Gus	ty
Temperature	°C				
Public / Worker Injurio	es / Medical	Emergencies:			
☐ First Aid ☐ Hosp	italization	☐ Fatality	☐ Other -	– Specify:	
Notification: (Notify a	II agencies a	as required)			
☐ 911 (Police/RCMP,		gy Regulator AER*, etc.)		Authority (MD,	☐ Health Authority
Fire, EMS) ☐ Canada Energy		pational Health	☐ Emerg	Fown, City) ency	☐ Ministry of
Regulator (CER)	& Safety	, (OH&S)		nent Agency	Transportation
☐ Workers'		gency Response	□ Weste	rn Canadian	CANILITEC
Compensation Board (WCB)	(ERAC)	nce Canada	Spill Serv	vices (WCSS)	☐ CANUTEC
☐ Transportation Dangerous Goods	□ Othe	r	□ Other		□ Other
(TDG)					
□ Other	□ Othe	r	□ Other		□ Other
*Request that the AER notin (ECCC) and the Department			estry/Fish/Wild	dlife/Lands), Enviror	nment & Climate Change Canada
			External	Agencies Conta	act List or Area Specific
	nformation (	or complete list	of aganaia	c requiring co	ataat

**Section 6: Forms** 



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



		GRANDE PRAIRIE EME	RGENCY RESPONSE PLAN
<b>Air Monitor Location</b>	s:		
Air Monitor Number	Name	Location	on/LSD
Collect all cor	mpleted A5 Air Monitoring Logs	from responders for full	documentation.
Notes:			
Reception Centres			
Name	1.0	ocation	Phone Number
Hamo			T HOHO Hambol
Collect all complet	ted B1 Reception Centre Registration	on Logs from responders fo	r full documentation.
Notes:			

## ICS 211 Check-In / Out List



					<u>GRANDE PRAIRIE E</u>	MERGENCY F	RESPONSE PLAN			
Incident Name:										
Date / Time Initiated:										
Prepared by:				ICS Position:						
Check-in Location		Staging Area		ICS Res. Unit	Other:	Other:				
Name of Company	Date of Check-in	Supervisor Name	Total # of Personnel	Incident Assignment	Assigned	Available	Date of Check-out			
Notes:	•									



## **ICS 214 Activity Log**



	GRANDI	E PRAIRIE EMERGENCY RESPONS	SE PLAN
Incident Name:			
Date / Time Initiated:			
Prepared by:	Position / T	ïtle:	
Personnel Assigned			
Name	ICS Position	Location	
Activity Log Time	Actions		
Time	Actions		



## **ICS 215 Operational Planning Worksheet**



												GRAN	IDE PRA	AIRIE EIVIE	RGENCY R	ESPUNSI	E PLAN
Incide	ent Nan	ne:				Ор	erational	Period:									
						To:	Date_			Time	 	To: E	Date		_ Time		
Branch	Division, Group, or Other	Work Assignments & Special Instructions	Resources											Overhead Position(s)	Special Equipment & Supplies	Reporting Location	Requested Arrival Time
			Req.														
			Have														
			Need							:							
			Req.														
			Have														
			Need					:		:							
			Req.					:									
			Have					:		:							
			Need														
			Req.														
			Have					:		:							
			Need					<u> </u>									
			Req.														
			Have					:		:							
			Need														
			Req.														
			Have					:		:							
			Need														
			Req.					:		<u>:</u>							
			Have					:		:				-			
			Need														
	Total Resources Required:											Prepared b	y:				
Total Resources - Have on Hand:					Position/		Name: Position/Tit	le:									
Total Resources Need to Order:											Date/Time: Signature:						



## **ICS 215a Incident Action Plan Safety Analysis**



										GRANDE PRAIRIE EMERGENCY RESPONSE PLAN
Incident Name:							Date / 1	Time Initia	ated:	
Prepared by:							ICS Pos	sition:		
Division or Group	Potenti	ial Hazar	ds	i						Controls (e.g., PPE, buddy system, escape routes)
	Type of Hazard									

## **ICS 215a Incident Action Plan Safety Analysis**



## **ICS 221 Demobilization Checkout**



						GR/	ANDE	PRAIRIE EMERGEN	CY RESPONSE PLAN
Incident Name / Number:					Date / Time:			Demob. Number:	
Unit/Personnel Released:									
Transportation Type / Number:									
Actual Release Date / Time:								Manifest Completed?	□ Yes □ No
Destination:	1	Notify:	□HQ	☐ Agency	☐ Region		Area		Dispatch
	1	Name:							
	_   [	Date:							
Unit Leader responsible for collecting performance rating									
				Unit / Persor	nnel				
You and your resources have beer			-Off from the follow	ving:					
Demobilization Unit Leader – Chec	k the approp	oriate box							
Logistics Section									
☐ Supply Unit									
☐ Communications Unit									
☐ Facilities Unit									
☐ Ground Support Unit Leader									
Planning Section									
☐ Demobilization Unit									
Finance/Admin Section									
☐ Time Unit									
Other									
Remarks:									
	Prepared E	By:				Signature	e:		
Page of	(Name and	d Position)							

## **ICS 221 Demobilization Checkout**



# ICS 230 Meeting Schedule



			GRAI	NDE PRAIRIE EMERGE	NCY RESPONSE PLAN
Incident Name	::		Operational P	eriod:	
			From: Date	Ti	ime
Meeting Sche	edule (Commonly-held	meetings are inc	luded)		
Date / Time	Meeting Name	Purpo	se	Attendees	Location
Prepared by: (	Situation Unit Leader)			Date / Time:	



## **ICS 231 Meeting Summary**



	GRANDE PRAIRIE EMERGENCY RESPONSE PLAN
Incident Name:	Meeting Date / Time:
Meeting Name:	
Meeting Location:	
Meeting Facilitator:	
Attendees:	
Notes: (with summary of decisions and action items)	
Prepared by:	Date / Time:



## **ICS 233 Incident Open Action Tracker**



Incident Name:							
No.	Item	For	Status	Start Date	Briefed	Target Date	Actual Date
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

## **ICS 233 Incident Open Action Tracker**



	GRANDE PRAIRIE EMERGENCY RESPONSE F						
No.	Item	For	Status	Start Date	Briefed	Target Date	Actual Date
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							

## **A1 Initial Emergency Report Form**



#### GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

#### **First On-Scene Actions**

		area immediately.		
Evacuate	•	if release is downwind	•	
		ind if a release is upwinder ground if possible.	d from you.	
		("Man Down").		
Alarm		orn or whistle, or call by	radio.	
		emergencies, call 911.		
Assess		ount, locate any casualti- nation below to complete	es. Consider all of the ha	azards.
Protect		ning apparatus before at		
Rescue		m to a safe area.	, p. 5	
First Aid			s at worksite. (CPR, etc.)	
	□ Arrango trans	sport of casualties to me		
Medical Aid		mation to Emergency Me		
In aid ant De	toile - · · · · · ·			
	tails To be completed by the	e person involved or notified	Date / Time	
Report taken	Бу		Date / Time	
Name of pers	on calling		Caller Telephone	
Incident Loca	tion			
		(LSD / NTS		
Event Summ	ary			
Agencies	☐ Yes Who?			
Notified	□ No			
Event Status	☐ Incident contained or o☐ Imminent control poss		<ul><li>☐ Intermittent control pos</li><li>☐ Incident is uncontrolled</li></ul>	
Site Type	□ Well □ Pipeline	☐ Tank Farm/Storage	☐ Battery/Plant/Facility	□ Other
	☐ Sour Gas Release	☐ Sweet Gas Release	☐ Pipeline Break	☐ Security (theft, threat, terrorism)
Incident				•
Туре	☐ Loss of Containment	☐ Fire/Explosion	☐ Worker Injury/Fatality	☐ Vehicle/Transportation

## **A1 Initial Emergency Report Form**



				GRANE	DE PRAIRIE EMERGENCY RESPONSE PLAN
Impacts					
Public Health and S	afety	☐ Could	be jeopard	ized	☐ Is jeopardized
Public Protection M	easures Taken	□ Notific	ation $\square$	Evacuatio	on □ Shelter-in-place □ Roadblocks
Worker Injuries		☐ First A	id 🗆	Hospitaliz	zed   Fatality   Other
Distance to nearest s	urface developme	nt	km	Distance centre	e to nearest urbankm
Details					
Release Impact	☐ On-Lease [	☐ Off-Lease	Product_		Amount
Gas Readings	H <sub>2</sub> S	SO <sub>2</sub>	LEL	Ot	ther
Distance to nearest w	/atercourse		km	Weathe	er Conditions
					270° W WSW SSW SSW SSW SSW SSE SE 135° 180°
Media Involvement?	Yes □ No Rin	egulator volvement?	□ Yes	□ No	Affairs/Community ☐ Yes ☐ No Relations Issues?
Notes / Instruction	ns 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**



			GRANDE PRA	AIRIE EMERGENCT RESPONSE PLAI
Date:			Prepared by:	
Time:	Па	.m. 🗌 p.m.	Duration of call:	
To help	us understand your imi	mediate needs, we i	need to know:	
	Name:			
	Contact number:			
	Description of the c	oncern:		
How n	nany people are you w	vith right now?		
	Adults	Children		
Can v	ou provide the locatio	n of the incident?		
Can y	ou provide the locatio	ii oi tile ilicidelit?		
	Location of the incid	dent (address, lega	l, landmark, etc.):	
Where	e are you right now?			
	☐ Home/Work	In a Vehicle	Outside	☐ Other
	If the resident is at h	nome / work / outsi	de tell them:	
go insi (i.e. clo	de and stay inside. Clo	se all doors and wir outside air (i.e. heati	ndows and turn off any	nyone that you may be with need to appliances that blow out indoor air Do not go outside or attempt to start
	If the resident is in a	vehicle and canno	ot shelter-in-place tell	them:
get ins heat. direction	ide the vehicle and stay If you see or hear anyt	y inside. Keep all do hing that might indic	ors and windows close cate where the inciden	nyone that may be with you need to ed and shut off the air conditioning / t is occurring, travel in the opposite urse which will likely take you out of
	one will call you back ct you. If you have any			off of the phone so that we can any 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.

General Incident Information						
AER contact:	F	ield centre:				
Licensee:	Caller:		Phone:			
E-mail address for release report:						
Licence #:	Pipeline line #:		Approval #	<b>#</b> :		
Incident location://	W M					
Emergency level:						
Serious event? ☐ Yes ☐ No						
If yes, what kind of serious event?   Blowo	ut	☐ Fire ☐ Other control l	oss 🗆 F	Fracking		
Land type (jurisdiction): ☐ Freehold ☐ F	rirst Nations	étis CFB Crov	vn – Dispos	ition #:		
Agencies notified:			Date	9:		
FIRST duty office (DO) contacted:	☐ No If yes, date	& time DO was contacted:				
DO contact name:						
Release Details						
Volumes						
Substance* Release	d (m³/10³ m³)	Recovered (m³/10³ m	<sup>3</sup> )	Disposal/storage location		
* For emulsion, break down oil & water if possible.				<u> </u>		
Description of how the release volume was d	etermined and verified	(including calculations; e.g	g., spill lengt	h × width × depth):		
Area affected (length × width): m <sup>2</sup>						
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?						
vvno delineated the spili area (environmental	technologist, operator	, etc.) and what process wa	as used?			
vvno delineated the spill area (environmental	technologist, operator	, etc.) and what process wa	as 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):
Impact
Release off lease? ☐ Yes ☐ No (pipeline right-of-way is off lease)
If yes, was the landowner notified?
Release within disposition boundary?
Outside disposition – was leaseholder notified?
☐ If outside disposition, reminded licensee that they will need a TFA.
Actual incident H <sub>2</sub> S concentration (if applicable): % / ppm / mol/kmol
Nearest town: Distance and direction to town:
Environment affected: Air Land Water
Distance of release to the nearest water body, watercourse, or waterway:
How was this distance determined?
Wildlife/waterfowl/livestock affected: ☐ None ☐ Habitat affected ☐ Animals injured/killed
Notes/description:
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 affect?  \[ \text{Yes} \] No
If yes, indicate if they were
□ notified □ instructed to shelter in place □ advised to evacuate

Notes/description:					
Media interest? ☐ None ☐ Local ☐ Regional ☐ National					
Damage to public property?	covered in oil)				
Pipeline Specific					
Hit?  Yes  No Line #:	Test failure? ☐ Yes ☐ No				
	ım operating pressure: kPa				
Is the pipeline shut in, depressured, and isolated?	in operating pressure. Ki a				
If yes, date & time:					
What is the total volume of liquid in the pipeline?					
Are there isolation valves? ☐ Yes ☐ No If yes, have they been activa	tted?				
Are there any other pipelines that tie into the failed line? ☐ Yes ☐ No If ye	es, have they been shut in/isolated?				
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)					
☐ Licensee has confirmed when the pipeline ROW and well were last checked. Date:					
How was the ROW surveillance conducted (from the air, by quad, on foot, using infrared, etc.)?					
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.)?					

## **A4 Incident Action Plan Checklist**



	GRANDE PRAIRIE EMERGENCY RESPONSE PLAN
IAP Checklist Items:	Comments:
☐ ICS 202 – Incident Objectives	
☐ ICS 207 – Incident Organizational Chart	
☐ ICS 209 – Incident Status Summary	
☐ ICS 215 – Operational Planning Worksheet	
☐ ICS 215A – IAP Safety Analysis	
☐ ICS 230 – Meeting Schedule	
☐ ICS 233 – Incident Open Action Tracker	
□ Map:	
□ Map:	
□ Other:	
□ Other:	
□ Other:	
Notes:	

## **A4 Incident Action Plan Checklist**



## **A5 Air Monitoring Log**



Date:	Responder Name:	
Page of	Responder Position	:

		H₂S	LEL	O <sub>2</sub>	SO <sub>2</sub>		Temp	Wind Conditions *		
Time	Location of Samples	(ppm)	(%)	(%)	(ppm)	Other	(°C)	From	Speed (km/hr)	Comments

<sup>\*</sup>Estimate meteorological conditions where accurate readings are not available.

## **A5 Air Monitoring Log**



		H₂S	LEL	O <sub>2</sub>	SO <sub>2</sub>		Temp	Wind Conditions *		
Time	Location of Samples	(ppm)	(%)	(%)	(ppm)	Other	Temp (°C)	From	Speed (km/hr)	Comments

<sup>\*</sup>Estimate meteorological conditions where accurate readings are not available.

## A6 Threatening Call / Bomb Threat



						GRAN	DE P	RAIRIE EMERGEN	NCY R	RESPONSE PLAN	
Date:				Time Call Rec	eive	red: Time Call Reported:					
Perso	n Receiving Call:					What/Whom Ca	II Dire	ected To:			
Caller	's Sex:		Female	Unknow	'n	Approximate Age:					
Accer	nt:	o T	уре:	Familiar voice	: [	☐ Yes ☐ No	Wh	0:			
Threa	t (Exact Wording):										
Tips:	Listen carefully and remain calm.										
If bon	nb threat, ask the f	ollov	wing que	stions:							
	will the bomb go of and time)	f?									
Where	e is it located?										
Why o	did you place it?										
What	kind of bomb is it?										
What	does it look like?										
What	is your name?										
Where	e are you calling fro	m?									
Was t	he caller familiar wit	h co	mpany fa	cilities, or emp	loye	es? (e.g.: nickna	ames	, familiarity with sta	ff, etc	.) Yes No	
Did ca	aller appear familiar	with	building /	facility by the	des	cription of the bo	mb lo	ocation?	Yes	□ No	
Identi	fying Characterist	ics o	of Caller								
	Voice		Speech	1	La	nguage		Manner		Background	
	Loud		Fast			ccellent		Calm		Office Machines	
	Soft		Slow		G	ood		Angry		Factory Machines	
	High Pitched Deep Raspy Pleasant		Distinct Distorted Stutter Nasal		Fo	air oor oul Language ccent		Rational Irrational Coherent Incoherent Deliberate /		Street Traffic Airplanes Trains Animals Party	
☐ Intoxicated ☐ Slurred ☐					_			Serious	_	Atmosphere	
	Notify proper authori take a look around t packages.	heir i	mmediate v		r unu			Emotional Laughing Nervous		Music Voices Quiet	
Nama	of the supervisor fi	ret na	atified:								

## A6 Threatening Call / Bomb Threat



	FA		0	®
0	IA	K	J	

Site Number \_\_\_\_\_

## **Remote Site Landing Zone Reference Card**

In the event of a SITE EMERGENCY
PHONE the STARS Emergency Link Centre®

**TOLL FREE** 

OR

DIRECT

1-888-888-4567

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
- If applicable, is there a monitor on-site confirming the presence of H<sub>2</sub>S

#### 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

APPROACH ROUTES

36 m (120 Ft)

WIND DIRECTION

STARS LANDING ZONE

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:

#### **TERRAIN**

level or sloping type of surface dust, loose snow, rocks, bushes, stumps, etc.

#### LANDING ZONE MARKINGS

4 turbo flares
4 road flares / strobes
4 reflective flares
4 highway cones (days only)
extra strobes/flares/cones
on upwind side

#### **HAZARDS**

signs vehicles trees equipment wires

## A7 STARS Landing Zone Card



## **B1** Reception Centre Registration Log



#### **GRANDE PRAIRIE EMERGENCY RESPONSE PLAN**

Due to travel and time constraints, the company may not always be able to have a company employee at the Reception Centre before evacuees begin arriving. In this case this cover page can be included with the forms on the next 2 pages and sent to a representative at the Reception Centre to provide them with guidance on how to register and track evacuees until a company representative arrives.

Evacue	Evacuee registration guidelines									
[Insert (	Insert Company Name] requires your assistance with receiving evacuees at the following Reception Centre:									
Your co	our company contact is:									
Name:	Position:	Contact Number:	Fax Number:							
1) 2) 3) 4) 5)	Record all evacuees as they arrive on the forms provided. Provide all evacuees with the statement below and any other Provide the evacuees with food and lodging as required. Record if any evacuees choose to leave the Reception Centre Continually update the company of any residences arriving at	e (name, contact number, where are they going,	etc.).							

Section 6: Forms

## **B1 Reception Centre Registration Log**



			GRANDE PRAIRIE EMERGENCY RESPONSE PLAN
Date:		Responder Name:	
Page	of	Responder Position:	Responders Phone No.:

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

## **B2 Resident Compensation Log**



				- 3						X O VIII CI V
									GRANDE PRAIR	IE EMERGENCY RESPONSE PLAN
Resi	dent's Name:		Home A	ddress:			Home T	elephone #	t:	Location of Land (LSD):
							Busines	s Telephor	ne #:	
Num	ber of Residents	Evacuated:	Evacua	ted to:			Telepho	ne # While	Evacuated:	
No.	Date	Location	Trans.	Accom.	Meals	Phone	Sundry	Total	Deta	Is of Expense
	Total Reporte	d Expenses								
Appro	ved Bv:	<u>L</u>					)ate:		1	

Section 6: Forms Page 1 of 2

## **B2 Resident Compensation Log**



		•									
1			1				1		GRANDE PR	AIRIE EMERGENCY RESPONSE PLAI	
Resi	dent's Name:		Home A	Address:			Home T	elephone #	<del>!</del> :	Location of Land (LSD):	
							Business Telephone #:		ne #·		
							Busines	- Telephon	н.		
Num	ber of Residents Ev	acuated:	Evacua	ted to:			Telepho	ne # While	Evacuated:		
			1							'	
No.	Date L	ocation	Trans.	Accom.	Meals	Phone	Sundry	Total	De	tails of Expense	
	Total Reported	Expenses									
	rotal Nopolied										
Annro	oved Bv <sup>.</sup>					D	ate:				

Section 6: Forms Page 2 of 2

## **B3 Resident Contact Log**



			-
			GRANDE PRAIRIE EMERGENCY RESPONSE PLAN
Date:		Responder Name:	
		responder realite.	
	_		
Page	of	Responder Position:	Responders Phone No.:

	Desident neme	Dooidout ID	Ob alter / Farance	Number of people		Assistance or	Community
Time	Resident name	Resident ID	Shelter / Evacuate	Inside	Outside	transportation required?	Comments
			O Shelter O Evacuate			O Yes O No	
			<ul><li>Shelter</li><li>Evacuate</li></ul>			O Yes O No	
			<ul><li>Shelter</li><li>Evacuate</li></ul>			O Yes O No	
			<ul><li>Shelter</li><li>Evacuate</li></ul>			O Yes O No	
			<ul><li>Shelter</li><li>Evacuate</li></ul>			O Yes O No	
			<ul><li>Shelter</li><li>Evacuate</li></ul>			O Yes O No	
			<ul><li>Shelter</li><li>Evacuate</li></ul>			O Yes O No	
			<ul><li>Shelter</li><li>Evacuate</li></ul>			O Yes O No	
			<ul><li>Shelter</li><li>Evacuate</li></ul>			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	

Section 6: Forms Page 1 of 2

## **B3 Resident Contact Log**



							GRANDE PRAIRIE EMERGENCY RESPONSE PLAN
						Assistance or	
Time	Resident name	Resident ID	Shelter / Evacuate	Inside	Outside	transportation required?	Comments
			<ul><li>Shelter</li><li>Evacuate</li></ul>			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			<ul><li>Shelter</li><li>Evacuate</li></ul>			O Yes O No	
			<ul><li>Shelter</li><li>Evacuate</li></ul>			O Yes O No	
			<ul><li>Shelter</li><li>Evacuate</li></ul>			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			<ul><li>Shelter</li><li>Evacuate</li></ul>			O Yes O No	
			<ul><li>Shelter</li><li>Evacuate</li></ul>			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	
			O Shelter O Evacuate			O Yes O No	

## **B4 Roadblock Log**



_			GRANDE PRAIRIE EMERGENCY RESPONS	E PLAN
Date:		Responder Name:		
_	•	D	D 1 D 1	
Page	OŤ	Responder Position:	Responders Phone No.:	

Only emergency responders should be allowed to enter the Emergency Planning Zone (EPZ).

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



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

DATE: _		
TIN 4 (C.		

# EVACUATION NOTICE

Ovintiv has an emergency at its nearby location.

Locatio	n NameJ
	As a safety precaution, please leave the area in a
(1	north / east / south / west) direction and proceed to the
	Reception Centre located at
	•
	·
ntiv repre	esentatives will be available at the Reception Centre to address your questions or con
	For assistance, call [Insert Company Contact Name] at
	·

Thank you for your cooperation.



# **B6 Early Notification / Voluntary Evacuation Phone Message**



#### **GRANDE PRAIRIE EMERGENCY RESPONSE PLAN**

Before calling, determine a safe evacuation route for the residents to travel, away from the emergency hazard area, upwind if possible, towards the reception centre.

Hello, this	s is	(your name)	calling f	rom	Ovintiv			
Is this the	(nam	e of residence / bus	siness)	at	(telephone numbe	<u>er)                                    </u>		
(com	pany name)	is responding to a	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 u	s understand a	and your immediate r	needs we ne	ed to know:				
How mar	y people are	at your location no	w?					
	Adults			_				
	Children			_				
Do you w	vish to leave y	our residence at th	is time?					
If Yes	Please travel	in a <u>north / east / so</u>	outh / west	direction to our	reception centre loca	ted at:		
If No		oy for further contact us from contacting yo						
If you have urgent questions, please contact <u>(company contact name)</u> at <u>(telephone number)</u> .								
Thank you for your cooperation.								

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

# **B6 Early Notification / Voluntary Evacuation Phone Message**



## **B7 Shelter-In-Place Phone Message**



	GRANDE PRAIRIE EMERGENCY RESPONSE PLAN						
Hello, this	s is of of						
Is this the	e <u>(name)</u> residence at <u>(telephone number)</u> ?						
(com	npany 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 u	is understand your immediate needs, we need to know:						
How mai	ny people are at your location now?						
	Adults						
	Children						
	anyone in your household that you cannot contact to inform them of the situation and advise them doors or stay out of the area?						
	☐ Yes ☐ No						
If Yes	Whom?						
	Location of the person(s)						
	We will send someone to find them as soon as possible.						
Do you h	nave 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 h	nave the "Shelter-in-Place" instructions previously provided to you by <u>(company name)</u> ?						
	☐ Yes ☐ No						
If Yes	Please follow the Shelter-in-Place instructions located inside the resident pamphlet.						
If No	Verbally walk the resident through the Shelter-in-Place instructions on the next page.						
Do you understand what I have told you?							
Is there a	an alternate number we can contact you at?						
•	ove any urgent questions, please contact <u>(company contact name)</u> at <u>(telephone number).</u>						

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

## **B7 Shelter-In-Place Phone Message**



#### GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

#### **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.

## **C1 Preliminary Media Statement**



Date:(YY/MM/DD)	Responder Name:					
Responder Position:	Responder Phone No.:					
We can confirm an incident has occurred at Ovintiv's (insert facility / site). Our team in the field is actively responding and we are gathering more information about the nature and severity of the incident. An Ovintiv spokesperson will provide more information when it is available.						
You can contact out media spokesperson at (403) 645-4747.						
Contact:						
Office	ce:					
F:	ax:					
Note: Only the Madie Spekeenerger designated by the	Incident Commander in to provide any anglish					
Note: Only the <b>Media Spokesperson</b> 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 & Media for the generic media statement to be used by all other response personnel.						

## **C1 Preliminary Media Statement**



## **C2 Media Contact Log**



Date:		Responder Name:						
Page	of	Responder Position:	Responders Phone No.:					
If you feel yo	u are not the app	propriate person to be answering the media agencies questions,	use the following series of statements.					
		"Ovintiv 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. Ovintiv appreciates your cooperation and I will pass on this information to the appropriate person."								

Time	Call To	Call From	Media Outlet	Reporter / Contact Name	Telephone Work	Numbers Fax	Remarks / Information Required

## **C2 Media Contact Log**



#### GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

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

Time	Call To	Call From	Media Outlet	Reporter / Contact Name	Telephone Work	Numbers Fax	Remarks / Information Required

## **C3 Government Agency Contact Log**



#### GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

Date:		Responder Name:				
Page	of	Responder Position:	Responders Phone No.:			
If you feel you are not the appropriate person to be answering the media agencies questions, use the following series of statements.						
"Ovintiv 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. Ovintiv appreciates your cooperation and I will pass on this information to the appropriate person."						

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

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

## **C3 Government Agency Contact Log**



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

## **C4 Media Centre Site**



	GRANDE PRAIRIE EMERGENCY RESPONSE PLAN
Location	
Address:	
Contact Name:	
Home #:	
Map or Direction	ons to Site





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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, Level-1, Level-2, or Level-3 emergency for any jurisdiction or incident type.

## **Plan Objectives**

The primary objective of this Emergency Response Plan (ERP) is to define the incident management system and organizational structure, process and tools to respond effectively to all incidents regardless of size or complexity. It has been designed to be intuitive and have natural process flow utilizing the Incident Command System (ICS) and to comply with applicable regulations, standards, and industry best practices.

#### **Purpose**

This ERP clearly defines emergency response team roles, functions and duties to protect people, environment, and assets during an incident. This plan clarifies the following:

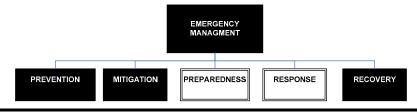
- Overall Incident Command System (ICS) response organization.
- Incident Command System (ICS) Roles and responsibilities.
- Guidance to determine the Alert or Emergency Level.
- Mechanisms to activate the ERP.
- Notification /communication requirements to stakeholders (public /government /responders).
- Documentation tools for accurate records management of events and decisions during an event.
- Guidance for post-emergency actions.

The intent of this Emergency Response Plan (ERP) is to define effective measures in place to:

- Notify and protect the workers and the public.
- Minimize environmental impact.
- Minimize asset and property loss.
- Regain steady state of operations.
- Minimize emergency response time.
- Maximize response effectiveness.
- Coordinate with government agencies and stakeholders.
- Minimize business and reputational impact.

This manual outlines the framework, tools and reference materials to facilitate a prompt, safe, efficient and properly managed response to all incidents regardless of size or complexity. Therefore this plan provides employees and contractors with practical tools that will guide them through the Preparedness and Response principles of Emergency Management.

#### **Emergency Management Process Flow**





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## Health & Safety Policy

Encana recognizes that a robust health and safety culture contributes to growing shareholder value and that strong safety performance is both a foundational value and a common goal of Encana's leadership and workforce. We believe occupational injuries and illnesses are preventable, and we strive for a workplace free of recognized hazards.—This Health & Safety Policy articulates our commitment to a safe and healthy workplace where our workforce is empowered and expected to comply with the provisions of this policy.

#### Encana will:

- comply with health and safety laws and regulations, requirements and industry standards applicable to our activities
- ensure all personnel working on an Encana location have the authority, responsibility and support to stop work when an unsafe situation is recognized or suspected
- identify and assess health and safety hazards arising from our activities and adopt technically sound and economically practicable measures to eliminate or mitigate the potentially negative health and safety impacts associated with such activities
- ensure that our workforce understands that working safely is a condition of employment and that all workers are responsible for their own health and safety as well as the health and safety of those around them
- expect our workforce to comply with our established health and safety practices and provide the tools and training for them to do so
- communicate to our workforce our expectations regarding health and safety performance and the necessity for adherence to these expectations
- ensure the competency of our workforce is verified and maintained in support of Encana's health and safety programs, initiatives, performance and culture
- commit to the continual improvement of our safety programs by setting health and safety
  objectives and targets, and measure and monitor our performance through regular
  inspections, audits and investigation of incidents. Use these results to develop, communicate
  and implement appropriate corrective actions geared toward lasting improvement
- commit to safe and courteous driving by complying with the Driving Safety Program
- integrate health and safety stewardship into our business planning and decision-making processes
- commit to protect the health and safety of our workforce and the public
- commit to always doing what is right when it comes to the health and safety of our workforce and the public; if it cannot be done safely it should not be done at all

Encana is committed to implementing this Health & Safety Policy by the active participation of our leadership and workforce, and through the integration of Ethos, our Operations Management System, into our day-to-day operations and decision-making processes.

Effective: December 13, 2017



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# **Appendix A: ERP Scope, Training and Plan Maintenance, continued**

# **Training Requirements**

Frequency / Action	As Required	Semi- Annually	Annually*	Every Three (3) Years**	Every Five (5) Years***					
Training										
Employee Orientation New / Transfer	✓									
On-the-job Training	✓									
Response Discussion During Pre-Job Meetings	✓									
Drills	✓									
Tabletop Exercise			✓ one of these							
Communication / Partial Mobilization Exercises			exercises							
Major (Full Scale) Exercise				✓	✓					
Post Incident (Actual) Review	✓									
ERP Review / Self Audit		✓								

<sup>\*</sup> Must be held annually.

<sup>\*\*</sup> CSA Z246.2-18, CER, OGC & AER requires Major Exercises be held every three (3) years.

<sup>\*\*\*</sup> 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 H<sub>2</sub>Safety 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 H<sub>2</sub>Safety Services Inc. or destroyed. If a plan holder no longer requires their manual (job changes, position changes, etc.), it must be returned to the company's Emergency Response Program Coordinator to be tracked, reassigned, or destroyed.

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

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

# **Modifications to New or Existing Operations**

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



# Appendix A: ERP Scope, Training and Plan Maintenance, continued

# **ERP Revision Request Form**

Plan Holder Name / Title / Company:
ERP Name:
Manual Number:
If any of the following items have changed, please check the box beside it and provide a description of the change in the space provided:
<ul> <li>□ Company information</li> <li>□ Mapping information</li> <li>□ Resident contact information</li> <li>□ Response staff information or capacity changes</li> <li>□ Facility additions, such as well or pipeline tie-ins</li> </ul>
☐ Other  Description of the change:
Please attach additional pages and/or support documentation as required.
Please return the completed checklist to:
Ovintiv
Attn: Tanner Strangway – Senior Emergency Response Advisor 500 Centre Street SE (Box 2850) Calgary, AB T2P 2S5
Email: tanner.strangway@ovintiv.com Fax: 403-290-8323

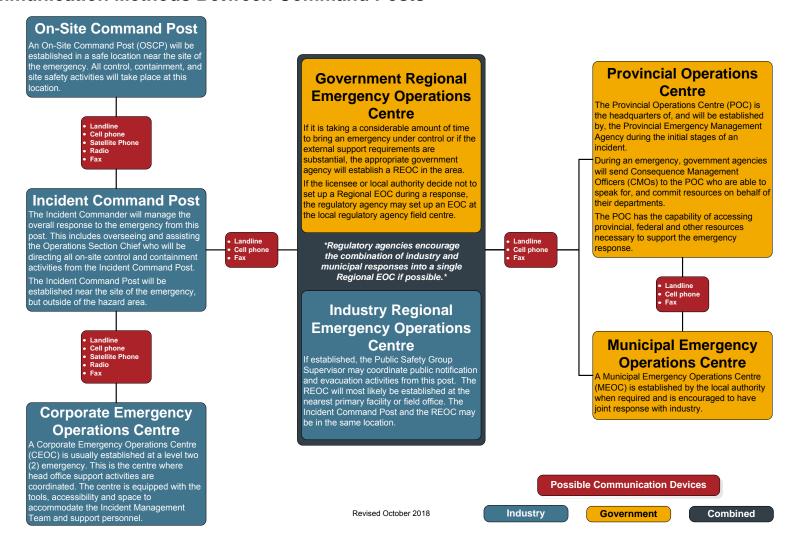


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# **Appendix B: Incident Command Post (ICP)**

# **Communication Methods Between Command Posts**



Appendices Page 9



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Appendices Page 10



# Appendix B: Incident Command Post (ICP), continued ICP Activation and Setup

The Incident Command Post is activated by the Incident Commander.

The following tasks must be addressed once the ICP has been activated:

Position	Task
	☐ Establish briefings with the Field Response Team (FRT).
Incident	☐ Ensure staffing is adequate for the task(s).
Commander	☐ Consider the time difference, if applicable, and determine how time will be communicated throughout the incident.
	☐ Ensure the room / floor / building is secure.
Safety Officer	☐ Ensure a safe work area, i.e. remove clutter or cords causing slips, trips, falls, etc.
Information Officer	☐ Notify the receptionist that there is an incident. Provide details of what message should be given out to the public and media, as well as where to direct incoming calls.
	<ul><li>□ Ensure inbound and outbound calls received or made are centrally logged.</li><li>□ Ensure responders have their office phones forwarded to their cell phones.</li></ul>
	☐ Turn on all computers; ensure the relevant systems are operational and that they all have internet/email access.
	☐ Bring up any ERP related electronic tools (ie; H₂CommandCentre) and ensure they are working and that they can all be displayed on various projectors / screens as required.
Logistics / IT Support	☐ Check that printers are connected to the computers and working. Print a test page to confirm.
	☐ Check that the fax machine is setup and working.
	☐ Check that any phone conferencing systems are set up and working.
	☐ Ensure that telephone lines are available and active.
	☐ Ensure TVs are working properly and set up to local news or CNN.
	☐ Obtain any additional equipment as required.
	☐ Ensure the room/floor/building is secure. Arrange for additional security if required.
	☐ If the location of the Incident Command Post is closed to general staff, provide a list of staff needing access clearance to the meeting area.
Logistics / Security	☐ The following supplies should be available: notepaper, pens, printer cartridges and paper, documentation forms, dry erase markers, staplers and staples, spare power bars and extension cords, etc.
	☐ Arrange for refreshments (coffee, food, water, etc.) for those working there, as well as sleeping space if required.
	☐ Ensure there are sufficient tables and chairs for the team.



# Appendix B: Incident Command Post (ICP), continued ICP Activation and Setup, continued

Position	Task					
	☐ Determine which emergency response plans and other ERP tools are needed and pull them out to be readily accessible.					
	☐ Determine what laminated maps and charts are going to be utilized and put them up on the wall with dry erase markers. Set up the white boards and roles chart.					
	☐ Ensure clocks are displaying the correct time, including any clocks with a different time zone.					
	☐ As each person arrives: provide them with a vest, provide them with a print out of the Initial Emergency Report Form, ensure they synchronize their watches and ensure they check in with their assigned supervisor.					
Planning /	☐ As team members arrive, write their name in the appropriate position on the Field					
Documentation	Response Team Assignment Chart.					
	☐ Pass out documentation forms and provide an overview of the documentation process.					
	☐ Ensure the latest contact list for Field Response Team members are available.					
	☐ Begin documenting all actions, decisions and major events. Start-up H₂CommandCentre if available.					
	☐ Continually update the laminated maps and charts as information becomes available (Field Response Team Assignment Chart, Emergency Status Board, etc.).					
	☐ Post a schedule of events, including shift changes and status updates.					

# **Incident Command Post Briefings**

Once the ICP has been activated and team members arrive, the Incident Commander or Deputy needs to conduct an initial briefing to provide the team with the status of the situation, establish operational periods for the ICP, establish a meeting schedule for both a planning meeting and periodic briefings and outline broad goals to guide the ICP throughout the emergency.

In additional to periodic briefings for status updates, the Incident Commander also has to conduct a meeting once the approved Incident Action Plan is in place. This meeting will outline the planned objectives and tasks and will ensure that resources required for implementation of the action plan are in available or en route.

At the end of each operational period, all departing members of the Field Response Team will be debriefed and must brief their replacements.

### **Documentation**

It is critical to ensure that all ICP documentation is compiled, properly stored and readily available after the event. Proper documentation will aid in investigations, inquiries, debriefs and support for financial claims and budgets. Everything that happens during the Response/Recovery Operations should be recorded at the ICP. The forms at the back of this manual are designed to aid in this process



# Appendix C: Toxic Gases Hydrogen Sulphide (H<sub>2</sub>S)

# **Background**

Hydrogen sulphide  $(H_2S)$  is a flammable, colourless gas with a characteristic odour of rotten eggs that people can smell at low levels. It is also known as hydrosulphuric acid and sewer gas.  $H_2S$  occurs naturally in crude petroleum, natural gas, volcanic gases and hot springs. It can also result from bacterial breakdown of organic matter. Industrial sources include emissions from industrial paper plants; combustion of coal, fuel oil and natural gas (including gas flares); kraft paper mills; tanneries; and emissions from sewers and waste treatment facilities. Cigarette smoke is also a source of hydrogen sulphide.

H<sub>2</sub>S 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 H<sub>2</sub>S gas is ignited, it will change into sulphur dioxide (SO<sub>2</sub>), be carried into the atmosphere and dispersed over a larger area at lower concentrations.

# Signs and Symptoms

Exposure to hydrogen sulphide may cause irritation to the eyes, nose or throat. It may also cause difficulty in breathing for some asthmatics. Brief exposures to high concentrations of hydrogen sulphide can cause a loss of consciousness and possibly death. In most cases, the person appears to regain consciousness without any other effects. However, in some individuals, there may be permanent or long-term effects such as headaches, poor attention span, poor memory and poor motor function. No health effects have been found in humans exposed to typical environmental concentrations of hydrogen sulphide (0.00011-0.00033 ppm).

# **Acute Exposure Effects**

The effects on humans will vary depending on the duration and  $H_2S$  concentration of exposure. The health effects of acute exposure to  $H_2S$  are shown in the following table. Acute exposure reflects a range from a few seconds up to several weeks.

# **Appendix C: Toxic Gases, continued**

# **Acute Health Effects of Hydrogen Sulphide**

Concentration in Air (ppm)	Description of Potential Health Effects
1	A noticeable odour that may be offensive to some individuals. People may temporarily experience mild symptoms of discomfort, including nausea, headache, and irritability due to the odour. Asthma symptoms may worsen.
10 – 20	An obvious offensive odour. Temporary eye irritation may occur after a single exposure and last several hours. Symptoms include mild itchiness, dryness, increased blink reflex and slight watering. Some people may experience headaches, nausea and vomiting. Symptoms of asthma, bronchitis or other forms of chronic respiratory disease may worsen.
50	A strong, intense offensive odour that may irritate eyes and breathing passages. Eyes may be itchy, stinging, and red with increased blinking, tearing and tendency to rub eyes. Breathing passages could feel tingly or sting, with increased tendency to clear throat and cough. Symptoms of pre-existing respiratory disease may worsen. No permanent injury to eyes or breathing passages is expected unless exposure is prolonged. Odour–sensitive individuals may experience headaches, nausea, vomiting and diarrhea.
100	Initially there is a strong objectionable odour that lessens with prolonged exposure due to olfactory "fatigue." Eyes and breathing passages are often irritated within one hour of exposure. Eyes may be sore, stinging, burning, tearing, redness, swelling of eyelids, and possible blurred vision. Respiratory irritation may include sore throat, cough, soreness or stinging of breathing passages, and wheezing. The symptoms of asthma, bronchitis or other forms of chronic respiratory disease will worsen. Odour may cause headache, nausea, vomiting and diarrhea.
250	There may or may not be an odour present due to olfactory paralysis. Eyes and breathing passages will become irritated within minutes of exposure, and the irritation will worsen with longer exposure. The outer surface of the eyes and inner eyelids will be inflamed, red and sore. Eyes will begin watering and tearing immediately and vision may be blurred. Eyes may be permanently harmed if exposure is prolonged. Respiratory irritation will include sore throat, cough, difficulty breathing, soreness of chest, and wheezing. Asthma symptoms will worsen. People may experience "systemic" effects, including headache, nausea and vertigo depending on duration of exposure.
500	No odour is present due to olfactory paralysis. Severe irritation and possible permanent injury to the eyes and breathing passages within 30 minutes of exposure. Lung and breathing passage damage may cause 'chemical pneumonia' following exposure if the exposure was prolonged. Systemic effects involving the central nervous system may occur within one hour of exposure and include headache, anxiety, dizziness, loss of coordination and slurred speech. People may lose consciousness or collapse suddenly, and die if exposure persists.

# **Appendix C: Toxic Gases, continued**

# Acute Health Effects of Hydrogen Sulphide, continued

Concentration in Air (ppm)	Description of Potential Health Effects
750	No odour is present due to olfactory paralysis. Central nervous system effects will be most obvious, and could include anxiety, confusion, headache, slurred speech, dizziness, stumbling, loss of coordination, and other signs of motor dysfunction. People may lose consciousness, collapse suddenly and possibly die, if exposure continues for more than a few minutes. Lung and breathing passage damage will likely cause 'chemical pneumonia' among survivors.
1000	Immediate "knock-down" and loss of consciousness. Death within moments to minutes. Immediate medical attention needed if victim is to survive.

Adapted from: Technical Advisory Committee on Public Health and the Oil and Gas Industry, Environmental Public Health Manual for Oil and Gas Activities in Alberta, 2007

Source: Alberta Health Services, Environmental Public Health
<a href="http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-alberta-health-acute-exposure-health-effects-of-hydrogen-sulphide-and-sulphur-dioxide.pdf">http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-alberta-health-acute-exposure-health-effects-of-hydrogen-sulphide-and-sulphur-dioxide.pdf</a>

# **Chronic Exposure Effects of Hydrogen Sulphide**

Chronic effects from H<sub>2</sub>S exposure is a developing area of research. Chronic exposure may inflame and irritate the upper respiratory tract.

# Medical treatment for hydrogen sulphide exposure

(Please note: This information was provided by a medical source other than the Provincial Regional Health Authorities. See Hydrogen Sulphide (H<sub>2</sub>S) Guidelines - Revised November 2000)

# Guidelines for in Hospital Assessment/Treatment of Possible Hydrogen Sulphide Exposure

This is provided to assist medical staff in assessing a worker who has a possible or actual H<sub>2</sub>S exposure.

Section I provides information on H<sub>2</sub>S

Section II summarizes possible health effects, which should be evaluated at the time of presentation

Section III depicts a summary of possible clinical management

Section IV provides a guideline regarding return to work (RTW) considerations

# Appendix C: Toxic Gases, continued

# Medical Treatment for Hydrogen Sulphide Exposure, continued

## I. Hydrogen sulphide

H<sub>2</sub>S is a colourless gas. It is heavier than air and tends to flow in ditches, trenches and low-lying areas.

H<sub>2</sub>S is clearly recognizable in small concentrations at around one part per million (ppm) by its characteristic rotten egg smell.

At concentrations of about 150 ppm in the air, or after prolonged exposure to lower concentrations, the olfactory sense is paralyzed and the presence of  $H_2S$  can no longer be detected by odour.

# II. Health effects of hydrogen sulphide

H<sub>2</sub>S can be rapidly fatal. It acts by paralyzing the respiratory control centre in the brain and by inhibiting cellular respiration.

Hydrogen sulphide is a mucous-membrane and respiratory-tract irritant. Pulmonary edema, which may be immediate or delayed, can occur after exposure to high concentrations.

# Acute exposure may include the following symptoms and signs:

### **Central Nervous System**

CNS injury is immediate and significant after exposure to hydrogen sulphide. At high concentrations, only a few breaths can lead to loss of consciousness, coma, respiratory paralysis, seizures, and death. CNS stimulation may precede CNS depression. Stimulation manifests as excitation, rapid breathing, and headache; depression manifests as impaired gait, dizziness, and coma, possibly progressing to respiratory paralysis and death. In addition, decreased ability to smell occurs at 100 to 150 ppm.

#### Respiratory

Inhaled Hydrogen sulphide initially affects the nose and throat. Low concentrations (50 ppm) can rapidly produce irritation of the nose, throat, and lower respiratory tract. Pulmonary manifestations include cough, shortness of breath, and bronchial or lung hemorrhage. Higher concentrations can provoke bronchitis and cause accumulation of fluid in the lungs, which may be immediate or delayed for 24 hours or more. Lack of oxygen may result in cyanosis.

#### Cardiovascular

High dose exposure may cause insufficient cardiac output, irregular heartbeat and conduction abnormalities.

#### Rena

Although very unlikely, transit renal effect may include blood, casts, and protein in the urine. Renal failure as a direct result of hydrogen sulphide toxicity has not been described, although it may occur secondary to cardiovascular compromise.

#### Gastrointestinal

Symptoms may include nausea and vomiting.

#### Dermal

Prolonged or massive exposure may cause burning, itching, redness and painful inflammation of the skin.

# Ocular

Eye irritation may result in inflammation (i.e. kerato-conjunctivitis) and clouding of the eye surface. Symptoms include blurred vision, sensitivity to light, and spasmodic blinking or involuntary closing of the eyelid.



# **Appendix C: Toxic Gases, continued**

# Medical Treatment for Hydrogen Sulphide Exposure, continued

## **Potential Sequelae**

Inflammation of the bronchi can be a late development. Survivors of severe exposure may suffer psychic disturbances and permanent damage to the brain and heart.

#### Cardiovascular

High dose exposure may cause insufficient cardiac output, irregular heartbeat and conduction abnormalities.

#### Renal

Although very unlikely, transit renal effect may include blood, casts, and protein in the urine. Renal failure as a direct result of hydrogen sulphide toxicity has not been described, although it may occur secondary to cardiovascular compromise.

#### Gastrointestinal

Symptoms may include nausea and vomiting.

#### Dermal

Prolonged or massive exposure may cause burning, itching, redness and painful inflammation of the skin.

#### **Ocular**

Eye irritation may result in inflammation (i.e. kerato-conjunctivitis) and clouding of the eye surface. Symptoms include blurred vision, sensitivity to light, and spasmodic blinking or involuntary closing of the eyelid.

#### **Potential Sequelae**

Inflammation of the bronchi can be a late development. Survivors of severe exposure may suffer psychic disturbances and permanent damage to the brain and heart.

#### III. Approach to the worker with suspected hydrogen sulphide exposure

Although this document refers only to H<sub>2</sub>S, it is important for the clinician to keep in mind the possibility of coexposure to numerous other agents. Sulphur dioxide may have been present if there has been combustion of hydrogen sulphide. Sulphur dioxide does not cause loss of consciousness but is a respiratory tract irritant. Therefore, the management of sulphur dioxide intoxication is similar to that for hydrogen sulphide. Other agents capable of causing asphyxia include carbon monoxide (toxic asphyxia) as well as a wide array of gases that act as simple asphyxiants (carbon dioxide, methane, nitrogen, etc.) by displacing oxygen. Finally, other conditions (MI, syncope, seizure, etc.) that may cause sudden collapse must be investigated and managed as appropriate.

### History

The history is the key to the diagnosis of hydrogen sulphide (or other industrial) intoxication. There are two facets to the history in such cases:

Exposure history: This attempts to define, in qualitative terms, the likelihood of, and amount of exposure to hydrogen sulphide. This should include questions about work processes, the presence of a rotten egg odour and inquiring as to effects in co-workers. If possible, this should be supplemented by Industrial Hygiene information, which might include the triggering of alarms for hydrogen sulphide and historical data on air measurements. For suspected exposures, the workplace can often provide useful estimates regarding the level of exposure, although such data may require several days to reconstruct.

Clinical history: The physician should attempt to establish the presence of as many of the symptoms as possible associated with H<sub>2</sub>S exposure. Determining the presence of respiratory tract irritation (conjunctivitis, rhinitis, tracheitis) is of particular importance since this symptom distinguishes hydrogen sulphide from several other asphyxiants and serious toxicity is unlikely in the absence of this symptom at presentation.



# **Appendix C: Toxic Gases, continued**

# Medical Treatment for Hydrogen Sulphide Exposure, continued

## Investigations

There are no specific tests in routine clinical use to establish hydrogen sulphide intoxication. Rather, testing is aimed at characterizing the sequels of intoxication, as well as to rule out other causes for the presentation.

#### **Treatment**

Treatment is entirely supportive in nature and includes supplemental oxygen, managing eye and skin exposure as a chemical burn and maintenance of circulatory status. Although nitrite therapy has been advocated as an antidote, there is little evidence to support its use and as it is potentially dangerous it is not recommended.

On arrival - check blood gases and assess for lactic acidosis. Take chest film and repeat as necessary keeping in mind the delayed possibility of pulmonary edema. ECG may assist as arrhythmias and bradycardia are not uncommon. Temporary T wave depression may occur and ECG may mimic infarction.

For the unconscious patient, give oxygen using mechanical ventilation with positive end expiratory pressure.

Assess for associated musculo-skeletal and internal traumatic injury.

Maintain circulating fluid volume, but be alert for delayed onset of pulmonary edema.

At times, strong physical restraint may be required. Keep the patient as inactive as possible.

A pulmonary function test should be done near time of discharge and, if abnormal should be repeated at appropriate intervals thereafter.

If symptoms and/or exposure history are strongly clinically suggestive, because of the possibility of delayed pulmonary edema, adequate monitoring and follow-up for at least 24 hours is essential.

# IV. Guidelines for Return to Work (RTW)

Three possible scenarios may be considered by the attending medical personnel:

Possible exposure, without symptoms

Possible exposure, with symptoms (that are compatible with H<sub>2</sub>S)

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

In each scenario, a clinical decision about appropriate medical investigations, treatment, follow-up evaluation, and timing of return-to-work (RTW) will have to be made. It is emphasized that with scenarios (1) and (2), it may be preferable to either monitor the employee in the hospital or as an outpatient (with follow-up examination) for 24-48 hours prior to RTW.



# Appendix C: Toxic Gases, continued Sulphur Dioxide (SO<sub>2</sub>)

# **Background**

Sulphur Dioxide (SO<sub>2</sub>) belongs to the family of sulphur oxide gases (SO<sub>2</sub>). Sulphur is prevalent in raw materials including crude oil and coal, as well as in ore that contains common metals. Sulphur oxide gases form when fuels containing sulphur are burned and when gas is processed or metals are extracted from ore. Like other sulphur oxide gases, SO<sub>2</sub> 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 SO<sub>2</sub> (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 makeup 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, SO<sub>2</sub> emissions cause aesthetic damage and accelerate the decay of building materials and paints.

General guidelines dictate evacuation where SO<sub>2</sub> concentrations reach 5 ppm averaged over a 15 minute period. However, as a precaution, evacuation will be established under the criteria when the SO<sub>2</sub> level reaches 1 ppm for two to three hours, or averages 0.3 ppm over twenty-four hours.

# **Signs and Symptoms**

Sulphur dioxide causes a wide variety of health and environmental impacts because of the way it reacts with other substances in the air. Acute and chronic exposure to  $SO_2$  affects the respiratory system. Acute exposure effects, with increasing exposure, include irritation of the eye, nose and throat, choking, coughing, bronchitis and pneumonia. Exposure to low concentrations can aggravate chronic pulmonary diseases, such as asthma and emphysema. Co-exposure to cold or dry air may further exacerbate the respiratory effects of  $SO_2$  on sensitive asthmatics. Particularly sensitive groups include children, the elderly and those with existing heart or lung disease.

# **Appendix C: Toxic Gases, continued**

# **Acute Health Effects of Sulphur Dioxide**

Concentration (ppm)	Acute Health Effects
0.1	Transient bronchoconstriction <sup>1</sup> in sensitive exercising asthmatic individuals that ceases when exposure ceases. <sup>2</sup>
0.3 – 1	Possible detection by taste or smell.
0.75	Transient lung function changes in healthy, moderately exercising, non-asthmatic individuals.
1 - 2	Lung function changes in healthy non-asthmatics. Symptoms in asthmatics would likely increase in severity. There may be a shift to clinical symptoms from changes detectable only via spirometry.
3	Easily detected odour.
6 – 12	May cause nasal and throat irritation.
10	Upper respiratory irritation, some nosebleeds.
20	Definitely irritating to the eyes; chronic respiratory symptoms develop; respiratory protection is necessary.
50 – 100	Maximum tolerable exposures for 30-60 minutes.
Greater than 100	Immediate danger to life (NIOSH recommendation).

<sup>&</sup>lt;sup>1</sup> At low levels, bronchoconstriction was generally observed as changes in airway conductance detectable by spirometry rather than as clinical symptoms.

Adapted from: Technical Advisory Committee on Public Health and the Oil and Gas Industry, Environmental Public Health Manual for Oil and Gas Activities in Alberta, 2007

Source: Alberta Health Services, Environmental Public Health <a href="http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-alberta-health-acute-exposure-health-effects-of-hydrogen-sulphide-and-sulphur-dioxide.pdf">http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-alberta-health-acute-exposure-health-effects-of-hydrogen-sulphide-and-sulphur-dioxide.pdf</a>

<sup>&</sup>lt;sup>2</sup> 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.



# **Appendix C: Toxic Gases, continued**

# Medical treatment for sulphur dioxide exposure

(Please note: This information was provided by a medical source other than the Provincial Regional Health Authorities. See Sulphur Dioxide (SO<sub>2</sub>) Guidelines - Revised July 2001)

#### Guidelines for in Hospital Assessment/Treatment of Possible Sulphur Dioxide Exposure

This is provided to assist medical staff in assessing a worker who has a possible or actual SO<sub>2</sub> exposure.

Section I provides information on SO<sub>2</sub>

Section II summarizes possible health effects which should be evaluated at the time of presentation

Section III depicts a summary of possible clinical management

Section IV provides a guideline regarding return to work (RTW) considerations.

# I. Sulphur Dioxide

 $SO_2$  is a colourless gas with a pungent odour detectable by the human nose at concentrations of about 0.5 to 0.8 ppm.

SO<sub>2</sub> is highly soluble in water resulting in the formation of sulphurous acid.

Approximately 90% of inhaled SO<sub>2</sub> is absorbed in the upper respiratory tract.

Asthmatics and individuals with underlying bronchial hyperactivity may be more susceptible to low level exposure to SO<sub>2</sub>.

# II. Health Effects of Sulphur Dioxide

SO<sub>2</sub> causes almost immediate coughing with significant exposure.

SO<sub>2</sub> causes irritation of the conjunctive and nasal mucosa at levels between 5 and 10 ppm.

Exposures of SO<sub>2</sub> as low as 8 ppm has been associated with symptoms of cough, phlegm, wheezing and exertional dyspnea.

Acute high-dose exposures leading to severe injury are unusual, parenchyma lung damage occurs above 50 ppm.

#### Acute exposure may include the following symptoms and signs:

#### Respiratory

Inhaled  $SO_2$  is a moderate to strong respiratory irritant. Reddening of the throat and nose may occur. Repeated exposure to 10 ppm has caused nosebleeds. Sensitivity varies among people, short exposure to low concentrations may produce a reversible decrease in lung function, and symptoms may include chest tightness.

Exposure to high concentrations of SO<sub>2</sub> has caused severe airways obstruction, hypoxia and pulmonary edema. The effects of pulmonary edema include coughing and shortness of breath which can be delayed until hours or days after the exposure; these symptoms are aggravated by physical exertion. Survivors of high concentration exposures may suffer chemical bronchopneumonia and bronchiolitis obliterans, which can be fatal after a few days. Delayed chemical pneumonitis and bronchial asthma can also result.

# **Appendix C: Toxic Gases, continued**

# Medical treatment for sulphur dioxide exposure, continued

#### **Dermal**

The gas will react with moisture on the skin and cause irritation (redness, itching).

#### **Ocular**

Eye irritation may result in smarting of the eyes and tearing. In severe cases (high concentrations in a confined area),  $SO_2$  has caused temporary corneal burns.

# **Potential Sequelae**

Survivors of high concentration exposures may suffer chemical bronchopneumonia and bronchiolitis obliterans, which can be fatal after a few days. Delayed chemical pneumonitis and bronchial asthma can also result.

# III. Approach to the worker with suspected Sulphur Dioxide Exposure

Although this document refers only to SO<sub>2</sub>, it is important for the clinician to keep in mind the possibility of co-exposure to numerous other agents.

# **History**

The history is the key to the diagnosis of SO<sub>2</sub> (or other industrial) intoxication. There are two facets to the history in such cases:

Exposure history: This attempts to define, in qualitative terms, the likelihood of, and amount of exposure to sulphur dioxide. This should include questions about work processes, the presence of an odour and inquiring as to the effects in co-workers. If possible, this should be supplemented by industrial hygiene information which might include the triggering of alarms for sulphur dioxide and historical data on air measurements. For suspected exposures, the workplace can often provide useful estimates regarding the level of exposure, although such data may require several days to reconstruct.

Clinical history: The physician should attempt to establish the presence of as many of the symptoms as possible associated with SO<sub>2</sub> exposure.

### Investigations

There are no specific tests in routine clinical use to establish sulphur dioxide intoxication. Rather, testing is aimed at characterizing the seguels of intoxication as well as to rule out other causes for the presentation.

#### **Treatment**

Treatment is entirely supportive in nature and includes supplemental oxygen, managing eye and skin exposure as a chemical burn and maintenance of respiratory status.

On arrival - check blood gases. Take chest film and repeat as necessary keeping in mind the delayed possibility of pulmonary edema.

Oxygen should be delivered by nasal cannula or mask, or if pulmonary injury leads to severe hypoxia by mechanical ventilation.

If bronchospasm occurs, bronchodilators may be of value.

A pulmonary function test should be done near time of discharge and, if abnormal, should be repeated at appropriate intervals thereafter.

Conjunctival irritation should be treated with copious irrigation with saline and the eyes examined with fluorescein for corneal defects.

Assess for associated musculo-skeletal and internal traumatic injury.

Prophylactic antibiotics should be avoided.

If symptoms and/or exposure history are strongly clinically suggestive, because of the possibility of delayed pulmonary edema, adequate monitoring and follow-up for at least 24 hours is essential.



# **Appendix C: Toxic Gases, continued**

Medical treatment for sulphur dioxide exposure, continued

IV. Guidelines for Return to Work (RTW)

Three possible scenarios may be considered by the attending medical personnel:

Possible exposure, without symptoms;

Possible exposure, with symptoms (that are compatible with SO<sub>2</sub>) or

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

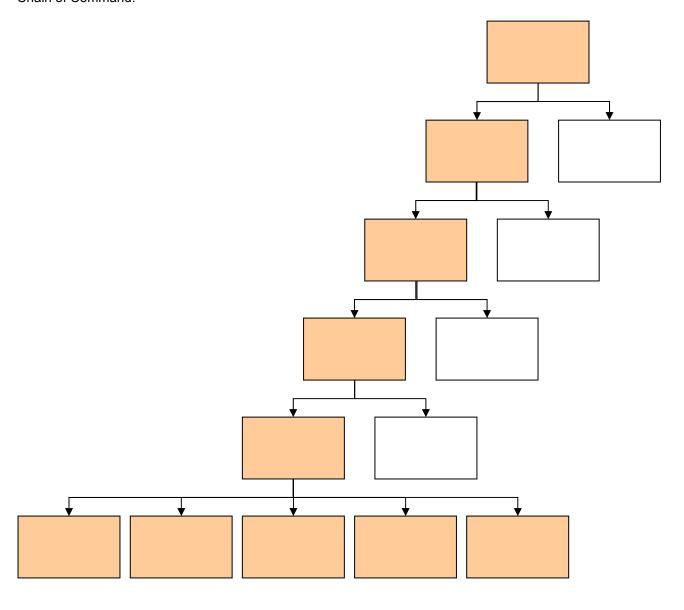
In each scenario, a clinical decision about appropriate medical investigations, treatment, follow-up evaluation and timing of return-to-work (RTW) will have to be made. It is emphasized that with scenarios (2) and (3), it may be preferable to either monitor the employee in the hospital or as an outpatient (with follow-up examination) for 24 - 48 hours prior to RTW.



# **Appendix D: Key Elements of the Incident Command System (ICS)**

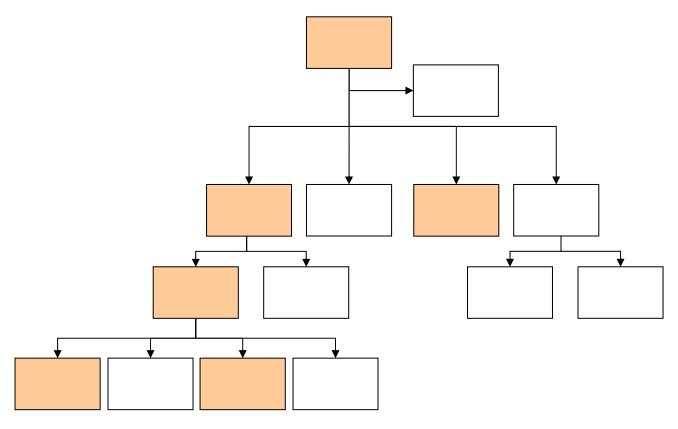
**Management by Objectives** – Objectives are ranked by priority, should be as specific as possible, must be attainable and if possible given a working time-frame. Objectives are accomplished by first outlining strategies (general plans of action), then determining appropriate tactics (how the strategy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

**Unity and Chain of Command** – Each individual takes direction from and reports to only one designated supervisor; this is called Unity of Command. Higher level personnel have authority over lower level personnel; the lower level personnel are subordinate to and take direction from higher level personnel. Orders and instructions travel down the chain of command from one supervisor to each subordinate. This is called Chain of Command.



# **Appendix D: Key Elements of the Incident Command System (ICS), continued**

**Organizational Flexibility** – Only positions that are required at the time should be assigned. In most cases, very few positions will need to be assigned.



**Span of Control** – ICS requires that any single person's span of control (number of people reporting to them) should be between three and seven, with five being ideal.

**Common Terminology** – When different organizations are required to work together, the use of common terminology is essential.

**Incident Action Plan (IAP)** – Every incident must have a written or oral Incident Action Plan. The following information is part of an Incident Action Plan and must be communicated to the rest of the organization:

- Objectives, strategies and tactics outlined by the Incident Commander.
- Resources assignments what resources do we have and what are they doing? What resources are on order and what are they going to do?
- A description of the ICS organizational structure what positions will be filled?
- Supporting materials incident map, communications plan, evacuation plan, stick diagrams, etc.

**Integrated Communications** – The use of a common communications plan is essential for ensuring effective communication during an incident.



# Appendix D: Key Elements of the Incident Command System (ICS), continued

**Establishment and Transfer of Command** – The highest ranking authority arriving on-scene at an incident will assume the role of the Incident Commander. That person will continue to be the Incident Commander until there is a formal transfer of command. A transfer of command briefing usually consists of:

- Reviewing a description of the incident.
- Reviewing the actions taken thus far to contain and control the incident.
- · Reviewing the current ICS organizational structure.
- A summary of the resources available and ordered.

# **Resources Management** – A resource must either be in assigned, available, or out-of-service status.

- Assigned a resource in assigned status is currently doing whatever tasks have been assigned to it.
- Available a resource in available status is ready to be deployed at a moments notice. Resources in available status often wait for assignments at an incident Staging Area.
- Out-of-Service a resources in out-of-service status might be sleeping, receiving medical aid, getting repairs, etc. and is not ready for assignment.

# **Summary of Responsibilities**

These management functions are handled by the General Staff once they have been delegated by the Incident Commander.

**Command** Ensures safety. Assumes overall responsibility for the incident.

The Incident Commander is responsible for the Command of the incident as well as the following management functions until they are assigned to other response personnel:

**Operations** Implements the Incident Action Plan (IAP) focusing on control, containment, and site

safety.

Public Safety Implements the Incident Action Plan (IAP) focusing on notification and evacuation of

the public.

**Planning** Help create and track (document) the success of the Incident Action Plan (IAP).

**Logistics** Secure the resources and put them in place to allow Operations to implement the

Incident Action Plan.

**Finance/Admin** Ensures procedures are in place to allow logistics to secure the resources (spending)

and track and control the expenditures.

**Communications** Disseminates information and liaises with external agencies.

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



# **Appendix E: Land Descriptions**Dominion Land Survey (DLS) System

- Each township (6 mile x 6 mile) is divided into 36 sections (1 mile x 1 mile)
- Each section is divided into 16 legal sub-divisions (L.S.D.)
- Each section is divided into four quarters (N.W., N.E., S.W., and S.E.)

The numbering of sections and L.S.D.s is shown below:

•	<del>-</del>		Range			<b></b>		Sectio	n	
<b>†</b>	31	32	33	34	35	36	13	14	15 NE	16
	30	29	28	27	26	25	12	11	10	9
o w n	19	20	21	22	23	24	5 sw	6	7 SE	8
s h i	18	17	16	15	14	13	4	3	2	1
<b>p</b>	7	8	9	10	11	12	1			
	6	5	4	3	2	1				

- Townships increase in number from South to North starting at the Canada USA border
- Ranges increase in number from East to West within a Meridian. A Range is one (1) Township wide (6 miles).
- Meridians run from the North Pole to the South Pole and are spaced every four degrees. The principal Meridian in Canada originates in Central Manitoba and increases West or East from there.
- Legal land description is listed in the following order:

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

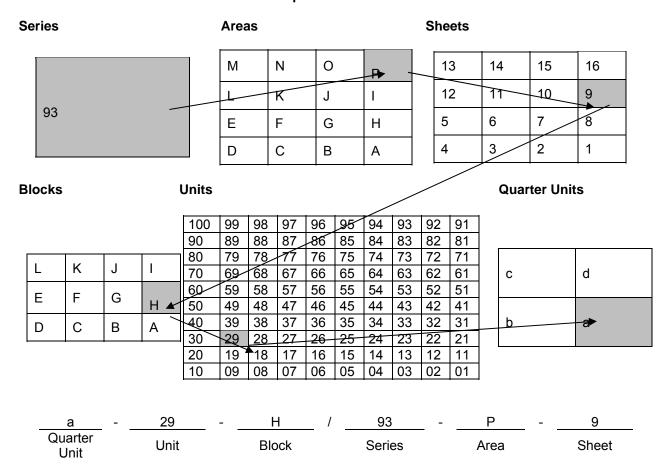
# Appendix E: Land Descriptions, continued National Topographic System (NTS)

Based on the National Topographic System (NTS), the map labelling terms are as follows:

	A rectangular area that has a width of 9 degrees of langitude and 4 degrees of latitude
1) Series	A rectangular area that has a width of 8 degrees of longitude and 4 degrees of latitude. There are 9 Series in British Columbia (82, 83, 92, 93, 94, 102, 103, 104, and 114).
2) Area	1/16 of a map Series that has a width of 2 degrees of longitude by 1 degree of latitude (labelled from A to P).
3) Sheet	1/16 of map Area that has a width of 30' in longitude and 15' of latitude (labelled from 1 to 16).
4) Block	1/12 of a map Sheet with a width of 7'30" in longitude and 5' in latitude (labelled from A to L).
5) Unit	1/100 of a map Block, and has a latitudinal extent of 30" and longitudinal extent of 45" (labelled from 1 to 100).
6) Quarter Unit	1/4 of a map Unit (labelled from a to d).

Note: 1 degree is equivalent to approximately 111 km in British Columbia. Degrees vary in size around the planet. They become smaller the closer they get to the poles (north or south) and very large as they reach the equator.

# Example a-29-H / 93-P-9





# **Appendix F: ERP Reference Material Acronyms**

Acronym	Meaning	Acronym	Meaning
ABSA	Alberta Boilers Safety Association	IIZ	Initial Isolation Zone
AEMA	Alberta Emergency Management Agency	INAC	Indigenous and Northern Affairs Canada
AER	Alberta Energy Regulator	LA	Local Authority
AH	Alberta Health	LBV	Line Block Valve
AHS	Alberta Health Services	LEL	Lower Explosive Limit
AT	Alberta Transportation	LPG	Liquefied Petroleum Gas
BLEVE	Boiling Liquid Expanding Vapour Explosion	MARS	Mapping and Response System
CANUTEC	Canadian Transport Emergency Centre	MD	Municipal District
CAPP	Canadian Association of Petroleum Producers	MEP	Municipal Emergency Plan
CEPA	Canadian Environmental Protection Act	MOP	Maximum Operating Pressure
CER	Canada Energy Regulator	NGL	Natural Gas Liquids
CERC	Corporate Emergency Response Centre	NOTAM	Notice to Airmen
CISD	Critical Incident Stress Debriefing	OHS	Occupational Health and Safety
CPE	Communications and Public Engagement	OSCAR	Oil Spill Containment and Recovery
CSA	Canadian Standards Association	OSCP	On-Site Command Post
DFO	Department of Fisheries and Oceans	PAD	Protective Action Distance
ECCC	Environment & Climate Change Canada	PAZ	Protective Action Zone
EMO	Emergency Measures Organization	POC	Provincial Operations Centre
EOC	Emergency Operations Centre	PPB	Parts Per Billion
EPZ	Emergency Planning Zone	PPE	Personal Protective Equipment
ERAC	Emergency Response Assistance Canada	PPM	Parts Per Million
ERP	Emergency Response Plan	RCMP	Royal Canadian Mounted Police
ESD	Emergency Shut Down	RD	Rural District
ESDV	Emergency Shut-Down Valve	REOC	Regional Emergency Operations Centre
ETA	Estimated Time of Arrival	RHA	Regional Health Authority
FH Order	Fire Hazard Order	RM	Rural Municipality
FNIHB	First Nations and Inuit Health Branch – Health Canada	SABA	Supplied Air Breathing Apparatus
GEOC	Government Emergency Operations Centre	SCBA	Self-Contained Breathing Apparatus
HVAC	Heating Ventilation Air Conditioning	SDS	Safety Data Sheet
HVP	High Vapour Pressure	SO <sub>2</sub>	Sulphur Dioxide
HVPL	High Vapour Pressure Liquid	STARS	Shock Trauma Air Rescue Society
H <sub>2</sub> S	Hydrogen Sulphide	TDG	Transportation of Dangerous Goods
IAP	Incident Action Plan	WCSS	Western Canadian Spill Service
ICS	Incident Command System	WHMIS	Workplace Hazardous Materials Information System



# **Appendix F: ERP Reference Material, continued Glossary of Terms**

# Adjacent to

Within 25 m.

### **Air Quality Monitoring**

Measurement of atmospheric concentrations of a hazardous substance, such as H<sub>2</sub>S or SO<sub>2</sub>.

### Alberta Energy Regulator (AER)

The AER ensures the safe, efficient, orderly, and environmentally responsible development of hydrocarbon resources over their entire life cycle. This includes allocating and conserving water resources, managing public lands, and protecting the environment while providing economic benefits for Albertans.

#### **Alert**

An incident that can be handled on-site by the licensee through normal operating procedures and is deemed to be a very low risk to members of the public.

#### **Auto-ignition temperature**

All NGL products are flammable and will flash at extremely low temperatures. An open flame or spark is not necessary to cause ignition. Any hot surface which exceeds the auto-ignition temperature of a product can cause a fire if the vapours reaching the hot surface are within their flammable range.

# **Best practices**

A technique or methodology that, through experience and research, has proven to reliably lead to a desired result. A commitment to using the best practices in any field is a commitment to using all the knowledge and technology at one's disposal to ensure success.

### **Body of water**

Streams, lakes, and rivers.

#### **Boiling Liquid Expanding Vapour Explosion (BLEVE)**

Boiling Liquid Expanding Vapour Explosion, which is associated with natural gas liquids and high vapour pressure liquids.

## **Boiling point**

This is the temperature that a liquid changes to a gas. NGL products change to a gas at extremely low temperatures and will absorb heat from the surrounding environment during the phase change. Therefore, caution must be used when working with NGLs because contact with flesh can reduce the temperature of the flesh to the NGL boiling point and cause severe frostbite.

#### **Businesses**

Industrial operators, retail outlet operators, suppliers, residents, outfitters, foresters and other entities that normally operate within the Emergency Planning Zone, but do not necessarily reside in the Emergency Planning Zone.

# **Corporate Emergency Response Plan**

This Emergency Response Plan is to facilitate a co-ordinated response by company executive and management personnel to an emergency situation, which may affect the company or its affiliated companies. The Corporate Emergency Response Plan is an integral part of all site-specific company Emergency Response Plans and procedures.



# Appendix F: ERP Reference Material, continued

# Glossary of Terms, continued

# **Critical Incident Stress Debriefing (CISD)**

Critical Incident Stress Debriefing is a specially structured counselling process between the debriefers and those who are directly involved and/or impacted by an incident.

#### Critical sour well

A well with an H<sub>2</sub>S release rate greater than 2.0 m3/s or wells with lower H<sub>2</sub>S release rates in close proximity to an urban centre as defined in ID 97-6: Sour Well Licensing and Drilling Requirements.

#### **Emergency**

A present or imminent event outside the scope of normal operations that requires prompt coordination of resources to protect the health, safety, and welfare of people and to limit damage to property and the environment.

# **Emergency Operations Centre (EOC)**

An Emergency Operations Centre is a designated facility in a suitable location (i.e. head office, regional office, etc.) established by the permit holder to support Incident Command and to manage the larger aspects of an emergency. In a high-impact emergency, there may be a number of EOCs established to support the response. They may include the Incident Command Post, regional and corporate EOCs, a municipal EOC (MEOC), and the provincial government EOC (POC).

#### **Emergency Planning Zone (EPZ)**

The geographical area that surrounds a well, pipeline or facility containing hazardous product that requires specific emergency response planning by the licensee.

#### **Emergency Response Plan (ERP)**

A comprehensive plan to protect the public that includes criteria for assessing an emergency situation and procedures for mobilizing response personnel and agencies and establishing communication and coordination among the parties.

#### **Emergency Support Team (EST)**

Provides advice and logistical support to the Field Response Team and Incident Commander in particular. The team is comprised of head office personnel and any contract emergency experts.

#### **EOC Director**

The EOC Director activates the Corporate Emergency Operations Centre with staff to provide advice and support to the Incident Commander (Field Response Team).

# **EOC Director, continued**

Note: If the emergency happens outside an area that has a site specific Emergency Response Plan, only then will the EOC Director assume or appoint the role of Incident Commander and dispatch a Field Response Team to the incident site.

#### **ERCBH2S**

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



# Appendix F: ERP Reference Material, continued Glossary of Terms, continued

#### **Evacuation**

Organized, phased, and supervised withdrawal of members of the public from dangerous or potentially dangerous areas to safe areas.

**Tactical Evacuation** – A measure to immediately move people to a safe area as part of emergency response and operations. Does not require approval from local authority but the local authority may enact an evacuation order, if required, and local authority must be advised if a tactical evacuation has occurred.

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

# **Explosive Limits (Lower and Upper)**

Each gaseous hydrocarbon substance has a minimum (Lower Explosive Limit or LEL) and a maximum (Upper Explosive Limit or UEL) percentage in air below or above which combustion will not take place. Explosive limit and flammability limit are used interchangeable. The terms "Too Lean" and "Too Rich" are used for levels outside of the explosive range.

#### **Facility**

Any building, structure, installation, equipment, or appurtenance that is connected to or associated with the recovery, development, production, handling, processing, treatment, or disposal of hydrocarbon-based resources or any associated substance or wastes. This does not include wells or pipelines.

#### Field Response Team (FRT)

Company and contractor personnel directly involved in controlling the incident at the emergency site and from the EOC.

#### Fire Hazard (FH) Order

An order issued by the AER during an emergency to restrict public access to a specified area.

#### **Functional Exercise**

As described in CAN/CSA Z246.2-18, an activity designed to evaluate capabilities and multiple functions using simulated response. A functional exercise will simulate the deployment of resources and rapid problem solving. Participants will evaluate management of the command and coordination centres and assess the adequacy of emergency response plans and resources.

# **Gathering system**

The network of pipelines, pumps, tanks, and other equipment that carries oil and gas to a processing plant or to other separation equipment.

#### Hazard

A situation with potential to harm persons, property, or the environment.

#### **Hazardous product**

A substance released in quantities that may harm persons, property, or the environment.



# Appendix F: ERP Reference Material, continued

# Glossary of Terms, continued

# **High Vapour Pressure Liquids (HVPLs)**

HVPLs have a vapour pressure greater than 240 kPa at 38°C (34.8 PSIG @ 100°F) and include ethane, propane, butane, and pentanes plus, either as a mixture or as a single component. Note: Comparisons

Gasoline - Vapour pressure between 55 and 100 kPa at 38°C (8 - 14.5 PSIG @ 100°F).

**Condensate -** Often a component of a propane/butane mixture, has a vapour pressure of 59 to 72 kPa at 38°C (8.6 - 10.4 PSIG @ 100°F).

### High Vapour Pressure (HVP) plume dispersion geometry

An uncontrolled release of NGL product on flat terrain will form a vapour plume as it disperses. If the vapour plume formed at the leak site has not been ignited, it will most likely reach its maximum size within the first half hour of the leak occurrence. Two unique features of an NGL plume are:

The downwind edge of the plume tends to spread out significantly forming a broad frontal edge. Under certain conditions, the plume will travel upwind for a short distance.

### High Vapour Pressure (HVP) pipeline

A pipeline system conveying hydrocarbons or hydrocarbon mixtures in the liquid or quasi-liquid state with a vapour pressure greater than 110 kilopascals absolute at 38°C. Some examples are liquid ethane, ethylene, propane, butanes, and pentanes plus.

# **High Vapour Pressure (HVP) products**

HVP products have a vapour pressure greater than 240 kPa at 38°C (34.8 PSIG at 100°F) and include ethane, propane, butane and pentanes plus, either as a mixture or as a single component. A leak from a vessel or pipe containing HVP products can result in a BLEVE.

#### Hydrogen sulphide (H<sub>2</sub>S)

A naturally occurring gas found in a variety of geological formations and also formed by the natural decomposition of organic matter in the absence of oxygen.  $H_2S$  is colourless, has a molecular weight that is heavier than air, and is extremely toxic. In small concentrations, it has a rotten egg smell and causes eye and throat irritations. Depending on the particular gaseous mixture, gas properties, and ambient conditions, a sour gas release may be:

Heavier than air (dense), so it will tend to drop towards the ground with time,

Lighter than air (buoyant), so it will tend to rise with time, or

About the same weight as air (neutrally buoyant), so it will tend to neither rise nor drop but with time disperse.

# Hydrogen sulphide (H<sub>2</sub>S) release rate

The rate that sour gas escapes into the atmosphere is often calculated for sour gas wells. It is usually defined in cubic metres per second ( $m^3/s$ ). The size of the emergency planning zone is estimated from the H<sub>2</sub>S release rate.

# Hydrogen sulphide (H<sub>2</sub>S) release volume

The volume of sour gas that escapes into the atmosphere is often calculated for facilities that have a defined retention volume, usually defined in cubic metres. Emergency planning zone sizes are often estimated using the volume of H<sub>2</sub>S that may be released from a facility. More sophisticated models may also incorporate the rate at which the release could occur and the nature of the gas and the atmospheric conditions when determining the emergency planning zone size.



# Appendix F: ERP Reference Material, continued Glossary of Terms, continued

# Hyper-susceptible

A person or persons who may be abnormally reactive to a given exposure to toxins and whose reaction may occur in orders of magnitude greater than that of the susceptible population. Hypersusceptibles include those persons with impaired respiratory function, heart disease, liver disease, neurological disorders, eye disorders, severe anemia, and suppressed immunological function.

## Ignition

Process of setting a hydrocarbon release on fire.

#### **Ignition Team**

Consists of at least two personnel trained in plume ignition.

#### Incident

An unexpected occurrence or event that requires action by emergency personnel to prevent or minimize the impacts on people, property, and the environment.

#### Incident classification

A system that examines the risk level to members of the public following an incident and assigns a level of emergency based on the consequence of the incident and the likelihood of the incident escalating.

#### **Incident Command Post (ICP)**

A designated place where the Incident Commander and staff is located. The ICP should be located outside of the hazard area, but close to the incident. The ICP may be a vehicle, trailer, fixed facility or any location suitable to accommodate the function.

### **Incident Commander**

Manages the overall response to emergency incidents. The Incident Commander is responsible for: developing objectives, strategies and tactics that guide the response; assigning personnel to fill necessary positions; ensuring the safety of all personnel; keeping internal and external stakeholders updated; coordinating with other response agencies.

#### **Incident Command System (ICS)**

A standardized, on-scene, all-hazard incident management system. The Incident Command System (ICS) is flexible in that it can be adapted for large and small incidents.

#### Initial Isolation Zone (IIZ)

An area in close proximity to a continuous hazardous release where indoor sheltering may provide limited protection due to proximity of release.

#### **Incident Management System**

A system used to coordinate preparedness and incident management.

#### Isolating the release

Ensuring access to the hazard area is controlled.



# Appendix F: ERP Reference Material, continued Glossary of Terms, continued

### **Level 1 Emergency**

There is no danger outside the licensee's property, there is no threat to the public, and there is minimal environmental impact. The situation can be handled entirely by licensee personnel. There will be immediate control of the hazard. There is little or no media interest.

# **Level 2 Emergency**

There is no immediate danger outside the licensee's property or the right-of-way, but there is the potential for the emergency to extend beyond the licensee's property. Outside agencies must be notified. Imminent control of the hazard is probable but there is a moderate threat to the public and/or the environment. There may be local and regional media interest in the event.

#### **Level 3 Emergency**

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.

#### Licensee

The responsible duty holder as specified in legislation.

#### Liquid to gas expansion

NGL products will expand greatly when released to the atmosphere. For example, propane expands 272 times its liquid volume. Other products expand at different rates, but all have a high gas to liquid ratio.

# **Liquefied Petroleum Gas (LPG)**

Mixture of heavier, gaseous hydrocarbons (butane and propane), liquefied as a portable source of energy.

#### **Local Authority**

A local authority is considered to be:

- 1) The council of a city, town, village or municipal district;
- 2) in the case of an improvement district or special area, the Minister of Municipal Affairs;
- 3) for a national park, the park superintendent or the par superintendent's delegate;
- 4) the settlement council of a Métis settlement; or
- 5) the band council of a First Nations Reserve.

#### **Local State of Emergency**

See State of local emergency.

#### **Lower Explosive Limit (LEL)**

The lowest concentration of gas or vapour (per cent by volume in air) that explodes if an ignition source is present at ambient temperatures.

### M.D.

Municipal District

#### Major (full-blown) exercise

As described in CAN/CSA Z246.2-18, a multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response, as if a real emergency had occurred. The full-scale exercise includes the mobilization of units, personnel, and equipment. Participants will assess plans and procedures and evaluate coordinated responses under crisis conditions.

# Appendix F: ERP Reference Material, continued

# Glossary of Terms, continued

# **Maximum Operating Pressure (MOP)**

The maximum licensed operating pressure for a vessel or pipeline or a section of it.

# Mobile air quality monitoring

Use of sophisticated portable equipment to track substances such as H<sub>2</sub>S or SO<sub>2</sub> at very low parts per billion atmospheric concentrations.

## Municipality

See local authority.

### **Municipal Emergency Operations Centre (MEOC)**

The centre from which responsible municipal officials manage and support emergency operations within their jurisdiction, as well as formulate protective actions and provide public information. The centre has adequate workspace, maps, status boards, and communications capability.

# **Municipal Emergency Plan (MEP)**

The emergency plan of the local authority.

#### **Natural Gas Liquids (NGL)**

These are hydrocarbons liquefied under pressure in field facilities or in gas processing plants. Natural gas liquids include ethane, propane, butane and pentanes plus and normally occur as a mixture of these compounds.

Physical Properties of NGL Products:

**Colour -** NGL products are colourless except when they include a condensate component, which gives them a light-yellow appearance. Releases during winter conditions can discolour snow. NGL products may appear as a white cloud when released to the atmosphere. This white cloud is formed by the condensing of moisture in the air.

**Odour -** Most NGL products have a mild petroleum odour. During pipeline transport NGL products are almost odourless.

**Vapour Density -** A measure of the mass per unit volume of the vapour (i.e. kg/m3). All NGL products transported by the company have a vapour density greater than air or a relative vapour density greater than 1.0.

#### **NAV Canada**

Canada's civil air navigation services provider, with operations coast to coast. NAV Canada provides air traffic control, flight information, weather briefings, aeronautical information services, airport advisory services, and electronic aids to navigation.

### **Notice to Airmen (NOTAM)**

An order issued by Transport Canada restricting access to airspace in a defined area.

#### **Notification**

The distribution of project-specific information to participants that may be directly and adversely affected by the proposed energy development.

#### **Odour complaint**

A report that someone smells an offensive odour (may be sour gas) in the area.

#### Oil Spill Containment and Recovery Unit (OSCAR)

Trailer containing oil spill equipment for containment and recovery.



# Appendix F: ERP Reference Material, continued

# Glossary of Terms, continued

# On-site command post (OSCP)

An emergency operations centre established in the immediate vicinity of the incident to provide immediate and direct response to the emergency and initially staffed by licensee personnel.

## Partially controlled flow

A restricted flow of product at surface that cannot be shut off at the licensee's discretion with equipment onsite.

#### Personal consultation

Consultation through face-to-face visits or telephone conversations with all requisite individuals.

#### **Petroleum industry**

Refers to all petroleum industry operations.

# Plume (gas plume)

An elongated mobile column of gas or smoke.

# **Protective Action Zone (PAZ)**

An area downwind of a hazardous release where outdoor pollutant concentrations may result in life threatening or serious and possibly irreversible health effects on the public.

# **Protective Action Distance (PAD)**

The distance from the incident to the EPZ outer boundary.

#### **Provincial Operations Centre (POC)**

An operations centre with the capacity to accommodate representatives from each government department.

#### Public

The group of people who may be or are impacted by an emergency (e.g., employees, contractors, neighbours, emergency response organizations, regulatory agencies, the media, appointed or elected officials, visitors, customers, etc., as appropriate).

#### **Public facility**

A public building, such as a hospital, rural school, or major recreational facility, situated outside of an urban centre that can accommodate more than 50 individuals and/or that requires additional transportation to be provided during an evacuation.

# **Public protection measures**

The use of sheltering, evacuation, ignition, and isolation procedures to mitigate the impact of a hazardous release on members of the public.

# **Public Safety Group Supervisor**

Member of the field response team. Individual charged with the responsibility of co-ordinating the evacuation or shelter of people in the emergency hazard Area. The Public Safety Group Supervisor reports to and may be located in the same location as the Incident Commander.

#### **Publicly used development**

Places where the presence of 50 individuals or less can be anticipated (e.g., places of business, cottages, campgrounds, churches, and other locations created for use by the non-resident public).

#### Publicly used facility

Places where the presence of people can be anticipated. Examples include places of business, cottages, campground, churches, and other locations created for use by the public.

# X Ovintiv

# GRANDE PRAIRIE EMERGENCY RESPONSE PLAN

# Appendix F: ERP Reference Material, continued

# Glossary of Terms, continued

# Reception centre

A centre established to register evacuees for emergency shelter, to assess their needs, and, if temporary shelter is not required because evacuees will stay elsewhere, to ascertain where they can be contacted.

## **Regional Emergency Operations Centre (REOC)**

An operations centre established in a suitable location to manage the larger aspects of the emergency that is manned jointly by government and industry staff.

#### Residence

A dwelling that is occupied full time or part time.

#### Resident

Individual living in the area at a fixed location.

#### Resident data record

Form used to track the contact made with residents, businesses and transients.

#### Response zones

The Initial Isolation Zone (IIZ), Protective Action Zone (PAZ) and Emergency Planning Zone (EPZ).

#### **Roadblock Crew**

Personnel responsible for controlling access to the Emergency Hazard Area, reporting to the Public Safety Group Supervisor.

#### Rover

Member of the field response team. Individual responsible for assisting in the evacuation of the Hazard Area, reporting to the Public Safety Group Supervisor. May also be directed to shut-in / shut down equipment that may cause future safety hazards.

#### Rover Kit

A briefcase containing maps, forms, supplies and instructions needed by the Rover to carry out their duties.

#### S.A.B.A

Supplied Air Breathing Apparatus.

#### S.C.B.A.

Self Contained Breathing Apparatus.

# Serious injury

A serious injury includes the following:

- an injury that results in death;
- fracture of a major bone;
- amputation other than a portion of a finger or toe;
- loss of sight in an eye;
- internal haemorrhage;
- third degree burns;
- unconsciousness;
- An injury that results in paralysis (permanent loss of function).



# Appendix F: ERP Reference Material, continued Glossary of Terms, continued

#### Shelter-in-Place

Remaining indoors for short-term protection from exposure to toxic gas releases.

#### Sour gas

Natural gas, including solution gas, containing hydrogen sulphide (H<sub>2</sub>S).

## Sour gas release

An uncontrolled release of natural gas containing hydrogen sulphide (H2S).

#### Sour pipeline

Pipeline that conveys gas and/or liquid that contains sour gas.

# Sour production facility

Facility that processes gas and/or liquid that contains sour gas

#### Sour well

An oil or gas well expected to encounter during drilling formations bearing sour gas or any oil or gas well capable of producing sour gas.

#### Special needs

Those persons for whom early response actions must be taken because they require evacuation assistance, requested early notification, do not have telephones, require transportation assistance, have a language or comprehension barrier, or have specific medical needs. Special needs also include those who decline to give information during the public consultation process and any residences or businesses where contact cannot be made.

#### Standing well

A well that has been drilled and cased but not perforated. A company is generally allowed to leave the well as standing for up to one year.

#### State of local emergency

A declaration by a local authority providing the necessary authority, resources, and procedures at the municipal level to allow an emergency to be resolved effectively and efficiently.

#### Sulphur dioxide (SO<sub>2</sub>)

A colourless, water-soluble, suffocating gas formed by burning sulphur in air; also used in the manufacture of sulphuric acid.  $SO_2$  has a pungent smell similar to a burning match.  $SO_2$  is extremely toxic at higher concentrations. The molecular weight of  $SO_2$  is heavier than air; however, typical releases are related to combustion, which makes the gaseous mixture lighter than air (buoyant).

# Surface development

Dwellings that are occupied full-time or part-time, publicly used development, public facilities, including campgrounds and places of business, and any other surface development where the public may gather on a regular basis. Surface development includes residences immediately adjacent to the EPZ and those from which dwellers are required to egress through the EPZ.

## Susceptible

The subpopulation of persons who may be considered more sensitive to the effects of H<sub>2</sub>S and SO<sub>2</sub>, including the elderly, pregnant women, and the very young, particularly preschool-aged children.



# Appendix F: ERP Reference Material, continued

# Glossary of Terms, continued

### **Tabletop exercise**

As described in CAN/ CSA Z246.2-18, an informal exercise generally used to review resource allocations and roles and responsibilities of personnel and to familiarize new personnel with emergency operations without the stress and time constraints of a major exercise.

# **Technically complete Emergency Response Plan (ERP)**

A plan that meets all applicable requirements.

#### **Telephoners**

Telephoners place calls to residents as directed by the Public Safety Group Supervisor.

## Threatening telephone call

Any communication that threatens the well-being of company personnel or property. A form is provided in the manual to capture data from or about a person who calls with a threatening message.

#### Transient

An individual that is temporarily in the area (e.g. camper, cross-country skier).

## Trapper

The holder of a provincial licensed and registered trapline for the purpose of hunting and trapping fur bearing animals.

#### **Uncontrolled flow**

A release of product that cannot be shut off at the licensee's discretion.

#### **Urban centre**

A city, town, village, summer village, or hamlet with no fewer than 50 separate buildings, each of which must be an occupied dwelling, or any similar development.

## **Unrestricted country development**

Any collection of permanent dwellings situated outside of an urban centre and having more than eight permanent dwellings per quarter section.

### **Urban density development**

Any incorporated urban centre, unincorporated rural subdivision, or group of subdivisions with no fewer than 50 separate buildings, each of which must be an occupied dwelling.

#### Vapour pressure

The pressure exerted by the vapour when the rate of evaporation is equal to the rate of condensation of the vapour. All NGL products have vapour pressure greater than atmospheric pressure air and therefore have to be kept under pressure or else they will vaporize.

#### Vapour-air plume / vapour cloud

When released to atmosphere, products form a vapour-air plume that is colourless, heavier than air and has a faint gasoline odour. Depending on the product released and the atmospheric conditions, water vapour may condense to form a cloud.



# Appendix F: ERP Reference Material, continued Glossary of Terms, continued

### Water body

Natural or manmade; contains or conveys water continuously, intermittently, or seasonally. A natural water body is any location where water flows or is present, whether the flow or the presence of water is continuous, seasonal, intermittent, or occurs only during a flood. This includes, but is not limited to, the bed and shore of a river, stream, lake, creek, lagoon, swamp, marsh, slough, muskeg, or other natural drainage, such as ephemeral draws, wetlands, riparian areas, floodplains, fens, bogs, coulees, and rills. Examples of a manmade water body include, but are not limited to, a canal, drainage ditch, reservoir, dugout or other manmade surface feature.

#### Well servicing

The maintenance procedures performed on a producing or injecting well after the well has been completed and operations have commenced. Well servicing activities are generally conducted to maintain or enhance well productivity or injectivity.

#### Workover

The process of re-entering an existing well to perform remedial action that will restore or improve the productivity or injectivity of the target formation.