



STRATHCONA
RESOURCES LTD

STRATHCONA RESOURCES LTD.
CORPORATE
EMERGENCY RESPONSE PLAN

24 HOUR EMERGENCY LINE
1.888.488.7190

OGC 24 Hr Incident Reporting Line:
800.663.3456

Alberta Energy & Environmental
24 Hr Response Line
800.222.6514

Saskatchewan Energy & Resources
24 Hr Incident Reporting
844.764.3637

MANUAL 23 - CER

MARCH 2023

INITIAL RESPONSE STEPS

RESPONSE ASSESSMENT MATRIX

ADDITIONAL RESPONSE GUIDANCE

What to do in an Emergency

Step 1 - First on Scene Actions

- Evacuate** - Get to a safe area immediately
- Alarm** - Call for help (911) and activate sirens
- Assess** - Do a headcount and consider hazards
- Protect** - Put on SCBA / PPE first
- Rescue** - Remove victim to safe area
- First Aid** - Apply CPR if necessary
- Medical Aid** - Arrange for transport

Step 2 - Determine Level of Emergency

Response Assessment Matrix (to the right) is used to determine the level of emergency. Also found in Section 3 of the BC/AB/SK Core ERP and field emergency flip guides/books.

Step 3 - Make Internal Notifications

Follow the Notification Matrix (on reverse side) to determine who needs to be notified / consulted. Relay initial information about the event.

Step 4 - Make External Notifications

Consult with support groups to determine which external agencies need to be notified. Reference the External Agency Notification Matrix for a complete list of who to notify.

Step 5 - Manage Incident

Determine and prioritize incident response objectives and strategies. Identify and assign ICS roles / resources to manage. Mobilize internal resources to the site, Incident Command Post, and Emergency Operations Centres (as required).

Step 6 - Schedule Incident Briefing

Provide regular update to stakeholders. Discuss changes / issues since last update.

TABLE 1 – CONSEQUENCE OF INCIDENT

What is the current consequence of the incident?

RANK	CATEGORY	EXAMPLE OF CONSEQUENCE IN CATEGORY
1	Minor	<ul style="list-style-type: none"> ▪ No worker injuries. ▪ Nil or low media interest. ▪ Liquid release contained on site. ▪ Gas release impact on site only.
2	Moderate	<ul style="list-style-type: none"> ▪ First aid treatment required for on lease worker(s). ▪ Local and possible regional media interest. ▪ Liquid release not contained on site. ▪ Gas release impact has the potential to extend beyond lease.
3	Major	<ul style="list-style-type: none"> ▪ Worker(s) require hospitalization. ▪ Regional and national media interest. ▪ Liquid release extends beyond lease – not contained. ▪ Gas release impact extends beyond lease – public health/safety could be jeopardized.
4	Catastrophic	<ul style="list-style-type: none"> ▪ Fatality. ▪ National and international media interest. ▪ Liquid release off lease – not contained – potential for or is affecting water or sensitive terrain. ▪ Gas release impact extends beyond lease public health/safety jeopardized.

TABLE 2 – LIKELIHOOD OF INCIDENT ESCALATING

What is the likelihood that the incident will escalate, resulting in an increase exposure to public health, safety or the environment?

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

TABLE 3 – INCIDENT CLASSIFICATION

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

ALERT

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

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

LEVEL 1 EMERGENCY

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

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

LEVEL 2 EMERGENCY

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

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

LEVEL 3 EMERGENCY

A Level 3 Emergency is an incident where the safety of the public is in jeopardy from a major uncontrolled hazard. There are likely significant and ongoing environmental impacts. Immediate multi agency municipal and provincial government involvement is required.

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

Initial Emergency Response & Notification to Key Internal Stakeholders

INTERNAL NOTIFICATIONS	INITIAL ERP ACTIONS				WHO TO NOTIFY INTERNALLY			
	Step 1 - First on Scene Actions	Step 2 - Level of Emergency	Step 3 - Make Internal Notifications	Step 4 - Make External Notifications	Well Servicing/Completions Event	Facilities Completions Event	Production Operations Event	Drilling Event
INCIDENT COMMAND STAFF								
Site Supervisor / Incident Commander	R/A	R/A	I	I	R/A	R/A		
Foreman / Senior Operator	C	C	R	I	R	I	I	I
Area Superintendent	C	C	R/A	I	R	I	I	I
HSE Advisor / Coordinator	C	C	R	R/A	R	I	C	C
EMERGENCY OPERATIONS SUPPORT								
Office Administrator							S	S
Operations General Manager							C	C
Drilling Manager							S	C
Well Servicing Coordinator							C	
Pipeline Integrity								C
Asset Integrity								C
Production Engineering							C	I
Facilities Engineering								C
Team Lead							I	I
HSER Manager							C	C
Facilities Engineering Manager								I
Measurement Manager								
Supply Chain Manager								
IT Manager								
HR Manager							I	I
Marketing Manager								
Land Manager								
CRISIS MANAGEMENT TEAM								
VP Production							I	I
VP Drilling & Completions								I
VP Development							I	I
VP Corporate								
President and CEO							I	I
VP Finance & CFO							I	I

R - Responsible (does tasks)
A - Accountable (ensures task are done)
C - Consulted (depending on emergency)
S - Supports (assists with tasks)
I - Informed (depending on role in Org.)

CRITERIA

ALERT

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

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

LEVEL 1 EMERGENCY

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

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

LEVEL 2 EMERGENCY

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

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

LEVEL 3 EMERGENCY

A Level 3 Emergency is an incident where the safety of the public is in jeopardy from a major uncontrolled hazard. There are likely significant and ongoing environmental impacts. Immediate multi agency municipal and provincial government involvement is required.

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

WHAT TO DO AT THE SCENE OF AN EMERGENCY

- Protect Life**
- Protect the Environment**
- Protect Property**
- Preserve Evidence**

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

When REPORTING AN EMERGENCY

be sure to provide the following information in a calm, collected tone:

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

STRATHCONA RESOURCES 24 HOUR EMERGENCY LINE: 888.488.7190

STRATHCONA RESOURCES LTD. CONTACTS

NAME	TITLE	OFFICE	CELL
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

PROVINCIAL EMERGENCY CONTACTS

NAME	FUNCTION	NUMBER
Alberta Energy Regulator (AER)	Energy and Environmental 24 Hour Response Line	800.222.6514
	Head Office (Calgary)	403.297.8311
Alberta Emergency Management Agency (AEMA)	Provincial Operations Centre (POC)	866.618.2362
Alberta Environment & Protected Areas	24 Hour Environment Hotline	800.222.6514
	Information Centre	877.944.0313
Alberta EDGE (Environmental and Dangerous Goods Emergencies)	24 Hour Dangerous Goods Reporting	800.272.9600
Alberta Health Services (AHS)	Province Wide Single Point of Contact (SPOC) Emergency Line	844.755.1788
	HEALTHLink Alberta	811
	Poison & Drug information Service (PADIS)	800.332.1414
Occupational Health & Safety	Incident Reporting	866.415.8690 780.415.8690
STARS Air Ambulance	Province Wide	888.888.4567
Transport Canada	CANUTEC Toll Free	888.CAN.UTEC (888.226.8832)
	CANUTEC	613.996.6666
Transportation Safety Board (TSB)	Rail/Pipeline Occurrence Hotline	819.997.7887
Utility Safety Partners – Formerly Alberta One-Call	Requests/Inquiries	800.242.3447
Workers’ Compensation Board	Within Alberta	866.922.9221

EMERGENCY MANAGEMENT CONSULTANT

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

AER ASSESSMENT MATRIX FOR CLASSIFYING INCIDENTS

PUBLIC INFORMATION

TABLE 1 – CONSEQUENCE OF INCIDENT		
RANK	CATEGORY	EXAMPLE OF CONSEQUENCE IN CATEGORY
1	Minor	<ul style="list-style-type: none"> No worker injuries. Nil or low media interest. Liquid release contained on site. Gas release impact on site only.
2	Moderate	<ul style="list-style-type: none"> First aid treatment required for on lease worker(s). Local and possible regional media interest. Liquid release not contained on site. Gas release impact has the potential to extend beyond lease.
3	Major	<ul style="list-style-type: none"> Worker(s) require hospitalization. Regional and national media interest. Liquid release extends beyond lease – not contained. Gas release impact extends beyond lease – public health/safety could be jeopardized.
4	Catastrophic	<ul style="list-style-type: none"> Fatality. National and international media interest. Liquid release off lease – not contained – potential for or is affecting water or sensitive terrain. Gas release impact extends beyond lease public health/safety jeopardized.

TABLE 2 – LIKELIHOOD OF INCIDENT ESCALATING		
RANK	DESCRIPTOR	DESCRIPTION
What is the likelihood that the incident will escalate, resulting in an increase exposure to public health, safety or the environment?		
1	Unlikely	The incident is contained or controlled and it is unlikely that the incident will escalate. There is no chance of additional hazards. Ongoing monitoring required.
2	Moderate	Control of the incident may have deteriorated but imminent control of the hazard by the licensee is probable. In either case, it is unlikely that the incident will further escalate.
3	Likely	Imminent and/or intermittent control of the incident is possible. The licensee has the capability of using internal and/or external resources to manage and bring the hazard under control in the near term.
4	Almost certain or currently occurring	The incident is uncontrolled and there is little chance that the licensee will be able to bring the hazard under control in the near term. The licensee will require assistance from outside parties to remedy the situation.

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

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

What and when is information required to be released to the public?
To those evacuated or sheltered – at the onset
<ul style="list-style-type: none"> Type and status of incident. Location and proximity of the incident to people in the vicinity. Public protection measures to follow, evacuation instructions, and any other emergency response measures to consider. Actions being taken to respond to the situation, including anticipated time period. Contacts for additional information.
To those evacuated or sheltered – during
<ul style="list-style-type: none"> Description of the products involved and their short term and long term effects. Effects the incident may have on people in the vicinity. Areas impacted by the incident. Actions the affected public should take if they experience adverse effects.
To the general public - during
<ul style="list-style-type: none"> Type and status of incident. Location of the incident. Areas impacted by the incident. Description of the products involved. Contacts for additional information. Actions being taken to respond to the situation, including anticipated time period.
Appendix 8, AER Directive 71

ALBERTA NOTIFICATION MATRIX

Alberta

Notification Requirements for Key Government Agencies

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

✓ Mandatory contact

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

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

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

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

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

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

e) Contact the Workers' Compensation Board (WCB) within 72 hours of being notified of an injury / illness that results in or will likely result in: Lost time or the need to temporarily or permanently modify work beyond the date of accident, death or permanent disability, a disabling or potentially disabling condition caused by occupational exposure or activity, the need for medical treatment beyond first aid, or medical aid expenses.

f) Environment & Climate Change Canada (ECCC) will be notified by the AER as required for incidents involving regulated substances at E2 registered facilities, incidents involving PCBs or any spills on First Nations lands, in National Parks, into river or lake systems containing fish, or onto railway right-of-way.

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

h) Emergency Response Assistance Canada (ERAC) will only respond to incidents that involve the following UN numbers: 1075 (Propane, Butane, etc.) and 1010 (Butadiene) with a tank storage capacity of 450 litres or greater. Advisory assistance will be provided to incidents involving tank storage capacities less than 450 litres.

i) Contact Fisheries and Oceans Canada (DFO) to report a spill that occurs in or around fresh and/or marine waters.

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

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

③ Local Authorities include cities, towns, villages, counties, municipal districts, improvement districts, special areas, métis settlements, and First Nations reserves.

④ Request that the Alberta Emergency Management Agency (AEMA) identify the affected local authorities and implement Emergency Services. The Emergency Management Field Officer may provide assistance in contacting some or all of the local authorities.

⑤ Contact the Canada Energy Regulator (via the Transportation Safety Board of Canada) for emergencies involving CER regulated sites and inter-provincial pipelines.

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

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

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

CRITERIA

ALERT

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

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

LEVEL 1 EMERGENCY

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

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

LEVEL 2 EMERGENCY

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

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

LEVEL 3 EMERGENCY

A Level 3 Emergency is an incident where the safety of the public is in jeopardy from a major uncontrolled hazard. There are likely significant and ongoing environmental impacts. Immediate multi agency municipal and provincial government involvement is required.

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

WHAT TO DO AT THE SCENE OF AN EMERGENCY

- Protect Life**
- Protect the Environment**
- Protect Property**
- Preserve Evidence**

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

When REPORTING AN EMERGENCY

be sure to provide the following information in a calm, collected tone:

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

STRATHCONA RESOURCES 24 HOUR EMERGENCY LINE: 888.488.7190

STRATHCONA RESOURCES LTD. CONTACTS

NAME	TITLE	OFFICE	CELL
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

PROVINCIAL EMERGENCY CONTACTS

NAME	FUNCTION	NUMBER
Saskatchewan Energy and Resources	24 Hr Incident Reporting	844.764.3637
Saskatchewan Environment Spill Report Centre	24 Hr Spill Reporting	800.667.7525
Saskatchewan Emergency Planning	24 Hr Reporting	306.787.9563
Ministry of Economy	Industry Reporting	800.567.4224
Saskatchewan Occupational Health & Safety Reporting Line	Inquiry Line	306.787.4496
	Reporting Line	800.567.7233
Saskatchewan Health Authority	24 Hr Emergency	306.570.7477
	HealthLine 811	811
	Poison Control Centre	866.454.1212
Sask 1st Call	Before You Dig	866.828.4888
WYAMZ - Western Yellowhead Air Management Zone	Saskatoon	306.371.2478
STARS Air Ambulance	Province Wide	888.888.4567
Transport Canada	CANUTEC Toll Free	888.CAN.UTEC (888.226.8832)
	CANUTEC	613.996.6666
Transportation Safety Board (TSB)	Rail/Pipeline Occurrence Hotline	819.997.7887
Workers' Compensation Board	Within Saskatchewan	800.667.7590

EMERGENCY MANAGEMENT CONSULTANT

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

ASSESSMENT MATRIX FOR CLASSIFYING INCIDENTS

PUBLIC INFORMATION

TABLE 1 – CONSEQUENCE OF INCIDENT		
RANK	CATEGORY	EXAMPLE OF CONSEQUENCE IN CATEGORY
1	Minor	<ul style="list-style-type: none"> No worker injuries. Nil or low media interest. Liquid release contained on site. Gas release impact on site only.
2	Moderate	<ul style="list-style-type: none"> First aid treatment required for on lease worker(s). Local and possible regional media interest. Liquid release not contained on site. Gas release impact has the potential to extend beyond lease.
3	Major	<ul style="list-style-type: none"> Worker(s) require hospitalization. Regional and national media interest. Liquid release extends beyond lease – not contained. Gas release impact extends beyond lease – public health/safety could be jeopardized.
4	Catastrophic	<ul style="list-style-type: none"> Fatality. National and international media interest. Liquid release off lease – not contained – potential for or is affecting water or sensitive terrain. Gas release impact extends beyond lease public health/safety jeopardized.

TABLE 2 – LIKELIHOOD OF INCIDENT ESCALATING		
RANK	DESCRIPTOR	DESCRIPTION
What is the likelihood that the incident will escalate, resulting in an increase exposure to public health, safety or the environment?		
1	Unlikely	The incident is contained or controlled and it is unlikely that the incident will escalate. There is no chance of additional hazards. Ongoing monitoring required.
2	Moderate	Control of the incident may have deteriorated but imminent control of the hazard by the licensee is probable. In either case, it is unlikely that the incident will further escalate.
3	Likely	Imminent and/or intermittent control of the incident is possible. The licensee has the capability of using internal and/or external resources to manage and bring the hazard under control in the near term.
4	Almost certain or currently occurring	The incident is uncontrolled and there is little chance that the licensee will be able to bring the hazard under control in the near term. The licensee will require assistance from outside parties to remedy the situation.

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

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

What and when is information required to be released to the public?
To those evacuated or sheltered – at the onset
<ul style="list-style-type: none"> Type and status of incident. Location and proximity of the incident to people in the vicinity. Public protection measures to follow, evacuation instructions, and any other emergency response measures to consider. Actions being taken to respond to the situation, including anticipated time period. Contacts for additional information.
To those evacuated or sheltered – during
<ul style="list-style-type: none"> Description of the products involved and their short term and long term effects. Effects the incident may have on people in the vicinity. Areas impacted by the incident. Actions the affected public should take if they experience adverse effects.
To the general public - during
<ul style="list-style-type: none"> Type and status of incident. Location of the incident. Areas impacted by the incident. Description of the products involved. Contacts for additional information. Actions being taken to respond to the situation, including anticipated time period.
Appendix 8, AER Directive 71

SASKATCHEWAN NOTIFICATION MATRIX

Saskatchewan

Notification Requirements for Key Government Agencies

		AGENCY OR RESOURCE															
		Initial Responders			Lead Agencies					Supporting Agencies & Other Government Contacts							
		Ambulance Service	Fire Department	RCMP ①	MER ②	Local Authority ③	SHA	SPSA ④	CER ⑤	OH&S ⑥	T-SASK	Ministry of Environment	WCB	WCSS / Spill Contingency Group ⑦	Environment & Climate Change Canada	CANUTEC	ERAC
INCIDENT TYPE	Sour Gas / HVP Release (Uncontrolled)		a	✓	✓	✓	✓	✓*	c	✓	d	e		f			
	Chlorine Gas Release		a	✓	✓	✓	b	✓	c	✓	d	e		f	g		
	Sweet Combustible Gas Release		a	✓	✓	✓	✓	✓*	c		d	e					
	Spills - Transportation Incident (Unrefined Products)**		a	✓	✓	✓	✓	✓*	c		d	e	✓	f	g		i
	Spills - Rail or Trucking Incident (Refined Products)**		a	✓	✓	✓	b	✓*	c		d	e	✓	f	g	h	i
	Serious Injury or Death (Including Vehicle Accidents)	✓		✓	✓	✓		✓*	✓			✓					
	Missing Person			✓				✓*									
	Fire / Explosion	✓		✓	✓	✓		✓*	c	✓	d	e				h	
	Pressure Vessel or Piping Incident			✓	✓	✓	✓	✓*	c	✓		e		f			
	Electrical Incident			✓	✓				c	✓		e					
	Motor Vehicle Incident (No Injuries)			✓													
	Security Incident			✓	✓			✓*	c								
On-Site Incident Involving E2 Regulated Substance		a	✓	✓		b		c					f			i	

✓ Mandatory contact

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

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

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

b) Contact Saskatchewan Health Authority (SHA) if the incident has the potential to impact public health (eg. contaminated drinking water).

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

d) Contact the Ministry of Environment (Environmental and Dangerous Goods Emergencies) or the RCMP if the emergency affects a highway designated

e) Contact the Workers' Compensation Board (WCB) within 72 hours of being notified of an injury / illness that results in or will likely result in: Lost time or the need to temporarily or permanently modify work beyond the date of accident, death or permanent disability, a disabling or potentially disabling condition caused by occupational exposure or activity, the need for medical treatment beyond first aid, or medical aid expenses.

f) Environment & Climate Change Canada (ECCC) will be notified by the SME as required for incidents involving regulated substances at E2 registered facilities, incidents involving PCBs or any spills on First Nations lands, in National Parks, into river or lake systems containing fish, or onto railway right-of-way.

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

h) Emergency Response Assistance Canada (ERAC) will only respond to incidents that involve the following UN numbers: 1075 (Propane, Butane, etc.) and 1010 (Butadiene), with a tank storage capacity of 450 litres or greater. Advisory assistance will be provided to incidents involving tank storage capacities less than 450 litres.

i) Contact Fisheries and Oceans Canada (DFO) to report an oil spill that occurs in or around fresh and/or marine waters.

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

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

③ Local Authorities include: cities, towns, villages, rural municipalities, northern municipalities, métis settlements, and first nations reserves.

④ Request that the Saskatchewan Public Safety Agency (SPSA) identify the affected local authorities and implement Emergency Services. The Emergency Management Field Officer may provide assistance in contacting some or all of the local authorities.

⑤ Contact the Canada Energy Regulator (via the Transportation Safety Board of Canada) for emergencies involving CER regulated sites and inter-provincial pipelines.

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

⑦ Oil Spill Cooperatives in Saskatchewan are run by the Oil Spill Contingency Group and Western Canadian Spill Services (WCSS) (Area 1 only).

Legend:					
T-SASK – Technical Safety Authority of Saskatchewan	SPSA – Saskatchewan Public Safety Agency	MER – Ministry of Energy & Resources	SHA – Saskatchewan Health Authority	SME – Saskatchewan Ministry of Environment	CER – Canada Energy Regulator
DFO – Fisheries and Oceans Canada	ERAC – Emergency Response Assistance Canada	OHS – Occupational Health and Safety	WCB – Workers' Compensation Board	WCSS – Western Canadian Spill Services	

INITIAL RESPONSE STEPS	OGC RESPONSE ASSESSMENT MATRIX	ADDITIONAL RESPONSE GUIDANCE																																																															
<p><u>What to do in an Emergency</u></p> <p><u>Step 1 - First on Scene Actions</u></p> <p>Evacuate - Get to a safe area immediately Alarm - Call for help (911) and activate sirens Assess - Do a headcount and consider hazards Protect - Put on SCBA / PPE first Rescue - Remove victim to safe area First Aid - Apply CPR if necessary Medical Aid - Arrange for transport</p> <p><u>Step 2 - Determine Level of Emergency</u></p> <p>Response Assessment Matrix (to the right) is used to determine the level of emergency. Also found in Section 3 of the BC/AB/SK Core ERP and field emergency flip guides/books.</p> <p><u>Step 3 - Make Internal Notifications</u></p> <p>Follow the Notification Matrix (on reverse side) to determine who needs to be notified / consulted. Relay initial information about the event.</p> <p><u>Step 4 - Make External Notifications</u></p> <p>Consult with support groups to determine which external agencies need to be notified. Reference the External Agency Notification Matrix for a complete list of who to notify.</p> <p><u>Step 5 - Manage Incident</u></p> <p>Determine and prioritize incident response objectives and strategies. Identify and assign ICS roles / resources to manage. Mobilize internal resources to the site, Incident Command Post, and Emergency Operations Centres (as required).</p> <p><u>Step 6 - Schedule Incident Briefing</u></p> <p>Provide regular update to stakeholders. Discuss changes / issues since last update.</p>	<p>Instructions: Start at the top and continue down until you check off any one box in both consequence and probability to determine the incident classification. <i>This matrix is required as an attachment upon submission of an incident in the Online Minor Incident Reporting System.</i></p> <p>TABLE 1: CONSEQUENCE RANKING</p> <table border="1"> <tr> <td rowspan="4">4</td> <td><input type="checkbox"/></td> <td>Major on site equipment or infrastructure loss</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Major act of violence, sabotage, or terrorism which impacts permit holder assets</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Reportable liquid spill beyond site, uncontained and affecting environment</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Gas release beyond site affecting public safety</td> </tr> <tr> <td rowspan="3">3</td> <td><input type="checkbox"/></td> <td>Threats of violence, sabotage, or terrorism</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Reportable liquid spill or gas release beyond site, potentially affecting public safety, environment, or property</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HAZMAT worker exposure exceeding allowable limits</td> </tr> <tr> <td rowspan="3">2</td> <td><input type="checkbox"/></td> <td>Major on site equipment failure</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Major on site equipment damage</td> </tr> <tr> <td><input type="checkbox"/></td> <td>A security breach that has potential to impact people, property or the environment</td> </tr> <tr> <td rowspan="4">1</td> <td><input type="checkbox"/></td> <td>Reportable liquid spill or gas release potentially or beyond site, not affecting public safety, environment, or property</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Moderate on-site equipment damage</td> </tr> <tr> <td><input type="checkbox"/></td> <td>A security breach that impacts oil and gas assets</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Reportable liquid spill or gas release on location</td> </tr> <tr> <td>0</td> <td><input type="checkbox"/></td> <td>**Occurrence of magnitude 4.0 or greater induced earthquake within 3 km of oil and gas operations or any earthquake which is felt on surface within a 3 km radius of oil and gas operations</td> </tr> <tr> <td>0</td> <td><input type="checkbox"/></td> <td>No consequential impacts</td> </tr> </table> <p>** For this consequence criteria, a probability score of 2 or higher must be used.</p> <p>TABLE 2: PROBABILITY RANKING</p> <table border="1"> <tr> <td>4</td> <td><input type="checkbox"/></td> <td>Uncontrolled, with control unlikely in near term</td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td>Escalation possible; under or imminent control</td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td>Escalation unlikely; controlled or likely imminent control</td> </tr> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>Escalation highly unlikely; controlled or imminent control</td> </tr> <tr> <td>0</td> <td><input type="checkbox"/></td> <td>Will not escalate; no hazard; no monitoring required</td> </tr> </table> <p>TABLE 3: INCIDENT RISK SCORE AND CLASSIFICATION</p> <table border="1"> <thead> <tr> <th>RISK SCORE</th> <th>ASSESSMENT RESULT</th> </tr> </thead> <tbody> <tr> <td>MINOR (1-2)</td> <td>Notification Only; permit holder must notify the Commission online within 24 hours using the Form A: Minor Incident Notification Form. 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Notification to the public for an Alert shall be at the discretion of the Incident Commander and company policy. Take all reasonable steps to control, isolate and minimize the incident. Place additional personnel and equipment on standby, if required. <p>LEVEL 1 EMERGENCY (MODERATE)</p> <p>A Level 1 Emergency is an incident where there is no danger outside the permit holder's property, there is no threat to the public, and there is minimal environmental impact. The situation can be handled entirely by licensee personnel. There will be immediate control of the hazard. There is little or no media interest.</p> <ul style="list-style-type: none"> Assess the situation, sound the alarm and declare a Level 1 Emergency. Notify the Supervisor who will activate the Emergency Response Plan and notify the corporate EOC, alert all involved contracted company offices. Don the appropriate Personal Protective Equipment (PPE) as required and take action to prevent further injuries, environmental damage and loss of equipment. Account for all personnel and dispatch non-essential personnel from the incident site, isolate the incident site. Provide first aid to the injured. Place additional personnel, equipment and industry support services on standby, if required. Notify EMBC and confirm the Level of Emergency classification. Notify the public within the EPZ that requested early notification or facilities that may require additional time to evacuate, if applicable. Notify the local authorities if members of the public or the media have been contacted. Record all pertinent information on the appropriate forms. <p>LEVEL 2 EMERGENCY (MAJOR)</p> <p>A Level 2 Emergency is an incident where there is no immediate danger outside of the company property or the right of way but where there is the potential for the emergency to extend beyond the permit holder's property. Outside agencies must be notified. Imminent control of the hazard is probable but there is a moderate threat to the public and/or environment. There may be local and regional media interest in the event.</p> <ul style="list-style-type: none"> Establish the Incident Command Post (ICP). Perform Level 1 activities, if not completed. Notify the Supervisor, who will activate the Emergency Response Plan and notify the corporate EOC. Alert all involved contracted company offices. Alert industry support services and mobilize, as required. Notify all individuals within the EPZ. Notify outside resources and provincial agencies, including EMBC, and local authorities. Manage public safety. Begin evacuation or sheltering of the EPZ, if applicable. Prepare for ignition if necessary. Record all pertinent information on the appropriate forms. <p>LEVEL 3 EMERGENCY (SERIOUS)</p> <p>A Level 3 Emergency is an incident where the safety of the public is in jeopardy from a major uncontrolled hazard. There are likely significant and ongoing environmental impacts. Immediate multi agency municipal and provincial government involvement is required.</p> <ul style="list-style-type: none"> Perform Level 1 and 2 activities if not completed. Ensure corporate EOC has been notified and mobilized. Mobilize on call and off duty personnel. Mobilize industry support services. Notify all individuals within the EPZ. Notify outside resources and provincial agencies, including EMBC, and local authorities. Manage public safety. Begin evacuation or sheltering of the EPZ, if applicable. Ignite uncontrolled release if ignition criteria have been met. Record all pertinent information on the appropriate forms.
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Initial Emergency Response & Notification to Key Internal Stakeholders

	INITIAL ERP ACTIONS		ERP ACTIVATED				WHO TO NOTIFY INTERNALLY			
	Step 1 - First on Scene Actions	Step 2 - Level of Emergency	Step 3 - Make Internal Notifications	Step 4 - Make External Notifications	Step 5 - Manage Incident	Step 6 - Schedule Incident	Well Servicing/Incident Briefing	Facilities Completions Event	Production Construction Event	Drilling Event
INTERNAL NOTIFICATIONS										
INCIDENT COMMAND STAFF										
Site Supervisor / Incident Commander	R/A	R/A	I	I	R/A	R/A				
Foreman / Senior Operator	C	C	R	I	R	I	I	I	C	I
Area Superintendent	C	C	R/A	I	R	I	I	I	C	I
HSE Advisor / Coordinator	C	C	R	R/A	R	I	C	C	C	C
EMERGENCY OPERATIONS SUPPORT										
Office Administrator							S	S	S	S
Operations General Manager							C	C	C	C
Drilling Manager							S			C
Well Servicing Coordinator							C			
Pipeline Integrity								C	S	
Asset Integrity								C	S	
Production Engineering							C		I	
Facilities Engineering								C		
Team Lead							I	I	I	I
HSER Manager							C	C	C	C
Facilities Engineering Manager								I		
Measurement Manager										
Supply Chain Manager										
IT Manager										
HR Manager							I	I	I	I
Marketing Manager										
Land Manager										
CRISIS MANAGEMENT TEAM										
VP Production							I	I	I	I
VP Drilling & Completions										I
VP Development							I	I	I	I
VP Corporate										
President and CEO							I	I	I	I
VP Finance & CFO							I	I	I	I

R - Responsible (does tasks)
A - Accountible (ensures task are done)
C - Consulted (depending on emergency)
S - Supports (assists with tasks)
I - Informed (depending on role in Org.)

CLASSIFICATION AND CHARACTERISTICS OF DANGEROUS GOODS

Any spill or release that goes off-lease that has caused, is causing, or may cause an adverse effect, must immediately be reported to Emergency Management BC (EMBC) – 1.800.663.3456 and CANUTEC – 1.888.226.8832

Class	Division	Characteristics of Dangerous Goods	Quantity	Packing Group
1 Explosives (Sections 2.9 – 2.12)	1.1	A substance or article with a mass explosion hazard	Any quantity	II – Hazardous Substances
	1.2	A substance or article with a projection hazard but not a mass explosion hazard		
	1.3	A Substance or article which has a fire hazard and either a minor blast hazard or a minor projection hazard or both, but does not have a mass explosion hazard		
	1.4	A substance or article which presents no significant hazard beyond the package in the event of ignition or initiation during transport		
	1.5	A very insensitive substance with a mass explosion hazard		
	1.6	Extremely insensitive article with no mass explosion hazard		
2 Gases (Sections 2.13 – 2.17)	2.1	A flammable gas which is easily ignited and burns	Any quantity	Not Applicable
	2.2	A non-flammable, non-toxic, non-corrosive gas		
	2.3	A toxic gas		
3 Flammable Liquids (Sections 2.18 – 2.19)	*	A flammable liquid with a closed-cup flash point less than or equal to 60.0°C	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
4 Flammable Solids (Sections 2.20 – 2.22)	4.1	A flammable solid which is readily combustible and may cause fire through friction or from heat retained from manufacturing	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
	4.2	A spontaneously combustible substance that ignites when exposed to air		
	4.3	A water-reactive substance which emits flammable gas when it comes into contact with water		
5 Oxidizing Substances, Organic Peroxides (Sections 2.23 – 2.25)	5.1	An oxidizing substance which may yield oxygen and contribute to the combustion of other material	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
	5.2	An organic peroxide which releases oxygen readily and may be liable to explosive decomposition, or sensitive to heat, shock or friction		
6 Toxic and Infectious Substances (Sections 2.26 – 2.36)	6.1	A toxic substance that is liable to cause harm to human health	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
	6.2	An infectious substance	Any quantity	
7 Radioactive Materials (Sections 2.37 – 2.39)	None	Radioactive materials as defined in the Packaging and Transport of Nuclear Substance Regulations	A level of ionizing radiation greater than the level established in section 39 of the “Packaging and Transport of Nuclear Substance Regulations 2015”	Not Applicable
8 Corrosive Substances (Sections 2.40 – 2.42)	None	Solids or liquids such as acids or alkalis materials that cause destruction of the skin or corrode metals	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II - Hazardous Substances, or III – Moderately Hazardous Substances
9 Miscellaneous Products, Substances or Organisms (Sections 2.43 – 2.45)	None	A regulated substance that cannot be assigned to any other class. It includes genetically modified micro-organisms, marine pollutants and substances transported at elevated temperatures	30 L or 30 kg	II – Hazardous Substances or III – Moderately Hazardous Substances, or without packing group

WHAT TO DO AT THE SCENE OF AN EMERGENCY

Protect Life
Protect the Environment
Protect Property
Preserve Evidence

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

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

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

STRATHCONA RESOURCES 24 HOUR EMERGENCY LINE: 888.488.7190

STRATHCONA RESOURCES CONTACTS

NAME	TITLE	OFFICE	CELL
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████

PROVINCIAL EMERGENCY CONTACTS

NAME	FUNCTION	NUMBER
BC Oil and Gas Commission (OGC)	24 Hour Incident Reporting Line	800.663.3456
Emergency Management BC (EMBC)	24 Hour Emergency Number	800.663.3456
BC Ministry of Environment & Climate Change	Environmental Emergencies	800.663.3456
BC Ministry of Transportation and Infrastructure	Northern Regional Office	250.565.6185
BC One Call	Province Wide	800.474.6886
BC Wildfires	Province Wide	800.663.5555 From Cell: *5555
BC Drug and Poison Information Centre	Province Wide	604.682.5050 800.567.8911
HealthLink BC	Province Wide	811
Enquiry BC	Within BC	800.663.7867
Environment & Climate Change Canada	BC Office	604.664.9100
Transport Canada Dangerous Goods Reporting	CANUTEC Toll Free	888.CAN.UTEC (888.226.8832)
	CANUTEC	613.996.6666
WorkSafeBC	To report a serious incident or fatality	Business Hours 888.621.7233 After Hours 866.922.4357

EMERGENCY MANAGEMENT CONSULTANT

██████████	██████████	██████████
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Refer to the *Emergency Contact Numbers Section* for additional contact information for Strathcona Resources BC Operations.

OGC INCIDENT CLASSIFICATION MATRIX

Instructions: Start at the top and continue down until you check off any one box in both consequence and probability to determine the incident classification. *This matrix is required as an attachment upon submission of an incident through the [Online Minor Incident Reporting System](#).*

TABLE 1: CONSEQUENCE RANKING

RANK	CONSEQUENCE (any one of the following)
4	<input type="checkbox"/> Major on site equipment or infrastructure loss <input type="checkbox"/> Major act of violence, sabotage, or terrorism which impacts permit holder assets <input type="checkbox"/> Reportable liquid spill beyond site, uncontained and affecting environment <input type="checkbox"/> Gas release beyond site affecting public safety
3	<input type="checkbox"/> Threats of violence, sabotage, or terrorism <input type="checkbox"/> Reportable liquid spill or gas release beyond site, potentially affecting public safety, environment, or property <input type="checkbox"/> HAZMAT worker exposure exceeding allowable limits <input type="checkbox"/> Major on site equipment failure
2	<input type="checkbox"/> Major on site equipment damage <input type="checkbox"/> A security breach that has potential to impact people, property or the environment <input type="checkbox"/> Reportable liquid spill or gas release potentially or beyond site, not affecting public safety, environment, or property
1	<input type="checkbox"/> Moderate on site equipment damage <input type="checkbox"/> A security breach that impacts oil and gas assets <input type="checkbox"/> Reportable liquid spill or gas release on location <input type="checkbox"/> **Occurrence of magnitude 4.0 or greater induced earthquake within 3 km of oil and gas operations or any earthquake which is felt on surface within a 3 km radius of oil and gas operations
0	<input type="checkbox"/> No consequential impacts

** For this consequence criteria, a probability score of 2 or higher must be used.

TABLE 2: PROBABILITY RANKING

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

TABLE 3: INCIDENT RISK SCORE AND CLASSIFICATION

RISK SCORE	ASSESSMENT RESULT
MINOR (1-2)	Notification Only; permit holder must notify the Commission online within 24 hours using the Form A: Minor Incident Notification Form . In addition to Form A, spills must also be reported to EMBC.
MODERATE (3-4)	Level-1 Emergency; immediate notification (call EMBC)
MAJOR (5-6)	Level-2 Emergency; immediate notification (call EMBC)
SERIOUS (7-8)	Level-3 Emergency; immediate notification (call EMBC)

CONSEQUENCE _____ + PROBABILITY _____ = RISK SCORE _____ (this must be completed)

SPILL REPORTING CRITERIA

Where the permit holder holds or maintains rights, the permit holder must report to the BC Oil and Gas Commission, all spills of materials as identified below:

- A spill or release of any amount of materials which impacts water ways
- Hydrocarbons; 100 litres where the hydrocarbon contains no toxic materials and does not impact water ways
- Produced/salt water; 200 litres where the fluid contains no toxic materials
- Fresh water; 10,000 litres
- Drilling or invert mud; 100 litres
- Sour Natural gas; 10Kg or 15 m³ by volume where operating pressure is >100 PSI
- Condensate; 100 litres
- Any fluid including hydrocarbons, drilling fluids, invert mud, effluent, emulsions, etc. which contain toxic substances; 25 litres

Please refer to the BC Environmental Management Act; [Spill Reporting Regulation](#), Schedule "Reporting Levels for Certain Substances" for determining reportable spillage amounts of other substances.

		PROBABILITY					
		4 <input type="checkbox"/> Uncontrolled, with control unlikely in near term	3 <input type="checkbox"/> Escalation possible; under or imminent control	2 <input type="checkbox"/> Escalation unlikely; controlled or likely imminent control	1 <input type="checkbox"/> Escalation highly unlikely; controlled or imminent control	0 <input type="checkbox"/> Will not escalate; no hazard; no monitoring required	
CONSEQUENCE	4	<input type="checkbox"/> Major on site equipment or infrastructure loss	LEVEL 3	LEVEL 3	LEVEL 2	LEVEL 2	LEVEL 1
		<input type="checkbox"/> Major act of violence, sabotage, or terrorism which impacts permit holder assets <input type="checkbox"/> Reportable liquid spill beyond site, uncontained and affecting environment <input type="checkbox"/> Gas release beyond site affecting public safety					
	3	<input type="checkbox"/> Threats of violence, sabotage, or terrorism	LEVEL 3	LEVEL 2	LEVEL 2	LEVEL 1	LEVEL 1
		<input type="checkbox"/> Reportable liquid spill or gas release beyond site, potentially affecting public safety, environment, or property <input type="checkbox"/> HAZMAT worker exposure exceeding allowable limits <input type="checkbox"/> Major on site equipment failure					
	2	<input type="checkbox"/> Major on site equipment damage	LEVEL 2	LEVEL 2	LEVEL 1	LEVEL 1	MINOR NOTIFICATION FORM
		<input type="checkbox"/> A security breach that has potential to impact people, property or the environment <input type="checkbox"/> Reportable liquid spill or gas release potentially or beyond site, not affecting public safety, environment, or property					
	1	<input type="checkbox"/> Moderate on site equipment damage	LEVEL 2	LEVEL 1	LEVEL 1	MINOR NOTIFICATION FORM	MINOR NOTIFICATION FORM
		<input type="checkbox"/> A security breach that impacts oil and gas assets <input type="checkbox"/> Reportable liquid spill or gas release on location <input type="checkbox"/> **Occurrence of magnitude 4.0 or greater induced earthquake within 3 km of oil and gas operations or any earthquake which is felt on surface within a 3 km radius of oil and gas operations					
0	<input type="checkbox"/> No consequential impacts	LEVEL 1	LEVEL 1	MINOR NOTIFICATION FORM	MINOR NOTIFICATION FORM	NO NOTIFICATION REQUIRED	

** For this consequence criteria, a probability score of 2 or higher must be used.

OTHER REPORTABLE INCIDENTS

The Commission's Incident Risk Classification Matrix is designed to assist permit holders in determining which incidents must be reported. However, some incidents, which do occur, may not meet the criteria outlined in the Incident Classification Matrix but still require notification to the Commission as a minor notification. These include the following:

- Spills or release of hazardous substances which are not provincially regulated, such as radioactive substances;
- Major damage to oil and gas roads or road structures;
- Drilling kicks when any one of the following occur:
 - pit gain of 3 m³ or greater
 - casing pressure 85% of MA
 - 50% out of hole when kicked
 - well taking fluid (LC)
 - associated spill
 - general situation deterioration, i.e. leaks, equipment failure, unable to circulate, etc.
- Pipeline incidents, such as spills during construction phase, exposed pipe caused by flooding, pipeline over pressure, failure (without release) of any pressure control or ESD device during operations.
- Security related issues which are relatively minor; such information may be required for tracking and monitoring purposes only.

BRITISH COLUMBIA NOTIFICATION MATRIX

British Columbia

Notification Requirements for Key Government Agencies

		AGENCY OR RESOURCE																
		Initial Responders			Lead Agencies					Supporting Agencies & Other Government Contacts								
		Ambulance Service	Fire Department	RCMP ②	OGC ③	Local Authority ④	EMBC ①	HealthLink BC	CER ⑤	WorkSafeBC ⑥	Technical Safety BC	Ministry of Transportation	Ministry of Environment	WCSS ⑦	Environment & Climate Change Canada	CANUTEC	ERAC	DFO
INCIDENT TYPE	Sour Gas / HVP Release (Uncontrolled)	a	✓	✓	✓	✓	b	✓*	c, e	✓	d	✓		f				
	Chlorine Gas Release	a	✓	✓	✓	✓	b		c, e	✓	d	✓		f	g			
	Sweet Combustible Gas Release	a	✓	✓	✓	✓	b	✓*	c, e		d							
	Spills - Transportation Incident (Unrefined Products)**	a	✓	✓	✓	✓	b	✓*	c, e		d	✓	✓	f	g		i	
	Spills - Rail or Trucking Incident (Refined Products)**	a	✓	✓	✓	✓	b	✓*	c, e		d	✓	✓	f	g	h	i	
	Serious Injury or Death (Including Vehicle Accidents)	✓		✓	✓	✓			✓*	✓								
	Missing Person			✓					✓*									
	Fire / Explosion	✓		✓	✓	✓	b	✓*	c, e	✓	d					h		
	Pressure Vessel or Piping Incident			✓	✓	✓			✓*	c, e	✓		✓		f			
	Electrical Incident			✓	✓	✓				c, e	✓							
	Motor Vehicle Incident (No Injuries)			✓														
	Security Incident			✓	✓	✓			✓*	c								
	On-Site Incident Involving E2 Regulated Substance		a	✓	✓	✓				c					f		i	

✓ Mandatory contact

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

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

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

b) Contact HealthLinkBC if the incident has the potential to impact public health (eg. contaminated drinking water).

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

d) Contact Ministry of Transportation or the RCMP if the emergency affects a highway designated.

e) Contact WorkSafeBC within 72 hours of being notified of an injury / illness that results in or will likely result in: Lost time or the need to temporarily or permanently modify work beyond the date of accident, death or permanent disability, a disabling or potentially disabling condition caused by occupational exposure or activity, the need for medical treatment beyond first aid, or medical aid expenses.

f) Environment and Climate Change Canada (ECCC) will be notified by EMBC as required for incidents involving regulated substances at E2 registered facilities, incidents involving PCBs or any spills on First Nations lands, in National Parks, into river or lake systems containing fish, or onto railway right-of-way.

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

h) Emergency Response Assistance Canada (ERAC) will only respond to incidents that involve the following UN numbers: 1075 (Propane, Butane, etc.) and 1010 (Butadiene), with a tank storage capacity of 450 litres or greater. Advisory assistance will be provided to incidents involving tank storage capacities less than 450 litres.

i) Contact the Fisheries and Oceans Canada (DFO) to report an oil spill that occurs in or around fresh and/or marine waters.

① Emergency Management BC (EMBC) is designated as the lead agency (single window approach) to implement the Government of BC Emergency Response for a Petroleum Incident.

② In the event of a fatality, request that the RCMP contact the Medical Examiner.

③ Emergency Management BC (EMBC) will notify the Oil and Gas Commission based on the level of emergency indicated

④ Request that the EMBC identify the affected local authorities and implement Emergency Services. The Emergency Management Duty Officer may provide assistance in contacting some or all of the local authorities.

⑤ Contact the Canada Energy Regulator(via the Transportation Safety Board of Canada) for emergencies involving CER regulated sites and inter-provincial pipelines.

⑥ WorkSafeBC – See c) for further details on this agency's role.

⑦ Oil Spill Cooperatives in Northeast British Columbia are run by Western Canadian Spill Services (WCSS).

Legend:

TSBC – Technical Safety BC	EMBC –Emergency Management BC	OGC – BC Oil and Gas Commission	CER – Canada Energy Regulator	ECCC – Environment and Climate Change Canada	DFO – Fisheries and Oceans Canada
ERAC – Emergency Response Assistance Canada	WSBC – WorkSafeBC	WCSS – Western Canadian Spill Services	MOT – Ministry of Transportation	MOE – Ministry of Environment	

Information Page

Emergency Response Plan (ERP) Name	Strathcona Resources Corporate Emergency Response Plan	
ERP Manual	Version 1.0 of the Strathcona Resources ERP was completed in October 2020 and approved for distribution by [REDACTED].	
Distribution and Maintenance	[REDACTED]	
Administrator	[REDACTED]	[REDACTED]
Scheduled Revision Dates	December 2023	June 2024
Manual Revision	Revision 1.3 – December 2021 Revision 1.4 – February 2022 Revision 1.5 – June 2022 Revision 1.6 – December 2022 Revision 1.7 – March 2023	
Current Operating Areas	Montney Assets	
	Alberta	
	Kakwa / Resthaven	Roxana
	British Columbia	
	Beaton	Monias / Goose
	Buick	Montney / Oak
	Bulrush / Doig / Crush	Rigel
	Dahl / Elm / Redeye	Stoddart / Squirrel
	Fireweed	Tupper / Sundown
	Groundbirch	Weasel / Wildmint
	Cold Lake Thermal Assets	
	Alberta	
	Lindbergh	Taiga (non-op)
	Orion	Tucker Thermal
	Salecki (non-op)	



**Strathcona Resources Ltd.
Corporate Emergency Response Plan**

Revision Date:
March 2023

Approved By:
Senior HSE Advisor – Montney & Capital

Revision Number:
1.7

Current Operating Areas	Conventional Heavy Assets	
	Alberta	
	Bellis	Swalwell
	Edgerton	Wildmere
	Ferrybank	
	Saskatchewan	
	Greater Bodo Areas (CER)	Neilburg
	Cactus Lake	Westhazel
	Court / Fusilier	Winter
	Druid / Tramping Lake	
	SK Thermal Assets	
	Edam	Meota West 1
	Hamlin	Meota West 2
	Meota East	Plover Lake
	<p>The licensee must have an up-to-date copy of the corporate level ERP (hard copy or electronic) available at all response location(s) in its area of operations.</p>	

Disclaimer

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

Verification of the information contained in this plan is the sole responsibility of the client. [REDACTED] does not accept any liability arising from the implementation or use of this plan.

This plan was prepared by:

[REDACTED]

Unauthorized reproduction is strictly prohibited.

 STRATHCONA RESOURCES LTD	Strathcona Resources Ltd. Corporate Emergency Response Plan		
	Revision Date: March 2023	Approved By: Senior HSE Advisor – Montney & Capital	Revision Number: 1.7

Legislation

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

Alberta

- Alberta Energy Regulator – Directive 71 – Emergency Preparedness and Response Requirements for the Petroleum Industry – February 2, 2017
- Alberta Energy Regulator – Directive 56 – Energy Development Applications and Schedules – May 18, 2021
- Alberta Emergency Management Agency – Energy Resources Industry Emergency Support Plan – October 13, 2015
- Province of Alberta – Emergency Management Act – Chapter E-6.8 – September 1, 2020

Saskatchewan


- Oil and Gas Conservation Regulations, 2012
- MER The Pipelines Administration and Licencing Regulations – January 20, 2020
- Ministry of Environment, The Environmental Management and Protection Act, 2010 – June 1, 2015
- Saskatchewan Ministry of Energy and Resources - Saskatchewan Upstream Oil and Gas Industry Spill and Incident Reporting Guidelines
- Directive PNG 014, Incident Reporting Requirements, 2018

British Columbia

- The BC Oil and Gas Commission Emergency Management Regulation – September 1, 2021
- The BC Oil and Gas Commission Emergency Management Manual – November 2021
- The BC Oil and Gas Commission Emergency Response Plan Regulations - 2004
- The British Columbia Oil and Gas Handbook - 2003
- Canadian Association for Petroleum Producers, Emergency Response Planning: Shelter-In-Place Instructions (May 2006).

Federal

- CSA Z246.2 – Emergency Preparedness and Response for Petroleum and Natural Gas Industry Systems
- Canadian Association for Petroleum Producers – Shelter-In-Place Instructions – May 24, 2006
- CSA Standards – CAN/CSA-Z731-03 – Emergency Preparedness and Response – October 2014
- CSA Standards – CAN/CSA Z1600 – Emergency and Continuity Management Program – 2017
- Environment & Climate Change Canada – Canadian Environmental Protection Act – Environmental Emergency (E2) Regulations – Schedule 8 – February 25, 2019

 STRATHCONA RESOURCES LTD	Strathcona Resources Ltd. Corporate Emergency Response Plan		
	Revision Date: March 2023	Approved By: Senior HSE Advisor – Montney & Capital	Revision Number: 1.7

Emergency Response Plan Acknowledgement Form

I hereby acknowledge that I have received a copy of the Strathcona Resources – Corporate Emergency Response Plan.

As a manual holder I understand that:

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

Please acknowledge receipt of this manual by scanning the QR code found on the front cover of your manual and follow the instructions within the application.



**Strathcona Resources Ltd.
Corporate Emergency Response Plan**

Revision Date:
March 2023

Approved By:
Senior HSE Advisor – Montney & Capital

Revision Number:
1.7

Emergency Response Plan Document Status and Revision Form

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

Next Annual Review Date: December 21, 2023					
Current Annual Update Date: December 21, 2022					
ERP Revision Number	Distribution Date	Revised Sections	Annual Update Y or N	Date Inserted into ERP YYYY-MM-DD	Inserted By
1.0	October 2020	New ERP			
1.1	March 2021	Revisions to Entire ERP	N		
1.2	October 2021	Incorporated OSUM acquired field areas	N		
1.3	December 2021	Updated Notification Matrix, Information Page, Distribution List, Table of Contents, Emergency Callout, Sections 2, 3, 4, 5, 6, 7, 8, 11 and Appendix	Y		
1.4	February 2022	Updated Information Page, Distribution List, Assets & Equipment	N		
1.5	June 2022	Update and format revisions to entire ERP. Incorporated Caltex and Tucker acquired field areas.	N		
1.6	December 2022	Review entire ERP, Updated Revision Log and Emergency Contact Numbers	Y		
1.7	March 2023	Updated Information Page, Legislation, Revision Log, Distribution List, Organization Chart, Sections 2, 3, 6 and Glossary..	N		



**Strathcona Resources Ltd.
Corporate Emergency Response Plan**

Revision Date:
March 2023

Approved By:
Senior HSE Advisor – Montney & Capital

Revision Number:
1.7

Emergency Response Plan Management of Change Request Form

Item 1. _____

Section Number: _____

Page Number: _____

Description of Change: _____

Requested By: _____ Date: _____

Item 2. _____

Section Number: _____

Page Number: _____

Description of Change: _____

Requested By: _____ Date: _____

Received By: _____ Date: _____

Emergency Response Plan Manual Distribution List

Manual No.	Recipient	Title	Mailing Address
[Redacted]			
1	[Redacted]	[Redacted]	[Redacted]
2	[Redacted]	[Redacted]	[Redacted]
3	[Redacted]	[Redacted]	[Redacted]
[Redacted]			
4	[Redacted]	[Redacted]	[Redacted]
5	[Redacted]	[Redacted]	[Redacted]
6	[Redacted]	[Redacted]	[Redacted]
7	[Redacted]	[Redacted]	[Redacted]
8	[Redacted]	[Redacted]	[Redacted]
9	[Redacted]	[Redacted]	[Redacted]
10	[Redacted]	[Redacted]	[Redacted]
11	[Redacted]	[Redacted]	[Redacted]
12	[Redacted]	[Redacted]	[Redacted]
13	[Redacted]	[Redacted]	[Redacted]
14	[Redacted]	[Redacted]	[Redacted]
15	[Redacted]	[Redacted]	[Redacted]
16	[Redacted]	[Redacted]	[Redacted]
17	[Redacted]	[Redacted]	[Redacted]
18	[Redacted]	[Redacted]	[Redacted]
19	[Redacted]	[Redacted]	[Redacted]
20	[Redacted]	[Redacted]	[Redacted]
21	[Redacted]	[Redacted]	[Redacted]
22	[Redacted]	[Redacted]	[Redacted]
23	[Redacted]	[Redacted]	[Redacted]
24	[Redacted]	[Redacted]	[Redacted]
25	[Redacted]	[Redacted]	[Redacted]
26	[Redacted]	[Redacted]	[Redacted]
27	[Redacted]	[Redacted]	[Redacted]
28	[Redacted]	[Redacted]	[Redacted]
29	[Redacted]	[Redacted]	[Redacted]
30	[Redacted]	[Redacted]	[Redacted]

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

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Strathcona Resources Ltd. - 24 Hour Emergency Line 1.888.488.7190

Field Operations – Montney		Business	Cellular
Kakwa / Resthaven			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
NEBC			
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Roxana			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]



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Field Operations – Conventional Heavy		Business	Cellular
Conventional Heavy – All Areas			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Bellis, AB			
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
Bodo, AB / Cactus Lake North, SK			
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
Cactus Lake, SK			
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Court, SK			
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]



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Field Operations – Conventional Heavy		Business	Cellular
Druid / Tramping Lake, SK			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Edgerton, AB			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Ferrybank, AB			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Neilburg, SK			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Swalwell, AB			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Wildmere, AB			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Westhazel, SK			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]



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Field Operations – Conventional Heavy		Business	Cellular
Winter, SK			
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]



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Field Operations – Cold Lake Thermal Assets		Business	Cellular
Cold Lake Thermal – All Areas			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Lindbergh			
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Orion			
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	



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Field Operations – Cold Lake Thermal Assets		Business	Cellular
Tucker Thermal			
[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Field Operations – SK Thermal Assets		Business	Cellular
SK Thermal – All Areas			
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
Edam			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Hamlin Rail Terminal			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Meota East			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Meota West 1			
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Meota West 2			
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]



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Field Operations – SK Thermal Assets		Business	Cellular
Plover Lak			
Plover Lake 10-5 Field			
Plover Lake Thermal			



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British Columbia Government & Support Agencies	Main	Other
British Columbia Energy Regulator (BCER)		
24 Hour Incident Reporting Line	800.663.3456	
BCER 24 Hour Line (Fort St. John)	250.794.5200	
BCER Emergency Operations Centre Fax Line	250.794.5385	
Emergency Management BC (EMBC)		
24 Hour Emergency Number	800.663.3456	
North East Region	250.612.4172	250.612.4171
North West Region	250.615.4800	250.615.4817
British Columbia Ministry of Environment & Climate Change		
Environmental Emergencies	800.663.3456	
Peace Region Office (Fort St. John)	250.787.3411	
British Columbia Ministry of Transportation and Infrastructure		
Northern Regional Office	250.565.6185	
Fort St. John Office	250.787.3237	
British Columbia Office of the Fire Commissioner		
Prince George	888.988.9488	
British Columbia Safety Authority (BCSA)		
Toll Free (Monday to Friday 7am to 8pm)	866.566.7233	
Enquiry BC		
Within BC	800.663.7867	Outside BC 604.660.2421
Environment & Climate Change Canada (ECCC)		
British Columbia Office	604.664.9100	604.713.9517
Transport Canada		
CANUTEC – Dangerous Goods Reporting	888.CAN.UTEC (888.226.8832)	613.996.6666
WorkSafe British Columbia		
To report a serious incident or fatality	Business Hours 888.621.7233	After Hours 866.922.4357



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British Columbia Emergency Service Providers	Main	Other
RCMP		
Chetwynd RCMP	Emergency: 911	Non Emergency: 250.788.9221
Dawson Creek RCMP	Emergency: 911	Non Emergency: 250.784.3700
Fort St. John RCMP	Emergency: 911	Non Emergency: 250.787.8140
Fire Department		
Dawson Creek Fire Department	Emergency: 911	Non Emergency: 250.782.9898
Fort St. John Fire Department	Emergency: 911	Non Emergency: 250.785.4333
BC Wildfires	Emergency: 800.663.5555	From Cell: *5555
Air Ambulance		
STARS	Emergency: 888.888.4567	
BC Air Ambulance	250.374.5937	
Ground Ambulance		
BC Ambulance Service	911	
Where 911 is not available	800.461.9911	
Cell / SAT / Outside BC	250.374.5937	
Hospitals		
Chetwynd Hospital and Health Centre	250.788.2236	Fax: 250.788.7247
Dawson Creek & District Hospital	250.782.8501	Fax: 250.784.7301
Fort Nelson General Hospital	250.774.8100	Fax: 250.774.8110
Fort St. John Hospital and Peace Villa	250.262.5200	Fax: 250.261.7650
Reception Centres		
Blueberry Esso & Motel Mile 101 Alaska Highway, Wonowon, BC	250.772.3363	
Buckinghorse River Lodge Mile 175 Alaska Highway, Pink Mountain, BC	250.772.4999	
George Dawson Inn 11705 8 Street, Dawson Creek, BC	250.782.9151	
Northern Grand 9830 100 Avenue, Fort St. John, BC	250.787.0521	Fax: 250.787.2648
Pomeroy Hotel 11308 Alaska Road, Fort St. John, BC	866.618.3233	Fax: 250.262.3280

British Columbia Contract Support	Location	Main	Other	
Aviation Support				
Qwest Helicopters	Fort Nelson	250.774.5302		
Canadian Helicopters	Fort Nelson	250.774.6171	250.774.6173	
	Fort St. John	250.787.0431		
NAV Canada Flight Information Centre For Northeast BC	Edmonton	866.541.4102		
Communications Equipment Providers				
Earth Communications	Fort Nelson	877.560.3276	250.774.4111	
HSE Integrated Ltd.	Fort St. John	250.785.6333	888.346.8260	
Trojan Safety Services	Fort St. John	250.785.9557	250.785.9533	
Communication and Media Services				
Earth Communications	Fort Nelson	877.560.3276	250.774.4111	
Brookline Public Relations	Calgary	403.538.5641		
Canadian Public Relations Society	Vancouver	604.984.6455		
Edelman Canada	Calgary	403.817.0620		
Crisis Management Services				
Homewood Health	Calgary	800.663.1142		
Gas Monitoring				
United Safety	Fort St. John	250.261.5515	250.261.5458	
HSE Integrated Ltd.	Fort St. John	250.785.6333	888.346.8260	
Inferno Safety Specialists	Taylor	877.357.3130	877.676.3450	
Trojan Safety Services	Fort St. John	250.785.9557	250.785.9533	
Oil/Gas Fire Fighting				
Firemaster Oilfield Services	Fort St. John	403.342.7500		
Inferno Safety Specialists	Taylor	877.357.3130	877.676.3450	
Oil Spill Co-op				
Western Canadian Spill Services (WCSS)	24 Hour Emergency: 866.541.8888			
Coop 9	Clean Harbours	Fort St. John	250.785.4577	250.261.9404
	Troyer Ventures Ltd.	Fort Nelson	250.774.5332	
Safety Services				
United Safety	Fort St. John	250.261.5515	250.261.5458	
HSE Integrated Ltd.	Fort St. John	250.785.6333	888.346.8260	
Inferno Safety Specialists	Taylor	877.357.3130	877.676.3450	
Trojan Safety Services	Fort St. John	250.785.9557	250.785.9533	

Alberta Government & Support Agencies	Function / Location	Contact Number
Alberta Energy Regulator (AER)		
Energy and Environmental 24 Hour Response Line	Reporting/Regulatory	800.222.6514
AER Calgary Head Office	Reporting/Regulatory	855.297.8311
AER Bonnyville Field Centre	Reporting/Regulatory	780.826.5352
AER Edmonton Regional Office	Reporting/Regulatory	780.642.9310
AER Fort McMurray Field Centre	Reporting/Regulatory	780.743.7214
AER Grande Prairie Field Centre	Reporting/Regulatory	780.538.5138
AER Red Deer Field Centre	Reporting/Regulatory	403.340.5454
AER Slave Lake Field Centre	Reporting/Regulatory	780.843.2050
Local Authority		
County of St. Paul	St. Paul	780.645.3301
County of Vermilion River	Kitscoty	780.846.2244
M.D. of Bonnyville	Bonnyville	780.826.3171
MD of Greenview	Valleyview	866.524.7608
MD of Opportunity	Wabasca	780.891.3778
MD of Provost	Provost	780.753.2434
MD of Smoky River	Falher	780.837.2221
MD of Wainwright	Wainwright	780.842.4454
County of Stettler	Stettler	403.742.4441
Kneehill County		403.443.5541
Lamont County	Lamont	780.895.2233
Ponoka County	Ponoka	403.783.3333
Smoky Lake County	Smoky Lake	780.656.3730
Village of Big Valley	Big Valley	403.876.2269
Alberta Health Services (AHS)		
Province Wide Single Point of Contact (SPOC) Emergency Line	Environmental Public Health	24 Hour: 844.755.1788
Calgary Zone	Business Hours	855.943.2288
	Emergency After Hours	403.264.5615

Alberta Government & Support Agencies	Function / Location	Contact Number
Alberta Health Services (AHS) (continued)		
Central Zone	Business Hours	877.360.6366
	Emergency After Hours	866.654.7890 (option #2)
North Zone	Business Hours	780.513.7517
RCMP Detachment		
Beiseker Detachment	Beiseker	403.947.3420
Bonnyville Detachment	Bonnyville	780.343.7200
Blackfalds Detachment	Blackfalds	403.885.3333
Cold Lake Detachment	Cold Lake	780.594.4900
Desmarais Detachment	Desmarais	780.891.3768
Drumheller Detachment	Drumheller	403.823.7590
Elk Point Detachment	Elk Point	780.724.3829
Grande Prairie Detachment	Grande Prairie	780.830.5701
Grande Cache Detachment	Grande Cache	780.827.3344
Innisfail Detachment	Innisfail	403.227.3341
McLennan Detachment	McLennan	780.324.3086
Ponoka Detachment	Ponoka	403.783.4472
Provost Detachment	Provost	780.753.2215
Smoky Lake Detachment	Smoky Lake	780.656.3550
Stettler Detachment	Stettler	403.742.3381
Three Hills Detachment	Three Hills	403.443.5538
Two Hills Detachment	Two Hills	780.657.2820
Vermilion Detachment	Vermilion	780.853.4441
Wainwright Detachment	Wainwright	780.842.4463
Additional Government Contacts		
Alberta Boiler Safety Association (ABSA)	Pressure Equipment Safety	780.437.9100
Alberta Emergency Management Agency (AEMA)	Provincial Operations Centre (POC)	866.618.2362

Alberta Government & Support Agencies	Function / Location	Contact Number
Additional Government Contacts		
Alberta Environment & Protected Areas	Environmental Hotline	800.222.6514
	Information Centre	877.944.0313
Alberta EDGE (Environmental and Dangerous Goods Emergencies)	Dangerous Goods Reporting	800.272.9600
Alberta Safety Codes Council	Safety Codes	888.413.0099
Alberta Transportation	Athabasca District	780.675.2624
	Grande Prairie District	780.538.5310
	Red Deer District	403.340.5166
	Fort McMurray District	780.743.7376
Canada Energy Regulator	Reporting	403.299.2773
Environment & Climate Change Canada	Customer Service	800.668.6767
Fortis Alberta	Electrical Emergencies	780.310.9473
NAV Canada	Flight Information Centre (FIC)	866.541.4102
Occupational Health and Safety	Incident Reporting	866.415.8690 780.415.8690
Poison & Drug Information Service (PADIS)	Poison & Drug Information	800.332.1414
STARS	Air Ambulance	888.888.4567
Transport Canada	CANUTEC Toll Free	888.CAN.UTEC (888.226.8832)
	CANUTEC	613.996.6666
Transportation Safety Board (TSB)	Rail/Pipeline Occurrence Hotline	819.997.7887
Utility Safety Partners – <i>Formerly Alberta One-Call</i>	Call Before You Dig	800.242.3447
Workers' Compensation Board	General Inquiries	Within Alberta: 866.922.9221
Utilities		
ATCO Gas	Outside Calgary or Edmonton	Emergency: 800.511.3447
Enmax	Province Wide	310.2010
Telus	Province Wide	310.2255

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

Alberta External Contacts – Industry Support	Function / Location	Phone Number
Air Quality Monitoring		
HSE Integrated	Province Wide	888.346.8260
Safety Boss	Province Wide	800.882.4967
Aviation Support		
Highland Helicopters	Province Wide	604.273.6161
Delta Helicopters	Province Wide	800.665.3564
Taiga Helicopters	Whitecourt	800.651.6323
Crisis Management Services		
Homewood Health	Calgary	800.663.1142
Industry Fire Fighting / Well Control		
Firemaster Oilfield Services	Province Wide	403.342.7500
HSE Integrated	Province Wide	888.346.8260
Safety Boss	Province Wide	800.882.4967
Halliburton – Boots & Coots	Province Wide	1.800.BLOWOUT (1.800.256.9688)
ERP Contractors		
██████████	██████████	██████████
Railways		
Canadian Pacific Railway (CP)	Province Wide	Rail Emergencies: 800.716.9132
Canadian National (CN)	Province Wide	CN Police Emergency: 800.465.9239
Reception Centre Support		
Canadian Red Cross	Edmonton	780.423.2680
	Grande Prairie	780.539.7127
	Red Deer	403.346.1241
	Calgary	403.541.6100
Safety Services and Equipment Providers		
HSE Integrated	Province Wide	888.346.8260
Safety Boss	Province Wide	800.882.4967
United Safety	Province Wide	403.912.3690
Contact information specific to each Operating Area is located in the Assets & Equipment Section.		



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March 2023

Approved By:
Senior HSE Advisor – Montney & Capital

Revision Number:
1.7

Saskatchewan Government & Support Agencies	Function / Location	Contact Number
Government of Saskatchewan		
Saskatchewan Energy and Resources (MER)	24 Hr Incident Reporting	844.764.3637
MER Area 1 Lloydminster Office	Office	306.825.6434
MER Area 2 Kindersley Office	Office	306.463.5400
Saskatchewan Environment Spill Control Centre	24 Hr Spill Reporting	800.667.7525
Saskatchewan Environment	Inquiry Centre	800.567.4224
Saskatchewan Public Safety Agency (SPSA)	24 Hr Reporting	800.667.9660
Local Authority		
RM of Antelope Park #322	Marengo	Bus: 306.968.2922 Fax: 306.968.2278
RM of Eye Hill #382	Macklin	Bus: 306.753.2075 Fax: 306.753.2304
RM of Frenchman Butte #501	Paradise Hill	Bus: 306.344.2034 Fax: 306.344.4434
RM of Grandview #349	Kelfield	Bus: 306.932.4911 Fax: 306.932.4923
RM of Heart's Hill #352	Luseland	Bus: 306.372.4224 Fax: 306.372.4770
RM of Hillsdale #440	Neilburg	Bus: 306.823.4321 Fax: 306.823.4477
RM of Manitou Lake #442	Marsden	Bus: 306.826.5215 Fax: 306.826.5512
RM of Mariposa #350	Kerrobert	Bus: 306.834.5037 Fax: 306.834.5047
RM of Prairiedale #321	Major	Bus: 306.834.1201 Fax: 306.834.1202
RM of Progress #351	Luseland	Bus: 306.372.4322 Fax: 306.372.4146
RM of Senlac #411	Senlac	Bus: 306.228.3339 Fax: 306.228.2264
Town of Kerrobert	Kerrobert	Bus: 306.834.2361 Fax: 306.834.2633
Town of Luseland	Luseland	Bus: 306.372.4218 Fax: 306.372.4700
Town of Macklin	Macklin	Bus: 306.753.2556 Fax: 306.753.3254
Town of Neilburg	Neilburg	Bus: 306.823.4321 Fax: 306.823.4477
Additional Government Contacts		
Saskatchewan Environment	Firewatch Line Report a Wildfire	Saskatchewan Only 800.667.9660
	Parkwatch Line	Saskatchewan Only 800.667.1788
	Turn in Poachers (TIP) line	800.667.7561

Saskatchewan Government & Support Agencies	Function / Location	Contact Number
Additional Government Contacts		
Saskatchewan Occupational Health & Safety Reporting Line (must be called from within Saskatchewan)	Inquiry & Reporting Line	800.567.7233
Saskatchewan Workers' Compensation Board	Inquiry Line	800.667.7590
Saskatchewan Poison Centre	Poison and Drug Information	866.454.1212
Sask Agri-Food – Lands Branch	Regina	306.787.5322 866.457.2377
Sask 1 st Call	Before You Dig	866.828.4888
WYAMZ - Western Yellowhead Air Management Zone	Saskatoon	306.371.2478
Technical Safety Authority of Saskatchewan (TSASK)	Pressure Equipment Safety	866.530.8599
Department of Highways	Customer Service Centre	844.754.4929
Department of Fisheries and Oceans Canada	Sarnia – Regional HQ	866.290.3731
	Regina	855.852.8320
Canada Energy Regulator	Reporting	403.299.2773
Environment & Climate Change Canada	Customer Service	800.668.6767
NAV Canada	Flight Information Centre (FIC)	866.541.4102
Transport Canada	CANUTEC Toll Free	888.CAN.UTEC (888.226.8832)
	CANUTEC	613.996.6666
Transportation Safety Board (TSB)	Rail/Pipeline Occurrence Hotline	819.997.7887
Utilities		
SaskPower	In Saskatchewan	306.310.2220
	Out of Province	888.355.5589
SaskTel		800.727.5835
SaskEnergy	24 Hr Emergency Line	888.700.0427
TransGas	24 Hr Emergency Line	306.777.9800

Saskatchewan Emergency Service Providers	Function / Location	Phone Number
Saskatchewan Health Authority		
Saskatchewan Health Authority	Main Office	306.655.0080
Brad Anderson	Director of Protective Services	24 Hr 306.570.7477
Russell Laidlaw	Protective Services and Health Emergency Management	24 Hr 306.491.8733
RCMP Detachment		
Cut Knife Detachment	Cut Knife	306.310.7267
Kerrobert Detachment	Kerrobert	306.834.6550
Maidstone Detachment	Maidstone	306.893.4800
Turtleford Detachment	Turtleford	306.342.2005
Fire Department		
Emergency		911
Kerrobert Fire Department	Fire Chief – Brent Zerr	306.834.7155
Luseland Fire Department	Fire Chief – Matt Rumohr	306.372.7796
Major Fire Department	Fire Chief – Dwayne Bazylinski	306.834.2664 306.834.7448
Macklin Fire Department	Fire Chief – Pat Stang Deputy Fire Chief – Greg Bast	306.753.7378 780.753.4294
Neilburg Fire Department	Chief Dustin Weinkauf	306.823.4321
Ground Ambulance		
Ground Ambulance		911
Air Ambulance		
Saskatchewan Air Ambulance		911
STARS (Shock Trauma Air Rescue Service)		888.888.4567
Hospitals		
Kerrobert and Area Integrated Community Health Centre	Kerrobert	306.834.2646
Kindersley District Hospital	Kindersley	306.463.1000
Lloydminster Hospital	Lloydminster	306.820.6000
Macklin Medical Clinic	Macklin	306.753.2366
St Joseph's Health Centre	Macklin	306.753.2115
Maidstone Union Hospital	Maidstone	306.893.2622
Unity & District Health Centre	Unity	306.228.2666



**Strathcona Resources Ltd.
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Saskatchewan Emergency Service Providers	Function / Location	Phone Number
Reception Centres		
Motel 6	Kerrobert	306.834.2681
Wild Goose Motel	Kerrobert	306.834.2621
Prairie Moon Lodge	Kerrobert	306.834.1212
Golden Prairie Lodge	Kerrobert	844.834.1212
Canalta	Kindersley	306.463.1570
Super 8 Motel	Kindersley	306.463.8218
Ramada Inn	Lloydminster	780.640.1088
Best Western	Lloydminster	780.875.8884
Hampton Inn by Hilton	Lloydminster	780.874.1118
Luseland Community Motel	Luseland	306.372.4666
Prairie Moon Inn & Suites	Macklin	844.753.3020
Armada Inn Hotel	Unity	306.228.2603
Greenhead Motel & RV Park	Unity	306.228.2672
Prairie Moon Inn & Suites	Unity	306.228.3333



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

Saskatchewan External Contacts – Industry Support	Function / Location	Phone Number
Industry Support		
Clean Harbors	Central Dispatch	800.645.8265
Firemaster Oilfield Services	Red Deer	403.342.7500
Denmax Energy Services	Wainwright	780.842.3661
Dolphin Oilfield Services	Macklin	306.753.7225
Safety Boss	Central Dispatch	800.882.4967
Steel View Energy & Industrial Services	Chauvin / Macklin	888.858.2213
Air Quality Monitoring		
HSE Integrated	Province Wide	888.346.8260
Safety Boss	Province Wide	800.882.4967
Crisis Management Services		
Homewood Health	Calgary	800.663.1142
Industry Fire Fighting / Well Control		
Firemaster Oilfield Services	Province Wide	403.342.7500
HSE Integrated	Province Wide	888.346.8260
Safety Boss	Province Wide	800.882.4967
Safety Services and Equipment Providers		
HSE Integrated	Province Wide	888.346.8260
Safety Boss	Province Wide	800.882.4967
United Safety	Province Wide	403.912.3690
Capstone Oilfield Services	Province Wide	866.347.3911
ERP Contractor		
██████████	██████	██████████
Railways		
Canadian Pacific Railway (CP)	Province Wide	Rail Emergencies: 800.716.9132
Canadian National (CN)	Province Wide	CN Police Emergency: 800.465.9239
Reception Centre Support		
Canadian Red Cross	Lloydminster / North Battleford	306.821.6683

1.0 Immediate Actions

This section provides a brief description of response specific procedures to ensure all responders have an understanding of response activities.

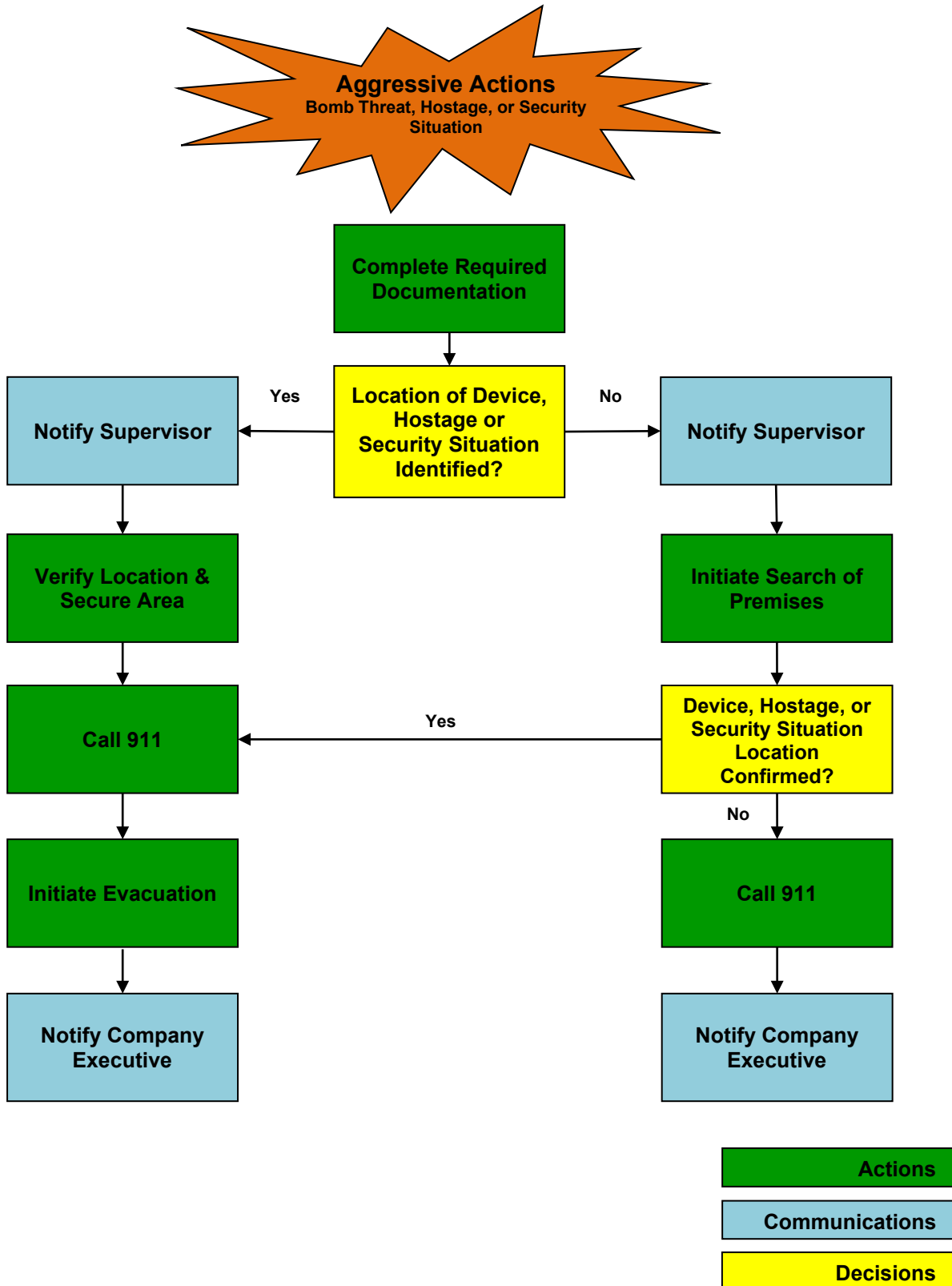
Regular hazard assessments have determined that the incidents listed below are the most common occurrences requiring an ERP activation.

Strathcona Resources employees and contractors should conduct a thorough hazard assessment and size up before responding to any incidents as per Strathcona Resources Standard Operating Procedures.

Response steps outlined in this section are guidelines and may not meet the specific needs for all response situations. Depending on the scope of emergency more than one response specific procedure may need to be utilized.

Immediate Action	Page Number
Aggressive Actions – Including Bomb Threat, Hostage, or Security Situation	2
Building / Structural Emergencies	4
Dangerous Goods Incident	6
Facility Fire / Explosion	9
Leaks / Ruptures and Well Control	12
Man Down, Rescue and Medical Situation	18
Natural Disasters	20
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Spills	24
Vehicle Incident	27
Wildfire	29

1.1 Aggressive Actions - Bomb Threat, Hostage, or Security Situation



1.1 Aggressive Actions – including a Bomb Threat, Hostage or Security Situation

INCIDENT COMMANDER:

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

INFORMATION OFFICER:

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

LIAISON OFFICER:

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

OPERATIONS SECTION CHIEF:

- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:

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

SITE CONTROL GROUP SUPERVISOR:

- Direct/implement control procedures on site to minimize impact.
- Assist emergency services as required.

PUBLIC SAFETY GROUP SUPERVISOR:

- Direct public safety related response activities.

ROVER/EVAC UNIT LEADER:

- Evacuate personnel from hazard area, if required.

ROADBLOCK UNIT LEADER:

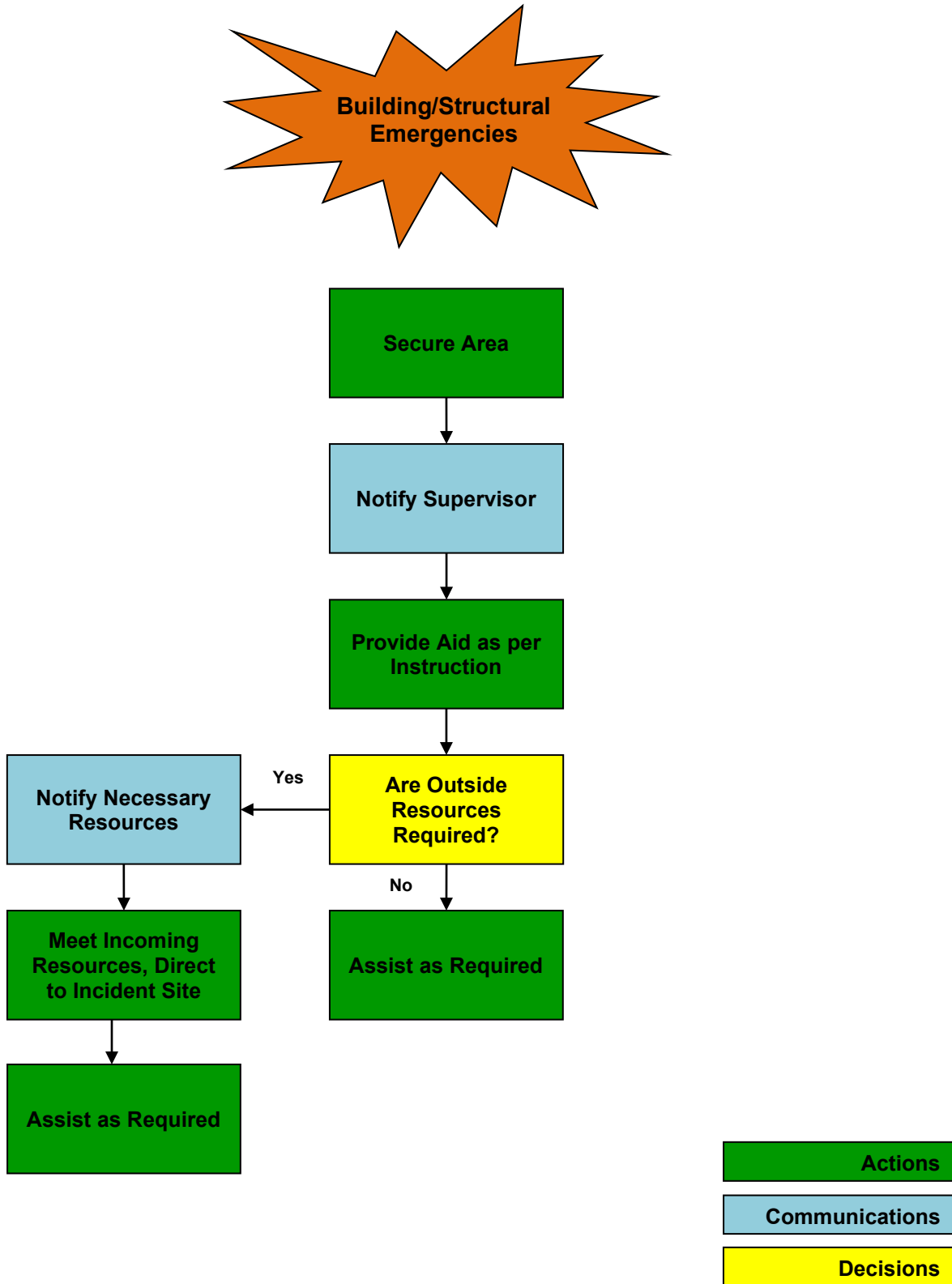
- Secure the scene.
- Ensure evidence is documented and secured for investigation.
- Meet incoming investigative crews at the main entrance and direct them to the scene.

RECEPTION CENTRE UNIT LEADER:

- Establish a reception centre for evacuees, if required.
- If activated, receive evacuees at the reception centre.

NOTE: If this is a SECURITY SITUATION, refer to the CRITICAL SECURITY PLAN for further instructions.

1.2 Building/Structural Emergencies



1.2 Building/Structural Emergencies

INCIDENT COMMANDER:

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

INFORMATION OFFICER:

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

OPERATIONS SECTION CHIEF:

- Implement tactical objectives and direct on site resources.

STAGING AREA MANAGER:

- If established, ensure the readiness of resources and personnel.

LIAISON OFFICER:

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

SAFETY OFFICER:

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

SITE CONTROL GROUP SUPERVISOR:

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

CONTROL UNIT LEADER:

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

PUBLIC SAFETY GROUP SUPERVISOR:

- Direct public safety related response activities.

ROVER/EVAC UNIT LEADER:

- Evacuate personnel from hazard area, if required.

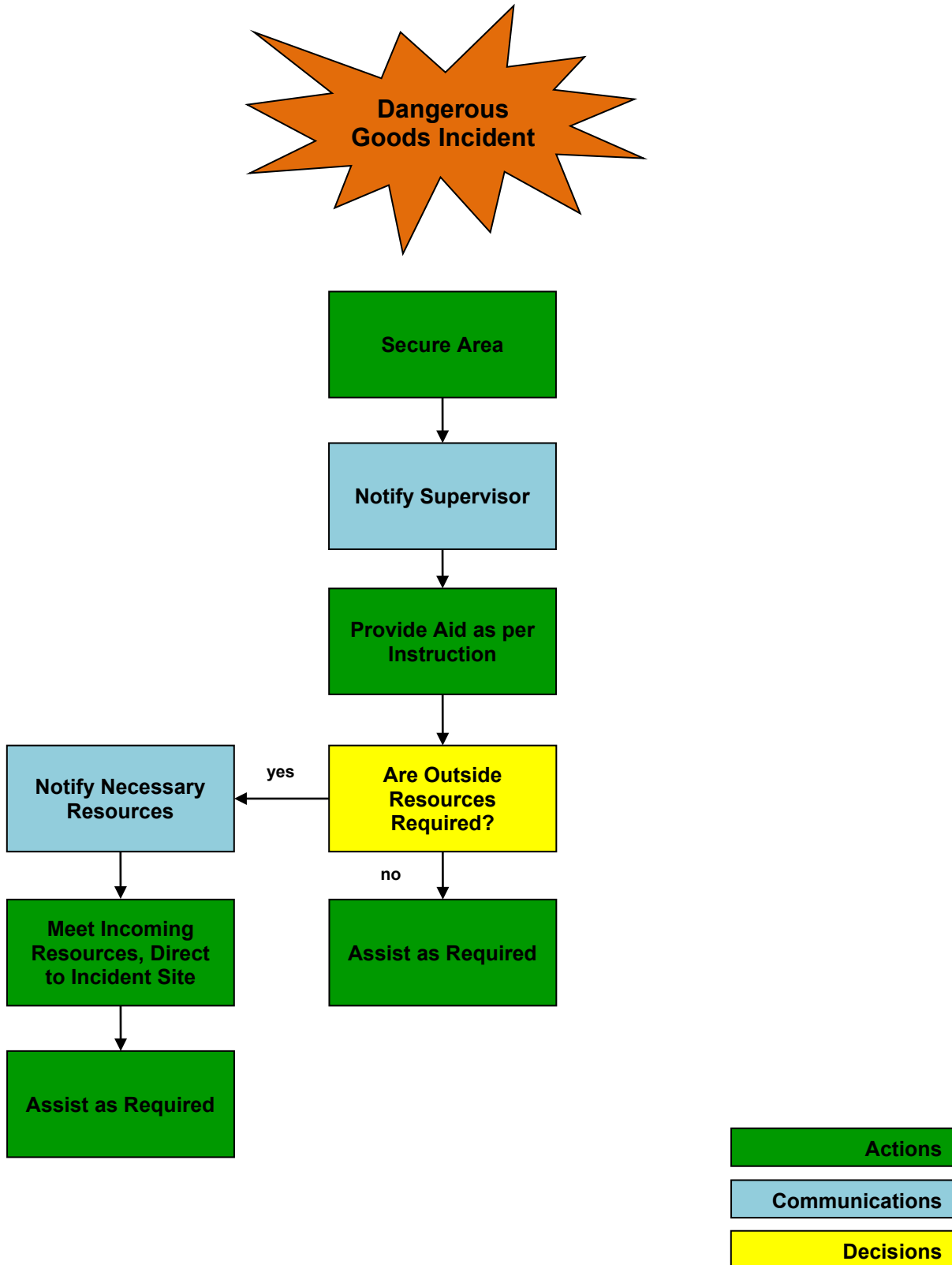
ROADBLOCK UNIT LEADER:

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

RECEPTION CENTRE UNIT LEADER:

- Establish a reception centre for evacuees, if required.
- If activated, receive evacuees at the reception centre.

1.3 Dangerous Goods Incident



1.3 Dangerous Goods Incident

INCIDENT COMMANDER:

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

INFORMATION OFFICER:

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

OPERATIONS SECTION CHIEF:

- Implement tactical objectives and direct on site resources.

STAGING AREA MANAGER:

- If established, ensure the readiness of resources and personnel.

LIAISON OFFICER:

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

SAFETY OFFICER:

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

SITE CONTROL GROUP SUPERVISOR:

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

CONTROL UNIT LEADER:

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

PUBLIC SAFETY GROUP SUPERVISOR:

- Direct public safety related response activities.

AIR MONITORING UNIT LEADER:

- Monitor the hazard area for the presence of H₂S/SO₂ or LEL readings.

ROVER/EVAC UNIT LEADER:

- Evacuate personnel from hazard area, if required.

ROADBLOCK UNIT LEADER:

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

RECEPTION CENTRE UNIT LEADER:

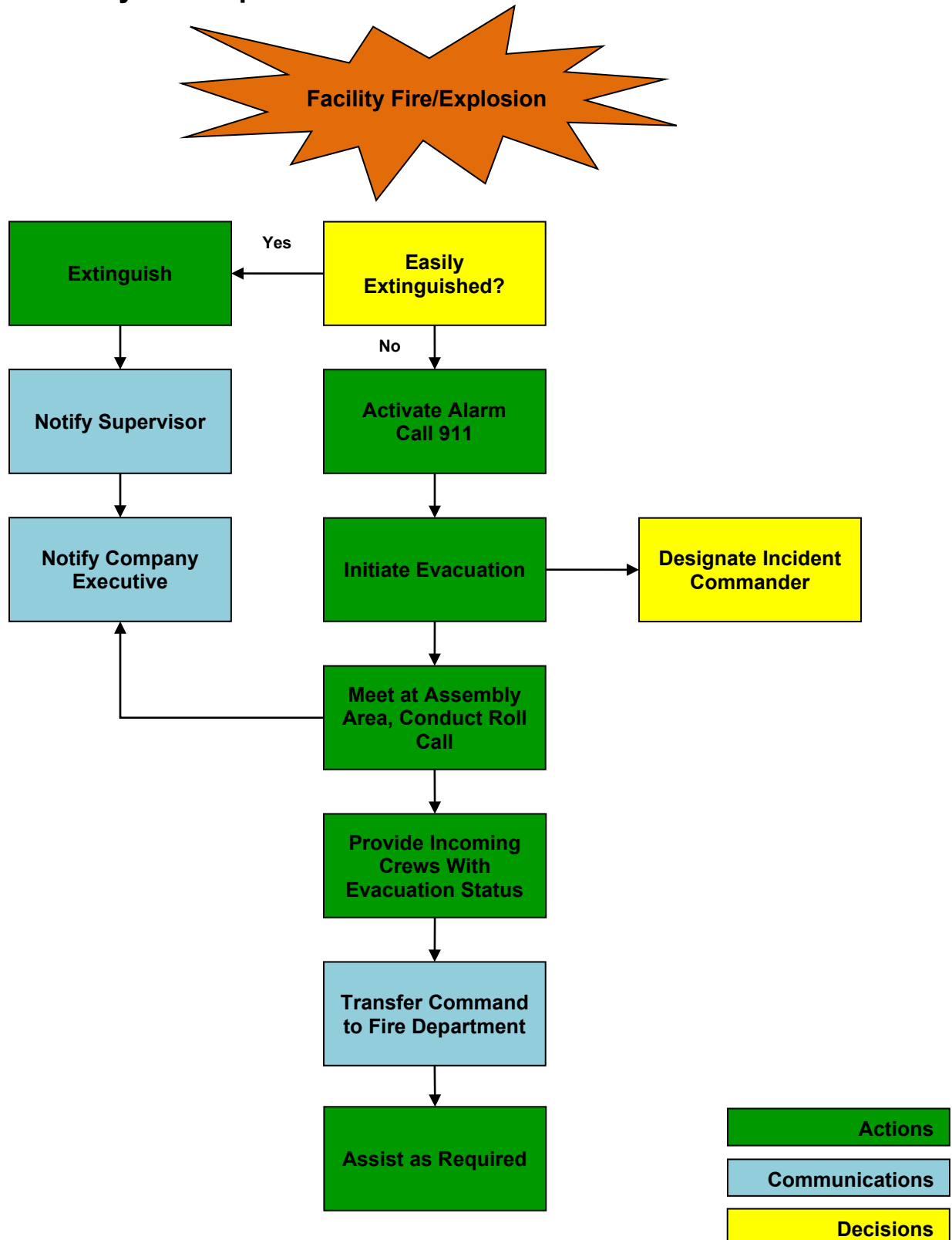
- Establish a reception centre for evacuees, if required.
- If activated, receive evacuees at the reception centre.

CLASSIFICATION AND CHARACTERISTICS OF DANGEROUS GOODS

Any spill or release that goes off-lease that has caused, is causing, or may cause an adverse effect, must immediately be reported to CANUTEC – 1.888.226.8832 AND Alberta EDGE – 1.800.272.9600

Class	Division	Characteristics of Dangerous Goods	Quantity	Packing Group
1 Explosives (Sections 2.9 – 2.12)	1.1	A substance or article with a mass explosion hazard	Any quantity	II – Hazardous Substances
	1.2	A substance or article with a projection hazard but not a mass explosion hazard		
	1.3	A Substance or article which has a fire hazard and either a minor blast hazard or a minor projection hazard or both, but does not have a mass explosion hazard		
	1.4	A substance or article which presents no significant hazard beyond the package in the event of ignition or initiation during transport		
	1.5	A very insensitive substance with a mass explosion hazard		
	1.6	Extremely insensitive article with no mass explosion hazard		
2 Gases (Sections 2.13 – 2.17)	2.1	A flammable gas which is easily ignited and burns	Any quantity	Not Applicable
	2.2	A non-flammable, non-toxic, non-corrosive gas		
	2.3	A toxic gas		
3 Flammable Liquids (Sections 2.18 – 2.19)	*	A flammable liquid with a closed-cup flash point less than or equal to 60.0°C	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II – Hazardous Substances, or III – Moderately Hazardous Substances
4 Flammable Solids (Sections 2.20 – 2.22)	4.1	A flammable solid which is readily combustible and may cause fire through friction or from heat retained from manufacturing	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II – Hazardous Substances, or III – Moderately Hazardous Substances
	4.2	A spontaneously combustible substance that ignites when exposed to air		
	4.3	A water-reactive substance which emits flammable gas when it comes into contact with water		
5 Oxidizing Substances, Organic Peroxides (Sections 2.23 – 2.25)	5.1	An oxidizing substance which may yield oxygen and contribute to the combustion of other material	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II – Hazardous Substances, or III – Moderately Hazardous Substances
	5.2	An organic peroxide which releases oxygen readily and may be liable to explosive decomposition, or sensitive to heat, shock or friction		
6 Toxic and Infectious Substances (Sections 2.26 – 2.36)	6.1	A toxic substance that is liable to cause harm to human health	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II – Hazardous Substances, or III – Moderately Hazardous Substances
	6.2	An infectious substance	Any quantity	A or B
7 Radioactive Materials (Sections 2.37 – 2.39)	None	Radioactive materials as defined in the Packaging and Transport of Nuclear Substance Regulations	A level of ionizing radiation greater than the level established in section 39 of the "Packaging and Transport of Nuclear Substance Regulations 2015"	Not Applicable
8 Corrosive Substances (Sections 2.40 – 2.42)	None	Solids or liquids such as acids or alkalis materials that cause destruction of the skin or corrode metals	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II – Hazardous Substances, or III – Moderately Hazardous Substances
9 Miscellaneous Products, Substances or Organisms (Sections 2.43 – 2.45)	None	A regulated substance that cannot be assigned to any other class. It includes genetically modified micro-organisms, marine pollutants and substances transported at elevated temperatures	30 L or 30 kg	II – Hazardous Substances or III – Moderately Hazardous Substances, or without packing group

1.4 Facility Fire/Explosion



1.4 Facility Fire / Explosion

INCIDENT COMMANDER:

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

INFORMATION OFFICER:

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

LIAISON OFFICER:

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

OPERATIONS SECTION CHIEF:

- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:

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

STAGING AREA MANAGER:

- If established, ensure the readiness of resources and personnel.

SITE CONTROL GROUP SUPERVISOR:

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

PUBLIC SAFETY GROUP SUPERVISOR:

- Direct public safety related response activities.

CONTROL UNIT LEADER:

- Ensure appropriate control and containment activities are taking place.

AIR MONITORING UNIT LEADER:

- Monitor the hazard area for the presence of H₂S/SO₂ or LEL readings.

ROVER/EVAC UNIT LEADERS:

- Evacuate personnel from hazard area.

ROADBLOCK UNIT LEADER:

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

RECEPTION CENTRE UNIT LEADER:

- Establish a reception centre for evacuees, if required.
- If activated, receive evacuees at the reception centre.

Boiling Liquid Expanding Vapour Explosion (BLEVE)

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

Tank Fires

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

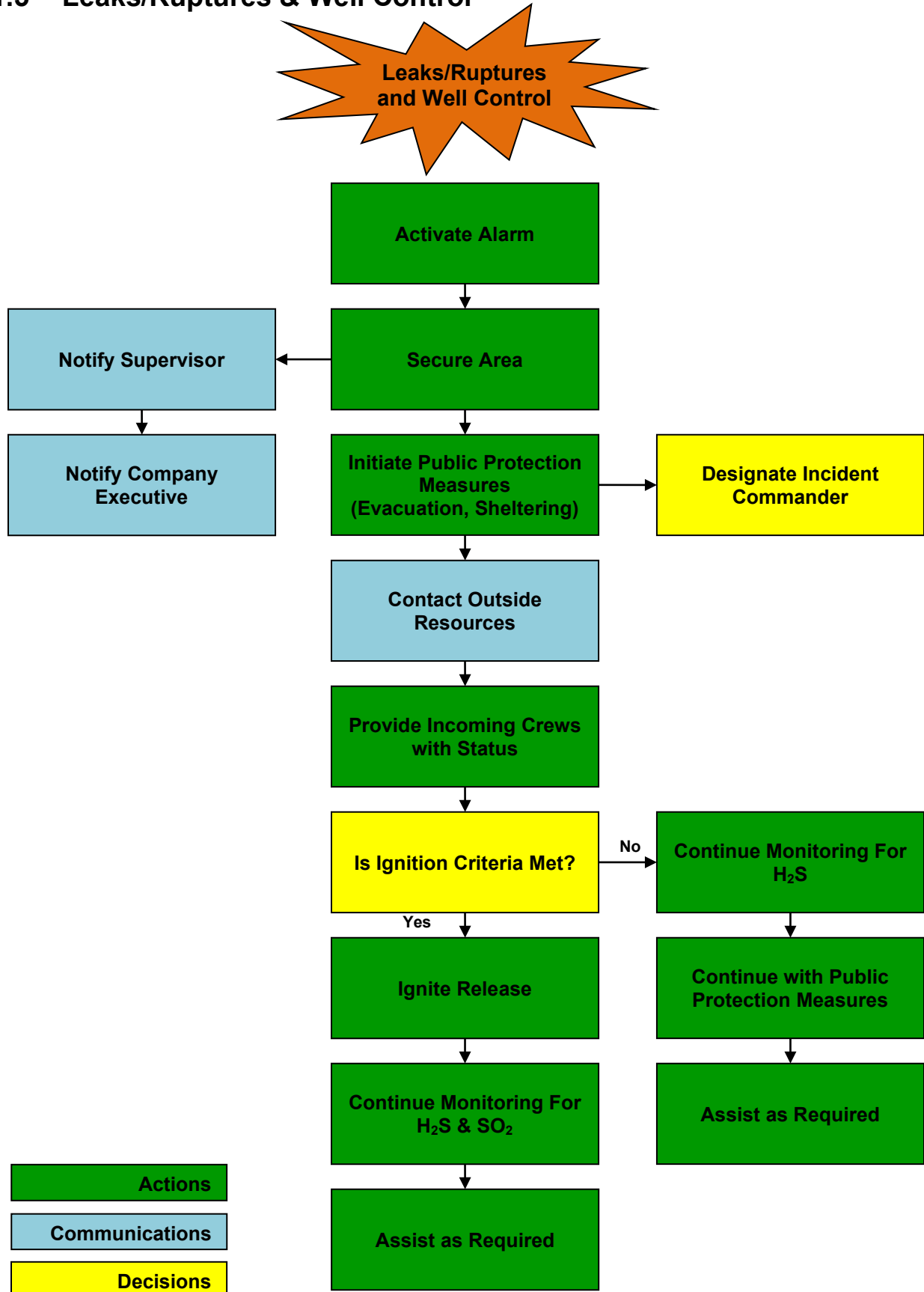
- Do the flames contact the tank shell itself? If not, there is no immediate risk of fire at the tank. Generally, radiant heat alone will not overheat the shell of the tank.
- Fight fire from the maximum distance possible or use unmanned hose holders or monitor nozzles.
- If the flames actually contact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

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

Water Application

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

1.5 Leaks/Ruptures & Well Control



1.5 Leaks/Ruptures and Well Control

INCIDENT COMMANDER:

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

INFORMATION OFFICER:

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

LIAISON OFFICER:

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

OPERATIONS SECTION CHIEF:

- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:

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

STAGING AREA MANAGER:

- If established, ensure the readiness of resources and personnel.

SITE CONTROL GROUP SUPERVISOR:

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

PUBLIC SAFETY GROUP SUPERVISOR:

- Direct public safety related response activities.

SITE CONTROL GROUP SUPERVISOR:

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

AIR MONITORING UNIT LEADER:

- Monitor the hazard area for the presence of H₂S/SO₂ or LEL readings.

ROVER/EVAC UNIT LEADER:

- Evacuate personnel from hazard area, if required.

ROADBLOCK UNIT LEADER:

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

IGNITION UNIT LEADER:

- If H₂S is involved and ignition criteria have been met, don appropriate PPE and begin ignition procedures.

RECEPTION CENTRE UNIT LEADER:

- Establish a reception centre for evacuees, if required.
- If activated, receive evacuees at the reception centre.

Characteristics and Dangers of H₂S

- Found in decaying organic matter, natural oil and gas, silos and sewers.
- Found at gas temperatures above -60°C.
- Flammable – burns to form SO₂.
- Odour of rotten eggs at low concentrations – kills all sense of smell at higher concentrations.
- Will tend to disperse more slowly in sheltered or calm low lying areas.
- Extremely toxic.
- At lower concentrations (20-50 ppm) irritates mucous membranes (eyes, throat, lungs), causes headaches, dizziness, nausea, may cause pulmonary edema (fluid in the lungs) upon prolonged exposure.
- High concentrations (500-1000 ppm) may cause paralysis of the respiratory centre in the brain – breathing stops.
- This gas is dangerous because it kills the sense of smell very quickly.

Hydrogen Sulphide (H₂S) Toxicity Table – Alberta & Saskatchewan

Hydrogen sulphide is a colourless, flammable, toxic gas. It affects people differently depending on concentration and length of exposure. Concentrations of H₂S are generally measured in parts per million (ppm), one part per million means one part of gas in one million parts of air. At very low concentrations, it has an offensive odour, (similar to rotten eggs) however, it is undetectable by odour at higher concentrations. A person can be exposed to H₂S concentrations of up to 10 ppm for up to 8 hours without breathing apparatus as per government exposure limits.

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

Hydrogen Sulphide (H₂S) Toxicity Table – British Columbia

Hydrogen sulphide is a colourless, flammable, toxic gas. It affects people differently depending on concentration and length of exposure. Concentrations of H₂S are generally measured in parts per million (ppm), one part per million means one part of gas in one million parts of air. At very low concentrations, it has an offensive odour, (similar to rotten eggs) however, it is undetectable by odour at higher concentrations. A person can be exposed to H₂S concentrations of up to 1 ppm for up to 8 hours without breathing apparatus as per government exposure limits.

General Health Effects of H ₂ S	
Concentration	Effects
0.01-0.3 ppm	Detectable by odour.
1-5 ppm	Moderate to strong offensive odour may cause nausea, tearing of the eyes, headaches or loss of sleep upon prolonged exposure. Effects are moderate.
10 ppm	Ceiling limit. (WorkSafe BC)
20-50 ppm	Slight eye and lung irritation. May cause eye damage after several days of exposure, may cause digestive upset and loss of appetite.
100 ppm	Eye and lung irritation.
150 ppm	Kills sense of smell, severe eye and lung irritation.
500 ppm	Serious damage to eyes within 30 minutes, severe lung irritation, unconsciousness and death within 4 to 8 hours.
1000 ppm	Breathing stops within 1 or 2 breaths.

Characteristics and Health Effects of Sulphur Dioxide (SO₂)

- This is a choking gas, unlike H₂S, and one wants to move to an area where the discomfort is not experienced.
- Formed by the combustion of H₂S or sulphur and is non-flammable.
- Found as a gas at temperatures above -10°C.
- Has the odour that occurs when a wooden match is extinguished.
- Highly irritating – dissolves to form sulphuric acid.
- At lower concentrations irritates eyes, nose and throat, causes difficulty in breathing and shortness of breath.
- Causes pulmonary edema at high concentrations – may be fatal.
- Effects on heavy smokers are more severe.

SO₂ Toxicity Tables

If a release of sour gas occurs and is threatening the safety of the public, the response is to ignite the gas. Burning the sour gas turns the H₂S to SO₂. The heat from the fire will carry the SO₂ and smoke up into the air, where it will disperse. By the time the SO₂ comes back to ground level, the concentrations would normally only be detectable with the use of an electronic gas detection monitor. These levels should be well below provincial environment regulations.

Sulphur Dioxide (SO₂) Toxicity Table – Alberta & Saskatchewan

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

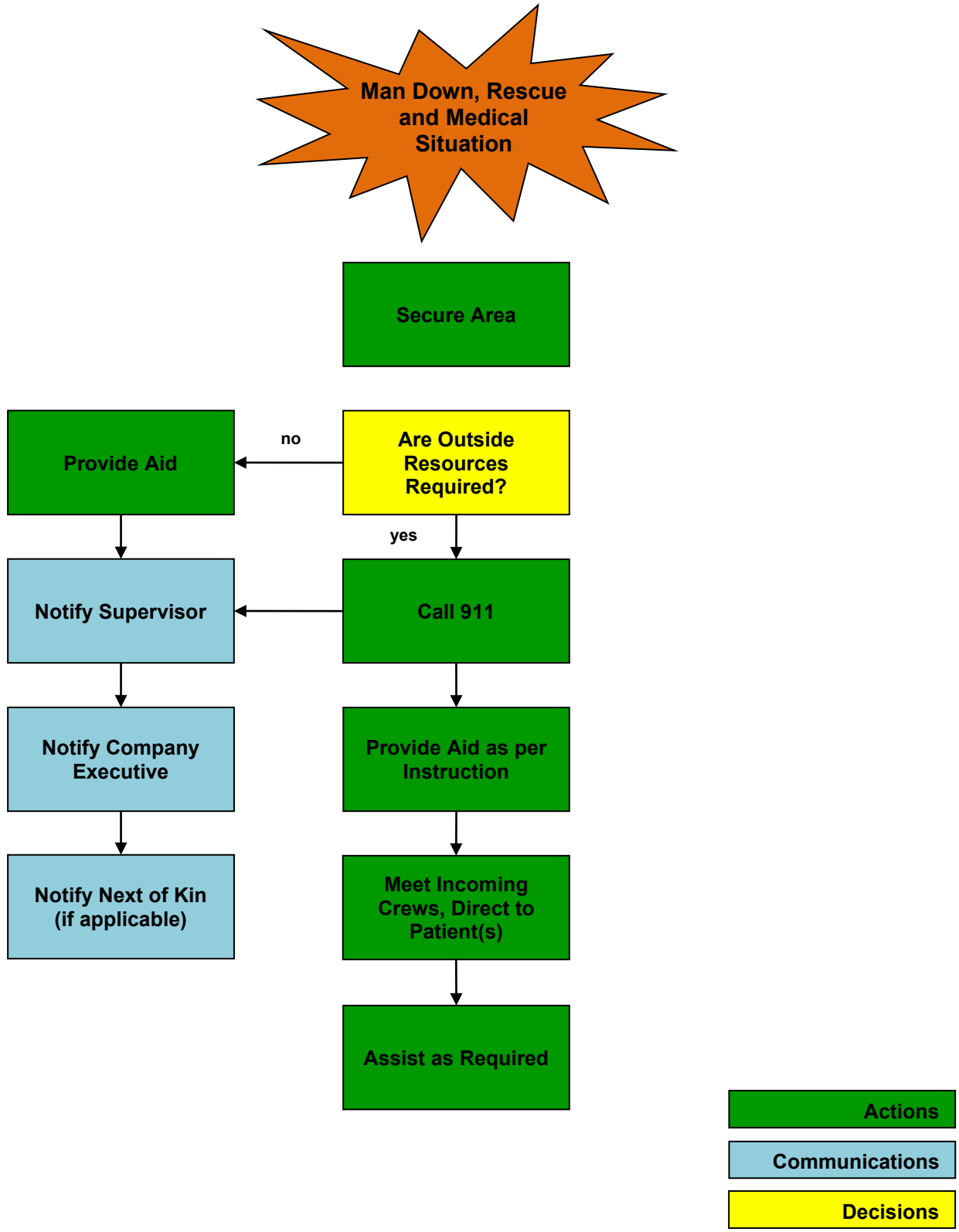
General Health Effects of SO₂ – British Columbia

Concentration	Effects
0.13 ppm	24 hour evacuation level (MWLAP Level B criteria).
0.34 ppm	One hour average evacuation level (MWLAP Level B criteria).
2 ppm	Eight hour Occupational Exposure Limit (WorkSafeBC).
3-5 ppm	Odour threshold.
5 ppm	15 minute Occupational Exposure Limit (WorkSafeBC).
8-12 ppm	Throat irritation, coughing, constriction in chest, tearing and smarting of the eyes.
10-50 ppm	Exposure 5 -15 minutes: increased irritation of the eyes, nose, throat, choking, coughing and in some cases, wheezing as a sign of narrowing of the airways (which increases the resistance of the air-flow).
150 ppm	Short-term endurance lost due to severe eye irritation and because of the effects on the membranes of the nose, throat and lungs.
500 ppm	Highly dangerous after an exposure of 30-60 minutes.
1000-2000 ppm	May be fatal with continued exposure.

Characteristics and Dangers of Propane

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

1.6 Man Down, Rescue and Medical Situation



1.6 Man Down, Rescue and Medical Situation

INCIDENT COMMANDER:

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

INFORMATION OFFICER:

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

LIAISON OFFICER:

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

OPERATIONS SECTION CHIEF:

- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:

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

STAGING AREA MANAGER:

- If established, ensure the readiness of resources and personnel.

SITE CONTROL GROUP SUPERVISOR:

- Direct control procedures on site to minimize impact.

PUBLIC SAFETY GROUP SUPERVISOR:

- Direct public safety related response activities.

CONTROL UNIT LEADER:

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

ROADBLOCK UNIT LEADER:

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

* LANDING ZONE INFORMATION CARD



* STEP 1

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

* STEP 2

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



INCIDENT SITE



LANDING ZONE

* STEP 3

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



INCIDENT SITE



36 METRES
(120 FEET OR 36 PACES)



LANDING ZONE

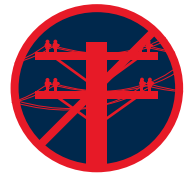
* STEP 4

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



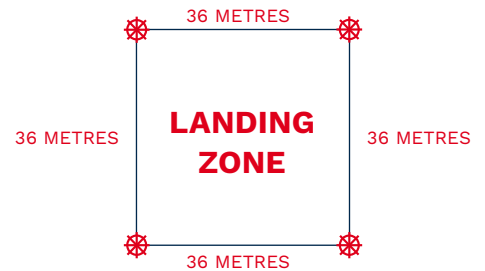
* STEP 5

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



* STEP 6

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



* STEP 7

Brief **STARS** crew via radio or cell phone and stand at the middle of the upwind side of the landing zone with the wind at your back.

Monitor radio frequency to communicate with the **STARS** team.

As the helicopter approaches, go down on one knee and **DO NOT MOVE** from your position.

Do not approach the helicopter at any time unless escorted by the **STARS** crew.

LANDING ZONE HAND SIGNALS



ALL CLEAR TO LAND

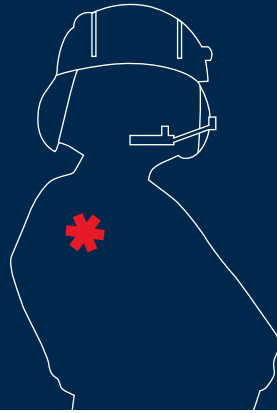


ALL CLEAR TO DEPART



ABORT LANDING

* LANDING ZONE BRIEFING FOR STARS CREW



* STEP 1

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

* STEP 2

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

* STEP 3

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

* STEP 4

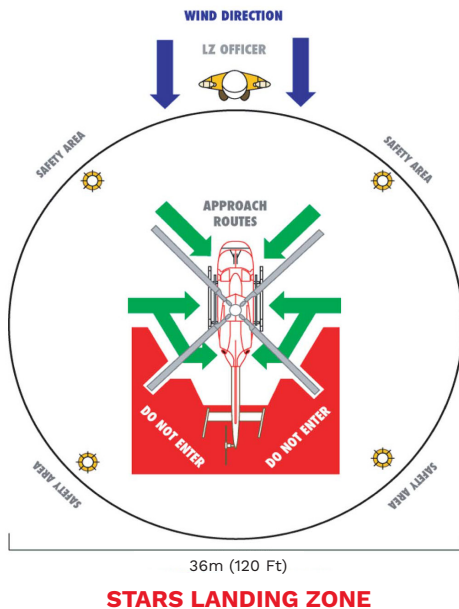
State what marks the corners of the landing zone: LED beacons, heavy pylons or any other bright conspicuous objects easily seen from the air.

* STEP 5

Communicate the wind direction and approximate wind speed.

* STEP 6

Identify the hazards in the area of the landing zone - such as wires, poles, trees, or hazardous materials - using N/E/S/W in reference to the landing zone.



SPECIAL CONSIDERATION

Remove any loose debris and indicate if there is snow or dust in the landing zone. If dusty, water down the landing zone, if possible, prior to the helicopter's arrival. As marshaller, maintain your position at the middle of the upwind side of the landing zone, go down on one knee and **DO NOT MOVE** from your position as the helicopter lands.

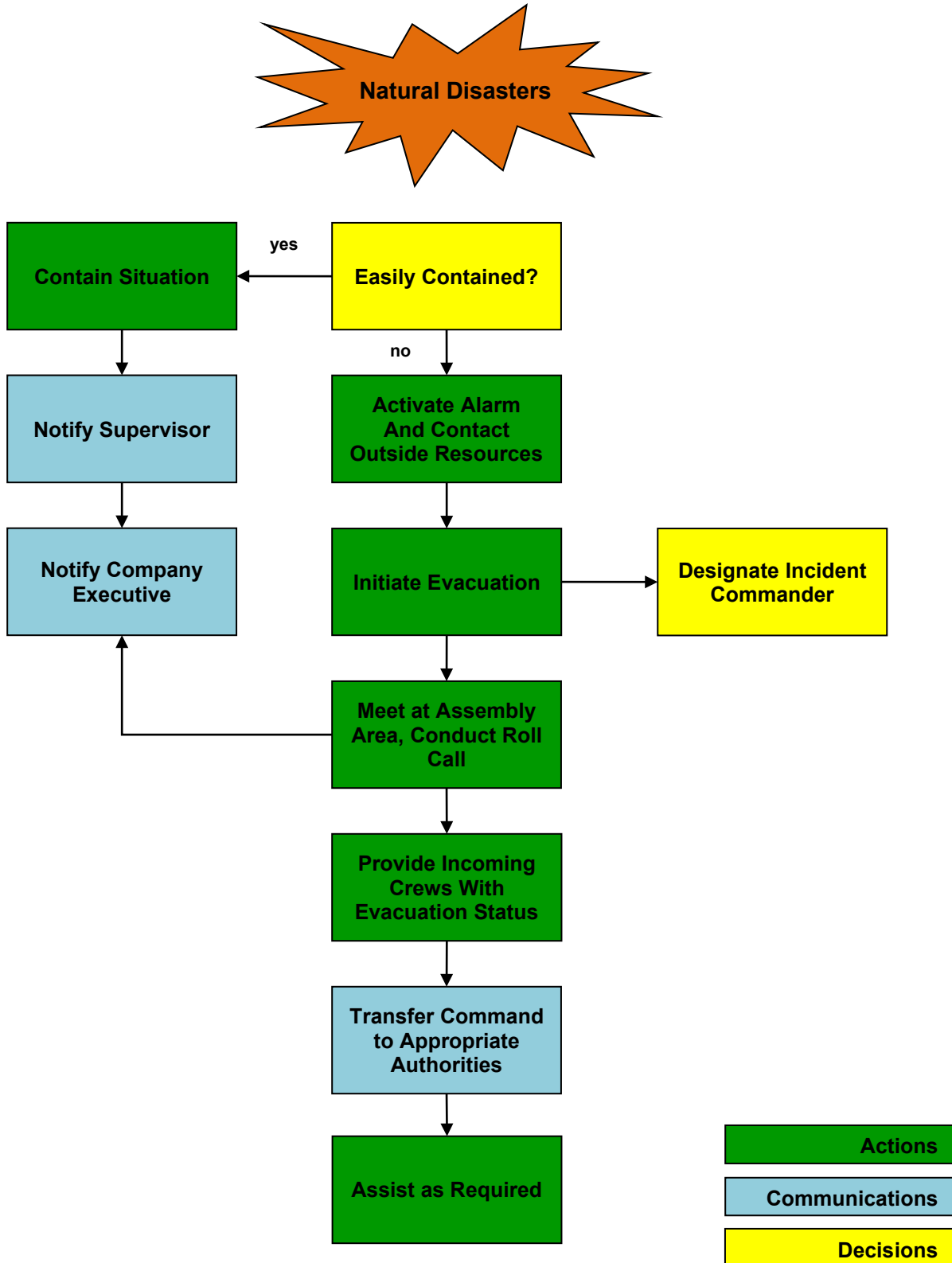
If you have any questions or comments regarding this landing zone information card or would like to watch our landing zone video, please visit www.stars.ca



EMERGENCY LINK CENTRE 1-888-999-3822

This number can also be used to provide a landing briefing to the **STARS** crew if radio communications are not available.

1.7 Natural Disasters



1.7 Natural Disasters

INCIDENT COMMANDER:

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

INFORMATION OFFICER:

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

LIAISON OFFICER:

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

OPERATIONS SECTION CHIEF:

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

SAFETY OFFICER:

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

STAGING AREA MANAGER:

- If established, ensure the readiness of resources and personnel.

SITE CONTROL GROUP SUPERVISOR:

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

RECEPTION CENTRE UNIT LEADER:

- Establish a reception centre for evacuees.
- Receive evacuees at the reception centre.

SITE CONTROL GROUP SUPERVISOR:

- Ensure appropriate control and containment activities are taking place.

ROVER/EVAC UNIT LEADER:

- Evacuate personnel from hazard area.
- Ensure evacuation routes are clear.

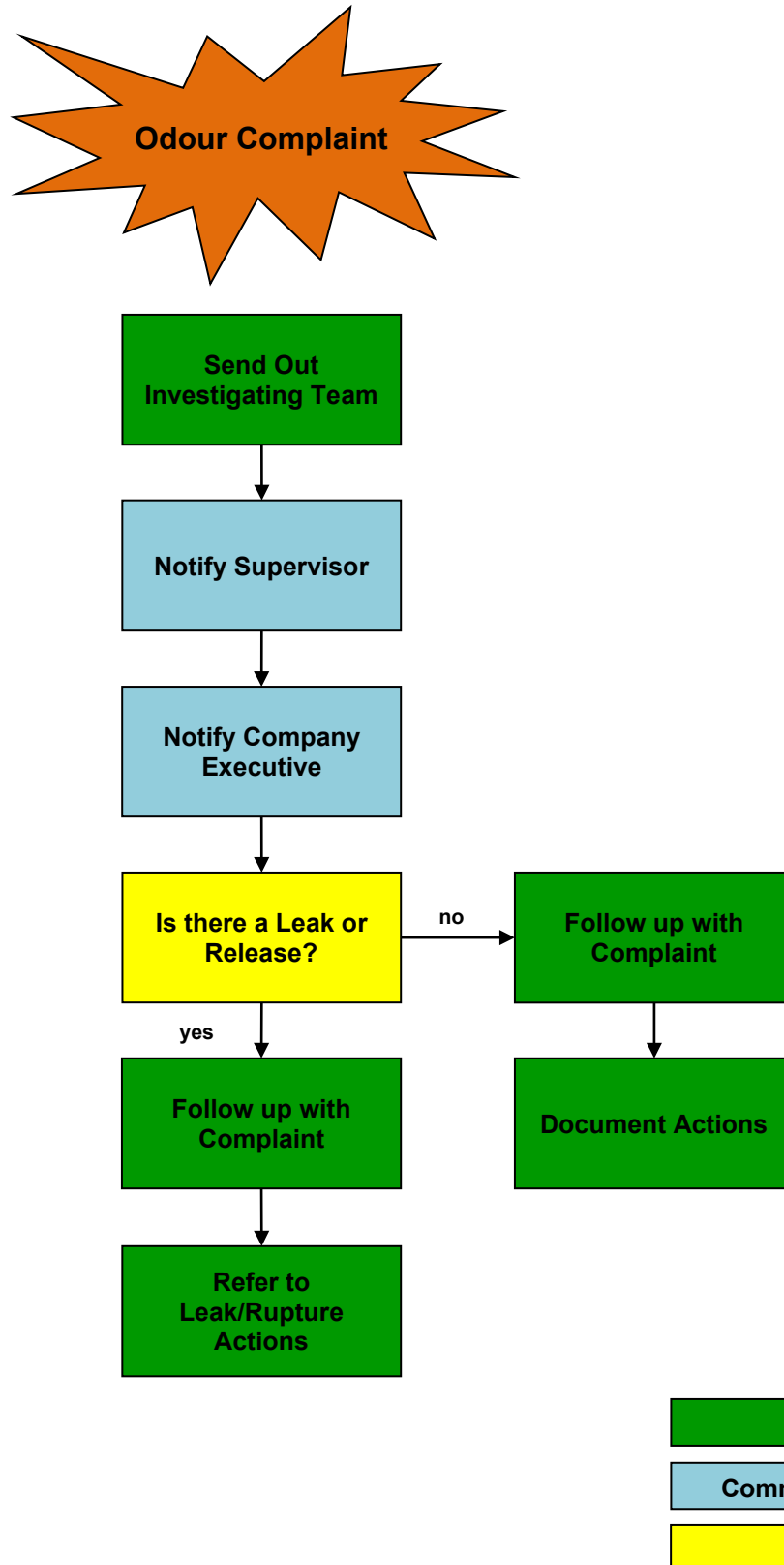
ROADBLOCK UNIT LEADER:

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

AIR OPERATIONS UNIT LEADER:

- Ensure the members are activated, if required, for air evacuation.

1.8 Odour Complaint



1.8 Odour Complaint

INCIDENT COMMANDER:

- Assume the role of Incident Commander until relieved by a more senior company representative.
- If a member of the public suspects an H₂S release or the presence of SO₂ after ignition, have them take shelter until the source is confirmed.
- Assign roles and responsibilities to required Officers and Section Chiefs.
- Direct the Operations Section Chief to dispatch an investigating team to investigate the complaint.
- Contact immediate supervisor and report the complaint.
- Notify the Emergency Operations Centre (EOC), as required by company policy.
- If an emergency situation is confirmed by the investigating team, refer to the appropriate Immediate Action.

INFORMATION OFFICER:

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

LIAISON OFFICER:

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

OPERATIONS SECTION CHIEF:

- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:

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

SITE CONTROL GROUP SUPERVISOR:

- Direct control procedures on site to minimize impact.

PUBLIC SAFETY GROUP SUPERVISOR:

- Direct public safety related response activities.

CONTROL UNIT LEADER:

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

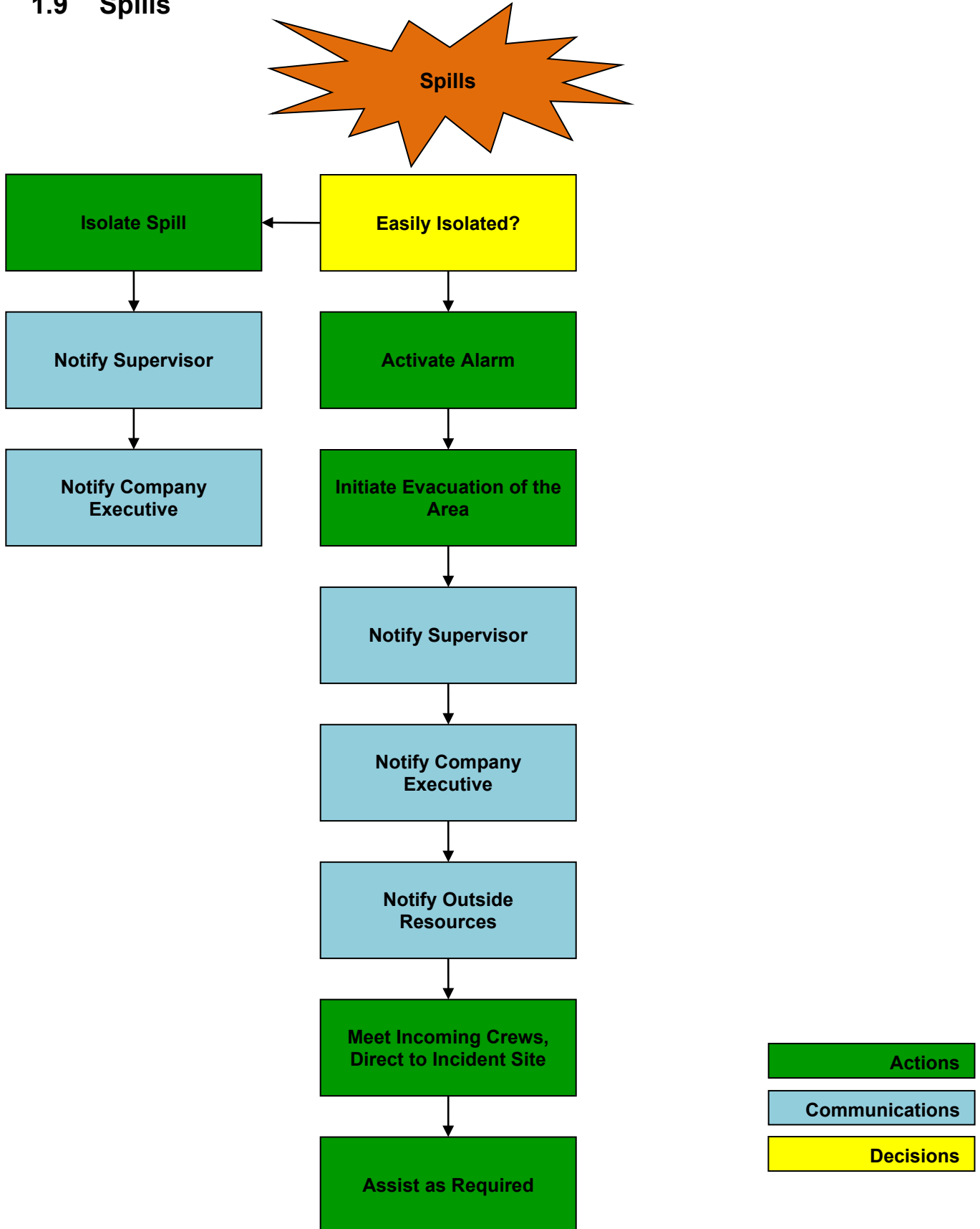
AIR MONITORING UNIT LEADER:

- Travel to the site of the complaint.
- Monitor the area for the presence of H₂S/SO₂ or LEL readings.
- Report all findings to the Public Safety Group Supervisor.

ROADBLOCK UNIT LEADER:

- Establish roadblocks at the entrance of the complaint site, if required.

1.9 Spills



1.9 Spills

INCIDENT COMMANDER:

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

INFORMATION OFFICER:

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

OPERATIONS SECTION CHIEF:

- Implement tactical objectives and direct on site resources.

STAGING AREA MANAGER:

- If established, ensure the readiness of resources and personnel.

LIAISON OFFICER:

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

SAFETY OFFICER:

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

SITE CONTROL GROUP SUPERVISOR:

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

CONTROL UNIT LEADER:

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

PUBLIC SAFETY GROUP SUPERVISOR:

- Direct public safety related response activities.

AIR MONITORING UNIT LEADER:

- Monitor the hazard area for the presence of H₂S/SO₂ or LEL readings.

ROVER/EVAC UNIT LEADER:

- Evacuate personnel from hazard area.

ROADBLOCK UNIT LEADER:

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

RECEPTION CENTRE UNIT LEADER:

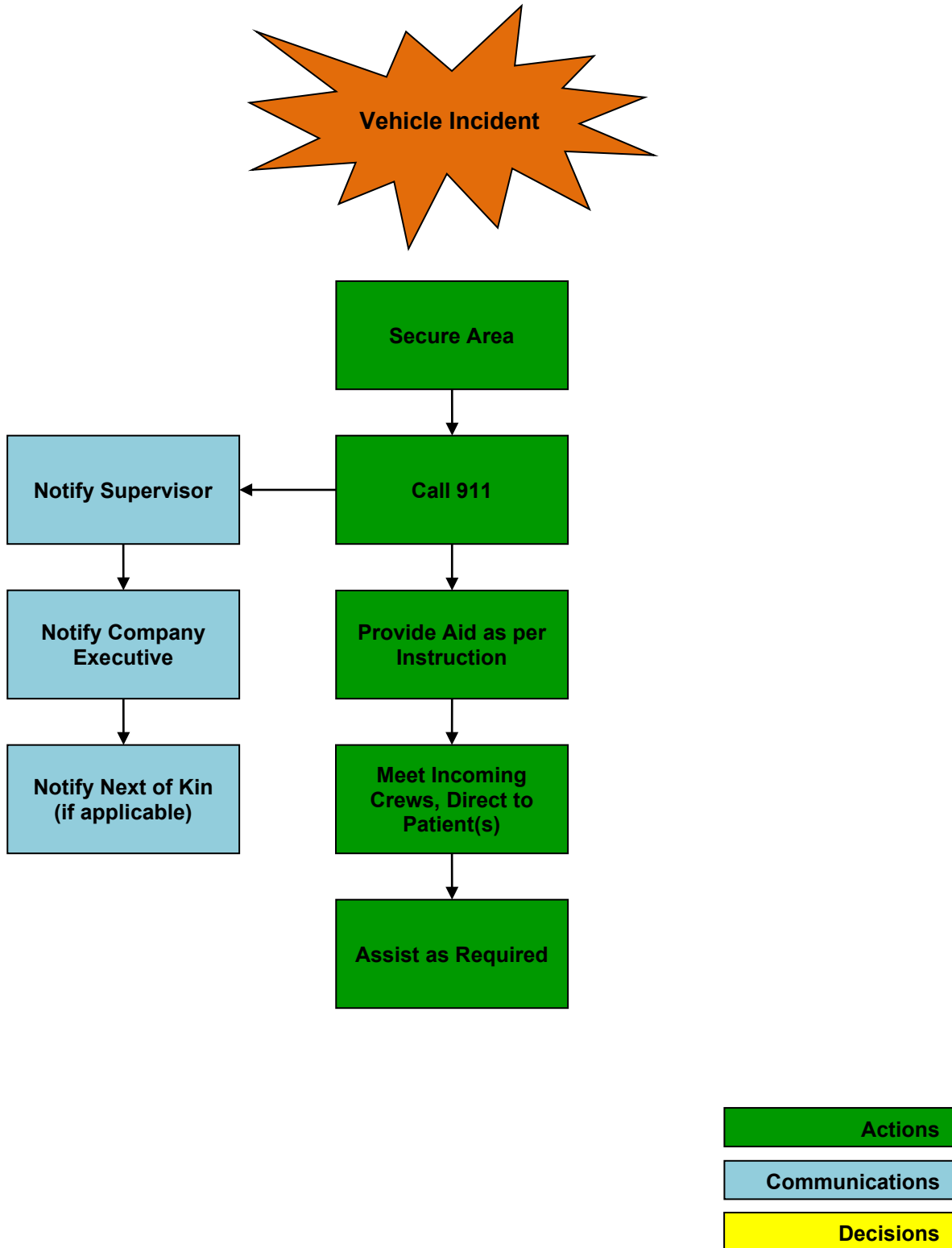
- Establish a reception centre for evacuees, if required.
- If activated, receive evacuees at the reception centre.

CLASSIFICATION AND CHARACTERISTICS OF DANGEROUS GOODS

Any spill or release that goes off-lease that has caused, is causing, or may cause an adverse effect, must immediately be reported to CANUTEC – 1.888.226.8832 AND Alberta EDGE – 1.800.272.9600

Class	Division	Characteristics of Dangerous Goods	Quantity	Packing Group
1 Explosives (Sections 2.9 – 2.12)	1.1	A substance or article with a mass explosion hazard	Any quantity	II – Hazardous Substances
	1.2	A substance or article with a projection hazard but not a mass explosion hazard		
	1.3	A Substance or article which has a fire hazard and either a minor blast hazard or a minor projection hazard or both, but does not have a mass explosion hazard		
	1.4	A substance or article which presents no significant hazard beyond the package in the event of ignition or initiation during transport		
	1.5	A very insensitive substance with a mass explosion hazard		
	1.6	Extremely insensitive article with no mass explosion hazard		
2 Gases (Sections 2.13 – 2.17)	2.1	A flammable gas which is easily ignited and burns	Any quantity	Not Applicable
	2.2	A non-flammable, non-toxic, non-corrosive gas		
	2.3	A toxic gas		
3 Flammable Liquids (Sections 2.18 – 2.19)	*	A flammable liquid with a closed-cup flash point less than or equal to 60.0°C	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II – Hazardous Substances, or III – Moderately Hazardous Substances
4 Flammable Solids (Sections 2.20 – 2.22)	4.1	A flammable solid which is readily combustible and may cause fire through friction or from heat retained from manufacturing	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II – Hazardous Substances, or III – Moderately Hazardous Substances
	4.2	A spontaneously combustible substance that ignites when exposed to air		
	4.3	A water-reactive substance which emits flammable gas when it comes into contact with water		
5 Oxidizing Substances, Organic Peroxides (Sections 2.23 – 2.25)	5.1	An oxidizing substance which may yield oxygen and contribute to the combustion of other material	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II – Hazardous Substances, or III – Moderately Hazardous Substances
	5.2	An organic peroxide which releases oxygen readily and may be liable to explosive decomposition, or sensitive to heat, shock or friction		
6 Toxic and Infectious Substances (Sections 2.26 – 2.36)	6.1	A toxic substance that is liable to cause harm to human health	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II – Hazardous Substances, or III – Moderately Hazardous Substances
	6.2	An infectious substance	Any quantity	A or B
7 Radioactive Materials (Sections 2.37 – 2.39)	None	Radioactive materials as defined in the Packaging and Transport of Nuclear Substance Regulations	A level of ionizing radiation greater than the level established in section 39 of the "Packaging and Transport of Nuclear Substance Regulations 2015"	Not Applicable
8 Corrosive Substances (Sections 2.40 – 2.42)	None	Solids or liquids such as acids or alkalis materials that cause destruction of the skin or corrode metals	Any quantity (Packing Group I or II) 30 L or 30 kg (Packing Group III)	I – Very Hazardous Substances or II – Hazardous Substances, or III – Moderately Hazardous Substances
9 Miscellaneous Products, Substances or Organisms (Sections 2.43 – 2.45)	None	A regulated substance that cannot be assigned to any other class. It includes genetically modified micro-organisms, marine pollutants and substances transported at elevated temperatures	30 L or 30 kg	II – Hazardous Substances or III – Moderately Hazardous Substances, or without packing group

1.10 Vehicle Incident



1.10 Vehicle Incident

INCIDENT COMMANDER:

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

INFORMATION OFFICER:

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

LIAISON OFFICER:

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

OPERATIONS SECTION CHIEF:

- Implement tactical objectives and direct on site resources.

SAFETY OFFICER:

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

STAGING AREA MANAGER:

- If established, ensure the readiness of resources and personnel.

SITE CONTROL GROUP SUPERVISOR:

- Direct/implement control procedures on site to minimize impact.

PUBLIC SAFETY GROUP SUPERVISOR:

- Direct public safety related response activities.

CONTROL UNIT LEADER:

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

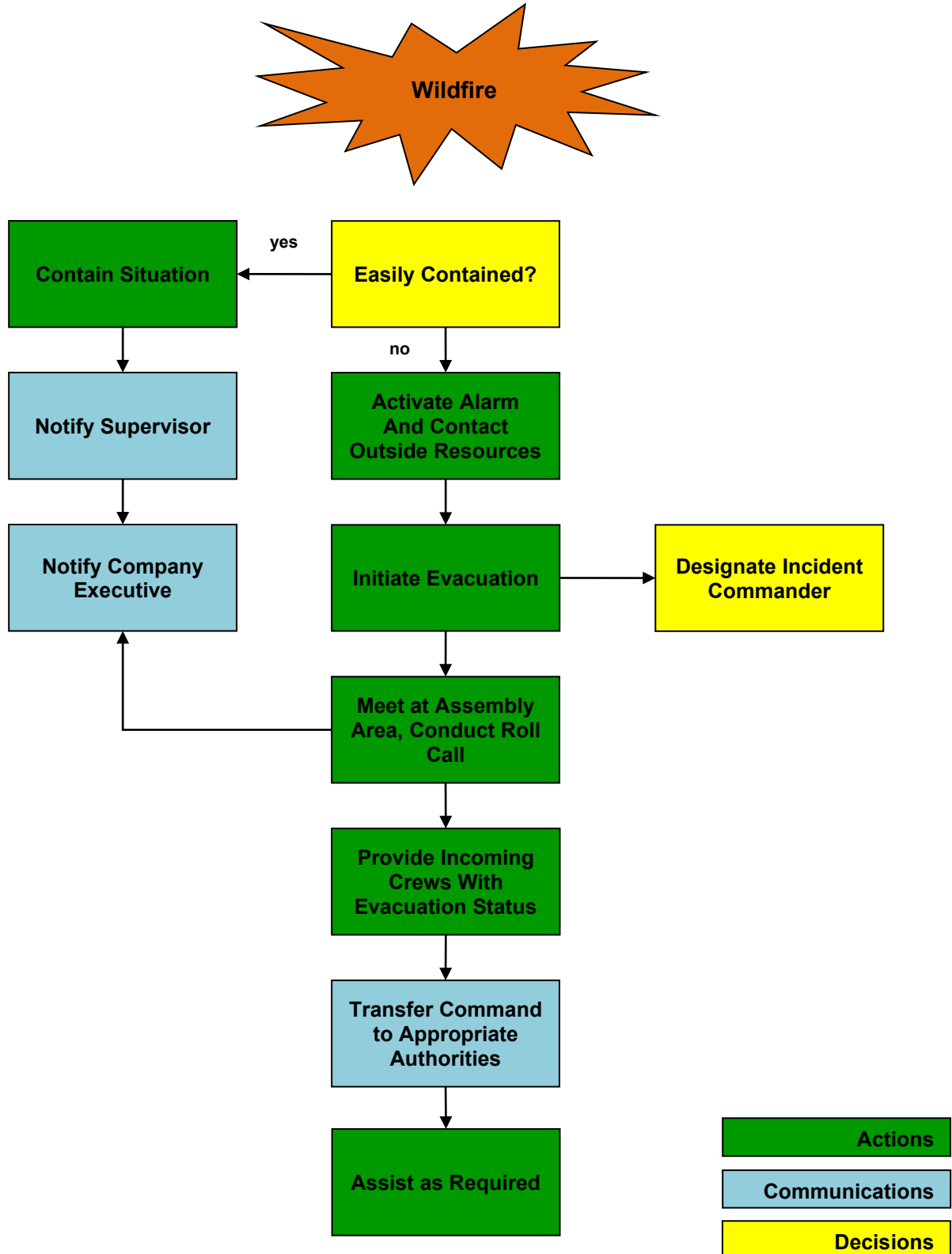
ROADBLOCK UNIT LEADER:

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

RECOVERY UNIT LEADER:

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

1.11 Wildfire



1.11 Wildfire

INCIDENT COMMANDER:

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

INFORMATION OFFICER:

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

OPERATIONS SECTION CHIEF:

- Implement tactical objectives and direct on site resources.

STAGING AREA MANAGER:

- If established, ensure the readiness of resources and personnel.

LIAISON OFFICER:

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

SAFETY OFFICER:

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

SITE CONTROL GROUP SUPERVISOR:

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

CONTROL UNIT LEADER:

- Ensure appropriate control and containment activities are taking place.

AIR OPERATIONS UNIT LEADER:

- Ensure the members are activated, if required, to confirm the location and distance of the fire.

PUBLIC SAFETY GROUP SUPERVISOR:

- Direct public safety related response activities.

ROVER/EVAC UNIT LEADER:

- Evacuate personnel from hazard area.
- Ensure evacuation routes are clear.

ROADBLOCK UNIT LEADER:

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

RECEPTION CENTRE UNIT LEADER:


- Establish a reception centre for evacuees.
- Receive evacuees at the reception centre.



Wildfire Site Evacuation Plan

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Introduction

This document is composed of four parts:


- Part 1: Legal Background
- Part 2: Best Management Practices (BMP) for Northeast BC
- Part 3: ERP NE BC Wildfire Supplement
- Part 4: Field Audit Standards for the BMP

The Legal Background section is an overview of the legislation and regulations pertaining to wildfires in BC. It is intended as a very brief summary of certain sections of the law to aid the reader in understanding the Best Management Practices. For a complete understanding of the legal requirements the original Acts and Regulations should be read.

The Best Management Practices are the standard by which Industry proves that it has completed the due diligence required of it by the Acts and Regulations. Following the BMP, documenting activities taken to evaluate risk and alter operations accordingly, providing expectations and training for personnel, and having sufficient tools on hand to deal with Industry-caused wildfire starts is the first part of proving due diligence. Making decisions and acting appropriately during wildfire events is the second part.

The ERP NE BC Wildfire Supplement is the field version of the plan. It lists the minimum equipment and actions that Industry must take in order to follow the law and prove due diligence with respect to wildfire starts caused by company activities.

The Field Audit Standards are intended to be a quick and easy-to-use checklist of the requirements, and to provide documented proof that commitments made in the BMPs are implemented in the field.

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Part 1: Legal Background

Acts and Regulations:

- Wildfire Act, 2004
- Wildfire Regulation, 2005
- Open Burning Smoke Control Regulation, 2021
- Workers Compensation Act, Part 2 – Occupational Health and Safety, 2019

Wildfire Act and Regulations:

The act and regulations reflect British Columbia’s “results-based” legislative focus. The Wildfire Act and Regulations describe the outcomes desired, and the standard required to demonstrate due diligence. It is up to the company to manage the risk to ensure that the desired result occurs. The act and regulations apply all year long, but a fire season is defined during which additional precautions must be taken.

The Act and Regulations are generally directed towards industry, with a bias towards the forest industry. However, for the oil and gas industry, “industrial activity” as defined in the act includes debris piling, mechanical modification of forest debris (mulching), timber harvesting (clearing pads and roads), road construction, maintenance and construction, the use of machinery on a road or landing, and the operation of a camp. A “high fire risk activity” includes grinding, using fire or spark-producing tools, including cutting tools, welding, and mechanical land clearing, mechanical brushing, as well as clearing and maintaining rights of way, including grass mowing.

For the purposes of the Act, an official empowered to make decisions and issue orders can be a person employed by the Ministry of Forests, or by the Oil and Gas Commission, or a Conservation Officer.

Summary of Requirements

- There is a duty to immediately **report open fires** that are “burning unattended or uncontrolled” to the government.
- A person must **not risk starting an open fire** in forest land or grass land, or within 1 km of forest land or grass land, from a burning substance (match, torch), or any other thing that the person reasonably ought to know is likely to cause a fire (hot exhaust pipe, flare stacks, etc.).
- If a person causes a fire to start, then there is a legal obligation to extinguish the fire immediately.
- For industrial activities, they must be carried **out in a time and manner that** can “reasonably be expected to prevent fires from starting”. If a fire starts from industrial activity the person responsible for the industrial activity must:
 - Carry out fire control and extinguish the fire, or
 - Continue with fire control until further control is impracticable, or
 - They are relieved in writing by an official.

Fire Season

Fire season in BC starts on the third day after the area is snow free, and ends at noon on the first day the area becomes snow covered and usually falls between March 1st and October 31st.

Fire danger classes must be determined for the worksite during fire season. The fire danger class can be found on the BC government website under [BC Home>>Public Safety and Emergency Services>>Wildfire Service>>Current Wildfire Activity>>Fire Danger](https://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation/fire-danger), or the web link: <https://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation/fire-danger>


The Danger Class Report will be one of:

- I (Very Low Danger)
- II (Low Danger)
- III (Moderate Danger: Carry out any forest activities with caution)
- IV (High danger: Fire hazard is serious. Extreme caution must be used in any forest activities. Burning permits and industrial activities may be restricted)
- V (Extreme Danger: Extremely high fire hazard. General forest activities may be restricted, including burning permits, industrial activities and campfires)

When the Fire Danger Class as posted on the website is the value indicated in column 1 of the table below, the restriction in column 2 applies for the duration in column 3.

Column 1: Fire Danger Class (DGR)	Column 2: Restriction	Column 3: Duration
III (moderate)	After 3 consecutive days of DGR III or greater, maintain a fire watcher after work for a minimum of one hour	Until after the fire danger class falls below DGR III
IV (high)	Maintain a fire watcher after work for a minimum of 2 hours	Until after the fire danger class falls below DGR III
	After 3 consecutive days of DGR IV, cease activity between 1 pm PDT (Pacific Daylight Saving Time) and sunset each day	Until after the fire danger class falls to DGR III for 2 consecutive days, or falls below DGR III
V (extreme)	Cease activity between 1 pm PDT (Pacific Daylight Saving Time) and sunset each day and maintain a fire watcher after work for a minimum of 2 hours	Until after the fire danger class falls below DGR IV for 2 or more consecutive days
	After 3 consecutive days of DGR V, cease activity all day	Until after the danger class falls below DGR V for 3 or more consecutive days, or falls below DGR IV

The risk of wildfire start is highest in the spring and summer, and lowest in winter.

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Industrial Activities Due Diligence

- Industrial activity in a prescribed area (forested or grassland zones) and at prescribed intervals (during fire season) must conduct **fire hazard assessments**.
- The hazard assessment must be re-assessed at minimum every three months during fire season, including an assessment of the **fuel hazard**, the risk of a **fire starting**, and the risk of a **fire spreading**.
- A copy of the fire assessment must be provided to a government official when requested.
- During periods of high fire hazard, the fire hazard from industrial activity should be abated by the company.
- Burn Piles:
 - Most industrial burn piles are “category three” fires: material in on ore more piles each exceeding 2 m in height or 3 m in width, or one or more windrows.
 - There must be a burn registration number for each fire: call 1.888.797.1717 to get the number, and keep the number available on site.
 - Each fire area needs an 8 m fuel break around it to ensure that the fire does not escape
 - Fire fighting equipment required on site for a category three fire during fire season are: 2 pieces of heavy equipment, 2 fire suppression systems, 11 workers with at least one fire fighting hand tool each. Note: A variance to the regulatory requirements for equipment can be written by the OGC.
- There must be a **fire break** around camps or industrial sites large enough to ensure a fire on the site does not escape from the site.
- **Engines over 10 hp** that are stationary or semi-permanent must be surrounded by a fuel break.
- In the event of a fire in the area of an industrial operation, industry is required to provide for fire control:
 - All workers, all fire suppression systems (pumps, hoses) and all heavy equipment within 30 km by road from the industrial activity site.
 - A fire fighting hand tool for each person at the worksite
 - The workers, heavy equipment, and hand tools must be deployed as appropriate, given the circumstances and conditions applicable to the fire.

Requirement for Fire Tools

If there is a risk of a fire starting or spreading on or within 300 m of forest land or grass land, an industrial activity at a site in that area must ensure that fire fighting hand tools are available at that site in a combination and type to properly equip each person with a minimum of one fire fighting hand tool.

Acceptable fire tools are round-nosed shovels, Pulaskis, or mattocks and McLeod tools.

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Powers of Government

- The government has the right to restrict open fires, and place restrictions on areas for entry, and limit activities, including the use of equipment, materials, or substances (eg. Trucks, welders, quads, rigs). Exemptions from restrictions are available from the government.
- The government can order all people out of an area if there is an active fire.
- At any time, a government official can order a halt to work to limit the risk of fire starting from industrial activity.
- Power to Requisition:
 - A government official may requisition facilities and equipment to be used to fight fires under the official's directions.
 - A person 19 years old or older may be ordered to assist in fire control if physically capable, or has skills that can be used.
 - Pay while under requisition is “his or her usual wages”, unless they or the company they worked for started the fire, or owns the lease for the property on which the fires started.

Penalties

- Penalties for starting a fire are the cost of fighting the fire, the value of timber and grasslands destroyed, and other government indirect costs.
- Administrative penalties for violating the act and regulations (not just starting a fire, but ignoring orders, etc.) are fines ranging up to \$1,000,000 or to imprisonment for terms ranging up to three years, or both.
- Note that there is vicarious liability, in that if a “corporation contravenes a provision of this Act or regulations, a director or an officer of the corporation who authorized, permitted or acquiesced in the contravention also contravenes the provision.”
- The person responsible for the industrial activity must “rehabilitate the land damaged by fire control” at their own cost.

Workers Compensation Act

The Workers Compensation Act applies indirectly to wildfires. If a wildfire starts due to industrial activities the government has the right to investigate and charge employers under the act. In the event of a natural (lightning) wildfire start that burns over industrial dispositions, any injuries or risks to employees could be investigated with respect to the company's safety plan.

WCA Requirements

- Every employer must ensure the health and safety of all workers working for that employer, and any other workers present at a workplace at which that employer's work is being carried out.
- An employer must ensure that the employer's workers are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work.
- Provide and maintain in good condition protective equipment, devices and clothing as required by regulation and ensure that these are used by the employer's workers.



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- Provide to the employer’s workers the information, instruction, **training** and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace.
- A supervisor must ensure that the workers under his or her direct supervision are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work.

WCA Penalties

- Penalties include a fine of up to \$1,55,202 and, in the case of a continuing offence, to a further fine of not more than \$77,760 for each day during which the offence continues after the first day, or a prison term not exceeding 12 months, or both fine and imprisonment.
- Additional penalties can be ordered by the courts.

Part 2: Best Management Practices

Hazard Assessments

All Worksites

Many industrial activities have the potential to start wildfires, whether from machine exhausts, hot work, or the activity (flaring). The potential for wildfire varies according to the type of vegetation and the time of year. The speed of ignition and rate-of-build of a fire varies over the season as the ground and vegetation leaf out, suffer from drought or heat, and finally cure and dry during the fall.

Any company working in British Columbia must be able to prove that they have done their due diligence in the event of a fire start, regardless if the fire was started by the company, another operator, or a natural event like lightning. The law requires that companies monitor the hazards associated with their activities, plus the hazards associated with the dryness of the forest or grasslands, and modify their work procedures accordingly to abate the combined hazard level. This process must be recorded, consistently applied, and auditable.

Best Management Practices

1. Industrial activity in forests or grasslands during fire season must conduct fire hazard assessments. These hazard assessments can be combined with tailgate meetings, hot work permits, or camp/facility inspections, health and safety audits, etc.
2. The hazard assessment must be re-assessed at minimum every three months during fire season, or when the Danger Class Report changes. The assessment should include an assessment of the fuel hazard, the risk of a fire starting, and the risk of a fire spreading.
3. The Fire Danger Class rating (low to extreme) and hazard assessment results should be covered in tailgate and safety meetings.

Transportation

Light Trucks

Gas powered light vehicles usually have catalytic converters that get very hot and if parked where they come in contact with dry grass may result in ignition of a wildfire.

Best Management Practices

1. Ensure vehicles with catalytic converters are not parked in tall dry grassy areas, park over exposed mineral soil when possible.
2. Do not leave vehicles idling while parked.

Quads and ATVs

The operations of ATVs in wildland areas pose a significant liability for the ignition of a wildfire. These types of fires typically originate from a component of the exhaust system coming into contact with flammable organic material or vegetation. During the operation of an ATV organic material such as grass and moss can accumulate around the exhaust system. Quad exhaust systems can get as hot as 450°C. The organic material is dried and heated to its ignition temperature, and smoldering materials can then fall to the ground and ignite dry grass or vegetation, which in turn can result in a wildfire. Recent studies by the Forest Engineering Research Institute of Canada (FERIC) have determined that this process can occur within 15 minutes from the time the material comes into contact with the hot exhaust system.

The risk of wildfires caused by ATVs is highest in the spring of the year (April/May) when natural fine fuels such as grass is still in its cured state and highly flammable. Wildland fire hazards during this time of the year are generally high to extreme due to low moisture content of forest fuels, low relative humidity and strong winds.

Best Management Practices

1. Operators of ATVs need to stop on a regular basis and remove accumulations of organic material and vegetation from around all components of the exhaust system. The frequency of this cleaning will be dependent on the terrain and weather conditions. For example, the operator must frequently stop and clean the exhaust after traveling through a muskeg area during the spring.
2. ATVs should be equipped with the appropriate tools according to the type of ATV to assist the operator in the removal of accumulations of debris from around the exhaust system. Hot or burning materials that are removed from the ATV must be cooled or extinguished with water or by burying in mineral soil.
3. ATVs should be parked on sites that contain bare mineral soil. Avoid parking in areas with cured grass or other fine fuels which are highly flammable.
4. Operators need to be particularly vigilant during the spring of the year when grass and other fine fuels will quickly ignite and spread to heavier fuels. Restrict or limit the use of ATVs during prolonged periods of extreme fire danger, particularly in dry conditions in spring or summer.
5. The exhaust system should be inspected by the operator on a regular basis to identify and remedy any malfunctions which may further contribute to the ignition of a wildfire. All ATVs should be equipped with a spark arrestor on the exhaust.

6. During the fire season, ATVs should be equipped with basic firefighting tools which may include: a canvas or plastic water pail, water, back pack water container (full of water), shovel, Pulaski, fire extinguisher. Tools will be restricted by the amount of space available on the ATV but must include a container of water, a fire extinguisher and a shovel.
7. Operators must be familiar with the protocol for reporting a wildfire in their area of operation. They must have the communication equipment and technology necessary to contact fire authorities. To report a wildfire in BC, call **1.800.663.5555** or ***5555** from a cellular phone. To report a wildfire in other areas call 9-1-1.
8. Prior to operating an ATV at the start of a work day, the operator should ensure that there are not any accumulations of organic material or vegetation surrounding any components of the exhaust system.
9. Oil company personnel and contractors utilizing ATVs should be educated about the potential of ATVs to start fires and what they can do to prevent fires from occurring and what to do should a fire occur. Daily safety briefings could include awareness of fire potential and mitigation.

Disposition Construction

Heavy Equipment

Using heavy equipment in forest areas for clearing forest vegetation, or working in tall cured grass or in very fibrous soils, can result in an accumulation of fine, highly flammable organic material on or near the exhaust systems. This flammable material dries and if heated on exhaust systems to temperatures greater than 240 to 260°C it will ignite. Through vibrations caused by the equipment the ignited materials often fall to the forest floor and cause a wildfire or the materials are carried to maintenance sites that are not fire proof.


Diesel engines that idle for long periods of time build up carbon in the exhaust system and when throttled up and placed under load can expel small very hot carbon particles that are capable of igniting dry forest vegetation and becoming a wildfire.

Best Management Practices

1. To prevent wildfire ignition by heavy equipment, establish a practice that requires all contractors to clean their equipment's exhaust systems on a regular basis.
2. While cleaning the engines, park the equipment on bare mineral soil if possible or spray the area with water then drive the equipment over the wet areas and clean them.
3. Ensure that equipment with diesel engines that idle for long periods of time are throttle up and placed under load to expel any carbon build up over a safe zone of mineral soil or other non-flammable material.
4. Heavy equipment should also carry a backpack water container (full of water) complete with hand pump, dry chemical extinguisher, shovel, axe or Pulaski during the fire season.
5. Heavy equipment operators should consider taking the Woodlands Operating Learning Foundation training on equipment maintenance.

Light Equipment

Light equipment such as power saws, power pumps, brush saws, mowers, mulchers and graders are used extensively by the oil and gas industry in the agricultural and forest areas of

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the province. During high and extreme fire danger periods, especially when the grass is in a cured and very dry state, there have been occasions when wildfires are started by light equipment.

Using mowers in ditches or right of ways have on occasion started a wildfire from sparks caused by the mower blades contacting rocks or other metal objects. The sparks may cause an ignition in very dry grass or other fine fuels. Graders operating on gravel roads during very dry periods have also caused ignitions from the sparks that result from the steel blades coming in contact with rocks especially along the edges of the ditch line. Mulcher heads are steel with carbide tips that rotate at high speeds and when they come in contact with rocks or metal cause a shower of sparks. These sparks can ignite dry grass and fine fuels and when conditions are right will cause wildfire starts.

Best Management Practices

1. All internal combustion engines shall be equipped with spark arrestors or mufflers in good working condition.
2. A person who uses a power saw in the forest protection area shall take the following precautions to prevent starting a forest fire:
 - a. refrain from starting a power saw within 3 metres of the gasoline supply;
 - b. refrain from placing a running or hot power saw engine on any flammable matter;
 - c. have at the site of operation an approved fire extinguisher in working condition.
3. Evaluate the risks of mowing, mulching or using graders during periods of high and extreme fire danger periods when the grass is cured, the forest fine fuels are dry and the relative humidity is below 30 percent.
4. Allow small engines to cool down before refueling.
5. If it is essential that these operations are under taken during high and extreme fire danger periods with high probability of wildfire ignitions then a water tanker complete with crew, hose and pump should accompany the operation to patrol behind the operation to detect and extinguish any fires that may be started.

Debris Piles

Total disposal of woody debris by burning at a safe time, is a regulated requirement on most Oil and Gas industry dispositions. Burning brush piles is a standard method of total disposal; however escaped fires from these piles are a liability for the industry. The majority of wildfire ignitions result from improperly extinguished fires or holdover fires that reside in deep duff layers or within large brush piles that contain fibrous organic top soil. These holdover fires can surface during dry windy conditions and spread rapidly to the flammable forest vegetation. These fires are often not discovered until they are well developed and under fire behavior conditions that make them difficult to contain.

Best Management Practices

1. A burn registration number is required year round.
2. Debris piles scheduled for burning should be placed on sites with shallow organic soils (Deciduous or mixed wood forest vegetation sites of less than 15 cm of duff) rather than deep duff layers such as those found in muskeg and coniferous forest vegetation sites.

3. During years of extreme drought in the fall, try to use a portable burning sled or ensure that all piles are built on bare mineral soil, away from any organic material.
4. On rights-of-way less than 30 metre width, the windrows or piles shall be located and burned along the centre of the rights-of-way, and on other cleared areas the windrows or piles shall not be placed and burned less than 15 metres from adjacent un-cleared areas.
5. Windrows should be no more than 60 metres in length, with a minimum of 8 metres break between windrows.
6. Round piles should be at least 15 metres apart and a minimum of 8 metres from standing timber.
7. Debris should be piled in a manner that allows for clean, efficient burning of all material: avoid mixing soil into the pile.
8. The best time for burning brush and debris piles is during the winter months when sites are snow covered.
9. Wind speed should be 20 km per hour or less.
10. An option to piling debris for burning is to utilize burning sleds, towed by heavy equipment. This is particularly effective for burning green woody debris.
11. Ensure precautions are taken to keep the fire under control at all times. Monitor burning and have adequate water sources, pumps, manpower and equipment on site to deal with the potential for escape fires.
12. Burn piles must be spread and mixed with water or snow to ensure they are properly extinguished.

Drilling and Completions

Flaring

The majority of fires originating from flaring occur during windy conditions in the afternoon during the seasons with cured grass and vegetation. Flaring can be accomplished in a safe manner by ensuring that burning materials from a flaring operation do not come in contact with flammable vegetation.

There are a number of operational activities, both mechanical and human, that lead to wildfires caused through flaring. Some of the more common causes are the use of flare guns that overshoot flare stacks or pits and flare stack burps that send hot carbon into flammable vegetation. Many fires are caused by an insufficient expanse of mineral soil between the flare stack and surrounding wildland vegetation and flaring during high and extreme wildfire burning periods.

Best Management Practices

1. The horizontal distance from the base of a flare stack to the closest forest vegetation must be at least 2.5 times the height of the stack. (For example, a 5 metre vertical pipe must be 12.5 metres away from the closest forest vegetation.)
2. An 8 metre vegetation-free zone (bare mineral soil or gravel) should be maintained around the base of a flare stack.
3. Operators will perform regular maintenance of any associated fluid tanks at the base of flare stacks to avoid burping.
4. Reduce flare stack carbon build-up through routine maintenance and technology upgrades.

5. A projectile-flare device may be used to ignite flare stacks on public land **only in the event of an emergency** and all residues from such flares shall be extinguished by the user before he leaves the site.
6. If at all possible, routine flaring should not be conducted during periods of high or extreme fire hazard.
7. Operators shall endeavor to complete flaring operations during the evening or early morning when the vegetation ignition risk is at the lowest due to higher relative humidity and lower temperatures. Flaring should be avoided during the spring and fall when there is an abundance of cured grass and other vegetation.

Welding

Welding on pipeline projects or when performing regular maintenance and repairs to equipment during the active fire season does have the potential for starting a wildfire. The risk is especially high during the spring and fall cured grass stages, on muskeg sites or other areas with deep organic soil layers during very dry periods. Wildfires resulting from welding are rare, however the risk of starting a wildfire does exist during high and extreme fire danger periods, and prevention measures should be considered.

Best Management Practices

1. Establish a practice that requires employees and contractors operating in wildland areas to conduct welding operations on bare mineral soil if possible. As an alternative, during high fire hazard periods the work area where welding is to take place, should be wet down with water or foam.
2. Another option is to use a non-flammable shield around the area where welding will take place to confine and prevent the sparks from spreading in all directions.
3. If it is essential that these operations are undertaken during high and extreme fire danger periods with very high probability of wildfire ignitions then a water tanker complete with crew, hose and pump should accompany the welding operation to patrol, detect and extinguish any fires that may be started.
4. Class A Wildfire Foam (Fire Foam 104) should be considered for use when welding on pipelines during high and extreme ignition potential periods to reduce the amount of water required and to ensure the water penetrates into the organic layers. Properly mixed foam will expand the volume of water 5 to 20 times, depending on the foam and equipment used. Foam acts as a fire suppressant rather than a fire retardant. A suppressant extinguishes the flaming and glowing phases of combustion when applied directly to forest vegetation.

Operations/Facilities

Camps

Camps should be located in areas of deciduous forest if at all possible, as coniferous forest are far more prone to burning, and burn with much more heat. Fuel tanks and propane bullets should be placed a minimum of 15 metres from the forest edge. A Canadian study indicated that the air temperatures of a flame front at the height of structures and hydrocarbon storage facilities could reach temperatures of 1000°C. If structures or storage facilities are placed within 10 metres of coniferous forest vegetation then the probability of damage from intense heat is likely.

Best Management Practices

1. Camps should have a minimum of 10 metres between the structures and flammable forest vegetation with a height greater than 10 metres.
2. Diesel, gasoline, and propane fuel tanks should be 15 metres from the forest edge, and a vegetation-free zone of at least 8 metres should be maintained. Fuel tanks should not be placed in a location that would limit the options for escape in the event of a forest fire.
3. Camps operating during fire season should conduct **fire hazard assessments**. The hazard assessment must be re-assessed every three months during fire season, including an assessment of the **fuel hazard**, the risk of a **fire starting**, and the risk of a **fire spreading**.
4. Camps should be equipped with five round-nosed shovels and five Pulaskis or mattocks for fire-fighting.
5. The current Fire Danger Class should be posted during fire season.

Smoking

The activities relating to smoking have caused 3% of the fires attributed to the oil and gas industry. These fires are generally caused by careless disposal of smoker's materials including matches, cigarettes or cigars on to flammable forest vegetation. These types of fires would typically occur when the grass is cured and/or during high to extreme fire danger periods when dry vegetation is combined with very low relative humidity and strong winds.

Best Management Practices

1. Smokers' materials such as cigarettes should be "field stripped" by the user to ensure that all material is extinguished before disposal on bare mineral soil. The material shall be broken up and spread before discarding, or placed in a metal or glass receptacle.
2. Matches must be cold to the touch before disposal. The preferred safest method of lighting tobacco materials is with a child-proof lighter.
3. Smoking in forest areas during periods of high or extreme fire danger conditions should be prohibited.
4. If personnel must smoke in the wildland they should not be walking while smoking. The preferred location for smoking is in a vehicle.
5. If smoking in a vehicle, use the ash tray to dispose of smoking materials; do not throw these materials onto the ground.

Hills and Location on Slopes

A wildfire will burn more rapidly and intensely uphill compared to flat or level ground. Fires can also burn uphill against the wind. In general, structures and leases higher up on a slope, with vegetation below, face a significantly higher probability of ignition or radiant heat damage from wildfires burning over the site.

Slope influence on wildfire spread speed is similar to wind effect: for every 10% increase in slope the fire spread rate will double.

Best Management Practices

1. The distance from the forest edge to structures should be doubled where the slope below the disposition is 30% or greater.
2. Fuel tanks should be kept as far away from the downhill edge of the slope as possible, while still maintaining necessary setbacks from the uphill forest.

Structural Materials

The roof of a structure is the most vulnerable for fire ignition, and roof ignition is one of the main causes of structural losses. Embers and flaming debris from wind-driven fires can travel great distances, and embers landing on a combustible roof surface can start a new fire. Building codes have long recognized the importance roofing plays in fire spread. A fire rating class of “A” is the best fire-resistant classification assigned to roofing, and includes materials such as metal roofing.

Best Management Practices

1. Structures should be constructed using non-combustible exterior cladding.
2. Keep roofs and gutters clean of moss, vegetation, and debris. Use non-corroding 3mm metal screen on eaves and vents, and turn vent openings downward if possible.
3. Where water supplies exist, install sprinkler systems on key structures, and test the sprinkler systems regularly during fire season.
4. Keep the area around structures vegetation-free, or closely mowed, for a distance of 10 metres.

Storage of Flammable Materials

Storage of flammable materials, such as fuel tanks or propane tanks, on a lease or plant site can create additional threats to structures on the disposition based on the presence or absence of hydrocarbons, how flammable the material being stores id, whether airborne embers could accumulate on the tops of tanks or other flammable materials, the closeness of storage sites from the forest, and the distance from flammable materials to the facility structures.

Best Management Practices

1. Keep flammable materials away from key facilities.
2. Clean up spilled flammable hydrocarbons promptly.
3. Tank tops should be cone shaped and designed in such a way that airborne embers will not become lodged around tank openings or vents.
4. Keep the area around tanks and propane tanks clear of vegetation for a minimum of three metres. (no grass, trees, or shrubs)
5. Consider the storage of wooden matting or other flammable material relative to the location of buildings/camps/facilities.

Evacuation Routes

Evacuation routes can be critical for evacuation personnel from a facility during a wildfire emergency. Emergency response plans should identify how the facility or camp will be evacuated. Areas that are designated for helicopter landing or vehicle parking should be kept in a vegetation-free state, and maintained as needed.

Best Management Practices

1. Identify all surface routes into and out of sites, with reference to the width of the driving surface, the width of the road corridor and the number of corners and turns as visibility can be dramatically obscured by drifting smoke.
2. Ensure that parking areas on the facility are large enough to turn around a vehicle, or a loop road around the structures exists.
3. Pre-identify and keep clear potential helicopter landing sites for air lift evacuation should road access be cut off due to wildfire.
4. Identify waterways that can be accessed by boat, if applicable.

Part 3: ERP Wildfire Supplement

These Guidelines apply to working in North-eastern British Columbia during fire season. Fire season starts the third day of snow-free conditions in the spring to the first day of snow cover in the winter and usually falls between March 1st and October 31st.

Application of these guidelines help Industry Inc. demonstrate due diligence in preparing for company-caused fire starts.

1.0 Fire Emergency Response

1. Recognize the Problem

- Is there a forest fire, equipment fire, or structural fire?

2. Evaluate the Hazard

- Are there threats to people and property?
- Is the fire spreading fast or slowly?
- Is smoke blowing across the site limiting vision?
- Are access routes blocked by fire?
- Are muster points safe and free of danger?

3. Take Control

- Shutdown operations.
- Identify what you will require to fight the fire.

4. Call out for Help


- Call for help and additional supplies (on-site personnel if available)
- Call **1.800.663.5555** or ***5555** (cell phone only) with the following details:
 - Size of the fire (hectares).
 - Location (Mapsheet location).
 - Type of fire (structural or forest fire).
 - Fuel type the fire is burning in (slash, grass, bog, big timber).
 - Water supply available (if known).

5. Take Action

- If safe, use the resources you have to action the fire.
- If you think the fire is too large to handle, evacuate the area immediately and/or find a safe location.
- Wait for further help from BC Forest Protection.

6. Follow Up

- Contact your Foreman, Contractor Supervisor, or the Industry Area Supervisor.
- Complete the Accident/Incident Investigation Form.

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2.0 Emergency Contacts

Contact	Number	Comments
24-Hour Forest Fire Report Line	1.800.663.5555	All phones
	*5555	Cellular phones in BC only
Recorded Fire Information	1.888.3FOREST 1.888.336.7378	For recorded information on campfire, open fire and travel bans or restrictions, toll-free number
Allan Silver Forest Protection Officer	250.774.7905 Fire base 250.774.5542 Office	Fort Nelson Fire Zone industry contact

ALL FIRES STARTED OR VISIBLE FROM THE WORKSITE, CAMP, OR FACILITY NEED TO BE REPORTED TO THE FIRE REPORT LINE!

3.0 Hazard Assessments

For all activities during the fire season, the QRCI Site Supervisor or HSE rep. is to ensure that hazard assessments for wildfire risks are completed at regular intervals. These hazard assessments may be combined with other assessments, should be written, and must take into account activities ongoing and resources/equipment available. BC law requires that:

- Industrial activity, including construction, drilling and completions, facility operation, and camp operation in forested or grassland zones during fire season must conduct **fire hazard assessments**.
- The hazard assessment includes an assessment of the **fuel hazard**, the risk of a **fire starting**, and the risk of a **fire spreading** for the construction activity ongoing.
- The hazard assessment must be **re-assessed** at minimum every three months during fire season, or as the fire Danger Class Report (see below) changes.
- A copy of the fire assessment must be **available onsite** and provided to a government official when requested.
- During periods of high fire hazard, the fire hazard from industrial activity should be abated by the company.

Fire danger classes must be determined for the worksite during fire season. The fire danger class can be found on the BC government website under [BC Home>>Public Safety and Emergency Services>>Wildfire Service>>Current Wildfire Activity>>Fire Danger](https://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation/fire-danger), or the web link: <https://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation/fire-danger>

The Danger Class Report will be one of:

- I (Very Low Danger)
- II (Low Danger)
- III (Moderate Danger: Carry out any forest activities with caution)
- IV (High danger: Fire hazard is serious. Extreme caution must be used in any forest activities. Burning permits and industrial activities may be restricted)
- V (Extreme Danger: Extremely high fire hazard. General forest activities may be restricted, including burning permits, industrial activities and campfires)

When the Fire Danger Class as posted on the website is the value indicated in column 1 of the table below, the restriction in column 2 applies for the duration in column 3.

Column 1: Fire Danger Class (DGR)	Column 2: Restriction	Column 3: Duration
III (moderate)	After 3 consecutive days of DGR III or greater, maintain a fire watcher after work for a minimum of one hour	Until after the fire danger class falls below DGR III
IV (high)	Maintain a fire watcher after work for a minimum of 2 hours	Until after the fire danger class falls below DGR III
	After 3 consecutive days of DGR IV, cease activity between 1 pm PDT (Pacific Daylight Saving Time) and sunset each day	Until after the fire danger class falls to DGR III for 2 consecutive days, or falls below DGR III
V (extreme)	Cease activity between 1 pm PDT (Pacific Daylight Saving Time) and sunset each day and maintain a fire watcher after work for a minimum of 2 hours	Until after the fire danger class falls below DGR IV for 2 or more consecutive days
	After 3 consecutive days of DGR V, cease activity all day	Until after the danger class falls below DGR V for 3 or more consecutive days, or falls below DGR IV

During extremely dry conditions the forest can be closed by the British Columbia Government. Permits must be obtained to continue working and travel in the woods. The Industry Supervisor must call the BC Ministry of Forests in Fort Nelson if the forest is closed to arrange permits.

4.0 Burning Requirements and Contacts

Brush piles or log decks are classes as a Category Three fire in BC (industrial fires, land clearing). Prior to burning brush piles or log decks, a burn registration number must be obtained from the BC Government, and kept available onsite during the burning.

Burning is only allowed when atmospheric conditions are appropriate for smoke dispersal. Call the Air Quality Information Line prior to burning to ensure the Fort Nelson burning conditions are “Good” or “Fair”. Contact information is in the table below:

Contact	Number	Comments
Provincial Venting and Air Quality Information Line	1.888.281.2992	Call the Provincial Venting and Air Quality Information Line to ensure open burning restrictions are not in effect and to ensure that weather is good for smoke dispersion. Press ‘7’ for Omineca-Peace Region
Burn Registration Number	1.888.797.1717 or hpr.1800@gov.bc.ca	Obtain a BC Wildfire Service Burn Registration Number prior to igniting burn piles.

5.0 Internet Wildfire Information

BC Wildland Fire Information through the Internet: visit the Ministry of Public Safety and Solicitor General – BC Wildfire Service website at <http://bcwildfire.ca/> for:

- Campfire bans or open fire restrictions.
- Travel restrictions/road closures.
- Maps showing Fire Danger Class, temperature, relative humidity, precipitation and wind speed.
- Detailed Fire Danger Class (available for Fort Nelson fire weather station)

6.0 Minimum Fire Equipment

During fire season, each quad, truck, or manned worksite should be outfitted with the required equipment listed in the table below. (Requirements from the BC Wildfire Act and Regulations.)

At worksites, the equipment should be stored in a clearly marked, easily accessible location.

Location	Required Equipment	Comment
ATV's	1 shovel 1 axe, mattock, or Pulaski 5-litre container of water (if possible) Fire extinguisher (if possible)	Can be the equipment shared with the truck
Pickup Trucks	1 shovel 1 axe, mattock, or Pulaski 1 backpack with pump, 5-litre	The backpack pump does not need to be filled, but should be filled during fire season
Heavy Equipment	1 fire suppression hand tool (shovel, axe, mattock, or Pulaski, 5 Litre water	As stated in best practices
Worksites (Per person)	1 shovel, axe, mattock, or Pulaski per person	The fire tools in trucks count towards the total


Heavy equipment (cats, excavators, graders, bunchers, skidders, etc.) should be outfitted with a minimum of one fire suppression hand tool, in addition to a fire extinguisher.

In the event of a fire start, BC law mandates that all heavy equipment controlled by the company within 30 kilometres of the fire be made available to fight the fire as fast as reasonably possible.

Fire fighting equipment required on site for a category three fire (burning brush piles and log decks during construction) during fire season are:

- 2 pieces of heavy equipment,
- 2 fire suppression systems (pumps and hoses),
- 11 workers with at least one fire fighting hand tool each.

Note: A variance to the regulatory requirements for equipment can be written by the OGC. The Industry Area Supervisor is responsible for ensuring that the equipment and people are present, or a variance is obtained.

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7.0 Emergency Response Plan

- Refer to the Industry Emergency Response Plan, and know where to find it at the worksite.
- Use Best Management Practices during the fire season:
 - All hot work should be completed over exposed mineral soil.
 - Use of open flame should be minimized.
 - Smoke only in designated areas.
 - Park heavy equipment, trucks and ATVs on bare mineral soil to minimize the chance of hot exhaust systems starting grass fires.
 - Flare Stacks should be 2.5 times the height of the stack distance away from the forest, and surrounded by bare mineral soil. (10m stack should be 25 metres from the forest edge).
 - Camps and facilities should have a 10 metre buffer of mineral soil or closely mowed vegetation around buildings.
 - Stationary engines (generators, pumps) should be within containers or have bare mineral soil around them. Do not refuel hot engines.
- For each worksite, identify evacuation staging areas in evacuation plans for use during a wildfire event.
- Ensure all personnel are aware of evacuation alerts, evacuation routes, and evacuation staging areas away from the wildfire. If possible, the evacuation point should be down wind and downhill of the site.
- Know the legal location (National Topographic System mapsheet location) of each worksite so wildfire starts can be reported.
- In the event of a forest fire, use the reporting form in Appendix A to provide information to British Columbia.
- A Burn Registration Number is required for all open fires in BC all year long.

8.0 General Points

- Fire burns uphill fastest, and can burn uphill against the wind.
- Spruce burns better than pine, which burns better than leafy trees.
- 60% of forest fires are caused by lightning, 40% are caused by people.

No person is expected to fight a forest fire without the proper training, equipment, and experience. Industry expects the priorities to be personal safety, environmental protection, and asset protection. If there is any doubt, evacuate to a safe area and call for help.

Part 4: Field Audit Standards for the BMP

Camps/Facilities	Pass✓ Fail✗	Comment/Follow up
Recent fire hazard assessment on file? Hazard assessment includes fuel risks, fire start and spread risks?		
Fire Danger Class posted and current?		
Hand fire tools present?		
Camp building >10 m from forest edge on flat ground? Or camp buildings > 20 m from forest edge on sloped ground >30%?		
10 m buffer of vegetation-free (or mowed) around buildings?		
Propane, gas, and diesel tanks +15 m from forest edge on flat land? Or, propane, gas and diesel tanks +30 m from forest edge where the slop below tanks is 30% or greater?		
8m buffer of vegetation-free (or mowed) around fuel tanks?		
Metal containers for cigarette butts at designated smoking areas?		
Flammable materials piled near buildings? (wood matting, fuel barrels, etc.)		
Building roofs and gutters clean of needles and flammable materials?		
Muster location clearly marked and +15 m from forest edge?		
Helicopter landing zone identified and vegetation-free?		
Is vehicle parking designed to allow easy escape?		
Is any welding taking place over mineral soil?		

Construction Sites	Pass✓ Fail✖	Comment/Follow up
Recent fire hazard assessment on file? Hazard assessment includes fuel risks, fire start and spread risks?		
Do tailgate meeting notes include Fire Danger Class rating and hazard assessment results?		
One hand fire tools present per employee on site? Note: truck mounted hand tools count towards total		
Are vehicles, equipment, and ATVs parked on mineral soil when not in use?		
If the fire danger class rating is “high” or “extreme” is a water truck available on site?		
Employee Questions (employee chosen randomly)		
Is the Fire Danger Class and hazard assessment known?		
Is the government forest fire number known?		
Does the employee know who to contact in the case of a fire start?		
Is the muster point known?		
Does the employee know who to call in the event of a forest fire?		
Does the employee know where to find fire hand tools?		
Are there debris piles on site? If yes:		
Is there 8m of bare mineral soil around each pile?		
Are the piles >15m from the forest edge?		
Are the piles at least 15m apart?		
Is there a burn registration number on site for burning or previously burnt piles?		
Are previously burnt piles scanned with infra-red technology?		



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Equipment/Trucks/ATVs	Pass✓ Fail✖	Comment/Follow up
Pickup Trucks		
Is the truck equipped with a shovel, Pulaski and backpack sprayer?		
If a crew truck, is there one fire fighting hand tool per person in the truck?		
Is the vehicle left idling when not in use, while not on bare mineral soil?		
All-Terrain Vehicles		
Is the ATV equipped with a shovel and an axe/Pulaski?		
Is there a tool to remove organic buildup from around mufflers and exhaust systems?		
Does the operator of the ATV know about the potential of ATVs to start forest fires? (Organic accumulation and ember dropping)		
Has the ATV driver had training on operating ATVs in forested/grassland areas during fire season?		
Heavy Equipment		
Is the machine equipped with one fire suppression hand tool?		
Is the exhaust system cleaned on a regular basis (especially land clearing equipment)?		
Is the machine parked on exposed mineral soil when not in use?		
Does the operator know who to call in the event of a fire?		



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Appendix A: Forest Fire Reporting Form

Caller's Name _____ Phone Number _____


Location _____ Fire Size _____

Rate of Spread _____ Fuel Type _____

Type of Fire _____ Water Availability _____
(ground, surface, crown)

Any Resources En-route Or Working On The Fire At Time Of Report: _____

Equipment and manpower required to gain control:

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2.0 Public Protection

2.1 Purpose of an Emergency Response Plan (ERP)

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

- **P** = People
- **E** = Environment
- **A** = Assets
- **R** = Reputation

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

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


The goals of an ERP are to:

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

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

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

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

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2.2 Alberta & Saskatchewan

2.2.1 Emergency Planning Zone (EPZ) Determination

Strathcona Resources must use ERCBH₂S to calculate the size of the EPZ for sour gas with a hydrogen sulphide (H₂S) concentration of 0.1 mol / kmol (0.0001 mole fraction or 100 ppm) or greater and upload a copy of the CSV batch export to DDS.

ERCBH₂S is a software tool that calculates site-specific EPZ using thermodynamics, fluid mechanics, atmospheric dispersion, and toxicology modeling. ERCBH₂S is used to calculate the size of the EPZ for sour gas with an H₂S concentration of 0.1 mol / kmol (0.0001 mole fraction or 100 ppm) or greater.

The ERCBH₂S model includes both user input variables and model parameters. Model parameters are variables that have been carefully selected by the AER and cannot be changed by the user. The user input variables reflect site-specific conditions, operating practices, and specific technology employed.

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

The ERCBH₂S software calculates EPZ for several operations including sour gas wells, sour oil wells, sour water disposal wells, sour gas pipelines, sour liquid pipelines and facilities.

The licensee must ensure that the actual size and shape of the EPZ reflect:

- Site specific features of the area
- Information gathered during the public involvement program
- Factors such as population density, topography, and access / egress routes, which may affect timely implementation of emergency response procedures in the EPZ.

During any operation involving H₂S, the licensee must ensure that onsite supervisory personnel are aware of the size of the EPZ.

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Calculating EPZ for High Vapour Pressure (HVP) Product

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

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


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

2.2.2 Initial Isolation Zone (IIZ)

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

For H₂S releases under poor dispersion conditions, the IIZ is defined and calculated using the ERCBH₂S model.

If safe to do so, the licensee must attempt to evacuate residents from the IIZ.

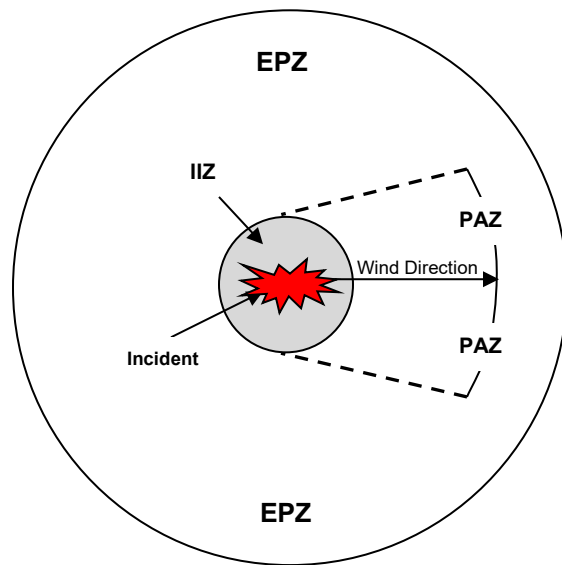
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2.2.3 Protective Action Zone (PAZ)

The estimated size of the PAZ is calculated using ERCBH₂S. Once monitoring equipment arrives, the actual size of the PAZ can be determined based on monitoring conditions.

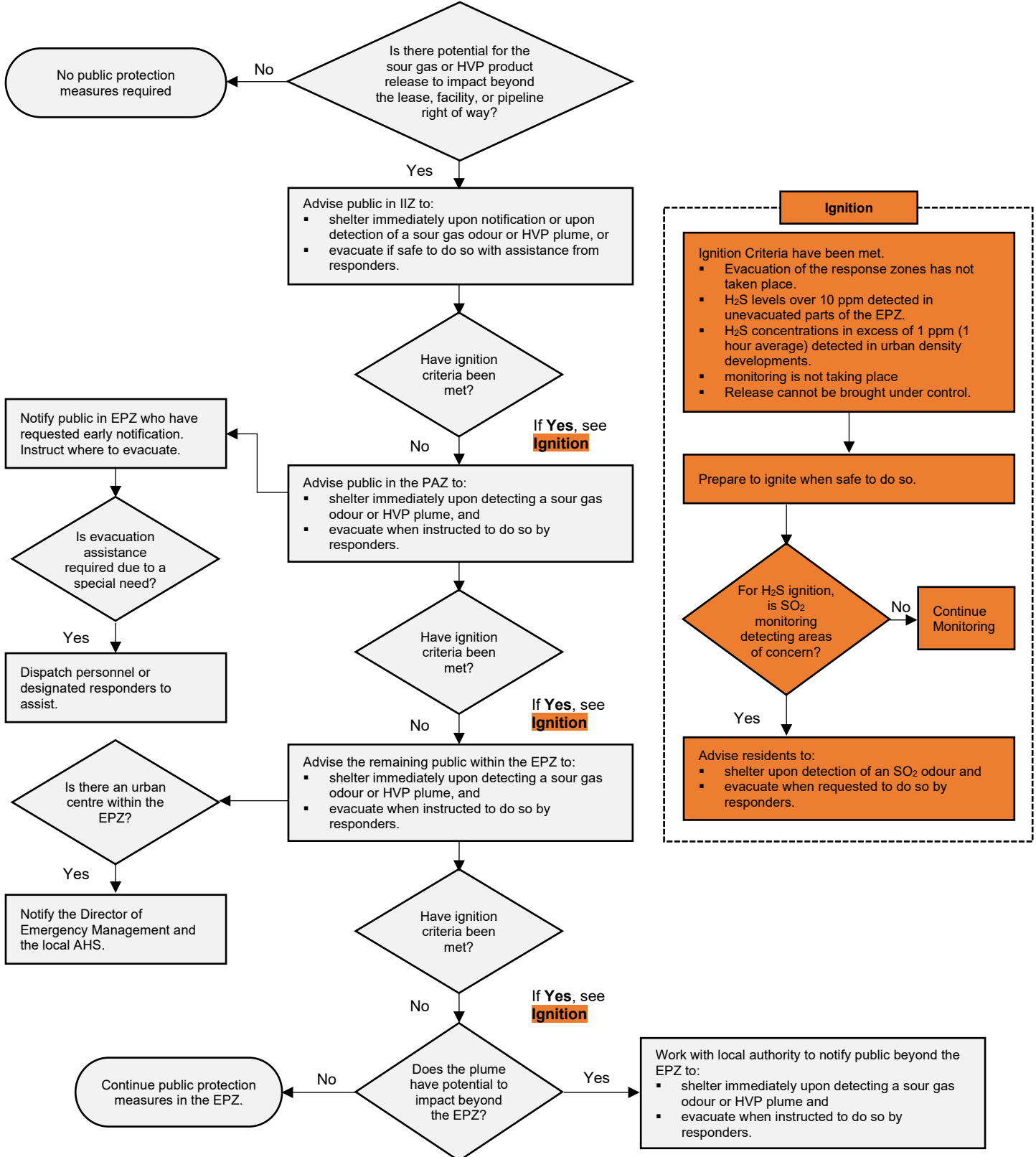
The PAZ is used to identify the area within the EPZ downwind of a release in which responders should focus and prioritize their response efforts. The PAZ for a well, facility or pipeline will not extend beyond the boundary of the EPZ.

Initial Isolation and Protective Action Zones



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

Public Protection Measures for Planning and Response Zones
AER Directive 71



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2.2.4 Air Quality Monitoring

Air quality monitoring is used for tracking and recording the presence and concentrations of H₂S during a sour gas release and SO₂ following the ignition of the release or the presence and lower explosive limit (LEL) levels of HVP product following a release.

Air quality monitoring equipment is used to:

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

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

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

Sour Gas Release

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

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


Strathcona Resources will provide monitored H₂S and SO₂ information on a regular basis throughout a sour gas emergency to Alberta Environment & Protected Areas, the AER / MER and on request to the public.

The licensee must continuously assess and act on the need to expand the evacuation area based on the monitored levels of H₂S and as dictated by the specifics of the incident itself. In the absence of monitored readings, responders should advise residents to shelter in place.

HVP Product Release

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

Strathcona Resources will routinely provide monitored HVP product LEL information throughout the emergency to Alberta Environment & Protected Areas, the AER / MER, and on request to the public.

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2.2.5 Evacuation

Evacuation Overview

The purpose of evacuation is the removal of people from the EPZ to reduce the risk of exposure to H₂S / SO₂ or an explosive mixtures cloud.

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

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


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

Evacuation – H₂S Release

Evacuation is the primary public protection measure during a release of sour gas if the public can be safely removed from the area. Evacuation begins in the IIZ and expands outward into the PAZ (downwind of the release) so that members of the public are not exposed to H₂S.

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

Evacuation Requirements – AER Directive 71	
H ₂ S concentrations in unevacuated areas	Requirement
1 to 10 ppm (3 minute average)	Individuals who requested notification so that they can voluntarily evacuate before any exposure to H ₂ S must be notified.
Above 10 ppm (3 minute average)	Local conditions must be assessed, and all persons must be advised to evacuate and / or shelter.
Note: if monitored levels over the 3 minute interval are declining (eg. three readings show a decline from 15 ppm to 10 ppm to 8 ppm over 3 minutes) evacuation may not be necessary even though the average over the 3 minute interval would be 11 ppm. Licensees should use proper judgment in determining if evacuation is required.	
SO ₂ concentrations in unevacuated areas	Requirement
5 ppm (15 minute average)	Immediate evacuation of the area must take place.
1 ppm (3 hour average)	Immediate evacuation of the area must take place.
0.3 ppm (24 hour average)	Immediate evacuation of the area must take place.
A licensee can advise residents to evacuate; however, the local authority has to issue an order for a State of Local Emergency before mandatory evacuation can occur. It is an AER / MER requirement for a licensee to advise residents to evacuate if the need arises.	
It is an AER requirement for a licensee to advise residents to evacuate if the need arises.	

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

A shift in wind direction will require immediate re-evaluation of the PAZ and the need for additional evacuation and / or sheltering. It may require immediate ignition of the well if ignition criteria are met. If the sour gas release has been ignited, the licensee should continue to monitor response zones for H₂S from incomplete combustion, as well as SO₂.

Evacuation – HVP Product Release

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

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

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


Rovers and Roving

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

Response Activities

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

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

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When working with the public, Rovers should:

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

Evacuation by Level of Emergency

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

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


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

Evacuation Procedure – by Land

- The Incident Commander will determine the safest evacuation route(s) for personnel and members of the public to evacuate the area by road.
- This decision will be based on the exact location of the asset, wind direction and wind speed.
- Special procedures may be required for evacuating public facilities. If large numbers of people are involved, the licensee must address assistance with transportation (eg. providing school buses) or changes in the normal notification procedures.

Evacuation Procedure – by Water

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

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Evacuation Procedures – by Helicopter

- Helicopters may be required to assist in the search and evacuation of members of the public or personnel within the EPZ.
- Helicopters may also be used during an emergency to track the plume in order to aid in the evacuation of occupants within the EPZ.
- Communication with the Operations Section Chief is imperative in order not to send the helicopter into the plume.
- The helicopter is to be equipped with loud hailers to notify occupants within the EPZ of the emergency and advise them to evacuate the area.
- Helicopters will be provided with the radio frequency to use for the emergency at the time of initial contact, as well as the latitude / longitude coordinates of the Helispots and Reception Centres that they will need to respond to.

In the event of an evacuation, Strathcona Resources will make every effort to evacuate persons within the EPZ by the fastest and safest method possible; this may include the use of a helicopter. When used for evacuation assistance or search and rescue activities the helicopter will search areas specified by the Incident Commander which may include rivers, recreational areas, cemeteries, etc. Keep in mind that many helicopters are not night rated and may only be available for daytime operations.

The Telephone Unit may advise evacuees to:

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

Prolonged Evacuation

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

- Provide a copy of the necessary forms in the *Forms* Section and instructions on how to claim for incurred expenses.
- Provide assistance in arranging food and temporary accommodation.
- Provide area security.

Arrangements must also be made to provide relief for all responders if the evacuation remains in effect for over 8 hours.

Evacuation beyond the EPZ

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

The *Energy Resources Industry Incident Support Plan* will also be activated by the government for Level 2 and Level 3 incidents to provide support to the incident response. Notification

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mechanisms outlined in the Municipal Emergency Plan (MEP) response framework may be used by the local authority to notify residents if public protection measures are required outside the EPZ. The notification mechanisms will be based on monitored air quality and other situations that might arise during the emergency. AHS also has a role in evacuation in accordance with the *Alberta Health Act, Section 52.2*.


Reception Centre

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

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

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

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


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

Return of Evacuees

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

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

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2.2.6 Ignition

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

Ignition does not negate the need for continuing with evacuation as there may be residual pockets of H₂S or SO₂ gas in the area. When the sour gas is ignited, the H₂S is converted to SO₂ and is carried higher into the atmosphere by the heat of combustion. This causes any toxic gases to disperse over a larger area and reduces the risk of hazardous ground level concentrations.

Sour Well Releases

For manned well operations, the EPZ represents a H₂S hazard area where prompt ignition is credited to avoid exposure that could threaten public safety during a major sour gas release.

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

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


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

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

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

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

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

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HVP Product Release from a Pipeline or Cavern Storage Facility

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

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

When making the decision to ignite, Strathcona Resources must take the following into consideration

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

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

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

Assessment and Ignition Criteria Flowchart – AER Directive 71

During a release of H₂S, assess the following:

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



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

- Although required, evacuation of the response zones has not taken place.
- Monitoring results indicate H₂S concentrations in excess of 10 ppm over a 3 minute average in unevacuated parts of the EPZ.
If monitored levels are declining, then the situation needs to be continuously assessed for ignition.
- Monitored H₂S concentrations exceeded 1 ppm (1 hour average) in urban density developments.
- Monitoring is not taking place due to weather or unforeseen circumstances.
- The release cannot be brought under control in the short term (ignition decision will be made in consultation with the AER).

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



- Conduct pre-ignition planning.
- Attempt ignition.

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2.2.7 Isolation of the EPZ

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

It may become necessary to obtain a fire hazard order, issued by the AER / MER or to declare a State Of Local Emergency (SOLE) to restrict access to a designated area. A SOLE may be declared by the local authority or by AHS if decided it is prudent to do so.

Roads

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

Trails

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

Railroads

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

Rivers


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

Air

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

Roadblocks can be staffed by:

- Strathcona Resources personnel.
- Contracted personnel.
- RCMP / Police.
- Municipal representatives.
- Alberta Transportation / SK Ministry of Highways, upon request and according to the *Energy Resources Industry Emergency Support Plan*.

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Roadblock Unit members stationed at the roadblock locations shall be equipped with the appropriate PPE. Roadblock Units shall restrict access into the area to authorized personnel only and maintain a record of persons entering or exiting the EPZ using the necessary forms located in the *Forms* Section.

Level 1 Emergency

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

Level 2 or 3 Emergency

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

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2.2.8 Shelter in Place

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

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

The goal of sheltering is to reduce the movement of air into and out of the building until either the hazard has passed, or other appropriate emergency actions can be taken.

Shelter in Place – H₂S Release

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

Depending on the volume, size, duration, or meteorological conditions, sheltering in place may not be a viable public protection measure within the IIZ during an H₂S release. In this situation the public safety aspects of sheltering in place will have to be continuously re-evaluated during the incident and assisted evacuation may be necessary to ensure public safety.

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

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Shelter in Place – HVP Release

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

Shelter in Place Instructions


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

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

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

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

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2.3 British Columbia

2.3.1 Hazard Planning Zone (HPZ) Determination

Hazard planning distances are used to identify a geographical area (HPZ) within which persons, property, or the environment may be affected by an emergency. The combined geographic areas of hazard (emergency) planning zones are used by Strathcona Resources to identify an HPZ where immediate response actions are required, in the event of an emergency.

The HPZ is based upon the greatest hazard present, or expected to be normally present, for which the ERP has been developed. In many cases, oil and gas operations will have a number of products associated with their operation, such as propane bullets, condensate storage, containment for produced water etc. that create a hazard area. When present, H₂S is typically the greatest hazard and will often determine the extent of an HPZ.

Sour Wells

The initial size of a sour well HPZ is determined by the maximum potential release rate. Equations that may be used to calculate a well's HPZ or located in *Schedule B of the BC Emergency Management Regulation*.

Sour Pipelines and Sour Multiphase Pipelines

The HPZ for a sour pipeline or sour multiphase pipeline is determined using the maximum licensed operating pressure, the internal diameter and the licensed maximum H₂S concentration to calculate the H₂S release volume in cubic metres (m³) for each segment of pipeline. The release volume at the break point is the drained volume, which may be the sum of the release volumes from several segments that may exist between emergency shutdown valves (ESDs) and check valves.

Note: The release volume calculation for pipelines assumes that ESDs close instantaneously upon failure of the pipeline and check valves close instantaneously downstream of the failure. The calculation also assumes that manual block valves do not close instantaneously and the entire volume of gas in that segment of the pipeline is released.

Sour Production Facility HPZs

The HPZ for a sour production facility is calculated by using the largest H₂S release volume from any pipeline entering or leaving the facility. If the facility has an acid gas disposal well on site, the HPZ for the well may determine the size of the HPZ for the sour production facility.

HVP Pipelines

Under the current OGC Emergency Response Plan Requirements, an established procedure for calculating an HPZ for an HVP pipeline has not been developed. Licensees must conduct a plume dispersion assessment based on release volumes for each segment of pipeline. The volume release at the breakpoint is the drained volume, which may be the sum of release volumes that exist between ESD valves and check valves.

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The Canadian Association of Petroleum Producers' (CAPP) *Emergency Response Planning Process Guideline for HVP Operators* recommends an HPZ of 1.5 times the distance from the point of release to the isopleth representing the 50 percent lower flammable limit (LFL).

Hydrocarbon Storage in Caverns


Under the OGC Emergency response Plan Requirements there is no established procedure for calculating an HPZ based on release of hydrocarbons stored in caverns. A licensee may use the current industry HPZ of 0.8 km until such time as a government / stakeholder committee has studied the issue and presented recommendations.

Documentation

Detailed documentation must be available for review by the OGC, if requested, and must clearly describe the methods, assumptions and modeling uncertainties in sufficient detail so that a third party could duplicate the numerical results. A description of the skills and experience of the person(s) undertaking the hazard assessment must also be included in the documentation.

2.3.2 Emergency Awareness Zone (EAZ)

The Emergency Awareness Zone (EAZ) is an area calculated at twice the size of the HPZ and includes the area surrounding the HPZ.

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2.3.3 Air Quality Monitoring

Strathcona Resources is responsible for providing the necessary personnel and equipment to monitor and confirm the location of the H₂S / SO₂ or explosive mixtures cloud and to remove occupants or prevent occupants from entering the HPZ.

Air quality monitoring equipment is used to:


- Detect traces of H₂S / SO₂ and explosive mixtures.
- Track the plume.
- Determine if ignition criteria are met.
- Determine whether evacuation and / or sheltering criteria have been met, particularly beyond the HPZ.
- Assist in determining when the emergency can be downgraded.
- Determine roadblock locations.
- Determine concentrations in areas being evacuated to ensure that evacuation is safe.
- Determine if the evacuation area will need to be expanded based on H₂S and SO₂ levels exceeding government regulated limits, or if health effects area apparent by monitoring.
- Monitoring occurs downwind with priority at the nearest un-evacuated residence or where people are present.
- Where release has the possibility of being sustained, hazard area must be redefined using mobile monitoring vehicles equipped with devices to continuously measure and record wind speed, direction and H₂S and SO₂ concentrations to establish 3 minute average concentrations.
- Determine if a mobile monitor will be placed on standby or dispatched to the site at a Level 1 emergency depending on the travel time to the site.

There are various types of Air Quality Monitoring equipment that may be used at a well site and within the HPZ:

- Electronic personal H₂S monitors for all personnel
- Stationary monitoring units
- Mobile monitoring units
- Other monitoring / notification Equipment:
 - Fixed in place electronic H₂S monitoring system
 - H₂S Sensors
 - Low alarm (flashing light)
 - High alarm (audible siren)
 - Combustible / LEL sensors

Assigned Strathcona Resources personnel will be equipped with the appropriate personnel protective equipment (PPE), self-contained breathing apparatus (SCBA), and electronic personal H₂S monitors to monitor the following areas:

- Any area in which an H₂S / SO₂ or explosive mixtures cloud odour complaint has been received.

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- The nearest downwind un-evacuated area from the incident site, if an H₂S / SO₂ or explosive mixtures cloud release has occurred.
- Any area in which H₂S / SO₂ or explosive mixtures cloud LEL is suspected.

During the implementation of the ERP, air quality monitoring for Hydrogen Sulphide (H₂S), and if ignition has taken place, Sulphur Dioxide (SO₂), shall be conducted at the incident site and throughout the HPZ. Personnel shall maintain a record of the Air Quality Monitoring results using the required forms and immediately report any H₂S or SO₂ detection to the Air Quality Monitoring Unit Leader. The Air Quality Monitoring Unit will maintain detailed records of the progress of an H₂S release and help to monitor the effects, dispersion, and dilution.

In regard to H₂S concentrations in unevacuated areas refer to Evacuation Criteria, and for H₂S / SO₂ concentrations in unevacuated areas refer to *Table 3 – Downwind Mobile Air Quality Monitoring Requirements*.

Table 3 – Downwind Mobile Air Quality Monitoring Requirements OGC Emergency Response Plan Requirements			
	Level 1 Emergency	Level 2 Emergency	Level 3 Emergency
Sour Well	If estimated time of arrival is greater than the estimated time for gas to surface (an estimated time for gas to surface should be based on the time to circulate bottoms-up) then dispatch to site. If estimated time of arrival is less than the estimated time for gas to surface place on standby.	Deploy unit(s) from well site and commence mobile air quality monitoring. (If a mobile air quality monitoring unit has not arrived on site by the time that gas has reached the surface ignition criteria may have been met for a partially controlled or an uncontrolled release.)	Continue mobile air quality monitoring.

Readings Outside the HPZ

In regard to Evacuation Criteria and H₂S / SO₂ concentrations in unevacuated areas, refer to *Table 2 – Notification and Evacuation Requirements Outside the HPZ* (OGC Emergency Response Plan Requirements). Air Quality Monitoring will continue throughout the time of the emergency until the all clear is given.

Table 2 – Notification and Evacuation Requirements Outside the HPZ

H₂S concentrations in unevacuated areas	Requirement
1-9 ppm	Individuals must be informed of the concentrations and advised to leave. All other individuals should consider leaving the area and seek medical advice if health symptoms develop.
10 ppm	Immediate evacuation of the area must take place or the release must be ignited.
Note: H ₂ S Evacuation Level – when downwind monitoring at the nearest unevacuated downwind residence, outside the emergency planning zone, indicates a level of 10 ppm, evacuation procedures will be initiated if safe to do so).	
SO₂ concentrations in unevacuated areas	Requirement
1 ppm	Voluntary evacuation.
2 ppm	Evacuation of the area should begin.
5 ppm	Mandatory evacuation of the area.

The Air Quality Monitoring Unit Leader will be notified of wind direction changes at all times during the emergency by the Air Quality Monitoring Unit in order to follow the wind direction of the plume.

Preparedness

As operating areas are developed, Strathcona Resources may place electronic H₂S monitors along pipeline right of ways or on well sites.


Response

If an air quality monitor alarm on site is triggered personnel investigating the alarm would take appropriate safety precautions to investigate / confirm the situation and report to the Air Quality Monitoring Supervisor immediately.

Based on the Air Quality Monitoring information received, the Incident Commander will determine if a Level 1 Emergency will be declared.

Level 1 Emergency

- If a Level 1 Emergency is declared, the Incident Commander will:
- Alert a contracted air quality monitoring company and place them on stand by ensuring their readiness should they need to be dispatched or dispatch them to the site if travel time is expected to be lengthy.
- A record will be kept of the wind speed and direction.
- The Air Quality Monitoring Unit Leader will notify the Public Safety Supervisor of changes to wind direction on a regular basis.

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Level 2 or 3 Emergency

- If a Level 2 or 3 Emergency is declared, Strathcona Resources will mobilize air quality monitoring unit(s) downwind of the incident site and / or at the nearest evacuated residence.
- Once in place, it will monitor for H₂S / SO₂ and explosive mixtures, record the wind speed and direction and maintain communications with the Air Quality Monitoring Unit Leader.

Post Incident Procedures

- The Air Quality Monitoring Unit will test any buildings within the HPZ and if required, beyond the HPZ, that may have been exposed to the plume to determine if any emissions are in the building prior to allowing residents/occupants back into the area.

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2.3.4 Evacuation

The purpose of an evacuation is the removal of people from the HPZ to reduce the risk of exposure to H₂S / SO₂ or an explosive mixtures cloud. The OGC must be notified of an evacuation of people within the HPZ.

In the event of a hazardous material incident where evacuation needs to take place, local emergency services and municipalities shall be notified immediately to advise them of the situation so that they can take appropriate safety precautions for their personnel who may travel into the HPZ.

First responders may commence evacuation procedures without the authority of Strathcona Resources, the OGC, or the local and provincial disaster services. It is imperative that police, fire and emergency medical services are advised of the situation immediately and apprised of the evacuation procedures (if any) or shelter in place procedures.

Evacuation Criteria


Criteria to consider that may cause Strathcona Resources to initiate evacuation procedures include:

- Level of emergency.
- Conditions at the wellsite and if they are likely to escalate to a more serious situation.
- Residents sensitivities and / or medical conditions.
- The levels of H₂S reaching the public outside the HPZ.

A Level 2 Emergency dictates mandatory evacuation of all public from the HPZ. Evacuation of members of the public outside the HPZ is mandatory when H₂S levels reach 10 ppm - if safe to do so.

Evacuation – Level 1 Emergency

- At a Level 1 Emergency, evacuation is a voluntary action, however transients found within the HPZ including itinerant workers and recreational users should be advised to evacuate due to their inability to safely shelter.
- The Telephone Unit will notify any members of the public listed as having special needs (if applicable), any known transients, and other area operators within the HPZ.
- All information regarding evacuees requiring evacuation assistance will be forwarded to the Rover / Evacuation Unit Leader.
- If a publicly used facility, including schools and hospitals, is located within the HPZ Rovers will be dispatched to the facility at a Level 1 Emergency to assist with early evacuation. A large number of people requiring assistance with transportation may cause the need to deviate from normal evacuation procedures.
- Rovers may be dispatched during a Level 1 Emergency to search the HPZ for transients, recreational users and Trappers / Guides.

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Evacuation – Level 2 Emergency

- At a Level 2 Emergency, evacuation of all people including transients and other area users, public facilities and places of commercial activities within the HPZ is mandatory.
- Strathcona Resources shall initiate evacuation procedures.
- The Telephone Unit will notify all people (residents, transients and other area operators) in the HPZ and advise them of the immediate mandatory evacuation.
- Any new information regarding evacuees requiring evacuation assistance will be forwarded to the Rover / Evacuation Unit Leader.
- Evacuation will be prioritized based on distance from release or other factors where appropriate.

Evacuation – Level 3 Emergency


- If the evacuation of the HPZ has not been completed at a Level 3 Emergency, any people who have not been evacuated will be notified to shelter in place. Necessary instructions for sheltering in place will be provided in the event that evacuation is not possible.
- If a hazardous plume has been ignited and it is relatively certain the plume will stay ignited, those evacuees who were asked to shelter in place will be called and notified to evacuate the area to the Reception Centre.
- Any new information regarding evacuees requiring evacuation assistance will be forwarded to the Rover / Evacuation Unit Leader.

Evacuation Procedure – By Land

- The Incident Commander will determine the safest route(s) to evacuate the area by road.
- This decision may be based on the location of the asset, wind direction and speed.
- Additional transportation may need to be arranged to evacuate public facilities where large numbers of people can be anticipated.
- Evacuation routes are provided to the Roadblock Unit, Telephone Unit and Rover / Evacuation Unit Leader.
- Rovers will be assigned to patrol the area searching for transients, including trappers, guides / outfitters and recreational users.
- During sour operations one or more evacuation vehicle must be available 24 hours a day, with at least one driver onsite who is not required to assist in well control operations.

Evacuation Procedures – By Helicopter

- Helicopters may be required to assist in the search and rescue of people within the HPZ.
- Helicopters may also be used during an emergency to track the plume in order to aid in the evacuation of people within the HPZ.
- Communication with the Air Quality Monitoring Unit is imperative in order to prevent sending the helicopter into a plume.
- The helicopter is to be equipped with loud hailers and / or loudspeaker to notify occupants within the HPZ of the emergency and advise them to evacuate the area.
- Helicopters will be provided the radio frequency to use for the emergency at the time of initial contact, as well as, the latitude / longitude coordinates of the Helispots and Reception Centres.

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- Strathcona Resources may wish to activate the helicopter(s) at a Level 1 Emergency if conditions at the emergency site are deteriorating quickly, or if there is a large number of trapped residents, transients, recreational users and other area operators.
- At a Level 2 Emergency, helicopters may be activated to search for and evacuate people in the area to designated emergency evacuation pick up points, or Helispots.

Evacuation outside the HPZ

The public outside of the HPZ must be notified and evacuated in accordance with criteria in *Table 2 of the OGC Emergency Response Plan Requirements (Air Monitoring Section)* and in conjunction with the local authority for the area. As a minimum, notification and evacuation beyond the HPZ is based on monitored levels of H₂S and SO₂, which includes levels of H₂S reaching the public outside the HPZ at 10 ppm.

- Residents / occupants of an HPZ who are downwind of the asset will be evacuated first. Strathcona Resources will provide air monitoring at the nearest downwind unevacuated residence.
- If air monitoring results indicate the plume to be outside of the HPZ, evacuation would be provided on a priority basis.
- Residents upwind of the emergency location but within the HPZ would be evacuated on a lower priority basis.
- Evacuation area will be expanded where H₂S and SO₂ exceed evacuation levels or health effects are apparent by monitoring.
- Broadcast media (radio, television) will be used to notify residents outside the HPZ in the event that immediate evacuation of the area must take place.
- Strathcona Resources along with the local authority will coordinate their respective emergency plans with each other. The local authority may enact their Municipal Disaster Response Plan to deal with the emergency.
- Local disaster services and mutual aid partners (if applicable) will assist in the notification and evacuation of people located in the area outside of the HPZ, in campgrounds, or other transient areas.
- Air quality monitoring information will be made available to the public on a regular basis throughout the duration of the emergency.
- Evacuees will be informed of the best route to their designated Reception Centre and this route must be recorded.
- Evacuees must check in at the Reception Centre.

Prolonged Evacuation


If the problem cannot be readily corrected and evacuees are required to be away from the area for an extended period of time, Strathcona Resources if required, will:

- Provide assistance in arranging their food and temporary accommodation.
- Provide area security.
- Arrange relief for all responders if the evacuation remains in effect for over eight hours.

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Return of Evacuees

Once the emergency is over, the decision to permit the return of persons shall be made by the Incident Commander, in consultation with the OGC and local and provincial disaster services.

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2.3.5 Ignition

If control of an asset is lost and the safety of the public cannot be assured the asset may be ignited to reduce the hazard to the public. Deliberate ignition of a sour gas release is a drastic measure used to control a sustained uncontrolled or partially controlled flow that poses an imminent danger to the public or workers.

Strathcona Resources will take immediate steps to prepare for ignition at the earliest signs of an asset control problem to ensure there will be no delay. Ignition does not negate the need for continuing evacuation and air quality monitoring. Any partially controlled or uncontrolled release of H₂S gas shall be ignited if the ignition criteria as set forth below have been met. When the sour gas is ignited, the H₂S is converted to SO₂ and is carried higher into the atmosphere by the heat of combustion. This causes any toxic gases to disperse over a larger area and reduces the risk of hazardous ground level concentrations.


Ignition Criteria

The Incident Commander has the authority to direct ignition of the release. If time permits the decision will be made in conjunction with the Strathcona Resources EOC and the appropriate government agencies. Once any of the below criteria has been met, ignition must occur within 15 minutes of the decision to ignite.

Ignition of a sour gas flow to the atmosphere must take place as soon as all personnel working at the site can be cleared to a safe distance and when one of the following conditions has been met:

- Personnel working at the site can be cleared to a safe distance.
- The well is experiencing an uncontrolled flow, the well effluent has reached the surface, no immediate chance of control and the flow, if not ignited, could lead to loss of life.
- The well is flowing sour gas to surface and safety of residents cannot be assured because:
 - Evacuation of residents within the HPZ cannot be accomplished, or
 - Monitoring results indicate H₂S of 15 ppm for 15 minutes in unevacuated areas, or
 - Monitoring is not taking place due to some unforeseen circumstances, such as bad weather or communication breakdown or
- Monitored H₂S concentrations exceed 1 ppm (1 hour average) in urban density developments.
- For special sour wells, two means of ignition must be on site (flare gun and firefly).
- The release cannot be brought under control in the short term (ignition decision will be made in consultation with the OGC).

If an immediate threat to human life exists and there is not sufficient time to evacuate the emergency hazard area, the Incident Commander is authorized to ignite the release and their decision to ignite will be fully supported by the IMT.

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Important Ignition Factors

The following factors should always be considered when preparing for or conducting a sour ignition:


- Ignition (burning) of H₂S will produce SO₂.
- Has the perimeter of the hazard area been established?
- Have all persons been evacuated from the area?
- Will ignition worsen the situation by endangering the environment, public or private property?
- Will any of the following variables affect ignition procedures:
 - Time of release (day, night, weekend).
 - Weather patterns.
 - Release boundaries (proximity to large urban centre or residents).
 - Product volume and plume size.
 - Wind direction and speed.
 - Site conditions (eg. topography, vegetation, road access, etc.) and how it will affect the behaviour of the vapour plume and control options.

Ignition Safety

- Ignition of the sour gas release is a hazardous procedure and should be conducted with caution by trained personnel following safe work procedures.
- Ignition should only take place once the criteria have been met and not before all of the on site personnel have been accounted for and safely relocated to an upwind area.
- If possible ensure there are at least two people for rescue backup.
- If possible assign two ignition units as follows:
 - UNIT 1 (PRIMARY) - Designated Personnel and Site Safety Officer.
 - UNIT 2 (BACKUP) - Designated Personnel (2 people).
- Evacuate beyond explosive mixture areas.

Sample Ignition Procedure – Pistol / Flare Gun

- Assemble equipment and brief the Ignition Units at an upwind safe area.
- Provide for the safety of ignition team, workers and the public.
- Isolate the HPZ and establish roadblocks.
- Obtain a closure order from the OGC or declare a state of emergency if the incident progresses beyond the HPZ.
- OGC can issue a NOTAM for closure of airspace, if necessary.
- Ensure each member has the appropriate equipment at hand.
- Ensure each member remains in visual contact with each other at all times.
- The Primary Ignition Unit shall approach the gas flow from the upwind side checking that an explosive mixture does not exist in their immediate area.
- Select a firing location that provides maximum protection to the Ignition Unit, with good access and egress routes.

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Before firing the flare pistol for igniting flammable material, check the atmosphere for combustible gases with a combustible gas indicator. Always ignite the release from upwind and do not approach any closer than necessary.


- One person shall be responsible for checking the atmosphere for explosive gases with a combustible gas indicator.
- The other person shall be responsible for lighting the emission source.
- Ignite the release from the maximum range of the flare gun (45 – 60 metres) - shells shall be shot towards the gas release in such a manner that ignition will occur at the furthest outside edge of the gas plume.

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 line 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.

- If possible, remain on standby at the ignition site to re-ignite the release, if required.
- Repeat until ignition is achieved.

Post-Ignition Procedures

- All people should be moved to a safe distance.
- Ensure the downwind monitoring equipment is adjusted to monitor SO₂ and H₂S.
- Set up SO₂ monitors at the edge of the HPZ and continue evacuation outwards if needed.
- The Ignition Unit Leader advises the Incident Commander that the gas has been ignited.

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2.3.6 Isolation of the HPZ

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

Isolation of the HPZ (roadblocks) will be required to properly protect the public. This may include:

Roads

- Roadblock personnel may set up roadblocks on lease roads, public roads and provincial highways to protect the public from entering into the HPZ.
- Contact the RCMP immediately to advise of the roadblocks on public roads and provincial highways.
- The Ministry of Transportation will also need to be notified of any road closures on provincial roadways. RCMP are responsible for contacting Transport Canada.
- Roadblocks will be set up bordering the HPZ, if there is not a safe place for motorists to turn around at the established roadblock, Roadblock personnel will also be stationed along the roadway and at the detour point (if applicable) to assist motorists traveling around the HPZ.

Trails


- If applicable, access to trails may be restricted by roadblock personnel and / or municipal or provincial personnel.
- Signage may be used during sour operations to alert those in the area that they will be entering an Emergency Planning Zone.

Railroads

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

Rivers

- If applicable, rivers may need to be monitored to ensure that recreational users do not travel into the HPZ.
- This may be accomplished by working with municipal, provincial or private companies as well as Transport Canada.
- Signage may be used during sour operations to alert those in the area that they will be entering an Emergency Planning Zone.
- Rovers may be assigned to monitor the river at the edge of the HPZ and boat launches outside of the HPZ during an emergency situation.

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Air

- Notification of the OGC to issue a Notice to Airmen (NOTAM) to advise pilots of airspace restrictions above the HPZ may also be required.
- NOTAM may be requested at a Level 2 and 3 Emergency.

Level 1 Emergency

In the case of a well site emergency, the entrance into the well site shall be isolated during a Level 1 Emergency with a roadblock. Additional roadblocks may be established as required. Persons allowed entry into the area shall be briefed on the existing conditions and are equipped with the appropriate Personal Protective Equipment (PPE).

Level 2 or 3 Emergency


In the case of a well site emergency, the HPZ shall be isolated during a Level 2 or 3 Emergency as directed by the Incident Commander. If the incident impacts provincial highways the RCMP shall be notified to provide assistance. The RCMP will notify the Ministry of Transportation and Transport Canada for a coordinated response, as required.

Roadblock Units can be staffed by:

- Safety Company (contractor).
- Company personnel
- Local Authority Mutual Aid, upon request.

Roadblock Teams stationed at the roadblock locations should be equipped with the appropriate Personal Protective Equipment (PPE) including:

- Self contained breathing apparatus (SCBA).
- H₂S / SO₂ detector and high visibility vests.

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2.3.7 Shelter in Place

Shelter in place is the practice of going or remaining indoors during a sudden outdoor release of a hazardous substance. Shelter in place has been demonstrated to be the most effective response to a substance release by creating a buffer between you and any hazard that may be in the outside air. Shelter in place is recommended as a protection measure of short duration, ranging from several minutes to half an hour. The goal of shelter in place is to reduce the movement of air into and within the home until the hazard has passed. It is based on using a building that is constructed to withstand severe winter weather conditions.

An event such as a fire, motor vehicle incident, train derailment, industrial incident, or a natural disaster may cause a substance release. As a result, emergency responders may request that residents shelter in place. If the situation warrants, specific instructions for taking shelter in the home will be given. Shelter in place may protect against any H₂S contaminated air outside and reduce the amount to which people may be exposed.

Shelter in place is not a viable option for recreational users or transients, due to their inability to safely shelter.


Shelter in place must be considered the primary protective measure in limited circumstances when:

- There is not enough time or warning to safely evacuate the public that may be at risk.
- Residents are waiting for evacuation assistance.
- The public would be at higher risk if evacuated.
- Buildings are considered to be within or near to toxic or explosive gas plumes.
- Escape routes traverse the hazards.
- There is a sour gas release of limited duration (eg. due to a pipeline rupture).
- The location of the release has not been identified.
- Duration of release is short term.

Shelter in Place Instructions

These instructions should be provided to anyone who cannot or should not evacuate.

- Immediately gather everyone indoors and stay there.
- Close and lock all windows and outside doors – if possible, tape the gaps around the door frames.
- Extinguish indoor wood burning fires - if possible, close the damper.
- Turn off appliances or equipment that either uses inside air, blows out inside air or sucks in outside air, such as:
 - Stoves
 - Fireplaces
 - Clothes dryers
 - Air conditioners
 - Bathroom and kitchen fans
 - Built in vacuum systems


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- Turn off heat and hot water pilot lights.
- Do not smoke or have open flame.
- Leave all inside doors open.
- Wait in an interior upstairs room for further instructions.
- Avoid using the telephone, except for emergencies, so that you can be contacted by emergency personnel.

The responder should ask if emergency services have been notified so that a coordinated response can be conducted.

- Stay tuned to local radio for possible information updates or for further instructions.
- Even if you see people outside do not leave until told to do so.
- If you are unable to follow these instructions, please notify company emergency response personnel.
- After the hazardous substance has passed through the area you will receive an all clear message from emergency response personnel along with instructions to:
 - Ventilate your building by opening all windows and doors.
 - Turn on fans, turn up thermostats, and furnace circulating fans.
 - Once the building is completely ventilated return all equipment to normal.

If warranted, Strathcona Resources personnel shall carry out notification of residents outside of the HPZ in consultation with the Incident Commander, the OGC and the local authority. All people within the HPZ need to be informed of the emergency situation and given instructions on in place sheltering and / or evacuation procedures.

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3.0 Levels of Emergency

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

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

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

The flow of information is structured in a tiered system. The greater the incident severity and company response, the higher the level of management / executive personnel that is required and the greater the number of liaison resources involved in the response effort.

3.1 Classifying Incidents and Responses – Alberta and Saskatchewan

Alert

An Alert is an incident that may be handled by the duty holder through normal response procedures and may be deemed low risk to the public. An unrefined hydrocarbons, or associated byproducts, or waste release has or may have potential to extend beyond the duty holder's property but imminent control of the hazard is probable. It is unlikely that the incident will escalate further.

Level 1 Emergency


A Level 1 Emergency is an incident where an uncontained release extending beyond the duty holder's property has / or could impact the public or sensitive terrain. Containment operations are proceeding, and the duty holder will bring the hazard under control using internal and / or external resources.

Level 2 Emergency

A Level 2 Emergency is an incident where an uncontained release extending outside an energy resources facility has impacted the public or sensitive terrain. Control operations have been started, and imminent and / or intermittent containment of the hazard is possible. The hazard can be brought under control utilizing the duty holder's in-house and / or external resources.

Level 3 Emergency

A Level 3 Emergency is an incident where the safety of the public is in jeopardy from a major uncontrolled hazard. There are likely significant and ongoing environmental impacts. Immediate multi agency municipal and provincial government involvement is required.

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

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

As a best practice Strathcona Resources Ltd has adopted the Alberta Energy Regulator (AER) requirements as a minimum for operations in Saskatchewan.

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

Assessment Matrix for Classifying Incidents

Table 1 – Consequence of Incident

Rank	Category	Example of consequence in category
1	Minor	<ul style="list-style-type: none"> No worker injuries. Nil or low media interest. Liquid release contained on site. Gas release impact on site only.
2	Moderate	<ul style="list-style-type: none"> First aid treatment required for on lease worker(s). Local and possible regional media interest. Liquid release not contained on site. Gas release impact has the potential to extend beyond lease.
3	Major	<ul style="list-style-type: none"> Worker(s) require hospitalization. Regional and national media interest. Liquid release extends beyond lease – not contained. Gas release impact extends beyond lease – public health/safety could be jeopardized.
4	Catastrophic	<ul style="list-style-type: none"> Fatality. National and international media interest. Liquid release off lease – not contained – potential for or is impacting water or sensitive terrain. Gas release impact extends beyond lease public health/safety jeopardized.

Table 2 – Likelihood of Incident Escalating


Rank	Descriptor	Description
What is the likelihood that the incident will escalate, resulting in an increase exposure to public health, safety or the environment?		
1	Unlikely	The incident is contained or controlled and it is unlikely that the incident will escalate. There is no chance of additional hazards. Ongoing monitoring required.
2	Moderate	Control of the incident may have deteriorated but imminent control of the hazard by the licensee is probable. In either case it is unlikely that the incident will further escalate.
3	Likely	Imminent and/or intermittent control of the incident is possible. The licensee has the capability of using internal and/or external resources to manage and bring the hazard under control in the near term.
4	Almost certain or currently occurring	The incident is uncontrolled and there is little chance that the licensee will be able to bring the hazard under control in the near term. The licensee will require assistance from outside parties to remedy the situation.

Table 3 – Incident Classification

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

Table 4 – Incident Response

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

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3.1.1 Confirmation of Incident

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

3.1.2 Reporting and Notification Procedures Alberta

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

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

The licensee must notify the rest of the public within the EPZ as soon as notification attempts have been completed for the public in the response zones (IIZ and PAZ).

The licensee must advise the public within the EPZ of appropriate public protection measures.

Alert

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

During an Alert:


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

Level 1 Emergency

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

At a Level 1 Emergency:

- The AER must be notified.
- The local authorities and AHS must be notified if members of the public or media are contacted.

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Level 2 and 3 Emergency

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

At a Level 2 or 3 Emergency:

- The AER must be notified.
- The local authorities and AHS must be notified.

Reporting Information

The AER has developed a *First Call Communication Form* (Forms Section) to be used by Strathcona Resources when reporting an incident.

The following information should be recorded and communicated to responders:

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

3.1.3 Public Protection Beyond the Emergency Planning Zone

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

3.1.4 Downgrading the Emergency


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

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

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

3.1.5 Return to Normal – End of Evacuation

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

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3.2 Reporting and Notification Procedures – Saskatchewan

Immediate Telephone Notification by Operator

An operator is required to immediately notify ER’s Emergency Support line of the discovery of any incident listed in Appendix 1 except for the following types of incidents:

- Contact damage to a flowline or pipeline that does not result in a break or leak; or
- Any on-lease release of oil, condensate, emulsion or salt water that is less than 10.0 m³.

On-lease releases or contact damage that are exempt from immediate telephone notification still require ER notification using IRIS in accordance with section 3.2.

Note: The Emergency Support line is available 24 hours per day, seven days per week.

Operators are to call this number as soon as they discover an incident subject to immediate telephone notification.

IRIS Notification by Operator

All incidents listed in Appendix 1 must be promptly reported in IRIS not later than five (5) business days after the discovery of the incident. This requirement is in addition to the requirement for immediate telephone notification by an Operator.

Once an incident is recorded in IRIS, the operator must comply with reporting requirement timelines set out in this Directive as established from the date of discovery.

Notification by Person Other than an Operator

If a spill or other incident occurs while a product or waste is being transported, the owner of the product or waste must report the incident by either telephone or IRIS notification.

In the event of an incident of unknown origin, any person who witnesses or has information on the incident may provide notification to the Emergency Support line.

Appendix 1 - Incidents Subject to Notification and Reporting

Type	Incident	Substance	Location	Description
General Field Operations	Fire	All	All	Any fires resulting from the operation of a licensed well, facility, pipeline or flowline.
	Release or Spill	Naturally Occurring Radioactive Materials (NORM)	All	Any volumes
		Oil by-products or oily produced sands	All	Any volume released that is not approved under GL97-021
	Blow-out	All	All	Any uncontrolled release of gases or fluid from a well
	Kicks	All	All	Any controlled diversion of gases or fluid from the well to a flare tank.
Pipeline or Flowline Operation	Contact Damage	All	All	Any contact damage to a flowline or pipeline
	Break	All	All	Any break to a flowline or pipeline
	Leak, malfunction of any equipment or a worker error resulting in the escape or release of a substance	Oil, salt water, condensate or other product	Off Lease	Any volume
			On Lease	All releases that are > 2.0 cubic meters (m ³) of fluid.
		Gas Containing Hydrogen Sulfide (H ₂ S)	All	Any volume at any concentration.
Natural Gas	All	Any volumes where: 1. the released volume exceeds 30 000 m ³ ; 2. the release is within a road or railway right-of-way; or 3. the release is within 150 metres of any dwelling.		
Horizontal Directional Drilling (Pipeline/Flowline Installation)	Release, Spill or Frac-Out	Drilling Fluid	All	Any volume
Drilling or Fracturing Operation	Release or Spill	Drilling wastes	All	Any volume released that is not approved under GL99-012
		Fracturing Wastes	All	Any volume released that is not approved under GL2000-013
Well or Facility Operation	Break, leak, malfunction of any equipment or intentional or unintentional action resulting in an escape or release	Oil, salt water, condensate, oil and gas waste, emulsion or product	On-lease	All volumes ≥2.0 m ³ or 2000 liters requires reporting but only volumes ≥10.0 m ³ or 10000 liters require notification
			Off-lease	Any volume
	Refined Chemical	On-lease	All volumes ≥0.5 m ³ or 500 liters	
	Escape or Release	Gas containing H		Any volumes where: 1. The concentration of H ₂ S exceeds 0.1 % or 1000 ppm or 1.0 mole H ₂ S/kilomole from solids, liquids or gas during production or transportation (truck or transmission via pipeline/flowline); or 2. The released volume poses a danger to human health, domestic animals, wildlife or the environment.

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3.3 Classifying Incidents and Responses - British Columbia

Assigning the Level of Emergency needs to occur immediately and be communicated to all response team members, EMBC and the OGC. Each time the Level of Emergency is changed the entire response organization must be notified. The three emergency levels are as follows:

Level 1 – Moderate Emergency


There is no immediate danger to the public or environment as no H₂S has been released, a release of a hazardous substance is confined to the lease or company property. The incident creates little or no media interest, has a low potential to escalate, poses no immediate threat to workers and can be handled by company personnel.

A Level 1 Emergency could include the circumstance of the sour zone being open and any of the following examples occurring:

- Pipe or tool stuck in the hole.
- Lost circulation or inability to circulate.
- H₂S or soluble sulphides detected at surface in the drilling fluids.
- Influx of sour formation fluids.

Level 1 – Moderate Emergency - Action Plan

- A Level 1 Emergency is declared.
- Alert all well site/facility personnel. Evaluate problem and initiate appropriate remedial action.
- Assemble personnel on site and brief them on situation. Equip personnel as required to perform their duties.
- Well control procedures are initiated. Level 1 duties are implemented.
- Unnecessary personnel to leave the site. Non-essential well site personnel are released to the Reception Centre, if required.
- The EOC is notified that a Level 1 Emergency has been declared.
- Alert the mobile monitoring company and be ready for a call out or mobilize monitoring equipment if the location is remote.
- The OGC, RCMP and Emergency Services are notified that a Level 1 Emergency has been declared.
- Notify Emergency Management BC (EMBC) representative.
- Prepare for evacuation in case of escalation of the situation or begin evacuation of residents/transients if there is a large number of residents.
- The Roadblock Units are notified and placed on standby.
- A roadblock is set up at entrance to the lease site.
- Activities in the HPZ are observed and documented.
- Additional equipment and services are mobilized, as required.
- A Rover is activated to check the HPZ for transients, industry operators, recreational users and trappers/guides.
- Telephone personnel shall notify members of the public within the HPZ.
- All members of the EOC maintain 24 hr availability.

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Level 1 Potential Emergency - Public Notification and Evacuation

The Incident Commander may elect to begin evacuating members of the public within the HPZ during a Level 1 Emergency if:

- Conditions at the well are deteriorating.
- The problem at the well is becoming progressively more complex and is not likely to be corrected in the near future, or
- Significant time is going to be required to completely evacuate and secure the HPZ.

Level 2 – Major Emergency

A Level 2 Emergency is declared if there is the potential of risk to the public or environment, as the emergency could extend beyond Strathcona Resources property; however, control of the hazardous substance is still possible. Local or regional media interest is created and the incident may require the involvement of external emergency services, federal, provincial or local agencies.

A Level 2 Emergency could include the following examples:

- Incomplete combustion of H₂S at the flare pit.
- Equipment malfunction that hinders well control while circulating a kick.
- Inability to maintain required volumes of circulation material.

Level 2 – Major Emergency - Action Plan

- A Level 2 Emergency is declared.
- Well control procedures continue.
- Ensure all Level 1 actions are complete.
- The EOC is notified and advised that a Level 2 Emergency has been declared.
- The OGC, RCMP detachment, Emergency Services and Emergency Management BC are notified that a Level 2 Emergency has been declared and advised that roadblocks are being set up.
- Discuss issuance of a closure order with the OGC office at Fort St. John.
- Initiate evacuation of HPZ.
- Roadblocks are set up on the roads and access into the HPZ is restricted.
- Security of evacuated property is implemented.
- The Telephone Unit shall notify members of the public and advise them to evacuate the area.
- The Rover shall continue to search the HPZ for transients, industry operators, recreational users and trappers/guides to notify them of the emergency and ask them to evacuate the area immediately.
- Any members of the public found within the HPZ are asked to evacuate the area and go to the Reception Centre.
- A Strathcona Resources representative is dispatched to the Provincial Regional Emergency Operations Centre (PREOC), if established.
- Mobile air monitoring continues, or is mobilized. Mobile monitoring is initiated if not done earlier.
- Send company representative to Reception Centre.

- The Ignition Unit is assembled and briefed, in case of escalation of the situation.
- Additional equipment and personnel are mobilized, as required.
- Non-essential well site personnel are released to the Reception Centre.
- All members of the EOC are activated, as required.
- Establish communication links to offsite command centre, if established
- Mobilize well control group.
- Consider the fire hazards in the area if the well should be ignited.

Level 2 Emergency - Public Notification and Evacuation

Once a Level 2 Emergency has been declared, all members of the public within the HPZ will be asked to evacuate the area immediately and go to the Reception Centre.

Level 3 – Serious Emergency

At a Level 3 Emergency, there exists an immediate danger to the public or environment as control of the situation has been lost. Provincial or national media interest is created. The release of the hazardous substance is uncontrolled and extensive involvement of external emergency services including, federal and/or provincial agencies is required as the emergency now extends beyond company property.

A Level 3 Emergency could include the following:

- Uncontrolled flow (eg. a gas flow which cannot be shut off at the operator’s discretion) from the well.
- H₂S readings have reached 15 ppm, over a 15 minute time weighted average, at the nearest unevacuated residence.

Level 3 – Serious Emergency - Action Plan

- A Level 3 Emergency is declared.
- Well control procedures continue.
- Ensure all Level 1 and 2 actions are complete.
- The EOC is notified and advised that a Level 3 Emergency has been declared.
- The OGC, RCMP detachment, Emergency Services and Emergency Management BC are notified that a Level 3 Emergency has been declared.
- Expand HPZ, as necessary.
- Roadblocks and security of evacuated property are maintained. Only authorized personnel have access to the HPZ.
- Continue evacuation and/or sheltering.
- Confirm if evacuation is complete or still in progress.
- Mobile air monitoring continues.
- Search and rescue continues, as required, within the HPZ.
- Non-essential well site personnel are released to the Reception Centre.
- Any uncontrolled or partially uncontrolled sour gas release will be ignited if ignition criteria are met.

Level 3 Emergency - Public Notification and Evacuation

Once a Level 3 Emergency has been declared, mandatory evacuation remains in effect.

OGC INCIDENT CLASSIFICATION MATRIX

Instructions: Start at the top and continue down until you check off any one box in both consequence and probability to determine the incident classification. *This matrix is required as an attachment upon submission of an incident through the [Online Minor Incident Reporting System](#).*

TABLE 1: CONSEQUENCE RANKING

RANK	CONSEQUENCE (any one of the following)
4	<input type="checkbox"/> Major on site equipment or infrastructure loss <input type="checkbox"/> Major act of violence, sabotage, or terrorism which impacts permit holder assets <input type="checkbox"/> Reportable liquid spill beyond site, uncontained and affecting environment <input type="checkbox"/> Gas release beyond site affecting public safety
3	<input type="checkbox"/> Threats of violence, sabotage, or terrorism <input type="checkbox"/> Reportable liquid spill or gas release beyond site, potentially affecting public safety, environment, or property <input type="checkbox"/> HAZMAT worker exposure exceeding allowable limits <input type="checkbox"/> Major on site equipment failure
2	<input type="checkbox"/> Major on site equipment damage <input type="checkbox"/> A security breach that has potential to impact people, property or the environment <input type="checkbox"/> Reportable liquid spill or gas release potentially or beyond site, not affecting public safety, environment, or property
1	<input type="checkbox"/> Moderate on site equipment damage <input type="checkbox"/> A security breach that impacts oil and gas assets <input type="checkbox"/> Reportable liquid spill or gas release on location **Occurrence of magnitude 4.0 or greater induced earthquake within 3 km of oil and gas operations or any earthquake which is felt on surface within a 3 km radius of oil and gas operations
0	<input type="checkbox"/> No consequential impacts

**** For this consequence criteria, a probability score of 2 or higher must be used.**

TABLE 2: PROBABILITY RANKING

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

TABLE 3: INCIDENT RISK SCORE AND CLASSIFICATION

RISK SCORE	ASSESSMENT RESULT
MINOR (1-2)	Notification Only; permit holder must notify the Commission online within 24 hours using the Form A: Minor Incident Notification Form . In addition to Form A, spills must also be reported to EMBC.
MODERATE (3-4)	Level-1 Emergency; immediate notification (call EMBC)
MAJOR (5-6)	Level-2 Emergency; immediate notification (call EMBC)
SERIOUS (7-8)	Level-3 Emergency; immediate notification (call EMBC)

CONSEQUENCE _____ + PROBABILITY _____ = RISK SCORE _____

(this must be completed)

SPILL REPORTING CRITERIA

- Where the permit holder holds or maintains rights, the permit holder must report to the BC Oil and Gas Commission, all spills of materials as identified below:
- A spill or release of any amount of materials which impacts water ways
 - Hydrocarbons; 100 litres where the hydrocarbon contains no toxic materials and does not impact water ways
 - Produced/salt water; 200 litres where the fluid contains no toxic materials
 - Fresh water; 10,000 litres
 - Drilling or invert mud; 100 litres
 - Sour Natural gas; 10Kg or 15 m3 by volume where operating pressure is >100 PSI
 - Condensate; 100 litres
 - Any fluid including hydrocarbons, drilling fluids, invert mud, effluent, emulsions, etc. which contain toxic substances; 25 litres


Please refer to the BC Environmental Management Act; [Spill Reporting Regulation](#), Schedule "Reporting Levels for Certain Substances" for determining reportable spillage amounts of other substances:

OTHER REPORTABLE INCIDENTS

- The Commission's Incident Risk Classification Matrix is designed to assist permit holders in determining which incidents must be reported. However, some incidents, which do occur, may not meet the criteria outlined in the Incident Classification Matrix but still require notification to the Commission as a minor notification. These include the following:
- Spills or release of hazardous substances which are not provincially regulated, such as radioactive substances;
 - Major damage to oil and gas roads or road structures;
 - Drilling kicks when any one of the following occur:
 - pit gain of 3 m³ or greater
 - casing pressure 85% of MA
 - 50% out of hole when kicked
 - well taking fluid (LC)
 - associated spill
 - general situation deterioration, i.e. leaks, equipment failure, unable to circulate, etc.
 - Pipeline incidents, such as spills during construction phase, exposed pipe caused by flooding, pipeline over pressure, failure (without release) of any pressure control or ESD device during operations.
 - Security related issues which are relatively minor; such information may be required for tracking and monitoring purposes only.

OGC INCIDENT CLASSIFICATION MATRIX			PROBABILITY				
			4	3	2	1	0
			<input type="checkbox"/> Uncontrolled, with control unlikely in near term	<input type="checkbox"/> Escalation possible; under or imminent control	<input type="checkbox"/> Escalation unlikely; controlled or likely imminent control	<input type="checkbox"/> Escalation highly unlikely; controlled or imminent control	<input type="checkbox"/> Will not escalate; no hazard; no monitoring required
CONSEQUENCE	4	<input type="checkbox"/> Major on site equipment or infrastructure loss	LEVEL 3	LEVEL 3	LEVEL 2	LEVEL 2	LEVEL 1
		<input type="checkbox"/> Major act of violence, sabotage, or terrorism which impacts permit holder assets					
		<input type="checkbox"/> Reportable liquid spill beyond site, uncontained and affecting environment					
		<input type="checkbox"/> Gas release beyond site affecting public safety					
	3	<input type="checkbox"/> Threats of violence, sabotage, or terrorism	LEVEL 3	LEVEL 2	LEVEL 2	LEVEL 1	LEVEL 1
<input type="checkbox"/> Reportable liquid spill or gas release beyond site, potentially affecting public safety, environment, or property							
<input type="checkbox"/> HAZMAT worker exposure exceeding allowable limits							
<input type="checkbox"/> Major on site equipment failure							
2	<input type="checkbox"/> Major on site equipment damage	LEVEL 2	LEVEL 2	LEVEL 1	LEVEL 1	MINOR NOTIFICATION FORM	
	<input type="checkbox"/> A security breach that has potential to impact people, property or the environment						
<input type="checkbox"/> Reportable liquid spill or gas release potentially or beyond site, not affecting public safety, environment, or property							
1	<input type="checkbox"/> Moderate on site equipment damage	LEVEL 2	LEVEL 1	LEVEL 1	MINOR NOTIFICATION FORM	MINOR NOTIFICATION FORM	
	<input type="checkbox"/> A security breach that impacts oil and gas assets						
<input type="checkbox"/> Reportable liquid spill or gas release on location							
<input type="checkbox"/> **Occurrence of magnitude 4.0 or greater induced earthquake within 3 km of oil and gas operations or any earthquake which is felt on surface within a 3 km radius of oil and gas operations							
0	<input type="checkbox"/> No consequential impacts	LEVEL 1	LEVEL 1	MINOR NOTIFICATION FORM	MINOR NOTIFICATION FORM	NO NOTIFICATION REQUIRED	

** For this consequence criteria, a probability score of 2 or higher must be used.

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3.3.1 Confirmation of Incident

Strathcona Resources may be alerted of an incident through electronic warning systems, by manual inspections of an asset or by a public concern. All odour complaints, public concerns or abnormal operating situations reported to or observed by company personnel shall be investigated and acted upon immediately. In these instances a trained/experienced company representative equipped with appropriate Personal Protective Equipment (PPE) will be asked to investigate, monitor and confirm the location of the situation (eg. H₂S/SO₂ or explosive mixtures cloud, injury or spill).

3.3.2 Reporting and Notification Procedures

The most qualified personnel at the site of the emergency shall act as the Incident Commander. Notification will vary accordingly and will be coordinated to the guidelines required for each level of emergency. The *Roles and Responsibilities Section* illustrates response actions for responders at both the Emergency Operations Centre (EOC) and the incident site.

Level 1 Emergency

Strathcona Resources will notify members of the public requesting early notification (if applicable). Strathcona Resources will also notify transients, industry operators, recreational users, trappers/guides, public facilities and school boards within an HPZ at a Level 1 Emergency (to allow for additional time to evacuate, if necessary). Transients, recreational users and trappers/guides will be instructed to evacuate to the Reception Centre at a Level 1 Emergency due to their inability to safely shelter. The ERP must be activated and the OGC and EMBC must be notified.

WorkSafeBC requires notification of a Level 1 Emergency as it may affect worker safety.

Level 2 and 3 Emergency

Strathcona Resources will notify all members of the public at Level 2 and 3 Emergencies. The ERP must be activated and the OGC and EMBC must be notified.

WorkSafeBC requires notification of a Level 1 Emergency as it may affect worker safety.

Reporting Information

The following is a list of core information that is required in any situation relating to an emergency:

- Any injury or loss of life.
- Name of injured or fatality.
- Source, time and location of emergency.
- Cause and severity of emergency.
- Steps that have been taken or are in progress to control emergency.
- Equipment and assistance required.

- Proximity to sensitive areas.
- Volume of spill, rate of release, and gas concentration.
- Wind speed and direction.

WorkSafeBC Reporting Requirements

Section 172 of the *Workers Compensation Act* states that Strathcona Resources must immediately notify WorkSafeBC of the occurrence of any accident that:

- Resulted in serious injury to or the death of a worker,
- Involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation.
- Involved the major release of a hazardous substance, or
- Was an incident required by regulation to be reported.

Additionally Section 172 provides that employers must immediately report:

- Any incident that kills or seriously injures a worker
- A major leak or release of a dangerous substance
- A major structural failure or collapse of a structure, equipment, construction support system, or excavation
- Any blasting accident that results in injury, or unusual event involving explosives (required by regulation)
- A diving incident that causes death, injury, or decompression sickness requiring treatment (required by regulation)

Such incidents must also be investigated by the employer under Section 173 of the *Workers Compensation Act*.

WorkSafeBC defines a serious injury is any injury that can reasonably be expected at the time of the incident to endanger life or cause permanent injury. Serious injuries include both traumatic injuries that are life threatening or that result in a loss of consciousness, and incidents such as chemical exposures, heat stress, and cold stress which are likely to result in a life threatening condition or cause permanent injury or significant physical impairment.

Traumatic injuries that should be considered as serious injuries include:

- Major fractures or crush injuries including a fracture of the skull, spine, or pelvis.
- Multiple, open or compound fractures, or fractures to major bones such as the humerus, fibula or tibia, or radius or ulna.
- Crushing injuries to the trunk, head or neck, or multiple crush injuries.
- An amputation, at the time of the accident, of an arm or leg or amputation of a major part of a hand or foot.
- Penetrating injuries to eye, head, neck, chest, abdomen, or groin.
- An accident that caused significant respiratory compromise, or punctured lung.
- Circulatory shock (eg. internal hemorrhage) or injury to any internal organ.
- Lacerations that cause severe hemorrhages.

- All burns that meet the rapid transport criteria of the Occupational First Aid Training Manual, including:
 - Third degree burns to more than 2% of the body surface.
 - Third degree burns to the face, head, or neck.
 - Burns of any degree with complications.
- Asphyxiation or poisoning resulting in a partial or total loss of physical control (eg. loss of consciousness of a worker in a confined space) or a respiratory rate of fewer than 10 breaths per minute or severe difficult or laboured breathing.
- Traumatic injury which is likely to result in a loss of:
 - Sight.
 - Hearing.
 - Touch.

Injuries that require a critical intervention such as CPR, artificial ventilation or control of hemorrhaging or treatment beyond First Aid, such as the intervention of Emergency Health Services personnel (eg. transportation to further medical attention), a physician and subsequent surgery, or admittance to an intensive care unit should also be considered serious injuries.


Employers are required to report serious injuries and fatalities to WorkSafeBC immediately. This reporting should occur as part of the employers' response at the time of the incident. In responding to the incident, Strathcona Resources should ensure any workplace conditions that present an immediate hazard to other workers are addressed, ensure first aid and medical treatment for the worker, and then notify WorkSafeBC of the incident.

The purpose of the reporting requirement is to ensure that a WorkSafeBC prevention officer and/or an investigations officer is able to respond to the incident, as soon as possible, in order to:

- Attend at the scene to conduct an investigation of the incident and ensure the integrity of the scene
- Offer availability of counseling services, as appropriate
- Undertake an inspection of the workplace to help ensure that workers are protected before work is resumed
- Help ensure that any post-incident response or cleanup is performed in a safe manner
- Provide a referral to compensation services

The requirement to immediately report a serious injury or fatality is separate from the requirement to report injuries for claims purposes. Filing a claims form will not satisfy the obligation to immediately report a serious injury or fatality. Failure to immediately notify WorkSafeBC of a serious injury or fatality will be considered a breach of Section 172, and may result in an administrative penalty.

Section 172 also requires Strathcona Resources to notify WorkSafeBC of any accident that involved the major release of a hazardous substance. A major release does not only mean a

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considerable quantity, or the peculiar nature of the release, such as a gas or volatile liquid, but, more importantly, the seriousness of the risk to the health of workers. Factors that determine the seriousness of the risk include the degree of preparedness of the employer to respond to the release, the necessity of working in close proximity to the release, the atmospheric conditions at the time of the release and the nature of the substance.

3.3.3 Downgrading the Emergency

Level 1, 2 and 3 Emergencies – The decision to downgrade a Level 1, 2 or 3 Emergency is made by the Incident Commander in consultation with the OGC and Emergency Management BC (EMBC). All affected persons and the media must be kept informed of the status of the emergency.

The Incident Commander will notify their respective personnel of the downgrade and return to normal activities.

The Public Information Officer will notify government and the media to advise them of the downgrade and the return to normal operations.


The Telephone, Reception Centre, Rover/Evacuation, and Roadblock Units will notify people within the HPZ of the downgrade and the return to normal operating activities.

Strathcona Resources personnel will provide instructions for settlement of loss of expenses or other costs directly caused by the emergency.

Once the decision to return to normal operating activities has been made, people can return to their activities within the HPZ.

3.3.4 Return to Normal – End of Evacuation

The decision to end emergency operations/and return to normal operations, will be made by the Incident Commander in consultation with the OGC, EMBC and other appropriate government agencies, when required. The licensee will develop a return to normal plan that outlines procedures to ensure the safe return of the public into the HPZ.

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4.0 Response Structure

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

Key ICS Principles


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

Benefits of Using ICS

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

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

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

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4.1 Incident Command Post (ICP)

The ICP is the location from which the Incident Commander oversees all incident operations and is designed to assess the situation, manage on site emergency activities and coordinate the activities at the site. The ICP should be positioned outside of the present and potential hazard area but close enough to the incident to maintain command. The ICP may be located in a vehicle, a trailer at the site, or in a nearby building. For safety purposes the ICP may have to change locations during the event. Members of the ICP may be requested to:

- Develop and direct the implementation of public protection measures.
- Identify the HPZ / EPZ and when it is safe for responders to enter.
- Ensure that people inside the HPZ / EPZ are accounted for and initiate a search if required.
- Establish objectives and priorities.
- Determine needs and request additional resources from the EOC.
- Manage emergency response resources.
- Ensure the ERP is implemented.
- Monitor changing conditions.
- Ensure planning meetings are scheduled as required.
- Develop implementation of both action and site safety plans.
- Keep the EOC informed of all decisions.
- Advise EOC at the end of emergency operations.
- Participate in debriefing.

Functions and representation includes:

Command Staff

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

General Staff

Operations Section Chief – determine and implement tactical objectives, conduct tactical operations and direct all resources at the incident site. Work with the EOC Operations Director. Directs the response actions of the following personnel:

- Staging Area Manager
- Air Operations Unit
- Site Control Group

- Public Safety Group.
 - Ignition Unit – Strathcona Resources personnel, contracted source, or mutual aid.
 - Air Monitoring Unit – Strathcona Resources personnel, contracted source, or mutual aid.
 - Roadblock Unit – Strathcona Resources personnel, contracted source, or mutual aid.
 - Rover/Evacuation Unit – Strathcona Resources personnel, contracted source, or mutual aid.
 - Reception Centre Unit – Strathcona Resources personnel or government personnel.

Additionally on site responders will be responsible for site control and security, including the following.


- Perimeter and site control.
- Methods for keeping track of responders.
- Hazard identification.
- Personal protective equipment.
- Monitoring of individuals and the environment.
- Emergency medical care.
- Site evacuation and rescue plans.
- Communications and warning protocols.
- Plans for partial or full decontamination.
- Rest periods and rehabilitation services for responders.
- Security – may also be RCMP / Police if available.

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

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

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

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

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- Ground Support Unit – provide transportation and maintenance of vehicles, including fuelling.

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

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

*Planning, Logistics and Finance/Administration Section Chiefs may be located at the EOC.

4.2 Emergency Operations Centre (EOC)

The EOC is designed as support to the ICP and links to the EOC.


Under the ICS system, the EOC is the facility that supports emergency response operations at the site of the incident.

The EOC shall be located in the Strathcona Resources Head Office in Calgary.

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

Members of the EOC may be requested to:

- Make key decisions.
- Provide technical information.
- Establish communications with outside agencies and liaise with government agencies.
- Procure and approve the use of additional resources.
- Monitor the effectiveness of the response.
- Establish long term mitigation objectives.
- Gather information and record details of the response.
- Coordinate release of information to the public in a timely matter.

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Activation of additional personnel / additional EOC functions may be determined and be initiated upon initial incident notification or possibly be determined as an incident escalates in severity or impact potential.

4.3 Provincial Operations Centre (POC)

The POC is a command centre established by Government in a suitable location to manage larger aspects of the emergency that is manned jointly by government agencies. Strathcona Resources may send representatives to the POC.

4.4 Staging Area

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

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


4.5 Reception Centre

The Reception Centre is designed as a facility to accommodate evacuees and shall be more than adequate to accommodate the disaster social service needs of evacuees.

The Reception Centre Unit Leader, located at the Reception Centre, would report to the Public Safety Group Supervisor and shall coordinate activities along with the local authority Reception Centre representatives. Services provided include: registration and inquiry, emergency food services, emergency clothing services, emergency lodging services and personal services.

A Reception Centre(s), if required, will be established outside of the HPZ / EPZ at the time of an incident based on the location of the incident. Refer to the *Emergency Contacts Section* and *Area Summaries* in the *Assets and Equipment* Section for a list of pre-determined Reception Centres.

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

	Strathcona Resources Ltd. Corporate Emergency Response Plan		
	Revision Date: March 2023	Approved By: Senior HSE Advisor – Montney & Capital	Revision Number: 1.7

4.6 Helibase

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

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

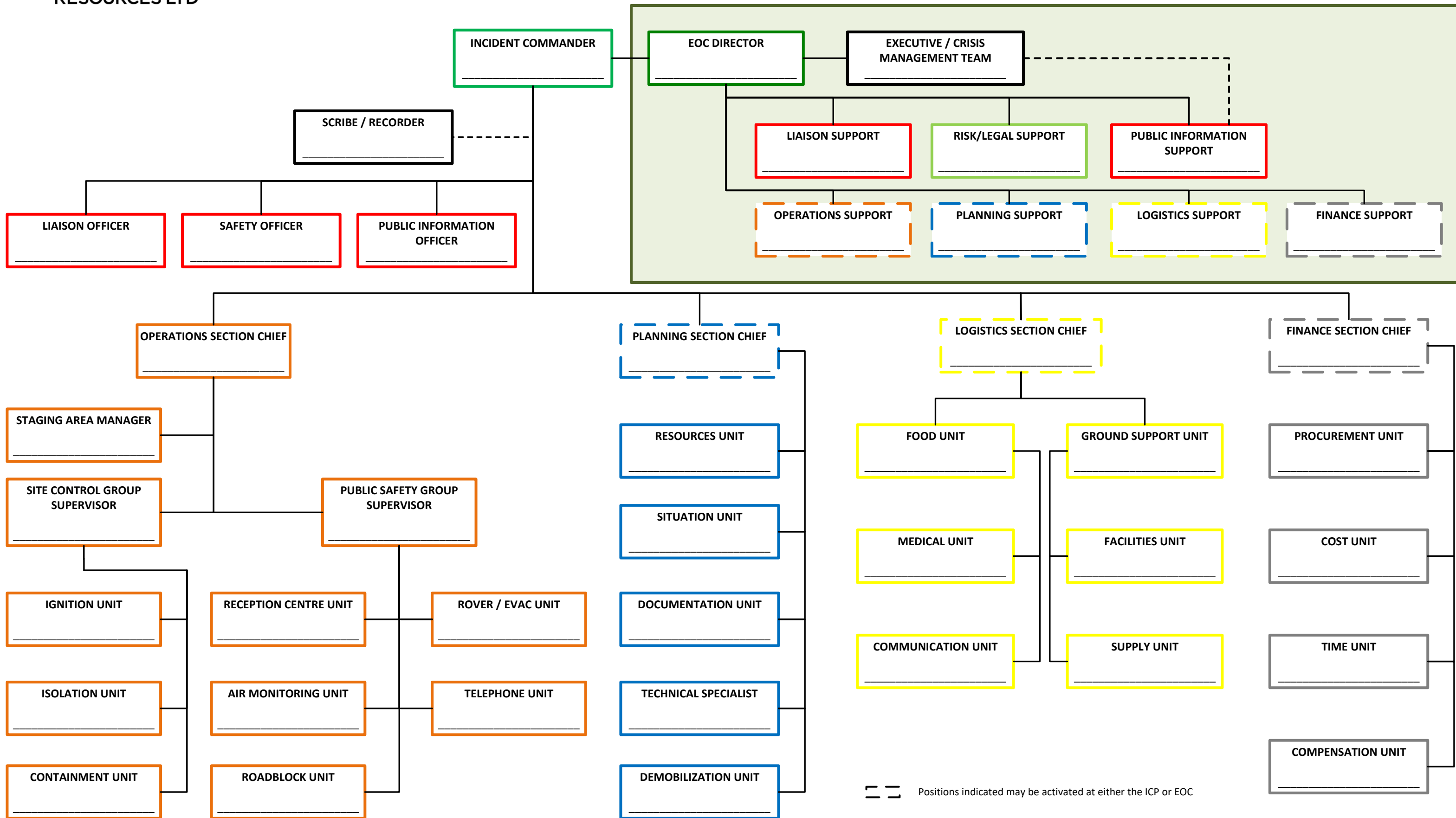
4.7 Helispot

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

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

Note: Helicopters equipped with loud hailers or loudspeakers may be used in an evacuation to locate transients, residents and other area operators within the HPZ / EPZ or where the evacuation area has been expanded in areas where H₂S and SO₂ exceed evacuation levels or health effects are apparent.

INCIDENT COMMAND STRUCTURE



5.0 Roles and Responsibilities

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

5.1 Roles and Responsibilities Checklists

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

Section	Role	Section	Role
5.2	Incident Commander	5.16	Containment Unit
5.3	Safety Officer	5.17	Telephone Unit
5.4	Information Officer	5.18	Planning Section Chief
5.5	Liaison Officer	5.19	Documentation Unit
5.6	Operations Section Chief	5.20	Logistics Section Chief
5.7	Site Control Group Supervisor	5.21	Finance / Administration Section Chief
5.8	Public Safety Group Supervisor	5.22	EOC Director
5.9	Staging Area Manager	5.23	Liaison Support
5.10	Reception Centre Unit	5.24	Risk / Legal Support
5.11	Air Monitoring Unit	5.25	Public Information Support
5.12	Roadblock Unit	5.26	Operations Support
5.13	Rover / Evacuation Unit	5.27	Planning Support
5.14	Ignition Unit	5.28	Logistics Support
5.15	Isolation Unit	5.29	Finance / Administration Support

5.2 Incident Commander

Name:				Phone No.:			
Reports To: EOC Director				Phone No.:			
Mission:	Provide overall command of the incident site.						
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio						
Forms:	ICS 201 Form, Incident Event Log, Preliminary Media Statement, External Agency Post Incident Evaluation						
Level 1				Completed By	Time Completed		
<input type="checkbox"/>	Confirm emergency situation (size up).						
<input type="checkbox"/>	What is the nature of the incident?						
<input type="checkbox"/>	What hazards are present?						
<input type="checkbox"/>	How large an area is affected?						
<input type="checkbox"/>	Are all on site personnel accounted for?						
<input type="checkbox"/>	Are there any injuries? Call for medical help. If it is safe to do so, commence first aid treatment.						
<input type="checkbox"/>	Eliminate all ignition sources.						
<input type="checkbox"/>	Advise immediate supervisor.						
<input type="checkbox"/>	Discuss response and confirm EPZ / HPZ (if applicable).						
<input type="checkbox"/>	Declare appropriate level of emergency.						
<input type="checkbox"/>	Contact required emergency support services (ambulance, fire, etc.).						
<input type="checkbox"/>	Secure area.						
<input type="checkbox"/>	Determine location and establish the Incident Command Post.						
<input type="checkbox"/>	Implement corrective / control procedures.						
<input type="checkbox"/>	Determine location and establish Staging Area (if required).						
<input type="checkbox"/>	Determine entrance / exit routes and safe routes that are appropriate for the flow of emergency responders and equipment.						
<input type="checkbox"/>	Mobilize required Command and General Staff.						
<input type="checkbox"/>	Notify the Operations Director to mobilize the Telephone Unit Leader - to begin evacuation notification telephone calls to members of the public requesting early notification (if applicable) at a Level 1 Emergency, trappers and other area users.						
<input type="checkbox"/>	Direct Operations Section Chief to mobilize the following units, as required:						
<input type="checkbox"/>	Air Monitoring Unit Leader – on site and off site.						
<input type="checkbox"/>	Rover / Evacuation Unit Leader – to begin evacuation of residents and trappers on a voluntary basis.						
<input type="checkbox"/>	Reception Centre Unit Leader – to establish the reception centre and commence receiving evacuees.						
<input type="checkbox"/>	Roadblock Unit Leader – to establish roadblock(s) at the entrance(s) to the incident site.						

5.2 Incident Commander

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

5.3 Safety Officer

Name:	Phone No.:		
Reports To: Incident Commander	Phone No.:		
Mission:	Assess / monitor safety hazards or unsafe conditions, develop measures to ensure response personnel.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio		
Forms:	Incident / Event Log,		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Maintain communication with the Incident Commander and ensure safety procedures are being adhered to.		
<input type="checkbox"/>	Travel to the Incident Command Post, if required.		
<input type="checkbox"/>	Coordinate safety strategies and provide support as required.		
<input type="checkbox"/>	Advise the IRT of safety requirements.		
<input type="checkbox"/>	Determine the need for additional personnel and equipment, in consultation with the Incident Commander in regards to safety.		
<input type="checkbox"/>	Sets up, deploys and maintains medical, fire, breathing and resuscitation apparatus, H ₂ S and SO ₂ portable hand-operated and continuous monitoring equipment and audible alarm system.		
<input type="checkbox"/>	Ensures personnel on site have the necessary breathing apparatus, first aid qualifications (including H ₂ S casualty resuscitation techniques) and casualty rescue training.		
<input type="checkbox"/>	Ensure all required resources (equipment, supplies and personnel) are available.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the Incident Commander.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
Level 3			
<input type="checkbox"/>	Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident			
<input type="checkbox"/>	Demobilize teams (if required), and equipment.		
<input type="checkbox"/>	Debrief all personnel on site and document improvement opportunities.		
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

5.4 Public Information Officer

Name:		Phone No.:	
Reports To: Incident Commander		Phone No.:	
Mission:	Provide timely information to media / public seeking information regarding incident. Act as spokesperson at the incident site if and when media arrives. Work with EOC Public Information Director.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio		
Forms:	Incident / Event Log, Preliminary Media Statement		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Upon notification of an emergency, proceed to the Incident Command Post and report to the Incident Commander.		
<input type="checkbox"/>	Act as spokesperson at the incident site in the event that media arrives.		
<input type="checkbox"/>	Disseminate information to personnel at incident site.		
<input type="checkbox"/>	Notify joint venture partners and other parties (as required).		
<input type="checkbox"/>	Ensure all public and media inquiries are to be coordinated through the EOC Public Information Director and the OGC / AER / MER.		
<input type="checkbox"/>	Ensure all required resources (equipment, supplies, and personnel) are available.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the Incident Commander.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
Level 3			
<input type="checkbox"/>	Ensure all Level 1 and 2 Emergency duties have been completed		
Post Incident			
<input type="checkbox"/>	Demobilize teams (if required), and equipment.		
<input type="checkbox"/>	Debrief all personnel on site and document improvement opportunities.		
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

5.5 Liaison Officer

Name:		Phone No.:	
Reports To: Incident Commander		Phone No.:	
Mission:	Coordinate with representatives from regulatory and assisting agencies. Notify the OGC / AER / MER, RCMP / Police, Local Authorities, Health Authorities, and government agencies.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio		
Forms:	AER First Call Communication Form, Incident / Event Log,		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Upon notification of an emergency, proceed to the Incident Command Post and report to the Incident Commander.		
<input type="checkbox"/>	Notify and maintain contact with the government and regulatory bodies throughout the emergency – for example:		
<input type="checkbox"/>	OGC / AER / MER		
<input type="checkbox"/>	EMBC / AEMA / SPSA		
<input type="checkbox"/>	Local Authorities		
<input type="checkbox"/>	RCMP / Police		
<input type="checkbox"/>	Environmental Authorities		
<input type="checkbox"/>	Transportation Authorities		
<input type="checkbox"/>	Health Authorities		
<input type="checkbox"/>	Occupational Health & Safety		
<input type="checkbox"/>	Ensure all required resources (equipment, supplies, and personnel) are available.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the Incident Commander.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
Level 3			
<input type="checkbox"/>	Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident			
<input type="checkbox"/>	Demobilize teams (if required), and equipment.		
<input type="checkbox"/>	Debrief all personnel on site and document improvement opportunities.		
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

5.6 Operations Section Chief

Name:				Phone No.:			
Reports To: Incident Commander				Phone No.:			
Mission:	Determine and implement tactical objectives, conduct tactical operations and direct all resources at the incident site.						
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio						
Forms:	Incident / Event Log						
Level 1					Completed By	Time Completed	
<input type="checkbox"/>	Proceed to the incident site and report to the Incident Commander.						
<input type="checkbox"/>	Mobilize the following groups as required:						
<input type="checkbox"/>	Control Unit – well, pipeline or facility control resources to commence control procedures.						
<input type="checkbox"/>	Air Monitoring Unit – on site and off site.						
<input type="checkbox"/>	Rover / Evacuation Unit – begin evacuation of residents and trappers on a voluntary basis.						
<input type="checkbox"/>	Reception Centre Unit – establish the Reception Centre and commence receiving evacuees.						
<input type="checkbox"/>	Roadblock Unit – establish roadblock(s) at the entrance(s) to the incident site.						
<input type="checkbox"/>	Air Operations – if helicopter evacuation may be required put the helicopter services on standby.						
<input type="checkbox"/>	Staging Area – as required.						
<input type="checkbox"/>	Assign roles to personnel.						
<input type="checkbox"/>	Record information received from outside sources and investigate.						
<input type="checkbox"/>	Continue to implement corrective / control procedures.						
<input type="checkbox"/>	Assess potential to escalate to a Level 2 Emergency.						
<input type="checkbox"/>	Ensure all required resources (equipment, supplies and personnel) are available.						
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.						
<input type="checkbox"/>	Provide status report to the Incident Commander.						
<input type="checkbox"/>	Maintain a log of activities / decisions.						
Level 2							
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.						
<input type="checkbox"/>	Ensure Ignition Unit has been put on alert.						

5.6 Operations Section Chief

Level 3

- | | | |
|---|--|--|
| <input type="checkbox"/> Ensure all Level 1 and 2 Emergency duties have been completed. | | |
| <input type="checkbox"/> Continue to implement control procedures and direct on site personnel. | | |
| <input type="checkbox"/> Direct Ignition Unit to begin ignition procedures if ignition criteria has been met. | | |

Post Incident

- | | | |
|---|--|--|
| <input type="checkbox"/> Demobilize teams (if required), and equipment. | | |
| <input type="checkbox"/> Assess damage to assets (well site, pipeline or facility). | | |
| <input type="checkbox"/> Provide assessment report to the Incident Commander. | | |
| <input type="checkbox"/> Debrief all personnel on site and document improvement, preparedness and response opportunities. | | |
| <input type="checkbox"/> Participate in incident debriefing and analysis meetings. | | |

5.7 Site Control Group Supervisor

Name:	Phone No.:		
Reports To: Operations Section Chief	Phone No.:		
Mission:	Implement and direct control procedures, as required, for corrective purposes.		
Resources:	ERP Manual, Maps, Forms, H ₂ S / SO ₂ detection and monitoring equipment and Telephone and / or Radio. Operations manuals and operating procedures, where established.		
Forms:	Incident / Event Log		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Upon notification of the incident, immediately proceed to the Incident Command Post and report to the Operations Section Chief.		
<input type="checkbox"/>	Instruct Site Control Units to begin corrective / control procedures as instructed by the Operations Section Chief.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the Operations Section Chief.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
Level 3			
<input type="checkbox"/>	Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident			
<input type="checkbox"/>	Demobilize teams (if required), and equipment.		
<input type="checkbox"/>	Debrief all personnel on site and document improvement opportunities.		
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

5.8 Public Safety Group Supervisor

Name:				Phone No.:		
Reports To: Operations Section Chief				Phone No.:		
Mission:	Implement and direct procedures used to protect public safety.					
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio, H ₂ S / SO ₂ detection and monitoring equipment.					
Forms:	Incident / Event Log					
Level 1				Completed By	Time Completed	
<input type="checkbox"/> Upon notification of the incident, immediately proceed to the Incident Command Post and report to the Operations Section Chief.						
<input type="checkbox"/> Mobilize the following units as required:						
<input type="checkbox"/> Air Monitoring Unit – on site and off site.						
<input type="checkbox"/> Rover / Evacuation Unit – begin evacuation of transients, industry operators, recreational users and trappers / guides on a voluntary basis.						
<input type="checkbox"/> Reception Centre Unit – establish the Reception Centre and commence receiving evacuees.						
<input type="checkbox"/> Roadblock Unit – establish roadblock(s) at the entrance(s) to the incident site.						
<input type="checkbox"/> Assign roles to personnel.						
<input type="checkbox"/> Record information received from outside sources and investigate.						
<input type="checkbox"/> Continue to implement corrective / control procedures.						
<input type="checkbox"/> Ensure all required resources (equipment, supplies and personnel) are available.						
<input type="checkbox"/> Complete the required forms in the <i>Forms</i> Section.						
<input type="checkbox"/> Provide status report to the Operations Section Chief.						
<input type="checkbox"/> Maintain a log of activities / decisions.						
Level 2						
<input type="checkbox"/> Ensure all Level 1 Emergency duties have been completed.						
<input type="checkbox"/> Place Ignition Unit on standby.						
Level 3						
<input type="checkbox"/> Ensure all Level 1 and 2 Emergency duties have been completed.						
<input type="checkbox"/> Direct Ignition Unit to begin ignition procedures if ignition criteria has been met.						

5.8 Public Safety Group Supervisor

Post Incident

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| <input type="checkbox"/> Demobilize teams (if required), and equipment. | | |
| <input type="checkbox"/> Assess damage to assets (well site, pipeline or facility). | | |
| <input type="checkbox"/> Provide assessment report to the Operations Section Chief. | | |
| <input type="checkbox"/> Debrief all personnel on site and document improvement, preparedness and response opportunities. | | |
| <input type="checkbox"/> Participate in incident debriefing and analysis meetings. | | |

5.9 Staging Area Manager

Name:	Phone No.:		
Reports To: Operations Section Chief	Phone No.:		
Mission:	Track and ensure the ready state of all personnel and resources at the Staging Area.		
Resources:	Maps, Forms, Telephone and / or Radio.		
Forms:	Incident / Event Log		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Report to the designated Staging Area or report to the Incident Commander and decide on location with the Operations Section Chief and the Incident Commander.		
<input type="checkbox"/>	When establishing the Staging Area, ensure that it has adequate entrance and exit routes and is on a paved surface, if possible.		
<input type="checkbox"/>	Ensure personnel and equipment are prepared for assignments and ready for deployment within three minutes.		
<input type="checkbox"/>	Maintain communications with the Operations Section Chief.		
<input type="checkbox"/>	Keep accurate logs of activities at the Staging Area.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
Level 3			
<input type="checkbox"/>	Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident			
<input type="checkbox"/>	Demobilize teams (if required), and equipment.		
<input type="checkbox"/>	Debrief all personnel on site and document improvement opportunities.		
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

5.10 Reception Centre Unit

Name:		Phone No.:	
Reports To: Public Safety Group Supervisor		Phone No.:	
Mission:	Responsible for Disaster Social Services (food, clothing, personal services, registration, inquiry and lodging) needs of all evacuees.		
Resources:	ERP Manual, Telephone and / or Radio, Reception Centre Kit from the local municipality.		
Forms:	Incident / Event Log, Reception Centre Registration Form, Daily Expense Claim Form, School Children Registration Form		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Travel to incident scene, check in at Incident Command Post and report to the Public Safety Group Supervisor		
<input type="checkbox"/>	Activate the Reception Centre, address concerns and assist with temporary accommodation, as required.		
<input type="checkbox"/>	Coordinate Reception Centre efforts with the Local Authorities.		
<input type="checkbox"/>	Begin to make arrangements for food at the Reception Centre.		
<input type="checkbox"/>	Receive voluntary evacuees, create records of all persons who arrive at the Reception Centre and list those not accounted for using the appropriate form in the <i>Forms</i> Section.		
<input type="checkbox"/>	Make a record of all evacuated Special Needs (if applicable) and advise the Telephone Unit Leader of their arrival at the Reception Centre.		
<input type="checkbox"/>	Record the destination of residents / public who have checked in. Record contact numbers for those who leave the evacuation centre		
<input type="checkbox"/>	Provide lodging, personal services and clothing services as required.		
<input type="checkbox"/>	Ensure all required resources (equipment, supplies, and personnel) are available.		
<input type="checkbox"/>	Refer media inquiries to the Information Officer.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the Public Safety Group Supervisor.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
<input type="checkbox"/>	Alert Rover / Evacuation Unit Leader of any members of the public requiring assistance that were not previously known.		
<input type="checkbox"/>	Ensure that all members of the public within the EPZ / HPZ have been notified and evacuated by working with the Rover / Evacuation Unit Leader and the Telephone Unit Leader.		

5.10 Reception Centre Unit

Level 3

- | | | |
|---|--|--|
| <input type="checkbox"/> Ensure all Level 1 and 2 Emergency duties have been completed. | | |
| <input type="checkbox"/> Commence with the development of a plan to provide services to evacuees overnight or longer. | | |

Post Incident

- | | | |
|--|--|--|
| <input type="checkbox"/> Demobilize teams (if required), and equipment. | | |
| <input type="checkbox"/> Debrief all personnel on site and document improvement opportunities. | | |
| <input type="checkbox"/> Participate in incident debriefing and analysis meetings. | | |

5.11 Air Monitoring Unit

Name:				Phone No.:			
Reports To: Public Safety Group Supervisor				Phone No.:			
Mission:	Responsible for the management of all air quality monitoring at the incident site, within the EPZ / HPZ and beyond the EPZ / HPZ (if applicable).						
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio, H ₂ S / SO ₂ detection and monitoring equipment.						
Forms:	Incident / Event Log, Environmental Monitoring Form,						
Level 1					Completed By	Time Completed	
<input type="checkbox"/>	Upon notification of an emergency, proceed to the Incident Command Post and report to the Public Safety Group Supervisor.						
<input type="checkbox"/>	Brief and mobilize Air Monitoring Unit.						
<input type="checkbox"/>	Alert additional mobile air quality monitoring equipment companies (as required).						
<input type="checkbox"/>	Position Air Monitoring Unit at the closest downwind resident.						
<input type="checkbox"/>	Maintain site safety and monitor air quality on site using hand held monitors.						
<input type="checkbox"/>	Update Operations Section Chief immediately of H ₂ S and LEL detection as teams report.						
<input type="checkbox"/>	Assist with procedures to control or minimize effects of incident.						
<input type="checkbox"/>	Ensure all required resources (equipment, supplies, and personnel) are available.						
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.						
<input type="checkbox"/>	Provide status report to the Public Safety Group Supervisor.						
<input type="checkbox"/>	Maintain a log of activities / decisions.						
Level 2							
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.						
<input type="checkbox"/>	Mobilize Air Monitoring Unit and commence monitoring downwind at nearest unevacuated residence.						
<input type="checkbox"/>	Request additional mobile air monitoring equipment, if required.						
<input type="checkbox"/>	Assign hand-held detector air monitoring to the nearest unevacuated site.						
Level 3							
<input type="checkbox"/>	Ensure all Level 1 and 2 Emergency duties have been completed.						
<input type="checkbox"/>	Continues mobile air monitoring downwind. Should ignition criteria be met then track the plume.						
<input type="checkbox"/>	Continue monitoring H ₂ S and SO ₂ levels.						

5.11 Air Monitoring Unit

Post Incident

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

5.12 Roadblock Unit

Name:		Phone No.:	
Reports To: Public Safety Group Supervisor		Phone No.:	
Mission:	Responsible for the set up and management of roadblocks throughout the EPZ / HPZ and beyond the EPZ / HPZ, if applicable.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio, H ₂ S / SO ₂ detection and monitoring equipment and Roadblock Kit.		
Forms:	Incident / Event Log, Roadblock Registration Form, Roadblock Unit Cell Phone List		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Upon notification of an emergency, proceed to the Incident Command Post and report to the Public Safety Group Supervisor.		
<input type="checkbox"/>	Set up roadblocks to control access to the site.		
<input type="checkbox"/>	Alert additional Roadblock Unit personnel, as required.		
<input type="checkbox"/>	Advise the Operations Section Chief immediately of H ₂ S and LEL detection.		
<input type="checkbox"/>	Ensure all required resources (equipment, supplies, and personnel) are available.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the Public Safety Group Supervisor.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
<input type="checkbox"/>	Mobilize Roadblock Unit using available resources and coordinate roadblocks to isolate the EPZ / HPZ.		
<input type="checkbox"/>	Document and report any roadblock problems to Incident Commander.		
<input type="checkbox"/>	Contact Public Safety Group Supervisor if RCMP / Police assistance is required to block and detour highway traffic.		
Level 3			
<input type="checkbox"/>	Ensure Level 1 and 2 Emergency duties have been completed.		
<input type="checkbox"/>	Advise Public Safety Group Supervisor immediately of H ₂ S / SO ₂ / LEL detection.		
Post Incident			
<input type="checkbox"/>	Demobilize teams (if required), and equipment.		
<input type="checkbox"/>	Debrief all personnel on site and document improvement opportunities.		
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

5.13 Rover / Evacuation Unit

Name:		Phone No.:	
Reports To: Public Safety Group Supervisor		Phone No.:	
Mission:	Responsible for management of rover personnel traveling the EPZ / HPZ ensuring all occupants are notified of the incident and commence evacuation procedures, assist with evacuation of occupants to the Reception Centre.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio, H ₂ S / SO ₂ detection and monitoring equipment.		
Forms:	Incident / Event Log, Transient Evacuation Notice, Empty Residence Notice		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Upon notification of an emergency, proceed to the Incident Command Post and report to the Public Safety Group Supervisor.		
<input type="checkbox"/>	Activate the Rover / Evacuation Unit.		
<input type="checkbox"/>	Establish and maintain contact with the Reception Centre Unit regarding the number of expected evacuees, etc.		
<input type="checkbox"/>	Establish and maintain contact with the Telephone Unit Leader.		
<input type="checkbox"/>	Contact EPZ occupants and other area users to advise them of the incident.		
<input type="checkbox"/>	Direct the voluntary evacuation occupants to the Reception Centre.		
<input type="checkbox"/>	Search EPZ / HPZ for transients, and other area users, as required.		
<input type="checkbox"/>	Advise Public Safety Group Supervisor immediately of H ₂ S and LEL detection.		
<input type="checkbox"/>	Ensure all required resources (equipment, supplies, and personnel) are available.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the Public Safety Group Supervisor.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
<input type="checkbox"/>	Direct Rover / Evacuation Unit to ensure all occupants are evacuated from the EPZ / HPZ.		
<input type="checkbox"/>	Escort response personnel entering the EPZ / HPZ to the Incident Command Post or alternate location and advise the Public Safety Group Supervisor.		
<input type="checkbox"/>	Instruct the Rover / Evacuation Unit to continue to monitor the EPZ / HPZ for occupants and other area users who have not yet evacuated or been advised of the evacuation.		
<input type="checkbox"/>	Advise Public Safety Group Supervisor of any evacuation problems.		

5.13 Rover / Evacuation Unit

Level 3

Ensure Level 1 and 2 Emergency duties have been completed.

Advise Public Safety Group Supervisor immediately of H₂S / SO₂ / LEL detection

Post Incident

Demobilize teams (if required), and equipment.

Debrief all personnel on site and document improvement opportunities.

Participate in incident debriefing and analysis meetings.

5.14 Ignition Unit

Name:				Phone No.:			
Reports To: Site Control Group Supervisor				Phone No.:			
Mission:	Evaluate conditions at site and ensure the safe ignition of a release of H ₂ S.						
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio, Flare Gun.						
Forms:	Incident / Event Log						
Level 1					Completed By	Time Completed	
<input type="checkbox"/> Assess situation.							
<input type="checkbox"/> Instruct safety and rig personnel of duties to secure well control.							
<input type="checkbox"/> Provide status report to the Public Safety Group Supervisor.							
<input type="checkbox"/> Ignition Unit is not required at this point.							
Level 2							
<input type="checkbox"/> Ignition Unit should be on standby if emergency escalates to Level 3.							
Level 3							
<input type="checkbox"/> Assemble safely to ignite the plume if ignition criteria has been met							
<input type="checkbox"/> Wait for instructions from Public Safety Group Supervisor.							
<input type="checkbox"/> Ensure all non-essential personnel have left location.							
<input type="checkbox"/> Don breathing apparatus and lay down flat on stomach.							
<input type="checkbox"/> Backup rescue team will hookup safety harness and take cover.							
<input type="checkbox"/> Once in position, fire the flare toward the wellhead.							
<input type="checkbox"/> When safe to do so the rescue team shall assist blowout professionals in controlling the release.							
Post Incident							
<input type="checkbox"/> Demobilize teams (if required), and equipment.							
<input type="checkbox"/> Debrief all personnel on site and document improvement opportunities.							
<input type="checkbox"/> Participate in incident debriefing and analysis meetings.							

5.15 Isolation Unit

Name:				Phone No.:			
Reports To: Site Control Group Supervisor				Phone No.:			
Mission:	Provide incident isolation.						
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio.						
Forms:	Incident / Event Log						
Level 1					Completed By	Time Completed	
<input type="checkbox"/> Upon notification of an emergency, proceed to the Incident Command Post and report to the Public Safety Group Supervisor.							
<input type="checkbox"/> Obtain briefing from the Public Safety Group Supervisor and assess air support requirements.							
<input type="checkbox"/> Evaluate area egress and access route to conduct isolation procedures							
<input type="checkbox"/> Determine equipment required to isolate (SCBA, Supplied air, etc)							
<input type="checkbox"/> Organize preliminary operations and determine isolation locations							
<input type="checkbox"/> Perform operational planning to maintain effective isolation.							
Level 2							
<input type="checkbox"/> Ensure all Level 1 Emergency duties have been completed.							
Level 3							
<input type="checkbox"/> Ensure all Level 1 and 2 Emergency duties have been completed.							
Post Incident							
<input type="checkbox"/> Demobilize teams (if required), and equipment.							
<input type="checkbox"/> Debrief all personnel on site and document improvement opportunities.							
<input type="checkbox"/> Participate in incident debriefing and analysis meetings.							

5.16 Containment Unit

Name:				Phone No.:			
Reports To: Site Control Group Supervisor				Phone No.:			
Mission:	Provide incident containment.						
Resources:	ERP Manual, Binoculars, Maps, Forms, Telephone and / or Radio.						
Forms:	Incident / Event Log						
Level 1					Completed By	Time Completed	
<input type="checkbox"/> Upon notification of an emergency, proceed to the Incident Command Post and report to the Public Safety Group Supervisor.							
<input type="checkbox"/> Obtain briefing from the Public Safety Group Supervisor and assess air support requirements.							
<input type="checkbox"/> Determine equipment required to containment of spill / release.							
<input type="checkbox"/> Organize preliminary air operations and determine Helibase and Helispot requirements.							
<input type="checkbox"/> Ensure the establishment of a containment zone, if required.							
<input type="checkbox"/> Perform operational planning to maintain effective containment.							
Level 2							
<input type="checkbox"/> Ensure all Level 1 Emergency duties have been completed.							
Level 3							
<input type="checkbox"/> Ensure all Level 1 and 2 Emergency duties have been completed.							
Post Incident							
<input type="checkbox"/> Demobilize teams (if required), and equipment.							
<input type="checkbox"/> Debrief all personnel on site and document improvement opportunities.							
<input type="checkbox"/> Participate in incident debriefing and analysis meetings.							

5.17 Telephone Unit

Name:	Phone No.:		
Reports To: Public Safety Group Supervisor	Phone No.:		
Mission:	Coordinate telephone notification with EPZ / HPZ and other area users, etc.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio		
Forms:	Incident / Event Log, Telephone / Evacuation Contact Log, Voluntary Evacuation Message, Mandatory Evacuation Message, Resident Shelter Message, Resident Warning Message, Resident Evacuation Message		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Upon notification of an emergency, proceed to the Incident Command Post or alternate location and advise the Operations Section Chief of your arrival.		
<input type="checkbox"/>	Obtain pertinent information from the Operations Section Chief that is to be communicated to occupants (eg. Reception Centre Unit, evacuation routes, helicopter evacuation required, etc.).		
<input type="checkbox"/>	Activate Telephone Unit.		
<input type="checkbox"/>	Direct Telephone Unit to notify occupants and other area operators.		
<input type="checkbox"/>	Establish and maintain contact with the Rover / Evacuation Unit Leader and the Reception Centre Unit in regard to determining occupants that have been safely evacuated out of the evacuation area and those that are still unaccounted for.		
<input type="checkbox"/>	Maintain a record of all calls, outcome of calls and problems or concerns. Advise Operations Director.		
<input type="checkbox"/>	Obtain a report from the Rover / Evacuation Unit Leader of all successful evacuated residences.		
<input type="checkbox"/>	Ensure all required resources (equipment, supplies, and personnel) are available.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the Operations Section Chief.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
Level 3			
<input type="checkbox"/>	Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident			
<input type="checkbox"/>	Demobilize teams (if required), and equipment.		
<input type="checkbox"/>	Debrief all personnel on site and document improvement opportunities.		
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

5.18 Planning Section Chief

Name:		Phone No.:	
Reports To: Incident Commander		Phone No.:	
Mission:	Develop action plan, evaluate information and maintain status of resources.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio.		
Forms:	Incident / Event Log		
Level 1		Completed By	Time Completed
<input type="checkbox"/> Upon notification of an emergency, proceed to the Incident Command Post and report to the Incident Commander.			
<input type="checkbox"/> Is responsible for the following activities and / or personnel:			
<input type="checkbox"/> Resources Unit – record status of resources that are committed to the incident.			
<input type="checkbox"/> Situation Unit – collect, organize and analysis of incident status information and for analyzing the situation as it progresses.			
<input type="checkbox"/> Documentation Unit – collect, record, and protect all documents.			
<input type="checkbox"/> Demobilization Unit – orderly, safe, and efficient demobilization of incident.			
<input type="checkbox"/> Technical Specialists – technical specialists pertaining to the specific emergency response.			
<input type="checkbox"/> Ensure all required resources (equipment, supplies, and personnel) are available.			
<input type="checkbox"/> Complete the required forms in the <i>Forms</i> Section.			
<input type="checkbox"/> Provide status report to the Incident Commander.			
<input type="checkbox"/> Maintain a log of activities / decisions.			
Level 2			
<input type="checkbox"/> Ensure all Level 1 Emergency duties have been completed.			
Level 3			
<input type="checkbox"/> Ensure Level 1 and 2 Emergency duties have been completed.			
Post Incident			
<input type="checkbox"/> Demobilize teams (if required), and equipment.			
<input type="checkbox"/> Debrief all personnel on site and document improvement opportunities.			
<input type="checkbox"/> Participate in incident debriefing and analysis meetings.			

5.19 Documentation Unit

Name:		Phone No.:	
Reports To: Planning Section Chief		Phone No.:	
Mission:	Collect, record, and protect all documents related to the incident.		
Resources:	Stationery Supplies, Telephone, Forms.		
Forms:	Incident / Event Log		
Level 1, 2 or 3		Completed By	Time Completed
<input type="checkbox"/>	Upon notification of an emergency, proceed to the Incident Command Post and report to the Planning Section Chief.		
<input type="checkbox"/>	Record preliminary information and all activities.		
<input type="checkbox"/>	Maintain a chronological order of all information received and transmitted.		
<input type="checkbox"/>	Record outstanding questions.		
<input type="checkbox"/>	Document identified issues.		
<input type="checkbox"/>	Receive, copy, and distribute incoming faxes.		
<input type="checkbox"/>	Keep copies and track all incoming and outgoing correspondence.		
<input type="checkbox"/>	Compile news releases (eg. newspaper clippings). Record news casts from TV or radio pertaining to the emergency.		
<input type="checkbox"/>	Take minutes at briefings, capturing action items for follow up.		
Post Incident			
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

5.20 Logistics Section Chief

Name:		Phone No.:	
Reports To: Incident Commander		Phone No.:	
Mission:	Ensure that equipment, materials and staff are quickly accessed and directed to the appropriate area in regard to the incident, Incident Command Post, Staging Area, etc.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio.		
Forms:	Incident / Event Log		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Upon notification of an emergency, proceed to the Incident Command Post and report to the Incident Commander.		
<input type="checkbox"/>	Responsible for the following activities and / or personnel:		
<input type="checkbox"/>	Communications Unit – provide communication services (radio, telephone, etc.).		
<input type="checkbox"/>	Food Unit – coordinate meal service for responders.		
<input type="checkbox"/>	Supply Unit – order equipment / supplies required for incident operations.		
<input type="checkbox"/>	Facilities Unit – provide fixed facilities for an incident (incident base, sleeping area, eating areas, etc.).		
<input type="checkbox"/>	Ensure all required resources (equipment, supplies, and personnel) are available.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the Incident Commander.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
Level 3			
<input type="checkbox"/>	Ensure Level 1 and 2 Emergency duties have been completed.		
Post Incident			
<input type="checkbox"/>	Demobilize teams (if required), and equipment.		
<input type="checkbox"/>	Debrief all personnel on site and document improvement opportunities.		
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

5.21 Finance / Administration Section Chief

Name:		Phone No.:	
Reports To: Incident Commander		Phone No.:	
Mission:	Provide accounting, procurement, administrative and cost analysis services. Monitor costs associated with the incident.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio.		
Forms:	Incident / Event Log		
Level 1		Completed By	Time Completed
<input type="checkbox"/> Upon notification of an emergency, proceed to the Incident Command Post and report to the Incident Commander.			
<input type="checkbox"/> Responsible for the following activities and / or personnel:			
<input type="checkbox"/> Time Unit – record time for incident personnel / equipment.			
<input type="checkbox"/> Procurement Unit – responsible for financial matters involving vendor contractors.			
<input type="checkbox"/> Compensation / Claims Unit – process financial matters resulting from injuries, fatalities, property and environmental damage.			
<input type="checkbox"/> Cost Unit – track costs, analyze cost related data, cost estimates, cost saving measures.			
<input type="checkbox"/> Ensure all required resources (equipment, supplies, and personnel) are available.			
<input type="checkbox"/> Complete the required forms in the <i>Forms</i> Section.			
<input type="checkbox"/> Provide status report to the Incident Commander.			
<input type="checkbox"/> Maintain a log of activities / decisions.			
Level 2			
<input type="checkbox"/> Ensure all Level 1 Emergency duties have been completed.			
Level 3			
<input type="checkbox"/> Ensure Level 1 and 2 Emergency duties have been completed.			
Post Incident			
<input type="checkbox"/> Demobilize teams (if required), and equipment.			
<input type="checkbox"/> Debrief all personnel on site and document improvement opportunities.			
<input type="checkbox"/> Participate in incident debriefing and analysis meetings.			

5.22 EOC Director

Name:				Phone No.:			
Reports To: Senior Crisis Management Team				Phone No.:			
Mission:	Provide overall command of the EOC and provide support to the Incident Commander.						
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio.						
Forms:	Incident / Event Log						
Level 1					Completed By	Time Completed	
<input type="checkbox"/>	Confirm emergency situation (size up).						
<input type="checkbox"/>	What is the nature of the incident?						
<input type="checkbox"/>	How are operations affected by this incident in the operating area?						
<input type="checkbox"/>	Analyze the business continuity of the operating area, if possible.						
<input type="checkbox"/>	Determine other operating areas that may be notified to provide assistance to the response activities.						
<input type="checkbox"/>	If there are any injuries, begin notification procedures of family.						
<input type="checkbox"/>	Advise Company Executive.						
<input type="checkbox"/>	Mobilize required EOC personnel.						
<input type="checkbox"/>	Provide support to the Incident Command Post.						
<input type="checkbox"/>	Record information received from outside sources and investigate.						
<input type="checkbox"/>	Ensure all required resources (equipment, supplies, and personnel) are available.						
<input type="checkbox"/>	Maintain a log of activities / decisions.						
Level 2							
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.						
Level 3							
<input type="checkbox"/>	Ensure all Level 1 and 2 Emergency duties have been completed.						
Post Incident							
<input type="checkbox"/>	Demobilize teams (if required), and equipment.						
<input type="checkbox"/>	Request for a damage assessment report from the Incident Commander.						
<input type="checkbox"/>	Ensure all necessary site investigations are completed before clean up and repair begins.						
<input type="checkbox"/>	Advise and direct Incident Commander regarding cleanup, repair and resumption of operations.						

5.22 EOC Director

Post Incident - Continued

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

5.23 Liaison Support

Name:		Phone No.:	
Reports To: EOC Director		Phone No.:	
Mission:	Coordinate with representatives from regulatory and assist agencies. Notify the OGC / AER / MER, RCMP / Police, Local Authorities, and government agencies.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio.		
Forms:	AER First Call Communication Form, Incident / Event Log,		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Upon notification of an emergency, proceed to the Emergency Operations Centre and report to the EOC Director.		
<input type="checkbox"/>	Coordinate with the Liaison Officer at the ICP and maintain contact with the government and regulatory bodies throughout the emergency, for example:		
<input type="checkbox"/>	OGC / AER / MER		
<input type="checkbox"/>	EMBC / AEMA / SPSA		
<input type="checkbox"/>	Local Authorities		
<input type="checkbox"/>	RCMP / Police		
<input type="checkbox"/>	Environment Authorities		
<input type="checkbox"/>	Transportation Authorities		
<input type="checkbox"/>	Health Authorities		
<input type="checkbox"/>	Occupational Health & Safety		
<input type="checkbox"/>	Ensure all required resources (equipment, supplies, and personnel) are available.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the EOC Director.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
Level 3			
<input type="checkbox"/>	Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident			
<input type="checkbox"/>	Demobilize teams (if required), and equipment.		
<input type="checkbox"/>	Debrief all personnel on site and document improvement opportunities.		
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

5.24 Risk / Legal Support

Name:		Phone No.:	
Reports To: EOC Director		Phone No.:	
Mission:	Monitor and assess the risk management factors that may affect the company. Provide legal advice or work directly with the legal department. Work with the Safety Officer at the Incident Site.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio.		
Forms:	Incident / Event Log,		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Complete an Incident / Event Log.		
<input type="checkbox"/>	Maintain communication with the EOC Director and discuss risk management issues.		
<input type="checkbox"/>	Coordinate risk management strategies and provide legal advice or work with the legal department, as required.		
<input type="checkbox"/>	Ensure all required resources are available.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the EOC Director.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
Level 3			
<input type="checkbox"/>	Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident			
<input type="checkbox"/>	Demobilize teams (if required), and equipment.		
<input type="checkbox"/>	Debrief all personnel on site and document improvement opportunities.		
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

5.25 Public Information Support

Name:		Phone No.:	
Reports To: EOC Director		Phone No.:	
Mission:	Company spokesperson. Provide timely information to media / public seeking information regarding incident. Work with Information Officer.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio.		
Forms:	Incident / Event Log, Preliminary Media Statement		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Upon notification of an emergency, proceed to the Emergency Operations Centre and report to the EOC Director.		
<input type="checkbox"/>	Act as spokesperson for the company.		
<input type="checkbox"/>	Disseminate information to personnel.		
<input type="checkbox"/>	Notify joint venture partners and other parties, as required.		
<input type="checkbox"/>	Ensure all public and media inquiries are coordinated, and if required, through the Public Information Officer and the OGC / AER / MER.		
<input type="checkbox"/>	Ensure all required resources (equipment, supplies, and personnel) are available.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the EOC Director.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
Level 3			
<input type="checkbox"/>	Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident			
<input type="checkbox"/>	Demobilize teams (if required), and equipment.		
<input type="checkbox"/>	Debrief all personnel on site and document improvement opportunities.		
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

5.26 Operations Support

Name:		Phone No.:	
Reports To: EOC Director		Phone No.:	
Mission:	Determine / implement objectives, strategies and tactics to carry out the plan and support the Incident Commander and Operations Section Chief.		
Resources:	Maps, Forms, Telephone and / or Radio.		
Forms:	Incident / Event Log		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Upon notification of the incident, immediately proceed to the Emergency Operations Centre and report to the EOC Director.		
<input type="checkbox"/>	Coordinate with the Operations Section Chief at the ICP and is responsible for the following activities.		
<input type="checkbox"/>	Record information received from outside sources and investigate.		
<input type="checkbox"/>	Assist the site with corrective / control procedures.		
<input type="checkbox"/>	Assess potential to escalate to a Level 2 Emergency.		
<input type="checkbox"/>	Ensure all required resources (equipment, supplies and personnel) are available.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the EOC Director.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
Level 3			
<input type="checkbox"/>	Ensure all Level 1 and 2 Emergency duties have been completed.		
Post Incident			
<input type="checkbox"/>	Demobilize teams (if required) and equipment.		
<input type="checkbox"/>	Assess damage to assets (well site, pipeline or facility).		
<input type="checkbox"/>	Provide assessment report to EOC Director.		
<input type="checkbox"/>	Debrief all personnel on site and document improvement preparedness and response opportunities.		
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

5.27 Planning Support


Name:		Phone No.:	
Reports To: EOC Director		Phone No.:	
Mission:	Develop action plan, evaluate information and maintain status of resources.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio.		
Forms:	Incident / Event Log		
Level 1		Completed By	Time Completed
<input type="checkbox"/> Upon notification of an emergency, proceed to the Emergency Operations Centre and report to the EOC Director.			
<input type="checkbox"/> Coordinate with the Planning Section Chief at the ICP and is responsible for the following activities and / or personnel:			
<input type="checkbox"/> Resources Unit – record status of resources that are committed to the incident.			
<input type="checkbox"/> Situation Unit – collect, organize and analysis of incident status information and for analyzing the situation as it progresses.			
<input type="checkbox"/> Documentation Unit – collect, record, and protect all documents.			
<input type="checkbox"/> Demobilization Unit – orderly, safe, and efficient demobilization of incident.			
<input type="checkbox"/> Technical Specialists – technical specialists pertaining to the specific emergency response.			
<input type="checkbox"/> Ensure all required resources (equipment, supplies, and personnel) are available.			
<input type="checkbox"/> Complete the required forms in the <i>Forms</i> Section.			
<input type="checkbox"/> Provide status report to the EOC Director.			
<input type="checkbox"/> Maintain a log of activities / decisions.			
Level 2			
<input type="checkbox"/> Ensure all Level 1 Emergency duties have been completed.			
Level 3			
<input type="checkbox"/> Ensure Level 1 and 2 Emergency duties have been completed.			
Post Incident			
<input type="checkbox"/> Demobilize teams (if required), and equipment.			
<input type="checkbox"/> Debrief all personnel on site and document improvement opportunities.			
<input type="checkbox"/> Participate in incident debriefing and analysis meetings.			

5.28 Logistics Support

Name:		Phone No.:	
Reports To: EOC Director		Phone No.:	
Mission:	Ensure that equipment, materials and staff are quickly accessed and directed to the appropriate area in regard to the incident, Incident Command Post, Staging Area, etc.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio.		
Forms:	Incident / Event Log		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Upon notification of an emergency, proceed to the Emergency Operations Centre and report to the EOC Director.		
<input type="checkbox"/>	Coordinate with the Logistics Section Chief at the ICP and is responsible for the following activities and / or personnel:		
<input type="checkbox"/>	Communications Unit – provide communication services (radio, telephone, etc.).		
<input type="checkbox"/>	Food Unit – coordinate meal service for responders.		
<input type="checkbox"/>	Supply Unit – order equipment / supplies required for incident operations.		
<input type="checkbox"/>	Facilities Unit – provide fixed facilities for an incident (incident base, sleeping area, eating areas, etc.).		
<input type="checkbox"/>	Ensure all required resources (equipment, supplies, and personnel) are available.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the EOC Director.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
Level 3			
<input type="checkbox"/>	Ensure Level 1 and 2 Emergency duties have been completed.		
Post Incident			
<input type="checkbox"/>	Demobilize teams (if required), and equipment.		
<input type="checkbox"/>	Debrief all personnel on site and document improvement opportunities.		
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

5.29 Finance / Administration Support

Name:		Phone No.:	
Reports To: EOC Director		Phone No.:	
Mission:	Provide accounting, procurement, administrative and cost analysis services. Monitor costs associated with the incident.		
Resources:	ERP Manual, Maps, Forms, Telephone and / or Radio.		
Forms:	Incident / Event Log		
Level 1		Completed By	Time Completed
<input type="checkbox"/>	Upon notification of an emergency, proceed to the Emergency Operations Centre and report to the EOC Director.		
<input type="checkbox"/>	Coordinate with the Finance / Admin Section Chief at the ICP and is responsible for the following activities and / or personnel:		
<input type="checkbox"/>	Time Unit – record time for incident personnel / equipment.		
<input type="checkbox"/>	Procurement Unit – responsible for financial matters involving vendor contractors.		
<input type="checkbox"/>	Compensation / Claims Unit – process financial matters resulting from injuries, fatalities, property and environmental damage.		
<input type="checkbox"/>	Cost Unit – track costs, analyze cost related data, cost estimates, cost saving measures.		
<input type="checkbox"/>	Ensure all required resources (equipment, supplies, and personnel) are available.		
<input type="checkbox"/>	Complete the required forms in the <i>Forms</i> Section.		
<input type="checkbox"/>	Provide status report to the EOC Director.		
<input type="checkbox"/>	Maintain a log of activities / decisions.		
Level 2			
<input type="checkbox"/>	Ensure all Level 1 Emergency duties have been completed.		
Level 3			
<input type="checkbox"/>	Ensure Level 1 and 2 Emergency duties have been completed.		
Post Incident			
<input type="checkbox"/>	Demobilize teams (if required), and equipment.		
<input type="checkbox"/>	Debrief all personnel on site and document improvement opportunities.		
<input type="checkbox"/>	Participate in incident debriefing and analysis meetings.		

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6.0 Government Involvement

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

Provincial government agencies and local authorities will be involved in the implementation of this ERP. The duties and responsibilities of these government agencies and local authorities are described in detail in the *Energy Resources Industry Emergency Support Plan (ERIESP)*.

6.1 Government Agencies – Roles and Responsibilities

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

6.1.1 Alberta

The priorities of the Government of Alberta are to protect life, the environment, property, and the economy. During energy resources industry emergency, the first priority is to ensure the local authority and the duty holder is able to manage the emergency and to determine what level of support they require. If the duty holder and the local authority are unable to manage the response, the AER with assistance from AEMA will manage the response. If the local authority is able to manage the response, Government of Alberta departments / agencies will continue to act in their regulated roles.

Alberta Energy Regulator (AER)
The AER is the lead agency for response during a petroleum industry event.
Before an Emergency
<ul style="list-style-type: none"> ▪ Confirm and act as lead GoA organization in energy resources industry emergency preparedness and response. ▪ Set requirements for planning for, and responding to energy resources industry emergencies ▪ Participate in exercise of the <i>ERIESP</i>. ▪ Review and recommend changes to the <i>ERIESP</i>. ▪ Maintain a 24/7 telephone contact where energy resources industry emergencies can be reported. ▪ Maintain 24/7 emergency contact numbers where resources can be accessed to carry out a response to the <i>ERIESP</i>. ▪ <i>Make the ERIESP</i> available to stakeholders. ▪ Communicate changes to the <i>ERIESP</i> with stakeholders. ▪ Maintain emergency response resources. ▪ Act as a subject matter expert (SME).

Alberta Energy Regulator (AER)

During an Emergency

- Receive notification of energy resources industry emergencies.
- Determine the emergency level of an emergency through consultation with the duty holder.
- Dispatch AER representative to the site of the emergency, as required.
- Confirm that local resources have been notified as appropriate.
- Monitoring discharges and ensuring appropriate mitigation and response actions are taken to reduce the impact of liquid releases for land based spills and to ensure watercourses are protected.
- Confirm, plan and / or implement public safety actions taken to ensure the safety of the public and the environment, including issuing Fire Hazard Orders or requesting NOTAMs.
- As lead agency, provide coordination for departments / agencies and duty holder on site.
- Request a local authority liaison officer to be present at the Regional Emergency Operations Centre (REOC), if necessary.
- Activate the *ERIESP*.
- Advise Alberta Emergency Management Agency (AEMA) to escalate the Provincial Operations Centre (POC) activation (if required).
- Identify and request initial provincial resources to support the emergency response, to be coordinated at the regional level if necessary, through a local or regional EOC.
- Initiate consolidated SitReps through AEMA.
- Provide situation reports to AEMA, if requested.
- Send an AER representative to the emergency location and / or the incident command post.
- Establish an Emergency Operations Centre (EOC) at the local AER Field Centre until the duty holder or local authority establishes a regional EOC. AER Emergency Coordination Centre (ECC) will be expanded if a regional EOC is not established.
- Dispatch an AER representative to the REOC, when it opens.
- Request the deployment of other provincial government department / agency representative to be present at the REOC, or the local AER Field Centre ECC.
- Provide timely situation reports, through AEMA, to other government departments / agencies activated by the *ERIESP*.
- Notify all participants when the emergency has concluded and there is no longer any hazard to the public.

After an Emergency

- Conduct the Post Incident Assessment (PIA) related to the response, as described by the *ERIESP*.
- As part of the PIA, recommend any mitigation actions that may improve the coordination of the government's response, as described by the *ERIESP*.
- Establish processes to receive and address community concerns.
- Review and update the *ERIESP*, in consultation with AEMA.
- Communicate any changes to the *ERIESP* to applicable stakeholders.
- Complete additional common tasks including:
 - Complete a PIA based on the scope of their involvement and the outcome.
 - Integrate PIA into internal response processes.

Alberta Emergency Management Agency (AEMA)

Where the AER is the lead agency for response during an energy resources industry event, AEMA is the coordinating agency.

Before an Emergency

- Act as the provincial coordinating agency in energy resources industry emergency responses as per the *Emergency Management Act*.
- Maintain 24/7 duty manager system.
- Assist in the planning and coordination of exercises with the AER.
- Maintain emergency response resources.
- Act as a SME

During an Emergency

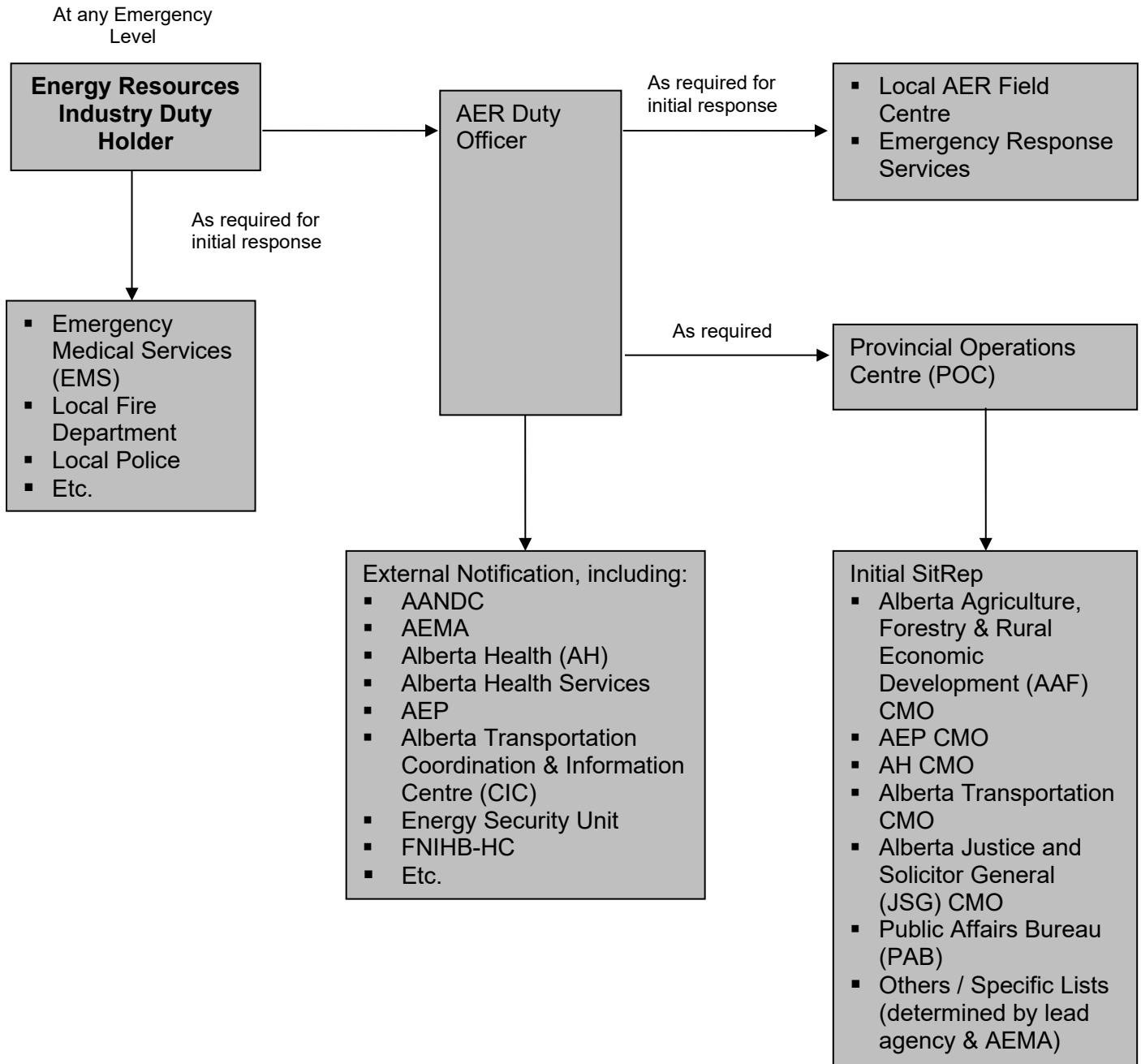
- Confirm AER has been notified.
- Conduct the notification and distribute to the approved departments / agencies listed on the distribution list supplied by the AER.
- Obtain a SitRep from the AER, Alberta Environment & Protected Areas (AEP), local authority, etc.
- Confirm the level of emergency.
- Elevate the Provincial Operations Centre (POC) as required.
- Notify the appropriate provincial officials as per standard operating procedures.
- Release consolidated SitReps to the appropriate provincial officials.
- Coordinate the government response including requests for provincial / federal resources.
- Provide ongoing situation reports or briefing notes to appropriate provincial officials in accordance with the AEP or as requested.
- Notify partners and stakeholders when the event is over.

After an Emergency

- Participate in all Post Incident Assessments (PIAs) related to the *ERIESP*
- Complete documentation or reporting in relation to the activation of the *ERIESP* and the emergency for all government wide PIAs.
- Complete additional common tasks including:
 - Complete a PIA based on the scope of their involvement and the outcome.
 - Integrate PIA into internal response processes.

Incident Notification Protocol

The AER Duty Officer will determine which external departments / agencies require notification of the emergency. The AER Duty Officer initiates the initial notification.



Alberta Environment & Protected Areas (AEP)

Before an Emergency

- Maintain 24/7 contact numbers and duty officer where resources can be accessed for a response related to the ERIESP.
- Maintain emergency response resources.
- Act as a SME.

During an Emergency

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

After an Emergency

- Compile and maintain environment / emergency related records.
- Monitor environmental recovery, when required.
- Complete additional common tasks including:
 - Complete a PIA based on the scope of their involvement and the outcome.
 - Integrate PIA into internal response processes.

Alberta Health (AH)

Before an Emergency

- Act as the SME on health effects for energy resources industry hazards.
- Maintain a 24/7 email contact for incident notifications.

During an Emergency

- Verify that Alberta Health Services (AHS) and / or First Nations Inuit Health Branch (FNIHB-HC) have been notified of the emergency. Alberta Health (AH) will assess the potential for and implications of human health issues and coordinate the provision of information and support to and from AHS.
- Provide health and medical technical expertise as requested and as appropriate. Act as the SME on health effects for petroleum industry hazards, providing technical expertise on potential health impacts to the public, linkages to health resources and provincial health system impacts.
- AH in collaboration with AHS will monitor and assess the impact to the health system and collaboration with AHS and other government ministries to communicate knowledge of situation to stakeholders (federal and provincial).
- AH will provide scientific advice and recommendations on human health risk assessments when addressing site specific clean-up, sites specific de-commissioning and process impact assessments.

After an Emergency

- Provide a summary of the health impacts during the Post Incident Assessment (PIA) process (if applicable).
- Complete additional common tasks including:
 - Complete a PIA based on the scope of their involvement and the outcome.
 - Integrate PIA into internal response processes.

Agriculture, Forestry and Rural Economic Development (AAF)

Before an Emergency

Agriculture Will:

- Act as SME relating to agriculture and livestock impacts.
- Act as the liaison between the farming / ranching community and the GoA.
- Act as SME.

Forestry Will:

- Maintain 24/7 contact numbers and duty officer where resources can be accessed for a response related to the ERIESP.

During an Emergency

Agriculture Will:

- Act as SME relating to agriculture and livestock impacts.
- Act as the liaison between the farming / ranching community and the government during energy resources industry emergencies.
- Provide information relating to agricultural and livestock impacts to the government during energy resources industry emergencies.

Forestry Will:

- Notify Forestry staff in the area of the emergency.
- Notify duty holder if energy resources industry infrastructure is threatened by a wildfire.
- Can fight wildfires started as the result of the energy resources industry product releases.

After an Emergency

Agriculture Will:

- Provide a summary of agriculture and livestock impacts during the Post Incident Assessment (PIA) process (if applicable).
- Complete additional common tasks including:
 - Complete a PIA based on the scope of their involvement and the outcome.
 - Integrate PIA into internal response processes.

Forestry Will:

- Conduct forest impact assessment (if applicable).
- Complete additional common tasks including:
 - Complete a PIA based on the scope of their involvement and the outcome.
 - Integrate PIA into internal response processes.

Alberta EDGE (Environmental and Dangerous Goods Emergencies)

Before an Emergency

- Maintain a 24/7 call centre (CIC) to receive emergency calls related to the transportation and handling of dangerous goods as well as environmental spills / releases / incidents, the AER emergency notifications.
- Act as a SME for dangerous goods incidents.

During an Emergency

- Handle inter-departmental communication as needed during energy resources industry emergencies.
- Maintain ability to process calls for new emergencies.
- Provide information on the impacts to transportation routes.
- Provide response support if a dangerous goods is released.

After an Emergency

- Provide a summary of transportation impacts during the Post Incident Assessment (PIA) process (if applicable).
- Complete additional common tasks including:
 - Complete a PIA based on the scope of their involvement and the outcome.
 - Integrate PIA into internal response processes.

Alberta Justice & Solicitor General (JSG)

Before an Emergency


- Maintain the list of CI and key assets in the Province of Alberta.
- Maintain and regularly test the Emergency Notification System.
- Maintain awareness of threats, vulnerabilities, and risks related to human induced intentional hazards.

During an Emergency

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

After an Emergency

- Participate in all Post Incident Assessments (PIAs) related to this plan (if applicable).
- Complete additional common tasks including:
 - Complete a PIA based on the scope of their involvement and the outcome.
 - Integrate PIA into internal response processes.

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Public Affairs Bureau (PAB)
Before an Emergency
<ul style="list-style-type: none"> ▪ Maintain a team of trained public affairs personnel. ▪ Activate crisis communications plan and crisis communications response.
During an Emergency
<ul style="list-style-type: none"> ▪ Confirm distribution of AER messaging. Provide support as required.
After an Emergency
<ul style="list-style-type: none"> ▪ Participate in all Post Incident Assessments (PIAs) related to this plan (if applicable). ▪ Complete additional common tasks including: <ul style="list-style-type: none"> ▪ Complete a PIA based on the scope of their involvement and the outcome. ▪ Integrate PIA into internal response processes.


Local Authority

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

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

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

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

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6.1.2 British Columbia

When criteria for any emergency level is met, the Incident Commander must immediately contact Emergency Management BC (EMBC) to advise them of the emergency situation, confirm the level of emergency with the Oil & Gas Commission (OGC) and the local RCMP. EMBC will do a fan out notification to all required government agencies including the OGC. Liaison with involved government agencies will be through the OGC representative.

Oil and Gas Commission (OGC)

- Oversees the operator’s response to an incident.
- Notified by EMBC of incidents within OGC’s jurisdiction.
- Establishes communication with the operator.
- Confirms incident level with operator.
- Confirms downgrade of incident level.
- Issues road closure order upon request from the operator.
- Request NOTAM order from NAV Canada upon request from the operator.
- May send an OGC representative to the Incident Command Post and/or Reception Centre.
- May establish a government EOC at the OGC office.
- Confirms ignition decision with operator if time permits.
- Confirms media releases to be sent out by operator.

Emergency Management BC (EMBC)

- Implement the Government of British Columbia Provincial Emergency Program telephone fan out to alert all affected departments, municipalities and other levels of government and industry.
- Alert the following local authorities whose jurisdictional boundary is affected by the incident:
 - OGC.
 - British Columbia Ministry of Environment.
 - Regional District.
 - Fish and Wildlife Branch.
 - Waste Management Branch.
 - British Columbia Ministry of Forestry, Forest Service.
 - British Columbia Ministry of Transportation and Highways/Federal Public Works
 - Local Health Region.
- Provides a representative to the Provincial Regional Emergency Operations Centre (PREOC).
- Coordinates reception plans for evacuation of the public with the affected municipalities.
- All other actions to protect British Columbia property from the effects of sour gas.

Note: EMBC does not contact WorkSafeBC during their telephone fan out.

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Minister of Agriculture, Fisheries and Food

- Provide advice to farmers, agriculturists and fishers on the protection of crops, livestock and provincially managed fish and marine plant stocks.
- Coordinate the emergency evacuation and care of poultry and livestock.
- Inspect and regulate food quality.
- Identify food and potable water supplies.
- Assist the Minister of Health in the inspection and regulation of food safety.


Attorney General

- Provide advice to local governments, provincial ministries and government corporations on legal matters relating to the preparation and promulgation of emergency orders, regulations, declarations and contractual arrangements.
- Prepare, promulgate and implement orders relating to law enforcement and internal security.
- Through the police force having jurisdiction provide the following:
 - Advice to local authorities respecting the maintenance of law and order.
 - Reinforcement of local police services.
 - Security control of emergency areas.
 - Traffic and crowd control.
 - Search and rescue services for missing persons on land and in inland waters.
 - Provide coroner’s services including the operation of temporary morgues, identification of the dead and registration of death.
- Through Emergency Management BC (EMBC), provide the following:
 - Provide a 24 hr capability to direct requests for emergency assistance to appropriate municipal, provincial, federal or private sector agencies.
 - Serve as the point of contact for requests for emergency assistance from and to the Government of Canada, unless otherwise specified in intergovernmental agreements.
 - Administer the emergency assistance vote to cover those of the incremental costs that:
 - Are incurred by local governments, ministries and government corporations in responding to an emergency.
 - The minister has approved.
- Organize and administer registered volunteers and temporary workers as requested or detailed in emergency response plans.
- Coordinate the emergency response activities of supporting ministries as requested or detailed in emergency response plans.

Minister of Environment

A Ministry representative (Environmental Emergency Response Officer - EERO) will provide regulatory oversight and monitor the situation to ensure that the Responsible Party (RP) is taking the appropriate actions:

- May provide a representative to the Off-Site Command Centre (OSCC) and the OGC Emergency Operations Centre (EOC) and /or the Provincial Emergency Operations Centre (PREOC) on a 24-hour basis. In a larger scale incident, based on risk, additional ministry resources such as IMTs (Incident Management Teams) may be deployed to establish

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unified command and monitor, augment, or take over the response if the Responsible Party fails to take appropriate action as deemed necessary by the EERO or Provincial Incident Commander.

- May assist the RP to ensure that other required agencies and affected stakeholders are contacted.
- Monitors all discharges to the land, atmosphere and all water bodies.
- May provide assistance with hazardous waste management.
- May conduct sampling for monitoring and enforcement purposes.

Minister of Finance and Corporate Relations

- Provide risk management services in respect of possible compensation and liability claims.
- Arrange the assignment of suitably qualified public employees from various ministries to special emergency duties.
- Coordinate, in cooperation with ministries, the establishment and maintenance of Emergency Financial Response and Backup Teams throughout BC.

Minister of Forests

- Provide Ministry of Forests personnel with equipment, supplies, telecommunications equipment, aviation support and weather information to assist in emergency response operations.

Minister of Government Services


- Provide Government aircraft and vehicles.
- Provide for the leasing or purchase of emergency supplies and equipment.
- Through the government communications office, coordinate the provincial government emergency information services.

Environmental Health – Northern Health

- Act as a consultant utilizing provided information on toxic chemicals to the Emergency Operations Center.
- Monitor health effects of the incident to ensure appropriate data is collected and investigate such health effects.
- Provide advice to the government on the existing or potential health effects of the incident.
- Establish and operate trauma teams for emergency health services.
- Provide health advice and safety levels for any health care or special care facility and for the more vulnerable residents.
- Monitor adverse effects/ contamination of water systems.
- Enforce and regulate Public Health Regulations.

Minister of Social Services

- Provide the following: Food, clothing and shelter in private or congregate facilities.
- Registration and information to assist in locating and reuniting of families.
- Care of children who are not accompanied by a guardian or custodian, and mentally challenged persons.

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- Necessary financial assistance.
- Provide clothing, food, shelter, registration and information services as may be required by emergency workers.
- Provide assistance to local authorities in the planning and operation of emergency social services consisting of emergency feeding, clothing, lodging, registration and inquiry and personal services.

Minister of Municipal Affairs

- Through the office of the fire commissioner, coordinate firefighting in a declared state of emergency.

Minister of Transportation and Highways

- Coordinate and arrange for transportation, engineering and construction resources.

British Columbia Hydro and Power Authority

- Coordinate the restoration of electric facilities, taking into account domestic, commercial, industrial and government requirements.
- Interrupt Hydro services when they pose a threat to life or property.
- Conduct safety measures in respect to BC Hydro dams, including initiating warnings in the event of dam failures.

British Columbia Rail Limited

- Provide priority movement of emergency personnel, equipment and supplies.
- In cooperation with Transport Canada, assist at railway crashes, derailments in the conduct of rescue operations, removal of debris and the cleanup of hazardous material.
- Provide railcars for emergency facilities.
- Provide specialized equipment.

British Columbia Systems Corporation

- Provide technical advice and assistance on the acquisition of telecommunications equipment, systems and computers.

British Columbia Transit


- Coordinate requirements for public transportation, including school and privately owned buses.

WorkSafeBC

- WorkSafeBC should be notified in any Level of Emergency (1,2 or 3) as all of these incidents deal with worker safety.
- WorkSafeBC notification and reporting requirements are listed in the *Levels of Emergency Section* of this ERP.

Royal Canadian Mounted Police

- Assist with roadblocks, traffic control and evacuation.

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Local Municipal Government – Peace River Regional District

Each Regional District has a formal Emergency Management Plan which outlines the measures and sources of assistance that can be obtained to support emergency response efforts within their jurisdiction. Upon request from the OGC, the Regional District may address emergency response capabilities, expectations and preparedness. If required, the Regional District may activate their emergency plan in order to achieve any of the following:

- Dispatch representative(s) to the OGC’s PREOC, if established.
- Ensure notification of endangered area residents.
- Coordinate Emergency Social Services (ESS).
- If necessary, declare a State of Emergency.
- Assist in public information service.

BC Ambulance Service (BCAS)

- Coordinate patient transportation.
- Assist in the mobilization of other available ambulance and auxiliary ambulance resources, as required.
- Coordinate health care needs at Reception Centres.

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6.1.3 Saskatchewan

Ministry of Energy and Resources, (MER)

Is the responsible agency for the prevention, management and mitigation of spills and releases of products, by-product's, and wastes from the upstream oil and gas industry, as well as non-routine incidents that pose a threat to the environment and public safety, such as fires, blowouts or releases of sour gas.

MER maintains regulations to manage the notification, response and mitigation of spills and non-routine incidents. For the purpose of these guidelines the Oil and Gas Conservation Regulations, 2012 is applicable to all spills and non-routine incidents such as those originating from an upstream well, facility, flowline and related off-lease site.

Other emergency response requirements include MER Pipeline Regulations, 2000, Ministry of Environment, Environmental Management and Protection Act 2002 (EMPA, 2002) and Environmental Spill Control Regulations.

The purpose of these regulations is to provide coordinated emergency response and mitigation measures that protect human health and the environment from unplanned releases of pollutants, fire and explosion hazards from the upstream oil and gas industry in Saskatchewan. All spills and non-routine incidents are reported to MER following the Saskatchewan Upstream Oil and Gas Industry Spill and Incident Reporting Guidelines.

Saskatchewan Public Safety Agency (SPSA)

Saskatchewan Public Safety Agency is a Treasury Board Crown Agency responsible for:

- Provincial emergency management, fire safety and wildfire management in our province; and
- Managing Saskatchewan's 911 emergency dispatching services.

The SPSA's vision is to enhance, support and integrate public safety in Saskatchewan.

The agency's mission is to safeguard and protect the people property and resources of Saskatchewan through partnerships, co-ordinated planning, education, prevention, mitigation, response and recovery.


The Saskatchewan Emergency Management Organization (SaskEMO) is a unit of the SPSA.

Ministry of Environment

Manages Saskatchewan's diverse landscapes and renewable natural resources.

Programs and services

- Hazardous Materials and Safe Waste Management: Report a spill or search for hazardous substance storage facilities or past spills. Provides information on hazardous materials storage, hazardous waste and solid waste management.
- Environmental Code: code chapters, standards and legislation, or submit an application to be designated as a qualified person to ensure code compliance.

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- Industrial Activities: protects the environment by supporting sound industrial activities.
- Outdoor Air Quality: provides details on air quality monitoring, current readings in your community and the potential impacts from pollutants and vehicle emissions.
- Land and Forest Management planning and licensing.
- Purchase and Lease of Crown Resource: apply to purchase / lease crown resource lands, which may be used under a lease, permit, easement or licence that allow the legal use of land.
- Climate Change and Saskatchewan's climate change initiatives.

Ministry of Government Relations


Provides programs and services related to Saskatchewan’s municipal and First Nations governments, as well as First Nations, Métis and northern affairs.

Ministry of Health

Is focused on putting patients' needs first. Information and services available through this ministry include: health card applications and changes, information on surgical wait times, emergency medical services, prescription drug plans, flu information and services for people with disabilities or long-term illnesses.

Ministry of Highways

Manages Saskatchewan’s network of highways. The ministry manages the Highway Hotline, ensuring Saskatchewan people, the trucking industry and visitors to our province have information on highway construction, road closures and road conditions.

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6.1.4 Federal Government

Environment & Climate Change Canada (ECCC)

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

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

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

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

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

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

Royal Canadian Mounted Police (RCMP)

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

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

7.0 Mutual Aid

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

- Provide advice to the government on the existing or potential health effects of the incident.
- Establish and operate trauma teams for emergency health services.
- Provide health advice and safety levels for any health care or special care facility and for the more vulnerable residents.
- Monitor adverse effects/ contamination of water systems.
- Enforce and regulate Public Health Regulations.

7.1 Alberta

7.1.1 Municipal Mutual Aid

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

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

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


7.1.2 Assistance from Alberta Health Services (AHS)

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

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

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

AHS – Environmental Public Health (EPH) Department has provided roles and responsibilities for the oil and gas industry to use in all Alberta plans. Please refer to the following pages for those roles.

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7.2 British Columbia

7.2.1 Municipal Mutual Aid

During an incident, the regional district and provincial health authority will be notified, via telephone or in person, of the situation and kept apprised of decisions to evacuate, shelter in place, etc. The Incident Commander may contact mutual aid partners or assign another responder to do so. Municipalities may provide assistance, where capable and as required, to assist with the coordination and administration of a reception centre, assist with evacuations and roadblocks, establishing the respective command centre, arranging temporary accommodations and HPZ public notifications.

A public information package was provided to the Peace River Regional District in October 2021 with the invitation to further discuss the response capabilities of the district.

Each Regional District has a formal Emergency Management Plan which outlines the measures and sources of assistance that can be obtained to support emergency response efforts within their jurisdiction. Upon request from the OGC, the Regional District may address emergency response capabilities, expectations and preparedness. If required, the Regional District may activate their emergency plan in order to achieve any of the following:

- Dispatch representative(s) to the OGC’s PREOC, if established.
- Ensure notification of endangered area residents.
- Coordinate Emergency Social Services (ESS).
- If necessary, declare a State of Emergency.
- Assist in public information service.

7.2.2 Assistance from Local Health Authorities

A public information package was provided to the Northern Health Authority in May 2021 with the invitation to further discuss their response capabilities.

Northern Health, may if capable, carry out the following activities:

- Act as a consultant utilizing provided information on toxic chemicals to the Emergency Operations Center.
- Monitor health effects of the incident to ensure appropriate data is collected and investigate such health effects.

7.3 Saskatchewan

7.3.1 Municipal Mutual Aid

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

7.4 Industry Mutual Aid

Contract Operators and/or local industry operators may provide assistance in an emergency situation. Written or verbal mutual aid understandings may be established allowing for the sharing of resources.

Local industry operators may assist with the coordination and administration of roadblocks, manning equipment used during the response effort and/or filling additional response roles as dictated by the needs of the response effort. Mutual aid responders should be in support roles only and should not fill a command or control role in the response.

Assistance to/from local industry will be based on operational availability. Personnel, equipment or other resources may be supplied without disrupting operations at the time of the emergency response. Mutual aid response will be based on a 'Best Efforts' response.

All Emergency Response personnel have the 'Right to Refuse Unsafe Work', Life Safety is our #1 priority. Mutual Aid Emergency Responders must immediately notify their supervisor upon receiving a Mutual Aid request & limit personal and corporate risk exposure when reacting to a mutual aid request. Corporate liability should not be increased due to a Mutual Aid response.


All Emergency Response personnel must react within their capabilities and trained competencies.

7.5 Assistance from the Royal Canadian Mounted Police (RCMP)

The local RCMP must be notified if the public or media have been contacted.

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

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

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- Crowd control.
- Incident scene protection and security.
- Provide a representative to the REOC, if required.

7.6 Third Party Emergencies

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

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

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

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

Oil & Gas Industry Emergency Preparedness and Response

Alberta Health Services (AHS) - Environmental Public Health (EPH) roles and responsibilities in public health emergency preparedness and response to the oil and gas industry are outlined below. The provision of services during an emergency depends upon our assessment of legislative responsibilities, impact to services, and business continuity.

EPH will endeavor to:

- Participate with the Licensee in the development of their Emergency Response Plans as it relates to the Environmental Public Health Program's role and responsibility.
- Provide the AHS Zone Single-Point-of-Contact (SPOC) emergency phone number to enable the Licensee to notify and alert the Zone of an emergency. From the initial notification or alert, AHS emergency response will fan out to and coordinate with other AHS programs and facilities as necessary. The 911 EMS services remain independent of the Zone SPOC notification/alert process.
- Participate with stakeholders in preparedness training and exercises associated with a Licensee's simulated activation of an Emergency Response Plan in which EPH has a role and responsibility.
- Participate in public information sessions during the Licensee's Emergency Response Plan development process when appropriate and as resources allow.
- Provide guidance to stakeholders and local municipal authorities in identifying sites suitable for establishing and operating an evacuation centre and/or reception centre, including operational requirements.
- Provide guidance to stakeholders on substances that may affect public health in consultation with the Zone Medical Officer of Health (MOH), including Alberta Health Acute Exposure Health Effects for Hydrogen Sulphide and Sulphur Dioxide information.
- Conduct assessments, inspections and give regulatory direction, when appropriate, to ensure the requirements of provincial legislation and EPH program areas of responsibilities for public health protection and disease prevention are maintained.

Notify the Zone Medical Officer of Health of any incident affecting or potentially affecting other AHS programs or facilities. The Zone MOH will notify and coordinate emergency response in other program areas and facilities as necessary.

Oil and Gas Industry Emergency Preparedness and Response | 2

- Establish EPH emergency management operations, when appropriate, to support regional response efforts and liaise with the Government Emergency Operations Centre, Municipal Emergency Operations Centre and/or Industry Emergency Operations Centre, if needed.
- Assist the Zone Medical Officer of Health, local municipal authority, and Public Information/Communication officers in the development, issuance, and rescinding of public health, public evacuation and shelter-in-place advisories.
- Provide guidance to stakeholders on matters relating to evacuation of the public and/or public facilities, and the re-occupancy of those evacuated areas or facilities.
- Record and respond to health complaints or concerns from the public during and following an incident.
- Participate in stakeholder debriefings as necessary.

24 Hour Emergency Notification

████████████████████

████████████████

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

██

PUB-0055-201711

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EMERGENCY MANAGEMENT BC

EMERGENCY RESPONSE ROLES & RESPONSIBILITIES

Before An Emergency

- Assist the OGC with planning initiatives regarding upstream petroleum industry emergency response as requested by the OGC
- EMBC Northeast Region receives Industry Facility Emergency Response Plans.
- Participate in selected licensee ERP exercises when requested as time permits.
- Maintain a 24 hour 800 telephone contact where petroleum industry spill incidents can be reported.
- Maintain 24 hour emergency contact numbers for local governments and provincial emergency responders.

During an Emergency

- ECC Victoria will notify the OGC on call Emergency Response Officer and initiate British Columbia's notification of government agencies including MOF, MOE, MOT, Health Unit, WorkSafe BC, affected municipalities and all other level of government and industry, depending on the level of "coding" (notification Code: 1,2,3 is determined by the Lead Agency MOE or OGC); depending on the code level Standard Operating Procedures (SOP's) in ECC will determine who is notified).
- Provide representatives to help coordinate provincial response as required.

After an Emergency

- As requested by OGC.

Emergency Response Roles & Responsibilities

Health Emergency Management BC, North (HEMBC)

HEMBC is a program under the Provincial Health Services Authority (PHSA). HEMBC provides the expertise, education, tools, and support specifically for the BC Health Sector to effectively mitigate, prepare for, respond to, and recover from the impacts of emergency events; ensuring the continuity of health services. There is a HEMBC team in each BC health authority. HEMBC-North deals specifically with Northern Health.

Roles and responsibilities:

- Maintain a 24-hour emergency/on call contact number for notification and activation of the health system in Northern BC (appendix I)
- Notify/activate the appropriate Northern Health programs (i.e. Public Health, Acute Care, etc.) based on the nature of the incident/emergency event.

Northern Health (NH)

Northern Health is the regional health authority responsible for providing health services to 300,000 people over an area of 600,000 square kilometers in the province of British Columbia. Services include:

- Acute (hospital) Care
- Public Health (Protection, Preventive and Population Health services)
- Mental Health and Addictions
- Home and Community Care

In the event of a major emergency/disaster, Northern Health will provide health care services within its capacity, and will activate its emergency response management plan(s).

NH Roles & responsibilities - PREPAREDNESS (PRE-EVENT):

- Participate with industry, local authority and other partners in the development of their Emergency Response Plans as it relates to health authority roles and responsibilities:
- Participate in stakeholder training and exercises associated with activation of an Emergency Response Plan, in which Northern Health or HEMBC have a role and responsibility (as resources allow);

NH Roles & responsibilities - RESPONSE:


- Activate internal health emergency management plans related to ongoing provision of services (listed above);
- Provide acute care and emergency services at existing Northern Health hospitals/health centres;
- Work with BC Emergency Health Services (Ambulance) and the BC Patient Transfer Network to transport patients to the appropriate levels of care;
- Apply and enforce the Public Health Act, and associated regulations;
- Provide advice/information to the stakeholders on the existing or potential public health effects of an incident (including drinking water safety, air quality, environmental contaminants, communicable disease prevention, re-occupancy of evacuated areas, etc.);
- Provide advice/information on the best methods for monitoring health effects from an incident.
- Assist in development of (joint) messaging for public information on emergency incidents;
- Provide guidance to stakeholders and local authorities on public health considerations in operating reception and evacuation centres, and group lodging facilities

NOTE: British Columbia Emergency Health Services (BCEHS - Ambulance) remains independent of Northern Health. If an ambulance is required please contact BCEHS via 911 (or the local contact number, if 911 is not available in your area).

Appendix I

NH/HEMBC- Contact information

1. [Redacted]
[Redacted]
 - [Redacted]
 - [Redacted]
[Redacted]
[Redacted]
[Redacted]
 - [Redacted]
[Redacted]
[Redacted]
[Redacted]
 - [Redacted]
[Redacted]
- [Redacted]
[Redacted]
 - [Redacted]
[Redacted]
- [Redacted]
[Redacted]
[Redacted]
 - [Redacted]

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8.0 Communications

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

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

8.1 Emergency Communications

8.1.1 Initial Notification Received – In the Field

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

Step 1: Contact your immediate Supervisor or the Strathcona Resources 24-hour Emergency Line at **1.888.488.7190**.

Step 2: Provide critical data:

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


Step 3: The immediate Supervisor or Strathcona Representative will ensure that internal and external notifications are made as required to the following groups:

- The Strathcona Operations Support Staff (Ops Management/Teams)
- The Crisis Management Team (Senior Executive)
- External stakeholders as required (Regulatory Agencies, members of the public)

8.1.2 Initial Notification Received – at the EOC

Once the notification of an emergency has been received, the Operations Support Staff and Crisis Management Team may be required to respond immediately.

Step 1: EOC Director to contact the Incident Commander for a briefing about the emergency.

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Step 2: EOC Director to assemble support roles as required in the Emergency Operations Centre and review the emergency.

Step 3: If a Level 1 emergency or higher has been declared, set up a regular incident briefing schedule with the Incident Commander and others to ensure that objectives are being met and key assignments are supported when required

8.1.3 Ongoing Emergency Communication

There are 4 types of Emergency Communication that will occur during an Emergency:

- Response Teams Communication
- Internal Communication (Head Office)
- Public Communication
- On-Site Communication

Response Teams Communication

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

The communication flow is based on the ICS structure:


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

Internal Communication (Head Office)

Should an emergency occur during normal business hours, all local staff should be notified of the emergency and asked to standby in case they are asked to become a part of the response.

Additionally:

- The Receptionist shall be advised on how to direct all incoming calls.
- Staff shall be asked to keep all calls to a minimum to free up telephone lines.
- No unauthorized contact shall be made with outside agencies, except approved statements made by the Information Officer, to prevent media leaks.
- Avoid making public announcements to protect confidentiality.

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Public Communication

Strathcona Resources must make the information listed in the below available to the public as soon as possible during an emergency:

To those evacuated or sheltered – at the onset

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

To those evacuated or sheltered – during

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

To the general public - during

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

On Site Communication

Strathcona Resources shall supply the communication systems and equipment required to provide an effective exchange between the Incident Command Post and the:


- Evacuation, roadblock and air monitoring personnel
- Emergency Operations Centre (EOC)
- Reception Centre Leader
- Provincial Operations Centre (POC)
- Staging Area

Radio Communications

Radio communications will be utilized where required for onsite and offsite communications.

Telephones (Landline and Mobile)

A landline telephone shall be available from the Incident Command Post to the EOC and the POC. Landline telephones shall also exist at the Reception Centre. In some cases, landlines may not be available, in those instances cellular or satellite communications shall be available. Mobile/cellular telephones will be located at the Incident Command Post and shall be available to all field personnel.

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8.2 Media and Public Relations

8.2.1 Initial Statements

Approval Process and Corporate Spokespeople

Prior to release, all statements and news releases must be approved by the Incident Commander, Information Officer, Executive Team and Legal representative (where possible). Where practical, the Lead Regulatory Agency and other joint parties should be consulted.

The Information Officer will act as the Corporate Spokesperson for all planned communications to the media during an emergency. In the absence of the Information Officer, the EOC Director, Incident Commander and/or delegate will assume the role of Spokesperson.

Initial Incident Acknowledgement and Preliminary Statement

Template statements and information guidelines are provided below and are to be modified dependent on the type of incident and to work for the applicable communication channel (i.e. in person, via email, web).

Holding Statement

Strathcona is currently responding to an incident at our [LOCATION]. More details will be shared as they become available. The safety of people and the environment are our top priorities. All media inquiries are handled by Strathcona’s Communications department. Please direct inquiries to communications@strathconaresources.com.


Preliminary Statement Template

[APPROX. TIME (*i.e. this morning, afternoon, evening*)], we experienced an [INCIDENT (*i.e. operational upset, unplanned release, power outage, fire, etc.*)] at our [FACILITY/ASSET NAME] located [WHERE (*describe proximity to nearest town/city*)].

We immediately activated our emergency response plan and the (*plant, well-site, pipeline, rail facility*) has been [CURRENT SITUATION (*shut down, isolated, evacuated*)]. STATUS OF EMPLOYEES/ENVIRONMENT (*all employees accounted for, no injuries reported, no significant risk to the environment*). The safety of our people and the environment remain our top priorities.

Appropriate regulators and authorities (*have been/are being*) notified and we are working closely with them. Further updates will be provided if needed. A full investigation will be initiated when *response efforts allow/it is safe to do so*.

All media inquiries are handled by Strathcona’s Communications department. Please direct inquiries to communications@strathconaresources.com.

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8.2.2 Media Releases

The following information must be released to the general public during an incident:

- Type and status of incident.
- Location and proximity of the incident to people in the vicinity.
- Areas impacted by the incident.
- Effects the incident may have on people in the vicinity.
- Actions the general public should take if they experience adverse effects.
- Description of the products involved and their short- and long-term effects.
- Public protection measures to follow, evacuation directions and any other emergency response measures to consider.
- Actions being taken to correct the situation and time period anticipated.
- Contacts for additional information.

Any press releases that are issued should be posted for command staff and shared with all company employees. As well, copies must be provided to the Public Protection Group Supervisor and/or Telephone Notification Team.

Alberta

The Information Officer should attempt to coordinate any media releases with the AER and applicable government agencies prior to releasing the information to ensure consistency and accuracy of information.

British Columbia

The Information Officer should attempt to coordinate any media releases with the BCOGC and applicable government agencies prior to releasing the information to ensure consistency and accuracy of information.

Saskatchewan


The Information Officer should attempt to coordinate any media releases with the MER and applicable government agencies prior to releasing the information to ensure consistency and accuracy of information.

8.2.3 Media Protocols

All media inquiries need to be directed to the Information Officer.

Media inquiries received by email, social media channels or text

- Do not reply. Provide to the Information Officer as soon as possible.

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Media inquiry received by phone

- Be polite.
- Provide the following statement: ***“All media inquiries are handled by the Information Officer, but I can take your name, the name of your organization and your contact information and I will ask that they contact you as soon as possible.”***
- Be careful not to deny information or facts. Again, simply state you are not the Information Officer.
- Gather the information on the Media Inquiry Form, if possible.
- Forward the completed Media Inquiry Form to the Information Officer as soon as possible.

In-person approach by media

The media may attempt to contact company representatives at the incident site or near the site. If you are approached by the media:


- Be polite.
- Provide the following statement: ***“All media inquiries are handled by the Information Officer, but I can take your name, the name of your organization and your contact information and I will ask that they contact you as soon as possible.”***
- Be careful not to deny information or facts. Again, simply state you are not the Information Officer.
- Gather the information on the Media Inquiry Form, if possible.
- Forward the completed Media Inquiry Form to the Information Officer as soon as possible.

8.2.4 Setting up a Media Centre or News Conference Space

It may be necessary to set up a media center online or near the incident site. The media center serves to share information, resource materials, and to hold news conferences/interviews.

Virtual Media Centre

A/V and Technical Requirements	Other
<ul style="list-style-type: none"> ▪ dedicated website space/page for announcements and updates ▪ virtual webcasting/conferencing system (Teams, Zoom, Webinar) ▪ a mechanism to invite participants (media advisory, social media, email) ▪ Q&A capability and process ▪ back-up dial in information ▪ strong Wi-Fi connection and bandwidth ▪ high quality webcams / external microphones for recording capability 	<ul style="list-style-type: none"> ▪ corporate literature, as well as geographic/maps and other public-appropriate materials such as displays, or photographs should be posted online for easy access ▪ spokespersons should be seated in quiet location to optimize sound ▪ consider when social media channels may be used to share information ▪ determine if you want video or if the conversation will be voice only

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Physical Media Centre

A/V and Technical Requirements	Other
<ul style="list-style-type: none"> ▪ flip charts or white boards ▪ internet access ▪ electric extension cords ▪ capability to use LCD projector or DVD video ▪ a podium and microphone/sound system—possibly with corporate logo behind the podium ▪ conference-call capable phone line 	<ul style="list-style-type: none"> ▪ parking for “live report” media trucks ▪ separate break-out room for media ▪ chairs and tables ▪ corporate literature, as well as geographic/maps and other public-appropriate materials such as displays or photographs ▪ capability to supply refreshments (coffee, juice) ▪ easy access by Strathcona staff and the media

8.2.5 Conducting Media Briefings

- Invite media and share the briefing information with reporters who cannot attend.
- Prepare media briefing materials in advance.
- Provide relevant incident report facts, visual aids (maps, drawings) and fact sheets.
- The briefing should be attended by the spokesperson, senior managers designated to answer technical questions, an emergency-services spokesperson, and local first responders, if appropriate.
- Keep the session brief – about 15 minutes.

Note: If the media briefing is held at a Strathcona facility, the Information Officer (or designate) should always accompany media personnel.


Interview Tips

In the event of an emergency, many requests will be received from all sources of media seeking interviews with spokespersons and/or senior management.

All employees that may fill the role of a spokesperson will be familiar with the format of an interview and will previously have attended spokesperson training sessions. A further preparation session will be held prior to any media interview.

Principles of an interview


- Before the interview, decide on three points you want to make and work these into your answers.
- Go into the interview understanding your “go” and “no go” areas.
- Listen to the question and only answer what is being asked.
- Answer questions honestly and do not speculate. If you don’t know the answer, say so and commit to following up afterward.

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Structuring your message

- Start with the most newsworthy information, followed by important details, and wrap up with other general, background information.
- Remember the CAP rule: Express CONCERN about the issue, how you are ACTING on the issue, and provide PERSPECTIVE on the issue.
- Remember your bridges:
 - “Let’s put this into context...”
 - “That’s an interesting point, however...”
 - “Let’s not lose sight of...”

Never	Always
<ul style="list-style-type: none"> ▪ Go “off record” ▪ Say “no comment” ▪ Assume the interview is over ▪ Verbally attack the reporter ▪ Walk out ▪ Challenge the interviewer 	<ul style="list-style-type: none"> ▪ Use plain language ▪ Keep answers concise ▪ Repeat answers to repeat questions ▪ Focus on human factor ▪ Focus on solution ▪ Be polite and friendly

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8.2.6 Next of Kin Notification / Visit (Serious Injury / Death)

Preparation

- The next of kin should be notified prior to any release of information that details the events or includes the affected individual's name.
- Immediacy is important to preventing inadvertent notice from occurring.
- Coordinate the notification with appropriate local authorities. For example, the RCMP have procedures to follow and will normally make the notification.
- After the initial notification is made, choose an appropriate Strathcona representative to share sympathies on behalf of the organization. This is typically the CEO and/or highest-ranking executive for the area.
- Human Resources can supply pertinent employee information to inform next of kin communication and offer details on available support programs.
- Determine what details of the incident can be revealed before meeting the next of kin. Only factual information can be provided which may not be immediately available. Check with the Incident Commander before releasing information.
- Determine, when possible, the cause of death or injury, what was done to rescue, ease suffering, etc.


Communicating with the Family

- The RCMP will perform notifications.
- A Strathcona representative should follow up via phone and offer to visit in-person when appropriate.
- Display calmness/openness, competency/compassion.
- Provide facts in a brief and honest manner, no speculations, personal opinions or blaming.
- Do not make empty promises (eg. "Don't worry I'm sure everything will turn out alright")
- Do assure the family that:
 - "We will do everything we can to help."
 - "We will investigate how this happened and do everything we can to prevent this from happening again."
- Listen carefully and allow the person(s) to express emotions.
- Ask, "What are your concerns/wishes/needs/right now?" - so that you can be clear about what you can offer.
- People can react very differently. Be prepared for anger, denial, tears, withdrawal, etc.
- Also, be aware that a variety of physical reactions could occur.
- Offer to arrange necessary supports (i.e. family, friends, phone answering service, childcare, medical professionals, grief counsellors, etc.)
- Leave the following names and telephone numbers with the family:
 - Who to reference for media inquiries.
 - Strathcona Resources Human Resources.
 - Employee Assistance Program Contact.
 - Member of Notifying Team.
- Request permission to disclose the individual's name in future communications about the incident.
- Ask if it is okay to reconnect soon and how best to do that.

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Follow Up

- Notify the Strathcona Resources Human Resources and the EOC Director immediately after a visit.
- Human Resources will continue to support the family with insurance claims and access to benefits, including Employee and Family Assistance Program (EAP).
- Check back with the family to offer assistance on a regular basis.
- If a fatality was involved, consider who from the company will attend the funeral services.
- In the event of a fatality, consider what actions the company can and should take to honour the memory of the deceased, remaining consistent with the family's wishes.

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8.3 Post Emergency Communications

Tasks are not complete when the response to the emergency is over. A great deal of work and communication remains. The types of Post Emergency tasks are:

- Gathering of response team logs.
- Contacting any parties who were notified.
- Resident follow up.
- Damage assessment and monitoring.
- Press releases and media follow up.

Gathering of Response Team Logs

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

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

Contacting Parties Who Were Notified

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

Resident Follow Up


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

Damage Assessment and Monitoring

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

Press Releases and Media Follow Up

If necessary, prepare a statement that shares that the incident has been effectively resolved and normal operation restored. Focus on the many positives from the response (i.e. all safety equipment operated as required, training was extremely beneficial, the quick response resulted in a minimum of damage, no loss of life or serious injuries occurred, etc.). Share with relevant media as needed/requested.

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8.4 Non-Emergency Communication

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

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

Personal Consultations and Notifications

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

Planned Public Communication

Keeping the public informed as operations proceed is critical to the success of a project. The planned communication may be done in person or by an automated call out system.

Operational Communications

Operational communication is conducted by staff working in conjunction with the companies' operations. This group can provide valuable feedback to the project managers to keep the ERP and other project details current.

Websites and Toll-free Numbers

A website or bulletin board may be used for projects to provide updates to the resident(s) and interested parties. Toll free numbers are an effective way to communicate with residents. They are always to be monitored and answered.

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9.0 Post Incident Procedures

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

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

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

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

When the all clear is given, ensure that:


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

Post Incident Manual Check

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

9.1 Response Demobilization

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

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9.2 Response Debriefing

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

9.3 Critical Incident Stress Management (CISM)

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

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

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

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

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

9.4 Recovery Plans – Public


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

Operations at Site

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

Administrative

- Maintain site integrity through the use of roadblocks, rovers, and physical barriers
- Meet with company legal counsel
- File an insurance claim
- Meet with government agencies
- Log all persons entering / exiting the site on the *Incident Investigation Report*

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9.5 Incident Investigation

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

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

Do not disturb the scene of a reportable incident or injury unless photographic / video documentation has occurred, and:

- You have to attend to someone who has been injured or killed
- You have to take some action to prevent further injuries
- You have to protect property that is endangered as a result of the incident
- You have been given permission to do so by an Occupational Health and Safety Officer or a Peace Officer

In some cases, external agencies such as the RCMP, WCB, Occupational Health and Safety, WorkSafe BC, OGC, AER and MER may be required to conduct their own investigations.

9.6 Recovery Demobilization

Recovery Demobilization should include procedures to:

- Demobilize recovery personnel.
- Demobilize recovery equipment / supplies.
- Submit / collect all incident / event logs and all other forms.

9.7 Recovery Debriefing

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

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9.8 Recovery Reporting

Alberta

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

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

British Columbia

- Strathcona Resources will complete a report and file it with the OGC if they were notified of an incident.
- An *OGC Post Incident Report* must be completed and filed with the OGC within 60 days of the incident for a Level 1, 2 or 3 emergency or any level of incident involving a pipeline, including minor incidents.
- A detailed report will be prepared by Strathcona Resources, which will evaluate the emergency control procedures. From this analysis, areas of weakness in the existing system will be identified. Recommendations for improvement in areas such as training, communications, logistic support and established planning procedures, etc. will be implemented immediately in order to improve the capabilities for handling future emergency situations.
- A summary of this report should be prepared and sent to all affected residents in the area.

Saskatchewan

Detailed Incident Report

Strathcona Resources will submit a detailed incident report **within 90 days** of the initial incident notification to the IRIS system to avoid penalty.

- Refer to *Directive PNG014* to ensure you have the required information and documentation available.

Reclamation Report

When the initial incident notification indicated that a **reclamation report** is required, Strathcona Resources must submit the reclamation report **within six (6) months** of completing the remediation of the incident.

10.0 Training, Meetings and Exercises

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

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

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

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

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

10.1 Training

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

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

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

Frequency of Training

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

New Employees / Contractors

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

ERP Maintenance

Alberta and Saskatchewan

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

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

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

British Columbia

The OGC requires companies to evaluate changes to the following items regularly and retain documentation that clearly shows the evaluation criteria used, results of the evaluation, and why an ERP was or was not updated.

- Company information.
- Mapping information.
- Resident contact information.
- Response staff or capacity changes.
- New facility additions, such as well or pipeline tie-ins.

Strathcona Resources shall be responsible for providing training to all response personnel in the following areas:

- Roles and responsibilities during an incident.
- General ERP familiarity.
- Public protection measures used during an emergency.
- Available communication methods.

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

Environment and Climate Change Canada

Environment & Climate Change Canada's *Environmental Emergency Plan* requires Strathcona Resources to update this plan annually to ensure its contents are complete and accurate. Strathcona Resources is required to submit a notice to the Ministry that the required review and updates have been completed.

The Environment & Climate Change Canada *Environmental Emergency Plan* requires this plan be tested annually and personnel who will be involved in the implementation of this plan be trained for their specific response roles. Training opportunities for responders may include ERP implementation sessions, ICS training, exercises, drills and additional sessions pertaining to corporate policies and procedures.

10.2 Pre-Sour Meeting Requirements


Sour well ERPs do not require an exercise unless specifically requested by the OGC; however, Strathcona Resources must review its ERP by conducting a meeting with key responders no more the 24 hours prior to conducting operations in the sour zone.

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

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

As a minimum a pre-sour meeting should review the following details:

- A discussion verifying the assigned roles and responsibilities as out lined in the ERP.
- Identification of any revisions to the ERP.
- Confirmation that the emergency contact numbers are correct.
- Communication of the HPZ / EPZ information to well personnel.

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

10.3 Sour Operations Exercises

Strathcona Resources must test sour operation, HVP pipeline, and cavern storage facility ERPs through the following types of planned exercises to promote emergency response preparedness:


- Administrative (tabletop or synthetic), combined with a communications exercise, held annually for each operating area ERP, except in a year where a major exercise is held.
- Major (full scale/full blown), once every three years for each operating area ERP.

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

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

Strathcona Resources is required to notify the OGC 30 days in advance of a scheduled exercise and invite representatives to participate or observe. Strathcona Resources is required to develop a report of exercise results to be maintained for audit purposes. The report must contain the following information:

- Type of exercise held.
- Scope and objectives.
- Persons involved.
- Outcome (objectives achieved)
- Lessons learned.
- Action plan, including timelines.

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10.4 Spill Response Exercises

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

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

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

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

10.5 Exercise Design

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

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

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

10.6 Types of Exercises

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

Administrative - Tabletop Exercises

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

Administrative - Synthetic Exercises

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


Communication Exercises

A communication exercise can be:

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

Major (Full Field) Exercises

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

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

10.7 Drills

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

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


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

10.8 Post Exercise/Drill Discussion

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

10.9 Lessons Learned

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


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10.10 Documentation

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

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

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

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11.0 Assets and Equipment

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

11.1 Safety Equipment

During normal operations, all operators carry their own equipment as required by safety and emergency response plans. This equipment may include, but is not limited to the following:

- Communications equipment (cellular telephone or radio)
- Fire extinguishers
- First aid kits
- Handheld H₂S / SO₂ detector
- Flare gun and flares
- Roadblock equipment (barricade, orange vest, hard hat, reflective coveralls, gloves, personal H₂S monitor and flashlight)

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

The licensee must ensure that equipment identified in the ERP is available and located where specified in the ERP for any operation.

11.2 Assets and Area Summaries

The following table details Strathcona's active ERPs. Please refer to the appropriate Site Specific section for information on asset details, local contact information, maps, and equipment listings.

ERP Name	Included Fields	CEPA Sites
Montney (13 Fields)	Alberta <ul style="list-style-type: none"> ▪ Kakwa / Resthaven ▪ Roxana British Columbia <ul style="list-style-type: none"> ▪ Beatton ▪ Buick ▪ Bulrush / Doig / Crush ▪ Dahl / Elm / Redeye ▪ Fireweed ▪ Groundbirch ▪ Monias / Goose ▪ Montney / Oak ▪ Rigel ▪ Squirrel / Stoddart ▪ Tupper / Sundown ▪ Weasel / Wildmint 	
Cold Lake Thermal (5 Fields)	<ul style="list-style-type: none"> ▪ Lindbergh SAGD ▪ Orion ▪ Salecki – non operational ▪ Taiga – non operational ▪ Tucker 	<ul style="list-style-type: none"> ▪ Lindbergh SAGD ▪ Orion ▪ Tucker
Conventional Heavy (12 Fields)	Alberta <ul style="list-style-type: none"> ▪ Bellis ▪ Edgerton ▪ Ferrybank ▪ Swalwell ▪ Wildmere Saskatchewan <ul style="list-style-type: none"> ▪ Greater Bodo Areas (CER) ▪ Cactus Lake ▪ Court / Fusilier ▪ Druid / Tramping Lake ▪ Neilburg ▪ Westhazel ▪ Winter 	<ul style="list-style-type: none"> ▪ Greater Bodo Areas
SK Thermal (6 Fields)	<ul style="list-style-type: none"> ▪ Edam ▪ Hamlin ▪ Meota East ▪ Meota West 1 ▪ Meota West 2 ▪ Plover Lake 	<ul style="list-style-type: none"> ▪ Plover Lake



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

Forms

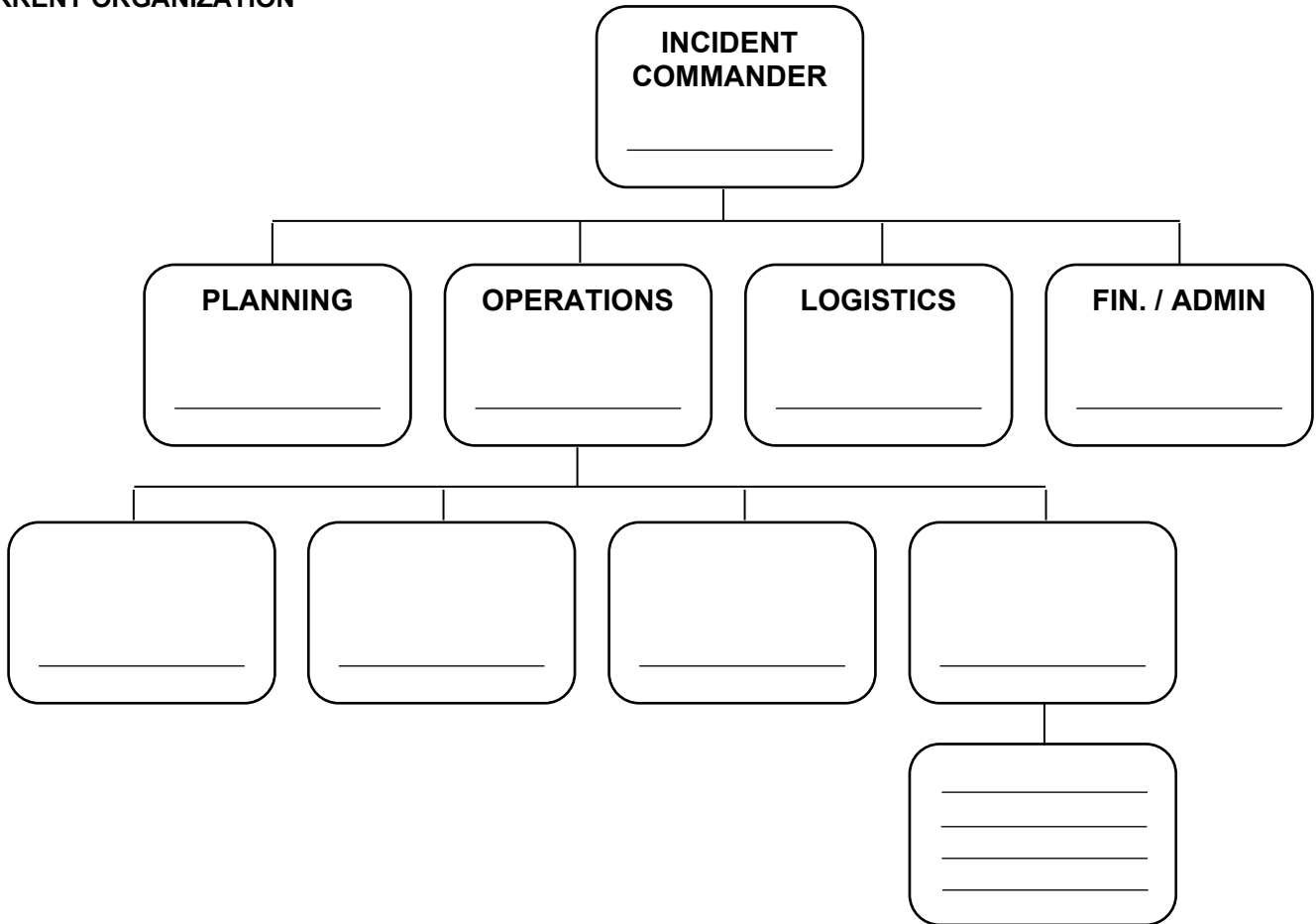
Form No.	Form Title
1	ICS 201 Form
2	OGC Minor Incident Notification Form
3	OGC Emergency Incident Form
4	OGC Post Incident Report Form
5	AER First Call Communication Form
6	Incident/Event Log
7	Telephone Threat Report
8	Environmental Monitoring Form
9	Spill Report Form
10	Spill Report Form - Saskatchewan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

ICS 201 FORM

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

4. MAP SKETCH

5. CURRENT ORGANIZATION



ICS 201	PAGE 1 OF 2	6. PREPARED BY (NAME & POSITION)
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**FORM A:
MINOR INCIDENT
NOTIFICATION
FORM**

Physical Address: 6534 Airport Road,
Fort St. John, B.C. V1J 4M6
Mailing Address: Bag 2, Fort St. John, B.C.
V1J 2B0
Phone: (250) 794-5200
emp@bcogc.ca

This form is to be used for incidents which do not meet OGC Level 1, 2, or 3 Classification

*Minor incidents must be reported to the Commission within **24** hours through the Commission's [Online Minor Incident Reporting System](#), operated through KERMIT.*

MISCELLANEOUS INFORMATION		A
Risk Score: (attach risk matrix)	DGIR #:	
Incident Date (YYYY-MM-DD):	Incident Time (24 hour clock):	<input type="checkbox"/> PST <input type="checkbox"/> MST
INFORMATION OF PERSON REPORTING INCIDENT		B
Permit holder Name:	Reported by (name):	
Phone Number:	Alternate Number:	
E-mail:	Fax Number:	
INCIDENT DETAILS		C
SITE TYPE		D
<i>Select only one type.</i>		
<input type="checkbox"/> Well (Active)	<input type="checkbox"/> Well (Abandoned/Suspended)	<input type="checkbox"/> Remote Sump
<input type="checkbox"/> Battery/Plant/Facility	<input type="checkbox"/> Tank Farm/Storage	<input type="checkbox"/> Pipeline
<input type="checkbox"/> Riser (pipeline)	<input type="checkbox"/> Well (Drilling & Completions): Rig Name:	
<input type="checkbox"/> Road or Road Structure: Name:		Location on road:
<input type="checkbox"/> Other (specify):		

PROJECT (PIPELINES) (A UTM location must be filled out in the Location Section)

Project Location:	NTS From _____ - _____ - _____ / _____ - _____ - _____ NTS To _____ - _____ - _____ / _____ - _____ - _____ or DLS From _____, SEC _____, TWP _____, RGE _____ W6M DLS To _____, SEC _____, TWP _____, RGE _____ W6M
-------------------	---

Project #	Pipeline Segment #
Pipeline Installation ID#:	Installation Type:

OTHER LOCATION
*Any asset that does not apply to above such as a road, remote sump, borrow pit, etc.
(A UTM location must be filled out in the Location Section.)*

Location Type:	Location Description :
----------------	------------------------

LOCATION

Location of asset:	NTS _____ - _____ - _____ / _____ - _____ - _____ or DLS _____, SEC _____, TWP _____, RGE _____ W6M
--------------------	--

UTM (NAD 83 Zone):	_____ m easting _____ m northing
--------------------	----------------------------------

GPS: Latitude:	Longitude:
----------------	------------

AREA INFORMATION | I

Land Type: <input type="checkbox"/> Private Land <input type="checkbox"/> Crown Land	Field Name:
--	-------------

Access: <input type="checkbox"/> ATV <input type="checkbox"/> Helicopter <input type="checkbox"/> Four-wheel-drive <input type="checkbox"/> Two-wheel-drive <input type="checkbox"/> Unknown
--

Name of road the asset is located on:

Km where the incident occurred:

Distance to nearest residence/public facility:	Nearest City/Town/Public Camp:
--	--------------------------------

CAUSE | J

Check all that apply.

<input type="checkbox"/> Third Party	<input type="checkbox"/> Manufacturing Defect	<input type="checkbox"/> Corrosion (internal, external)
--------------------------------------	---	---

<input type="checkbox"/> Employee (procedural, behavioural)	<input type="checkbox"/> Natural (weather, flood, fire)	<input type="checkbox"/> Failure (materials, mechanical, equipment, system)
---	---	---

<input type="checkbox"/> Geological	<input type="checkbox"/> Over Pressuring Equipment
-------------------------------------	--

<input type="checkbox"/> Unknown at this time Explain:
--

<input type="checkbox"/> Other Factors (specify):

CAUSE/REMEDIAL ACTIONS | K

Describe the cause and remedial actions in more detail:

WEATHER**L**

Weather Conditions:	<input type="checkbox"/> clear	<input type="checkbox"/> cloudy	<input type="checkbox"/> other (specify):
Wind Direction: From:	<input type="checkbox"/> N	<input type="checkbox"/> NE	<input type="checkbox"/> NW <input type="checkbox"/> E <input type="checkbox"/> SE <input type="checkbox"/> S <input type="checkbox"/> SW <input type="checkbox"/> W
Wind Strength:	<input type="checkbox"/> calm	<input type="checkbox"/> moderate	<input type="checkbox"/> strong <input type="checkbox"/> gusty
Temperature:	°C		
Comments:			

NOTIFICATION**M***What government agencies has the permit holder notified:*

<input type="checkbox"/> EMBC	<input type="checkbox"/> Ministry of Environment	<input type="checkbox"/> Ministry of Transportation
<input type="checkbox"/> Public Works	<input type="checkbox"/> WorkSafe BC	<input type="checkbox"/> Local Health Authority
<input type="checkbox"/> Regional/Municipal Authority	<input type="checkbox"/> RCMP	<input type="checkbox"/> Ministry of Forests, Lands and Natural Resource Operations
<input type="checkbox"/> National Energy Board	<input type="checkbox"/> Other (specify):	

INFORMATION FOR SPILLS ONLY**N**

Is spill off lease? Yes No

Spill Material Type:

Corrosive Emulsion (oil, gas, water) Liquid Hydrocarbon (crude, oil, diesel, fuel)

Methanol Non-Toxic Gases (Nitrogen, Carbon Dioxide, Inert Gases) Non Toxic Liquids

Salt Water Sour Natural Gas Sour Liquid Sweet Natural Gas

Toxic Gas Toxic Liquid Fresh Water Other (specify):

Amount Spilled: bbl m³ litre

Does Material contain any H₂S? Yes No Unknown

If Yes, how much? ppm

Has spill been cleaned up? Yes No N/A

Date of Clean Up/Proposed Clean Up: (mmm dd, yyyy) if applicable

Estimated Cost of clean-up: \$ if applicable

O**PLEASE NOTE:**

"All incidents involving a pipeline must submit a [Form D: Permit Holder Post Incident Report Form](#) within 60 days by email to EMP@bcogc.ca. A Permit Holder Post Incident Report Form may be required to be submitted for other minor incidents upon request by a Commission employee."

The form can be found on the Commission's website.

Permit Holder Post Incident Report Required: Yes No



FORM C
EMERGENCY INCIDENT FORM

BC Oil and Gas Commission
6534 Airport Road
Fort St. John BC V1J 4M6
Phone: (250) 794-5200
emp@bcogc.ca

This is an internal Commission document provided to Industry for reference purposes only.

This document outlines the information that will be requested by Commission emergency management staff following any Level 1, 2 or 3 incident, as defined in the [Emergency Management Matrix](#) available on the Commission's website.



**FORM C
EMERGENCY INCIDENT FORM**

BCOGC
6534 Airport Road
Fort St. John BC V1J 4M6
Phone: (250) 794-5200
emp@bcogc.ca

This form is to be used for emergencies which meet OGC Level 1, 2, or 3 Classification.

The emergency must be reported to the Commission within 1 hour of the incident.

Oil and Gas Commission 24 hour Emergency Number:

250-794-5200

EMBC 24 hour Emergency Number: 1-800-663-3456

MISCELLANEOUS INFORMATION

DGIR #:	Ledger Number:	Kermit Number:
Incident Date (YYYY-MM-DD):	Incident Time (24 hour clock): <input type="checkbox"/> PST <input type="checkbox"/> MST	
Received Date (YYYY-MM-DD):	Received Time (24 hour clock): <input type="checkbox"/> PST <input type="checkbox"/> MST	

INFORMATION OF PERSON REPORTING INCIDENT TO OGC

Permit holder Name:	Reported by (name):
Phone Number:	Alternate Number:
E-mail:	Fax Number:

INCIDENT DETAILS

--

LEVEL OF EMERGENCYRisk Score: (attach risk matrix) Level 1 Level 2 Level 3 Informed company they must contact the OGC to downgrade or stand down the level.**SITE TYPE (Select one only)** Well (Active) Well (Abandoned/Suspended) Remote Sump Well (Drilling & Completions): Rig Name: Battery/Plant/Facility Tank Farm/Storage Pipeline Riser (Pipeline) Road or Road Structure: Name: Location on road: Other -Specify:**INCIDENT TYPE (check all that apply)** Spill (releases and discharges) Fire/Explosion Drilling Kick Worker Injury Security (theft, threat, sabotage, terrorism) Induced Seismicity Well Bore Communication Pipeline Boring Vehicle Equipment/Structural Damage Other -Specify:**ACTIVITY (check all that apply)** Construction (road, lease, pipeline, facility) Drilling/Exploration Waste Management Processing (natural gas, petroleum liquids, other) Well Fracturing Servicing Repair Flaring (emergency) Well Testing Pressure testing Transportation Other: Specify:**CONSEQUENCE OR IMPACTS (check all that apply)(If none, leave blank)** Worker Safety (fatality, injuries) Property (government, public, private) Economic (loss of and/or damage to equipment or infrastructure, loss of production, work stoppage) Other -Specify:**AREA INFORMATION**Land Type: Private Land Crown Land Field Name:Area Type: Forest Muskeg Farmland Residential Other

Access:	<input type="checkbox"/> ATV	<input type="checkbox"/> Helicopter	<input type="checkbox"/> Four-wheel-drive	<input type="checkbox"/> Two-wheel-drive	<input type="checkbox"/> Unknown			
Name of road the asset is located on:								
Km where the incident occurred:								
Distance to nearest residence/public facility:								
Nearest City/Town/Open Camp:								
CAUSE (check all that apply)								
<input type="checkbox"/> Third Party	<input type="checkbox"/> Manufacturing Defect	<input type="checkbox"/> Corrosion (internal, external)						
<input type="checkbox"/> Employee (negligence, procedural, behavioural)	<input type="checkbox"/> Natural (weather, flood, fire)	<input type="checkbox"/> Failure (materials, mechanical, equipment, system)						
<input type="checkbox"/> Geological	<input type="checkbox"/> Over Pressuring Equipment							
<input type="checkbox"/> Unknown at this time Explain:								
<input type="checkbox"/> Other Factors -Specify:								
CAUSE/REMEDIAL ACTIONS								
Describe the cause and remedial actions in more detail:								
WEATHER								
Weather Conditions:	<input type="checkbox"/> clear	<input type="checkbox"/> cloudy	<input type="checkbox"/> other					
Wind Direction: From:	N	NE	NW	E	SE	S	SW	W
Wind Strength	<input type="checkbox"/> calm	<input type="checkbox"/> moderate	: <input type="checkbox"/> strong	<input type="checkbox"/> gusty				
Temperature:	°C							
Comments:								
PUBLIC INJURIES / MEDICAL EMERGENCIES								
<input type="checkbox"/> First Aid	<input type="checkbox"/> Hospitalization			<input type="checkbox"/> Fatality				
Other:								

NOTIFICATION

What government agencies has the permit holder notified?

<input type="checkbox"/> EMBC	<input type="checkbox"/> Ministry of Environment	<input type="checkbox"/> Ministry of Transportation
<input type="checkbox"/> Public Works	<input type="checkbox"/> WorkSafe BC	<input type="checkbox"/> Local Health Authority
<input type="checkbox"/> Regional/Municipal Authority	<input type="checkbox"/> RCMP	<input type="checkbox"/> Ministry of Forest
<input type="checkbox"/> National Energy Board	<input type="checkbox"/> Other Specify:	

Permit Holder Instructed to call:

MATERIAL INFORMATION

Is spill off lease? Yes No

Spill Material Type: Corrosive Acid Emulsion (oil, gas, water)
 Fresh Water Liquid Hydrocarbon (crude, oil, diesel, fuel) Methanol
 Non-Toxic Gases (Nitrogen, Carbon Dioxide, Inert Gases) Non Toxic Liquids Salt Water
 Sour Natural Gas Sour Liquid (H₂S) Sweet Natural Gas Toxic Gas Toxic Liquid
 Other

GAS

Does Material contain any H₂S? Yes No Unknown N/A

If Yes, how much? _____ ppm

Gas Rate: _____ 10³m³3d or mmcf Gas Volume : _____ 10³m³ or mmscf

Can you hear/smell gas? Yes No Propane/NGLs/LPSs? Yes No

LIQUID

Does Material contain any H₂S (Oil, water, condensate)? Yes No Unknown N/A

If Yes, how much? _____ ppm

Liquid Rate: _____ m³/d or BPD Liquid Volume : _____ m³ or bbls or litres

Other (Describe):

Has spill been cleaned up? Yes No N/A

Date of Clean Up/Proposed Clean Up: _____ (mmm dd, yyyy)

Estimated Cost of clean-up: \$

SAFETY ISSUES

Hazard Response Zone Size: _____ km

Are responders in danger? Unknown No Yes:

Are public in danger? Unknown No Yes

First Nations Band Affected: No Yes Name of Band: _____

Public safety actions taken:

Evacuation Sheltering (**Instruct Permit holder to contact Local Authority**)

Roadblocks Do you need or do you have a Closure Order ? (**Instruct Permit holder to contact MOT up to mile 82 on Alaska Highway or Public Works from 82 north on Alaska highway for any public roads, and the OGC for Petroleum Development Resource roads , or Ministry of Forestry for forestry roads**)

Do you need or do you have a NOTAM?

Have you conducted a Transient Survey?

Any Media Releases must be done in conjunction with OGC

Have you or do you need to dispatch a Mobile Air Quality Monitoring (**Instruct Permit holder to contact Health Authority if public are involved**)

Have you or will you need to Ignite?

Have you notified all tenure holders? Non-resident landowners/Trappers/Guide-Outfitters/Range Allotments/Grazing Lease

ASSETS

GEOPHYSICAL PROGRAM (A UTM location is required)

Geophysical #:

Program Name:

Client Name:

UTM (NAD 83): _____ m easting _____ m northing

(Place on the program that incident happened REQUIRED)

SITE (On lease equipment, wells, or facilities) Fill information in for asset with incident.

Location of asset: NTS _____ - _____ - _____ / _____ - _____ - _____ or
DLS _____, SEC _____, TWP _____, RGE _____ W6M

OGC Site #:

Site Detail (on lease equipment):

WELL

Well Authorization #:

Status of well:

Depth/Perforation: _____ m KB

Wellbore Fluid Density: _____ kg/m³

Pit Gain	m	Kill Fluid Density	kg/m ³
*SIDPP/SITP	kPa	*SICP	kPa
*RSPP	kPa	Equipment:	
Operating Pressure:	kPa	Shut In Pressure:	kPa
*SIDPP - Shut in Drill Pipe Pressure/SITP – Shut in Tubing Pressure/SICP – Shut in Casing Pressure/RSPP – Reduced Speed Pump Pressure			
FACILITIES			
OGC Facility Code # :		Equipment on Site :	
Design Capacity:		Actual Throughput:	
Operating Pressure:		Operating Temperature:	
PROJECT (PIPELINES) (A UTM location is required)			
Project Location	NTS From _____ - _____ - _____ / _____ - _____ - _____ NTS To _____ - _____ - _____ / _____ - _____ - _____ or DLS From _____, SEC _____, TWP _____, RGE _____ W6M DLS To _____, SEC _____, TWP _____, RGE _____ W6M		
UTM (NAD 83):	m easting	m northing	
(Place on Pipeline where incident happened REQUIRED)			
Project #	Pipeline Segment #		
Product:	Line Length between valves: km		
ID	mm	OD	mm
Operating Pressure	kPa	Maximum Operating Pressure	kPa
ESD or Block Valve Closure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			

OTHER LOCATION

(Any asset that does not apply to above such as a road, remote sump, borrow pit, etc)

(A UTM location must be filled out in the Location Section.)

Location Type:	Location Description :		
Location of asset:	NTS _____ - _____ - _____ / _____ - _____ - _____ or		
	DLS _____, SEC _____, TWP _____, RGE _____ W6M		
UTM (NAD 83):	m easting	m northing	REQUIRED
GPS:	Latitude:	Longitude:	



FORM D PERMIT HOLDER POST INCIDENT REPORT

Must be submitted by the permit holder within 60 days for:

1. Level 1, 2 or 3 emergency incident*; **and**
2. **Any** pipeline incident.

*Note: in addition to the above a permit holder may be required to complete and submit a "Form D" when requested by a representative of the Commission.

DGIR# (if known):

OGC Incident #:

**This report and accompanying documentation must be
emailed electronically to EMP@bcogc.ca**

PART A—PERMIT HOLDER

Permit Holder Name

Contractor(s) Name(s)

PART B – DATE, TIME AND OIL AND GAS ACTIVITY IDENTIFICATION OF INCIDENT

Incident Date: (YYYY/MM/DD)

Incident Time: (24-hr system & time zone)

Well Authorization, Facility Id., Pipeline Project # and Segment #, Road # and Segment #, Other (Describe)

PART C—SPILLS AND RELEASES (Check all that apply)

Type of Product	Volume Released (m ³)	Volume Recovered (m ³)	Type of Product	Volume Released (m ³)	Volume Recovered (m ³)
<input type="checkbox"/> Natural Gas (sweet)			<input type="checkbox"/> Produced Water		
<input type="checkbox"/> Natural Gas (sour)			<input type="checkbox"/> Fresh Water		
<input type="checkbox"/> Oil			<input type="checkbox"/> HVP fluids (ethane, propane, butane)		
<input type="checkbox"/> Condensate			<input type="checkbox"/> LVP fluids (pentane plus)		
<input type="checkbox"/> Emulsion					
<input type="checkbox"/> Other (specify product and CAS# or attach MSDS)					
<input type="checkbox"/> Other (specify product and CAS# or attach MSDS)					
<input type="checkbox"/> Other (specify product and CAS# or attach MSDS)					

Was there a fire? Yes No

Was there an explosion? Yes No

Was anyone directly exposed to the spill product? Yes No

Was medical treatment required? Yes No (if yes, complete Part D)

For any spills where clean-up can not be completed within 30 days, an initial report / clean-up plan must be submitted within 30 days, with updates every 30 days following until clean-up has been completed.

Has the spill cleanup been completed? Yes (attach relevant reports) No (Interim Report or initial clean-up plan attached)

PART D INJURY OR FATALITY? Yes No

If yes, describe:

PART E NARRATIVE OF INCIDENT *Provide a complete description of the incident, including conditions and events leading up to, and following, the incident. Attach any additional information that may supplement the narrative such as 1) drawing of the incident site; 2) photographs; 3) schematics; 4) maps; 5) reports (drilling, servicing, etc.). **Attach additional sheets of narrative as required.***

PART F INCIDENT RESPONSE

Was the Emergency Response Plan Activated? Yes No

Was an Incident Action Plan Created? Yes No
If Yes, attach a copy.

Was an Incident Command System Organization Chart Developed? Yes No If Yes, attach a copy.

If the Emergency Response Plan was Activated, describe how the Emergency Response Plan was implemented and outline applicable steps taken to:

- Provide for the safety and health of all responders
- Protect public health and safety
- Protect the environment
- Protect government infrastructure
- Protect property

PART G COMPONENT FAILURE / MALFUNCTION

Component:

Manufacturer:

Model # or Material and Grade

Manufactured Date:

Installed Date:

Last Certification Date:

Has a third party analysis of the equipment or pipe failure been completed? (Required for Level 2 an 3 Emergencies) Yes No

If yes, report attached or report to be submitted at a later date

The analysis report must contain the following: (see guideline for requirements)

PART H REPAIR DESCRIPTION *Provide a description of all necessary repairs as a result of the incident and include the date of return to service.*

PART I INCIDENT CAUSES See the Emergency Management Manual, Appendix E: Post Incident Reports, for cause definitions. A full root cause analysis is required for all Level 2 and 3 Emergencies.

IMMEDIATE CAUSE (Check all that apply)	BASIC CAUSE (Check all that apply)	
<input type="checkbox"/> Defect and Deterioration	<input type="checkbox"/> Engineering and Planning	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Corrosion and Cracking <input type="checkbox"/> Internal <input type="checkbox"/> External	<input type="checkbox"/> Procurement	<input type="checkbox"/> Tools and Equipment
<input type="checkbox"/> Equipment Failure	<input type="checkbox"/> Standards and Procedures	<input type="checkbox"/> Communication
<input type="checkbox"/> Incorrect Operation	<input type="checkbox"/> Supervision and Training	<input type="checkbox"/> Human Factors
<input type="checkbox"/> External Interference <input type="checkbox"/> Employee / Contractor <input type="checkbox"/> Third Party	<input type="checkbox"/> Natural and Environmental Factors	
<input type="checkbox"/> Natural Force Damage	<input type="checkbox"/> Unknown Causes (specify)	
<input type="checkbox"/> Construction	<input type="checkbox"/> Other Causes (specify)	
<input type="checkbox"/> Other Causes (specify)		

Provide a justification for the causes selected and any additional details or explanation that will help the Commission understand the basic cause(s) of this incident.

Attachment(s)

PART J PREVENTIVE AND CORRECTIVE ACTIONS

Outline the changes made and the steps taken and to be taken to prevent a similar incident. This will address the basic causes, as applicable. Identify a schedule for completion. Include any relevant information outlining why the preventive actions are appropriate. See the Emergency Management Manual, Appendix E: Post Incident Reports, for more information.

PART K NAME OF PERSON CONDUCTING A COMPANY INCIDENT INVESTIGATION

Name and Title

Address

Phone Number

Email

PART L NAME AND TITLE OF COMPANY REPRESENTATIVE FILING REPORT

Name

Title

Signature

Company

Address

Date (YYYY/MM/DD)

Phone number ()

Email

AER FIRST CALL COMMUNICATION FORM

General Incident Information

AER Contact:

Field Centre:

Licensee:

Caller:

Phone number:

E-mail address for release report:

Licence #:

Pipeline Line #:

Approval #:

Incident Location: _____ - _____ - _____ - _____ W _____ M

Emergency Level:

Serious Event? Yes No

If yes, what kind of serious event?

Blowout Explosion Fire Other control loss Fracking Casing failure

Land Type (jurisdiction):

Freehold First Nations Métis CFB Crown – Disposition #

Agencies Notified:

Date:

FIRST Duty Office (DO) Contacted: Yes No

If Yes, date & time DO was contacted:

DO Contact Name:

Release Details

Volumes

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

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

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

Area affected (length x width): _____ m²

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

Who delineated the spill area (environmental technologist, operator, etc.) and what process was used?

AER FIRST CALL COMMUNICATION FORM

Release Details

- Reminded licensee to update the AER immediately if release volumes or area changes from what was originally reported.
- Asked for the immediate submission of photos of the entire spill site to the AER and communicated that photos of the cleanup will need to be submitted with the release report.

Cause of release (suspected or actual):

Impact

Release off lease? Yes No (pipeline right-of-way is off lease)

If yes, was the landowner notified? Yes No Name of landowner/agency:

Release within disposition boundary? Yes No

Outside disposition – was leaseholder notified? Yes No Name of leaseholder:

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

Actual incident H₂S concentration (if applicable): _____ % / ppm / mol/kmol

Nearest Town: _____ Distance and direction to Town: _____

Environment Affected: Air Land Water

Distance of release to the nearest water body, watercourse, or waterway:

How was this distance determined?

Wildlife / waterfowl / livestock affected: None Habitat affected Animals injured / killed

Notes / Description:

Confirm how the release has been or will be contained:

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

Evacuees (#):

People injured (#):

Fatalities (#):

Were members of the public affected? Yes No

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

AER FIRST CALL COMMUNICATION FORM

Impact

Notes / Description:

Media Interest? None Local Regional National

Damage to public property? Minor / no damage Substantial (home covered in oil) Extensive (home destroyed)

Pipeline Specific

Hit? Yes No Line # _____ Test Failure? Yes No

Normal operating pressure: _____ kPa Maximum operating pressure _____ kPa

Is the pipeline shut in, depressured, and isolated? Yes No

If yes, date & time:

What is the total volume of liquid in the pipeline?

Are there isolation valves? Yes No

If yes, have they been activated? Yes No

Are there any other pipelines that tie into the failed line? Yes No

If yes, have they been shut in / isolated Yes No

Reminded the company to contact the AER before excavating the pipeline.

Reminded, advised, or directed the company that the pipeline is not to be returned to service without the AER's permission.

Right-of-way (ROW)

Licensee has confirmed when the pipeline ROW and well were last checked. Date: _____

How was the ROW surveillance conducted (from the air, by quad, on foot, using infrared, etc.)?

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

Investigation Information

What operations are currently taking place (containment, sampling, line locating, retaining contractors / consultants, pipeline excavation, repair, site access, EM survey, etc.)?

INITIAL INCIDENT REPORT

Strathcona Resources Emergency Line: 1.888.488.7190

Incident # _____

GENERAL INFORMATION

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

Area of Incident: _____ LSD/NTS: _____ Lat/Long: _____

Date of Incident: (MM / DD / YY) _____ Time of Incident: (MM / DD / YY) _____ Date Reported: (MM / DD / YY) _____

Person Reporting: Employee Name: _____ Contractor Contractor Company: _____

Person Affected: Employee Name: _____ Contractor Contractor Company: _____

Supervisor/or Site Rep.: _____

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

Name:	Position	Company/Agency	Contact Number

INCIDENT CLASSIFICATIONS

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

PUBLIC COMPLAINT

Type: Odour Noise Dust Weeds Trespassing Other _____

Complainant Name: _____ Complainant Number: _____

SECURITY

Type: Theft Vandalism Terrorism Threat Other _____

GAS RELEASE

Volume of Gas: _____ m³ Type of Gas: Natural Gas Propane Ethane Butane C5+
 Flared or Vented Sweet or Sour

SPILL / ENVIRONMENTAL

Spilled: Liquid Solid Where: Land Water

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

Volume Lost: m³ bbls Litres Volume Recovered: m³ bbls Litres

Area Affected:
 Onsite Total Area: _____ m X _____ m = _____ m² Offsite Total Area: _____ m X _____ m = _____ m²

Volume of Contaminated Soil Moved: _____ Moved To: _____

Volume of Contaminated Water Moved: _____ Moved To: _____

Spill Cause: Corrosion Internal Equipment Failure Third Party Damage Corrosion External Procedure Failure Other _____ Spill Commodity: If Spill Commodity Emulsion, % Watercut: _____

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

Site Rep Comments and suggested action items:

Associated Cost: _____ Follow-up required: _____

TELEPHONE THREAT REPORT

WHEN A THREAT IS RECEIVED:

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

QUESTIONS TO ASK:

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

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

IDENTIFYING CHARACTERISTICS:

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

THREAT RECIPIENT'S PARTICULARS:

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

RECORDED DATA:

Date: _____ Time: _____ am/pm _____ Duration of Call: _____

Recorded by: _____

SPILL REPORT FORM

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

PRELIMINARY MEDIA STATEMENT

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

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

(Urban Centre)

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

Strathcona Resources, Local Authorities, Emergency Management BC (EMBC) and the B.C. Oil and Gas Commission / Alberta Emergency Management Agency (AEMA) and the Alberta Energy Regulator (AER) / Ministry of Energy and Resources and Protection and Emergency Services (PES) are directing emergency procedures.

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

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

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

TELEPHONE/EVACUATION CONTACT LOG

Prepared By: _____ Date: _____

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

RECEPTION CENTRE REGISTRATION FORM

Prepared By: _____

Date: _____

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

DAILY EXPENSE CLAIM FORM

Incident Location: _____

Name: _____ Date: _____

Address: _____

Location of residences, business, etc: _____

Phone (Residence): _____ While Evacuated: _____

Address (while evacuated): _____

Expenses (please attach receipts): _____

Accommodation (if not pre-arranged): _____

Meals (if not pre-arranged): _____

Transportation (kilometres @ \$ /km): _____

Other reasonable daily expenses: _____

Total: _____

Company Contact: _____ Phone: _____

Submitted by: _____

SCHOOL CHILDREN REGISTRATION RECORD

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

EVACUATION CENTRE: _____

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

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

ROADBLOCK REGISTRATION FORM

Prepared By: _____ Date: _____

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

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

ROADBLOCK TEAM CELL PHONE LIST

Roadblock Team	Roadblock Location	Cell Phone Numbers	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

VOLUNTARY EVACUATION MESSAGE

Date: _____

Time Posted: _____

Hello, this is _____ calling from Strathcona Resources.

Is this the _____ at _____?

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

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

1. When you arrive at the Reception Centre, please check in with the Reception Centre Unit Leader to register and await further instructions.
2. If you are not evacuating, please remain near the telephone or provide me with a new number where you may be reached: _____.
3. Do you understand these instructions? _____.
4. We will call you again and keep you apprised of the situation.
5. Is there anything that we need to be aware of in regards to your family, your livestock/pets and/or your property, with a possible evacuation?
6. Is there any matter that we can provide assistance to you?
7. Thank you for your patience and understanding. If you have any questions or concerns please contact _____ at _____.
8. Do you understand these instructions?
9. If you have urgent questions, call me at _____.

MANDATORY EVACUATION MESSAGE

Date: _____

Time Posted: _____

Hello, this is _____ calling from Strathcona Resources.

Is this the _____ at _____ ?

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

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

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

RESIDENT SHELTER MESSAGE

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

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

How many people are at your home right now? _____

Is there anyone outside that you cannot contact easily? _____ Yes _____ No

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

Please:

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

My name is _____ and my telephone number is _____.

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

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

RESIDENT WARNING MESSAGE

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

Level 1 Emergency Notification Message

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

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

IF YES: (person wishes to leave)

IF NO

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

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

Thank you for your cooperation.

Do you require transportation or assistance?

YES

NO

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

Thank you for your cooperation.

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

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

Thank you for your cooperation.

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

RESIDENT EVACUATION MESSAGE

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

Level 2 or 3 Emergency Evacuation Message

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

Do you require transportation or assistance?

YES

NO

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

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

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

Thank you very much for your cooperation.

TRANSIENT / EMPTY RESIDENCE NOTICE

ATTENTION

Strathcona Resources has encountered a problem at the _____ location. We feel, under the circumstances, that you should evacuate the area until the problem has been corrected.

Presently the wind direction is _____ from the affected site.

The gas is extremely poisonous explosive.

Please proceed immediately to the Reception Centre located at the _____ where a Strathcona Resources representative will address your questions or concerns.

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

For assistance call: _____

Signed by: _____

Strathcona Resources Ltd. Representative

Date: _____

Time: _____

EXTERNAL AGENCY POST INCIDENT EVALUATION

Department/Agency:	Telephone:
Representative:	Title:
Incident Location:	
Type of Emergency:	# of Staff Involved:
Duration:	Total # of man hours dedicated to response:
Other resources used (monitoring units, aircraft, buses, etc.):	
What worked well during the response?	
Areas of improvement?	
What was the role of your department/agency during the response?	
Was your department/agency able to respond effectively?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Would additional training with company personnel be beneficial?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a copy of the company's Emergency Response Plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, do you think a copy would be beneficial?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

Glossary

Adjacent to	For the purpose of this plan refers to the immediate 25 metres.
Air Quality Monitoring	Measures atmospheric concentrations of hazardous substances of product released into the atmosphere.
Alarm	Refers to an unusual condition that activates sirens and visual alarms. These alarms could be activated by pump protective devices, high or low pressures, high sump, scraper arrival, etc.
Alberta Emergency Management Agency (AEMA)	Alberta Provincial Disaster Services Agency.
Alberta Energy Regulator (AER)	Alberta regulatory body for the upstream petroleum industry.
Alert	An incident that may be handled by the duty holder through normal operating procedures and may be deemed low risk to the public. An unrefined hydrocarbons, or associated byproducts, or waste release has or may have potential to extend beyond the duty holder's property but imminent control of the hazard is probable. It is unlikely that the incident will escalate further.
Auto-Ignition Temperature	All NGL products are flammable and will flash at extremely low temperatures. An open flame or spark is not necessary to cause ignition. Any hot surface, which exceeds the auto ignition temperature of a product, can cause a fire if the vapours reaching the hot surface are within their flammable range.
Battery	A system or arrangement of tanks or other surface equipment receiving the effluents of one or more wells prior to delivery to market or other disposition, and may include equipment or devices for separating the effluents into petroleum, natural gas, or water, and for measurement.
Booster Pump	A small pump that pulls product from the source of supply and pumps it into the suction, or input of the main pump unit.

Boiling Point	This is the temperature at which a liquid changes to a gaseous state. Water for example changes to the gaseous state at 100°C (212°F) and therefore heat must be applied. NGL products change to the gaseous state at extremely low temperatures and will therefore cool the surrounding environment. If the liquid comes in contact with flesh it immediately reduces the temperature of the flesh to the boiling temperature of the liquid causing severe frostbite. Rapid phase transition or flameless explosions are sometimes heard when an NGL liquid is rapidly transformed to a vapour state. No burning or chemical reaction is involved.
Canadian Association of Petroleum Producers (CAPP)	CAPP represents member companies who explore for, develop and produce natural gas, crude oil etc. CAPP works closely with the government to analyze key oil and gas issues.
Ceiling – Recommended Exposure Limit	The concentration that should not be exceeded during any part of the working exposure. An employee’s exposure to a hazardous substance shall at no time exceed the ceiling value.
Closure Order	Also known as a Fire Hazard Order. A closure order is issued to close a specific area to unauthorized personnel. The closure order area is that area within the boundaries described in an order issued by the AER under Section 97(1) of the Oil and Gas Conservation Act.
Condensate	A by-product of plants processing natural gas from natural gas wells.
Control Valve	A valve that will automatically maintain a predetermined pressure upstream or downstream of the valve, or will maintain a controlled flow rate through the valve.
Coordination & Information Centre (CIC)	Notifies necessary government departments who may be needed in the event of an incident.
Corporate Level ERP	A corporate-level ERP is used when a specific ERP is not required and contains preplanned procedures that will allow for effective response to an emergency.
Critical Sour Well	An AER designation of a well for drilling purposes which identifies a well with an H ₂ S release of >2.0m ³ /second or certain wells of a lesser release rate in close proximity to an urban centre.

Disaster	An event that result in serious harm to the safety, health or welfare of people or in widespread damage to property.
Downstream	With reference to a pumping station, indicates the discharge side of that station.
Duty Holder	The licensee or approval holder as specified by the <i>Oil and Gas Conservation Act</i> , the licensee as specified by the <i>Pipeline Act</i> , and the operator as specified by the <i>Coal Conservation Rules</i> and the <i>Oil Sands Conservation Act</i> .
Emergency	A present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect health, safety or welfare of people or to limit damage to property.
Emergency Awareness Zone (EAZ)	The Emergency Awareness Zone (EAZ) is a distance outside of the HPZ where public protection measures may be required due to poor dispersion conditions of the hazard.
Emergency Operations Centre (EOC)	An operations centre established in a suitable location to manage the larger aspects of the emergency. In a high impact emergency there may be a number of EOCs established to support the response. These may include corporate EOC (regional, headquarters), municipal EOC and the provincial government POC.
Emergency Planning Zone (EPZ)	A geographical area surrounding a well, pipeline, or facility containing hazardous product that requires specific emergency response planning by the licensee.
Emergency Shut Down Valve (ESD)	A valve that blocks the passage of material from both directions and can automatically close when the amount of material passing through the valve exceeding allowable limits.
ERCBH₂S Computer Software	A software tool that calculates site-specific EPZs using thermodynamics, fluid dynamics, atmospheric dispersion modelling, and toxicology.
Evacuation	The removal of people from the incident area or EPZ.
Explosimeters	Can detect explosive substances in the atmosphere. May be a hand held device.

Explosive Limits (Lower and Upper)	Each gaseous hydrocarbon substance has a minimum (Lower Explosive Limit or LEL) and a maximum (Upper Explosive Limit or UEL) percentage in air below or above which combustion will not take place. Explosive limit and flammability limit are used interchangeable. The terms “Too Lean” and “Too Rich” are used for levels outside of the explosive range.
Facility	Any building, structure, installation, equipment, or appurtenance over which the OGC / AER / MER has jurisdiction and that is connected to or associated with the recovery, development, production, handling, processing, treatment, or disposal of hydrocarbon-based resources or any associated substances or wastes. This does not include wells or pipelines.
Fire Hazard Order	An order issued by the AER during an emergency to restrict public access to a specified area.
Flight Information Centre (FIC)	NAV Canada information centres that provide pilots with flight planning and enroute services.
Flow Rate	The speed in which the product is flowing, computed in cubic meters per hour (m ³ /hr).
Gathering System	The network of pipelines, pumps, tanks and other equipment, which carry oil and gas to the main pipeline or a processing plant or other separation equipment.
H₂S Release Rate	The rate at which the sour gas escapes into the atmosphere. Usually given in cubic metres per second (m ³ /s).
Hazard Planning Zone (HPZ)	An Emergency Planning Zone (EPZ) is a geographical area surrounding a well, pipeline or facility containing hazardous product that requires specific emergency response planning by the industrial operator.
Hazardous Product	Substances released in quantities that may harm persons, property or the environment.
High Vapour Pressure (HVP)	A pipeline system containing hydrocarbon mixture in the liquid or quasi-liquid state with a vapour pressure greater than 110 kPa absolute at 38°C. Some examples are liquid ethane, ethylene, propane, butanes, and pentanes plus. HVP lines have a vapour pressure greater than 240 kPa at 38°C (34.8 PSIG at 100°F) and include ethane, propane butane, and pentanes plus, either as a mixture or as a single component.

Hydrogen Sulphide (H₂S)	<p>A naturally occurring gas found in a variety of geological formations and also formed by the natural decomposition of organic matter in the absence of oxygen. H₂S is colourless, has a molecular weight that is heavier than air, and is extremely toxic. In small concentrations it has a rotten egg smell and causes eye and throat irritation. Depending on the particular gaseous mixture, gas properties, and ambient conditions, a sour gas release may be</p> <ul style="list-style-type: none"> ▪ heavier than air so that the gas cloud will tend to drop towards the ground with time (dense), ▪ lighter than air so the gas cloud will tend to rise with time (buoyant), or ▪ about the same weight as air so that it tends to neither rise nor drop but disperses (neutrally buoyant).
Hyper-susceptible	<p>Persons who may be abnormally reactive to a given exposure to toxins and their reaction may occur in orders of magnitude greater than that of the susceptible population. Hyper-susceptible include those persons with impaired respiratory function, heart disease, liver disease, neurological disorders, eye disorders, severe anaemia, and suppressed immunological function.</p>
Ignition	<p>Process of setting a hydrocarbon release on fire.</p>
Incident	<p>Means an unexpected occurrence or event, caused by human or natural phenomena, that requires action by upstream and/or emergency personnel, to prevent or minimize the impact on the safety or health of people, property or the environment.</p>
Incident Command Post (ICP)	<p>A facility at, or near the incident site selected from which to manage response and control procedures in the event of an emergency.</p>
Incident Command System (ICS)	<p>An incident response structure that has the ability to expand or contract based on the needs of an incident.</p>
Initial Isolation Zone (IIZ)	<p>An area in close proximity to a continuous hazardous release where indoor sheltering may provide temporary protection due to the proximity of the release.</p>
Isolation	<p>To separate an area or process from the rest of the plant.</p>
Kick	<p>A situation where the formation pressure exceeds the static pressure in the well bore allowing formation fluid to enter.</p>

Level 1 Emergency	An uncontained release extending beyond the duty holder's property has/or could impact the public or sensitive terrain. Containment operations are proceeding and the duty holder will bring the hazard under control using internal and/or external resources.
Level 2 Emergency	An uncontrolled release extending outside an energy resources facility has impacted the public or sensitive terrain. Control operations have been started and imminent and/or intermittent containment of the hazard is possible. The hazard can be brought under control utilizing the duty holder's in-house and/or external resources.
Level 3 Emergency	The safety of the public is in jeopardy from a major unconfined hazard. There are likely significant and on-going environmental impacts. Immediate multi-agency and provincial government involvement is required
Licensee	A term used to designate the responsible duty holder (e.g., licensee, operator, company, applicant,
Liquefied Petroleum Gas (LPG)	Mixture of heavier, gaseous hydrocarbons (butane and propane), liquefied as a portable source of energy.
Local Authority	(i) council of a city, town, village, or municipal district (ii) in the case of an improvement district or special area, the Minister of Municipal Affairs (iii) the settlement council of a settlement under the Métis Settlements Act (iv) the band council of an Indian band if an agreement has been entered into with the Government of Canada in which it is agreed that the band council is a local authority for the purposes of the <i>Emergency Management Act</i> .
Lower Explosive/ Flammable limit (LEL/LFL)	The lowest concentration of gas or vapour (per cent by volume in air) that burns or explodes if an ignition source is present at ambient temperatures.
Major (Full-blown) Exercise	As described in <i>CAN/CSA-Z731</i> , an exercise involving emergency response agencies, the licensee, and the deployment of all resources required to test the licensee's ERP and intended to provide a realistic simulation of an emergency response.

Ministry of Energy and Resources (MER)	Responsible for the prevention, management and mitigation of spills and releases of products, by products, and wastes from the upstream oil and gas industry, as well as non-routine incidents that pose a threat to the environment and public safety, such as fires, blowouts or releases of sour gas in Saskatchewan.
Mobile Air Quality Monitoring	The use of sophisticated portable equipment capable of measuring meteorological conditions and tracking substances such as H ₂ S or SO ₂ and of measuring very low (ppb) atmospheric concentrations and also capable of being able to record and provide preliminary analysis (eg. averaging values over time) of the monitored readings.
Municipal District (MD)	A governing body similar to a county.
Municipal Emergency Plan	The emergency plan of the local authority required under section 11 of the <i>Emergency Management Act</i> .
Mutual Aid	An understanding between two or more public and/or private facilities or operations to provide assistance to the persons of the agreement. Such an agreement is between two or more persons such as oil and gas companies, service companies, and local authorities.
Natural Gas Liquids (NGL)	These are hydrocarbons liquefied under pressure in field facilities or in gas processing plants. Natural gas liquids include ethane, propane, butane and pentanes plus and normally occur as a mixture of these compounds.
NAV Canada	NAV Canada is Canada's civil air navigation services provide with operations coast to coast. NAV Canada provides air traffic control, flight information, weather briefings, aeronautical information services, airport advisory services and electronic aids to navigation.
Notification	The distribution of project specific information to participants.
Notice to Airmen (NOTAM)	An order issued by Transport Canada to close a specific airspace to unauthorized commercial aviation. The dimension of the airspace described is issued by Transport Canada. Also known as a No Fly Zone.
Off Site	The area beyond the asset property boundary.
Oil & Gas Commission (OGC)	British Columbia regulatory body for the upstream petroleum industry.

On Site	The area within the asset property boundary.
Operating Personnel	Refers to the people working in a given field area.
Partially Controlled Flow	A restricted flow of product at surface that cannot be shut off at the operator’s discretion with equipment on site.
Parts Per Million (ppm)	The unit for measuring the concentration of a particular substance equal to one (1) unit combined with 999,999 other units.
Personal Consultation	Consultation through face-to-face visits or telephone conversations with identified parties and providing the required information packages.
Personal Protective Equipment (PPE)	Safety equipment used for an individual’s protection.
Plume	An elongated mobile column of gas or smoke.
Protective Action Zone (PAZ)	An area downwind of a hazardous release where outdoor concentration levels may result in life threatening or serious and possibly irreversible health effects to the public.
Provincial Operations Centre	An operations centre with capacity to accommodate CMO’s from each government department. The POC was formerly known as the GEOC.
Public	The group of people who may be or are impacted by an emergency (eg. employees, contractors, neighbours, emergency response organizations, regulatory agencies, the media, appointed or elected officials, visitors, customers, etc. as appropriate).
Public Facility	A public building, such as a hospital, rural school, or a major recreational facility, situated outside of an urban centre that can accommodate greater than 50 individuals and/or requires that additional transportation be provided during an evacuation.
Publicly Used Development	Places where the presence of 50 individuals or less can be anticipated. Examples include places of business, cottages, campgrounds, churches, and other locations created for use by the non-resident public.
Pump Unit	Consists of an electric motor or engine connected to a centrifugal pump, either directly as in the case of constant speed units, or through a fluid drive, as in the variable speed pump units.

Reception Centre	A centre established to register evacuees and to assess their needs. The centre is used to register evacuees for emergency shelter or, if temporary shelter is not required because evacuees will stay elsewhere, to ascertain where they can be contacted.
Regional Emergency Operations Centre (REOC)	A single operations centre established in a suitable location to manage the larger aspects of the emergency and is manned jointly by a level of government and industry staff.
Residence	Full time or part time dwelling.
Resident	Individual living in the area at a fixed location.
Self Contained Breathing Apparatus (SCBA)	Personal protection used for protection from hazardous substances in the air.
Shelter In Place	Remaining indoors for short term protection from exposure to toxic gas releases.
SitRep	A report, that recurs, which describes and records a particular incident. Each government department /agency may use a specific title for the situation report. For example, the AER calls their SitRep report an “Incident Notification” and AEMA calls theirs an “Event Notification”.
Sour Gas	Natural gas, including solution gas, containing hydrogen sulphide (H ₂ S).
Sour Pipelines	Convey gas and/or liquid that contains sour gas.
Sour Production Facility	Processes sour gas or liquid.
Sour Well	An oil or gas well expected to encounter sour gas-bearing formations during drilling or any oil or gas well capable of producing sour gas.
State of Local Emergency (SOLE)	Is authorized for a limited duration and limited geographical area by members of the Municipal or Town Council. Grants extraordinary powers to the authorities, including the forcible removal or prevention of entry into the designated area.

Sulphur Dioxide (SO₂)	A colourless, water-soluble, suffocating gas formed by burning sulphur in air; also used in the manufacture of sulphuric acid. SO ₂ has a pungent smell similar to a burning match. SO ₂ is extremely toxic at higher concentrations. The molecular weight of SO ₂ is heavier than air; however, typical releases are related to combustion therefore making the gaseous mixture lighter than air (buoyant).
Sump	An underground tank located at each pump station used to catch products that leak through valves, meters, pump units, seal housing, etc.
Surface Development	Occupied permanent or part-time dwellings, publicly used facilities including campgrounds, places of business, and any other surface development where the public may gather on a regular basis. Surface development includes residences that are required to egress through the EPZ and those immediately adjacent to the EPZ.
Table Top Exercise	As described in <i>CAN/CSA-Z731</i> , an informal exercise generally used to review resource allocation, roles, procedures, and as orientation of new personnel to emergency operations without the stress and time constraints of a full scale exercise.
Transient	Individual temporarily in the area (eg. camper, cross country skier).
Trapper	Holder of a Provincially Licensed and Registered Trap Line for the purpose of hunting and trapping fur bearing animals.
Uncontrolled Flow	A release of product that cannot be shut off at the company's discretion.
Upstream Petroleum Industry	Constitutes all facilities, equipment, substances and operations used in the exploration, recovery, processing and transporting of petroleum within the Alberta Energy Regulator (AER) jurisdiction. Generally, this includes oil and gas operations upstream of a refinery and the storage and transportation of unrefined products by pipeline between oil and gas production facilities or other end points.
Urban Centre	A city, town, new town, village, summer village, hamlet, with no fewer than 50 separate buildings, each of which must be an occupied dwelling, or any similar development the AER may designate as an urban centre.

**Unrestricted
Country
Development**

Any collection of permanent dwellings situated outside of an urban centre and having more than eight permanent dwellings per quarter section; for the purpose of applying the requirements of *ID 97-6*, includes any similar development that the AER might so designate.

**Urban Density
Development**

Any incorporated urban centre, unincorporated rural subdivision, or group of subdivisions with no fewer than 50 separate buildings, each of which must be an occupied dwelling, or any other similar development the AER may designate.

Vapour Density

A measure of the weight of the gas compared to air (air = 1).

Vapour Pressure

The pressure exerted by the vapour when the rate of evaporation is equal to the rate of condensation of the vapour.

**Worker's
Compensation
Board (WCB)**

Non-profit organization that works to reduce injury in the workplace.

Workover

The process of re-entering an existing well to perform remedial action that will restore or improve the productivity or injectivity of the target formation.

Acronyms

AEMA	Alberta Emergency Management Agency
AER	Alberta Energy Regulator
AHS	Alberta Health Services
BOP	Blowout Preventer
CAPP	Canadian Association of Petroleum Producers
CIC	Coordination and Information Centre
CISD	Critical Incident Stress Debriefing
CISM	Critical Incident Stress Management
EAZ	Emergency Awareness Zone
EMBC	Emergency Management British Columbia
EMST	Emergency Management Support Team
EOC	Emergency Operations Centre
EPZ	Emergency Planning Zone
ERAC	Emergency Response Assistance Canada
ERP	Emergency Response Plan
ESD	Emergency Shut Down
ETA	Estimated Time of Arrival
FIC	Flight Information Centre
H₂S	Hydrogen Sulphide
HPZ	Hazard Planning Zone
HVP	High Vapour Pressure
IAP	Incident Action Plan

ICP	Incident Command Post
IIZ	Initial Isolation Zone
JIC	Joint Information Centre
LEL	Lower Explosive Limit
LFL	Lower Flammable Limit
MEP	Municipal Emergency Plan
MER	Saskatchewan Ministry of Energy and Resources
NGL	Natural Gas Liquids
NOTAM	Notice to Airmen (No Fly Zone)
OGC	Oil & Gas Commission (BC)
PAZ	Protective Action Zone
POC	Provincial Operations Centre
PPE	Personal Protective Equipment
PPM	Parts Per Million
PREOC	Provincial Regional Emergency Operations Centre
REOC	Regional Emergency Operations Centre
RHA	Regional Health Authority
SCBA	Self Contained Breathing Apparatus
SITREP	Situation Report
SO₂	Sulphur Dioxide
SOLE	State of Local Emergency
WCB	Worker's Compensation Board