CRITERIA

ALERT
An Alert is an incident that can be handled on site by the licensee through normal operating procedures and is deemed to be very low risk to members of the public.
Immediate control of the hazard is possible through normal operating procedures. All control and containment systems are fully functioning. There is no immediate hazard to the public. On site personnel and equipment can handle the situation with existing procedures.

- Assess the situation and declare an Alert, notify Supervisor, notification of the corporate EOC is discretionary, depending on company policy.
- **Notify the local AER Field Centre, if members of the public or the media have been contacted.**
- **Notification to the public for an Alert shall be at the discretion of the Incident Commander and company policy.**
- Take all reasonable steps to control, isolate and minimize the incident.
- Place additional personnel and equipment on standby, if required.

LEVEL 1 EMERGENCY
A Level 1 Emergency is an incident where 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.

- Assess the situation, sound the alarm and declare a Level 1 Emergency.
- Notify the Supervisor who will activate the Emergency Response Plan and notify the corporate EOC, alert all involved contracted company offices.
- Don the appropriate Personal Protective Equipment (PPE) as required and take action to prevent further injuries, environmental damage and loss of equipment.
- Account for all personnel and dispatch non-essential personnel from the incident site, isolate the incident site.
- Provide first aid to the injured.
- Place additional personnel, equipment and industry support services on standby, if required.
- **Notify the local AER Field Centre and confirm the Level of Emergency classification.**
- **Notify the public within the EPZ that requested early notification or facilities that may require additional time to evacuate, if applicable.**
- **Notify the local authorities and AHS if members of the public or the media have been contacted.**
- Record all pertinent information on the appropriate forms.

LEVEL 2 EMERGENCY
A Level 2 Emergency is an incident where there is no immediate danger outside of the company property or the right of way but where 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 environment. There may be local and regional media interest in the event.

- Establish the Incident Command Post (ICP). Perform Level 1 activities, if not completed.
- Notify the Supervisor, who will activate the Emergency Response Plan and notify the corporate EOC. Alert all involved contracted company offices.
- Alert industry support services and mobilize, as required.
- **Notify all individuals within the EPZ.**
- **Notify outside resources and provincial agencies, including the local AER Field Centre, local authorities and AHS.**
- Manage public safety. Begin evacuation or sheltering of the EPZ, if applicable.
- Prepare for ignition if necessary.
- Record all pertinent information on the appropriate forms.

LEVEL 3 EMERGENCY
A Level 3 Emergency is an incident where 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.

- Perform Level 1 and 2 activities if not completed. Ensure corporate EOC has been notified and mobilized.
- Mobilize on call and off duty personnel.
- Mobilize industry support services.
- **Notify all individuals within the EPZ.**
- **Notify outside resources and provincial agencies, including the local AER Field Centre, local authorities and AHS.**
- Manage public safety. Begin evacuation or sheltering of the EPZ, if applicable.
- Ignite uncontrolled release if ignition criteria have been met.
- Record all pertinent information on the appropriate forms.

WHAT TO DO AT THE SCENE OF AN EMERGENCY

Protect Life
Protect the Environment
Protect Property
Preserve Evidence

- Do not panic. Assess the situation by determining the problem, the extent of the situation and the response action required.
- Evacuate and call for help. Sound the alarm and notify your immediate supervisor.
- Call emergency services, as required.
- Administer First Aid, if applicable.
- Depending on the nature of the emergency, begin corrective actions to bring the emergency under control.
- The Incident Commander will provide all information to the corporate Emergency Operations Centre (EOC).
- Declare the "All Clear" message once the emergency has been completely resolved.

When **REPORTING AN EMERGENCY** be sure to provide the following information in a calm, collected tone:

1. Your name and return telephone number(s)
2. Your present and future location
3. The present problem
   - Injuries
   - Damage to property
   - Damage to the environment
   - Other critical data
4. Your next steps
5. The present weather at your location
6. What you need assistance with

TAQA NORTH 24 HOUR EMERGENCY LINE: 1.800.216.8062

TAQA NORTH CONTACTS

NAME	TITLE	OFFICE	CELL
[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

PROVINCIAL EMERGENCY CONTACTS

NAME	FUNCTION	NUMBER
Alberta Energy Regulator (AER)	Energy and Environmental 24 Hour Response Line	800.222.6514
	Head Office (Calgary)	403.297.8311
Alberta Emergency Management Agency (AEMA)	Provincial Operations Centre (POC)	866.618.2362
Alberta Environment & Parks	24 Hour Environment Hotline	800.222.6514
	Information Centre	877.944.0313
Alberta Health Services (AHS)	HEALTHLink Alberta	811
	Poison & Drug information Service (PADIS)	800.332.1414
Alberta One-Call – Call Before You Dig	Requests/Inquiries	800.242.3447
Alberta Transportation	24 Hour Dangerous Goods Reporting	800.272.9600
Occupational Health & Safety	Incident Reporting	866.415.8690 780.415.8690
STARS Air Ambulance	Province Wide	888.888.4567
Transport Canada	CANUTEC Toll Free	888.CAN.UTEC (888.226.8832)
	CANUTEC	613.996.6666
Transportation Safety Board (TSB)	Rail/Pipeline Occurrence Hotline	819.997.7887
Workers' Compensation Board	Within Alberta	866.922.9221

EMERGENCY MANAGEMENT CONSULTANT

BEHR Integrated Solutions	Calgary	403.444.6940

For emergency contact information specific to an individual Operating Area please refer to the area specific summaries located in *the Assets and Equipment* section.

Assessment Matrix for Classifying Incidents

TABLE 1 – CONSEQUENCE OF INCIDENT		
RANK	**CATEGORY**	**EXAMPLE OF CONSEQUENCE IN CATEGORY**
1	Minor	▪ No worker injuries. ▪ Nil or low media interest. ▪ Liquid release contained on site. ▪ Gas release impact on site only.
2	Moderate	▪ First aid treatment required for on lease worker(s). ▪ Local and possible regional media interest. ▪ Liquid release not contained on site. ▪ Gas release impact has the potential to extend beyond lease.
3	Major	▪ Worker(s) require hospitalization. ▪ Regional and national media interest. ▪ Liquid release extends beyond lease – not contained. ▪ Gas release impact extends beyond lease – public health/safety could be jeopardized.
4	Catastrophic	▪ Fatality. ▪ National and international media interest. ▪ Liquid release off lease – not contained – potential for or is affecting water or sensitive terrain. ▪ Gas release impact extends beyond lease public health/safety jeopardized.

TABLE 2 – LIKELIHOOD OF INCIDENT ESCALATING		
RANK	**DESCRIPTOR**	**DESCRIPTION**
What is the likelihood that the incident will escalate, resulting in an increase exposure to public health, safety or the environment?		
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.

TABLE 3 – INCIDENT CLASSIFICATION		
RISK LEVEL		**ASSESSMENT RESULTS**
Use the sum of the numbers gathered from tables 1 and 2 to obtain the risk level and the incident classification below.		
2 – 3	**Very Low**	**Alert**
4 – 5	**Low**	**Level 1 Emergency**
6	**Medium**	**Level 2 Emergency**
7 – 8	**High**	**Level 3 Emergency**

TABLE 4 – INCIDENT RESPONSE				
	INCIDENT CLASSIFICATION			
Responses	**Alert**	**Level 1 Emergency**	**Level 2 Emergency**	**Level 3 Emergency**
Internal Communications	Discretionary, depending on licensee policy.	Notification of off site management.	Notification of off site management.	Notification of off site management.
External Public Communications	Courtesy, at licensee discretion.	Mandatory for individuals who have requested notification within the EPZ.	Planned and instructive as per the specific ERP.	Planned and instructive as per the specific ERP.
Media Communications	Reactive, as required.	Reactive, as required.	Proactive media management to local or regional interest.	Proactive media management to national interest.
Government Communications	Notify AER, if members of the public or media have been notified.	Notify AER. Call local authority and AHS, if the public or media is contacted.	Notify AER, local authority and AHS.	Notify AER, local authority and AHS.
Internal Actions	On site, as required by licensee.	On site, as required by licensee. Initial Response undertaken in accordance with the specific or corporate level ERP.	Predetermined public safety actions are under way. Corporate management team alerted and may be appropriately engaged to support on scene responders.	Full implementation of incident management system.
External Actions	On site, as required by licensee.	On site, as required by the licensee.	Potential for multi agency response.	Immediate multi agency response.
Internal Resources	Immediate and local. No additional personnel required.	Establish what resources would be required.	Limited supplemental resources or personnel required.	Significant incremental resources required.
External Resources	None.	Begin to establish resources that may be required.	Possible assistance from external support services, as required.	Assistance from external support services, as required.

What and when is information required to be released to the public?

To the affected public - immediately

- Type and status of incident.
- Location and proximity of the incident to people in the vicinity.
- Public protection measures to follow, evacuation direction, and any other emergency response measures to consider.
- Actions being taken to respond to the situation and time period anticipated.
- Contacts for additional information.

To the affected public - during

- Description of the products involved and their short term and long term affects.
- Effects the impact may have on people in the vicinity.
- Areas impacted by the incident.
- Actions the affected public should take if they experience adverse effects.

To the general public - during

- Type and status of incident.
- Location of the incident.
- Areas impacted by the incident.
- Description of the products involved.
- Contacts for additional information.
- Actions being taken to respond to the situation and time period anticipated.

Appendix 8, AER Directive 71

ALBERTA NOTIFICATION MATRIX

Alberta

Notification Requirements for Key Government Agencies

		AGENCY OR RESOURCE																	
		Initial Responders			Lead Agencies					Supporting Agencies & Other Government Contacts									
		Ambulance Service	Fire Department	RCMP ①	AER ②	Local Authority ③	AHS	AEMA ④	NEB ⑤	OH&S ⑥	ABSA	Alberta Municipal Affairs – Electrical Administrator	Alberta EDGE	WCB	WCSS ⑦	Environment Canada	CANUTEC	ERAC	DFO
INCIDENT TYPE	Sour Gas / HVP Release (Uncontrolled)		a	✓	✓	✓	✓	✓	✓*	c	✓		d	e		f			
	Chlorine Gas Release		a	✓	✓	✓	b	✓		c	✓		d	e		f	g		
	Sweet Combustible Gas Release		a	✓	✓	✓	✓	✓	✓*	c			d	e					
	Spills - Transportation Incident (Unrefined Products)**		a	✓	✓	✓	✓	✓	✓*	c			d	e	✓	f	g		i
	Spills - Rail or Trucking Incident (Refined Products)**		a	✓	✓	✓	b	✓	✓*	c			d	e	✓	f	g	h	i
	Serious Injury or Death (Including Vehicle Accidents)	✓		✓	✓	✓	✓		✓*	✓				✓					
	Missing Person			✓					✓*										
	Fire / Explosion	✓		✓	✓	✓		✓	✓*	c	✓		d	e				h	
	Pressure Vessel or Piping Incident			✓	✓	✓	✓		✓*	c	✓			e		f			
	Electrical Incident			✓	✓					c		✓		e					
	Motor Vehicle Incident (No Injuries)			✓															
	Security Incident			✓	✓				✓*	c									
	On-Site Incident Involving E2 Regulated Substance		a	✓	✓		b			c						f			i

✓ Mandatory contact

* NEB is a mandatory contact only for emergencies involving NEB regulated sites and inter-provincial pipelines.

** Refer to the Classifications and Characteristics of Dangerous Goods chart in the Immediate Actions Section

a) Contact the local fire department if there is potential for secondary fires resulting from the ignition of spilled liquids or escaping gases.

b) Contact Alberta Health Services (AHS) if the incident has the potential to impact public health (eg. contaminated drinking water).

c) Contact Occupational Health & Safety when: an injury or accident results in death, an injury or accident results in death, an injury results in a worker being admitted to a hospital for more than (2) days, there is an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential to cause a serious injury, there is a collapse or upset of a craned derrick or hoist or, there is a collapse or failure of any component of a building or structure necessary for its structural integrity.

d) Contact Alberta EDGE (Environmental and Dangerous Goods Emergencies) or the RCMP if the emergency affects a highway designated by 1, 2 or 3 digits (eg. Hwy 2, Hwy 47, Hwy 837).

e) Contact the Workers' Compensation Board (WCB) within 72 hours of being notified of an injury / illness that results in or will likely result in: Lost time or the need to temporarily or permanently modify work beyond the date of accident, death or permanent disability, 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) Environment Canada will be notified by the AER as required for incidents involving regulated substances at E2 registered facilities, incidents involving PCBs or any spills on First Nations lands, in National Parks, into river or lake systems containing fish, or onto railway right-of-way.

g) In most cases the Canadian Transport Emergency Centre (CANUTEC) will be notified by the AER. CANUTEC can also provide guidance on handling procedures for toxic material releases.

h) Emergency Response Assistance Canada (ERAC) 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 (DFO) Canada to report an oil spill that occurs in or around fresh and/or marine waters.

① In the event of a fatality, request that the RCMP contact the Medical Examiner.

② Alberta Energy Regulator is designated as the lead agency (single window approach) to implement the Government of Alberta Emergency Response Support Plan for a Petroleum Incident.

③ Local Authorities include: cities, towns, villages, counties, municipal districts, improvement districts, special areas, métis settlements, and first nations reserves.

④ Request that the Alberta Emergency Management Agency (AEMA) 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 National Energy Board (via the Transportation Safety Board of Canada) for emergencies involving NEB regulated sites and inter-provincial pipelines.

⑥ Alberta Occupations Health & Safety (OH&S) – See c) for further details on this agency's role.

⑦ Oil Spill Cooperatives in Alberta are run by Western Canadian Spill Services (WCSS).

Legend:					
ABSA – Alberta Boilers Safety Association	AEMA – Alberta Emergency Management Agency	AER – Alberta Energy Regulator	AHS – Alberta Health Services	Alberta EDGE – Environmental and Dangerous Goods Emergencies	DFO – Department of Fisheries and Oceans
ERAC – Emergency Response Assistance Canada	NEB – National Energy Board	OHS – Occupational Health and Safety	WCB – Workers' Compensation Board	WCSS – Western Canadian Spill Services	

AER FIRST CALL COMMUNICATION FORM

General Incident Information

AER Contact:	**Field Centre:**	
Licensee:	**Caller:**	**Phone number:**
E-mail address for release report:		
Licence #:	**Pipeline Line #:**	**Approval #:**
Incident Location: _____ - _____ - _____ - _____ W ___M		
Emergency Level:		
Serious Event? ☐ Yes ☐ No		
If yes, what kind of serious event?		
☐ **Blowout** ☐ **Explosion** ☐ **Fire** ☐ **Other control loss** ☐ **Fracking** ☐ **Casing failure**		
Land Type (jurisdiction):		
☐ **Freehold** ☐ **First Nations** ☐ **Métis** ☐ **CFB** ☐ **Crown – Disposition #**		
Agencies Notified:	**Date:**	
FIRST Duty Office (DO) Contacted: ☐ Yes ☐ No		
If Yes, date & time DO was contacted:	**DO Contact Name:**	

Release Details

Volumes

Substance*	Release (m^3/10^3 m^3)	Recovered (m^3/10^3 m^3)	Disposal / Storage Location

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

Description of how the release volume was determined and verified (including calculations: eg. spill length x width x depth)

Area affected (length x width): m^2

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?

Release Details

☐ **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?	☐ **Yes**	☐ **No**	**Name of landowner/agency:**
Release within disposition boundary?	☐ **Yes**	☐ **No**	
Outside disposition – was leaseholder notified?	☐ **Yes**	☐ **No**	**Name of leaseholder:**

☐ **If outside disposition, reminded licensee that they will need a TFA.**

Actual incident H_2S concentration (if applicable): _____ **% / ppm / mol/kmol**

AER FIRST CALL COMMUNICATION FORM

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 pubic affected?	☐ **Yes**	☐ **No**
If yes, indicate if they were	☐ **Notified**	☐ **Instructed to Shelter In Place** ☐ **Advised to Evacuate**

Impact

Notes / Description:

Media Interest?	☐ **None**	☐ **Local**	☐ **Regional**	☐ **National**
Damage to public property?	☐ **Minor / no damage**	☐ **Substantial** (home covered in oil)	☐ **Extensive** (home destroyed)	

Pipeline Specific

Hit?	☐ **Yes**	☐ **No**	**Line #**	**Test Failure?** ☐ **Yes**	☐ **No**
Normal operating pressure: _____ **kPa**				**Maximum operating pressure** _____ **kPa**	
Is the pipeline shut in, depressured, and isolated?				☐ **Yes**	☐ **No**
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 activated?				☐ **Yes**	☐ **No**
Are there any other pipelines that tie into the failed line?				☐ **Yes**	☐ **No**
If yes, have they been shut in / isolated				☐ **Yes**	☐ **No**

☐ **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.)?

Information Page

Emergency Response Plan (ERP) Name	TAQA North Corporate Emergency Response Plan (ERP) (Alberta)	
ERP Manual	Version 1.0 of the TAQA North Corporate ERP was completed in September 2019 and approved for distribution by [redacted].	
Distribution and Maintenance	TAQA North 2100 308 4 Avenue SW Calgary, AB T2P 0H7	
Administrator	BEHR Integrated Solutions 750 600 6 Avenue SW Calgary, AB T2P 0S5	Phone: 403.444.6940 https://behrintegrated.com/
Scheduled Revision Dates	March 2020	September 2020
Manual Revisions		
Current Operating Areas		

The licensee must have an up-to-date copy of the corporate level ERP (hard copy or electronic) available at all response location(s) in its area of operations.

Disclaimer

This Emergency Response Plan has been designed to provide a series of guidelines for responding to emergency situations. This plan identifies, defines and provides recommended actions for dealing with incidents that could impact the facility or facilities identified within the plan. This plan provides a logical and responsible approach to identifying and responding to incidents.

Verification of the information contained in this plan is the sole responsibility of the client. BEHR Integrated Solutions does not accept any liability arising from the implementation or use of this plan.

This plan was prepared by:

BEHR Integrated Solutions
750 600 6 Avenue SW
Calgary, AB T2P 0S5
Office: 403.444.6940

Table of Contents

Emergency Contact Numbers

TAQA North 24 Hour Emergency Line			**1.800.216.8062**
Name	**Title**	**Business**	**Cellular**
[redacted]			
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
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TAQA North must ensure that a call to its 24 hour Emergency Line initiates immediate action.

External Contacts – Government		
Agency/Department	**Function**	**Contact Number**
Alberta Energy Regulator (AER) Energy/ Environment Emergency & Operational Complaint Line	Reporting/Regulatory	800.222.6514
Alberta Boiler Safety Association (ABSA)	Pressure Equipment Safety	780.437.9100
Alberta Emergency Management Agency (AEMA)	Provincial Operations Centre (POC)	866.618.2362
Alberta Environment & Parks	Environmental Hotline	800.222.6514
	Information Centre	877.944.0313
Alberta EDGE (Environmental and Dangerous Goods Emergencies) *Formerly Alberta Transportation*	Dangerous Goods Reporting	800.272.9600
Alberta Health Services	Province Wide Single Point of Contact (SPOC) Emergency Number	844.755.1788
Alberta One-Call	Call Before You Dig	800.242.3447
Alberta Safety Codes Council	Safety Codes	888.413.0099
Department of Fisheries and Oceans (DFO)	Report Marine Pollution	800.889.8852
Environment Canada	Reporting	819.997.3742
Fortis Alberta	Electrical Emergencies	780.310.9473
National Energy Board	Reporting	403.807.9473
NAV Canada	Flight Information Centre (FIC)	866.541.4102
Occupational Health and Safety	Incident Reporting	866.415.8690 780.415.8690
Poison & Drug Information Service (PADIS)	Poison & Drug Information	800.332.1414
STARS	Air Ambulance	888.888.4567
Transport Canada	CANUTEC Toll Free	888.CAN.UTEC (888.226.8832)
	CANUTEC	613.996.6666
Transportation Safety Board (TSB)	Rail/Pipeline Occurrence Hotline	819.997.7887
Workers' Compensation Board	General Inquiries	Within Alberta: 866.922.9221
Workplace Health & Safety	Incident Reporting	866.415.8690
Utilities		
ATCO Gas	Outside Calgary or Edmonton	Emergency: 800.511.3447
Enmax	Province Wide	310.2010
Telus	Province Wide	310.2255

External Contacts – Industry Support

The following contact information/companies are listed for convenience only. The writer of the ERP has completed no pre-qualification of vendor status.

Contact	Location	Phone Number
Air Quality Monitoring		
HSE Integrated	Province Wide	888.346.8260
Safety Boss	Province Wide	800.882.4967
Aviation Support		
Highland Helicopters	Province Wide	604.273.6161
Taiga Helicopters	Whitecourt	800.651.6323
Electrical		
Elspect Electrical	Calgary	403.250.3338
Engineering Support		
Northern Materials Engineering Inc.	Edmonton	780.469.1164
Industry Fire Fighting		
Firemaster	Province Wide	403.342.7500
HSE Integrated	Province Wide	888.346.8260
Safety Boss	Province Wide	800.882.4967
Railways		
Canadian Pacific Railway (CP)	Province Wide	Rail Emergencies: 800.716.9132
Canadian National (CN)	Province Wide	CN Police Emergency: 800.465.9239
Reception Centre Support		
Canadian Red Cross	North of Red Deer	Edmonton: 780.423.2680
	South of Red Deer	Calgary: 403.541.6100
Safety Services and Equipment Providers		
HSE Integrated	Province Wide	888.346.8260
Safety Boss	Province Wide	800.882.4967
United Safety	Province Wide	403.912.3690
Target Safety Services	Red Deer Office	403.343.6900
Well Control Specialists		
Halliburton – Boots & Coots	Province Wide	1.800.BLOWOUT (1.800.256.9688)

Contact information specific to each Operating Area is located in the *Assets & Equipment* Section.

Emergency Response Policy

TAQA North is committed to protecting people, the environment and property. TAQA North will ensure proper training, planning and preparation of its employees and contractors is in place to carry out action plans and mobilize response teams and resources in a safe and effective manner. Responses will be coordinated with regulatory agencies and local authorities in order to protect public safety and reduce the impact of an incident.

To support this policy, the following guidelines are identified:

- Employee and public safety are the primary consideration of all TAQA North activities.
- All personnel, employees and contractors, who supervise or conduct activities at the field level for TAQA North, are required to be familiar with the Emergency Response Plan.
- All holders of the Emergency Response Plan shall receive an orientation of the plan including their responsibilities during a response effort and how to properly use and find information within the plan.
- Notification of an incident to key TAQA North personnel and/or relevant stakeholders is mandatory.
- All measures shall be taken to minimize the impact of the incident in order to limit injury and prevent adverse effects on the environment and property.
- Mutual aid amongst industry members and government agencies is encouraged and supported by TAQA North.
- External communication will be channeled through TAQA North's Public Information Officer.
- It is the responsibility of all employees and contractors to report any errors or omissions found in the Emergency Response Plan to TAQA North Management. An effective response effort is dependent upon all aspects of the Emergency Response Plan being current and accurate.
- Exercises will be conducted to ensure the effectiveness of the plan and the competency of responders.

Legislation

This Emergency Response Plan has been developed using the following legislation, regulations, directives, guidelines and plans:

- Alberta Energy Regulator – Directive 71 – Emergency Preparedness and Response Requirements for the Petroleum Industry – February 2, 2017
- Alberta Energy Regulator – Directive 56 – Energy Development Applications and Schedules – October 18, 2018
- Alberta Emergency Management Agency – Petroleum Industry Incident Support Plan – October 13, 2015
- Canadian Association for Petroleum Producers - Shelter-In-Place Instructions – May 24, 2006
- CSA Standards – CAN/CSA-Z731-03 – Emergency Preparedness and Response – October 2014
- CSA Standards – CAN/CSA Z1600 – Emergency Management and Business Continuity Programs – August 2014
- Environment Canada – Canadian Environmental Protection Act – Environmental Emergency (E2) Regulations – Part 8 – December 12, 2018
- Province of Alberta – Emergency Management Act – Chapter E-6.8 – November 19, 2018

Emergency Response Plan
Directive 71 Requirements

Corporate Level ERP Requirements from Directive 71			
Section	**Requirement**		**ERP Section**
2.1	1.	The licensee must have a corporate level ERP with pre-planned procedures that will aid in effective response to an emergency.	Information Page
2.1	2.	As a minimum, the licensee must include the following information in its ERP:	
		▪ Key licensee contacts.	Emergency Contact Numbers
		▪ A 24 hour licensee emergency contact telephone number.	
		▪ A method of classifying incidents and response actions for specific incidents.	Levels of Emergency
		▪ A communication plan that addresses:	Communications
		▪ Communication with response team, support services, and government.	
		▪ Communication with the public and media.	
		▪ Downgrading and stand down of emergency levels.	Levels of Emergency
		▪ Responsibilities of personnel required to respond to an emergency.	Roles and Responsibilities
		▪ Activation of a reception centre.	Response Structure
2.1	3.	The licensee must ensure that a call to its 24 hour emergency telephone number initiates immediate action.	Emergency Contact Numbers
2.1	4.	The licensee must ensure that its 24 hour emergency telephone number is posted by way of a conspicuous sign erected at the primary entrance to all licensee wells and facilities.	Assets and Equipment
2.1.1	5.	The licensee must include all information in Appendix 4 in its corporate level ERP.	Levels of Emergency
2.1.1	6.	The licensee must define appropriate actions, including public protection measures that would be taken for each level of emergency.	Public Protection
2.1.2	7.	In its corporate level ERP the licensee must::	
		▪ Describe its procedures for contacting and maintaining communication with key licensee personnel, government agencies, support services, members of the public and the media.	Communications
		▪ Clearly define the responsibility to contact the AER and other responders in the event of an emergency; the AER recommends that a communications flow chart be included in the ERP, identifying responsibilities by role.	Levels of Emergency
		▪ Describe procedures that will be implemented during an incident to contact and maintain communication with directly impacted members of the public in order to keep them informed of the situation and the actions being taken; this includes plans for communicating the implementation of public protection measures, such as evacuation and sheltering in place for residents.	Public Protection & Communications
		▪ Describe procedures that will be used to inform and update the media and procedures for getting factual messages out to the public at large in an expeditious manner.	Communications
		▪ Describe procedures to downgrade and stand down levels of emergency.	Levels of Emergency

Corporate Level ERP Requirements from Directive 71			
Section	**Requirement**		**ERP Section**
2.1.3	8.	The licensee must identify the roles and responsibilities of personnel required to effectively respond to an emergency.	Roles and Responsibilities
2.1.4	9.	In its corporate level ERP , the licensee must:	
		▪ Describe how it will manage and coordinate a response to an emergency.	Response Structure
		▪ Address the roles and responsibilities of personnel at its onsite command post, the company regional emergency operations centre (REOC) and the corporate EOC.	Roles and Responsibilities
2.1.5	10.	In its corporate level ERP, the licensee must set out procedure for:	
		▪ Activating a reception centre at a safe distance from the release source.	Response Structure
		▪ Meeting and registering evacuees.	
11.1	1.	If a specific ERP is not required, the licensee must have an up-to-date copy of the corporate level ERP (hard copy or electronic) available at all response location(s) in its area of operations.	Information Page
11.1	2.	The licensee must review the corporate level ERP with personnel assigned roles and responsibilities to ensure that it can be properly implemented.	Training, Meetings and Exercises
11.1.1	3.	The licensee must use the Assessment Matrix for Classifying Incidents (Appendix 4) to classify an incident.	Levels of Emergency
11.1.1	4.	The licensee must contact the AER immediately after it has communicated and activated internal response resources to confirm the level of emergency and convey the specifics of the incident.	Levels of Emergency
11.1.2	5.	After contacting the AER, the licensee must notify the local authority, the RCMP/police, the local AHS and other applicable government agencies and support services required to assist with initial response if the hazardous release goes offsite and has the potential to impact the public or if the licensee has contacted members of the public or media.	Levels of Emergency
11.1.2	6.	The licensee must make the information in Appendix 8 available to the public as soon as possible during an emergency.	Communications
11.1.2.1	7.	Once the situation improves, the licensee must make the decision to downgrade or stand down an emergency in consultation with the AER.	Levels of Emergency
11.1.2.1	8.	The licensee must keep all notified and evacuated persons and the media informed of the status of the emergency.	Communications

Emergency Response Plan
Acknowledgement Form

I hereby acknowledge that I have received a copy of the TAQA North Corporation - Alberta Corporate Emergency Response Plan.

As a manual holder I understand that:

- I may receive periodic updates which I am responsible for incorporating into this Emergency Response Plan ensuring the document contains the most recently collected data.
- This manual contains confidential information and should be stored in a secure location at all times.
- I must notify BEHR Integrated Solutions if this manual becomes damaged or lost.
- This manual will be returned to BEHR Integrated Solutions if replaced or no longer valid.

Please acknowledge receipt of this manual by logging onto https://www.caliberplanning.com/index.php/erp-ack/ and entering your unique plan ID.

Your unique plan ID is**: TAQE107_V1.0_Followed by your manual number.**

Example: TAQE107_V1.0_1

Emergency Response Plan
Document Status and Revision Form

This form is used to track any revisions made to this manual. All revisions are to be documented and provided to all manual holders.

ERP Revision Number	Distribution Date	Revised Sections

Emergency Response Plan
Management of Change Request Form

Item 1. _____

Section Number: _____

Page Number: _____

Description of Change: _____

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Requested By: _____ Date: _____

Item 2. _____

Section Number: _____

Page Number: _____

Description of Change: _____

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Requested By: _____ Date: _____

BEHR OFFICE USE

Received By: _____ Date: _____

Emergency Response Plan
Manual Distribution List

Manual No.	Recipient	Title	Location
Corporate			
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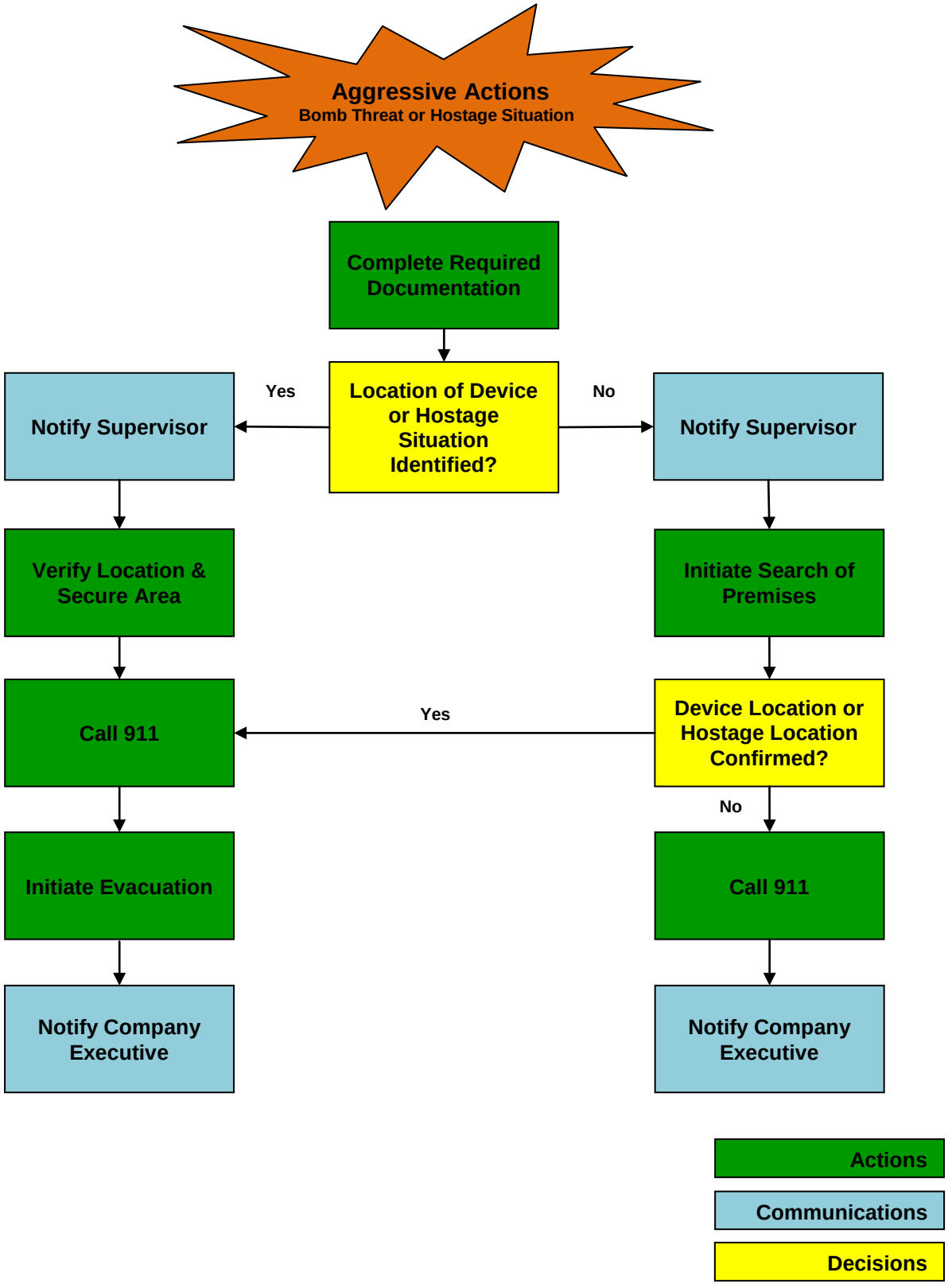
[redacted]	[redacted]		[redacted]
Contractors			
[redacted]	[redacted]	[redacted]	[redacted]

A **BOLD** manual number indicates the manual contains confidential data collected during the Public Involvement Process

1.0 Immediate Actions

This section provides a brief description of response specific procedures to ensure all responders have an understanding of response activities.
Response steps outlined in this section are guidelines and may not meet the specific needs for all response situations. Depending on the scope of emergency more than one response specific procedure may need to be utilized.

1.1 Aggressive Actions - Bomb Threat or Hostage Situation



1.1 Aggressive Actions – including a Bomb Threat or Hostage Situation

INCIDENT COMMANDER:
- Assume the role of Incident Commander until relieved by a more senior company representative.
- If a threat is received over the phone, log the conversation. Make note of the caller's demeanor, accent and/or instructions.
- Contact emergency services, as needed. (911, where available)
- Initiate a search for the device and confirm the location **or** confirm the location of the hostage situation.
- Update emergency services. (911, where available)
- Contact immediate supervisor and provide all available information.
- Assign roles and responsibilities to required Officers and Section Chiefs.
- Account for personnel on site.
- Sound the evacuation alarm and begin evacuation procedures, if required.

INFORMATION OFFICER:
- Provide timely information to the media, in consultation with the appropriate government agencies, when required.
- Notify next of kin in consultation with the RCMP, if required.

LIAISON OFFICER:
- Maintain contact with required government agencies, including the RCMP.
- Provide regular updates to the Incident Commander.
- Ensure required communication occurs between internal and external people.

OPERATIONS SECTION CHIEF:
- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:
- Assess/monitor safety hazards or unsafe conditions. Develop measures to ensure the safety of response personnel.
- Ensure all response personnel are equipped with the appropriate PPE.

SITE CONTROL GROUP SUPERVISOR:
- Direct/implement control procedures on site to minimize impact.
- Assist emergency services as required.

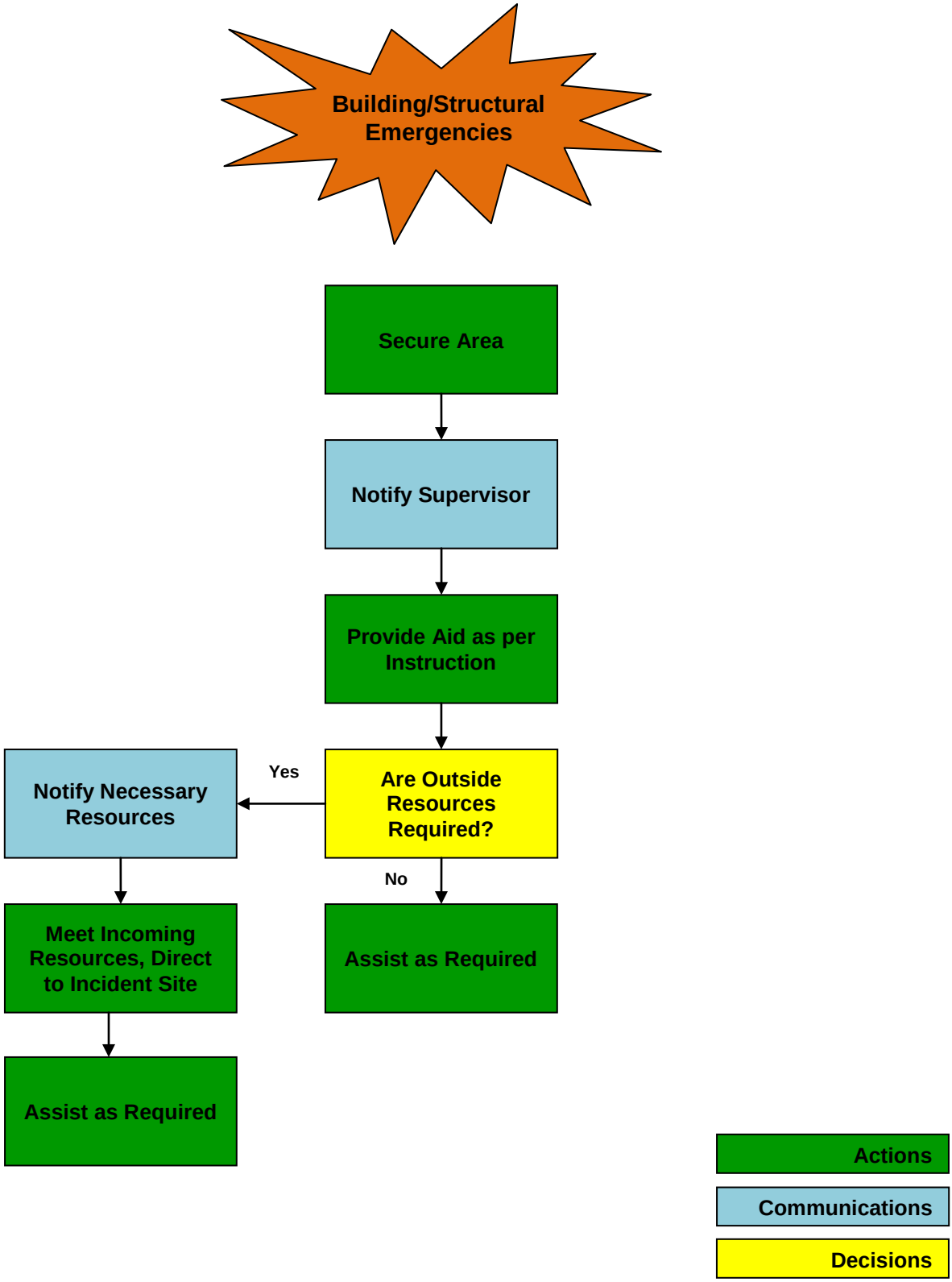
PUBLIC SAFETY GROUP SUPERVISOR:
- Direct public safety related response activities.

ROVER/EVAC UNIT LEADER:
- Evacuate personnel from hazard area, if required.

ROADBLOCK UNIT LEADER:
- Secure the scene.
- Ensure evidence is documented and secured for investigation.
- Meet incoming investigative crews at the main entrance and direct them to the scene.

RECEPTION CENTRE UNIT LEADER:
- Establish a reception centre for evacuees, if required.
- If activated, receive evacuees at the reception centre.

1.2 Building/Structural Emergencies



1.2 Building/Structural Emergencies

INCIDENT COMMANDER:
- Assume the role of Incident Commander until relieved by a more senior company representative.
- Assign roles and responsibilities to required Officers and Section Chiefs.
- Determine need for backup or outside resources.
- Contact emergency services as needed. (911, where available)
- Sound the evacuation alarm and begin evacuation procedures, if required.
- Contact immediate supervisor giving an initial assessment including location, area potentially affected and other hazards.
- Notify the Emergency Operations Centre (EOC), as required by company policy.
- Account for personnel on site.
- Establish an Incident Command Post (ICP).

INFORMATION OFFICER:
- Provide timely information to the media, in consultation with the appropriate authorities, when required.

LIAISON OFFICER:
- Maintain contact with required government agencies.
- Provide regular updates to the Incident Commander.
- Ensure required communication occurs between internal and external people.

OPERATIONS SECTION CHIEF:
- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:
- Assess/monitor safety hazards or unsafe conditions. Develop measures to ensure the safety of response personnel.
- Ensure all response personnel are equipped with the appropriate PPE.

STAGING AREA MANAGER:
- If established, ensure the readiness of resources and personnel.

SITE CONTROL GROUP SUPERVISOR:
- Direct/implement control procedures on site to minimize impact.
- Assess the need to stop normal operating activities in order to minimize risk to personnel and equipment, execute if necessary.
- Assess risk of controlling an incident with available personnel and equipment, execute if risk is deemed low.

PUBLIC SAFETY GROUP SUPERVISOR:
- Direct public safety related response activities.

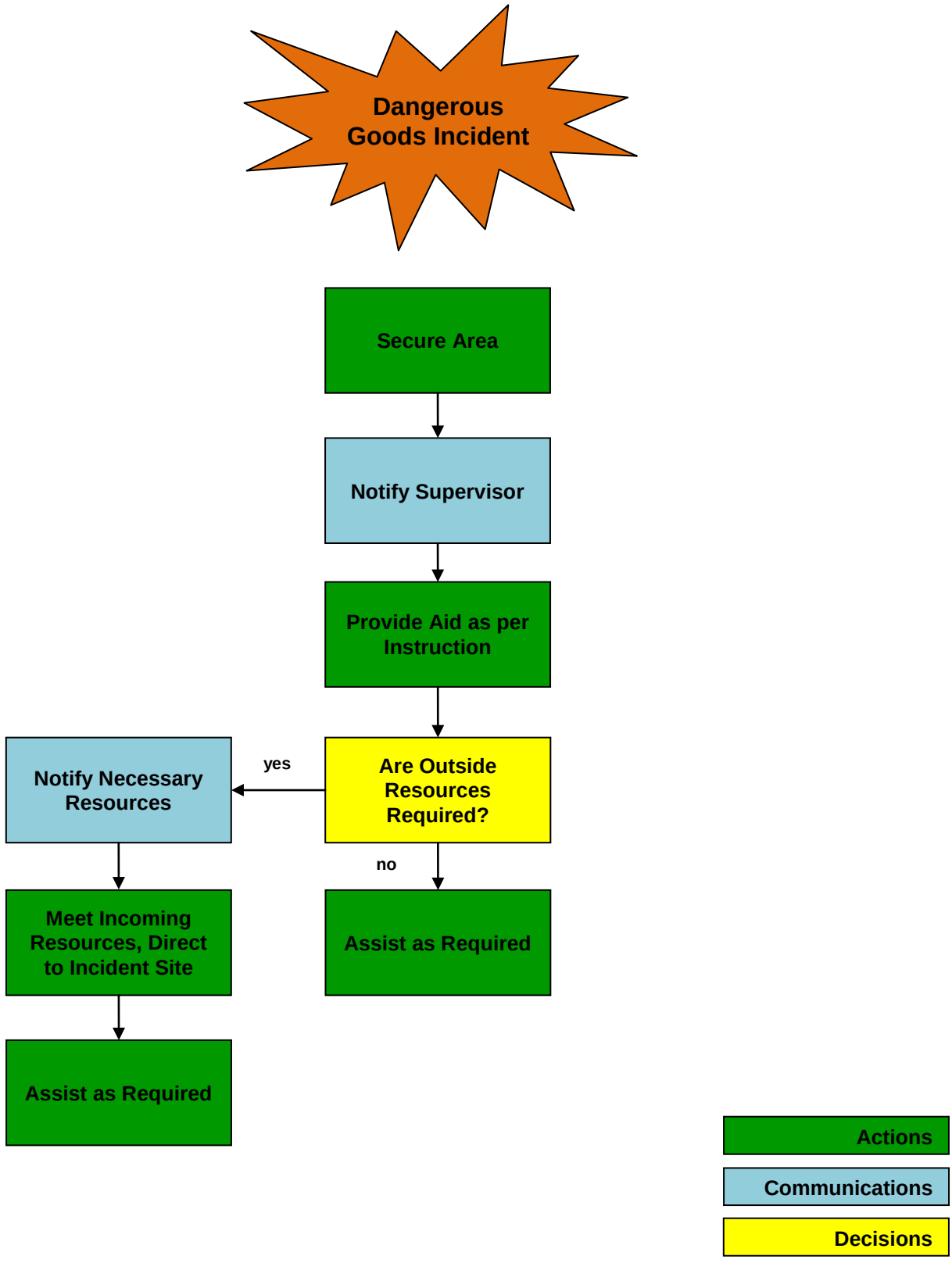
ROVER/EVAC UNIT LEADER:
- Evacuate personnel from hazard area, if required.

CONTROL UNIT LEADER:
- Ensure appropriate control and containment activities are taking place.
- Carry out necessary activities to protect the incident site, such as container stabilization or product transferring.

ROADBLOCK UNIT LEADER:
- Establish and maintain a secure incident scene. Ensure evidence is documented and secured for investigation.

RECEPTION CENTRE UNIT LEADER:
- Establish a reception centre for evacuees, if required.
- If activated, receive evacuees at the reception centre.

1.3 Dangerous Goods Incident



1.3 Dangerous Goods Incident

INCIDENT COMMANDER:
- Assume the role of Incident Commander until relieved by a more qualified individual.
- Assign roles and responsibilities to required Officers and Section Chiefs.
- Determine the Level of Emergency, notify the appropriate authorities (AER, Alberta Environment & Parks and the Ministry of Transportation), if required.
- Determine need for backup or outside resources.
- Contact emergency services, as needed. (911, where available)
- Sound the evacuation alarm and begin evacuation procedures, if required.
- Contact immediate supervisor giving an initial assessment including location, area potentially affected and other hazards.
- Notify the Emergency Operations Centre (EOC), as required by company policy.
- Account for personnel on site.
- Establish an Incident Command Post (ICP).

INFORMATION OFFICER:
- Provide timely information to the media, in consultation with the appropriate authorities, when required.

LIAISON OFFICER:
- Maintain contact with required government agencies, including the AER, the Ministry of Transportation and the Ministry of Environment.
- Provide regular updates to the Incident Commander.
- Ensure required communication occurs between internal and external people.

OPERATIONS SECTION CHIEF:
- Implement tactical objectives and direct on site resources.

STAGING AREA MANAGER:
- If established, ensure the readiness of resources and personnel.

SAFETY OFFICER:
- Assess/monitor safety hazards or unsafe conditions. Develop measures to ensure the safety of response personnel.
- Ensure all response personnel are equipped with the appropriate PPE.

SITE CONTROL GROUP SUPERVISOR:
- Direct/implement control procedures on site to minimize impact.
- Assess the need to stop normal operating activities in order to minimize risk to personnel and equipment, execute if necessary.
- Assess risk of controlling an incident with available personnel and equipment, execute if risk is deemed low.

CONTROL UNIT LEADER:
- Ensure appropriate control and containment activities are taking place.
- Eliminate all sources of ignition.
- Obtain MSDS sheets, as needed.
- Isolate the leak, prevent entry into waterways and sewers.
- Assess the damages, including damages to containers, vehicles and structures as a result of the incident.
- Carry out activities to reduce or stop leaks such as container stabilization, dyking, storing, transferring and/or disposal.
- Notify the Site Control Group Supervisor if waste disposal services are required.

PUBLIC SAFETY GROUP SUPERVISOR:
- Direct public safety related response activities.

AIR MONITORING UNIT LEADER:
- Monitor the hazard area for the presence of H_2S/SO_2 or LEL readings.

ROVER/EVAC UNIT LEADER:
- Evacuate personnel from hazard area, if required.

ROADBLOCK UNIT LEADER:
- Assign members to meet incoming emergency services at the site entrance and escort them to the scene.
- Establish and maintain a secure incident scene. Ensure evidence is documented and secured for investigation.

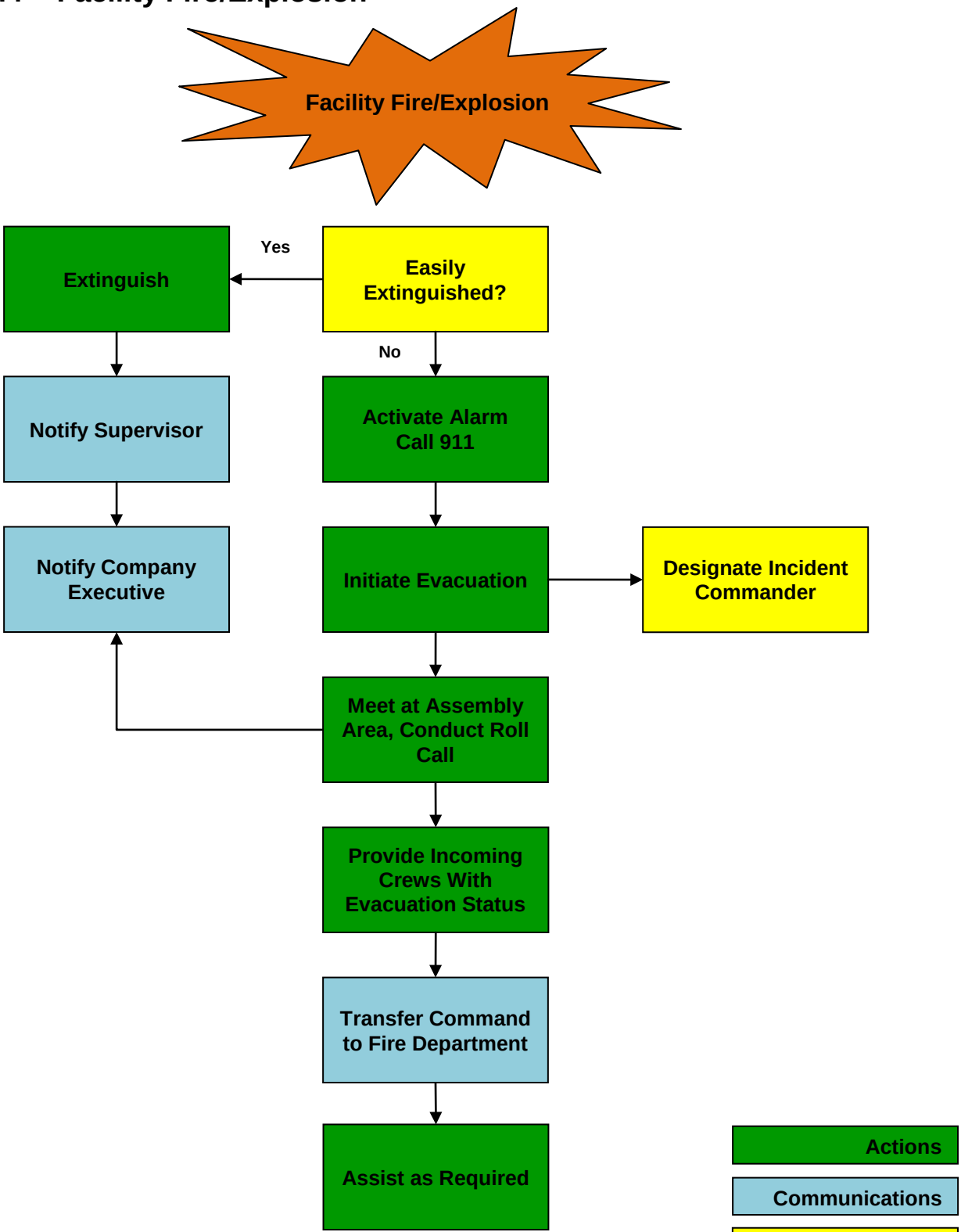
RECEPTION CENTRE UNIT LEADER:
- Establish a reception centre for evacuees, if required.
- If activated, receive evacuees at the reception centre.

CLASSIFICATION AND CHARACTERISTICS OF DANGEROUS GOODS

Any spill or release that goes off-lease that has caused, is causing, or may cause an adverse effect, must immediately be reported to Alberta Environment & Parks – 1.800.222.6514 AND Alberta Transportation, Dangerous Goods and Rail Safety 1.800.272.9600

Class	Division	Characteristics of Dangerous Goods	Quantity	Packing Group
1 Explosives (Sections 2.9 – 2.12)	1.1	A substance or article with a mass explosion hazard	Any quantity	II – Hazardous Substances
	1.2	A substance or article with a projection hazard but not a mass explosion hazard		
	1.3	A Substance or article which has a fire hazard and either a minor blast hazard or a minor projection hazard or both, but does not have a mass explosion hazard		
	1.4	A substance or article which presents no significant hazard beyond the package in the event of ignition or initiation during transport		
	1.5	A very insensitive substance with a mass explosion hazard		
	1.6	Extremely insensitive article with no mass explosion hazard		
2 Gases (Sections 2.13 – 2.17)	2.1	A flammable gas which is easily ignited and burns	Any quantity	Not Applicable
	2.2	A non-flammable, non-toxic, non-corrosive gas		
	2.3	A toxic gas		
3 Flammable Liquids (Sections 2.18 – 2.19)	*	A flammable liquid with a closed-cup flash point less than or equal to 60.0°C	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
4 Flammable Solids (Sections 2.20 – 2..22)	4.1	A flammable solid which is readily combustible and may cause fire through friction or from heat retained from manufacturing	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
	4.2	A spontaneously combustible substance that ignites when exposed to air		
	4.3	A water-reactive substance which emits flammable gas when it comes into contact with water		
5 Oxidizing Substances, Organic Peroxides (Sections 2.23 – 2.25)	5.1	An oxidizing substance which may yield oxygen and contribute to the combustion of other material	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
	5.2	An organic peroxide which releases oxygen readily and may be liable to explosive decomposition, or sensitive to heat, shock or friction		
6 Toxic and Infectious Substances (Sections 2.26 – 2.36)	6.1	A toxic substance that is liable to cause harm to human health	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
	6.2	An infectious substance	Any quantity	A or B
7 Radioactive Materials (Sections 2.37 – 2.39)	None	Radioactive materials as defined in the Packaging and Transport of Nuclear Substance Regulations	A level of ionizing radiation greater than the level established in section 39 of the "Packaging and Transport of Nuclear Substance Regulations 2015"	Not Applicable
8 Corrosive Substances (Sections 2.40 – 2.42)	None	Solids or liquids such as acids or alkalis materials that cause destruction of the skin or corrode metals	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
9 Miscellaneous Products, Substances or Organisms (Sections 2.43 – 2.45)	None	A regulated substance that cannot be assigned to any other class. It includes genetically modified micro-organisms, marine pollutants and substances transported at elevated temperatures	30 L or 30 kg	II – Hazardous Substances or III – Moderately Hazardous Substances, or without packing group

1.4 Facility Fire/Explosion



1.4 Facility Fire / Explosion

INCIDENT COMMANDER:
- Assume the role of Incident Commander until relieved by a more senior company representative.
- Assign roles and responsibilities to required Officers and Section Chiefs.
- Determine the Level of Emergency. Notify the AER and appropriate agencies, if required.
- Determine need for backup or outside resources.
- Contact emergency services as needed. (911, where available)
- Sound the evacuation alarm and begin evacuation procedures, if required.
- Contact immediate supervisor giving an initial assessment including location, area potentially affected and other hazards.
- Notify the Emergency Operations Centre (EOC), as required by company policy.
- Account for personnel on site.
- Establish an Incident Command Post (ICP).

INFORMATION OFFICER:
- Provide timely information to the media, in consultation with the appropriate authorities, when required.

LIAISON OFFICER:
- Maintain contact with required government agencies.
- Provide regular updates to the Incident Commander.
- Ensure required communication occurs between internal and external people.

OPERATIONS SECTION CHIEF:
- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:
- Assess/monitor safety hazards or unsafe conditions. Develop measures to ensure the safety of response personnel.
- **Request or administer first aid as necessary.**

STAGING AREA MANAGER:
- If established, ensure the readiness of resources and personnel.

SITE CONTROL GROUP SUPERVISOR:
- Ensure backup is present or en route before attempting to contain or control the fire.
- Implement control procedures to minimize impact.
- Assess the need to stop normal operating activities in order to minimize risk to personnel and equipment, execute if necessary.
- Assess risk of controlling an incident with available personnel and equipment, execute if risk is deemed low.

CONTROL UNIT LEADER:
- Ensure appropriate control and containment activities are taking place.

PUBLIC SAFETY GROUP SUPERVISOR:
- Direct public safety related response activities.

AIR MONITORING UNIT LEADER:
- Monitor the hazard area for the presence of H_2S/SO_2 or LEL readings.

ROVER/EVAC UNIT LEADERS:
- Evacuate personnel from hazard area.

ROADBLOCK UNIT LEADER:
- Establish and maintain a secure incident scene. Ensure evidence is documented and secured for investigation.

RECEPTION CENTRE UNIT LEADER:
- Establish a reception centre for evacuees, if required.
- If activated, receive evacuees at the reception centre.

Boiling Liquid Expanding Vapour Explosion (BLEVE)

BLEVE is a process whereby the flammable liquid in a vessel is heated through an outside source. The added heat causes the liquid to vaporize and the pressure to rise in the vessel. When the pressure reaches the release pressure of the vessel's pressure safety valve (PSV) the valve will lift and return the pressure in the tank to a safe level and then close. If the external heated source cannot be eliminated, this process will continue. When the liquid level in the tank drops below the level of the flame impingement, the vessel will begin to weaken and will eventually result in a catastrophic failure or BLEVE.

Tank Fires

When an LPG tank is involved in fire, there are important conditions which must be considered.

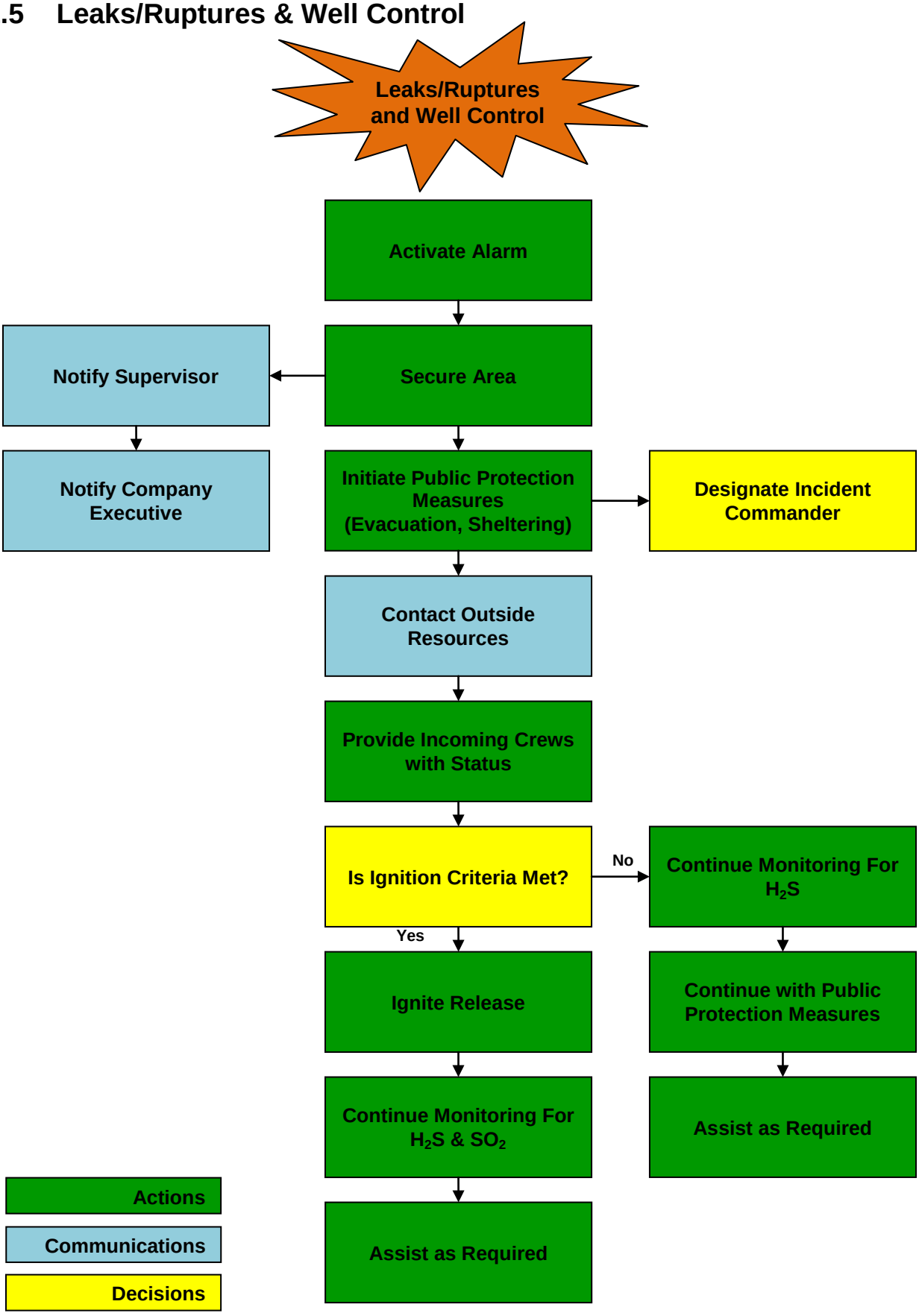
- Do the flames contact the tank shell itself? If not, there is no immediate risk of fire at the tank. Generally, radiant heat alone will not overheat the shell of the tank.
- Fight fire from the maximum distance possible, or use unmanned hose holders or monitor nozzles.
- If the flames actually contact or impinge on the tank shell itself, determine the liquid level in the tank from the frost line. If the flames impinge below the liquid level, there will be a pressure build-up of vapours and the relief valve will operate with possible ignition. It will be necessary to cool the tank shell above the liquid level to reduce internal pressure and reset the valve. Also cool the tank at the point of flame impingement to reduce the possibility of tank shell failure.
- Cool container by flooding them with large quantities of water until well after fire is out.
- If the flames heat the shell above the liquid level in the tank a serious condition can develop quickly.
- Flames impinging above the liquid level will cause the shell to overheat and bulge.
- Do not direct water at the source of the leak or at safety devices, icing may occur.

Note: Leave the area immediately if you hear a rising sound from the venting safety devices or see discoloration of the tank.

Water Application

- The ideal method of applying water is to fan a long solid stream on top of the surface of the tank from the opposite side while staying at a safe distance. It is highly important that the streams of water are applied back and forth on the entire top surface of the vessel to gain uniform cooling.
- Begin cooling as early as possible and fan straight streams of water back and forth over the tank.
- Approach the tank from the sides and not the ends. Be aware that when a BLEVE occurs, sections of the tank can fly in any direction.

1.5 Leaks/Ruptures & Well Control



1.5 Leaks/Ruptures and Well Control

INCIDENT COMMANDER:
- Assume the role of Incident Commander until relieved by a more senior company representative.
- Assign roles and responsibilities to required Officers and Section Chiefs.
- Determine the Level of Emergency. Notify the AER and appropriate agencies, if required.
- Determine need for backup or outside resources.
- Contact emergency services, as needed. (911, where available)
- Sound the evacuation alarm and begin evacuation procedures up wind of the hazard, if required
- Contact immediate supervisor giving an initial assessment including location, area potentially affected and other hazards.
- Notify the Emergency Operations Centre (EOC), as required by company policy.
- Account for personnel on site.
- Establish an Incident Command Post (ICP).

INFORMATION OFFICER:
- Provide timely information to the media, in consultation with the appropriate authorities, when required.

LIAISON OFFICER:
- Maintain contact with required government agencies.
- Provide regular updates to the Incident Commander.
- Ensure required communication occurs between internal and external people.

OPERATIONS SECTION CHIEF:
- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:
- Assess/monitor safety hazards or unsafe conditions. Develop measures to ensure the safety of response personnel.
- Ensure all response personnel are equipped with the appropriate PPE.

STAGING AREA MANAGER:
- If established, ensure the readiness of resources and personnel.

SITE CONTROL GROUP SUPERVISOR:
- Direct/implement control procedures on site to minimize impact.
- Assess the need to stop normal operating activities in order to minimize risk to personnel and equipment, execute if necessary.
- Assess risk of controlling an incident with available personnel and equipment, execute if risk is deemed low.

SITE CONTROL GROUP SUPERVISOR:
- Ensure appropriate control and containment activities are taking place.
- Eliminate all sources of ignition.
- Obtain MSDS sheets, as needed.
- If gasses are involved, prevent the spreading of vapours through sewers and confined areas. Isolate area until gas has dispersed.
- If liquids are involved, prevent entry into waterways and sewers.
- For pipeline leaks, isolate the leak and dissipate the pressure, consider all possibilities of trapped pressure.
- Carry out activities to reduce or stop leaks such as container stabilization, dyking, storing, transferring and/or disposal.
- Notify the Site Control Group Supervisor if waste disposal services are required.

IGNITION UNIT LEADER:
- If H_2S is involved and ignition criteria have been met, don appropriate PPE and begin ignition procedures.

PUBLIC SAFETY GROUP SUPERVISOR:
- Direct public safety related response activities.

AIR MONITORING UNIT LEADER:
- Monitor the hazard area for the presence of H_2S/SO_2 or LEL readings.

ROVER/EVAC UNIT LEADER:
- Evacuate personnel from hazard area, if required.

ROADBLOCK UNIT LEADER:
- Establish roadblocks to prevent any unauthorized personnel from entering the incident site.
- Ensure evidence is documented and secured for investigation.

RECEPTION CENTRE UNIT LEADER:
- Establish a reception centre for evacuees, if required.
- If activated, receive evacuees at the reception centre.

Characteristics and Dangers of H_2S

- Found in decaying organic matter, natural oil and gas, silos and sewers.
- Found at gas temperatures above -60°C.
- Flammable – burns to form SO_2.
- Odour of rotten eggs at low concentrations – kills all sense of smell at higher concentrations.
- Will tend to disperse more slowly in sheltered or calm low lying areas.
- Extremely toxic.
- At lower concentrations (20-50 ppm) irritates mucous membranes (eyes, throat, lungs), causes headaches, dizziness, nausea, may cause pulmonary edema (fluid in the lungs) upon prolonged exposure.
- High concentrations (500-1000 ppm) may cause paralysis of the respiratory centre in the brain – breathing stops.
- This gas is dangerous because it kills the sense of smell very quickly.

Hydrogen Sulphide (H_2S) Toxicity Table

Hydrogen sulphide is a colourless, flammable, toxic gas. It affects people differently depending on concentration and length of exposure. Concentrations of H_2S are generally measured in parts per million (ppm), one part per million means one part of gas in one million parts of air. At very low concentrations, it has an offensive odour, (similar to rotten eggs) however, it is undetectable by odour at higher concentrations. A person can be exposed to H_2S concentrations of up to 10 ppm for up to 8 hours without breathing apparatus as per government exposure limits.

Hydrogen Sulphide (H_2S) Toxicity Table	
Concentration (ppm)	**Effects**
0.2 - 0.3	Detectable by odour.
1	May cause stress or health symptoms in sensitive individuals.
10	8-hour occupational exposure limit.
Over 10 ppm, protective equipment is necessary	
15	15-minute occupational exposure limit.
100	Deadens sense of smell in 3 to 15 minutes, may burn eyes and throat.
200	Rapidly deadens sense of smell, burns eyes and throat.
500	Destroys sense of reasoning and balance, causes respiratory disturbances in 2 to 15 minutes, and needs prompt artificial resuscitation.
700	Leads to rapid loss of consciousness, stops breathing and leads to death if not rescued promptly, requires immediate artificial resuscitation.
1000	Causes immediate loss of consciousness, chances of recovery very poor.

Characteristics and Health Effects of Sulphur Dioxide (SO_2)

- This is a choking gas, unlike H_2S, and one wants to move to an area where the discomfort is not experienced.
- Formed by the combustion of H_2S or sulphur and is non-flammable.
- Found as a gas at temperatures above -10°C.
- Has the odour that occurs when a wooden match is extinguished.
- Highly irritating – dissolves to form sulphuric acid.
- At lower concentrations irritates eyes, nose and throat, causes difficulty in breathing and shortness of breath.
- Causes pulmonary edema at high concentrations – may be fatal.
- Effects on heavy smokers are more severe.

SO_2 Toxicity Table

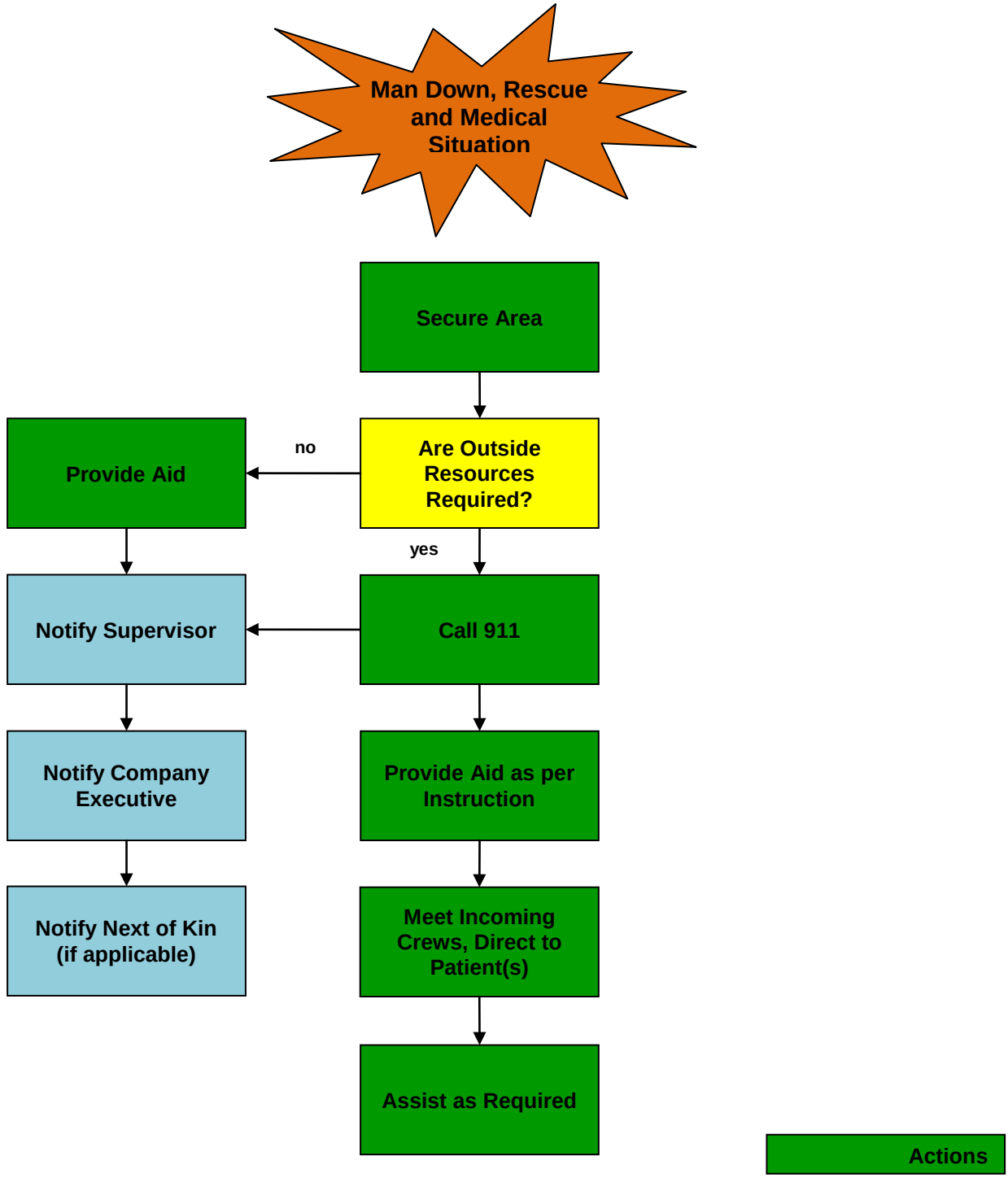
If a release of sour gas occurs and is threatening the safety of the public, the response is to ignite the gas. Burning the sour gas turns the H_2S to SO_2. The heat from the fire will carry the SO_2 and smoke up into the air, where it will disperse. By the time the SO_2 comes back to ground level, the concentrations would normally only be detectable with the use of an electronic gas detection monitor. These levels should be well below provincial environment regulations.

Sulphur Dioxide (SO_2) Toxicity Table	
Concentration (ppm)	**Effects**
2	8 hour occupational exposure limit.
3-5	Begin to smell gas.
5	15 minute occupational exposure limit
6-50	Exposure for 5 to 15 minutes irritates the eyes and may irritate the respiratory system such as choking and coughing, possible nosebleed under extended exposure.
Over 100	Immediately dangerous to life, immediate feeling of suffocation.

Characteristics and Dangers of Propane

- Extremely flammable.
- Will be easily ignited by heat, sparks or flames.
- Will form explosive mixtures with air.
- Vapors from liquefied gas are initially heavier than air and spread along ground.
- Vapors may travel to source of ignition and flash back.
- Cylinders exposed to fire may vent and release flammable gas through pressure relief devices.
- Containers may explode when heated.
- Ruptured cylinders may rocket.
- Vapors may cause dizziness or asphyxiation without warning.
- Some may be irritating if inhaled at high concentrations.
- Contact with gas or liquefied gas may cause burns, severe injury and/or frostbite.
- Fire may produce irritating and/or toxic gases.

1.6 Man Down, Rescue and Medical Situation



1.6 Man Down, Rescue and Medical Situation

INCIDENT COMMANDER:
- Assume the role of Incident Commander until relieved by a more senior company representative.
- Contact emergency services (911, where available) and have them deployed to site.
- Assign roles and responsibilities to required Officers and Section Chiefs.
- Determine need for backup or outside resources.
- Contact immediate supervisor giving an initial assessment of the incident, including severity of injuries, location, resources needed and first aid treatment provided.
- Notify the Emergency Operations Centre (EOC), as required by company policy.
- Account for all other personnel on site.
- Establish an Incident Command Post (ICP), as needed.

INFORMATION OFFICER:
- Provide timely information to the media, in consultation with the appropriate government agencies, when required.
- Notify next of kin, in consultation with the RCMP, if required.

LIAISON OFFICER:
- Maintain contact with required government agencies. Provide regular updates to the Incident Commander.
- Ensure required communication occurs between internal and external people.

OPERATIONS SECTION CHIEF:
- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:
- Assess/monitor safety hazards or unsafe conditions. Develop measures to ensure the safety of response personnel.
- Ensure all response personnel are equipped with the appropriate PPE.

STAGING AREA MANAGER:
- If established, ensure the readiness of resources and personnel.

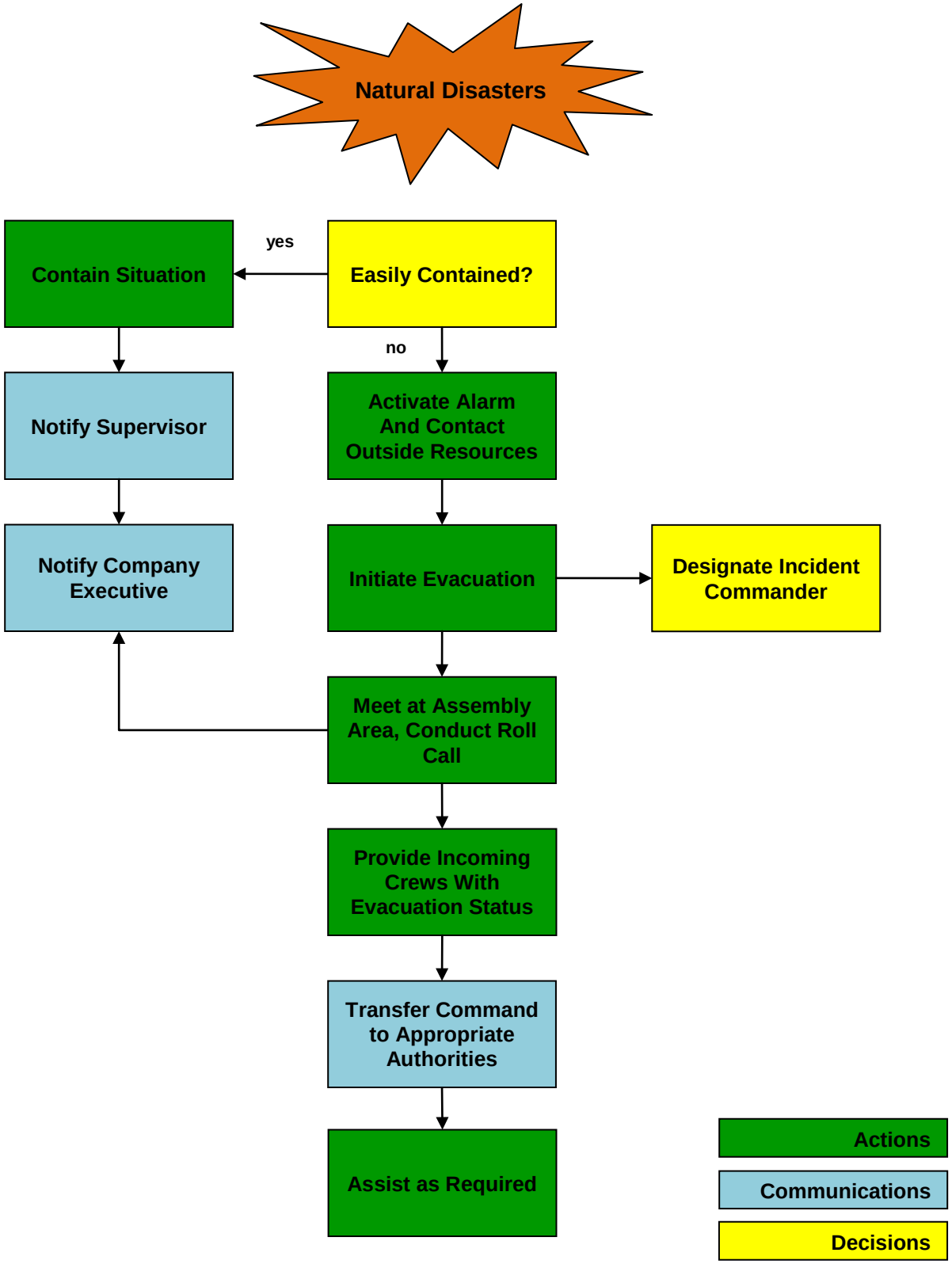
SITE CONTROL GROUP SUPERVISOR:
- Direct control procedures on site to minimize impact.

PUBLIC SAFETY GROUP SUPERVISOR:
- Direct public safety related response activities.

CONTROL UNIT LEADER:
- Ensure appropriate control and containment activities are taking place, if required.
- Eliminate all sources of ignition.
- Assign members to meet incoming emergency services at the site entrance and escort them to the scene.
- Prepare appropriate landing area if a helicopter is being used for transport.
- Assess the situation to ensure personal and others' safety.
- Administer first aid as necessary.
- Notify the Site Control Group Supervisor of further medical treatment, if required and any additional hazards on site.
- Ensure the required communication equipment is provided to personnel performing a rescue attempt.
- If a risk analysis indicates a rescue attempt is within reasonable risk, don appropriate Personal Protective Equipment (PPE) and rescue victim, moving them to a safe location.

ROADBLOCK UNIT LEADER:
- Establish and maintain a secure incident scene. Work with the Ministry of Transportation and the RCMP if public roads are required to be closed and traffic are routed.
- Ensure evidence is documented and secured for investigation.

1.7 Natural Disasters



1.7 Natural Disasters

INCIDENT COMMANDER:
- Assume the role of Incident Commander until relieved by a more qualified individual.
- Evaluate the situation.
- Determine the Level of Emergency, and notify the required government agencies.
- Determine need for backup or outside resources.
- Contact emergency services as needed. (911, where available)
- Provide first aid and medical treatment, if trained to do so.
- Assign roles and responsibilities to Officers and Section Chiefs.
- Sound the evacuation alarm and begin evacuation procedures, if required.
- Establish an Incident Command Post (ICP).

INFORMATION OFFICER:
- Provide timely information to the media, in consultation with the required government agencies.
- Notify next of kin, in consultation with the RCMP, if required.
- Provide regular updates to the Incident Commander.

LIAISON OFFICER:
- Maintain contact with required government agencies.
- Provide regular updates to the Incident Commander.
- Ensure required communication occurs between internal and external people.

OPERATIONS SECTION CHIEF:
- Implement tactical objectives and direct on site resources.
- Provide regular updates to the Incident Commander.

SAFETY OFFICER:
- Assess/monitor safety hazards or unsafe conditions. Develop measures to ensure the safety of response personnel.
- Provide regular updates to the Incident Commander.

STAGING AREA MANAGER:
- If established, ensure the readiness of resources and personnel.

SITE CONTROL GROUP SUPERVISOR:
- Ensure backup is present or en route before attempting to contain or control the incident.
- Implement control procedures to minimize impact.
- Assess the need to stop normal operating activities in order to minimize risk to personnel and equipment, execute if necessary.
- Assess risk of controlling an incident with available personnel and equipment, execute if risk is deemed low.

SITE CONTROL GROUP SUPERVISOR:
- Ensure appropriate control and containment activities are taking place.

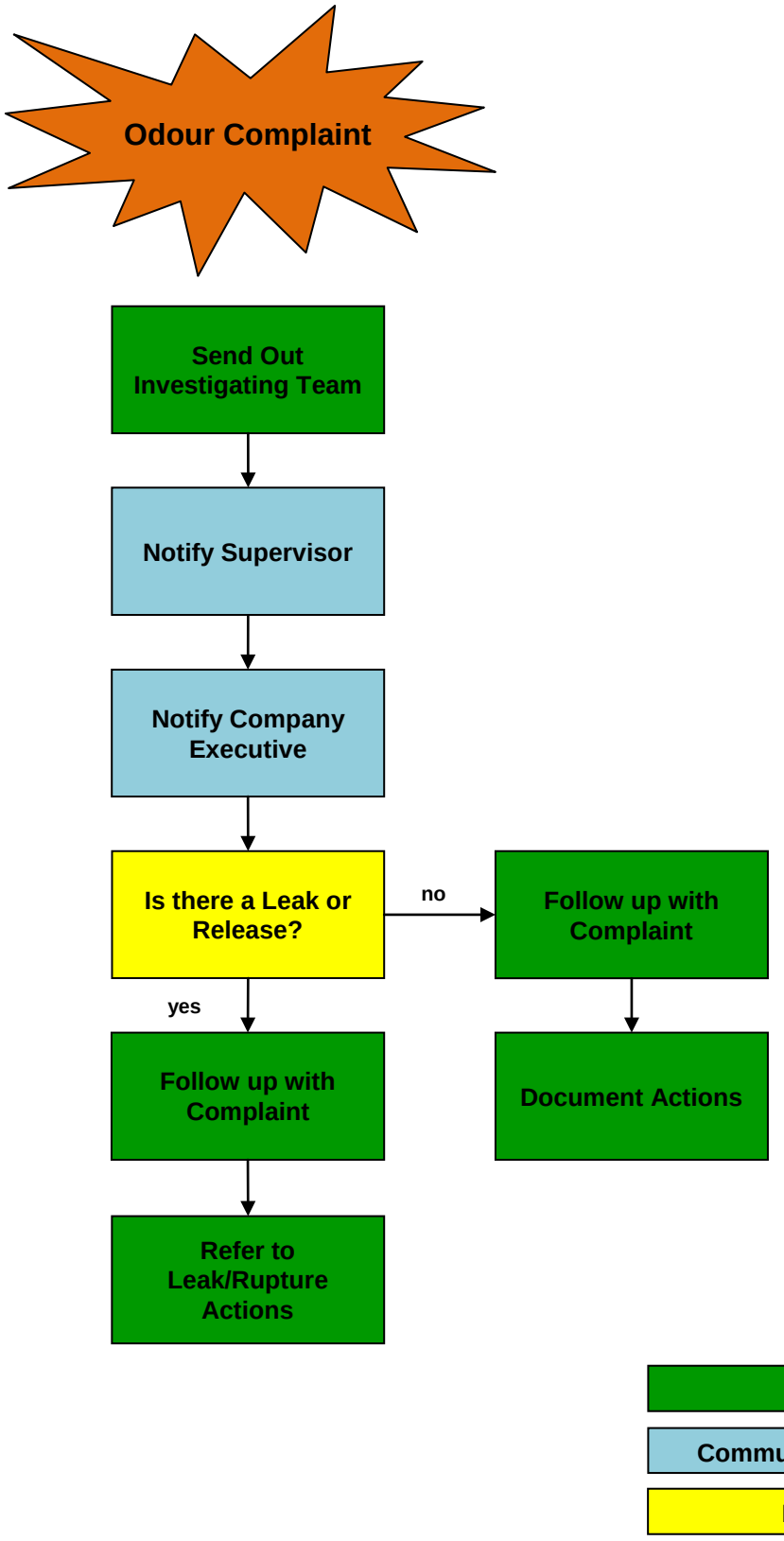
AIR OPERATIONS UNIT LEADER:
- Ensure the members are activated, if required, for air evacuation.

RECEPTION CENTRE UNIT LEADER:
- Establish a reception centre for evacuees.
- Receive evacuees at the reception centre.

ROVER/EVAC UNIT LEADER:
- Evacuate personnel from hazard area.
- Ensure evacuation routes are clear.

ROADBLOCK UNIT LEADER:
- Establish and maintain roadblocks.
- Direct traffic during the evacuation.
- Direct evacuees to the reception centre, if established.

1.8 Odour Complaint



1.8 Odour Complaint

INCIDENT COMMANDER:
- Assume the role of Incident Commander until relieved by a more senior company representative.
- If a member of the public suspects an H_2S release or the presence of SO_2 after ignition, have them take shelter until the source is confirmed.
- Assign roles and responsibilities to required Officers and Section Chiefs.
- Direct the Operations Section Chief to dispatch an investigating team to investigate the complaint.
- Contact immediate supervisor and report the complaint.
- Notify the Emergency Operations Centre (EOC), as required by company policy.
- If an emergency situation is confirmed by the investigating team, refer to the appropriate Immediate Action.

INFORMATION OFFICER:
- Provide timely information to the media, in consultation with the appropriate authorities, when required.

LIAISON OFFICER:
- Maintain contact with required government agencies.
- Provide regular updates to the Incident Commander.
- Ensure required communication occurs between internal and external people.

OPERATIONS SECTION CHIEF:
- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:
- Assess/monitor safety hazards or unsafe conditions. Develop measures to ensure the safety of response personnel.
- Ensure all response personnel are equipped with the appropriate PPE.

SITE CONTROL GROUP SUPERVISOR:
- Direct control procedures on site to minimize impact.

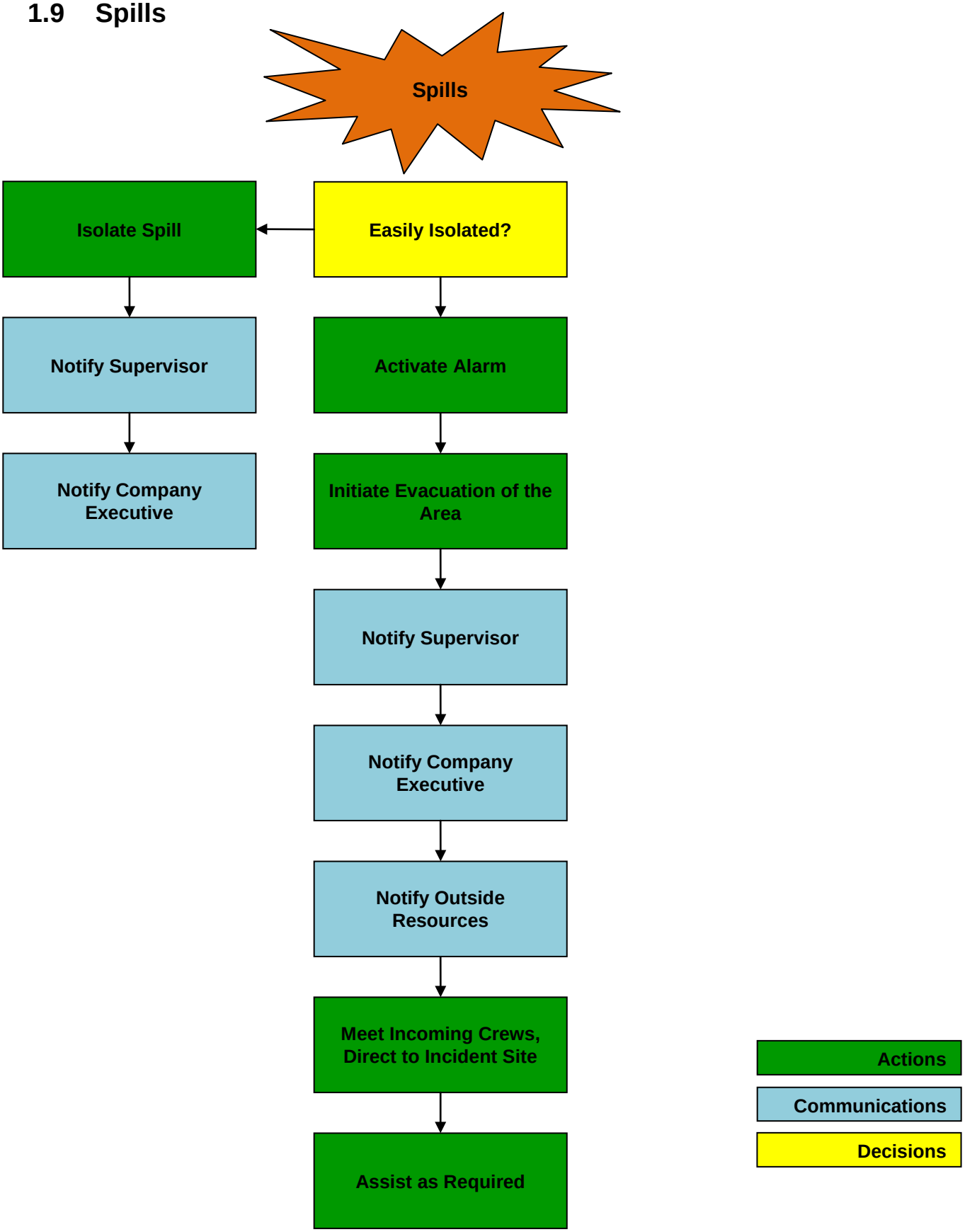
PUBLIC SAFETY GROUP SUPERVISOR:
- Direct public safety related response activities.

CONTROL UNIT LEADER:
- Travel to the site of the complaint and inspect equipment, ensure equipment is working properly and is not damaged.
- Report any damage or abnormal conditions to the Site Control Group Supervisor.

AIR MONITORING UNIT LEADER:
- Travel to the site of the complaint.
- Monitor the area for the presence of H_2S/SO_2 or LEL readings.
- Report all findings to the Public Safety Group Supervisor.

ROADBLOCK UNIT LEADER:
- Establish roadblocks at the entrance of the complaint site, if required.

1.9 Spills


Spills
Easily Isolated?
Isolate Spill
Notify Supervisor
Notify Company Executive
Activate Alarm
Initiate Evacuation of the Area
Notify Supervisor
Notify Company Executive
Notify Outside Resources
Meet Incoming Crews, Direct to Incident Site
Assist as Required
Actions
Communications
Decisions

1.9 Spills

INCIDENT COMMANDER:
- Assume the role of Incident Commander until relieved by a more senior company representative.
- Assign roles and responsibilities to required Officers and Section Chiefs.
- Determine the Level of Emergency, notify the appropriate authorities (AER, Alberta Environment & Parks and the Ministry of Transportation), if required.
- Determine need for backup or outside resources.
- Contact emergency services as needed. (911 where available).
- Contact immediate supervisor giving an initial assessment including location, area potentially affected and other hazards.
- Notify the Emergency Operations Centre (EOC), as required by company policy.
- Account for personnel on site.
- Establish an Incident Command Post (ICP).

INFORMATION OFFICER:
- Provide timely information to the media, in consultation with the appropriate authorities, when required.

LIAISON OFFICER:
- Maintain contact with required government agencies.
- Provide regular updates to the Incident Commander.
- Ensure required communication occurs between internal and external people.

OPERATIONS SECTION CHIEF:
- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:
- Assess/monitor safety hazards or unsafe conditions. Develop measures to ensure the safety of response personnel.
- Ensure all response personnel are equipped with the appropriate PPE.
- Request or administer first aid as necessary.

STAGING AREA MANAGER:
- If established, ensure the readiness of resources and personnel.

SITE CONTROL GROUP SUPERVISO:
- Direct/implement control procedures to minimize impact.
- Assess the need to stop normal operating activities in order to minimize risk to personnel and equipment, execute if necessary.
- Assess risk of controlling an incident with available personnel and equipment, execute if risk is deemed low.

PUBLIC SAFETY GROUP SUPERVISOR:
- Direct public safety related response activities.

AIR MONITORING UNIT LEADER:
- Monitor the hazard area for the presence of H_2S/SO_2 or LEL readings.

ROVER/EVAC UNIT LEADER:
- Evacuate personnel from hazard area.

ROADBLOCK UNIT LEADER:
- Establish and maintain a secure incident scene. Ensure evidence is documented and secured for investigation.

RECEPTION CENTRE UNIT LEADER:
- Establish a reception centre for evacuees, if required.
- If activated, receive evacuees at the reception centre.

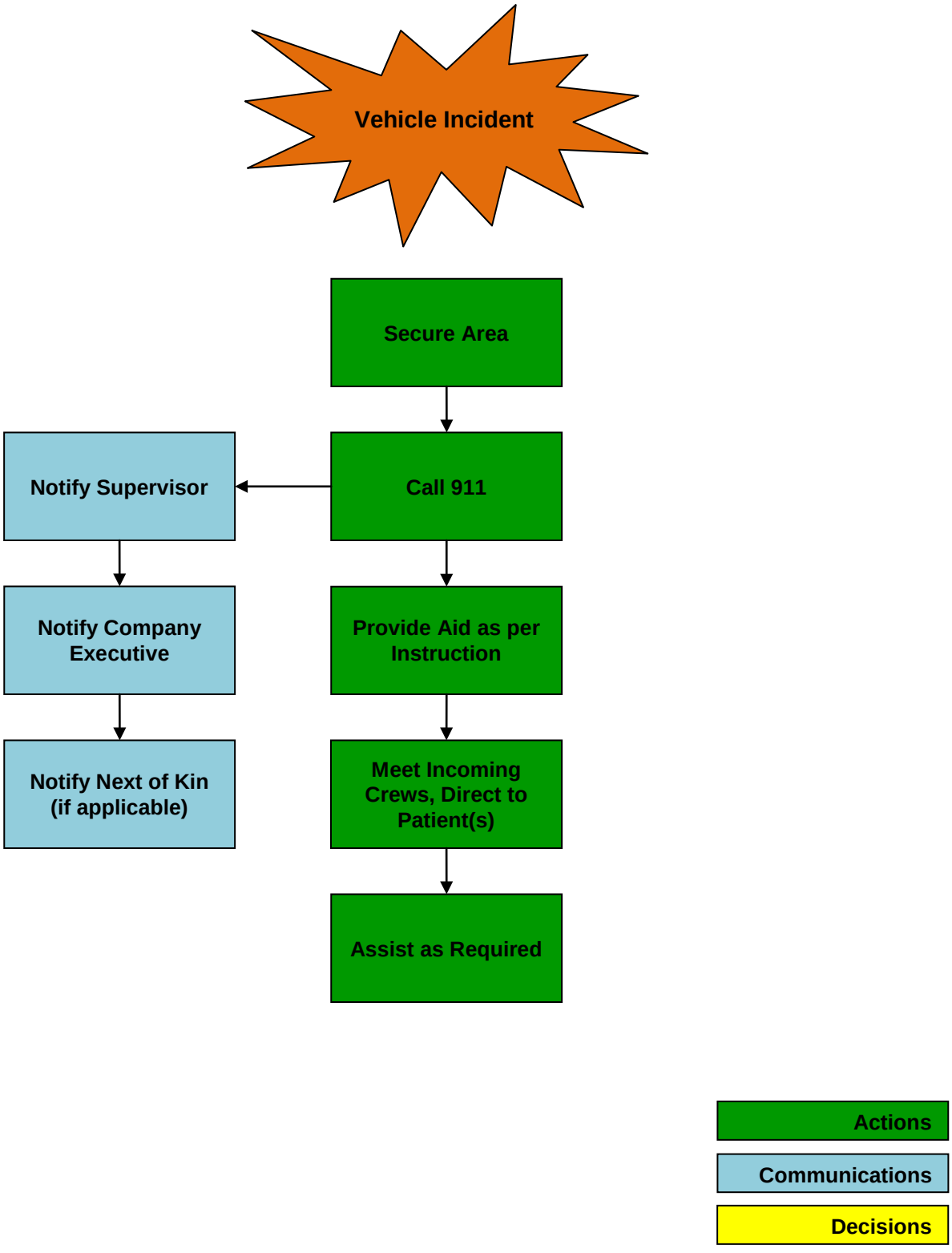
CONTROL UNIT LEADER:
- Ensure appropriate control and containment activities are taking place.
- Eliminate all sources of ignition.
- Obtain MSDS sheets, as needed.
- If gasses are involved, prevent the spreading of vapours through sewers, ventilation systems and confined areas. Isolate area until gas has dispersed.
- If liquids are involved, prevent entry into waterways, sewers, basements or confined spaces.
- For pipeline leaks, isolate the leak and dissipate the pressure, consider all possibilities of trapped pressure.
- Assess the damages, including damages to containers, vehicles and structures as a result of the incident.
- Carry out activities to reduce or stop leaks such as container stabilization, dyking, storing, transferring and/or disposal.
- Notify the Site Control Group Supervisor if waste disposal services are required.

CLASSIFICATION AND CHARACTERISTICS OF DANGEROUS GOODS

Any spill or release that goes off-lease that has caused, is causing, or may cause an adverse effect, must immediately be reported to Alberta Environment & Parks – 1.800.222.6514 AND Alberta Transportation, Dangerous Goods and Rail Safety 1.800.272.9600

Class	Division	Characteristics of Dangerous Goods	Quantity	Packing Group
1 Explosives (Sections 2.9 – 2.12)	1.1	A substance or article with a mass explosion hazard	Any quantity	II – Hazardous Substances
	1.2	A substance or article with a projection hazard but not a mass explosion hazard		
	1.3	A Substance or article which has a fire hazard and either a minor blast hazard or a minor projection hazard or both, but does not have a mass explosion hazard		
	1.4	A substance or article which presents no significant hazard beyond the package in the event of ignition or initiation during transport		
	1.5	A very insensitive substance with a mass explosion hazard		
	1.6	Extremely insensitive article with no mass explosion hazard		
2 Gases (Sections 2.13 – 2.17)	2.1	A flammable gas which is easily ignited and burns	Any quantity	Not Applicable
	2.2	A non-flammable, non-toxic, non-corrosive gas		
	2.3	A toxic gas		
3 Flammable Liquids (Sections 2.18 – 2.19)	*	A flammable liquid with a closed-cup flash point less than or equal to 60.0°C	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
4 Flammable Solids (Sections 2.20 – 2..22)	4.1	A flammable solid which is readily combustible and may cause fire through friction or from heat retained from manufacturing	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
	4.2	A spontaneously combustible substance that ignites when exposed to air		
	4.3	A water-reactive substance which emits flammable gas when it comes into contact with water		
5 Oxidizing Substances, Organic Peroxides (Sections 2.23 – 2.25)	5.1	An oxidizing substance which may yield oxygen and contribute to the combustion of other material	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
	5.2	An organic peroxide which releases oxygen readily and may be liable to explosive decomposition, or sensitive to heat, shock or friction		
6 Toxic and Infectious Substances (Sections 2.26 – 2.36)	6.1	A toxic substance that is liable to cause harm to human health	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
	6.2	An infectious substance	Any quantity	A or B
7 Radioactive Materials (Sections 2.37 – 2.39)	None	Radioactive materials as defined in the Packaging and Transport of Nuclear Substance Regulations	A level of ionizing radiation greater than the level established in section 39 of the "Packaging and Transport of Nuclear Substance Regulations 2015"	Not Applicable
8 Corrosive Substances (Sections 2.40 – 2.42)	None	Solids or liquids such as acids or alkalis materials that cause destruction of the skin or corrode metals	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
9 Miscellaneous Products, Substances or Organisms (Sections 2.43 – 2.45)	None	A regulated substance that cannot be assigned to any other class. It includes genetically modified micro-organisms, marine pollutants and substances transported at elevated temperatures	30 L or 30 kg	II – Hazardous Substances or III – Moderately Hazardous Substances, or without packing group

1.10 Vehicle Incident



1.10 Vehicle Incident

INCIDENT COMMANDER:
- Assume the role of Incident Commander until relieved by a more senior company representative.
- Contact emergency services (911, where available) and have them deployed to site.
- Assign roles and responsibilities to required Officers and Section Chiefs.
- Determine need for backup or outside resources.
- Contact immediate supervisor giving an initial assessment including location, area potentially affected, injuries and other hazards.
- Notify the Emergency Operations Centre (EOC), as required by company policy.
- Account for all other personnel on site.
- Establish an Incident Command Post (ICP), as needed.

INFORMATION OFFICER:
- Provide timely information to the media, in consultation with the appropriate government agencies, when required.
- Notify next of kin, in consultation with the RCMP, if required.

LIAISON OFFICER:
- Maintain contact with required government agencies.
- Provide regular updates to the Incident Commander.
- Ensure required communication occurs between internal and external people.

OPERATIONS SECTION CHIEF:
- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:
- Assess/monitor safety hazards or unsafe conditions. Develop measures to ensure the safety of response personnel.
- Ensure all response personnel are equipped with the appropriate PPE.

STAGING AREA MANAGER:
- If established, ensure the readiness of resources and personnel.

SITE CONTROL GROUP SUPERVISOR:
- Direct/implement control procedures on site to minimize impact.

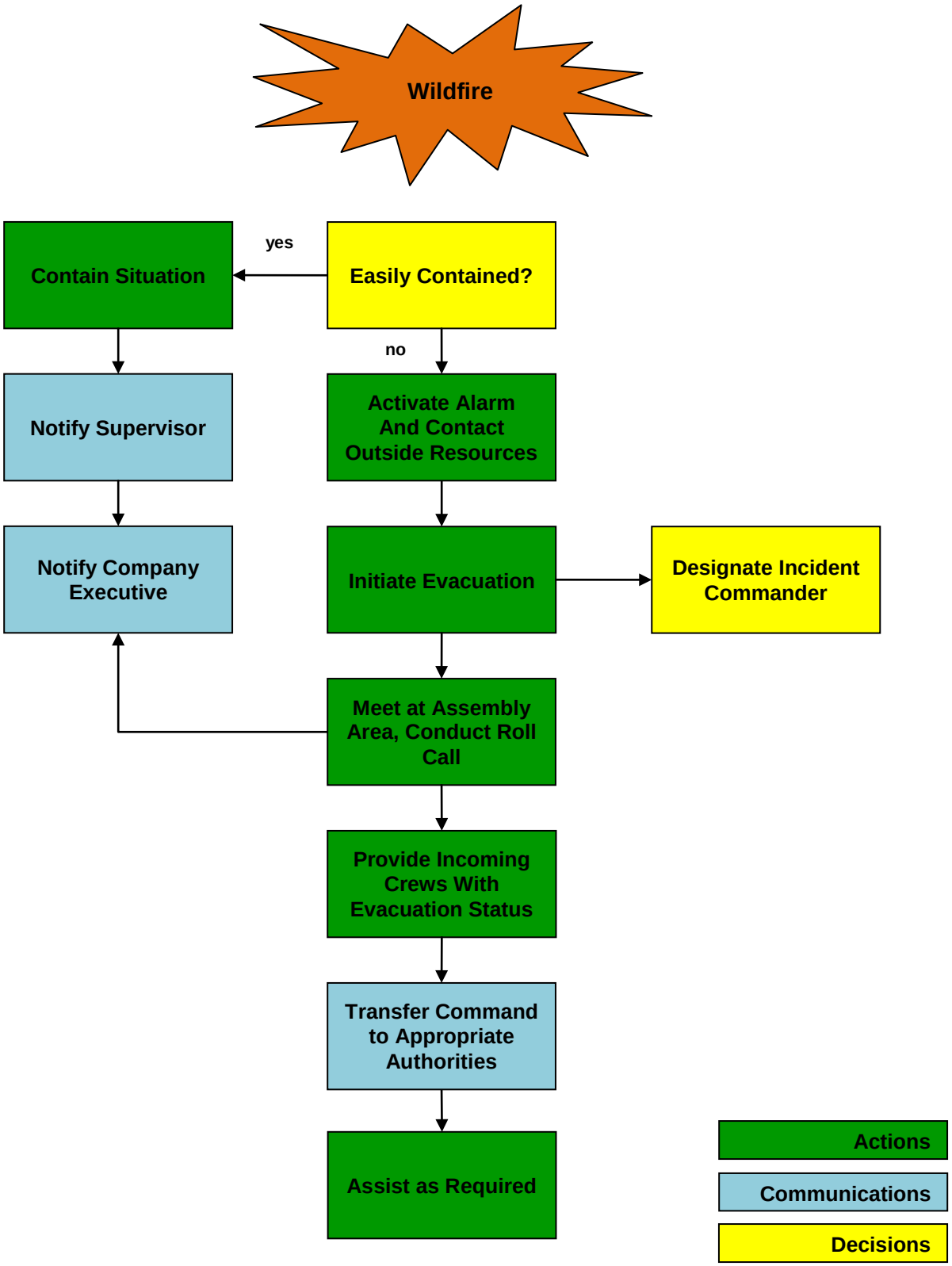
PUBLIC SAFETY GROUP SUPERVISOR:
- Direct public safety related response activities.

CONTROL UNIT LEADER:
- Ensure appropriate control and containment activities are taking place, if required.
- Eliminate all sources of ignition.
- Assign Group members to meet incoming emergency services at the site entrance and escort them to the scene.

ROADBLOCK UNIT LEADER:
- Establish and maintain a secure incident scene.
- Assign team members to meet incoming emergency services at the site entrance and escort them to the scene.
- Work with the provincial Ministry of Transportation and the RCMP if public roads are required to be closed and traffic re-routed.

RECOVERY UNIT LEADER:
- Ensure evidence is documented and secured for investigation.
- Request resources required for the recovery and transport of vehicle(s).

1.11 Wildfire



1.11 Wildfire

INCIDENT COMMANDER:
- Assume the role of Incident Commander until relieved by a more senior company representative.
- Evaluate the situation.
- Determine the Level of Emergency. Notify the AER and appropriate agencies, if required.
- Determine need for backup or outside resources.
- Contact emergency services as needed. (911, where available)
- Assign roles and responsibilities to Officers and Section Chiefs.
- Sound the evacuation alarm and begin evacuation procedures, if required.
- Establish an Incident Command Post (ICP).

INFORMATION OFFICER:
- Provide timely information to the media, in consultation with the required government agencies.

LIAISON OFFICER:
- Maintain contact with required government agencies.
- Provide regular updates to the Incident Commander.
- Ensure required communication occurs between internal and external people.

OPERATIONS SECTION CHIEF:
- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:
- Assess/monitor safety hazards or unsafe conditions. Develop measures to ensure the safety of response personnel.
- Request or administer first aid as necessary.

STAGING AREA MANAGER:
- If established, ensure the readiness of resources and personnel.

SITE CONTROL GROUP SUPERVISOR:
- Ensure backup is present or en route before attempting to contain or control the fire.
- Implement control procedures to minimize impact.
- Assess the need to stop normal operating activities in order to minimize risk to personnel and equipment, execute if necessary.
- Assess risk of controlling an incident with available personnel and equipment, execute if risk is deemed low.

PUBLIC SAFETY GROUP SUPERVISOR:
- Direct public safety related response activities.

CONTROL UNIT LEADER:
- Ensure appropriate control and containment activities are taking place.

ROVER/EVAC UNIT LEADER:
- Evacuate personnel from hazard area.
- Ensure evacuation routes are clear.

AIR OPERATIONS UNIT LEADER:
- Ensure the members are activated, if required, to confirm the location and distance of the fire.

ROADBLOCK UNIT LEADER:
- Establish and maintain roadblocks.
- Direct traffic during the evacuation.
- Direct evacuees to the appropriate reception centre.

RECEPTION CENTRE UNIT LEADER:
- Establish a reception centre for evacuees.
- Receive evacuees at the reception centre.

2.0 Public Protection

2.1 Purpose of an Emergency Response Plan (ERP)

An emergency shall be considered as any situation that creates the potential for harm to members of the public, the environment, or property surrounding an asset. The response priorities are:

- 1st - People
- 2nd - Environment
- 3rd - Property

An ERP is a comprehensive plan to protect the public that includes criteria for assessing an emergency situation and procedures for mobilizing response personnel and agencies and for establishing communication and coordination among the parties. It is a key component of emergency preparedness and response. An ERP addresses emergency scenarios, potential hazards to the public, and systems required for effective response.

The purpose of emergency preparedness and response is to establish a decision framework and action plan so that the licensee can quickly and effectively respond to an emergency.

The goals of an ERP are to:

- Enhance the safety of the public, company personnel (including contractors), the environment and property.
- Provide company personnel with established procedures to respond to an emergency.
- Provide company personnel with access to critical information required to respond to an emergency.
- Eliminate or minimize the effects that incidents have on TAQA North operations.

Where the health and safety of the public cannot be assured, TAQA North responders will determine the best approach to protecting the public.

Depending on an incident's specifics, TAQA North will implement the necessary method(s) of public protection: air monitoring, evacuation, ignition, isolation or sheltering.

The AER's Directive 71, *Emergency Preparedness and Response Requirements for the Petroleum Industry*, requires TAQA North to define appropriate actions, including public protection measures that would be taken for each level of emergency.

2.2 Emergency Planning Zone (EPZ) Determination

TAQA North must use ERCBH_2S to calculate the size of the EPZ for sour gas with a hydrogen sulphide (H_2S) concentration of 0.1 moles per kilomole (mol/kmol) (0.0001 mole fraction or 100 ppm) or greater.

ERCBH_2S is a software tool that calculates site-specific EPZs using thermodynamics, fluid mechanics, atmospheric dispersion, and toxicology modeling. ERCBH_2S is used to calculate the size of the EPZ for sour gas with an H_2S concentration of 0.1 mol/kmol (0.0001 mole fraction or 100 ppm) or greater.

The ERCBH_2S model includes both user input variables and model parameters. Model parameters are variables that have been carefully selected by the AER and cannot be changed by the user. The user input variables reflect site-specific conditions, operating practices, and specific technology employed.

For wells, mitigation measures such as ignition and subsurface safety valves have the potential to limit release durations and can be used to determine the EPZ. Timing for ignition of the release or shut-in of the pipeline may depend on several factors including travel time, automated leak detection devices, manual shut-in or other notification of leakage.

The ERCBH_2S software calculates EPZs for several operations including sour gas wells, sour oil wells, sour water disposal wells, sour gas pipelines, sour liquid pipelines and facilities.

Calculating EPZs for High Vapour Pressure (HVP) Product
The primary hazard associated with HVP products is direct exposure to flame. The largest hazard area for emergency response planning is the flash fire. There is no specific model currently provided by the AER for calculation of the EPZ for High Vapour Pressure (HVP) product release.

The licensee is encouraged to follow the CAPP Recommended Best Practice for HVP Pipelines when undertaking a hazard assessment for HVP product to determine the EPZ.

Detailed documentation may be required for review by the AER, if requested, that clearly describes the methods, assumptions, and modeling uncertainties in sufficient detail so that a third party could duplicate the numerical results.

2.3 Initial Isolation Zone (IIZ)

The IIZ defines an area in proximity to a continuous hazardous release where indoor sheltering may provide temporary protection due to the proximity of the release.

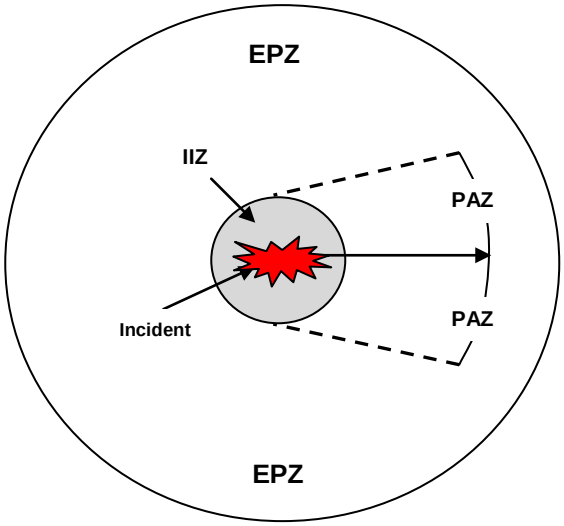
For H_2S releases under poor dispersion conditions, the IIZ is defined and calculated using the ERCBH_2S model.

2.4 Protective Action Zone (PAZ)

The estimated size of the PAZ is calculated using ERCBH_2S. Once monitoring equipment arrives, the actual size of the PAZ can be determined based on monitoring conditions.

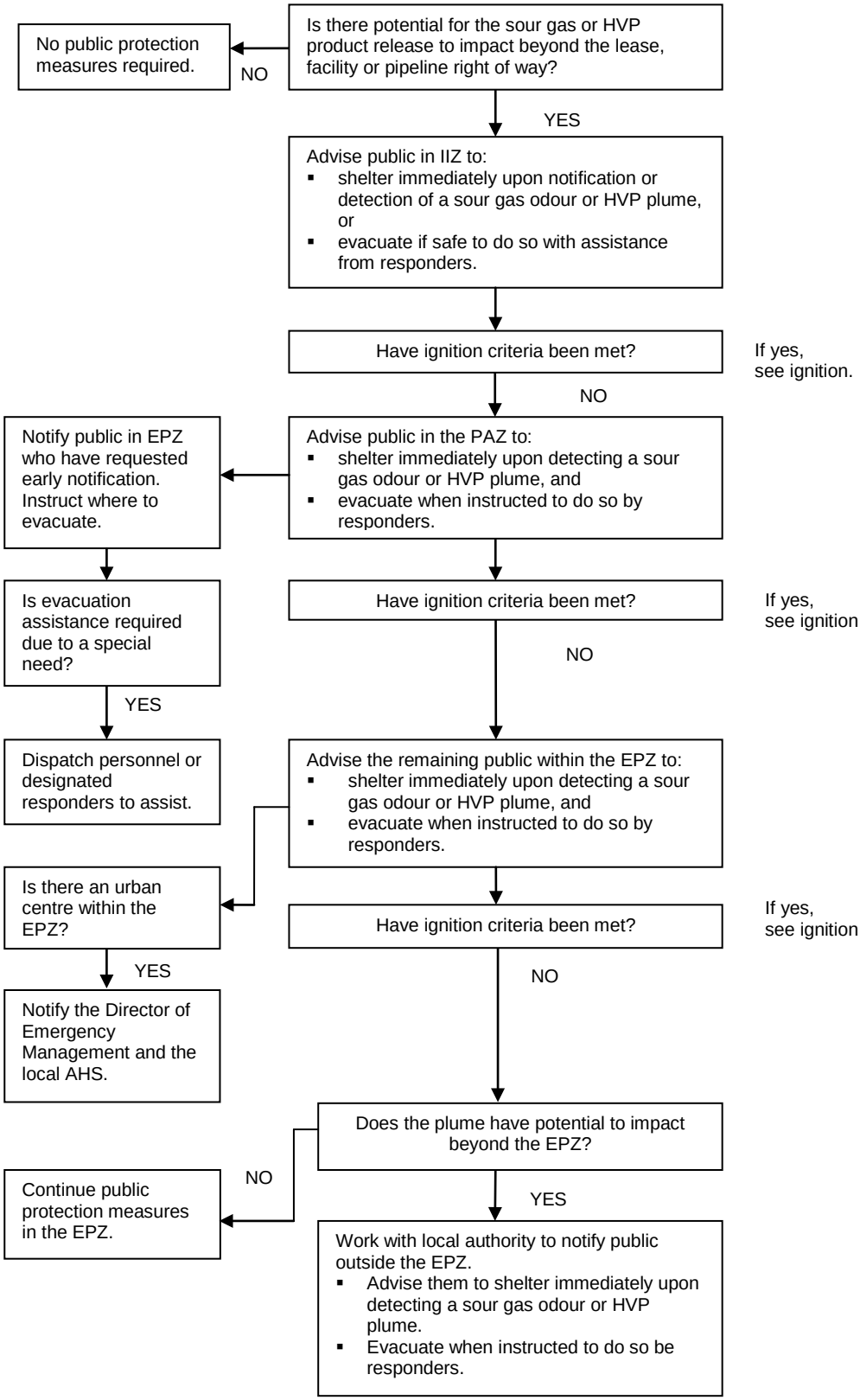
The PAZ is used to identify the area within the EPZ downwind of a release in which responders should focus and prioritize their response efforts. The PAZ for a well, facility or pipeline will not extend beyond the boundary of the EPZ.

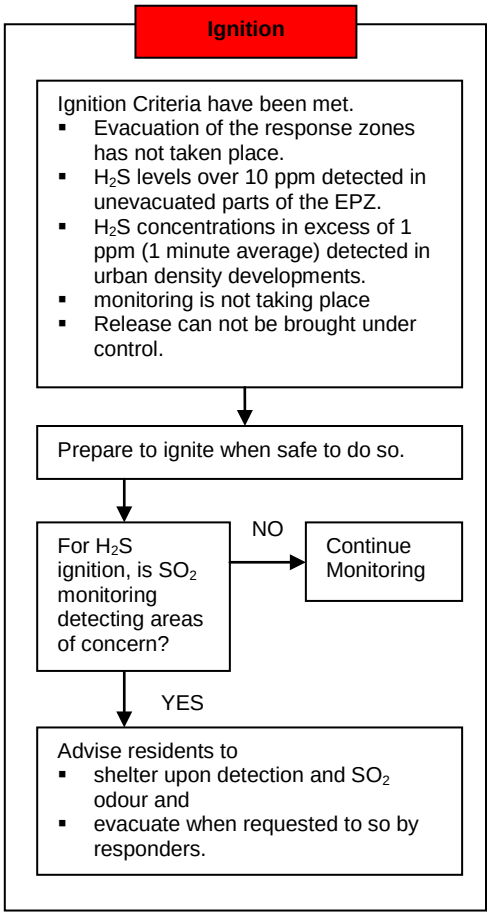
Initial Isolation and Protective Action Zones



The following diagram illustrates possible public protection measures throughout the planning and response zones.

Public Protection Measures for Planning and Response Zones
AER Directive 71





2.5 Air Quality Monitoring

Air quality monitoring is used for tracking and recording the presence and concentrations of H_2S during a sour gas release and SO_2 following the ignition of the release or the presence and lower explosive limit (LEL) levels of HVP product following a release.

Air quality monitoring equipment is used to

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

The type of air monitoring units and the number of monitors required are based on site specific information, including:

- Access and egress points.
- Population density and proximity to urban density developments.
- Local conditions.

Sour Gas Release

Air quality monitoring occurs downwind, with priority being directed to the nearest unevacuated residence or areas where people may be present.

If TAQA North is notified of a release by an alarm or by a reported odour, a company representative will be sent to investigate the source of the release. Air quality monitoring units will be dispatched upon confirmation of the release location.

TAQA North will provide monitored H_2S and SO_2 information on a regular basis throughout a sour gas emergency to Alberta Environment & Parks, the AER and on request to the public.

HVP Product Release

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

TAQA North will routinely provide monitored HVP product LEL information throughout the emergency to Alberta Environment & Parks, the AER, and on request to the public.

2.6 Evacuation

Evacuation Overview

The purpose of evacuation is the removal of people from the EPZ to reduce the risk of exposure to H_2S/SO_2 or an explosive mixtures cloud.

The AER must be notified if an evacuation occurs within the EPZ.

When safe to do so, evacuation should take place before a release of sour gas or HVP product has the potential to affect people in proximity to the release or as soon as possible to avoid any exposure to the hazard.

During evacuation operations, designated TAQA North personnel (or contracted source) will ensure evacuees' assets are safe, as well as physically check all buildings, and provide notice on the buildings in the area that has been evacuated.

Evacuation – H_2S Release

Evacuation is the primary public protection measure during a release of sour gas if the public can be safely removed from the area. Evacuation begins in the IIZ and expands outward into the PAZ (downwind of the release) so that members of the public are not exposed to H_2S.

The licensee must continually perform air quality monitoring within the EPZ. Monitoring results will dictate areas where evacuation is required as listed in the table below. In the absence of monitored readings, responders should advise residents to shelter in place.

Evacuation Requirements – AER *Directive 71*	
H_2S concentrations in unevacuated areas	**Requirement**
1 to 10 ppm (3 minute average)	Individuals who requested notification so that they can voluntarily evacuated before any exposure to H_2S must be notified.
Above 10 ppm (3 minute average)	Local conditions must be assessed and all persons must be advised to evacuate and/or shelter.
Note: if monitored levels over the 3 minute interval are declining (eg. three readings show a decline from 15 ppm to 10 ppm to 8 ppm over 3 minutes) evacuation may not be necessary even though the average over the 3 minute interval would be 11 ppm. Licensees should use proper judgment in determining if evacuation is required.	
SO_2 concentrations in unevacuated areas	**Requirement**
5 ppm (15 minute average)	Immediate evacuation of the area must take place.
1 ppm (3 hour average)	Immediate evacuation of the area must take place.
0.3 ppm (24 hour average)	Immediate evacuation of the area must take place.
A licensee can advise residents to evacuate; however, the local authority has to issue an order for a State of Local Emergency before mandatory evacuation can occur. It is an AER requirement for a licensee to advise residents to evacuate if the need arises.	

Typically, residents within the EPZ but outside of the PAZ will be contacted and advised to initially shelter in place pending further instructions from TAQA North.

A shift in wind direction will require immediate re-evaluation of the PAZ and the need for additional evacuation and/or sheltering. It may require immediate ignition of the well if ignition criteria are met. If the sour gas release has been ignited, the licensee should continue to monitor response zones for H_2S from incomplete combustion, as well as SO_2.

Evacuation – HVP Product Release

Evacuation is not considered the primary public protection measure for an HVP product release and should only proceed when it is safe to do so and after an assessment of:

- The size and expected duration of the release.
- Egress routes.
- Current and expectant meteorological conditions.
- The potential for unexpected ignition.

Evacuation is recommended for cases in which the plume is visible and egress can occur in any direction away from the plume. The decision to evacuate should be made by qualified individuals with access to LEL monitors.

Rovers and Roving

Rovers are trained emergency response personnel responsible for travelling and monitoring the EPZ during an emergency situation. Rovers are to ensure that all transients, recreational users, residents and other area users are properly notified and/or evacuated if the situation warrants. Rovers should be equipped with vehicles capable of carrying passengers allowing them to assist in the evacuation of the EPZ. Rovers must be equipped with the appropriate PPE.

Response Activities

- Rovers assemble at a determined location and review area map with the Rover Unit Leader and determine rover assignments.
- Rovers will physically check all buildings, residences, workshops, businesses, and other buildings to advise occupants of the situation and the evacuation process.
- Rovers will physically check all roads and property where occupants may be located (eg. farmers, hunters, workers, etc.).
- Rovers will post notices on empty vehicles, residences, and buildings to notify the owners/occupants of the situation and the evacuation process.
- Rovers will document all actions and report to the Rover Unit Leader every hour at a minimum.
- Rovers will advise the Rover Unit Leader of any air quality changes.

Rovers need to be aware that working with the public in an emergency situation will bring about various emotions and reactions. Members of the public may be afraid, nervous and angry. Some may not want to leave their home/property.

When working with the public, Rovers should:

- Always identify themselves.
- Remain calm.
- Speak slowly and confidently – do not raise voice.
- Advise the public of the evacuation and the evacuation procedures.
- Never speculate as to what occurred or caused the incident.
- Ask how long it will take them to leave the area.
- Advise them to be prepared to leave their location for several hours or even several days.
- Give them a list of contact numbers.

Evacuation by Level of Emergency

Alert - TAQA North would not normally notify the public within an EPZ at an Alert. The local AER Field Centre is only to be notified during an Alert if members of the public or media are contacted.

Level 1 Emergency - TAQA North will notify all members of the public listed as requiring early notification within the EPZ including known transients and local industry operators (to allow for additional time to evacuate or due to the inability to safely shelter in place). The ERP must be activated and the AER must be notified. The local authority and AHS must be notified if contact is made with the public or media.

Level 2 and 3 Emergencies - TAQA North will notify all members of the public within the EPZ, including known transients and local industry operators (to allow for additional time to evacuate or due to the inability to safely shelter in place). The ERP must be activated the AER, local authority, and AHS must be notified and evacuation must take place if safe to do so.

Evacuation Procedure – by Land

- The Incident Commander will determine the safest evacuation route(s) for personnel and members of the public to evacuate the area by road.
- This decision will be based on the exact location of the asset, wind direction and wind speed.

Evacuation Procedure – by Water

- Evacuation by boat will be arranged, if necessary, depending on the incident or situation.

Evacuation Procedures – by Helicopter

- Helicopters may be required to assist in the search and evacuation of members of the public or personnel within the EPZ.
- Helicopters may also be used during an emergency to track the plume in order to aid in the evacuation of occupants within the EPZ.
- Communication with the Operations Section Chief is imperative in order not to send the helicopter into the plume.

- The helicopter is to be equipped with loud hailers to notify occupants within the EPZ of the emergency and advise them to evacuate the area.
- Helicopters will be provided with the radio frequency to use for the emergency at the time of initial contact, as well as the latitude/longitude coordinates of the Helispots and Reception Centres that they will need to respond to.

In the event of an evacuation, TAQA North will make every effort to evacuate persons within the EPZ by the fastest and safest method possible; this may include the use of a helicopter. When used for evacuation assistance or search & rescue activities the helicopter will search areas specified by the Incident Commander which may include rivers, recreational areas, cemeteries, etc.

The Telephone Unit may advise evacuees to:
- Relocate to the Helispot location.
- Park off the roadway, turn off the vehicle ignition and lock the doors.
- Remain at the Helispot location until the helicopter comes to pick them up, or until a Rover provides other evacuation instructions.
- Remain 50 metres from the helicopter until the flight crew indicates it is safe to approach the aircraft.

Prolonged Evacuation
If the problem cannot be readily corrected and evacuees are required to be away from the area for an extended period of time, TAQA North shall, where required:
- Provide a copy of the necessary forms in the *Forms* section and instructions on how to claim for incurred expenses.
- Provide assistance in arranging food and temporary accommodation.
- Provide area security.
- Arrangements must also be made to provide relief for all responders if the evacuation remains in effect for over 8 hours.

Evacuation beyond the EPZ
In the unlikely event that public protection measures are required beyond the EPZ, they will be conducted in accordance with the licensees arrangement with the local authority.

The *Petroleum Industry Incident Support Plan* will also be activated by the government for Level 2 and Level 3 incidents to provide support to the incident response. Notification mechanisms outlined in the Municipal Emergency Plan (MEP) response framework may be used by the local authority to notify residents if public protection measures are required outside the EPZ. The notification mechanisms will be based on monitored air quality and other situations that might arise during the emergency. Evacuation of the area outside the EPZ is coordinated through TAQA North's ERP and the response framework in the local authority's MEP. AHS also has a role in evacuation in accordance with the *Alberta Health Act, Section 52.2*.

Reception Centre

When required, the Reception Centre must be activated a safe distance from the release source.

If a Reception Centre is activated, TAQA North will send a representative(s) to meet and register evacuees as they arrive at the designated location.

The Reception Centre is a safe place where members of the public will be asked to report upon evacuation. Specific services are to be provided to evacuees at a Reception Centre:

- Registration and inquiry must always be completed. All evacuees must be registered and this information must be communicated to the Incident Commander. Inquiry is a means for which evacuees and/or other members of the public may inquire about the whereabouts of evacuees.
- Food services must be provided to evacuees with consideration given to pregnant or nursing mothers, children and infants, the elderly and individuals with medical conditions that require special dietary needs.
- Lodging services may be provided at the Reception Centre by providing mats or cots. Alternately evacuees may be accommodated at a hotel/motel (ensure that you track the location of the evacuees so that you can keep them notified of the situation).
- Clothing services include blankets and clothing to provide dignity and adequate coverage for the weather.
- Personal services include all other emotional and physical needs of evacuees that have not been addressed above.
- The evacuees will be registered and this information is shared with the response group.
- The Reception Centre may be staffed by the Municipal Emergency Social Services Team in conjunction with TAQA North personnel.
- It is imperative that representatives from TAQA North are capable of managing large volumes of questions, have the ability to problem solve, and make decisions on behalf of TAQA North.
- TAQA North representatives that will meet residents at the Reception Centre will be sensitive, understanding and express reassurance to the evacuated residents.
- Residents will be looking to TAQA North for assurance that they will be allowed to return home soon and that everything will be okay.
- Individuals may have strong emotional reactions to what has just taken place and have feelings of grief, fear, anger, confusion, and helplessness or be under great stress.
- TAQA North representatives need to be aware that these feelings are normal reactions under the circumstances.
- Residents may be worried about their homes, family members, neighbours, livestock, etc. or they may have lost a loved one.

- Reception Centre personnel will need to apply the following protocols:
  - Be calm.
  - Reunite families as quickly as possible.
  - Make a note of those having difficulty dealing with the emergency so they can receive a prompt psychological follow up.
  - Allow residents to vent their anger and/or emotions, as this is normal.
  - Protect residents from media attention especially those who are having difficulty dealing with the situation.
  - Listen to how people are feeling and let them tell their story.
  - Try to comfort those who are having trouble dealing with the situation.
  - Provide privacy for anyone who has lost a loved one.
- The Reception Centre should provide the following to those affected by the emergency:
  - Food and drinks.
  - Shelter from the media.
  - Someone to talk to, if required.
  - Something to entertain children with (eg. videos, crayons and colouring books, board games, cards, etc.).
  - A quiet place for those who need a place to be alone to deal with the stress or the loss of a loved one.
  - Assistance in making temporary accommodations, if required

Return of Evacuees

Once the emergency is over, the decision to permit the return of persons shall be made by the Incident Commander in consultation with the AER and AEMA. The AER will consult with other agencies as applicable and confirm with the licensee that the emergency downgrade or stand down is appropriate.

In some cases AHS may request to be involved in the decision to allow evacuees back into the EPZ

2.7 Ignition

TAQA North will take immediate steps to prepare for ignition at the earliest signs of a release or a well control problem to ensure there will be no delay

Ignition does not negate the need for continuing with evacuation as there may be residual pockets of H_2S or SO_2 gas in the area. When the sour gas is ignited, the H_2S is converted to SO_2 and is carried higher into the atmosphere by the heat of combustion. This causes any toxic gases to disperse over a larger area and reduces the risk of hazardous ground level concentrations.

Sour Well Releases
For manned well operations, the EPZ represents a H_2S hazard area where prompt ignition is credited to avoid exposure that could threaten public safety during a major sour gas release.

TAQA North is required to ensure that all sour wells have an ignition system such as a flare gun on site during all drilling, completion, well testing or workover operations when the wellhead is off.

The licensee must keep the local AER Field Centre informed about the ignition situation and ignite a sour gas flow to the atmosphere in accordance with the *Assessment and Ignition Criteria Flowchart* unless discussions with the AER determine that ignition may be delayed.

The licensee must ensure that appropriate ignition equipment will be available during all operations.

The licensee must assign the decision making authority to ignite the release to a company representative on site.

The Incident Commander has the authority to direct ignition of the release. The Ignition Unit should be certified in sour well ignition and be properly equipped to ignite the well within the planned time limits for which the EPZ was designed.

During a sour well control problem, ignition discussions between the Incident Commander and the AER should occur at preset intervals until the well is brought under control.

If TAQA North does not agree to ignite a release or is not prepared to take the necessary steps to ignite the well, AER senior staff may make that decision.

HVP Product Release from a Pipeline or Cavern Storage Facility

Following an incident, the hazard associated with an HVP product release may be controlled or minimized by deliberately igniting the release. Ignition of an HVP product release should occur only after the position of the plume has been established, after careful deliberation, and only when safe to do so.

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

When making the decision to ignite, TAQA North 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 have been evacuated from the area.
- Whether ignition will worsen the situation by endangering the public or the environment or cause damage to the equipment used to control the product.
- Changing weather conditions.
- If wind direction has been established and is it being continually monitored.
- If the possibility of an explosion been assessed (eg. obstructions or regions of congestion within the perimeter of the dispersing vapour cloud.)

The Incident Commander has the authority to direct ignition of the release. The Ignition Unit should certified in HVP product ignition and be properly equipped to ignite the pipeline within the planned time limits for which the EPZ was designed.

If TAQA North does not agree to ignite a release or is not prepared to take the necessary steps to ignite the well, AER senior staff may make that decision.

Assessment and Ignition Criteria Flowchart – AER *Directive 71*

During a release of H_2S assess the following:

- Risk of exposure/injury to the public or response workers
- Proximity to residences, public facilities, towns or urban centres.
- Status of evacuations.
- Fire hazard after ignition in relation to adjacent forested or cropland area.
- Safety of Ignition Unit (hazard area identification, protective gear).

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

- Although required, evacuation of the response zones has not taken place.
- Monitoring results indicate H_2S concentrations in excess of 10 ppm over a 3 minute average in unevacuated parts of the EPZ.
  If monitored levels are declining then the situation needs to be continuously assessed for ignition.
- Monitored H_2S concentrations exceeded 1 ppm (1 hour average) in urban density developments.
- Monitoring is not taking place due to weather or unforeseen circumstances.
- The release cannot be brought under control in the short term (ignition decision will be made in consultation with the AER).

Once any of the above criteria has been met, ignition must occur within 15 minutes of the decision to ignite.

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- Carry out pre-ignition planning.
- Attempt ignition.

2.8 Isolation of the EPZ

Establishing and managing manned roadblocks in order to prohibit unauthorized entry into the response zones may become necessary during a sour gas or HVP product release that could potentially jeopardize public safety.

It may become necessary to obtain a fire hazard order, issued by the AER or to declare a state of local emergency (SOLE) to restrict access to a designated area. A SOLE may be declared by the local authority or by AHS if decided it's prudent to do so.

Roads
Company employed roadblock personnel may set up roadblocks on lease roads. The local authority must authorize the establishment of roadblocks on public roads within the municipality. Alberta Transportation must authorize road closures on Provincial highways. Municipal personnel may assist with maintaining roadblocks during an emergency response.

Trails
If applicable, access to trails may be restricted with roadblock personnel and/or municipal or provincial personnel.

Railroads
If applicable, CN, CPR or private railroad companies will need to be notified of the situation and will stop or relocate rail traffic.

Rivers
If applicable, rivers may need to be monitored to ensure that recreational users do not travel into the EPZ. This may be accomplished by working with municipal, provincial or private companies.

Air
Notification to NAV Canada may be required to issue a Notice to Airmen (NOTAM) to advise pilots of airspace restrictions above the EPZ. A NOTAM may be requested at a Level 2 and 3 Emergency by the AER.

Roadblocks can be staffed by:
- TAQA North personnel.
- Contracted personnel.
- RCMP/Police.
- Municipal representatives.
- Alberta Transportation, upon request and according to the *Petroleum Incident and Industry Support Plan*.

Roadblock Unit members stationed at the roadblock locations shall be equipped with the appropriate PPE. Roadblock Units shall restrict access into the area to authorized

personnel only and maintain a record of persons entering or exiting the EPZ using the necessary forms located in the *Forms* Section.

Level 1 Emergency

- In regard to a well site emergency, the entrance to the well site shall be isolated with a roadblock. Additional roadblocks may be established as required.
- Persons allowed entry into the area shall be checked in, briefed on the existing conditions and equipped with the appropriate PPE.

Level 2 or 3 Emergency

- In regard to a well site emergency, the EPZ shall be isolated during a Level 2 or 3 Emergency, by manned roadblock locations as directed by the Incident Commander.
- If the incident impacts municipal roadways or provincial highways, permission to block the road will be requested from Alberta Transportation. The RCMP may provide assistance with roadblocks, if required.

2.9 Shelter in Place

Shelter in place is the practice of going or remaining safely indoors during an outdoor release of a hazardous substance.

Shelter in place has been demonstrated to be an effective response during the first few hours of a substance release where public would be at the highest risk outdoors. Sheltering creates an indoor buffer to protect an individual from high concentrations that may exist outside.

The goal of sheltering 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.

Shelter in Place – H_2S Release
If evacuation is not possible, then sheltering in place can be used to protect members of the public, under certain conditions.

Depending on the volume, size, duration, or meteorological conditions, sheltering in place may not be a viable public protection measure within the IIZ during an H_2S release. In this situation the public safety aspects of sheltering in place will have to be continuously re-evaluated during the incident and assisted evacuation may be necessary to ensure public safety.

Members of the public within the EPZ but outside of the PAZ may be contacted and advised to initially shelter in place pending further instructions from a TAQA North representative.

Shelter in Place – HVP Release
Sheltering is the primary public protection measure for an HVP product release. For HVP product releases, the IIZ and PAZ define a region adjacent to a release where plume concentrations may fall within the upper explosive limit and LEL and where the public may be directly exposed to flame if the plume ignited. For large failure events, this area reaches its maximum extent shortly after initiation of a failure and then declines. Inadvertent actions within this region may lead to ignition, thus sheltering is recommended until the position of the plume can be assessed and evacuation can take place safely.

Shelter in Place Instructions

- Immediately gather everyone indoors and remain there.
- Close and lock all windows and outside doors. If convenient, tape the gaps around the exterior door frames.
- Extinguish indoor wood burning fires. If possible, close flue dampers.
- Turn off appliances or equipment that either:
  - Blow out inside air, such as bathroom and kitchen exhaust fans, built-in vacuum systems, gas stoves, gas fireplaces, clothes dryers.
  - Suck in outside air, such as heating ventilation and air conditioning systems (HVAC) 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.
- Leave all inside doors open.
- Avoid using the telephone, except for emergencies, so that emergency personnel can contact you.
- Contact emergency number provided at time of notification if you are experiencing symptoms or smelling odours or if you have contacted local emergency services, this allows responders to coordinate their response.
- Stay tuned to local radio and television for possible information updates.
- If you see people outside, do not leave until told to do so.
- If you are unable to follow these instructions, please contact the emergency number provided at time of notification.
- After the hazardous substance has passed through the area you will receive an all clear message from emergency response personnel along with 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 ventilated, return all equipment to normal.

If sheltering procedures are implemented, continuous telephone contact with sheltered individuals will be maintained until a safe evacuation can be conducted or the emergency is resolved.

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

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

3.0 Levels of Emergency

This ERP is implemented using an alert and three emergency levels. Levels of Emergency may be implemented in sequence or initiated at any level, depending on the severity of the problem.

Once the magnitude of the problem has been determined, the first person on scene shall assume the role of Incident Commander. The Incident Commander will activate the ERP if the situation warrants. Additional contacts are then made to fully implement the ERP.

TAQA North is responsible for the management of emergency situations relating to its operations. Should an emergency occur, TAQA North shall activate this ERP and work with the affected municipality, the AER and other provincial government departments, as required.

3.1 Classifying Incidents and Responses

Alert
An Alert is an incident that can be handled on site by the licensee through normal operating procedures and is deemed to be very low risk to members of the public.

Level 1 Emergency
A Level 1 Emergency is an incident where there is no danger outside the licensee's property. There will be immediate control of the hazard and there is no threat to the public and minimal environmental impact. The situation can be handled entirely by licensee personnel. There is little or no media interest

Level 2 Emergency
A Level 2 Emergency is an incident where there is no immediate danger outside of the company property or the right of way but where there is the potential for the emergency to extend beyond the licensee's property. Imminent control of the hazard is probable but there is a moderate threat to the public and/or environment. There may be local and regional media interest in the event.

Level 3 Emergency
A Level 3 Emergency is an incident where 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.

At a Level 2 or 3 Emergency, the government will activate the Provincial Operations Centre (POC) through the *Petroleum Industry Incident Support Plan*. The POC is an operations centre where one member from each response agency gathers to coordinate a response effort. TAQA North will supply a representative in the POC.

The AER has developed an *Assessment Matrix* in order to ensure incidents can be classified by industry, local authorities, AHS and government agencies on a consistent basis throughout the province.

The licensee must use the *Assessment Matrix for Classifying Incidents* to classify an incident.

Assessment Matrix for Classifying Incidents

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

Table 2 – Likelihood of Incident Escalating		
Rank	**Descriptor**	**Description**
What is the likelihood that the incident will escalate, resulting in an increase exposure to public health, safety or the environment?		
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.

Table 3 – Incident Classification		
Risk Level		**Assessment Results**
Use the sum of the numbers gathered from tables 1 and 2 to obtain the risk level and the incident classification below.		
2 – 3	**Very Low**	**Alert**
4 – 5	**Low**	**Level 1 Emergency**
6	**Medium**	**Level 2 Emergency**
7 – 8	**High**	**Level 3 Emergency**

Table 4 – Incident Response

	Incident Classification			
Responses	**Alert**	**Level 1 Emergency**	**Level 2 Emergency**	**Level 3 Emergency**
Internal Communications	Discretionary, depending on licensee policy.	Notification of off site management.	Notification of off site management.	Notification of off site management.
External Public Communications	Courtesy, at licensee discretion.	Mandatory for individuals who have requested notification within the EPZ.	Planned and instructive as per the specific ERP.	Planned and instructive as per the specific ERP.
Media Communications	Reactive, as required.	Reactive, as required.	Proactive media management to local or regional interest.	Proactive media management to national interest.
Government Communications	Reactive, as required. Notify AER if the public or media is contacted.	Notify AER. Call local authority and AHS, if the public or media is contacted.	Notify AER, local authority and AHS.	Notify AER, local authority and AHS.
Internal Actions	On site, as required by licensee.	On site, as required by licensee. Initial response undertaken in accordance with the specific or corporate level ERP.	Predetermined public safety actions are under way. Corporate management team alerted and may be appropriately engaged to support on scene responders.	Full implementation of incident management system.
External Actions	On site, as required by licensee.	On site, as required by the licensee.	Potential for multi agency response. (municipal-federal)	Immediate multi agency response. (municipal-federal)
Internal Resources	Immediate and local. No additional personnel required.	Establish what resources would be required.	Limited supplemental resources or personnel required.	Significant incremental resources required.
External Resources	None.	Begin to establish resources that may be required.	Possible assistance from external support services, as required.	Assistance from external support services, as required.

3.2 Confirmation of Incident

TAQA North may be alerted of an incident through electronic warning systems, by manual inspections of an asset, or by a public concern. All odour complaints, public concerns or abnormal operating situations reported to or observed by company personnel shall be investigated and acted upon immediately. In these instances a trained/experienced company representative equipped with appropriate personal protective equipment (PPE) will investigate the incident, monitor and confirm a location and activate the emergency response plan.

3.3 Reporting and Notification Procedures

The licensee must contact the AER immediately after it has communicated and activated internal response resources to confirm the level of emergency and convey the specifics of the incident.

After contacting the AER, the licensee must notify the local authority, RCMP/police, AHS and government agencies and support services required to assist with initial response, if the hazardous release goes offsite and has the potential to impact the public, or if the licensee has contacted members of the public or the media.

Alert
TAQA North will not normally notify the public within an EPZ at during an Alert. However, it may be deemed necessary to notify the nearest downwind occupants to the release/hazard.

During an Alert:
- The AER must be notified if members of the public or media are contacted.

Level 1 Emergency
TAQA North will notify those members of the public within the EPZ, if applicable, who have requested early notification or have indicated that they have special needs requiring additional attention once public protection measures are implemented.

At a Level 1 Emergency:
- The AER must be notified.
- The local authorities and AHS must be notified if members of the public or media are contacted.

Level 2 and 3 Emergency
TAQA North will notify all members of the public within the EPZ, if applicable, at a Level 2 or 3 Emergency.

At a Level 2 or 3 Emergency:
- The AER must be notified.
- The local authorities and AHS must be notified,

Reporting Information
The AER has developed a *First Call Communication Form* (*Forms* Section) to be used by TAQA North when reporting an incident.

The following information should be recorded and communicated to responders:
- Any injury or loss of life.
- Name of injured or fatality.
- Source, time and location of emergency.
- Cause and severity of emergency.
- Steps that have been taken or are in progress to control emergency.
- Equipment and assistance required.
- Proximity to sensitive areas.
- Volume of spill, rate of release, and gas concentration.
- Wind speed and direction.

3.4 Public Protection Beyond the Emergency Planning Zone

In the unlikely event that public protection measures are required beyond the EPZ, they will be conducted in accordance with the licensee's arrangement with the local authority.

3.5 Downgrading the Emergency

The decision to downgrade from an Alert will be made by the Incident Commander.

Once the situation improves, the licensee must make the decision to downgrade or stand down and emergency in consultation with the AER.

The decision to downgrade from a Level 1, 2 or 3 Emergency will be made by the licensee in conjunction with the AER. The AER will consult with other applicable agencies, including AHS, and confirm with the licensee that a decision to downgrade is appropriate.

3.6 Return to Normal – End of Evacuation

The decision to end emergency operations/return to normal operations will be made by the licensee in conjunction with the local authority, AER and the Alberta Emergency Management Agency (AEMA). The licensee will develop a return to normal plan that outlines procedures to ensure the safe return of all occupants/transients.

4.0 Response Structure

TAQA North has adopted the Incident Command System (ICS) as the communication and response model that will guide and assist in preserving life, the environment, and property in the event of an emergency.

Key ICS Principles

- Flexible organizational structure with role descriptions.
- Ability to respond to small or large multi-agency incidents.
- Common terminology used by all agencies.
- An integrated communications system.
- A manageable span of control. A supervisor can only effectively manage a certain number of personnel – three to seven – with an optimal ratio of five personnel to one supervisor.
- A personnel and resources accountability system.
- Designated incident facilities.
- Use of incident action plans.
- Unity of command – each person reports to only one supervisor.

Benefits of Using ICS

- Cost effective emergency planning.
- Only those positions or functions which are needed are activated.
- More than one position may be assigned to an individual.
- Effective incident management for fires, explosions, spills, releases and other emergency situations.
- ICS organizational structure does not change with changes in personnel.

The scale of emergency will determine if the event is handled solely by one person, one team, or all components. The size or number of response roles activated will depend on the requirements of the emergency. Additionally, response roles may be filled by responders from outside agencies and/or support services. Therefore, the number of response positions assigned to TAQA North representatives will be based upon the number of available personnel and the roles necessary to carry out the response. Responders may also fill more than one response role until additional responders arrive and are briefed on their assigned responsibilities.

Large scale incidents may require the use of a unified command involving TAQA North, regulatory bodies and local authorities. Unified command enables multiple agencies to manage an incident together by having a common set of objectives and strategies. This also allows joint decisions to be made within a single command structure

4.1 Incident Command Post (ICP)

The ICP is the location from which the Incident Commander oversees all incident operations. The ICP should be positioned outside of the present and potential hazard area but close enough to the incident to maintain command. For safety purposes the ICP may have to change locations during the event. The ICP may be located in a vehicle, a trailer at the site, or in a nearby building. Functions and representation includes:

Command Staff

- Incident Commander – responsible for overall command of the incident site. Works with the EOC Director at the Emergency Operations Centre (EOC).
- Liaison Officer – contact and maintain contact with municipal, provincial and if required federal agency representatives as well as non-government organizations. Works with the EOC Liaison Director.
- Safety Officer – monitors and assesses the safety conditions and develop/recommend ways to ensure safety of assigned personnel at the incident site. Works with the EOC Risk/Legal Director.
- Information Officer – act as spokesperson at the incident site in the event that media arrives at the site. Disseminate information to incident site personnel. Works with the EOC Public Information Director.

General Staff

- Operations Section Chief – determine and implement tactical objectives, conduct tactical operations and direct all resources at the incident site. Work with the Emergency Operations Committee.
- Staging Area Manager.
- Site Manager.
- Public Safety Manager.
  - Ignition Leader – company personnel, contracted source, or mutual aid.
  - Air Monitoring Leader – company personnel, contracted source, or mutual aid.
  - Roadblock Leader – company personnel, contracted source, or mutual aid.
  - Rover/Evacuation Leader – company personnel, contracted source, or mutual aid.
  - Reception Centre Leader – company personnel or government personnel.
  - Air Operations Leader – company personnel or contracted source.

Planning Section Chief* – develop the action plan, evaluate information and maintain the status of resources.

- Resources Unit – responsible for all check in activity. Maintains status of all personnel and equipment.
- Situation Unit – collect, analyze and process information on the current situation. Create and maintain situation status board, summaries and display of maps.
- Documentation Unit – prepare Incident Action Plan. Maintain all incident documentation.
- Technical Specialists – specialized skills that may be required for a limited time.

*The Planning Section Chief may be located at the EOC.

Logistics Section Chief* – provide support and resources to meet the needs of the incident.

- Communications Unit – develop communications plan, distribute and maintain communications equipment – radios, phones.
- Medical Unit – develop medical plan, organize emergency medical transportation and provide first aid to responding personnel.
- Food Unit – determine and supply food and drinking water requirements to responding personnel.
- Supply Unit – order, store and maintain supplies and equipment.
- Facilities Unit – set up and maintain any facility that may be required to provide support for the incident.
- Ground Support Unit – Provide transportation and maintenance of vehicles, including fuelling.

*The Logistics Section Chief may be located at the EOC.

Finance Section Chief* – provide accounting, procurement, administrative and cost analysis services. Monitor costs associated within the incident site.

- Time Unit – ensure all personnel time related to the incident is recorded.
- Procurement Unit – process administrative paperwork with equipment rental, supply contracts, and time reporting.
- Compensation & Claims Unit – documentation related to Workers' Compensation, injuries and/or illness, investigation of damaged property associated with the incident.
- Cost Unit – collect all information related to costs, provide cost estimates and recommendations for cost savings.

*The Finance/Administration Section Chief may be located at the EOC.

4.2 Emergency Operations Centre (EOC)

The EOC is designed as support to the ICP and links to the REOC.
Under the ICS system, the EOC is the facility that supports emergency response operations at the site of the incident.

The EOC shall be located in the TAQA North Office in Calgary, AB and will include members of the TAQA North Emergency Operations Committee.

- Emergency Operations Committee – Coordinate the response to site from the EOC.
- Liaison Officer – Contact and maintain contact with municipal, provincial and, if required, federal agency representatives as well as non-government organizations. Works with the Liaison Officer at site.
- Risk/Legal Director – Monitor and assess the risk management factors that may affect TAQA North. Provide legal advice or work directly with the legal department.
- Information Officer – Act as a spokesperson for TAQA North. Works with the Information Officer at the incident site.
- Operations Director – Assist in determining tactical objectives at the incident site. Works with the Operations Section Chief at the incident site.

- Telephone Leader – Contact and maintain contact with occupants in the IIZ and EPZ, and areas beyond if required.

4.3 Regional Emergency Operations Centre (REOC)

The REOC is a command centre established in a suitable location to manage larger aspects of the emergency that is manned jointly by government and industry staff.

- TAQA North may send representatives to the REOC.
- The REOC is normally established at a Level 2 or 3 Emergency.

Representation includes:

- TAQA North's Liaison Officer.
- Documentation personnel.
- TAQA North's Information Officer.
- AER REOC operations staff.
- AER communications staff.
- Alberta Environment & Parks representative and air monitoring coordinator.
- Local Authority representative(s).
- AHS representative(s).
- Alberta Employment, Immigration & Industry – Workplace Health & Safety representatives(s), when requested.
- AEMA headquarters staff member, when requested.

4.4 Staging Area

- The Staging Area is to be used for initial drop off of heavy equipment and large numbers of personnel used in an emergency response. This will greatly aid the efficiency and preparedness of all equipment movement into the EPZ when required.
- The Staging Area may be a contracted source and a Staging Area Manager would be appointed to report directly to the Operations Section Chief.
- Resources in the Staging Area need to be ready for deployment within five minutes from the incident site, if at all possible. When establishing the Staging Area, ensure that it has adequate entrance and exit routes and is on a paved surface, if possible.

The Staging Area will be established at the time of the incident depending on the location of the incident.

4.5 Reception Centre

Reception Centres are established in order to provide a safe place for people within an EPZ to evacuate to during an emergency. Local authorities may have predetermined reception centre locations identified within their MEP. Contact with the local authority will ensure a coordinated response between the municipality and TAQA North. A company representative will be assigned to travel to the Reception Centre, check in evacuees and coordinate activities along with local authority representatives.

Reception centres will be established at the time of incident based on the location and needs of the incident.

Services provided include: registration and inquiry, emergency food services, emergency clothing services, emergency lodging services and personal services.

Possible Reception Centre locations are listed in the *Area Summaries* in the *Assets and Equipment* Section.

When required, the Reception Centre must be activated a safe distance from the release source.

4.6 Helibase

- The Helibase is where the aircraft is fuelled and maintained.
- If helicopter evacuation is, or may be a requirement, the helicopter services will be placed on standby at a Level 1 Emergency.

If required, the Helibase will be established at the time of an incident based on the location of the incident and/or the location of the available aircraft.

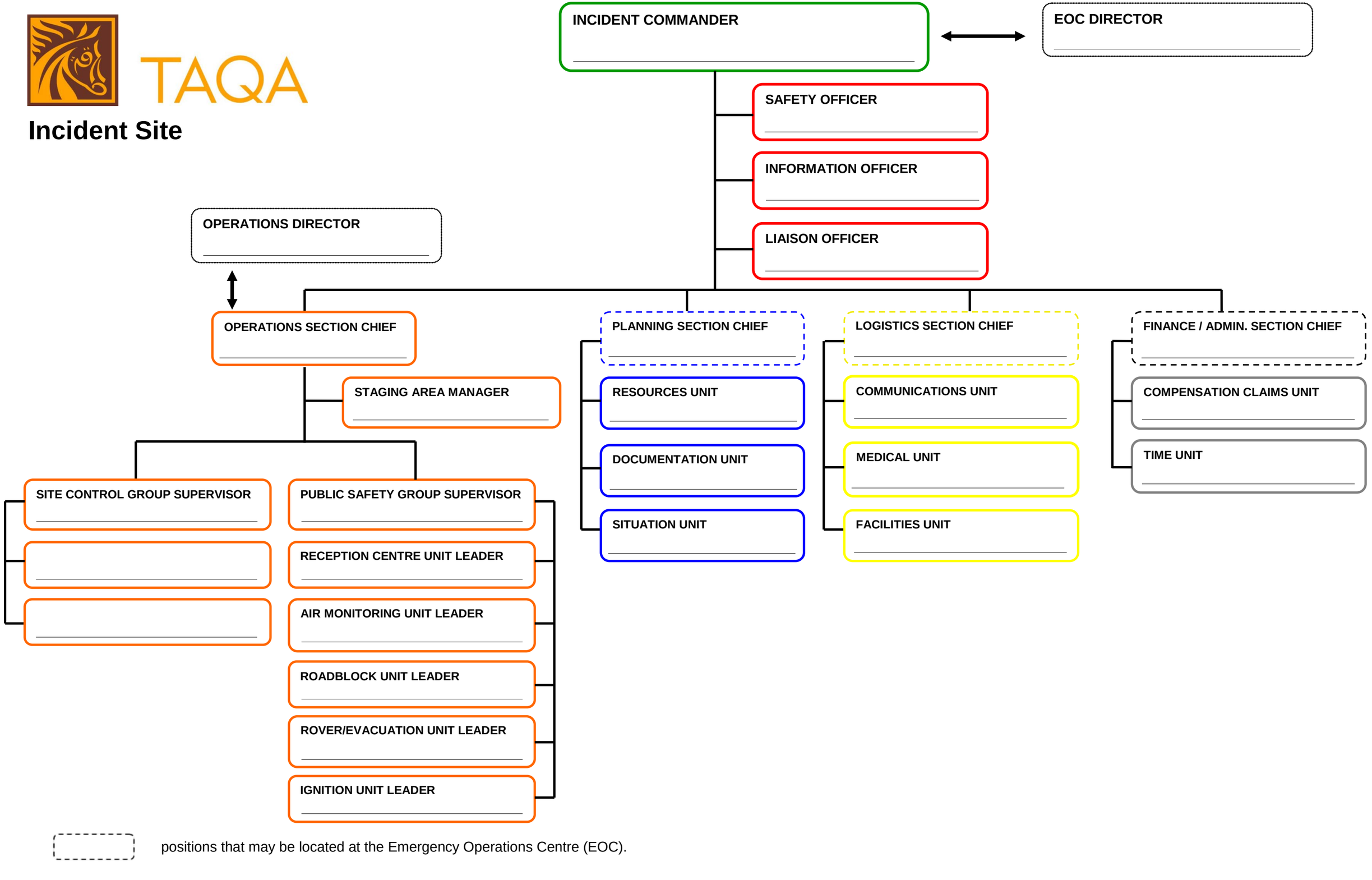
4.7 Helispot

- The Helispot is the temporary location where the helicopter can land to load or unload evacuees, equipment and supplies.
- Rover/Evacuation personnel will be located at each Helispot to assist evacuees.

If required, the Helispot will be established at the time of an incident based on the location of the incident.

TAQA

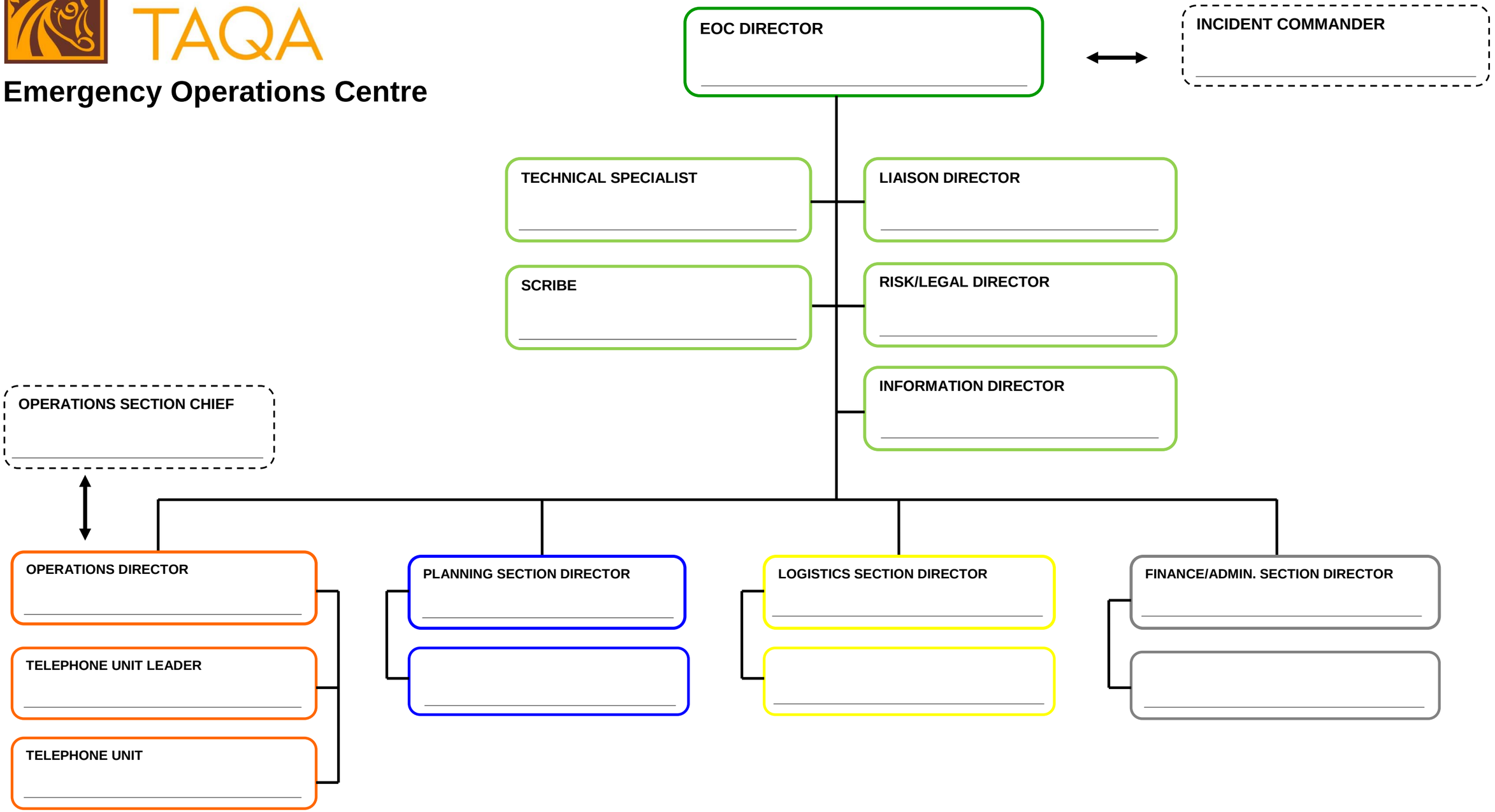
Incident Site



positions that may be located at the Emergency Operations Centre (EOC).

TAQA

Emergency Operations Centre



positions that will be located at the Incident Command Post (ICP).

5.0 Roles and Responsibilities

The following roles and responsibilities outline possible response activities at a Level 1, 2 or 3 Emergency. These checklists do not incorporate everything that is required in a response, rather they are guidelines to assist in processing the initial steps and responsibilities. Although these emergency response duties are written specifically for certain TAQA North position titles, they are not a closed list of duties that might be required during a particular emergency situation. Duties under one position may be delegated to another as the need arises.

5.1 Roles and Responsibilities Checklists

The following pages distinguish each response area and member specific roles and responsibilities. The roles are separated by page so that each role can be individually removed from the manual during a practice or actual emergency.

5.2 Incident Commander

Name:	**Phone No.:**
Reports To: EOC Director	**Phone No.:**
Mission:	Provide overall command of the incident site.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio
Forms:	ICS 201 Form, Incident Event Log, Incident Investigation Report, Spill Report Form, Motor Vehicle Collision Supplementary Report, Suspect & Vehicle Identification Worksheet, Preliminary Media Statement, External Agency Post Incident Evaluation

Level 1	Completed By	Time Completed
❑ Confirm emergency situation (size up).		
❑ What is the nature of the incident?		
❑ What hazards are present?		
❑ How large an area is affected?		
❑ Are all on site personnel accounted for?		
❑ Are there any injuries? Call for medical help. If it is safe to do so, commence first aid treatment.		
❑ Eliminate all ignition sources.		
❑ Advise immediate supervisor.		
❑ Discuss response and confirm EPZ (if applicable).		
❑ Declare appropriate level of emergency.		
❑ Contact required emergency support services (ambulance, fire, etc.).		
❑ Secure area.		
❑ Determine location and establish the Incident Command Post.		
❑ Implement corrective/control procedures.		
❑ Determine location and establish Staging Area (if required).		
❑ Determine entrance/exit routes and safe routes that are appropriate for the flow of emergency responders and equipment.		
❑ Mobilize required Command and General Staff.		
❑ Notify the Operations Director to mobilize the Telephone Unit Leader - to begin evacuation notification telephone calls to members of the public requesting early notification (if applicable) at a Level 1 Emergency, trappers and other area users.		
❑ Direct Operations Section Chief to mobilize the following units, as required:		
❑ Air Monitoring Unit Leader – on site and off site.		
❑ Rover/Evacuation Unit Leader – to begin evacuation of residents and trappers on a voluntary basis.		
❑ Reception Centre Unit Leader – to establish the reception centre and commence receiving evacuees.		
❑ Roadblock Unit Leader – to establish roadblock(s) at the entrance(s) to the incident site.		

5.2 Incident Commander

Level 1 - Continued	Completed By	Time Completed
❑ Air Operations Unit Leader – if helicopter evacuation may be required put the helicopter services on standby.		
❑ Ensure the AER and RCMP have been notified and requested to call other government agencies, as required.		
❑ Ensure the local authority and AHS are called if the public or media have been contacted.		
❑ Record information received from outside sources and investigate.		
❑ Ensure all required resources (equipment, supplies and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status reports to EOC.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
❑ Continue to implement control procedures and direct on site personnel.		
❑ Make preparations for possible relocation of Incident Command Post, if required.		
❑ Ensure the assembly of the Ignition Unit and ensure equipment is in a state of readiness.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
❑ Ensure the Ignition Unit has been directed to begin ignition procedures if ignition criteria has been met.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Request a damage assessment report from the Operations Section Chief.		
❑ Ensure all necessary site investigations are completed before cleanup and repair begins.		
❑ Advise and direct Operations Section Chief regarding cleanup, repair and resumption of operations.		
❑ Ensure all affected public have been notified of the demobilization and have received assistance.		
❑ Conduct debriefings with personnel involved in the emergency response.		
❑ Ensure Critical Incident Stress Debriefing (CISD), is available to staff and evacuees, as appropriate.		
❑ Participate in incident debriefing and analysis meetings, document improvement preparedness, and response opportunities.		
❑ Collect all forms and documentation.		
❑ Prepare post incident report and submit to the EOC Director.		

5.3 Safety Officer

Name:	**Phone No.:**
Reports To: Incident Commander	**Phone No.:**
Mission:	Assess/monitor safety hazards or unsafe conditions, develop measures to ensure response personnel.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio
Forms:	Incident / Event Log, Incident Investigation Report, Suspect and Vehicle Identification Worksheet

Level 1	Completed By	Time Completed
❑ Maintain communication with the Incident Commander and ensure safety procedures are being adhered to.		
❑ Travel to the Incident Command Post, if required.		
❑ Coordinate safety strategies and provide support as required.		
❑ Advises the IRT of safety requirements.		
❑ Determine the need for additional personnel and equipment, in consultation with the Incident Commander in regards to safety.		
❑ Sets up, deploys and maintains medical, fire, breathing and resuscitation apparatus, H_2S and SO_2 portable hand-operated and continuous monitoring equipment and audible alarm system.		
❑ Ensures personnel on site have the necessary breathing apparatus, first aid qualifications (including H_2S casualty resuscitation techniques) and casualty rescue training.		
❑ Ensure all required resources (equipment, supplies and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the Incident Commander.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.4 Information Officer

Name:	**Phone No.:**
Reports To: Incident Commander	**Phone No.:**
Mission:	Provide timely information to media/public seeking information regarding incident. Act as spokesperson at the incident site if and when media arrives. Work with EOC Public Information Director.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet, Preliminary Media Statement

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Incident Command Post and report to the Incident Commander.		
❑ Act as spokesperson at the incident site in the event that media arrives.		
❑ Disseminate information to personnel at incident site.		
❑ Notify joint venture partners and other parties (as required).		
❑ Ensure all public and media inquiries are to be coordinated through the EOC Public Information Director and the AER.		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the Incident Commander.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.5 Liaison Officer

Name:	**Phone No.:**
Reports To: Incident Commander	**Phone No.:**
Mission:	Coordinate with representatives from regulatory and assisting agencies. Notify the AER, RCMP, Local Authorities, AHS, and government agencies.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio
Forms:	AER First Call Communication Form, Incident / Event Log, Suspect and Vehicle Identification Worksheet, External Agency Post Incident Evaluation

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Incident Command Post and report to the Incident Commander.		
❑ Notify and maintain contact with the government and regulatory bodies throughout the emergency – for example:		
❑ AER		
❑ AEMA		
❑ Local Authorities		
❑ RCMP		
❑ Alberta Environment & Parks		
❑ Alberta Transportation		
❑ Alberta Health Services		
❑ Occupational Health & Safety		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the Incident Commander.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.6 Operations Section Chief

Name:	**Phone No.:**
Reports To: Incident Commander	**Phone No.:**
Mission:	Determine and implement tactical objectives, conduct tactical operations and direct all resources at the incident site.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet

Level 1	Completed By	Time Completed
❑ Proceed to the incident site and report to the Incident Commander.		
❑ Mobilize the following groups as required:		
❑ Control Unit – well, pipeline or facility control resources to commence control procedures.		
❑ Air Monitoring Unit – on site and off site.		
❑ Rover/Evacuation Unit – begin evacuation of residents and trappers on a voluntary basis.		
❑ Reception Centre Unit – establish the Reception Centre and commence receiving evacuees.		
❑ Roadblock Unit – establish roadblock(s) at the entrance(s) to the incident site.		
❑ Air Operations – if helicopter evacuation may be required put the helicopter services on standby.		
❑ Staging Area – as required.		
❑ Assign roles to personnel.		
❑ Record information received from outside sources and investigate.		
❑ Continue to implement corrective/control procedures.		
❑ Assess potential to escalate to a Level 2 Emergency.		
❑ Ensure all required resources (equipment, supplies and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the Incident Commander.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
❑ Ensure Ignition Unit has been put on alert.		

5.6 Operations Section Chief

Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
❑ Continue to implement control procedures and direct on site personnel.		
❑ Direct Ignition Unit to begin ignition procedures if ignition criteria has been met.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Assess damage to assets (well site, pipeline or facility).		
❑ Provide assessment report to the Incident Commander.		
❑ Debrief all personnel on site and document improvement, preparedness and response opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.7 Site Control Group Supervisor

Name:	**Phone No.:**
Reports To: Operations Section Chief	**Phone No.:**
Mission:	Implement and direct control procedures, as required, for corrective purposes.
Resources:	ERP Manual, Maps, Forms, H_2S/SO_2 detection and monitoring equipment and Telephone and/or Radio. Operations manuals and operating procedures, where established.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet

Level 1	Completed By	Time Completed
❑ Upon notification of the incident, immediately proceed to the Incident Command Post and report to the Operations Section Chief.		
❑ Instruct Site Control Units to begin corrective/control procedures as instructed by the Operations Section Chief.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the Operations Section Chief.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.8 Public Safety Group Supervisor

Name:	**Phone No.:**
Reports To: Operations Section Chief	**Phone No.:**

Mission:	Implement and direct procedures used to protect public safety.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio, H_2S/SO_2 detection and monitoring equipment.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet

Level 1	Completed By	Time Completed
❑ Upon notification of the incident, immediately proceed to the Incident Command Post and report to the Operations Section Chief.		
❑ Mobilize the following units as required:		
❑ Air Monitoring Unit – on site and off site.		
❑ Rover/Evacuation Unit – begin evacuation of transients, industry operators, recreational users and trappers/guides on a voluntary basis.		
❑ Reception Centre Unit – establish the Reception Centre and commence receiving evacuees.		
❑ Roadblock Unit – establish roadblock(s) at the entrance(s) to the incident site.		
❑ Assign roles to personnel.		
❑ Record information received from outside sources and investigate.		
❑ Continue to implement corrective/control procedures.		
❑ Ensure all required resources (equipment, supplies and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the Operations Section Chief.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
❑ Place Ignition Unit on standby.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
❑ Direct Ignition Unit to begin ignition procedures if ignition criteria has been met.		

5.8 Public Safety Group Supervisor

Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Assess damage to assets (well site, pipeline or facility).		
❑ Provide assessment report to the Operations Section Chief.		
❑ Debrief all personnel on site and document improvement, preparedness and response opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.9 Staging Area Manager

Name:	**Phone No.:**
Reports To: Operations Section Chief	**Phone No.:**
Mission:	Track and ensure the ready state of all personnel and resources at the Staging Area.
Resources:	Maps, Forms, Telephone and/or Radio.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet

Level 1	Completed By	Time Completed
❑ Report to the designated Staging Area or report to the Incident Commander and decide on location with the Operations Section Chief and the Incident Commander.		
❑ When establishing the Staging Area, ensure that it has adequate entrance and exit routes and is on a paved surface, if possible.		
❑ Ensure personnel and equipment are prepared for assignments and ready for deployment within three minutes.		
❑ Maintain communications with the Operations Section Chief.		
❑ Keep accurate logs of activities at the Staging Area.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.10 Reception Centre Unit

Name:	**Phone No.:**
Reports To: Public Safety Group Supervisor	**Phone No.:**

Mission:	Responsible for Disaster Social Services (food, clothing, personal services, registration, inquiry and lodging) needs of all evacuees.
Resources:	ERP Manual, Telephone and/or Radio, Reception Centre Kit from the local municipality.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet, Reception Centre Registration Form, Daily Expense Claim Form, School Children Registration Form

Level 1	Completed By	Time Completed
❑ Travel to incident scene, check in at Incident Command Post and report to the Public Safety Group Supervisor		
❑ Activate the Reception Centre, address concerns and assist with temporary accommodation, as required.		
❑ Coordinate Reception Centre efforts with the Local Authorities.		
❑ Begin to make arrangements for food at the Reception Centre.		
❑ Receive voluntary evacuees, create records of all persons who arrive at the Reception Centre and list those not accounted for using the appropriate form in the *Forms* Section.		
❑ Make a record of all evacuated Special Needs (if applicable) and advise the Telephone Unit Leader of their arrival at the Reception Centre.		
❑ Record the destination of residents/public who have checked in. Record contact numbers for those who leave the evacuation centre		
❑ Provide lodging, personal services and clothing services as required.		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Refer media inquiries to the Information Officer.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the Public Safety Group Supervisor.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
❑ Alert Rover/Evacuation Unit Leader of any members of the public requiring assistance that were not previously known.		
❑ Ensure that all members of the public within the EPZ have been notified and evacuated by working with the Rover/Evacuation Unit Leader and the Telephone Unit Leader.		

5.10 Reception Centre Unit

Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
❑ Commence with the development of a plan to provide services to evacuees overnight or longer.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.11 Air Monitoring Unit Leader

Name:	**Phone No.:**
Reports To: Public Safety Group Supervisor	**Phone No.:**
Mission:	Responsible for the management of all air quality monitoring at the incident site, within the EPZ and beyond the EPZ (if applicable).
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio, H_2S/SO_2 detection and monitoring equipment.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet, Environmental Monitoring Form,

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Incident Command Post and report to the Public Safety Group Supervisor.		
❑ Brief and mobilize Air Monitoring Unit.		
❑ Alert additional mobile air quality monitoring equipment companies (as required).		
❑ Position Air Monitoring Unit at the closest downwind resident.		
❑ Maintain site safety and monitor air quality on site using hand held monitors.		
❑ Update Operations Section Chief immediately of H_2S and LEL detection as teams report.		
❑ Assist with procedures to control or minimize effects of incident.		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the Public Safety Group Supervisor.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
❑ Mobilize Air Monitoring Unit and commence monitoring downwind at nearest unevacuated residence.		
❑ Request additional mobile air monitoring equipment, if required.		
❑ Assign hand-held detector air monitoring to the nearest unevacuated site.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
❑ Continues mobile air monitoring downwind. Should ignition criteria be met then track the plume.		
❑ Continue monitoring H_2S and SO_2 levels.		

5.11 Air Monitoring Unit Leader

Post Incident		
❑ Once the incident has been brought under control and prior to occupants returning to residences/buildings, the Air Monitoring Unit shall check each building for air quality and report any levels to the Public Safety Group Supervisor immediately.		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.12 Air Monitoring Unit

Name:	**Phone No.:**
Reports To: Air Monitoring Unit Leader	**Phone No.:**
Mission:	Responsible for conducting and reporting on air monitoring at the site, throughout the EPZ and if applicable, beyond the EPZ.
Resources:	Maps, Forms, Telephone and/or Radio, H_2S/SO_2 detection and monitoring equipment.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet, Environmental Monitoring Form

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Incident Command Post and report to the Air Monitoring Unit Leader.		
❑ Monitor air quality in the EPZ.		
❑ Update Air Monitoring Unit Leader immediately of H_2S and LEL detection.		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the Air Monitoring Unit Leader.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
❑ Proceed to nearest unevacuated, at risk residence or road block location and begin to monitor the air quality.		
❑ Follow plume and determine boundary of EPZ.		
❑ Report boundary zone to the Air Monitoring Unit Leader.		
❑ Check unevacuated sites to ensure evacuation guidelines have not been exceeded.		
❑ Record H_2S and LEL concentrations, including time, location, wind speed, and direction using the Plume Tracking Record.		
❑ Update Air Monitoring Unit Leader immediately of H_2S/SO_2 and LEL detection.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
❑ Record H_2S/SO_2 /LEL concentrations, including time, location, and wind speed and direction using the Plume Tracking Record.		
❑ Continue SO_2 monitoring if well is ignited.		
❑ Update Air Quality Unit Leader immediately of H_2S/SO_2 /LEL detection.		

5.12 Air Monitoring Unit

Post Incident		
❑ Once the incident has been brought under control and prior to occupants returning to residences/buildings, the Air Monitoring Unit will check each building for air quality and report any levels to the Operations Section Chief immediately.		
❑ Participate in incident debriefing and analysis meetings.		

5.13 Roadblock Unit Leader

Name:	**Phone No.:**
Reports To: Public Safety Group Supervisor	**Phone No.:**
Mission:	Responsible for the set up and management of roadblocks throughout the EPZ and beyond the EPZ, if applicable.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio, H_2S/SO_2 detection and monitoring equipment and Roadblock Kit.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet, Roadblock Registration Form, Roadblock Unit Cell Phone List

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Incident Command Post and report to the Public Safety Group Supervisor.		
❑ Set up roadblocks to control access to the site.		
❑ Alert additional Roadblock Unit personnel, as required.		
❑ Advise the Operations Section Chief immediately of H_2S and LEL detection.		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the Public Safety Group Supervisor.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
❑ Mobilize Roadblock Unit using available resources and coordinate roadblocks to isolate the EPZ.		
❑ Document and report any roadblock problems to Incident Commander.		
❑ Contact Public Safety Group Supervisor if RCMP/Police assistance is required to block and detour highway traffic.		
Level 3		
❑ Ensure Level 1 and 2 Emergency duties have been completed.		
❑ Advise Public Safety Group Supervisor immediately of H_2S/SO_2/LEL detection.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.14 Roadblock Unit

Name:	**Phone No.:**
Reports To: Roadblock Unit Leader	**Phone No.:**

Mission:	Responsible for setting up and manning all EPZ roadblocks.
Resources:	Maps, Forms, Telephone and/or Radio, H_2S/SO_2 detection and monitoring equipment and Roadblock Kit.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet, Roadblock Registration Form

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Incident Command Post and report to the Roadblock Unit Leader.		
❑ Set up roadblock(s) at the entrance(s) to the incident site and control access to the site.		
❑ Controls and records the movement or all personnel to and from the well site, ensures that safety rules are met and that proper equipment is worn as required.		
❑ Document and report any roadblock problems to the Roadblock Unit Leader.		
❑ Ensure applicable signs are visible and in good condition, (if applicable).		
❑ Advise Roadblock Unit Leader immediately of H_2S/SO_2 and LEL detection.		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the Roadblock Unit Leader.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
❑ Set up roadblocks surrounding the EPZ and control access to the area.		
❑ Stop all traffic attempting to proceed into the EPZ, briefly explain the problem and request they take an alternate route.		
❑ If the occupant is trying to reach their residence within the EPZ, direct them to the assigned Reception Centre.		
❑ Controls and records the movement of all personnel to and from the wellsite and ensures that safety rules are met and that proper protective equipment is worn as required.		
Level 3		
❑ Ensure all Level 1 and 2 duties have been completed.		
❑ Advise Roadblock Group Unit Leader immediately of H_2S/SO_2/LEL detection.		
Post Incident		
❑ Participate in incident debriefing and analysis meetings.		

5.15 Rover/Evacuation Unit Leader

Name:	**Phone No.:**
Reports To: Public Safety Group Supervisor	**Phone No.:**

Mission:	Responsible for management of rover personnel traveling the EPZ ensuring all occupants are notified of the incident and commence evacuation procedures, assist with evacuation of occupants to the Reception Centre.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio, H_2S/SO_2 detection and monitoring equipment.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet, Transient Evacuation Notice, Empty Residence Notice

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Incident Command Post and report to the Public Safety Group Supervisor.		
❑ Activate the Rover/Evacuation Unit.		
❑ Establish and maintain contact with the Reception Centre Unit regarding the number of expected evacuees, etc.		
❑ Establish and maintain contact with the Telephone Unit Leader.		
❑ Contact EPZ occupants and other area users to advise them of the incident.		
❑ Direct the voluntary evacuation occupants to the Reception Centre.		
❑ Search EPZ for transients, and other area users, as required.		
❑ Advise Public Safety Group Supervisor immediately of H_2S and LEL detection.		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the Public Safety Group Supervisor.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
❑ Direct Rover/Evacuation Unit to ensure all occupants are evacuated from the EPZ.		
❑ Escort response personnel entering the EPZ to the Incident Command Post or alternate location and advise the Public Safety Group Supervisor.		
❑ Instruct the Rover/Evacuation Unit to continue to monitor the EPZ for occupants and other area users who have not yet evacuated or been advised of the evacuation.		
❑ Advise Public Safety Group Supervisor of any evacuation problems.		

5.15 Rover/Evacuation Unit Leader

Level 3		
❑ Ensure Level 1 and 2 Emergency duties have been completed.		
❑ Advise Public Safety Group Supervisor immediately of H_2S/SO_2/LEL detection		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.16 Rover/Evacuation Unit

Name:	**Phone No.:**
Reports To: Rover/Evacuation Unit Leader	**Phone No.:**
Mission:	Responsible for all the search and rescue activities within the EPZ and if required, beyond the EPZ.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio, H_2S/SO_2 detection and monitoring.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet, Transient Evacuation Notice, Empty Residence Notice

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Incident Command Post and report to the Rover/Evacuation Unit Leader.		
❑ Utilize proper PPE (SCBA, radio, monitor, etc.).		
❑ Assists public with evacuation, where required.		
❑ Search EPZ for members of the public to inform them of the emergency status. Advise them to evacuate to the Reception Centre. Use the necessary forms located in the *Forms* Section to record occupant information and advise the Rover/Evacuation Unit Leader of this information.		
❑ Search EPZ for transients, industry operators, recreational users and trappers/guides and inform them of the emergency status. Advise them to evacuate to the Reception Centre. Use the necessary forms located in the *Forms* Section to record occupant information and advise the Rover/Evacuation Unit Leader of this information		
❑ Provide roadblock relief as required.		
❑ Patrol emergency area to ensure site security.		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Advise Rover/Evacuation Unit Leader of H_2S/LEL detection.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the Rover/Evacuation Unit Leader.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
❑ Continue to search the EPZ for transients, industry operators, recreational users and trappers/guides within the EPZ, and advise to evacuate to the Reception Centre.		
❑ Advise Rover/Evacuation Unit Leader of H_2S/LEL detection.		
❑ Report evacuation status to Rover/Evacuation Unit Leader.		

5.16 Rover/Evacuation Unit

Level 3		
❑ Ensure Level 1 and 2 Emergency duties have been completed.		
❑ Advise Rover/Evacuation Unit Leader of H_2S/SO_2/LEL detection.		
Post Incident		
❑ Participate in incident debriefing and analysis meetings.		

5.17 Ignition Unit

Name:	**Phone No.:**
Reports To: Public Safety Group Supervisor	**Phone No.:**
Mission:	Evaluate conditions at site and ensure the safe ignition of a release of H_2S.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio, Flare Gun.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet

Level 1	Completed By	Time Completed
❑ Assess situation.		
❑ Instruct safety and rig personnel of duties to secure well control.		
❑ Provide status report to the Public Safety Group Supervisor.		
❑ Ignition Unit is not required at this point.		
Level 2		
❑ Ignition Unit should be on standby if emergency escalates to Level 3.		
Level 3		
❑ Assemble safely to ignite the plume if ignition criteria has been met		
❑ Wait for instructions from Public Safety Group Supervisor.		
❑ Ensure all non-essential personnel have left location.		
❑ Don breathing apparatus and lay down flat on stomach.		
❑ Backup rescue team will hookup safety harness and take cover.		
❑ Once in position, fire the flare toward the wellhead.		
❑ When safe to do so the rescue team shall assist blowout professionals in controlling the release.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.18 Air Operations Unit Leader

Name:	**Phone No.:**
Reports To: Public Safety Group Supervisor	**Phone No.:**
Mission:	Provide helicopter services.
Resources:	ERP Manual, Binoculars, Maps, Forms, Telephone and/or Radio.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Incident Command Post and report to the Public Safety Group Supervisor.		
❑ Obtain briefing from the Public Safety Group Supervisor and assess air support requirements.		
❑ If helicopter evacuation is or may be a requirement, the helicopter services will be placed on standby at a Level 1 Emergency.		
❑ Determine current air traffic status and any flight restrictions.		
❑ Organize preliminary air operations and determine Helibase and Helispot requirements.		
❑ Ensure the establishment of a helicopter landing zone, if required.		
❑ Perform operational planning to maintain effective air operations.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.19 EOC Director

Name:	**Phone No.:**
Reports To: Company Executive	**Phone No.:**
Mission:	Provide overall command of the EOC and provide support to the Incident Commander.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet

Level 1	Completed By	Time Completed
❑ Confirm emergency situation (size up).		
❑ What is the nature of the incident?		
❑ How are operations affected by this incident in the operating area?		
❑ Analyze the business continuity of the operating area, if possible.		
❑ Determine other operating areas that may be notified to provide assistance to the response activities.		
❑ If there are any injuries, begin notification procedures of family.		
❑ Advise Company Executive.		
❑ Mobilize required EOC personnel.		
❑ Provide support to the Incident Command Post.		
❑ Record information received from outside sources and investigate.		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Request for a damage assessment report from the Incident Commander.		
❑ Ensure all necessary site investigations are completed before clean up and repair begins.		
❑ Advise and direct Incident Commander regarding cleanup, repair and resumption of operations.		

5.19 EOC Director

Post Incident - Continued		
❑ Ensure all affected public have been notified of the demobilization and have received assistance.		
❑ Conduct debriefings with Incident Commander and other personnel involved in the emergency response.		
❑ Ensure Critical Incident Stress Debriefing (CISD) is available to staff and evacuees, as appropriate.		
❑ Participate in incident debriefing.		
❑ Collect all forms and documentation.		
❑ Prepare post-incident report and submit to required government agencies.		

5.20 Liaison Director

Name:	**Phone No.:**
Reports To: EOC Director	**Phone No.:**
Mission:	Coordinate with representatives from regulatory and assist agencies. Notify the AER, RCMP, Local Authorities, and government agencies.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio.
Forms:	AER First Call Communication Form, Incident / Event Log, Suspect and Vehicle Identification Worksheet, External Agency Post Incident Evaluation

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Emergency Operations Centre and report to the EOC Director.		
❑ Coordinate with the Liaison Officer at the ICP and maintain contact with the government and regulatory bodies throughout the emergency, for example:		
❑ AER		
❑ AEMA		
❑ Local Authorities		
❑ RCMP		
❑ Alberta Environment & Parks		
❑ Alberta Transportation		
❑ Alberta Health Services		
❑ Occupational Health & Safety		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the EOC Director.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.21 Risk/Legal Director

Name:	**Phone No.:**
Reports To: EOC Director	**Phone No.:**
Mission:	Monitor and assess the risk management factors that may affect the company. Provide legal advice or work directly with the legal department. Work with the Safety Officer at the Incident Site.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet, Incident Investigation Report

Level 1	Completed By	Time Completed
❑ Complete an Incident/Event Log.		
❑ Maintain communication with the EOC Director and discuss risk management issues.		
❑ Coordinate risk management strategies and provide legal advice or work with the legal department, as required.		
❑ Ensure all required resources are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the EOC Director.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.22 Public Information Director

Name:	**Phone No.:**
Reports To: EOC Director	**Phone No.:**
Mission:	Company spokesperson. Provide timely information to media/public seeking information regarding incident. Work with Information Officer.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet, Preliminary Media Statement

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Emergency Operations Centre and report to the EOC Director.		
❑ Act as spokesperson for the company.		
❑ Disseminate information to personnel.		
❑ Notify joint venture partners and other parties, as required.		
❑ Ensure all public and media inquiries are coordinated, and if required, through the Information Officer and the AER.		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the EOC Director.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.23 Operations Director

Name:	**Phone No.:**
Reports To: EOC Director	**Phone No.:**

Mission:	Determine/implement objectives, strategies and tactics to carry out the plan and support the Incident Commander and Operations Section Chief.
Resources:	Maps, Forms, Telephone and/or Radio.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet

Level 1	Completed By	Time Completed
❑ Upon notification of the incident, immediately proceed to the Emergency Operations Centre and report to the EOC Director.		
❑ Mobilize the Telephone Unit to begin notification telephone calls to occupants and other area users.		
❑ Assign roles to personnel.		
❑ Record information received from outside sources and investigate.		
❑ Assist the site with corrective/control procedures.		
❑ Assess potential to escalate to a Level 2 Emergency.		
❑ Ensure all required resources (equipment, supplies and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the EOC Director.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Demobilize teams (if required) and equipment.		
❑ Assess damage to assets (well site, pipeline or facility).		
❑ Provide assessment report to EOC Director.		
❑ Debrief all personnel on site and document improvement preparedness and response opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.24 Telephone Unit Leader

Name:	**Phone No.:**
Reports To: Operations Director	**Phone No.:**

Mission:	Coordinate telephone notification with EPZ and other area users, etc.
Resources:	ERP Manual, Maps, Forms, Telephone &/or Radio
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet, Telephone / Evacuation Contact Log, Voluntary Evacuation Message, Mandatory Evacuation Message, Resident Shelter Message, Resident Warning Message, Resident Evacuation Message

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Emergency Operations Centre or alternate location and advise the Operations Director of your arrival.		
❑ Obtain pertinent information from the Operations Director that is to be communicated to occupants (eg. Reception Centre Unit, evacuation routes, helicopter evacuation required, etc.).		
❑ Activate Telephone Unit.		
❑ Direct Telephone Unit to notify occupants and other area operators.		
❑ Establish and maintain contact with the Rover/Evacuation Unit Leader and the Reception Centre Unit in regard to determining occupants that have been safely evacuated out of the evacuation area and those that are still unaccounted for.		
❑ Maintain a record of all calls, outcome of calls and problems or concerns. Advise Operations Director.		
❑ Obtain a report from the Rover/Evacuation Unit Leader of all successful evacuated residences.		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the Operations Director.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.25 Telephone Unit

Name:	**Phone No.:**
Reports To: Telephone Unit Leader	**Phone No.:**
Mission:	Telephone occupants, transients, schools, and other area users within the EPZ and provide obtained related information.
Resources:	Maps, Forms, Telephones
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet, Telephone / Evacuation Contact Log, Voluntary Evacuation Message, Mandatory Evacuation Message, Resident Shelter Message, Resident Warning Message, Resident Evacuation Message

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Emergency Operations Centre or alternate location and report to the Telephone Unit Leader.		
❑ Obtain pertinent information from the Telephone Unit Leader that is to be communicated to occupants (eg. Reception Centre location, evacuation routes, helicopter evacuation required, etc.).		
❑ Notify all area occupants within the EPZ (if applicable), including Residents, Trappers, Guides and other area operators.		
❑ Maintain a record of all calls, outcome of calls and problems or concerns. Advise Telephone Unit Leader.		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status reports to the Telephone Unit Leader.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Participate in incident debriefing and analysis meetings.		

5.26 Planning Section Chief

Name:	**Phone No.:**
Reports To: EOC Director	**Phone No.:**

Mission:	Develop action plan, evaluate information and maintain status of resources.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Emergency Operations Centre and report to the EOC Director.		
❑ Is responsible for the following activities and/or personnel:		
❑ Resources Unit – record status of resources that are committed to the incident.		
❑ Situation Unit – collect, organize and analysis of incident status information and for analyzing the situation as it progresses.		
❑ Documentation Unit – collect, record, and protect all documents.		
❑ Demobilization Unit – orderly, safe, and efficient demobilization of incident.		
❑ Technical Specialists – technical specialists pertaining to the specific emergency response.		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the EOC Director.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.27 Documentation Unit

Name:	**Phone No.:**
Reports To: Planning Section Chief	**Phone No.:**
Mission:	Collect, record, and protect all documents related to the incident.
Resources:	Stationery Supplies, Telephone, Forms.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet

Level 1, 2 or 3	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Emergency Operations Centre and report to the EOC Director.		
❑ Record preliminary information and all activities.		
❑ Maintain a chronological order of all information received and transmitted.		
❑ Record outstanding questions.		
❑ Document identified issues.		
❑ Receive, copy, and distribute incoming faxes.		
❑ Keep copies and track all incoming and outgoing correspondence.		
❑ Compile news releases (eg. newspaper clippings). Record news casts from TV or radio pertaining to the emergency.		
❑ Take minutes at briefings, capturing action items for follow up.		
Post Incident		
❑ Participate in incident debriefing and analysis meetings.		

5.28 Logistics Section Chief

Name:	**Phone No.:**
Reports To: EOC Director	**Phone No.:**
Mission:	Ensure that equipment, materials and staff are quickly accessed and directed to the appropriate area in regard to the incident, Incident Command Post, Staging Area, etc.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Emergency Operations Centre and report to the EOC Director.		
❑ Responsible for the following activities and/or personnel:		
❑ Communications Unit – provide communication services (radio, telephone, etc.).		
❑ Food Unit – coordinate meal service for responders.		
❑ Supply Unit – order equipment/supplies required for incident operations.		
❑ Facilities Unit – provide fixed facilities for an incident (incident base, sleeping area, eating areas, etc.).		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the EOC Director.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

5.29 Finance/Administration Section Chief

Name:	**Phone No.:**
Reports To: EOC Director	**Phone No.:**
Mission:	Provide accounting, procurement, administrative and cost analysis services. Monitor costs associated with the incident.
Resources:	ERP Manual, Maps, Forms, Telephone and/or Radio.
Forms:	Incident / Event Log, Suspect and Vehicle Identification Worksheet

Level 1	Completed By	Time Completed
❑ Upon notification of an emergency, proceed to the Emergency Operations Centre and report to the EOC Director.		
❑ Responsible for the following activities and/or personnel:		
❑ Time Unit – record time for incident personnel/equipment.		
❑ Procurement Unit – responsible for financial matters involving vendor contractors.		
❑ Compensation/Claims Unit – process financial matters resulting from injuries, fatalities, property and environmental damage.		
❑ Cost Unit – track costs, analyze cost related data, cost estimates, cost saving measures.		
❑ Ensure all required resources (equipment, supplies, and personnel) are available.		
❑ Complete the required forms in the *Forms* Section.		
❑ Provide status report to the EOC Director.		
❑ Maintain a log of activities/decisions.		
Level 2		
❑ Ensure all Level 1 Emergency duties have been completed.		
Level 3		
❑ Ensure Level 1 and 2 Emergency duties have been completed.		
Post Incident		
❑ Demobilize teams (if required), and equipment.		
❑ Debrief all personnel on site and document improvement opportunities.		
❑ Participate in incident debriefing and analysis meetings.		

6.0 Government Involvement

Government agencies will contribute valuable support to TAQA North during an emergency by providing advice, resources, and local information. In order to avoid conflicts over jurisdiction and response priorities, company representatives need to work as a team with external groups. Field response shall achieve an integrated response that protects the public, the property and the environment. The extent of the AER and other government support will vary depending on the severity of the incident and jurisdiction.

Provincial government agencies and local authorities will be involved in the implementation of this ERP. The duties and responsibilities of these government agencies and local authorities are described in detail in the *Petroleum Industry Incident Support Plan*.

The priorities of the Alberta Government are to protect life, property and the environment. In a petroleum industry incident, the first priority is to ensure the local authorities and licensees are able to manage the incident and to determine what level of support they require. If the local authority and licensee are unable to manage the response, the AER with assistance from AEMA will manage the response. If the local authority is able to manage the response, government departments and agencies should continue to act in their regulated roles.

6.1 Government Agencies – Roles and Responsibilities

The following is an outline of the responsibilities for each government agency upon initiation of the Emergency Response Plan:

Alberta Energy Regulator (AER)
The AER is the lead agency for response during a petroleum industry event. As listed in the Petroleum Industry Incident Support Plan, during an incident the AER will:

- Receive information pertaining to a petroleum industry incident.
- Determine the Emergency Level of an incident through consultation with the licensee.
- Dispatch AER representatives to the incident site, as required.
- Confirm that local resources have been notified, as appropriate.
- Activate the Petroleum Industry Incident Support Plan (PIISP).
- Advise the Alberta Emergency Management Agency (AEMA) to escalate the Provincial Operations Centre (POC), if required.
- Identify and request initial provincial resources to support the incident, to be coordinated at the regional level if necessary through a local or regional EOC.
- Initiate consolidated situation reports through AEMA.
- Confirm, plan and/or implement public safety actions taken to ensure the safety of the public and the environment, including issuing fire hazard orders or requesting NOTAMs.
- Provide situation reports to AEMA, if requested.
- Send an AER representative to the Incident Command Post.

- Establish an Emergency Operations Centre (EOC) at the local AER Field Centre until the licensee or local authority establishes a Regional Emergency Operations Centre (REOC). The AER EOC will be expanded if a REOC is not established.
- Dispatch an AER Liaison Officer to the REOC when it opens.
- Request, through AEMA, the deployment of other provincial government department staff members to be sent to the REOC or the AER's EOC.
- Request a local authority Liaison Officer to be present at the REOC, if necessary.
- Provide timely situation reports, through AEMA, to other government departments activated by the Petroleum Industry Incident Support Plan.
- Notify all participants when the incident has concluded and there is no longer any hazard to the public.

As listed in the Petroleum Industry Incident Support Plan, following an incident the AER will:
- Follow incident response and reporting protocols.
- Recommend any mitigation actions that may reduce the event from reoccurring.
- Establish processes to receive and address community concerns.
- In consultation with AEMA, review and update the Petroleum industry Incident Support Plan.
- Complete additional common tasks including:
  - Complete a Post Incident Assessment (PIA) based on their involvement and the outcome.
  - Participate in an AEMA led evaluation of the government response as a whole.
  - Integrate PIA into internal response processes.

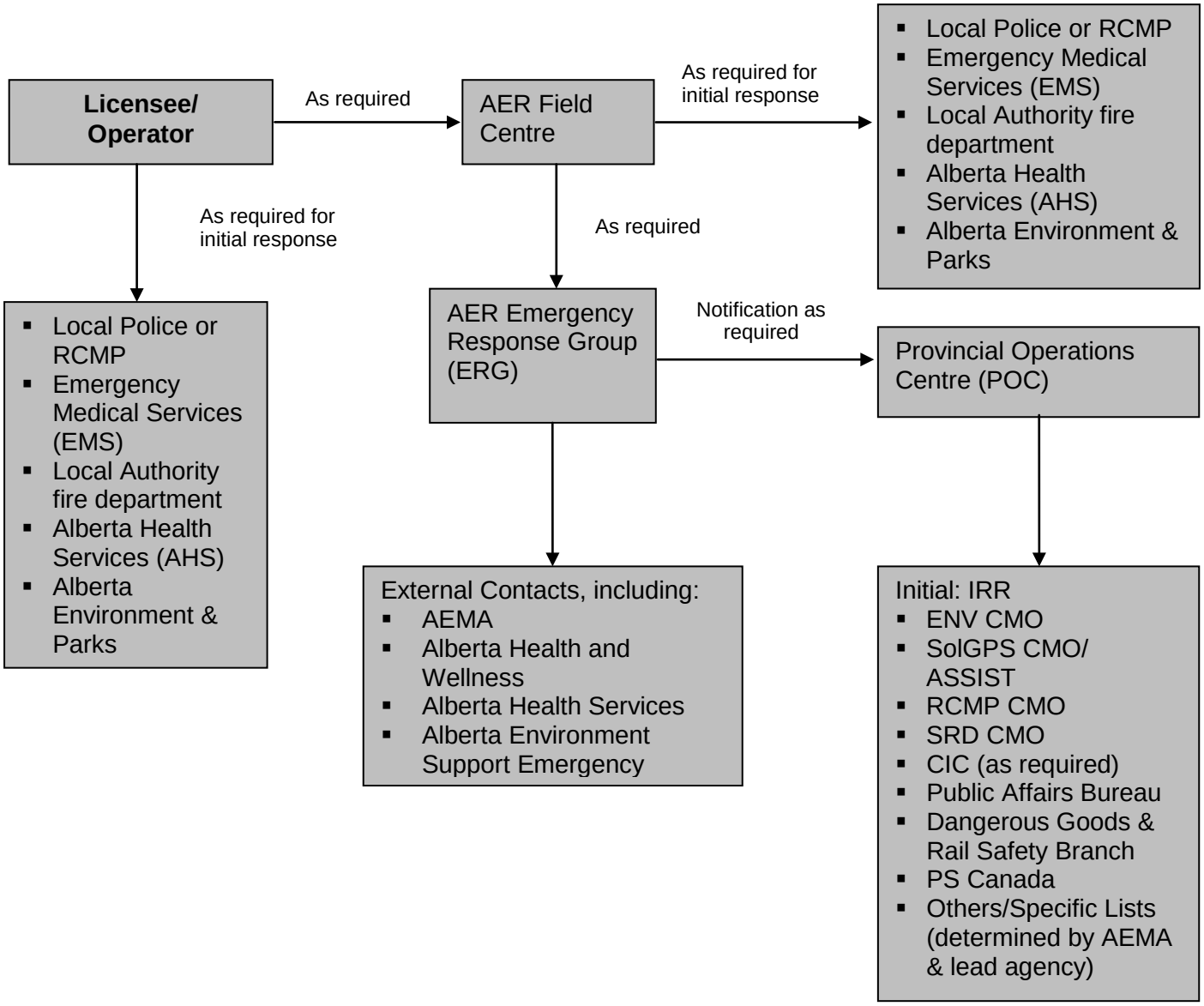
Alberta Emergency Management Agency (AEMA)

Where the AER is the lead agency for response during a petroleum industry event, AEMA is the coordinating agency. As listed in the Petroleum Industry Incident Support Plan, during an incident the AEMA will:
- Confirm AER has been notified.
- Conduct the Incident Response Report (IRR) notification and distribute the initial IRR to the approved departments/agencies listed on the distribution list supplied by the AER.
- Obtain a situation report from the AER, Alberta Environment Support Emergency Response Team (ASERT), Alberta Environment & Parks (AEP), local authority, etc.
- Confirm the level of emergency.
- Activate the Provincial Operations Centre (POC) as required.
- Notify the appropriate provincial officials as per standard operating procedures.
- Release consolidated situation reports to the appropriate provincial officials.
- Coordinate the government response including requests for provincial/federal resources.
- Provide ongoing situation reports or briefing notes to appropriate provincial officials.
- Notify partners and stakeholders when the event is over.

As listed in the Petroleum Industry Incident Support Plan, following an incident the AEMA will:
- Conduct the PIA.

- Communicate any changes in the Petroleum Industry Incident Support Plan to all plan holders.
- Complete documentation or reporting in relation to the activation of the Petroleum Industry Incident Support Plan and the incident.
- Complete additional common tasks including:
  - Complete a Post Incident Assessment (PIA) based on their involvement and the outcome.
  - Participate in an AEMA led evaluation of the government response as a whole.
  - Integrate PIA into internal response processes.

Incident Notification Protocol



Alberta Employment and Immigration (EI)

As listed in the Petroleum Industry Incident Support Plan, during an incident, EI will:

- Monitor the health and safety aspects of applicable occupations within the hazard area to ensure that the necessary precautions are taken to protect worker safety.

As listed in the Petroleum Industry Incident Support Plan, following an incident the EI will:

- Compile and maintain health and safety related records and logs.
- Monitor licensee/operator's plan to determine if the site is safe for recovery workers.
- Complete additional common tasks including:
  - Complete a Post Incident Assessment (PIA) based on their involvement and the outcome.
  - Participate in an AEMA led evaluation of the government response as a whole.
  - Integrate PIA into internal response processes.

Alberta Environment & Parks (AEP)

As listed in the Petroleum Industry Incident Support Plan, during an incident AEP will:

- Notify AEP staff in the area of the event.
- Assist in notifying Forestry personnel and Fish and Wildlife personnel of the hazard.
- Fight any fires started as a result of the product release within Forest Protection Areas.
- Provide oversight role in ensuring air monitoring needs and activities associated with public safety around the event site are adequately addressed by the licensee/operator.
- Ensure the air monitoring log is being maintained.
- Participate in the evaluation of the incident and the potential area at risk from product releases.
- Provide assistance in monitoring discharges and ensuring appropriate mitigation and response actions are taken to reduce the impact of liquid releases for land based spills and to ensure watercourses are protected.

As listed in the Petroleum Industry Incident Support Plan, following an incident AEP will:

- Compile and maintain environment related records and logs.
- Conduct a forest impact assessment.
- Monitor environmental recovery, when required.
- Complete additional common tasks including:
  - Complete a Post Incident Assessment (PIA) based on their involvement and the outcome.
  - Participate in an AEMA led evaluation of the government response as a whole.
  - Integrate PIA into internal response processes.

Alberta Health and Wellness

As listed in the Petroleum Industry Incident Support Plan, during an incident Alberta Health & Wellness will:

- Validate that Alberta Health Services (AHS) and/or First Nations Inuit Health Branch (FNIHB-HC) have been notified of the incident.
- Provide health and medical technical expertise as requested and as appropriate.
- Provide support to AHS, as required.

As listed in the Petroleum Industry Incident Support Plan, following an incident Alberta Health and Wellness will:

- Provide provincial health aspects into the Post Incident Assessment.
- Complete additional common tasks including:
  - Complete a Post Incident Assessment (PIA) based on their involvement and the outcome.
  - Participate in an AEMA led evaluation of the government response as a whole.
  - Integrate PIA into internal response processes.

Alberta Health Services (AHS)

As listed in the Petroleum Industry Incident Support Plan, during an incident AHS will:

- Provide health services, as required.

As listed in the Petroleum Industry Incident Support Plan, following an incident AHS will:

- Provide the local health aspects into the Post Incident Assessment.
- Complete additional common tasks including:
  - Complete a Post Incident Assessment (PIA) based on their involvement and the outcome.
  - Participate in an AEMA led evaluation of the government response as a whole.
  - Integrate PIA into internal response processes.

Agriculture and Rural Development (ARD)

As listed in the Petroleum Industry Incident Support Plan, during an incident ARD will:

- Act as subject matter expert relating to agriculture and livestock impacts.
- Act as the liaison between the farming/ranching community and the government during petroleum industry incidents.
- Provide information relating to agricultural and livestock impacts to the government during petroleum industry incidents.

As listed in the Petroleum Industry Incident Support Plan, following an incident ARD will:

- Conduct agriculture and livestock impact assessments.
- Implement response activities, as required.
- Complete additional common tasks including:
  - Complete a Post Incident Assessment (PIA) based on their involvement and the outcome.
  - Participate in an AEMA led evaluation of the government response as a whole.
  - Integrate PIA into internal response processes.

Alberta Transportation

As listed in the Petroleum Industry Incident Support Plan, during an incident Alberta Transportation will:

- Handle inter-departmental communication as needed during small events.
- Maintain ability to process calls for new incidents.
- Transportation route control.

As listed in the Petroleum Industry Incident Support Plan, following an incident Alberta Transportation will:

- Ensure that all requests and reports are completed.
- Complete additional common tasks including:
  - Complete a Post Incident Assessment (PIA) based on their involvement and the outcome.
  - Participate in an AEMA led evaluation of the government response as a whole.
  - Integrate PIA into internal response processes.

Public Affairs Bureau (PAB)

As listed in the Petroleum Industry Incident Support Plan, during an incident PAB will:

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

As listed in the Petroleum Industry Incident Support Plan, following an incident PAB will:

- Coordinate key messaging with the AER.
- Complete additional common tasks including:
  - Complete a Post Incident Assessment (PIA) based on their involvement and the outcome.
  - Participate in an AEMA led evaluation of the government response as a whole.
  - Integrate PIA into internal response processes.

Alberta Solicitor General and Public Security (SolGPS)

As listed in the Petroleum Industry Incident Support Plan, during an incident SolGPS will:

- Provides intelligence and threat risk assessments when appropriate and when requested, in relation to critical infrastructure and key assets.
- Communicate with owners and operators of critical infrastructure and key assets, through normal communication channels, or if necessary through the Emergency Notification System maintained by Alberta Security and Strategic Intelligence Support Team (ASSIST).

As listed in the Petroleum Industry Incident Support Plan, following an incident SolGPS will:

- 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 Alberta Security and Strategic Intelligence Support Team (ASSIST).
- Complete additional common tasks including:
  - Complete a Post Incident Assessment (PIA) based on their involvement and the outcome.
  - Participate in an AEMA led evaluation of the government response as a whole.
  - Integrate PIA into internal response processes.

Environment Canada

Environment Canada may act as the lead agency if a spill occurs at a federal facility, at the request of a province or territory, or when the environment is not being well protected. At other times, Environment Canada's role is to provide support and advice to the lead agency.

Environment Canada provides 24 hour response support and advice through five regional offices across Canada, The National Environmental Emergencies Centre in Gatineau, Quebec, and the Environmental Technology Centre located in Ottawa, Ontario.

Environment Canada staff provide technical advice to responders, employ state-of-the-art monitoring equipment, evaluate environmental impacts and appear in court to aid in polluter prosecution.

When the need arises to access a wide variety of expertise and resources, a Regional Environmental Emergencies Team (REET) can be activated.

Environment Canada's Emergency officers have hazardous materials (HAZMAT) expertise, backed by scientific support, which enables response in the event of spills involving hazardous materials. The role of the environmental emergency response team is to provide advice and support on:

- Hazardous material properties, behaviour, fate and environmental effects.
- Spill behaviour movement modeling using the latest models and techniques.
- Training in personnel protection at pollution emergencies.
- Advice and direct support on state of the art, onsite monitoring of human and environmental hazard levels at pollution emergencies.
- Sample collection at spill sites.
- The evaluation of spill countermeasures, particularly those relating to containment and recovery, treatment and disposal techniques.

Local Authority

The Alberta Municipal Emergency Plan (MEP) lists the responsibilities of the local authority as:

- Develop and maintain municipal emergency plans, which can be based on a model plan developed by the Disaster Services Branch.
- Inform the Disaster Services Branch of the emergency and possible requirements for assistance.
- Implement the MEP and use all municipal and mutual aid resources.
- Request assistance from the government in accordance with established guidelines.
- Declare a State of Local Emergency (SOLE) under Section 18 of the Emergency Management Act, if the situation warrants.
- Control municipal emergency operations unless the provincial government assumes control by declaring a State of Emergency under Section 15 of the Emergency Management Act.
- Additional common tasks, to be completed during an emergency, listed in the MEP include:
- Provide departmental representatives to the POC, as required by the nature of the emergency.
- Provide onsite personnel, where appropriate to advise and assist.
- Provide municipal emergency communications equipment for response operations.
- Designate a Communications Officer to coordinate requirements at the municipal level.

The Emergency Management Act lists the following powers assigned to a local authority:

- On the making of a declaration of a State of Local Emergency (SOLE) and for the duration of the SOLE the local authority may do all acts and take all necessary proceedings including the following:
  - Cause any emergency plan or program to be put into operation.
  - Exercise any power given to the Minister under Section 19(1) in relation to the part of the municipality affected by the declaration.
  - Authorize any persons at any time to exercise, in the operation of an emergency plan or program, any power given to the Minister under Section 19(1) in relation to any part of the municipality affected by the declaration of a SOLE.

Royal Canadian Mounted Police (RCMP)

The RCMP may fill both traditional and non-traditional roles in an emergency situation and be assigned to the following responsibilities:

- Managing incidents involving traffic accidents, road closures, fatalities or criminal activity (eg. bomb threats).
- Determining the best options for controlling access roads, cordoning off restricted areas and clearing access to emergency vehicles.
- Assist in the evacuation, if required, or safe to do so.
- Traffic control.
- Crowd control.
- Incident scene protection and security.
- Provide a representative to the REOC, if required.

7.0 Mutual Aid

Mutual Aid among industries and government agencies allow for sharing of personnel and equipment, which enhances response capabilities.

7.1 Municipal Mutual Aid

During a Level 1 Emergency the local authority must be notified, if the public or media have been contacted.

During a Level 2 or 3 Emergency the local authority must be notified.

Local municipalities may provide assistance, where capable and, as required, to assist with the coordination and administration of a Reception Centre, assist with evacuations and roadblocks, establish the respective command centre, arrange temporary accommodations and assist with notifications beyond the EPZ.

7.2 Assistance from Alberta Health Services

During a Level 1 Emergency the local AHS region must be notified, if the public or media have been contacted.

During a Level 2 or 3 Emergency the local AHS region must be notified.

Local AHS regions may assist with the distribution of health related information to the public during an emergency.

7.3 Third Party Emergencies

For emergencies involving third parties, TAQA North will respond with the procedures most appropriate to the event in the *Immediate Actions Section.*

Where TAQA North has a legal obligation to respond, they shall respond immediately in accordance with this ERP to the extent required by law.

Where TAQA North has no legal duty to respond to a third party emergency, (but where public perception or the name of TAQA North is involved in any way, or a definite threat exists to people or the environment), and prompt response is not forthcoming from others TAQA North personnel will attempt to respond to the extent required to control and contain the emergency and eliminate danger to the public.

When TAQA North has no association to the emergency, TAQA North will attempt to respond when requested by government authority, the public or industry without prejudice. All emergencies shall be reported internally and externally in accordance with the procedures set out in this ERP.

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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8.0 Communications

Clear, concise communication is essential to a successful response to an emergency. Care must be taken to provide early notification that is both accurate and concise. There are 3 main phases in the communication process covered in this section:

- Non Emergency Communication.
- Emergency Communication.
- Post Emergency Communication.

8.1 Non Emergency Communication

These communications are designed to keep people informed of operations. Non-emergency communications that typically occur with the undertaking of a development project include:

- Personal consultations and notifications during the public involvement program.
- Operational communications pertaining to pre sour meetings, rig moves and the completion of operations.
- Updates or revisions to the ERP.

Personal Consultations and Notifications

TAQA North may be required to conduct a public involvement program identifying all individuals, residents, public facilities, local authorities and area operators that may be impacted by a development project. This identification process can be accomplished through means such as identifying surface developments within an EPZ, meetings with local interest groups, community leaders, contacting other industrial operators and government agencies/departments and talking with land owners. TAQA North may be required to develop public information packages for personal consultations and notifications during this public involvement program.

8.2 Emergency Communications

Emergency communication must be clear and concise. In the event of an emergency, please follow the procedures set forth below to ensure effective communication.

Emergency communications must be clear and concise. In the event of an emergency, the following procedures may be used to ensure communications are completed in an organized and effective manner.

Initial Notifications – In the Field

These steps are to be taken as soon as the caller is safe and can make the call. The earliest possible initial notifications need to occur before a response is undertaken.

Step 1: Contact Supervisor.

Step 2: Provide critical data:

- Your name and return telephone number(s)
- Your present and future location
- The present status of:
  - Injuries.
  - Damage to property.
  - Damage to the environment.
  - Other critical data.
  - Your next actions.
  - The present weather at your location.
  - What you need assistance with.

Step 3: Activate the ERP, assemble response teams and assign key roles, if needed. Post the assignments at the ICP.

Initial Notification Received – With the EOC

Once the notification of a potential emergency has been received, the supervisor needs to respond immediately.

Step 1: Contact the Incident Commander and advise of the potential emergency.

Step 2: Assemble the Emergency Operations Committee and review the potential emergency, determine the level of the emergency and confirm with the AER.

Step 3: If a Level 1 or higher is declared, activate the ERP, assemble the response team and assign key roles.

Response Teams

The Emergency Operations Committee and Incident Commander must clearly identify who is participating in the response and identify their role(s) in the emergency. This shall then be communicated to all responders. Regularly scheduled meetings may be held, as needed.

The communication flow is based on the ICS structure:

- Only Commanders and Section Chiefs can communicate outside of the response structure with the other response team.
- The Teams in the field or on site report directly to their Leaders.
- The Leaders report directly to the Managers.
- The Managers report directly to the Section Chiefs.
- The Section Chiefs report directly to the Incident Commander.
- The Emergency Operations Committee and the Incident Commander are to have a direct line of communication.

Internal Communication (Head Office)
Should an emergency occur during normal business hours, all local staff should be notified of the emergency and asked to standby in case they are asked to become a part of the response. Additionally:

- The Receptionist shall be advised on how to direct all incoming calls.
- Staff shall be asked to keep all calls to a minimum to free up telephone lines.
- No contact shall be made with outside agencies, except approved statements made by the Information Officer, to prevent media leaks.
- Consideration to the length of the emergency should be given and some staff should be released so that they may become team members in 8-10 hours.
- Avoid making public announcements to protect confidentiality.

External Communications (Outside of the Response Teams)
All communication outside of the Response Teams may be subject to public scrutiny so be cautious, accurate, calm, factual, and punctual.

On Site Communication
TAQA North shall supply the communication systems and equipment required to provide an effective exchange between the Incident Command Post and the:

- Evacuation, roadblock and air monitoring personnel.
- Emergency Operations Centres (company EOC and REOC).
- Reception Centre Leader.
- Staging Area.

Radio Communications
Radio communications will be utilized where required for on site and off site communications.

Telephones
Mobile/cellular telephones will be located at the Incident Command Post and will be available to all field personnel. In cases where landlines may not be available, cellular or satellite communications shall be available at the ICP, Reception Centre and EOC.

Media

All communication with the media is undertaken by the Information Officer in consultation with the AER.

The Information Officer must coordinate any media releases with the AER and applicable government agencies prior to releasing the information to ensure consistency and accuracy of information. Communication with the media should not be delayed and should be calm, factual and punctual.

The licensee must keep all affected persons and the media informed of the status of an emergency

TAQA North employees and contractors/sub-contractors shall not volunteer information or opinions regarding any incident. If approached by the public or media, refer the representative to the Incident Commander or when established, the designated Information Officer. Do not speculate on the cause or damages resulting from the emergency and under no circumstances are the names of any victims to be released before next of kin are notified.

The licensee must make the information listed in the below table available to the public as soon as possible during and emergency.

Information Disseminated to the Public at the Onset and During an Incident
To the affected public - immediately
▪ Type and status of incident.
▪ Location and proximity of the incident to people in the vicinity.
▪ Public protection measures to follow, evacuation instructions, and any other emergency response measures to consider.
▪ Actions being taken to respond to the situation and time period anticipated.
▪ Contacts for additional information.
To the affected public - during
▪ Type and status of the incident.
▪ Location of the incident.
▪ Areas impacted by the incident.
▪ Description of the products involved.
▪ Contacts for additional information.
▪ Actions being taken to respond to the situation, including anticipated time periods.
To the general public - during
▪ Areas impacted by the incident.
▪ Description of the products involved and their short-term and long-term effects.
▪ Effects the incident may have on people in the vicinity.
▪ Actions the affected public should take if they experience adverse effects.

AER Directive 71

8.3 Post Emergency Communications

Gathering of Response Team Logs

Both the Emergency Operations Committee and the Incident Commander need to gather notes and logs from all persons who responded to the incident so that they may be reviewed for:

- Required follow ups.
- Submission to regulatory agencies.
- Learnings and ERP updates.

Contacting Parties Who Were Notified

All agencies, residents, mutual aid partners, and bystanders that were contacted during the emergency need to be followed up with. Needs, insights or observations shall be gathered and everyone shall be informed of the current status of the emergency. Failure to contact any single entity may result in poor public relations.

Resident Follow Up

All residents, occupants, transients or other members of the public that were contacted or adversely affected by the emergency need to be followed up with immediately to determine additional physical needs, emotional or financial losses, business continuity concerns, etc. Each follow up needs to be documented and concerns dealt with immediately.

Damage Assessment and Monitoring

Agencies or members of the public that have suffered damage shall be continuously followed up with. On site damage needs to be documented and monitored to prevent further contamination, and avoid evidence from being altered.

Press Releases and Media Follow Up

Ensure a complete and accurate press release is prepared after the emergency and make certain that it reaches every member of the press who attended. Focus on the many positives from the response (eg. all safety equipment operated as required, training was extremely beneficial, the quick response resulted in a minimum of damage, no loss of life or serious injuries occurred, etc.).

9.0 Post Incident Procedures

Post incident procedures may be lengthy and in some instances may be longer than the incident itself. The time period between the demobilization of the response and the implementation and completion of the recovery program may be from a few days to several weeks depending on the incident.

Keeping the public and government informed of the post emergency procedure process is critical to the success of returning to normal activities and rebuilding public confidence.

The decision to return people to the area and to resume normal operations will be made by TAQA North and relevant government agencies responsible for public safety. Government clearance to resume normal activities may be required if there has been a fatality, serious injury, or extensive damage. Relevant government agencies that may be involved include the RCMP, Occupational Health and Safety, AER and environmental agencies.

Once a decision to return to normal status is made, TAQA North will notify all affected parties.

When the all clear is given, ensure that:
- Buildings are ventilated and checked for gas pockets before allowing the occupants to enter.
- All safety equipment, machinery and tools are cleaned, repaired and returned to their normal locations.
- All work areas are cleared and restored.
- Emergency responders and other key participants in the emergency are debriefed as soon as possible.
- Critical Incident Stress Debriefing (CISD) is quickly initiated whenever required.

Post Incident Manual Check
After an incident is resolved, this ERP must be reviewed for completeness. Any defaced or missing pages are reported to the manual coordinator, and are replaced.

9.1 Response Demobilization

- Demobilize response equipment/supplies.
- Ensure all equipment is serviced and recalibrated.
- Ensure all equipment/supplies are replenished.
- Ensure the removal of any public notifications that may have been posted.
- Submit/collect all response incident/event logs and all other forms.
- Ensure all evacuees have been notified of the demobilization and have received assistance.
- Collect all claim forms from evacuees and submit to the Finance/Administration Section Chief to process.

9.2 Response Debriefing

- Complete response debriefing for all response teams.
- Submit, in writing, response findings and recommendations to the Incident Commander, which will be submitted to the Emergency Operations Committee.

9.3 Critical Incident Stress Management (CISM)

An important part of any emergency response and post emergency wrap up is to set up a CISM program for all TAQA North personnel and affected residents that are directly involved in the emergency response within 72 hours following the incident.

After an emergency, company personnel should go through a critical incident stress debriefing. Personnel who responded to the emergency may have experienced one or more of the following:

- A death or serious injury of a coworker, perhaps witnessed events that have left them very distressed and unable to cope with what they witnessed.
- Witnessed distressing sights (eg. casualties of coworkers or members of the public).
- Stress from pressures, responsibility overload, physical, mental, and emotional demands, limited resources and high expectations from others.
- Exposed to extreme working conditions (eg. hazardous environments or weather conditions).

Company personnel may require assistance from mental health personnel to deal with what they are feeling after the emergency is over. TAQA North will ensure that all responders to the emergency are provided with the necessary medical or mental health treatment they require to deal with the stress of the emergency.

A CISM program will need to be made available to the affected residents/occupants of the EPZ as well as those outside who were affected (if applicable). Responders and the affected public should not be involved in the same CISM sessions.

9.4 Recovery Plans – Public

A comprehensive recovery plan will need to be developed and implemented to keep the public apprised of the recovery process and commence the rebuilding of public confidence.

Operations at Site

- A comprehensive recovery plan will need to be developed and implemented to return operations to the site, or to ensure that the site is safe.

Administrative

- Maintain site integrity through the use of roadblocks, rovers and physical barriers
- Meet with company legal counsel
- File an insurance claim
- Meet with government agencies

- Log all persons entering/exiting the site on the *Incident Investigation Report*

Incident Investigation
All incidents, regardless of their severity, should be investigated. The purpose of investigations is to identify both the factors that contributed to an incident and the root causes behind those factors. For all incident investigations the *Incident Investigation Report* shall be completed.

The incident investigation entails a detailed review of the circumstances leading up to, and including the incident. The investigation shall be initiated by the supervisor or manager and conducted with participation from all levels (including managers, supervisors, Health and Safety Committee members, and other workers who might bring specialized skills or knowledge to the investigation process) as soon as practicable. As well as documenting the basic and immediate causes, incident investigation requires a more in-depth review by identifying indirect contributing factors and root causes. Each Incident Investigation will be required to identify corrective action and a specific person responsible for follow-up and an associated timeline for completion. All Reports and Investigations should be reviewed and signed off by Senior Management upon completion and follow-up action has been taken to prevent a recurrence of the incident.

Do not disturb the scene of a reportable incident or injury unless photographic/video documentation has occurred, and:
- You have to attend to someone who has been injured or killed
- You have to take some action to prevent further injuries
- You have to protect property that is endangered as a result of the incident
- You have been given permission to do so by an Occupational Health and Safety officer or a Peace Officer

In some cases, external agencies such as the RCMP, WCB, Occupational Health and Safety, the AER and the Ministry of the Economy may be required to conduct their own investigations.

9.5 Recovery Demobilization

Recovery Demobilization should include:
- Demobilize recovery personnel.
- Demobilize recovery equipment/supplies.
- Submit/collect all incident/event logs and all other forms.

9.6 Recovery Debriefing

Complete recovery debriefing for all recovery teams and submit findings, recommendations, changes etc. to the Emergency Operations Committee.

9.7 Recovery Reporting

A detailed report will be prepared by TAQA North to evaluate emergency control procedures and identify areas of weakness in the existing system. Recommendations for improvement in areas such as training, communications, logistic support and established planning procedures etc. will be implemented immediately in order to improve the capabilities for handling future emergency situations. TAQA North will complete a report and file it with the AER. A summary of this report should be prepared and sent to all affected residents in the area.

The licensee will complete the required reports and file them with the AER.

10.0 Training, Meetings and Exercises

Drills, exercises, and meetings are essential elements of emergency preparedness. Conducting simulations, drills and meetings on a regularly scheduled basis is necessary to ensure proper personnel training in the ERP and proficiency in executing the ERP for a wide range of emergencies. They also ensure all equipment, maintenance, and usage programs are sufficient.

TAQA North must review this corporate level ERP with personnel assigned roles and responsibilities to ensure that it can be properly implemented

All aspects of the ERP are required to be exercised by drills and simulations at prescribed frequencies based on exposure, risk and regulatory requirements. Periodic drills are the most effective method for keeping the ERP current and ensuring personnel are proficient in its use.

A wide range of emergency scenario situations are conducted to ensure a balanced and complete plan. Upgrading the ERP shall be a continuous process with the maximum number of plan upgrades resulting from periodic simulations/drills.

TAQA North managers and supervisors will work to ensure that personnel are able to attend mandatory scheduled drills, exercises, and ERP review meetings. More than one scheduled drill, exercise, or ERP review meeting may need to be held in order to accommodate personnel attendance.

10.1 Training

The licensee must provide training sessions to ensure that response personnel are competent in emergency response procedures. The licensee is expected to provide ERP training on:

- The overall plan.
- Roles and responsibilities during an incident.
- Public protection measures used during an emergency.
- Available communication methods.

In order to demonstrate that response personnel are competent in the emergency response procedures TAQA North will provide training sessions. Records of those who attend a training session are to be kept for a period of 3 years.

Frequency of Training

- Initial ERP training when a new plan has been developed/implemented.
- Update ERP training when major changes have occurred to the ERP, for example:
  - Command structure or roles and responsibilities change.
  - Learned outcomes from a drill or exercise that result in changes to the ERP.
  - Changes in regulations and/or legislation.
- At the discretion of the TAQA North office.

New Employees/Contractors

New employees and/or contractors that commence work with TAQA North after the initial ERP Implementation Training has been held must also receive the same training within the first week of their employment. It is the responsibility of their immediate supervisor to review the ERP with them.

ERP Maintenance

The AER requires TAQA North to keep all ERPs up to date by establishing a plan management process that ensures plans are reviewed and updated on a semiannual basis, if necessary.

The AER requires each licensee to keep all ERPs up to date by establishing a plan management process that ensures:

- Plans are reviewed and updated on a semiannual basis, if necessary, including:
  - Updates to the ERP may be triggered by some or all of the following:
  - Changes to current emergency information.
  - New mapping information (a small map of the affected area showing the changes would be acceptable for a period of one year).
  - New resident Information.
  - Any changes to response staff information or response capabilities.
  - Facility additions such as well or pipeline tie-ins that do not require the submission of a supplement.
- Residents are contacted to update their information.
- Ground truthing identifies any changes, such as new residents, businesses and renters, and verifies the ERP maps.
- Changes in information that are instrumental to implementing the ERP must be distributed to all required plan holders.

Changes in information that are instrumental to implementing the ERP must be distributed to all required plan holders.

Environment Canada's *Environmental Emergency Plan* requires TAQA North to update this plan annually to ensure its contents are complete and accurate. For plans submitted to the Ministry, TAQA North is required to submit a notice that the required review and updates have been completed.

10.2 Pre-Sour Meeting Requirements

For all non-critical sour drilling and/or completions operations, TAQA North must conduct a meeting within 96 hours prior to entering the first sour zone to identify hazards associated with the operation, review roles and responsibilities and assess on site personnel capabilities required to implement the ERP.

Those required at the meeting include field response personnel with assigned roles and responsibilities in the ERP and key personnel involved in supervision and management of the emergency response activities.

As a minimum a pre-sour meeting should review the following details:
- A discussion verifying the assigned roles and responsibilities as out lined in the ERP.
- Identification of any revisions to the ERP.
- Confirmation that the emergency contact numbers are correct.
- Communication of the EPZ information to well personnel.

Meetings for non critical sour operations do not require the involvement of government departments and agencies. All documentation should be kept for a period of 3 years.

10.3 Sour Operations Exercises

TAQA North must test sour operation, HVP pipeline, and cavern storage facility ERPs through the following types of planned exercises to promote emergency response preparedness:
- Administrative (tabletop or synthetic), combined with a communications exercise, held annually for each operating area ERP, except in a year where a major exercise is held.
- Major (full scale/full blown), once every three years for each operating area ERP.

In situations where TAQA North has multiple ERPs with the same field supervisory response personnel (Section Chiefs) and infrastructure, the ERPs may be tested simultaneously through one exercise.

TAQA North must notify the appropriate AER Field Centre through the AER Digital Data System (DDS) 30 days in advance of a scheduled exercise through the AER DDS system. TAQA North must also invite the local Authority, Alberta Health Services, or any other government department or agency to participate and/or observe in major exercises.

10.4 Spill Response Exercises

TAQA North must be appropriately represented in a minimum of one spill response exercise annually for each operating area.

Directive 71 requirements state all licensees must be appropriately represented in a minimum of one spill response exercise annually for each operating area. If the licensee is not a member of an oil spill cooperative, they must conduct an independent exercise (tabletop or full-scale) at least on an annual basis. Tabletop exercises cannot be used in consecutive years.

The licensee will receive an invitation to an area exercise if they subscribe to a cooperative with assets in that location. Otherwise, responsibility falls onto the licensee to notify the AER of an upcoming exercise. A training exercise report summary is required for submission to the AER upon request no later than 30 days following the exercise.

TAQA North is a member in good standing with the Western Canadian Spill Services Ltd. Oil Spill Cooperative.

10.5 Exercise Design

Refer *to Section 5.2 Testing the Plan of the CAN/CSA-Z731-95 Emergency Planning for Industry (Reaffirmed 2002)* guide, for further detail in exercise design.

An exercise is a simulation of an actual emergency. It enables responders to be trained properly by practicing their roles. When choosing an exercise, the exercise design team shall select one that will:

- Achieve the purpose of the emergency plan.
- Reinforce previous training (prior exercises).
- Ensure the exercise is straightforward enough that available resources are adequate, but complicated enough to be challenging for the responders.
- Provides the maximum lessons to be learned.
- Is cost effective.

10.6 Types of Exercises

The type of exercise depends on the purpose of the training, the availability of personnel (and if applicable, local authorities and contracted service personnel) material resources, cost considerations, and the limitations surrounding the location of operations (eg. urban or rural).

Administrative - Tabletop Exercises

- Tabletop exercises shall be considered an intermediate step in a progressive exercise program.
- Usually tabletop exercises are used when you want to introduce new personnel to the ERP, revise or replace an existing ERP, or create an opportunity to group problem solve.
- Usually the exercise is held in a conference room, free of the stress and time constraints of full scale exercises and normally run for several hours.
- Meetings to plan for the tabletop exercise include department heads of the various departments and/or groups within TAQA North, responding agencies (eg. safety company, air monitoring company, etc.), local authorities, and other oil/gas companies.
- A final report on the outcome of the exercise needs to be completed and acted upon. Retention of the report for audit purposes is three years from the date of the exercise.

Administrative - Synthetic Exercises

- A synthetic exercise is a pre-programmed exercise in which all participants use electronic equipment (eg. computers).
- You may combine a portion of a synthetic exercise, for example, testing emergency response management software with a tabletop exercise.

Communication Exercises

A communication exercise can be:

- Alerting Exercise – a fan out call system to personnel.
- Emergency Operations Centre Exercise – interorganizational exercises are designed to test and develop communication among company departments. Communications include telephone lines, runners, radio phones, fax machines, computers, etc. Interorganizational exercises are designed to accommodate external responding agencies (eg. local authority, health authority, non-government organizations, etc.).
- Media Exercise – coordination with the media to disseminate factual information to the media.

Major (Full Field) Exercises

- Major exercises involve emergency response agencies, TAQA North, and the deployment of all resources required to test the plan. The exercise may involve only one, a few, or all of the following: police, fire, ambulance, regulatory agencies, municipal or other governments, and TAQA North.
- Major exercises are intended to provide a realistic simulation of an emergency response. A major exercise is similar to a tabletop exercise with the exception that all required resources are actually deployed.
- The design of a major exercise must take into account: cost of the exercise (not only to TAQA North, but also external agencies – meaning they need to budget for a major exercise plan), resources required internally and externally, safety of all personnel and any public members involved, exercise termination directives, notification of the exercise to everyone involved (eg. public, media, response agencies, regulatory authorities, etc.) and an emergency notification procedure in the event of an actual emergency during an exercise.

- A final report on the outcome of the exercise would need to be completed and acted upon. Retention of the report for audit purposes is three years from the date of the exercise.

10.7 Drills

A drill is taking specific components of the ERP and testing it. Examples of drills may include:

- Testing the Emergency Call Out System
- Testing the Roadblock Unit
- Testing the Logistics Section
- Fire Drill

A drill can be tested in the field or in an office setting. Documentation of the drill plan and report outcomes will need to be completed and acted upon. Retention of the report for audit purposes is three years from the date of the drill.

10.8 Post Exercise/Drill Discussion

- A post exercise/drill discussion must be completed immediately following an exercise or drill.
- Discussion and review by all personnel involved in the exercise/drill shall assist in assessing the results of the objectives.
- The discussion shall be lead by either the appropriate management representative from TAQA North, or an exercise consultant.
- One or more documentation supervisors shall be available to document outcomes of the exercise/drill and a final report prepared.

10.9 Lessons Learned

- Lessons learned from exercises/drills are a valuable source of evaluated information and reference data for the emergency planning program.
- Any outcomes that necessitate change to the ERP will be submitted to the administrator of the ERP and the ERP updated appropriately.
- If additional training is required, TAQA North shall schedule the training.

10.10 Documentation

The following information pertaining to personnel training, meetings and exercises must be documented and retained for a period of 3 years:

- Records of staff training.
- Within 60 days of an exercise, results to be maintained for assessment purposes which include:
  - Type of exercise.
  - Scope and objectives.
  - Persons involved.
  - Outcome (objectives achieved).
  - Lessons learned.
  - Action plan, including timelines.
- Documentation of all pre-sour meetings, such as attendance sheets, invitations and minutes for possible review under the AER Emergency Response Assessment program.

The Environment Canada *Environmental Emergency Plan* requires TAQA North to submit a notice to the Minister following any portion of this plan being tested along with any updates to the plan and certification that the information within this plan is current, accurate and complete. Not all plans are submitted to Environment Canada. A record of plan revisions and results from annual tests are to be kept on file by TAQA North for a period of five years.

11.0 Assets and Equipment

This section contains area summaries for each operating area. Each summary will include area specific contacts, equipment, asset listings and maps.

11.1 Equipment

In an emergency situation, additional communication equipment (cellular and/or satellite phones and radios) will be provided to responders, including Rovers, roadblock, reception centre and air monitoring personnel, as needed.

11.2 Assets and Area Summaries

TAQA North Operated Assets
The following table details TAQA North's active ERP's. Please refer to the appropriate Site Specific ERP for information on asset details, local contact information, maps and equipment listings.

ERP Name	Included Fields	CEPA Sites
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

ERP Name	Included Fields	CEPA Sites
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	

ERP Name	Included Fields	CEPA Sites
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	
[redacted]	[redacted]	

The licensee must ensure that its 24 hour emergency telephone number is posted by way of a conspicuous sign erected at the primary entrance to all licensee wells and facilities.

Forms

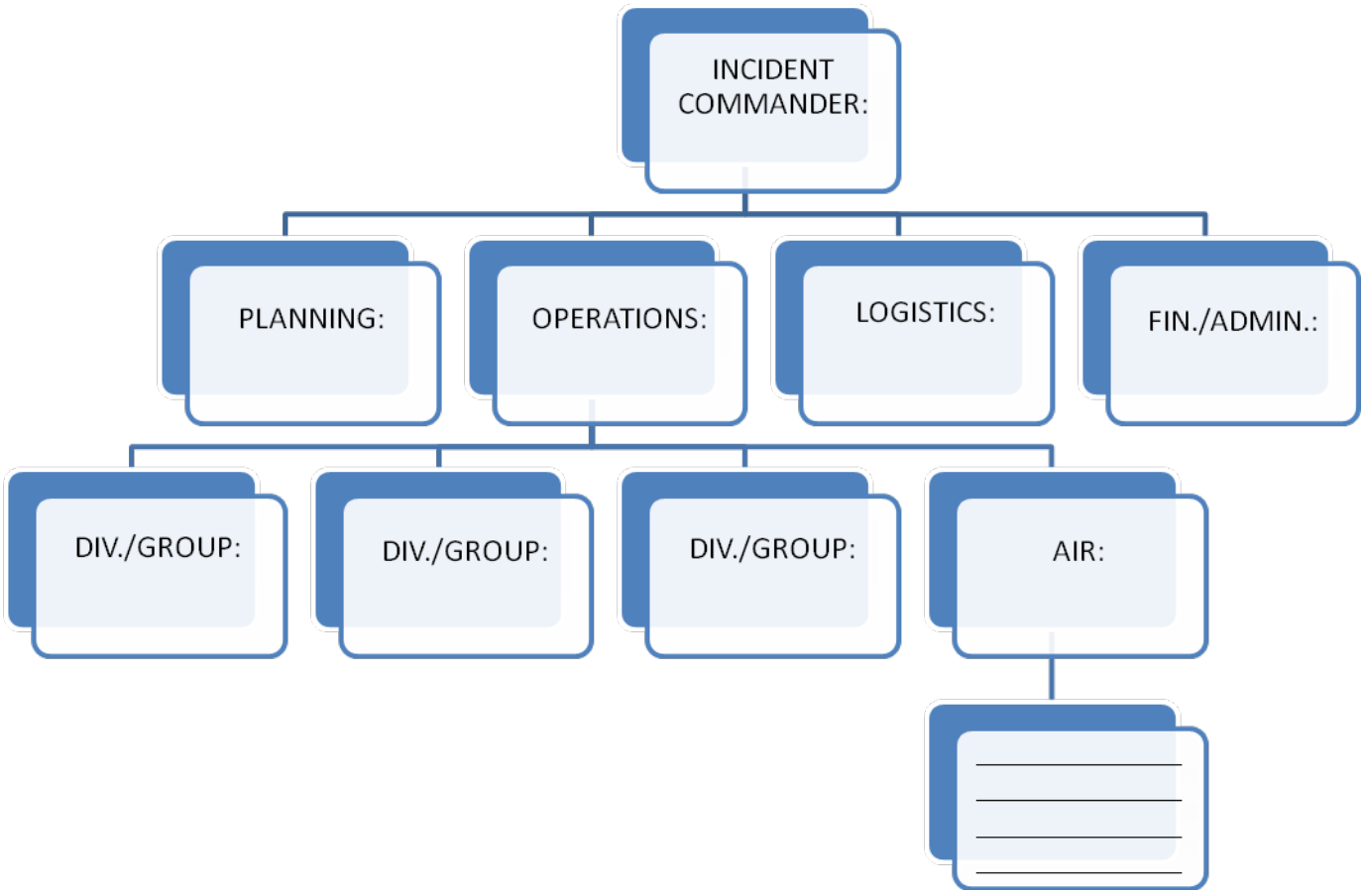
Form No.	Form Title
1	ICS 201 Form
2	AER First Call Communication Form
3	Initial Incident Report
4	Incident/Event Log
5	Incident Investigation Report
6	Telephone Threat Report
7	Environmental Monitoring Form
8	Spill Report Form
9	Motor Vehicle Collision Supplementary Report
10	Suspect & Vehicle Identification Worksheet
11	Preliminary Media Statement
12	Telephone/Evacuation Contact Log
13	Reception Centre Registration Form
14	Daily Expense Claim Form
15	School Children Registration Form
16	Roadblock Registration Form
17	Roadblock Team Cell Phone List
18	Voluntary Evacuation Message
19	Mandatory Evacuation Message
20	Resident Shelter Message
21	Resident Warning Message
22	Resident Evacuation Message
23	Transient Evacuation Notice
24	Empty Residence Notice
25	External Agency Post Incident Evaluation

ICS 201 FORM

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED

4. MAP SKETCH

5. CURRENT ORGANIZATION



ICS 201	PAGE 1 OF 2	6. PREPARED BY (NAME & POSITION)

7. RESOURCES SUMMARY

RESOURCES ORDERED	RESOURCES IDENTIFICATION	ETA	ON SCENE ✓	LOCATION/ASSIGNMENT

8. SUMMARY OF CURRENT ACTIONS

ICS 201	**PAGE 2 OF 2**	**9. SIGNATURE:**

AER FIRST CALL COMMUNICATION FORM

General Incident Information

AER Contact:	**Field Centre:**	
Licensee:	**Caller:**	**Phone number:**
E-mail address for release report:		
Licence #:	**Pipeline Line #:**	**Approval #:**
Incident Location: _____ - _____ - _____ - _____ **W** ____**M**		
Emergency Level:		
Serious Event? ☐ **Yes** ☐ **No**		
If yes, what kind of serious event?		
☐ **Blowout** ☐ **Explosion** ☐ **Fire** ☐ **Other control loss** ☐ **Fracking** ☐ **Casing failure**		
Land Type (jurisdiction):		
☐ **Freehold** ☐ **First Nations** ☐ **Métis** ☐ **CFB** ☐ **Crown – Disposition #**		
Agencies Notified:	**Date:**	
FIRST Duty Office (DO) Contacted: ☐ **Yes** ☐ **No**		
If Yes, date & time DO was contacted:	**DO Contact Name:**	

Release Details

Volumes

Substance*	Release ($m^3/10^3$ m^3)	Recovered ($m^3/10^3$ m^3)	Disposal / Storage Location

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

Description of how the release volume was determined and verified (including calculations: eg. spill length x width x depth)

Area affected (length x width): m^2

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?

AER FIRST CALL COMMUNICATION FORM

Release Details

☐	**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?	☐ **Yes**	☐ **No**	**Name of landowner/agency:**
Release within disposition boundary?	☐ **Yes**	☐ **No**	
Outside disposition – was leaseholder notified?	☐ **Yes**	☐ **No**	**Name of leaseholder:**

☐ **If outside disposition, reminded licensee that they will need a TFA.**

Actual incident H_2S 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 pubic affected? ☐ **Yes** ☐ **No**

If yes, indicate if they were ☐ **Notified** ☐ **Instructed to Shelter In Place** ☐ **Advised to Evacuate**

AER FIRST CALL COMMUNICATION FORM

Impact

Notes / Description:

Media Interest?	☐ **None**	☐ **Local**	☐ **Regional**	☐ **National**
Damage to public property?	☐ **Minor / no damage**	☐ **Substantial** (home covered in oil)	☐ **Extensive** (home destroyed)	

Pipeline Specific

Hit?	☐ **Yes**	☐ **No**	**Line #**	**Test Failure?**	☐ **Yes**	☐ **No**

Normal operating pressure: _____ **kPa**		**Maximum operating pressure**	_____ **kPa**

Is the pipeline shut in, depressured, and isolated?	☐ **Yes**	☐ **No**
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 activated?	☐ **Yes**	☐ **No**
Are there any other pipelines that tie into the failed line?	☐ **Yes**	☐ **No**
If yes, have they been shut in / isolated	☐ **Yes**	☐ **No**

☐ **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.)?

INITIAL INCIDENT REPORT

TAQA North Emergency Line: 1.800.216.8062 | **Incident #**

GENERAL INFORMATION

Department: ☐Production ☐Drilling ☐Completions / Re-Completions ☐Corporate
☐Pipeline/Facility ☐Lease Construction ☐Land ☐Environment
☐ Abandonment/Reclamation Other: _____

Area of Incident:	LSD/NTS:	Lat/Long:
Date of Incident: (MM / DD / YY)	Time of Incident: (MM / DD / YY)	Date Reported: (MM / DD / YY)

Person Reporting: ☐Employee Name: ☐Contractor Contractor Company:

Person Affected: ☐Employee Name: ☐Contractor Contractor Company:

Supervisor/or Site Rep.:

People Notified: (Enter the people notified, whether external or internal - see Incident Reporting Structure in Site Specific ERP)

Name:	Position	Company/Agency	Contact Number

INCIDENT CLASSIFICATIONS

☐Regulatory Violation	☐Injury/ Illness - First Aid	☐Material Loss	☐Property Damage	☐Ground Disturbance
☐Spill	☐Injury/ Illness - Medical Aid	☐Mechanical Failure	☐Public Complaint	☐Production Loss
☐Gas Release	☐Injury/ Illness - Restricted Duty	☐Motor Vehicle Collision	☐Security	
☐Other Environmental	☐Injury/ Illness – Fatality	☐Near Miss	☐Trespass	
☐Fire / Explosion	☐Injury/ Illness - Lost Time	☐Pipeline	☐Other	

PUBLIC COMPLAINT

Type: ☐Odour ☐Noise ☐Dust ☐Weeds ☐Trespassing ☐Other _____

Complainant Name: _____ Complainant Number: _____

SECURITY

Type: ☐Theft ☐Vandalism ☐Terrorism ☐Threat ☐Other

GAS RELEASE

Volume of Gas: m^3 | Type of Gas: ☐Natural Gas ☐Propane ☐Ethane Butane ☐C5+
☐Flared or ☐Vented Sweet or ☐Sour

SPILL / ENVIRONMENTAL

Spilled: ☐Liquid ☐Solid **Where:** ☐Land ☐Water

Spill Source: ☐Well ☐Tank ☐Drillings Rig ☐ Pipeline ☐Production Vessel
☐Service Rig ☐Motor Vehicle ☐Header/Riser ☐Flare Stack ☐Other _____

Volume Lost: ☐m^3 ☐bbls Litres **Volume Recovered:** ☐m^3 ☐bbls ☐Litres

Area Affected:
Onsite Total Area: _____m X _____m = _____m2 Offsite Total Area: _____m X _____m = _____m2

Volume of Contaminated Soil Moved: **Moved To:**

Volume of Contaminated Water Moved: **Moved To:**

Spill Cause: ☐Corrosion Internal ☐Equipment Failure ☐Third Party Damage
☐Corrosion External ☐Procedure Failure ☐Other _____

Spill Commodity: If Spill Commodity Emulsion, % Watercut:

INCIDENT DESCRIPTION: (Please provide detailed description of incident – Who What When Where How and Photos are required)

Site Rep Comments and suggested action items:

Associated Cost:	Follow-up required:

Form 002A/July 13/10

INCIDENT/EVENT LOG

FACILITY NAME & LOCATION: _____ **DATE:** _____

PREPARED BY: _____ **POSITION:** _____

Time	Call To (Name)	Call From (Name)	Telephone Number	Event/Action

Note: Document all key events, conversations, meetings, etc. on this form.

INCIDENT INVESTIGATION REPORT

Employer name:		**Employer WCB number:**	
Employer head office address:			

Incident occurred:			
Address where incident occurred:			
Date of incident:		**Time of incident:**	

Injured person(s):	Last Name	First Name	Job Title	Age	Duration of experience with this employer	Duration of experience at this task/job
1						
2						

Nature of injury/injuries

1	
2	

Witnesses

Last Name	First Name	Address	Telephone

Incident Description (briefly describe what happened, including the sequence of events preceding the incident)
Statement of Causes (list any unsafe conditions, acts or procedures that in any manner contributed to the incident)
Recommendations (identify any corrective actions that have been taken and any recommended actions to prevent similar incidents

Persons Conducting Investigation

Name	Signature	Type of Representative			Date
		Employer	Worker	Other	

INCIDENT INVESTIGATION REPORT

First Name	Last Name	Agency	Phone Number	Time In	Time Out	Documentation Checked?	Signature

TELEPHONE THREAT REPORT

WHEN A THREAT IS RECEIVED:

- Listen, carefully.
- Be calm and courteous.
- Do not interrupt the caller.
- Obtain as much information as you can.
- Notify Building Security or Police.
- Immediately relay the information to your Supervisor and the RCMP.

QUESTIONS TO ASK:

- When did / will this, happen? (time)
- What does it look like? (if a bomb threat)
- Where are you calling from?
- What is your name?
- Where is it placed? (if a bomb threat)

EXACT WORDING OF THREAT: ***(if possible, have caller REPEAT to avoid mistakes in message)***

IDENTIFYING CHARACTERISTICS:

- Gender.
- Estimated Age.
- Accent (English, French, etc.).
- Voice (loud, soft, etc.).
- Speech (fast, slow, etc.).
- Diction (good, nasal, lisp, etc.).
- Manner (calm, emotional, vulgar, etc.).
- Expressions (Unique such as “oil patch”).
- Background noises.
- Voice was familiar (specify).
- Caller was familiar with area.

THREAT RECIPIENT’S PARTICULARS:

- Name
- Section/Branch/Department
- Person to contact
- Telephone

RECORDED DATA:

Date:	Time: am/pm	Duration of Call:
Recorded by:		

ENVIRONMENTAL MONITORING RECORD

Date: _____ Location of Emergency: _____

Location of Facility: _____ Monitoring/Roadblock Crew: _____

H_2S/SO_2 Measurement Technique: _____
(eg. Detector tube, Electronic monitor)

Prepared By: _____ Position: _____

Time (5 min intervals)	Temp	H_2S (ppm)	SO_2 (ppm)	LEL Level	Wind Direction	Wind Speed

Estimate meteorological conditions when accurate readings are not available.

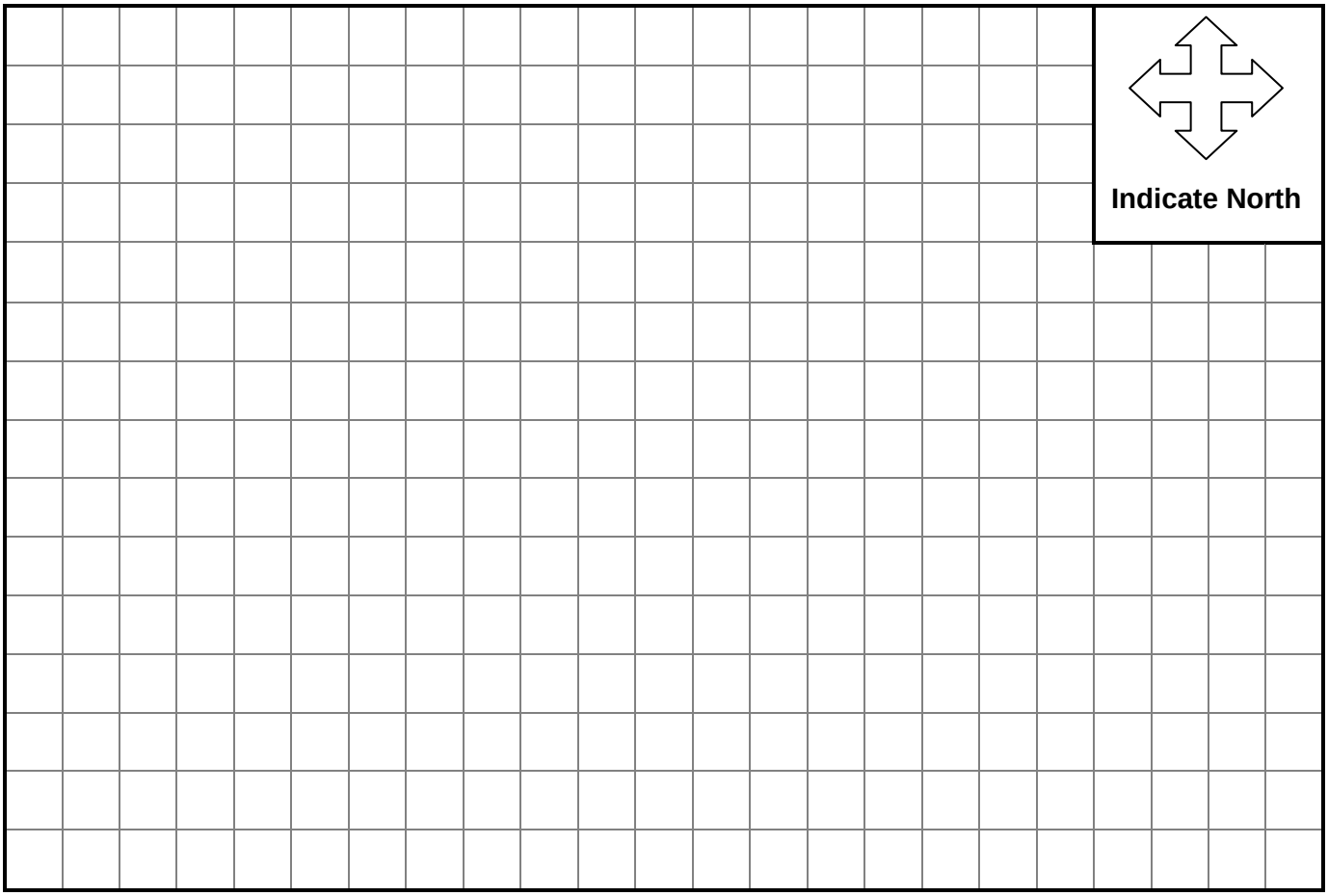
SPILL REPORT FORM

Date:	Time (am/pm):	Legal Description:	
Reporters Name:		Telephone Number:	
Have any other agencies been notified? Yes ☐ No ☐		Specify:	
Size of Spill (cubic meters/barrels)	or Length (m):	Width (m):	Depth (m):
Has the spill migrated beyond the ROW or lease boundaries? Yes ☐ No ☐		Wind Direction:	Temp:
Land Owner's Name:		Telephone Number:	
Describe the area of the incident:			
WELL RELATED SPILL			
Well Type:			
Cause:			
PIPELINE RELATED SPILL			
Pipeline Type:		Segment (where spill occurred):	
Cause:			
FACILITY RELATED SPILL			
Facility Type:		Equipment Type:	
Cause:			
MISCELLANEOUS SPILL (If related to vehicular accident complete Motor Vehicle Incident Supplementary Report)			
LAND SPILL			
Samples Taken? Yes ☐ No ☐			
Soil Texture (sandy loam, loam, silty loam, clay, silty clay):		Soil Permeability (fast, moderate, slow, impermeable):	
Soil Structure (dispersed, normal):	Surrounding Topography (flat, hilly, undulating, etc.):	Vegetation Present:	
Land Use Designation (critical wildlife area, forest, wooded, agricultural, marsh, wetland):		Are any wildlife/livestock in danger?	
WATER SPILL			
Name of watercourse entered:			
Flowrate of the river (slow, moderate, fast):		Is river above normal flow levels? Yes ☐ No ☐	
Is the river frozen, or partially frozen? Yes ☐ No ☐		Has spill migrated to the shoreline? Yes ☐ No ☐	
What is the closest Control Point?:			
Other Comments:			

Spill Report Form continued on next page.

SPILL REPORT FORM CONTINUED
Containment and Recovery: Describe the spill containment and recovery procedures being implemented.

Site Drawing:



On Site Drawing, indicate: waterways, access roads, ROW, slope, pipeline location, test holes, fences, etc.

MOTOR VEHICLE COLLISION SUPPLEMENTARY REPORT

Supplementary Report No.: _____ Reported By: _____

VEHICLE:

Employee: _____ Contractor: _____ Unit No.: _____ License No.: _____

Company Business: _____

DRIVER:

Employee: _____ Contractor: _____ Other: _____

Name: _____ Age: _____

Address: _____ Phone No.: _____

Accident Classification: Preventable: _____ Non-Preventable: _____

Vehicle Outcome Subtype No.: _____ If Pedestrian, at Crosswalk: _____

CONDITIONS:

Light: _____ Weather: _____ Road: _____ Traffic: _____

OTHER VEHICLE/ PROPERTY:

Year: _____ Make: _____ Model: _____ License: _____

Other: _____

OTHER DRIVER:

Name: _____ Address: _____

Phone No.: _____ Driver's License No.: _____ Registered Owner: _____

Insurance Company: _____ Policy No.: _____

POLICE:

Reported: _____ Name of Officer: _____

Liability Admitted: _____ ID No.: _____ Station/ Detachment _____

WITNESSES:

Name: _____ Address: _____ Phone No.: _____

Name: _____ Address: _____ Phone No.: _____

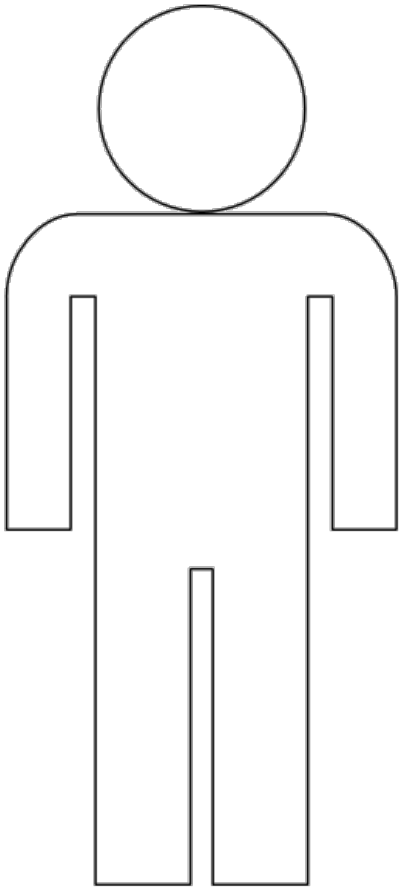
INJURIES:

Name: _____ Address: _____ Phone No.: _____

Name: _____ Address: _____ Phone No.: _____

SUSPECT & VEHICLE IDENTIFICATION WORKSHEET

Gender	Age	Height	Weight	Race
☐ Male ☐ Female				

Hair	**General Appearance**	Hat
Eyes		Coat
Complexion		Shirt
Jewellery		Trousers
Scars/Marks		Shoes
Tattoos		Tie

Facial Appearance	Write below specific facial details that you definitely remember.
Skin/Hair Colour	
Hair Style	
Hair Texture	
Ear Size and Shape	What did the suspect say?
Shape of Eyebrow	
Size/Shape of Eye	
Cheeks (full/sunken)	Tool or weapon seen?
Mouth and Lips	
Moustache or Beard	

Vehicle Information

Colour	Make	Model	License #
Body Style		Damage/Rust	
Antenna	Bumper Sticker	Wheel Covers	
Additional Information			

PRELIMINARY MEDIA STATEMENT

At _____ on _____ a(n) _____ occurred at
(Time) (Date) (Fire / Explosion / Gas Release / Spill)

the _____ location, located approximately _____ kilometers from
(Well / Pipeline / Facility)

_____ .
(Urban Centre)

The _____ Has been _____ and emergency responders for
(Well / Pipeline / Facility) (Status)

TAQA North, Local Authorities, Alberta Emergency Management Agency (AEMA) and the Alberta Energy Regulator (AER) are directing emergency procedures.

The cause of the _____ is not yet known and no estimate of
(Fire / Explosion / Gas Release / Spill)

damage is available.

Public Affairs personnel are available for more details. Please contact:

_____ at _____ or at _____
(Public Information Officer) (Contact Number) (Alternate Contact Number)

TELEPHONE/EVACUATION CONTACT LOG

Prepared By: _____ **Date:** _____

Name (List All Persons In The Residence)	Map Number	Contact Time	Transportation Or Other Assistance Required	Comments (If not going directly to Reception Centre, give contact number where you can be reached.)

RECEPTION CENTRE REGISTRATION FORM

Prepared By: _____ **Date:** _____

Name (List All Persons In The Residence)	Map Number	Check in Time	Location and Telephone Number (where they can be reached.)	Comments

DAILY EXPENSE CLAIM FORM

Incident Location: _____

Name: _____ Date: _____

Address: _____

Location of residences, business, etc: _____

_____

_____

_____

_____

Phone (Residence): _____ While Evacuated: _____

Address (while evacuated): _____

Expenses (please attach receipts): _____

Accommodation (if not pre-arranged): _____

Meals (if not pre-arranged): _____

Transportation (kilometres @ $ /km): _____

Other reasonable daily expenses: _____

_____

_____

_____

_____

_____

Total: _____

Company Contact: _____ Phone: _____

Submitted by: _____

SCHOOL CHILDREN REGISTRATION RECORD

FIELD AREA: _____ **PREPARED BY:** _____ **DATE:(YY/MM/DD):** _____

EVACUATION CENTRE: _____

School Child's Name	Map Number	School Name	Arrival Time	Departure Time	Destination Phone #	Comments

Note: Schools will be contacted to verify student attendance and advised to hold the children prior to releasing them to a school bus. Confirmation of whether students will be picked up by their parents or whether they should be transported to the Reception Centre to meet them. This form can be used the Telephone Unit and the Reception Centre Unit. Schools should be re-contacted to verify that the children were picked up by their parents.

ROADBLOCK REGISTRATION FORM

Prepared By: _____ **Date:** _____

Vehicle Type and License Number	Name Of Driver	Number of Passengers	Time Entering EPZ	Time Exiting EPZ	Comments

Note: Instruct all residents exiting the EPZ to check in at the Reception Centre

ROADBLOCK TEAM CELL PHONE LIST			
Roadblock Team	**Roadblock Location**	**Cell Phone Numbers**	**Comments**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

VOLUNTARY EVACUATION MESSAGE

Date: _____ **Time Posted:** _____

Hello, this is _____ calling from TAQA North.

Is this the _____ at _____?

_____ is responding to a (potential) _____ emergency at the _____ location and we may ask you to evacuate the area if the difficulties are not rectified.

If you wish, you may evacuate at this time and proceed to Reception Centre located at _____.

1. When you arrive at the Reception Centre, please check in with the Reception Centre Unit Leader to register and await further instructions.

2. If you are not evacuating, please remain near the telephone or provide me with a new number where you may be reached: _____.

3. Do you understand these instructions? _____.

4. We will call you again and keep you apprised of the situation.

5. Is there anything that we need to be aware of in regards to your family, your livestock/pets and/or your property, with a possible evacuation?

6. Is there any matter that we can provide assistance to you?

7. Thank you for your patience and understanding. If you have any questions or concerns please contact _____ at _____.

8. Do you understand these instructions?

9. If you have urgent questions, call me at _____.

MANDATORY EVACUATION MESSAGE

Date: _____ **Time Posted:** _____

Hello, this is _____ calling from TAQA North.

Is this the _____ at _____?

I am calling to advise you that we are encountering additional difficulties at our _____ location.

For your safety, please evacuate to the Reception Centre located at _____.

1. When you arrive at the Reception Centre, please check in with the Reception Centre Unit Leader to register and await further instructions.
2. Do you require assistance to evacuate?
3. How many people are presently at your house?
4. Do you understand these instructions? _____.
5. Is there anything that we need to be aware of in regards to your family, your livestock/pets and/or your property, with a possible evacuation?
6. Is there any matter that we can provide assistance to you?
7. Thank you for your patience and understanding. If you have any questions or concerns please contact _____ at _____.

RESIDENT SHELTER MESSAGE

Note: Record all pertinent information using the <u>Telephone/Evacuation Contact Log</u>

Mr., Mrs., Miss, _____ this is _____ of TAQA North calling to inform you that we have a problem at our nearby facility that may result in a sour gas release. You are in no immediate danger; however, we are calling as a precautionary measure to inform you of the situation.

How many people are at your home right now?_____

Is there anyone outside that you cannot contact easily? _____ Yes _____No

*(If **YES** determine the location of anyone outside and assure the resident you will send someone to find them as soon as possible.)*

Please:

- Immediately gather everyone indoors and stay there.
- Close and lock all windows and outside doors.
- Extinguish indoor wood burning fires.
- Turn off appliances or equipment that either:
  - Blows out or uses indoor air such as: bathroom and kitchen fans, built in vacuum systems, clothes dryers, gas fireplaces and gas stoves.
  - Sucks in outside air, such as: heating ventilation and air conditioning (HVAC) systems for apartments, commercial or public facilities, fans for heat recovery ventilators or energy recovery ventilators (HVR/ERV).
- Turn down thermostats to the minimum and turn off air conditioners.
- Leave all inside doors open.
- Avoid using the telephone, except for emergencies, so that emergency personnel can contact you. Notify us if you are experiencing symptoms or smelling odours so that we can address your concerns and adjust our response or if you have contacted emergency services (fire/police/ambulance) so that we can conduct a coordinated response.
- Stay tuned to local radio and television for possible information updates.
- Even if you see people outside, do not leave until told to do so.
- After the hazardous substance has passed through the area you will receive an “all clear” message from emergency response personnel along with instructions to ventilate your building by opening all windows and doors, turning on fans and turning up thermostats.
- Once the building is ventilated, return all equipment to normal.
- If you are unable to follow these instructions, please notify us.

My name is_____ and my telephone number is _____.

Do you understand these instructions? Thank you for your cooperation.

Note: If the resident is determined to leave when you are recommending shelter, calmly explain that it is more hazardous to evacuate because the indoor concentrations will be significantly lower than outdoor levels.

RESIDENT WARNING MESSAGE

Note: Record all pertinent information using the <u>Telephone/Evacuation Contact Log</u>

Level 1 Emergency Notification Message

Mr., Mrs., Miss, _____ this is _____ of TAQA North calling to inform you that we have a problem at our nearby _____ that may result in a sour gas release. You are in no immediate danger; however, we are calling as a precautionary measure to inform you of the situation.

Do you wish to leave your residence/place of business at this time?

IF YES: (person wishes to leave)

IF NO

How many people are at your residence/place of business?

Please standby for further contact. Please do not use your telephone for outgoing calls as this may prevent us from contacting others in the area, or contacting you again if the problem becomes worse or when it is eliminated.

Thank you for your cooperation.

Do you require transportation or assistance?

YES

NO

Instruct person to stay indoors and a company vehicle will be sent immediately to assist.

Thank you for your cooperation.

Please take the (north, south, east, west) direction to exit the area as this will take you out by the safest route (specify a route which does not take the person closer to, or downwind of, the incident site)

Instruct evacuees to check in with the company representative at the appropriate Reception Centre who will make arrangements for their temporary accommodations and address any questions they may have.

Thank you for your cooperation.

Note: If evacuees do not wish to report to the Reception Centre, ask evacuees to tell you where they are going and at what phone number they can be reached.

RESIDENT EVACUATION MESSAGE

Note: Record all pertinent information using the <u>Telephone/Evacuation Contact Log</u>

Level 2 or 3 Emergency Evacuation Message

Mr., Mrs., Miss,_____ , this is_____of TAQA North calling to inform you that we have a serious problem at our nearby facility that has resulted in a harmful release of product. You are in no immediate danger; however, as a safety precaution we request that you evacuate your premises immediately.

Do you require transportation or assistance?

YES

1. For how many?
2. Is anyone outside on the property who you cannot easily contact? (If yes, determine their location and assure the resident you will send someone to notify them.)
3. Please stay indoors and company will send a vehicle immediately.
4. You will be taken to the Reception Centre at _____ where a company representative will address any concerns you may have and will arrange for your temporary accommodations.

   Thank you very much for your cooperation.

Please do not use your telephone for out going calls as this may prevent us from contacting others in the area. A telephone will be made available your use at the Reception Centre.

Thank you very much for your cooperation.

NO

1. Please take the (north, south, east, west) direction to exit the area as this will take you out by the safest route (specify a route which does not take the person closer to, or downwind of, the incident site).
2. Please check in with the company at the Reception Centre to confirm that you have left the area safely.
3. Note: Ask evacuees to tell you where they are going and at what phone number they can be reached if they do not intend to check in at the Reception Centre.
4. The company representative will address any questions you may have and will arrange for your temporary accommodations (as necessary).

   Thank you very much for your cooperation.

ATTENTION

The _____ is experiencing an emergency situation. A Level _____ Emergency may/can be hazardous to people. Presently the wind direction is _____ from the affected site.

The gas is extremely ☐ poisonous ☐ explosive.

Please evacuate immediately to the Reception Centre located at the _____.

Please check in with a TAQA North representative once you have arrived and wait for officials to approve your return to the area.

EMPTY RESIDENCE NOTICE

TAQA North has encountered a well/pipeline control problem at the _____ location. We feel, under the circumstances, that you should evacuate the area until the problem has been corrected. Please proceed immediately to the Reception Centre located at the _____ where a TAQA North representative will address your questions or concerns.

For assistance call: _____

Signed by: _____

TAQA North Representative

Date: _____

Time: _____

EXTERNAL AGENCY POST INCIDENT EVALUATION

Department/Agency:	Telephone:
Representative:	Title:
Incident Location:	
Type of Emergency:	# of Staff Involved:
Duration:	Total # of man hours dedicated to response:

Other resources used (monitoring units, aircraft, buses, etc.):
What worked well during the response?
Areas of improvement?
What was the role of your department/agency during the response?

Was your department/agency able to respond effectively?	Yes ☐ No ☐
Would additional training with company personnel be beneficial?	Yes ☐ No ☐
Do you have a copy of the company's Emergency Response Plan?	Yes ☐ No ☐
If not, do you think a copy would be beneficial?	Yes ☐ No ☐

Please return this form, your business card, and any comments to our main office.

Glossary

Adjacent to	For the purpose of this plan refers to the immediate 25 metres.
Air Quality Monitoring	Measures atmospheric concentrations of hazardous substances of product released into the atmosphere.
Alarm	Refers to an unusual condition that activates sirens and visual alarms. These alarms could be activated by pump protective devices, high or low pressures, high sump, scraper arrival, etc.
Alberta Emergency Management Agency (AEMA)	Alberta Provincial Disaster Services Agency.
Alberta Energy Regulator (AER)	Alberta regulatory body for the upstream petroleum industry.
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.
Battery	A group of tanks in the gathering system, they receive oil directly from the wells.
Booster Pump	A small pump that pulls product from the source of supply and pumps it into the suction, or input of the main pump unit.
Boiling Point	This is the temperature at which a liquid changes to a gaseous state. Water for example changes to the gaseous state at 100ºC (212ºF) and therefore heat must be applied. NGL products change to the gaseous state at extremely low temperatures and will therefore cool the surrounding environment. If the liquid comes in contact with flesh it immediately reduces the temperature of the flesh to the boiling temperature of the liquid causing severe frostbite. Rapid phase transition or flameless explosions are sometimes heard when an NGL liquid is rapidly transformed to a vapour state. No burning or chemical reaction is involved.

Canadian Association of Petroleum Producers (CAPP)	CAPP represents member companies who explore for, develop and produce natural gas, crude oil etc. CAPP works closely with the government to analyze key oil and gas issues.
Ceiling – Recommended Exposure Limit	The concentration that should not be exceeded during any part of the working exposure. An employee's exposure to a hazardous substance shall at no time exceed the ceiling value.
Closure Order	Also known as a Fire Hazard Order. A closure order is issued to close a specific area to unauthorized personnel. The closure order area is that area within the boundaries described in an order issued by the AER under Section 97(1) of the Oil and Gas Conservation Act.
Condensate	A by-product of plants processing natural gas from natural gas wells.
Control Valve	A valve that will automatically maintain a predetermined pressure upstream or downstream of the valve, or will maintain a controlled flow rate through the valve.
Coordination & Information Centre (CIC)	Notifies necessary government departments who may be needed in the event of an incident.
Corporate Level ERP	A corporate-level ERP is used when a specific ERP is not required and contains preplanned procedures that will allow for effective response to an emergency.
Critical Sour Well	An AER designation of a well for drilling purposes which identifies a well with an H_2S release of >2.0m^3/second or certain wells of a lesser release rate in close proximity to an urban centre.
Disaster	An event that result in serious harm to the safety, health or welfare of people or in widespread damage to property.
Downstream	With reference to a pumping station, indicates the discharge side of that station.
Emergency	A present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect health, safety or welfare of people or to limit damage to property.

Emergency Operations Centre (EOC)	An operations centre established in a suitable location to manage the larger aspects of the emergency. In a high impact emergency there may be a number of EOCs established to support the response. These may include corporate EOC (regional, headquarters), municipal EOC and the provincial government POC.
Emergency Planning Zone (EPZ)	A geographical area surrounding a well, pipeline, or facility containing hazardous product that requires specific emergency response planning by the licensee.
Emergency Shut Down Valve (ESD)	A valve that blocks the passage of material from both directions and can automatically close when the amount of material passing through the valve exceeding allowable limits.
ERCBH_2S Computer Software	A software tool that calculates site-specific EPZs using thermodynamics, fluid dynamics, atmospheric dispersion modelling, and toxicology.
Evacuation	The removal of people from the incident area or EPZ.
Explosimeters	Can detect explosive substances in the atmosphere. May be a hand held device.
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 over which the AER has jurisdiction and that is connected to or associated with the recovery, development, production, handling, processing, treatment, or disposal of hydrocarbon-based resources or any associated substances or wastes. This does not include wells or pipelines.
Fire Hazard Order	An order issued by the AER during an emergency to restrict public access to a specified area.
Flight Information Centre (FIC)	NAV Canada information centres that provide pilots with flight planning and enroute services.
Flow Rate	The speed in which the product is flowing, computed in cubic meters per hour (m^3/hr).

Gathering System	The network of pipelines, pumps, tanks and other equipment, which carry oil and gas to the main pipeline or a processing plant or other separation equipment.
H_2S Release Rate	The rate at which the sour gas escapes into the atmosphere. Usually given in cubic metres per second (m^3/s).
Hazardous Product	Substances released in quantities that may harm persons, property or the environment.
High Vapour Pressure (HVP)	A pipeline system containing hydrocarbon mixture in the liquid or quasi-liquid state with a vapour pressure greater than 110 kPa absolute at 380^oC. Some examples are liquid ethane, ethylene, propane, butanes, and pentanes plus. HVP lines have a vapour pressure greater than 240 kPa at 38ºC (34.8 PSIG at 100ºF) and include ethane, propane butane, and pentanes plus, either as a mixture or as a single component.
Hydrogen Sulphide (H_2S)	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 irritation. Depending on the particular gaseous mixture, gas properties, and ambient conditions, a sour gas release may be ▪ heavier than air so that the gas cloud will tend to drop towards the ground with time (dense), ▪ lighter than air so the gas cloud will tend to rise with time (buoyant), or ▪ about the same weight as air so that it tends to neither rise nor drop but disperses (neutrally buoyant).
Hyper-susceptible	Persons who may be abnormally reactive to a given exposure to toxins and their reaction may occur in orders of magnitude greater than that of the susceptible population. Hyper-susceptible include those persons with impaired respiratory function, heart disease, liver disease, neurological disorders, eye disorders, severe anaemia, and suppressed immunological function.
Ignition	Process of setting a hydrocarbon release on fire.
Incident	Means an unexpected occurrence or event, caused by human or natural phenomena, that requires action by upstream and/or emergency personnel, to prevent or minimize the impact on the safety or health of people, property or the environment.

Incident Command Post (ICP)	A facility at, or near the incident site selected from which to manage response and control procedures in the event of an emergency.
Incident Command System (ICS)	An incident response structure that has the ability to expand or contract based on the needs of an incident.
Initial Isolation Zone (IIZ)	An area in close proximity to a continuous hazardous release where indoor sheltering may provide temporary protection due to the proximity of the release.
Isolation	To separate an area or process from the rest of the plant.
Kick	A situation where the formation pressure exceeds the static pressure in the well bore allowing formation fluid to enter.
Level 1 Emergency	There is no danger outside the licensee's property. There will be immediate control of the hazard and there is no threat to the public and minimal environmental impact. The situation can be handled entirely by licensee personnel. There is little or no media interest.
Level 2 Emergency	There is no immediate danger outside of company property or the right-of-way but where there is the potential for the emergency to extend beyond the licensee's property. Outside and provincial agencies must be notified. Imminent control of the hazard is probable but there is 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 on-going environmental impacts. Immediate multi-agency municipal and provincial government involvement is required
Licensee	A term used to designate the responsible duty holder (e.g., licensee, operator, company, applicant,
Liquefied Petroleum Gas (LPG)	Mixture of heavier, gaseous hydrocarbons (butane and propane), liquefied as a portable source of energy.

Local Authority	(i) council of a city, town, village, or municipal district (ii) in the case of an improvement district or special area, the Minister of Municipal Affairs (iii) the settlement council of a settlement under the Métis Settlements Act (iv) the band council of an Indian band if an agreement has been entered into with the Government of Canada in which it is agreed that the band council is a local authority for the purposes of the *Emergency Management Act.*
Lower Explosive/ Flammable limit (LEL/LFL)	The lowest concentration of gas or vapour (per cent by volume in air) that burns or explodes if an ignition source is present at ambient temperatures.
Major (Full-blown) Exercise	As described in *CAN/CSA-Z731*, an exercise involving emergency response agencies, the licensee, and the deployment of all resources required to test the licensee's ERP and intended to provide a realistic simulation of an emergency response.
Mobile Air Quality Monitoring	The use of sophisticated portable equipment capable of measuring meteorological conditions and tracking substances such as H_2S or SO_2 and of measuring very low (ppb) atmospheric concentrations and also capable of being able to record and provide preliminary analysis (eg. averaging values over time) of the monitored readings.
Municipal District (MD)	A governing body similar to a county.
Municipal Emergency Plan	The emergency plan of the local authority required under section 11 of the *Emergency Management Act*.
Mutual Aid	An understanding between two or more public and/or private facilities or operations to provide assistance to the persons of the agreement. Such an agreement is between two or more persons such as oil and gas companies, service companies, and local authorities.
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.
NAV Canada	NAV Canada is Canada's civil air navigation services provide 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.

Notification	The distribution of project specific information to participants.
Notice to Airmen (NOTAM)	An order issued by Transport Canada to close a specific airspace to unauthorized commercial aviation. The dimension of the airspace described is issued by Transport Canada. Also known as a No Fly Zone.
Off Site	The area beyond the asset property boundary.
On Site	The area within the asset property boundary.
Operating Personnel	Refers to the people working in a given field area.
Partially Controlled Flow	A restricted flow of product at surface that cannot be shut off at the operator's discretion with equipment on site.
Parts Per Million (ppm)	The unit for measuring the concentration of a particular substance equal to one (1) unit combined with 999,999 other units.
Personal Consultation	Consultation through face-to-face visits or telephone conversations with identified parties and providing the required information packages.
Personal Protective Equipment (PPE)	Safety equipment used for an individual's protection.
Plume	An elongated mobile column of gas or smoke.
Protective Action Zone (PAZ)	An area downwind of a hazardous release where outdoor concentration levels may result in life threatening or serious and possibly irreversible health effects to the public.
Provincial Operations Centre	An operations centre with capacity to accommodate CMO's from each government department. The POC was formerly known as the GEOC.
Public	The group of people who may be or are impacted by an emergency (eg. 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 a major recreational facility, situated outside of an urban centre that can accommodate greater than 50 individuals and/or requires that additional transportation be provided during an evacuation.

Publicly Used Development	Places where the presence of 50 individuals or less can be anticipated. Examples include places of business, cottages, campgrounds, churches, and other locations created for use by the non-resident public.
Pump Unit	Consists of an electric motor or engine connected to a centrifugal pump, either directly as in the case of constant speed units, or through a fluid drive, as in the variable speed pump units.
Reception Centre	A centre established to register evacuees and to assess their needs. The centre is used to register evacuees for emergency shelter or, if temporary shelter is not required because evacuees will stay elsewhere, to ascertain where they can be contacted.
Regional Emergency Operations Centre (REOC)	A single operations centre established in a suitable location to manage the larger aspects of the emergency and is manned jointly by a level of government and industry staff.
Residence	Full time or part time dwelling.
Resident	Individual living in the area at a fixed location.
Self Contained Breathing Apparatus (SCBA)	Personal protection used for protection from hazardous substances in the air.
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_2S).
Sour Pipelines	Convey gas and/or liquid that contains sour gas.
Sour Production Facility	Processes sour gas or liquid.
Sour Well	An oil or gas well expected to encounter sour gas-bearing formations during drilling or any oil or gas well capable of producing sour gas.

State of Local Emergency (SOLE)	Is authorized for a limited duration and limited geographical area by members of the Municipal or Town Council. Grants extraordinary powers to the authorities, including the forcible removal or prevention of entry into the designated area.
Sulphur Dioxide (SO_2)	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 therefore making the gaseous mixture lighter than air (buoyant).
Sump	An underground tank located at each pump station used to catch products that leak through valves, meters, pump units, seal housing, etc.
Surface Development	Occupied permanent or part-time dwellings, publicly used facilities including campgrounds, places of business, and any other surface development where the public may gather on a regular basis. Surface development includes residences that are required to egress through the EPZ and those immediately adjacent to the EPZ.
Table Top Exercise	As described in *CAN/CSA-Z731*, an informal exercise generally used to review resource allocation, roles, procedures, and as orientation of new personnel to emergency operations without the stress and time constraints of a full scale exercise.
Transient	Individual temporarily in the area (eg. camper, cross country skier).
Trapper	Holder of a Provincially Licensed and Registered Trap Line for the purpose of hunting and trapping fur bearing animals.
Uncontrolled Flow	A release of product that cannot be shut off at the company's discretion.
Upstream Petroleum Industry	Constitutes all facilities, equipment, substances and operations used in the exploration, recovery, processing and transporting of petroleum within the Alberta Energy Regulator (AER) jurisdiction. Generally, this includes oil and gas operations upstream of a refinery and the storage and transportation of unrefined products by pipeline between oil and gas production facilities or other end points.

Urban Centre	A city, town, new town, village, summer village, hamlet, with no fewer than 50 separate buildings, each of which must be an occupied dwelling, or any similar development the AER may designate as an urban centre.
Unrestricted Country Development	Any collection of permanent dwellings situated outside of an urban centre and having more than eight permanent dwellings per quarter section; for the purpose of applying the requirements of *ID 97-6*, includes any similar development that the AER might so designate.
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, or any other similar development the AER may designate.
Vapour Density	A measure of the weight of the gas compared to air (air = 1).
Vapour Pressure	The pressure exerted by the vapour when the rate of evaporation is equal to the rate of condensation of the vapour. .
Worker's Compensation Board (WCB)	Non-profit organization that works to reduce injury in the workplace.
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.

Acronyms

AEMA	Alberta Emergency Management Agency
AER	Alberta Energy Regulator
AHS	Alberta Health Services
BOP	Blowout Preventer
CAPP	Canadian Association of Petroleum Producers
CIC	Coordination and Information Centre
CISD	Critical Incident Stress Debriefing
CISM	Critical Incident Stress Management
EOC	Emergency Operations Centre
EPZ	Emergency Planning Zone
ERAC	Emergency Response Assistance Canada
ERP	Emergency Response Plan
ESD	Emergency Shut Down
ETA	Estimated Time of Arrival
FIC	Flight Information Centre
H_2S	Hydrogen Sulphide
HVP	High Vapour Pressure
IAP	Incident Action Plan
ICP	Incident Command Post
IIZ	Initial Isolation Zone
JIC	Joint Information Centre
LEL	Lower Explosive Limit

LFL	Lower Flammable Limit
MEP	Municipal Emergency Plan
NGL	Natural Gas Liquids
NOTAM	Notice to Airmen (No Fly Zone)
PAZ	Protective Action Zone
POC	Provincial Operations Centre
PPE	Personal Protective Equipment
PPM	Parts Per Million
REOC	Regional Emergency Operations Centre
SCBA	Self Contained Breathing Apparatus
SITREP	Situation Report
SO_2	Sulphur Dioxide
SOLE	State of Local Emergency
WCB	Worker's Compensation Board