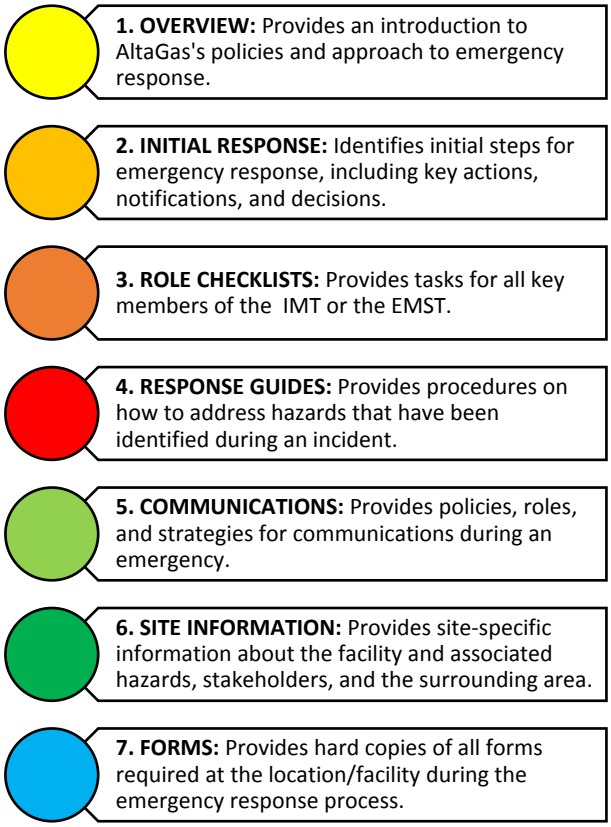
Emergency Response Plan
Suffield Pipeline System

Emergency Line: 1-866-826-3830

Online Copy

HOW TO USE THIS ERP



Distribution List

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Gas Division		Calgary	2*
Gas Division		Calgary	3*
<name removed>	Operations Manager	Turin	4*
<name removed>	Operations Supervisor	Turin	5*
Turin Gas Plant		Turin	6*
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Cenovus Pipeline Personnel	Operators	Redcliff	8*-18* (all copies contain confidential resident information)
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Recipient	**Position**	**Location**	**Copy No.**
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RCMP	NCO in Charge	Redcliff	24
RCMP	NCO in Charge	Leader	25
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*ERP copies which include confidential resident information.

Revision Record

Revision Date	Revision Overview	Approval	Inserted On
August 2017 **Ref No. WEI_2766**	New Manual Format	*<name removed>*	

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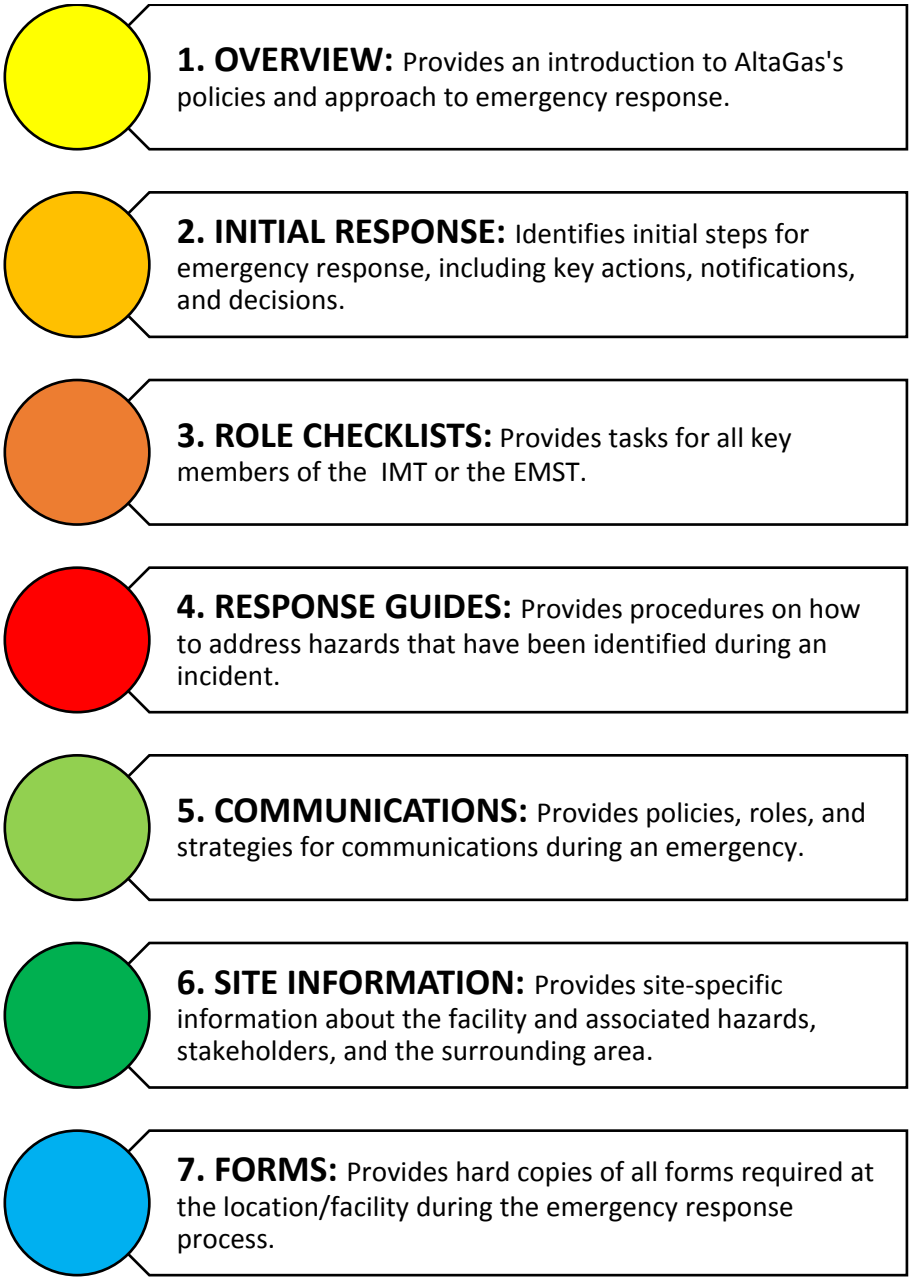
1 Overview

1.1 How to Use This ERP



1.2 Purpose

The purpose of this Facility Emergency Response Plan (ERP) is to ensure AltaGas is prepared to respond to all hazards at AltaGas Suffield Pipeline field operations by:

- Ensuring immediate and competent responses to emergencies;
- Minimizing danger to AltaGas employees and the public;
- Minimizing damage to the environment and property;
- Providing accurate and relevant information to stakeholders; and
- Preserving relevant records and equipment for any subsequent inquiries into the causes and circumstances of an emergency.

This ERP addresses and supersedes the National Energy Board (NEB) regulatory requirements and industry guidelines. This plan complies with the NEB "*Onshore Pipeline Regulations"* (SOR/99-24). This manual also Satisfies Incident Command System (ICS) emergency response structure requirements.

1.2.1 Response Training

All levels of management will become familiar with the ERP and its requirements. Facility and field supervisory staff must be knowledgeable regarding the ERP sections affecting their responsibilities and area of operations.

To fulfill this requirement, training on the use of emergency response plans will be provided through regular exercises – both tabletop and operational. Assistance in designing and coordinating these exercises will be provided by the Operations Superintendent and Environment personnel. Each year, local supervisory staff must prepare a schedule for the required exercise.

All aspects of the ERP are required to be exercised by drill 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 will be conducted to ensure a balanced and complete plan. Upgrading the ERP will be a continuous process with many of the plan upgrades resulting directly from periodic simulations / drills.

The primary objectives of the emergency response exercise program are to:

- Determine the readiness of emergency responders
- Assess emergency plans and procedures
- Provide opportunities to practice and train response teams
- Employ potential scenarios involving tactical and strategic issues.

Training exercises will be held annually (tabletop or operational) in accordance with NEB requirements. The operational exercises are meant to be realistic simulations of an emergency response and should involve all AltaGas, government, and support service personnel identified in the plan as required.

A tabletop exercise should be designed to:

- Familiarize personnel with emergency response procedures.
- Review emergency response procedures for effectiveness.
- Provide an opportunity for personnel to revise and update response procedures and information.

The purpose of an operational exercise is to:

- Exercise the lines of communication between all parties involved in performing an actual emergency response.
- Determine the preparedness of operating personnel to react quickly and logically in the event of an actual emergency.

A record of emergency response exercises will be maintained at the AltaGas Calgary office. A report of the exercises will be prepared to identify any shortcomings or areas which need improvement. The report must contain:

- a description of the type of exercise held,
- scope and objectives of the exercise,
- list of persons involved,
- outcome of the exercise (i.e., whether objectives were achieved),
- description of the lessons learned from the exercise, and
- an action plan (including timelines) to improve the ERP and AltaGas Management response to emergencies.

1.2.2 Revisions and Updates

Changes To The ERP

The emergency plan document will be reviewed at least annually by AltaGas and changes forwarded to all ERP holders listed on the distribution list. For any major modifications of the Suffield operations, AltaGas will review its emergency response plans with all government departments and agencies before start-up of the modification.

AltaGas will continue to communicate effectively on a regular basis with local levels of government regarding the relationship of its ERP to the responsibility of the local authorities during emergencies.

A record of all changes to the ERP will be maintained on the ERP revision record contained in the front of each manual.

Annually AltaGas will update the ERP document with respect to:

- Telephone numbers;
- Residence, business and industrial operator locations and activities;
- Road systems and evacuation routes; and
- AltaGas facility operations

Changes To EPZ

An AltaGas representative will tour the EPZ biannually to ensure that the occupants in the EPZ are advised of the hazards and characteristics of pipeline products, the emergency response procedures, and safety measures employed by AltaGas. At this time, resident contact information and health considerations will be updated.

1.3 Scope

This facility ERP encompasses all AltaGas operations and activities related to the Suffield pipeline system.

All AltaGas personnel must be prepared for emergencies threatening life, the environment, or property. This entails an obligation to identify, assess, and report the impacts of emergency events.

Emergencies will require departments and individuals to perform functions outside of their normal day-to-day activities. In these situations, every attempt will be made to preserve organizational integrity by assigning tasks that parallel normal functions. However, it may be necessary to draw on employees' basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended or redirected for the duration of any emergency.

1.3.1 Regulatory Jurisdiction

The Suffield pipelines are located in Cypress County, Special Area No.2 and the Canadian Forces Base Suffield in Alberta, and in Deer Forks Municipality in Saskatchewan. The pipeline system crosses the Alberta/Saskatchewan provincial border. As a result, Suffield pipeline operations fall under the regulatory jurisdiction of the National Energy Board (NEB). All emergencies involving NEB-regulated pipelines must be reported to the NEB through the Transportation Safety Board 24-hour hot line. Reference Section 5.0 - Government Involvement for additional information regarding the NEB's roles and responsibilities during an emergency.

1.4 Priorities

To ensure a competent response to an emergency, any required actions will be conducted as per the "PEAR" priority structure shown below. By putting people first, this priority sequence follows the principle that in order for personnel to respond effectively, their safety must first be assured.

Using "PEAR", response actions can be prioritized into the following categories:

1. Save Lives	2. Implement Protective Actions	3. Restore Essentials
• Treat the injured and warn personnel and the public to avoid further casualties. • Evacuate or shelter people from the effects of the emergency. • Protect wildlife, livestock, and pets where possible.	• Protect the environment and property from negative impacts. • Provide security for property, especially in evacuated areas.	• Restore utility infrastructure. • Restore field and corporate operations. • Help restore community socio-economic functions.

1.5 Safety & Health and Environmental Stewardship

HEALTH & SAFETY MANAGMENT CODE OF CONDUCT

The health and safety of our people, contractors and the public is a CORE VALUE of AltaGas; and as such, employees, and those engaged in conducting business with or on behalf of AltaGas are required to comply with this Code of Conduct. The two underlying philosophies at AltaGas are:

- Safety is Everyone's Responsibility; and
- If We Cannot Do It Safetly, We Will Not Do It.

The health and safety of people is fundamental to the way AltaGas conducts business operations and we believe each individual should go home safe and healthy. In support of this, AltaGas has established the following key principles:

AltaGas will:

- Comply with or exceed applicable Safety and Health laws, acts, regulations, codes and industry standards;
- Understand the hazards and risks associated with our business and effectively manage them;
- Maintain a management system providing a framework for the protection of the Safety and Health of those involved with or impacted by our business;
- Promote a culture of Health and Safety awareness throughout the organization;
- Ensure our employees, contractors and visitors receive appropriate training and have the right equipment to safely do their work;
- Prepare for, report, respond to and investigate all incidents to learn and improve systems and processes to prevent recurrence;
- Monitor our performance, utilizing key performance indicators, and address areas of concern in a timely manner; and
- Engage with our employees, regulators, industry partners and the communities in which we work to continuously improve our processes and systems.

To achieve excellence in Health and Safety, we recognize that it is a process involving continuous improvement and commitment from everyone bound by this Code of Conduct.

DAVID HARRIS
President and Chief Executive Officer

Revised November 2016

AltaGas

AltaGas

ENVIRONMENTAL MANAGEMENT CODE OF CONDUCT

The protection of the environment is a CORE VALUE of AltaGas; and as such, the company is committed to minimizing the impact of its operations on the environment, and expects our employees, and those engaged in conducting business with or on behalf of AltaGas, to comply with this Code of Conduct.

In accordance with this commitment, AltaGas will conduct our business operations in a socially responsible and ethical manner through the application of the following key principles.

AltaGas will:

- Comply with or exceed applicable environmental laws, acts, regulations, codes and industry standards;
- Maintain a management system providing a framework for environmental protection, accountability and stewardship;
- Engage internal and external stakeholders to facilitate open communication and solicit input from interested parties;
- Educate the AltaGas workforce in proper environmental safeguarding;
- Engage in practices to conserve resources through the safe, efficient and sustainable management of our operations;
- Reduce the environmental footprint of our business operations through the use of sustainable design, construction, operating and decommissioning practices;
- Prepare for, respond to and mitigate environmental incidents in a timely and effective manner;
- Monitor our environmental performance utilizing key performance indicators, and address areas of concern in a timely manner; and
- Engage with our employees, regulators, industry partners and the communities in which we work to continuously improve our processes and systems.

By following sound sustainability practices, AltaGas seeks to preserve a healthy environment for future generations, minimizing our environmental footprint through waste and emission reductions and energy efficiency.

David Harris

DAVID HARRIS
President and Chief Executive Officer

Revised November 2016

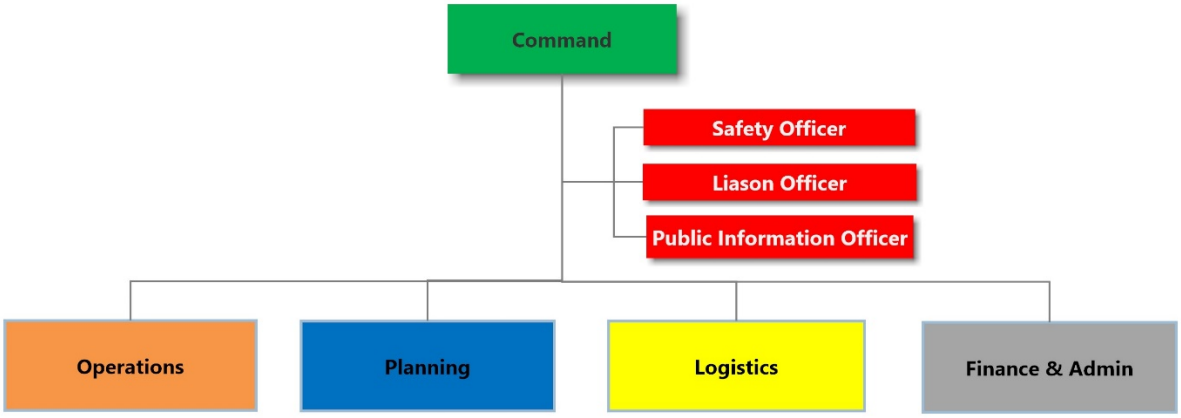
1.6 Incident Command System (ICS)

AltaGas adheres to the concepts of the Incident Command System (ICS). ICS structure is applicable to all types and scales of emergencies. It provides a common organization structure designed to aid the management of resources at emergency incidents, including:

- Facilities
- Equipment
- Personnel
- Procedures
- Communications

ICS uses basic common elements in organization, terminology, and procedures. ICS organization comprises six components:

- Command
- Command Staff
- Operations Section
- Planning Section
- Logistics Section
- Finance and Administration Section



The following are key characteristics of ICS:

- Adapts to any incident to which emergency agencies would be expected to respond.
- Provides for single-jurisdiction/single-agency as well as multi-jurisdiction/multi-agency operational interaction.
- Is recognized and used by regulators.
- Is readily adaptable to new technology.
- Expands in a logical manner from an initial response to a major response with basic common elements in organization, terminology, and procedures.

1.7 AltaGas ICS Structure

AltaGas' emergency response structure comprises a field and facility component, and a corporate office component. In the event of an emergency, responders mobilizing to the emergency location in the field or at a facility will form the **Incident Management Team (IMT)**. Responders supporting the response effort from the corporate office will form the **Emergency Management Support Team (EMST)**.

1.7.1 Span of Control

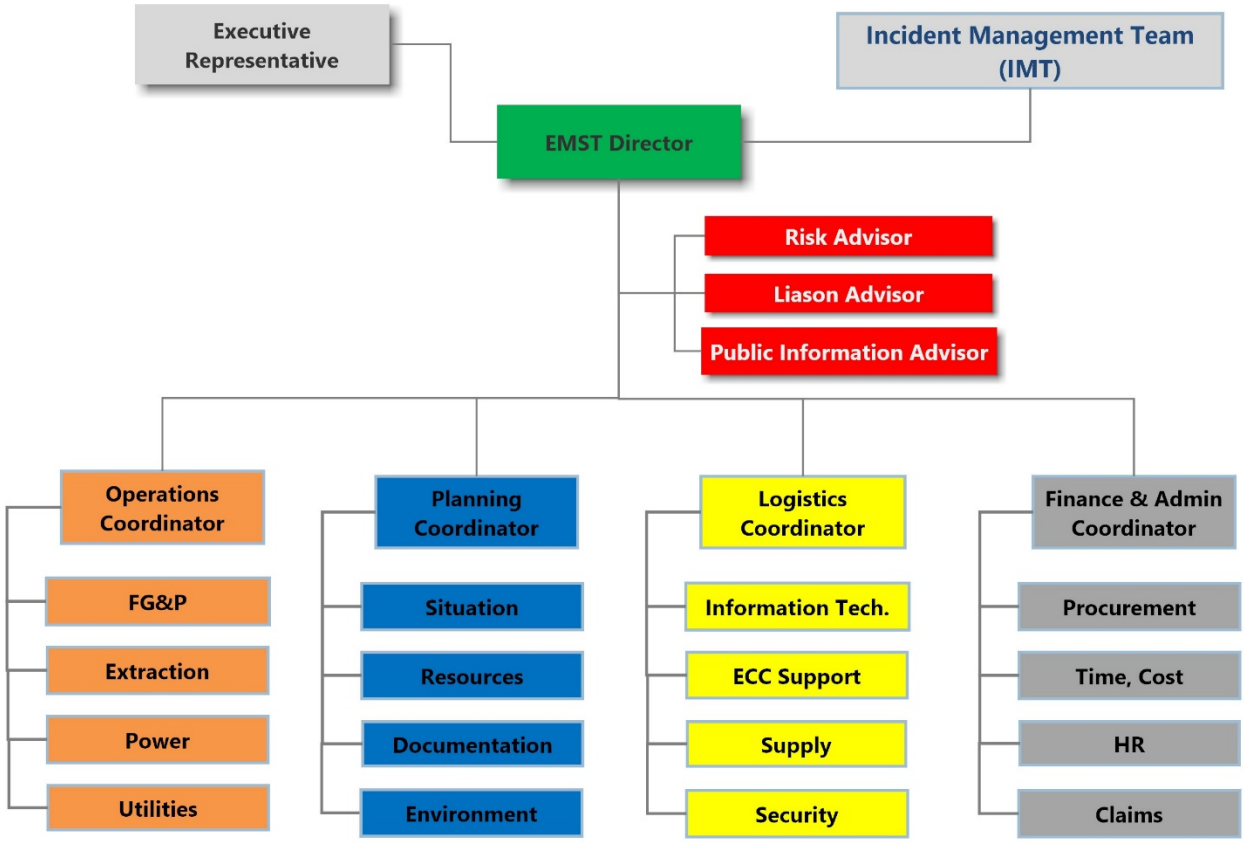
A critical component of an managing an emergency incident is maintaining an effective span of control. Span of control is defined as the number of personnel that a responder in a supervisor role is responsible for managing. Supervisors must be able to adequately manage their response groups as well as communicate with their respective supervisor. The ICS structure, as described in the following sections, should be expanded as necessary to maintain a manageable span of control.

AltaGas Span of Control Policy:

AltaGas policy requires incident managers to maintain a span of control in the **1 : 3** to **1 : 7** (Supervisor : Subordinates) range to effectively manage an emergency incident.

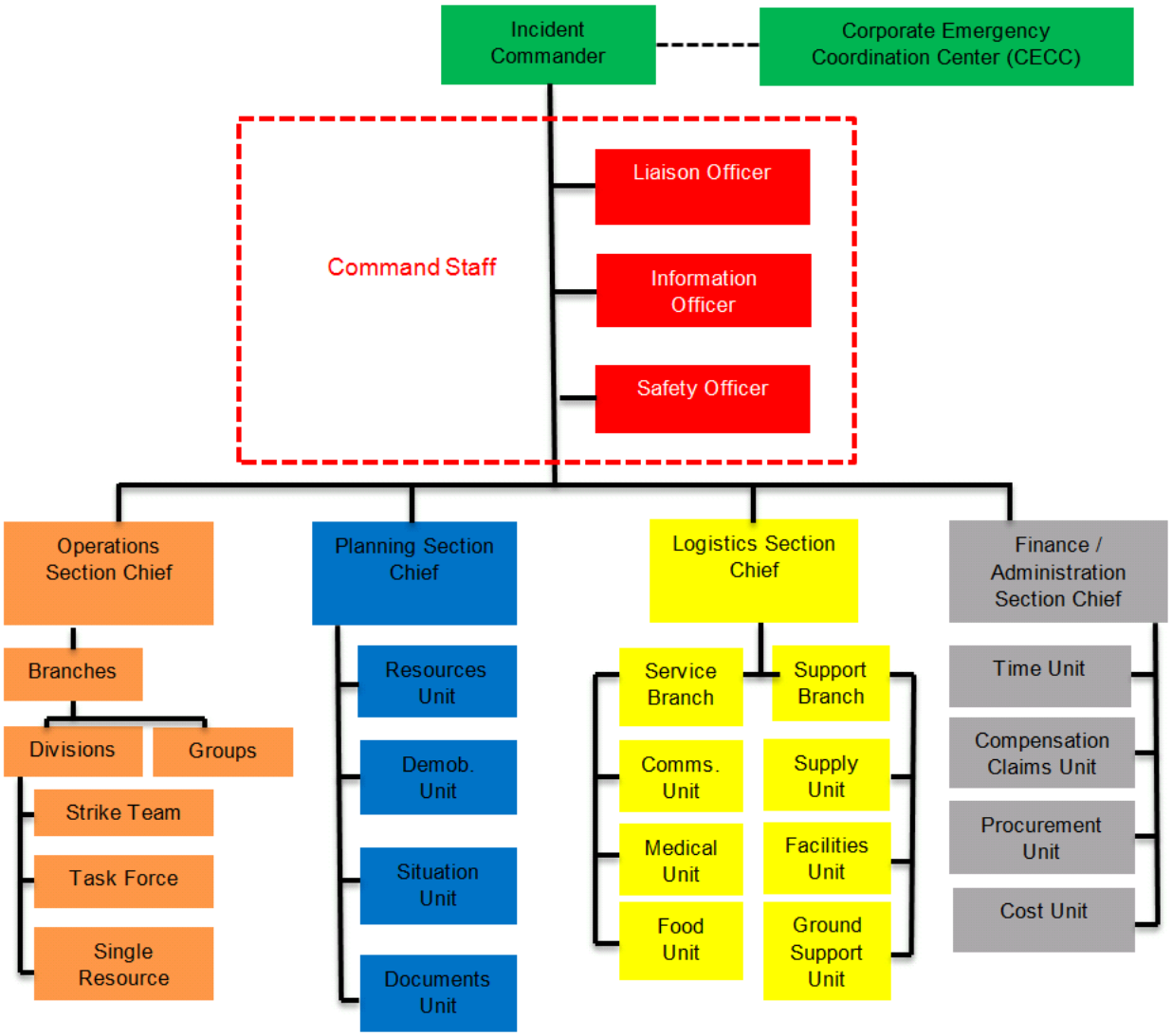
1.7.2 AltaGas Emergency Management Support Team (EMST)

- Is based out of the Corporate Emergency Coordination Centre (CECC), which is located in AltaGas' corporate office.
- Are the "lead" responders for corporate incidents, and serve as "advisory and support" to the IMT for non-corporate incidents (i.e. incidents that occur in the field).
- The EMST comprises corporate management and staff members.
- Is headed by the EMST Director.
- Is on call 24 hours a day.
- Is responsible for monitoring and analyzing any situation that may threaten employees, public safety, property or the environment.
- Liaises with executive management and advise them of the situation and response strategy.
- Provide necessary resource and financial support to the regional IMT(s) during incidents.
- Is responsible for media issues, broad public communication and safety issues, and legal matters.



1.7.3 AltaGas Incident Management Team (IMT)

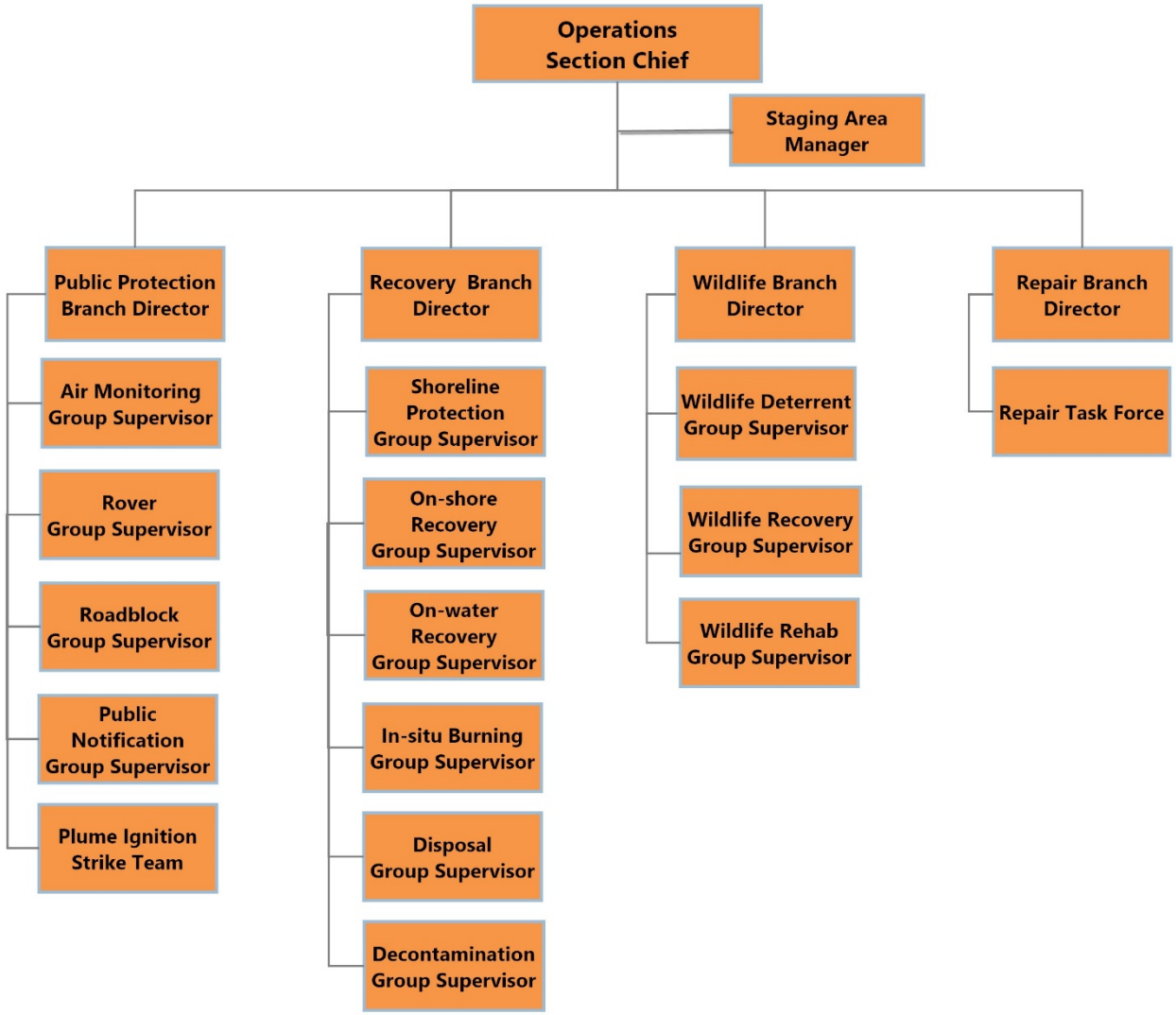
- Is based out of the Incident Command Post (ICP) or the Emergency Operations Centre (EOC), which may be located in proximity to the incident site or at another suitable location, such as the nearest company office.
- Is directly involved in responding to incidents.
- Implements the Facility or Construction Site-Specific Emergency Response Plan.
- Provides tactical command focusing on worker safety, public safety, and site response and control measures.
- Is headed by the INCIDENT COMMANDER.
- Is on call 24 hours a day.
- Liaise with external responders such as local first responders and mutual aid partners.



1.7.3.1 AltaGas Operations Section

- Is based out of the Incident Command Post (ICP)
- Is directly responsible for response activities.
- Is headed by the Operations Section Chief.
- Is developed as required by the scale and severity of an incident.

Note: Not all the roles below are required during an emergency, nor are they defined in this manual. During the initial phases of an incident response the **PUBLIC PROTECTION BRANCH** will be the main **BRANCH** that will be activated in response. The chart intends to display the all branches that have the potential to be activated. However, to activate the remaining Branches (Recovery, Wildlife, Repair) AltaGas would likely be engaged with many third party resources and be operating under a **UNIFIED COMMAND**. At which point these roles would be more clearly defined.



1.8 Response Team Locations and Command Centres

Depending on the level of the emergency, AltaGas may employ response team members in the IMT at the emergency location, as well as in the EMST at the corporate office:

	Response Team	Response Operations Centre	Level 1 Emergency	Level 2 Emergency	Level 3 Emergency
Emergency Location	Incident Management Team (IMT)	Incident Command Post (ICP)	YES	YES	YES
Corporate Office	Emergency Management Support Team (EMST)	Corporate Emergency Coordination Centre (CECC)	YES	YES	YES

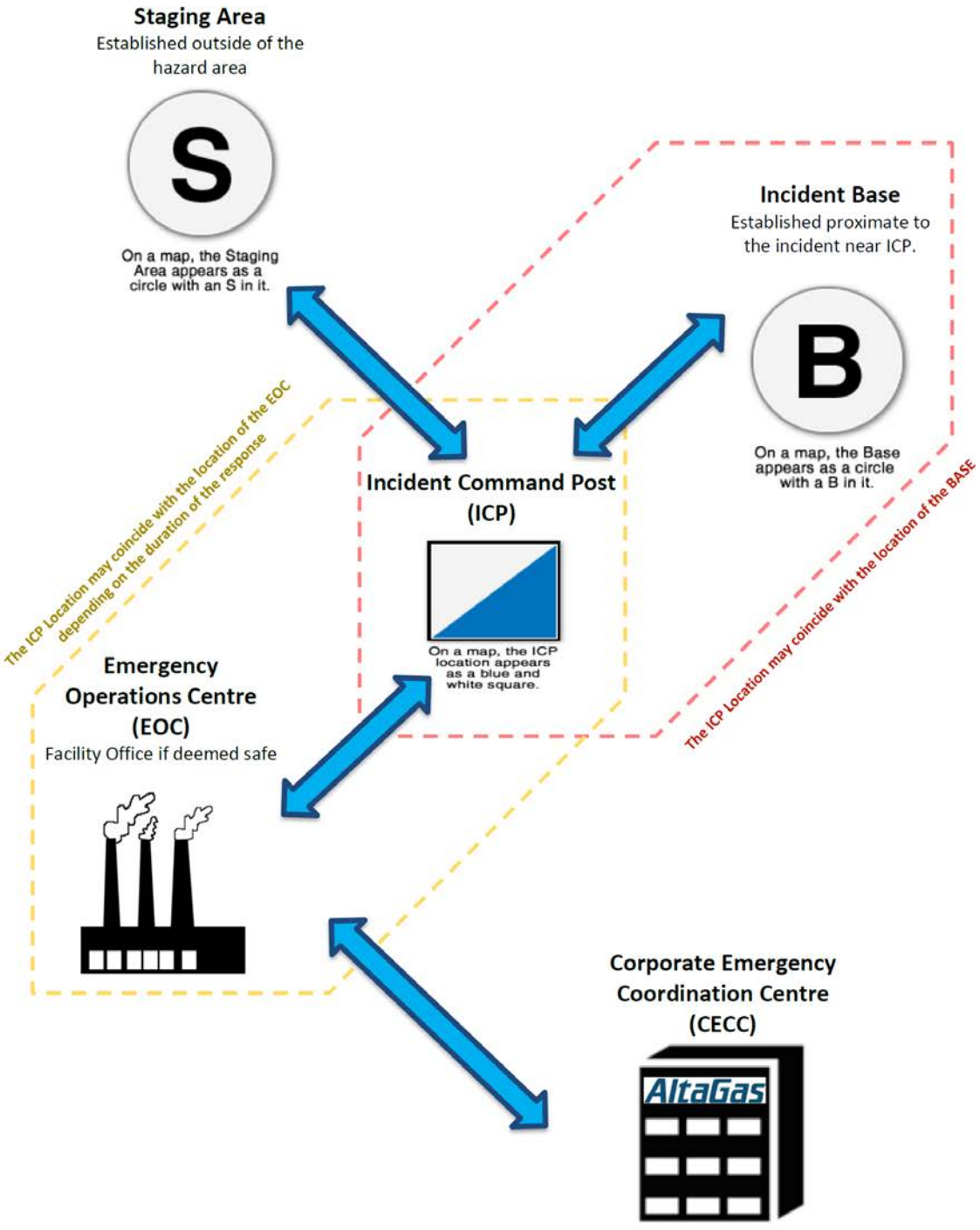
1.8.1 Command Centres

The following locations will be used to coordinate emergency response activities:

- The **Incident Command Post (ICP)** will be established by the Operations Section Chief at the incident site. The purpose of the Incident Command Post (ICP) is to manage emergency response actions and safety of personnel on-site. Communication will be maintained between the ICP and the EOC. During a long term response the ICP may merge with the EOC.
- The **Staging Area** will be established by the Operations Section Chief as a temporary location to gather or temporarily park personnel, supplies, and equipment while awaiting operational assignment. The Operations Section Chief will assign a Staging Area Manager to oversee activities at the staging area.
- An **Incident Base** will be established in close proximity (or at the same location) to the ICP. In the event that the ICP relocates to the EOC the Base will remain near the incident. The Incident Base is the location at which primary support activities are conducted, housing equipment and support personnel, taking direction from the Operations Branch.
- The **Emergency Operations Centre (EOC)** will be established by the Command staff or Incident Commander at the nearest possible location outside of the EPZ. The EOC will be the primary location for the coordination of response to most incidents.
- The **Corporate Emergency Coordination Centre (CECC)** will be established by the EMST Director. Members of the EMST will locate to the Calgary CECC during emergencies to support the incident response.
- The AER may choose to establish a **Provincial Regional Emergency Operations Centre (PREOC)**. AEMA, the provincial emergency management agency, may also elect to establish the **Provincial Emergency Coordination Centre (PECC)**. The Incident Commander will dispatch authorized AltaGas representatives to the PREOC and PECC if required.

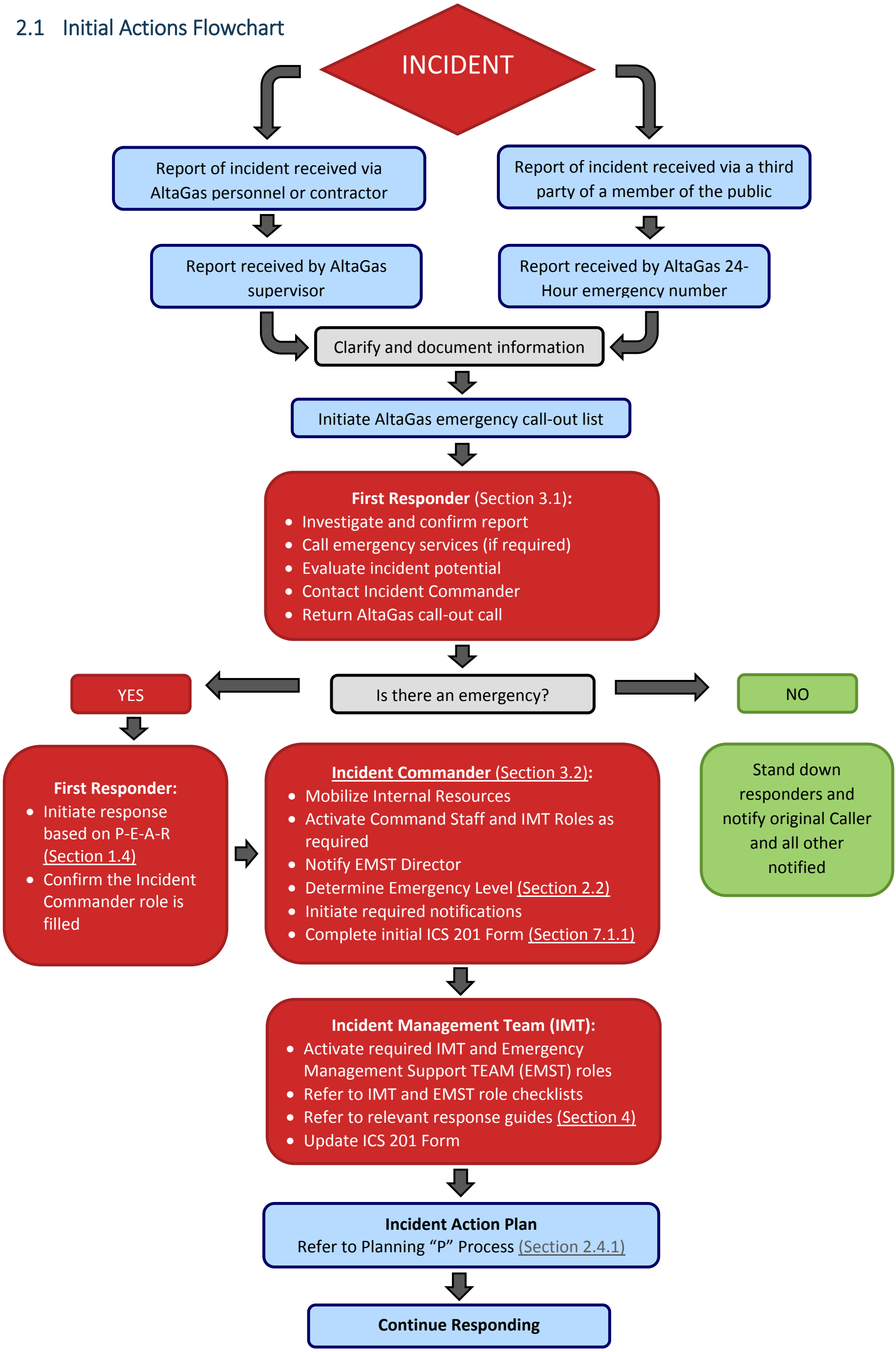
A diagram showing the Command Centres is shown on the following page.

1.8.2 Command Centre Communication Diagram



2 Initial Response

2.1 Initial Actions Flowchart



2.2 Emergency Levels and Required Responses

The level of the emergency is determined by its potential to cause harm to workers, property, public or the environment.

> An emergency is defined as any unplanned event that may result in serious injury, loss of life, property damage, environmental damage, and demands immediate attention.

The NEB requires AltaGas to determine the incident classification (Level 1, 2 or 3) based on the level of severity of the incident and the potential hazards to the public and the environment. The emergency level will dictate the required notification and response actions.

The incident classification matrix below in section 2.2.1 has been adopted from the Alberta Energy Regulator (AER), and will be used to classify emergency incidents.

2.2.1 Emergency Levels and Required Responses

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 lease. – Gas release impact on lease only.
2	**Moderate**	– First aid treatment required for on-lease worker(s). – Local and possible regional media interest. – Liquid release not contained on lease. – Gas release impact has potential to extend beyond lease.
3	**Major**	– Worker(s) requires hospitalization. – Regional and national media interest. – Liquid release extends beyond lease – not contained. – Gas release impact extends beyond lease – public health/safety could be jeopardized.
4	**Catastrophic**	– Fatality. – National and international media interest. – Liquid release off lease not contained – potential for, or is, impacting water or sensitive terrain. – Gas release impact extends beyond lease – public health/safety jeopardized.

Table 2: Likelihood of Incident Escalating*		
Rank	**Descriptor**	**Description**
1	**Unlikely**	The incident is contained or controlled and it is unlikely that the incident will escalate. There is no chance of additional hazards. Ongoing monitoring required.
2	**Moderate**	Control of the incident may have deteriorated but imminent control of the hazard by the licensee is probable. It is unlikely that the incident will further escalate.
3	**Likely**	Imminent and/or intermittent control of the incident is possible. The licensee has the capability of using internal and/or external resources to manage and bring the hazard under control in the near term.
4	**Almost certain or currently occurring**	The incident is uncontrolled and there is little chance that the licensee will be able to bring the hazard under control in the near term. The licensee will require assistance from outside parties to remedy the situation.

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

Sum the rank from both of these columns to obtain the risk level of the incident

Table 3: Incident Classification	
Risk Level	**Assessment Results**
Very Low: 2-3	**Alert**
Low: 4-5	**Level 1 emergency**
Medium: 6	**Level 2 emergency**
High: 7-8	**Level 3 emergency**

Incident Response

Incident Classification				
Responses	**Alert**	**Level 1 - emergency**	**Level 2 - emergency**	**Level 3 - emergency**
Communications **Internal**	Discretionary, depending on licensee policy.	Notification of off-site management.	Notification of off-site management.	Notification of off-site management.
External public	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	Reactive, as required.	Reactive, as required.	Proactive-media management to local or regional interest.	Proactive-media management to national interest.
Government	Notify NEB as per reporting criteria below in section 2.2.2.	Notify NEB. Call local authority and Health Authority if public or media is contacted.	Notify NEB, local authority and Health Authority.	Notify NEB, local authority and Health Authority.
Actions **Internal**	On-site, as required by licensee.	On-site, as required by licensee. Initial response undertaken in accordance with the site-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	On-site, as required by licensee.	On-site, as required by licensee.	Potential for multi-agency (operator, municipal, provincial, or federal) response.	Immediate multi-agency (operator, municipal, provincial, or federal) response.
Resources **Internal**	Immediate and local. No additional personnel required.	Establish what resources would be required.	Limited supplemental resources or personnel required.	Significant incremental resources required.
External	None.	Begin to establish resources that may be required.	Possible assistance from government agencies and external support services, as required.	Assistance from government agencies and external support services, as required.

2.2.2 NEB Incident Reporting Criteria & Procedures

The National Energy Board (NEB) has developed a web-based Online Event Reporting System (OERS) that regulated companies are required to use for all reportable incidents. The OERS provides a one-window notification for pipeline incidents that are reportable to both the NEB and the Transportation Safety Board (TSB). See section 2.2.4 for TSB reporting requirements).

Incidents that are reportable to the NEB under the Onshore Pipeline Regulations include:

- the death of or serious injury to a person
- a significant adverse effect on the environment
- an unintended fire or explosion
- an unintended or uncontained release of low-vapour pressure (LVP) hydrocarbons in excess of 1.5 m^3
- an unintended or uncontrolled release of gas or high-vapour pressure (HVP) hydrocarbons
- the operation of a pipeline beyond its design limits as determined under CSA Z662 or CSA Z276 or any operating limits imposed by the Board

The OERS can be found on the internet at ***https://apps.neb-one.gc.ca/ers***. Companies must report within twenty-four hours of occurrence or discovery to the online reporting system.

In the event that OERS is unavailable, companies are directed to report events to the TSB Reporting Hotline at 819-997-7887 (collect calls accepted).

Reporting Significant Incidents

Where an event qualifies as a "significant incident" it must be reported immediately by telephone. Companies are required to notify the NEB through the **TSB Reporting Hotline at (819) 997-7887**. The company is also required to input the details required by the NEB for each significant incident into the online reporting system. The phone notification and the input of information into OERS are required to occur within 3 hours of the incident being discovered. The goal of the initial phone notification is to allow the relevant agencies to mobilize a response to an incident, if required.

A significant event is any acute event that results in:

- a loss of human life
- a missing person
- a serious injury (as defined in the Onshore Pipeline Regulations or TSB regulations)
- a fire or explosion that causes a pipeline or facility to be inoperative
- a low vapour pressure hydrocarbon release in excess of 1.5m^3 that leaves company property or the right-of-way
- a rupture (an instantaneous release that immediately impairs the operation of a pipeline such that pressure cannot be maintained); or
- a toxic plume (as defined in CSA Z662: A toxic or asphyxiating column or band of service fluid moving from a point of release through the air, soil, or water (e.g., a smoke plume)).

2.2.3 TSB Reportable Occurrences

The Online Event Reporting System (OERS) must be used to report all pipeline occurrences to the TSB. The OERS can be found on the internet at ***https://apps.neb-one.gc.ca/ers***.

As per the Transportation Safety Board Regulations, A "pipeline occurrence" must be reported if it results directly from the operation of the pipeline, where:

- a person is killed or sustains a serious injury;
- the safe operation of the pipeline is affected by
    - damage sustained when another object came into contact with it, or
    - a fire or explosion or an ignition that is not associated with normal pipeline operations;
- an event or an operational malfunction results in
    - an unintended or uncontrolled release of gas,
    - an unintended or uncontrolled release of HVP hydrocarbons,
    - an unintended or uncontained release of LVP hydrocarbons in excess of 1.5 m^3, or
    - an unintended or uncontrolled release of a commodity other than gas, HVP hydrocarbons or LVP hydrocarbons;
- there is a release of a commodity from the line pipe body;
- the pipeline is operated beyond design limits or any operating restrictions imposed by the National Energy Board;
- the pipeline restricts the safety operation of any mode of transportation;
- an unauthorized third party activity within the safety zone poses a threat to the safe operation of the pipeline;
- a geotechnical, hydraulic or environmental activity poses a threat to the safe operation of the pipeline;
- the operation of a portion of the pipeline is interrupted as a result of a situation or condition that poses a threat to any person, property or the environment; or
- an unintended fire or explosion has occurred that poses a threat to any person, property or the environment.

As soon as possible after the occurrence, enter the information you have about it into the OERS. When the information is submitted, the OERS will automatically notify the TSB and the NEB.

Information must be entered in the OERS even if you have reported the occurrence by telephone.

Enter factual information only. Information that is considered a witness statement and/or personal information must not be entered in the OERS.

In the event that OERS is unavailable, companies are directed to report events to the TSB Reporting Hotline at 819-997-7887 (collect calls accepted).

Immediately Reportable Occurrences

Call the TSB as soon as possible after discovery of any significant pipeline occurrence that results in:

- a loss of human life

- a missing person
- a serious injury (as defined in the Onshore Pipeline Regulations or TSB regulations)
- a fire or explosion that causes a pipeline or facility to be inoperative
- a low vapour pressure hydrocarbon release in excess of 1.5m^3 that leaves company property or the right-of-way
- a rupture (an instantaneous release that immediately impairs the operation of a pipeline such that pressure cannot be maintained); or
- a toxic plume (as defined in CSA Z662: A toxic or asphyxiating column or band of service fluid moving from a point of release through the air, soil, or water (e.g., a smoke plume)).

A TSB investigator is ready to take your call 24 hours a day, 7 days a week.

- Direct or collect: 819-997-7887
- Toll-free: 1-800-387-3557

2.3 Initial Communication with NEB

For initial notifications of all incidents, companies must provide the following information:

- company and caller contact information;
- date and time of occurrence and/or discovery;
- how the incident was discovered (e.g., routine patrol, landowner/public reported);
- type of incident being reported (e.g. death, release of substance, fire/explosion);
- type of substance released and initial release volume estimate, if applicable;
- qualitative details of incident type (e.g., broken bone if serious injury, exposure of a pipeline in a water body if operation beyond design limits, etc.);
- nearest populated center;
- facility name/pipeline name;
- narrative that includes a description of the events leading up to the occurrence or discovery and any immediate actions taken to protect the safety of the public, the company's employees, and/or the environment (e.g., evacuation, containment of product);
- initial narrative information on the component that failed, if applicable; and
- affected lands (e.g., restricted to company owned land, right-of-way, private land, crown land).

2.4 Incident Action Plan (IAP)

2.4.1 The Planning "P"

The Planning "P" Process leads to the development of a written Incident Action Plan (IAP), which consists of:

- A clear statement of objectives and actions
- A basis for measuring work effectiveness and cost effectiveness
- A basis for measuring work progress and providing accountability
- Documentation for post-incident fiscal and legal activities

A written IAP is critical when:

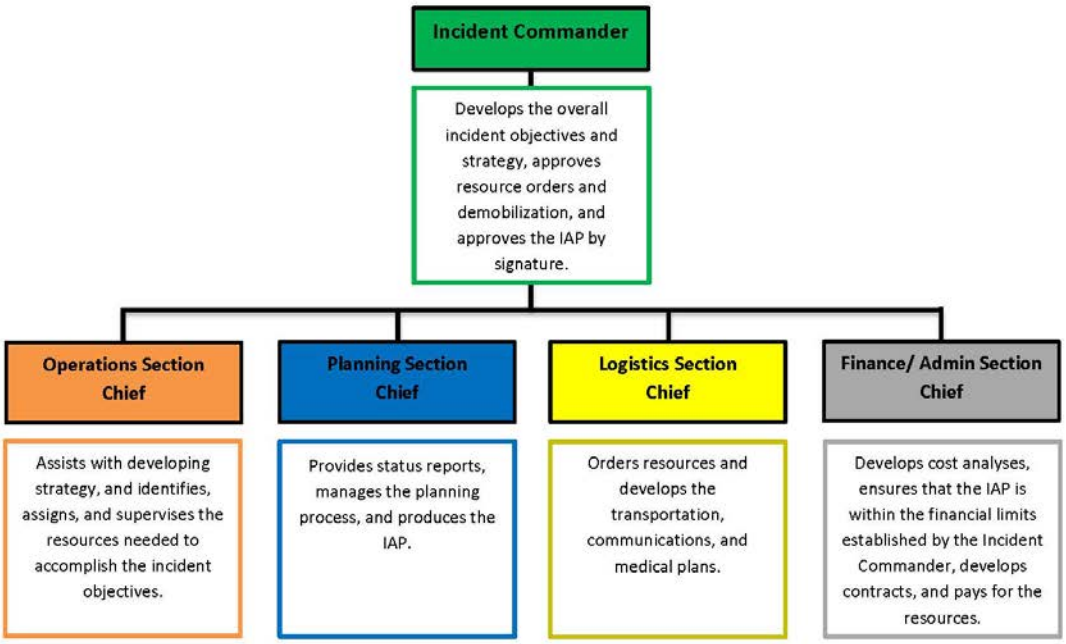
- Multiple jurisdictions are involved in the response.
- The incident continues into next operational period.
- A number of ICS organizational elements are activated.
- It is required by company or agency policy.

2.4.2 IAP Development

The primary phases of the planning process are essentially the same for the Incident Commander who develops the initial plan, for the Incident Commander and Operations Section Chief revising the initial plan for extended operations, and for the Incident Management Team developing a formal IAP, each following a similar process. During the initial stages of incident management, planners must develop a simple plan that can be communicated through concise verbal briefings. Frequently, this plan must be developed very quickly and with incomplete situation information. As the incident management effort evolves over time, additional lead time, staff, information systems, and technologies enable more detailed planning and cataloging of events and "lessons learned."

Planning involves:

- Evaluating the situation.
- Developing incident objectives.
- Selecting a strategy.
- Deciding which resources should be used to achieve the objectives in the safest, most efficient and cost-effective manner.



2.4.2.1 Initial Response

Planning begins with a thorough size-up that provides information needed to make initial management decisions.

The ICS Form 201 provides Command Staff with information about the incident situation and the resources allocated to the incident. This form serves as a permanent record of the initial response to the incident and can be used for transfer of command.

2.4.2.2 The Start of Each Planning Cycle

- Incident Command/Unified Command Objectives Meeting: The Incident Command/Unified Command establish incident objectives that cover the entire course of the incident. For complex incidents, it may take more than one operational period to accomplish the incident objectives.

  The cyclical planning process is designed to take the overall incident objectives and break them down into tactical assignments for each operational period. It is important that this initial overall approach to establishing incident objectives establish the course of the incident, rather than having incident objectives only address a single operational period.

- Command and General Staff Meeting: The Incident Command/Unified Command may meet with the Command and General Staff to gather input or to provide immediate direction that cannot wait until the planning process is completed. This meeting occurs as needed and should be as brief as possible.

2.4.2.3 Preparing for and Conducting the Tactics Meeting

The purpose of the Tactics Meeting is to review the tactics developed by the Operations Section Chief. This includes the following:

- Determine how the selected strategy will be accomplished in order to achieve the incident objectives.
- Assign resources to implement the tactics.
- Identify methods for monitoring tactics and resources to determine if adjustments are required (e.g., different tactics, different resources, or new strategy).

The Operations Section Chief, Safety Officer, Logistics Section Chief, and Resources Unit Leader attend the Tactics Meeting. The Operations Section Chief leads the Tactics Meeting.

The forms ICS 215-Operational Planning Worksheet, and 215A-Incident Safety Analysis, are used to document the Tactics Meeting.

Resource assignments will be made for each of the specific work tasks. Resource assignments will consist of the kind, type, and numbers of resources available and needed to achieve the tactical operations desired for the operational period. If the required tactical resources will not be available, then an adjustment should be made to the tactical assignments being planned for the Operational Period. It is very important that tactical resource availability and other needed support be determined

prior to spending a great deal of time working on strategies and tactical operations that realistically cannot be achieved.

2.4.2.4 Preparing for the Planning Meeting

Following the Tactics Meeting, preparations are made for the Planning Meeting, to include the following actions coordinated by the Planning Section:

- Review the Section 7.1.13 ICS 215 Form developed in the Tactics Meeting.
- Review the Section 7.1.14 ICS Form 215A (prepared by the Safety Officer), based on the information in the ICS Form 215.
- Assess current operations effectiveness and resource efficiency.
- Gather information to support incident management decisions.

2.4.2.5 Planning Meeting

The Planning Meeting provides the opportunity for the Command and General Staff to review and validate the operational plan as proposed by the Operations Section Chief. Attendance is required for all Command and General Staff. Additional incident personnel may attend at the request of the Planning Section Chief or the Incident Commander. The Planning Section Chief conducts the Planning Meeting following a fixed agenda.

The Operations Section Chief delineates the amount and type of resources he or she will need to accomplish the plan. The Planning Section's "Resources Unit" will have to work with the Logistics Section to accommodate.

At the conclusion of the meeting, the Planning Section Staff will indicate when all elements of the plan and support documents are required to be submitted so the plan can be collated, duplicated, and made ready for the Operational Period Briefing.

2.4.2.6 IAP Preparation and Approval

The next step in the Incident Action Planning Process is plan preparation and approval. The written plan is comprised of a series of standard forms and supporting documents that convey the Incident Commander's intent and the Operations Section direction for the accomplishment of the plan for that Operational Period.

For simple incidents of short duration, the Incident Action Plan (IAP) will be developed by the Incident Commander and communicated to subordinates in a verbal briefing. The planning associated with this level of complexity does not demand the formal planning meeting process as highlighted above.

Certain conditions result in the need for the Incident Commander to engage a more formal process. A written IAP should be considered whenever:

- Two or more jurisdictions are involved in the response.
- The incident continues into the next Operational Period.
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- It is required by AltaGas policy.
- A Hazmat incident is involved (required).

2.4.2.7 Operations Period Briefing

The Operations Period Briefing may be referred to as the Operational Briefing or the Shift Briefing. This briefing is conducted at the beginning of each Operational Period and presents the Incident Action Plan to supervisors of tactical resources.

Following the Operations Period Briefing supervisors will meet with their assigned resources for a detailed briefing on their respective assignments.

2.4.2.8 Execute Plan and Assess Progress

The Operations Section directs the implementation of the plan. The supervisory personnel within the Operations Section are responsible for implementation of the plan for the specific Operational Period.

The plan is evaluated at various stages in its development and implementation. The Operations Section Chief may make the appropriate adjustments during the Operational Period to ensure that the objectives are met and effectiveness is assured.

3 IMT Role Checklists

3.1 First Responder

FIRST RESPONDER	
Reports to:	INCIDENT COMMMANDER *or* OPERATIONS SECTION CHIEF
FORMS	
• Section 2.3 Initial Communication With The NEB • Section 7.1.12 ICS 214 – Activity Log	
RESPONSIBILITIES	
• The **First Responder** will likely be the first **Operator** to become aware of the incident. • **Important:** The First Responder, depending on the availability of personnel, may initially assume the responsibilities of the **Incident Commander**, in addition to the First Responder responsibilities listed below. • Notify emergency Services (if deemed necessary) • Report incident to your supervisor • Gather information and Monitor the incident.	
RESPONSE ACTIONS	

Step 1 – Investigate Incident & Ensure Safety of On-Site Personnel. Activate the ERP

Operator:

- ❑ Notify senior personnel of the incident if they are not already aware.
- ❑ Investigate odour complaints, reports of fire or smoke, or production upsets and initiate actions to correct an upset or release.
- ❑ Immediately attend to protecting life and ensuring the safety of yourself first, and then that of all AltaGas and contract personnel on-site.
- ❑ Move to a safe location – upwind and/or away from the scene if necessary.
- ❑ Administer first aid to injured parties, as required.
- ❑ Eliminate all ignition sources if gas release.

Control Room:

- ❑ Dispatch an Operator to investigate odour complaints, reports of fire or smoke, or production upsets .
- ❑ Initiate actions to correct an upset or release.
- ❑ Sound warning alarm(s), if applicable to muster personnel and activate the IMT and EMST responders.
- ❑ Notify the Operations Section Chief of the emergency and confirm the activation of the ERP.

- ❑ Restrict access to the incident area.
- ❑ Manage operations to control and mitigate the health, safety, and environmental risks.
- ❑ Keep an accurate and comprehensive log of events and actions.
- ❑ Continue to manage communications with the emergency responders until the ICP / EOC is established.

Step 2 – Notify Other AltaGas Personnel

- ❑ Confirm that the Operations Section Chief role has been activated, if not the First Responders will continue to direct the emergency response actions.
- ❑ Collect and relay the following information to the Operations Section Chief:
  - Location where the emergency is occurring.
  - Part of the facility process involved in the emergency.
  - Number of injuries or fatalities.
  - Potential products involved in the emergency (methane, ethane, propane, butane, frac oil, mercaptan, condensate, oil, sulphur, etc.).
  - Probability of the emergency escalating and whether actions can be taken to immediately end the emergency.
  - Whether any products have been released to the air or ground, and the volume or flow rate.
  - Whether there are any ignition sources.
  - Wind direction and weather conditions, if outside.

Step 3 – Gather Information & Monitor Situation

- ❑ Continuously monitor air for flammable and/or toxic gases using portable gas monitors and fixed gas detectors. Complete the gas detection report Section 7.2.6 Air Monitoring Form. Notify the Operations Section Chief of any changes to the emergency situation which could affect the AltaGas response.
- ❑ Monitor the flow rate of gas release or volume of substance spilled and relay this information to the Operations Section Chief at 10 minute intervals.
- ❑ Confirm the activation of the ICP / EOC and your continued role in the Incident Management Team (IMT). As the ERP is activated your role and direct report may change.

Post Emergency Procedures

- ❑ Initiate clean up and recharging of equipment only after the Incident Commander has called down the emergency status.
- ❑ Attend an emergency debriefing meeting.

3.2 IMT Incident Commander

INCIDENT COMMANDER	
Reports to:	EMST DIRECTOR (CECC)

FORMS

- Section 7.1.1 ICS 201 – Incident Briefing (Initial Incident Commander
- Section 7.1.2 ICS 202 – Incident Objectives
- Section 7.1.3 ICS 203 – Organization Assignment List
- Section 7.1.12 ICS 214 – Activity Log

RESPONSIBILITIES

- Assesses the situation and/or obtain a briefing from the prior Incident Commander.
- Determine Incident objectives and strategy.
- Establish the immediate priorities.
- Establish an Incident Command Post.
- Establish ICS organization needed to manage the incident
- Approve and authorize the implementation of an Incident Action Plan.
- Coordinate activity for all Command and General Staff.
- Coordinate with key people and officials.
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator informed of incident status.
- Order the demobilization of the incident when appropriate.
- Authorize information release to the media.

NOTIFICATIONS

- ❑ Incident Management Team (mobilize)
- ❑ Internal and external response resources, including mutual aid partners and third-party response contractors
- ❑ Lead Regulatory Agency (NEB) & TSB
- ❑ Available off-duty personnel
- ❑ Local municipality
- ❑ Health Authority
- ❑ OH&S/WCB
- ❑ Ministry of Environment
- ❑ Others as required
- ❑ EMST DIRECTOR

INCIDENT COMMANDER
DETAILED RESPONSE ACTIONS

Step 1 – Confirm the Level of Emergency & the Severity of the Incident

- ❑ Obtain incident briefing from Operations Section Chief. If first point of contact regarding an emergency, try to establish communications with the person who reported the emergency and refer to
  Section 2.3 Initial Communication With The NEB
- ❑ If the EMST has not been activated and you are the first point of contact for the EMST, notify and activate the Operations Section Chief and establish the EOC.
- ❑ Confirm the Emergency Level. See matrix located in Section 2.2 Emergency Levels. Communicate the Emergency Level to all responders.
- ❑ Gather details of the incident/emergency and evaluate the severity of the situation. Confirm the size and location of the response zones. Reference:
  Section 6.4 Emergency Planning Zones,
  Section 4.1 Isolation And Monitoring, and
  Section 4.2 Evacuation And Sheltering
- ❑ Determine what the initial prioritized objectives are for the response. This will determine how resources are administered. Public safety and the environment must always be the primary concern.

Step 2 – Confirm Public Protection Measures

- ❑ Confirm with the Operations Section Chief whether evacuation, sheltering, or ignition procedures are required as per the criteria provided in Section 4.
- ❑ Ensure the Operations Section Chief (or Public Protection Branch Director) is implementing whatever public protection measures are deemed necessary and the appropriate emergency planning and response zones are established.
- ❑ Ensure that ignition criteria have been evaluated and that ignition procedures are being followed if required.

Step 3 – Notify the EMST Director in Calgary

- ❑ Notify the EMST Director of the Emergency (Alert or Level 1, 2 or 3). Provide the EMST Director with a situation briefing. Maintain communications throughout the emergency and provide any necessary updates to the situation.
- ❑ Discuss with the EMST Director whether the EMST personnel from Calgary should re-locate to the ICP/ EOC to better facilitate the response management process.
- ❑ Confirm with the EMST Director when the CECC is established.

Step 4 – Assign Personnel to IMT Roles

- ❑ In consultation with the Operations Section Chief appoint the Section Chiefs (Planning, Logistics, and Finance) based on available personnel and the requirements of the incident.

- ❑ In Consultation with the Section Chiefs allocate or assign available personnel to each Section depending on the nature and requirements of the incident and the Prioritized Objectives.
- ❑ Ensure that the Section Chiefs are working in accordance with the Prioritised Objectives. Advise the Section Chiefs of changes to the Prioritised Objectives of the response.

Step 5 – Establish Command Centre

- ❑ Activate at the ICP or EOC. Supervise emergency response activities from the ICP or EOC.
- ❑ Ensure that the Planning Chief is populating the area map and task board with response and hazard information.
- ❑ If it is a major emergency that will last more than one day, EMST personnel may relocate from Calgary to the EOC at Suffield area.

Step 6 –Develop and Implement the Incident Action Plan (IAP) and Site Safety Plan

- ❑ Call the first IMT meeting, see Section 2.4.1 IAP Development
- ❑ Ensure Planning is updating the posted information (Task Board & Area Map).
- ❑ Ensure Planning is initiating the IAP development process and assembling status reports.
- ❑ Implement the IAP in coordination with the Operations Section Chief and support services.
- ❑ Identify the primary safety hazards at the scene in consultation with the Safety Officer. Request the Safety Officer to complete a Site Safety Plan for the response.
- ❑ Ensure that proper safety precautions are communicated to contractors and field responders and enforced in consultation with the Safety Officer.
- ❑ Ensure that sufficient personnel are available to complete a shift change in the command centre if the response is likely to extend over an extended timeframe.

Step 7 – Communications

- ❑ Confirm with the Liaison Officer what government notifications have been completed and who the primary contacts are resulting from those communications. If required, request the Liaison Officer to complete, or maintain, required government agency and stakeholder communications.
- ❑ If the IMT is not combined at the EOC, then discuss communications with the Operations Section Chief. Confirm times for future communications, an agenda, and the method (cell, conference call, land line, email, etc.). It is important that communications do not impinge the ability of the responders to conduct their tasks.
- ❑ Keep the EMST Director fully updated on all critical developments, decisions, and actual or planned response actions. This should be summarized during meetings and tracked on a task board and area map (see Section 2.4.1 IAP Development).

Step 8 –Media Relations

- ❑ Ensure that the Information Officer has been established and in communication with the Information Advisor in the CECC that they are preparing a media release. Review Section 5.6 Public And Media Relations

- ❑ Review the press release with the Information Officer and the responding government agencies prior to public distribution. Consultation with responding government agencies is required to avoid dissemination of inaccurate or conflicting information to the public. The appropriate government contact can be identified by contacting the Liaison Officer.
- ❑ Respond to requests for information from the media and ensure appropriate follow-up to all inquiries.
- ❑ In consultation with the Information Officer, plan, schedule, and conduct news conferences, interviews, and site tours/visits for the media and other key stakeholders (e.g. residents, community groups, etc.) as permitted by the circumstances of the response.
- ❑ Organize, schedule, and conduct stakeholder briefing sessions, tours, and/or meetings in consultation with the Information Officer (and other IMT members) throughout the response.
- ❑ Monitor media feedback about the incident and correct inaccuracies as quickly as possible.
- ❑ Work with the local media to provide the area residents with accurate and timely information on the incident and the incident response.

Security Threats

- ❑ Consider all security threats seriously and ensure that RCMP dispatch has been activated. The RCMP will send a representative to the facility to investigate the call.
- ❑ AltaGas is expected to complete their own bomb search. Only if a device is found will RCMP react.
- ❑ If anything questionable is located, DO NOT touch or attempt to move it. Withdraw from the immediate area and have the area secured. Notify the RCMP. A suggestion is to ensure that all persons are outside the line of site of the object with a minimum distance of 300 feet. The RCMP will contact a bomb disposal team.
- ❑ If no explosive device is found, notify the RCMP. If the RCMP are not on the location, notify RCMP Dispatch by phone when the “all clear” is to be initiated.
- ❑ Decide if any shut down or evacuation is required to minimize damage or injuries.

Injuries or Fatalities

- ❑ Ensure that the NEB, TSB and provincial Occupational Health & Safety are contacted for all serious injuries.
- ❑ Ensure that Alberta Boilers Safety Association (ABSA) or the Technical Safety Authority of Saskatchewan (TSASK) has been contacted for all serious injuries or fatalities that have resulted from pressure vessel equipment.
- ❑ Ensure emergency medical services have been called in and are involved in the response.
- ❑ Ensure the incident scene is not disturbed until after the internal and government agency investigators have completed their investigation.
- ❑ Ensure that the RCMP has been notified.
- ❑ Identify needs for notification of next-of-kin, and ensure it is handled appropriately (see Section 5.3.1 Next of Kin Notifications).

Post Emergency Procedures

- ❑ Determine if the criteria to issue the "all clear" have been met.
- ❑ Call-down emergency following consultation with the NEB and the appropriate municipalities when it has been determined that no danger exists to the public, environment, or workers. Notify the media of the call-down of the emergency.
- ❑ Issue the "all clear" notice. Inform all IMT and EMST members that the emergency is over. Ensure the media is notified of the all clear.
- ❑ Refer to Section 4.4 Post Emergency Procedures for post emergency response procedures.
- ❑ Debrief IMT and EMST, as required.
- ❑ Review emergency response capabilities and document areas of improvement.
- ❑ Organize and attend an emergency debriefing meeting.

3.3 IMT Safety Officer

SAFETY OFFICER	
Reports to:	INCIDENT COMMANDER

FORMS

- Section 7.1.8 ICS – 208 Safety Message / Plan
- Section 7.1.12 ICS – 214 Activity Log

RESPONSIBILITY

- Identify and mitigate hazardous situations.
- Create a Safety Plan.
- Ensure safety messages and briefings are made.
- Exercise emergency authority to stop and prevent unsafe acts.
- Review the IAP for safety implications.
- Assign assistants qualified to evaluate special hazards.
- Initiate preliminary investigation of accidents within the incident area.
- Review and approve the Medical Plan.
- Participate in Planning Meetings to address anticipated hazards associated with future operations.
- Assess unsafe situations and develop measures for assuring Personnel safety.
- Has the authority to stop and/or prevent unsafe acts.
- Confirms provincial safety authorities and applicable departments have been notified.
- Ensures safety measures (e.g. worker evacuation, PPE, etc.) have been implemented and personal exposures to hazardous products are monitored and recorded.
- Supports accident investigations, recommends corrective action, and assists in preparation of accident report.

DETAILED RESPONSE ACTIONS

All Hazards

- ❑ In consultation with the Operations Section Chief assess the situation to determine the primary safety hazards and risks for workers, and other on-site responders, and the appropriate level of security at the scene.
- ❑ Ensure safety gear (gas detectors, proximity suits, SCBA) are available to responders, and that all personnel involved in the response are familiar with its use.
- ❑ Complete a safety message sheet and make sure information is distributed to the Operations Section Chief and IMT and EMST personnel.
- ❑ Prepare a Site Safety Plan for the response and provide a copy to the Operations Section Chief.
- ❑ Ensure proper 1st Aid facilities and support are established for on-site responders.

- ❑ Monitor response activities, and consult with / support the Operations Section Chief.
- ❑ Attend meetings to provide input or comments from a safety of life perspective – overrule planned response actions if deemed unsafe or high risk.
- ❑ Advise/update the Incident Commander on all safety-related matters on an ongoing basis.

Spills

- ❑ In consultation with the Operations Section Chief, establish and oversee a monitoring program that ensures that hazards associated with the spill are closely evaluated on a continuous basis.
- ❑ Develop a spill site safety program and ensure that the response teams are regularly briefed and that all work is performed in a safe manner.

Injuries

- ❑ In consultation with the Incident Commander, determine the most appropriate route to the hospital of choice, and inform the Incident Commander.
- ❑ Ensure emergency medical services have been called in and are involved in the response.
- ❑ Initiate steps to provide critical stress debriefing to surviving staff members involved in the operations / response.
- ❑ Provide input to the Incident Commander on next-of-kin notifications.
- ❑ Ensure the incident scene is not disturbed until after the internal and government agency investigators have completed their investigation.

Post Emergency Procedures

- ❑ Review emergency response capabilities and document areas of improvement.
- ❑ Debrief on-site response personnel as required.
- ❑ Attend an emergency debriefing meeting.

3.4 IMT Liaison Officer

LIAISON OFFICER	
Reports to:	INCIDENT COMMANDER

FORMS

- Section 7.1.12 ICS 214 - Activity Log

RESPONSIBILITY

- Act as a point of contact for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and agency Representatives.
- Provides this list to the Corporate Emergency Coordination Centre (CECC).
- Assist in setting up and coordinating interagency contacts.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in Planning Meetings, providing current resource status, including limitations and capabilities of agency resources.
- Provide agency-specific demobilization information and requirements.

DETAILED RESPONSE ACTIONS

- ❑ If requested by any member of the IMT or EMST, notify the appropriate municipal authorities, NEB and CFB Suffield (if necessary) of the emergency through their 24 hour contact number or through 911 if necessary. This notification must specify the following:
  - location of the emergency,
  - potential danger to residents, businesses, and Town infrastructure (i.e. products involved and their short and long term effects),
  - release rate or volume spilled and expected duration of the emergency,
  - size and position of the EPZ and PAZ,
  - directions to access the facility,
  - description of the potentially affected public,
  - proposed public protection measures (i.e. sheltering, evacuation, ignition), and
  - location of the AltaGas command posts (ICP, EOC, and CECC).
- ❑ Further government agency notification and communication requirements are described in the table below:

Minor & Level 1 Emergencies	Level 2 and 3 Emergencies
❑ Notify the NEB, the municipality (Cypress County, Special Area No.2, and/or Deer Forks Municipality), and CFB Suffield (through SIRC) if necessary of Level 1 Emergency (if they have not already been contacted by the Operations Section Chief or Incident Commander). ❑ When initially notifying government agencies of an emergency, confirm ongoing emergency communication protocol, and name/phone of primary contact. Provide information to other IMT and EMST members. ❑ Notify AltaGas responders to direct all government calls regarding the emergency to yourself if not asking for a particular AltaGas employee. ❑ Act as the primary linkage between the IMT and municipal emergency personnel. ❑ Identify and list stakeholder concerns and issues and bring them to the attention of the Incident Commander and other IMT members as required. ❑ Handle miscellaneous questions or requests from stakeholder representatives in a timely manner, and without interruption or disruption of the IMT's activities. ❑ Organize, schedule, and conduct stakeholder briefing sessions, tours, and/or meetings with the Incident Commander (and other IMT members) throughout the response. ❑ Attend meetings as required to provide input or comments from the perspectives of concerned or affected stakeholders. ❑ Advise/update the Incident Commander on stakeholder-related issues on an ongoing basis.	❑ Complete all Level 1 duties, including contacting the NEB through the TSB 24-hr reporting line, and the appropriate municipalities (Cypress County, Special Area No.2, and/or Deer Forks Municipality), and CFB Suffield (through SIRC) if necessary of a Level 2 or 3 Emergency ❑ Notify non-local government representatives including th appropriate health authority and Ministry of Transportation of a Level 2 or 3 emergency. ❑ Notify the RCMP of Level 2 or 3 emergency. ❑ Ensure that suitable working/meeting space is available for key stakeholders at or near the command centre (e.g. telephones, desks, etc.) ❑ Meet with and brief all key external stakeholders arriving at the ICP / EOC about the incident and the status/progress of the response.

Post Emergency Procedures

- ❑ Only after the Incident Commander has called down the emergency notify all previously contacted external agencies.
- ❑ Attend an emergency debriefing meeting.

3.5 IMT Information Officer

INFORMATION OFFICER	
Reports to:	INCIDENT COMMANDER

FORMS

- Section 7.1.12 ICS – 214 Activity Log
- Appendix A5 Media Card

RESPONSIBILITY

- Determine, according to direction from Incident Commander, any limits on information release.
- Develop accurate, accessible, and timely information for use in press/media briefings.
- Obtain the Incident Commander's approval of news releases.
- Conduct periodic media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Monitor and forward media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident.
- Make information about the incident available to incident personnel.
- Participate in Planning Meetings.
- Implement methods to monitor rumor control.
- Implements the AltaGas Crisis Communications Plan.
- Provides media information support and serves as the field dissemination point for all media releases.
- Ensures members of the public within the affected area receive information about lifesaving procedures, health preservation instructions, relief programs and services, emergency status, and any other applicable information.

DETAILED RESPONSE ACTIONS

- ❑ Assess the potential level of media interest and coverage related to an incident and advise the and Incident Commander and EMST Director accordingly.
- ❑ Notify the AltaGas emergency answering service and receptionists of the emergency and instruct them to direct media enquiries to yourself.
- ❑ Identify the type of incident involved and in-house experts that are available to explain the major issues involved with the related hazards. Establish contact with these individuals, get an initial briefing from them, and maintain contact in event future reference is required.
- ❑ Prepare an initial press release or holding statement about the incident plus potential Questions and Answers, and an information package about AltaGas. Refer to Section 5.6 Public And Media Relations for specific media release requirements.
- ❑ Review the press release with the Incident Commander and the NEB prior to public distribution. Consultation with other responding agencies is required to avoid dissemination of inaccurate or conflicting information to the public.
- ❑ Distribute the holding statement or press release to the IMT and EMST.

- ❑ Determine in Consultation with the Incident Commander and EMST Director if an AltaGas Media Representative should be activated at the field EOC.
- ❑ Respond to requests for information from the media and ensure appropriate follow-up to all inquiries.
- ❑ Identify and set up a Media Relations Centre separate from, but accessible from the EOC if required, based on the size and scope of the incident.
- ❑ Plan, schedule, and conduct news conferences, interviews, and site tours/visits for the media and other key stakeholders (e.g. residents, community groups, etc.) as permitted by the circumstances of the response.
- ❑ Ensure Designated Spokespersons are well-prepared and have accurate, up-to-date information prior to press conferences or interviews.
- ❑ Keep the Incident Commander updated on a regular basis.
- ❑ Monitor media feedback about the incident and correct inaccuracies as quickly as possible.
- ❑ Work with the local media to provide the area residents with accurate and timely information on the incident and the incident response Section 5.6 Public And Media Relations). Observe constraints on the release of information imposed by the Incident Commander and EOC Director.

Post Emergency Procedures

- ❑ Only after the emergency has been called down by the Incident Commander, contact all media outlets and notify them of the end of the emergency situation.
- ❑ Attend an emergency debriefing meeting.

3.6 IMT Operations Section Chief

OPERATIONS SECTION CHIEF	
Reports to:	INCIDENT COMMANDER

FORMS

- Section 7.1.12 ICS – 214 Activity Log
- Section 7.1.4 ICS – 204 Assignment List
- Section 7.1.13 ICS – 215 Operational Planning Worksheet

RESPONSIBILITY

- Ensure safety of tactical operations.
- Manage tactical operations.
- Develop operations portions of the IAP.
- Supervise execution of operations portions of the IAP.
- Request additional resources to support tactical operations.
- Approve release of resources from active operational assignments.
- Make or approve expedient changes to the IAP.
- Maintain close contact with the IC, subordinate Operations personnel, and other agencies involved in the incident.
- Within policies and procedures established by the IC, assumes responsibility for executing the approved IAP.
- Coordinates all tactical command and incident response assets that support the on-site actions, public protection actions, and staging.

DETAILED RESPONSE ACTIONS

Step 1 – Confirm Location, Severity, and Nature of Incident

- ❑ Ensure the safety of all personnel under your supervision.
- ❑ Upon communication with the First Responder or the Incident Commander, confirm the Level of Emergency using the matrix in Section 2.2 Emergency Levels, and establish that you will be activating the Operations Section Chief role.
- ❑ Gather details of the incident/emergency from the First Responder and evaluate the severity of the situation.
- ❑ If required activate the Public Protection Branch Director and assist in determining the size and location of the PAZ and EPZ (See Section 6.4 Emergency Planning Zones and Section 4.1 Isolation And Monitoring).
- ❑ Activate the Public Protection Branch Director for all Level 2 and 3 emergencies (discretionary at Level 1). Use the air monitoring information to re-evaluate the size and location of the PAZ. Report air monitoring results to the Operations Section Chief regularly.

- ❑ The Public Protection Branch Director will be responsible for activating the Roadblock Group Supervisor, Air Monitoring Group Supervisor, Public Notification Group Supervisor, Rover Group Supervisor, and the Reception Centre Group Supervisor.
- ❑ Confirm that the Roadblock Group Supervisor has been activated. The Roadblock Group Supervisor will work with the municipality and area responders to isolate the PAZ first, and then the EPZ, with the establishment of roadblocks. The EPZ will be isolated for all Level 2 and 3 emergencies (discretionary at Level 1). Notify the Roadblock Group Supervisor of any changes to the PAZ or EPZ.
- ❑ Confirm communication protocol and safety procedures with the Public Protection Branch Director.

Step 2 – Activate Required Public Protection Measures

- ❑ Confirm whether isolation, air monitoring, evacuation, sheltering, or ignition requirements have been evaluated as per the flow chart provided in Section 4.1 Isolation And Monitoring and Section 4.2 Evacuation And Sheltering. Evacuation and sheltering of the public within the response zones is required during all Level 2 and 3 emergency incidents.
- ❑ Discuss the incident with the Public Protection Branch Director and determine based on the location, nature and severity of the incident what public protection measures are required (isolation, evacuation/sheltering and/or ignition).
- ❑ Early notification of public within the EPZ who have requested it (i.e. sensitive residents) may be required. This is necessary for all Level 1 emergencies involving potentially hazardous product releases.
- ❑ Document the following information, as you will need to provide it to all IMT Branches that you activate:
  - Level of Emergency,
  - Location of the incident and response area size (EPZ and PAZ),
  - Size and direction of the PAZ,
  - Weather conditions (wind speed and direction),
  - Area Map (road systems and resident locations),
  - Release rate or volume spilled and expected duration of the emergency, and
  - Location of the ICP and EOC.
- ❑ Ensure a communication protocol is implemented with all responders under your supervision. You are responsible for tracking and updating the Incident Commander regarding the implementation and maintenance of all public protection measures.
- ❑ If not completed by the Public Protection Branch Director, designate an Ignition Strike Team and put on stand-by if required (see Section 4.3 Ignition Guidelines. AltaGas in consultation with the NEB will be responsible for determining when and by whom the ignition is conducted, if required. The ignition criteria in Section 4.3 is only a guideline for these discussions.
- ❑ Ensure that ignition criteria have been evaluated and that ignition procedures are being followed if required.

Step 3 – Notify and Activate the Incident Commander and ICP

- ❑ Activate the Incident Commander (Senior Operator) for all Level 1, 2 or 3 emergencies. Maintain communications with the Incident Commander throughout the emergency.
- ❑ Confirm with the Incident Commander who will be notifying and activating the Command Staff and Section Chiefs. If agreed with the Incident Commander, activate personnel to fill these roles in the ICP / EOC.
- ❑ Activate the EOC (see Section 1.8.1 Command Centres).
  - Fill out Section 7.1.7 ICS 207 Organization Chart
  - Locate emergency on the map and locations of IMT members.
  - Fill out Task Board.

Step 4 – Determine the Status of Public Protection Measures

- ❑ Get a status update from the Public Protection Branch Director regarding the activation of the following Operations Section Groups:
  - Air Monitoring Group
  - Roadblock Group
  - Public Notification Group
  - Reception Centre Group
  - Rover Group
  - Plume Ignition Strike Team (if required)
- ❑ Confirm with the Public Protection Branch Director the following details:
  - Is an air monitoring plan, isolation plan, and evacuation plan established and ready for implementation?
  - Is the extent of the hazardous plume known, and where are we at in determining the extent of the plume?
  - Have ignition criteria been met?
  - Have we isolated that hazardous area, and if not what is the estimated time to complete the isolation of the area?
  - What is the status of occupants located within the plume (i.e. evacuated, sheltered, or unknown) and what is our estimated time to complete the required evacuation or sheltering of occupants?
  - Do we need additional assistance from the municipality?
- ❑ . See Section 4.2 Evacuation And Sheltering for evacuation and sheltering and evacuation criteria and instructions.
- ❑ Identify egress routes, evacuation centres, and external resources that may be required for evacuation of the EPZ in consultation with the municipality. If resource availability is in question, contact support services and identify the estimated time to mobilize to the site. Complete Section 7.1.13 ICS - 215 Operational Planning Worksheet Task as necessary and submit them to the Incident Commander.
- ❑ Develop a communication plan with the Public Protection Branch Director for the regular update of response information. A 15 minute interval is suggested during the initial phases of the emergency response.
- ❑ Ensure that the Planning Section Chief is updating the ERP Map and task board with the incoming response and hazard information from the IMT.

- ❑ Provide regular status reports to Incident Commander regarding the development, implementation and maintenance of public protection measures.

Step 5 – Notify Emergency Services

- ❑ Confirm with the Operations Section Chief what government agencies (e.g. NEB, municipality, etc.), support services, and emergency services (e.g. ambulance, RCMP, fire, etc.) have been contacted.
- ❑ If required, notify emergency services through 911, unless the Liaison Officer is activated to make the notification. This notification must specify the following:
  - location of the emergency,
  - potential danger to area residents, businesses, and municipal infrastructure (i.e. products involved and their short and long term effects),
  - release rate or volume spilled and expected duration of the emergency,
  - size and position of the EPZ and PAZ,
  - directions to access the facility,
  - description of the potentially affected public,
  - public protection measures (i.e. sheltering, evacuation, ignition), and
  - location of the AltaGas emergency command posts (i.e. ICP and EOC).
- ❑ Notify mutual aid groups, unless the Logistics Section Chief or Liaison Officer is activated to make the notification.
- ❑ Assign a Staging Area Manager.

Step 6 –Develop and Implement the Incident Action Plan

- ❑ Continually track and update the progress in isolating and monitoring the EPZ and PAZ. Provide regular updates to the Incident Commander and Planning Section.
- ❑ Continually track and update the progress in sheltering and/or evacuation of the EPZ and PAZ. Provide regular updates to the Incident Commander and Planning Section (every 15 minutes is suggested at the beginning of the response).
- ❑ Develop specific response actions in conjunction with Public Protection Branch Director to eliminate the hazards.
- ❑ Develop and implement tasks (response actions / countermeasures). Pass on task Section 7.1.13 ICS 215 - Operational Planning Worksheets received from the responders to the Planning Section Chief for incorporation into the IAP.
- ❑ Request Logistics to notify and activate support services as required to assist in the response. This should be detailed in the Incident Action Plan and on Task Sheets, and may include the following (not a complete list):
  - Spill response units,
  - Mobile air monitoring services,
  - Firefighting services,
  - Labor crews,
  - Heavy equipment,
  - Safety services, and
  - Transportation services.
- ❑ Co-ordinate control or containment of the situation that has caused the incident.

- ❑ Select initial and subsequent control and containment points in consultation with the Operations Section Chief for all fluid releases.

Security Threats

- ❑ Consider all security threats seriously and ensure that RCMP dispatch has been activated. The RCMP will send a representative to the area to investigate the call.
- ❑ Review the completed Bomb Threat Form if available.
- ❑ AltaGas is expected to complete their own bomb search. Only if a device is found will RCMP react.
- ❑ Assist the Operations Section Chief in assembling search parties to check each area of the facility if necessary. Update the Incident Commander as to the status of your search as it progresses.
- ❑ If anything questionable is located, DO NOT touch or attempt to move it. Withdraw from the immediate area and have the area secured. Notify the Incident Commander and RCMP. A suggestion is to ensure that all persons are outside the line of site of the object with a minimum distance of 300 feet. The RCMP will contact a bomb disposal team.
- ❑ Determine in consultation with the Incident Commander whether to shut in the facility.
- ❑ If no explosive device is found, notify the Incident Commander. If the Incident Commander is not at the facility, notify RCMP Dispatch by phone when the “all clear” is to be initiated.

Injuries or Fatalities

- ❑ Ensure emergency medical services have been called in and are involved in the response.
- ❑ Ensure the incident scene is not disturbed until after the internal and government agency investigators have completed their investigation.
- ❑ Initiate steps to provide critical stress debriefing to surviving staff members involved in the operations / response.
- ❑ Provide input to the Incident Commander on next-of-kin notifications.

Post Emergency Procedures

- ❑ See Section 15 for detailed post emergency response procedures.
- ❑ When the Incident Commander has called down the emergency status advise the responders and all other AltaGas emergency response personnel.
- ❑ Debrief on-site response personnel, as required.
- ❑ Attend an emergency debriefing meeting.

3.6.1 Staging Area Manager

Staging Area Manager	
Reports to:	**Operations Section Chief**

FORMS

- Section 7.1.12 ICS 214 - Activity Log

RESPONSIBILITY

- Identify adequate staging area for emergency response.
- Direct vehicles and assets into and out of staging area.
- Maintain an accurate log of resources at the staging area.
- Ensure Resources at the staging area are ready for deployment.
- Establishes a staging area that can be used to locate resources assigned to operations awaiting a tactical assignment.
- Reports to the OPERATIONS SECTION CHIEF or to the INCIDENT COMMANDER if the OPERATIONS SECTION CHIEF role has not been filled.

DETAILED RESPONSE ACTIONS

- ❑ Check in at the ICP.
- ❑ Identify staging and assembly areas for personnel and equipment. Confirm the on-going notification and communication protocol with the Operations Section Chief. Ensure that the EOC is notified (through the Operations Section Chief) of the staging area location. This will need to be communicated to all responders.
- ❑ Establish the appropriate staging area outside the response zones and notify the Operations Section Chief. Ensure communication equipment is available (2 way radios).
- ❑ When emergency personnel arrive at the staging area, provide the emergency responders with the emergency communications channel and procedures.
- ❑ Review the Safety Plan (Safety Officer to provide) with the responders who arrive at the staging area and ensure that they have the required PPE prior to entering the response zone.
- ❑ Update the Operations Section Chief as resources are dispatched into the response zone from the staging area.
- ❑ Monitor and document the status of all resources located at the staging area.

3.6.2 Public Protection Branch Director

PUBLIC PROTECTION BRANCH DIRECTOR	
Reports to:	**Operations Section Chief**

FORMS

- Section 7.1.12 ICS 214 - Activity Log

RESPONSIBILITY

- To secure the perimeter of the Hot Zone, PAZ, EPZ or outside EPZ through road closures and monitoring.
- Set road block signage.
- Record vehicles in and out of road block point
- Record air monitoring gas tests periodically

DETAILED RESPONSE ACTIONS

- ❑ Discuss incident with the Operations Section Chief and determine based on the location, nature and severity of the incident what public protection measures are required (evacuation or sheltering).
- ❑ Document the following information:
  - Level of Emergency;
  - Location of the incident and EPZ size;
  - Size and direction of the PAZ;
  - Weather conditions (wind speed and direction);
  - Area Map (road systems and resident locations); and
  - Names and map numbers of the affected area Occupants and contact information
- ❑ As required activate the:
  - Roadblock Group Supervisor,
  - Air Monitoring Group Supervisor,
  - Public Notification Group Supervisor,
  - Rover Group Supervisor, and
  - Reception Centre Group Supervisor.
- ❑ If deemed necessary, notify Fire Rescue, Police, and EMS.. This notification must specify the following:
  - location in the facility of the emergency,
  - potential danger to residents (i.e. products involved and their short and long term effects),
  - release rate or volume spilled and expected duration of the emergency;
  - size and position of the EPZ and PAZ,;
  - directions to access the facility;
  - description of the potentially affected public;
  - proposed public protection measures (i.e. sheltering, evacuation, ignition); and
  - location of the AltaGas ICP / EOC.

Note: External support agencies such as Fire and Rescue require an AltaGas employee to accompany them on site. They will not enter the site without an AltaGas employee.

- ❑ See Section 4.2 Evacuation And Sheltering for evacuation and sheltering and evacuation criteria and instructions.
- ❑ Early notification of public within the EPZ who have requested it (i.e. sensitive residents) may be required. This is necessary for all Level 1 emergencies involving hazardous gas releases. During Level 2 and 3 emergencies the entire EPZ must be notified to shelter or evacuate.
- ❑ Identify the number of Telephone Callers and EPZ Rovers required. Identify personnel to fill those positions. If there are only a few contacts required, you may want to complete the Telephone Caller duties yourself.
- ❑ Contact the appropriate municipal authorities, regional health authority and CFB Suffield (through SIRC) if necessary, and inform of sheltering or evacuation decision and procedures that will be implemented by AltaGas.

Sheltering

- ❑ If required, instruct Public Notification Group and Rover Group to initiate sheltering procedures for EPZ occupants. Sheltering procedures are outlined in Section 9. Notification text are included in Section 4.2 Evacuation And Sheltering.
- ❑ Provide the following information to the responders conducting the sheltering notification:
  - nature and location of the emergency,
  - the emergency level,
  - size and location of the EPZ requiring sheltering,
  - size and direction of the PAZ,
  - potential danger to residents, transients, and operators (i.e. products involved and their short and long term effects),
  - expected duration of the emergency,
  - the specific sheltering information, and
  - the specific notification message to be used (Section 4.2).
- ❑ Upon completion of the designated contacts, relay the following information to the Incident Commander:
  - Persons who require assistance; and
  - Persons who cannot be contacted.
- ❑ Provide the Incident Commander with an estimated time for completion of the sheltering notification, if not complete.

Evacuation

- ❑ When required, instruct Public Notification Group and Rover Group to initiate evacuation of the EPZ as per the procedures outlined in Section 4.2 Evacuation And Sheltering. It is important to constantly update responders of any changes to the PAZ and EPZ, which may affect their safety.
- ❑ Provide the following information to the responders:
  - nature and location of the emergency,
  - the emergency level,

- size and location of the EPZ requiring evacuation,
- size and direction of the PAZ,
- potential danger to residents, transients, and operators (i.e. products involved and their short and long term effects),
- expected duration of the emergency,
- the specific evacuation information, and
- the specific notification message to be used (Section 4.2).

- ❑ Contact the appropriate municipality and the regional health authority and establish the evacuation centre as per Section 4.2.4 Evacuation Centres
- ❑ Upon completion of the designated contacts (i.e., public protection measures for evacuation), relay the following information to the Operations Section Chief:
  - Persons who evacuated,
  - Persons who require assistance to evacuate, and
  - Persons who could not be contacted.
- ❑ Provide the Operations Section Chief with an estimated time for completion of the evacuation or sheltering notification if not complete.
- ❑ Ensure all resident locations are visited by responders to confirm evacuation. Dispatch responders to locations (as required).

Post Emergency Procedures

- ❑ When the Incident Commander has called down the emergency status, advise the Evacuation Centre Representative and evacuation/sheltering personnel.
- ❑ Review emergency response capabilities and document areas of improvement.
- ❑ Attend an emergency debriefing meeting.

3.6.3 Air Monitoring Group

Air Monitoring Group	
Reports to:	**Operations Section Chief / Branch Director / Division or Group Supervisor**

FORMS

- Section 7.1.12 ICS 214 - Activity Log

RESPONSIBILITY

- Initially assess PAZ and EPZ to determine required air monitoring
- Record air monitoring gas tests periodically
- Report readings back to Supervisor or Operations Section Chief at intervals Identified

DETAILED RESPONSE ACTIONS

- ❑ The Air Monitoring Group Supervisor will organize a team of AltaGas representatives to conduct air monitoring duties.
- ❑ Collect the following information from the Public Protection Branch Director or Operations Section Chief when activated:
  - nature and location of the emergency,
  - the emergency level,
  - location and size of the PAZ and EPZ requiring monitoring,
  - expected duration of the emergency,
  - whether occupants are being asked to evacuate or shelter-in-place, and
  - potential danger to residents, transients, and operators.
- ❑ Review Section 4.1.1 Monitoring The Response Zone.
- ❑ Obtain required information and equipment (map, report forms, communications equipment, and air monitoring equipment).
- ❑ Determine the number and location of required air monitors for the response zone. Develop an air monitoring plan for the assessment of the response zones. ONLY if communicated to the Air Monitoring Group Supervisor, or based on the monitored levels of LEL will this plan be deviated from. Part of this plan will be a communication and check-in protocol to ensure the safety of all responders.
- ❑ Organize personnel to conduct the air monitoring. Contact support services if required. Complete Section 7.2.6 Air Monitoring Form and, if required, Section 7.1.13 ICS 215 - Operational Planning Worksheets and submit them to the Operations Section Chief if necessary, who can obtain the required resources through the Logistics Section.
- ❑ Coordinate placement and operation of air monitoring equipment and report results to the Operations Section Chief via the Public Protection Branch Director. The municipality and AER should be consulted regarding the placement of air monitoring units if available (Liaison Officer will conduct the notification to AER).
- ❑ Dispatch Air Monitoring Teams to determine the location and size of the plume. Monitor plume initially using hand-held monitors; subsequently using a continuous downwind monitor and mobile air monitoring units. Immediately report any LEL detection to the

Operations Section Chief via the Public Protection Branch Director. The Operations Section Chief will be using the information to evaluate the size and location of the PAZ and guide the evacuation and sheltering plans.

- ❑ All Air Monitoring Teams must be equipped with the following:
  - Hand-held LEL and H_2S detector,
  - area map,
  - cell phone and radio,
  - SCBA,
  - flashlight with extra batteries, and
    Ten Section 7.2.6 Air Monitoring Log forms.
- ❑ Air Monitoring Teams should be given the following instructions:
  - Immediately report any LEL detection. Follow the AltaGas Air Monitoring Guidelines in Section 4.1.1 Monitoring The Response Zones. Always ensure your own safety.
  - Monitor the nearest non-evacuated downwind public location first. This also includes roads that have not been isolated.
  - Locate air monitoring units downwind of the incident site and conduct LEL monitoring following safe work practices and procedures (employ the buddy system). Utilize the appropriate PPE.
  - Maintain a record of the air monitoring results using the Section 7.2.6 Air Monitoring Form
  - The minimum check-in time with the Air Monitoring Group Supervisor is 15 minutes.
- ❑ Prepare mobile monitoring plan and dispatch mobile air monitoring support services. See Section 4.1.1.4 Mobile Air Monitoring Units for mobile air monitoring requirements.

Post Emergency Procedures

- ❑ Return all air monitoring equipment to its designated location. Ensure that batteries are charged prior to storage.
- ❑ Attend emergency response debriefing.
- ❑ Ensure that all air monitoring information and documents are identified and properly organized for retention.

3.6.4 Rover Group

ROVER GROUP	
Reports to:	**Operations Section Chief / Branch Director / Division or Group Supervisor**

FORMS

- Section 7.1.12 ICS 214 - Activity Log

RESPONSIBILITY

- Rove the areas in proximity to the incident and assist with notifying residents and evacuation of affected public

DETAILED RESPONSE ACTIONS

- ❑ Gather the following emergency response equipment when activated:
  - SCBA (self-contained breathing apparatus),
  - vehicle,
  - flashlight with extra batteries,
  - communication radio or cell phone (if coverage is adequate), and
  - hand held LEL and H_2S / SO_2 detectors.
- ❑ Review maps of EPZ and PAZ with the Public Protection Branch Director and confirm where to begin sweeping the area. Develop a plan for the assessment of the response zones. ONLY if communicated to the Rover Group Supervisor will this plan be deviated from. Part of this plan will be a communication and check-in protocol to ensure the safety of all responders.
- ❑ Assist the Public Notification Group in notifying residents, recreational land users, and industrial operators to evacuate or shelter-in-place if they cannot be contacted by telephone. Instruct evacuees of evacuation procedures (see Section 4.2 Evacuation And Sheltering) direct them to the appropriate evacuation centre.
- ❑ Record the names and contact information for all people requested to evacuate/shelter-in-place on the Section 7.2.8 Evacuation Form
- ❑ Contact helicopter companies and put on stand-by if required to reach isolated residents. Procurement of these services may be requested through the Logistics Section Chief if activated.
- ❑ Contact Ministry of Forests, Lands and Natural Resource Operations via the Liaison Officer to assist in locating and evacuating transients, hunters, and other land users if required.
- ❑ Continuously tour the PAZ. Confirm with the Public Protection Branch Director on what level of monitoring will be conducted throughout the EPZ, outside of the PAZ.
- ❑ If abandoned vehicles are discovered, report them to the Evacuation Team Captain and post a resident evacuation notice in the window (Section 4.2.5.5 Resident Evacuation Notice).
- ❑ Record LEL readings every 15 minutes and report any readings to the Public Protection Branch Director.
- ❑ Confirm roadblocks are operational and relay this information to the Public Protection Branch Director.

Post Emergency Procedures

- ❑ Notify transients of the end of the emergency only after the Incident Commander has called down the emergency status.
- ❑ Attend debriefing of emergency response personnel.

3.6.5 Roadblock Group

ROADBLOCK GROUP	
Reports to:	**Operations Section Chief / Branch Director / Division or Group Supervisor**

FORMS

- Section 7.1.12 ICS 214 - Activity Log
- Section 7.2.6 Air Monitoring Form
- Section 7.2.7 Roadblock Record

RESPONSIBILITY

- Act as isolation measure to for the incident area.

DETAILED RESPONSE ACTIONS

- ❑ The Roadblock Group Supervisor will organize a team of AltaGas representatives to conduct the Roadblock Group duties.
- ❑ Collect the following information from the Public Protection Branch Director or the Operations Section Chief when activated:
  - nature and location of the emergency,
  - the emergency level,
  - location and size of the PAZ and EPZ requiring isolation,
  - expected duration of the emergency,
  - whether occupants are being asked to evacuate or shelter-in-place, and
  - potential danger to residents, transients, and operators.
- ❑ Review Section 4.1.2 Isolating The Emergency Area.
- ❑ Determine the number and location of required roadblocks to isolate the response zones.
- ❑ All roadblocks must be equipped with the following:
  - Hand-held LEL and H_2S detector,
  - 'STOP' traffic paddle,
  - area map,
  - cell phone or radio,
  - flashlight with extra batteries,
  - Section 7.2.6 Air Monitoring Form, and
  - Section 7.2.7 Roadblock Form
- ❑ Organize personnel to man the roadblocks. Contact support services if required. Complete Section 7.1.13 ICS - 215 Operational Planning Worksheets and submit them to the Operations Section Chief if necessary, who can obtain the required resources through the Logistics Section.
- ❑ Notify Ministry of Transportation and the applicable Municipal Authority prior to establishing roadblocks. Coordinate the notification with the Liaison Officer.
- ❑ Secure the Incident Command Post and incident site during all emergencies. When isolating response zones, isolate the PAZ first, then isolate the entire EPZ.
- ❑ Roadblock teams should be given the following instructions:

- Monitor and record results for LEL at roadblocks continuously. Report the results to the Roadblock Team Captain every 15 minutes. This will also serve as the check-in to ensure the safety of response team members.
- Immediately report any LEL detection to the Roadblock Group Supervisor.
- Record all contacts with the public and activities related to the movement of people in or out of the response zones.
- Restrict access into the incident site to authorized personnel only and maintain a record of persons entering or leaving the site using the Section 7.2.7 Roadblock Form. All those who enter the incident site must first have approval from the Operations Section Chief or Incident Commander.

Post Emergency Procedures

- ❑ Remove roadblocks upon instruction from the Operations Section Chief. Return all roadblock equipment to its designated location.
- ❑ Attend emergency response debriefing.
- ❑ Ensure that all roadblock information and documents are identified and properly organized for retention.

3.6.6 Public Notification Group

PUBLIC NOTIFICATION GROUP	
Reports to:	**Operations Section Chief / Branch Director / Division or Group Supervisor**

FORMS

- Section 7.1.12 ICS 214 - Activity Log

RESPONSIBILITY

- To notify residents / businesses when "Shelter" or "Evacuation" is required.
- 1 Caller to 7 Residences.
- To maintain ongoing communication with "Sheltered" residents / businesses.
- To track evacuees arrival at the Reception Centre.

DETAILED RESPONSE ACTIONS

- ❑ The Public Notification Group Supervisor will organize a team of AltaGas representatives to conduct the Public Notification Group duties.
- ❑ Collect the following information from the Public Protection Branch Director when activated:
  - nature and location of the emergency,
  - the emergency level,
  - location and size of the PAZ and EPZ requiring sheltering or evacuation,
  - expected duration of the emergency,
  - whether occupants are being asked to evacuate or shelter-in-place,
  - potential danger to residents, transients, and operators, and
  - the specific evacuation/shelter-in-place information.
- ❑ Review ERP occupant lists in Section 6.9.4 Residents And Stakeholders, and Section 7.2.8 Evacuation Form, and evacuation/sheltering text.
- ❑ Identify the numbers, locations, and sensitivities of the residents inside the PAZ and EPZ.
- ❑ The Public Protection Branch Director will develop the plan to conduct the required occupant notifications and communicate this to the Public Notification Group members. Telephone contact lists for industrial operators, schools, and school divisions are available in Section 6.9.4 Residents And Stakeholders. Confidential resident information is contained in this ERP (Section 6.9.4 Residents And Stakeholders), and is stored at the AltaGas Calgary Office for emergency pickup if required.
- ❑ Notify sensitive residents of Level 1 emergencies, notify all residents of Level 2 and 3 emergencies. In conjunction with the Evacuation Centre Team and the Evacuation Team contact all occupants and request that they evacuate the area or shelter-in-place. Read emergency notification text for Telephone Callers located in Section 11.
- ❑ If an Evacuation Team is required keep them informed with the following information:
  - Persons who will not evacuate;
  - Persons who require assistance; and
  - Persons who cannot be contacted.

Post Emergency Procedures

- ❑ Re-contact occupants and inform each of the end of the emergency only after the Incident Commander has called down the emergency status.
- ❑ Attend emergency response debriefing.

3.6.7 Plume Ignition Strike Team

PLUME IGNITION STRIKE TEAM	
Reports to:	**Operations Section Chief / Branch Director / Strike Team Leader**

FORMS

- Section 7.1.12 ICS 214 - Activity Log

RESPONSIBILITY

- If activated by the Incident Commander or the Operations Section Chief complete ignition procedures as outlined below.

DETAILED RESPONSE ACTIONS

- ❑ Reference Ignition Guidelines in Section 4.3 Ignition Guidelines

3.6.8 Evacuation Reception Centre Manager

EVACUATION RECEPTION CENTRE MANAGER	
Reports to:	**PUBLIC PROTECTION BRANCH DIRECTOR**

FORMS

- Section 7.1.12 ICS 214 - Activity Log
- Section 7.2.9 Reception Centre Registration Form
- Section 7.2.10 Evacuation Compensation Form

RESPONSIBILITY

- To receive/record evacuated residents / transients.
- To track all family members of evacuated residences.
- To look after evacuees' needs for food / shelter etc.

DETAILED RESPONSE ACTIONS

- ❑ Contact the Municipal Authority and Regional Health Authority through the Liaison Officer to establish the evacuation centre (see Section 4.2.4 Evacuation Centres).
- ❑ Organize a team of AltaGas representatives to travel to the evacuation centre and represent AltaGas.
- ❑ If an Evacuation Team is required -notify the Evacuation Team Captain when the evacuation centre is established (location and contact information).
- ❑ Ensure that a record is maintained of all persons who arrive at the evacuation centre and acquire a list of those not accounted for using the Evacuation Centre Registration Log contained in Section 7.2.9 Reception Centre Registration Form.
- ❑ Arrange temporary accommodation for evacuees and address any concerns they may have regarding residence security and feeding of pets in consultation with the municipality.
- ❑ After consulting with the municipality, provide evacuees with a copy of the Section 7.2.10 Compensation Form and instructions on how to claim for incurred expenses. Inform evacuees that compensation claims will be handled by AltaGas Head Office after normal operations have resumed.
- ❑ Obtain and record a telephone number from all evacuees for post emergency follow up.

Return of Evacuees

- ❑ The Evacuation Centre Team in consultation with the municipality shall notify all persons previously requested to evacuate who checked in at the evacuation centre that an emergency condition no longer exists, and all persons may return. AltaGas shall provide transportation and assistance where required, and further instructions on how to claim for expenses incurred due to the emergency.

Post Emergency

- ❑ Attend emergency response debriefing.
- ❑ Ensure that all evacuation information and documents are identified and properly organized for retention.

3.7 IMT Planning Section Chief

PLANNING SECTION CHIEF	
Reports to:	**Incident Commander**

FORMS

- Section 7.1.12 ICS 214 - Activity Log
- Section 7.1.14 ICS 215a – Safety Analysis (as needed)
- Section 7.1.2 ICS 202 – Incident Objectives
- Section 7.1.3 ICS 203 – Organization Assignment List
- Section 7.1.4 ICS 204 – Assignment List
- Section 7.1.7 ICS 207 – Organization Chart
- Section 7.1.9 ICS 209 – Incident Status Summary
- Section 7.1.10 ICS 211 –Check In
- Section 7.1.13 ICS 215 – Operational Planning Worksheet
- Section 7.1.20 ICS 230 – Daily Meeting Schedule
- Section 7.1 ICS 231 – Meeting Summary
- Section 7.1 ICS 233 – Incident Open Action Tracker
- Section 7.1 ICS 234 – Work Analysis Matrix
- Section 7.2.11 - IAP Template

RESPONSIBILITY

- Collect and manage all incident-relevant operational data.
- Supervise preparation of the IAP.
- Provide input to the IC and Operations in preparing the IAP.
- Incorporate Traffic, Medical, and Communications Plans and other supporting material into the IAP.
- Conduct/facilitate Planning Meetings.
- Reassign out-of-service personnel within the ICS organization already on scene, as appropriate.
- Compile and display incident status information.
- Establish information requirements and reporting schedules for Units (e.g., Resources Unit, Situation Unit).
- Determine need for specialized resources.
- Assemble and disassemble Task Forces and Strike Teams not assigned to Operations.
- Establish specialized data collection systems as necessary (e.g., weather).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report significant changes in incident status.
- Oversee preparation of the Demobilization Plan.

PLANNING SECTION CHIEF

DETAILED RESPONSE ACTIONS

- ❑ Assess the situation based on known information, and develop a clear and accurate understanding of the current and likely future situation as the incident progresses. Identify the scope of the Section's response.
- ❑ Ensure the availability of all required documentation in the ICP / EOC (e.g. contingency plans, site drawings, maps, etc.) to track and plan the response.
- ❑ Create an Area Map that provides a graphic representation of all response information.
- ❑ Set up and maintain Task Boards / Area Maps in the ICP / EOC.
- ❑ Assemble the initial status report and send to the EMST through the Incident Commander.
- ❑ Consult and work with appropriate government agency personnel through the Liaison Officer.
- ❑ Ensure critical information is gathered and analysed to assist in response planning – e.g. spill or plume trajectory modelling, weather forecasts and environmental conditions, environmental sensitivities, appropriate monitoring, testing, and/or sampling activities, etc.
- ❑ Prepare tactical and strategic plans based on the anticipated requirements of the incident in consultation with the Operations Section Chief. Develop the Incident Action Plan (See Section 2.4.1 IAP Development).
- ❑ Provide regular predictions on release and spill potential, resources at risk, possible hazards, and weather information.
- ❑ Attend all meetings to provide planning input as required. Capture the Task Form information on the Task Board at all IMT and EMST meetings.
- ❑ Update the Incident Commander on an ongoing basis.

Post Emergency Procedures

- ❑ Ensure that all documentation associated with the emergency response is maintained and stored appropriately for future reference.
- ❑ Attend an emergency debriefing meeting.

3.7.1 Resource Unit Leader

RESOURCE UNIT LEADER	
Reports to:	**PLANNING SECTION CHIEF**
FORMS	
• Section 7.1.12 ICS 214 - Activity Log	
RESPONSIBILITY	
• Coordinates and tracks incident resources • Coordinate with units in the Logistics Section to capture and centralize resource status information. Note: This position tracks resources; it does not obtain or supply them • Develops and maintains resource status boards • Supervises the Resource Unit	

3.7.2 Demobilization Unit Leader

DEMOBILIZATION UNIT LEADER	
Reports to:	**PLANNING SECTION CHIEF**
FORMS	
• Section 7.1.12 ICS 214 - Activity Log	
RESPONSIBILITY	
• Assemble (when required) and lead the Demobilization Unit • Monitors incident resources in order to prepare for demobilization • Develops and maintains resource demobilization plans	

3.7.3 Situation Unit Leader

SITUATION UNIT LEADER	
Reports to:	**PLANNING SECTION CHIEF**

FORMS

- Section 7.1.12 ICS 214 - Activity Log

RESPONSIBILITY

- Collects, organizes, and analyzes incident status information as incident progresses
- Oversees the collection, organization, and analysis of incident situation information, including damage assessments.
- Ensures that information collected from all sources is validated prior to posting on status boards.
- Ensures that situation status reports are developed for dissemination to ICP staff
- Ensures that an ICP Action Plan is developed for each operational period, based on objectives developed by each ICP Section.
- Ensures that all maps, status boards and other displays contain current and accurate information.
- Supervises the Situation Unit.

3.7.4 Documentation Unit leader

DOCUMENTATION UNIT LEADER	
Reports to:	**PLANNING SECTION CHIEF**
FORMS	
• Section 7.1.12 ICS 214 - Activity Log	
RESPONSIBILITY	
• Collects, records and safeguards all documents relevant to the incident • Collect, organize and file all completed incident related forms, to include: all ICP position logs, situation status reports, ICP Action Plans and any other related information, just prior to the end of each operational period • Provide Scribe services to key ICP positions • Provide document reproduction services to ICP staff • Distribute the ICP situation status reports, ICP Action Plan, and other documents, as required • Maintain a permanent archive of all situation reports and Action Plans associated with the event or disaster • Assist the Liaison Coordinator in the preparation and distribution of the After-Action Report • Supervise the Documentation Unit	

3.7.5 Technical Specialist Unit Leader

TECHNICAL SPECIALISTS UNIT LEADER	
Reports to:	**PLANNING SECTION CHIEF**
FORMS	
• Section 7.1.12 ICS 214 - Activity Log	
RESPONSIBILITY	
• Coordinate with units in the Planning Section to identify resource requests that require Technical Specialists • Contact and Coordination the mobilization of all technical specialists • Supervise the Technical Specialist Unit	

3.8 IMT Logistics Section Chief

LOGISTICS SECTION CHIEF	
Reports to:	**Incident Commander**

FORMS

- Section 7.1.12 ICS 214 - Activity Log
- Section 7.1.18 ICS 220 – Air Operations

RESPONSIBILITY

- Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food, and medical services for incident personnel, and all off incident resources.
- Manage all incident logistics.
- Provide logistics input to the IAP.
- Brief Logistics staff as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Ensure and oversee development of Traffic, Medical, and Communications Plans as required.
- Oversee demobilization of Logistics Section and associated resources

DETAILED RESPONSE ACTIONS

- ❑ Assess the situation based on known information and develop a preliminary estimate of the personnel, equipment, supplies, and materials likely to be required by the IMT based on the Task Forms provided by the responders.
- ❑ Organize the Logistics Section and assign available personnel based on the requirements of the situation.
- ❑ Notify and activate support services as determined by the Operations Section Chief. This should be detailed in the Incident Action Plan and on Task Sheets, and may include the following (not a complete list):
  - Spill response units,
  - Mobile air monitoring services,
  - Firefighting services,
  - Labor crews,
  - Heavy equipment,
  - Safety services, and
  - Transportation services.
- ❑ Form a communication link with the Staging Area Manager and confirm the location and activation of the Staging Area. Conduct regular updates with the Staging Area Manager regarding the deployment of resources.
- ❑ Confirm the incident Safety Plan with the Safety Officer and/or Incident Commander. Ensure the Safety Plan is provided to contract and mutual aid responders.
- ❑ Ensure the command centres are properly equipped and functioning if established (e.g. telephones, radios, computers, supplies, and materials).

- ❑ Respond to requests for resources from all Sections quickly and cost effectively as possible in accordance with the Incident Commander's prioritised objectives.
- ❑ Obtain accurate costs, delivery modes, and schedules from all suppliers.
- ❑ Update the Incident Commander on an ongoing basis.
- ❑ Monitor and document the status of all resources.
- ❑ Attend all meetings to provide information on projected delivery and staging of resources.
- ❑ Provide site security at the ICP and EOC if necessary.

Post Emergency Procedures

- ❑ Ensure that all documentation associated with the emergency response is maintained and stored appropriately for future reference.
- ❑ Attend an emergency debriefing meeting.

3.8.1 IMT Communication Unit Leader

COMMUNICATION UNIT LEADER	
Reports to:	**LOGISTICS SECTION CHIEF**
FORMS	
• Section 7.1.12 ICS 214 - Activity Log • Section 7.1.5 ICS 205 – Radio Communication Plan	
RESPONSIBILITY	
• The Communications Unit is responsible for developing plans for the use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; and the distribution and maintenance of communications equipment.	

3.8.2 IMT Medical Unit Leader

MEDICAL UNIT LEADER	
Reports to:	**LOGISTICS SECTION CHIEF**
FORMS	
• Section 7.1.12 ICS 214 - Activity Log • Section 7.1.6 ICS 206 – Medical Plan	
RESPONSIBILITY	
• The Medical Unit will develop an Incident Medical Plan (to be included in The Incident Action Plan); develop procedures for managing major medical emergencies; provide medical aid; and assist the Finance/Administration Section with processing injury-related claims. • Note that the provision of medical assistance to the public or victims of the emergency is an operational function, and would be done by the Operations Section and not by the Logistics Section Medical Unit.	

3.8.3 IMT Food Unit Leader

FOOD UNIT LEADER	
Reports to:	**LOGISTICS SECTION CHIEF**
FORMS	
• Section 7.1.12 ICS 214 - Activity Log	
RESPONSIBILITY	
• The Food Unit is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.	

3.8.4 IMT Supply Unit Leader

SUPPLY UNIT LEADER	
Reports to:	**LOGISTICS SECTION CHIEF**
FORMS	
• Section 7.1.12 ICS 214 - Activity Log	
RESPONSIBILITY	
• Given the scale and duration of a prolonged incident response the Logistics Section Chief may activate Supply Unit Lead to support the IMT with required resources.	

3.8.5 IMT Facilities Unit Leader

FACILITIES UNIT LEADER	
Reports to:	**LOGISTICS SECTION CHIEF**
FORMS	
• Section 7.1.12 ICS 214 - Activity Log	
RESPONSIBILITY	
• Given the scale and duration of a prolonged incident response the Logistics Section Chief may activate facilities Unit Lead to manage the acquisition of, and preparation of additional facilities for use during the response.	

3.8.6 IMT Ground Support Unit Leader

GROUND SUPPORT UNIT LEADER	
Reports to:	**LOGISTICS SECTION CHIEF**
FORMS	
• Section 7.1.12 ICS 214 - Activity Log	
RESPONSIBILITY	
• The Ground Support Unit is primarily responsible for the maintenance, service, and fueling of all mobile equipment and vehicles, with the exception of aviation resources. The Unit also has responsibility for the ground transportation of personnel, supplies and equipment, and the development of the Incident Traffic Plan.	

3.8.7 IMT Security Unit Leader Resource Unit Leader

SECURITY UNIT LEADER	
Reports to:	**LOGISTICS SECTION CHIEF**
FORMS	
• Section 7.1.12 ICS 214 - Activity Log	
RESPONSIBILITY	
• The Security Unit Leader provides safeguards necessary for protection of personnel and property from loss or damage at the incident site.	

3.9 IMT Finance / Administration Section Chief

FINANCE / ADMINISTRATION SECTION CHIEF	
Reports to:	**Incident Commander**

FORMS

- Section 7.1.12 ICS 214 - Activity Log
- Section 7.2.10 Evacuation Compensation Form
- ICS 214a (as needed)

RESPONSIBILITY

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operational plan for the Finance/Administration Section and fill Section supply and support needs.
- Determine the need to set up and operate an incident commissary.
- Meet with assisting and cooperating Agency Representatives as needed.
- Maintain daily contact with agency(s) headquarters on finance matters.
- Ensure that personnel time records are completed accurately and transmitted to home agencies.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
- Provide input to the IAP.

DETAILED RESPONSE ACTIONS

- ❑ Ensure that contracts, purchase orders, requisitions and other related documentation are processed quickly and promptly.
- ❑ Ensure that appropriate accounting procedures are in place to monitor costs and provide cost estimates for the response as requested by the Incident Commander.
- ❑ Contact and consult with the insurer (i.e. policies for handling outside claims for compensation, damages and other costs as required by the situation).
- ❑ Set up a claims management station in the EOC (if required) to receive and handle damage and other claims from outside parties affected by the incident.
- ❑ Monitor and audit field operations.
- ❑ Attend all meetings and update the IMT or EMST on financial or cost-related issues.
- ❑ Meet with government agency representatives as required on finance matters.
- ❑ Ensure all personnel time records are collected - including those of agencies that are to pass costs back to the company.

- ❑ Brief agency administration personnel on all incident related business management issues needing attention and follow up prior to leaving the incident.

Post Emergency Procedures

- ❑ Ensure that all documentation associated with the emergency response is maintained and stored appropriately for future reference.
- ❑ Attend an emergency debriefing meeting.

3.9.1 IMT Time Unit Leader

TIME UNIT LEADER	
Reports to:	**FINANCE AND ADMINISTRATION SECTION CHIEF**
FORMS	
• Section 7.1.12 ICS 214 - Activity Log • Section 7.1.10 ICS 211 – Check In	
RESPONSIBILITY	
• The Time Unit is responsible for ensuring the accurate recording of daily personnel time, compliance with specific agency(s) time recording policies, and managing commissary operations if established at the incident. As applicable, personnel time records will be collected and processed for each operational period	

3.9.2 IMT Compensation / Claims Unit Leader

COMPENSATION/CLAIMS UNIT LEADER	
Reports to:	**FINANCE AND ADMINISTRATION SECTION CHIEF**

FORMS

- Section 7.1.12 ICS 214 - Activity Log
- Section 7.2.10 Evacuation Compensation Form

RESPONSIBILITY

- In ICS, Compensation-for-Injury and Claims are contained within one Unit. Claims is responsible for investigating all claims involving property associated with or involved in the incident. This can be an extremely important function on some incidents.
- Two specialists report to the Compensation/Claims Unit Leader:
    - Compensation-for-Injury Specialist – Administers financial matters arising from serious injuries and deaths on an incident. Work is done in close cooperation with the Medical Unit.
    - Claims Specialist – Manages all claims-related activities (other than injury) for an incident.

3.9.3 IMT Procurement Unit Leader

PROCUREMENT UNIT LEADER	
Reports to:	**FINANCE AND ADMINISTRATION SECTION CHIEF**
FORMS	
• Section 7.1.12 ICS 214 - Activity Log	
RESPONSIBILITY	
• All financial matters pertaining to vendor contracts, leases, and fiscal agreements are managed by the Procurement Unit. The unit is also responsible for maintaining equipment time records. • The Procurement Unit establishes local sources for equipment and supplies; manages all equipment rental agreements; and processes all rental and supply fiscal document billing invoices. The unit works closely with local fiscal authorities to ensure efficiency.	

3.9.4 IMT Cost Unit Leader

COST UNIT LEADER	
Reports to:	**FINANCE AND ADMINISTRATION SECTION CHIEF**
FORMS	
• Section 7.1.12 ICS 214 - Activity Log	
RESPONSIBILITY	
• The Cost Unit provides all incident cost analysis. It ensures the proper identification of all equipment and personnel requiring payment; records all cost data; analyzes and prepares estimates of incident costs; and maintains accurate records of incident costs.	

4 Response Guides

4.1 Isolation & Monitoring

Isolating and monitoring the EPZ is a critical step in controlling any emergency situation. The process of isolating the response zones is a simple procedure of blocking all access points into them. It is critical that access be restricted to the response zones as soon as possible to prevent people from entering the potentially hazardous area.

Air quality monitoring in the EPZ must be initiated immediately after a gas release has occurred to track and record the presence and concentrations of explosive gases in the atmosphere. Air quality monitoring equipment will be used to track the plume, determine if ignition criteria are met, determine whether evacuation and/or sheltering criteria have been met (particularly beyond the EPZ boundaries), assist in determining when the emergency can be downgraded, determine roadblock locations, and determine concentrations in areas being evacuated to ensure that evacuation is safe.

The response zones can be isolated for a number of reasons detailed in Section 6 Operations Specific Information. In addition to AltaGas efforts to isolate the response zones, government agencies may also take the following measures:

- NEB issuance of a closure order.
- A State of Emergency is declared by the Municipal Authority.
- Health Authority declares a “Local state of Public Health Emergency” if warranted by the circumstances under the authority of the Public Health Act.
- NAV Canada issues a NOTAM (Notice to Airmen) or a special Federal Ministerial Order.

4.1.1 Monitoring the Response Zones

The monitoring of emergency situations for hazardous air contaminants is important to determine any changes to the situation which may impact the level of emergency, evacuation and sheltering plans, isolation plans, and the assessment of ignition requirements. Following the incident report, individuals will be dispatched to monitor the response area for hazardous air contaminants.

During implementation of the ERP, air quality monitoring for LEL shall be conducted at the incident site and throughout the response zones to evaluate ignition, isolation, and evacuation requirements.

Air Monitoring Team personnel shall maintain a record of the air monitoring results using the Air Monitoring Record contained in Section 7.2.6 Air Monitoring Form, and immediately report any LEL detection to the Air Monitoring Group Supervisor, which will be communicated to the Public Safety Branch Director.

Monitored LEL information must be made available to government agencies, as well as the public, on a regular basis throughout a sour gas emergency. The communication of this information is the responsibility of the Liaison Officer in the EOC.

4.1.1.1 Personal Air Monitors

The Operations Section Chief, in conjunction with the Air Monitoring Group Supervisor shall dispatch personnel equipped with the appropriate personal protective equipment (PPE), self-contained breathing apparatus (SCBA) and personal air monitors to monitor:

- Any area in which an odour complaint has been received.
- The nearest downwind non-evacuated area from the incident site, if a potentially dangerous release of gas occurs.
- Any area in which gas is suspected.

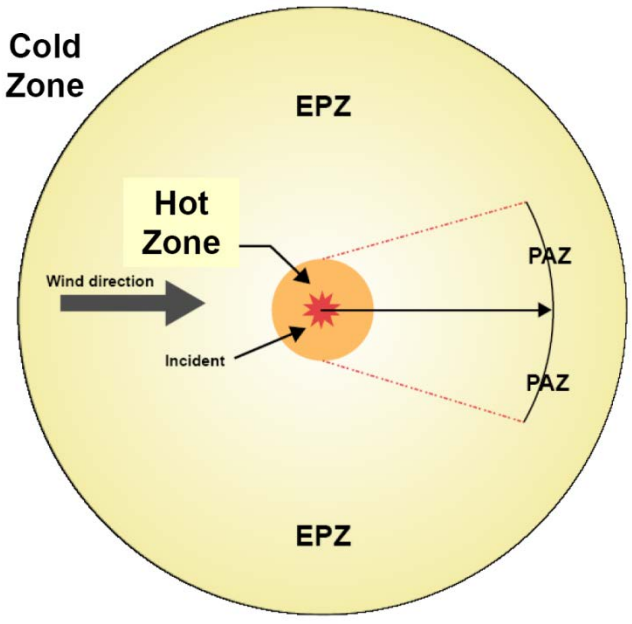
Observations at the emergency scene should immediately be relayed to the Air Monitoring Group Supervisor (at the ICP), including:

- Gas release source/volume
- Liquid release volume
- LEL concentrations
- Wind direction and speed
- Any other information relative to the emergency

4.1.1.2 Minor and Level 1 Emergencies – Potential Gas Release

The Air Monitoring Group Supervisor will develop an Air Monitoring Plan for the emergency that includes mobile air monitoring resources and fixed gas detection (at the facilities). The plan will also include a communication schedule for responders to ensure that Air Monitoring Teams are continually tracked for their safety. Tracking will be conducted on the Area Map posted in the ICP / EOC. This can be kept up to date through the Planning Section Chief.

- AltaGas Air Monitoring Teams equipped with hand held LEL and H_2S/ SO_2 detectors will be dispatched to the potential release site and locations downwind along the perimeter of the PAZ and at the nearest downwind public facility (e.g. residence, community centre, park, etc.) that has not been evacuated.



- Readings and estimates of wind speed and direction will be relayed every 15 minutes to the Air Monitoring Group Supervisor, who will monitor and track the data. The Air Monitoring Group Supervisor will prepare a summary of air monitoring information to the Public Protection Branch or the Director Operations Section Chief so that they can make informed decisions regarding isolation, ignition, evacuation, and sheltering.

Remember that all air monitoring data is important; this includes confirmation that no LEL has been detected. All readings need to be recorded and reported.

- The Public Protection Branch or the Director Operations Section Chief will use this information to continually re-evaluate the level of the emergency and the size and location of the PAZ and EPZ. They will also communicate these results to the IMT at the EMST.

4.1.1.3 Level 2 & 3 Emergencies – Gas Releases

In addition to the Level 1 air monitoring activities, additional air monitoring services will be requested for determining LEL concentrations beyond the immediate vicinity of the release source and for tracking the direction and concentration of the plume. The type of air monitoring units and the number of monitors required will be based on the access and egress points, population density and proximity to public developments, and local conditions. The Health Authority and the Municipal Authority will be consulted on the location of air monitoring resources if available.

4.1.1.4 Mobile Air Monitoring Unit(s)

If an Emergency (Level 1, 2 or 3) is declared a mobile air monitoring unit may be dispatched to the area to commence air monitoring downwind of the incident site at the nearest non-evacuated residence or business. Once in place, it will monitor for gases, record wind speed and direction, and maintain communications with the Air Monitoring Group Supervisor. This information will be used to evaluate ignition and evacuation requirements, roadblock locations, and when the emergency can be downgraded.

4.1.1.5 Air Monitoring Guidelines

Monitoring Equipment	Hazard	Ambient Concentration	Action
Combustible Gas Monitor	Explosive Atmosphere	<10% LEL	Continue Investigation
		>10% LEL	Explosion hazard, withdraw from the area immediately. Notify Air Monitoring Team Captain of reading.
H_2S Monitor	Toxic Atmosphere	<10 ppm	Use SCBA. Continue investigation.
H_2S Monitor	Toxic Atmosphere	>10 ppm	Use SCBA. Toxic hazard, withdraw from the area immediately. Notify the Air Monitoring Team Captain of reading.
Oxygen Concentration Meter	Oxygen Deficiency	<19.5%	Use SCBA. Notify Air Monitoring Team Captain of reading. Note: Combustible Gas readings are not valid in atmosphere <19.5% Oxygen.
		19.5-22%	Continue investigation. SCBA not required based on Oxygen content alone.
		>22%	Discontinue investigation – fire hazard potential. Notify Air Monitoring Team Captain of reading.

4.1.2 Isolating The Emergency Area

If a release of gas occurs or a potentially dangerous situation develops which could result in a gas release, the hazard areas (EPZ and PAZ) shall be established, and isolated through the use of roadblocks and security sentries comprised of AltaGas or contract personnel.

(Refer Section 6.5 Facility Map, and Section 6.4.1 Description Of EPZs).

4.1.2.1 Incident Site Isolation

The incident site shall be isolated during all emergencies. A sentry (road block crew) shall be stationed at the access road entrance into the area to only allow entry of authorized and necessary personnel.

Persons allowed entry into the area shall be briefed on the existing conditions and be equipped with the appropriate Personal Protective Equipment (PPE).

4.1.2.2 Response Zone Isolation

If a release of gas occurs, or a potentially dangerous situation develops which could result in a gas release, response zones (PAZ and EPZ) shall be established, and isolated through the use of roadblocks and security sentries comprised of AltaGas, mutual aid, contract, or government agency personnel.

Prior to establishing roadblocks on major roads or numbered highways, the Ministry of Transportation and the Municipal Authority must be notified. This will ensure that proper public notifications are put in place and that detours are established around the EPZ.

The Operations Section Chief shall determine the response zones (PAZ and EPZ). The Operations Section Chief or the Public Protection Branch Director will designate a Roadblock Group Supervisor to organize roadblock crews to isolate the response zones.

The PAZ shall be isolated first by establishing roadblocks on all roads leading into the PAZ. Once the PAZ has been isolated, roadblock teams will begin to isolate the entire EPZ.

Additional roadblocks may be established by the Operations Section Chief and Roadblock Group Supervisor based on additional observations of the emergency incident as they become available.

Government agencies may be able to provide assistance in establishing and maintaining roadblocks, including the Municipal Authority and Ministry of Transportation.

4.1.2.3 Roadblock Personnel

A roadblock team will consist of two responders for each roadblock location working a maximum 8 hour shift . The team will be equipped with:

- 1 Vehicle
- 2 SCBA
- 1 Hand held gas detector
- 2 Flashlight
- 1 Movable barricade
- 1 Area map
- 1 Communication radio
- 1 Cell phone
- 1 Stop paddle
- 2 Fluorescent green vests
- 1 First Aid Kit
- Roadblock report forms and Air Monitoring Record forms contained in Section 7.2.6 Roadblock & 7.2.7 Air Monitoring.

Only emergency vehicles, such as RCMP, Fire, and Ambulance will be allowed to enter the cordoned off area. Additionally, these vehicles will only be allowed to enter through the safe access points determined by the Operations Section Chief.

Persons deploying equipment should ensure:

- They have blocked the road with a vehicle, equipped with flashing lights, before beginning to deploy the barricades;
- They have put on a reflective vest before setting foot on the road surface;
- Between sunset and sunrise, the barricade is marked with an orange flashing light, visible to traffic for 500 feet.

4.2 Evacuation and Sheltering Procedures

If there is a potential for an emergency to impact the public or the environment beyond the facility boundary AltaGas must notify:

- The public within the EPZ,
- Individuals within the EPZ that have requested early notification and wish to voluntarily evacuate, and
- The municipality (Cypress County, Special Area No.2, and/or Deer Forks Municipality), CFB Suffield (through SIRC) if necessary and the regional health authority.

The general public within, or immediately adjacent to the EPZ shall be evacuated or requested to shelter in place if a potentially harmful release of product occurs, or if a dangerous situation develops which may affect their safety. This ERP contains procedures to ensure public safety within the EPZ. If members of the public were affected outside this area, municipal authorities would respond using their emergency response personnel and procedures with assistance from AltaGas.

Municipal authorities and the regional health authorities are responsible for the public safety of residents living inside their boundaries, therefore in the event of an emergency, AltaGas will maintain communication with Cypress County, Special Area No.2, Deer Forks Municipality, CFB Suffield (through SIRC) if necessary and the regional health authority as necessary, and discuss the emergency response actions being implemented. Close coordination of emergency response between agencies will be maintained to fully utilize combined resources and thereby ensure public safety inside the EPZ and surrounding area.

4.2.1 Evacuation & Sheltering Criteria

4.2.1.1 Evacuation Criteria

The general public within, or immediately adjacent to, the Emergency Planning Zone shall be evacuated if a harmful release of gas occurs, or if a dangerous situation develops which may affect their safety.

The Incident Commander (or Unified Command) will direct the evacuation of individuals from the EPZ if there is the potential to affect their health and safety.

Monitoring Equipment	Hazard	Ambient Concentration	Action
Combustible Gas Monitor	Explosive Atmosphere	<10% LEL	Continue investigation.
		>10% LEL	Explosion hazard. Evacuate or Shelter.

When safe to do so, evacuation should take place before a release of gas has the potential to affect people in proximity to the release or as soon as possible to avoid any exposure to the hazard. Evacuation of members of the public within are based on the monitored levels of LEL listed in the above table.

4.2.1.2 Sheltering Criteria

If evacuation is not possible, then sheltering-in-place can be used to protect members of the public under certain conditions. If an option, shelter-in-place is an effective and viable means of public safety 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 a release has not been identified; and / or
- The public would be at a higher risk if evacuated.

The following sheltering information and instructions should be given to residents:

- Immediately gather everyone indoors and stay there.
- Close and lock all windows and outside doors.
    - If convenient, tape the gaps around the exterior door frames.
- Extinguish indoor wood burning fires.
    - If possible, close flue dampers.
- Turn off appliances or equipment that either:
    - Blows out or uses indoor air, such as: bathroom and kitchen exhaust fans, built-in vacuum systems, clothes dryers, gas fireplaces, and gas stoves.
    - Sucks in outside air, such as: heating ventilation and air conditioning (HVAC) systems for apartments, commercial, or public facilities, fans for heat recovery ventilators or energy recovery ventilators (HRV / ERV).
- Turn down furnace thermostats to the minimum setting and turn off air conditioners.
- Leave open all inside doors.
- Avoid using the telephone, except for emergencies, so that you can be contacted by (AltaGas/public agency name) emergency response personnel.
    - Call 911 if you are experiencing symptoms or smelling odors (so that we can address your concerns and adjust our response priorities), or if you have contacted fire, police, or ambulance (so that we can coordinate our response).
- Stay tuned to local radio and television for possible information updates.
- Even if you see people outside do not leave until told to do so.
- If you are unable to follow these instructions, please notify emergency response personnel.
- After the hazardous substance has passed through the area you will receive an “all-clear” message from (AltaGas/public agency name) emergency response personnel. You may also receive, if required, instruction to:
    - Ventilate your building by opening all windows and doors; turning on fans and turning up thermostats. During this time the air outside may be fresher and you may choose to leave your building while ventilating.
    - Once the building is completely ventilated, return equipment to normal setting and operation.

4.2.3 Method of Notification

In the event of Level 1, 2 or Level 3 emergency situation requiring sheltering or evacuation, all occupants in the EPZ will be contacted by the following methods:

- Residents and Businesses will be contacted by Telephone Callers.
- Industrial operators will be contacted by the AltaGas Public Protection Branch Director

All residences visited will be posted with a Section 4.2.5.5 Resident Evacuation Notice identifying the time and date that the residence was visited.

4.2.4 Evacuation Centres

Should evacuation of the general public within the EPZs be required, an evacuation centre shall be established by AltaGas, in conjunction with the municipality. Some potential evacuation centres are listed below. Evacuees from the EPZ will be directed to the Evacuation Centre or provided with assistance and / or transportation.

- **Villager Motel – Burstall, SK**
  - Address: 433 Martin Street, Burstall, SK
  - Phone :306-679-2044
- **Best Western Hotel – Redcliff, AB**
  - Address: 722 Redcliff Dr. SW, Medicine Hat, AB
  - Phone :403-527-3700
- **Travelodge Hotel – Redcliff, AB**
  - Address: 1100 Redcliff Dr. SW, Medicine Hat, AB
  - Phone :403-527-2275

Persons contacted to evacuate will be requested to report to the Evacuation Centre where AltaGas representatives and municipal personnel shall check them in using the Section 7.2.9 Reception Center Registration Form, and address any concerns they may have regarding their property. After registering and indicating where they can be contacted, the evacuees will be free to go where they please or if they wish, then AltaGas shall provide assistance in arranging temporary accommodations.

4.2.5 Evacuation & Sheltering Procedures

4.2.5.1 Emergency Planning Zone

The Operations Section Chief (or Public Protection Branch Director), in consultation with the Incident Commander (or Unified Command) shall determine the size and location of the EPZ and PAZ using the information in Section 6.4 Emergency Planning Zones.

If the situation warrants (public safety may be in jeopardy and meets either the sheltering or evacuation criteria), the evacuation and/or sheltering procedures shall be initiated by the Operations Section Chief or Incident Commander.

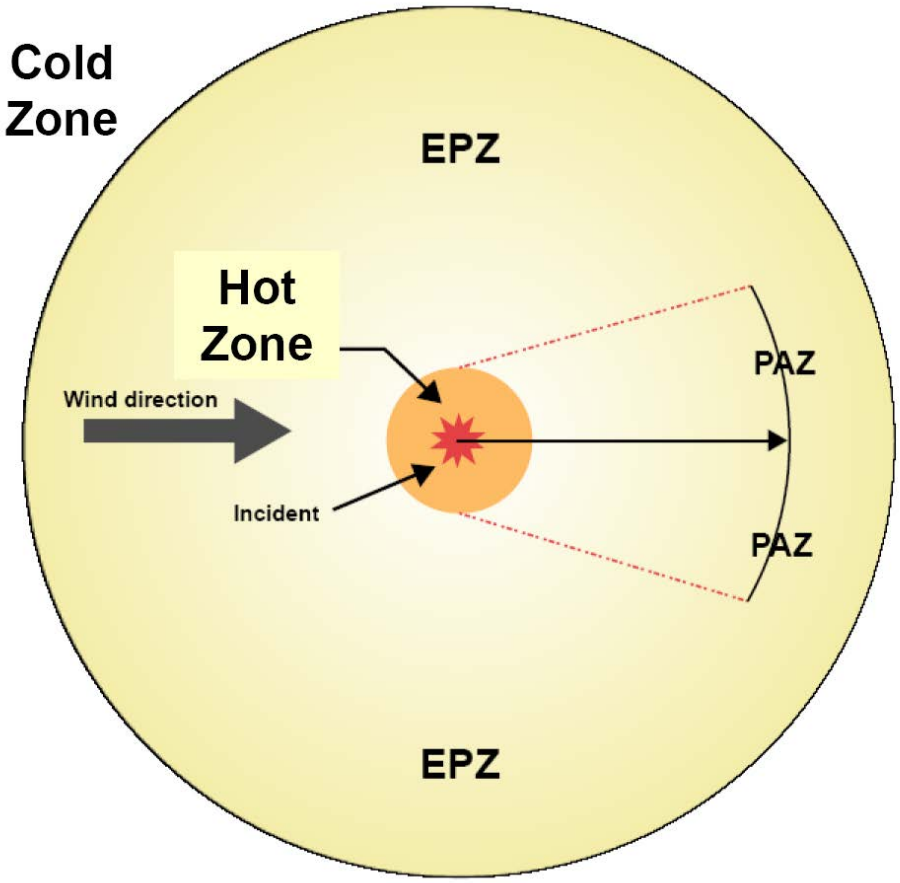
Evacuation and sheltering of the EPZ occupants shall be prioritized in the following order:

- Individuals located immediately downwind or adjacent to the incident site (PAZ).
- Individuals who have indicated they are sensitive or require assistance.
- Individuals who cannot be contacted by telephone.

Protective Action Zone (PAZ)

The Operations Section Chief will determine the size and location of the initial PAZ. The Protective Action Zone (PAZ) is the area downwind of a hazardous release where outdoor pollutant concentrations may result in life threatening or serious and possibly irreversible health effects.

Immediately following a release of gas, the approximate size and direction of the PAZ must be determined using actual conditions at the time (i.e., wind direction and LEL concentrations), illustrated in the schematic below.



A shift in wind direction will require immediate re-evaluation of the PAZ and the need for additional evacuation and/or sheltering.

4.2.5.2 Outside the Emergency Planning Zone

The evacuation of the public outside of the EPZ may be required if the problem cannot be controlled or if the LEL vapour plume is moving off-site into areas adjacent to the EPZ boundary.

Municipalities' Municipal Emergency Plan (MEP) may be used 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 will be coordinated through AltaGas' ERP and the response framework in the County's MEP. The regional health authority may also have a role in public evacuation.

Broadcast media (radio, television) may be used to notify residents outside the EPZ in the event that immediate evacuation of the area must take place.

4.2.5.3 Prolonged Evacuation

If the problem cannot be readily corrected and the public are required to be away from the area for an extended period of time, the AltaGas shall, where required:

- Provide a copy of the Section 7.2.10 Evacuation Compensation Form, and instructions on how to claim for incurred expenses.
- Provide assistance in arranging food and temporary accommodation.
- Make arrangements for feeding of livestock.
- Provide security for residences/places of business.

4.2.5.4 Return of Evacuees

Once the emergency is over, the decision to permit the return of persons to the area shall be made by the Incident Commander, in consultation with the appropriate municipalities,NEB, and regional health authority.

AltaGas will notify all persons previously requested to evacuate that an emergency condition no longer exists, and all persons may return. AltaGas shall provide transportation and assistance where required, and further instructions on how to claim for expenses incurred due to the emergency.

4.2.5.5 Resident Evacuation Notice

AltaGas 24 hour emergency number: 1-866-826-3830

Date:_____ Time_____

Dear Occupant,

This residence has been evacuated due to an emergency situation involving AltaGas property in the Suffield area.

As a safety precaution, we request that you proceed in a north/east/south/west direction to the _____ and check in with AltaGas personnel.

After reporting to this location, you will be free to go where you please or we will make arrangements for your accommodation.

4.3 Ignition Guidelines

4.3.1 Ignition Criteria & Authorization

4.3.1.1 Natural Gas Safety Hazards

- A natural gas (methane) plume, being lighter than air, will rise and accumulate in higher enclosed spaces (i.e., buildings). It is most likely to accumulate in hot, humid conditions.
- With higher winds, the gas will dissipate faster. The additional turbulent mixing will then limit the plume's drifting distance.
- Ignition (burning) of methane will produce carbon dioxide (CO2) which will dissipate into the atmosphere more quickly. The heat generated by the combustion of the gas flow will transport the gas plume higher into the atmosphere where it will disperse over a substantial area, which in turn reduces the ground level concentrations' of methane to safer levels.

4.3.1.2 Ignition Authorization

Authorization to ignite a gas release will be given after discussion between the Public Protection Branch Director, Operations Section Chief, Incident Commander and an NEB representative, if available.

The Operations Section Chief is authorized to make a decision regarding ignition of a gas release when consultation with senior AltaGas personnel or government representatives cannot be obtained immediately and the public is at risk.

4.3.1.3 Ignition Criteria

The decision to ignite a significant or continuous flow of gas should only be considered as a last resort to protect human life or prevent environmental damage.

Ignition should be initiated if:

- Additional damage to equipment, the environment or human health or safety will occur if the product release were permitted to continue.
- Continued gas releases will complicate or increase the requirements of control efforts.
- Downwind monitoring is not being conducted due to unforeseen circumstances such as bad weather or a breakdown in communication.
- Other potential emergencies will increase the damage from the product release to the environment, human health and safety, or Company property.
- Evacuation of the public within the EPZ cannot be accomplished (for any reason).

Ignition of an uncontrolled gas release should NOT be considered if the ignition will:

- endanger human life,
- unnecessarily damage the environment,
- needlessly endanger private property, or
- needlessly endanger AltaGas equipment or facilities.

WARNING

If an uncontrolled gas release has occurred and no ignition has taken place it may be very dangerous to send personnel into the potential explosive/fire area to close a valve or make repairs.

A high-pressure water fog hose can be used to keep the gas mixture present below the lower explosive limit. If there is any movement of air the gas should be approached from the upwind side and the water stream placed through the area where it is known or suspected that the gas is laying.

4.3.2 Ignition Procedure

- ❑ Evacuate the immediate area. NEB and NAV Canada may issue a closure order or a NOTAM (Notice to Airmen) to close the air space.
- ❑ Secure a hazard zone. Make sure that all sources of ignition such as vehicle engines and tools or equipment that can produce an electric spark are kept well away from the hazard zone.
- ❑ Determine if the vapour cloud or gas release can be ignited safely. Consider forest fire hazards, ground cover, buildings and other relevant factors.
- ❑ The following equipment will be used if ignition is required:
  - 1 vehicle with radio communications
  - Pistol style flare gun with one dozen flares
  - Harness with two 50 m flame retardant retrieval ropes
  - 4 pairs of flame retardant coveralls
  - 4 sets of ear protection
  - 4 hard hats (preferably with face shields)
  - 4 flame retardant balaclavas or hard hat liners
  - 4 LEL/H_2S monitors
  - 4 SCBA
  - 2 Ignition kits (containing 1 flare pistol, 1 shotgun, and 1 first aid kit each)
- ❑ Form an Primary Ignition Team with 2 individuals assigned by the Operations Section Chief.
- ❑ A backup ignition team should be formed by 2 individuals assigned by the Operations Section Chief.

If four people are unavailable to ignite the source then consideration must be given as to whether the emission source can be ignited safely. If the risk to the public is too great and the Operations Section Chief feels that there is not time to wait for a four man Ignition Strike Team, then the Operations Section Chief may ignite the release.

- ❑ Identify wind conditions.
- ❑ Pre-plan an escape route to allow a hasty retreat if necessary.
- ❑ Two trained persons wearing SCBA and equipped with harnesses and safety retrieval ropes shall proceed to the ignition site and one person will check for explosive gases with a LEL detector.
- ❑ If there is a wind, approach the release site from the upwind direction. Ignition should be attempted as soon as the team is within range. If initial attempts fail, the ignition team should assume that the flare is not in range of the flammable vapour and advance a few metres and retry ignition attempts. Continue in this manner until ignition is accomplished.
- ❑ If there is no wind, the release site should be approached from the most accessible direction. From outside the explosive mixture area, a first attempt of ignition should be tried. If initial attempts fail, the ignition team should assume that the flare is not in range of the flammable vapour and advance a few metres and retry ignition attempts. Continue in this manner until ignition is accomplished.

- ❑ When approaching the release site stop approximately 100 meters (minimum) from the suspected perimeter of the plume. Remember, the flammable perimeter will extend beyond the visible portion of the plume.
- ❑ Ignite the release from the maximum range of the flare gun, shells shall be shot towards the gas release in such a manner that ignition will occur at the furthest outside edge of the plume. This is where the air to fuel mixtures are correct for ignition (near the outer edge and at ground level). This can be achieved if the flare is skipped along the ground into the vapour (if ground cover allows).

At no time should the ignition team enter the explosive mixture area.

- ❑ During ignition attempts, changes in wind direction should be continually monitored by the ignition team.
- ❑ If possible, remain on standby at the ignition site to re-ignite the release, if required.
- ❑ Fire the flare gun from a prone position or from behind a protective object when at the correct range.
- ❑ Following ignition proceed with steps necessary to control unwanted fire, but do not extinguish the burning vapour plume.

Post Ignition Procedures

After igniting the release the ignition team will:

- ❑ Advise the Operations Section Chief of the change in emissions.
- ❑ Ensure downwind monitoring continues.
- ❑ Evacuate any affected residents still affected by gas release.

4.4 Post Emergency Procedures

4.4.1 Post Emergency Response Procedures

The decision to call down the emergency status will be made by the Incident Commander. Emergency situations will be called down in consultation with the NEB, municipal authorities and other government agencies, as required.

Once the emergency status is called down all persons informed of the emergency must be re-contacted and informed that the emergency is over. Notify the media of the call-down of the emergency.

All personnel with an emergency role must attend an emergency debriefing meeting to discuss the emergency situations including:

- Accident cause
- Details of emergency response actions taken
- Whether response actions were sufficient and response equipment was adequate
- Whether AltaGas response personnel and support services were able to fulfil their emergency
- response responsibilities

Minor emergencies must be reported to the NEB within 24 hours;electronic submission through the Online Event Reporting System (OERS). Significant incident which were reported immediately by telephone must also be reported online through the OERS within three hours of the incident being discovered.

Additional follow-up reporting may be requested by the NEB and /or TSB.

4.4.2 Post Incident Appraisal

Once the emergency has been called down, the Chief Operating Officer will appoint a subcommittee to investigate the incident. This subcommittee will consist of appropriate management and technical specialists as required. The objective of the post incident appraisal will be to analyze and evaluate the incident in order to establish a cause, to provide advice on how to prevent a reoccurrence of the event and to make recommendations on procedures that will improve AltaGas' emergency response efforts on the future.

The post-incident appraisal should include:

- ❑ A review of the events leading up to the incident,
- ❑ An analysis of the on-site remedial procedures, including an evaluation of the safety standards that were applied,
- ❑ An evaluation of the effectiveness of the notification and communications systems between the incident site and the head office and internally within the Company
- ❑ An appraisal of the effectiveness of any Media or Public Relations efforts,
- ❑ An assessment of any potential legal or environmental issues that may be raised as a result of the incident or as a result of AltaGas' response efforts, and
- ❑ A summary of current and future costs.

The post incident appraisal report should outline the strengths and weaknesses of AltaGas' response. This report will be directed to the attention of the Chief Operating Officer. It will be his or her responsibility or the Incident Commanders responsibility to ensure all recommendations for improvements to the Emergency Response Plan are incorporated where appropriate and promptly communicated to AltaGas staff.

4.4.3 Third Party Investigations Post Emergency Response Procedures

Third party investigators such as police, Government Agencies and insurance companies may be required to investigate an incident site. It is important to co-operate with third party investigators. However, company personnel should be aware of the corresponding corporate guidelines.

- ❑ Obtain the name, title, address and telephone number of all inspectors and immediately inform the Operations Superintendent before proceeding with the investigation.
- ❑ Ensure a Company representative accompanies the Inspector at all times. Never leave an Inspector unattended.
- ❑ Only give the Inspectors the information they request. Avoid offering additional information. Limit the tour to the specific area the inspector wishes to investigate.
- ❑ Always tell the truth.
- ❑ Document all items of evidence that the Inspector has retained. Where possible, keep copies of evidence provided to the Inspectors.
- ❑ Wait until legal counsel is present before answering questions where the Inspector indicates that any statements may be used as evidence or indicates that you have the right to counsel.

4.4.4 Documentation, Collection and Storage

- ❑ Collect and file all documentation from the IMT and EMST, and Contracted services
- ❑ If practical, photograph or video tape the incident site.
- ❑ Ensure all statements, event logs; forms and documentation on the incident remain securely stored following the incident.

4.4.5 Report Documentation

The complexity of an incident will determine the reporting and documentation requirements. There should, however, be a differentiation between:

- A report that confines itself to the factual matters or to matters relating to remediation; and
- A report that addresses causation and thus infers responsibility and liability for the incident.

Reports that are intended to define responsibility, liability or appropriate corrective steps may be required to be produced as evidence in legal proceedings.

It may be possible to avoid production of certain reports where the principal purpose of the preparation of such reports was to assist in the defense to the legal proceeding or, where the report was prepared by or for legal counsel who was consulted to provide a legal opinion concerning the subject matter of the report. In such cases, the report that related to the causation and/or liability of AltaGas for an incident should be privileged and thus not producible to a plaintiff in legal proceedings. In order to establish privilege, a report prepared by a non-lawyer should be:

- Requested by legal counsel;
- Addressed to legal counsel marked "PRIVILEGED AND CONFIDENTIAL, PREPARED AT THE REQUEST OF COUNSEL IN CONTEMPLATION OF LITIGATION".

These reports should be clearly segregated from those intended to report factual matters or to address the manner in which remedial action is to be taken. Such reports will also assist counsel in determining the Corporation's legal liabilities and the appropriate legal actions to be taken.

4.4.6 Critical Incident Stress Management

Following a critical incident, a meeting should be scheduled to debrief all IMT and EMST personnel about issues related to the stress of the event. This will help enable the response personnel to work through their normal stress reaction and accelerate their recovery.

The meeting should be conducted as soon as possible by individuals trained in stress debriefing, ideally no later than three days after the conclusion of the response activities.

Stress debriefing will allow individuals to express the circumstances they were confronted with, how they felt at the incident and what their reactions were after the incident. The participants must understand that the meetings are strictly confidential. The meetings are not intended to judge or lay blame on individual actions. Recording devices and note taking should be prohibited. Meetings should be limited to a maximum of 20 individuals. Persons directly involved in the incident may need to be met on a one-on-one basis.

5 Communications

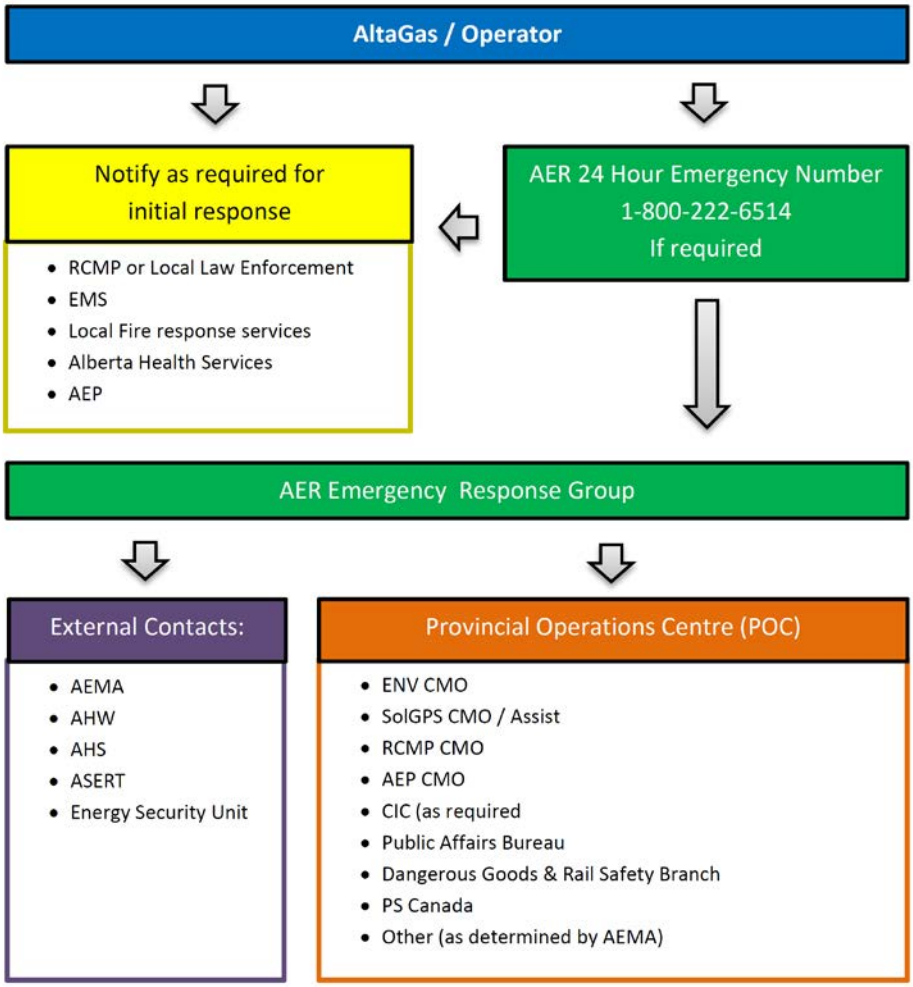
5.1 Government Involvement

5.1.1 Alberta

For incidents involving Alberta Energy Regulator (AER) provincially regulated facilities, the AER and Alberta Emergency Management Agency (AEMA) can play a significant role in the support of the industrial operator in bringing an emergency incident under control as safely and quickly as possible. The Government of Alberta Upstream Petroleum Industry Support Plan (2011) was designed to be compatible with industry emergency response plans. By contacting AER or AEMA, the Government of Alberta Emergency Response Support Plan can be activated and the support of provincial agencies secured.

Note: The AltaGas Suffield pipelines are regulated by the NEB and not ECON.

The following outlines the responsibilities of the key provincial agencies during an emergency response.



5.1.1.1 Alberta Energy Regulator (AER)

- Acts as the lead provincial government organization in petroleum industry emergency response. Maintains a 24/7 telephone contact where petroleum industry incidents can be reported.
- Determines the emergency level of an incident through consultation with the licensee.
- Dispatches AER representatives to the site of the incident, as required.
- Confirms that local resources have been notified as appropriate.
- Activates the Government of Alberta Upstream Petroleum Industry Incident Support Plan and advises AEMA to activate the Provincial Operations Centre (POC) if required.
- Identifies and requests initial provincial resources to support the incident, to be coordinated at the regional level if necessary through a local or regional GEOC.
- Confirms, plans, and/or implements public safety actions taken to ensure the safety of the public and the environment, including issuing fire hazard orders or requesting NOTAMs.
- Provides Situation Reports to AEMA if requested.
- Establishes an GEOC at the local AER Field Centre until the licensee or local authority establishes a REOC. AER – GEOC will be expanded if a REOC is not established.
- As required, dispatches area office staff to the On-Site Command Post (OSCP) and/or CREOC.
- Dispatches an AER Liaison Officer to the REOC when it opens and closes down the local Field Centre GEOC.
- Requests, through AEMA, the deployment of other provincial government department staff members to be sent to the REOC or the local Field Centre GEOC.
- Requests a local authority liaison officer to be present at the REOC if necessary.
- Provides timely situation reports, through AEMA, to other Government departments activated by the “Petroleum Industry Incident Support Plan”.
- Notifies all participants when the event has concluded and there is no longer any hazard to the public.

5.1.1.2 Cypress County

- Initiates and manages the local emergency response in accordance with County Policy.
- Ensures all local emergency services and resources are available in accordance with County Policy.
- If required, activates the Municipal Emergency Operations Center (EOC) and coordinates activities at this centre.
- Upon AltaGas request, may dispatch municipal representative(s) to the AltaGas Command Posts or Emergency Operations Centre.
- Subject to availability of resources and staffing, may assist with set up and maintenance of roadblocks in accordance with County Policy.
- Upon request, may assist in setting up and administration of the Resident Reception Centre, may assist with arrangements of temporary accommodations for residents who have been evacuated in accordance with County policy.
- Supports AltaGas in dealing with the emergency in accordance with County Policy.
- May declare a State of Local Emergency (SOLE) to access special powers of protection of life, property, or the environment.

5.1.1.3 Special Area No. 2

- Initiates and manages the local emergency response in accordance with County Policy.
- Ensures all local emergency services and resources are available in accordance with County Policy.
- If required, activates the Municipal Emergency Operations Center (EOC) and coordinates activities at this centre.
- Upon AltaGas request, may dispatch municipal representative(s) to the AltaGas Command Posts or Emergency Operations Centre.
- •Subject to availability of resources and staffing, may assist with set up and maintenance of roadblocks in accordance with County Policy.
- Upon request, may assist in setting up and administration of the Resident Reception Centre, may assist with arrangements of temporary accommodations for residents who have been evacuated in accordance with County policy.
- Supports AltaGas in dealing with the emergency in accordance with County Policy.
- May declare a State of Local Emergency (SOLE) to access special powers of protection of life, property, or the environment.

5.1.1.4 Alberta Municipal Affairs & Housing - Emergency Management Agency (AEMA)

- Confirms that the appropriate government agencies have been notified.
- Conducts the notification as per the chart above, which has been taken out of the “Petroleum Industry Incident Support Plan”, Section 5.3.
- Obtains a situation report from AER, AEP, licensee or the local authority and confirms the level of emergency.
- Activates the Provincial Operations Centre (POC) as required.
- Notifies the appropriate provincial officials as per the standard operating procedures.
- Coordinates requests for provincial/federal resources.
- Provides ongoing situation reports or briefing notes to appropriate provincial officials.
- Notifies partners and stakeholders when the event is over.

5.1.1.5 Alberta Environment & Parks (AEP)

- Provides oversight role in ensuring air monitoring needs and activities associated with public safety around the incident site are adequately addressed by the licensee.
- Ensures the air monitoring log is being maintained.
- Participates in the evaluation of the incident and the potential area at risk from product releases.
- Provides 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.
- Monitors environmental recovery, when required.
- Investigates non-compliance with the EPEA and the Water Act. The investigation may be coordinated with, or independent of, any other investigation in relation to the incident.

5.1.1.6 Alberta - Occupational Health & Safety

- Monitors the health and safety aspects of applicable occupations within the hazard area to ensure that the necessary precautions are taken to protect the workers' safety.
- Monitors lease holder/contractor's plan to determine if site is safe for recovery workers.
- Investigates non-compliance with the OHS Act. The investigation may be coordinated with, or independent of, any other investigation in relation to the incident.

5.1.1.7 Public Affairs Bureau

- Confirms distribution of provincial media messaging. Provides support as required.

5.1.1.8 Alberta Health & Wellness (AHW)

- Provides advice and assistance to AHS. Will respond if AHS overwhelmed.
- Provides medical subject matter expertise as requested and as appropriate.
- Ensures that the AHS and/or FNIHB-HC have been notified of the incident.

5.1.1.9 Alberta Transportation (AT)

- Handles inter-departmental communication as needed during small events.
- Maintains ability to process calls for new incidents.
- Approves and organizes transportation route closures.

5.1.1.10 Alberta Health Services – South Zone

Alberta Health Services

Oil and Gas Industry Emergency Preparedness and Response

ENVIRONMENTAL PUBLIC HEALTH ROLES AND RESPONSIBILITIES

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.

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- 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.

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Created: Jun/12

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5.1.2 Saskatchewan

For incidents involving Ministry of Economy (provincially) regulated facilities , the Ministry of Economy (ECON) and Saskatchewan Emergency Management & Fire Safety can play a significant role in the support of the industrial operator in bringing an emergency incident under control as safely and quickly as possible.
Note: The AltaGas Suffield pipelines are regulated by the NEB and not ECON.

A number of other provincial agencies provide special services during an emergency. The following section outlines some of the responsibilities of key provincial agencies during an emergency response.

5.1.2.1 Ministry of Economy (ECON)

- Responsible for receiving initial notification of spills / incidents for the upstream petroleum industry including oil, condensate, gas, emulsions and produced water.
- As required, alerts the Government of Saskatchewan to the emergency.
- Establishes the GEOC in consultation with SaskEMO.
- As required, communicates with:
- RCMP detachment nearest the scene or the local police,
- Ministry of Environment (MOE),
- Occupational Health & Safety, and
- Local authorities whose geographic area is or may be affected.
- As required, dispatches area office staff to the On-Site Command Post (OSCP).

5.1.2.2 Saskatchewan Emergency Management & Fire Safety

- Implements the government telephone 'fan out' to alert all affected departments and agencies in conjunction with ECON.
- Establishes the Provincial Emergency Coordination Centre (PECC) if required.
- Coordinates plans for evacuees and the receiving municipalities.
- Provides assistance for establishing road closures and roadblocks.
- Coordinates provincial response and provides liaison with local governments and federal agencies.

5.1.2.3 Ministry of Environment (MOE)

- Responsible for receiving initial notification of spills / incidents for non-upstream petroleum industry operations however they also provide assistance to ECON for upstream incidents.
- Provides representatives to the On-Site Command Post (OSCP).
- Provides assistance with monitoring of the emergency, if necessary.
- Provides advice regarding environmental impact of release.
- Determines areas at risk and ensures adequate equipment is available and appropriate data is collected.

5.1.2.4 Saskatchewan Labour Relations & Workplace Safety - Occupational Health And Safety (OH&S)

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

5.1.2.5 Cypress Health Region

- Provides information on toxic chemicals and provides advice on potential health effects of release.
- Monitor the health effects of the incident ensuring appropriate data is collected.
- Establishes safe health levels of release.

5.1.2.6 Ministry of Highways & Infrastructure

- Provides authorization and assistance for roadblocks on major provincial roadways and assists in securing roadblock equipment.

5.1.2.7 R.M of Deer Forks no. 32

- Contact R.M. at a Level 1 Emergency.
- Initiates and manages the local emergency response in accordance with R.M. Policy.
- Ensures all local emergency services and resources are available in accordance with R.M. Policy.
- If required, activates the Municipal Emergency Operations Center (EOC) and coordinates activities at this centre.
- Upon AltaGas request, may dispatch municipal representative(s) to the AltaGas Command Posts or Emergency Operations Centre.
- Subject to availability of resources and staffing, may assist with set up and maintenance of roadblocks in accordance with County Policy.
- Upon request, may assist in setting up and administration of the Resident Reception Centre, may assist with arrangements of temporary accommodations for residents who have been evacuated in accordance with County policy.
- Supports AltaGas in dealing with the emergency in accordance with County Policy.
- May declare a Local Emergency to access special powers of protection of life, property, or the environment.

5.1.3 Federal

5.1.3.1 National Energy Board (NEB)

The main responsibilities of the NEB are established in the National Energy Board Act (NEB Act) and include regulating:

- the construction, operation, and abandonment of pipelines that cross international borders or provincial boundaries, as well as the associated pipeline tolls and tariffs;
- the construction and operation of international power lines and designated interprovincial power lines; and
- Import of natural gas and exports of crude oil, natural gas liquids, natural gas, and refined petroleum products

Additionally, the NEB has regulatory responsibilities for oil and gas exploration and production activities in Canada Lands not otherwise regulated under joint federal/provincial accords. These regulatory responsibilities are set out in the Canada Oil and Gas Operations Act and the Canada Petroleum Resources Act.

The NEB will:

- Monitor, observe and assess overall effectiveness of the company's emergency response. This includes emergency management, safety, security, environment, integrity, energy supply
- Investigates the incident with cooperation of the Transportation Safety Board of Canada.
- Inspects the pipeline or facility
- Examines pipeline integrity
- Requires appropriate repair methods
- Requires appropriate remediation and reclamation activities

5.1.3.2 Canadian Forces Base Suffield – Suffield Industry Range Control (SIRC)

The Suffield Industry Range Control (SIRC) is an independent third party that was established to coordinate petroleum industry activities and emergency response requirements with the Base Commander of National Defence Suffield. SIRC also communicates protocols for safety, access, and environmental management and assists with compliance monitoring.

SIRC operates under a private company with head office in Calgary and an operations centre at the Suffield Base. Its operations are funded by the petroleum operators with mineral rights on the base. Operators are billed annually based on the percent of the total assets which they own.

Any emergency response services on the base will be from military emergency response personnel and not civilian personnel, unless requested by National Defence. SIRC is a notification / communication function and should not be considered as mutual aid or support services.

It is a priority action of emergency responders f to ensure that SIRC is notified of all emergencies that occur within CFB Suffield.

5.1.3.3 Environment Canada

- Provides a supporting role; however, Environment Canada may require specific actions under the Fisheries Act and The Canadian Environmental Protection Act.
- Works together with provincial environmental protection agencies.
- Assigns inspectors where appropriate.
- Assists with plume monitoring.
- Provides advice on environmental implications of operational decisions if necessary.
- Assists in locating pollution control equipment if necessary.
- Advises about cleanup technology.

5.1.3.4 Transport Canada

Canadian Transport Emergency Centre (CANUTEC)

- Assists emergency response personnel with handling dangerous goods emergencies, providing 24-hour response centre link to a database of registered shippers.
- Transportation of Dangerous Goods regulations require that if a shipment of dangerous goods is lost, stolen, or misplaced, CANUTEC must be informed immediately so that appropriate measures can be taken to track the shipment based on available records and shipping documentation.

NAV Canada

- As requested, issues a NOTAM to close the air space in a defined area unless in the proximity of an airport. In such a case the airport operator will issue the NOTAM.

5.1.3.5 Transportation Safety Board

The Transportation Safety Board of Canada (TSB) is an independent agency that advances transportation safety by investigating occurrences in the marine, pipeline, rail and air modes of transportation.

When an accident or incident occurs, the TSB may send a team of investigators to the site. An investigator-in-charge (IIC) will lead this team. The size of the team will depend on the occurrence type and complexity. Dispatch and travel to the site can take time, depending on the distance from the Transportation Safety Board office responding to the occurrence. The IIC will liaise with first responders to indicate the IIC's intentions and to ensure appropriate steps are taken to control access to the site and to preserve evidence.

The following summarizes actions by the TSB team after it arrives at the accident site:

- The IIC or his/her designated representative will contact the agency in charge of the site and obtain a briefing on the status of the emergency operations, as well as on hazards and dangerous goods identified.
- Before initiating investigation activities at the site, the IIC will, in consultation with the other agencies involved, ensure the site is inspected and made safe to the extent possible.

- The TSB IIC will decide which sections of the site will be under the authority of the TSB and will communicate this decision to the agency in charge of the site.
- As part of the investigation, the IIC may interview first responders to determine their activities during the response and their recollections of the site and emergency activities.

The first persons arriving at an accident site can render valuable assistance to minimize injury and loss of life, reduce property loss through damage and fire, and prevent loss of clues and evidence as to the factors that contributed to the accident. Often, emergency services, police, fire departments, and ambulances are the first trained personnel (first responders) to be deployed to transportation accident sites.

The following summarizes actions by first responders in support of TSB's investigation:

- To the extent possible and consistent with priorities regarding the preservation of life and preventing further damage, every step should be taken to preserve evidence, to prevent the wreckage and debris from being disturbed or tampered with, and to document through photography or any other means any evidence of transitory nature, such as ice or soot deposits.
- Local police and emergency response crews should secure the site; establish a safe zone; evacuate the area, as required; cordon off the accident site, including as much of the wreckage area as possible; provide emergency services and traffic control; and, restrict access to the site by media, bystanders and unnecessary company and other personnel.
- Local authorities should record the names and contact information of all witnesses whose testimony may aid in the investigation.
- The transportation operator involved (that is, airline, marine company, pipeline company, rail company, etc.) should be contacted for assistance in identifying any hazardous goods and dealing with hazards specific to those goods.
- The Canadian Transport Emergency Centre (CANUTEC) should be contacted if hazardous goods are involved (613-996-6666).
- Any media questions about the investigation should be referred to the TSB media coordinator (819-994-8053), or to the IIC or his/her designated representative.

5.2 Communications Policies

At the onset of any emergency that affects the public and/or the environment, or that causes significant property damage, AltaGas will provide the media and the public with factual information promptly and on an ongoing basis as new details become available.

5.3 AltaGas Corporate Crisis Communications

AltaGas has a Corporate Crisis Communications Plan (CCCP) to direct and manage external communications during emergency events. The Corporate Crisis Communications Team (CCCT) will operate out of the Corporate Office, but will send representatives to the field as necessary. The CCCT will communicate with the Public Information Advisor in the EMST and the Public Information Officer in the IMT.

5.3.1 Next of Kin Notifications

Under no circumstances should the name of an accident victim or fatality be released without the permission from the CEO, Incident Commander, and the Police.

It is important that the employee's next of kin be notified as soon as possible. The names, addresses and telephone numbers of next of kin are included in the employee's personnel file.

For a Non-Fatal Injury

- The injured person should make necessary phone calls, if possible.
- If the injured person is not capable of making appropriate phone calls, the Incident Commander or designate shall make the following statement:

> **An accident has occurred at *(location)* and your *(relationship)*, *(full name)* has been injured. He/she has been taken to the hospital in *(location)* for treatment.**

For a Fatal Injury

- In the case of death, the next of kin must not be notified until a doctor or coroner has officially pronounced the victim dead. Under no circumstances are the names of workers to be released before the next of kin have been notified. Discretion is given to the Incident Commander to work in consultation with the Police with respect to notification.
- If a contractor's employee has been injured, the contractor is to notify the next of kin and keep AltaGas advised so the victim's name can be released after notification.
- Notification should be made in person, where possible. The Police will assist to notify the family where company employees are not available. The Police should be consulted and/or accompany the Company representative in any case.
- Use extreme discretion and tact. Be prepared to provide the next of kin with appropriate support and assistance.

> **Under no circumstances is the name of the victim to be released before the next-of-kin have been notified.**

5.4 Corporate Crisis Communications Team Contacts

Name	Position	Office Phone	Cell Phone	Email
<name removed>	Vice President, Stakeholder Relations	*<Contact Information removed >*		
<name removed>	Senior Advisor, External Communications	*<Contact Information removed >*		
<name removed>	Senior Advisor, External Communications	*<Contact Information removed >*		

5.5 Sensitive Stakeholders

It is the role of the EMST, with the support of the CCCT, to notify all sensitive stakeholders that an incident has occurred, to explain the risks, and to provide instructions for safety. Sensitive stakeholders are those who may be in danger as a result of the emergency event. A list of these stakeholders and their contact information is provided in each facility's ERP, and may include:

- Residents
- Landowners
- Businesses and neighboring operators
- Aboriginal groups
- Trappers

If the IMT has the capacity to take on these communications, and would prefer to handle them rather than the EMST, this needs to be arranged between the PUBLIC INFORMATION ADVISOR and the PUBLIC INFORMATION OFFICER. The decision needs to be cleared with the Incident Commander and the EMST Director. The number of phone lines and personnel available at the ICP / EOC must be considered.

Depending on the type and status of the incident, the area affected, and surrounding conditions, stakeholders should be informed to Stand By, Shelter in Place, or Evacuate. When the area is once again safe for the resumption of normal activities, stakeholders will be given the All Clear. As soon as there is any change in the situation, AltaGas will provide updated information.

For stakeholders who cannot be reached by phone, the EMST will need to contact the IMT to have AltaGas representatives sent out to conduct the notifications in person.

5.5.1 Resident Information Package

A resident Information Package includes information to be distributed to residents within the Emergency Planning Zone. When providing a resident information package, also provide a copy of the ERP map to the recipient showing the appropriate area of Suffield Pipeline operations. A Suffield Pipeline Resident Information Package can be found in Appendix A4.

5.6 Public and Media Relations

All interaction with the media during an emergency situation will be coordinated by AltaGas' designated PUBLIC INFORMATION ADVISOR and/or PUBLIC INFORMATION OFFICER. This may include:

- Reading media statements
- Issuing news releases
- Conducting interviews
- Responding to media and public inquiries

The EMST DIRECTOR and INCIDENT COMMANDER will inform the reception desks at their respective CECC or ICP locations of the incident and of who is taking on the roles of PUBLIC INFORMATION ADVISOR and PUBLIC INFORMATION OFFICER.

The purpose of this one-window approach is to control the information that AltaGas is providing to the media and the public in order to avoid issuing confusing, inconsistent, or inaccurate information.

The PUBLIC INFORMATION ADVISOR and/or PUBLIC INFORMATION OFFICER should be prepared to release the following information to the general public as soon as possible during the incident:

- Type and status of incident,
- location of the incident,
- areas impacted by the incident,
- description of the products involved,
- actions being taken to correct the situation, including anticipated time period, and
- contacts for additional information.

5.6.1 Media and Public Information Holding Statement

If media representatives have arrived at the facility or Corporate Office, or if phone calls are coming in from the media and/or members of the public and the PUBLIC INFORMATION ADVISOR and/or PUBLIC INFORMATION OFFICER is not yet available or activated, refer to the following and Appendix A5 Media Card:

If you are approached by the media:

1. **Let them know that you can't answer their questions.**
2. **Direct them to contact AltaGas' media relations: T. 403.691.7197 or media.relations@altagas.ca**
3. **Get their contact information (name, outlet, phone number and/or email address).**
4. **Alert the media contact (see contact 2 on the Media Card in Appendix A5).**

DO:

- ✓ **Be courteous.**
- ✓ **Assure them a company spokesperson will follow up.**
- ✓ **Pass along their contact information.**
- ✓ **Remain positive.**
- ✓ **Direct them to contact AltaGas' media relations: T. 403.691.7197 or media.relations@altagas.ca**

DO NOT:

- × **Say "no comment".**
- × **Go off the 'record'.**
- × **Speculate or be hypothetical.**
- × **Offer a personal opinion.**
- × **Lose your patience.**

It is essential that the Incident Commander and/or EMST Director make a record of these interactions and any follow-up commitments made.

6 Operations-Specific Information

6.1 Suffield Pipeline Operational Hazards

A Hazard, Risk, Vulnerability, and Capability Assessment (HRVCA) hazard assessment report was conducted by Global Incident Command Solutions in 2015 for the AltaGas Suffield Pipeline. The report was used to identify hazards, evaluate the degree of risk associated with them, and assess the capabilities that are in place to address them. The process requires consistent monitoring and review to ensure that anticipated risks and capabilities accurately reflect the surrounding and scope of operations.

HRVCAs fit within the Emergency Response Plan (ERP) process by providing a range and prioritization of the emergency events that should be addressed by an ERP. While the ERP answers the question "What to do in emergency situations?" the HRVCA answers the question "What emergency situations do we need to be prepared for?" HRVCAs should be reviewed and updated as necessary as part of the annual ERP update process in order to ensure the ERP is relevant and comprehensive.

The chart below identifies the high risk hazards that are present at the Suffield Pipeline Operations:

Suffield Pipeline HRVCA Results:

Risk Category	Hazard	Risk Ranking Risk = Likelihood X Total Severity
Critical	*None Identified*	N/A
High	*None Identified*	N/A
Moderate	Military Activity/Explosions	28
	Fire: Wildland/Grass/Forest	24
	Transportation/Vehicle Incident: Off Site Involving Company/Contractor Personnel	21
Low	Weather: Extreme Cold	20
	Weather: Lightning Strike	20
	Fire: Industrial/Facility	18
	Pipeline Strike/Leak (3-5mm)	18
	Disgruntled Landowner/Employee/Contractor/Vendor	18
	Pipeline Rupture	18
	Weather: Hail Storm	16
	Weather: Extreme Heat	15

Risk Category	Hazard	Risk Ranking Risk = Likelihood X Total Severity
Low	Threat or Suspicious Activity	14
	Medical Event (Slips, Trips, First Aid, Heart Attack, etc): At Facility	12
	Weather: Severe Winter Storm / Blizzard	12
	Weather: Tornado	12
	Sabotage	11
	Valve Failure	10
	Transportation/Vehicle Incident: On Site	8
	Release: Chemical (e.g. produced water, cleaning agents)	8
	Wildlife Bites/Attacks	8
	Airplane Crash	7
	Release: Gas (Sweet)	6
	Prolonged Power Outage	6
	Vandalism	5
	Building/Structural Failure	5
	Theft of Sensitive Information	4
	Flood	3
	Infectious Disease: Epidemic / Pandemic	3
	Weather: Dust Storm	3
	Animal Disease Outbreak	3
	Release: Gas (Sour)	2
	Radiological Incident	2
	Cyber Attack/Control Systems Security Threat (e.g. SCADA)	2
	Seismic Event: Earthquake	1
	Erosion: Wind	1

6.2 Hazard Guides

In the event of an emergency in the field or at a facility, EMST members in the Corporate Office can review the hazard guides for that particular facility in the Facility ERP.

In the event of an emergency on the Suffield Pipeline, IMT members should use the following Hazard Guides, as they apply to the incident, to inform their response.

6.2.1 Fire

FIRE EMERGENCY CHECKLIST	
SCOPE	• This checklist applies to emergencies involving fire, including: o Facility/industrial fire o Wild land/grass/forest fire
First On Scene	❑ SOUND ALARM. ❑ Ensure personal safety. ❑ Assess situation. ❑ Notify appropriate person(s) (e.g. supervisor) of situation and known facts. ❑ Immediately attend to protecting life and ensuring the safety of all AltaGas and contract personnel on-site. ❑ Collect and relay the following information to the Incident Commander: – Location in the facility where the emergency is occurring. – Part of the facility process involved in the emergency. – Number of injuries or fatalities. – Potential products involved in the emergency (methane, ethane, propane, mercaptan, condensate, oil, etc.). – Probability of the emergency escalating and whether actions can be taken to immediately end the emergency. – Whether any products have been released to the air or ground, and the volume or flow rate. – Whether there are any ignition sources. – Wind direction and weather conditions, if outside. ❑ Request assistance from Industrial Fire services, or local Fire Department. ❑ Identify and isolate fuel source or and extinguish fire if safe to do so. ❑ Identify additional hazards, assess the risks, and brief responders on these risks. ❑ Ensure all fixed fire protection equipment operates as designed.

6.2.2 Product / Materials Release

PRODUCT / MATERIALS RELEASE EMERGENCY CHECKLIST	
SCOPE	• This checklist applies to emergencies caused by the release for products or materials, including: o Pipeline strike / leak (3-5mm) o Pipeline rupture o Sour gas release o Sweet gas release o Liquid product release o Chemical release (e.g. produced water, cleaning agents) o Hazardous materials incident (e.g. asbestos, biological materials)
First On Scene	❑ SOUND ALARM. ❑ Ensure personal safety. ❑ Assess situation. ❑ Notify appropriate person(s) (e.g. supervisor) of situation and known facts. ❑ Immediately attend to protecting life and ensuring the safety of all AltaGas and contract personnel on-site. ❑ Collect and relay the following information to the Incident Commander: – Location in the facility where the emergency is occurring. – Part of the facility process involved in the emergency. – Number of injuries or fatalities. – Potential products involved in the emergency (methane, ethane, propane, mercaptan, condensate, oil, etc.). – Probability of the emergency escalating and whether actions can be taken to immediately end the emergency. – Whether any products have been released to the air or ground, and the volume or flow rate. – Whether there are any ignition sources. – Wind direction and weather conditions, if outside. ❑ If flammable/explosive product/material, eliminate all ignition sources (e.g. cigarettes, flares, sparks, flames, pilot flames, motors). ❑ Stop leak/spill if you can do so safely. ❑ Use water spray to reduce vapours or divert cloud drift. ❑ Do not direct water at spill or source of leak. ❑ Prevent spreading of vapours through sewers, ventilation systems and confined areas. ❑ CAUTION: When in contact with refrigerated/cryogenic liquids, many materials become brittle and are likely to break without warning.

6.2.3 Medical Emergency

MEDICAL EMERGENCY CHECKLIST	
SCOPE	• This checklist applies to medical emergencies, including: o Slips, trips, and falls o Personal medical events o Infectious disease contact o Animal disease contact o Wildlife bites/attacks o Electric shock o Other events requiring first aid or medical services
First On Scene	❑ SOUND ALARM. ❑ Ensure personal safety. ❑ Assess situation. ❑ Notify appropriate person(s) (e.g. supervisor) of situation and known facts. ❑ Immediately attend to protecting life and ensuring the safety of all AltaGas and contract personnel on-site. ❑ Collect and relay the following information to the Incident Commander: – Location in the facility where the emergency is occurring. – Part of the facility process involved in the emergency. – Number of injuries or fatalities. – Potential products involved in the emergency (methane, ethane, propane, mercaptan, condensate, oil, etc.). – Probability of the emergency escalating and whether actions can be taken to immediately end the emergency. – Whether any products have been released to the air or ground, and the volume or flow rate. – Whether there are any ignition sources. – Wind direction and weather conditions, if outside. ❑ If safe to do so, remove any existing hazards and attend to the injured worker and/or others. ❑ Secure area against further risk. ❑ Provide first aid to injured worker. ❑ If the area of the accident involves difficult terrain, you may have to assist the medic to transport the injured worker. **Fatalities** ❑ Never assume that a person may be dead, providing First Aid is your responsibility until an ambulance arrives, or you are relieved by another responder. ❑ Ensure that the incident scene is not disturbed. ❑ Assist government officials or RCMP during investigation of fatality.

6.2.4 Transportation / Vehicle Emergency

TRANSPORTATION / VEHICLE EMERGENCY CHECKLIST	
SCOPE	• This checklist applies to transportation and vehicle emergencies, including: o Train derailment o Aircraft crash o On-site transportation/vehicle incident o Off-site transportation/vehicle incident involving company personnel and/or products
First On Scene	❑ SOUND ALARM. ❑ Ensure personal safety. ❑ Assess situation. ❑ Notify appropriate person(s) (e.g. supervisor) of situation and known facts. ❑ Immediately attend to protecting life and ensuring the safety of all AltaGas and contract personnel on-site. ❑ Collect and relay the following information to the Incident Commander: – Location in the facility where the emergency is occurring. – Part of the facility process involved in the emergency. – Number of injuries or fatalities. – Potential products involved in the emergency (methane, ethane, propane, mercaptan, condensate, oil, etc.). – Probability of the emergency escalating and whether actions can be taken to immediately end the emergency. – Whether any products have been released to the air or ground, and the volume or flow rate. – Whether there are any ignition sources. – Wind direction and weather conditions, if outside. ❑ Identify additional hazards, assess the risks, and brief responders on these risks ❑ Secure area against further risk. ❑ Provide ongoing assistance until emergency services arrives.

6.2.5 Structure / Equipment Failure

STRUCTURE / EQUIPMENT FAILURE EMERGENCY CHECKLIST	
SCOPE	• This checklist applies to emergencies caused by structure/equipment failure, including: o Pressure vessel failure o Building/structural failure o Tank failure o Valve failure o Control system failure
First On Scene	❑ SOUND ALARM. ❑ Ensure personal safety. ❑ Assess situation. ❑ Notify appropriate person(s) (e.g. supervisor) of situation and known facts. ❑ Immediately attend to protecting life and ensuring the safety of all AltaGas and contract personnel on-site. ❑ Collect and relay the following information to the Incident Commander: – Location in the facility where the emergency is occurring. – Part of the facility process involved in the emergency. – Number of injuries or fatalities. – Potential products involved in the emergency (methane, ethane, propane, mercaptan, condensate, oil, etc.). – Probability of the emergency escalating and whether actions can be taken to immediately end the emergency. – Whether any products have been released to the air or ground, and the volume or flow rate. – Whether there are any ignition sources. – Wind direction and weather conditions, if outside. ❑ Identify additional hazards, assess the risks, and brief responders on these risks. ❑ Shutdown, isolate and depressurize any additional or related process piping/equipment. ❑ Initiate search and rescue procedures for anyone missing. ❑ Determine if necessary, how to respond to injured or trapped person/s. ❑ Provide ongoing assistance until emergency services arrives.

6.2.6 Infrastructure Failure or Outage

INFRASTRUCTURE FAILURE OR OUTAGE EMERGENCY CHECKLIST	
SCOPE	• This checklist applies to emergencies caused by infrastructure failures or outages.
POLICIES	• Local provider(s) is responsible for restoration of utilities. • The IMT may assist in supporting actions such as coordinating the clearing of fallen trees from access routes used by utility crews. • Under no circumstances should non-utility responders handle power lines, as they may still be energized.
First On Scene	❑ SOUND ALARM. ❑ Ensure personal safety. ❑ Assess situation. ❑ Notify appropriate person(s) (e.g. supervisor) of situation and known facts. ❑ Immediately attend to protecting life and ensuring the safety of all AltaGas and contract personnel on-site. ❑ Collect and relay the following information to the Incident Commander: – Location in the facility where the emergency is occurring. – Part of the facility process involved in the emergency. – Number of injuries or fatalities. – Potential products involved in the emergency (methane, ethane, propane, mercaptan, condensate, oil, etc.). – Probability of the emergency escalating and whether actions can be taken to immediately end the emergency. – Whether any products have been released to the air or ground, and the volume or flow rate. – Whether there are any ignition sources. – Wind direction and weather conditions, if outside. ❑ Identify additional hazards, assess the risks, and brief responders on these risks. ❑ Isolate area and deny/restrict entry.

6.2.7 Security Emergency

SECURITY EMERGENCY CHECKLIST	
SCOPE	• This checklist applies to security emergencies, including: o Threat or suspicious activity o Theft of materials o Theft of sensitive information o Cyber-attack/control systems security threat (e.g. SCADA) o Intruder/squatter o Vandalism o Sabotage (including terrorism consequences) o Civil unrest o Disgruntled landowner/employee/contractor/vendor
First On Scene	❑ Consider all security threats seriously and report them immediately to operations personnel. Suffield personnel will notify the Operations Superintendent. ❑ SOUND ALARM. ❑ Ensure personal safety. ❑ Assess situation. ❑ Notify appropriate person(s) (e.g. supervisor) of situation and known facts. ❑ Immediately attend to protecting life and ensuring the safety of all AltaGas and contract personnel on-site. ❑ Collect and relay the following information to the acting Incident Commander: – Location in the facility where the emergency is occurring. – Part of the facility process involved in the emergency. – Number of injuries or fatalities. – Potential products involved in the emergency (methane, ethane, propane, mercaptan, condensate, oil, etc.). – Probability of the emergency escalating and whether actions can be taken to immediately end the emergency. – Whether any products have been released to the air or ground, and the volume or flow rate. – Whether there are any ignition sources. – Wind direction and weather conditions, if outside. **Threatening phone Call** In the case of a threatening phone call: ❑ LISTEN CAREFULLY. Keep the caller talking and have someone else contact the RCMP. – Record as much information as possible – Was a specific location mentioned? – Does the location exist?

SECURITY EMERGENCY CHECKLIST
– Would the caller have access to this location? – Was a specific time mentioned for the explosion to occur? – If the time was specific is there enough time to evacuate the entire facility or only the immediate area around the bombsite? – Is there time to search the area for the bomb? ❑ Evacuate all persons from the facility if advised by the Incident Commander. ❑ The Incident Commander based on the information received will try to assess the seriousness of the threat, advise the RCMP security department, and area operators to search the specific area if applicable. A search of the perimeter may be required to determine if forced entry has been gained. If so this may give you a clue as to the whereabouts of the device. No radios or cell phones are to be used as these may trigger the device. Designate a search pattern to be used to search the area for the device. Establish a hot zone for the affected area. ❑ Only conduct a search for the bomb if confident that the information received is reliable and it is safe to proceed. – Do not touch suspicious packages – Prevent access to area – Evacuate the area – Advise RCMP and other required agencies – Advise immediate neighbors ❑ If a suspicious package has been found contact the RCMP or Bomb Squad, immediately isolate the area, and declare a Level 3 Emergency. ❑ Look for other packages if time permits. ❑ If there is no bomb, advise the RCMP Security Operations Department and the Incident Commander shall issue the “all clear” and resume normal work activities.

6.2.8 Weather / Surrounding Conditions

WEATHER / SURROUNDING CONDITIONS EMERGENCY CHECKLIST	
SCOPE	• This checklist applies to emergencies caused by extreme weather conditions, including: o Drought o Dust storm o Extreme cold o Extreme heat o Hail storm o Lightning strike o Severe winter storm / blizzard o Extreme wind / tornado o Heavy rainfall event
POLICIES	❑ SOUND ALARM. ❑ Ensure personal safety. ❑ Assess situation. ❑ Notify appropriate person(s) (e.g. supervisor) of situation and known facts. ❑ Immediately attend to protecting life and ensuring the safety of all AltaGas and contract personnel on-site. ❑ Collect and relay the following information to the Incident Commander: – Location in the facility where the emergency is occurring. – Part of the facility process involved in the emergency. – Number of injuries or fatalities. – Potential products involved in the emergency (methane, ethane, propane, mercaptan, condensate, oil, etc.). – Probability of the emergency escalating and whether actions can be taken to immediately end the emergency. – Whether any products have been released to the air or ground, and the volume or flow rate. – Whether there are any ignition sources. – Wind direction and weather conditions, if outside. ❑ First priority is snow/debris removal for emergency services and transportation of essential staff.

6.3 Location and Facility Information

Suffield Pipeline System	
AltaGas Emergency **Cenovus (ask for "Suffield Oil and Gas Team")** **CFB Suffield – Suffield Industry Range Control (SIRC)** **TransCanada**	*<#'s removed>*
Facility Type	Pipeline System
H_2S Present	Sweet Pipeline System – no H_2S present
Design Flow Rate	400 MMscf/day
Maximum Operating Pressure	8450 kPa

The Suffield transmission system, located in southeast Alberta, transports natural gas produced on and around the Canadian Forces Base (CFB) Suffield to the TransCanada Pipeline (TCPL) mainline at Burstall, Saskatchewan.

6.3.1 Suffield Pipeline System

AltaGas purchased the Suffield system in October 2002 from EnCana who constructed the pipelines between 1998 and 2001.

Cenovus Energy Inc. contract operates the pipeline and TCPL operates the Burstall meter station on behalf of AltaGas. Gathering system information is included in this Emergency Response Plan (ERP) to assist in the coordination of response activities between operators and producers to ensure public safety.

Suffield consists of two independent systems:

- **Suffield North (16 inch OD x 97 km):** This pipeline includes five AltaGas owned receipt stations (A1, A2, AB, B1 and B2). It commences at the A1 isolation valve (04-03-19-09 W4M) and travels northeast then straight east, crossing the South Saskatchewan River and terminating at the Burstall Meter Station adjacent to the TCPL compressor station (07-08-20-29 W3M).
- **Suffield South (10 inch OD x 19 km and 16 inch OD x 87 km):** This pipeline includes eight AltaGas owned receipt stations (C, Ald 1, D, Ald 2, Channel Lake, Drowning Ford, Koomati, GEX). The Koomati lateral line (6 inch OD x 13 miles and 12 inch OD x 13 miles) ties into Suffield South. Suffield South commences at Station C (01-04-15-08 W4M) and travels east, then northeast, crossing the South Saskatchewan River along the southern boundary of the Canadian Forces Base Suffield. This is an active military training and research range controlled by the Department of Defense. All personnel entering the Suffield block must have authorization to do so. Once across the river, the pipeline continues to the termination point at the Burstall Meter Station adjacent to the TCPL compressor station (07-08-20-29 W3M).

Since purchasing the pipeline system, new connections to the pipeline have been added which AltaGas does not own. Suffield South had one receipt point added at CD, which has a meter station. Two receipt points have been added to Suffield North which do not have meter stations, and measurement is performed by utilizing the shipper's facility meters. The Suffield Pipelines pass through Cypress County and Special Area No. 2 (and the Canadian Forces Base Suffield) in Alberta and Deer Forks Rural

Municipality in Saskatchewan. The pipeline transports sweet sales gas and operates from 1100 psig at the west ends to 600 psig at Burstall. There is no booster compression situated on the pipeline.

The pipeline design parameters are as follows:

- **Design Flow Rate:** 400 MMscf/day
- **Maximum Operating Pressure:** 8450 kPa

6.3.1.1 Isolation Block Valves

Suffield South Pipeline			
Block Valve #	Block Valve	Access	Description
1	C Station 01-04-15-08 W4M	Access to C Station is off the South Boundary Road just outside the south edge of CFB Suffield, approximately 8 kilometers east of Highway 884. Clearance must be obtained from Suffield Industry Range Control (Alberta “O”) prior to entering C Station.	This is a lateral block valve that will automatically close when set pressure limits cannot be achieved. There is also a manual block valve at this location.
2	Alderson 1 Isolation Valve 01-04-015-08 W4M	Access valve is in C Station yard, C Station is off the South Boundary Road just outside the south edge of CFB Suffield, approximately 8 km east of Highway 884. Clearance must be obtained from Range Control (Alberta “O”) prior to entering C Station.	This block valve is located on the lateral to the main line.
3	CD Station 01-04-015-07W4M	Access to CD west on number 1 hwy north on rr83 west on Scott’s road to C gate on CFB Suffield. (Clearance must be obtained from Suffield Industry range control prior to entering the range) then travel east 8km on the inside boundary road. From Box springs road travel west on Scott’s road 8kms to Gate22 (Bingville) .(Clearance must be obtained from Suffield Industry range control prior to entering the range)then travel west 6.5kms on inside boundary road	This is a lateral block valve that will automatically close when set pressure limits cannot be achieved. There is also a manual block valve at this location.
4	D Station 01-04-15-06 W4	Access to D Station is off the South Boundary Road just outside the south edge of CFB Suffield approximately 2 kilometers west of the Box Springs Road. Clearance must be obtained from Suffield Industry Range Control (Alberta “O”) prior to entering D Station.	This is a lateral block valve that will automatically close when set pressure limits cannot be achieved. There is also a manual block valve at this location.
5	Alderson 2 Isolation Valve 01-04-015-06W4	Access to Alderson 2 Isolation valve is in the D Station yard. D Station is off the South Boundary Road just outside the south edge of CFB Suffield approximately 2 km west of the Box Springs Road. Clearance must be obtained from Suffield Industry Range Control (Alberta “O”) prior to entering D Station.	This block valve is located to the west side of meter building on the lateral to the main line.

Suffield South Pipeline			
Block Valve #	Block Valve	Access	Description
6	Channel Lake 02-06-15-05 W4	Access is the pipeline right-of-way from east to D Station within the Suffield Military Range.	This block valve is located on the lateral to the main line.
7	Drowning Ford Isolation Valve 02-25-015-05W4M	Access follow the Bowmanton road north 24km turn west on TWP.RD 154 5.4km	This block valve is located on the lateral to the main line.
8	Isolation Valve (Future Tie-in) 13-33-015-04W4M	Access follow the Bowmanton road north 27km turn west on TWP.RD 160 1.6 km follow the fence line behind the PetroCanada Plant	This block valve is located on the lateral to the main line.
9	Koomati Junction 03- 04-17-02 W4	Access is off the 41 highway west on Twp road 160 then north on RR 23 for 10kms then west on Twp road 1.1 km then trail to site.	At this location there is a 406 mm main line valve plus lateral block valves for the 323 mm and 168 mm pipeline to Koomati. The valves are located in the same general area as the GEX (#8) lateral block valve.
10	Gas Alberta Farm Tap 08-28-016-03W4M	Access is off the 41HWY west on Twp rd 160 9kms North on RR 33 for 8km.	This block valve is located on the lateral to the main line.
11	Koomati Station 04-04-17-04 W4	Access to Koomati Station is by following Bowmanton until it ends at the Koomati Gate approximately 40 kilometers west of Highway 41. Clearance must be obtained from Suffield Industry Range Control (Alberta “O”) prior to entering Koomati Station.	This is a lateral block valve that will automatically close when set pressure limits cannot be achieved. There is also a manual block valve at this location.
12	GEX Station 03-04-17-02 W4	Access is off the 41 highway west on Twp road 160 then north on RR 23 for 10kms then west on Twp road 1.3 km then trail to site.	This block valve is located on the lateral to the main line.
13	TransCanada Burstall Compressor Station 07-08-20-29 W3	Access to TransCanada Burstall is approximately 8 kilometers east of Highway 41 on Highway 545 (Saskatchewan) and approximately 3 kilometers north.	This block valve will automatically close when set pressure limits cannot be achieved. Manual block valves can be used to isolate the north and south lines.

Suffield North Pipeline			
Block Valve #	Block Valve	Access	Description
1	A1 Station 04-03-19-09 W4	Access to A1 Station is off Secondary Highway 884 at Gate 12 of CFB Suffield. Clearance must be obtained from Suffield Industry Range Control (Alberta "O") prior to entry.	The block valve is manually operated.
2	A1/Tide Lake Isolation Valve 04-03-19-09W4M	Access to A1 Station is off Secondary Highway 884 at Gate 12 of CFB Suffield. Clearance must be obtained from Suffield Industry Range Control (Alberta "O") prior to entry.	The block valve is manually operated.
3	Princess Isolation Valve 12-17-20-08W4M	Access to Princess IV is off the Kangaroo Rat Road on the north end of CFB Suffield 45 kilometers east of Gate 13. Clearance must be obtained from Suffield Industry Range Control (Alberta "O") prior to entry.	The block valve is manually operated.
4	A2 Meter Station 01-22-20-08W4	Access to A2 Station is off the Kangaroo Rat Road on the north end of CFB Suffield 5 kilometers east of Gate 13. Clearance must be obtained from Suffield Industry Range Control (Alberta "O") prior to entry.	This is a lateral block valve that will automatically close when set pressure limits cannot be achieved. There is also a manual block valve at this location.
5	East Coulee Isolation Valve 15-16-20-07W4M	Access to Easy Coulee IV is off the Kangaroo Rat Road on the north end of CFB Suffield 13 kilometers east of Gate 13. Clearance must be obtained from Suffield Industry Range Control (Alberta "O") prior to entry.	The block valve is manually operated.
6	AB Meter Station 15-16-20-06W4M	Access to AB Station is off the Kangaroo Rat Road on the north end of CFB Suffield 23 kilometers east of Gate 13. Clearance must be obtained from Suffield Industry Range Control (Alberta "O") prior to entry.	This is a lateral block valve that will automatically close when set pressure limits cannot be achieved. There is also a manual block valve at this location.
7	B2 Station 13-15-20-05W4M	Access to B2 Station is off the Kangaroo Rat Road on the north end of CFB Suffield 35 kilometers east of Gate 13. Clearance must be obtained from Suffield Industry Range Control (Alberta "O") prior to entry.	

8	B2 Station 14-15-20-04 W4M	Access to B2 Station is off the Kangaroo Rat Road on the north end of CFB Suffield 45 kilometers east of Gate 13. Clearance must be obtained from Suffield Industry Range Control (Alberta “O”) prior to entry.	The block valve is gas hydraulic operated and is located upstream of Station B2.
9	B2 ESD Valve 13-15-20-04W4M	Access to B2 Station is off the Kangaroo Rat Road on the north end of CFB Suffield 45 kilometers east of Gate 13. Clearance must be obtained from Suffield Industry Range Control (Alberta “O”) prior to entry. ESD valve is located West of facility.	The block valve is gas hydraulic operated and is located upstream of Station B2. Pressure falling to close
10	TransCanada Burstall Station 07-08-20-29 W3	Access to TransCanada Burstall is approximately 8 kilometers east of Highway 41 on Highway 545 (Saskatchewan) and approximately 3 kilometers north. Valve installation is accessible through the TransCanada Compressor station yard. Clearance must be obtained from TransCanada (306) 679-2222	This block valve will automatically close when set pressure limits cannot be achieved. Manual block valves can be used to isolate the north and south lines.

6.3.2 Emergency Control Systems

A number of flow control, leak prevention and monitoring systems have been installed to minimize the occurrence of emergency incidents involving the Suffield Pipelines. The emergency control systems listed below are utilized to prevent, detect, and mitigate potential hazards. If a hazard is identified, facility personnel will reference site-specific shutdown procedures which utilize the controls systems to reduce the risk of hazard exposure. Key control systems include (but are not limited to):

- **Emergency Shut Down Valves**
  The Suffield Pipeline system is equipped with manually-operated block valves throughout the system ,and is also equipped with automatic Emergency Shutdown (ESD) valves which will automatically close once set pressure limits are reached.
- **Alarm Systems**
  The pipeline is equipped with a full call-out system and a pressure alarm to monitor the line.
- **Regular Inspections**
  Regular inspections are conducted by operations personnel to identify unauthorized activities or operational problems.
- **Fire Fighting Equipment**
  Operators are equipped with fire extinguishers. Equipment is regularly checked and certified.

6.3.3 Safety Equipment Lists

6.3.3.1 Personal Protective Equipment

The following Is a list of AltaGas employee / contract operator personal protective equipment:

- Fire-resistant clothing
- Hard hats
- Safety glasses
- Safety boots
- Gloves
- Personal multi-head gas monitor

6.3.3.2 Operators' Trucks - Safety Equipment

The following safety equipment is available in Cenovus operators' trucks:

- Each field operator has a cellular telephone
- 2-way Radio (specific to CFB Suffield)
- Personal multi-head gas monitor
- First Aid Kit
- Fire Extinguisher
- Flashlight
- Fire broom

6.4 Emergency Planning Zones

Emergency Planning Zone Determination

The Emergency Planning Zone (EPZ) is a geographical area surrounding the pipelines which could become hazardous to people, property or the environment. A complete EPZ description is located in this manual and displayed in Section 6.4.1 - Description of EPZs.

AltaGas has set a **minimum EPZ of 100 metres for each pipeline** to ensure all hazards are covered. The 100 metre EPZ was the result of a Hazard, Risk, Vulnerability and Capability Assessment (HRVCA) that was completed for the Suffield Pipeline operations, which identified the possibility of a pipeline rupture in the pipeline system. Reference Section 6.4.1 - Description of EPZs..

6.4.1 Description of EPZs

6.4.1.1 Suffield Pipeline Emergency Planning Zones

- **Suffield Pipeline EPZ: 100 metres.**

AltaGas has set a minimum EPZ of **100 metres** for each pipeline to ensure all hazards associated with the Suffield Pipeline system are covered

6.4.1.2 Description of Emergency Planning Zones

Section 6.5 Facility Map displays the Emergency Planning Zone, road systems, residents, pipelines, and industrial operators.

There are 13 residences located within the Suffield EPZs. Additionally, portions of the Suffiled Pipeline pass through the Canadian Forces Base Suffield. Refer to the following sections for resident response procedures:

- Refer to Section 6.9.4 – Residents and Stakeholders for contact information.
- Refer to Section 6.5 – Facility Map for resident locations and evacuation routes
- Refer to Section 4.2 – Evacuation and Sheltering procedures

The following companies have flowing gas lines tied to the AltaGas Suffield Pipeline, and their operations and operators could fall within AltaGas EPZ response zones:
Reference Section 6.8.4.6 - Industrial Operators

- Cenovus
- TransCanada Pipelines

Other area operators include:

- Cenovus
- TransCanada Pipelines
- GEX
- Direct Energy

The following communities and urban centres are closest in proximity to the AltaGas Suffield Pipeline system:

- Closest Place: Ralston, Burstall, Schuler and Hilda
- Closest City: Medicine Hat

6.5 Facility Map

AltaGas
Emergency Planning Zone
Suffield

County: Cypress County & Special Areas Board (Area No. 2)
(Sask) Deer Forks R.M,

Created: November 19, 2015
Revised:
Contact: Lorne McDonald (403) 506-3657

Created By: Zeel Energy Solutions
Source Data: IHS January 2015
EPZ Update: November 2015

Legend

- AltaGas - Sour
- AltaGas - Sweet
- AltaGas - Abandoned
- AltaGas - Discontinued
- AltaGas - Proposed
- Tie-in Pipeline
- Indicates NEB Regulated Pipeline
- AltaGas Processing Plant
- AltaGas Satellite
- AltaGas Compressor
- AltaGas Meter Station
- Well Location
- Gas
- Abandoned Gas
- Suspended Gas
- Injection
- Abandoned Injection
- Abandoned
- Oil
- Abandoned Oil
- Suspended Oil
- ESD & Riser Site
- Riser & Isolation Site
- Buried Valve
- Paved Road
- Gravel Road/Trail
- Winter Road
- Railway
- Airport
- City/Town
- First Nations
- Park/Natural Area
- Crown Land
- Provincial/County Boundary
- Main Access Route
- Road Block
- Dead End
- Residence - Access Point
- Residence - Unoccupied
- Residence - Occupied
- Community Hall
- Hospital
- School
- Church
- Commercial Business
- Other Public Facility
- Picnic
- Public Camp
- Private Camp
- Emergency Planning Zone (EPZ)
- Gathering Pipeline EPZ Border
- Acid Gas Pipeline EPZ Border
- Acid Gas Injection Well EPZ Border

SUFFIELD PIPELINE

LSD Location:	N/A
GPS Locations:	N/A
Stars Facility Code:	N/A
SIRC:	(403) 544 - 4485
Cenovus (ask for "Suffield Oil & Gas team):	1-877-458-8080
AltaGas Emergency:	1-866-826-3830
TransCanada Burstall Compressor Station	(306)-679-2222
Fax Number:	N/A
Transmitting Radio Frequency:	N/A
Receiving Radio Frequency:	N/A
Courier To:	N/A

Notes:
Closest Place: Burstall, Schuler & Hilda
Closest Town:
Closest Hamlet:
Closest Village:
Closest City: Medicine Hat

RCMP Detachment: Leader & Redcliff

EPZ Residence Locations:

Map #	Location	Map #	Location
1	NE 01-16-05 W4	8	NE 09-18-02 W4
2	NW 03-16-04 W4	9	SE 14-18-02 W4
3	SE 24-16-04 W4	10	NW 13-18-02 W4
4	NW 22-17-02 W4	11	SE 30-18-01 W4
5	SE 02-18-02 W4	12	NE 30-18-01 W4
6	SW 02-18-02 W4	13	NE 36-19-01 W4
7	NE 09-18-02 W4		

Trappers:
2897

See Quick Reference Pull-out and Section 7 for trapper contact information

N

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Kilometers
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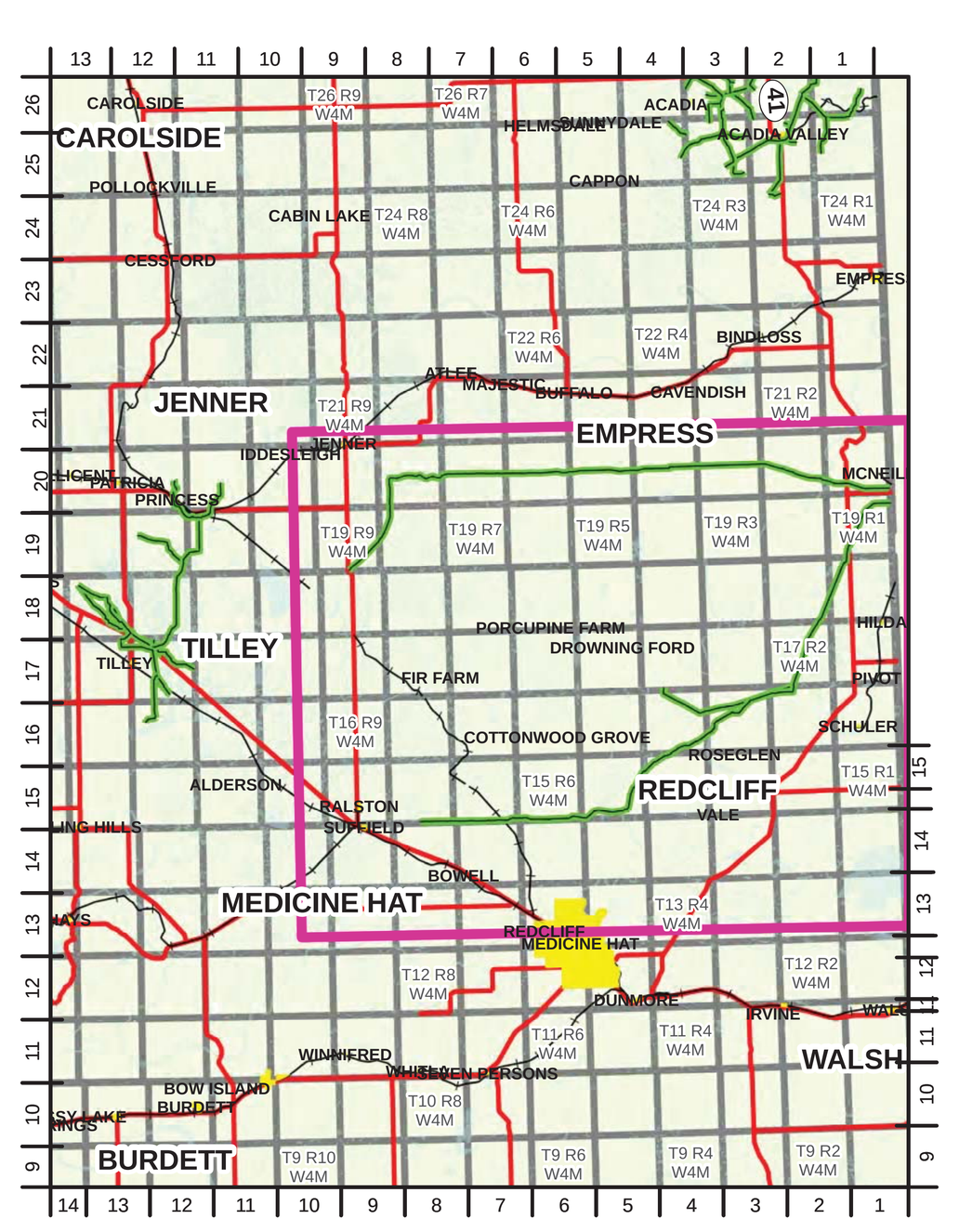
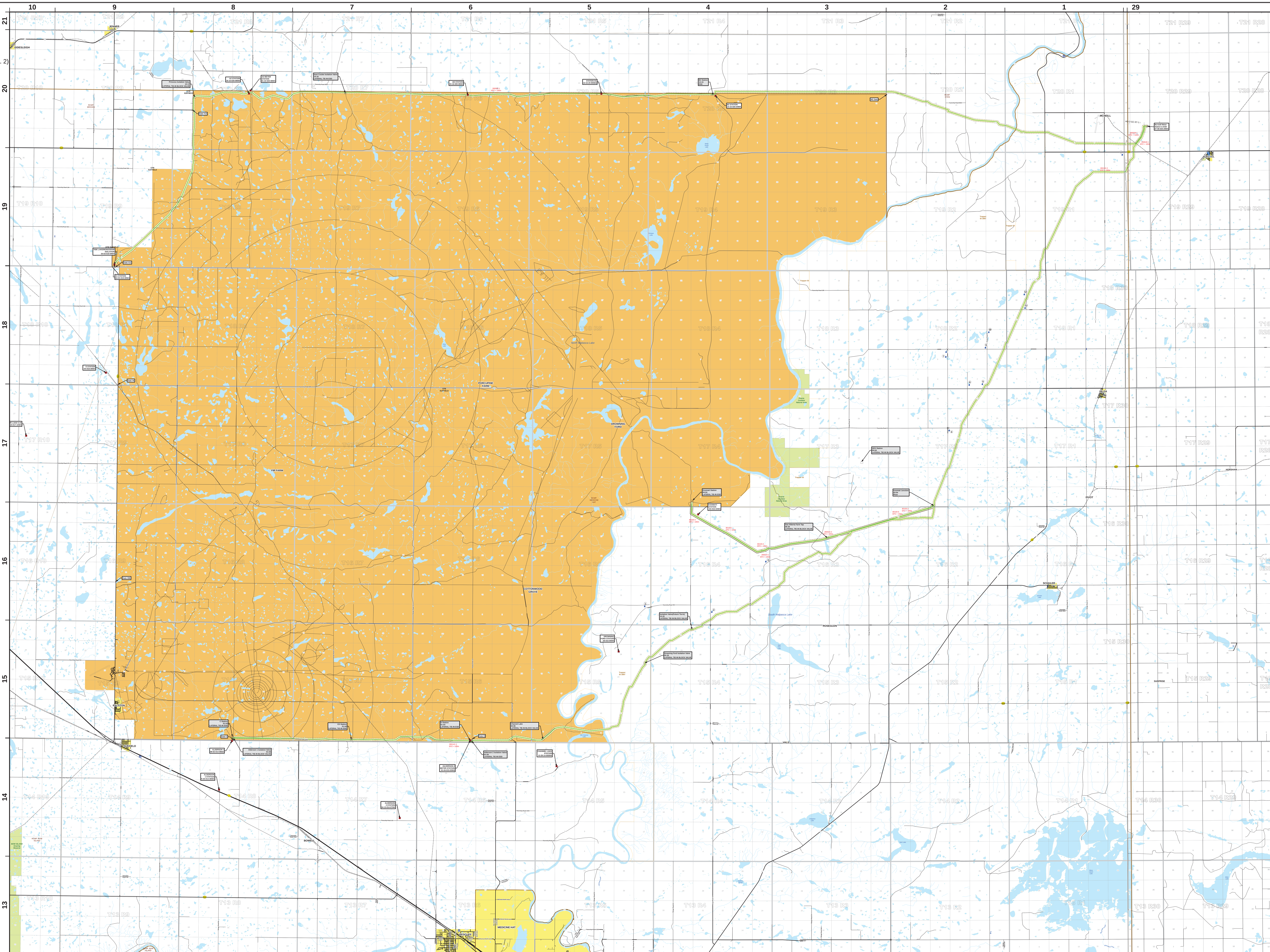


ZEEL

Projection: 3TM 113
Transverse Mercator
False Easting: 0
False Northing: 0
Central Meridian: -113
Scale Factor: 0.9999

Emergency Response Planning (ERP) map created according to specification and calculations as provided by AltaGas.
Zeel GIS Solutions Inc. makes no guarantees regarding the information contained in this map.
Zeel GIS Solutions Inc. accepts no legal responsibilities associated with this map or the data contained in it.



6.6 Facility IMT Contacts

Note: The AltaGas Suffield Pipeline system is operated by Cenovus Operations.
If the emergency occurs within CFB Suffield, the first external emergency callout must be to Suffield Industry Range Control (SIRC).

AltaGas Suffield Pipeline Emergency Numbers				
AltaGas Calgary Emergency Line (24 Hr)	**Cenovus (24 Hr) (ask for Suffield Oil and Gas Team)**	**CFB Suffield – Suffield Industry Range Control (SIRC)**	**TransCanada – Burstall Compressor Station**	**Emergency Fire / Ambulance / RCMP**
1-866-826-3830	1-877-458-8080	403-544-4485 (24 Hr)	*<# removed>*	911

Cenovus Personnel				
Emergency Response Role	**Name**	**Position**	**Office Phone**	**Cell Phone**
First Responders Initial Incident Commanders	*<name and contact information removed>*			
Cenovus 24 Hr Emergency Reporting (ask for the Suffield Oil and Gas Team): 1-877-458-8080				

AltaGas Turin Personnel					
Emergency Response Role	**Name**	**Position**	**Office Phone**	**Cell Phone**	**Email (@altagas.ca)**
Incident Commanders or IMT Support	*<name and contact information removed>*				
Incident Command Support					

6.7 Corporate Office EMST Contacts

Located at the AltaGas Calgary Head Office CECC: 403-691-7575

AltaGas 24 Hour Emergency: 1-866-826-3830

AltaGas Emergency Management Support Team Personnel					
Emergency Response Role	**Name**	**Position**	**Office Phone**	**Cell Phone**	**Email (@altagas.ca)**
<name and contact information removed>					
AltaGas Resource Management Team Personnel					
<name and contact information removed >					

6.8 External Contacts

6.8.1 Government and Regulators

6.8.1.1 Federal

Government Agency	Telephone	Fax (Other)
National Energy Board (NEB)		
Emergency Management Compliance (Calgary)	403-292-4800	403-292-5503
24 Hour Incident Line (non-pipeline incidents)	403-807-9473	
Pipeline Emergency (Transportation Safety Board) PipelineNotifications@tsb.gc.ca	819-997-7887	Fax: 819-953-7876
Canadian Forces Base Suffield		
Suffield Industry Range Control (SIRC)	403-544-4485	
Emergency Response Assistance Canada (ERAC)		
24-hour	1-800-265-0212	
Transport Canada		
CANUTEC (Dangerous Goods emergency)	613-996-6666	*666 (via cell)
CANUTEC (Dangerous Goods information)	613-992-4624	613-993-5925
Transportation Safety Board (Pipeline Occurrence Hotline)	819-997-7887	819-953-7876
Canadian Pacific Railway Police	1-800-716-9132	
Environment Canada		
Head Office	1-800-668-6767	
Prairies & Northern Region	780-951-8600	
Health Canada		
Head Office (Ottawa)	1-866-225-0709	
Alberta EHO on Call	780-719-8782	
Alberta First Nations & Inuit Health Branch (FNIB)	780-495-2703	
FNIB - Alberta Health Protection 24/7 Cell	780-218-9929	
Fisheries and Oceans Canada		
Central & Arctic Marine Spill Response	1-800-265-0237	
Pacific Marine Spill Response	1-800-889-8852	
Aboriginal Affairs & Northern Development Canada		
Indian & Northern Affairs Canada (NWT Office)	867-669-2500	867-669-2709
Indian Oil and Gas Canada (notify of incidents on Reserves)	403-292-5625	403-292-5618

6.8.1.2 Provincial: Alberta

Alberta Government Agency	Telephone	Fax
Alberta Energy Regulator (AER)		
Energy & Environmental Emergency Response Line	**1-800-222-6514**	
Emergency Management Agency (AEMA) Alberta		
Provincial Operations Centre (POC)	1-866-618-2362	780-644-1044
Head Office (Edmonton)	780-422-9000	
Toll Free in Alberta	780-310-0000	
Alberta Environment & Parks (AEP)		
Energy & Environmental Emergency Response Line	1-800-222-6514	
Spirit River Office	780-864-4101	
Wildfire Reporting	1-800-310-3473	
Occupational Health & Safety		
OHS Contact Centre	1-866-415-8690	780-415-8690
Alberta Boilers Safety Association (ABSA)		
Edmonton (Head Office)	780-437-9100	780-437-7787
Workers' Compensation Board (WCB)		
Province Wide	1-866-922-9221	
Calgary	403-517-6000	403-517-6201
Edmonton	780-498-3999	780-427-5863
Provincial Poison Control		
Poison and Drug Information Service (PADIS)	1-800-332-1414	
Alberta Transportation		
Central Reporting/Dangerous Goods 24 Hr. Info Center	1-800-272-9600	
Red Deer Office	403-340-4964	
Alberta Health Services (AHS)		
South Zone	403-502-8300 403-502-8205	

6.8.1.3 Provincial: Saskatchewan

Saskatchewan Government Agency	Telephone	Fax
Ministry of Economy (ECON)		
General – Regina	306-787-2528	
Oil & Gas Environmental Issues – Regina	306-787-2348	
Area 4 field office – Estevan	306-637-4541	
Area 3 field office – Swift Current	306-778-8252	
Area 2 field office – Kindersley	306-463-5400	
Area 1 field office - Lloydminster	306-825-6434	
Ministry of Government Relations		
Emergency Management & Fire Safety - Regina	306-787-3774	
Ministry of Environment		
- General Inquiries (Regina)	1-306-787-2584	
Prince Albert	1-306-953-2322	
All Saskatchewan	1-800-567-4224	
- Spill Report Centre	1-800-667-7525	
- Forest Fire Management	306-953-3422	
- Forest Fire Reporting	1-800-667-9660	
- Estevan Field Office	306-637-4600	
- Weyburn Field Office	306-848-2344	
- Swift Current Field Office	306-778-8205	
- Lloydminster Field Office	306-825-6430	
Cypress Health Region		
Public Health Services – Swift Current	306-778-5280	
General Inquiries – Swift Current	306-778-5100	
Technical Safety Authority of Saskatchewan (TSASK)		
Boiler & Pressure Vessel Incident Reporting	1-866-530-8599	
Highways & Infrastructure		
Southern Region	306-787-4969	
Central Region	306-933-8333	
Northern Region	306-953-3500	
Highway Hotline	1-888-335-7623	
Labour Relations & Workplace Safety		
Occupational Health & Safety (OH&S)	306-787-0613	
Workers' Compensation Board		
Injury Reporting Line	1-800-787-9288 or 306-787-4370	

6.8.1.4 Municipalities Contacts: Alberta

Agency	Telephone	Other
Cypress County (Dunmore)		
Office County Emergency Services Dispatch	403-526-2888 403-529-8285	
Special Area No. 2 (Hanna)		
Office Fire Chief / Emergency Operations Director of Emergency Operations Deputy Director of Emergency Operations	403-854-5625 Office: 403-779-3733 Office: 403-854-5603 Office: 403-854-5623	 Cell: 403-854-0625 Cell: 403-854-0489 Cell: 403-435-0095
RCMP		
Redcliff, AB	403-548-2222	911
Ambulance		
STARS – All Alberta	1-888-888-4567	*4567 or #4567 (on cell)
Emergency – All Alberta	911	
Alberta Health Services (AHS)		
South Zone	403-502-8300 403-502-8205	
Hospitals		
Medicine Hat Regional Hospital	403-529-8000	

6.8.1.6 Municipal Contacts: Saskatchewan

Agency	Telephone	Other
Rural Municipality of Deer Forks		
Office - Burstall	306-679-2000	306-679-2275
Cypress Health Region		
Public Health Services – Swift Current General Inquiries – Swift Current	306-778-5280 306-778-5100	
RCMP		
Leader , SK	306-628-4600	911
Ambulance		
Cypress Health Region	911	
STARS	1-888-888-4567	*4567 or #4567 (on cell)
Hospitals		
Leader Gull Lake Special Care Centre Swift Current	306-628-3845 306-672-4700 306-778-9400	

6.8.2 Support Services Contacts

Emergency Response Role	Contractor	Location	Business
Ambulance & First Aid Services	Local EMS		9-1-1
	STARS Air Ambulance		1-888-888-4567 or 9-1-1
	Firemaster Oilfield Services Inc.	Medicine Hat	403-526-7200
	HSE Integrated	All Alberta	1-888-346-8260
Air Monitoring	Firemaster Oilfield Services Inc.	Medicine Hat	403-526-7200
	HSE Integrated	Red Deer	1-888-346-8260
	United Safety	Airdrie	1-800-432-1809
	Promet Environmental Services	Calgary	403-275-0414
Caterers	Subway	Leader, SK	306-628-3730
		Medicine Hat - 1912 Southview Dr SE	403-526-2933
Communications Equipment	Cactus Communication	Medicine Hat	403-528-3000
	Comtech	Medicine Hat	403-548-7501
	Cypress Communications Ltd.	Medicine Hat	403-528-2244
Construction Companies	Flint Energy Services Ltd.	Medicine Hat	403-548-3330
	Flint Energy Services Ltd.	Brooks	1-877-362-8451
	Dapajo Construction	Brooks	403-362-7570
Cranes (Rental)	Stampede Crane	Medicine Hat	403-548-8117
	Niwa Crane	Medicine Hat	403-580-8888
	Latigo Trucking Ltd	Brooks	403-362-6488
	Omega Transport Services Inc.	Brooks	403-362-7303
Electricians	Pronghorn Controls	Medicine Hat	403-527-3433
	Tarpon Energy Services Ltd.	Medicine Hat	403-526-7325
	Spider Electric Ltd.	Medicine Hat	403-529-9315
Environmental Specialists	Tervita	Calgary	403-233-7565
	Maxxam Analytics Inc. -	24 Hr Emergencies	1-855-629-9261
	Clean Harbours Inc.	Calgary	403-769-0685
Firefighting Services / Blowout Extinguishing / Well Control	Firemaster Oilfield Services Inc.	Medicine Hat	403-526-7200
	Safety Boss Ltd.	Calgary	403-261-5075
	SIRC – Suffield Only	Ralston	403-544-4485
Gravel Trucks	Linden Trucking	Medicine Hat	403-527-0433
	Tacoma Capital	Medicine Hat	403-581-7301
Hotels	Burstall Motel	Burstall	306-679-2226
	Holiday Inn Express & Suites	Medicine Hat	403-504-5151
	Comfort Inn & Suites	Medicine Hat	403-504-1700

Emergency Response Role	Contractor	Location	Business
Safety Equipment & Services	Firemaster Oilfield Services Inc. HSE Integrated United Safety	Medicine Hat Red Deer Airdrie	403-526-7200 1-888-346-8260 1-800-432-1809
Utilities	Telus	Province	Dial “0” 611 (repairs) 1-888-811-2828
Welders	Echo View Flint Energy Services Ltd. Toro Projects Hranco Industries Ltd. Maverick Oilfield Services Bromley Mechanical Services	Medicine Hat Medicine Hat Medicine Hat Medicine Hat Medicine Hat Medicine Hat	403-502-3440 403-548-3330 403-548-2425 403-527-4190 403-548-2425 403-526-3142

6.8.3 Product Release Support

6.8.3.1 WCSS Oil Spill Coop - Alberta

The Western Canadian Spill Services manuals (Large Yellow Binders) are available in the AltaGas Calgary office. If deemed necessary reference the appropriate manual. The contacts below are for the WCSS region Area S, Zone 1 (Alberta).

Area S Zone 1

24 Hr Emergency Contact (1-866-541-8888)			
Position	**Name**	**Location**	**Contact Information**
Administrator	*<names removed>*	WCSS	403-516-8019 Cell: 403-650-4765
Regional Custodian		Mid-West Pumps (90) Ltd. Equipment Location: Lethbridge	403-329-0427 ext 205 24-HR:(403) 329-0427 Cell: (403) 795-9985 Fax: (403) 327-4660
Coop Custodian		Absolute SAFETY Equipment Location: 15-7-13-5-W4 Enerplus site North of Medicine Hat, AB	(403) 362-7100 (24-HR) Cell: (403) 362-1945
Chairman		Canadian Natural Resources Ltd.	Cellular: (403) 423-0098
Closest access to equipment is at 15-7-13-5-W4 Enerplus site North of Medicine Hat, AB			

6.8.3.2 Emergency Response Assistance Canada (ERAC)

If an emergency incident involves the release of Natural Gas Liquids notify ERAC, who may dispatch a Remedial Measures Advisor to the scene.

Emergency Response Assistance Canada (ERAC)		
24-hour	1-800-265-0212	403-543-6099

6.8.4 Residents and Stakeholders

6.8.4.1 Resident Lists

The attached table includes residents that are located within the Suffield Pipeline Emergency Planning Zones. Reference Section 6.5 Facility Map.

Note: Some externally distributed ERP manuals do not contain the confidential resident information. Reference the distribution list for details.

6.8.4.2 Trappers

The following trapper is a registered user of areas that overlap with the Suffield Pipeline EPZ in Alberta:

Trapper ID#	Name	Mailing Address	Phone
<name and contact information removed removed>			

6.8.4.3 Recreational & Public Facilities

There are **no** campgrounds and/or parks within the calculated EPZ's.

The Rose Glen Hutterite Colony is located within the EPZ at LSD – SW-02-018-02 W4.

Refer to Section 6.9.4 – Residents & Stakeholders for a complete resident list.

6.8.4.4 Area Schools

The following schools are attended by those living in the Emergency Planning Zones (EPZs):

School	Location	Telephone
Schuler School	20 - 1 Ave W, Schuler, AB	403-839-3732
Eagle Butte High School	918 - 2 Ave, Dunmore, AB	403-527-5516
Rose Glen Colony School	SW 02-18-02 W4	403-838-2040

6.8.4.6 Industrial Operators

The following is a listing of operating facilities on or near the Suffield Pipeline:

Facility	Phone	Fax / Other
TransCanada Burstall Compressor Station	*<contact information removed>*	
Cenovus C Station		
Cenovus Alderson 1		
Cenovus CD Station		
Cenovus D Station		
Cenovus Alderson 2		
Cenovus Koomati		
GEX		
Direct Energy Office		
Direct Energy Channel Lake		
Direct Energy Drowning Ford		
Cenovus E Station		
Cenovus A1 Station		
Cenovus AB Station		
Cenovus B2 Station		
Cenovus A2 Station		
Cenovus Tide Lake station – Cenovus Langevin Area		
Cenovus Princess West Station – Cenovus Langevin Area		
Cenovus Princess East Station – Cenovus Langevin Area		
Pine Cliff Energy		
Rockpoint Gas Storage AECO C Hub		

6.8.5 Bridging Statement

If the AltaGas EPZ encompasses any of the receipt or delivery points, AltaGas will immediately notify the industrial operator inside the EPZ. The contact information for the industrial operators are listed in Section 6.8.4.5.

7 Forms

7.1 ICS Forms

7.1.1 ICS 201 Incident Briefing

ICS

Incident Briefing (ICS 201)

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

4. MAP SKETCH

5. SITUATION SUMMARY AND SAFETY BRIEFING

ICS 201 Page 1 of 4	6. PREPARED BY (Name and Position)	SIGNATURE

ICS

Incident Briefing (ICS 201)

7. CURRENT AND PLANNED OBJECTIVES

8. CURRENT AND PLANNED ACTIONS, STRATEGIES AND TACTICS	
Time:	Actions:

ICS 201 Page 2 of 4	9. PREPARED BY (Name and Position)	SIGNATURE

Incident Briefing (ICS 201)

10. CURRENT ORGANIZATION

ICS 201 Page 3 of 4	11. PREPARED BY (Name and Position)	SIGNATURE

ICS

Incident Briefing (ICS 201)

12. RESOURCES SUMMARY

Resources Ordered	Resource Identification	ETA	On Scene	Location/Assignment

ICS 201 Page 4 of 4	13. PREPARED BY (Name and Position)	SIGNATURE

7.1.2 ICS 202 Incident Objective

ICS Form 202

INCIDENT OBJECTIVES	1. INCIDENT NAME	2. DATE	3. TIME
4. OPERATIONAL PERIOD (Date/Time)			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (Include alternatives)			
6. WEATHER FORECAST			
7. GENERAL SAFETY MESSAGE			
8. ATTACHMENTS (Check if attached) ☐ Organization List (ICS 203) ☐ Medical Plan (ICS 206) ☐ _____ ☐ Assignment List (ICS 204) ☐ Incident Map ☐ _____ ☐ Communications Plan (ICS 205) ☐ Traffic Plan ☐ _____			
9. PREPARED BY (Planning Section Chief)	10. APPROVED BY (Incident Commander)		

7.1.3 ICS 203 Organization Assignment list

ICS

Organization Assignment List, ICS Form 203

ORGANIZATION ASSIGNMENT LIST	1. INCIDENT NAME	2. DATE	3. TIME

5. INCIDENT COMMAND AND STAFF

Incident Commander/ Unified Commanders	
Deputy	
Safety Officer	
Information Officer	
Liaison Officer	

6. AGENCY/ORGANIZATION REPRESENTATIVES

Agency/Organization	Representative

7. PLANNING SECTION

Chief	
Deputy	
Resources Unit	
Situation Unit	
Documentation Unit	
Demobilization Unit	
Technical Specialists	

8. LOGISTICS SECTION

Chief	
Deputy	
a. SUPPORT BRANCH	
Director	
Supply Unit	
Facilities Unit	
Ground Support Unit	
b. SERVICE BRANCH	
Director	
Communications Unit	
Medical Unit	
Food Unit	

4. OPERATIONAL PERIOD (Date/Time)

9. OPERATIONS SECTION

Chief		
Deputy		
a. BRANCH		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
b. BRANCH		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
c. BRANCH		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
d. AIR OPERATIONS BRANCH		
Air Operations Br. Dir.		
Air Tactical Group Sup.		
Air Support Group Sup.		

10. FINANCIAL/ADMINISTRATION SECTION

Chief	
Deputy	
Time Unit	
Procurement Unit	
Compensation/Claims Unit	
Cost Unit	

PREPARED BY (Resources Unit)

7.1.4 ICS 204 Assignment List

ICS Form 204

1. BRANCH	2. DIVISION/GROUP	ASSIGNMENT LIST ICS 204
3. INCIDENT NAME	4. OPERATIONAL PERIOD Date _____ Time _____	

5. OPERATIONAL PERSONNEL

Operations Chief _____ Division/Group Supervisor _____

Branch Director _____

6. RESOURCES ASSIGNED TO THIS PERIOD

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

7. WORK ASSIGNMENTS

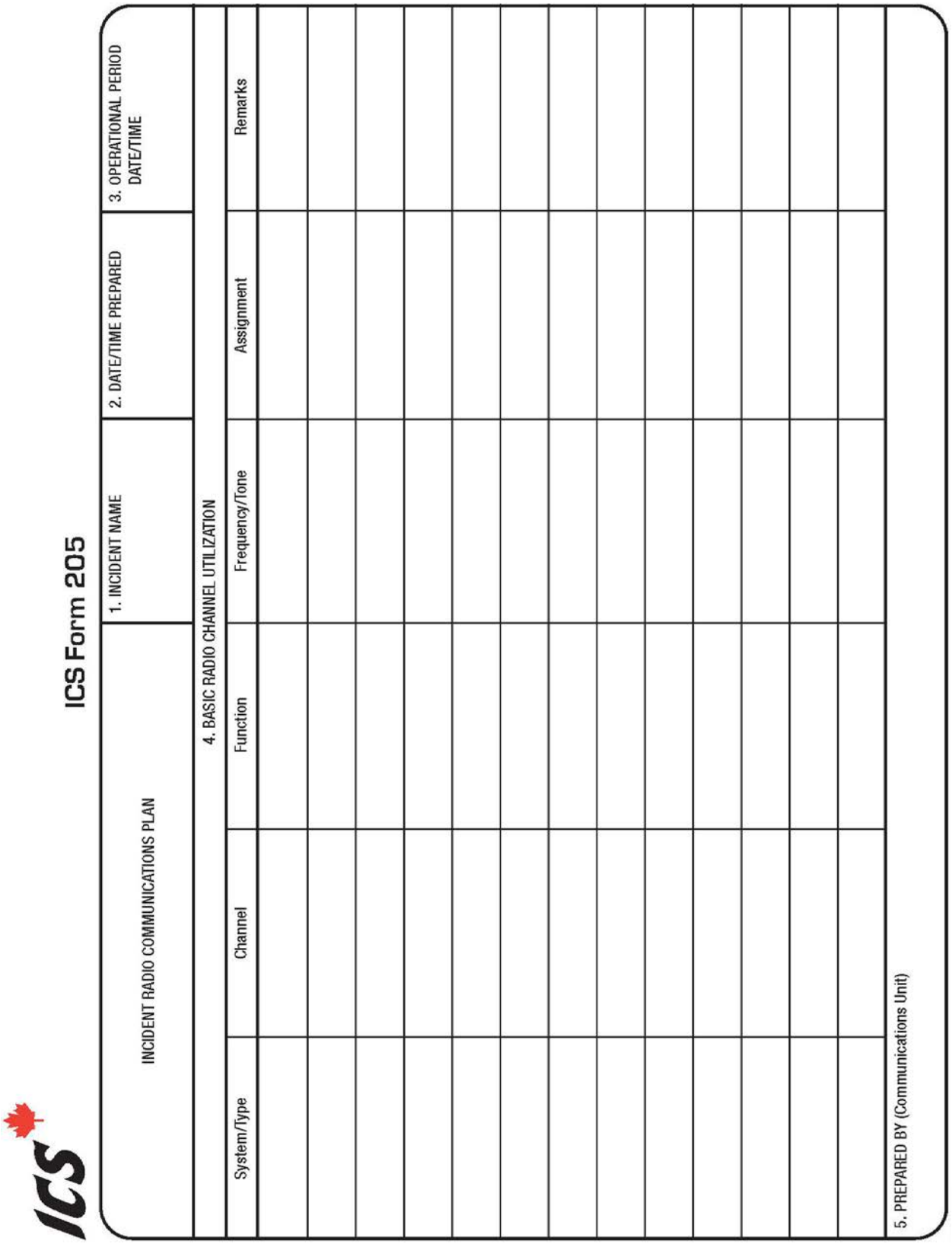
8. SPECIAL INSTRUCTIONS

9. DIVISION/GROUP COMMUNICATIONS SUMMARY

Function		Freq.	System	Chan.	Function		Freq.	System	Chan.
Command	Local				Command	Local			
	Repeat					Repeat			
Div./Group Tactical					Ground to Air				

PREPARED BY (Resource Unit Leader)	APPROVED BY (Planning Section Chief)	Date	Time

7.1.5 ICS 205 Radio Communication Plan



ICS Form 205

INCIDENT RADIO COMMUNICATIONS PLAN

1. INCIDENT NAME

2. DATE/TIME PREPARED

3. OPERATIONAL PERIOD DATE/TIME

4. BASIC RADIO CHANNEL UTILIZATION

System/Type	Channel	Function	Frequency/Tone	Assignment	Remarks

5. PREPARED BY (Communications Unit)

7.1.6 ICS 206 Medical Plan

ICS

Medical Plan (ICS 206)

MEDICAL PLAN	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	4. OPERATIONAL PERIOD

5. INCIDENT MEDICAL AID STATION

Medical Aid Stations	Location	Paramedics Yes	Paramedics No
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

6. TRANSPORTATION (indicate air or ground)

Ambulance Service	Location	Contact (number or frequency)	Level of Serv. ALS	Level of Serv. BLS

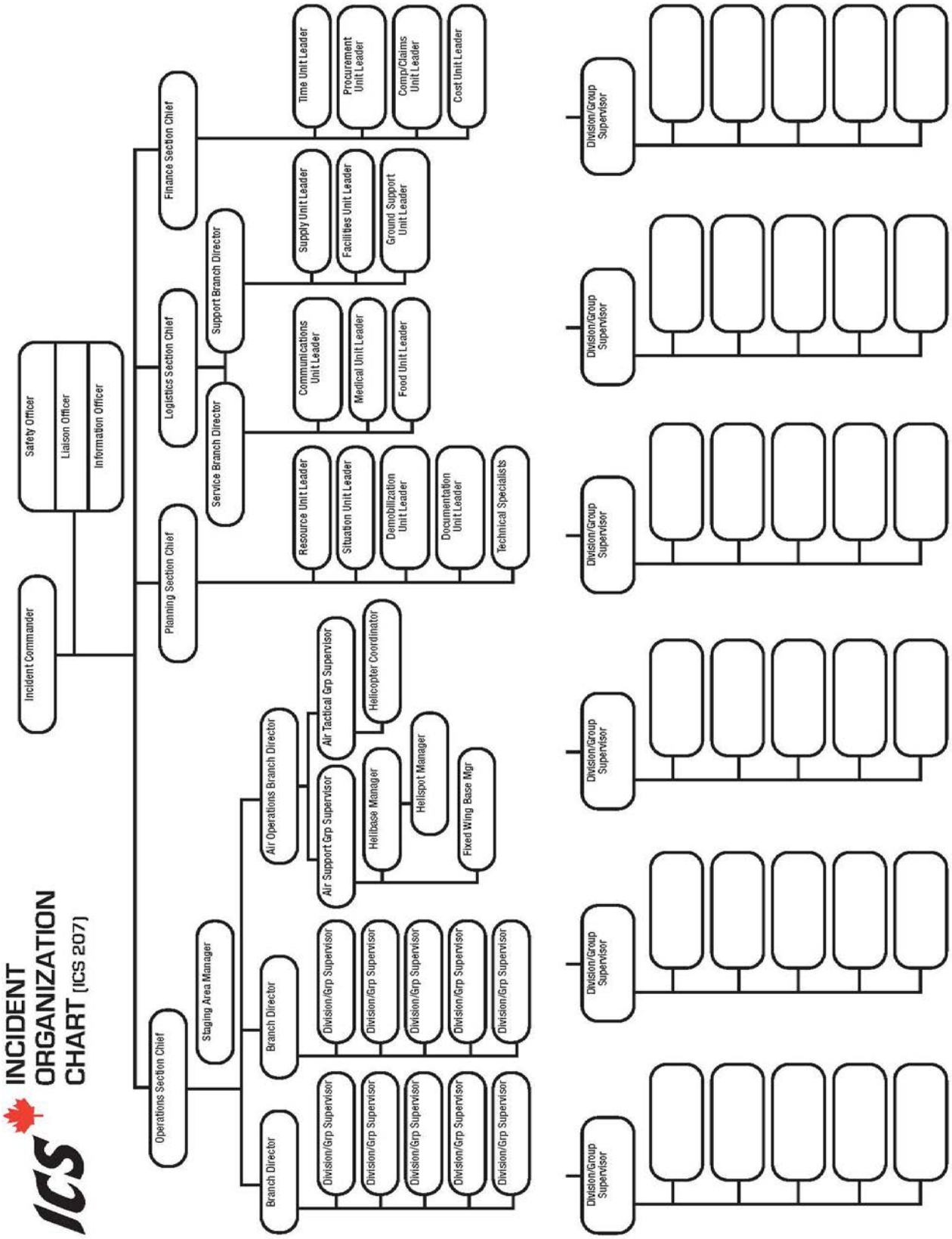
7. HOSPITALS

Hospital Name	Address (Lat. and Long. if Helipad)	Travel Time Air	Travel Time Grnd	Contact (number or frequency)	Helipad Yes	Helipad No	Burn Ctr. Yes	Burn Ctr. No
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐

8. SPECIAL MEDICAL EMERGENCY PROCEDURES

PREPARED BY (Medical Unit Leader)	10. APPROVED BY (Safety Officer)

7.1.7 ICS 207 Organization Chart



7.1.8 ICS 208 Safety Message Plan

ICS

Safety Message/Plan (ICS 208)

1. INCIDENT NAME	2. OPERATIONAL PERIOD: Date from:	Date to:
	Time from:	Time to:

3. SAFETY MESSAGE/EXPANDED SAFETY MESSAGE, SAFETY PLAN, SITE SAFETY PLAN:

4. SITE SAFETY PLAN REQUIRED? Yes ☐ No ☐
Approved Site Safety Plan(s) Located At:

IAP Page	5. PREPARED BY (Name and Position)	Date/Time:
ICS 208		

7.1.9 ICS 209 Incident Status Summary

ICS

Incident Status Summary (ICS 209)

*1. INCIDENT NAME			2. INCIDENT NO.	
*3. REPORT VERSION (Check one box on left) ❑ Initial ❑ Update ❑ Final Rpt # (If used)	*4. INCIDENT COMMANDER(S) & AGENCY OR ORGANIZATION		5. INCIDENT MANAGEMENT ORGANIZATION	*6. INCIDENT START DATE/TIME Date / Time
7. CURRENT INCIDENT SIZE OR AREA INVOLVED (Use unit label – e.g. "sq km", "city block")	8. PERCENT (%) CONTAINED / COMPLETED	*9. INCIDENT DEFINITION	10. INCIDENT COMPLEXITY LEVEL	*11. FOR TIME PERIOD From Date/Time / To Date/Time

APPROVAL & ROUTING INFORMATION

*12. PREPARED BY Print Name / ICS Position / Date/Time Prepared	*13. DATE/TIME SUBMITTED
*14. APPROVED BY Print Name / ICS Position / Date/Time Prepared	*15. PRIMARY LOCATION, ORGANIZATION, OR AGENCY SENT TO

INCIDENT LOCATION INFORMATION

*16. PROVINCE/TERRITORY	*17. COUNTY, REGIONAL/RURAL MUNICIPALITY, REGIONAL/MUNICIPAL DISTRICT	*18. CITY
19. UNIT OR OTHER	*20. INCIDENT JURISDICTION	21. INCIDENT LOCATION OWNERSHIP (If different than jurisdiction)
22. LONGITUDE / LATITUDE	23. DATUM	24. LEGAL DESCRIPTION (township, section, range)
*25. SHORT LOCATION OR AREA DESCRIPTION (list all affected areas or a reference point)		*26. UTM COORDINATES
27. NOTE ANY ELECTRONIC GEOSPATIAL DATA INCLUDED OR ATTACHED (indicate data format, content, and collection time information and labels)		

INCIDENT SUMMARY

*28. SIGNIFICANT EVENTS FOR THE TIME PERIOD REPORTED (summarize significant progress made, evacuations, incident growth, etc.)				
29. PRIMARY MATERIALS OR HAZARDS INVOLVED (hazardous chemicals, fuel types, infectious agents, radiation, etc.)				
30. DAMAGE ASSESSMENT INFORMATION (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			

ICS 209 | Page 1 of 4 * Required when applicable

AltaGas

ICS

Incident Status Summary (ICS 209)

*1. INCIDENT NAME	2. INCIDENT NO.

ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION

*31. PUBLIC STATUS SUMMARY	A. # This Reporting Period	B. Total # to Date
C. INDICATE NUMBER OF CIVILIANS (PUBLIC) BELOW		
D. Fatalities		
E. With Injuries/Illness		
F. Trapped/In Need of Rescue		
G. Missing (note if estimated)		
H. Evacuated (note if estimated)		
I. Sheltering in Place (note if estimated)		
J. In Temporary Shelters (note if estimated)		
K. Have Received Mass Immunizations		
L. Require Immunizations (note if estimated)		
M. In Quarantine		
N. Total # Civilians (Public) Affected		

*32. RESPONDER STATUS SUMMARY	A. # This Reporting Period	B. Total # to Date
C. INDICATE NUMBER OF CIVILIANS (PUBLIC) BELOW		
D. Fatalities		
E. With Injuries/Illness		
F. Trapped/In Need of Rescue		
G. Missing (note if estimated)		
H. Evacuated (note if estimated)		
I. Sheltering in Place (note if estimated)		
J. In Temporary Shelters (note if estimated)		
K. Have Received Mass Immunizations		
L. Require Immunizations (note if estimated)		
M. In Quarantine		
N. Total Responders Affected		

33. LIFE, SAFETY, AND HEALTH STATUS/THREAT REMARKS

35. WEATHER CONCERNS (synopsis of currant and predicted weather, discuss related factors that may cause concern)

*34. LIFE, SAFETY, AND HEALTH THREAT MANAGEMENT		A. Check if Active
A. No Likely Threat		❑
B. Potential Future Threat		❑
C. Mass Notifications in Progress		❑
D. Mass Notifications Completed		❑
E. No Evacuation(s) Imminent		❑
F. Planning for Evacuation		❑
G. Planning for Shelter-in-Place		❑
H. Evacuation(s) in Progress		❑
I. Shelter-in-Place in Progress		❑
J. Repopulation in Progress		❑
K. Mass Immunization in Progress		❑
L. Mass Immunization Complete		❑
M. Quarantine in Progress		❑
N. Area Restriction in Effect		❑
		❑
		❑
		❑
		❑

36. PROJECTED INCIDENT ACTIVITY, POTENTIAL, MOVEMENT, ESCALATION, OR SPREAD
and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes

12 hours
24 hours
48 hours
72 hours
Anticipated after 72 hours

37. OBJECTIVES (define planned end-state for incident)

ICS 209 | Page 2 of 4 * Required when applicable

ICS

Incident Status Summary (ICS 209)

*1. INCIDENT NAME	2. INCIDENT NO.

ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued)

38. CURRENT INCIDENT THREAT SUMMARY AND RISK INFORMATION IN 12-, 24-, 48-, AND 72-HOUR TIMEFRAMES AND BEYOND
Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours

24 hours

48 hours

72 hours

Anticipated after 72 hours

39. CRITICAL RESOURCE NEEDS in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours

24 hours

48 hours

72 hours

Anticipated after 72 hours

40. STRATEGIC DISCUSSION: EXPLAIN IN RELATION TO OVERALL STRATEGY, CONSTRAINTS, AND CURRENT AVAILABLE INFORMATION TO

1) critical resource needs identified above,
2) the Incident Action Plan and management objectives,
3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. PLANNED ACTIONS FOR NEXT OPERATIONAL PERIOD

42. PROJECTED FINAL INCIDENT SIZE/AREA (use unit label – e.g., "sq km")

43. ANTICIPATED INCIDENT MANAGEMENT COMPLETION DATE

44. PROJECTED SIGNIFICANT RESOURCE DEMOBILIZATION START DATE

45. ESTIMATED INCIDENT COSTS TO DATE

46. PROJECTED FINAL INCIDENT COST ESTIMATE

47. REMARKS (or continuation of any blocks above – list block number in notation)

ICS 209 | Page 3 of 4

* Required when applicable

AltaGas

ICS

Incident Status Summary (ICS 209)

*1. INCIDENT NAME	2. INCIDENT NO.

INCIDENT RESOURCE COMMITMENT SUMMARY

48. AGENCY OR ORGANIZATION	49. RESOURCES (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)	50. ADDITIONAL PERSONNEL not assigned to a resource	51. TOTAL PERSONNEL (includes those associated with resources – e.g., aircraft or engines – and individual overhead)
52. TOTAL RESOURCES			

52. ADDITIONAL COOPERATING AND ASSISTING ORGANIZATIONS NOT LISTED ABOVE

ICS 209 | Page 4 of 4

* Required when applicable

7.1.10 ICS 211 Check In

Check In (ICS 211)

1. INCIDENT NAME					INCIDENT NUMBER			2. CHECK-IN LOCATION ☐ Base ☐ Camp ☐ Staging Area ☐ ICP Res. Unit ☐ Helibase					3. DATE/TIME		
CHECK-IN INFORMATION															
4. LIST PERSONNEL (overhead) BY AGENCY & NAME - OR - LIST EQUIPMENT BY THE FOLLOWING FORMAT:					5. ORDER/ REQUEST NUMBER	6. DATE/ TIME CHECK-IN	7. LEADER'S NAME	8. TOTAL NO. PERSONNEL	9. HOME BASE	10. DEPARTURE POINT	11. METHOD OF TRAVEL	12. INCIDENT ASSIGNMENT	13. OTHER QUALIFICATIONS	14. SENT TO RESOURCE UNIT	
Agency	Single	Kind	Type	I.D. No/Name											
REMARKS or COMMENTS															
Page		of		17. PREPARED BY (Name and Position)											

7.1.11 ICS 213 General Message

ICS

General Message (ICS 213)

TO	POSITION	
FROM	POSITION	
SUBJECT	DATE	TIME
MESSAGE		
SIGNATURE	POSITION	
REPLY		
DATE	TIME	SIGNATURE/POSITION

7.1.12 ICS 214 Activity Log

ICS

Activity Log (ICS 214)

ACTIVITY LOG	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. NAME	5. ICS POSITION		6. OPERATIONAL PERIOD

7. PERSONNEL ASSIGNED

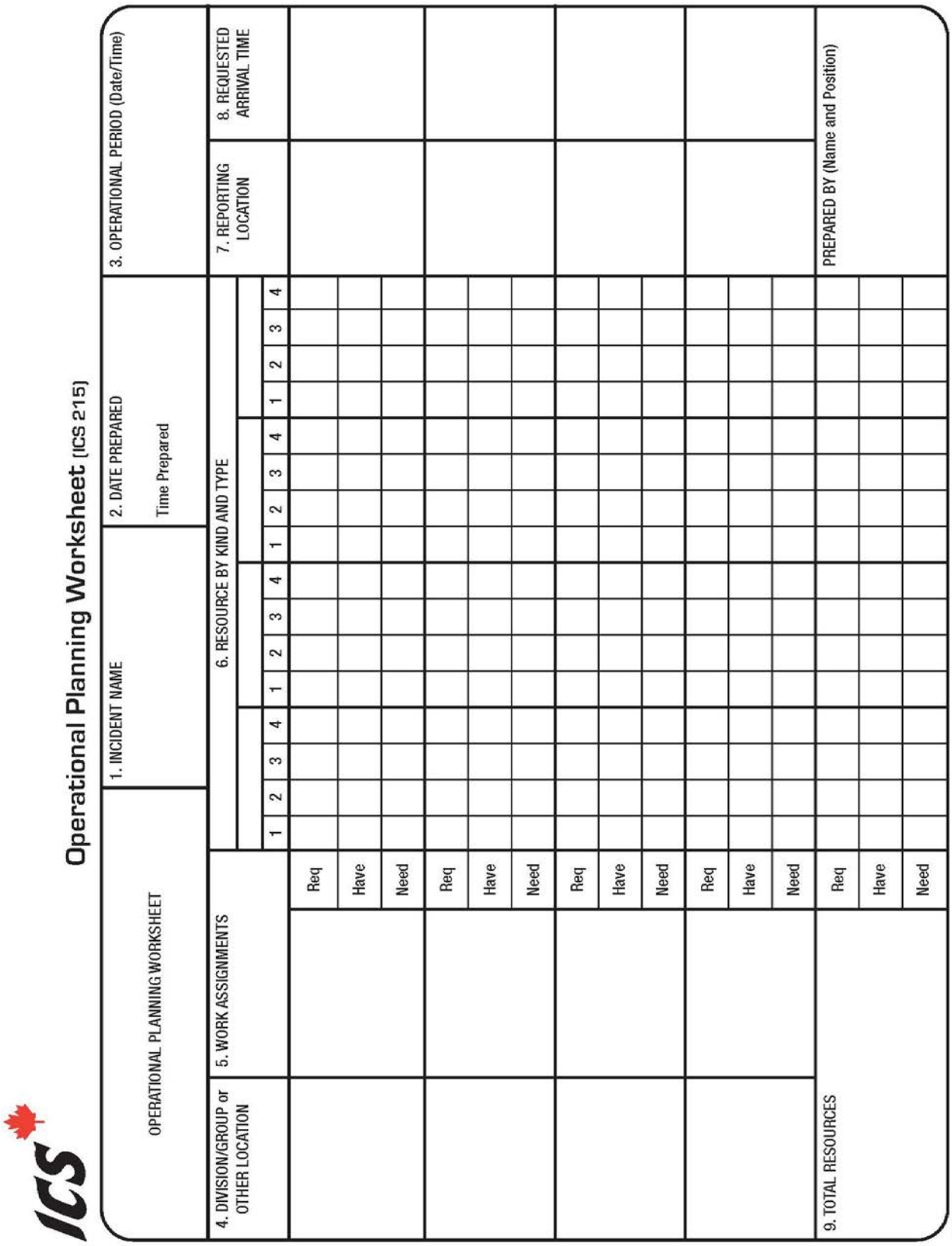
Name	ICS Position	Home Base

8. ACTIVITY LOG

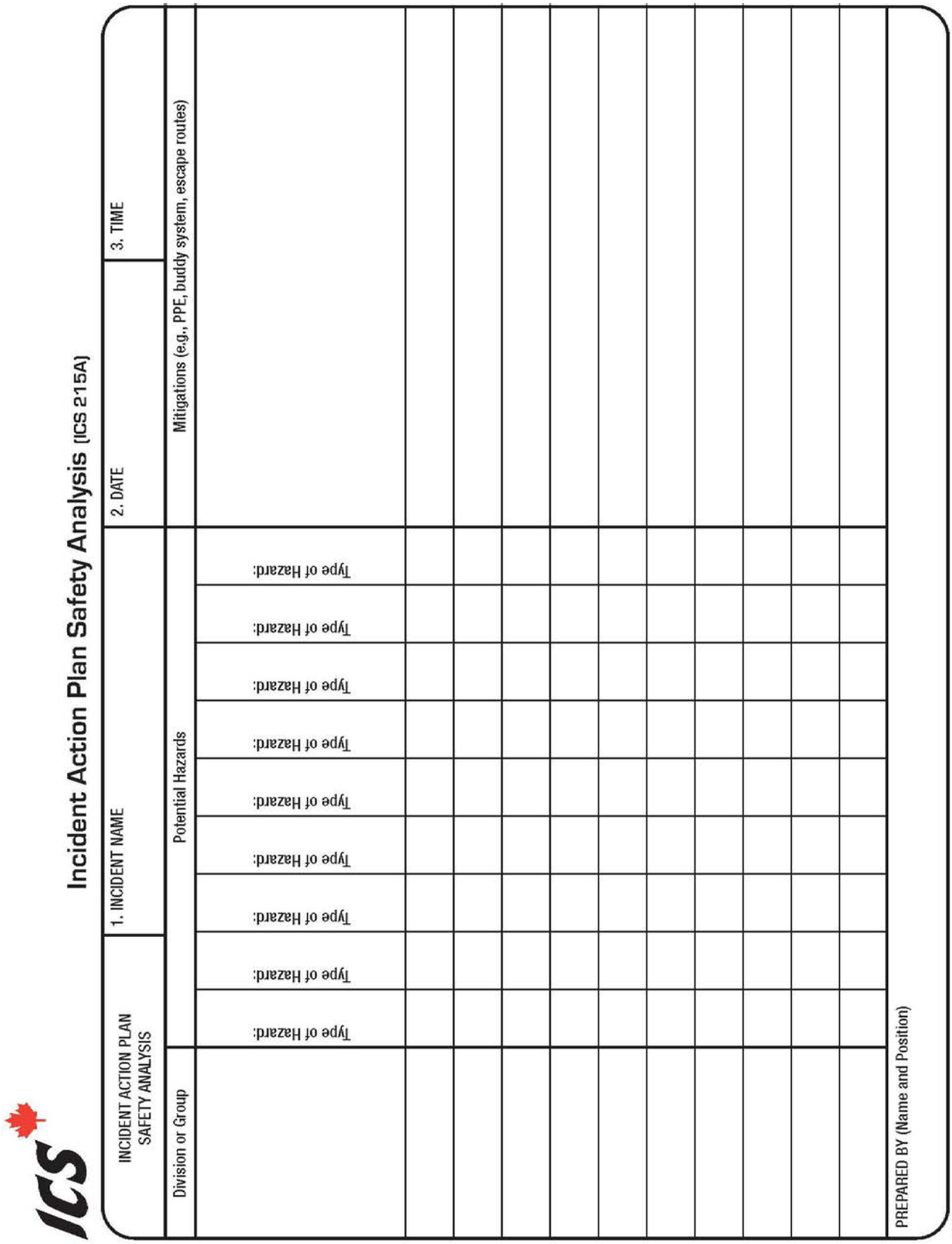
Time	Major Events

9. PREPARED BY (Name and Position)

7.1.13 ICS 215 Operational Planning Worksheet



7.1.14 ICS 215A Safety Analysis



7.1.15 ICS 216 Radio Requirements Worksheet

ICS

Radio Requirements Worksheet (ICS 216)

1. INCIDENT NAME			2. DATE		3. TIME			
4. BRANCH		5. AGENCY	6. OPERATIONAL PERIOD		7. TACTICAL FREQUENCY			
8. DIVISION/GROUP (A)		8. DIVISION/GROUP (B)	8. DIVISION/GROUP (C)		8. DIVISION/GROUP (D)			
AGENCY		AGENCY	AGENCY		AGENCY			
9. SECTOR	ID NO.	RADIO REQUIREMENTS	9. SECTOR	ID NO.	RADIO REQUIREMENTS	9. SECTOR	ID NO.	RADIO REQUIREMENTS
10. PREPARED BY (Name and Position)								

7.1.16 ICS 217A Communications Resource Availability Worksheet

ICS

Communications Resource Availability Worksheet (ICS 217A)

FREQUENCY BAND				DESCRIPTION							
	Channel/Talkgroup Name	Channel Configuration	Users	Rx Freq	N/W	PL Tone/ NAC	Tx Freq	N/W	PL Tone/ NAC	Mode A/D/M	Remarks

For Channel Configuration indicate Simplex, Repeater, Trunking. 'Channel' name may be a number on some radios. 'Users' are all agencies who have radios with this channel. Frequency lists show four digits after the decimal place, followed by 'N' or 'W' for narrow or wide band and are shown as they will appear in a base, mobile or portable radio. Repeaters must be programmed with the Rx and Tx reversed.

7.1.17 ICS 218 Support Vehicle Inventory

ICS

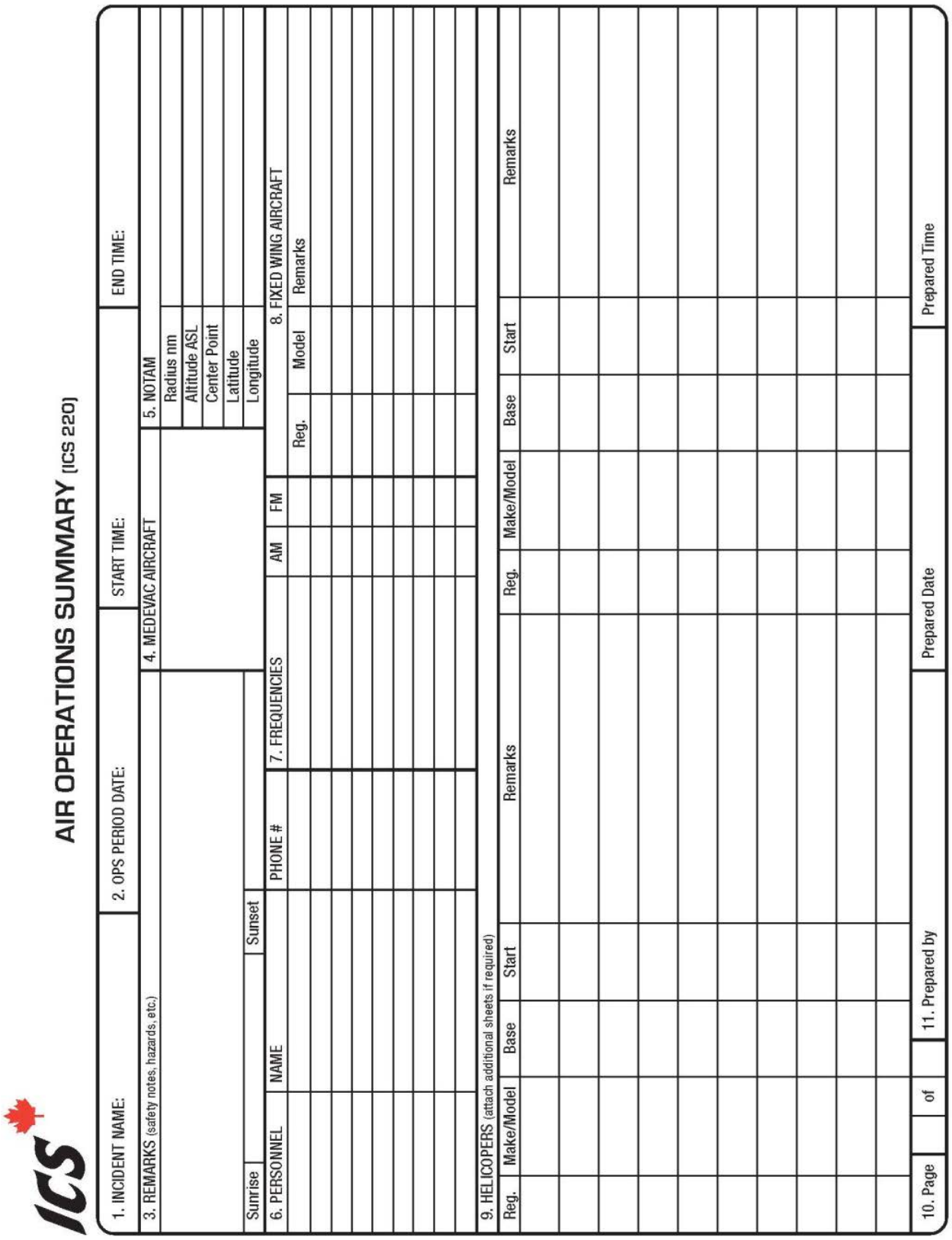
Support Vehicle/Equipment Inventory (ICS 218)

1. INCIDENT NAME	2. INCIDENT NUMBER	3. DATE/TIME PREPARED Date Time	4. VEHICLE/EQUIPMENT CATEGORY

5. VEHICLE/EQUIPMENT INFORMATION												
Order Request No.	Incident ID No.	Vehicle or Equipment Classification	Vehicle or Equipment Make	Category/ Kind/Type, Capacity, or Size	Vehicle or Equipment Features	Agency or Owner	Operator Name or Contact	Vehicle License or ID No.	Incident Assignment	Incident Start Date and Time	Incident Release Date and Time

6. PREPARED BY	Name	Position/Title	Signature

7.1.18 ICS 220 Air Operations Summary



AIR OPERATIONS SUMMARY (ICS 220)

ICS

1. INCIDENT NAME:	2. OPS PERIOD DATE:	START TIME:	END TIME:

3. REMARKS (safety notes, hazards, etc.)	4. MEDEVAC AIRCRAFT	5. NOTAM	
		Radius nm	
		Altitude ASL	
		Center Point	
		Latitude	
		Longitude	

Sunrise | Sunset

6. PERSONNEL			7. FREQUENCIES			8. FIXED WING AIRCRAFT			
NAME	PHONE #		AM	FM	Reg.	Model	Remarks		

9. HELICOPERS (attach additional sheets if required)

Reg.	Make/Model	Base	Start	Remarks	Reg.	Make/Model	Base	Start	Remarks

10. Page	of	11. Prepared by	Prepared Date	Prepared Time

7.1.19 ICS 221 Demobilization Checklist

ICS

Demobilization Checkout (ICS 221)

1. INCIDENT NAME/NUMBER		2. DATE/TIME	3. DEMOB. NUMBER
4. UNIT/PERSONNEL RELEASED			
5. TRANSPORATION TYPE/NUMBER			
6. ACTUAL RELEASE DATE/TIME			7. MANIFEST COMPLETED ☐ YES ☐ NO
8. DESTINATION	9. Notify	HQ ☐ Agency ☐ Region ☐ Area ☐ Dispatch ☐	
	Name		
	Date		
10. UNIT LEADER RESPONSIBLE FOR COLLECTING PERFORMANCE RATING			

11. UNIT/PERSONNEL

You and your resources have been released subject to Sign-Off from the following:
Demobilization Unit Leader - Check the appropriate box

LOGISTICS SECTION	
☐ Supply Unit	
☐ Communication Unit	
☐ Facilities Unit	
☐ Ground Support Unit Leader	
PLANNING SECTION	
☐ Documentation Unit	
FINANCE SECTION	
☐ Time Unit	
OTHER	
☐	
☐	

REMARKS

Page ____ of ____ 13. PREPARED BY (include date and time)

7.1.20 ICS 230 Daily Meeting Schedule

ICS 230 - Daily Meeting Schedule

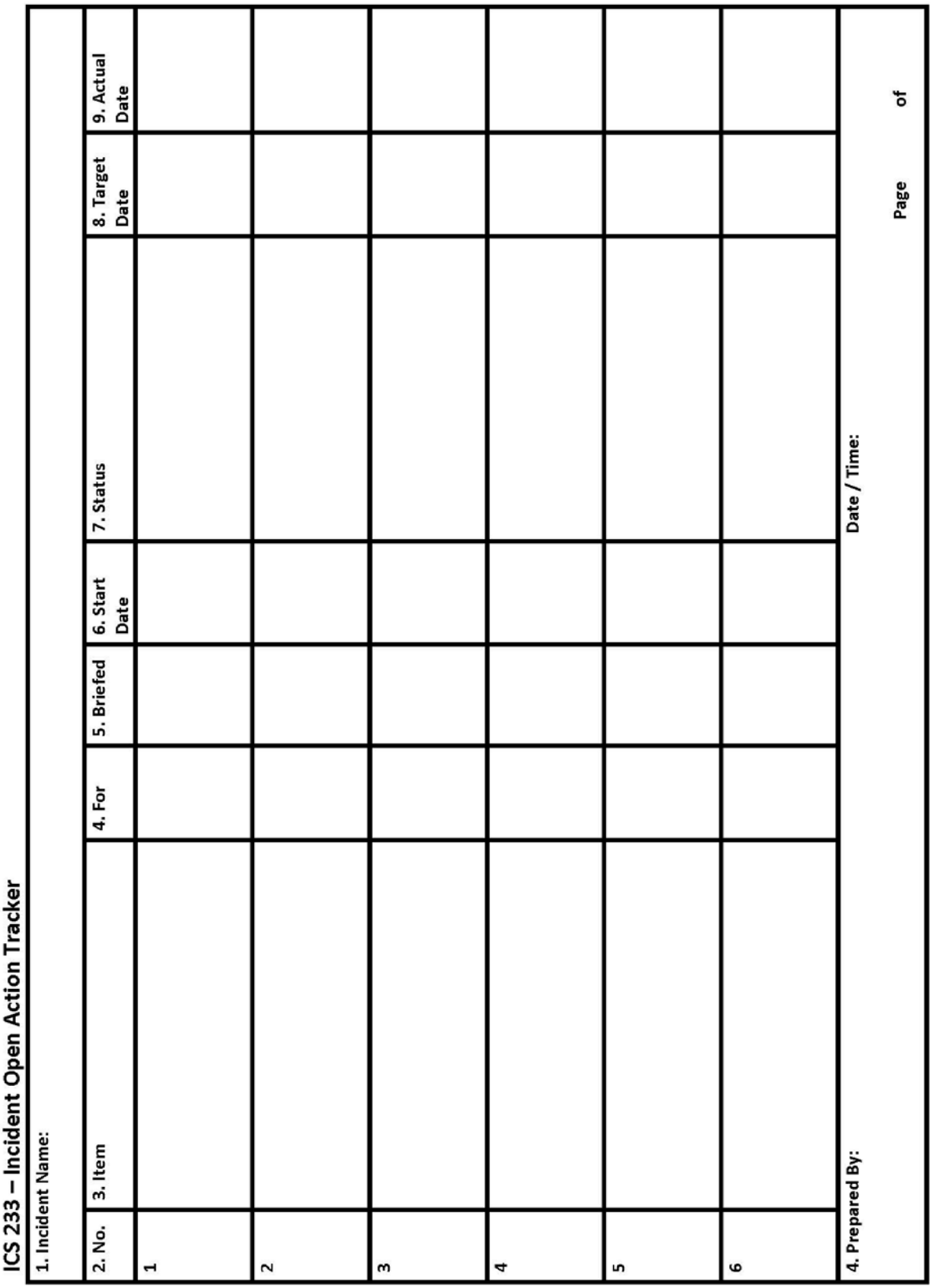
1. Incident Name:			2. Operational Period (Date / Time) From: To:	
3. Meeting Schedule (routine and commonly held meetings are included)				
Date / Time	Meeting Name	Purpose	Attendees	Location
4. Prepared By: (Logistics):			Date / Time: Page of	

7.1.21 ICS 231 Meeting Summary

ICS 231 - Meeting Summary

1. Incident Name:	**2. Operational Period (Date / Time)** **From:** **To:**
3. Meeting Name	
4. Meeting Location	
5. Facilitator	
6. Attendees	
7. Notes (with summary of decisions and action items)	
4. Prepared By:	**Date / Time:** **Page** **of**

7.1.22 ICS 233 Incident Open Action Tracker



ICS 233 – Incident Open Action Tracker

1. Incident Name:

2. No.	3. Item	4. For	5. Briefed	6. Start Date	7. Status	8. Target Date	9. Actual Date
1							
2							
3							
4							
5							
6							

4. Prepared By: Date / Time: Page of

7.1.23 ICS 234 Work Analysis Matrix

ICS 234 – Work Analysis Matrix

1. Incident Name:	2. Operational Period (Date / Time) From: To:	
3. Operation Section Objectives (Desired outcome)	**4. Operational Strategies (How)**	**5. Tactics/ Work Assignments (Who, What, Where, When)**
4. Prepared By:		**Date / Time:** **Page of**

7.1.24 ICS 309 Communications Log

ICS

Communications Log (ICS 309)

1. INCIDENT NAME AND ACTIVATION NUMBER	2. OPERATIONAL PERIOD (Date/Time) From To
3. RADIO NET NAME (for NCOs) OR POSITION/TACTICAL CALL	4. RADIO OPERATOR (Name, Call Sign)

5. FREQUENCY/CHANNEL

Time (24:00)	FROM		TO		Message
	Call Sign/ID	Msg #	Call Sign/ID	Msg #	

ICS 309	6. PREPARED BY (Name, Call Sign)	7. DATE & TIME PREPARED

7.2 Role Specific Forms

7.2.1 Record of Contact Form

1. ALTAGAS REPRESENTATIVE:	2. DATE: *(DD/MM/YYY)*	3. TIME: *(24 HR)*
4. EVENT TYPE:	5. INCIDENT NUMBER:	
5. CONTACT TYPE: ☐ INCOMING ☐ OUTGOING		
6. CONTACT METHOD: ☐ PHONE ☐ EMAIL ☐ IN-PERSON ☐ OTHER_____		
7. COMMUNICATION SUMMARY:		
8. FOLLOW UP REQUIRED: ☐YES ☐ NO		
(Explain)		
9. FOLLOW UP ASSIGNED TO:		
10. KEY ISSUES: *(Check all that apply)*		
☐ LANDOWNER CONCERNS	☐ ENVIRONMENTAL CONCERNS	☐ _____
☐ AGRICULTURAL CONCERNS	☐ REMEDIATION/RESTORATION	☐ _____
☐ BUSINESS CONCERNS	☐ WILDLIFE	☐ _____
☐ EVACUATION	☐ WATER QUALITY/SUPPLY	☐ _____
☐ COMPENSATION/CLAIMS	☐ AIR QUALITY	☐ _____
☐ HEALTH AND SAFETY	☐ SENSITIVE HABITAT	☐ _____
☐ ACCESS ROUTES	☐ RECREATION CONCERNS	☐ _____
☐ FAMILY/NEXT-OF-KIN	☐ ABORIGINAL CONCERNS	☐ _____
11. FOLLOW UP COMPLETE: ☐YES ☐ NO		
12. FOLLOW UP COMPLETED BY:	2. DATE: *(DD/MM/YYY)*	3. TIME: *(24 HR)*

7.2.2 Situation Report (SitRep)

1. EVENT NAME:		2. EVENT LOCATION:
3. EVENT TYPE:		4. INCIDENT NUMBER:
5. REPORT AS OF: *(Date/Time)*		
6. REPORT TYPE: ☐ INITIAL ☐ UPDATE ☐ FINAL		
7. CURRENT WEATHER SUMMARY:		
8. CURRENT SITUATION SUMMARY:		
9. CURRENT SITUATION DETAILS:	STATUS: *(Y/N/U)*	COMMENTS:
a. Significant Damage:		
b. Deaths:		
c. Injuries		
e. Utility Problems:		
f. Emergency Services Impact:		
g. Public Affairs Issues:		
h. Telecommunications Issues:		
i. Other problems:		
10. PREPARED BY: *(SITUATION UNIT)*		11. APPROVED BY: *(Incident Commander)*

7.2.3 ICP Check-In List

1. INCIDENT NAME:		2. INCIDENT LOCATION:		3. OPERATIONAL PERIOD: *(Date/Time)*
4. LIST OF PERSONNEL:		5. CHECK-IN LOCATION:		
PRINT NAME	Department	6. DATE/TIME OF CHECK-IN	7. ASSIGNMENT	8. OTHER QUALIFICATIONS
9. PAGE ___ OF ___	10. PREPARED BY: *(Name and Position)*			

7.2.4 ICP Position Log

1. INCIDENT NAME:	
2. DATE PREPARED:	3. TIME PREPARED:
4. OPERATIONAL PERIOD: *(Date/Time)*	
5. POSITION NAME:	6. POSITION SUPERVISOR:
7. ACTIVITY LOG	
Time	*Major Events*
8. PREPARED BY: *(Name/Position)*	9. APPROVED BY: *(Immediate Supervisor)*

7.2.5 Priorities and Objectives Record

1. INCIDENT NAME:		
2. DATE PREPARED:	3. TIME PREPARED:	
4. OPERATIONAL PERIOD: *(Date/Time)*		
5. PRIORITIES & OBJECTIVES: *(People, Environment, Assets, Reputation)*		
6. WEATHER FORECAST FOR OPERATIONAL PERIOD:		
7. GENERAL SAFETY MESSAGE:		
8. ATTACHMENTS: *(✓ if attached)*		
☐ Organizational List	☐ Incident Map	☐
☐ Assignment List	☐	☐
☐ Communications Plan	☐	☐
9. PREPARED BY: *(Planning Section Chief)*	10. APPROVED BY: *(Incident Commander)*	

7.2.6 Air Monitoring Form

Air Monitoring Team Tracking and Monitoring Log Sheet Date: _____								
No.	**Team**	**Time**	**Wind Speed**	**Wind Direction**	**Location**	**LEL %**	**H_2S Level**	**SO_2 Level**
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

7.2.7 Roadblock Form

EVENT:_____ PREPARED BY: _____ REPORTED TO: _____ DATE:_____

VEHICLE TYPE & LICENSE NO.	NAME OF DRIVER	NUMBER OF PASSENGERS	TIME ENTERING EPZ	TIME EXITING EPZ	COMMENTS

7.2.8 Evacuation Form

EVENT:_____ PREPARED BY: _____ REPORTED TO: _____ DATE:_____

Time	Name Of Resident Contacted	Phone Number	Map Number	Contact		Message Delivered		Assistance Required		Remarks
				Yes	No	Yes	No	Yes	No	

7.2.9 Reception Centre Registration Form

EVENT:_____ PREPARED BY: _____ REPORTED TO: _____ DATE:_____

Evacuee Name (List all names in party)	Map & Location	Time of Check In	Destination	Destination Phone #	Comments

7.2.10 Evacuation Compensation Form

Name:	**DATE:**
Address:	
Location of Residences, Businesses, etc.:	
PHONE: Residence:	**While Evacuated:**
ADDRESS (While Evacuated):	
Expenses (attach receipts):	
-Accommodation (if not pre-arranged)	**$**
-Meals (if not pre-arranged)	**$**
-Transportation (kilometres @ $ /km)	**$**
-Other Reasonable Daily Expenses:	
	$
	$
	$
	$
TOTAL	**$**
Contact:	**Phone:**
Submitted By:	

7.2.11 Incident Action Plan Template

IAP Cover Sheet (1 of 2)

1. Incident Name:	2. Operational Period Covered by IAP (Date / Time) From: To:
3. Approved by:	

Incident Action Plan

4. Items below are included or attached to the IAP
(Organization Charts, Resource Requests, Incident Objectives, Assignment List, Medical Plans, etc.)

5. Prepared By:	Date / Time: Page of

IAP Cover sheet (2 of 2) 1. Incident Name:	2. Operational Period Covered by IAP (Date / Time) From: To:
3. Approved by:	

Objectives / Priorities

What high level activities are necessary to complete during this next operational period?

A.	
Related Tasks & Resources	i.
	ii.
	iii.
B.	
Related Tasks & Resources	i.
	ii.
	iii.
C.	
Related Tasks & Resources	i.
	ii.
	iii.
D.	
Related Tasks & Resources	i.
	ii.
	iii.
E.	
Related Tasks & Resources	i.
	ii.
	iii.

5. Prepared By:	Date / Time: Page of

Appendices

A1 First Responder and Initial Incident Commander Checklist

INCIDENT MANAGEMENT TEAM

LEVEL 1 - EMERGENCY	LEVEL 2 - EMERGENCY	LEVEL 3 - EMERGENCY
ALTAGAS PERSONNEL FIRST ON THE SCENE ☐ Follows P-E-A-R priorities for protection. ☐ Implements personnel safety measures (e.g buddy system, PPE). ☐ Sound alarm, call for help, etc. ☐ Attends to rescue or medical needs. ☐ As possible, implements immediate action site or product isolation measures (i.e. ESD). ☐ As possible, implements immediate action public protection measures (see 4.0 QUICK GUIDES). ☐ Senior trained person on-scene, assumes role of INITIAL INCIDENT COMMANDER.	**ALTAGAS PERSONNEL FIRST ON THE SCENE** ☐ Follows P-E-A-R priorities for protection. ☐ Implements personnel safety measures (e.g buddy system, PPE). ☐ Sound alarm, call for help, etc. ☐ Attends to rescue or medical needs. ☐ As possible, implements immediate action site or product isolation measures (i.e. ESD). ☐ As possible, implements immediate action public protection measures (see 4.0 QUICK GUIDES, i.e. IGNITION). ☐ Senior trained person on-scene, assumes role of INITIAL INCIDENT COMMANDER.	**ALTAGAS PERSONNEL FIRST ON THE SCENE** ☐ Follows P-E-A-R priorities for protection. ☐ Implements personnel safety measures (e.g buddy system, PPE). ☐ Sound alarm, call for help, etc. ☐ Attends to rescue or medical needs. ☐ As possible, implements immediate action site or product isolation measures (i.e. ESD). ☐ As possible, implements immediate action public protection measures (see 4.0 QUICK GUIDES, i.e. IGNITION). ☐ Senior trained person on-scene, assumes role of INITIAL INCIDENT COMMANDER.
INITIAL INCIDENT COMMANDER ☐ Uses Size Up the Situation Form ☐ Works through ICS Form 201 (Incident Briefing). ☐ Determines initial Level of Emergency. ☐ Implements additional personnel and public safety measures. ☐ Establish initial Incident Command Post (ICP). ☐ Supervises initial site responses and control measures. ☐ Notifies day-to-day supervisor. ☐ Reports full details, actions taken, needs.	**INITIAL INCIDENT COMMANDER** ☐ Uses Size Up the Situation Form ☐ Works through ICS Form 201 (Incident Briefing). ☐ Determines initial Level of Emergency. ☐ Implements additional personnel and public safety measures. ☐ Establish initial Incident Command Post (ICP). ☐ Supervises initial site responses and control measures. ☐ Notifies day-to-day supervisor. ☐ Reports full details, actions taken, needs.	**INITIAL INCIDENT COMMANDER** ☐ Uses Size Up the Situation Form ☐ Works through ICS Form 201 (Incident Briefing). ☐ Determines initial Level of Emergency. ☐ Implements additional personnel and public safety measures. ☐ Establish initial Incident Command Post (ICP). ☐ Supervises initial site responses and control measures. ☐ Notifies day-to-day supervisor. ☐ Reports full details, actions taken, needs.
INCIDENT COMMANDER ☐ If a transfer of command is required, the new Incident Commander prepares an updated ICS Form 201 (Updated Incident Briefing). ☐ Updates the Size Up the Situation Form. ☐ Verifies Emergency Level (may require confirmation with industry regulator). ☐ May alert key members of the Incident Management Team (IMT). ☐ Assesses the need to establish an alternate Incident Command Post (ICP). ☐ Assesses the need for any additional personnel safety and Public Protection Measures (see 4.0 QUICK GUIDES). ☐ If public contacted (as courtesy), notifies Local Authority and Health Authority. ☐ As a courtesy, may alert the Emergency Management Support Team (EMST).	**INCIDENT COMMANDER** ☐ If a transfer of command is required, the new Incident Commander prepares an updated ICS Form 201 (Updated Incident Briefing). ☐ Updates the Size Up the Situation Form. ☐ Verifies Emergency Level (may require confirmation with industry regulator). ☐ Activates key members of the Incident Management Team (IMT). ☐ Assesses the need to establish an alternate Incident Command Post (ICP). ☐ Assesses the need for any additional personnel safety and Public Protection Measures (see 4.0 QUICK GUIDES). ☐ If public contacted (i.e. evacuation or sheltering-in-place), notifies Local Authority and Health Authority. ☐ If not already done, notifies EMST.	**INCIDENT COMMANDER** ☐ If a transfer of command is required, the new Incident Commander prepares an updated ICS Form 201 (Updated Incident Briefing). ☐ Updates the Size Up the Situation Form. ☐ Verifies Emergency Level (may require confirmation with industry regulator). ☐ Activates Incident Management Team (IMT). ☐ Assesses the need to establish an alternate Incident Command Post (ICP). ☐ Assesses the need for any additional personnel safety and Public Protection Measures (see 4.0 QUICK GUIDES) ☐ If public contacted (i.e. evacuation or sheltering-in-place), notifies Local Authority and Health Authority. ☐ If not already done, notifies EMST.
CECC DIRECTOR ☐ May alert key members of the EMST. ☐ Confirms personnel and public safety as required and / or as planned and instructive per specific ERP. ☐ Ensures notification of industry provincial or state regulator / local authority / other government agencies. ☐ In conjunction with OPERATIONS COORDINATOR, assess additional on-site requirements of the INCIDENT COMMANDER and IMT.	**CECC DIRECTOR** ☐ May activated key members of the EMST. ☐ Establishes the Corporate Emergency Coordination Centre (CECC). ☐ Confirms personnel and public safety as required and / or as planned and instructive per specific ERP. ☐ Ensures notification of industry provincial or state regulator / local authority / other government agencies. ☐ In conjunction with OPERATIONS COORDINATOR, assess additional on-site requirements of the INCIDENT COMMANDER and IMT. ☐ Reactive & Proactive Media Management.	**CECC DIRECTOR** ☐ Activates the EMST ☐ Establishes the Corporate Emergency Coordination Centre (CECC). ☐ Ensures personnel and public safety as required and / or as planned and instructive per specific ERP. ☐ Ensures notification of industry provincial or state regulator / local authority / other government agencies. ☐ In conjunction with OPERATIONS COORDINATOR, assess additional on-site requirements of INCIDENT COMMANDER and IMT. ☐ Proactive Media Management.

A2 Acronym Key

ABSA	Alberta Boiler Safety Association
AEMA	Alberta Emergency Management Agency
AER	Alberta Energy Regulator
AEP	Alberta Environment and Parks
AHS	Alberta Health Services
AHW	Alberta Health & Wellness
CECC	Corporate Emergency Coordination Centre
CIC	Coordination and Information Centre
CSA	Canadian Standards Association
DFO	Department of Fisheries & Oceans
ECON	Saskatchewan Ministry of Economy
EMST	Emergency Management Support Team
EOC	Emergency Operations Centre
EPZ	Emergency Planning Zone
EMS	Emergency Medical Services
ERAC	Emergency Response Assistance Canada (formerly LPGERC)
ERP	Emergency Response Plan
H_2S	Hydrogen Sulphide
HVP	High Vapour Pressure
IC	Incident Commander
ICP	Incident Command Post
IMT	Incident Management Team
LEL	Lower Explosion Limit
LPG	Liquefied Petroleum Gas
MEP	Municipal Emergency Plan
MOE	Ministry of Environment
MOH	Medical Officer of Health
NEB	National Energy Board
NGL	Natural Gas Liquids
OHS	Occupational Health & Safety
PAZ	Protective Action Zone
PECC	Provincial Emergency Coordination Centre
PREOC	Provincial Regional Emergency Operations Centre
RHA	Regional Health Authority
RMA	Remedial Measures Advisor
WCB	Workers Compensation Board

A3 Hazardous Materials Information

A3-1 Natural Gas Characteristics and Effects

Natural gas consists mostly of methane (CH4) 90%-99%, with traces of ethane and propane and is encountered at the Wild Goose Storage facility.

Methane is an odorless, colorless, tasteless, non-poisonous, flammable gas, which is lighter than air (~0.55). Methane burns with a pale, faintly luminous flame. Methane forms explosive mixtures with air. Air containing less than 5.53% methane no longer explodes.

Still air that contains 5% to 15% methane and 12% or more oxygen will explode. However, the flammable and explosive ranges of methane are variable, and all occurrences of the gas should be considered dangerous. The explosive range of methane is 5% to 15% and the relative weight is 0.55.

Methane tends to rise and accumulate near the higher, stagnant parts of enclosed buildings and tightly closed storage pits. It is most likely to accumulate during hot, humid weather.

Methane is extremely difficult to detect without gas detection instruments. Explosions attributed to methane have occurred when there is not proper ventilation.

Main Hazards

- Potential explosion hazard
- Fire hazard from burning gas
- Critical health hazard because of oxygen deficiency

It is recommended that a maximum safe methane concentration for workers during an 8-hour period is 1,000 ppm (0.1 percent) or 10% of the LEL which is 0.5%.

Transport Information

Proper Shipping Name: Methane, compressed; Hazard Class: 2.1; Identification Number: UN 1971; Shipping Label: Flammable Gas. Emergency Response Guidebook – Guide 115

Concern	Effects of Natural Gas (Methane)
Human Health	Oxygen deficiency during pregnancy has produced developmental abnormalities. Oxygen deficiency resulting from simple asphyxiates may include: - rapid breathing - diminished mental alertness - impaired muscular coordination - faulty judgment - depression of all sensations - emotional instability, and - fatigue

Types of Hazard / Exposure	Acute Hazards / Symptoms	Prevention	First Aid / Fire Fighting
Fire	Extremely flammable.	NO open flames, NO sparks, and NO smoking.	Shut off supply; if not possible and no risk to surroundings, let the fire burn itself out; in other cases extinguish with water spray, powder, carbon dioxide.
Explosion	Gas/air mixtures are explosive.	Closed system, ventilation, explosion-proof electrical equipment and lighting. Use non-sparking hand tools.	In case of fire: keep container cool by spraying with water. Combat fire from a sheltered position.
Exposure			
Inhalation	Suffocation.	Ventilation. Breathing protection if high concentration.	Fresh air, rest. Artificial respiration if indicated. Refer for medical attention.
Skin	Contact with liquid methane: Frostbite.	Cold-insulating gloves.	Frostbite (cryogenic burn): rinse with plenty of water, do NOT remove clothes. Refer for medical attention.
Eyes		Safety goggles.	First rinse with plenty of water for several minutes (remove contact lenses if easily possible), then take to a doctor.

Oxygen Deficient Atmosphere Effects	
Concentration	**Symptoms of Exposure**
12-16% Oxygen	Breathing and pulse rate increased, muscular coordination slightly disturbed.
10-12% Oxygen	Emotional upset, abnormal fatigue, disturbed respiration.
6-10% Oxygen	Nausea and vomiting, collapse or loss of consciousness.
Below 6% Oxygen	Convulsive movements, possible respiratory collapse, and death.

First Aid:

Remove from exposure immediately. Get medical attention.

Spill Control Measures:

Avoid heat, flames, sparks and other sources of ignition. Stop leak if possible without personnel risk. Should flame be extinguished and flow of gas continue, increase ventilation to prevent flammable mixture formation in low areas or pockets.

Extinguishing Media – carbon dioxide, dry chemical or water spray.

A4 Resident Information Package

[Insert resident information package]

Operated By:

Resident Information Package: Suffield Pipeline

AltaGas 24 Hr Emergency Number: 1-866-826-3830

Introduction

AltaGas Ltd. (AltaGas) owns and operates the Suffield Pipeline system, which runs from the Suffield area in Alberta to Burstall, Saskatchewan. The pipeline system is operated by Cenovus Energy Inc. (Cenovus).

AltaGas is using all of the latest technology and supervisory practices to ensure that there are no production upsets that could create a release of methane gas or other emergencies. Our operators are highly skilled and trained to operate the pipeline system and we have the highest confidence in their abilities.

However, should an emergency situation occur, we have in place an Emergency Response Plan (ERP) dedicated to the prompt identification, management and control of the situation. In an emergency, the entire company's resources will be directed toward efforts that will ensure the safety of the workers, public and the environment. We are constantly in communication with the Alberta and Saskatchewan Governments and Professional Associations to maintain a high degree of professionalism.

Heath, Safety & Environment

The preparation of a comprehensive ERP is one of the many stringent safety measures established by the National Energy Board (NEB). The Suffield Pipeline ERP covers an area surrounding the facility, known as the Emergency Planning Zone (EPZ), which could become hazardous if an accidental spill of a dangerous oilfield waste, controlled product or methane gas release were to occur. The size of the EPZ is based on a Hazard, Risk, Vulnerability, and Capability Assessment which was conducted specifically for the Suffield Pipeline system. The natural gas release volumes and corresponding EPZs are conservative estimates ensuring that all potentially affected residents are included in the emergency planning process.

The EPZ for the pipelines is 100 m (radius from the pipeline).

If you would like further details on how the EPZ's are determined, or why your residence is located within the EPZ, please contact AltaGas for further clarification.

Characteristics of Natural Gas

Natural gas (methane) is an odourless, colourless, non-poisonous, flammable gas, which is lighter than air and burns with a pale, faintly luminous flame. Methane has an explosive range of approximately 5% - 15% when mixed with air. Air containing less than 5.53% methane no longer explodes.

Methane tends to rise and accumulate near the higher, stagnant parts of enclosed buildings and tightly closed storage pits. It is most likely to accumulate during hot, humid weather.

Although marketed or sales natural gas is odorized with Mercaptan which gives it a pungent noticeable odour allowing for leaks to be detected by the human nose, natural gas in AltaGas pipelines is **not** odorized.

What might be signs of a problem?

Our facilities have a variety of automatic shutdown and alarm systems to protect worker and public safety. However, smaller problems may first be noticed by our operators or by a neighbour.

Some signs of problems may include:

- Unusual smells
- Uncommon or unusual sounds
- Clouds of vapour
- Liquid spraying from a leak
- A pool of water
- An explosion or a fire (fire should not be confused with flares which are a normal part of normal operations and safety measures)

Potential Emergencies

Potential emergencies could result from an uncontrolled natural gas release caused by a pipeline leak or break, or a failure of pipeline equipment.

It is important to note, and we wish to emphasize, that the probability of a significant incident or accident occurring on the Suffield Pipeline which could affect your safety is extremely remote. Uncontrolled releases from vessels and pipelines typically do not occur suddenly or without warning. AltaGas field operations personnel follow an oilfield safety and operating practice, which includes conducting daily checks and regular planned safety inspections of the processing equipment and pipeline systems.

What should a neighbour or land owner do if they suspect a problem?

If you think there is a problem with any of the facilities, do not hesitate to contact any of the personnel listed on the contact sheet.

Do not try to investigate a potential problem by yourself! Leave emergency response to professionals! Stay away from the area. If you are unsure about how safe you are, remain sheltered in your residence. Immediately call the AltaGas 24 hour phone number 1-866-826-3830.

What will AltaGas do if there is an emergency?

If you call us, Suffield Pipeline operations personnel will come to the area to talk to you and investigate your concern.

In extreme situations, or if a problem is serious, we may also talk with other neighbours and consider evacuating the public until the situation has been investigated and the problem addressed.

Stay-In-Shelter Procedures

If an option, shelter is an effective and viable means of public safety when:

- There is not enough time, or advanced warning, to initiate evacuation safely.
- Residents are waiting for evacuation assistance.
- The location of a release has not been identified.
- The release is of limited volume or short duration (several minutes to half-an-hour).
- It is deemed that the public would be at a greater risk because evacuation may potentially expose individuals to hazardous or toxic substances due to a slow departure from the area, or proximity of residence to incident site (i.e. residence is located immediately downwind).

If you are advised to "Stay in Shelter", please do not leave your residence, and follow the instructions listed below. Remaining sheltered indoors will protect you from possible explosion and/or reduce the possibility of igniting the vapour cloud with your motor vehicle.

- Gather everyone inside your residence. If possible, go to an inside room and stay away from outside windows and doors, and other places where gases may leak in.
- Shut off main electrical breaker and extinguish all potential sources of ignition. **Do Not Smoke**.
- Please do not use your telephone. An AltaGas representative will contact you with further instructions.
- Please do not leave your residence. An AltaGas representative will advise you when the area is safe.

Evacuation Procedures

Should a Suffield Pipeline representative contact you and recommend evacuation from the area, please do so immediately. Although you may not appear to be in any immediate danger, a shift in wind direction or an increase in the concentration of the gas could change the situation. If you require transportation or assistance to leave the area, please let the representative know. Personnel will be immediately dispatched to assist you.

When directed, please proceed immediately to the designated Evacuation Centre as specified by the Suffield Pipeline representative.

Your prompt arrival at the Evacuation Centre will assist us in identifying and accounting for evacuated persons, as well as those who could still be in the emergency planning zone area. At the Evacuation Centre, informational updates will be provided, and representatives will be available to address any of your questions or concerns.

If you choose not to go to the Evacuation Centre, please inform the representative where you will be going and how you can be contacted, so that we may confirm your safety and keep you informed.

Evacuation, unless under extreme circumstances, should only be required for a short period of time until the problem can be controlled and corrected. Nevertheless, AltaGas will reimburse area users, who have been requested to evacuate the area due to an emergency resulting from Suffield Pipeline operations, for any reasonable out-of-pocket expenses, such as accommodations, meals, and transportation.

Do not remain in the area any longer than necessary. Do not attempt to pack personal items or belongings, or return to retrieve pets. If necessary, AltaGas will make arrangements to feed and water animals at your premises, and arrange to have veterinarians available to monitor the health of your animals.

Yours truly,

AltaGas Ltd.

Key Emergency Contacts

AltaGas 24 Hr Emergency Number : 1-866-826-3830

AltaGas Calgary Head Office: 403-691-7575

Agency	Location	Business
National Energy Board – General Inquiries	Calgary Office	403-292-4800
Toll-Free – General Inquiries	Calgary Office	1-800-899-1265
Pipeline Emergency Reporting (Emergency reporting is conducted through the Transportation Safety Board)	Canada-Wide	1-819-997-7887
Province of Alberta Energy & Environmental 24-Hr Response Line (Jointly operated by Alberta Environment and the Alberta Energy Regulator)	Province-Wide	1-800-222-6514
Alberta Emergency Management Agency (AEMA)	Province Wide	1-866-618-2362

If you suspect an emergency situation

Contact the AltaGas 24-Hour Emergency Number listed above. Operations personnel will be dispatched immediately and corrective actions taken. Under severe emergencies, an evacuation centre will be set up and area residents will be kept informed of the situation and provided with food and lodging.

A5 Media Card

[Insert AltaGas Media Card]

A6 Mutual Aid Agreement

Suffield Operations are not part of a formal mutual Aid agreement.

A7 HRVCA Report

[Insert Hazard, Risk, Vulnerability, and Capability Assessment (HRVCA)Report]