



CORPORATE EMERGENCY RESPONSE PLAN

**24 HOUR EMERGENCY LINE
1-800-360-4706**

The Pembina Corporate ERP applies to Pembina Pipeline Corporation and each of its subsidiaries and/or entities: Pembina Pipeline Corporation; Plateau Pipeline Ltd.; Pouce Coupé Pipe Line Ltd.; Alberta Oil Sands Limited; Pembina Gas Services; Pembina NGL Corporation, Pembina Prairie Facilities Ltd, Pembina Empress NGL Partnership, Younger Extraction Plant Inc., 1195714 Alberta Ltd., Veresen NGL Pipeline Inc, Veresen Midstream Limited Partnership and Vantage Pipeline US LP. These entities are collectively referred to as "Pembina" in this plan.

This document is not intended for external distribution without approval from the Emergency Management Team.



Disclaimer

This material is protected by copyright and is the exclusive property of Pembina Pipeline Corporation and its subsidiaries. Pembina Pipeline Corporation assumes no responsibility for errors or omissions in this document or for direct, incidental, or consequential losses or damages that may result from the uncontrolled external use or duplication of this material.

TABLE OF CONTENTS

Preface

Table of Contents.....	i
Distribution Record.....	vii
Corporate ERP Revision Record	viii
Revision Request Form.....	ix
Introduction	xi
1.0 Emergency Management and Plan Activation.....	1-1
1.1 Emergency Response Management	1-1
1.2 Emergency Response Organization Chart(s).....	1-3
1.2.1 Incident Command Post	1-3
1.2.2 Corporate Emergency Operations Centre	1-5
1.2.3 Incident Command Team Notifications.....	1-6
1.3 ERP Activation	1-7
1.3.1 Sherwood Park Control Centre (SPCC)	1-7
1.3.2 Initiation of ICS Response	1-7
1.3.3 Incident Call-Down Notification & Initial Actions	1-7
1.3.4 ICS Response Management	1-9
1.4 External Emergency Notifications.....	1-11
1.4.1 External Contact Matrix - Alberta.....	1-11
1.4.2 External Contact Matrix – British Columbia	1-12
1.4.3 External Contact Matrix – Saskatchewan	1-13
1.4.4 External Contact Matrix – Manitoba	1-14
1.4.5 External Contact Matrix – Ontario	1-15
1.4.6 External Contact Matrix – North Dakota.....	1-16
1.5 Levels of Emergency	1-17
1.5.1 National Energy Board (NEB)	1-17
1.5.2 Alberta Energy Regulator (AER)	1-19
1.5.3 British Columbia - Oil and Gas Commission (OGC)	1-23
1.5.4 Saskatchewan	1-25
1.5.5 Manitoba.....	1-25
1.5.6 Ontario.....	1-25
1.5.7 Montana	1-25
1.5.8 North Dakota	1-25
1.6 Downgrading the Level of Emergency.....	1-25
1.7 Incident Documentation	1-26
2.0 Site-Specific Information (Individual Site Specific Supplemental ERPs)	
<i>Section 2.0 may not be housed within this copy of the Corporate ERP. Site specific sections are developed, maintained, and distributed on individual schedules depending on the needs and requirements of the specific location/system.</i>	
3.0 Emergency Response Roles and Responsibilities	3-1
3.1 Command Centres Summary	3-2
3.2 Emergency Response Organization.....	3-5
3.2.1 Incident Command Post (ICP).....	3-5
3.2.2 Corporate Emergency Operations Centre (CEOC)	3-7
3.2.3 Incident Command Team Notifications.....	3-8
3.3 Response Roles	3-9
Incident Commander	3-9

TABLE OF CONTENTS – Cont'd.

3.0	Emergency Response Roles and Responsibilities – Cont'd.	
	Liaison Officer	3-13
	Public Information Officer	3-15
	Safety Officer.....	3-17
	Operations Section Chief	3-19
	Logistics Section Chief	3-21
	Planning Section Chief	3-23
	Finance/Administration Section Chief.....	3-25
	Staging Area Manager	3-27
	Safety Watch	3-29
	Response Branch Director	3-31
	Vessel Group Supervisor	3-33
	Containment Group Supervisor	3-35
	Recovery Group Supervisor	3-35
	Ignition Group Supervisor.....	3-39
	Air Operations Group Supervisor	3-41
	Public Protection Branch Director.....	3-43
	Roadblock Group Supervisor	3-45
	Rover/Evacuation Group Supervisor	3-47
	Notification Group Supervisor (Telephoners)	3-49
	Air Monitoring Group Supervisor	3-51
	Reception Centre Group Supervisor	3-53
	Security Branch Director.....	3-55
	Emergency Operations Manager	3-57
	Deputy Emergency Operations Manager	3-59
	Liaison Support	3-61
	Public Information Support	3-63
	Safety Support.....	3-65
	Security Support.....	3-67
	Operations Support	3-69
	Logistics Support.....	3-71
	Planning Support.....	3-73
	Finance and Administration Support	3-75
3.4	Government Roles	
	Federal Government.....	3-77
	Alberta	3-78
	British Columbia.....	3-83
	Saskatchewan	3-86
	Manitoba	3-88
	Ontario	3-89
	Federal Government – United States of America (USA)	3-90
	Montana.....	3-90
	North Dakota.....	3-91
4.0	Emergency Response Zones and Public Protection	4-1
4.1	Emergency Response Zones	4-1
4.1.1	Emergency Planning Zone (EPZ).....	4-1
4.1.2	Initial Isolation Zone (IIZ) (Alberta & USA only).....	4-2
4.1.3	Protective Action Zone (PAZ) (Alberta & USA only).....	4-2

TABLE OF CONTENTS – Cont’d.

4.0 Emergency Response Zones and Public Protection – Cont’d.

- 4.1.4 Hazard Planning Zone (HPZ) (British Columbia only) 4-2
- 4.1.5 High Consequence Areas (HCA) (USA only) 4-2
- 4.1.6 LVP Response Zone 4-2
- 4.1.7 Transportation Related Response Zones..... 4-3
- 4.2 Public Protection 4-3
 - 4.2.1 Isolating the Area (Roadblocks) 4-3
 - 4.2.2 Air Quality Monitoring 4-4
 - 4.2.3 Identifying the Public/Transients Within the EPZ..... 4-5
 - 4.2.4 Notification Within the EPZ..... 4-6
 - 4.2.5 Notification Outside the EPZ 4-7
 - 4.2.6 Sheltering 4-7
 - 4.2.7 Evacuation..... 4-9
 - 4.2.8 Reception Centres..... 4-11
 - 4.2.9 Special Considerations (Public Buildings and Livestock) 4-12
 - 4.2.10 Alberta D71 Public Protection Measures Flowchart 4-13
 - 4.2.11 Ignition 4-14

5.0 Communications 5-1

- 5.1 Pre-Incident Communications / Public Involvement Program 5-1
- 5.2 Internal Communications..... 5-1
- 5.3 External Communications 5-1
- 5.4 Media..... 5-2
 - 5.4.1 Public Information Dissemination 5-3

6.0 All Hazards..... 6-1

- 6.1 Environmental Spill – Oil/Hazardous Chemical 6-2
 - 6.1.1 LPG Spill 6-4
 - 6.1.2 Crude/Condensate Rail Incident 6-6
- 6.2 Gas/Hazardous Product Release 6-7
- 6.3 Fire/Explosion..... 6-9
 - 6.3.1 Storage Tank and Vessel Fires 6-10
- 6.4 Medical Emergencies 6-11
 - 6.4.1 STARS/Air Ambulance Activation 6-12
- 6.5 Serious Vehicle Collison..... 6-14
- 6.6 Notification of Next of Kin 6-15
- 6.7 Bomb Threats..... 6-16
- 6.8 Facility Searches 6-16
- 6.9 Suspicious Packages 6-16
- 6.10 Powerline Contact 6-16
- 6.11 Extreme Weather 6-17
- 6.12 Search and Rescue / Working Alone..... 6-18
 - 6.12.1 Search and Rescue..... 6-18
 - 6.12.2 Working Alone – Missed Check-in..... 6-18
- 6.13 Working in the Dark..... 6-19
- 6.14 Radiation Incidents..... 6-20
 - 6.14.1 Initial Response 6-20
 - 6.14.2 Damaged Radiation Devise Source Holder 6-20
 - 6.14.3 Personnel Contaminated with Radioactive Material 6-20
 - 6.14.4 6-20

TABLE OF CONTENTS – Cont'd.

6.0	All Hazards – Cont'd.	
	6.14.5 Radiation Device Exposed to Fire	6-21
	6.14.6 Action to be taken by RSO	6-21
6.15	Wildfire Response	6-22
	6.15.1 Wildfire Hazard Zone (WHZ) Chart	6-23
	6.15.2 Air Quality Estimation – Shelter / Evacuation Considerations	6-24
	6.15.3 Recommended Wildfire Air Quality Response Actions.....	6-25
7.0	Training	7-1
7.1	Plan Familiarization	7-1
7.2	Exercising / Testing	7-1
7.3	Workshops / Seminars (USA only)	7-1
7.4	Tabletop Exercises	7-2
7.5	Communications Exercises	7-2
7.6	Functional Exercises	7-2
7.7	Full Scale / Major Exercises	7-2
7.8	Exercise Requirements	7-2
7.9	Exercise Notifications	7-3
7.10	Record Keeping and Documentation	7-3
8.0	Post Incident Clean up and Recovery	8-1
8.1	Emergency Call Down	8-1
8.2	Community Relations	8-2
8.3	Critical Stress Debriefing	8-2
8.4	Post Incident Clean up	8-3
8.5	Post-Incident Investigation	8-3
8.6	After Action Review and Post Incident Analysis	8-3
8.7	Insurance/Legal	8-5
8.8	Written Reports	8-5

Appendices**Appendix 1 – Activation Process / Event Notification Flow Charts****Appendix 2 - Characteristics of H₂S and SO₂**

TABLE OF CONTENTS – Cont’d.

Forms

Form
ICS Form(s)
ICS Form 201: Incident Briefing Form
ICS Form 202: Incident Objectives
ICS Form 203: Organization Assignment List
ICS Form 204: Assignment List
ICS Form 205: Incident Radio Communications Plan
ICS Form 206: Medical Plan
ICS Form 207: Incident Organization Chart
ICS Form 208: Safety Message / Plan
ICS Form 209: Incident Status Summary
ICS Form 211: Check-In
ICS Form 213: General Message
ICS Form 214: Activity Log
ICS Form 215: Operational Planning Worksheet
ICS Form 215A: Incident Action Plan Safety Analysis
ICS Form 216: Radio Requirements Worksheet
ICS Form 217A: Communications Resource Availability Worksheet
ICS Form 218: Support Vehicle / Equipment Inventory
ICS Form 220: Air Operations Summary
ICS Form 221: Demobilization Checklist
ICS Form 224: Crew Performance Rating
ICS Form 225: Incident Personnel Performance Rating
ICS Form 309: Communications Log
ERP Form(s)
Incident Action Plan Cover Sheet
Roadblock Vehicle Log
Air Monitoring Log
Telephone Contact Log
Reception Centre Registration Form
Resident Expense Claim Form
Shelter-In-Place Script
Mandatory Evacuation Notification Script
Public Notification/Verification Record
Media Holding Statement Template
Briefing Meeting Agenda
Wildfire Reporting Form
Security Form(s)
Bomb Threat Form
Security Witness Statement Form
Government Reporting Form(s)
AER First Call Communication Form
AER Release Report
OGC Form A: Minor Incident Notification Form
OGC Form C: Emergency Incident Form
NEB Online Event Reporting System (OERS) - <i>Refer to the Online Operations and Maintenance Notification User Guide</i>
US DOT PHMSA Hazardous Materials Incident Report

This page intentionally left blank

DISTRIBUTION RECORD

This Corporate Emergency Response Plan (Corporate ERP or CORE ERP) supports all site-specific ERPs. Site-specific sections (Section 2.0) are reviewed, revised, and distributed independently from the Corporate ERP.

Site-specific, Section 2 documents may be housed within this document or as an independent supplemental document intended to be used in conjunction with this Corporate ERP and are assigned independent Distribution Listings.

The Corporate ERP is maintained in electronic format on the Corporate portal and are recorded and tracked through Pembina's internal tracking systems. Personnel are encouraged to use this electronic copy as their primary reference. Any electronic versions of this plan other than that matching the version on the portal is not deemed to be valid or current.

Note: The manual distribution listing has been removed from the publicly posted version of the Emergency Response Plan (ERP for the protection of private or confidential information.

CORPORATE ERP REVISION RECORD

The Emergency Management Team (Emergency Response Planners) in coordination with the Area Field Offices/Plants shall be responsible for the maintenance of this ERP. This ERP will be reviewed, validated and updated on a regular basis to ensure all applicable regulations are met.

All updates shall be distributed to each individual plan holder who will be responsible for incorporating them into their copy of the ERP, as they are received.

Date	Version Number	Revision Details
June 2, 2005	--	Initial issue of manual for ERCB approval
Sept 13, 2005	--	ERCB Approval
October 5, 2005	--	Updated Distribution and Contact Lists
June 1, 2007	--	Updated Distribution and Contact Lists
July 9, 2008	--	Updated Distribution and Contact Lists
March 10, 2009	--	Updated Contact Lists
February 1, 2010	--	Updated Contact Lists
August 20, 2010	--	Updated Contact Lists
November 15, 2010	--	Revised Manual
October 31, 2011	--	Manual Re-issue – All sections revised
June 15, 2012	--	Manual Re-issue – All sections revised – Directive 71 2008
July 13, 2012	--	Forms Section revised
July 16, 2012	--	Roles Section revised
September 2013	--	External Matrix
January 27, 2014	--	Sections 1, 4, 7, 10 Revised; Name change from ERCB to AER throughout
December 2014	--	Reformatting and plan enhancements for Hearing submission only
June 2015	--	Updated to include Saskatchewan addition Reformatting and plan enhancements submitted with September 2015 DDS 2734
January 2016	--	Update to Emergency Response Organization Chart, inclusion of security related roles and responsibilities, updates to/inclusion of the bomb threat, suspicious package, and facility search hazard response guidelines. Update ECC references to SPCC.
April 2016	--	Update to Distribution List and Corporate Call Down/Notification (Section 1)
January 2017	--	Corporate Plan review – no amendments required at this time
September 2017	--	Addition of US regulations in preparation of Vantage Pipeline Operations.
February 2018	Version 1.0	Review of entire Corporate Plan and revisions throughout.
February 2019	Version 1.0	Review of entire Corporate Plan completed. No revisions required at this time.



REVISION REQUEST FORM

If you find any errors in the Emergency Response Plan (ERP), or if you become aware of regulatory or industry procedural changes, please document and forward suggested changes to the Emergency Management Team for inclusion in the next update of the ERP(s).

Send to: Pembina Pipeline Corporation
4000, 585 – 8 Avenue S.W.
Calgary, AB T2P 1G1

Or:

Section Number: _____

Page Number: _____

Description of Revision:

Horizontal lines for describing the revision.

Justification/Reason for Revision:

Horizontal lines for justifying the revision.

To Be Completed by the Emergency Management Team

Request Acknowledgement: _____

Approval Date: _____

Request Numbered & Logged: _____

Revision Date: _____

Correspondence Required: _____

Issue Date: _____

This page intentionally left blank

INTRODUCTION

The Pembina Corporate ERP applies to Pembina Pipeline Corporation and each of its subsidiaries and/or entities: Pembina Pipeline Corporation; Plateau Pipeline Ltd.; Pouce Coupé Pipe Line Ltd.; Alberta Oil Sands Limited; Pembina Gas Services; Pembina NGL Corporation, Pembina Prairie Facilities Ltd, Pembina Empress NGL Partnership, Younger Extraction Plant Inc., 1195714 Alberta Ltd., Veresen NGL Pipeline Inc., Veresen Midstream Limited Partnership and Vantage Pipeline US LP. These entities are collectively referred to as “Pembina” in this plan.

For over 60 years, Pembina Pipeline Corporation has provided safe and reliable gas liquids transportation in Western Canada. Pembina has expanded its business and now also has gas gathering and processing infrastructure, and midstream and marketing services. Conventional systems and major truck and storage terminals are monitored from a 24-hour manned Control Centre in Sherwood Park.

Pembina places a strong focus on emergency management through its Emergency Management Program (EMP) which includes detailed standards and processes for continued emergency management activities including planning, prevention, preparedness, and response.

Emergency Management includes

- Hazard assessments
- Emergency response plans
- Emergency response exercises
- Employee training
- Community awareness
- First Responder engagement
- Participation in area Mutual Aid groups (e.g., NR CAER, TIMAG, SPOG)

Pembina is committed to protecting the health and safety of workers, the public and safeguarding the environment.

The primary purpose of the Corporate ERP is to provide emergency response related guidance to Company personnel to ensure effective response actions that will aid in the prevention of injury to employees or members of the public and/or damage to the environment and infrastructure.

All Pembina personnel have the responsibility and authority to activate the ERP.

Emergency Response Plans

Pembina’s ERPs are a component of Pembina’s Operations and Maintenance Manuals.

Corporate ERP

The Corporate ERP contains corporate-wide response information (applies to all systems) including Incident Command System (ICS) structure, initiation processes and procedures, roles and responsibilities, public protection measures, administration items and forms.

The Corporate ERP is intended to work in conjunction with system/area site-specific supplements to cover:

- Corporate related incidents
- Pipelines and plant operations
- Construction and maintenance operations

Emergency Response Plans – cont'd.**Spill Contingency Plan**

Pembina has a Spill Contingency Plan that provides additional response actions, plans and resources specific to assets transporting liquids.

System Site-Specific Emergency Response Plan Supplements for High Vapour Pressure (HVP) Pipelines

These supplemental ERPs are designed to work in conjunction with the Corporate ERP and contain system or site-specific information including contact lists, stakeholder information, technical data, and maps.

Sour Operations Supplements for assets containing Hydrogen Sulphide (H₂S)

These supplemental ERPs are designed to work in conjunction with the Corporate ERP and contain system or site-specific information including contact lists, stakeholder information, Emergency Planning Zone (EPZ) sizes, technical data, and maps.

Area Response Plan Supplements for Liquid Pipelines

These supplemental ERPs are designed to work in conjunction with the Corporate ERP and the Spill Contingency Plan. They contain system or area-specific information including contact lists, technical data, response equipment, and maps.

Environment Canada E2 Plans (Emergency Response Supplements)

Pembina has several sites that meet the criteria for an Environment Canada E2 Plan. These locations have storage vessels and/or tanks that contain defined flammable or toxic substances in significant volumes, either in pure form or flammable mixture. A site-specific supplement for each site is required. The E2 plans are regulated, but are not submitted or approved by Environment Canada.

WCSS Oil Spill Contingency Manuals

Pembina is a member of the Western Canadian Spill Services Co-op (WCSS). WCSS manuals provide detailed information, including spill control points for oil spill response in Alberta, BC and Saskatchewan. The WCSS manuals are used in conjunction with the Pembina Emergency Response Plans.

Emergency Response Assistance Canada (ERAC)

Pembina has registered Emergency Response Assistance Plans (ERAP) with ERAC which provides first response to road, rail, and stationary tank incidents involving flammable gases, or for rail incidents involving flammable liquids.

Employee Emergency Response Guide(s)

An Employee Emergency Response Guide provides a quick reference manual for initial response during emergencies, outlining emergency response procedures and response role checklists based on the Incident Command System (ICS).

1.0 EMERGENCY MANAGEMENT AND PLAN ACTIVATION

1.1 Emergency Response Management

The Pembina emergency response is based on the Incident Command System (ICS). ICS is a standardized emergency management system specifically designed to allow users to adopt and integrate an organizational structure equal to the complexities and demands of a single or multiple incidents without being hindered by jurisdictional boundaries. ICS is built on a unified command approach to managing a potentially large-scale incident.

The ICS structure is an effective means of coordinating emergency response, resources, and personnel from multiple responding organizations and agencies.

To coordinate response efforts Pembina and government agencies will establish various command centres to manage required emergency response actions. These centres represent the location of specific response team members and may be set up temporarily or on a long-term basis depending on the nature of the emergency.

Depending upon the nature and seriousness of the incident, Command Centres will be established to coordinate response activities as well as public and media inquiries:

- Local Municipal Disaster Services may set up a command post, the Municipal Emergency Operations Centre (MEOC) to assist with public safety.
- The regulator may establish a Regional Emergency Operations Centre (REOC) or a Provincial Emergency Operations Centre (PREOC)
- Provincial Emergency Management Agencies may establish the Provincial Operations Centre (POC)
- USA State Emergency Operations Centers (SEOC) may be established as the main focal point for State response and to assist local jurisdictions.
- The USA County Emergency Operations Center (CEOC) may be established for a County response.
- Pembina will establish a local Incident Command Post (ICP) which may be supported by the Corporate Emergency Operations Centre (CEOC).
- The activation of a Reception Centre may be coordinated with local authorities, as required.

In the event incident, ICS positions will be activated accordingly; Incident Commander (IC), Operations Section Chief (OSC) and Emergency Operations Manager (EOM). The Emergency Operations Manager will coordinate any required media relations. Additional ICS roles are designated based on the nature of response requirements.

1.1 Emergency Response Management – cont'd

The **Incident Commander**, assumed by a Pembina senior representative located at the Incident Command Post (ICP), is the person in charge and is responsible for the overall coordination and direction of all localized response activities including:

- responsibility for the safety and health of all personnel
- public and environmental protection
- field based emergency response team
- external notifications

The **Operations Section Chief**, reports directly to the Incident Commander and manages:

- on-site tactical response effort (control and containment)
- public protection
- environmental mitigation

The **Emergency Operations Manager** directs activities from the Corporate Emergency Operations Centre (CEOC) in support of the field response including:

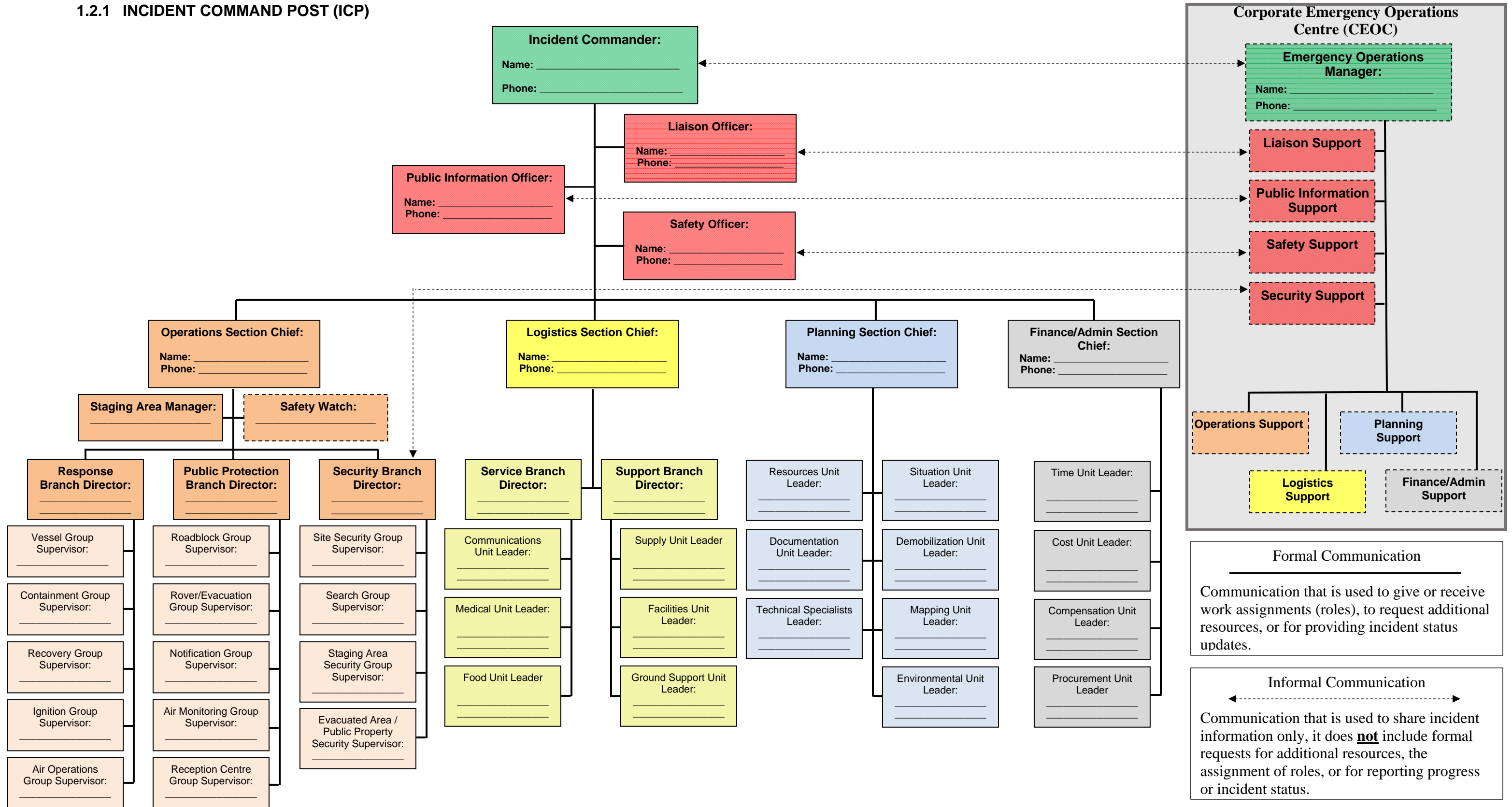
- planning and technical support
- logistics and resource management
- finance and administration
- internal / external company communications
- media communications

Unified Command Organization

In a large scale event or when support from local/municipal authorities or other government agencies with jurisdiction is required, one representative from each level of government may agree to enter into unified command to ensure that response objectives and action plans reflect the responsibilities of each jurisdiction.

1.2 Emergency Response Organization Chart(s)

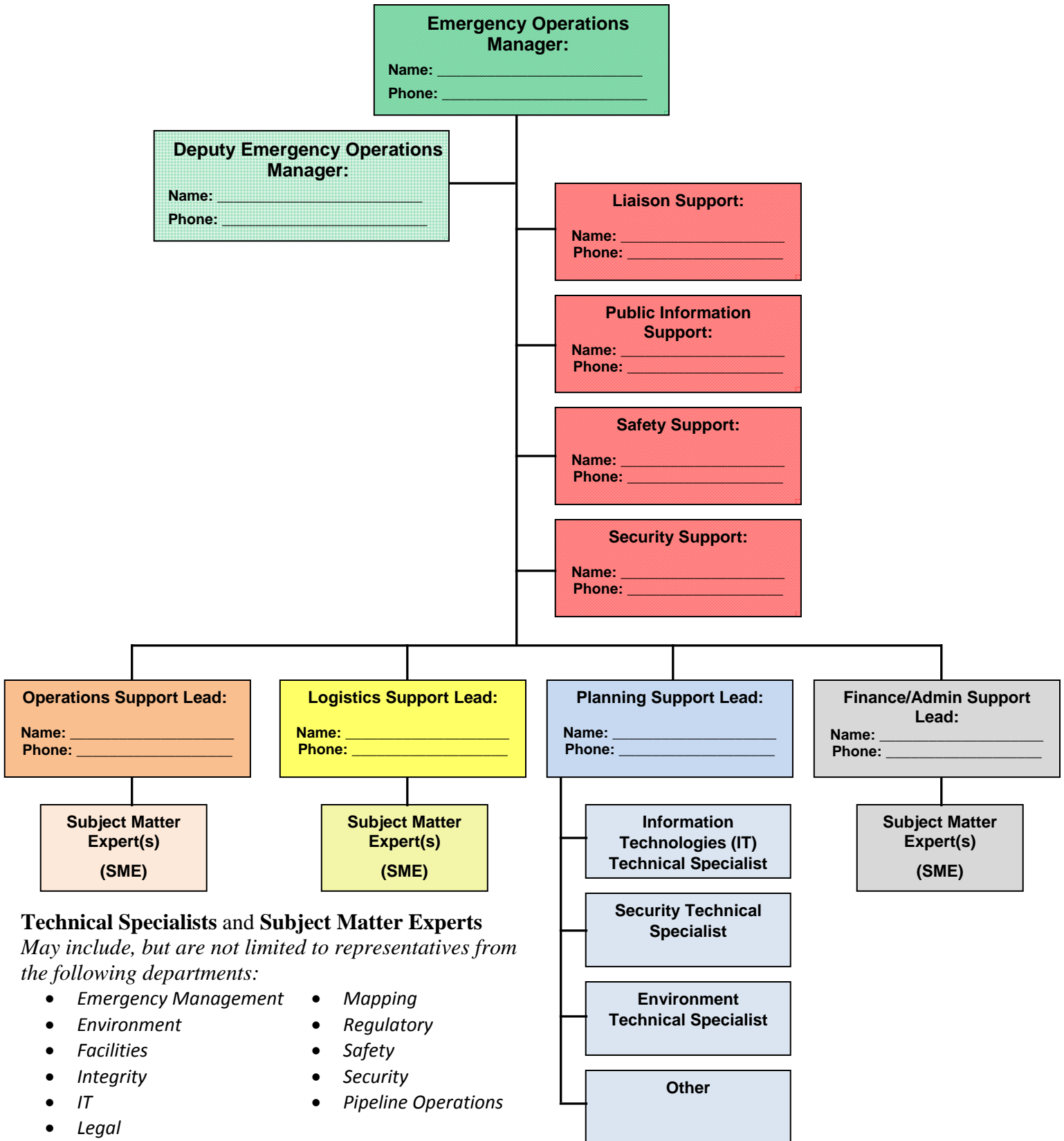
1.2.1 INCIDENT COMMAND POST (ICP)



This page intentionally left blank

1.2 Emergency Response Organization Chart – Cont'd

1.2.2 CORPORATE EMERGENCY OPERATIONS CENTRE



Technical Specialists and Subject Matter Experts
 May include, but are not limited to representatives from the following departments:

- Emergency Management
- Environment
- Facilities
- Integrity
- IT
- Legal
- Mapping
- Regulatory
- Safety
- Security
- Pipeline Operations

1.2 Emergency Response Organization Chart – Cont’d

1.2.3 Incident Command Team Notifications

Potential Incident Management Team member responsibilities are detailed in Section 3. Positions filled will depend on the nature and severity of the situation.

Actual duties and actions to be carried out under each Level of Emergency for each position are dictated by the emergency situation and resulting hazards to public, employees, environment, and property and equipment.

Positions within the Incident Management Team are potentially filled by the following Pembina employment positions. Specific employees holding these job titles can be found in the Contact Lists in the Site Specific Section 2.

Position	Potential Designates
Field Incident Management Team	
Incident Commander	District Manager, Senior Area/Plant Manager, Area Supervisor, Area Foreman
Operations Section Chief (Field)	Operations/Plant Foreman or Supervisor
Response Branch Director	Investigating or operator on site
Safety Officer	Area Safety Advisor
Public Protection Branch Director	Designated Field or Plant Personnel
Evacuation Teams Roadblock Teams Monitoring Teams Rovers	Designated Field Personnel and local authority support Contract Safety Company Contract Safety Company and/or Mutual Aid
Public Information Officer	Designated Field Personnel at Incident Command Post Crisis Communications Team
Planning / Logistics Section Chief	Designated Field or Plant Personnel
Pembina Corporate Emergency Operations Centre Support Team	
Emergency Operations Manager	Business Unit Leader - Operations Manager, Sr. Operations Manager
Emergency Management Team	Emergency Management On-Call
Safety and/or Security Support	Safety and/or Security Representative
Operations Support	Business Unit Operations or Engineering Manager
Planning Support	Technical Services
Logistics Support	Procurement
Finance/Admin Support	Business Unit Controller
<i>To be contacted through the Activation Conference Call, if needed</i>	
External Support	
Government Agency Support	As required

1.3 ERP Activation

All incidents, accidents or events which occur during Pembina's operations may have the potential to impact not only the public and environment but several areas within the Company. Therefore, it is essential for all emergency situations to be quickly assessed and addressed. Pembina has resources across its operational areas which can be mobilized to provide direction and support to personnel during an emergency situation.

Pembina requires all potential emergencies be reported to the Field On-Call Representative, the appropriate Business Unit Designate, the Emergency Management Team, Crisis Communication and to the appropriate regulatory body in accordance with the ERP. Pembina representatives are responsible for initiating the Emergency Response Plan.

1.3.1 Sherwood Park Control Centre (SPCC)

Note: Procedures that directly impact the security of personnel, response equipment, or operations have been removed from the publicly posted version of the Emergency Response Plan (ERP).

1.3.2 Initiation of ICS Response (Activation flowcharts found in Appendix 1)

Note: Procedures that directly impact the security of personnel, response equipment, or operations have been removed from the publicly posted version of the Emergency Response Plan (ERP).

1.3.3 Incident Call-Down Notification Flowchart & Initial Actions

Note: Procedures that directly impact the security of personnel, response equipment, or operations have been removed from the publicly posted version of the Emergency Response Plan (ERP).

1.3.3 Incident Call-Down Notification & Initial Actions – cont'd

Site	Field Office	Control Centre	Calgary Office
On Site Command Post (OCSP)	Incident Command Post (ICP)	Sherwood Park Control Centre (SPCC)	Corporate Emergency Operations Centre (CEOC)
<p>Dispatched Operator:</p> <ul style="list-style-type: none"> • Confirms incident to Field On-Call or Area Supervisor. • Assess any safety concern and initiate immediate public protection measures (e.g. isolation, evacuation). • Assumes role as assigned by IC. • Establishes On-Site Command Post (OSCP) at or near site, based on safety and staging requirements. • Complete any tasks assigned to the role by the IC or Operations Section Chief. • Participate in the CEOC Activation Conference at the request of the IC. 	<p>Area Supervisor:</p> <ul style="list-style-type: none"> • Assumes or assigns role of Incident Commander. • Confirms incident to SPCC and initiates ICS Response activation process. • Assesses situation and mobilizes area personnel to site and/or field office. • Assigns Incident Management Team (IMT) roles. • Develops SMART initial incident objectives using PPOST methodology. • Determines initial level of emergency and confirms with IMT. • Complete CEOC Activation Conference Call and activate the CEOC if required. • Prioritize further public protection measures/ notifications actions. • Ensures that company and government notifications are being done. • Directs overall activities. 	<p>SPCC Foreman:</p> <ul style="list-style-type: none"> • Determine if there is enough information to confirm an event. If not contact Field On-Call to have field confirmation completed. • Notify Activation Team of timing of activation conference call. • Participate in the CEOC Activation Conference Call if requested by the IC. • Records appropriate information to assist the field with development of the Initial Incident Report. • Continues to monitor and acts as a technical specialist to the Planning Section Chief at the ICP as required. • Remains available to communicate with ICP and CEOC personnel. 	<ul style="list-style-type: none"> • Business Unit (BU) Leader: • Assumes or assigns role of Emergency Operations Manager. • Participates in the activations conference call. • Acknowledge assigned objectives from the IC and establish any CEOC specific objectives. • Develop the CEOC organizational structure. • Approve the 201 Incident Briefing Form for the CEOC. • Monitor progress of the action plan against the objectives. • Ensure information updates are provided to the Executive. • Ensure internal and external communications are accurate. • Determine with the Crisis Communications Team activation of the Crisis Communication Plan as necessary. • Determine if a Security Threat Assessment is required.
<p>Post-Incident</p> <ul style="list-style-type: none"> • Initiates clean-up procedures as required. • Provides documentation to Incident Commander. 	<p>Post-Incident</p> <ul style="list-style-type: none"> • Calls down incident in conjunction with the CEOC Emergency Operations Manager and Regulator (e.g. AER/OGC/NEB/ECON/PHMSA) • Ensures all previously notified company and government contacts are advised of the call down. • Gathers all documentation for incident follow-up/ investigation. 	<p>Post-Incident</p> <ul style="list-style-type: none"> • Provides documentation to Incident Commander. 	<p>Post-Incident</p> <ul style="list-style-type: none"> • Calls down incident, in conjunction with the Incident Commander and regulator (e.g., AER/OGC/NEB/ECON/PHMSA etc.) • Ensures all previously notified company and government contacts are advised of the call down. • If necessary, ensure recovery plans are developed to return service levels to normal. • Gathers all documentation for incident follow-up/ investigation.

1.3.4 ICS Response Management

Three important incident management tools/processes to assist an Incident Commander and/or Emergency Operations Manager with decision making and objective setting activities in response to incident priorities are “PPOST”, “SMART” and the “Planning P”.

Incident Priorities

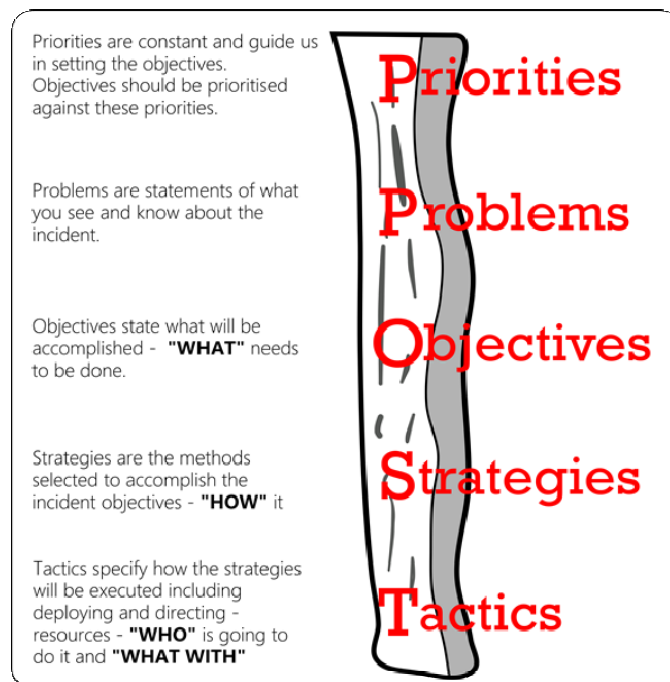
The priorities by which Pembina responds to an incident are constant regardless of the incident.



Although these priorities are relevant across all incidents and command posts, the tactical nature of activities at the Incident Command Post (ICP) leads the Field Incident Management Team to focus on the first three priorities. The broader function of the Corporate Incident Support Team requires them to focus on all five.

PPOST

Decisions at both the ICP & CEOC made during an incident should be made using the PPOST process. The higher function of the CEOC means the CEOC often only deals in objectives while the ICP would also develop specific strategies and tactics.

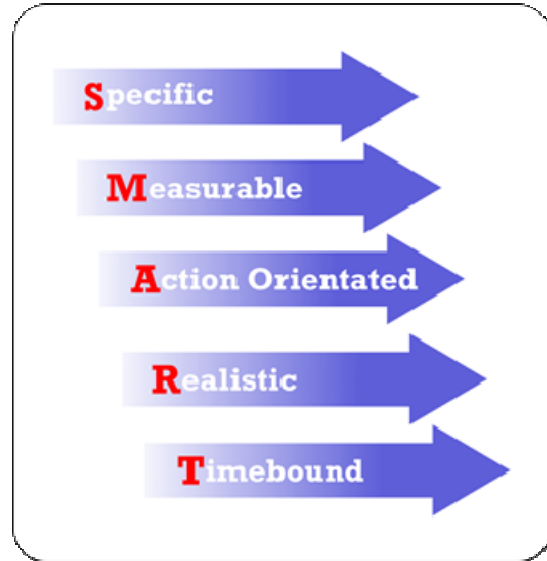


1.3.4 ICS Response Methodology Cont'd (is this a good title?)

SMART Objectives

As part of the PPOST setting incident objectives helps guide responders through their actions with purpose and understanding.

Following the SMART objectives allow people to think about what they are doing and give them an understanding of their role in the big picture. The SMART objectives are focused on telling the Incident Management Team and Corporate Incident Support Team what needs to be done rather than how it needs to be done. Another benefit of SMART objectives is the ability to track the progress of that objective.

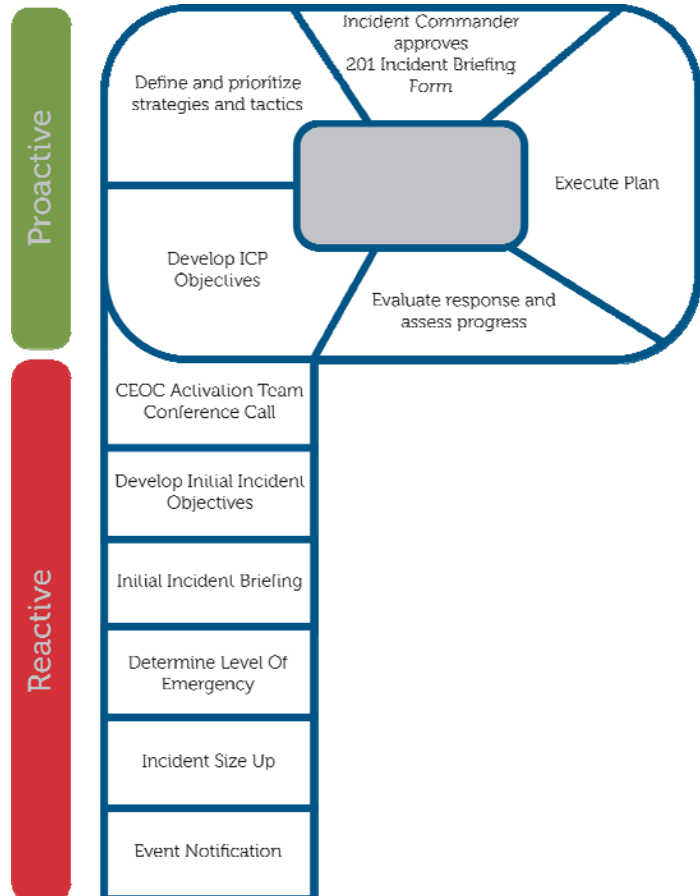


The Planning P

The Planning P is a systematic method which ensures the objectives needed to resolve the incident are identified and developed into appropriate strategies and tactics for execution. Effectively, it drives the tempo or rhythm of the incident response teams.

At the beginning of any incident, the responders will be reacting to the incident. The Planning P is designed to ensure the response teams become proactive as quickly as possible. The stem of the Planning P represents the Reactive phase of dealing with an incident.

As the response progresses utilizing this process allows for the transition to proactive planning while ensuring everyone knows the plan and their role in delivering it. It also enhances safety, clarifies roles, provides a base against progress that can be measured, and ensures an efficient response.



1.4 External Emergency Notifications

1.4.1 External Contact Matrix – Alberta – Contact numbers found in Site Specific Section 2

Agency	Emergency Situation								
	Public Impact	Spill	Gas Release	Fire/ Explosion	Pressure Vessel	Electrical	Fatality	Serious Injury	Security Via CEOC
* Mandatory Contacts									
✓ Potential - If required and/or courtesy									
Alberta Energy Regulator (AER)	✓*	✓*	✓*	✓*	✓		✓*	✓*	✓*
National Energy Board (NEB)	✓	✓A	✓A	✓A			✓A	✓A	✓A
Emergency (RCMP, Fire, Ambulance)	✓B	✓B	✓B	✓B	✓B	✓	✓*	✓*	Police
Local Authority (County/Town)	✓*	✓*	✓*	✓*	✓	✓	✓*	✓	✓*
First Nations & Aboriginal Groups	✓K*	✓K*	✓K*	✓K*					
Alberta Environment & Parks / Environment Canada	✓*	✓*	✓*	✓*	✓*				
Department of Fisheries & Oceans (DFO)		✓C	✓C						
Western Canadian Spill Co-Op (WCSS)		✓*							
AB Emergency Management Agency (AEMA)	✓	✓	✓	✓	✓				✓
Alberta Health Services (AHS)	✓*	✓D	✓D	✓D	✓D				
Federal Health - First Nations Health	✓J	✓J	✓J	✓J	✓J				
AB Occupational Health & Safety (OH&S)		✓E	✓E	✓E	✓E		✓*	✓* 48 hrs	✓E
Workers' Compensation Board (WCB)							✓* 24 hrs	✓* 72 hrs	
AB Boilers Safety Association (ABSA)				✓	✓*				
Alberta Safety Services				✓		✓*			
AB Transportation / Hwy Contractor	✓F	✓F	✓F	✓F	✓F		✓F	✓F	✓F
CN/CP Rail		✓G	✓G	✓G	✓G				✓G
CANUTEC – Federal & Regional		✓H		✓H	✓H				✓H
NOTAM – Notice to Airman			✓I	✓I					
Navigable Water/Office of Boating		✓C	✓C						
Alberta One-Call		✓	✓						
Air Search and Rescue	✓							✓	

- A If cross provincial pipeline incident
- B If release has potential to ignite, if worker injury may/has occurred, roadblock assistance or as courtesy
- C If spill/release enters/impacts waterways
- D If member of public is contacted or public health may be impacted
- E If danger to worker exists
- F If double or single numbered highway is or may be impacted

- G If railroad impacted by hazard or rail loading incident
- H If transport related – Rail & Air – Federal, Road - Provincial
- I If airspace is impacted
- J If incident impacts First Nations Community
- K Contacted through Pembina Crisis Communications Call-down to Aboriginal and Community Relations – Potential specific contacts identified in Section 2

1.4.2 External Contact Matrix – British Columbia – Contact numbers found in Site Specific Section 2

Agency	Emergency Situation								
	Public Impact (Notifications /Evac)	Spill	Gas Release	Fire/ Explosion	Pressure Vessel	Electrical	Fatality	Serious Injury	Security via CEOC
* Mandatory Contacts									
✓ Potential - If required and/or courtesy									
Emergency Management BC (EMBC)	✓*	✓*	✓*	✓*	✓*		✓*	✓*	✓*
National Energy Board (NEB)	✓	✓A	✓A	✓A			✓A	✓A	✓A
Oil & Gas Commission (OGC)	✓*	✓*	✓*	✓*	✓		✓*	✓*	✓*
Emergency (RCMP, Fire, Ambulance)	✓B	✓B	✓B	✓B	✓B	✓	✓*	✓*	Police
Local Authority (Regional District/Town)	✓*	✓*	✓*	✓*	✓	✓	✓*	✓	✓*
First Nations & Aboriginal Groups	✓K*	✓K*	✓K*	✓K*					
BC Environment & Environment Canada	✓*	✓*	✓*	✓*	✓*				
Ministry of Forest, Lands, Natural Resource Operations & Rural Development	✓C	✓C	✓C	✓C	✓C				
Department of Fisheries & Oceans (DFO)		✓D	✓D						
Western Canadian Spill Co-Op (WCSS)		✓*							
BC Health Services	✓*	✓E	✓E	✓E	✓E				
WorkSafe BC & WCB		✓*	✓*	✓*	✓*		✓*	✓*	✓F
BC Safety Authority				✓	✓*	✓*			
Ministry of Transportation	✓G	✓G	✓G	✓G	✓G		✓G	✓G	✓G
CN/CP Rail		✓H	✓H	✓H	✓H				✓H
CANUTEC – Federal & Regional		✓I		✓I	✓I				✓I
NOTAM – Notice to Airman			✓J	✓J					
Navigable Water/Office of Boating		✓D	✓D						
BC One-Call		✓	✓						
Air Search and Rescue	✓							✓	

- A If cross-provincial pipeline incident
- B If release has potential to ignite, if worker injury may/has occurred, roadblock assistance or as courtesy
- C If incident occurs in any green area, park, impacts forests, wildlife, fish
- D If spill/release enters/impacts waterways
- E If member of public is contacted or public health may be impacted & contact First Nations Health if on their lands
- K Contacted through Pembina Crisis Communication Call-down to Aboriginal and Community Relations

- F If danger to worker exists
- G If numbered highways are/may be impacted
- H If railroad impacted by hazard or rail loading incident
- I If transport related – Rail & Air – Federal, Road - Provincial
- J If airspace is impacted

WorkSafe BC Regulations (Feb 2009) states that any incident having any regulatory reporting requirement must also be reported to WorkSafe BC

1.4.3 External Contact Matrix – Saskatchewan – Contact numbers found in Site Specific Section 2

Agency	Emergency Situation								
	Public Impact	Spill	Gas Release	Fire/ Explosion	Pressure Vessel	Electrical	Fatality	Serious Injury	Security Via CEOC
✓* Mandatory Contacts									
✓ Potential - If required and/or courtesy									
Sask. Ministry of the Economy (ECON)	✓*	✓*	✓*	✓*	✓		✓*	✓*	✓*
National Energy Board (NEB)	✓	✓A	✓A	✓A			✓A	✓A	✓A
Emergency (RCMP, Fire, Ambulance)	✓B	✓B	✓B	✓B	✓B	✓	✓*	✓*	Police
Local Authority (County/Town)	✓*	✓*	✓*	✓*	✓	✓	✓*	✓	✓*
First Nations	✓*K	✓*K	✓*K	✓*K					
Sask. Environmental Protection Branch Environment Canada	✓*	✓*	✓*	✓*	✓*				
Sask. Conservation	✓C	✓C	✓C	✓C	✓C				
Department of Fisheries & Oceans (DFO)		✓D	✓D						
Sask Area Oil Spill Co-Op		✓*							
Sask. Emergency Management Organization (SaskEMO)	✓	✓	✓	✓	✓				✓
Sask. Health Authority	✓*	✓E	✓E	✓E	✓E				
Worksafe Saskatchewan		✓F	✓F	✓F	✓F		✓*	✓*	✓F
Workers' Compensation Board (WCB)							✓*	✓*	
Technical Safety Authority				✓	✓*				
Sask. Hydro				✓		✓*			
Sask. Highways & Infrastructure	✓G	✓G	✓G	✓G	✓G		✓G	✓G	✓G
CN/CP Rail		✓H	✓H	✓H	✓H				✓H
CANUTEC – Federal & Regional		✓I		✓I	✓I				✓I
NOTAM – Notice to Airman			✓J	✓J					
Navigable Water/Office of Boating		✓D	✓D						
Sask. 1st Call		✓	✓						

- A If cross provincial pipeline incident
- B If release has potential to ignite, if worker injury may/has occurred, roadblock assistance or as courtesy
- C If incident occurs in any green area, park, impacts forests, wildlife, fish
- D If spill/release enters/impacts waterways
- E If member of public is contacted or public health may be impacted & contact First Nations Health if on their lands
- K Contacted through Pembina Crisis Communications Call-down to Aboriginal and Community Relations

- F If danger to worker exists or a worker has been seriously injured (min 72 hr hospital stay)
- G If double or single numbered highway is or may be impacted
- H If railroad impacted by hazard or rail loading incident
- I If transport related – Rail & Air – Federal, Road - Provincial
- J If airspace is impacted

1.4.4 External Contact Matrix – Manitoba – Contact numbers found in Site Specific Section 2

Agency	Emergency Situation								
	Public Impact	Spill	Gas Release	Fire/ Explosion	Pressure Vessel	Electrical	Fatality	Serious Injury	Security Via CEOC
✓* Mandatory Contacts									
✓ Potential - If required and/or courtesy									
Manitoba Innovation, Energy and Mines Petroleum Branch	✓*	✓*	✓*	✓*	✓		✓*	✓*	✓*
National Energy Board (NEB)	✓	✓A	✓A	✓A			✓A	✓A	✓A
Emergency (RCMP, Fire, Ambulance)	✓B	✓B	✓B	✓B	✓B	✓	✓*	✓*	Police
Local Authority (County/Town)	✓*	✓*	✓*	✓*	✓	✓	✓*	✓	✓*
First Nations	✓*K	✓*K	✓*K	✓*K					
Manitoba Environment & Environment Canada	✓*	✓*	✓*	✓*	✓*				
Manitoba Conservation	✓C	✓C	✓C	✓C	✓C				
Dept of Fisheries & Oceans (DFO)		✓D	✓D						
Oil Spill Co-Op		✓*							
Manitoba Emergency Measures Organization (EMO)	✓	✓	✓	✓	✓				✓
Manitoba Health Services	✓*	✓E	✓E	✓E	✓E				
Workplace Safety		✓F	✓F	✓F	✓F		✓*	✓*	✓F
Workers' Compensation Board (WCB)							✓*	✓*	
Fire Commissioner's Office				✓	✓*				
Manitoba Hydro				✓		✓*			
Manitoba Infrastructure & Transportation	✓G	✓G	✓G	✓G	✓G		✓G	✓G	✓G
CN/CP Rail		✓H	✓H	✓H	✓H				✓H
CANUTEC – Federal & Regional		✓I		✓I	✓I				✓I
NOTAM – Notice to Airman			✓J	✓J					
Navigable Water/Office of Boating		✓D	✓D						
Click /Call Before You Dig		✓	✓						

- A If cross provincial pipeline incident
- B If release has potential to ignite, if worker injury may/has occurred, roadblock assistance or as courtesy
- C If incident occurs in any green area, park, impacts forests, wildlife, fish
- D If spill/release enters/impacts waterways
- E If member of public is contacted or public health may be impacted & contact First Nations Health if on their lands
- K Contacted through Pembina Crisis Communications Call-down to Aboriginal and Community Relations

- F If danger to worker exists
- G If double or single numbered highway is or may be impacted
- H If railroad impacted by hazard or rail loading incident
- I If transport related – Rail & Air – Federal, Road - Provincial
- J If airspace is impacted

*Notify the Manitoba Fire Commissioner's Office of any fires/explosions via the Fire Reporting Form (http://www.firecomm.gov.mb.ca/investigations_reporting.html)

1.4.5 External Contact Matrix – Ontario – Contact numbers found in Site Specific Section 2

Agency	Emergency Situation								
	Public Impact	Spill	Gas Release	Fire/ Explosion	Pressure Vessel	Electrical	Fatality	Serious Injury	Security Via CEOC
✓* Mandatory Contacts									
✓ Potential - If required and/or courtesy									
Ministry of Natural Resources (MNR)	✓*	✓*	✓*	✓*	✓		✓*	✓*	✓*
National Energy Board (NEB)	✓	✓A	✓A	✓A			✓A	✓A	✓A
Emergency (RCMP, Fire, Ambulance)	✓B	✓B	✓B	✓B	✓B	✓	✓*	✓*	Police
Local Authority (County/Town)	✓*	✓*	✓*	✓*	✓	✓	✓*	✓	✓*
First Nations	✓*K	✓*K	✓*K	✓*K					
Ontario Environment & Environment Canada	✓*	✓*	✓*	✓*	✓*				
Dept of Fisheries & Oceans (DFO)		✓D	✓D						
Oil Spill Co-Op		✓*							
Emergency Management Ontario (EMO)	✓	✓	✓	✓	✓				✓
Ontario Health Services	✓*	✓E	✓E	✓E	✓E				
Ministry of Labour		✓F	✓F	✓F	✓F		✓*	✓* 48 hrs	✓F
Workplace Safety & Insurance Board							✓* 24 hrs	✓* 72 hrs	
Fire Commissioner's Office				✓	✓*				
Sask. Hydro				✓		✓*			
Ministry of Transportation	✓G	✓G	✓G	✓G	✓G		✓G	✓G	✓G
CN/CP Rail		✓H	✓H	✓H	✓H				✓H
CANUTEC – Federal & Regional		✓I		✓I	✓I				✓I
NOTAM – Notice to Airman			✓J	✓J					
Navigable Water/Office of Boating		✓D	✓D						
Ontario One-Call		✓	✓						

- A If cross provincial pipeline incident
- B If release has potential to ignite, if worker injury may/has occurred, roadblock assistance or as courtesy
- C If incident occurs in any green area, park, impacts forests, wildlife, fish
- D If spill/release enters/impacts waterways
- E If member of public is contacted or public health may be impacted & contact First Nations Health if on their lands
- K Contacted through Pembina Crisis Communications Call-down to Aboriginal and Community Relations

- F If danger to worker exists
- G If double or single numbered highway is or may be impacted
- H If railroad impacted by hazard or rail loading incident
- I If transport related – Rail & Air – Federal, Road - Provincial
- J If airspace is impacted

1.4.6 External Contact Matrix – North Dakota – Contact numbers found in Site Specific Section 2

Agency	Emergency Situations							
✓* Mandatory Contacts	Public Impact	Spill	Gas Release	Fire/Explosion	Electrical	Fatality	Serious Injury	Security Via CEOC
✓ Potential – if required and/or courtesy								
Emergency (Sheriff / Fire / Ambulance)	✓B	✓B	✓B	✓B	✓	✓*	✓*	Sheriff
Local authority (County/Town)	✓*	✓*	✓*	✓*	✓			✓*
DOT - PHMSA - National Response Centre	✓*	✓*	✓*	✓*		✓*	✓*	
US - Environmental Protection Agency (EPA)	✓*	✓*	✓*					
North Dakota Department of Emergency Services (NDDDES)	✓	✓	✓	✓				✓
North Dakota Health Authority	✓E	✓E	✓E	✓E		✓*	✓F	
North Dakota Workforce Safety						✓*	✓F	
North Dakota One Call		✓	✓		✓			
EPA - US Environmental Protection Agency	✓*	✓*	✓*	✓*				
CANUTEC - Federal & Regional		✓	✓	✓				
Railways		✓H	✓H	✓H				✓H
ND Highways	✓G	✓G	✓G	✓G				

- A If cross state pipeline incident
- B If release has potential to ignite, if worker injury may/has occurred, roadblock assistance or as courtesy
- C If incident occurs in any green area, park, impacts forests, wildlife, fish
- D If spill/release enters/impacts waterways
- E If member of public is contacted or public health may be impacted

- F If danger to worker exists or a worker has been seriously injured
- G If double or single numbered highway is or may be impacted
- H If railroad impacted by hazard or rail loading incident
- I If transport related – Rail & Air – Federal, Road - State
- J If airspace is impacted

Industries regulated by PHMSA are required to report incidents which meet or exceed established reporting criteria. Hazardous Materials Transportation and Pipeline Accidents are to be reported by telephone to the 24 Hour National Response Centre (NRC) within 2 hours of the incident and in writing within 30 days of the incident. Online submission of electronic reporting via the PHMSA portal is required unless an alternate reporting method is granted by PHMSA. If electronic reporting imposes an undue burden and hardship, an operator may submit a written request for an alternative reporting method to the Information Resources Manager, Office of Pipeline Safety. The request must describe the undue hardship or burden. The PHMSA Portal is located at <https://portal.phmsa.dot.gov/portal>

Notification of an intentional or unintentional release of hazardous materials beyond reportable quantities must be reported to the North Dakota Department of Emergency Services through the Division of State Radio. In addition to the initial notification, follow up reporting using a Hazardous Materials Incident Report is required as soon as conditions allow.

1.5 Levels of Emergency

The Incident Commander, in conjunction with the Operations Section Chief and Planning Section Chief, determines the Level of Emergency as soon as possible. The Liaison Officer will confirm the level with the appropriate government authority before the level is announced. All responders, affected government agencies and stakeholders must be kept informed of the status of an emergency level throughout the response.

Provincial/Federal/State oil and gas regulators use varied matrices/tables to determine the Level of Emergency. Incidents in Manitoba, Saskatchewan and North Dakota will use the Alberta matrix. Information for emergency classification at the Corunna site will be found in the site-specific ERP section.

1.5.1 National Energy Board (NEB)

An incident as defined by the NEB as per the Onshore Pipeline Regulations (OPR) is:

An occurrence that results in:

- The death of or serious injury to a person;
- Releases that may have significant adverse impact on the environment;
- Unintended fire or explosion;
- Unintended or uncontained release of Low Vapour Pressure (LVP) hydrocarbons in excess of 1.5m³;
- Unintended or uncontrolled release of gas or High Vapour Pressure (HVP) hydrocarbons; and
- Operation of a pipeline beyond its design limits as defined by CSA Z662, CSA Z276 or any operating limits imposed by the NEB."

Section 52 of the OPR requires companies to notify the NEB of all incidents relating to the construction, operation or abandonment of their pipelines.

Immediately Reportable Events

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

An incident that Harms People or the Environment:

- A death
- A serious injury (as defined in the OPR or TSB regulations)
- An unintended or uncontrolled LVP hydrocarbon release in excess of 1.5m³ that leave company property or occurs on or off the right of way
- An unintended or uncontrolled sweet natural gas or HVP release >30,000m³
- Any unintended or uncontrolled release of sour natural gas or hydrogen sulfide; and/or
- A significant adverse effect on the environment.

A Rupture:

- An instantaneous release that immediately impacts the operation of a pipeline segment such that the pressure of the segment cannot be maintained.

A Toxic Plume:

- A band of service fluid or other contaminant (e.g. hydrogen sulfide or smoke) resulting from an incident that causes people, including employees, to take protective measures (e.g. muster, shelter-in-place or evacuation).

In the event of an incident the level of emergency will be determined using the appropriate jurisdictional or adopted oil and gas regulator criteria.

This page intentionally left blank

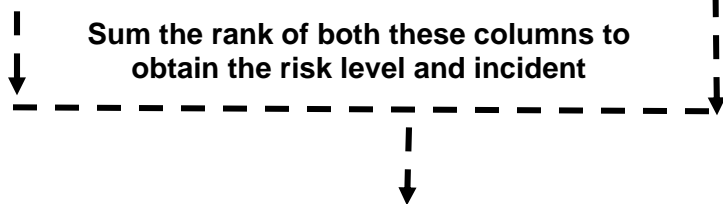
1.5.2 Alberta – Alberta Energy Regulator (AER)

Assessment Matrix for Classifying Incidents

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 lease Gas release impact on lease 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 lease. Gas release impact has potential to extend beyond lease.
3	Major	<ul style="list-style-type: none"> Worker(s) requires hospitalization. Regional and national media interest. Liquid release extends beyond lease-not contained. Gas release impact extends beyond lease-public health/safety could be jeopardized.
4	Catastrophic	<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.

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

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



Risk level	Assessment Results
Very low - 2-3	Alert
Low - 4-5	Level-1 emergency
Medium - 6	Level-2 emergency
High - 7-8	Level-3 emergency

1.5.2 Alberta – Alberta Energy Regulator (AER) – Cont’d.

Assessment Matrix for classifying Incidents

Table 4. Incident Classification				
Responses	Alert	Level-1 emergency	Level-2 emergency	Level-3 emergency
Communications	Internal	Discretionary, depending on licensee policy.	Notification of off-site management.	Notification of off-site management.
	External public	Courtesy, at licensee discretion.	Mandatory for individuals who have requested notification within the EPZ.	Planned and instructive in accordance with the specific ERP.
	Media	Reactive, as required.	Reactive, as required.	Proactive media management to local or regional interest.
	Government	Reactive as required Notify AER if public or media is contacted.*	Notify AER Field Centre. Call local authority and AHS if public or media is contacted.	Notify AER Field Centre, local authority, and AHS.
Actions	Internal	On site, as required by licensee.	On site, as required by licensee. Initial response undertaken in accordance with the site-specific or corporate-level ERP.	Predetermined public safety actions are under way. Corporate management team alerted and may be appropriately engaged to support on-scene responders.
	External	On site, as required by licensee.	On site, as required by licensee.	Potential for multi-agency (operator, municipal, provincial, or federal) response.
Resources	Internal	Immediate and local. No additional personnel required.	Establish what resources would be required.	Limited supplemental resources or personnel required.
	External	None.	Begin to establish resources that may be required.	Possible assistance from government agencies and external support services, as required.

* Pembina has committed to notifying the AER at an Alert level regardless of any public contact

1.5.2 Alberta – Alberta Energy Regulator (AER) – Cont’d.

Pembina Summary of Initial Actions – Alberta

Note: Pembina has committed to notifying the AER at an Alert Level

	Operations Chief	Incident Commander	Emergency Operations Manager
Level 1 Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Assess the situation. <input type="checkbox"/> Notify your Immediate Supervisor. <input type="checkbox"/> Implement personnel safety measures. <input type="checkbox"/> Attend to medical needs. <input type="checkbox"/> Ensure site isolation measures are established. <input type="checkbox"/> Oversee control and containment actions. <input type="checkbox"/> Ensure public protection measures are implemented, as required. <input type="checkbox"/> Establish the On-Site Command Post (OSCP). <input type="checkbox"/> Ensure a Staging Area is established. <input type="checkbox"/> Appoint a Response Branch Director and support completion of ICS 201 Form 	<ul style="list-style-type: none"> <input type="checkbox"/> Establish communications with the Operations Chief, if assigned and complete the ICS 201 Form <input type="checkbox"/> Establish communications with the Emergency Operations Manager. <input type="checkbox"/> Ensure initial actions to protect personnel, the public, property, and the environment are taking place. <input type="checkbox"/> Immediate notification of the AER upon activation of the ERP <input type="checkbox"/> Confirm emergency level as soon as possible but no later than 1 hour from ERP activation. <input type="checkbox"/> Ensure appropriate public protection measures are in place. <input type="checkbox"/> Establish the Incident Command Post (ICP). <input type="checkbox"/> If members of the public or media have been contacted, ensure the appropriate local authority and the health authority has been notified. <input type="checkbox"/> Activate additional members of the Incident Command Team, as required. 	<ul style="list-style-type: none"> <input type="checkbox"/> Establish communications with the Incident Commander and request a copy ICS 201 Form. <input type="checkbox"/> Ensure the appropriate Regulatory Agencies have been notified. <input type="checkbox"/> Confirm initial actions to protect personnel, the public, property and the environment are taking place. <input type="checkbox"/> Establish the Corporate Emergency Operations Centre (CEOC) and activate additional CEOC Team members, as needed. <input type="checkbox"/> Evaluate the effectiveness of the Incident Commander. <input type="checkbox"/> Maintain communications Crisis Communications.
Level 2 Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all Level 1 actions are completed. <input type="checkbox"/> Request additional resources, as needed. <input type="checkbox"/> Ensure the Emergency Planning Zone (EPZ) has been isolated. <input type="checkbox"/> Ensure additional public protection measures are implemented, as required. <input type="checkbox"/> Maintain communications with the Incident Commander. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all Level 1 actions are completed. <input type="checkbox"/> Confirm the Level of Emergency with the applicable regulatory agency. <input type="checkbox"/> Ensure the appropriate local authority and health authority have been notified. <input type="checkbox"/> Ensure additional public protection measures are in place, as required. <input type="checkbox"/> Activate additional members of the Incident Command Team, as needed. <input type="checkbox"/> Maintain communications with the Emergency Operations Manager. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all Level 1 actions are completed. <input type="checkbox"/> Activate additional CEOC Team members, if additional support is needed. <input type="checkbox"/> Ensure the appropriate regulatory, government agencies and outside support services have been notified, as necessary. <input type="checkbox"/> Confirm appropriate actions to protect personnel, the public, property, and the environment are taking place. <input type="checkbox"/> Maintain communications with Crisis Communications.
Level 3 Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all Level 1 and Level 2 actions are completed. <input type="checkbox"/> Request additional resources, as needed. <input type="checkbox"/> Ensure additional public protection measures are implemented, as required. <input type="checkbox"/> Maintain communications with the Incident Commander. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all Level 1 and Level 2 actions are completed. <input type="checkbox"/> Confirm the Level of Emergency with the applicable regulatory agency. <input type="checkbox"/> Ensure government agencies and outside support is notified, as needed. <input type="checkbox"/> Ensure additional public protection measures are in place, as required. <input type="checkbox"/> Activate additional members of the Incident Command Team, as required. <input type="checkbox"/> Maintain communications with the Emergency Operations Manager. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all Level 1 and Level 2 actions are completed. <input type="checkbox"/> Activate additional CEOC Team members, if additional support is needed. <input type="checkbox"/> Ensure the appropriate regulatory, government agencies and outside support services have been notified, as necessary. <input type="checkbox"/> Confirm appropriate actions to protect personnel, the public, property, and the environment are taking place. <input type="checkbox"/> Maintain communications with Crisis Communications.

This page intentionally left blank

1.5.3 British Columbia Oil & Gas Commission (OGC)

Incident Classification Matrix

The classification of an incident is determined for each event or consequence in the following matrix by identifying the probability of escalation or control of the event or consequence. Determine the most suitable “Event or consequence” and “Probability of escalation or control” by reviewing all the scenarios listed, the intersection (or cross point) on the matrix will determine the Level of Emergency as defined by the OGC and the appropriate reporting procedures with the regulator.

 OGC Incident Classification Matrix		Probability of Escalation or Control				
		Uncontrolled, control unlikely in near term	Escalation possible; under or imminent control	Escalation unlikely; controlled or likely imminent control	Escalation highly unlikely; controlled or imminent control	Will not escalate; no hazard; no monitoring required
Event or Consequence	<input type="checkbox"/> Major on site equipment or infrastructure loss <input type="checkbox"/> Persistent and malicious equipment damage or tampering <input type="checkbox"/> Liquid spill or gas release beyond site, affecting persons, property or the environment	Level 3 Incident Immediate Notification to EMBC	Level 3 Incident Immediate Notification to EMBC	Level 2 Incident Immediate Notification to EMBC	Level 2 Incident Immediate Notification to EMBC	Level 1 Incident Immediate Notification to EMBC
	<input type="checkbox"/> Major on-site equipment failure <input type="checkbox"/> Malicious equipment damage or tampering <input type="checkbox"/> Liquid spill or gas release beyond site, potentially affecting persons, property or the environment. <input type="checkbox"/> Occurrence of magnitude 4.5 or greater induced earthquake (felt at surface, probability must be recorded as 2 or higher)	Level 3 Incident Immediate Notification to EMBC	Level 2 Incident Immediate Notification to EMBC	Level 2 Incident Immediate Notification to EMBC	Level 1 Incident Immediate Notification to EMBC	Level 1 Incident Immediate Notification to EMBC
	<input type="checkbox"/> Major on site equipment damage <input type="checkbox"/> Kick size in excess of 3 cubic metres or shut-in casing pressure in excess of 1000 kilopascals <input type="checkbox"/> Persistent / multiple minor vandalism or security incidents <input type="checkbox"/> Liquid spill or gas release on site or potentially beyond site, not affecting persons, property or the environment	Level 2 Incident Immediate Notification to EMBC	Level 2 Incident Immediate Notification to EMBC	Level 1 Incident Immediate Notification to EMBC	Level 1 Incident Immediate Notification to EMBC	Minor Incident • Within 24 hours, report through the OGC’s on-line reporting tool (Kermit) • For reportable spills Immediate Notification of EMBC
	<input type="checkbox"/> Moderate on-site equipment damage <input type="checkbox"/> Minor vandalism or facility security incident <input type="checkbox"/> Liquid spill or gas release confined to site <input type="checkbox"/> Occurrence of magnitude 4.0 or greater induced earthquake (felt on surface, probability must be recorded as 2 or higher)	Level 2 Incident Immediate Notification to EMBC	Level 1 Incident Immediate Notification to EMBC	Level 1 Incident Immediate Notification to EMBC	Minor Incident • Within 24 hours, report through the OGC’s on-line reporting tool (Kermit) • For reportable spills Immediate Notification of EMBC	Minor Incident • Within 24 hours, report through the OGC’s on-line reporting tool (Kermit) • For reportable spills Immediate Notification of EMBC
	<input type="checkbox"/> No consequential impacts	Level 1 Incident Immediate Notification to EMBC	Level 1 Incident Immediate Notification to EMBC	Minor Incident Within 24 hours, report through the OGC’s on-line reporting tool (Kermit)	Minor Incident Within 24 hours, report through the OGC’s on-line reporting tool (Kermit)	No notification Required

Matrix is required as an attachment upon submission of an incident through the Online Minor Incident Reporting System

**1.5.3 British Columbia Oil & Gas Commission (OGC) – Cont’d.
Pembina Summary of Initial Actions – British Columbia**

	Operations Chief	Incident Commander	Emergency Operations Manager
Level 1 Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Assess the situation. <input type="checkbox"/> Notify your Immediate Supervisor. <input type="checkbox"/> Implement personnel safety measures. <input type="checkbox"/> Attend to medical needs. <input type="checkbox"/> Ensure site isolation measures are established. <input type="checkbox"/> Oversee control and containment actions. <input type="checkbox"/> Ensure public protection measures are implemented, as required. <input type="checkbox"/> Establish the On-Site Command Post (OSCP). <input type="checkbox"/> Ensure a Staging Area is established. <input type="checkbox"/> Appoint a Response Branch Director and support completion of ICS 201 Form 	<ul style="list-style-type: none"> <input type="checkbox"/> Establish communications with the Operations Chief, if assigned and complete the ICS 201 Form <input type="checkbox"/> Establish communications with the Emergency Operations Manager. <input type="checkbox"/> Ensure initial actions to protect personnel, the public, property, and the environment are taking place. <input type="checkbox"/> Confirm the Level of Emergency with the applicable regulatory agency. <input type="checkbox"/> Ensure appropriate public protection measures are in place. <input type="checkbox"/> Establish the Incident Command Post (ICP). <input type="checkbox"/> If members of the public or media have been contacted, ensure the appropriate local authority and the health authority has been notified. <input type="checkbox"/> Activate additional members of the Incident Command Team, as required. 	<ul style="list-style-type: none"> <input type="checkbox"/> Establish communications with the Incident Commander and request a copy ICS 201 Form. <input type="checkbox"/> Ensure the appropriate Regulatory Agencies have been notified. <input type="checkbox"/> Confirm initial actions to protect personnel, the public, property and the environment are taking place. <input type="checkbox"/> Establish the Corporate Emergency Operations Centre (CEOC) and activate additional CEOC Team members, as needed. <input type="checkbox"/> Evaluate the effectiveness of the Incident Commander. <input type="checkbox"/> Maintain communications Crisis Communications.
Level 2 Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all Level 1 actions are completed. <input type="checkbox"/> Request additional resources, as needed. <input type="checkbox"/> Ensure the Emergency Planning Zone (EPZ) has been isolated. <input type="checkbox"/> Ensure additional public protection measures are implemented, as required. <input type="checkbox"/> Maintain communications with the Incident Commander. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all Level 1 actions are completed. <input type="checkbox"/> Confirm the Level of Emergency with the applicable regulatory agency. <input type="checkbox"/> Ensure the appropriate local authority and health authority have been notified. <input type="checkbox"/> Ensure additional public protection measures are in place, as required. <input type="checkbox"/> Activate additional members of the Incident Command Team, as needed. <input type="checkbox"/> Maintain communications with the Emergency Operations Manager. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all Level 1 actions are completed. <input type="checkbox"/> Activate additional CEOC Team members, if additional support is needed. <input type="checkbox"/> Ensure the appropriate regulatory, government agencies and outside support services have been notified, as necessary. <input type="checkbox"/> Confirm appropriate actions to protect personnel, the public, property, and the environment are taking place. <input type="checkbox"/> Maintain communications with Crisis Communications.
Level 3 Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all Level 1 and Level 2 actions are completed. <input type="checkbox"/> Request additional resources, as needed. <input type="checkbox"/> Ensure additional public protection measures are implemented, as required. <input type="checkbox"/> Maintain communications with the Incident Commander. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all Level 1 and Level 2 actions are completed. <input type="checkbox"/> Confirm the Level of Emergency with the applicable regulatory agency. <input type="checkbox"/> Ensure government agencies and outside support is notified, as needed. <input type="checkbox"/> Ensure additional public protection measures are in place, as required. <input type="checkbox"/> Activate additional members of the Incident Command Team, as required. <input type="checkbox"/> Maintain communications with the Emergency Operations Manager. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all Level 1 and Level 2 actions are completed. <input type="checkbox"/> Activate additional CEOC Team members, if additional support is needed. <input type="checkbox"/> Ensure the appropriate regulatory, government agencies and outside support services have been notified, as necessary. <input type="checkbox"/> Confirm appropriate actions to protect personnel, the public, property, and the environment are taking place. <input type="checkbox"/> Maintain communications with Crisis Communications.

1.5.4 Saskatchewan

Use the AER matrix to determine the Level of Emergency.

1.5.5 Manitoba

Use the AER matrix to determine the Level of Emergency.

1.5.6 Ontario

The only Pembina facility in Ontario is the Corunna Terminal. Pembina is a member of the Chemical Valley Emergency Coordinating Organization (CVECO), which has its own emergency level designations. See the site-specific Section 2 for the Corunna Facility for this information.

1.5.7 Montana

The United States does not have a designated system for classifying levels of emergencies; therefore, Pembina will use the AER matrix to determine the level of emergency. PHMSA will be contacted in place of the AER and the National Response Centre (NRC) will be notified of spills/releases.

1.5.8 North Dakota

The United States does not have a designated system for classifying levels of emergencies; therefore, Pembina will use the AER matrix to determine the level of emergency. PHMSA will be contacted in place of the AER and the National Response Centre (NRC) will be notified of spills/releases.

1.6 Downgrading the Level of Emergency

Once a situation improves, the decision to downgrade a Level 1, Level 2 or Level 3 emergency is made by the Incident Commander. This decision may be based on monitoring data, control/containment of the situation, or reduced risk to the public or environment and is done **in consultation** with the Energy Regulator (e.g. AER, OGC, NEB, PHMSA).

In Alberta the AER will consult other applicable government agencies and confirm with the licensee that the emergency downgrade or stand-down is appropriate.

Summary of Post Incident actions see Section 8.

1.7 Incident Documentation

Pembina's forms, as part of this plan, serve as a reporting tool to assist responders in obtaining, recording and verifying the appropriate information and must be utilized for every incident or accident. Personal documentation tools, such as day timers or personal notebooks, are not to be used for record keeping during an incident.

Each Pembina employee and contractor that is assigned an emergency responder role shall, during an incident, record their actions, any phone calls/notifications made, etc. so that an accurate record of Pembina's response is documented.

Forms completed during an emergency response are to be submitted to the Emergency Management Team. The information collected on these forms will be reviewed in the post-emergency debriefing session. They may also be reviewed for auditing and training purposes.

Incident documentation and reports will be retained for the life of the impacted asset(s).



**NORTHEAST BC
HVP PIPELINE SYSTEM
EMERGENCY RESPONSE PLAN**

EM 6.110.004

**PEMBINA 24 HOUR EMERGENCY LINE
1-800-360-4706**

**BC OGC 24 HOUR INCIDENT REPORTING LINE
1-800-663-3456**

Pouce Coupé Pipe Line Ltd., Plateau Pipeline Ltd., Pembina NGL Corporation and Pembina Energy Services Inc. are wholly-owned subsidiaries of Pembina Pipeline Corporation.

This document is designed to supplement the Pembina Corporate “Core” ERP.

*Where necessary, information has been removed from this **Redacted Version** for the protection of private or confidential information.*

This page is intentionally blank.

2.0 SITE-SPECIFIC INFORMATION

Table of Contents

Table of Contents.....	i
Distribution List	iii
Revision Record.....	iv
Emergency Response Plan (ERP) Revision Request Form	vi
2.1 Overview	2-9
Main Transmission Pipeline	2-9
LGS Pipelines	2-9
2.1.1 Land Use	2-10
2.2 Area Contacts.....	2-11
2.2.1 Pembina Corporate and Field Locations Contacts	2-11
2.2.2 Pembina Fort St. John Office Contacts	2-15
2.2.3 Pembina Fort St. John Facility Contacts	2-16
2.2.4 British Columbia Government Contact Matrix	2-17
2.2.5 Federal Government Contacts – NEB regulated pipelines / facilities	2-18
2.2.6 British Columbia Government Contacts	2-19
2.2.7 British Columbia Emergency Services	2-23
2.2.8 Mutual Aid (British Columbia) – WCSS	2-24
2.2.8 Mutual Aid (British Columbia) – ERAC	2-24
2.2.8 Mutual Aid (British Columbia) – CEPA	2-25
2.2.8 Mutual Aid (British Columbia) – TIMAG.....	2-26
2.2.8 Mutual Aid (British Columbia) – Government / Local Authorities.....	2-29
2.2.8 Mutual Aid (British Columbia) – Government / Health Authority.....	2-36
2.2.9 Potential British Columbia Reception Centres.....	2-37
2.2.10 British Columbia School Districts.....	2-38
2.2.11 Pembina Grande Prairie Office Contacts	2-39
2.2.12 Pembina Grande Prairie Facility Contacts.....	2-40
2.2.13 Alberta Government Contact Matrix	2-41
2.2.14 Alberta Government Contacts	2-42
2.2.15 Alberta Emergency Services	2-46
2.2.16 Mutual Aid (Alberta) – WCSS	2-48
2.2.16 Mutual Aid (Alberta) – CEPA	2-49
2.2.16 Mutual Aid (Alberta) – ERAC.....	2-50
2.2.16 Mutual Aid (Alberta) – Government / Local Authorities	2-50
2.2.16 Mutual Aid (Alberta) – Government / AHS.....	2-58
2.2.17 Potential Alberta Reception Centres	2-59
2.2.18 Alberta School Districts	2-61
2.2.19 Alberta and BC Industry Support Services.....	2-63
2.3 Technical Information/Tables	2-75
2.3.1 Product Characteristics	2-75
2.4 Communications	2-1

2.5 Equipment.....2-2
2.5.1 Fort St. John Equipment Listing2-2
2.5.2 Grande Prairie Equipment Listing.....2-**Error! Bookmark not defined.**

2.6 Area Stakeholders and Maps(s).....2-3

The Northeast British Columбина (NE BC) HVP emergency response plan is broken into 16 maps. Stakeholder information for each map is listed as follows:

- **Area Special Considerations**
- **Provincial Park / Recreation Area**
- **Grazing Lease holders**
- **Forest Management Agreement (FMA) Holders**
- **Trappers**
- **Wildlife Management Unit Holders (Outfitters)**
- **Industrial operators**
- **Resident Listings - sorted by geographical location (i.e., meridian, township, range, section, letter ID).**

Distribution List

Additional copies of this site-specific section, containing both BC Oil and Gas Commission (OGC) and National Energy Board (NEB) regulated assets, have been distributed as per Pembina's established distribution list.

Note: The manual distribution listing has been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

This page is intentionally blank.

Revision Record

The Emergency Management Team in coordination with the Area Field Offices/Plants are responsible for the maintenance of this ERP Supplement. This ERP is reviewed, validated and updated on a scheduled or as-needed basis to ensure all applicable regulations are met.

All updates shall be distributed to each individual plan holder who will be responsible for incorporating them into their copy of the ERP, as they are received.

The purpose of this Revision Record is to document updates to the ERP.

Date	Version Revision	Description
2006-2017		Annual Updates
February 2018	Version 5.0	Review and update to ERP with internal and external distribution
February 2019	Version 6.0	Review and update to ERP with internal and external distribution
July 30, 2019	Version 6.1	Regular Update - Update to asset tables and Map 15 to include NE BC mainline re-route.

This page is intentionally blank.



Emergency Response Plan (ERP) Revision Request Form

EM 5.3.1-FRM V1 11-2017

NOTE: If you find any errors in the ERP, or if you become aware of regulatory or industry procedural changes, please document that information and forward to Pembina's Emergency Management team for inclusion in the next update of the ERP(s).

Send to: Pembina Pipeline Corporation
4000, 585 – 8 Avenue S.W.
Calgary, AB T2P 1G1

Or E-mail: ERPRequest@pembina.com

Form with sections: ERP REVISION IDENTIFICATION INFORMATION, DESCRIPTION OF REVISION, RATIONALE, EM TEAM USE ONLY. Includes fields for ERP NAME, VERSION NUMBER/DATE, SECTION NUMBER, PAGE NUMBER, REVISION REQUESTED BY, ORGANIZATION, REVIEWED/APPROVED BY, and CORRECTIVE ACTION NO. Includes a note: If not approved, provide explanation and date follow up communication to Requestor completed.:

This page is intentionally blank.

2.1 Overview

Pouce Coupé Pipe Line Ltd., Plateau Pipeline Ltd., Pembina NGL Corporation and Pembina Energy Services Inc. are wholly-owned subsidiaries of Pembina Pipeline Corporation.

Pouce Coupé Pipe Line Ltd. owns and operates four pipelines that are regulated by the National Energy Board (NEB).

Plateau Pipeline Ltd. owns and operate pipelines within two systems that are regulated by the BC Oil and Gas Commission.

Pembina Energy Services Inc. and **Pembina NGL Corporation** are company subsidiaries that acquired the former Provident Energy assets. Pembina Energy Services has pipelines that are licenced by the NEB; Pembina NGL has pipelines that are licenced by the OGC and AER. The pipelines in the Liquids Gathering System (LGS) system that are AER-regulated are not included in this ERP. The pipelines that are NEB and OGC regulated are covered by this ERP.

The Grande Prairie and Fort St. John Area Field Offices are responsible for the operations.

Main Transmission Pipeline

The Northern System, the main transmission line for the system, commences at Taylor, BC and extends to Belloy, AB, a distance of 172.4 km. The Northern Pipeline Diversion added in 2014 and 2016 pipeline relocation results in a total pipeline length of 175.2 km.

Northwest System

The Northwest Transmission System, operates as part of the 20 km Boundary Lake Crude Gathering System, transporting crude of varying densities as well as condensate. The portion of the pipeline regulated by the NEB was de-activated in 2017.

Pouce Coupé System

The Pouce Coupé System, which interconnects with the Peace System, is operated in a batch mode where products transported include NGL, condensate and crude oil.

Peace System

Plateau pipelines within the Peace System include one pipeline that is licensed for HVP service but is presently used for transporting condensate from the Taylor Tank Terminal to Dawson Creek; one pipeline in the Septimus area that is licensed for LVP service; one pipeline that is carrying LVP product; and one pipeline that is flowing LVP. Also within the Peace System is the Taylor to Gordondale Expansion and the Northeast BC Expansion.

LGS Pipeline System

The Liquids Gathering System (LGS) carries condensate liquids and/or high vapour pressure ethane or propane-rich liquids. The LGS pipeline that is regulated by the NEB operates from Taylor to Boundary Lake. There is a segment of this line that has been de-activated and de-commissioned, and is still maintained in this ERP for information purposes. Additional LGS pipelines are regulated by the OGC.

Note: Locations of surface installments and valves have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

2.1 Overview – Cont'd

2.1.1 Land Use

For the purpose of describing the land use within the Northeast BC (NE BC) HVP System, Pembina has looked at the entire general area shown on each of the maps. (The land use description is not restricted to the EPZ). This approach was used to provide a general overview of the area along the pipeline route.

The NE BC EPZs are located in a mostly agricultural and forested area with a relatively high level of oil and gas development.

Area Stakeholders

Stakeholders within the NE BC EPZs include residents, businesses, trappers, outfitters, grazing lease holders, forest management agreement holders, recreational areas, and other oil and gas operators.

Cities, Towns, and Municipalities located within the EPZ associated with the NEBC ERP include:

- Birch Hills County
- Clear Hills County
- City of Dawson Creek (adjacent)
- City of Fort St. John
- Peace River Regional District
- Saddle Hills County
- MD of Spirit River
- Town of Spirit River
- District (Town) of Taylor

River and creek water crossings within the EPZ include:

- Alces River
- Alexander Creek
- Beatton River
- Bernadet Creek
- Bremner Creek
- Cameron River
- Charlie Lake
- Coleman Creek
- Deadhorse Creek
- Doe Creek
- East Cache Creek
- East Deadhorse Creek
- Eight Mile Creek
- Fish Creek
- Flat Rock Creek
- Ground Birch Creek
- Gundy Creek
- Halfway River
- Henderson Creek
- Howard Creek
- Kiskatinaw River
- Kobes Creek
- Ksituan River
- Peace River
- Pouce Coupe River
- Rudyk Coulee
- Saddle (Burnt) River/Creek
- Saskatoon Creek
- Sergeant Creek
- Six Mile Creek
- Spirit River

Recreational Areas of which all or a portion are within the EPZ. Throughout the mapped area there are a number of seasonal parks, campgrounds, and recreational facilities. These areas of transient usage have a greater number of occupants in the peak months (Spring/Summer). During the low season (Fall/Winter/Spring) these areas have very low levels of usage. In the event of an incident the time of year should factor into the response.

- Beatton Provincial Park
- Clinton Memorial Park
- Camp Darnell – Girl Guides of Canada
- Goodlow Recreation Park
- Fort St. John Links Golf Course
- Northland Trail Blazers – Charlie Lake Recreational Area
- New Totem Archery Club
- Monteney Centennial Park
- Taylor Landing Provincial Park

Railway(s) - CN Railways have lines that intersect the EPZ.

Airport(s) - Fort St. John Airport access road intersects with the EPZ

Highway(s) - Portions of the following Highways intersect the EPZ:

- 2 (AB)
- 49 (AB)
- 97 Alaska Hwy
- 719 (AB)
- Beatton Airport Road
- Upper Halfway Road

2.2 Area Contacts

2.2.1 Pembina Corporate and Field Locations Contacts

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Name	City / Town	Phone Number
24 Hour Emergency Sherwood Park Control Centre (SPCC)	Sherwood Park	1-800-360-4706
Corporate EOC – Room 34-103	Calgary	
Head Office – Main Reception (Business hours)	Calgary	403-231-7500
Emergency Management On-Call	Calgary	
Crisis Communication Team On-call	Calgary	
Aboriginal and Community Relations	Calgary	
Environment Management On-Call	Calgary	
SPCC – Foreman 1	Sherwood Park	
Control Centre Console 5 NEBC	Sherwood Park	
Fort St. John Office	Fort St. John	
Grande Prairie	Grande Prairie	

Calgary Contacts	Name	Phone Number
Vice President, Conventional Pipelines		
Sr. Manager, CBU Operations		
Manager, CBU Operations		
Sr. Manager, CBU Engineering		

Registered STARS Sites	
STARS Emergency Link Centre	1-888-888-4567
STARS Direct Line when calling from a satellite phone	403-299-0932
STARS Site ID: 3001	
STARS Site ID: 3167	
STARS Site ID: 6139	

2.2.1 Pembina Corporate and Field Locations Contacts – Cont’d.

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Internal Technical Resources		
Emergency Management		
	ICS, emergency management, sensitive environment response, regulatory compliance, spill containment and recovery, environmental assessment, wildlife management	
	ICS, emergency management, regulatory compliance, response logistics, public protection support	
	ICS, emergency management, regulatory compliance, response logistics, public protection support	
	ICS, emergency management, sensitive environment response, regulatory compliance, spill containment and recovery, environmental assessment, wildlife management, response logistics, swift water response	
	Emergency management, firefighting, fire systems, emergency response, response logistics	
Security		
	Security Management and Security Threat Response, ICS, emergency management	
Environment		
	Environmental response, environmental management, environmental sampling, sensitive environment response, wildlife management, regulatory compliance, environmental assessment	
Communications		
	Media relations, crisis communications, issues management, corporate spokesperson, corporate website/dark site administrator, public relations strategist, stakeholder relations, reputation management, digital communications	
GIS / Mapping		
	GIS and mapping support, GIS layer sourcing, data visualization	
Regulatory		
	Regulatory compliance, regulatory affairs, regulatory liaison	

2.2.1 Pembina Corporate and Field Locations Contacts – Cont’d.

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Internal Technical Resources		
Land		
	Surface lands compliance, access negotiation, public information, landowner compensation	
	Surface lands compliance, access negotiation, public information, landowner compensation	
	Aboriginal affairs, aboriginal communications, aboriginal negotiation, surface lands compliance, access negotiation, public information, landowner compensation,	
Safety		
	Site safety, risk assessment, project safety, safety plan development	
Supply Chain		
	Vendor approvals, logistics, vendor on-boarding, vendor selection.	
Information Systems		
	IT management, IT security, IT resourcing, IT process and system compliance	
Finance		
	Finance and admin, project costing, PO development, AFE development, cost tracking, financial systems	

2.2.1 Pembina Corporate and Field Locations Contacts – Cont’d.

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Pembina Radiation Officers

Corporate Radiation Safety Officers (RSO)		
Office	Name	Cell

Site Radiation Safety Officers (RSO)		
Office	Name	Cell

2.2.2 Pembina Fort St. John Office Contacts

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Fort St. John Office Contact Numbers				
Level of Incident Command System training is identified in the ICS column below. Staff that have completed training above ICS 300 are listed based on their specific training as identified below and have also completed ICS 100/200 & 300 although not specifically listed.				
IC Incident Commander	OSC Operations Section Chief	PSC Planning Section Chief		
SO Safety Officer	PIO Public Information Officer	LSC Logistics Section Chief		
Name	Cell	Office	Position	ICS
Designated Incident Commander(s) / Deputy Incident Commander(s)				
Designated Safety Officer(s)				
Designated Liaison Officer(s)				
Designated Public Information Officer(s)				
Designated Operations Section Chief(s)				
Designated Boat Captain(s)				
Designated Logistics Section Chief(s)				
Designated Planning Section Chief(s)				
Designated Finance / Admin Section Chief(s)				
Designated Scribe(s)				

2.2.2 Pembina Fort St. John Office Contacts – Cont'd.

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Grande Prairie Office Contact Numbers				
Name	Cell	Office	Position	ICS
Additional Support Personnel				

2.2.3 Pembina Fort St. John Facility Contacts

Name	Location	Phone Number
NEB Northern System Taylor Pump Station		
Taylor Tank Terminal Office / Fax		
Taylor Plateau Pumping Station		
Taylor Booster Station		
Warehouse - Fort St. John		
Warehouse - Grande Prairie		

2.2.4 British Columbia Government Contact Matrix

Agency	Emergency Situation								
	Public Impact (Notifications /Evac)	Spill	Gas Release	Fire/ Explosion	Pressure Vessel	Electrical	Fatality	Serious Injury	Security via CEOC
✓* Mandatory Contacts									
✓ Potential - If required and/or courtesy									
Emergency Management BC (EMBC)	✓*	✓*	✓*	✓*	✓*		✓*	✓*	✓*
National Energy Board (NEB)	✓	✓A	✓A	✓A			✓A	✓A	✓A
Oil & Gas Commission (OGC)	✓*	✓*	✓*	✓*	✓		✓*	✓*	✓*
Emergency (RCMP, Fire, Ambulance)	✓B	✓B	✓B	✓B	✓B	✓	✓*	✓*	Police
Local Authority (Regional District/Town)	✓*	✓*	✓*	✓*	✓	✓	✓*	✓	✓*
First Nations & Aboriginal Groups	✓K*	✓K*	✓K*	✓K*					
BC Environment & Environment Canada	✓*	✓*	✓*	✓*	✓*				
Ministry of Forest, Lands, Natural Resource Operations & Rural Development	✓C	✓C	✓C	✓C	✓C				
Department of Fisheries & Oceans (DFO)		✓D	✓D						
Western Canadian Spill Co-Op (WCSS)		✓*							
BC Health Services	✓*	✓E	✓E	✓E	✓E				
WorkSafe BC & WCB		✓*	✓*	✓*	✓*		✓*	✓*	✓F
BC Safety Authority				✓	✓*	✓*			
Ministry of Transportation	✓G	✓G	✓G	✓G	✓G		✓G	✓G	✓G
CN/CP Rail		✓H	✓H	✓H	✓H				✓H
CANUTEC – Federal & Regional		✓I		✓I	✓I				✓I
NOTAM – Notice to Airman			✓J	✓J					
Navigable Water/Office of Boating		✓D	✓D						
BC One-Call		✓	✓						
Air Search and Rescue	✓							✓	

- A If cross-provincial pipeline incident
- B If release has potential to ignite, if worker injury may/has occurred, roadblock assistance or as courtesy
- C If incident occurs in any green area, park, impacts forests, wildlife, fish
- D If spill/release enters/impacts waterways
- E If member of public is contacted or public health may be impacted & contact First Nations Health if on their lands
- K Contacted through Pembina Crisis Communication Call-down to Aboriginal and Community Relations
- F If danger to worker exists
- G If numbered highways are/may be impacted
- H If railroad impacted by hazard or rail loading incident
- I If transport related – Rail & Air – Federal, Road - Provincial
- J If airspace is impacted

WorkSafe BC Regulations (Feb 2009) states that any incident having any regulatory reporting requirement must also be reported to WorkSafe BC

2.2.5 Federal Government Contacts - National Energy Board (NEB) regulated pipelines / facilities

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Agency	Contact	Location	Phone Number
Transportation Safety Board (TSB)	NEB regulated pipeline emergency reporting (Incident Line)		
National Energy Board (NEB)	Inquiries	Calgary	
	Emergency Number (Incident Line) <i>If unable to reach TSB, or for emergencies other than pipelines.</i>	Calgary	
	Online Reporting System (OERS)		
<p>Immediately Reportable Events (as defined on page 1-21 of Pembina’s Corporate emergency response plan) on any NEB regulated pipeline or facility should be reported immediately (ASAP and no later than three hours of the incident being discovered) to the TSB’s Reporting Hotline as well as electronically in the NEB’s Online Event Reporting System (OERS) at https://apps.neb-one.gc.ca/ers. All other events not deemed “significant” must be reported within 24 hours of occurrence or discovery to the Online Reporting System.</p>			
<p>Roles & Responsibilities</p>			
<p>As lead regulatory agency, the NEB:</p> <ul style="list-style-type: none"> • Monitors, observes and assesses the overall effectiveness of the company’s emergency response in terms of: <ul style="list-style-type: none"> ○ Emergency Management ○ Safety ○ Security ○ Environment ○ Integrity of operations and facilities; and ○ Energy Supply • Investigates the event, either in cooperation with the Transportation Safety Board of Canada, under the Canada Labour Code, or as per the National Energy Board Act or CPGOA (whichever is applicable) • Inspects the pipeline or facility • Examines the integrity of the pipeline or facility • Requires appropriate repair methods are being used • Requires appropriate environmental remediation of contaminated areas is conducted • Coordinates stakeholder and Aboriginal community feedback regarding environmental clean-up and remediation • Confirms that a company is following its Emergency Procedures Manual(s) commitments, plans, procedures, and NEB regulations and identifies non-compliances • Initiates enforcement actions as required • Approves the restart of the pipeline. <p style="text-align: right;"><i>NEB Emergency Procedures Manuals Appendix A March 26, 2015</i></p>			

2.2.6 British Columbia Government Contacts

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Agency	Contact	Location	Phone Number
Emergency Management BC (EMBC)	Incident Reporting Line	Fort St. John	
	Northeast Region Office	Prince George	
	The Emergency Management BC (EMBC) Incident Reporting Line is meant as a one-call emergency notification number. EMBC will contact the Oil and Gas Commission (OGC), BC Ministry of Environment, Dangerous Goods and Environment Canada as required based on the incident being reported.		
Oil and Gas Commission (OGC)	Fort St. John Office	Fort St. John	
FrontCounter BC	Single window service for provincial natural resource ministries and agencies	Toll Free	
		Fort St. John	
		Dawson Creek	
		Mackenzie	
BC Ministry of Environment & Climate Change Strategy	Environmental Emergency Reporting (via EMBC) (includes LPG releases from a CEPA registered facility in BC)	Province-wide	
	Peace Regional Ministry of Environment Office	Fort St. John	
	Report a Poacher or Polluter (RAPP)	Province-wide	
BC Ministry of Forests, Lands, Natural Resource Operations & Rural Development	Forest Fire Line (Report a Wildfire)	Province-wide	
	Wildfire Information Line	Province-wide	
	Prince George Fire Centre	Prince George	
	Fort St. John Fire Zone	Fort St. John	
	Dawson Creek Fire Zone	Dawson Creek	
Regional District(s)	Peace River Regional District		
	Main Office	Dawson Creek	
	24 Hour Emergency Number		
	Branch Office	Fort St. John	
	Protective Services Manager	Dawson Creek	

2.2.6 British Columbia Government Contacts

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Agency	Contact	Location	Phone Number
Regional District(s) – Cont’d.	GM. of Community & Services	Dawson Creek	
	Communications Manager		
Municipal District(s)	District of Taylor		
	Main Office	Taylor	
	24 Hours Emergency Number, On-Call Manager		
	Emergency Operations Centre		
	Deputy Fire Chief		
	Fire Chief		
	City of Fort St. John		
	Main Office / 24 Hour Emergency Number	Fort St. John	
	Director of Public Safety / Deputy Fire Chief		
	City Manager		
	Director of Strategic Services (Public Information)		
Health Emergency Management BC (HEMBC) / Northern Health Authority	HEMBC On-Call 24 Hours Emergency Number	Province-wide	
	Director HEMBC, Northern BC	Prince George	
First Nations Health Authority		West Van.	
BC Ministry of Transportation & Infrastructure	District Manager	Fort St. John	
	Operations Manager North Peace		
	Associate District Manager	Dawson Creek	
	Operations Manager South Peace	Dawson Creek	

2.2.6 British Columbia Government Contacts

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Agency	Contact	Location	Phone Number
BC Ministry of Transportation & Infrastructure – Cont’d.	Yellowhead Road & Bridge		
	Interior Roads Ltd. IRL Start in June		
	Caribou Road Services		
	North Peace is maintained by Yellowhead Road & Bridge (YRB) until June 2019 and will be taken over by Interior Roads Ltd. (IRL) at that time. North Peace covers an area north of the Peace River (Taylor Bridge) to Mile 83 of the Alaska Highway and side roads north of Mile 83. South Peace is maintained by Caribou Road Services (South) Ltd. and covers an area south of the Peace River (Taylor Bridge).		
Public Services & Procurement Canada (Alaska Highway Maintenance)	Fort Nelson	Fort Nelson	
	Emergency #		
	Alaska Highway north of Mile 83 (km 133) to the Yukon border is maintained by Public Services & Procurement Canada (Federal)		
WorkSafe BC	Business Hours Reporting	Province-wide	
	After Hours Reporting	Province-wide	
	Fort St. John Regional Office	Fort St. John	
Technical Safety BC	Incident Reporting Line	Province-wide	
BC One-Call	Call before you dig	Province- wide	
Transport Canada (Dangerous Goods)	CANUTEC Emergency Line	Federal	
	TDG Pacific Regional Office		
	Navigation Protection Program		
	Security & Boating Safety		
NAV Canada	NOTAM – Closure of Air Space	Federal	
	Flight Information Centre - Pilot Briefing Service / Flight Planning		

2.2.6 British Columbia Government Contacts

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Agency	Contact	Location	Phone Number
Air Search and Rescue – Canadian Coast Guard	24 Hour Emergency # - BC Rescue Centre	Federal	
Dept. of Fisheries and Oceans (DFO)	Pacific Division	Vancouver	
BC Drug & Poison Information Centre (BC DPIC)	24 Hour Expertise & Advice	Province-wide	
Indigenous and Northern Affairs Canada	Public Enquiries Contact Centre	Gatineau	
	British Columbia Region	Vancouver	

2.2.7 British Columbia Emergency Services

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Name of Organization	Address	City / Town	Phone Number
Fire Department			
Emergency #			911
Dawson Creek Fire Department		Dawson Creek	
Fort St. John Fire Rescue		Fort St. John	
Taylor Fire Department		Taylor	
Tomslake Fire Department – Chief		Tomslake	
BC Forest Fire Services		Prince George	
RCMP			
Emergency #			911
Chetwynd RCMP Detachment		Chetwynd	
Dawson Creek RCMP Detachment		Dawson Creek	
Fort St. John RCMP Detachment		Fort St. John	
Ambulance			
Emergency #			911
STARS Air Ambulance – Emergency Link Centre		GP/Edmonton	
Use 'Direct' line when calling from a satellite phone			
BC Emergency Health Services (Ambulance, including Air)		Province-wide	
Cellphone / SAT Phone / Outside BC			
Non-Emergency Administration (Kamloops Dispatch)			
Hospitals			
Chetwynd Hospital & Health Centre		Chetwynd	
Dawson Creek and District Hospital		Dawson Creek	
Fort St. John Hospital		Fort St. John	

2.2.8 Mutual Aid (British Columbia) – Western Canadian Spill Services (WCSS) – Spill Coop

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Location	Title	Name	Company	Phone Number
WCSS Corporate				
WCSS 24 Hour Emergency Contact #				
	President & COO		WCSS	
	Operations Manager		WCSS	
Co-Op Area C / Zone 6				
	Chairman		North River Midstream	
	Alternate Chairman		Canadian Natural Resource	
	Regional Custodian		Clean Harbors Environmental	
	Coop Custodian		Clean Harbors	

2.2.8 Mutual Aid (British Columbia) – Dangerous Goods Emergency Response Assistance

Contact	Phone Number
Emergency Response Assistance Canada (ERAC) Pembina ERP Reference Number: Pembina ERP Reference Number:	

2.2.8 Mutual Aid (British Columbia) – Canadian Energy Pipeline Association (CEPA)

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Company	Name	Primary Contact Number	Secondary Contact Number
Access Pipeline			
Alliance Pipeline			
Atco Gas			
Enbridge – Liquids Pipelines			
Inter Pipeline			
Kinder Morgan			
Plains Midstream			
Spectra Energy Transmission			
TransCanada Pipelines			
Trans-Northern Pipelines			

2.2.8 Mutual Aid (British Columbia) – Taylor Industrial Mutual Aid Group (TIMAG)

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

A wide range of emergencies, natural and manmade may occur in respect of a party’s lands or equipment located in or near Taylor, BC. As a result, a local mutual aid group has been developed to provide support as requested as per the Taylor Mutual Assistance Agreement (Update 2017). Activation of TIMAG can be done by contacting the District of Taylor’s Emergency number. The District of Taylor will then issue a call-down to member companies requesting assistance or providing notification of the situation, as per the requesting company.

Activation	Contact	Phone Number
District of Taylor Emergency Number		

Taylor Industrial Mutual Aid Group (TIMAG)			
Contact	24-hour	Office	Cell

Taylor Industrial Mutual Aid Group (TIMAG)			
Contact	24-hour	Office	Cell

2.2.8 Mutual Aid (British Columbia) – Government / Local Authorities

Support:

Services provided by each of the following counties/cities/towns may include, but not be limited to:

- Initiate and manages the local disaster services response in accordance with County/City/Town Policy.
- May dispatch representative(s) to the Company's Regional Emergency Operations Centre.
- Ensures all local emergency and public information services are available in accordance with County/City/Town policy. Public Information Releases will be coordinated with the Company's Public Information Officer to ensure consistency of key messages.
- If required, activates Municipal Emergency Operations Center (MEOC) and coordinate activities at this centre.
- Upon request, may assist with set-up and administration of Reception Centre.
- May assist with arrangement of temporary accommodations for residents who have been evacuated.
- May assist with set up and maintenance of road blocks in accordance with County/City/Town Policy.
- May assist with Fire Protection.
- If necessary, may declare a "State of Local Emergency" to provide local authorities with special powers.

This page is intentionally blank.

2.2.8 Mutual Aid (British Columbia) – Government / Local Authorities – cont'd

Note: Information collected during consultations with supporting agencies including available support services and resources, names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

PEACE RIVER REGIONAL DISTRICT				
City / Town	Main Phone Number	24 Hour Phone Number	Contact Name	Contact Title
Dawson Creek				
				Protective Services Manager
				Gen. Mgr. of Community & Services
				Communications Manager
Roles & Responsibilities				
Emergency Operations Centre(s)				
Unified Command				

This page is intentionally blank.

2.2.8 Mutual Aid (British Columbia) – Government / Local Authorities – cont'd

Note: Information collected during consultations with supporting agencies including available support services and resources, names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

DISTRICT OF TAYLOR				
City / Town	Main Phone Number	24 Hour Phone Number	Contact Name	Contact Title
Taylor				On-call Manager
				Emergency Operations Centre
				Deputy Fire Chief / Emergency Program Coordinator
				Fire Chief
Roles and Responsibilities				
Emergency Operations Centre(s)				
Description of Available Resources				
Reception Centre(s)				
Description of Drinking Water Systems and other Important Features				
Unified Command				

This page is intentionally blank.

2.2.8 Mutual Aid (British Columbia) – Government / Local Authorities – cont’d

Note: Information collected during consultations with supporting agencies including available support services and resources, names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

CITY OF FORT ST. JOHN				
City / Town	Main Phone Number	24 Hour Phone Number	Contact Name	Contact Title
Fort St. John				
				Director of Public Safety
				City Manager
				Director of Strategic Services (Public Info)
Roles and Responsibilities				
In the event of an incident				
Description of Available Resources				
Emergency Operations Centre(s)				
Unified Command				

2.2.8 Mutual Aid (British Columbia) – Government / Health Authority

Note: Information collected during consultations with supporting agencies including available support services and resources, names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

HEALTH EMERGENCY MANAGEMENT BC (HEMBC) / NORTHERN HEALTH					
Region	City / Town	Contact Name	Title	Office	Cell
Northern Health			HEMBC		
	Prince George		Dir. HEMBC, Northern BC		
First Nations Health Authority	West Van.				
Roles & Responsibilities					
Roles & Responsibilities – Cont’d.					
Resources					

2.2.9 Potential British Columbia Reception Centres

To ensure a coordinated response, the Reception Centre(s) is ideally activated jointly by Pembina Pipeline and the Local Authority. These agencies have pre-established locations throughout the Municipality and should be notified early to discuss site options. Hotels/Motels may be considered in situations where immediate access is required or a location is required outside of normal business hours.

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Name of Centre	Address	City / Town	Contact	Phone Number
Pomeroy Inn and Suites				
Stonebridge Hotel				
Holiday Inn Express				
Pomeroy Hotel & Conference Ctr.				
Stonebridge Hotel				
Quality Inn Northern Grand				
Taylor Inn				
Taylor Lodge				

2.2.10 British Columbia School Districts

Note: Information collected during consultations with School Districts including the School Boards Roles & Responsibilities, names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Name	Address	City / Town	Contact Name	Phone Number
Peace River North District No. 60		Fort St. John	Main Office	
			After Hours Emergency	
			Plant Superintendent	
			Transportation Supervisor	
Peace River South District No. 59		Dawson Creek	Main Office	
			Director of Operations	
			Superintendent	
			Transportation Manager	
Christian Life Centre		Fort St. John	Bus Garage	
			Main Office	
Catholic Independent Schools - Diocese of Prince George		Prince George	Christian Life School	
			Main Office	
Dawson Creek Community Christian Education Society		Dawson Creek	Nortre Dame School – Dawson Creek	
			Ron Pettigrew Christian School	
Elders of the Church at Blueberry			Principal / Board Member	
			Main Line	
Members of Montney Mennonite Church		Montney	Church at Blueberry School	
			Main Office	
Members of the Evangelical Free Christian Church of Maccabee		Fort St. John	Montney Mennonite School	
			Maccabee Christian School	
Mountain Christian School Society		Dawson Creek	Mountain Christian School	
School Board – Roles & Responsibilities				

2.2.11 Pembina Grande Prairie Office Contacts

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Grande Prairie Office Contact Numbers				
Level of Incident Command System training is identified in the ICS column below. Staff that have completed training above ICS 300 are listed based on their specific training as identified below and have also completed ICS 100/200 & 300 although not specifically listed.				
IC Incident Commander	OSC Operations Section Chief	PSC Planning Section Chief		
SO Safety Officer	PIO Public Information Officer	LSC Logistics Section Chief		
Name	Cell	Office	Position	ICS
Designated Incident Commander(s) / Deputy Incident Commander(s)				
Designated Safety Officer(s)				
Designated Liaison Officer(s)				
Designated Public Information Officer(s)				
Designated Operations Section Chief(s)				
Designated Logistics Section Chief(s)				
Designated Planning Section Chief(s)				
Designated Finance / Admin Section Chief(s)				
Additional Support Personnel				



2.2.11 Pembina Grande Prairie Office Contacts – Cont’d.

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Grande Prairie Office Contact Numbers				
Name	Cell	Office	Position	ICS

2.2.12 Pembina Grande Prairie Facility Contacts

Name	Location	Phone Number
Belloy Pump Station		
Bonanza Pump Station		
Gordondale Pump Station		
Gordondale Truck Terminal		
Warehouse - Grande Prairie		

2.2.13 Alberta Government Contact - Matrix

Agency	Emergency Situation								
	Public Impact	Spill	Gas Release	Fire/Explosion	Pressure Vessel	Electrical	Fatality	Serious Injury	Security Via CEOC
✓* Mandatory Contacts									
✓ Potential - If required and/or courtesy									
Alberta Energy Regulator (AER)	✓*	✓*	✓*	✓*	✓		✓*	✓*	✓*
National Energy Board (NEB)	✓	✓A	✓A	✓A			✓A	✓A	✓A
Emergency (RCMP, Fire, Ambulance)	✓B	✓B	✓B	✓B	✓B	✓	✓*	✓*	Police
Local Authority (County/Town)	✓*	✓*	✓*	✓*	✓	✓	✓*	✓	✓*
First Nations & Aboriginal Groups	✓K*	✓K*	✓K*	✓K*					
Alberta Environment & Parks / Env. Canada	✓*	✓*	✓*	✓*	✓*				
Department of Fisheries & Oceans (DFO)		✓C	✓C						
Western Canadian Spill Co-Op (WCSS)		✓*							
AB Emergency Mgt Agency (AEMA)	✓	✓	✓	✓	✓				✓
Alberta Health Services (AHS)	✓*	✓D	✓D	✓D	✓D				
Federal Health - First Nations Health	✓J	✓J	✓J	✓J	✓J				
AB Occupational Health & Safety (OH&S)		✓E	✓E	✓E	✓E		✓*	✓* 48 hrs	✓E
Workers' Compensation Board (WCB)							✓* 24 hrs	✓* 72 hrs	
AB Boilers Safety Association (ABSA)				✓	✓*				
Alberta Safety Services				✓		✓*			
AB Transportation / Hwy Contractor	✓F	✓F	✓F	✓F	✓F		✓F	✓F	✓F
CN/CP Rail		✓G	✓G	✓G	✓G				✓G
CANUTEC – Federal & Regional		✓H		✓H	✓H				✓H
NOTAM – Notice to Airman			✓I	✓I					
Navigable Water/Office of Boating		✓C	✓C						
Alberta One-Call		✓	✓						
Air Search and Rescue	✓							✓	

- A If cross provincial pipeline incident
- B If release has potential to ignite, if worker injury may/has occurred, roadblock assistance or as courtesy
- C If spill/release enters/impacts waterways
- D If member of public is contacted or public health may be impacted
- E If danger to worker exists
- F If double or single numbered highway is or may be impacted

- G If railroad impacted by hazard or rail loading incident
- H If transport related – Rail & Air – Federal, Road - Provincial
- I If airspace is impacted
- J If incident impacts First Nations Community
- K Contacted through Pembina Crisis Communications Call-down to Aboriginal and Community Relations

2.2.14 Alberta Government Contacts

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Agency	Contact	Location	Phone Number
Alberta Energy Regulator (AER)	Energy & Environmental Emergency Line	Province-wide	
	Grande Prairie Field Office	Grande Prairie	
Birch Hills County	24 Hour Emergency #	Wanham	
	Main Office		
	Director of Public Works / Deputy DEM		
	DEM / CAO		
Clear Hills County	Main Office / 24 Hour Emergency #	Worsley	
	Director of Emergency Management		
	Deputy Director of Emergency Mgt.		
	Public Works Manager		
Saddle Hills County	Main Office	Spirit River	
	Director of Community & Protective Services		
	CAO		
	Assistant CAO		
	Public Information Officer		
MD of Spirit River	Main Office	Spirit River	
	CAO		
	Public Works Supervisor		
	Fire Chief		
Town of Spirit River	Town Office	Spirit River	
	CAO		
	Public Works Supervisor		
	Fire Chief		

2.2.14 Alberta Government Contacts

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Agency	Contact	Location	Phone Number
Alberta Emergency Management Agency (AEMA)	24 Hour #	Province-wide	
	Northwest Region		
	Emergency Management Field Officer	Grande Prairie	
	Emergency Management Field Officer	Edmonton	
Alberta Health Services	Provincial AHS 24 Hour Emergency #		
	North Zone		
	Director, EPH North Zone	High Level	
	After hours #		
Federal Health – First Nations Health	24 Hr Health Protection Cell #	Edmonton	
	EHO on-call		
Alberta Environment & Parks	Report a Poacher		
	Peace Region		
	Fairview Office	Fairview	
	Grande Prairie Office	Grande Prairie	
	Spill / Release Reporting (includes LPG releases from a CEPA registered facility)		
	Energy & Environmental Response Line	Province-wide	
	Fish & Wildlife		
	Grande Prairie Area Office	Grande Prairie	
	Spirit River Area Office	Spirit River	
	Parks		
Emergency #	Province-wide		
	Report a Wildfire		

2.2.14 Alberta Government Contacts

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Agency	Contact	Location	Phone Number
	Wildfire Management		
	Grande Prairie Forest Area	Grande Prairie	
	Information Officer		
Alberta Transportation	24 Hour #	Province-wide	
	Grande Prairie District		
	Operations Manager	Grande Prairie	
Alberta Transportation – Cont’d.	Ledcor – Contract Highway Maintenance		
	LaPrairie – Contract Highway Maintenance		
Occupational Health & Safety (OH&S)	General Inquiries	Province-wide	
Workers’ Compensation Board(WCB)	General Inquiries	Province-wide	
	Reporting Line	Province-wide	
Alberta Boilers Safety Association (ABSA)	General Inquiries	Province-wide	
Municipal Affairs – Public Safety Div.		Province-wide	
Alberta One-Call	Locate Requests	Province-wide	
	Administration	Calgary	
NAV Canada	NOTAM – Closure of Air Space	Federal	
		Provincial	
	Flight Information Centre - Pilot Briefing Service / Flight Planning		
Air Search and Rescue – Canadian Coast Guard	24 Hour Emergency # - AB Rescue Centre	Federal	

2.2.14 Alberta Government Contacts

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Agency	Contact	Location	Phone Number
Transport Canada Navigable Water Protection Office of Boating Safety CANUTEC		Federal	
		Winnipeg	
		Edmonton	
	Emergency Line	Federal	
Dept. of Fisheries and Oceans (DFO)	Central & Arctic Division	Sarnia, Ont.	
Health Link Alberta	24 Hour Expertise & Advice	Province wide	
Poison & Drug Information Service	24 Hour Expertise & Advice	Province wide	

2.2.15 Alberta Emergency Services

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Name of Organization		Address	City / Town	Phone Number
Fire Department				
Emergency #				911
Birch Hills County		Members of the Central Peace Region - Emergency Management Agency, responsible for planning, preparedness, response and management of emergencies within the Central Peace Region.		
Bonanza – District Chief				
Central Peace Fire/Rescue Commission				
MD of Spirit River	Manager / Fire Chief			
Town of Spirit River				
Village of Rycroft				
Eaglesham – Fire Chief				
Happy Valley – Dist. Chief				
Saddle Hills County – Dir./Fire Chief				
Wanham – Fire Chief				
Woking – District Chief				
Report a Wildfire				
RCMP				
Emergency #				911
Fairview RCMP Detachment			Fairview	
Spirit River RCMP Detachment			Spirit River	
Ambulance				
Emergency #				911
STARS Air Ambulance – Emergency Link Centre			GP/Edmonton	
Use 'Direct' line when calling from a satellite phone				
Alberta Air Ambulance			Province-wide	

2.2.15 Alberta Emergency Services

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Name of Organization	Address	City / Town	Phone Number
Hospitals			
Beaverlodge Municipal Hospital		Beaverlodge	
Fairview Health Complex		Fairview	
Central Peace Health Complex		Spirit River	
Queen Elizabeth II Hospital		Grande Prairie	

2.2.16 Mutual Aid (Alberta) – Western Canadian Spill Service (WCSS) – Spill Coop

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Location	Title	Name	Company	Phone Number
WCSS Corporate				
WCSS 24 Hour Emergency Contact #				
Calgary	President & COO		WCSS	
Acheson	Operations Manager		WCSS	
Co-op Area T / Zone 6				
	Chairman		Canadian Natural Resource	
	Alternate Chairman		Paramount Resources	
	Regional Custodian		Clean Harbors	
	Coop Custodian		CNRL	

2.2.16 Mutual Aid (Alberta) – Canadian Energy Pipeline Association (CEPA)

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Company	Name	Primary Contact Number	Secondary Contact Number

2.2.16 Mutual Aid (Alberta) – Dangerous Goods Emergency Response Assistance

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Contact	Phone Number
Emergency Response Assistance Canada (ERAC) Pembina ERP Reference Number: Pembina ERP Reference Number:	

2.2.16 Mutual Aid (Alberta) – Government / Local Authorities

Emergency Services Act requires municipalities and counties/M.D.s to be responsible for emergency planning and for the direction and control of emergency response in their jurisdiction. The plans outline measures and sources of assistance that can be obtained to support Pembina Energy’s emergency response effort.

Pembina has developed a mutual understanding with Municipal Governments to address emergency response capabilities, expectations and preparedness. If required, the Municipal Government’s plan, implemented by the local Director of Emergency Management or Public Works Manager is to:

- Initiate and manages the local disaster services response in accordance with County/City/Town Policy.
- May dispatch representative(s) to the Company’s Regional Emergency Operations Centre.
- If required, activates Municipal Emergency Operations Center (MEOC) and coordinate activities at this centre.
- Assist or coordinate establishment and maintaining of roadblocks.
- Assist or coordinate warning and evacuating of endangered area residents and area users.
- Assist with or coordinate evacuation, reception and record keeping requirements.
- Assist with fire protection.
- If necessary, declare a State of Local Emergency to provide local authorities with special powers (mandatory evacuation, use of or entry into private property, conscription, and demolition of private property structures for safety reasons)
- Establish a public information service, including use of the media, to inform and instruct the public of the emergency.
- Ensures all local emergency and public information services are available in accordance with County/City/Town policy. Public Information Releases will be coordinated with the Company’s Public Information Officer to ensure consistency of key messages.

2.2.16 Mutual Aid (Alberta) – Government / Local Authorities – Cont’d.

Note: Information collected during consultations with supporting agencies including available support services and resources, names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

BIRCH HILLS COUNTY				
City / Town	Main Phone Number	24 Hour Phone Number	Contact Name	Contact Title
	780-694-3793	24 Hour #: 780-864-0367		
		Cell: 780-864-0367	Dion Hynes	Director of Public Works / Deputy DEM
		Cell: 587-576-3793	Hermann Minderlein	DEM / CAO
Roles & Responsibilities				
Available Resources				
Reception Centre(s)				

2.2.16 Mutual Aid (Alberta) – Government / Local Authorities – Cont’d.

Note: Information collected during consultations with supporting agencies including available support services and resources, names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

BIRCH HILLS COUNTY
Emergency Operations Centre(s)
Unified Command

2.2.16 Mutual Aid (Alberta) – Government / Local Authorities – Cont’d.

Note: Information collected during consultations with supporting agencies including available support services and resources, names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

CLEAR HILLS COUNTY				
City / Town	Main Phone Number	24 Hour Phone Number	Contact Name	Contact Title
				CAO, Director of Emergency Management
				Deputy Dir. of Emergency Management
				Public Works Manager
Notification				
Roles & Responsibilities				
Available Resources				

2.2.16 Mutual Aid (Alberta) – Government / Local Authorities – Cont’d.

Note: Information collected during consultations with supporting agencies including available support services and resources, names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

CLEAR HILLS COUNTY
Reception Centre(s)
Emergency Operations Centre(s)
Unified Command
Description of Drinking Water Systems and other Important Features
Planned Development

2.2.16 Mutual Aid (Alberta) – Government / Local Authorities – Cont’d.

Note: Information collected during consultations with supporting agencies including available support services and resources, names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

SADDLE HILLS COUNTY				
City / Town	Main Phone Number	24 Hour Phone Number	Contact Name	Contact Title
				Dir. of Community & Protective Services
				CAO
				Assistant CAO
				Public Information Officer
Notification				
Roles & Responsibilities				
Available Resources				
Reception Centre(s)				
Emergency Operations Centre(s)				
Unified Command				

2.2.16 Mutual Aid (Alberta) – Government / Local Authorities – Cont’d.

Note: Information collected during consultations with supporting agencies including available support services and resources, names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

MD OF SPIRIT RIVER No. 133				
City / Town	Main Phone Number	24 Hour Phone Number	Contact Name	Contact Title
				CAO
				Public Works Supervisor
				Fire Chief
Notification				
Roles & Responsibilities				
Available Resources				
Reception Centre(s)				
Emergency Operations Centre(s)				
Unified Command				

2.2.16 Mutual Aid (Alberta) – Government / Local Authorities – Cont’d.

Note: Information collected during consultations with supporting agencies including available support services and resources, names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

TOWN OF SPIRIT RIVER				
City / Town	Main Phone Number	24 Hour Phone Number	Contact Name	Contact Title
				CAO
				Fire Chief
Notification				
Roles & Responsibilities				
Available Resources				
Reception Centre(s)				
Emergency Operations Centre(s)				
Unified Command				

2.2.16 Mutual Aid (Alberta) – Government / AHS

Note: Information collected during consultations with supporting agencies including available support services and resources, names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

ALBERTA HEALTH SERVICES (AHS)						
Region	City / Town	Contact Name	Title	Office	On-Call/After Hours	Other
Provincial AHS 24 Hour Emergency #						
Northern Zone	High Level		Dir., North Zone			
Federal Health	Edmonton		EHO, on-call			
Environmental Public Health Roles and Responsibilities						

2.2.17 Potential Alberta Reception Centres

To ensure a coordinated response, the Reception Centre(s) is ideally activated jointly by Pembina Pipeline and the Local Authority. These agencies have pre-established locations throughout the Municipality and should be notified early to discuss site options. Based on location of operations, the most likely locations for a Reception Centre are listed below. Hotels/Motels may be considered in situations where immediate access is required or a location is required outside of normal business hours.

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Name of Centre	Address	City / Town	Contact	Phone Number
Bonanza Hall*		Bonanza		
Dunvegan Inn & Suites		Fairview		
Pomeroy Hotel & Conference Ctr.		Grande Prairie		
Rycroft Ag Society Hall*		Rycroft		
Rycroft Community Hall*		Rycroft		
St. Michaels Inn		Rycroft		
Savanna Rec Plex*		Silver Valley		
Spirit River Hotel		Spirit River		
Spirit River Centennial Hall*		Spirit River		
Birch Hills Seniors Centre*		Wanham		

2.2.17 Potential Alberta Reception Centres – Cont’d.

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Name of Centre	Address	City / Town	Contact	Phone Number
Wanham Coco Hall*		Wanham		
Woking Community Hall*		Woking		

* Hall listed as one of Central Peace - Regional Emergency Management Agency's potential Reception Centres

2.2.18 Alberta School Districts

Note: Information collected during consultations with School Districts including the School Boards Roles & Responsibilities, names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Name	Address	City / Town	Contact Name	Phone Number
		Grande Prairie	Main Office	
			Bus Shop	
			Superintendent	
			Director of Transportation	
		Grande Prairie	Main Office	
			Superintendent	
			Director of Transportation	
		Grande Prairie	Main Office	
			Main e-mail	
		Peace River	Main Office	
			Superintendent	
			Facility Manager	
			Safety Officer	
			Transportation Manager	
		St. Isidore, AB	Main Office	
School Board – Roles & Responsibilities				

This page is intentionally blank.

2.2.19 Alberta and BC Industry Support Services

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Company Name	Equipment	Location	Main Phone Number	24 Hour Phone Number
Accommodations				
Aircraft – Fixed Wing				
Air Monitoring				
Air Monitoring – Cont’d.				

2.2.19 Alberta and BC Industry Support Services

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Company Name	Equipment	Location	Main Phone Number	24 Hour Phone Number
Backhoes				
Bed and Picker Trucks				
Bus Companies				
Communications Equipment				

2.2.19 Alberta and BC Industry Support Services

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Company Name	Equipment	Location	Main Phone Number	24 Hour Phone Number
Construction				
Cranes				
Electrical Contractors				

2.2.19 Alberta and BC Industry Support Services

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Company Name	Equipment	Location	Main Phone Number	24 Hour Phone Number
Emergency Management Support				
Environmental Contractors				
Firefighting				
First Aid Services				

2.2.19 Alberta and BC Industry Support Services

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Company Name	Equipment	Location	Main Phone Number	24 Hour Phone Number
Fluid Management				
General Contractors				
Helicopters				
Labour Crews				

2.2.19 Alberta and BC Industry Support Services

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Company Name	Equipment	Location	Main Phone Number	24 Hour Phone Number
Line Locators				
Media Contacts				

2.2.19 Alberta and BC Industry Support Services

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Company Name	Equipment	Location	Main Phone Number	24 Hour Phone Number
Pilot and Hot Shot Services				
Pipeline Inspection Companies				
Pressure Testing				
Railways				
Rental Companies				

2.2.19 Alberta and BC Industry Support Services

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Company Name	Equipment	Location	Main Phone Number	24 Hour Phone Number
Safety Contractors & Service				
Spill Response				
Steam Units				

2.2.19 Alberta and BC Industry Support Services

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Company Name	Equipment	Location	Main Phone Number	24 Hour Phone Number
Supply Stores				
Tank Rentals				
Tank Trucks				

2.2.19 Alberta and BC Industry Support Services

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Company Name	Equipment	Location	Main Phone Number	24 Hour Phone Number
Traffic Control Services				
Vacuum Trucks				
Vehicle Rentals				

2.2.19 Alberta and BC Industry Support Services

Note: Names, phone numbers, and addresses have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Company Name	Equipment	Location	Main Phone Number	24 Hour Phone Number
Wildlife Management Contractors				
Wildlife Rehabilitation				
Welders				

This page is intentionally blank.

2.3 Technical Information/Tables

2.3.1 Product Characteristics

General product characteristics of products transported in the technical tables are as follows. For a complete Safety Data Sheet (SDS) refer to Pembina's SDS database on "The Pipeline", Pembina's internal intranet site:

Product	Description	General Health Effects
Propane Plus (C3+, NGL)	<ul style="list-style-type: none"> Colourless, compressed gas with slight hydrocarbon odour Extremely flammable gas, easily ignited by heat, sparks or flames Will form explosive mixtures with air Vapours from liquefied gas are initially heavier than air and spread along the ground, may travel to source ignition and flash back Cylinder exposed to fire may vent and release flammable gas through pressure relief valves Do not extinguish a leaking gas fire unless the leak can be stopped 	<ul style="list-style-type: none"> May cause respiratory irritation displayed as cough, sneezing, nasal discharge, headache, hoarseness and nose/throat pain or suffocation if oxygen has been displaced May cause eye irritation (redness, swelling, pain, tearing and blurred/hazy vision) May cause skin irritation (redness, swelling and itching). Contact with rapidly expanding or liquefied gas may cause irritation and/or frostbite May be fatal if swallowed and enters airways. May cause gastrointestinal irritation (abdominal pain, stomach upset, nausea, vomiting and diarrhea)
Condensate	<ul style="list-style-type: none"> Colourless to amber liquid with hydrocarbon odour and insoluble in water Extremely flammable liquid and vapour, easily ignited by heat, sparks or flames Vapours form explosive mixtures with air Vapours may travel to source ignition and flash back Most vapours are heavier than air and will spread along the ground and collect in low or confined areas (sewers, basements, tanks) Vapour explosion hazard indoors, outdoors and in sewers Runoff to sewer may create fire or explosion hazard 	<ul style="list-style-type: none"> May cause respiratory irritation displayed as cough, sneezing, nasal discharge, headache, hoarseness, nose/throat pain, drowsiness or dizziness Causes eye irritation (redness, swelling, pain, tearing and blurred/hazy vision) Causes skin irritation (redness, swelling and itching). May be fatal if swallowed and enters airways. May cause gastrointestinal irritation (abdominal pain, stomach upset, nausea, vomiting and diarrhea)
Ethane Plus (C2+)	<ul style="list-style-type: none"> Colourless, compressed gas with slight hydrocarbon odour Extremely flammable gas, easily ignited by heat, sparks or flames Will form explosive mixtures with air Slightly soluble in water Vapours from liquefied gas are initially heavier than air and spread along the ground, may travel to source ignition and flash back Cylinder exposed to fire may vent and release flammable gas through pressure relief valves Do not extinguish a leaking gas fire unless the leak can be stopped 	<ul style="list-style-type: none"> May cause respiratory irritation displayed as cough, sneezing, nasal discharge, headache, hoarseness and nose/throat pain or suffocation if oxygen has been displaced May cause eye irritation (redness, swelling, pain, tearing and blurred/hazy vision) May cause skin irritation (redness, swelling and itching). Contact with rapidly expanding or liquefied gas may cause irritation and/or frostbite
Crude	<ul style="list-style-type: none"> Dark brown liquid with petroleum odour and insoluble in water Extremely flammable liquid and vapour, easily ignited by heat, sparks or flames Vapours form explosive mixtures with air Vapours may travel to source ignition and flash back Most vapours are heavier than air and will spread along the ground and collect in low or confined areas (sewers, basements, tanks) Vapour explosion hazard indoors, outdoors and in sewers Runoff to sewer may create fire or explosion hazard 	<ul style="list-style-type: none"> May cause respiratory irritation displayed as cough, sneezing, nasal discharge, headache, hoarseness and nose/throat pain. Excessive inhalation may cause headache, dizziness, confusion, loss of appetite and/or loss of consciousness May cause eye irritation (redness, swelling, pain, tearing and blurred/hazy vision) Causes skin irritation (redness, swelling and itching) May cause gastrointestinal irritation (abdominal pain, stomach upset, nausea, vomiting and diarrhea)

2.3 Technical Information/Tables – Cont’d.

Northern System

Note: Locations of surface installments, including valves, reference to any environment crossing and maximum operating pressures have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

NEB Regulated – Pouce Coupé Pipe Line Ltd. – Taylor to Belloy

NEB Regulatory Instruments: - OC-42

Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
	07-36-082-18 W6	09-30-082-17 W6	7.14	O	HVP	273.1					900
	09-30-082-17 W6	04-21-082-17 W6									
	04-21-082-17 W6	08-08-081-16 W6	17.76	O	HVP	273.1					900
	08-08-081-16 W6	08-35-080-16 W6	6.55	O	HVP	273.1					900
	08-35-080-16 W6	01-24-080-15 W6	12.2	O	HVP	273.1					900
	01-24-080-15 W6	01-08-080-13 W6	13.23	O	HVP	273.1					900
	01-08-080-13 W6	13-36-079-13 W6	5.97	O	HVP	273.1					900
	13-36-079-13 W6	12-02-079-10 W6	31.61	O	HVP	273.1					900
	12-02-079-10 W6	06-33-078-08 W6	18.12	O	HVP	273.1					900
	06-33-078-08 W6	08-25-078-07 W6	16.06	O	HVP	273.1					900
	08-25-078-07 W6	12-14-078-04 W6	26.83	O	HVP	273.1					900
	12-14-078-04 W6	01-13-078-04 W6	3.38	O	HVP	273.1					900
	01-13-078-04 W6	02-05-078-02 W6	14.00	O	HVP	273.1					900
Northern Diversion											
	09-03-079-10 W6	08-10-079-10 W6	1.18	O	HVP	273.1					900
	08-10-079-10 W6	09-03-079-10 W6	1.17	O	HVP	273.1					900

The total length of the Pouce Coupé Northern System is 175.2km

2.3 Technical Information/Tables – Cont’d.

Northern System – Cont’d.

OGC Regulated

Note: Locations of surface installments, including valves, reference to any environment crossing and maximum operating pressures have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Plateau Pipeline – Encana Tower Tie-in to NEB Northern System Tie in

PL Licence Segment	Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
		05-07-081-17 W6	09-28-081-17 W6	8.857	O	HVP LVP	273.1					900

Plateau Pipeline – ARC Parkland to NEB Northern System Tie in

PL Licence Segment	Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
		03-09-081-16 W6	03-09-081-16 W6	0.372	O	HVP	168.3					500
		03-09-081-16 W6	13-04-081-16 W6	0.20	O	HVP	168.3					500

Plateau Pipeline – Tourmaline Doe Gas Plant to NEB Northern System Tie in

PL Licence Segment	Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
		13-25-080-16 W6	08-35-080-16 W6	1.07	O	HVP	168.3					NA

This pipeline is owned and operated by Tourmaline and is listed for information purposes only as it ties in to the Plateau Pipeline system.

Plateau Pipeline – ARC Dawson Creek Gas Plant to NEB Northern System Tie in

PL Licence Segment	Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
		14-07-080-14 W6	01-24-080-15 W6	2.732	O	HVP LVP CO	114.3					300

AER Regulated

Pembina Pipeline Corporation – AltaGas Gordondale GP to Gordondale Riser NEB Northern System Tie in

PL Licence Segment	Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
		01-05-079-11 W6	03-07-079-11 W6	5.058	O	HVP	168	4	9930		Receiver	500

2.3 Technical Information/Tables – Cont’d.

LGS System

OGC Regulated

Note: Locations of surface installments, including valves, reference to any environment crossing and maximum operating pressures have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Pembina NGL – Stoddart to Taylor

PL Licence Segment	Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
		16-27-087-21 W6	16-27-087-21 W6	0.04	O	HVP	168.3					500
		02-34-087-21 W6	13-04-085-19 W6	33.871	O	HVP	168.3					500
		07(08)-15-087-21 W6	10-14-087-21 W6	1.041	O	HVP	168.3					500
		07(08)-15-087-21 W6	10-14-087-21 W6	1.166	O	HVP	168.3					500
		13-04-085-19 W6	16-02-084-18 W6	18.857	O	HVP	168.3					500
		16-02-084-18 W6	03-08-083-17 W6	12.257	O	HVP	168.3					500
		01(02)-36-082-18 W6	03-08-083-17 W6	3.457	O	HVP	219.1					700

Pembina NGL – ARC Parkland – YSPL Lateral

PL Licence Segment	Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
		03-09-081-16 W6	11-04-082-17 W6	14.82	O	NG	323.9					N/A

This line is contract operated by CNRL. In the event of emergency, CNRL will initiate the response, and then advise Pembina, who will assume control of the response.

2.3 Technical Information/Tables – Cont’d.

LGS System – Cont’d.

NEB Regulated

Note: Locations of surface installments, including valves, reference to any environment crossing and maximum operating pressures have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Pembina Energy Services Inc. – Taylor to Boundary Lake

NEB Regulatory Instruments: Certificate OC-43

Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
	12-19-083-16 W6	11-17-084-15 W6	14.8	De-activated	HVP	219.1					n/a
	11-17-084-15 W6	05-05-085-14 W6		De-commissioned	HVP	219.1					n/a
	03-08-083-17 W6	12-19-083-16 W6	9.74	O	HVP	219.1					700
	12-19-083-16 W6	08-26-083-16 W6	12.94	O	HVP	219.1					700
	08-26-083-16 W6	01-11-084-16 W6	4.41	O	HVP	219.1					700
	01-11-084-16 W6	11-17-084-15 W6	4.65	O	HVP	219.1					700
	11-17-084-15 W6	04-06-085-14 W6	9.59	O	HVP	219.1					700
	04-06-085-14 W6	04-16-085-13 W6	14.61	O	HVP	219.1					700
	04-16-085-13 W6	05-13-085-13 W6	4.5	O	HVP	219.1					700

Northwest System

NEB Regulated

Pouce Coupé Pipe Line Ltd. – CNRL Battery to Junction Site

NEB Regulatory Instruments: XO-1-69

Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
	06-09-085-13 W6	12-08-085-13 W6	1.6	De-activated	CO	114.3					N/A

2.3 Technical Information/Tables – Cont’d.

Peace System

OGC Regulated

Note: Locations of surface installments, including valves, reference to any environment crossing and maximum operating pressures have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Plateau Pipe Line Ltd. – NEBC-Expansion

PL Licence Segment	Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
NEBC Expansion - Progress to Birch												
		c-08-I/94-B-16	c-59-A/94-B-16	15.337	O	HVP						1100
		c-59-A/94-B-16	a-59-A/94-B-16	0.73	O	HVP						1100
		a-59-A/94-B-16	14-29-088-25 W6	20.05	O	HVP						1100
		14-29-088-25 W6	b-29-K/94-A-12	6.12	O	HVP						1100
		b-29-K/94-A-12	b-28-K/94-A-12	0.93	O	HVP						1100
		b-28-K/94-A-12	11-29-88-23-W6	13.47	O	HVP						1100
		11-29-088-23-W6	10-19-088-23 W6	2.15	O	HVP LVP						1100
NEBC Re-Route (To be built by Tourmaline and purchased by Pembina prior to in-service date)												
		a-070-A/94-B-16	C-59-A/94-B-16	0.60	P	HVP LVP						1100
		a-070-A/94-B-16	C-59-A/94-B-16	0.60	P	HVP LVP						1100
Canbriam Tie-in												
		c-62-A/94-B-08	b-24-H/94-B-08	5.913	O	HVP						500
		b-24-H/94-B-08	d-15-H/94-B-08	0.67	O	HVP						500
		d-15-H/94-B-08	d-59-H/94-B-08	5.868	O	HVP LVP						500
		d-59-H/94-B-08	a-09-I/94-B-08	4.436	O	HVP LVP						500

2.3 Technical Information/Tables – Cont’d.

Peace System – Cont’d.

OGC Regulated

Note: Locations of surface installments, including valves, reference to any environment crossing and maximum operating pressures have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Plateau Pipe Line Ltd. – NEBC-Expansion – Cont’d.

PL Licence Segment	Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
Canbriam Tie-in – Cont’d.												
		a-09-I/94-B-08	c-59-I/94-B-08	4.738	O	HVP LVP	168.3					500
		c-59-I/94-B-08	a-38-A/94-B-09	9.567	O	HVP LVP	168.3					500
		a-38-A/94-B-09	b-34-A/94-B-09	3.16	O	HVP LVP	168.3					500
		b-34-A/94-B-09	b-31-A/94-B-09	2.286	O	HVP LVP	168.3					500
		b-31-A/94-B-09	04(05)-12-087-25 W6	10.112	O	HVP	168.3					500
		04(05)-12-087-25 W6	01-13-087-25 W6	1.933	O	HVP LVP	168.3					500
		01-13-087-25 W6	09-13-087-25 W6	0.505	O	HVP LVP	168.3					500
		09-13-087-25 W6	13-17-87-24 W6	2.344	O	HVP LVP	168.3					500
		13-17-87-24 W6	06-19-88-23 W6	14.508	O	HVP LVP	168.3					500
		06-19-88-23 W6	10-19-88-23 W6	1.13	O	HVP LVP	168.3					500

2.3 Technical Information/Tables – Cont’d.

Peace System – Cont’d.

OGC Regulated

Note: Locations of surface installments, including valves, reference to any environment crossing and maximum operating pressures have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Plateau Pipe Line Ltd. – NEBC-Expansion – Cont’d.

PL Licence Segment	Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
NEBC Expansion - Birch to Taylor Tank Farm												
		10-19-088-23 W6	11-29-088-23-W6	2.15	O	HVP LVP	323.9					1100
		11-29-088-23-W6	10-04-088-22 W6	13.87	O	HVP	323.9					1100
		10-04-088-22 W6	08-15-087-21 W6	14.15	O	HVP	323.9					1100
		08-15-087-21 W6	05-14-087-21 W6	0.40	O	HVP	323.9					1100
		05-14-087-21 W6	13-17-086-20 W6	11.54	O	HVP	323.9					1100
		13-17-086-20 W6	14-08-086-20 W6	1.63	O	HVP	323.9					1100
		14-08-086-20 W6	10-27-085-20 W6	6.77	O	HVP	323.9					1100
		10-27-085-20 W6	12-26-085-20 W6	0.61	O	HVP	323.9					1100
		12-26-085-20 W6	13-34-084-19 W6	11.9	O	HVP	323.9					1100
		13-34-084-19 W6	10-18-084-18 W6	8.87	O	HVP	323.9					1100
		10-18-084-18 W6	15-08-084-18 W6	1.9	O	HVP	323.9					1100
		15-08-084-18 W6	12-29-083-17 W6	12.05	O	HVP	323.9					1100
		12-29-083-17 W6	02-20-083-17	2.71	O	HVP	323.9					1100
		02-20-083-17	11-05-083-17 W6	4.48	O	HVP	323.9					1100

2.3 Technical Information/Tables – Cont’d.

Peace System – Cont’d.

OGC Regulated

Note: Locations of surface installments, including valves, reference to any environment crossing and maximum operating pressures have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Plateau Pipe Line Ltd. – Taylor to Dawson Meter Station

PL Licence Segment	Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
		14(11)-05-83-17 W5	11-05-083-17 W6	0.321	O	CO	219.1					Adopted 700
		11-05-083-17 W6	04-05-083-17 W6	0.93	O	CO	219.1					Adopted 700
		04-05-083-17 W6	10-31-082-17 W6	2.423	O	HVP	219.1					700
		10-31-082-17 W6	10-31-082-17 W6	0.02	O	HVP	219.1					700
		10-31-082-17 W6	10-31-082-17 W6	0.02	O	HVP	219.1					700
		10-31-082-17 W6	07-29-082-17 W6	2.88	O	HVP	219.1					700
		07-29-082-17 W6	12-21-082-17 W6	1.50	O	HVP	219.1					700
		12-21-082-17 W6	16-09-082-17 W6	4.002	O	HVP	219.1					700
		16-09-082-17 W6	08-08--081-16 W6	15.552	O	HVP	219.1					700
Septimus Battery Tie-in												
		08-22-081-19 W6	16-24-081-19 W6	3.72	O	LVP	168.3					N/A
		16-24-081-19 W6	10-04-082-17 W6	18.29	O	LVP	168.3					N/A
		08-08-081-16 W6	04-02-081-16 W6	4.546	O	HVP	219.1					700
ARC Parkland Tie-in												
		03-09-081-16 W6	14(03)-04(09)-081-16 W6	0.357	O	CO	219.1					NA
		03-09-081-16 W6	13-04-081-16 W6	0.180	O	HVP LVP CO	219.1					NA

2.3 Technical Information/Tables – Cont’d.

Peace System – Cont’d.

OGC Regulated

Note: Locations of surface installments, including valves, reference to any environment crossing and maximum operating pressures have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Plateau Pipe Line Ltd. – Taylor to Dawson Meter Station

PL Licence Segment	Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
		04-02-081-16 W6	13-35-080-16 W6	0.10	O	HVP	219.1					700
		13-35-080-16 W6	05-35-080-16 W6	0.719	O	HVP	219.1					700
		05-35-080-16 W6	09-02-080-16 W6	8.214	O	HVP	219.1					700
Tourmaline West Doe Creek Tie-in												
		13-25-080-16 W6	10-26-080-16 W6	1.08	O	LVP	168.3					N/A
Sweetwater to Dawson Meter Station												
		09-02-080-16 W6	06-26-078-15 W6	18.016	O	HVP	219.1					700
		06-26-078-15 W6 PL	06-26-078-15 W6	0.03	O	HVP	219.1					700
Encana Sunrise 16-36 Tie-in (previously known as Cutbank Dawson)												
		16-36-078-17 W6	15-36-078-17 W6	0.66	O	HVP	168.3					500
		15-36-078-17 W6	16-26-079-16 W6	13.50	O	HVP	168.3					500

System is currently carrying crude/condensate – maintained as HVP in ERP

2.3 Technical Information/Tables – Cont’d.

Peace System – Cont’d.

OGC Regulated

Note: Locations of surface installments, including valves, reference to any environment crossing and maximum operating pressures have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Plateau Pipe Line Ltd. – Peace System Laterals

PL Licence Segment	Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
Sunrise Lateral												
		11-05-083-17 W6	04-21-082-17 W6	8.147	O	HVP	323.9					1100
		04-21-082-17 W6	10-04-082-17 W6	4.267	O	HVP	323.9					1100
		10-04-082-17 W6	16-28-081-17 W6	3.800	O	HVP	323.9					1100
Encana Tower LVP Tie-in												
		05-07-081-17 W6	16-28-081-17 W6	8.962	O	HVP LVP	168.3					500
Sunrise Lateral												
		16-28-081-17 W6	13-04-081-16 W6	11.086	O	HVP	323.9					1100
		13-04-081-16 W6	10-26-080-16 W6	6.990	O	HVP	323.9					1100
		11-05-083-17 W6	07-36-082-18 W6	3.01	O	HVP	323.9					1100
		11-05-083-17 W6	10-31-082-17 W6	2.78	O	HVP	219.1					700
		07-36-082-18 W6	10-31-082-17 W6	1.49	O	HVP	219.1					700

2.3 Technical Information/Tables – Cont’d.

Peace System – Cont’d.

OGC Regulated

Note: Locations of surface installments, including valves, reference to any environment crossing and maximum operating pressures have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Plateau Pipe Line Ltd. – Peace System Laterals

PL Licence Segment	Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
Dawson Lateral												
		10-26-080-16 W6	08-18-079-15 W6M	14.893	O	HVP LVP CO	323.9					1100
		08-18-079-15 W6M	06-26-078-15 W6M	9.967	O	HVP LVP CO	323.9					1100

Peace System Laterals are currently flowing LVP - Maintained as HVP in the ERP.

2.3 Technical Information/Tables – Cont’d.

Pouce Coupé System – Interconnects with Peace System

NEB Regulated

Note: Locations of surface installments, including valves, reference to any environment crossing and maximum operating pressures have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Pouce Coupé Pipe Line Ltd. – Pouce Coupé System – Dawson Creek to Pouce Coupé Battery

NEB Regulatory Instruments: XO-1-89

Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
	06-26-078-15 W6	01-21-078-14 W6	7.86	O	HVP	219.1					700
	01-21-078-14 W6	15-15-078-14 W6	1.24	O	HVP	219.1					700
	15-15-078-14 W6	05-16-078-13 W6	7.32	O	HVP	219.1					700
	05-16-078-13 W6	07-20-078-12 W6	9.72	O	HVP	219.1					700

Pouce Coupé Pipe Line Ltd. – Pouce Coupé Lateral - Dawson Meter Station to 07-20 Pouce Coupé Riser

NEB Regulatory Instruments: XO-P123-013-2016

Map #	Start	To	Length (km)	Status	Sub	OD (mm)	Wall (mm)	M.O.P (kPa)	Enviro Crossing	End Valve Description	EPZ (m)
Pouce Coupé Lateral											
	06-26-078-15 W6M	01-21-078-14 W6M	7.936	O	LVP	323.90					n/a
	01-21-078-14 W6M	13-14-078-14 W6M	3.68	O	LVP	323.90					n/a
	13-14-078-14 W6M	07-20-078-12 W6M	14.64	O	LVP	323.90					n/a

This page is intentionally blank.

2.4 Communications

Landlines at the field office, cell phones and/or truck radios will all be used for communications. Additional radios would be sourced through a third party provider, if required.

Confirm with local Operators the frequencies and protocols for traveling local roads.

Radio Frequencies for Mobiles

Note: Radio frequencies have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Area / District	Location	Mobile Rx Frequency (MHz)	Rx Private Line (PL) Frequency (Hz)	Mobile Tx Frequency (MHz)	Tx Private Line (PL) Frequency (Hz)
Truck-to-Truck	Truck-to-Truck is a common radio frequency available in all operating areas.				
Grande Prairie	Saskatoon				
	White Mountain				
Fort St. John	Bear Mountain				
	Taylor				
LAD Frequencies	LAD #1				
	LAD #2				
	LAD #3				
	LAD #4				

2.5 Equipment

Pembina may respond using a wide variety of equipment depending upon the severity of the event. Examples include gas detection equipment, service vehicles, and pumps. Additional resources may be obtained from area emergency services, mutual aid members, and third party contractors, depending on the level of emergency.

Spill response equipment is usually located at the following Pembina locations, with associated detailed equipment lists contained within the following pages.

- Grande Prairie Office; and
- Fort St. John Office

The following is a list of personal protective equipment all personnel working on a Pembina site must have:

- Fire-resistant clothing
- Hard hats
- Safety glasses
- Safety boots
- Gloves
- Personal monitor
- Tape, triangles, lights for roadblocks

2.5.1 Fort St. John Equipment Listing

Note: Response equipment and location of that equipment have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Fort St. John Decontamination Unit (PEM-DEC-01)
Fort St. John Office Trailer (PEM-OFF-01)
Fort St. John Large Containment Unit (PEM-LCU-01)
Fort St. John Land/Creek Unit (PEM-LRU-06)
Fort St. John Large Work Boat (PEM-LWB-01)
Fort St. John Recovery Unit (PEM-REC-01)
Fort St. John Spill Response Trailer (PEM-SRT-07)
Fort St. John Small Work Boat (PEM-SWB-08)
Fort St. John Wildlife Unit (PEM-WLU-01)
Fort St. John Winter Response Unit (PEM-WRU-01)
Grande Prairie Large Containment Unit (PEM-LCU-03)
Grande Prairie Large Work Boat (PEM-LWB-03)
Grande Prairie Road Block Trailer (PEM-RBU-06)
Grande Prairie Winter Response Unit (PEM-WRU-04)

2.6 Area Stakeholders and Maps(s)

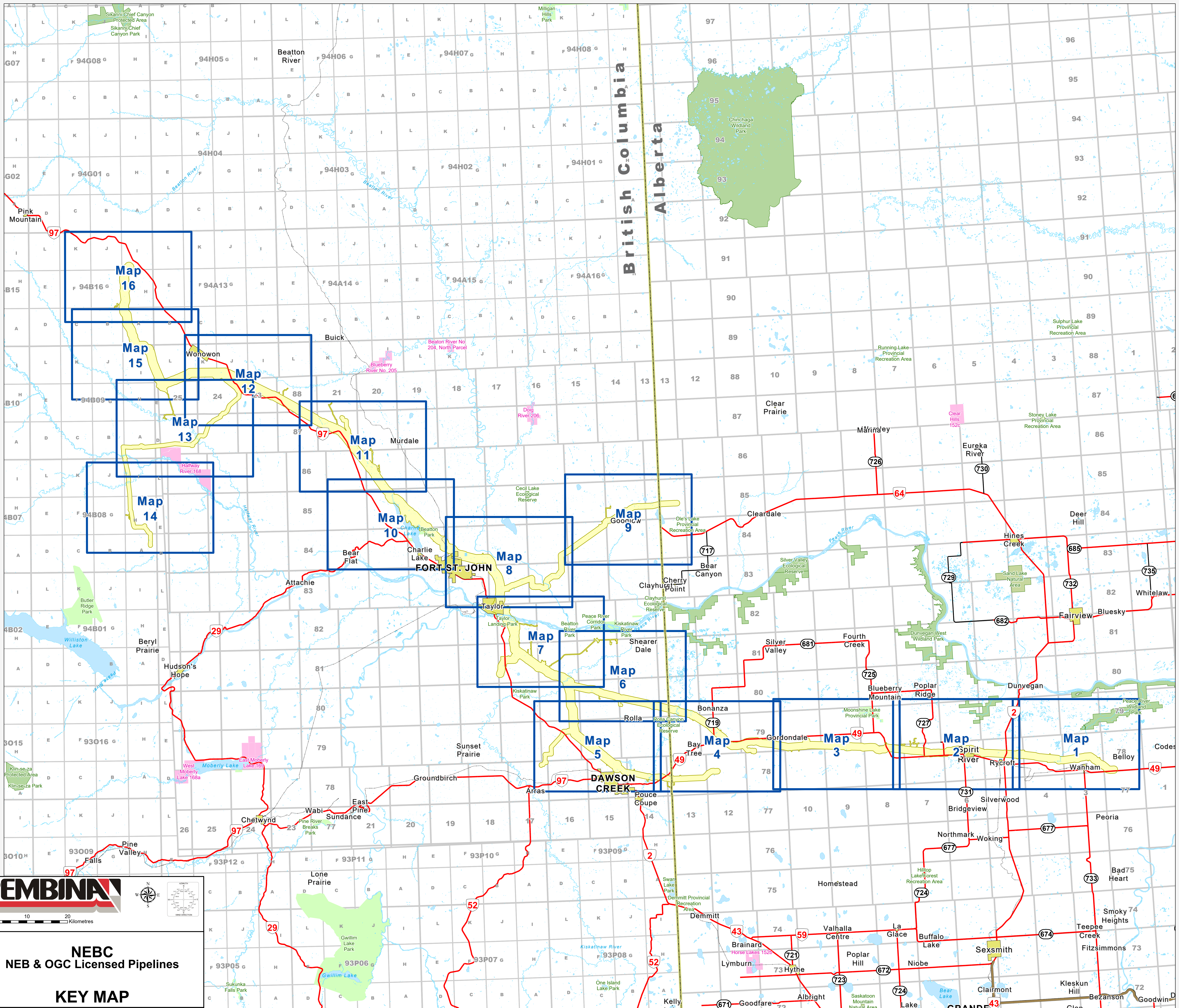
Pembina conducts regular public involvement efforts to ensure stakeholders are provided with information pertaining to the operations in their area, potential hazards, product characteristics, emergency contact numbers, and the appropriate response actions for them to take in an emergency situation.

Note: Listings of surface developments, industry operators, Wildlife Management Unit (WMU) holders, Forestry Management Agreement (FMA) holders, grazing lease holders and recreational areas within the EPZs have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Maps

Note: Detailed system maps have been removed from the publicly posted version of the ERP for the protection of private or confidential information. An overview map, illustrating the NEB regulated pipelines, can be found of the following page.

This page is intentionally blank.



British Columbia
Alberta

PEMBINA

NEBC
NEB & OGC Licensed Pipelines

KEY MAP

PREPARED BY: TITAN MAPPING SOLUTIONS LTD. SCALE: 1:300,000
 DRAFTING: MM DATE: FEBRUARY 27, 2019
 PROJECT ID: TM0083

3.0 EMERGENCY RESPONSE ROLES & RESPONSIBILITIES

This section outlines the roles and responsibilities for personnel who will be assigned specific emergency response tasks in the event of an emergency. These tasks have been organized in a checklist format.

Although these emergency response tasks are written specifically for certain response positions, they are not intended to be a closed list of duties that might be required during a particular emergency situation. Tasks are the responsibility of the Incident Commander and/or Section Chiefs until tasks are assumed by additional roles delegated as an incident becomes larger expanding the structure.

All emergency response personnel must clearly understand their assigned emergency duties and must appreciate the need for an immediate and proper response to an emergency situation. Quick response is often a significant mitigating factor in achieving control and containing the damage. Response personnel who have been assigned specific duties must communicate with their designated alternate to ensure the transfer of emergency response duties and accountability is understood and can be accomplished.

Pembina's emergency response management approach is based on the ICS to ensure a coordinated and organized response to emergencies. The scale and level of emergency depends on whether the emergency requires one person, the Incident Commander, to handle the response or an Incident Management Team (IMT) must be established to support the Incident Commander. ICS has the ability to expand or contract to meet the needs of the incident. Regardless of the size, the Incident Commander is responsible for the overall management and response of the emergency.

The ICS principles require the Incident Commander to establish the incident command functions:

- the response operations - activation of the field emergency response team and/or the Corporate emergency response team
- assessing the level of response required to meet the level of risk and impact (i.e., situational awareness)
- establishing strategic response objectives priorities and tasks
- organizing personnel, equipment and other resources to protect public, environment and assets
- collaboration and interoperability with the outside agencies.

Incident command must clearly be established at the beginning of the response. The Incident Commander may activate additional functional components to assist in the overall management of the incident.

The Incident Command Structure organizes positions so that each role has no more than 7 other positions reporting to it. This span of control ensures that no one person is assigned too much responsibility and can no longer communicate to all necessary linked positions. Should any one role find that more than 7 parties are linked to that role, groups or teams should be divided and a leader designated for each group or team.

3.1 Command Centre Summary

To coordinate response efforts, the company and the government establish various command centres to facilitate required actions. These centres represent the location of specific response team members and may be set up temporarily (in a vehicle) or long-term (head office) depending on the nature of the emergency and the availability of a facility.

Pembina has three command centres to be established, as required, depending upon the nature and seriousness of the incident: the Incident Site, at or very close to the incident; the Incident Command Post (ICP), usually at the area field office or plant site; and the Corporate Emergency Operations Centre (CEOC) at Calgary head office.

Various government emergency operations centres may be established depending upon the nature and duration of an incident. Regulators generally encourage the formation of a single REOC for industry and municipal response personnel, i.e., unified command.

3.1 Command Centre Summary – Cont’d

Command Centre	Purpose	Activities	Potential Location
Incident Site / On-Site Command Post (OSCP)	<ul style="list-style-type: none"> Oversees all operations on-site related to the incident Manages some of the public protection measures. May set up communications with the Incident Command Post via radio 	<ul style="list-style-type: none"> Control and containment. Worker safety. Leads hands on Tactical Response Establish roadblocks at perimeter of the incident site/EPZ Record worker and response team access in and out incident site May work with on-site Government representative 	<ul style="list-style-type: none"> Where the Response Branch Director is located. Close proximity to the incident site Could be a company vehicle, Plant Site, field location or highway post
Incident Command Post (ICP)	<ul style="list-style-type: none"> Lead Incident Site response Manage overall field response including public safety Implement incident action plans Provides first line incident management Potential location of safety and communications equipment Manages the initial communication and sheltering/evacuation activities Provides the link between the on-site operations and the Corporate Emergency Operations Centre (CEOC) Maintains communication with Emergency Operations Manager regarding incident status and support needs 	<ul style="list-style-type: none"> Situation assessment Establish objectives, priorities, strategies for the response Activates ERP, develops incident action plans Direct operational, public protection emergency response activities Ensure notification to government agencies and municipalities Air monitoring to re-define EPZ and operating area boundaries Coordination of public contacts (e.g. residents, industrial operators) Coordination of the EPZ security and isolation (i.e., use of roadblocks) Initial procurement of manpower and equipment, response resources Monitors changing conditions and modified strategies Immediate source for public/media information (upon receiving direction from Head Office) Liaison with Gov't agencies at a local level Coordinates technical support of personnel in the field Record keeping 	<ul style="list-style-type: none"> Pembina area field office, plant or other location deemed appropriate
Corporate Emergency Operations Centre (EOC)	<ul style="list-style-type: none"> Coordinate support for field operations Provide advice and support to the Incident Commander Manage Corporate issues including Media Relations Liaise with government agencies as required 	<ul style="list-style-type: none"> Provides Corporate direction and support to overall emergency response efforts Provides technical support May assist with resource procurement Directs media communication Liaison with Government officials as required. 	<ul style="list-style-type: none"> Calgary Head Office 34 Floor Conference Room 585 8th Ave SW

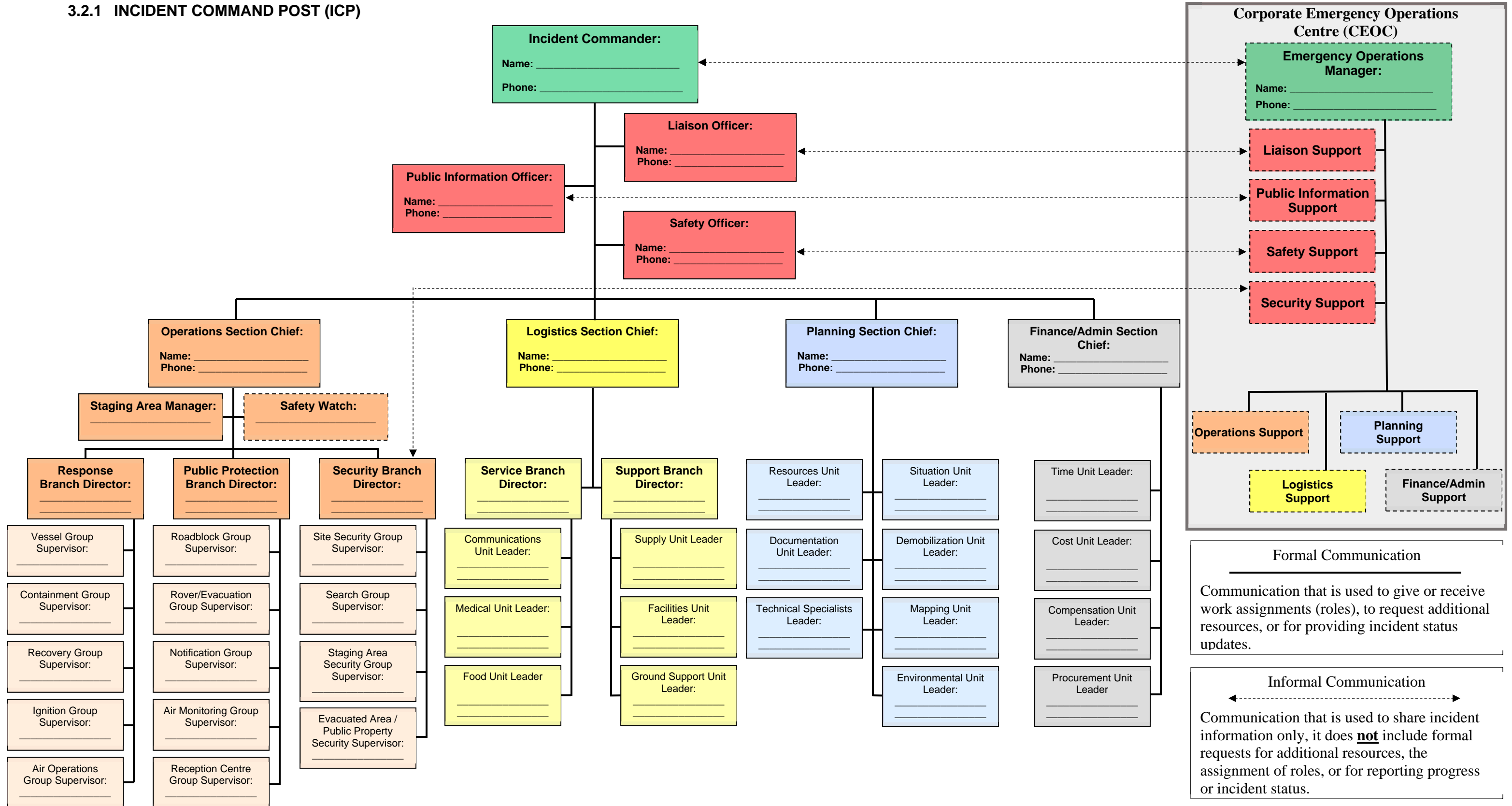
3.1 Command Centre Summary – Cont’d

Command Centre	Purpose	Activities	Potential Location
Reception Centre	<ul style="list-style-type: none"> • A registration centre for the members of the public that have been evacuated • It may also provide temporary lodging. • Alternative checkpoint for workers to report in on a designated schedule 	<ul style="list-style-type: none"> • Registers evacuees • Addresses immediate needs for food, housing and information • Records destination details of evacuees leaving the area • Addresses immediate compensation claims (short term claims) • Provides information to Public Safety Section Chief on the status of evacuation activities 	Refer to Site Specific Section 2
Municipal (MEOC) Regional (REOC) Provincial (POC)	<ul style="list-style-type: none"> • Focal point for Provincial and Municipal Government local response 	<ul style="list-style-type: none"> • MEOC mobilized at a Level 2 • REOC Mobilized at a Level 2 • POC Mobilized at a Level 3 • May assist with public safety • Activates and assists with Government fan-out communication • Monitors activities of Pembina • Provides technical support and regulatory direction to the Company • Sends representative to the Incident Command Post 	<ul style="list-style-type: none"> • Regional Provincial Energy Board Office • Local County Disaster Services Office • City Offices • Provincial Emergency Management Office
US State (SEOC)		<ul style="list-style-type: none"> • SEOC may be established as the main focal point for State response activities and to assist local jurisdictions 	
US County (CEOC)		<ul style="list-style-type: none"> • CEOC will be established for a county response 	
Joint Information Centre (JIC)	<ul style="list-style-type: none"> • May be established as a central location that facilitates operation of the Joint Information System which provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with nongovernmental organizations and the private sector. 	<ul style="list-style-type: none"> • A location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions. • Includes the plans, protocols, procedures, and structures used to provide public information. 	<ul style="list-style-type: none"> • Established at various levels of government or at incident sites, or can be components of Multiagency Coordination (MAC) Systems (e.g., MAC Groups or EOCs). A single JIC location is preferable, but the system is flexible and adaptable enough to accommodate virtual or multiple JIC locations, as required.

Note: Regulatory agency may assume management of the response if the operator's response is unsatisfactory

3.2 Emergency Response Organization

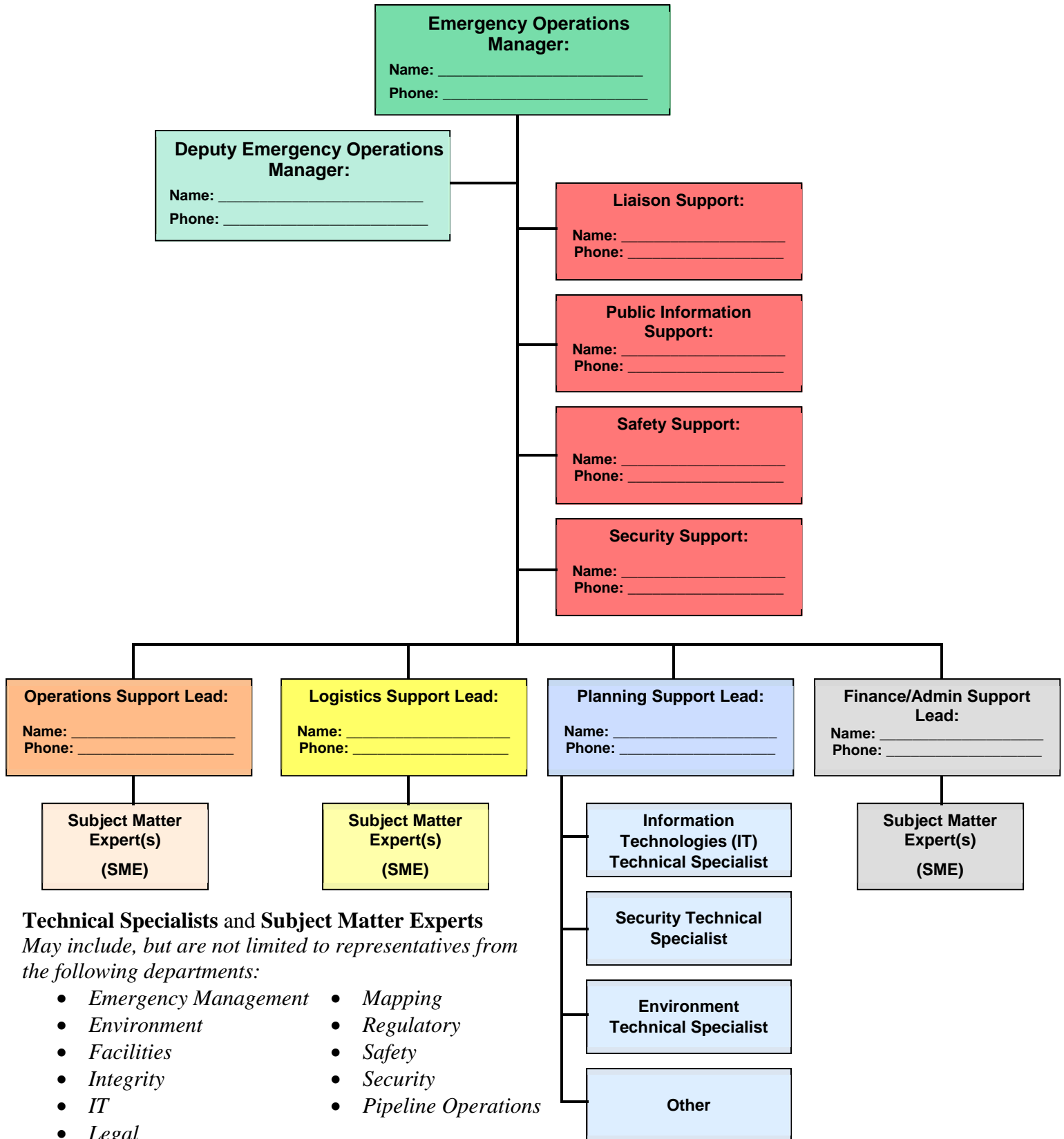
3.2.1 INCIDENT COMMAND POST (ICP)



This page intentionally left blank

3.2 Emergency Response Organization – Cont'd

3.2.2 CORPORATE EMERGENCY OPERATIONS CENTRE (CEOC)



Technical Specialists and Subject Matter Experts
 May include, but are not limited to representatives from the following departments:

- Emergency Management
- Environment
- Facilities
- Integrity
- IT
- Legal
- Mapping
- Regulatory
- Safety
- Security
- Pipeline Operations

3.2 Emergency Response Organization – Cont’d

3.2.3 Incident Command Team Notifications

Potential Incident Management Team member responsibilities are detailed in Section 3. Positions filled will depend on the nature and severity of the situation.

Actual duties and actions to be carried out under each Level of Emergency for each position are dictated by the emergency situation and resulting hazards to public, employees, environment, and property and equipment.

Positions within the Incident Management Team are potentially filled by the following Pembina employment positions. Specific employees holding these job titles can be found in the Contact Lists in the Site Specific Section 2.

Position	Potential Designates
Field Incident Management Team	
Incident Commander	District Manager, Senior Area/Plant Manager, Area Supervisor, Area Foreman
Operations Section Chief (Field)	Operations/Plant Foreman or Supervisor
Response Branch Director	Investigating or operator on site
Safety Officer	Area Safety Advisor
Public Protection Branch Director	Designated Field or Plant Personnel
Evacuation Teams Roadblock Teams Monitoring Teams Rovers	Designated Field Personnel and local authority support Contract Safety Company Contract Safety Company and/or Mutual Aid
Public Information Officer	Designated Field Personnel at Incident Command Post Crisis Communications Team
Planning / Logistics Section Chief	Designated Field or Plant Personnel
Pembina Corporate Emergency Operations Centre Support Team	
Emergency Operations Manager	Business Unit Leader - Operations Manager, Sr. Operations Manager
Emergency Management Team	Emergency Management On-Call
Safety and/or Security Support	Safety and/or Security Representative
Operations Support	Business Unit Operations or Engineering Manager
Planning Support	Technical Services
Logistics Support	Procurement
Finance/Admin Support	Business Unit Controller
<i>To be contacted through the Activation Conference Call, if needed</i>	
External Support	
Government Agency Support	As required

3.3 Response Roles

Incident Commander		Page 1 of 3
Potential Designates	District Manager, Senior Area/Plant Manager, Area Supervisor, Area Foreman	
Reports To:	Emergency Operations Manager	
Forms:	ICS 201: Incident Briefing Form , ICS 202: Incident Objectives, ICS 214: Activity Log	
Responsibility		
Responsible for activating the identified Field Incident Management Team positions <u>or</u> assuming the duties and responsibilities detailed for each position, as required. Coordination of overall response effort.		
Duties		
Schedule the Activation Team conference call within 30 minutes of the initial event notification as per Section 1.	<input type="checkbox"/>	
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms.	<input type="checkbox"/>	
Assemble for briefing. Sign in on the appropriate attendance log. <input type="checkbox"/> Field Office Incident Command Post (ICP) or <input type="checkbox"/> Alternate Location	<input type="checkbox"/>	
Collect information for inclusion on the ICS 201: Incident Briefing form (Forms section), include as much information as possible.	<input type="checkbox"/>	
Assess the situation, identify hazards and develop SMART initial incident objective using PPOST.	<input type="checkbox"/>	
Ensure the appropriate immediate actions have been implemented.	<input type="checkbox"/>	
Ensure that isolation in and around the incident scene is implemented. <input type="checkbox"/> Release all non-essential personnel. <input type="checkbox"/> Establish roadblocks.	<input type="checkbox"/>	
Ensure that an On-site Command Post (OSCP) is established and activate Incident Command Post (ICP).	<input type="checkbox"/>	
Ensure appropriate response tools and equipment is available. <input type="checkbox"/> Emergency Response Plan <input type="checkbox"/> Confidential Resident Data, if applicable <input type="checkbox"/> Maps and contact lists <input type="checkbox"/> ICS Forms <input type="checkbox"/> Telephones/Radios	<input type="checkbox"/>	
Designate Field Incident Management Team and schedule update briefings/meetings regularly. <input type="checkbox"/> Operations Section Chief <input type="checkbox"/> Liaison Officer <input type="checkbox"/> Safety Officer <input type="checkbox"/> Public Information Officer <input type="checkbox"/> Logistics Section Chief <input type="checkbox"/> Planning Section Chief <input type="checkbox"/> Finance/Admin Section Chief	<input type="checkbox"/>	
In coordination with the Operations Section Chief address: <input type="checkbox"/> Call in or standby support personnel <input type="checkbox"/> Determine the Level of Emergency and confirm with appropriate authorities <input type="checkbox"/> EPZ distances for the affected area <input type="checkbox"/> Determine impacted stakeholders and members of the public <input type="checkbox"/> Response objectives are set and addressed <input type="checkbox"/> Assignment of available resources	<input type="checkbox"/>	

Incident Commander		Page 2 of 3
Duties		
Ensure appropriate safety and personnel protective measures will be implemented and initiate Incident Action Plan (IAP).	<input type="checkbox"/>	
Confirm/report the situation with the Emergency Operations Manager and provide: <input type="checkbox"/> 201 – Incident Briefing Form. <input type="checkbox"/> Level of Emergency. <input type="checkbox"/> Initial response actions.	<input type="checkbox"/>	
Ensure the Liaison Officer <input type="checkbox"/> Notifies and advises supporting government agencies of response efforts. <input type="checkbox"/> Engages Liaison Support in CEOC as required. Note: Pembina has committed to notifying the AER at an Alert Level regardless of any public contact.	<input type="checkbox"/>	
Implement, supervise, and coordinate ongoing action plans. Consult Emergency Operations Manager as needed.	<input type="checkbox"/>	
Coordinate media inquiries and required notifications with the Public Information Officer and Calgary Crisis Communications Team.	<input type="checkbox"/>	
In coordination with the Field Incident Management Team, ensure appropriate resources, agencies, and/or personnel with expertise and capability to carry out the Incident Action Plan have been contacted and consider: <input type="checkbox"/> Safety Specialists <input type="checkbox"/> Communication Specialists <input type="checkbox"/> Security Specialists <input type="checkbox"/> Medical Specialists <input type="checkbox"/> Equipment Specialists <input type="checkbox"/> Technical Specialists	<input type="checkbox"/>	
Schedule regular intervals for briefings with the Field Incident Management Team and the Emergency Operations Manager addressing progress in relation to:	<input type="checkbox"/>	
<input type="checkbox"/> Response Management <input type="checkbox"/> Control & Containment <input type="checkbox"/> Public/Worker Safety <input type="checkbox"/> Internal and External Communications <input type="checkbox"/> Resource Allocation <input type="checkbox"/> Technical Information Update <input type="checkbox"/> Finance Admin <input type="checkbox"/> Business Considerations <input type="checkbox"/> Incident Issues	<input type="checkbox"/>	
Coordinate with Emergency Operations Manager and Liaison Officer the attendance of company personnel at government EOCs as needed.	<input type="checkbox"/>	
Identify further objectives and strategies for the next operational period.	<input type="checkbox"/>	
Determine additional staffing requirements. Request additional support as required.	<input type="checkbox"/>	
Notify and assemble additional or replacement Field Incident Management Team response personnel at the ICP, as required and consider: <input type="checkbox"/> Response team members may experience a wide array of stresses and are subject to on-going occupational stresses such as time pressures, responsibility overload, physical/mental demands, and limited resources. <input type="checkbox"/> Responders may be exposed to extreme working conditions related to hazardous environments or extreme weather conditions. <input type="checkbox"/> During the emergency, workers in high stress assignments should be routinely rotated. Fifteen to thirty minute rest periods should be scheduled every two hours during an emergency for all team members. <input type="checkbox"/> In cases where manpower is limited, team members should alternate from high-stress positions to lower stress positions. <input type="checkbox"/> If possible, provide a place to sit or lie down away from the scene as well as food, beverages and shelter.	<input type="checkbox"/>	
Ensure formal handover of information, documentation and status of duties at shift change.	<input type="checkbox"/>	

Incident Commander		Page 3 of 3
Deactivation		
<p>Prior to the Stand Down signal, confirm with the Operations Chief that all evacuated areas are safe to re-enter.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure all equipment and debris has been removed from public roadways. <input type="checkbox"/> Ensure the incident area has been cordoned off to isolate any remaining hazards and protect the scene for post incident investigations. <input type="checkbox"/> Ensure that low-lying areas and basements have been checked for contamination, if a toxic leak has occurred. 	<input type="checkbox"/>	
Declare a downgrade in Level of Emergency or a Stand Down as control/conditions permit, in consultation with the Emergency Operations Manager and the appropriate regulatory agency(s).	<input type="checkbox"/>	
Ensure the all members of the Field Incident Management Team are notified of the downgrade or Stand Down declaration.	<input type="checkbox"/>	
Ensure the incident site is left undisturbed, as much as possible, until the appropriate authorities can complete the required investigations.	<input type="checkbox"/>	
Ensure security is maintained in any evacuated areas until the evacuees have returned and the residences/businesses in the area have been reoccupied.	<input type="checkbox"/>	
Assist in the coordination of the return of any evacuees to the area.	<input type="checkbox"/>	
Ensure expense/damage claims have been collected and are processed in a timely manner.	<input type="checkbox"/>	
Ensure a public information session is scheduled to clearly explain the cause of the incident and to address the public's concerns.	<input type="checkbox"/>	
Conduct debriefing sessions, as required.	<input type="checkbox"/>	
Collect all documentation from the Field Incident Management Team.	<input type="checkbox"/>	
Ensure priority is given to clearing debris and restoring the site to normal operating conditions after all investigations are complete.	<input type="checkbox"/>	
Ensure all safety equipment is cleaned and inspected prior to returning it to its normal storage location.	<input type="checkbox"/>	
Ensure the necessary Critical Incident Stress Management (CISM) or assistance programs are in place for members of the public and responders (provide separate sessions for each group).	<input type="checkbox"/>	

This page intentionally left blank

Liaison Officer		Page 1 of 1
Potential Designates	Field / Plant Personnel or designate	
Reports To:	Incident Commander	
Forms:	ICS 214: Activity Log, Regulatory reporting forms, ICS 309: Communications Log	
Responsibility		
<p>Act as the point of contact for outside agencies. Work with Liaison Support to complete government notifications to the applicable regulatory/government agencies. Provide updates as the incident progresses. Coordinate government agency representatives assigned to the Incident Command Post (ICP). Act as the initial contact for incoming agency representatives.</p>		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms.	<input type="checkbox"/>	
Once notified, assemble as directed by the Incident Commander for briefing; obtain a copy of the 201 if available. Sign in on the appropriate attendance log.	<input type="checkbox"/>	
With the Incident Commander, confirm Level of Emergency and any other details and response actions undertaken. Refer to government reporting forms (Forms section).	<input type="checkbox"/>	
Initiate contact with Liaison Support (if activated), review government reporting matrix and: <input type="checkbox"/> Assign contacts for all required reporting. <input type="checkbox"/> Determine if any optional or courtesy contacts should be made. Note: Pembina has committed to notifying the AER at an Alert Level regardless of any public contact.	<input type="checkbox"/>	
Participate in on-going briefings as scheduled.	<input type="checkbox"/>	
Maintain regular communications with all appropriate outside agencies and update accordingly. Continue to maintain records of all communications.	<input type="checkbox"/>	
Act as the initial contact for incoming agency representatives to ICP.	<input type="checkbox"/>	
Coordinate with Emergency Operations Manager and Incident Commander the attendance of company personnel at government EOCs as needed.	<input type="checkbox"/>	
Ensure formal handover of information, documentation and status of duties at shift change.	<input type="checkbox"/>	
Deactivation		
Assist the Field Incident Management Team, as needed, with downgrading, call-down procedures.	<input type="checkbox"/>	
Assist the Field Incident Management Team with post emergency notifications.	<input type="checkbox"/>	
Provide a contact number to engaged government agencies for further follow up.	<input type="checkbox"/>	
Complete and submit all records/logs to Documentation Unit Leader.	<input type="checkbox"/>	
Be prepared to attend debriefing sessions as required.	<input type="checkbox"/>	

This page intentionally left blank

Public Information Officer		Page 1 of 1
Potential Designates	Field Personnel at Incident Command Post with support from Crisis Communications	
Reports To:	Incident Commander	
Forms:	ICS 214: Activity Log, Holding Statement Template, ICS 309: Communications Log	
Responsibility		
Responsible for interfacing with the general public, the media, and with other stakeholders with incident-related information needs in accordance with the Pembina Crisis Communications Plan.		
Duties		
Maintain a log of events, response actions, contacts, and directives throughout event using appropriate forms listed above.	<input type="checkbox"/>	
Once notified, assemble as directed by the Incident Commander for briefing. Sign in on the appropriate attendance log and obtain the Public Information Officer (PIO) ICS vest.	<input type="checkbox"/>	
Review the 201 – Incident Briefing Form.	<input type="checkbox"/>	
Contact the Crisis Communications On-Call Line (403-691-7630) and confirm that they are aware of the incident and the current status. Confirm who is filling the role of Public Information Support at the CEOC.	<input type="checkbox"/>	
Confirm with the Public Information Support role who will contact Community and Aboriginal Relations and advise of incident.	<input type="checkbox"/>	
Provide ongoing information and situational updates to the Crisis Communications Team via the Public Information Support role.	<input type="checkbox"/>	
Obtain a Holding Statement from the Public Information Support role and provide to all personnel who may be approached by media or members of the public.	<input type="checkbox"/>	
Provide Reception with a copy of the Holding Statement and media inquiry number to direct calls.	<input type="checkbox"/>	
Update the Public Information Support role as to the status of emergency, consider:	<input type="checkbox"/>	
<input type="checkbox"/> Technical details of the incident <input type="checkbox"/> Feedback or concerns expressed by the public <input type="checkbox"/> External resources engaged <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Event/Activities that might provoke interest or attention (Smoke, noise, roadblocks etc.) <input type="checkbox"/> Public Safety impacts and actions <input type="checkbox"/> Worker safety		
Participate in status briefings.	<input type="checkbox"/>	
Advise the Public Information Support role if resident evacuation is necessary.	<input type="checkbox"/>	
<input type="checkbox"/> Assist in preparation of reception response statement. <input type="checkbox"/> Confirm when Reception Centre is opened.		
Document any, and all, media related inquiries and report to the Public Information Support role.	<input type="checkbox"/>	
Ensure formal handover of information, documentation and status of duties at shift change.	<input type="checkbox"/>	
Deactivation		
Assist the Field Incident Management Team, as needed, with post emergency notifications.	<input type="checkbox"/>	
Coordinate with the Public Information Support role to coordinate follow up communications to external stakeholders.	<input type="checkbox"/>	
Complete and submit all records/logs to Documentation Unit Leader.	<input type="checkbox"/>	
Be prepared to attend debriefing sessions as required.	<input type="checkbox"/>	

This page intentionally left blank

Safety Officer	Page 1 of 2
-----------------------	--------------------

Potential Designates	Area Safety Advisor
Reports To:	Incident Commander
Forms:	ICS 214: Activity Log, ICS 208: Safety Message / Plan, ICS 215A: Incident Action Plan Safety Analysis, ICS 206: Medical Plan

Responsibility

Responsible for ensuring appropriate safety measures are implemented and adhered to. Responsible for anticipating, detecting, and correcting unsafe situations that may jeopardize Pembina personnel. Responsible for assigning a Security Officer, if required, to monitor security aspects of the response effort at the field level.

Duties

Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms.	<input type="checkbox"/>
Once notified, assemble as directed by the Incident Commander for briefing. Sign in on the appropriate attendance log.	<input type="checkbox"/>
Obtain a copy of the 201 – Incident Briefing Form from the Incident Commander.	<input type="checkbox"/>
Assess initial action taken on-site. Assess unsafe situations and develop measures for assuring personnel safety.	<input type="checkbox"/>
Complete a hazard assessment and review with ICP staff. Obtain MSDS if required; ensure appropriate monitoring is initiated. Determine additional hazards such as weather or working conditions. Complete an ICS 208 Safety Message / Plan Form (Forms section).	<input type="checkbox"/>
Determine possible hazardous exposures to public to assist Public Protection Branch Director with public safety decisions. Review proposed action with Incident Commander.	<input type="checkbox"/>
Ensure the implementation of safety measures. Stop any activity that is deemed unsafe and/or prevent unsafe acts.	<input type="checkbox"/>
Ensure all appropriate departments and medical resources are notified of all reportable injuries and hazardous exposures to employees, contractors or the public.	<input type="checkbox"/>
Monitor and record a list of personnel exposed to hazardous products.	<input type="checkbox"/>
Ensure safety authorities requiring notification have been contacted.	<input type="checkbox"/>
Assist the Incident Commander in the evaluation of a written Incident Action Plan.	<input type="checkbox"/>
Ensure that the Incident Commander has reviewed the hazard assessment with the Operations Section Chief.	<input type="checkbox"/>
Ensure a Safety Watch is assigned to further identify hazards, issue safe work permits, conduct orientations for all personnel arriving at the site, and ensure all personnel are equipped with the appropriate PPE / equipment.	<input type="checkbox"/>
Support other departments in defining any remedial measures.	<input type="checkbox"/>
Ensure that incident scene is undisturbed, except for emergency remedial actions, and is recorded by diagrams and/or photographs.	<input type="checkbox"/>
Participate in all status briefings and be prepared to address current or potential hazards and unsafe conditions.	<input type="checkbox"/>
Ensure formal handover of information, documentation and status of duties at shift change.	<input type="checkbox"/>
In the event the incident is result of a security breach or creates a potential security risk, designate a Security Officer, as required, who will liaise with the CEOC Security Support.	<input type="checkbox"/>

Safety Officer

Page 2 of 2

Deactivation	
Assist the Field Incident Management Team, as needed, with post emergency notifications.	<input type="checkbox"/>
Ensure that incident scene is undisturbed, except for emergency remedial actions, and is recorded by diagrams and/or photographs.	<input type="checkbox"/>
Oversee or support accident investigations. Recommend corrective actions and prepare the necessary accident reports.	<input type="checkbox"/>
Collect information and prepare to participate in post incident investigation.	<input type="checkbox"/>
Prepare safety plan for remedial and clean-up activities.	<input type="checkbox"/>
Complete and submit all records/logs to Documentation Unit Leader.	<input type="checkbox"/>
Be prepared to attend debriefing sessions as required.	<input type="checkbox"/>

Operations Section Chief		Page 1 of 2
Potential Designates	Operations / Plant Foreman or Supervisor	
Reports To:	Incident Commander	
Forms:	ICS 214: Activity Log, ICS204: Assignment List, ICS 205: Incident Radio Communications List, ICS 209: Incident Status Summary, ICS 215: Operational Planning Worksheet	
Responsibility		
Responsible for the coordination of all tactical command and incident response efforts. Assume responsibility for executing the approved Incident Action Plan(s). Monitor field operations; ensure necessary operational support is provided when required. Responsible for public safety.		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms.	<input type="checkbox"/>	
Once notified, assemble as directed by the Incident Commander for briefing. Sign in on the appropriate attendance log.	<input type="checkbox"/>	
Confirm situation with the Incident Commander.	<input type="checkbox"/>	
Obtain a copy of the 201 – Incident Briefing Form from the Incident Commander.	<input type="checkbox"/>	
Ensure a copy of the site assessment and any other documentation is forwarded to the Incident Commander – provide drawing, photos if possible.	<input type="checkbox"/>	
Designate or standby support positions: <input type="checkbox"/> Response Branch Director <input type="checkbox"/> Public Protection Branch Director <input type="checkbox"/> Security Branch Director <input type="checkbox"/> Staging Area Manager	<input type="checkbox"/>	
Assess the situation and identify hazards.	<input type="checkbox"/>	
Provide input to the determination of the Level of Emergency, confirm EPZ or designated hazard planning zone (HPZ).	<input type="checkbox"/>	
Ensure that on-scene responses to isolate the scene are underway.	<input type="checkbox"/>	
<input type="checkbox"/> Release non-essential personnel. <input type="checkbox"/> Establish roadblocks.	<input type="checkbox"/>	
Assign a Response Branch and Public Protection Branch Director as needed.	<input type="checkbox"/>	
Determine/discuss objectives and strategies with the Response Branch Director. Develop an Initial Action Plan.	<input type="checkbox"/>	
In coordination with the Response Branch Director assemble response personnel at the OSCP.	<input type="checkbox"/>	
Implement, supervise and coordinate plan actions to address tactical strategies.	<input type="checkbox"/>	
Identify suitable staging area location and dispatch Staging Area Manager. Ensure Incident Commander is notified of staging area location.	<input type="checkbox"/>	
Request/confirm that the Logistics Section Chief has initiated ordering/deploying equipment.	<input type="checkbox"/>	

Operations Section Chief		Page 2 of 2
Duties		
In consultation with the Public Protection Branch Director determine and implement protective measures. Ensure that the population in the area of the incident has been provided with emergency instructions. <input type="checkbox"/> Evacuation <input type="checkbox"/> Shelter In Place <input type="checkbox"/> Air Monitoring <input type="checkbox"/> Ignition <input type="checkbox"/> Isolation of the Area		<input type="checkbox"/>
Participate in status briefings prepared to address success of response and ongoing challenges in support of the next operational period action plan development. <input type="checkbox"/> Control & containment <input type="checkbox"/> Worker safety / incident / injuries / fatigue <input type="checkbox"/> Public Safety measures <input type="checkbox"/> Communication integrity and capabilities <input type="checkbox"/> Resource status		<input type="checkbox"/>
Where applicable, assist the Response Branch Director with the implementation, supervision and coordination of the Incident Action Plan		<input type="checkbox"/>
Monitor ignition criteria as appropriate.		<input type="checkbox"/>
Monitor and request either standby status or activation of outside resources and back up site personnel.		<input type="checkbox"/>
Ensure formal handover of information, documentation and status of duties at shift change.		<input type="checkbox"/>
Deactivation		
In consultation with the Response Branch Director, discuss if there are appropriate controls / conditions in place to justify a downgrade in Level of Emergency. If yes, inform the Incident Commander		<input type="checkbox"/>
Ensure all responders, are notified of the downgrade or call down declaration.		<input type="checkbox"/>
Prior to the call down signal, confirm with the Response Branch Director that all evacuated areas are safe to re-enter. <input type="checkbox"/> Ensure all equipment and debris has been removed from public roadways. <input type="checkbox"/> Ensure the incident area has been cordoned off to isolate any remaining hazards and protect the scene for post incident investigations. <input type="checkbox"/> Ensure that low-lying areas and basements have been checked for contamination, if a toxic leak has occurred.		<input type="checkbox"/>
Ensure security is maintained in any evacuated areas until the evacuees have returned and the residences/businesses in the area have been reoccupied.		<input type="checkbox"/>
Ensure the incident site is left undisturbed, as much as possible, until the appropriate authorities can complete the required investigations.		<input type="checkbox"/>
Participate and prepare for clearing debris and restoring the site to normal operating conditions after all investigations are complete.		<input type="checkbox"/>
Complete and submit all records/logs to Documentation Unit Leader.		<input type="checkbox"/>
Be prepared to attend debriefing sessions as required.		<input type="checkbox"/>

Logistics Section Chief		Page 1 of 2
Potential Designates	Field or Plant Personnel	
Reports To:	Incident Commander	
Forms:	ICS 214: Activity Log, Form 215: Operational Planning Worksheet, ICS 218: Support Vehicle / Equipment Inventory	
Responsibility		
<p>Develop a logistics plan to support operations and provide overall resource support to the emergency site. Oversee additional Units/Branches in the Logistics Section, if activated. Establish and maintain a list of resources which might be required to support the emergency response effort.</p>		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms.	<input type="checkbox"/>	
Once notified, assemble as directed by the Incident Commander for briefing. Sign in on the appropriate attendance log.	<input type="checkbox"/>	
Confirm situation with the Incident Commander. Obtain a copy the ICS 201 Incident Briefing Form from the Incident Commander.	<input type="checkbox"/>	
Use an employee/contractor list to determine availability of any potential responders. Determine with the Incident Commander if mutual aid assistance can also be utilized.	<input type="checkbox"/>	
Obtain location of staging area in which to dispatch resources from Incident Commander.	<input type="checkbox"/>	
As required, assign a Service Branch Leader to oversee the following <input type="checkbox"/> Communications <input type="checkbox"/> Communication requirements. <input type="checkbox"/> Equipment requisition, acquisition, distribution and maintenance. <input type="checkbox"/> Medical Aid <input type="checkbox"/> Ensure adequate medical aid capabilities and transportation for response personnel. <input type="checkbox"/> Food <input type="checkbox"/> Determine food and beverage requirements for response personnel. <input type="checkbox"/> Coordinate ordering/delivery and required facilities.	<input type="checkbox"/>	
As required, assign a Support Branch Leader to oversee the following: <input type="checkbox"/> Supply <input type="checkbox"/> Determine any special need requirements. <input type="checkbox"/> Requisition, acquisition, and storage of supplies and equipment, and the maintenance of material records. <input type="checkbox"/> Ensure adequate accountability and security of supplies and equipment. <input type="checkbox"/> Coordinate transportation services. <input type="checkbox"/> Facilities <input type="checkbox"/> Provide and arrange the setup of eating areas, sleeping/sheltering areas, sanitation/shower areas, lighting units etc. <input type="checkbox"/> Ensure adequate security of facilities. <input type="checkbox"/> Ground Support <input type="checkbox"/> Monitor and analyze the equipment readiness status. <input type="checkbox"/> Determine maintenance workload requirements. <input type="checkbox"/> Coordinate equipment recovery and evacuation operations. <input type="checkbox"/> Determine maintenance time lines.	<input type="checkbox"/>	

Logistics Section Chief		Page 2 of 2
Duties		
Determine the position's 24 hour staffing requirements. Request additional support as required.	<input type="checkbox"/>	
Participate in status briefings prepared to address resource ETA's and in service status. Identify any challenges in support of the next operational period action plan development.	<input type="checkbox"/>	
Ensure formal handover of information, documentation and status of duties at shift change.	<input type="checkbox"/>	
Deactivation		
Assist the Field Incident Management Team, as needed, with post emergency notifications.	<input type="checkbox"/>	
Coordinate release of equipment and manpower.	<input type="checkbox"/>	
Prepare and plan for resource requirements related to post incident clean up and recovery.	<input type="checkbox"/>	
Collect information and prepare to participate in post incident investigation.	<input type="checkbox"/>	
Liaison with Finance/Admin to ensure reconciliation of all service tickets.	<input type="checkbox"/>	
Prepare safety plan for remedial and clean-up activities.	<input type="checkbox"/>	
Complete and submit all records/logs to Documentation Unit Leader.	<input type="checkbox"/>	
Be prepared to attend debriefing sessions as required.	<input type="checkbox"/>	

Planning Section Chief		Page 2 of 2
Duties		
Maintain communications with and research additional specialists in support of response strategies.		<input type="checkbox"/>
Determine the ongoing staffing requirements. Request additional support as needed.		<input type="checkbox"/>
Ensure formal handover of information, documentation and status of duties at shift change.		<input type="checkbox"/>
Deactivation		
Assist the Field Incident Management Team, as needed, with post emergency notifications.		<input type="checkbox"/>
Prepare and plan for resource requirements related to post incident clean up and recovery.		<input type="checkbox"/>
Collect information and prepare to participate in post incident investigation.		<input type="checkbox"/>
Complete and submit all records/logs to Documentation Unit Leader.		<input type="checkbox"/>
Be prepared to attend debriefing sessions as required.		<input type="checkbox"/>

Finance / Administration Section Chief		Page 1 of 2
Potential Designates	Field Administration or Supply Chain Support	
Reports To:	Incident Commander	
Forms:	ICS 214: Activity Log	
Responsibility		
Provide monetary, insurance, legal, risk, related administrative functions to support emergency operations. Preserve vital records documenting work performed and associated costs of the response effort and emergency related costs.		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms.	<input type="checkbox"/>	
Once notified, assemble as directed by the Incident Commander for briefing. Sign in on the appropriate attendance log.	<input type="checkbox"/>	
Confirm situation with the Incident Commander.	<input type="checkbox"/>	
Obtain a copy the ICS 201 Incident Briefing Form from the Incident Commander.	<input type="checkbox"/>	
Assume, standby or designate support positions: <input type="checkbox"/> Time Unit <input type="checkbox"/> Procurement Unit <input type="checkbox"/> Cost Unit <input type="checkbox"/> Compensation Unit	<input type="checkbox"/>	
Establish appropriate funding procedures for emergency and serve as the primary Fund Officer. Identify ceilings for operations.	<input type="checkbox"/>	
Control and distribute funding authority to appropriate personnel and supervise disbursement of funds.	<input type="checkbox"/>	
Liaison with Logistics Section Chief to implement control procedures for personnel/contractor time management and equipment cost management.	<input type="checkbox"/>	
Ensure that required approvals, contracts, and/or permits are obtained for response actions.	<input type="checkbox"/>	
In the event of evacuation, ensure that Reception Centre Representative has cash available in the event that some members of the public may need immediate reimbursement of expenses.	<input type="checkbox"/>	
Participate in status briefing. Be prepared to report "burn rate" information and challenges in support of the next operational period action plan development. <input type="checkbox"/> Personnel status <input type="checkbox"/> Contractor management <input type="checkbox"/> Equipment costs <input type="checkbox"/> Public costs (e.g., if evacuation initiated)	<input type="checkbox"/>	
Ensure formal handover of information, documentation and status of duties at shift change.	<input type="checkbox"/>	



Finance / Administration Section Chief		Page 2 of 2
Deactivation		
Assist the Field Incident Management Team, as needed, with post emergency notifications.		<input type="checkbox"/>
Collect information and prepare to participate in post incident investigation		<input type="checkbox"/>
Participate in investigations of insurance claims involving injury, death, property, damage or loss.		<input type="checkbox"/>
Establish cost control procedures for ongoing remediation and clean up.		<input type="checkbox"/>
Complete and submit all records/logs to Documentation Unit Leader.		<input type="checkbox"/>
Be prepared to attend debriefing sessions as required.		<input type="checkbox"/>

Staging Area Manager		Page 1 of 1
Potential Designates	Field or Plant Personnel, Contract Safety or Security Company	
Reports To:	Operations Section Chief	
Forms:	ICS 214: Activity Log, ICS 211: Check-in, Holding Statement Template, Form 218: Support Vehicle / Equipment Inventory	
THE OPERATIONS SECTION CHIEF IS RESPONSIBLE FOR THIS ROLE; POSITION ACTIVATED AS REQUIRED		
Responsibility		
Establish staging areas and/or helicopter or fixed wing bases, used to coordinate resources assigned to operations awaiting a tactical assignment. May provide location for decontamination and/or rest area.		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms.	<input type="checkbox"/>	
Once activated, receive briefing from Operations Section Chief.	<input type="checkbox"/>	
In consultation with the Operations Section Chief, establish the Staging Area location and access routes. Choose an area outside the EPZ /hazard planning zone, with secure access and good communications capabilities. Consider equipment needs, positioning and traffic routing in relation to the incident site.	<input type="checkbox"/>	
Re-locate to staging area, ensuring you take adequate supplies, for example: <input type="checkbox"/> Personal monitor <input type="checkbox"/> Self-contained breathing apparatus (SCBA) <input type="checkbox"/> Communication equipment <input type="checkbox"/> Stop/slow signs <input type="checkbox"/> Traffic vest <input type="checkbox"/> Flashlights <input type="checkbox"/> Road barriers <input type="checkbox"/> Flagging	<input type="checkbox"/>	
Set up Staging Area: <input type="checkbox"/> Place your vehicle in a highly visible area near the entrance. <input type="checkbox"/> Don traffic vest for visibility.	<input type="checkbox"/>	
Maintain a listing of personnel and equipment on appropriate forms.	<input type="checkbox"/>	
Maintain records in service records and necessary permits and work with Safety to ensure all contractors have appropriate tickets and site orientation	<input type="checkbox"/>	
Maintain communications with Operations Section Chief; mobilize people and equipment to assigned locations/duties as directed.	<input type="checkbox"/>	
Ensure formal handover of information, documentation and status of duties at shift change.	<input type="checkbox"/>	
Deactivation		
Sign out on the appropriate documentation when leaving the staging area.	<input type="checkbox"/>	
Complete and submit all records/logs to Response Branch Director.	<input type="checkbox"/>	
Be prepared to attend debriefing sessions as required.	<input type="checkbox"/>	

This page intentionally left blank

Safety Watch		Page 1 of 1
Potential Designates	Field or Plant Safety Personnel / Contract Safety Company	
Reports To:	Operations Section Chief	
Forms:	ICS 214: Activity Log, ICS 206: Medical Plan, ICS 208: Safety Message / Plan, ICS 215A: Incident Action Plan Safety Analysis, ICS Form 211 Check-In	
THE OPERATIONS SECTION CHIEF IS RESPONSIBLE FOR THIS ROLE; POSITION ACTIVATED AS REQUIRED		
Responsibility		
Establish checkpoint at the incident site or at the Staging Area. Review certifications and provide site orientation to employees and/or contract personnel. Provide authority to stop or prevent unsafe acts at site.		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms.	<input type="checkbox"/>	
Once notified, receive briefing and site responsibilities from the Operations Section Chief; re-locate to site or staging area, as directed.	<input type="checkbox"/>	
Periodically take environmental monitoring readings to ensure safety; notify Operations Section Chief of any readings.	<input type="checkbox"/>	
Identify any additional hazards at incident site.	<input type="checkbox"/>	
Check in and maintain listing of any response personnel sent to incident site or staging area, whichever is applicable.	<input type="checkbox"/>	
Ensure all responders have PPE required and proof of appropriate training. Conduct site/safety orientation.	<input type="checkbox"/>	
Stop any unsafe acts and notify Operations Section Chief immediately.	<input type="checkbox"/>	
Ensure responder actions are carried out in accordance with the Safety Plan.	<input type="checkbox"/>	
Ensure formal handover of information, documentation and status of duties at shift change.	<input type="checkbox"/>	
Deactivation		
Sign out on the appropriate documentation when leaving the incident site or staging area.	<input type="checkbox"/>	
Prepare for ongoing duties related to remediation and clean up.	<input type="checkbox"/>	
Complete and submit all records/logs to the Operations Section Chief.	<input type="checkbox"/>	
Be prepared to attend debriefing sessions as required.	<input type="checkbox"/>	

This page intentionally left blank

Response Branch Director		Page 1 of 2
Potential Designates	Investigating or Operator on site	
Reports To:	Operations Section Chief	
Forms:	ICS 214: Activity Log, ICS 221: Demobilization Checklist	
Responsibility		
Coordinate and direct all on site responders (contractors, clean-up teams, ignition teams, boat/boom teams.) Responsible for initiating public protection measures at the incident site.		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms.	<input type="checkbox"/>	
Provide or receive briefing from Operations Section Chief. Confirm the Emergency Planning Zone for plant sites, HVP pipelines, storage vessels; hazard planning zone (HPZ) for crude oil pipelines.	<input type="checkbox"/>	
If not already at site, re-locate to site.	<input type="checkbox"/>	
Assess the situation, and identify additional hazards. Sound alarm if applicable. <input type="checkbox"/> Ground fire <input type="checkbox"/> Fuel leaks <input type="checkbox"/> Toxic gas releases <input type="checkbox"/> Oxygen deficiency <input type="checkbox"/> BLEVE <input type="checkbox"/> Ignition sources <input type="checkbox"/> Chemical leaks	<input type="checkbox"/>	
Evacuate immediate area around incident site if safe to do so. Release non-essential personnel.	<input type="checkbox"/>	
Isolate appropriate zone around incident.	<input type="checkbox"/>	
Establish site security with check-in point.	<input type="checkbox"/>	
Establish an On-site Command Post (OSCP).	<input type="checkbox"/>	
Request emergency services if required.	<input type="checkbox"/>	
In consultation with the Operations Section Chief determine the following: <input type="checkbox"/> Objectives and strategies. <input type="checkbox"/> Initial action plan and response actions.	<input type="checkbox"/>	
Implement, supervise and coordinate initial action plan responses.	<input type="checkbox"/>	
Maintain the integrity of the scene as much as possible.	<input type="checkbox"/>	
In coordination with the Operations Section Chief, ensure appropriate resources, agencies or personnel with expertise and capability to carry out the Incident Action Plan have been contacted and consider: <input type="checkbox"/> Emergency services <input type="checkbox"/> Industrial firefighting <input type="checkbox"/> Air monitoring <input type="checkbox"/> Mutual aid groups <input type="checkbox"/> Search and rescue teams <input type="checkbox"/> Spill co-ops <input type="checkbox"/> Helicopters	<input type="checkbox"/>	
Communicate information between all responders and units as it becomes available.	<input type="checkbox"/>	
Coordinate onsite responses to gain control of the situation, if safe to do so and consider: <input type="checkbox"/> Shut down <input type="checkbox"/> Isolate	<input type="checkbox"/>	

Response Branch Director		Page 2 of 2
Duties		
For a product release, continuously track product to identify the response zones. If possible, determine type/volume of leaking product.		<input type="checkbox"/>
Consider ignition criteria as applicable.		<input type="checkbox"/>
If situation warrants, request the Operations Section Chief to obtain a Fire Hazard or Closure Order and/or a Notice to Airman (NOTAM) via the appropriate regulatory agency.		<input type="checkbox"/>
If required, coordinate activities with onsite government or local authority representatives.		<input type="checkbox"/>
Ensure formal handover of information, documentation and status of duties at shift change.		<input type="checkbox"/>
Deactivation		
In consultation with the Operations Section Chief, discuss if there are appropriate controls / conditions in place to justify a downgrade in Level of Emergency.		<input type="checkbox"/>
De-brief onsite crews once emergency is over.		<input type="checkbox"/>
Prepare to support ongoing remediation and clean-up activities.		<input type="checkbox"/>
Gather all records/logs from site personnel; complete personal log and submit to Operations Section Chief.		<input type="checkbox"/>
Be prepared to attend debriefing sessions as required.		<input type="checkbox"/>

Vessel Group Supervisor		Page 1 of 1
Reports To:	Response Branch Director	
Forms:	ICS214: Activity Log	
Responsibility		
Contain and clean a spill to reduce the environmental impact.		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms	<input type="checkbox"/>	
Once notified, assemble at the OSCP or staging area as directed by the Response Branch Director for briefing.	<input type="checkbox"/>	
Confirm specifics of your task including: <input type="checkbox"/> Equipment needs and location, <input type="checkbox"/> Routes, <input type="checkbox"/> Desired boom location and water entry point.	<input type="checkbox"/>	
Review a hazard assessment of all duties.	<input type="checkbox"/>	
Acquire all necessary spill and safety equipment	<input type="checkbox"/>	
Proceed with caution to the area utilizing monitor(s) enroute.	<input type="checkbox"/>	
Once in the area, confirm communication capability with the Response Branch Director.	<input type="checkbox"/>	
Ensure safety boat is launched prior to boom boat.	<input type="checkbox"/>	
Ensure booms are set up parallel to the shore.	<input type="checkbox"/>	
Ensure waterproof coveralls are worn over other clothing if possible, and all boat passengers are wearing Personal Flotation Devices	<input type="checkbox"/>	
Maintain regular communications with the Response Branch Director <input type="checkbox"/> Report any product release values. <input type="checkbox"/> Report any significant or unusual activities immediately. <input type="checkbox"/> Report any observations or issues that would adversely change response tactics.	<input type="checkbox"/>	
Ensure formal handover of information, documentation and status of duties at shift change	<input type="checkbox"/>	
Deactivation		
Assist with post emergency response as directed Response Branch Director	<input type="checkbox"/>	
Complete and submit all records/logs to the Response Branch Director	<input type="checkbox"/>	
Provide a contact number where you can be reached.	<input type="checkbox"/>	
Be prepared to attend debriefing sessions as required.	<input type="checkbox"/>	

This page intentionally left blank

Containment Group Supervisor		Page 1 of 1
Reports To:	Response Branch Director	
Forms:	ICS 214: Activity Log	
Responsibility		
Oversee scope of work specific to containment operations. Coordinate and supervise deployment of anchors and booms at control points.		
Duties		
Assist with selection of equipment deployment.		<input type="checkbox"/>
Ensure appropriate safety and personnel protective measures are implemented (as outlined by the Safety Officer). Report hazards, near misses, incidents, or significant events to supervisor.		<input type="checkbox"/>
Measure current velocity to determine the appropriate boom angle and required anchor set for effective containment.		<input type="checkbox"/>
Communicate scope of work and daily tasks with field crew and Vessel Operations Group.		<input type="checkbox"/>
Supervise equipment installation. <input type="checkbox"/> Oversee anchor installation. <input type="checkbox"/> Supervise primary boom deployment. Coordinate secondary boom deployment.		<input type="checkbox"/>
Monitor resources and identify equipment needed. Coordinate boat support through Vessel Operations Group.		<input type="checkbox"/>
Coordinate with the Decontamination Lead. <input type="checkbox"/> Ensure personnel with contaminated PPE (e.g. boots, Tyvex suits) follow the proper decontamination procedures as per the Decontamination Plan. Ensure contaminated equipment (e.g. hard containment boom) are decontaminated or delivered to decontamination crews before leaving site.		<input type="checkbox"/>
Resolve logistical or tactical problems reported by the field crew, or inform supervisor of problems		<input type="checkbox"/>
Maintain unit log.		<input type="checkbox"/>
Deactivation		
Assist with post emergency response as directed by Containment Group Supervisor.		<input type="checkbox"/>
Complete and submit all records/logs to the Containment Group Supervisor.		<input type="checkbox"/>
Provide a contact number where you can be reached.		<input type="checkbox"/>
Be prepared to attend debriefing sessions as required.		<input type="checkbox"/>

This page intentionally left blank

Recovery Group Supervisor		Page 1 of 1
Reports To:	Response Branch Director	
Forms:	ICS 214: Activity Log	
Responsibility		
Supervise/coordinate clean up actions.		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms		<input type="checkbox"/>
Once notified, assemble at the OSCP or staging area as directed by the Response Branch Director for briefing.		<input type="checkbox"/>
Ensure you clearly understand Response Branch Director's intent, strategy and priorities.		<input type="checkbox"/>
Schedule regular intervals for reporting with the Response Branch Director.		<input type="checkbox"/>
Mobilize to location indicated by the Response Branch Directors, and follow instructions for cleaning area.		<input type="checkbox"/>
Make any additional equipment needs known.		<input type="checkbox"/>
Ensure formal handover of information, documentation and status of duties at shift change		<input type="checkbox"/>
Deactivation		
Assist with post emergency response as directed Response Branch Director		<input type="checkbox"/>
Complete and submit all records/logs to the Response Branch Director		<input type="checkbox"/>
Provide a contact number where you can be reached.		<input type="checkbox"/>
Be prepared to attend debriefing sessions as required.		<input type="checkbox"/>

This page intentionally left blank

Ignition Group Supervisor		Page 1 of 1
Reports To:	Response Branch Director	
Forms:	ICS 214: Activity Log, Air Monitoring Record	
Responsibility		
Responsible for igniting HVP plume if ignition criteria are met and it is in the interest of public safety		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms		<input type="checkbox"/>
Once notified, assemble at the OSCP or staging area as directed by the Response Branch Director for briefing.		<input type="checkbox"/>
Receive a complete situation briefing and review ignition criteria. <i>Ignition teams must consist of a minimum of 2 people with current ignition training. A rescue team on standby is preferred. Fire fighters should be present.</i>		<input type="checkbox"/>
Review hazard assessment.		<input type="checkbox"/>
For HVP operations, review <u>Ignition Checklist</u> with Ignition Team and Safety Watch (if present): <input type="checkbox"/> Confirm the location of the product release, the proposed crosswind flare launch location, and the uphill safe retreat from the fire area. <input type="checkbox"/> Approach the release site from a crosswind, uphill direction if possible. Identify any possible cover or protection from initial heat blast. <input type="checkbox"/> Confirm area is clear, and visually scan fire area for any people or animals. <input type="checkbox"/> Confirm (0) LEL at the flare launch location. <input type="checkbox"/> Complete a final wind direction check. <input type="checkbox"/> Receive permission before releasing flares.		<input type="checkbox"/>
For sour operations, review the following H ₂ S <u>Ignition Criteria</u> with Ignition Team and Safety Watch (if present): <input type="checkbox"/> Although required, evacuation of the response zones has not taken place. <input type="checkbox"/> Monitoring results indicate H ₂ S concentrations in excess of 10 ppm over a 3 minute average in unevacuated portions of the EPZ. <input type="checkbox"/> If monitoring levels are declining, then the situation needs to be continually assessed for ignition. <input type="checkbox"/> Monitoring H ₂ S concentrations exceed 1 ppm (1 hour average) in urban density developments. <input type="checkbox"/> Monitoring is not taking place due to weather or other unforeseen circumstances. <input type="checkbox"/> The release cannot be brought under control in the short term (ignition decisions will be made in consultation with the applicable regulator) If ignition criteria is met for a sour gas release, ignition must take place within 15 minutes of the decision to ignite		<input type="checkbox"/>
Attempt Ignition: <input type="checkbox"/> In a prone position, load the flare gun. <input type="checkbox"/> Fire the flare into the flammable portion of the plume. <input type="checkbox"/> Quickly turn away from the target, or move toward cover or protection if possible. <input type="checkbox"/> If ignition does not occur, move closer or try aiming closer to the release point. <input type="checkbox"/> Repeat until ignition occurs or Ignition Team is no longer in a safe area.		<input type="checkbox"/>
Continue with air monitoring and regular reporting to the Response Branch Director.		<input type="checkbox"/>
Assist with any fire control measures needed.		<input type="checkbox"/>
Deactivation		
Complete and submit all records/logs to the Response Branch Director.		<input type="checkbox"/>
Be prepared to attend debriefing sessions as required.		<input type="checkbox"/>

This page intentionally left blank

Air Operations Group Supervisor		Page 1 of 2
Reports To:	Response Branch Director	
Forms:	ICS 214: Activity Log, ICS 220: Air Operations Summary	
Responsibility		
Coordination of air operations (helicopter, fixed wing, drone) in support of incident investigation, tactical surveillance, transient surveys, potential evacuations		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms.		<input type="checkbox"/>
Obtain briefing from Response Branch Director.		<input type="checkbox"/>
Evaluate preliminary Air Operations and participate in Incident Action Plan development as requested.		<input type="checkbox"/>
Perform Operational Planning for Air Operations, determine type and quantity of aircraft.		<input type="checkbox"/>
As appropriate, initiate request for NOTAMS.		<input type="checkbox"/>
Evaluate and determine required heli-base locations		<input type="checkbox"/>
Ensure required security and/or traffic control measures are coordinated.		<input type="checkbox"/>
Ensure appropriate deck landing procedures are in place and crash/rescue services are coordinated		<input type="checkbox"/>
Prepare and distribute the Air Operations Summary Worksheet.		<input type="checkbox"/>
Approve Drone (Unmanned Air Vehicle or UAV) strategies in accordance with Canadian Aviation Regulation SOR/96-433.		<input type="checkbox"/>
Based upon the Incident Action Plan, manage all air tactical activities. Establish and maintain communications as appropriate with: Pilots Helibase Manager(s) Drone Operators		<input type="checkbox"/>
Identify resources/supplies for request from Logistics Section.		<input type="checkbox"/>
Establish procedures for emergency re-assignment of aircraft.		<input type="checkbox"/>
Evaluate and coordinate flights in restricted air space by non-incident aircraft or non-tactical flights as approved by Response Branch Director.		<input type="checkbox"/>
Resolve conflicts concerning non-incident aircraft involved in incident over-flight. Report any violations.		<input type="checkbox"/>
Monitor for accidents or special incidents.		<input type="checkbox"/>
Coordinate and report transient survey information requested through Public Protection Branch Director.		<input type="checkbox"/>
Provide evacuation support as coordinated through the Public Protection Branch Director.		<input type="checkbox"/>



Air Operations Group Supervisor		Page 2 of 2
Deactivation		
Complete and submit all records/logs to the Response Branch Director.		<input type="checkbox"/>
Be prepared to attend debriefing sessions as required.		<input type="checkbox"/>

Public Protection Branch Director		Page 1 of 2
Potential Designates	Field or Plant Personnel	
Reports To:	Operations Section Chief	
Forms:	ICS 214: Activity Log	
Responsibility		
Responsible for managing all aspects of public safety during the incident.		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms	<input type="checkbox"/>	
Once notified, assemble at the ICP as directed by the Operations Section Chief and obtain briefing.	<input type="checkbox"/>	
Confirm Level of Emergency and Emergency / Hazard Planning Zone	<input type="checkbox"/>	
In consultation with the Operations Section Chief, determine/implement protective measures for the population in the area of the incident.	<input type="checkbox"/>	
Assume and/or designate following Teams/Units. <input type="checkbox"/> Notification Unit <input type="checkbox"/> Reception Centre Unit <input type="checkbox"/> Rover / Evacuation Unit <input type="checkbox"/> Roadblock Unit <input type="checkbox"/> Air Monitoring Unit	<input type="checkbox"/>	
Review the ERP map and the size of the Response and/or Planning Zones, where applicable and create a public inventory <input type="checkbox"/> Determine roadblock positions. <input type="checkbox"/> Identify locations to be evacuated. <input type="checkbox"/> Identify locations that should shelter, until safe to evacuate.	<input type="checkbox"/>	
Develop scripts for delivering the following messages to residents/public, as required <input type="checkbox"/> Voluntary Evacuation <input type="checkbox"/> Evacuation Identify locations <input type="checkbox"/> Shelter In Place <input type="checkbox"/> Notifications	<input type="checkbox"/>	
Develop Resident Notification Lists that will be allocated to the Notification Group Supervisor. Engage support of Rapid Emergency Response System user as required	<input type="checkbox"/>	
As required, activate the following positions and, if practical, request their presence at the ICP for briefing: <input type="checkbox"/> Roadblock Group Supervisor <input type="checkbox"/> Air Monitoring Group Supervisor <input type="checkbox"/> Rover/Evac Group Supervisor <input type="checkbox"/> Reception Centre Group Supervisor <input type="checkbox"/> Notification Group Supervisor	<input type="checkbox"/>	
Request additional support personnel, as required and consider <input type="checkbox"/> Municipal disaster services <input type="checkbox"/> Helicopters (for evacuation) <input type="checkbox"/> Mutual aid groups <input type="checkbox"/> Additional equipment	<input type="checkbox"/>	
Ensure the applicable forms are being used by the appropriate personnel	<input type="checkbox"/>	
Direct the Notification Group Supervisor to begin notifications. Consider 1 Telephoner for a maximum of 7 surface developments.	<input type="checkbox"/>	
Dispatch Rover Units and direct the evacuation of persons within the identified evacuation area. Ensure they have the appropriate PPE and equipment. Instruct them to take regular monitoring readings to ensure their safety.	<input type="checkbox"/>	

Public Protection Branch Director		Page 2 of 2
Duties – Cont’d.		
Dispatch Roadblock Units to their assigned locations. Ensure they have the appropriate PPE and roadblock equipment.	<input type="checkbox"/>	
Dispatch Air Monitoring Units. Ensure they have the appropriate PPE and monitoring equipment. Consider the incident site perimeter, nearest un-evacuated location and the EPZ perimeter.	<input type="checkbox"/>	
Dispatch the Reception Centre Unit to the appropriate reception centre and have them begin receiving evacuees. <input type="checkbox"/> Ensure to notify the Operations Section Chief when reception centre is needed/activated.	<input type="checkbox"/>	
Liaison with Logistics Section Chief and/or rovers in event transportation assistance is required	<input type="checkbox"/>	
Maintain regular communications with the Operations Section Chief to provide information for scheduled status briefings	<input type="checkbox"/>	
Ensure that all appropriate public protection measures are being carried out. Re-evaluate the efforts as the specifics of the incident change.	<input type="checkbox"/>	
If emergency response efforts are continuing, continue with ongoing duties or refer to shift change tasks, as instructed by the Operations Section Chief.	<input type="checkbox"/>	
Ensure formal handover of information, documentation and status of duties at shift change	<input type="checkbox"/>	
Deactivation		
Debrief response personnel assisting with public safety measures once the emergency is over.	<input type="checkbox"/>	
Maintain security of planning zone until members of the public have returned to their location	<input type="checkbox"/>	
Assist members of the public in returning to their locations	<input type="checkbox"/>	
Coordinate all record keeping and reporting requirements with the appropriate personnel.	<input type="checkbox"/>	
Complete, compile and submit all records/logs to the Document Leader	<input type="checkbox"/>	
Be prepared to attend debriefing sessions as required.	<input type="checkbox"/>	

Roadblock Group Supervisor		Page 1 of 2
Potential Designates	Field or Plant Personnel / Local Authority Support	
Reports To:	Public Protection Branch Director	
Forms:	ICS 214: Activity Log, Roadblock Vehicle Log, Holding Statement Template	
Responsibility		
Secure the perimeter of the incident site, Emergency Planning Zone (EPZ), Hazard Planning Zone (HWP) or other identified perimeter through road closures and monitoring.		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms		<input type="checkbox"/>
Once notified, assemble as directed by the Public Protection Branch Director for briefing. Sign in on the appropriate attendance log.		<input type="checkbox"/>
Review the ERP map and the EPZ. Note egress and evacuation routes and potential roadblock locations		<input type="checkbox"/>
Gather the appropriate PPE and roadblock equipment. Ensure communication and personal monitoring devices are functional		<input type="checkbox"/>
As directed by the Public Protection Branch Director, establish roadblocks at the assigned locations. Ensure location is outside of the EPZ. <input type="checkbox"/> Engage the four way flashers on your vehicle. <input type="checkbox"/> Do not completely block the road – leave at least one lane open. <input type="checkbox"/> Place in a highly visible area to oncoming traffic. <input type="checkbox"/> Don illuminated traffic vest.		<input type="checkbox"/>
Schedule regular intervals for reporting with the Public Protection Branch Director.		<input type="checkbox"/>
Ensure the Provincial Transportation Department is notified to block any county/public roads. Roadblock may be manned by the RCMP.		<input type="checkbox"/>
Take air-monitoring readings periodically for your safety, report and relocate if required		<input type="checkbox"/>
Record the names of persons arriving to or leaving from the area. Forward listings to the Public Protection Branch Director.		<input type="checkbox"/>
Instruct members of the public to proceed to the Reception Centre. Provide location and route.		<input type="checkbox"/>
Immediately report any problems, or questions you cannot address to the Public Protection Branch Director, including persons proceeding through the roadblocks despite your warning.		<input type="checkbox"/>
Be prepared to fill another response position, if requested		<input type="checkbox"/>
Direct any media inquiries to the Media Relations Line		<input type="checkbox"/>
Maintain regular communications with the Public Protection Branch Director.		<input type="checkbox"/>
Ensure formal handover of information, documentation and status of duties at shift change		<input type="checkbox"/>



Roadblock Group Supervisor		Page 2 of 2
Deactivation		
Assist with post emergency response notifications when directed by the Public Protection Group Director		<input type="checkbox"/>
Maintain security of perimeter post incident until released		<input type="checkbox"/>
Complete and submit all records/logs to Public Protection Branch Director		<input type="checkbox"/>
Sign out on the appropriate documentation when leaving the ICP.		<input type="checkbox"/>
Be prepared to attend debriefing sessions as required.		<input type="checkbox"/>

Rover / Evacuation Group Supervisor		Page 1 of 2
Potential Designates	Field or Plant Personnel / Contract Safety Co. and/or Mutual Aid	
Reports To:	Public Protection Branch Director	
Forms:	ICS 214: Activity Log, Public Notification/Verification Record, Holding Statement Template	
Responsibility		
<p>Assist those who need evacuation assistance. Clear locations where telephone contact cannot be made. Locate and notify transients and seasonal/casual area users of the emergency and appropriate actions. Monitor activity within the Emergency Planning Zone (EPZ). Post notices on empty vehicles or buildings notifying occupants of an evacuation in progress.</p>		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms	<input type="checkbox"/>	
Once notified, assemble as directed by the Public Protection Branch Director for briefing. Sign in on the appropriate attendance log.	<input type="checkbox"/>	
Review the ERP map and the EPZ. Note egress and evacuation routes Review hazard assessment and confirm safest route to a roadblock location. <input type="checkbox"/> Ensure vehicle is clearly identified as Pembina	<input type="checkbox"/>	
Gather the appropriate PPE and vehicles. Ensure communication and personal monitoring devices are functional.	<input type="checkbox"/>	
As directed by the Public Protection Branch Director, begin roving duties. <input type="checkbox"/> Check in at the appropriate roadblocks before entering the EPZ. <input type="checkbox"/> Rovers entering an EPZ should be in pairs.	<input type="checkbox"/>	
Schedule regular intervals for reporting with the Public Protection Branch Director.	<input type="checkbox"/>	
Take air monitoring readings periodically for your safety.	<input type="checkbox"/>	
Check/clear locations where no phone contact was made. <input type="checkbox"/> Ensure proper PPE is donned before proceeding to a residence (LEL, H ₂ S, SO ₂).	<input type="checkbox"/>	
As requested, assist persons who require transportation to the Reception Centre.	<input type="checkbox"/>	
Check EPZ for transients and seasonal/casual area users. Notify them of the emergency and appropriate protection measures.	<input type="checkbox"/>	
Post evacuation notices on empty vehicles or buildings notifying occupants of an evacuation in progress. Check all fields and vacant locations to ensure that they are empty.	<input type="checkbox"/>	
Immediately report any problem, or questions you cannot address to the Public Protection Branch Director.	<input type="checkbox"/>	
As requested by the Public Protection Branch Director, shut down / turn off any equipment/machinery that may cause possible ignition.	<input type="checkbox"/>	
Be prepared to fill another response position, if requested.	<input type="checkbox"/>	
Maintain regular communications with the Public Protection Branch Director.	<input type="checkbox"/>	
Ensure formal handover of information, documentation and status of duties at shift change	<input type="checkbox"/>	



Rover / Evacuation Group Supervisor		Page 2 of 2
Deactivation		
Assist with post emergency response notifications when directed by the Public Protection Branch Director.		<input type="checkbox"/>
Coordinate all record keeping and reporting requirements with the appropriate personnel.		<input type="checkbox"/>
Complete and submit all records/logs to Public Protection Branch Director		<input type="checkbox"/>
Be prepared to attend debriefing sessions as required.		<input type="checkbox"/>

Notification Group Supervisor (Telephoners)		Page 1 of 2
Potential Designates	Field or Plant Personnel / CEOC Support	
Reports To:	Public Protection Branch Director	
Forms:	ICS 214: Activity Log, Telephone Contact Log, Holding Statement Template, Sheltering Script, Mandatory Evacuation Notification Script,	
Responsibility		
Notify occupants within the EPZ of the appropriate public protection measures to be taken during the emergency. Remain in communication with sheltered persons and those awaiting evacuation.		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms	<input type="checkbox"/>	
Once notified, assemble as directed by the Public Protection Branch Director for briefing. Sign in on the appropriate attendance log.	<input type="checkbox"/>	
Review the ERP map and the EPZ. In coordination with the Public Protection Branch Director, identify which locations will be advised to shelter and which locations will be evacuated	<input type="checkbox"/>	
Request from the Public Protection Branch Director. <input type="checkbox"/> Telephone Scripts <input type="checkbox"/> Prioritized Telephone Lists	<input type="checkbox"/>	
As directed by the Public Protection Branch Director, begin notifications. <i>Consider 1 Telephoner for a maximum of 7 surface developments. Document all calls on the Telephoner Call Record.</i>	<input type="checkbox"/>	
Schedule regular intervals for reporting with the Public Protection Branch Director.	<input type="checkbox"/>	
Ensure the applicable forms are being used by the appropriate personnel.	<input type="checkbox"/>	
As directed by the Public Protection Branch Director, continue notifications. Ensure those contacted understand your instructions.	<input type="checkbox"/>	
Provide the Public Protection Branch Director with: <input type="checkbox"/> A listing of persons you were unable to contact <input type="checkbox"/> A listing of persons requiring assistance <input type="checkbox"/> A listing of persons who have indicated they will evacuate and report to the Reception Centre.	<input type="checkbox"/>	
Maintain communication with those persons who are sheltering.	<input type="checkbox"/>	
Conduct update communications as directed	<input type="checkbox"/>	
Immediately report any problems or questions you cannot address to the Public Protection Branch Director	<input type="checkbox"/>	
Confirm persons who were evacuated have registered at the Reception Centre.	<input type="checkbox"/>	
Be prepared to fill another response position, if requested	<input type="checkbox"/>	
Maintain regular communications with the Public Protection Branch Director.	<input type="checkbox"/>	
Ensure formal handover of information, documentation and status of duties at shift change	<input type="checkbox"/>	



Notification Group Supervisor (Telephoners)		Page 2 of 2
Deactivation		
As directed by the Public Protection Branch Director, notify those taking shelter of a downgrade to the emergency status or to the end of emergency operations, as required. Provide instructions to ventilate the building.	<input type="checkbox"/>	
Assist with post emergency response notifications as directed by the Public Protection Branch Director.	<input type="checkbox"/>	
Coordinate all record keeping and reporting requirements with the appropriate personnel.	<input type="checkbox"/>	
Complete and submit all records/logs to Public Protection Branch Director.	<input type="checkbox"/>	
Be prepared to attend debriefing sessions as required.	<input type="checkbox"/>	

Air Monitoring Group Supervisor		Page 1 of 2
Potential Designates	Contract Safety Company	
Reports To:	Public Protection Branch Director	
Forms:	ICS 214: Activity Log, Air Monitoring Log, Holding Statement Template	
Responsibility		
Travel the area and monitor air quality and vapour plume activity.		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms		<input type="checkbox"/>
Once notified, assemble as directed by the Public Protection Branch Director for briefing. Sign in on the appropriate attendance log.		<input type="checkbox"/>
Review the ERP map and the Emergency Planning Zone (EPZ); sketch in the Initial Isolation Zone (IIZ) and the Protective Action Zone (PAZ), if applicable		<input type="checkbox"/>
Review safety equipment needs and positioning in relation to planning and response zones, un-evacuated buildings, product release, wind direction, egress routes, etc. Do not enter the area unless safe to do so.		<input type="checkbox"/>
Gather the required Personal Protective Equipment (PPE) <input type="checkbox"/> Personal H ₂ S/LEL monitors <input type="checkbox"/> Communication equipment		<input type="checkbox"/>
Review the anticipated vapour plume path and potential issues.		<input type="checkbox"/>
Travel to location of air monitor. <i>Air monitors will be ordered through a contractor and deployed to the ICP, OSCP or Staging Area; or equipment may be part of Pembina's trailer.</i>		<input type="checkbox"/>
Proceed with caution to the area utilizing monitor(s) enroute.		<input type="checkbox"/>
Once in the area, confirm communication capability with the Public Protection Branch Director.		<input type="checkbox"/>
Take air monitoring readings periodically for your safety and to track the plume perimeter.		<input type="checkbox"/>
Monitor activities in the area, recording road conditions, weather conditions, transient activities, etc		<input type="checkbox"/>
Maintain regular communications with the Public Protection Branch Director. <input type="checkbox"/> Report any product release values obtained from monitoring. <input type="checkbox"/> Report any significant or unusual activities immediately. <input type="checkbox"/> Report any observations or issues that would adversely impact orderly evacuations.		<input type="checkbox"/>
As requested by the Public Protection Branch Director, shut down / turn off any equipment/machinery that may cause possible ignition.		<input type="checkbox"/>
Be prepared to fill a position in the Roadblock or Rover Units, if requested.		<input type="checkbox"/>
Ensure formal handover of information, documentation and status of duties at shift change		<input type="checkbox"/>



Air Monitoring Group Supervisor		Page 2 of 2
Deactivation		
Assist with post emergency response notifications when directed by the Public Protection Branch Director.		<input type="checkbox"/>
Complete and submit all records/logs to the Public Protection Branch Director.		<input type="checkbox"/>
Provide a contact number where you can be reached.		<input type="checkbox"/>
Be prepared to attend debriefing sessions as required.		<input type="checkbox"/>

Reception Centre Group Supervisor		Page 1 of 2
Potential Designates	Field or Plant Personnel / Local Authority Support	
Reports To:	Public Protection Branch Director	
Forms:	ICS 214: Activity Log, Reception Centre Registration Form, Resident Expense Claim Form, Holding Statement Template	
Responsibility		
Receive/record evacuated residents/transients. Track all members of evacuated residences. Address evacuees' needs.		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms	<input type="checkbox"/>	
Once notified, assemble as directed by the Public Protection Branch Director for briefing. Sign in on the appropriate attendance log.	<input type="checkbox"/>	
Pick up Reception Centre Kit or gather required supplies: <input type="checkbox"/> Pens <input type="checkbox"/> Paper <input type="checkbox"/> Tape <input type="checkbox"/> Stapler <input type="checkbox"/> Necessary forms <input type="checkbox"/> Confidential resident data, if applicable <input type="checkbox"/> Area phone book <input type="checkbox"/> Title badges/vests <input type="checkbox"/> Claims Forms	<input type="checkbox"/>	
Request additional personnel from the Public Protection Branch Director, as required.	<input type="checkbox"/>	
Assemble at designated Reception Centre	<input type="checkbox"/>	
Post status board to update attendees with information	<input type="checkbox"/>	
Set up area, as needed, to receive evacuated people. <input type="checkbox"/> Tables/chairs <input type="checkbox"/> Quiet areas <input type="checkbox"/> Public information board <input type="checkbox"/> Signage <input type="checkbox"/> Snacks/beverages <input type="checkbox"/> Forms	<input type="checkbox"/>	
Receive/record arrival of evacuees. <input type="checkbox"/> Register evacuees <input type="checkbox"/> Arrange for food and lodging	<input type="checkbox"/>	
Assist evacuees with questions or concerns. <input type="checkbox"/> Remain calm, sensitive, understanding, and express reassurance to evacuated people. <input type="checkbox"/> Project an attitude of confidence and positive expectations, as evacuees will be looking to them for assurance. <input type="checkbox"/> People who are arriving at the Reception Centre may be experiencing strong emotional reactions such as grief, fear, anxiety, helplessness, confusion and anger. <input type="checkbox"/> Provide support to evacuees, allow people to express their emotions. <input type="checkbox"/> Ensure prompt, appropriate responses to people. Provide accurate, information on the status of the emergency, compensation policies and guidelines. Discuss immediate expense issues. <input type="checkbox"/> Attempt to reunite families as quickly as possible. <input type="checkbox"/> Protect people who are experiencing anguish or grief from becoming the subject of media attention. <input type="checkbox"/> Document details of individuals who may have trouble coping with the incident so that prompt psychological follow up or Critical Incident Stress Management (CISM) sessions can be directed to them.	<input type="checkbox"/>	

Reception Centre Group Supervisor		Page 2 of 2
Duties – Cont'd.		
As required, request a Service Branch Supervisor to oversee the following:		<input type="checkbox"/>
<input type="checkbox"/> Evacuee care <input type="checkbox"/> Evacuee registration	<input type="checkbox"/> Collection of compensation claims <input type="checkbox"/> Address questions/concerns	
As required, request a Supply Branch Supervisor to oversee the following:		<input type="checkbox"/>
<input type="checkbox"/> Set up and maintenance of Reception Centre <input type="checkbox"/> Food/beverage <input type="checkbox"/> Building Security	<input type="checkbox"/> Lodging <input type="checkbox"/> Additional resources, as needed	
Track evacuees for duration of emergency.		<input type="checkbox"/>
Maintain regular communications with the Public Protection Branch Director.		<input type="checkbox"/>
Direct any media inquiries to the Crisis Communications Team and any public inquiries to the Community Relations On-Call		<input type="checkbox"/>
Ensure formal handover of information, documentation and status of duties at shift change		<input type="checkbox"/>
Deactivation		
Assist with evacuee notifications as the emergency is downgraded.		<input type="checkbox"/>
Assist evacuees with required needs to return to their location		<input type="checkbox"/>
Collect any claims and forward to Finance Admin Section Chief		<input type="checkbox"/>
Complete and submit all records/logs to the Public Protection Branch Director.		<input type="checkbox"/>
Provide a contact number where you can be reached.		<input type="checkbox"/>
Be prepared to attend debriefing sessions as required.		<input type="checkbox"/>

Security Branch Director		Page 1 of 2
Potential Designates	Contract Security Company	
Reports To:	Operations Section Chief	
Forms:	ICS 214: Activity Log; Security Threat Response Plan; Security Threat Assessment Form; Security Threat Re-Assessment Form	
Responsibility		
Ensure that security related tasks are being addressed and documented at the field level during a response effort. Work with the CEOC Security Support to ensure security requirements are being carried out as per Company standards or as recommended in the <i>Security Threat Response Plan</i> .		
Duties		
Maintain a log of events, response actions, contacts and directives throughout event using appropriate forms	<input type="checkbox"/>	
Once notified, receive briefing and site responsibilities from Operations Section Chief; re-locate to site or other location, as directed.	<input type="checkbox"/>	
Liaise with the CEOC Security Support representative as required	<input type="checkbox"/>	
Ensure potential security threats / concerns are communicated to the Operations Section Chief.	<input type="checkbox"/>	
Ensure that responders are capable of implementing security measures to:	<input type="checkbox"/>	
<input type="checkbox"/> Prevent unauthorized individuals from entering the incident location		
<input type="checkbox"/> Prevent unauthorized individuals from entering the Staging Area		
<input type="checkbox"/> Prevent unauthorized individuals from entering the Command Post(s)		
<input type="checkbox"/> Protect evacuated locations from un-lawful entry, theft, or vandalism		
<input type="checkbox"/> Address the potential for angry and confrontational members of the public at Roadblocks and Reception Centres.	<input type="checkbox"/>	
Ensure formal handover of information, documentation, and status of duties at shift change	<input type="checkbox"/>	
Deactivation		
Sign out on the appropriate documentation when leaving the incident site or staging area	<input type="checkbox"/>	
Coordinate ongoing security duties for the remediation and clean up phase	<input type="checkbox"/>	
Complete and submit all records/logs to the Operations Section Chief	<input type="checkbox"/>	
Be prepared to attend debriefing sessions as required	<input type="checkbox"/>	

This page intentionally left blank

Emergency Operations Manager		Page 1 of 2
Potential Designates	Business Unit Leader, Sr. Operations Manager, Operations Manager	
Forms:	ICS 214: Activity Log, Form 214a: Individual Activity Log, ICS 215: Operational Planning Worksheet, ICS 201: Incident Briefing Form	
Responsibility		
<p>The Emergency Operations Manager oversees the overall coordination of activities within the CEOC.</p> <p>The Emergency Operations Manager is responsible for activating the CEOC, ensuring that it has the appropriate organizational support to successfully support the incident and adjusting the organizational structure to meet the requirements of the incident with the resources available.</p>		
Duties		
Participate in the Activation Team conference call within 30 minutes of the initial event notification as per Section 1.	<input type="checkbox"/>	
Initiate the opening of the CEOC.	<input type="checkbox"/>	
Acknowledge assigned objectives from the Incident Commander and establish any CEOC specific objectives.	<input type="checkbox"/>	
Develop, prioritize, and approve objectives.	<input type="checkbox"/>	
Allocate a Scribe to ensure all decisions made by the CEOC are recorded. If necessary allocate a second Scribe to record all decisions made by the Emergency Operations Manager.	<input type="checkbox"/>	
Ensure the necessary notifications to Corporate Incident Support Team members have occurred.	<input type="checkbox"/>	
Confirm with the Incident Commander what regulatory notifications have occurred.	<input type="checkbox"/>	
Determine which functions are required to support the incident and allocate section leads as required.	<input type="checkbox"/>	
Provide the current situation to the Corporate Incident Support Team members through the Initial Incident Brief.	<input type="checkbox"/>	
Ensure the objectives are displayed and visible to all participants.	<input type="checkbox"/>	
Lead the Corporate Incident Support Team in identifying any other problems related to the incident.	<input type="checkbox"/>	
Confirm and communicate the delegation of authority available to the Emergency Operations Manager from the Executive. This should include financial limits, legal constraints, and communications release policy.	<input type="checkbox"/>	
Schedule regular status briefs with the Incident Commander.	<input type="checkbox"/>	
Schedule regular status briefs with the Executive.	<input type="checkbox"/>	
Ensure all media releases are factually correct.	<input type="checkbox"/>	
Ensure timings are scheduled and imposed for the development of objectives and briefing the plan.	<input type="checkbox"/>	
Approve the 201 Incident Briefing form for the CEOC.	<input type="checkbox"/>	
Ensure the 201 Incident Briefing is communicated to the relevant personnel.	<input type="checkbox"/>	
Monitor and adjust objectives as required.	<input type="checkbox"/>	
Adjust the CEOC organization as required.	<input type="checkbox"/>	
Maintain a 214a Individual Activity Log (use a Scribe if required to assist in this task).	<input type="checkbox"/>	

Emergency Operations Manager		Page 2 of 2
Deactivation		
Consult with the Incident Commander to determine if further assistance is required.	<input type="checkbox"/>	
Determine if the CEOC needs to remain open to coordinate recovery activities. Reorganize functional roles as required.	<input type="checkbox"/>	
Transition all in-progress activities to the Incident Commander.	<input type="checkbox"/>	
In coordination with the Incident Commander and the appropriate authorities, declare a change in the Level of Emergency or stand down. Ensure all Corporate Incident Support Team members and the Executive are notified.	<input type="checkbox"/>	
Ensure the correct regulatory notifications have occurred.	<input type="checkbox"/>	
Ensure all documentation from Corporate Incident Support Team members is provided to the Documentation Unit, following the response, to support the development of the After Action Report and Incident Investigations, if required.	<input type="checkbox"/>	
Conduct an initial debrief to identify key learnings, challenges, and accomplishments with the Corporate Incident Support Team.	<input type="checkbox"/>	
Release the Corporate Incident Support Team members to their normal roles.	<input type="checkbox"/>	
Participate in investigations, post incident reviews, and follow up sessions as required.	<input type="checkbox"/>	
Delegate the responsibility to the appropriate personnel or group to complete an After Action Report of the incident within 14 days of the CEOC closing.	<input type="checkbox"/>	

Deputy Emergency Operations Manager		Page 1 of 2
Potential Designates	Emergency Management On-Call, Sr. Operations Manager, Operations Manager	
Reports To:	Emergency Operations Manager	
Forms:	ICS 214: Activity Log, Form 214a: Individual Activity Log, ICS 215: Operational Planning Worksheet, ICS 201: Incident Briefing Form	
Responsibility		
<p>The Deputy Emergency Operations Manager supports and advises the Emergency Operations Manager on the running of the CEOC. If necessary, they may replace the Emergency Operations Manager in the event the Emergency Operations Manager needs to take a break from the running of the incident. When standing in for the Emergency Operations Manager the Deputy should hold the same decision making authority as the Emergency Operations Manager.</p>		
Duties		
<p>The roles and responsibilities of the Deputy Emergency Operations Manager are identical to those of the Emergency Operations Manager and role is meant to support the Emergency Operations Manager. However, if the Emergency Operations Manager deems it necessary, the Deputy Emergency Operation Manager may be directed to support or even fill any of the other roles within the CEOC.</p>		<input type="checkbox"/>
<p>If directed to do so by the Emergency Operations Manager, confirm with the Incident Commander what regulatory notifications have occurred.</p>		<input type="checkbox"/>
<p>Advise the Emergency Operations Manager on the functions required to support the incident.</p>		<input type="checkbox"/>
<p>Support the Emergency Operations Manager in briefing the current situation to the Corporate Incident Support Team during the Initial Incident Brief.</p>		<input type="checkbox"/>
<p>Ensure the objectives are displayed and visible to all participants.</p>		<input type="checkbox"/>
<p>Support the Emergency Operations Manager and Corporate Incident Support Team in identifying any other problems related to the incident.</p>		<input type="checkbox"/>
<p>Support the Emergency Operations Manager in the development and prioritization of objectives.</p>		<input type="checkbox"/>
<p>Ensure regular status briefs with the Incident Commander are scheduled.</p>		<input type="checkbox"/>
<p>Ensure regular status briefs with the Executive are scheduled.</p>		<input type="checkbox"/>
<p>Ensure timings are scheduled and imposed for the development of objectives and briefing the plan.</p>		<input type="checkbox"/>
<p>Support the Corporate Incident Support Team in the development of the 201 Incident Briefing Form for the CEOC.</p>		<input type="checkbox"/>
<p>Ensure objectives are monitored and adjusted as required.</p>		<input type="checkbox"/>
<p>Advise the Emergency Operations Manager on adjustments to the CEOC organization required to meet the changing needs of the incident.</p>		<input type="checkbox"/>
<p>Maintain a 214a Individual Activity Log.</p>		<input type="checkbox"/>
Deactivation		
<p>Support and advise the Emergency Operations Manager in determining if the CEOC needs to remain open to coordinate recovery activities. If necessary, they will support the reorganization of functional roles to support recovery efforts.</p>		<input type="checkbox"/>
<p>Ensure all Corporate Incident Support Team members and the Executive are notified of the incident conclusion.</p>		<input type="checkbox"/>

Deputy Emergency Operations Manager

Page 2 of 2

Deactivation – Cont'd.

Ensure all documentation from Corporate Incident Support Team members is provided to the Documentation Unit, following the response, to support the development of the After Action Report and Incident Investigations, if required.	<input type="checkbox"/>
Ensure the CEOC is replenished and restocked to enable future activation to occur.	<input type="checkbox"/>
If directed to do so by the Emergency Operations Manager, conduct an initial debrief to identify key learnings, challenges and accomplishments with the Corporate Incident Support Team.	<input type="checkbox"/>
Participate in investigations, post incident reviews and follow up sessions as required.	<input type="checkbox"/>
Support the Emergency Operations Manager in the development of the After Action Report.	<input type="checkbox"/>

Liaison Support		Page 1 of 1
Potential Designates		
Reports To:	Emergency Operations Manager	
Forms:	ICS 214: Activity Log, Form 214a: Individual Activity Log, ICS 215: Operational Planning Worksheet, ICS 201: Incident Briefing Form	
Responsibility		
The Liaison Support Lead coordinates closely with the Liaison Officer at the ICP. If requested by the Incident Commander, the Liaison Support Lead may assume some of the regulatory notification responsibilities of the ICP.		
Duties		
Participate in the Initial Incident Brief.		<input type="checkbox"/>
Assist the Emergency Operations Manager in developing the objectives. Identify any other challenges that may impact the delivery of the objectives.		<input type="checkbox"/>
Establish a schedule for update briefs with the Liaison Officer at the ICP. This schedule should be sympathetic with the Planning P at the ICP and at the CEOC.		<input type="checkbox"/>
Coordinate with and support the ICP Liaison Officer.		<input type="checkbox"/>
Represent the concerns of external agencies when developing objectives.		<input type="checkbox"/>
Maintain regular and scheduled communication with external agencies to obtain updates from them and to provide updates on Pembina's progress throughout the planning cycle.		<input type="checkbox"/>
If necessary act as a Concierge for external agencies who may have representation within the CEOC.		<input type="checkbox"/>
If requested by the Incident Commander and approved by the Emergency Operations Manager, assist the ICP Liaison Officer with regulatory notifications. This may require coordination with the Legal Technical Specialist.		<input type="checkbox"/>
If required, identify requirements for external Liaison Representatives to support external agencies in their efforts to respond to the incident. On these occasions, act as the point of contact for them in the CEOC.		<input type="checkbox"/>
Handle requests from other agencies to send Pembina liaison personnel to the external agency's command centres.		<input type="checkbox"/>
Maintain a 214A Individual Activity Log.		<input type="checkbox"/>
Deactivation		
Transition all in-progress activities to the ICP Liaison Officer.		<input type="checkbox"/>
Ensure all external agencies are notified.		<input type="checkbox"/>
Ensure all documentation is provided to the Documentation Unit, following the response, to support the development of the After Action Report and Incident Investigations, if required.		<input type="checkbox"/>
Participate with the Emergency Operations Manager in an initial debrief to identify key learnings, challenges and accomplishments of the Corporate Incident Support Team.		<input type="checkbox"/>
Participate in investigations, post incident reviews, and follow up sessions, as required, to support the development of the After Action Report.		<input type="checkbox"/>

This page intentionally left blank

Public Information Support	Page 1 of 1
-----------------------------------	--------------------

Potential Designates	Crisis Communications Team
Reports To:	Emergency Operations Manager
Forms:	ICS 214: Activity Log, Form 214a: Individual Activity Log, ICS 215: Operational Planning Worksheet, ICS 201: Incident Briefing Form

Responsibility

The Public Information Support Lead is responsible for interfacing with the general public, the media, and with other jurisdictions/organizations with incident-related information needs in accordance with the Pembina Crisis Communications Plan.

Duties

Participate in the Initial Incident Brief.	<input type="checkbox"/>
Assist the Emergency Operations Manager in developing the objectives. Identify any other challenges that may impact the delivery of the objectives.	<input type="checkbox"/>
Coordinate with and support the ICP Public Information Officer.	<input type="checkbox"/>
Advise the Emergency Operations Manager on all public information matters relating to the incident.	<input type="checkbox"/>
Identify key information that needs to be communicated externally and internally. Verify accuracy of information through appropriate channels.	<input type="checkbox"/>
Ensure internal and external messaging are accurate and consistent across both Pembina and other external agencies, prioritizing for effective delivery.	<input type="checkbox"/>
Assist the ICP Public Information Officer in the development of internal messaging in accordance with the Crisis Communications Plan.	<input type="checkbox"/>
Disseminate messages using the most effective means available.	<input type="checkbox"/>
Handle media requests presented to the ICP and / or other Corporate locations.	<input type="checkbox"/>
Coordinate with the Legal Technical Specialist in the CEOC to ensure messaging meets all legal requirements.	<input type="checkbox"/>
As required, assist the Liaison Officer in communications with external agencies.	<input type="checkbox"/>
Ensure social media is monitored continuously throughout the duration of the incident.	<input type="checkbox"/>
Assist the Emergency Operations Manager in the development of objectives.	<input type="checkbox"/>
If requested by the Incident Commander and approved by the Emergency Operations Manager, assume the roles and responsibilities of the ICP Public Information Officer.	<input type="checkbox"/>
Maintain a 214a Individual Activity Log.	<input type="checkbox"/>

Deactivation

Transition all in-progress activities to the ICP Public Information Officer.	<input type="checkbox"/>
Ensure all supporting Public Information personnel are notified.	<input type="checkbox"/>
Ensure all documentation is provided to the Documentation Unit, following the response, to support the development of the After Action Report and Incident Investigations, if required.	<input type="checkbox"/>
Participate in investigations, post incident reviews, and follow up sessions, as required, to support the development of the After Action Report.	<input type="checkbox"/>

This page intentionally left blank

Safety Support		Page 1 of 1
Potential Designates	Safety Representative	
Reports To:	Emergency Operations Manager	
Forms:	ICS 214: Activity Log, Form 214a: Individual Activity Log, ICS 215: Operational Planning Worksheet, ICS 201: Incident Briefing Form	
Responsibility		
The Safety Support Lead is responsible for the ongoing assessment and communication of hazardous conditions on matters relating to the health and safety of personnel dealing with the response, including the Corporate Incident Support Team.		
Duties		
Participate in the Initial Incident Brief.		<input type="checkbox"/>
Assist the Emergency Operations Manager in developing the objectives. Identify any other challenges that may impact the delivery of objectives.		<input type="checkbox"/>
Assist the Emergency Operations Manager in the development of objectives.		<input type="checkbox"/>
Coordinate with and support the ICP Safety Officer.		<input type="checkbox"/>
If necessary, assist the ICP Safety Officer in the development of safe procedures to cover actions not normally detailed by Pembina Standard Operating Procedures.		<input type="checkbox"/>
Work with the Operations Support Lead to develop strategies and tactics that support the delivery of objectives.		<input type="checkbox"/>
Coordinate and support the Planning Support Lead in the production of the 201 Incident Briefing Form by providing and pertinent safety concerns for the document.		<input type="checkbox"/>
Support and assist the Liaison Support Lead, particularly in interactions with provincial Health and Safety regulators.		<input type="checkbox"/>
Advise the Emergency Operations Manager on matters pertaining to Health and Safety.		<input type="checkbox"/>
Maintain a 214a Individual Activity Log.		<input type="checkbox"/>
Deactivation		
Transition all in-progress activities to the ICP Safety Officer.		<input type="checkbox"/>
Ensure all documentation is provided to the Documentation Unit, following the response, to support the development of the After Action Report and Incident Investigations, if required.		<input type="checkbox"/>
Participate in investigations, post incident reviews, and follow up sessions, as required, to support the development of the After Action Report.		<input type="checkbox"/>

This page intentionally left blank

Security Support		Page 1 of 2
Potential Designates	Security Representative	
Reports To:	Emergency Operations Manager	
Forms:	ICS 214: Activity Log, Form 214a: Individual Activity Log, ICS 215: Operational Planning Worksheet, ICS 201: Incident Briefing Form	
Responsibility		
The principle role of the Security Support Lead is to advise the Emergency Operations Manager on all matters pertaining to security of the incident. This can manifest itself in many forms and may require interaction with many of the Corporate Incident Support Team members.		
Duties		
The collection and dissemination of security related information pertaining to the incident. This may include the production of intelligence type products from multiple sources with the intent of enhancing situational awareness within the CEOC.	<input type="checkbox"/>	
Assess the Security Threat Level, based on available information	<input type="checkbox"/>	
Participate in the completion of the Security Threat Assessment Form (The Pipeline), if needed	<input type="checkbox"/>	
If required, activating and implementing the Security Threat Response Plan.	<input type="checkbox"/>	
Support for mass fatality and missing persons investigations.	<input type="checkbox"/>	
Investigating the source or cause of an incident.	<input type="checkbox"/>	
Coordination with the Safety Support Function to ensure the safety and security of all response personnel.	<input type="checkbox"/>	
Provide appropriate intelligence to external agencies conducting investigations into the cause of the incident.	<input type="checkbox"/>	
Provide appropriate intelligence to the Corporate Incident Support Team to assist in developing evolving threats or hazards.	<input type="checkbox"/>	
Identifying, documenting, collecting and creating a chain of custody for evidence pertaining to the incident.	<input type="checkbox"/>	
Providing physical security deterrents at the CEOC and/or the ICP.	<input type="checkbox"/>	
Assist the Emergency Operations Manager in developing the objectives. Identify any other challenges that may impact the delivery of objectives.	<input type="checkbox"/>	
Develop an organizational structure for the CEOC Security Support to deliver the objectives.	<input type="checkbox"/>	
Coordinate with the Safety Support Lead to ensure the continued safety and security of response personnel.	<input type="checkbox"/>	
Advise the Logistics Support Lead on security requirements for the CEOC. If necessary, advise the ICP Logistics Officer on security requirements for the ICP.	<input type="checkbox"/>	
Coordinate with the Planning Support Lead to provide situation awareness pertaining to security issues.	<input type="checkbox"/>	
Coordinate with the Legal Technical Specialist on any incident investigations.	<input type="checkbox"/>	
Coordinate with and advise the Operations Support Lead in the development of security related strategies and tactics.	<input type="checkbox"/>	
Maintain a 214a Individual Activity Log.	<input type="checkbox"/>	

Security Support

Page 2 of 2

Deactivation

Ensure all Security Support Section team members personnel are notified.	<input type="checkbox"/>
Ensure all documentation from Security Support Section is provided to the Documentation Unit, following the response, to support the development of the After Action Report and Incident Investigations, if required.	<input type="checkbox"/>
Undertake an initial debrief to identify key learnings, challenges and accomplishments with the Emergency Operations Manager.	<input type="checkbox"/>
Release any Security Support team members to their normal roles.	<input type="checkbox"/>
Participate in investigations, post incident reviews, and follow up sessions, as required, to support the development of the After Action Report.	<input type="checkbox"/>

Operations Support		Page 1 of 2
Potential Designates	Business Unit Operations or Engineering Manager	
Reports To:	Emergency Operations Manager	
Forms:	ICS 214: Activity Log, Form 214a: Individual Activity Log, ICS 215: Operational Planning Worksheet, ICS 201: Incident Briefing Form	
Responsibility		
<p>The Operations Support Lead is responsible for providing resource support and strategic coordination to activities focused on reducing the immediate hazard, saving lives and property, reducing harm to the environment, establishing situational control, and restoring normal operations.</p>		
Duties		
Assist the Emergency Operations Manager in developing the objectives. Identify any other challenges that may impact the delivery of objectives.		<input type="checkbox"/>
Develop an organizational structure for the CEOC Operations Support Section to deliver the objectives.		<input type="checkbox"/>
Assist the Emergency Operations Manager in the development and prioritization of objectives.		<input type="checkbox"/>
Coordinate with field personnel to identify and deploy required resources so the ICP Operations Section staff can apply them to achieve incident objectives, identify gaps in resource availability.		<input type="checkbox"/>
Schedule regular status briefs with the ICP Operations Section Chief to identify and if necessary deploy resources required to enable the ICP Operations Section Staff to achieve the incident objectives.		<input type="checkbox"/>
Coordinate with the Logistics Support Lead to procure resources required by the ICP Operations Section Chief.		<input type="checkbox"/>
Coordinate with the Safety Support Lead to provide advice to the ICP on strategies and tactics as required.		<input type="checkbox"/>
Develop strategies and tactics to meet specific objectives.		<input type="checkbox"/>
Coordinate with the Planning Support Lead to identify resources needed to meet objectives. Provide the Planning Support Lead with updates from on-scene contacts as well as the development of incident-specific recovery plans.		<input type="checkbox"/>
Coordinate with the Logistics Support Lead to implement mutual aid or purchasing agreements when internal resources cannot meet a requirement.		<input type="checkbox"/>
Coordinate with the Liaison Support Lead to identify long-term incident impacts and recovery requirements for external stakeholders.		<input type="checkbox"/>
Coordinate with the Safety Support Lead to integrate hazard mitigation into response and recovery activities.		<input type="checkbox"/>
Coordinate the process for initial and ongoing assessment of incident-related damage.		<input type="checkbox"/>
Support the Planning Support Lead in the development of the 201 Incident Briefing Form.		<input type="checkbox"/>
Monitor and advise the Emergency Operations Manager on adjustments to the objectives as required.		<input type="checkbox"/>
Adjust the Operations Support Section organization as required to meet objectives.		<input type="checkbox"/>
Maintain a 214a Individual Activity Log.		<input type="checkbox"/>

Operations Support		Page 2 of 2
Deactivation		
Transition all in-progress activities to the Operations Section at the ICP.		<input type="checkbox"/>
Ensure all Operations Support Section personnel are notified.		<input type="checkbox"/>
Ensure all documentation from Operations Support Section is provided to the Documentation Unit, following the response, to support the development of the After Action Report and Incident Investigations, if required.		<input type="checkbox"/>
Conduct an initial debrief to identify key learnings, challenges and accomplishments with the Operations Support Section.		<input type="checkbox"/>
Release any Operations Support team members to their normal roles.		<input type="checkbox"/>
Participate in investigations, post incident reviews, and follow up sessions, as required, to support the development of the After Action Report.		<input type="checkbox"/>

Logistics Support		Page 1 of 1
Potential Designates	Procurement Team	
Reports To:	Emergency Operations Manager	
Forms:	ICS 214: Activity Log, Form 214a: Individual Activity Log, ICS 215: Operational Planning Worksheet, ICS 201: Incident Briefing Form	
Responsibility		
The Logistics Support Lead provides resource support to the incident as well as the staff in the CEOC. They work closely with the Operations Support Lead to source and procure resources through emergency contracts or mutual aid agreements.		
Duties		
Assist the Emergency Operations Manager in developing the objectives. Identify any other challenges. Develop an organizational structure for the CEOC Logistics Support Section to deliver the objectives.		<input type="checkbox"/>
Support the needs of the Corporate Incident Support Team through the provision of information technology support, arranging for food, lodging, and other support services as needed.		<input type="checkbox"/>
Support the operation of the CEOC through the identification and maintenance of alternative facilities and, if necessary, the security of these facilities.		<input type="checkbox"/>
Provide support and maintenance for all technology and information security used during the activation.		<input type="checkbox"/>
Coordinate and support the Logistics Section Chief in the identification and procurement of resources required to deliver the ICP Objectives.		<input type="checkbox"/>
Coordinate with the Planning Support and Operations Support Leads to identify resources required by the CEOC to enable the achievement of objectives.		<input type="checkbox"/>
Activate mutual aid agreements and existing contracts as necessary to obtain required resources and services.		<input type="checkbox"/>
Develop 215 Operational Planning Worksheet.		<input type="checkbox"/>
Develop mechanisms for permitting the CEOC to communicate effectively and ensure these mechanisms are included in the 201 Incident Briefing Form.		<input type="checkbox"/>
If requested by the Incident Commander and approved by the Emergency Operations Manager, be prepared to assume some, or all, of the roles and responsibilities of the ICP Logistics Chief.		<input type="checkbox"/>
Develop mission assignments and draft statements of work for new contracts using requirements provided by the Operations Support Lead.		<input type="checkbox"/>
Maintain a 214a Individual Activity Log.		<input type="checkbox"/>
Maintain a 215 Operational Planning Worksheet.		<input type="checkbox"/>
Deactivation		
Transition all in-progress activities to the Logistics Section at the ICP.		<input type="checkbox"/>
Ensure all Logistics Support Section personnel are notified.		<input type="checkbox"/>
Ensure all documentation from Logistics Support Section is provided to the Documentation Unit, following the response, to support the development of the After Action Report and Incident Investigations, if required.		<input type="checkbox"/>
Conduct an initial debrief to identify key learnings, challenges and accomplishments with the Logistics Support Section.		<input type="checkbox"/>
Release any Logistics Support team members to their normal roles.		<input type="checkbox"/>
Participate in investigations, post incident reviews, and follow up sessions, as required, to support the development of the After Action Report.		<input type="checkbox"/>

This page intentionally left blank

Planning Support		Page 1 of 2
Potential Designates	Technical Services	
Reports To:	Emergency Operations Manager	
Forms:	ICS 214: Activity Log, Form 214a: Individual Activity Log, ICS 215: Operational Planning Worksheet, ICS 201: Incident Briefing Form	
Responsibility		
<ul style="list-style-type: none"> • • • 		
The Planning Support Lead is responsible for collecting, evaluating, and disseminating information about the status of the incident and ongoing incident activities.		
Duties		
Facilitate the Development of Objectives Meeting.		<input type="checkbox"/>
Assist the Emergency Operations Manager in developing and prioritization the objectives. Identify any other challenges that may impact the delivery of objectives.		<input type="checkbox"/>
Anticipate long-term impacts and possible cascading effects, including potential resource requests and policy issues in conjunction with the Operations Support Lead.		<input type="checkbox"/>
Coordinate with the Logistics Support and Operations Support Lead to identify resources required by the CEOC and the ICP to enable the achievement of objectives.		<input type="checkbox"/>
Develop an organizational structure for the CEOC Planning Support Section to deliver objectives.		<input type="checkbox"/>
Facilitate the Strategies and Tactics Meetings.		<input type="checkbox"/>
Provide situational awareness of the incident to all members of the Corporate Incident Support Team through the display of relevant information within the CEOC.		<input type="checkbox"/>
As required, develop briefings and notes to enable situational awareness of the incident to the Executive.		<input type="checkbox"/>
Support incident modeling and mapping requests. If necessary employ the use of a dedicated GIS Unit.		<input type="checkbox"/>
Ensure timings for regular update briefs with the ICP and Executive are adhered to.		<input type="checkbox"/>
Facilitate the CEOC planning process, develop and disseminate the 201 Incident Briefing Form.		<input type="checkbox"/>
Collate data from initial and ongoing assessment of incident-related damage and needs, conduct impact analyses, and inform plans and resource decisions with assessment results.		<input type="checkbox"/>
Meet information requirements to support decisions.		<input type="checkbox"/>
As directed by the Emergency Operations Manager, develop contingency and / or recovery plans with Operations Support Lead and Technical Specialists.		<input type="checkbox"/>
Support the ICP Planning Section Chief in the development of demobilization plans for incident resources.		<input type="checkbox"/>
Maintain a 214a Individual Activity Log.		<input type="checkbox"/>
Deactivation		
Transition all in-progress activities to the Planning Section at the ICP.		<input type="checkbox"/>
Ensure all Planning Support Section personnel are notified.		<input type="checkbox"/>

Planning Support		Page 2 of 2
Deactivation – Cont’d.		
Ensure all documentation from the Corporate Incident Support Team is collected by the Documentation Unit and then forwarded to the Emergency Management Team. This will support the development of the After Action Report and Incident Investigations, if required.	<input type="checkbox"/>	
Conduct an initial debrief to identify key learnings, challenges and accomplishments with the Planning Support Section.	<input type="checkbox"/>	
Release any Planning Support team members to their normal roles.	<input type="checkbox"/>	
Participate in investigations, post incident reviews, and follow up sessions, as required, to support the development of the After Action Report.	<input type="checkbox"/>	

Finance and Administration Support		Page 1 of 2
Potential Designates	Business Unit Controller	
Reports To:	Emergency Operations Manager	
Forms:	ICS 214: Activity Log, Form 214a: Individual Activity Log, ICS 215: Operational Planning Worksheet, ICS 201: Incident Briefing Form	
Responsibility		
The Finance and Administration Support Lead manages all financial, administrative, and cost analysis aspects of the emergency under the control of the CEOC. The Finance and Administration Support Lead also provides administrative support to other CEOC sections.		
Duties		
Assist the Emergency Operations Manager in developing the objectives. Identify any other challenges that may impact the delivery of the objectives.		<input type="checkbox"/>
Develop an organizational structure for the CEOC Finance and Administration Support Section to deliver the objectives.		<input type="checkbox"/>
Coordinate with and support the ICP Finance and Administration Section in the tracking of incident costs. If necessary, be prepared to assume some or all of their responsibilities.		<input type="checkbox"/>
Track all CEOC costs throughout the duration of the incident, through cooperation with the Logistics Support Lead.		<input type="checkbox"/>
Ensure resources ordered by the Logistics Support Lead are received and paid for in accordance with Pembina procurement policy. This will require coordination with the Logistics Support Lead who will provide copies of the 215 Operational Planning Worksheet.		<input type="checkbox"/>
Coordinate with and support the ICP Finance and Administration Section in the tracking of time sheets from personnel responding to the incident. If necessary, coordinate with the Human Resources Technical Specialist in the CEOC.		<input type="checkbox"/>
Develop mechanisms to deal with compensation claims received because of the incident. If necessary, this will require coordination with a Legal Technical Specialist.		<input type="checkbox"/>
If requested by the Incident Commander and approved by the Emergency Operations Manager, assume the roles and responsibilities of the ICP Finance and Administration Section Chief.		<input type="checkbox"/>
Coordinate with the Safety Support Lead to track worker injuries and manage worker compensation claims. If necessary, consider the deployment of a Human Resources Technical Specialist.		<input type="checkbox"/>
Analyze cost data, make estimates, and recommend cost savings measures that can be implemented by the response.		<input type="checkbox"/>
Track purchases and fiscal agreements, ensuring Pembina procurement policies are followed.		<input type="checkbox"/>
Execute contracts and procurements required for the response. If necessary consider the mobilization of a Procurement Unit to assist with the legal implications of signing contracts.		<input type="checkbox"/>
Develop a project AFE and vendor specific Purchase Orders as requested by the Finance and Administration Chief and the Logistics Section chief in the ICP.		<input type="checkbox"/>
Track working hours in accordance with normal Pembina Human Resources protocols and procedures. If necessary develop procedures and protocols to deal with overtime issues resulting from the response.		<input type="checkbox"/>
Maintain a 214a Individual Activity Log.		<input type="checkbox"/>
Deactivation		
Transition all in-progress activities to the ICP Finance and Administration Section.		<input type="checkbox"/>
Ensure all Finance and Administration Support Section personnel are notified.		<input type="checkbox"/>



Finance and Administration Support		Page 2 of 2
Deactivation – Cont’d.		
Ensure all documentation from Finance and Administration Support Section is provided to the Documentation Unit, following the response, to support the development of the After Action Report and Incident Investigations, if required.	<input type="checkbox"/>	
Conduct an initial debrief to identify key learnings, challenges and accomplishments with the Finance and Administration Support Section.	<input type="checkbox"/>	
Release any Finance and Administration Support team members to their normal roles.	<input type="checkbox"/>	
Participate in investigations, post incident reviews, and follow up sessions, as required, to support the development of the After Action Report.	<input type="checkbox"/>	

3.4 Government Roles

Federal Government - Canada

National Energy Board (NEB)

As the lead federal regulatory agency, the NEB:

- holds the company responsible for responding appropriately by monitoring, observing and assessing the overall effectiveness of the company's emergency response in terms of:
 - emergency management;
 - safety;
 - security;
 - environment;
 - integrity of operations and facilities; and
 - energy supply.
- investigates the event, either in cooperation with the Transportation Safety Board, under the Canada Labour Code, or as per the NEB or Canadian Oil and Gas Operations (COGO) Acts (whichever is applicable);
- inspects the pipeline or facility;
- examines the integrity of the pipeline or facility;
- requires that appropriate repair methods are being used;
- requires that an appropriate environmental remediation of contaminated areas is conducted;
- coordinates stakeholder and First Nations feedback regarding environmental clean-up and remediation through an integrated approach both during and after the emergency phase;
- confirms that a company is following its Emergency Procedures Manual commitments, plans and procedures and NEB regulations, and identifies non-compliances;
- initiates enforcement actions as required;
- coordinates post-incident follow-up meetings with the company to further enforce compliance and to share knowledge obtained during the emergency; and,
- approves the restart of the pipeline.

Transportation Safety Board (TSB)

The sole aim of the TSB is advancement of transportation safety. The TSB has requirements for reporting marine, air, and pipeline and aviation accidents.

When notified, the TSB:

- Will assess the circumstances to determine if an investigation is warranted (assessment may involve deployment of a team to the occurrence site).
- Will investigate when there is a high probability that the investigation will advance Canadian transportation safety, i.e., there is potential for reducing future risks.
- Monitors general trends and emerging safety issues.
- Reviews development in transportation safety and identifies safety risks.

Alberta

The Government of Alberta, Petroleum Industry Incident Support Plan details the responsibilities of government departments, boards, and agencies designated to provide special services during an emergency. When directly involved, some of these agencies will operate out of the OSCP in the initial stages of an emergency.

If the emergency escalates in seriousness, the municipality may establish a MEOC, and Alberta Emergency Management Agency (AEMA) may establish a POC.

During a response when an EOC is required, the AER will establish an EOC at the Local AER Field Office. The AER encourages combining the industry and municipal EOCs into a single REOC. The location of the REOC will be determined by discussion between Pembina and Municipal Emergency Management at a Level 2 Emergency. The AER will expand their EOC if a REOC is not established. This would make for enhanced coordination of all resources engaged in the emergency, as well as easily facilitate a Unified Command System.

Alberta Energy Regulator (AER)

- Assist in managing emergency situations associated with the production of petroleum products at a well, plant or pipeline.
- Alert other applicable government and emergency agencies such as Environment & Parks, Agriculture & Forestry, Health Services, Alberta Emergency Management Agency, and Employment & Immigration - Occupational Health & Safety.
- In conjunction with Pembina, estimate the product release rate.
- If required, can issue a Fire Hazard (FH) order, which prevents anyone from entering the hazardous area. This allows legal road and access closure.
- If necessary, restrict passage of aircraft over a designated hazardous area by a Notice to Airmen (NOTAM).
- Establish an EOC at the local AER Field Centre until Pembina or local authority establishes a Regional EOC. AER EOC will be expanded if a Regional EOC is not established.
- Provide representation at the OSCP or ICP.
- Ensure Pembina is advising the public of potential danger, and conducting evacuation or sheltering in place.
- Pembina must establish communications links with, and/or provide representation at, the government EOC.
- Carry out investigations.
- Notify all participants when the event has concluded and there is no longer any hazard to the public.

Alberta Environment and Parks (AEP)**Spills / Releases:**

- Management of all off-site air/water quality monitoring activities – reports to the Response Branch Director.
- Determine the area(s) of risk from the gas release; ensure that adequate equipment is available for monitoring.
- Monitor discharges and mitigate impact of release related liquids entering watercourses.
- Provide representatives to the OSCP or the REOC on a 24-hour basis as required.

Fish & Wildlife

- Monitor impacts on the environment and impacted species.
- Provide direction on recovery efforts.

County/MD/Municipality Emergency Management Services / Public Works

Emergency Services Act requires municipalities and counties/M.D.s to be responsible for emergency planning and for the direction and control of emergency response in their jurisdiction. The plans outline measures and sources of assistance that can be obtained to support Pembina Energy's emergency response effort.

The local authority will provide assistance with resources and manpower as follows and in accordance with their Municipality/County policy:

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

Alberta Employment and Immigration – Occupational Health and Safety

- The Director of Work Site Services Inspection must be notified immediately in the event of a serious accident or death at the work site as to the time, place and nature of the serious accident or death.
- When the response plan has been put into effect Occupational Health and Safety evaluates the safety of occupants at the work site, and ensures that necessary precautions are taken to protect the workers' health and safety during the emergency.
- Ensure that the appropriate employers provide equipment and personnel required on site to monitor worksite hazards.
- Provide a representative to the OSCP and the REOC on a 24-hour basis as deemed necessary.

Alberta Agriculture & Forestry

If a forest fire is associated with the emergency, forestry personnel:

- Will be responsible for firefighting assistance.
- Provide advice and input on the ignition decision.
- Assist with campground and transient evacuation procedures.
- Notify all forestry personnel of the incident hazards.
- Provide a representative to the OSCP and the REOC on a 24-hour basis, as deemed necessary.

Alberta Emergency Management Agency

- Coordinate notification of all affected government departments, including affected municipalities and Alberta Health Services. The AER or Alberta Environment and Parks (AEP) advises them of any such situation.
- Coordinate requests for provincial/federal resources.
- Responsible to assist in the coordination of evacuation and reception plans within municipalities.
- Provide ongoing situation reports to appropriate provincial officials.
- Activates a POC if required.

Alberta Health Services (AHS)

Alberta Health Services - 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 is contingent 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. 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 Environmental Public Health has a role and responsibility.
- Participate in public information sessions during the Licensee's Emergency Response Plan development process when appropriate and resources permit.
- Provide guidance to stakeholders and local municipal authorities in identifying sites suitable for establishing and operating an evacuation centre and/or reception centre, including operational requirements.
- In consultation with the Zone Medical Officer of Health (MOH) provide guidance to stakeholders on substances that may affect public health, including Alberta Health and Wellness acute exposure health effects for hydrogen sulphide and sulphur dioxide.
- Conduct assessments, inspections and give regulatory direction, when appropriate, to ensure the requirements of provincial legislation and EPH program areas of responsibilities for public health protection and disease prevention are maintained.
- Notify the Zone Medical Officer of Health of any incident affecting or potentially affecting other AHS programs or facilities. The Zone MOH will notify and coordinate emergency response in other program areas and facilities as necessary.
- Establish EPH emergency management operations, when appropriate, to support regional response efforts and liaise with the Government Emergency Operations Centre, Municipal Emergency Operations Centre and/or Industry Emergency Operations Centre, if needed.
- Assist the Zone Medical Officer of Health, local municipal authority, and Public Information/Communication officers in the development, issuance, and rescinding of public health, public evacuation, and shelter-in-place advisories.
- Provide guidance to stakeholders on matters relating to evacuation of the public and/or public facilities, and the re-occupancy of those evacuated areas or facilities.
- Record and respond to health complaints or concerns from the public during and following an incident.
- Participate in stakeholder debriefings as necessary.

Alberta Transportation

- Provides authorization and assistance for roadblocks on major provincial roads (i.e., numbered highways) and assists in securing roadblock equipment.

Alberta Public Affairs Bureau

- Assists the AER and Pembina in keeping the public informed.
- Assigns a Public Affairs representative to the incident.
- Staffs a “public media inquiry room”, having a publicized telephone number to support the POC. This number allows the public and the media to obtain current basic facts about the emergency.

Royal Canadian Mounted Police (RCMP)

Note: RCMP must be notified in the case of a fatality.

- notifies AER, Alberta Emergency Management Agency and municipal authorities of reported produce release
- may assist in initial area isolation, roadblocks and evacuation
- provides security and traffic control
- maintains law and order and
- clarifies responsibility when fatalities are involved

British Columbia

The Province of British Columbia has developed and adopted British Columbia Emergency Response Management System (BCERMS) as a comprehensive management system that ensures a coordinated and organized response to all major emergency incidents. BCERMS utilizes a unified approach to managing emergencies, with personnel trained for any type of emergency through Temporary Emergency Assignment Management System (TEAMS), and not necessarily responding as a representative of a specific government agency.

The first contacts for any emergency will be Emergency Management British Columbia (EMBC) (previously, Provincial Emergency Program) and Oil and Gas Commission (OGC) who will determine the seriousness of the emergency, and the actions to be taken.

If the EMBC determines that the emergency is of a minor nature, they may call down the required government ministries/departments for emergency response assistance. The OGC may initiate an Emergency Operations Centre if required.

If the EMBC determines the emergency is a major emergency that will require an integrated response (i.e., several ministries/departments), the EMBC may establish a Provincial Regional Emergency Operations Centre (PREOC) manned by TEAMS personnel. The emergency will be managed from this location and Pembina representative(s) will be required to re-locate to assist in directing operations.

Listed below are various government ministries/agencies that may be involved in an emergency response, and their potential responsibilities. The OGC and/or EMBC may assist in calling down the required ministries/departments.

B.C. Oil and Gas Commission

- 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 On Site Command Post and/or Reception Centre
- May establish a GEOC 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)

- Acts as a 24 hour incident reporting line and initiates government notification fan-out to the OGC and/or MOE. (EMBC will contact other government agencies only if directly involved.)

Regional Districts and Municipalities

Regional Districts have formal Emergency Management Plans, which outline the measures and sources of assistance that can be obtained to protect the public and 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 EOC, if established
- Ensure notification of endangered area residents.
- Coordinate Emergency Social Services (ESS).
- If necessary, declare a State of Local Emergency
- Assist in a public information service.

Royal Canadian Mounted Police (RCMP)

Note: RCMP must be notified in the case of a fatality.

- Assists in evacuation if required.
- Assists in traffic control.
- Assist the coroner in the event of a fatality in which there is no criminal wrong-doing.

BC Ministry of Environment & Climate Change Strategy

- 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 OSCP and the OGC EOC and/or the PREOC on a 24-hour basis. In a larger scale incident, based on risk, additional ministry resources such as Incident Management Teams (IMT) may be deployed to establish 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.
- Monitor 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.

BC Ministry of Forests, Lands, Natural Resource Operations & Rural Development

If a forest fire (designated as a provincial emergency only) is associated with the emergency, Forestry Personnel:

- Will fight forest fires within their jurisdiction

BC Ministry of Transportation & Infrastructure

- Role and function in an emergency would be to manage any impacts to traffic both on numbered highways as well as on side roads in the event of an emergency

Health Emergency Management BC (HEMBC)

- Notifies Health Region of incident and assists Region in preparing for and responding to the incident.
- Educate people about public health issues.
- Monitor facilities and developments.
- Enforces health legislation.

WorkSafe BC

- The WorkSafe BC must be notified immediately in the event of a serious accident or death at the work site as to the time, place and nature of the serious accident or death.
- WorkSafe BC is to be notified of any other reportable incident to the OGC / EMBC
- When the response plan has been put into effect WorkSafe BC evaluates the safety of occupants at the work site, and ensures that necessary precautions are taken to protect the worker's health and safety during the emergency.
- Ensure that the appropriate employers provide equipment and personnel required On-site to monitor worksite hazards.
- May provide a representative to the emergency operations centre as required.

WorkSafeBC^{1 & 2} - expects to be informed of any major release of a hazardous substance that has the potential to cause serious injury to a worker.

NOTE¹: The following is an extract provided by WorkSafe BC regarding incident reporting.

Part 3 Division 10 - Accident Reporting and Investigation

Immediate notice of certain accidents

- (1) An employer must immediately notify WorkSafe BC of the occurrence of any accident that
- (a) resulted in serious injury to or the death of a worker,
 - (b) involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation,
 - (c) involved the **major release of a hazardous substance**, or
 - (d) was an incident required by regulation to be reported?

Including:

Any accident or other incident that did not involve injury to a worker, or involved only minor injury not requiring medical treatment, but **had a potential** for causing serious injury to a worker.

NOTE²: OGC and/or EMBC will not automatically contact WorkSafe BC regarding an incident. Pembina must contact WorkSafe BC independently of the OGC (1-window Notification) as directed above including the event of a major release of a hazardous substance.

Saskatchewan

Saskatchewan Ministry of Economy (ECON)

ECON is responsible for most management aspects of the province's oil and gas activities.

Petroleum Development Field Offices are responsible for delivery programs and enforcing the requirements under the "Oil and Gas Conservation Regulations" at the field level including the enforcement of environment and safety requirements, administration of spill, waste and products storage management requirements and inspections as well as the enforcement of upstream oil and gas wells, facilities and drilling rigs.

- Responsibilities in an emergency may include but not limited to:
 - Maintain an emergency line (24/7) where petroleum incidents can be reported.
 - Provide representatives to the site of the incident, as required.
 - Provide consultation regarding emergency response levels, decisions, activities.
 - Directly alert other provincial agencies and responders

Saskatchewan Emergency Management Organization

- Activates the Provincial Emergency Operations Centre in the event an emergency escalates beyond the capacity of a local jurisdictional authority.
- Coordinates activation of provincial resources and equipment
- Assists in providing notification to communities.
- Provides guidance and support in emergency planning to ministries and agencies.

Municipalities/Band Councils

Municipalities are obligated to establish emergency plans which allows for the direction and control of a municipal emergency response in order to take action to protect the property, health, safety and welfare of the public.

Responsibilities in an emergency may include but not limited to:

- Maintain an emergency line (24/7) where incidents can be reported.
- Provide representatives to the site of the incident or Operator Emergency Operations Centre.
- Declare a state of local emergency to exercise special powers
- Activate warning systems
- Initiate public protection measures as required
- Coordinate municipal resource and equipment support

Ministry of Environment/Environmental Protection Branch

The Ministry is involved with the planning, construction and maintenance phases of the industry activities. Environmental emergencies are reported through the Environmental Protection Branch who will monitor and/or deploy available resources:

- Ensure appropriate mitigation efforts are in play
- Establish health and safety levels for hazard releases, substances
- Ensures local health facilities are notified of potential impacts from an incident
- Monitor environmental impacts ensures appropriate data is collected.

Regional Health Authorities

- Establish health and safety levels for hazard releases, substances
- Ensures local health facilities are notified of potential impacts from an incident
- Monitor health effects and ensures appropriate data is collected.

Ministry of Highways and Infrastructure

- Assist with road closures and safe highway management

Worksafe Saskatchewan

- Ensure proper work safe activities during an emergency
- Provide support and conduct investigations of worksite incidents

Manitoba**Manitoba Emergency Measures Organization (MEMO)**

- Maintain an emergency line (24/7) where petroleum incidents can be reported.
- Provide MEMO representatives to the site of the incident, as required.
- Act as lead provincial government organization in oil and gas industry emergency response.
- Provide consultation regarding emergency response levels, decisions, activities.

Manitoba Environment

- Assist in evaluation of incident, and potential risks from product releases.
- Provide assistance in monitoring discharges and ensuring appropriate mitigation and response actions are taken.
- Monitors environmental recovery, when required.

Manitoba Growth Enterprise & Change

- Requires notification, and may request involvement and consultation depending on the emergency.

Rural Municipalities

- Provide assistance in setting up roadblocks, posting bulletins, and evacuating if required.
- Declare a “State of Local Emergency” if evacuation is required.

Ontario**Ministry of Natural Resources and Forestry (MNRF)**

- Provide provincial support when local authorities are unable to cope with the capacity of emergency response operations.

Ministry of Community Safety and Correctional Services

- Assist the local authorities with emergency response operations, including the evacuation of persons and property.

Ministry of Environment and Climate Change

- Maintain the Spills Action Centre (24/7).
- Responsible for spills of pollutants to the natural environment and drinking water.
- Coordinate and manage provincial effort to detect, identify, contain, clean up and dispose or minimize release of hazardous materials.

Emergency Management Ontario (EMO)

- Responsible to invoke the Provincial Emergency Plan if required.
- Coordinate response when multiple ministries are required for emergency response.
- Provides emergency framework to all ministries and communities.

Federal Government - United States of America (USA)**US Department Of Transportation (DOT)**

- Federal Cabinet department of the U.S. government concerned with transportation.
- Governed by the United States Secretary of Transportation.

Pipeline and Hazardous Materials Safety Administration (PHMSA)

- U.S. Department of Transportation agency that develops and enforces regulations for the safe, reliable, and environmentally sound operation of pipeline transportation system in the US and daily shipments of hazardous materials by land, sea, and air.
- From the federal level, they oversee the development and implementation of regulations concerning pipeline construction, maintenance and operation, and share these responsibilities with their state regulatory partners.
- The pipeline safety regulations implement the laws found in the U.S. Code.
- Regional offices are charged with overseeing the safe and secure movement of daily shipments of hazardous materials by all modes of transportation, as well as ensuring the safe, reliable, and environmentally sound operation of the nation's pipeline infrastructure.

Office of Pipeline Safety (OPS)

- The office of Pipeline Safety (OPS) is the federal safety Authority for ensuring the safe, reliable, and environmentally sound operations of the nation's pipeline transportation system.
- Administers DOT's national regulatory program, developing regulations and other approaches to risk management to assure safety in design, construction, testing, operation, maintenance, and emergency response for pipeline facilities.

Montana**Montana Disaster Emergency Services**

- The mission of DES is to save lives, reduce property damage, and protect the environment. Coordinates the efforts of all response agencies and departments in preparations for coping with all emergencies or disasters.
- Satisfies the requirements for mitigation, preparedness, response, and recovery programs.
- DES also works closely with the County Rural Emergency Medical Services (EMS) and Rural Volunteer Fire Districts in the surrounding towns.

North Dakota**North Dakota Department of Emergency Services (NDDDES)**

- Provides 24/7 emergency communications and resource coordination with more than 50 lead and support agencies, private enterprise, and voluntary organizations to assist local jurisdictions in disaster and emergency response activities.
- Administers federal disaster recovery programs and the Homeland Security Grant Program. Manages the Emergency Management Assistance Compact (EMAC) that serves as a national clearinghouse through which member states may request and provides mutual aid assistance.
- Local emergency managers serve a key role in coordinating response and recovery efforts by providing situational awareness and accompanying resource requirements.
- Supports response and recovery coordination with emergency managers in each county and tribal nation within the state of North Dakota.

This page intentionally left blank

4.0 EMERGENCY RESPONSE ZONES AND PUBLIC PROTECTION

4.1 Emergency Response Zones

4.1.1 Emergency Planning Zone (EPZ)

An EPZ is a geographical area surrounding a pipeline or facility that requires specific emergency response procedures based on a hazardous product. The extent of an EPZ is determined using industry accepted dispersion modeling software and analysis.

In BC, an emergency planning zone is a geographical area that encompasses all the hazard planning zones for an oil and gas activity that is subject of an ERP.

EPZs for HVP Pipelines (Canada)

The primary hazard associated with High Vapour Pressure (HVP) products is flammability.

HVP EPZs below are based on the recommended *CAPP Companion Planning Guide to Directive 71* below:

Pipeline Size		Ethane, Propane & Butane Mix (without Ethylene)
3"	88.9 mm	250 m
4"	114.3 mm	300 m
6"	168.3 mm	500 m
8"	219.1 mm	700 m
10"	273.1 mm	900 m
12"	323.9 mm	1100 m
16"	406.4 mm	1600 m
20"	508.0 mm	Modeled
24"	609.6 mm	Modeled

Although these zones are referenced only in the Alberta regulations, it is expected that public protection measures will be initiated in this manner within other provinces.

EPZs for Sour Pipelines (Alberta)

The AER has developed a software program that calculates EPZs using thermodynamics, fluid mechanics, atmospheric dispersion, and toxicology modelling. This software includes both user input variables and model parameters to determine the size of the EPZ for pipelines containing sour gas with a H₂S concentration of 0.1 mol/kmol (100 ppm / 0.01 % / 0.0001 mole fraction) or greater.

EPZs for Sour Pipelines (BC)

Planning zones are determined by reference to the maximum potential H₂S release volume from the pipeline, calculated in accordance with the prescribed regulated equations.

EPZs for Gas Pipelines (USA)

EPZ's for pipelines within the USA will be calculated using the Alberta regulations for HVP and H₂S pipelines as listed above.

4.1 Emergency Response Zones – cont'd

4.1.1 Emergency Planning Zone (EPZ) – cont'd

EPZs for Facilities

For facilities that include High Vapour Pressure products, the EPZ of the facility is equal to the largest HVP pipeline EPZ entering or leaving the facility.

For facilities that are licensed for H₂S, the EPZ of the facility is equal to the largest H₂S pipeline EPZ entering or leaving the facility.

For facilities that have storage vessels on site, EPZs are calculated for each of the vessels (utilizing the flammable product in the highest percentage). As per *Canadian Environment Protection Act* (CEPA) requirements, these calculations are based on the Guide for Major Industrial Accidents Reduction Council (CRAIM), or independent plume dispersion modeling.

If a combination of HVP lines, sour lines, and storage vessels, or wells and caverns are on site, the facility EPZ is assumed to be the largest calculated radius from the boundary of the facility.

4.1.2 Initial Isolation Zone (IIZ) (Alberta and USA Only)

The IIZ is a small circular area surrounding the source of an emergency that represents the greatest hazard to the public. Members of the public in this area should receive top priority because they are located near the highest concentration of the hazard. If safe to do so, an attempt to evacuate residents in this zone must occur.

4.1.3 Protective Action Zone (PAZ) (Alberta and USA Only)

The PAZ is the downwind portion of the EPZ. Members of the public in this area should receive notification once the IIZ has been notified. This area is determined using wind direction and monitors that measure the hazard.

4.1.4 Hazard Planning Zone (HPZ) (BC Only)

A Hazard Planning Zone is a geographical area determined by using the hazard planning distance as a radius, and within which persons, property or the environment may be affected by an emergency.

A Hazard Planning Distance is a horizontal distance and is measured from the site of an oil and gas activity that is subject of an ERP.

4.1.5 High Consequence Areas (HCA) (USA Only)

Specific locales and areas where a release could have the most significant adverse impacts. HCAs for gas transmission pipelines focus solely on populated areas (urbanized areas and unincorporated communities). These HCAs are potential impact circles that contain 20 or more structures intended for human occupancy or contain an identified site.

4.1.6 LVP Response Zones

There is no pre-determined or calculated EPZs; however, the ROW distance is the minimum recommended zone from the AER or PHMSA. Response Zones (ie. Hot, Warm and Cold) may be established in an LVP incident to help manage the area around the incident site. Hot zone is an area immediately impacted by the incident where it is unsafe without proper personnel protection. The Warm zone is the area downstream of the incident that is most vulnerable to potential impact and would be isolated and accessible by authorized personnel only. The Cold zone is a safe space where responders can be organized, staged and dispatched from.

4.1 Emergency Response Zones – cont'd

4.1.7 Transportation Related Response Zones

The products transported by Pembina each have their own hazards and specifications as specified by the applicable Safety Data Sheets (SDS). The SDS database is available on the company portal and should be referenced during emergencies as this is the most complete and current version available.

4.2 Public Protection

Public protection measures will be implemented at any level of emergency when members of the public may be affected. These measures include establishing roadblocks, air monitoring, identifying the public, notification, sheltering, evacuation, and/or ignition.

4.2.1 Isolating the Area (Roadblocks)

Roadblock personnel prevent unauthorized entry into response zones during emergencies. In addition to preventing people from jeopardizing their own personal safety, potential ignition sources are also minimized if vehicles are not permitted to drive through a planning zone.

Without Pre-determined Emergency Planning Zone

For those emergencies that do not have a pre-determined EPZs (e.g., crude oil spill), roadblocks will be set up at the boundaries of the designated “hazard area”. The AER’s recommendation for the hazard area is the pipeline right-of-way. Pembina’s SDS recommends a radius of 300 metres. The boundary should be at a distance that prevents traffic and members of the public from affecting the response.

With Pre-determined Emergency Planning Zone

For those emergencies that have a pre-determined EPZ (e.g., facility, HVP, H₂S pipeline), roadblocks will be set up at a location that prevents traffic from accessing the incident site at a Level 1 Emergency. If a Level 2 or 3 Emergency has been declared, roadblocks must be set up at the boundaries of the pre-determined EPZ.

Major Highways / Traffic Control / Railways / Airspace

Where major highways and/or railways pass through the hazard area or EPZ, the provincial/state transportation authority and/or the railway company should be contacted for approval and assistance with road closures or blockades.

- Local RCMP/Police and/or highway maintenance contractors will be contacted to assist with re-routing traffic.
- In conjunction with local RCMP/Police and/or highway maintenance contractors, establish traffic control to assist with access to emergency services personnel and incident responders.
- Local RCMP/Police and/or external security contractors should patrol the perimeter of the isolated area, if air monitoring results indicate it is safe to do so, to ensure security of the area and re-route traffic away from hazardous areas.
- Direct all support and emergency services vehicles to a pre-determined staging area until they are needed at the scene.
- Trained pipeline personnel, equipped with the appropriate gas or vapour detectors should patrol the perimeter of the hazard area, continuously monitoring the air. Responders will notify the appropriate persons as concentrations are detected. This will help to establish access control perimeter points.

The public must also be protected by restricting any travel through affected airspace. NAV Canada can be contacted, through the regulating authority, to assist with the issue of a NOTAM.

4.2 Public Protection – cont'd

4.2.1 Isolating the Area (Roadblocks) – Cont'd

Other

For areas where there is a high volume of recreational activity, roadblocks may also need to be set up to block trailheads and waterways.

Roadblock personnel should:

- never compromise their own safety in an attempt to stop vehicles breaching the roadblock.
- if at all possible, traffic will be detoured or diverted rather than stopped. Safe work procedures should be used to set up roadblocks in appropriate locations.
- should implement, as soon as possible, mitigation measures such as talking to stopped vehicles, planning alternative driving routes, and establishing early warnings such as flags, triangles or flashing lights should be implemented as soon as possible.
- conduct monitoring at the roadblocks
- relocate roadblocks based on monitoring data.

4.2.2 Air Quality Monitoring

Pembina facilities are designed, constructed and operated in a manner that minimize emissions and ensures that regulatory air quality standards are met or exceeded. Facilities are equipped appropriately with remote monitoring devices (leak detection, gas detection, pressure, etc.) to alarm when equipment is being operated outside of normal conditions or when situations exist that may result in potential hazard to the public, the environment or our personnel and facilities. In addition to the remote monitoring, operations and maintenance personnel are responsible to conduct scheduled site inspection and surveillance.

In the event of an emergency, monitoring will be called out at any level of emergency. Air quality monitoring is used to track and measure the concentration of product in an area.

Initial monitoring will be accomplished using Pembina personnel. As soon as possible, an environmental monitoring company with portable or mobile air monitoring equipment will be employed to monitor the atmosphere in conjunction with provincial/state environmental agencies.

Hand-held monitors are more available and easier to access than continuous monitors which can record contaminants at very low levels. Continuous monitors (such as truck mounted units) can be requested from contractors, provincial/state environment agencies, the regulators, or mutual aid groups.

Monitoring may occur downwind or upwind depending on how the plume is tracking. Priority should be directed to the nearest un-evacuated residence or areas where people may gather and any nearby urban density developments. 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, and
- local conditions.

4.2 Public Protection – cont'd

4.2.2 Air Quality Monitoring – cont'd

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 can be downgraded,
- determine roadblock locations, and
- determine concentrations/levels in areas being evacuated to ensure that evacuation is safe.

Monitoring information must be provided on a regular basis throughout an emergency to the regulators, provincial/state environment agencies, health authorities, local authorities, and to members of the public that request it.

Protection

1. Use Buddy System when possible
2. Breathing apparatus for all personnel - be prepared to don apparatus quickly
3. Personal monitors will be available appropriately for assigned duties. Field staff carry personal monitors in their vehicles at all times.

4.2.3 Identifying the Public/Transients within the EPZ

A database of personal and contact information is maintained for those residents who live within the EPZs for HVP and H₂S pipelines and associated facilities.

HVP / H₂S / Facility Incident

In the event of an incident related to an HVP or H₂S pipeline or facility, members of the public must be notified within the EPZ radius around the location of the release/incident site.

Resident/Business locations are referenced on the map by letter and contact information is maintained in listings within the site-specific Section 2.

Transient population (recreational users, industrial operators, etc) are identified in site specific Section 2 and the ERP maps.

If safe to do so and weather permitting, a helicopter will be dispatched to visually identify the locations of recreational users, hunters, trappers, and other potential land users that may require notification and/or evacuation. These land users may be notified by air horns or loud speakers, or their locations radioed to ground rover personnel to locate (in vehicles or quads). Mutual aid support may also be contacted to support in locating transient land users.

LVP Incident

In the event of an incident on a crude oil line, area residents and land users in the hazard area will be located by Rover personnel. Notification of members of the public impacted by a release will be coordinated with local authorities.

4.2 Public Protection – cont'd

4.2.4 Notification within the EPZ

Notification must begin as soon as possible upon confirmation of an emergency situation. If a release has the potential to impact beyond the lease, facility boundary, or pipeline right-of-way, the licensee must notify

- the public in the response zones and EPZ,
- the director of emergency management, if an urban centre is within the EPZ,
- individuals within the EPZ that have requested early notification and wish to voluntarily evacuate, and
- the local authority and provincial/state health authority

Members of the Public within the EPZ will be provided with notification, evacuation or shelter-in-place instructions. A telephone team will be used to communicate with the appropriate stakeholders. Pembina personnel will assist the local authorities to determine the best methods to protect the public based on parameters such as the magnitude of the incident, wind speed and direction, secondary fires, time of day, etc.

Stakeholders within the EPZ are provided with the appropriate public protection instructions.

As appropriate, the Public Protection Branch Director will designate a Notification Group Supervisor who will assemble a team of Telephoners to deliver the appropriate public protection messaging. The Notification Group Supervisor will report notification status to the Public Protection Branch Director.

Company or contract personnel will visit worksites and transient locations to deliver voluntary/mandatory evacuation notice. All transients, vacant residences, businesses, or locations with unknown telephone numbers are deemed special needs and must be personally contacted, if safe to do so. Public locations contacted by telephone will also be visited to ensure evacuation.

Residents may also be identified as “special needs” based on early notification requirements for reasons such as evacuation/transportation assistance required, having no telephone, a communication barrier, or significant health or personal concern for which they have requested early notification.

Level 1 Emergency declared (and confirmed with the appropriate regulator) only those residents/locations identified as special needs must be notified.

Level 2 or 3 Emergency declared (and confirmed with the appropriate regulator), notifications will occur in the following order of priority:

1. Public identified as having special needs.
2. Public located immediately adjacent to the incident site (in Alberta, the IIZ).
3. Public located immediately downwind of the emergency site (in Alberta, the PAZ)
4. Public located within the remainder of the EPZ.

4.2 Public Protection – cont'd

4.2.4 Notification within the EPZ – cont'd

Initially, members of the public will be advised:

- of the type of incident
- proximity of the incident to their house/location
- public protection measures to follow
- actions Pembina is taking to respond to the situation
- contact numbers they can call for additional information.

During the incident, these people within the EPZ must receive regular communication in order to keep them informed of the situation and actions being taken. They should be kept updated on the effects the incident may be having on other people in the area; description of the products involved and short and long-term effects; and any actions they should take if they start to experience adverse effects.

Urban Centres

In the event that an urban centre or urban density development is within the EPZ, notification of the public will be coordinated with local or municipal authority. Communication will be made by local emergency responders, local media, and provincial/state alert systems.

4.2.5 Notification Outside the EPZ

In the unlikely event that public protection measures are required outside of the EPZ, they will be coordinated with Local Authorities.

Provincial/state alerting or warning systems and/or broadcast media may be used to notify the public outside of the EPZ for immediate shelter or evacuation situations.

4.2.6 Sheltering

Sheltering is considered the safest form of public protection in the following circumstances:

- there is insufficient time or warning to safely evacuate the public that may be at risk,
- residents are waiting for evacuation assistance,
- the release will be of limited size and/or duration,
- the location of a release has not been identified,
- the public would be at higher risk if evacuated,
- buildings are considered to be within/near toxic or explosive gas plumes,
- escape routes traverse the hazards.
- the duration of the release is short.

Sheltering is recommended until the extent of the plume can be assessed and a safe evacuation can take place.

4.2 Public Protection – cont'd

4.2.6 Sheltering – cont'd

HVP Operations

Sheltering indoors is the primary public protection measure for a HVP product release.

Sour Operations

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 a Pembina representative.

Shelter In Place Instructions

Public will be advised to:

- Immediately gather everyone indoors and remain there.
- Close and lock windows and outside doors – if possible, tape the gaps around door frames.
- Extinguish fires in fireplaces - 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:
 - Gas stoves and gas fireplaces
 - Clothes dryers
 - Air conditioners
 - Bathroom and kitchen fans
 - Built in vacuum systems
- Turn down furnace thermostats to the minimum setting.
- Leave all inside doors open.
- Avoid using the telephone, except for emergencies, so that you can be contacted by emergency personnel.
- 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, emergency response personnel will contact all sheltered persons with instructions to:
 - Ventilate the 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.

4.2 Public Protection – cont'd

4.2.7 Evacuation

Pembina can advise members of the public to evacuate; however, mandatory evacuation can only occur when the local authority issues a State of Local Emergency (SOLE) allowing for the closure of roads and mandatory evacuations.

Pembina staff will not engage in forcible evacuations; the RCMP/Police may do this; however, the RCMP/Police will also be discouraged from entering the designated Emergency Planning Zone (EPZ).

During a hazardous release, the decision to evacuate should only be made by qualified individuals with access to appropriate monitors. Evacuation of the public 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, and
- the potential for unexpected ignition.

In the event of evacuation Rovers in the field and/or telephoners designated at the ICP or CEOC will notify residents/businesses to evacuate to the appropriate Reception Centre (designated motel/etc.), and provide the following information:

- Gather all persons in the residence/business, secure your location and immediately leave the area in your vehicle or on foot.
- Follow the travel directions given. This will take you away from any suspected unsafe area by the safest route.
- If required, transportation and support will be provided to those persons who require assistance.
- Proceed to a designated Reception Centre where a Pembina representative will meet you. They will provide evacuation information, answer any questions, and attempt to address any immediate concerns that you may have.

Residents located within the EPZ identified as having special needs will be notified at a Level 1 Emergency so they can be offered voluntary evacuation. Evacuation must be initiated for all other residents and public including trappers, guide/outfitters, and transients within the EPZ upon the declaration of a Level 2 Emergency.

If large numbers of people are present in the EPZ, Pembina will provide evacuation assistance or a change in the normal notification procedures, as required. Busses may be used to transport large numbers of evacuees and helicopters may be used to locate transients in the EPZs.

Public located outside the EPZ must be notified and evacuated in the event that the hazard extends past the pre-determined EPZ. Broadcast media may be used to notify these residents located outside the EPZ if immediate evacuation or Shelter In Place actions need to occur. Pembina will work with the local authority to coordinate response actions, as required, outside the EPZ.

4.2 Public Protection – cont’d

4.2.7 Evacuation – cont’d

Prior to evacuation, ensure the following:

- Resident reception/evacuation centres have been established,
- Clear evacuation routes are identified and communicated,
- Evacuated residents check in with established roadblock personnel and/or reception/evacuation centre representatives,
- Sensitive/Special Needs residents are identified and provided assistance, as required.

Evacuation – HVP Operations

Evacuation is recommended for incidents in which the plume is visible and egress can occur in any direction away from the plume.

Evacuation – Sour Operations

For incidents where the public may be exposed to sour gas for long durations, evacuation should be used as the primary public protection measure when the public can be safely removed from the area during or prior to an emergency. 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.

Typically, residents within the EPZ but outside of the PAZ will be contacted and advised to initially shelter in place pending further instructions. A shift in wind direction will require immediate re-evaluation of the PAZ and the need for additional evacuation and/or sheltering.

Pembina must continually perform air quality monitoring within the EPZ. Monitoring results will dictate areas where evacuation is required. In the absence of monitored readings, responders should advise residents to Shelter in Place.

Alberta Evacuation Requirements (for Sour Operations)

H₂S Concentrations in Unevacuated Areas	Requirement
1 to 10 ppm (3 minute average)	Individuals who requested notification so that they can voluntarily evacuated before any exposure to H 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 (i.e.. three readings show a decline from 15 ppm to 10 ppm to 8 ppm over 3 minutes) evacuation may not be necessary even though the average over the 3 minute interval would be 11 ppm. Licensees should use proper judgment in determining if evacuation is required.	
SO₂ 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.

4.2 Public Protection – cont’d

4.2.7 Evacuation – cont’d

BC Evacuation Requirements (for Sour Operations)

H₂S Concentration	Requirement
1 to 9 ppm	Individuals who requested notification so that they can voluntarily evacuate before any exposure to H ₂ S must be notified.
10 ppm and above	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 (i.e.. three readings show a decline from 15 ppm to 10 ppm to 8 ppm over 3 minutes) evacuation may not be necessary even though the average over the 3 minute interval would be 11 ppm. Licensees should use proper judgment in determining if evacuation is required.	
SO₂ Concentrations	Requirement
1 to 4 ppm	Individuals who requested notification so that they can voluntarily evacuate before any exposure to H ₂ S must be notified.
5 ppm and above	Local conditions must be assessed and all persons must be advised to evacuate and/or shelter.

Rover Personnel

Pembina and/or contract personnel will be dispatched to identify and advise public protection measures to transients, area users or locations where the public may gather within the EPZ or impacted area. Rover personnel will also confirm evacuation of residents/businesses contacted by telephone or where no telephone contact has been made.

Return of Evacuees

Once the emergency is over, the decision to permit the return of persons shall be made by Pembina, in consultation with the regulatory agency (ie. AER, NEB, OGC, PHMSA etc.) local authority, health authority and provincial/state emergency management services.

4.2.8 Reception Centres

A Reception Centre will be activated when evacuees (residents and/or transients) are displaced due to an emergency. It is established at a safe distance from the release source, and may be established in conjunction with the local authority.

Designated Reception Centre locations are referenced in the site-specific sections, and are often the same as those designated by the local authority or where more appropriate a local hotel.

The Reception Centre Group Supervisor is responsible for activating the reception centre, meeting and registering evacuees. A Reception Centre Registration Form is provided in the *Forms* section of this ERP. If the emergency extends beyond a period of time, arrangements for lodging and food will be made for the evacuees.

Telephone callers (if residents are contacted by phone) or Rovers (if residents are contacted by personal visit) will be asking for alternate destinations and phone numbers in the event evacuees choose not to check in at the Reception Centre.

4.2 Public Protection – cont'd

4.2.9 Special Considerations

Special procedures may be required for evacuating public facilities. If large numbers of people are involved, assistance with transportation (e.g., using buses) or changes in the normal notification procedures may be required. Pembina will coordinate efforts with the person in charge of that specific facility and the local authority. For example, evacuation of schools would be coordinated with the Principal and local person in charge of disaster services.

Public concerns about livestock and pets are to be expected in emergency situations. Most emergencies involving HVP pipelines or releases from facilities have a limited duration and will likely not require residents to be away from their homes for extended periods of time. Public safety is the primary purpose of the response; however, whenever possible, residents will be advised to take their pets to the Reception Centre and/or other accommodations. Actions involving livestock will be addressed on a case-by-case basis.

4.2 Public Protection – cont'd

4.2.10 Alberta D-71 Public Protection Measures Flowchart

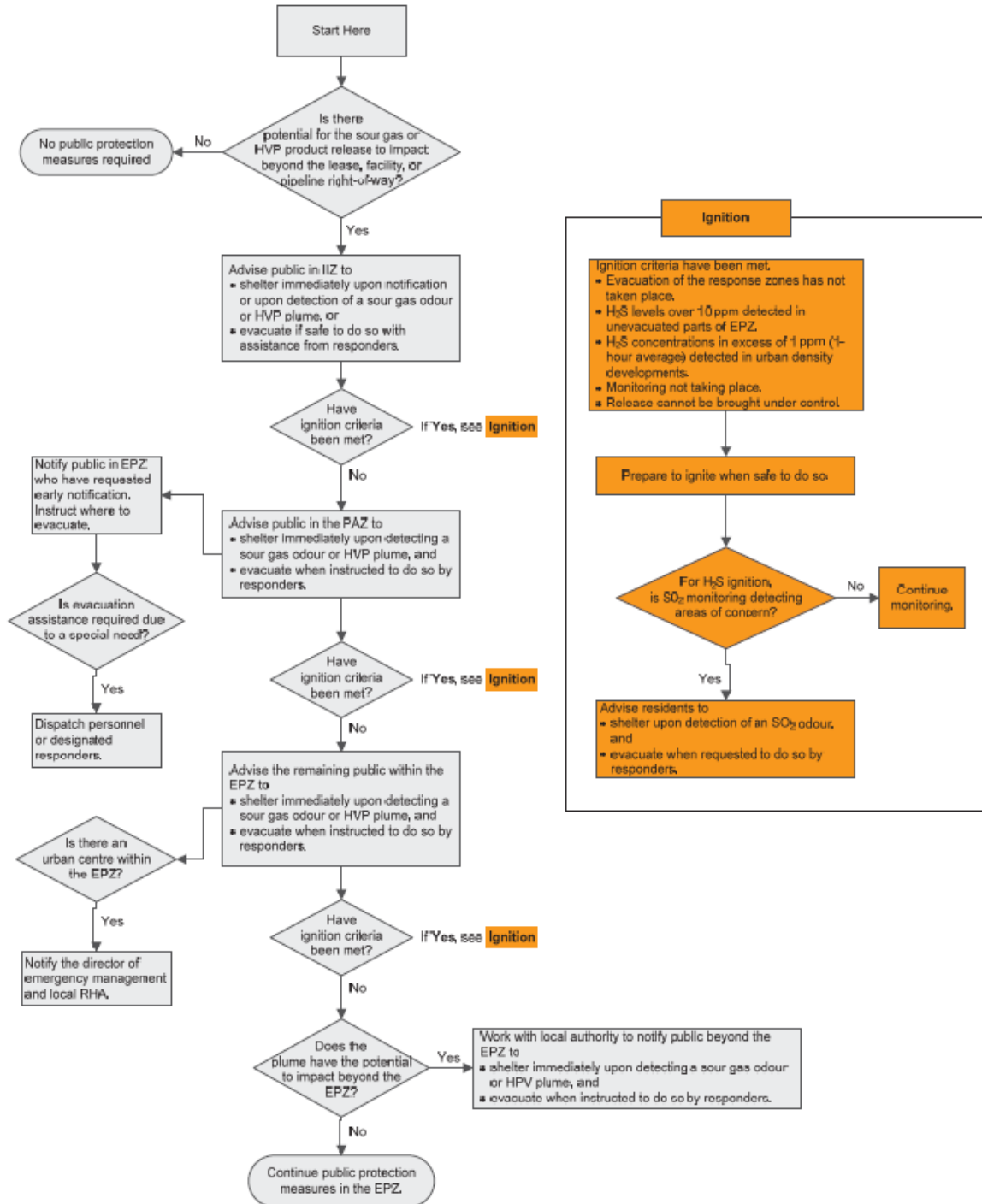


Figure 3. Public protection measures for planning and response zones

4.2 Public Protection – cont'd

4.2.11 Ignition

The purpose of ignition is to control a flammable situation and reduce the hazard. Until such time that a decision has been made to ignite a release, steps should be taken to minimize any chance of unplanned ignition in the area. Careful consideration should be given to prevent responders from being exposed to the flammability region.

Ignition criteria and considerations are different for HVP and Sour Gas (H₂S) products.

The decision to ignite is assigned to a company representative on site and is based upon the following ignition decision considerations below. Time permitting; consultation with the Incident Commander, Emergency Operations Manager, and Regulator should be conducted.

Ignition – HVP Operations

Ignition Considerations may include, but not be limited to:

- Has the area been isolated?
- Has the public and personnel been evacuated from the hazard area?
- Has the wind direction been established and is it being continually monitored?
Indicators should be clearly visible. Examine weather conditions and analyze potential changing circumstances.
- Will ignition worsen the situation by endangering the environment, public, private property or equipment?
- Is there a possibility of an explosion due to obstructions or regions of congestion within the perimeter of the dispersing vapour cloud?
- Is personal protective equipment available?
- Is the local fire department and medical support been mobilized? Is firefighting equipment readily accessible?

Situations where planned ignition would not be considered:

- Injury and death to the public located inside and outside residences
- Inability to control resulting fire (e.g. crops, structures, timber)
- Potential for employees or the public to inadvertently enter the cloud prior to or during ignition (isolation boundaries not sufficiently established).
- Unfavourable wind conditions impacting the size of the flammable cloud

4.2 Public Protection – cont'd

4.2.11 Ignition – cont'd

Flammability Range

The following information is provided to assist with the initiation of worker and public protection measures.

The *Flammable Range* (Explosive Range) is the concentration range of a gas or vapor that will burn (or explode) if an ignition source is introduced.

Below the explosive or flammable range the mixture is too lean to burn and above the upper explosive or flammable limit the mixture is too rich to burn. The limits are commonly called the "Lower Explosive or Flammable Limit" (LEL/LFL) and the "Upper Explosive or Flammable Limit" (UEL/UFL).

Product	Lower Explosive or Flammable Limit (LEL/LFL) (% by volume of air)	Upper Explosive or Flammable Limit (UEL/UFL) (% by volume of air)	IDLH (ppm)
Butane	1.8	8.41	-U-
Ethane	3	12.4	-A-
Methane	5	15	-A-
Pentane	1.5	7.8	1500
Propane	2.1	10.1	2100

A	Asphyxiant
IDLH	Immediate Danger to Life and Health
U	Data Not Available

The Alberta OH&S Occupational Limit 20% of the LEL. This is consistent with the United States Department of Labor's Occupational Safety and Health Administration (OSHA).

Pembina's limit is 10% of the LEL. Based on monitoring data if the concentration of a flammable vapour or gas is greater than 10% of the LEL, consideration to evacuating members of the public should also be evaluated.

Ignition – H₂S Release

If an immediate threat to human life exists and there is not sufficient time to evacuate the Initial IIZ, PAZ or EPZ, onsite personnel are authorized to ignite the release, and their decision to ignite will be fully supported by Pembina.

Ignition is the final means of providing public protection from a release of sour gas the following criteria are met. Ignition does not, by itself, negate the need for continuing with an evacuation. It does however, have an impact on the urgency of the notification or evacuation activities being carried out.

4.2.11 Ignition – cont'd

H₂S Ignition Criteria - Alberta

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 portions of the EPZ.
- If monitoring levels are declining, then the situation needs to be continually assessed for ignition.
- Monitoring H₂S concentrations exceed 1 ppm (1 hour average) in urban density developments.
- Monitoring is not taking place due to weather or other unforeseen circumstances.
- The release cannot be under control in the short term (ignition decisions will be made in consultation with the regulator).

If ignition criteria is met for a sour gas release, ignition must take place within 15 minutes of the decision to ignite.

H₂S Ignition Criteria – British Columbia

In certain circumstances, the ignition of flammable products being released into the atmosphere may be the recommended option for mitigating the risk of human exposure to hazardous substances such as hydrogen sulfide. The following criteria should be considered:

- Safety and health risks to emergency personnel;
- Proximity of release to public areas;
- Availability of air monitoring equipment and personnel;
- Detectable concentration of H₂S and/or flammable gases near the source of the release and within the emergency planning zone;
- Weather conditions;
- Duration of the release and potential volume;
- Impacts to livestock; and
- Impacts to other values at risk including property, timber, or infrastructure.

Decision to Ignite

In the event of planned ignition or immediate unplanned ignition:

- Evacuate incident site;
- Relocate hazard boundaries to isolate based on heat exposure and air monitoring data;
- Continue air quality monitoring for health hazards in conjunction with health services;
- Conduct public notifications and shelter or evacuate as directed by health services;
- Prepare to re-ignite if required.

4.2.11 Ignition – cont'd**Ignition Procedure (Manual/Flare Gun)**

The ignition team should be certified in HVP product and/or H₂S ignition and be properly equipped to ignite the release. Follow ignition procedures

1. Evacuate all people not directly involved in the actual ignition.
2. Evaluate the terrain for a protected ignition position. When igniting a vapor cloud or large gas cloud, workers must remain as far back from the vapor as possible and sheltered if possible, due to the large forces produced and heat radiated.
3. Make sure an equipped back-up team, ambulance, and first aid are available
4. A two-person ignition team equipped with and wearing breathing equipment, heat protective clothing, gloves, and hearing protection will be assembled. The ignition team will have monitors calibrated to the product being ignited, and will monitor incident area prior to ignition.
5. The attachment of safety lines to ignition team members will be at the discretion of the Response Branch Director who will evaluate terrain, effluent characteristics and routes in and out of the ignition area.
6. Approach the ignition area to approximately 100 metres from plume; monitor the lower explosive limit; if a safe atmospheric environment exists, ignite the effluent from the upwind side
7. Using a flare shotgun or pistol, aim the flare to a point above the main plume where air and gas have mixed to form a combustible mixture. Approximately 30 flare shells must be available in case some do not work, and for relighting if the fire goes out.
8. The Response Branch Director will advise the Ignition Group Supervisor and ignition team of the possible air shock and heat flash that will occur upon a vapor ignition. Upon firing the flare, the team will assume a physical position that is the most protective – turn away from the flash area and lie flat on the ground or behind a solid barrier.
9. The Response Branch Director will advise the Incident Commander and Emergency Operations Manager once ignition has occurred.

This page intentionally left blank

5.0 COMMUNICATIONS

Effective communication is an important element in ensuring a quick and thorough response to an emergency. There are two basic areas of communication that must be addressed. Internal communications impact response management while external communications impact the public's perception of the incident as well as their perception of the company's response to the incident.

At the onset of an incident, communication needs must be immediately identified and then monitored throughout the response to ensure effective incident management.

Initial Notification and Incident Call-Down procedures are detailed in Section 1.

5.1 Pre-Incident Communications / Public Involvement Program

Pembina regularly conducts public involvement activities as an effort to educate members of the public within identified EPZs, local first responders, and the appropriate government agencies. Information may be communicated to the public through:

- ERP consultations (in person or telephone)
- Project specific newsletters
- Open houses

5.2 Internal Communications

Internal communications include response specific communications taking place at or between the incident site, the SPCC, the Incident Command Post and the Corporate Emergency Operations Centre (CEOC), which may include initial notification and confirmation as described in Section 1. Status updates and the sharing of incident related information will follow the ICS chain of command.

Communications related to the response that go beyond the responders are considered to be external and are only to be conducted by the appropriate response roles within the ICS organization given the appropriate authority and approvals.

Equipment includes telephones, two-way radios, computer networks, as well as company and ERP contact lists. Outside resources should be procured to assist with equipment needs. Any site-specific radio and communications infrastructure existing within an area owned either by Pembina or through mutual aid should be integrated into the response communication plan. Specific telephone lines may be identified for incoming and outgoing purposes.

5.3 External Communications

Pembina is responsible for communicating vital information about an emergency to the public and the appropriate government agencies. This may include notifications to area stakeholders directly affected by the incident, families in the event of an injury or accident, and/or the general public outside the area through the media.

5.3 External Communications – cont'd

Government

The Liaison Officer is responsible for ensuring that the appropriate government agencies are notified and kept informed throughout the emergency. The Liaison Support role in the CEOC may assist the Liaison Officer with this task, if requested.

The appropriate provincial/state regulator, environmental agency, local authority and regional health authority will be notified. If an urban centre is within the EPZ, that urban centre must also be notified. Government Reporting Matrices have been developed to aid in the identification of notification/reporting requirements.

Public

If an incident occurs that has the potential to impact beyond the facility boundary or pipeline right-of-way, Pembina must determine the Level of Emergency and then notify the public within the EPZ. Members of the public within the EPZ must be advised of any public protection measures required.

The Public Protection Branch Director, with the assistance of the Notification Group and Rover/Evacuation Group, is responsible for ensuring that the public within the EPZ are notified and kept informed throughout the emergency.

Messages

Notifications, sheltering, and evacuation messages must be edited to suit the nature of the emergency and be confirmed by the Incident Commander. Message scripts are found with the Forms Section at the back of this manual.

5.4 Media

Media communications are conducted in accordance with Pembina's Crisis Communications Plan. Public Information Officer at the ICP coordinates with the Public Information Support role, filled by a member of the Crisis Communications Team in Calgary, to ensure factual information for external communications is approved by the Incident Commander prior to release to employees, the general public, and the media. The Public Information Officer will provide the Public Information Support role with situational updates throughout the emergency. Communication updates for the public and the media will be generated and released as significant developments occur. Releases and updates will also be coordinated with the respective regulatory body to ensure consistency and accuracy of information.

The Public Information Support role will provide a contact number for media inquiries and will handle all media questions that come into the head office. Any call that comes into the Incident Command Post should go to the Public Information Officer, who will re-direct, if possible, to the Public Information Support role at head office.

If required, the Crisis Communications Team will dispatch someone to the incident site to coordinate and manage media activity. If pressed by the local media, it may be necessary for the Public Information Officer to manage media communications. In this case, the Crisis Communications Team will prepare a statement and provide direction to the Public Information Officer.

5.4 Media – cont'd

Clarification must be established immediately with contractors, suppliers, or partners as to who the Pembina spokespersons are. Other Pembina employees must not answer reporter's questions, but instead refer them to the Public Information Officer.

5.4.1 Public Information Dissemination

Information will be disseminated to the public at the onset of and during an incident.

To the Affected Public at the Onset of an Incident

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

To the Affected Public during an Incident

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

To the General Public during an Incident

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

This page intentionally left blank

6.0 ALL HAZARDS

In addition to this Emergency Response Plan (ERP), through the initial notification and emergency call-down protocols, responders have access to Subject Matter Experts (SMEs) and several supporting documents including, but not limited to, the following:

- Crisis Communications Plan
- Pembina CEOC Activation Procedure Manual
- Public Awareness and Damage Prevention Plan
- Security Response Plan
- Spill Contingency Plan
- WCSS Oil Spill Contingency Manual
- SDS database (formally MSDS)
- Wildlife Plan
- Environmental Sensitivities Plan
- Waste Management Plan
- Industrial Wildfire Plans
- Radiation Safety Policy & Procedures Manual

Mitigation and Leak Detection

Pipeline routes are chosen to avoid geologically unstable areas and to minimize environmental impact. To further mitigate the risk and impact of an incident, pipelines are designed so that they can be safely shut down and that segments can be isolated by installing block valves at strategic intervals along the system. Where appropriate, extra safety precautions such as increasing pipe wall thickness or depth-of-cover are undertaken to help mitigate risks.

Qualified Inspectors oversee all phases of pipeline construction. Each weld is assessed using appropriate technology to ensure that they are sound, and prior to installation, Pembina coats the entire external surface of our pipelines with materials that are specially designed to safeguard against environmental damage and corrosion. In addition, as part of pipeline operations, a very low-voltage electrical current, called cathodic protection, is applied to the external surface of the pipeline which further protects the pipe from external corrosion. Once construction is complete, above-ground warning signs are erected to clearly mark pipeline rights-of-way so that the risk of third-party damage to the below-ground pipeline is minimized.

Pembina's Operators monitor our pipeline flow and leak detection software 24 hours a day, 365 days per year. Through our integrity management program, we use in-line inspection technologies such as magnetic flux leakage to detect corrosion and ultrasonic devices to detect cracks. Our extensive geotechnical database is designed to help minimize integrity hazards associated with ground movement and watercourse channeling.

6.1 Environmental Spill – Oil/Hazardous Chemical

Reporting guidelines can be obtained by contacting Pembina subject matter experts for environment.

In the event of an LVP release to the environment, detailed response procedures can be found in the Corporate Spill Contingency Plan and Area Response Plans (ARPs).

What is done in the first few hours of a leak or spill is critical to the success of the response. Containment/recovery efforts focus on minimizing the effects of the spill on the surroundings. Should it become apparent that the entire spill cannot be contained; procedures for the protection of sensitive areas will be considered.

- Sound the alarm and call for assistance.
- Assess the situation to determine the problem, extent and action required.
- Review the SDS for instructions on personal protective equipment and cleanup.
- Ensure personal safety. Don appropriate personal protection equipment.
- Notify Immediate Supervisor who will notify SPCC if required, provide known information.
- Contain/berm/dyke the spill so it will not spread further and limit impact.
- Establish location of failure and isolate leak.
- Shut in the source of the release, if possible.
- Shut down and de-pressurize facilities, if required.
- Estimate the quantity of spillage, and rate of escape.
- Request equipment from Western Canadian Spill Services, if required.
- Contact emergency services if required (ambulance, fire, RCMP/Police, STARS).
- Cordon off the area to restrict access.
- Test for flammable or toxic vapor, if required.
- Eliminate all ignition sources, if safe to do so.
- Protect the public and shelter/evacuate if required (personnel, resident, transients).
- If minor spill clean-up using absorbents.
- If large spill implement the appropriate initial control and containment procedures.
 - Retain; let collect in natural low area or sump.
 - Isolate; deny entry via safe distance from spilled material.
 - Dike; make a small curb with dirt around spill.
 - Dam; build underflow dam for product that floats on water, overflow for product that sinks.
 - Divert; build small berm to change direction of flow.
 - Dilute; apply water to water soluble material.
 - Float materials above leak with water injection.
 - Foam; apply to large gasoline spill.
 - Suppress vapours with foam or water fog if applicable.
 - Absorb; applying absorbent pads to spill.
 - Transfer; remove product to new container.
 - Re-position; upright or roll and chock leaking container.
- Manage waste, contaminated clothing and equipment if unable to decontaminate.
- Decontaminate personnel if exposed to spill.
- Conduct cleanup and restoration procedures.

6.1 Environmental Spill – Oil/Hazardous Chemical – cont'd**Spill Assessment**

- Where is the location of the leak, type of release and volume released?
- How long has the spill been taking place?
- How to access the spill site, the source of the spill and recovery points.
 - What equipment is required? Is oil spill equipment (oil spill coop) required?
 - Where can spill responders park so as not to interfere with spill equipment? Minimize vehicular traffic as much as possible at the spill site.
- Is the spill contained or migrating? Which direction? How far can it go?
- If the spill is not contained, determine and prioritize the containment points and methods to be used.
- What lands will be affected (farm, brush, drinking water).
- What are the ground and weather conditions (snow, gravel, sand).
- Is there a fire or explosion hazard? What is the ignition source?
- Are there any areas deemed hazardous? If so, mark with flags.
- Are there any residences in the area whose water sources could be affected?
- What environmental sensitivity, wildlife and waste management plans, are needed?

Control and Containment

- Contain the spill prevent further environmental damage.
- Prioritize and organize containment points based on flow rates, sensitive receptors, and access (use current speed and boom angle requirements and deployment charts).
- Prevent a spill from entering any watercourse.
- If weirs are installed they should be able to handle large flow rates and surges.
- Activate spill control points, as necessary.
- Surface run off may have to be diverted from the spill site if wet conditions are present.
- Determine where bell holes or trenches would be most effective.
- Keep trenches shallow and narrow to prevent additional clean up.
- If digging trenches will drive the contamination down to the sub soil, establish surface structures for containment.
- Do not build dikes or trenches larger than required.
- Let product collect in natural low area or sump.
- Build an underflow dam for product that floats on water, overflow for product that sinks.
- Apply fog spray to disperse a chlorine cloud.
- Apply water to water soluble material to dilute it.
- Float materials above leak with water injection.
- Apply Foam to a large gasoline spill.
- Suppress vapours with foam or water fog if applicable.
- When containing a spill under ice, attempt to:
 - Determine location of the spill material under the ice.
 - Bring the oil to the surface of the water.

6.1 Environmental Spill – Oil/Hazardous Chemical – cont’d

6.1.1 LPG Spill

Note: Member reference numbers and phone numbers have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Pembina is a member of Emergency Response Assistance Canada (ERAC). ERAC acts on behalf of Pembina to develop, submit, update, and respond to the requirements of the Pembina Emergency Response Assistance Plan (ERAP) submitted to and approved by Transport Canada. ERAC provides a network of experienced, trained Technical Advisors, Remedial Measures Advisors, and Response Teams who respond to rail, road, and stationary tank Liquefied Petroleum Gas (LPG) emergencies and Flammable Liquids rail transport emergencies.

For LPG incidents (road, rail, and stationary tanks), ERAC’s scope of work includes technical advice, containment, transfer, flaring, and purging. For flammable liquids incidents (rail transport), ERAC’s scope of work includes technical advice, containment, confinement, transfer, and fire suppression.

ERAC will respond to rail, road, and stationary tank incidents involving **flammable gases** (Class 2.1) including:

▪ Propane	UN 1978	All of which may also be placarded and transported as UN1075 Liquefied Petroleum Gas (LPG)
▪ Butane	UN 1011	
▪ Propylene	UN 1077	
▪ Butylene	UN 1012	
▪ Isobutane	UN 1969	
▪ Isobutylene	UN 1055	
▪ Butadiene 1.3 (stabilized)	UN 1010	

6.1 Environmental Spill – Oil/Hazardous Chemical – cont’d

6.1.1 LPG Spill – cont’d

Note: Member reference numbers and phone numbers have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Response

Contact Incident Commander (On-Call Area Supervisor) and inform of the incident.

For transportation related incidents:

- Activate the ERP.
- Contact ERAC
- Provide the following information:

<ul style="list-style-type: none"> ▪ Pembina Plan Reference 	<ul style="list-style-type: none"> ▪ Environmental and climatic conditions
<ul style="list-style-type: none"> ▪ Name & telephone number 	<ul style="list-style-type: none"> ▪ Container information, e.g., tank type, size and status of tank (damaged, leaking, etc)
<ul style="list-style-type: none"> ▪ Location 	<ul style="list-style-type: none"> ▪ ERAP No. from shipping document
<ul style="list-style-type: none"> ▪ Incident Location 	<ul style="list-style-type: none"> ▪ Consignor
<ul style="list-style-type: none"> ▪ Incident type/description 	<ul style="list-style-type: none"> ▪ Carrier
<ul style="list-style-type: none"> ▪ Injuries 	<ul style="list-style-type: none"> ▪ Company responsible for tank
<ul style="list-style-type: none"> ▪ Road or rail shut down 	<ul style="list-style-type: none"> ▪ Name and contact number of Pembina Incident Commander
<ul style="list-style-type: none"> ▪ Evacuation of public required or underway 	

The following identify the responsibilities of the ERAC and Pembina Pipeline when there is an LPG emergency and the ERAP has been activated:

- Security at accident site – First responders; then ERAC on arrival
- Technical advice to first responders – ERAC;
- Conduct site assessment to identify hazards – ERAC
- Implement emergency response procedures outlined in ERP – ERAC
- Conduct formal accident assessment – ERAC
- Notify appropriate regulatory authorities – Pembina
- Contact/evacuate local residents – Pembina
- Transfer dangerous goods from damaged containment – ERAC
- Provide replacement means of containment for dangerous goods – Pembina
- Conduct media related tasks – Pembina
- Conduct post-accident review – ERAC
- Provide transportation to incidents that cannot be accessed by land – Pembina

6.1 Environmental Spill – Oil/Hazardous Chemical – cont’d

6.1.2 Crude/Condensate Rail Incident

Note: Member reference numbers and phone numbers have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

Pembina is a member of Emergency Response Assistance Canada (ERAC). ERAC acts on behalf of Pembina to develop, submit, update, and respond to the requirements of the Pembina Emergency Response Assistance Plan (ERAP) submitted to and approved by Transport Canada. ERAC provides a network of experienced, trained Technical Advisors, Remedial Measures Advisors, and Response Teams who respond to rail, road, and stationary tank Liquefied Petroleum Gas (LPG) emergencies and Flammable Liquids rail transport emergencies.

For LPG incidents (road, rail, and stationary tanks), ERAC’s scope of work includes technical advice, containment, transfer, flaring, and purging. For flammable liquids incidents (rail transport), ERAC’s scope of work includes technical advice, containment, confinement, transfer, and fire suppression.

ERAC is Pembina’s provider of emergency preparedness and response for rail transportation incidents. If a railcar(s) derailment occurs that causes a leak, the car to flip on its side, or poses a safety or environmental threat, the following actions shall be taken:

Response

Contact Incident Commander (On-Call Area Supervisor) and inform of the incident.

- Activate the ERP
- Contact ERAC
- Provide the following information:

<ul style="list-style-type: none"> ▪ Pembina Plan Reference 	<ul style="list-style-type: none"> ▪ Environmental and climatic conditions
<ul style="list-style-type: none"> ▪ Name & telephone number 	<ul style="list-style-type: none"> ▪ Container information, e.g., tank type, size and status of tank (damaged, leaking, etc)
<ul style="list-style-type: none"> ▪ Location 	<ul style="list-style-type: none"> ▪ ERAP No. from shipping document
<ul style="list-style-type: none"> ▪ Incident Location 	<ul style="list-style-type: none"> ▪ Consignor
<ul style="list-style-type: none"> ▪ Incident type/description 	<ul style="list-style-type: none"> ▪ Carrier
<ul style="list-style-type: none"> ▪ Injuries 	<ul style="list-style-type: none"> ▪ Company responsible for tank
<ul style="list-style-type: none"> ▪ Rail shut down 	<ul style="list-style-type: none"> ▪ Name and contact number of Pembina Incident Commander
<ul style="list-style-type: none"> ▪ Evacuation of public required or underway 	

6.2 Gas/Hazardous Product Release

Reporting guidelines can be obtained by contacting Pembina subject matter experts for environment.

Response

- Evacuate and isolate the area.
- Sound the alarm.
- Notify Immediate Supervisor, provide all known information.
 - What happened?
 - Any known injuries.
- Call for assistance, as needed.
 - Backup personnel.
 - Emergency Services.
 - Response specialists.
- Assess the situation and identify additional hazards.
 - Consider the possibility of an explosion.
- Ensure personal safety. Don appropriate personal protection equipment.
- If safe to do so, determine how to respond to any persons injured or trapped.
 - Treat and/or evacuate injured.
- Account for all personnel on site.
 - Establish personnel accountability system for onsite responders.
 - If safe to do so, conduct search and rescue procedures for anyone missing.
- If safe to do so, shutdown, isolate and depressurize and/or contain the release.
- Initial monitoring for toxic or explosive gas mixtures.
- Notify required regulatory agencies and confirm the Level of Emergency.
- Notify local authorities and health authorities, as required.
- Initiate public protection measures in the EPZ, as required.
 - Site Isolation.
 - Air monitoring.
 - Shelter-In Place.
 - Evacuation.
- In the event a LPG / NGL liquid release, allow liquids to evaporate and disperse.
- If an evacuation has occurred, set up a Reception Centre and address evacuee needs and concerns.
- Coordinate evacuation beyond EPZ with the local authority, if required.
- Notify RCMP/Police and provincial/state highway authorities for approval to close and detour municipal and/or provincial/state highways.
- Request a Fire Hazard Order, Closure Order or NOTAM from the regulatory agency, if needed.
- Develop an Incident Action Plan.

6.2 Gas/Hazardous Product Release – cont'd

For a sour gas release:

- Prepare for ignition. Place an Ignition Team on standby, or activate if ignition criteria is met.
- Continue air monitoring for H₂S/SO₂ after ignition takes place.

For all large product spills contained inside a diked area:

- If safe to do so, isolate source of spill.
- Do not walk into a product contaminated area.
- Shut off and/or remove sources of ignition.
- Warn people in the immediate vicinity and down wind.
- Notify Immediate Supervisor.
- Apply film forming firefighting foam on the spill area to suppress vapours, if available.
- Test the area for explosive atmosphere with explosion meter, if spilled material is flammable.
- Flush spilled material to water treatment facilities.
- Use vacuum trucks to remove pools of spilled material if safe to do so.
- Ensure required internal and government agency notifications are complete.

If there is a spill/release into a tank farm where tanks have heaters and fire tubes:

- Shutdown equipment.
- Eliminate ignition sources:
- Be aware of indirect heat from the fire tubes

H₂S and SO₂ exposure tables are located in the in Appendix 2

6.3 Fire / Explosion**Response**

- Sound the alarm (vehicle or equipment horn); notify Supervisor.
- Alert others to the situation; evacuate if required.
 - Deny or restrict access.
- Ensure appropriate personal protective equipment is worn based on the hazards.
- Call for assistance, as needed.
 - Industrial Firefighting service providers.
 - Emergency Services.
 - Backup Personnel.
 - Response Specialists.
- Perform any rescue when it is safe to do so.
- Complete a visual hazard assessment; assess for further hazards (e.g., subsequent explosions from chemical storage areas, gas migration).
- Remove combustible materials and equipment from threatened areas if possible.
- Shut off source of the fuel and other energy sources if applicable.
- Isolate the area, and allow fire to burn out or try to extinguish fire if safe to do so.
- Guide fire-fighting personnel to the scene.
- Internal investigation will be conducted and submitted to Pembina Site Supervisor.
- Perform investigations with any appropriate regulatory agencies and insurance companies.
- Institute cleanup and recovery activities.
- Ensure all extinguishers are recharged after the fire.

6.3 Fire / Explosion – cont'd

6.3.1 Storage Tanks and Vessel Fires

In accordance with the Canadian Environmental Protection Act site specific Environment Canada E2 Plans are prepared and registered for all storage facilities with reportable volumes.

Site Specific Supplements include the following information:

- Facility and Substance Information
- Potential Consequences
- Characteristics of Location
- Preventative measures
- Employee Certification and Training
- Preparedness
- Recovery
- Reporting Requirements
- Plot Plans
- SDS

6.4 Medical Emergencies

Response

This section has been developed to address the requirements and methods of dealing with an emergency medical situation which requires more than basic first aid and most likely transport of an injured or sick worker to hospital.

- Ensure personal safety.
- Complete a visual hazard assessment of the incident scene.
- Assess the situation and identify additional hazards.
 - Vapour and ignition hazards.
 - Electrical hazards.
 - Dangerous liquids hazards.
 - Fire or explosion hazards.
- Contact Supervisor for notification and assistance.
- Sound the emergency horn/alarm; activate emergency shutdowns, if required.
- Evacuate the immediate danger area.
- If an oxygen deficient or toxic atmosphere is suspected, wear SCBA, or SABA.
- Approach the victim and check for life signs.
- Remove victim from the area if safe to do so.
- Reassure the injured person; give first aid according to your level of training.
- Conduct first aid within qualification limits until a health care professional takes over.
 - Administer resuscitation if required.
 - Administer CPR if required.
- Notify Medical Aid as required (ground or air ambulance)
 - Give your name and surface location.
 - Describe the injuries and assistance required.
 - Ask what response is coming and when.
 - Advise the Medics of any hazards in the area.
 - Provide directions; send someone to meet the ambulance and guide it to the site.
 - Stay on the line until you receive clearance to hang up.
- A crew vehicle should be sent to the nearest road crossing to await and direct incoming medic.
- When the medic(s) arrive on site, they will assume assessment and treatment. Crew first aiders should continue to support and help the situation by supporting the medic(s).
- The patient may be loaded into the emergency transport vehicle and taken to a landing zone to meet with an incoming helicopter, intercepting ambulance or directly to hospital.
- Inform other people on site of the situation status.
- For injury or medical evacuation, notify the next of kin as to status and hospital that will receive the injured (prepared statement). All fatality reporting through RCMP/Police.
- Ensure the incident site is not disturbed for any required investigations

Work at the scene of an injury or fatality may not be resumed until permission has been obtained from the Medical Examiner's Office, the police, and appropriate provincial/state Occupational Health and Safety Department.

6.4 Medical Emergencies – cont'd

6.4.1 STARS / Air Ambulance Activation

The Shock Trauma Air Rescue Society (STARS) Emergency Link Centre (ELC) is a 24 hour emergency medical communications centre that offers timely information to emergency service providers for critically ill and injured patients as well as a range of services for industry partners. The STARS Emergency Link Centre is not a replacement for 911 services or onsite medical services. Registering a site with the STARS Emergency Link Centre complies with Workplace Health & Safety Guidelines (WH&S), but does not replace the WH&S requirement for a Transportation Plan and does not guarantee that STARS, or any other helicopter, will fly to your location. This decision is based on location, severity of injuries, weather and aircraft availability.

For STARS activation, call STARS Emergency Link Centre at 1-888-888-4567.

Have the following information available:

- Contact name and phone number
- Site number (if registered) or location of occurrence (legal land description / GPS coordinates, geographical description or distance to closest town).
- Nature of incident.
- Pertinent weather conditions.

A Communication Specialist will verify this information and will immediately connect all other partners in the public safety system into the same conversation.

The Communication Specialist will also ask a series of questions about the patient's condition, and may conference in an emergency Transport Physician to make patient transport decisions.

Modes of transport may include:

- Ground ambulance
- STARS helicopter with medical crew
- Fixed wing air ambulance with medical crew
- Private helicopter

STARS® Site Number _____
 Location _____

Remote Site Landing Zone Reference Card

**In the event of a SITE EMERGENCY
 PHONE the STARS Emergency Link Centre®**

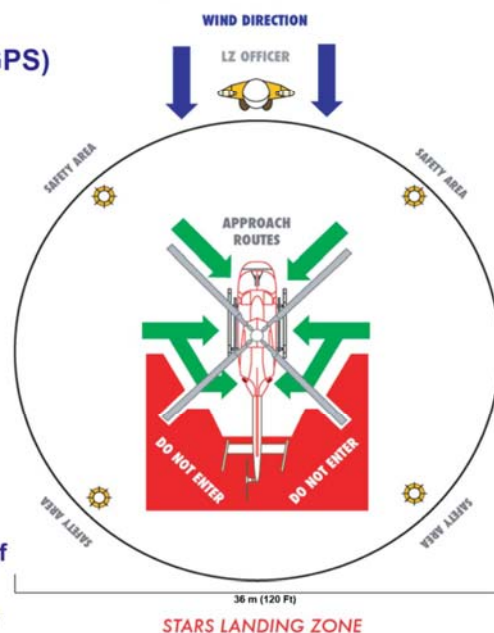
TOLL FREE 1-888-888-4567 OR DIRECT 403-299-0932

BE PREPARED WITH THE FOLLOWING INFORMATION

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

SAFETY GUIDELINES

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



PRE-LANDING CHECKLIST

The STARS Emergency Link Centre will require the following information from the site:

TERRAIN
 level or sloping
 type of surface
 dust, loose snow,
 rocks, bushes,
 stumps, etc.

LANDING ZONE MARKINGS
 4 turbo flares
 4 road flares / strobes
 4 reflective flares
 4 highway cones (days only)
 extra strobes/flares/cones
 on upwind side

HAZARDS
 signs
 vehicles
 trees
 equipment
 wires

6.5 Serious Vehicle Collision

Response

- Pull over; stop your vehicle; apply the emergency brake.
- Turn on your emergency flashers.
- Notify your Supervisor/Field Office/Plant of the accident before going to investigate the possibility of injuries.
- Give your name, cell phone number, and surface location.
- Describe the incident: number of vehicles, type, and possibility of injuries if known.
- Request any other Pembina or contract vehicles in the area be sent to assist and set up roadblocks if necessary.
- Assess the situation for present hazards. Pay careful attention to fuel leaks.
- Turn off vehicles.
- Do not attempt a rescue if it requires you to endanger your own life. CAUTION: If the vehicle is transporting any kind of product, a fire or toxic atmosphere could occur.
- Go to the vehicles and assess the injuries of the occupants; if they are severe in nature or they are trapped, return to your vehicle and phone for, or request your Supervisor/Field Office/Plant phone to dispatch ambulances.
- Give a short description of the injuries, number of people involved, and equipment that may be required if they are trapped.
- Return to the accident victims and carry out first aid.
- Conduct first aid within qualification limits until a health care professional takes over.
 - Administer resuscitation if required.
 - Administer CPR if required.
- Remember to aid those not breathing first and those that are bleeding second.
- DO NOT move victims with possible spine or neck injuries unless a fire or other hazard is present.
- If a fatality has occurred do not move the victim; leave the accident scene undisturbed for investigation by the RCMP/Police.

6.6 Notification of Next of Kin

Death is never to be presumed and first aid must be administered, by trained personnel, until relieved by a health care professional. Notification of a fatality does not occur until the casualty has been pronounced dead by a medical doctor or medical examiner. Under no circumstances are the names of casualties or missing persons to be released before the next of kin are notified. No telephone or radio discussion is to take place regarding the name(s) of the injured.

In the case of an incident that results in the death of, or serious injury to, a Pembina employee or contract person, or where a Pembina employee or contract person is missing, it will be the responsibility of the Incident Commander or Management appointed individual to ensure the immediate family is notified in coordination with, and following approval from, the applicable policing agency.

If the incident involves contract personnel, the Incident Commander will inform the contractor's management who, in turn, will be responsible for assisting police in notifying the next of kin.

If the incident involves a member of the public, the police will notify the next of kin.

Prior to notification:

Ensure you have approval from the appropriate policing agency to notify the next of kin.

- Triple check the victim's identity before notifying the family.
- Confirm the relationship of the victim to the relative being notified.

When carrying out the notification:

- Identify the time and location of the accident and the current location of the casualty.
- Provide the relatives with as much factual information as possible.
- Offer assistance, such as transportation, if necessary.
- Leave your name and telephone number with the family members.
- Advise the family that a senior Pembina Representative will be contacting them to discuss any immediate and future needs.
- Ensure that notified individuals are not left alone.

Following an incident where a fatality or serious injury has taken place, government agency representatives will probably carry out an investigation into the cause of the injury/fatality. After presenting their credentials, these representatives should be given full cooperation in the execution of their duties.

Work at the scene of an injury or fatality may not be resumed until permission has been obtained from the Medical Examiner's Office, the police, and appropriate provincial/state Occupational Health and Safety Department.

6.7 Bomb Threats

Note: Procedures that directly impact the security of personnel, response equipment, or operations have been removed from the publicly posted version of the Emergency Response Plan (ERP).

6.8 Facility Searches

Note: Procedures that directly impact the security of personnel, response equipment, or operations have been removed from the publicly posted version of the Emergency Response Plan (ERP).

6.9 Suspicious Packages

Note: Procedures that directly impact the security of personnel, response equipment, or operations have been removed from the publicly posted version of the Emergency Response Plan (ERP).

6.10 Power Line Contact

Contacting an overhead power line with a high load, machine or due to a pole knock down can have deadly consequences for the operator as well as others working in the immediate area. The following instructions can save your life if your vehicle or machine contacts an overhead power line.

- Stay on the machine.
- Ask someone to immediately contact electrical company to isolate the line. Even when the line appears isolated, system breakers can reactivate the line up to three times without warning, therefore the electric company must confirm the line is actually safely isolated.
- If there is an emergency, such as an electrical fire, and you need to leave the equipment, jump as far away from the equipment as possible landing on two feet. Do not allow any part of your body to touch the equipment and the ground simultaneously. Shuffle away from the machine to stay grounded
- Once you get away from the equipment, never attempt to get back on or even touch the equipment. Many electrocutions occur when the operator dismounts and, realizing nothing has happened, tries to get back on the equipment.

6.11 Extreme Weather

Response

- Assess the situation and identify additional hazards.
 - Thunder and/or lightning.
 - Strong winds.
 - Tornado Warnings/Alerts.
- Ensure personnel safety.
 - Shelter-In Place and/or evacuation, as needed.
- Isolate area and deny or restrict entry.
- Call for assistance, as needed.
 - Backup personnel.
- Shut in and isolate threatened wells or facilities.
- Isolate product storage tanks.
- Shut in producing wells and pipelines upstream of a threatened facility.
- Notify Immediate Supervisor, provide all known information.
- Account for all personnel on site.

To be prepared for any type of extreme weather conditions:

- Keep up-to-date with the weather conditions;
- Be prepared in the event of a power failure;
- Be aware of weather warnings issued by municipal authorities;
- Have proper attire, particularly in winter.

Electrical Storm

Summer is the peak season for thunderstorms. You are in danger from lightning if you can hear thunder. Lightning often strikes from as far away as 10 miles from rainfall.

- When lightning is seen or thunder is heard quickly move into a hard topped vehicle or a grounded building.
- Park your vehicle away from trees and other tall objects.
- Avoid contact with corded phones
- Avoid contact with electrical equipment or cords.
- Beach all watercraft until lightning has subsided
- Avoid contact with plumbing. Do not wash your hands.
- Apply the 30 minute rule: 30 minutes from the start of seeing lightning to the last time that lightning is seen.

Heat

Heat stress happens when hot working conditions have the potential to harm a worker.

There are two levels:

- 1) Non-life threatening - includes conditions such as dehydration and heat exhaustion
- 2) Life-threatening - heat stroke (a condition during which the body is unable to regulate its temperature)

If a worker shows signs or reports symptoms of heat stress, the worker must be removed from the hot environment and treated by an appropriate first aid attendant or physician.

6.12 Search and Rescue / Working Alone

6.12.1 Search and Rescue

- Assess the situation and identify potential hazards.
- Call for assistance, as needed.
 - Emergency service providers.
 - Backup personnel.
- Notify Immediate Supervisor, provide all known information.
- Identify the area to be searched.
- Ensure personal safety. Don appropriate personal protection equipment.
- Identify appropriate communication channels and procedures including:
 - Line of site.
 - Radio contact.
- Ensure appropriate air monitoring is taking place, if needed.
- Divide the search area into segments using the grid system.
 - Each segment or grid section should be swept at the same time to maximize on the time required to locate the missing person.
- Upon discovery of the missing individual administer first aid, if needed.
 - Request medivac transportation, if needed.
- Update your Immediate Supervisor of the situation.
- Notify all members of the search and rescue team.

6.12.2 Working Alone – Missed Check-In

All Pembina employees, who are working alone, should have the ability to contact other persons who could initiate response actions in the event that assistance is required. In these circumstances, a check-in system must be established that includes a set time interval.

If contact is not made at the predetermined time, then the individual, who was to receive the check in report, will attempt to make contact with the person working alone and failing that, will initiate actions to locate the worker who failed to check in.

If an employee has failed to check-in:

- Notify your Immediate Supervisor.
- Organize and dispatch search teams.
- Refer to section 6.12.1 Search and Rescue.

6.13 Working in the Dark

During emergencies, it is often required to work around the clock to get the situation under control. The following information should be considered and followed:

- Analyze the worksite to determine what hazards could potentially arise to harm employees or the public. Try to plan ahead by taking note of blind spots, tripping or falling hazards and dangerous equipment.
- Find and mount signage at sites where it is necessary to advise people of potential hazards, e.g., explosive materials, heavy traffic, falling rocks. Mount signs securely on equipment that the company uses.
- Identify equipment functions that should be used by the operator so that everyone remains safe. Some equipment now comes with rear vision video systems or object detection systems that will alert the operator when they are getting close to an object.
- Obtain copy of required lighting standards and regulations. Determine the light requirements, such as equipment-mounted lights, hard hat lights, lights mounted on poles or cranes, etc. Ensure that your lighting requirements comply with government standards to keep employees and contractors safe.
- Determine traffic patterns by going to site and determining which roads are busiest and which are slowest. Design work flow of job so that workers aren't exposed to traffic when crossing from one part of the job to another.
- Keep workers and equipment separated. Identify the safest routes for workers to move equipment and put up signs to indicate high traffic areas. This way workers are aware of moving vehicles and equipment.
- Contact the local police to determine if they can assist by controlling the public traffic on the roadways, to keep workers safe on the site. If not, assign a spotter each night, and inform him where and how the traffic needs to be managed.
- Establish safety protocols by conducting weekly safety meetings for all employees. Advise employees of proper personal protective equipment and how to use it. Provide visual examples of the signs at the work site; tell them what they mean so they understand how the equipment is marked.
- Teach Supervisors how to recognize if someone comes to work too tired to function well. Exhausted workers will not perform at their best and may even make simple mistakes because they cannot think clearly. Workers who are on the night shift have to be alert.
- Establish a buddy system at the beginning of every night shift before the workers head out to the site. Create teams of two or more workers who look out for each other while on the job.

6.14 Radiation Incidents

6.14.1 Initial Response

The 24 hour Pembina 1-800-360-4706 emergency response number is posted on all warning signs for the company radiation devices (nuclear densitometers). If there is a problem, callers will contact the SPCC who will then notify the Corporate Radiation Safety Officers (RSO) and the Site Radiation Safety Officer.

It is important that these procedures be followed. The devices are held under license from the Canadian Nuclear Safety Commission (CNSC) who set strict conditions. These include the immediate response to incidents, control of the situation, reporting of these by the RSO and documentation of the response. Refer to the Radiation Safety Policy & Procedures Manual for additional information.

6.14.2 Damaged Radiation Device Source Holder

Note: Procedures that directly impact the security of personnel, response equipment, or operations have been removed from the publicly posted version of the Emergency Response Plan (ERP).

6.14.3 Personnel Contaminated with Radioactive Material

Radioactive contamination is possible if the nuclear gauge is extremely damaged. This requires outside resources. Ensure contaminated personnel are segregated until qualified medical or radiation protection help arrives.

Survey the body with the radiation contamination survey meter. If a radiation intensity greater than background is present:

- Remove the outer layers of clothing to remove any gross contamination. Isolate the clothes by placing them in a container or bag. Re-survey the person.
- If radiation levels exceed background, immediately flush the contaminated surface with lots of water.
- Seek qualified medical assistance immediately when the skin cannot be cleaned properly.

6.14.4 Redacted

Note: Procedures that directly impact the security of personnel, response equipment, or operations have been removed from the publicly posted version of the Emergency Response Plan (ERP).

6.14 Radiation Incidents – Cont’d.

6.14.5 Radiation Device Exposed to Fire

The first priority is to bring the fire under control. The radiation device construction consists of typically a lead or steel shield surrounded by a steel outer housing. The radiation intensity at a distance further than 5 metres from the radiation device will not cause firefighting personnel to receive a radiation dose in excess of the annual radiation dose allowed for the general public. The following steps should be taken when dealing with a radiation device exposed to fire.

- Bring the fire under control.
- If feasible and the situation allows for it, spray water on the outer steel housing of the radiation device to keep it cool and to prevent the shielding from melting.
- Remain at a distance of 5 metres or further until a radiation survey has been made of the area surrounding the radiation device.
- Do not move closer to the radiation device until it has been declared safe by the RSO.
- After the fire has been extinguished follow the steps outlined in 6.12.1.

6.14.6 Actions to be taken by the RSO

After any incident that has affected a radiation device, the RSO shall carry out the following:

- Provide the CNSC with a verbal report of what has happened and what action is being taken to correct the problem.
- As soon as possible and no later than twenty one (21) days, submit a written report to the CNSC describing the incident. Include with the report the following:
 - Radiation dose received by personnel.
 - Radioisotope and amount of radioactivity involved.
 - Levels of radioactive contamination encountered.
 - Success of decontamination procedures.
 - Final contamination survey results.
 - Fate of the nuclear gauge.
 - Cause of the incident and steps taken to prevent a similar incident occurring.

6.15 Wildfire Response



PUBLIC INFORMATION OFFICER:

- Provide timely information to the Calgary PIO

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 to maintain necessary operations. Direct wildfire mitigation efforts (e.g. asset protection)
- Continue to assess and report to IC ongoing operating activities in order to minimize risk to personnel and equipment
- Liaison with On-Site Operations regarding shutdown strategy
- Direct safe shutdown procedures based on WHZ
- Support Logistics Section Chief as necessary
- Assign Staging Area Manager to assist transportation requirement as required

SAFETY OFFICER:

- Conduct/Update and maintain Fire Watch
- Assess/monitor safety hazards or unsafe conditions. Develop measures to ensure the safety of response personnel.



PUBLIC PROTECTION BRANCH DIRECTOR:

- Direct personnel / public safety related response activities
- Establish Air Monitoring crew, continue to monitor wind direction and quality
- Establish monitor egress routes
- Ensure evacuation of all persons based on WHZ strategy
- Report to Operations Section Chief and/or Incident Commander

6.15 Wildfire Response

6.15.1 Wildfire Hazard Zone (WHZ) Chart

Determine thresholds during active wildfire season

<p>Alert – _____ km or greater</p>	<ul style="list-style-type: none"> • Maintain Fire Watch • Update Fire Watch Map and status board • Establish operational thresholds • Establish operational requirements monitoring necessary access and deliveries to location/sites
<p>WHZ Level 1 _____ to _____ km</p>	<ul style="list-style-type: none"> • Establish Incident Command Post • Assign site wide Emergency Response Team roles • Monitor egress and security head count procedures daily • Maintain contact with Provincial Fire Service/Agency • Contact SPCC to standby or initiate Corporate EOC • Monitor air quality (SEE CHART BELOW) • Establish evacuation strategy considering non-essential personnel, sensitive individuals with health issues • Inventory all resources and equipment • Prepare staging areas • Monitor road conditions and egress routes
<p>WHZ Level 2 _____ to _____ km</p>	<ul style="list-style-type: none"> • Full activation of Emergency Response Plan • Update Corporate EOC • Maintain contact with Provincial Fire Service/Agency • Initiate evacuation strategy • Initiate shutdown of all non-essential operations • Continue to monitor air quality (SEE CHART BELOW) • Initiate mitigation strategy (asset protection)
<p>WHZ Level 3 ___ km or less</p>	<ul style="list-style-type: none"> • Update Corporate EOC • Maintain contact with Provincial Fire Service/Agency • Initiate full evacuation strategy • Initiate shutdown of all operations • Ready all equipment for safety
<p>Evacuation criteria may be based on air quality and initiated sooner than the distances above.</p>	

Wildfire Reporting Forms –

6.15 Wildfire Response

6.15.2 Air Quality Estimation – Shelter/Evacuation Considerations

In areas without continuous particulate matter (PM) monitoring (Air Quality Health Index), particle levels can be estimated using a visibility index. This is a quick and effective means of assessing air quality because smoke concentrations can change quickly and vary over short distances.

To estimate particulate matter concentrations that are potentially harmful using a visibility assessment:

1. Face away from the sun
2. Look for landmarks at known distances
3. Determine a visibility range – limit where high contrast objects disappear (building, mountain)
4. Estimate visibility range in kilometers
5. Use the table to identify suggested health considerations and safety actions

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

**the concentration of an air pollutant (e.g. particulates less than 2.5 microns in diameter – PM2.5) is given in micrograms (one-millionth of a gram) per cubic metre air or ug/m3.*

This method of estimation only applies in dry air conditions.

Carbon Monoxide Levels

Carbon Monoxide is generally less of a threat to health during a wildfire than particulates. However, it can pose a serious threat when sheltering in enclosed spaces. It has no color, odour or taste; therefore having a carbon monoxide detector will warn workers of dangerous levels.

6.15.3 Recommended Wildfire Air Quality Response Actions

Air Quality Category	Health Messages for at risk personnel	Health Messages for other	Recommended Actions
Good	Continue with usual outdoor activities	Ideal air quality for outdoor activities	Be aware of forecast (current, daily, tomorrow)
Moderate/unhealthy for sensitive groups	Reduce or reschedule prolonged strenuous activities and limit time spent outdoors	Be aware of health effects of smoke and related symptom	Advise workers about: health effects of smoke, related symptoms and ways to reduce exposure If event may be prolonged, evaluate and notify possible cleaner air shelter sites and prepare evacuation plans for at risk personnel
Unhealthy	Avoid prolonged, strenuous activities and stay indoors if possible	Reduce or reschedule prolonged strenuous activities outdoors, especially if you experience symptoms	Consider cancelling non-essential outdoor activities. Restrict or eliminate access to site by others. Consider the distribution and use of respirators and masks.
Very unhealthy	Avoid all strenuous activities and stay indoors if possible	Avoid prolonged strenuous activities and stay indoors if possible	Consider having at-risk personnel go to designated shelter areas. Make preparations and take precautions against wildfire threats Consider the distribution and use of respirators and masks
Hazardous	Avoid all strenuous activities and stay indoors	Avoid all strenuous activities and stay indoors.	Restrict activities to the essentials Consider evacuation of at-risk or all personnel Make preparations and take precautions against wildfire threats Consider the distribution and use of respirators and masks

Adapted from Wildfire Smoke: a guide for public health officials: www.arb.ca.gov/smp/progdev/pubeduc/wfgv8.pdf



CORPORATE EMERGENCY RESPONSE PLAN

Note: Phone numbers have been removed from the publicly posted version of the Emergency Response Plan (ERP) for the protection of private or confidential information.

DATE/TIME

Wild Fire Reporting Form

CALLER

Name: _____
 Telephone Number: _____
 Company: _____
 Address: _____
 In the area because: Resident _____ Recreation _____ Work _____ Other _____

LOCATION OF FIRE

LSD _____ of section _____ Township _____ Range _____ W _____ Meridian
 Other description (GPS) _____

ON SITE INFORMATION

Fire is burning in the: Ground _____ -timber type? _____
 Agricultural land _____ -stubble, windrows, etc? _____ Other _____
 Rate of spread is: Not moving _____ -less than a normal walk. _____
 Fast _____ -more than a normal walk. _____
 Are there any people at the fire? Yes _____ No _____ Don't know _____
 Is Property threatened? Yes _____ No _____ Don't know _____
 Is road access available? Yes _____ No _____ Don't know _____
 If yes, how? _____
 Is water readily available? Yes _____ No _____ Don't know _____
 Any other observations? _____
 -Lightning, recreation, vehicles, children in area

SMOKE INFORMATION

Unable to see fire, only smoke visible:
 Color: Light Grey _____ Medium Grey _____ Dark Grey _____ Black _____
 Column: Intermittent _____ Scattered _____ Light _____ Heavy _____

FORESTRY CONTACTS

Forestry Field Centre: _____
 Field Centre Contact Name: _____
 Field Centre Contact Number: _____
 Forestry Division Industry Liaison: _____
 Forestry Industry Liaison Number: _____

7.0 TRAINING

Training is a continual process. Each employee and permanent contractor assigned duties in the emergency response organization must receive training so that he/she can perform those duties. Training sessions will ensure personnel are competent in emergency response procedures.

The training must cover the following areas;

- Roles and responsibilities during an incident
- General Emergency Response Plan familiarity
- Public protection measures used during an emergency
- Communication methods and processes (internal/external)

7.1 Plan Familiarization

Pembina employees and permanent contractors will be provided with an overview of the Emergency Response Plan on a regular basis. Each employee/ contractor will be given training in the scope and content of the Emergency Response Plan and their specifically assigned duties and responsibilities with respect to the plan. Each employee / contractor must be familiar with the authority that an assigned position carries.

7.2 Exercising / Testing

Emergency response exercises are intended to accomplish a number of purposes. They include:

- Validation of the plan
- Enhance communications within the plan
- Test communication systems
- Provide training on the execution of the plan
- Increase familiarity with the plan
- Increase confidence in the plan
- Maintain awareness of the plan within the Pembina organization
- Maintain familiarity of the plan with government responders and members of the public

Training and validation will occur in the form of various exercises. Responsibility for ensuring these exercising requirements are met rest with the Pembina Manager responsible for the area or facility. Additional details regarding the development, facilitation, participant evaluation, and after action reporting for these sessions is included in the standards set out in Pembina's Emergency Management Program (EMP).

7.3 Workshops / Seminars (USA Only)

Seminars provide presentations of new or current plans, resources, strategies, concepts, procedures or tactics. Workshops are designed to achieve a specific goal or build upon a policy or guideline (e.g. exercise objectives, standards, policies, plans, etc.)

7.4 Tabletop Exercises

Tabletop exercises are a classroom based group discussion of an emergency scenario where the group thoroughly works through the response without the pressures of following the timeline of an actual scenario. Discussions include reviewing elements of the ERP; problem solving a variety of potential event escalations and changing inputs, resource allocation, and response activities.

7.5 Communications Exercises

Communications exercises are designed to test the capabilities of the communications equipment; check the validity of emergency contact numbers, check to see that personnel can be contacted in a reasonable amount of time, and to practice communicating with other employees, command posts, the public and the media.

7.6 Functional Exercises (OGC/NEB/PHMSA)

A simulated emergency scenario allowing for participants to actively assume a response role and practice the tasks assigned that role. Participants may be separated into different office areas or locations to practice communication and reporting.

This type of exercise is designed to test the capability to respond to a simulated event, without moving people or equipment to a site. A functional exercise uses a scripted scenario, with timed messages and communications between the response team and simulators. It may also involve the use of simulated inputs into the command centre. These inputs provide Pembina personnel with issues or problems that arise as a result of the emergency scenario presented. Personnel have the opportunity to practice hands-on skills and work as a team. These exercises also include the elements of a communications exercise.

7.7 Full Scale/ Major Exercises

Activation of all or a portion of the plan(s) and procedures based on pre-determined scenarios that will include the mobilization of staff and response teams, and may include first responder agencies, industry, and their resources.

This requires significant time and resources to organize and stage. This type of exercise is designed to practice and validate first response practices, equipment handling, emergency communications and emergency management skills.

7.8 Exercise Requirements (AER/OGC/NEB/PHMSA/Environment Canada)

Exercise requirements are similar, but not the same, for each of the regulators.

AER:

- Tabletop **or** communications exercise held annually for each area ERP, except in a year when a major exercise is held
- Major, once every three years for each area Emergency Response Plan.

OGC:

- Tabletop, combined with a communications exercise, held annually for each area ERP, except in a year when a major exercise is held
- Major, once every three years for each area Emergency Response Plan.

NEB:

- One simulated emergency response exercise annually.
- Full scale involving all agencies identified in a company's liaison program every three years.

7.8 Exercise Requirements – cont'd

PHMSA:

- Tabletop exercise held annually for each area/system ERP, except in a year when a full scale exercise is held
- Full scale, once every three years for each area/system ERP.
- Whenever possible and appropriate, local emergency response agencies and regulatory representatives will be invited to participate and/or observe at the exercises.

Environment Canada - Canadian Environmental Protection Act (for registered storage sites):

- One simulated emergency response exercise annually for each registered site.
- Full-blown, operations exercise at least once every five years for each site.

7.9 Exercise Notifications

The appropriate AER Field Centre requires notification via the AER Data Dissemination System (DDS) 30 days in advance of an exercise to invite representatives to participate or observe.

An Exercise Notification Form (available on the OGC website) must be completed and sent to the e-mail address identified on the form. The OGC also requires a minimum of 30 days' notice.

The NEB and PHMSA should be notified via fax or email of any upcoming ERP exercises.

Local authorities, health services / authority, and other potentially engaged government departments or agencies should also to be invited to participate in or observe major exercises.

7.10 Record Keeping and Documentation

Records of all ERP reviews, role reviews, training sessions, and exercises are to be maintained. Documentation should include:

- Type of exercise held;
- Scope and objectives;
- Persons involved;
- Outcome;
- Lessons learned;
- Action plan, including timelines.

The AER and PHMSA requires that these records be kept for a minimum of three (3) years. Environment Canada requires that these records be kept for a minimum of five (5) years. The OGC and NEB do not specify a length of time to hold the records, but all regulators require they be available in the event of an audit or assessment.

This page intentionally left blank

8.0. POST INCIDENT CLEAN UP AND RECOVERY

8.1 Emergency Call Down

Once a situation improves, the decision to downgrade a Level 1, Level 2 or Level 3 emergency is made by the Incident Commander and the Emergency Operations Manager. This decision may be based on monitoring data, control/ containment of the situation, or reduced risk to the public or environment and is done **in consultation** with the energy regulator.

If there has been an evacuation, the health authority may also want to be included in the decision to return evacuees to their homes.

In Alberta the AER will consult other applicable government agencies and confirm with the licensee that the emergency downgrade or stand-down is appropriate.

Action Summary

- All response team members and on-site personnel, including contract personnel and emergency services will be notified of the change of status.
- All previous contacts including public, Government and industrial operators must also be notified.
- Maintain security of any evacuated area until it is deemed safe and all residents and workers have returned to their home or worksites. Provide assistance as required.
- Provide instructions for settlement of costs directly caused by the emergency. Ensure any claims are promptly processed.
- Prepare a media statement in coordination with the Regulator and provide to all those previously notified.
- Debriefing meetings with Pembina personnel, (e.g., insurance, legal, human resources) should be conducted.
- Arrange critical stress de-briefing if appropriate.
- Post-incident investigation procedures will be conducted, ensuring all activities are documented appropriately. All reporting requirements will be completed.

8.2 Community Relations

When an incident has resulted in a public evacuation, procedures will be followed when returning residents to their homes:

- Ensure residences are checked and ventilated before allowing residents to enter;
- Ensure transportation is available if required;
- Follow up with residents to answer any questions or address any concerns they have;
- Ensure all claims are promptly handled.

It may also be necessary to carry out additional community relations activities. These may include:

- Repair to any structures damaged by the incident;
- Clean up of debris;
- Meeting to inform the public about the cause of the incident, and what Pembina is doing to prevent a recurrence.

All information to the public will be managed by the Crisis Communications Team.

8.3 Critical Stress Debriefing

Employees who are present during traumatic events and those who must deal with the aftermath of such events may experience a range of physical and psychological reactions. These reactions have the potential to interfere with the individual's ability to function either at the scene or later.

Pembina will engage a contract medical consulting firm to complete debriefing if required. The debriefing should occur within 24 – 72 hours post incident when those affected are most open to help. When scheduling the debriefing, it is important to be flexible and sensitive to events and demands related to the incident.

The objectives of the debriefing are to:

- Minimize the severity and duration of the trauma.
- Normalize feelings and reactions.
- Acknowledge each individual's personal experience.
- Reassure that recovery is possible.
- Provide support.
- Provide information on crisis reactions and stress management.
- Refer those needing individual counseling.

8.4 Post Incident Clean-Up

After an emergency is controlled, the incident scene must remain undisturbed until an investigation has been completed. Before cleaning the site, the following must be considered:

- Investigation requirements, including pictures of the scene, forms used by emergency responders during the emergency, etc.
- Procedures (e.g., ICS Incident Action Plans), SDS
- Personal protective equipment for the crew,
- Contracting specialist cleanup services, if necessary,
- Restoration of the area(s) affected.

Once permission has been given for resumption of normal activities, obtain confirmation from the Investigation Team that initial investigation and evidence information is complete; proceed with clean-up; and restore any equipment/facilities.

8.5 Post Incident Investigation

Every emergency will be investigated based on the current Incident Investigation Program. The Incident Commander and Emergency Operations Manager will assist with the appointment of the investigation team (based on type and level of emergency). This team will include local operations staff, Emergency Management Team staff, management and technical specialists as required.

Where loss or damage to Pembina property or loss of revenue has occurred, evidence will not be disturbed until permission has been received from the Pembina insurance contact, the insurance company adjuster or any government agencies involved.

8.6 After Action Review and Post Incident Analysis

Debriefing the Response

Ideally debriefings begin as soon as the emergency phase of the operation is completed and before responders leave the scene. A debriefing should include the key players and should:

- Identify equipment damage and unsafe conditions requiring immediate attention or isolation for further evaluation
- Assign information-gathering responsibilities for a Post-Incident Analysis (PIA)
- Summarize the activities performed by each sector, including topics for follow-up
- Reinforce the positive aspects of the response
- Identify the person conducting the debrief and the date/time

8.6 After Action Review and Post Incident Analysis – cont'd

Post-Incident Analysis

A Post-Incident Analysis (PIA) is a detailed, step-by-step review of the response that took place as a result of the incident. The PIA is not the same as investigations conducted to establish the probable cause of the accident for administrative, civil, or criminal proceedings. Responsibility should be assigned to the appropriate individual or office to collect information about the response during the debriefing, from command post logs, incident reports, and/or eyewitness accounts.

The PIA should consider/utilize all the following:

- All maps, charts, and forms used in the response;
- A review of the events leading up to the incident;
- A review of all external notifications, including government agencies and area stakeholders;
- An evaluation of the safety procedures used;
- An evaluation of the communications between command posts;
- An evaluation of public relations efforts, e.g., website updates, media statements;
- An evaluation of the ERP, and how emergency responders executed their roles;
- An evaluation of any legal or environmental issues raised;
- A summary of all recommendations for follow-up.

Once all available data has been assembled key responders should verify that the details in the PIA have been accurately reported. The PIA should focus on the following:

- Command and Control – Was command established? Was appropriate Span of Control and Command and Control practices followed? Were response objectives communicated to the personnel expected to carry them out?
- Tactical Operations – Were the tactical operations implemented by emergency response personnel effective? What worked? What did not?
- Resources – Were the resources adequate for the job? Are improvements needed to apparatus and/or equipment? Were personnel trained to do the job effectively?
- Support Services – Were the support services received from other organizations adequate? What is required to bring support to the desired level?

8.6 After Action Review and Post Incident Analysis – cont'd

Critiquing the Response

The purpose of a critique is to improve response efficiency and address areas for improvement.

A critique should:

- Identify lessons learned and areas for improvement;
- Support continued training to improve skills and techniques;
- Identify gaps in resource needs;
- Promote pre-planning to improve confidence in the response process;
- Encourage cooperation through teamwork;
- Be communicated with parties that could benefit from the learnings.

8.7 Insurance/Legal

All requests for compensation and insurance claims should be forwarded to the legal department in the Calgary head office.

An emergency may adversely affect delivery agreements. This effect may be felt for an extended period of time, depending on the severity of the incident. An inability to operate may be as a result of injury to personnel, damage to the physical plant/pipeline, or government regulatory action.

8.8 Written Reports

All incidents are recorded in Pembina's Incident Reporting System. Reports may be selected for presentation to and review by Pembina's Executive Incident Review Panel.

Reports required by government regulations shall be prepared promptly, and with care, reporting only facts and expressing no opinion as to cause.

This page intentionally left blank

Appendix 1 - Activation Process Overview

Note: Procedures that directly impact the security of personnel, response equipment, or operations have been removed from the publicly posted version of the Emergency Response Plan (ERP).

Appendix 1 - Event Notification Procedure

Note: Procedures that directly impact the security of personnel, response equipment, or operations have been removed from the publicly posted version of the Emergency Response Plan (ERP).

Appendix 2 - Characteristics of H₂S and SO₂

Acute Health Effects of Hydrogen Sulphide (H₂S)⁽¹⁾

Concentration in Air (ppm)	Effects
1	Noticeable odour. May be considered offensive" by some individuals. Certain individuals may experience mild symptoms of general discomfort, nausea, headache, and irritability in direct response to odour. Possible aggravation of symptoms among asthmatics that may or may not be secondary to odour. Appearance of symptoms will depend on severity of asthmatic condition. Early effects would be transient. No symptoms related to direct toxicity expected among normal individuals.
10	Obvious offensive odour. Minimum concentration causing eye irritation after a single exposure lasting several hours according to some authorities. Irritation of eyes at this concentration has not been well established. Any irritation of the eyes expected to be transient and fully reversible. Symptoms would be very mild (i.e., possible itchiness, dryness, increased blink reflex, slight watering). No damage or permanent injury to the eyes. Could aggravate pre-existing eye conditions (e.g., conjunctivitis). Odour-related symptoms could include headache, nausea and vomiting depending on the individual and the duration of exposure. Possible aggravation of symptoms among individuals with asthma, bronchitis or other forms of chronic respiratory disease. Alberta Occupational Health and Safety 8 hour Occupational Exposure Limit
20	Obvious offensive odour. Possible irritation to the eyes. Effects would be mild and fully reversible. Effects could include itchiness, dryness, tearing, and slight redness. The likelihood of effects would increase with increasing duration of exposure. No damage or permanent injury to the eyes would be expected. Could aggravate pre-existing eye conditions (e.g. conjunctivitis). Odour-related symptoms could include headache, nausea and/or vomiting depending on the individual and the duration of exposure. Possible aggravation of symptoms among individuals with asthma, bronchitis or other forms of chronic respiratory disease.
50	Strong and intense, but not intolerable odour. Possible irritation of the eyes and breathing passages. Eye irritation could present as itchiness, stinging, redness of eye, redness of eyelids, tearing, increased blink reflex and increased tendency to "rub" eyes. Severity of symptoms will vary with duration of exposure. Possible aggravation of pre-existing eye conditions. Possible eye injury after several days of exposure. Respiratory irritation could present as "tingling" or stinging sensation in throat and nasal passages, sore throat, increased tendency to "clear" throat, and cough. Likely aggravation of symptoms among asthmatics and individuals with pre-existing respiratory disease. Symptoms expected to be transient and reversible. No permanent injury expected unless exposure is prolonged. Strong possibility of odour related symptoms, including headache, nausea, vomiting and/or diarrhea among odour-sensitive individuals.
100	Strong objectionable odour initially, becoming less intense due to olfactory "fatigue" with continued exposure. Increasing possibility of irritation of eyes and breathing passages within one hour of exposure. Symptoms of eye Irritation could present as soreness, stinging or burning sensation of eyes, tearing, redness of eyes, redness and swelling of eyelids, possible blurred vision. Symptoms of respiratory irritation could include sore throat cough, soreness or stinging of breathing passages, and possible wheezing. Definite aggravation of symptoms among individuals with asthma, bronchitis or other forms of chronic respiratory disease. Odour could induce headache, nausea, retching and vomiting
250	Odour may or may not be distinguishable due to olfactory paralysis. Irritation of eyes and respiratory tract within several minutes of exposure, becoming severe with longer exposure. Eye irritation very likely to present as conjunctivitis with possible corneal involvement (i.e., definite redness of eyes and swelling of eyelids, and soreness of eyes). Immediate and excessive watering and tearing of eyes, with possible blurred vision. Very real possibility of permanent eye injury if exposure is prolonged. Respiratory irritation would present as sore throat, cough, difficulty breathing, soreness of chest, and/or possible wheezing. Symptoms might be protracted. Definite aggravation of asthma. Some possibility of "systemic" symptoms, including headache, nausea and vertigo depending on duration of exposure.

Acute Health Effects of Hydrogen Sulphide (H₂S)⁽¹⁾ - cont'd

Concentration in Air (ppm)	Effects
500	Odour is not distinguishable due to olfactory paralysis. Severe irritation, and possibly injury to the eyes and breathing passages within 30 minutes of exposure. Post-exposure "chemical pneumonia" may appear due to damage to the lungs and the breathing passages if exposure is prolonged. "Systemic" effects with central nervous system involvement may occur within one hour of exposure. Symptoms could include headache, anxiety, dizziness, loss of coordination and slurred speech, progressing to loss of consciousness and/or sudden collapse or "knockdown". Effects could become life-threatening if exposure persists.
750	Odour is not distinguishable due to immediate olfactory paralysis. Signs of nervous system involvement will dominate the clinical picture, and could include anxiety, confusion, headache, slurred speech, dizziness, stumbling, loss of coordination, and other signs of motor dysfunction which could progress to abrupt "knockdown" and loss of consciousness and possibly death, if exposure continues for more than a few minutes. Definite possibility of chemical pneumonia among survivors post-exposure from damage to the lungs and the breathing passages.
1000	Immediate "knockdown" and loss of consciousness. Death within moments to minutes. Immediate resuscitation and medical attention needed if victim is to survive.

⁽¹⁾ Based on a number of authoritative sources, including: ATSOR (1999); Alberta Health and Wellness (2002); Guidotti (1994); Illinois Institute of Environmental Quality (IIEQ) (1974); National Research Council of Canada (NRCC) (1961); NaUonal Institute of Occupational Safety and Health (NIOSH) (1977); Milby (1962); Milby and Basalt (1999); U.S. Public Health Service (1964); and, WHO (1981).

Acute Exposure Health Effects of Sulphur Dioxide (SO₂)

Concentration in Air (ppm)	Description of Potential Health Effects
0.1	Transient bronchoconstriction ⁽¹⁾ in sensitive exercising asthmatics individuals that ceases when exposure ceases. ⁽²⁾
0.3 – 1	Possibly detected by taste or smell
0.75	Transient lung function changes in healthy, moderately exercising, non-asthmatic individuals.
1 – 2	Ling function changes in healthy non-asthmatics. Symptoms in asthmatics would likely increase in severity. There may be a shift to clinical symptoms from changes detectable only via spirometry.
2	Alberta Occupational Health and Safety 8 hour Occupational Exposure Limit
3.0	Easily detected odour.
6 – 12	May cause nasal and throat irritation.
10	Upper respiratory irritation, some nosebleeds.
20	Definitely irritating to the eyes; chronic respiratory symptoms develop; respiratory protection is necessary
50 – 100	Maximum tolerable exposures for 30 to 60 minutes
Greater than 100	Immediate Danger to Life (NIOSH recommendation)

¹ At low levels, bronchoconstriction was generally observed as changes in airways conductance detectable by spirometry rather than as clinical symptoms.

² It should be noted that clinical studies on humans are generally designed to elicit a response and consequently subject study volunteers to challenging conditions such as exercising, mouth breathing, cold, dry air etc. Real-life responses in asthmatics should be viewed as being individual-specific dependent on severity of asthma, whether the individuals are medicated or not, how cold and/or dry the air is, mouth breathing (vs. nose breathing, which can act as an effective scrubber mechanism), and exercise.

Source: adapted from ATSDR 1998 from Ellenhorn 1988 and WHO 1979, AHW 2006

FORMS

Name	Completion Time
ICS Forms	
ICS Form 201: Incident Briefing Form	Early in the incident, as details become available
ICS Form 202: Incident Objectives	Used to plan for next operational period
ICS Form 203: Organization Assignment List	As needed throughout the incident
ICS Form 204: Assignment List	As needed throughout the incident
ICS Form 205: Incident Radio Communications Plan	As needed throughout the incident
ICS Form 206: Medical Plan	As needed throughout the incident
ICS Form 207: Incident Organization Chart	As needed throughout the incident
ICS Form 208: Safety Message / Plan	As needed throughout the incident
ICS Form 209: Incident Status Summary	As needed throughout the incident
ICS Form 211: Check-In	As needed throughout the incident
ICS Form 213: General Message	As needed throughout the incident
ICS Form 214: Activity Log	As needed throughout the incident
ICS Form 215: Operational Planning Worksheet	As needed throughout the incident
ICS 215A: Incident Action Plan Safety Analysis	As needed throughout the incident
ICS Form 216: Radio Requirements Worksheet	As needed throughout the incident
ICS Form 217A: Communications Resource Availability Worksheet	As needed throughout the incident
ICS Form 218: Support Vehicle / Equipment Inventory	As needed throughout the incident
ICS Form 220: Air Operations Summary	As needed throughout the incident
ICS Form 221: Demobilization Checklist	As needed throughout the incident
ICS Form 224: Crew Performance Rating	As needed throughout the incident
ICS Form 225: Incident Personnel Performance Rating	As needed throughout the incident
ICS Form 309: Communications Log	As needed throughout the incident
ERP Forms	
Incident Action Plan Cover Sheet	When submitting the written Incident Action Plan (IAP) for approval.
Roadblock Vehicle Log	As needed throughout the incident
Air Monitoring Log	As needed throughout the incident
Telephone Contact Log	As needed throughout the incident
Reception Centre Registration Form	As needed throughout the incident
Resident Expense Claim Form	As needed throughout the incident
Shelter-In-Place Script	During a Level 1, 2 or 3 Emergency, as instructed
Mandatory Evacuation Notification Script	During a Level 2 or 3 Emergency, as instructed
Public Notification/Verification Record	During a Level 1, 2 or 3 Emergency, as instructed
Media Holding Statement Template	As needed throughout the incident
Briefing Meeting Agenda	During ICP and CEOC Briefings
Wildfire Reporting Form	To report the occurrence of a wildfire

Forms – Cont’d

Name	Completion Time
Security Forms	
Bomb Threat Form	To record information during a bomb threat
Security Witness Statement Form	To collect information immediately following a security event
Government Reporting Forms	
AER First Call Communication Form	Verbally with the AER at the time of incident.
AER Release Report	Following initial verbal notification of a release
OGC Form A: Minor Incident Notification Form	Online within 24 hours of a minor incident occurring that did not meet the OGC Level 1, 2, or 3 Classification.
OGC Form C: Emergency Incident Form	Verbally within 1 hour of the incident with the OGC when the event meets the OGC Level 1, 2, or 3 emergency Classification.
NEB Online Event Reporting System (OERS) <i>Refer to the Online Operations and Maintenance Notification User Guide</i>	Immediately for “significant incidents” verbally report through the TSB Reporting Line and then then complete the online form within 3 hours of the incident being discovered.
US DOT PHMSA Hazardous Materials Incident Report	Written report required to be submitted within 30 days of a hazardous materials transportation incident as defined by the Hazardous Materials Regulation.



Incident Briefing (ICS 201)

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. MAP SKETCH			
5. SITUATION SUMMARY AND SAFETY BRIEFING			
ICS 201 Page 1 of 4	6. PREPARED BY (Name and Position)	SIGNATURE	



Incident Briefing (ICS 201)

7. CURRENT AND PLANNED OBJECTIVES

--

8. CURRENT AND PLANNED ACTIONS, STRATEGIES AND TACTICS

Time:	Actions:

9. PREPARED BY (Name and Position)

SIGNATURE



Incident Briefing (ICS 201)

10. CURRENT ORGANIZATION

Large empty rectangular area for drawing or describing the current organization structure.

11. PREPARED BY (Name and Position)

SIGNATURE



ICS Form 202

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



Organization Assignment List, ICS Form 203

ORGANIZATION ASSIGNMENT LIST	1. INCIDENT NAME	2. DATE	3. TIME																				
5. INCIDENT COMMAND AND STAFF	4. OPERATIONAL PERIOD (Date/Time)																						
<table border="1" style="width: 100%;"> <tr><td style="width: 70%;">Incident Commander/ Unified Commanders</td><td></td></tr> <tr><td>Deputy Safety Officer</td><td></td></tr> <tr><td>Information Officer</td><td></td></tr> <tr><td>Liaison Officer</td><td></td></tr> </table>	Incident Commander/ Unified Commanders		Deputy Safety Officer		Information Officer		Liaison Officer		9. OPERATIONS SECTION														
Incident Commander/ Unified Commanders																							
Deputy Safety Officer																							
Information Officer																							
Liaison Officer																							
	Chief																						
	Deputy																						
	a. BRANCH																						
	Branch Director																						
	Deputy																						
	Division/Group																						
	Division/Group																						
	Division/Group																						
	Division/Group																						
	Division/Group																						
	b. BRANCH																						
	Branch Director																						
	Deputy																						
	Division/Group																						
	Division/Group																						
	Division/Group																						
	Division/Group																						
	Division/Group																						
	c. BRANCH																						
	Branch Director																						
	Deputy																						
	Division/Group																						
	Division/Group																						
	Division/Group																						
	Division/Group																						
	Division/Group																						
	d. AIR OPERATIONS BRANCH																						
	Air Operations Br. Dir.																						
	Air Tactical Group Sup.																						
	Air Support Group Sup.																						
6. AGENCY/ORGANIZATION REPRESENTATIVES	10. FINANCIAL/ADMINISTRATION SECTION																						
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Agency/Organization</th> <th>Representative</th> </tr> </thead> <tbody> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table>	Agency/Organization	Representative																			Chief		
Agency/Organization	Representative																						
	Deputy																						
	Time Unit																						
	Procurement Unit																						
	Compensation/Claims Unit																						
	Cost Unit																						
7. PLANNING SECTION	PREPARED BY (Resources Unit)																						
Chief																							
Deputy																							
Resources Unit																							
Situation Unit																							
Documentation Unit																							
Demobilization Unit																							
Technical Specialists																							
8. LOGISTICS SECTION																							
Chief																							
Deputy																							
a. SUPPORT BRANCH																							
Director																							
Supply Unit																							
Facilities Unit																							
Ground Support Unit																							
b. SERVICE BRANCH																							
Director																							
Communications Unit																							
Medical Unit																							
Food Unit																							



ICS Form 204

1. BRANCH	2. DIVISION/GROUP	ASSIGNMENT LIST ICS 204
-----------	-------------------	----------------------------

3. INCIDENT NAME	4. OPERATIONAL PERIOD Date _____ Time _____
------------------	--

5. OPERATIONAL PERSONNEL

Operations Chief _____ Division/Group Supervisor _____

Branch Director _____

6. RESOURCES ASSIGNED TO THIS PERIOD

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

7. WORK ASSIGNMENTS

8. SPECIAL INSTRUCTIONS

9. DIVISION/GROUP COMMUNICATIONS SUMMARY

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

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



ICS Form 205

INCIDENT RADIO COMMUNICATIONS PLAN			1. INCIDENT NAME	2. DATE/TIME PREPARED	3. OPERATIONAL PERIOD DATE/TIME
4. BASIC RADIO CHANNEL UTILIZATION					
System/Type	Channel	Function	Frequency/Tone	Assignment	Remarks
5. PREPARED BY (Communications Unit)					

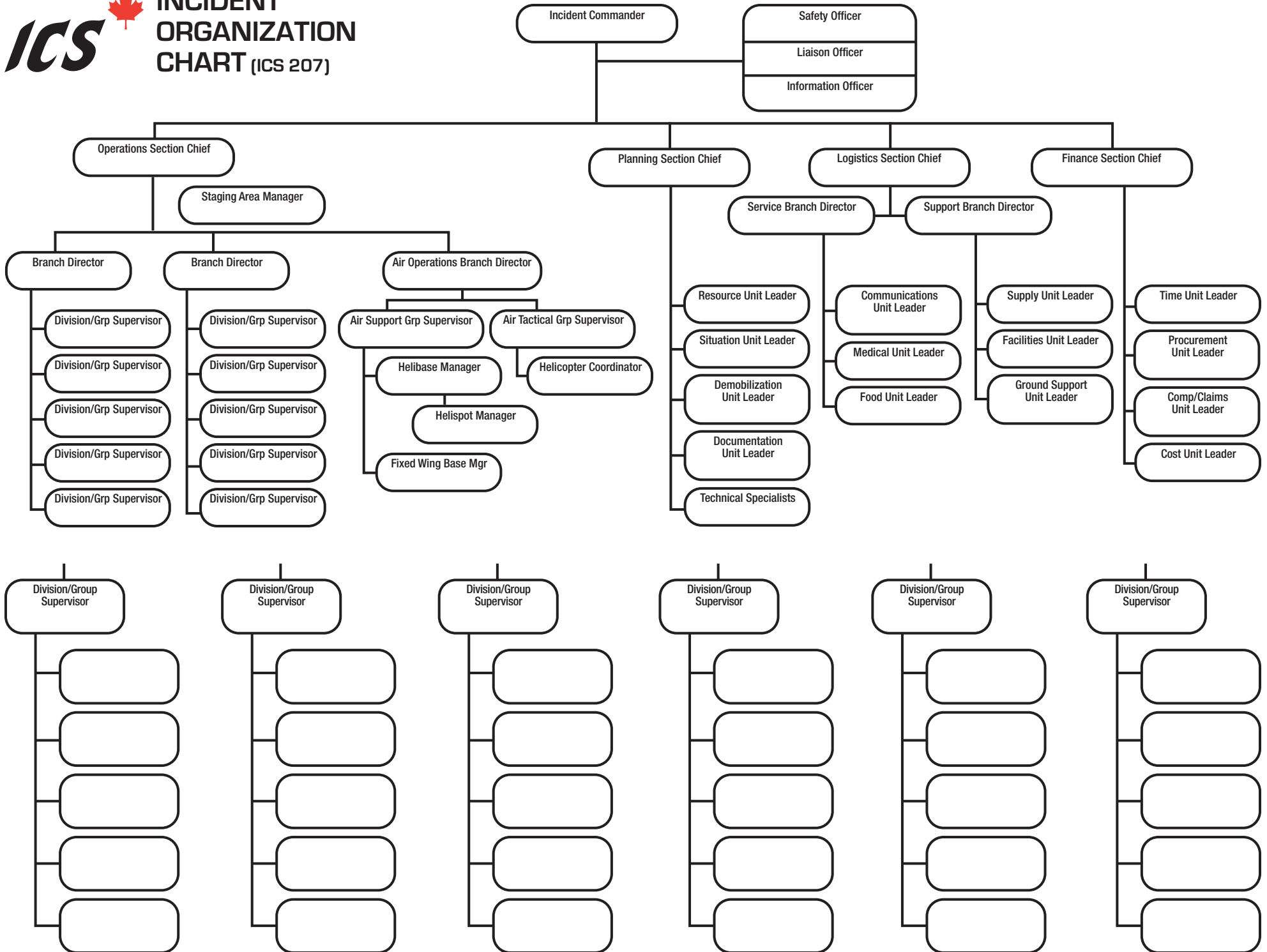


Medical Plan (ICS 206)

MEDICAL PLAN	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	4. OPERATIONAL PERIOD						
5. INCIDENT MEDICAL AID STATION										
Medical Aid Stations		Location			Paramedics					
					Yes	No				
6. TRANSPORTATION (indicate air or ground)										
Ambulance Service		Location		Contact (number or frequency)		Level of Serv.				
						ALS	BLS			
7. HOSPITALS										
Hospital Name	Address (Lat. and Long. if Helipad)		Travel Time		Contact (number or frequency)		Helipad		Burn Ctr.	
			Air	Grnd			Yes	No	Yes	No
8. SPECIAL MEDICAL EMERGENCY PROCEDURES										
PREPARED BY (Medical Unit Leader)						10. APPROVED BY (Safety Officer)				



INCIDENT ORGANIZATION CHART (ICS 207)





Safety Message/Plan (ICS 208)

1. INCIDENT NAME	2. OPERATIONAL PERIOD: Date from: _____ Date to: _____ Time from: _____ Time to: _____	
3. SAFETY MESSAGE/EXPANDED SAFETY MESSAGE, SAFETY PLAN, SITE SAFETY PLAN:		
4. SITE SAFETY PLAN REQUIRED? Yes No Approved Site Safety Plan(s) Located At:		
IAP Page ICS 208	5. PREPARED BY (Name and Position)	Date/Time:



Incident Status Summary (ICS 209)

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

APPROVAL & ROUTING INFORMATION

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

INCIDENT LOCATION INFORMATION

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

INCIDENT SUMMARY

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



Incident Status Summary (ICS 209)

*1. INCIDENT NAME	2. INCIDENT NO.
-------------------	-----------------

ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION

*31. PUBLIC STATUS SUMMARY	A. # This Reporting Period	B. Total # to Date	*32. RESPONDER STATUS SUMMARY	A. # This Reporting Period	B. Total # to Date																																						
C. INDICATE NUMBER OF CIVILIANS (PUBLIC) BELOW			C. INDICATE NUMBER OF CIVILIANS (PUBLIC) BELOW																																								
D. Fatalities			D. Fatalities																																								
E. With Injuries/Illness			E. With Injuries/Illness																																								
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue																																								
G. Missing (note if estimated)			G. Missing (note if estimated)																																								
H. Evacuated (note if estimated)			H. Evacuated (note if estimated)																																								
I. Sheltering in Place (note if estimated)			I. Sheltering in Place (note if estimated)																																								
J. In Temporary Shelters (note if estimated)			J. In Temporary Shelters (note if estimated)																																								
K. Have Received Mass Immunizations			K. Have Received Mass Immunizations																																								
L. Require Immunizations (note if estimated)			L. Require Immunizations (note if estimated)																																								
M. In Quarantine			M. In Quarantine																																								
N. Total # Civilians (Public) Affected			N. Total Responders Affected																																								
33. LIFE, SAFETY, AND HEALTH STATUS/THREAT REMARKS			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%; padding: 5px;">*34. LIFE, SAFETY, AND HEALTH THREAT MANAGEMENT</th> <th style="width: 20%; padding: 5px;">A. Check if Active</th> </tr> <tr> <td style="padding: 5px;">A. No Likely Threat</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">B. Potential Future Threat</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">C. Mass Notifications in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">D. Mass Notifications Completed</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">E. No Evacuation(s) Imminent</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">F. Planning for Evacuation</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">G. Planning for Shelter-in-Place</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">H. Evacuation(s) in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">I. Shelter-in-Place in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">J. Repopulation in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">K. Mass Immunization in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">L. Mass Immunization Complete</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">M. Quarantine in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">N. Area Restriction in Effect</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>			*34. LIFE, SAFETY, AND HEALTH THREAT MANAGEMENT	A. Check if Active	A. No Likely Threat	<input type="checkbox"/>	B. Potential Future Threat	<input type="checkbox"/>	C. Mass Notifications in Progress	<input type="checkbox"/>	D. Mass Notifications Completed	<input type="checkbox"/>	E. No Evacuation(s) Imminent	<input type="checkbox"/>	F. Planning for Evacuation	<input type="checkbox"/>	G. Planning for Shelter-in-Place	<input type="checkbox"/>	H. Evacuation(s) in Progress	<input type="checkbox"/>	I. Shelter-in-Place in Progress	<input type="checkbox"/>	J. Repopulation in Progress	<input type="checkbox"/>	K. Mass Immunization in Progress	<input type="checkbox"/>	L. Mass Immunization Complete	<input type="checkbox"/>	M. Quarantine in Progress	<input type="checkbox"/>	N. Area Restriction in Effect	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
*34. LIFE, SAFETY, AND HEALTH THREAT MANAGEMENT	A. Check if Active																																										
A. No Likely Threat	<input type="checkbox"/>																																										
B. Potential Future Threat	<input type="checkbox"/>																																										
C. Mass Notifications in Progress	<input type="checkbox"/>																																										
D. Mass Notifications Completed	<input type="checkbox"/>																																										
E. No Evacuation(s) Imminent	<input type="checkbox"/>																																										
F. Planning for Evacuation	<input type="checkbox"/>																																										
G. Planning for Shelter-in-Place	<input type="checkbox"/>																																										
H. Evacuation(s) in Progress	<input type="checkbox"/>																																										
I. Shelter-in-Place in Progress	<input type="checkbox"/>																																										
J. Repopulation in Progress	<input type="checkbox"/>																																										
K. Mass Immunization in Progress	<input type="checkbox"/>																																										
L. Mass Immunization Complete	<input type="checkbox"/>																																										
M. Quarantine in Progress	<input type="checkbox"/>																																										
N. Area Restriction in Effect	<input type="checkbox"/>																																										
	<input type="checkbox"/>																																										
	<input type="checkbox"/>																																										
	<input type="checkbox"/>																																										
	<input type="checkbox"/>																																										
35. WEATHER CONCERNS (synopsis of current and predicted weather, discuss related factors that may cause concern)																																											
36. PROJECTED INCIDENT ACTIVITY, POTENTIAL, MOVEMENT, ESCALATION, OR SPREAD and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes																																											
12 hours																																											
24 hours																																											
48 hours																																											
72 hours																																											
Anticipated after 72 hours																																											
37. OBJECTIVES (define planned end-state for incident)																																											



Incident Status Summary (ICS 209)

*1. INCIDENT NAME

2. INCIDENT NO.

ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued)

38. CURRENT INCIDENT THREAT SUMMARY AND RISK INFORMATION IN 12-, 24-, 48-, AND 72-HOUR TIMEFRAMES AND BEYOND

Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours

24 hours

48 hours

72 hours

Anticipated after 72 hours

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

12 hours

24 hours

48 hours

72 hours

Anticipated after 72 hours

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

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

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

41. PLANNED ACTIONS FOR NEXT OPERATIONAL PERIOD

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

43. ANTICIPATED INCIDENT MANAGEMENT COMPLETION DATE

44. PROJECTED SIGNIFICANT RESOURCE DEMOBILIZATION START DATE

45. ESTIMATED INCIDENT COSTS TO DATE

46. PROJECTED FINAL INCIDENT COST ESTIMATE

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



Check In (ICS 211)

1. INCIDENT NAME	2. INCIDENT NUMBER	3. CHECK-IN LOCATION					4. START DATE/TIME	
		Base	Camp	Staging Area	ICP	Helibase	Other	Date: Time:

CHECK-IN INFORMATION (use reverse of form for remarks or comments)

5. LIST PERSONNEL (overhead) BY AGENCY & NAME - OR - LIST RESOURCES BY THE FOLLOWING FORMAT:							6. LDW	7. ORDER REQUEST NUMBER	8. DATE/TIME CHECK-IN	9. LEADER'S NAME	10. TOTAL NUMBER PERSONNEL	11. CONTACT INFORMATION	12. HOME UNIT /BASE	13. DEPARTURE POINT	14. METHOD OF TRAVEL	15. INCIDENT ASSIGNMENT	16. OTHER QUALIFICATIONS	17. SENT TO RESOURCE UNIT		
P/T	AGENCY	CAT.	KIND	TYPE	ST/TF	RESOURCE NAME OR I.D. #														

18. REMARKS or COMMENTS

Page	of	19. PREPARED BY (Name and Position)	SIGNATURE
------	----	-------------------------------------	-----------



General Message (ICS 213)

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



Activity Log (ICS 214)

ACTIVITY LOG	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
---------------------	-------------------------	-------------------------	-------------------------

4. NAME	5. ICS POSITION	6. OPERATIONAL PERIOD
----------------	------------------------	------------------------------

7. PERSONNEL ASSIGNED

Name	ICS Position	Home Base

8. ACTIVITY LOG

Time	Major Events

9. PREPARED BY (Name and Position)



Operational Planning Worksheet (ICS 215)

OPERATIONAL PLANNING WORKSHEET			1. INCIDENT NAME				2. DATE PREPARED				3. OPERATIONAL PERIOD (Date/Time)											
4. DIVISION/GROUP or OTHER LOCATION			5. WORK ASSIGNMENTS			6. RESOURCE BY KIND AND TYPE												7. REPORTING LOCATION		8. REQUESTED ARRIVAL TIME		
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
			Req																			
			Have																			
			Need																			
			Req																			
			Have																			
			Need																			
			Req																			
			Have																			
			Need																			
9. TOTAL RESOURCES			Req																			
			Have																			
			Need																			
PREPARED BY (Name and Position)																						



Incident Action Plan Safety Analysis (ICS 215A)

INCIDENT ACTION PLAN SAFETY ANALYSIS		1. INCIDENT NAME								2. DATE		3. TIME	
Division or Group		Potential Hazards								Mitigations (e.g., PPE, buddy system, escape routes)			
	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:				
PREPARED BY (Name and Position)													



Radio Requirements Worksheet (ICS 216)

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



Support Vehicle/Equipment Inventory (ICS 218)

1. INCIDENT NAME		2. INCIDENT NUMBER		3. DATE/TIME PREPARED Date Time				4. VEHICLE/EQUIPMENT CATEGORY			
5. VEHICLE/EQUIPMENT INFORMATION											
Order Request No.	Incident ID No.	Vehicle or Equipment Classification	Vehicle or Equipment Make	Category/ Kind/Type, Capacity, or Size	Vehicle or Equipment Features	Agency or Owner	Operator Name or Contact	Vehicle License or ID No.	Incident Assignment	Incident Start Date and Time	Incident Release Date and Time
6. PREPARED BY		Name				Position/Title			Signature		



AIR OPERATIONS SUMMARY (ICS 220)

1. INCIDENT NAME:				2. OPS PERIOD DATE:				START TIME:				END TIME:			
3. REMARKS (safety notes, hazards, etc.)						4. MEDEVAC AIRCRAFT				5. NOTAM					
										Radius nm					
										Altitude ASL					
										Center Point					
										Latitude					
Longitude															
Sunrise				Sunset											
6. PERSONNEL		NAME		PHONE #		7. FREQUENCIES		AM	FM	8. FIXED WING AIRCRAFT					
										Reg.	Model		Remarks		
9. HELICOPTERS (attach additional sheets if required)															
Reg.	Make/Model		Base	Start	Remarks				Reg.	Make/Model		Base	Start	Remarks	
10. Page			of	11. Prepared by				Prepared Date				Prepared Time			



Demobilization Checkout (ICS 221)

1. INCIDENT NAME/NUMBER				2. DATE/TIME			3. DEMOB. NUMBER			
4. UNIT/PERSONNEL RELEASED										
5. TRANSPORTATION TYPE/NUMBER										
6. ACTUAL RELEASE DATE/TIME							7. MANIFEST COMPLETED	YES	NO	
8. DESTINATION	9. Notify	HQ	Agency	Region	Area	Dispatch				
	Name									
	Date									
10. UNIT LEADER RESPONSIBLE FOR COLLECTING PERFORMANCE RATING										
11. UNIT/PERSONNEL										
You and your resources have been released subject to Sign-Off from the following: Demobilization Unit Leader - Check the appropriate box										
LOGISTICS SECTION										
Supply Unit										
Communication Unit										
Facilities Unit										
Ground Support Unit Leader										
PLANNING SECTION										
Documentation Unit										
FINANCE SECTION										
Time Unit										
OTHER										
REMARKS										
Page		of		13. PREPARED BY (include date and time)						



Crew Performance Rating (ICS 224)

INSTRUCTIONS: This rating is to be used only for determining an individual's fire fighting qualifications. All blocks must be completed. Crew will be rated by the immediate supervisor, not crew representative. If deficiencies are indicated for items 9 and 10, explain in item 11.

1. CREW NAME AND NUMBER		2. FIRE NAME AND NUMBER		3. CREW LEADER (name)		
4. CREW HOME UNIT AND ADDRESS			5. LOCATION OF FIRE (complete address)			
6. AGENCY REPRESENTATIVE		7. DATES ON FIRE		8. NUMBER OF SHIFTS WORKED		
9. CREW EVALUATION				11. AREAS NEEDING IMPROVEMENT		
Rating Factors	Excellent	Satisfactory	Deficient			Needs to Improve
Physical Condition						
Hot Line Construction						
Mop-Up						
Off Line Conduct						
Use of Safe Practices						
Crew Organization and Equipment						
Other (specify)						
10. SUPERVISORY PERFORMANCES						13. NAMES OF INDIVIDUALS NEEDING IMPROVEMENT (indicate area(s))
Crew Leader						
Squad Bosses						
12. NAMES OF OUTSTANDING WORKERS (comment)				14. Remarks		
15. CREW LEADER (signature) This rating has been discussed with me.					16. DATE	
17. RATED BY (signature)		18. HOME UNIT (address)		19. POSITION OF FIRE	20. DATE	



Incident Personnel Performance Rating (ICS 225)

1. NAME		2. INCIDENT NAME			3. INCIDENT NO.	
4. HOME UNIT NAME & ADDRESS				5. INCIDENT AGENCY & ADDRESS		
6. POSITION HELD ON INCIDENT	7. DATE(S) OF ASSIGNMENT From To	8. INCIDENT COMPLEXITY LEVEL <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	9. INCIDENT DEFINITION			

10. EVALUATION

RATING FACTORS	NA	1 - UNACCEPTABLE	2	3 - MET STANDARDS	4	5 - EXCEEDED EXPECTATIONS
11. KNOWLEDGE OF THE JOB/PROFESSIONAL COMPETENCE Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship,airmanship, SAR, etc., as appropriate.)	<input type="checkbox"/>	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	<input type="checkbox"/>	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	<input type="checkbox"/>	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work.
12. ABILITY TO OBTAIN PERFORMANCE/RESULTS Quality, quantity, timeliness, and impact of work.	<input type="checkbox"/>	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	<input type="checkbox"/>	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.	<input type="checkbox"/>	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement.
13. PLANNING/ PREPAREDNESS Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	<input type="checkbox"/>	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	<input type="checkbox"/>	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	<input type="checkbox"/>	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact.
14. USING RESOURCES Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	<input type="checkbox"/>	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.	<input type="checkbox"/>	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.	<input type="checkbox"/>	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency.
15. ADAPTABILITY/ATTITUDE Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	<input type="checkbox"/>	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.	<input type="checkbox"/>	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.	<input type="checkbox"/>	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change.
16. COMMUNICATION SKILLS Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	<input type="checkbox"/>	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.	<input type="checkbox"/>	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.	<input type="checkbox"/>	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives.



Incident Personnel Performance Rating (ICS 225)

1. NAME	2. INCIDENT NAME	3. INCIDENT NO.
---------	------------------	-----------------

10. EVALUATION

RATING FACTORS	NA	1 - UNACCEPTABLE	2	3 - MET STANDARDS	4	5 - EXCEEDED EXPECTATIONS
17. ABILITY TO WORK ON A TEAM Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	<input type="checkbox"/>	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals.	<input type="checkbox"/>	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals.	<input type="checkbox"/>	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.
18. CONSIDERATION FOR PERSONNEL/TEAM WELFARE Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.	<input type="checkbox"/>	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal.
19. DIRECTING OTHERS Ability to influence or direct others in accomplishing tasks or missions.	<input type="checkbox"/>	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.	<input type="checkbox"/>	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.	<input type="checkbox"/>	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.
20. JUDGMENT/DECISIONS UNDER STRESS Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	<input type="checkbox"/>	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization.	<input type="checkbox"/>	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.	<input type="checkbox"/>	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.
21. INITIATIVE Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	<input type="checkbox"/>	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored.	<input type="checkbox"/>	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.	<input type="checkbox"/>	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking.
22. PHYSICAL ABILITY FOR THE JOB Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	<input type="checkbox"/>	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need.	<input type="checkbox"/>	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional wellbeing. Recognized and managed stress effectively.	<input type="checkbox"/>	Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being.
23. ADHERENCE TO SAFETY Ability to invest in the IMT's future by caring for the safety of self and others.	<input type="checkbox"/>	Failed to adequately identify and protect personnel from safety hazards.	<input type="checkbox"/>	Ensured that safe operating procedures were followed.	<input type="checkbox"/>	Demonstrated a significant commitment toward safety of personnel.

24. REMARKS		
25. RATED INDIVIDUAL (This rating has been discussed with me)		
Signature	Date/Time	
26. RATED BY Name	Signature	
Home Unit	Position Held on this Incident	Date/Time



Incident Action Plan Cover Sheet

To be completed by the Planning Section Chief.

INCIDENT INFORMATION		
1. INCIDENT NAME:	2. OPERATIONAL PERIOD TO BE COVERED BY IAP (Date/Time) From: / To: /	
3. APPROVED BY INCIDENT COMMANDER(S)		
Organization: _____ _____ _____ _____	Name: _____ _____ _____ _____	Signature: _____ _____ _____ _____
4. INCIDENT ACTION PLAN		
The items checked below are included in this Incident Action Plan.		
<input type="checkbox"/> ICS 202 – Response Objectives		
<input type="checkbox"/> ICS 204 – Assignment Lists (One Copy for Each Assignment)		
<input type="checkbox"/> ICS 205 – Communications Plan		
<input type="checkbox"/> ICS 205a – Communications List		
<input type="checkbox"/> ICS 208 – Safety Plan		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
5. PREPARED BY:		DATE/TIME: /

PPL0000 V.XX MM-YYYY

ROADBLOCK VEHICLE LOG

PREPARED BY:

DATE:

VEHICLE MAKE/ MODEL	LICENSE PLATE NO.	DRIVER'S NAME	NO. OF PASSENGERS	TIME ENTERING EPZ	TIME LEAVING EPZ	COMMENTS

ROADBLOCK VEHICLE LOG

PREPARED BY:

DATE:

VEHICLE MAKE/ MODEL	LICENSE PLATE NO.	DRIVER'S NAME	NO. OF PASSENGERS	TIME ENTERING EPZ	TIME LEAVING EPZ	COMMENTS



Corporate Emergency Response Plan

TELEPHONE CONTACT LOG							
PREPARED BY:				DATE:			
NAMES (List Everyone)	MAP AND LOCATION	CONTACT TIME	SHELTERING?		EVACUATING?		DETAILS (Destination Phone No., Help Required, etc.)
			YES	NO	YES	NO	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Corporate Emergency Response Plan

TELEPHONER CONTACT LOG							
PREPARED BY:				DATE:			
NAMES (List Everyone)	MAP AND LOCATION	CONTACT TIME	SHELTERING?		EVACUATING?		DETAILS (Destination Phone No., Help Required, etc.)
			YES	NO	YES	NO	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Corporate Emergency Response Plan

RESIDENT EXPENSE CLAIM FORM

INCIDENT NAME:

DATE SUBMITTED:

RESIDENT NAME:

MAILING ADDRESS:

LOCATION/ADDRESS OF RESIDENCE/BUSINESS/EMERGENCY RESPONSE PLAN MAP NO.:

HOME PHONE:

PHONE WHILE EVACUATED:

ADDRESS WHILE EVACUATED:

EXPENSES (Attach Receipts)*	DATE	DATE	DATE	DATE	DATE	DATE	DATE	TOTAL
Accommodation:								
Meals:								
Transportation (kms):								

TOTAL EXPENSES:

OTHER EXPENSES (Describe)	DATE	DATE	DATE	DATE	DATE	DATE	DATE	TOTAL

TOTAL OTHER EXPENSES:

ALL EXPENSES TOTAL:

** If not pre-arranged and paid for directly by Pembina.*

PEMBINA CONTACT:

PHONE NO.:

SUBMITTED BY:

PPL0000 V.XX MM-YYYY



SHELTERING SCRIPT

NAME: _____ PHONE NO.: _____

I am (**Your Name**) from Pembina Pipelines. We have a problem at a nearby pipeline/facility located near _____ which involves _____

You are in no immediate danger, however, as a safety precaution we would those individuals at your location to remain indoors. Please close all doors, windows and vents that let outside air into home, shut-off furnace and fans.

Please refrain from using your telephone so that we may contact you with further information. If for any reason we believe you are at risk we will ask you to evacuate. We will provide you with a safe route to travel and the directions to the designated Reception Centre.

How many people are at your residence: # of adults _____ # of children: _____

Do you require transportation? If so we will dispatch a vehicle to assist you.

Do you know of any other persons in the immediate area that cannot be contacted by telephone?
If yes, how can we contact them? _____

(During **normal** school hours). If you have children attending school, school divisions will be advised of roadblock locations and the children will be handled in accordance with school safety procedures.

Phoner's Name: _____ Date and Time: _____



MANDATORY EVACUATION NOTIFICATION SCRIPT

RESIDENT NAME: _____ **PHONE NO.:** _____

I am (**Your Name**) from Pembina Pipelines. We have a problem at a nearby pipeline/facility located near _____ which involves _____

You are in no immediate danger, however, we would like you to evacuate the area in the event the situation were to escalate.

How many people are at your residence: # of adults _____ # of children: _____

Do you require transportation - If so, please stay indoor; close all windows and doors and we will send a vehicle to pick you up.

If you have transportation, please take (**use Range Road and Township Numbers**)

_____ to take you out of the endangered area.

(If established)

Please report to the Reception Centre located at

(provide directions as required)

Do you know of any other persons in the immediate area that cannot be contacted by telephone?
If yes, how can we contact them? _____

If you have children attending school, school divisions will be advised of roadblock locations and the children will be handled in accordance with school safety procedures.

After reporting to the Reception Centre, you will be free to go where you wish or we will make arrangements for your accommodations. If you have any concerns regarding livestock, pets or property they will be addressed by our representative at the Reception Centre.

If you are not reporting to the Reception Centre, would you call _____ on arrival at your destination to confirm evacuation and telephone numbers that we may contact you and provide situation updates.

Phoner's Name: _____ Date and Time: _____

MEDIA HOLDING STATEMENT

Date: _____

Time: _____

This is the information I can give you at this time:

At approximately _____ am/pm on _____ (date) there was a (release, explosion, power outage, etc.) involving the (pipeline/facility) approximately _____ kilometres east/west/north/south of _____ (city/town/municipality).

Emergency response procedures have been activated and our first priority is to protect the public, our employees and the environment.

The cause of the (release, explosion, power outage, etc.) is not yet known and no estimate of damage is available. An update will be provide when new details become available.

If they request further information or interviews:

- “Pembina has a media spokesperson to answer all media questions.”
- “May I request some information to expedite your request?” (Put the details in the message form and send to the APID Media Relations)
- “Thank you, we appreciate your patience, and I will pass this request on to the appropriate person.”

BRIEFING AGENDA

Agenda Item	Responsible Role
1. Review Agenda Review and facilitate briefing.	Planning Section Chief
2. Objectives Present incident objectives for the next operating period or confirm existing objectives if still valid	Incident Commander or Planning Section Chief
3. Assessment of Current Situation Provide current assessment and accomplishments	Current Operations Section Chief
4. Work Assignments Review work assignments and staffing of divisions and groups for the upcoming operational period	Oncoming Operations Section Chief
5. Special Considerations Present updates on considerations affecting the response (weather, environmental factors, resource availability, access etc.)	Technical Specialists
6. Safety Reviews specific risks to operational resources and the identified safety/mitigation measures	Safety Officer
7. Liaison Discuss interagency liaison issues	Liaison Officer
8. Public Information Discuss public information issues	Public Information Officer
9. Logistics Develop resource order(s)	Logistics Section Chief
10. Specific Section Chief / Unit Leaders Present information related to ensuring safe and efficient operations	Section Chief / Unit Leader
11. Administration Provide financial update	Administration/Finance Section Chief
12. Final Statement Reiterate operational concerns Direct resources to deploy	Incident Commander
13. Announcements Announce next Briefing Meeting time. Adjourn meeting	Planning Section Chief

Wild Fire Reporting Form

To Report a Wildfire, Call: 310-FIRE (3473)

CALLER

Name: _____
Telephone Number: _____
Company: _____
Address: _____
In the area because: Resident _____ Recreation _____ Work _____ Other _____

LOCATION OF FIRE

LSD _____ of section _____ Township _____ Range _____ W _____ Meridian
Other description (GPS) _____

ON SITE INFORMATION

Fire is burning in the: Ground _____ -timber type? _____
Agricultural land _____ -stubble, windrows, etc? _____ Other _____
Rate of spread is: Not moving _____ -less than a normal walk. _____
Fast _____ -more than a normal walk. _____
Are there any people at the fire? Yes _____ No _____ Don't know _____
Is Property threatened? Yes _____ No _____ Don't know _____
Is road access available? Yes _____ No _____ Don't know _____
If yes, how? _____
Is water readily available? Yes _____ No _____ Don't know _____
Any other observations? _____
-Lightning, recreation, vehicles, children in area

SMOKE INFORMATION

Unable to see fire, only smoke visible:
Color: Light Grey _____ Medium Grey _____ Dark Grey _____ Black _____
Column: Intermittent _____ Scattered _____ Light _____ Heavy _____

FORESTRY CONTACTS

Forestry Field Centre: _____
Field Centre Contact Name: _____
Field Centre Contact Number: _____
Forestry Division Industry Liaison: _____
Forestry Industry Liaison Number: _____

GENERAL INFORMATION

CALL RECEIVED BY (Name):	DATE (mm/dd/yyyy):	TIME OF CALL: <input type="checkbox"/> AM <input type="checkbox"/> PM
-----------------------------	-----------------------	--

THREAT
Note: Try to use exact wording.

QUESTIONS TO ASK THE CALLER

When will the bomb go off?

Where is the bomb?

What does the bomb look like?

Where exactly (e.g., office/building/facility/pipeline, etc.) did you put the bomb?

Where are you calling from?

Why are you planting the bomb?

Who are you?

Are you alone?

VOICE AND BACKGROUND SOUNDS CHECKLIST

VOICE	ATTITUDE	BACKGROUND SOUNDS	ACCENT
<input type="checkbox"/> Male or <input type="checkbox"/> Female	<input type="checkbox"/> Calm	<input type="checkbox"/> Office Machines	<input type="checkbox"/> English
<input type="checkbox"/> Adult or <input type="checkbox"/> Child	<input type="checkbox"/> Angry	<input type="checkbox"/> Airplanes	<input type="checkbox"/> French
<input type="checkbox"/> Slurred	<input type="checkbox"/> Laughing	<input type="checkbox"/> Factory Sounds	<input type="checkbox"/> Italian
<input type="checkbox"/> Distorted/Synthesized	<input type="checkbox"/> Emotional	<input type="checkbox"/> Traffic	<input type="checkbox"/> German
<input type="checkbox"/> Deep	<input type="checkbox"/> Accusatory	<input type="checkbox"/> Trains	<input type="checkbox"/> Asian Specify:
<input type="checkbox"/> Raspy	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Music	<input type="checkbox"/> Other:
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Nasal	<input type="checkbox"/> Children	
<input type="checkbox"/> Stutter	<input type="checkbox"/> Nervous	<input type="checkbox"/> Voices	
<input type="checkbox"/> Nasal	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	
<input type="checkbox"/> Deep Breathing			
<input type="checkbox"/> Lisp			
<input type="checkbox"/> Other:			



Security Witness Statement Form

REPORTER INFORMATION

PROJECT:		
NAME:		TITLE/POSITION:
WORK PHONE:	CELL PHONE:	EMAIL:
DATE (mm/dd/yyyy):	TIME:	LOCATION:

DESCRIPTION OF CIRCUMSTANCES

Who was present? Exactly what happened and was said?:

STATEMENT OF:

DESCRIPTION OF PERSON(S)/PERPETRATOR(S)

If Person(s)/Perpetrator(s) are unknown, describe as best you can:

HEIGHT:	WEIGHT:	EYE COLOUR:
COLOUR OF HAIR:	FACIAL HAIR, IF ANY:	
GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female		

CLOTHING (for example, colour of cap, jacket, pants, gloves, and type of footwear):

DISTINCTIVE MARKINGS, SUCH AS TATTOOS AND SCARS:

VOICE AND BACKGROUND CHARACTERISTICS:



Security Witness Statement Form

DESCRIPTION OF VEHICLE		
If a vehicle was involved:		
TYPE:	MAKE:	MODEL:
COLOUR:	LICENCE NO.:	PROVINCE:
DISTINCTIVE MARKINGS ON THE VEHICLE, SUCH AS DAMAGE ANYWHERE:		
OTHER:		
ADDITIONAL DETAILS		
If a threat was uttered/directed at you – what exactly was said and describe any physical actions (for example, clenching of fists, brandishing an object) the person did when making the threat:		
If you were assaulted, describe in exactly the nature (for example, pushed, punched in the face or elsewhere, etc.). Include if you sustained injuries and type (for example, cut, bruised, etc.) and if you obtained medical attention:		
Did you report the threat or assault to the police? If so, provide the name of the officer receiving your complaint and any related file number given to you.		
Note: Continue on additional paper if you run out of room.		

First Call Communication

AER 24 Hour Energy/Environmental Emergency Response Line: 1-800-222-6514



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

General Incident Information		FIS number, once assigned: _____	
AER contact:		Field centre:	
Licensee:	Caller:	Phone:	
E-mail address for release report:			
Licence #:	Pipeline line #:	Approval #:	
Incident location: ____/____/____/____ W __ M			E2 ID #, if applicable: _____
Emergency level:			
Serious event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what kind of serious event? <input type="checkbox"/> Blowout <input type="checkbox"/> Explosion <input type="checkbox"/> Fire <input type="checkbox"/> Other control loss <input type="checkbox"/> Fracking <input type="checkbox"/> Casing failure			
Land type (jurisdiction): <input type="checkbox"/> Freehold <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> CFB <input type="checkbox"/> Crown – Disposition #:			
Agencies notified:		Date:	
FIRST duty office (DO) contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date & time DO was contacted:			
DO contact name:			

Release Details			
Volumes			
Substance*	Released (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; e.g., spill length x width x depth):			
Area affected (length x width): m ²			
How was the area affected determined? (Aerial survey, perimeter walk, range finder, samples taken, etc.):			
Who delineated the spill area (environmental technologist, operator, etc.) and what process was used?			

<input type="checkbox"/> Reminded licensee to update the AER immediately if release volumes or area changes from what was originally reported.
<input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No (pipeline right-of-way is off lease)		
If yes, was the landowner notified? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of landowner/agency:
Release within disposition boundary? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Outside disposition – was leaseholder notified? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of leaseholder:
<input type="checkbox"/> If outside disposition, reminded licensee that they will need a TFA.		
Actual incident H ₂ S concentration (if applicable): % / ppm / mol/kmol		
Nearest town:	Distance and direction to town:	
Environment affected: <input type="checkbox"/> Air <input type="checkbox"/> Land <input type="checkbox"/> Water		
Distance of release to the nearest water body, watercourse, or waterway:		
How was this distance determined?		
Wildlife/waterfowl/livestock affected: <input type="checkbox"/> None <input type="checkbox"/> Habitat affected <input type="checkbox"/> Animals injured/killed		
Notes/description:		
Confirm how the release has been or will be contained:		
Confirm how the release has been or will be cleaned up:		
Evacuees (#):	People injured (#):	Fatalities (#):
Were members of the public affect? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, indicate if they were		
<input type="checkbox"/> notified <input type="checkbox"/> instructed to shelter in place <input type="checkbox"/> advised to evacuate		

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.)?

Release Report



Initial verbal notification of the release to the AER is required prior to completing this release report.

General Information		
AER FIS incident no.:	CIC reference no.:	
Date AER notified:	Time: <input type="checkbox"/> p.m. <input type="checkbox"/> a.m.	AER contact:
Type of report: Click here for list	Projected date for final report:	
Incident date:	Time: <input type="checkbox"/> p.m. <input type="checkbox"/> a.m.	Incident location: W
Licensee name :		
Licence no.:	Public lands disposition no.:	
EPEA approval no.:	Mine/scheme approval no.:	Other AER approval no.:
Form completed by:	Phone number:	

Volume Details					
If volumes change from what was initially reported, then verbal notification to the AER is required.					
What was released?	Volume released	Fluids recovered	Shipped to (waste receiver)*	Licence/ approval no.*	Location
	m ³	m ³	Click here for list		W
	m ³	m ³	Click here for list		W
Gas	10 ³ m ³				
Excavated soil removed	m ³		Click here for list		W
Contaminated freshwater and/or snow removed	m ³		Click here for list		W
* Refer to ST107 for the list of AER-approved oilfield waste management (WM) facilities.					
Contaminated soils storage: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> On site <input type="checkbox"/> Off site – If off site, enter location: W					
Release rate: Duration of release:					

Release Site Details		
Land jurisdiction type: Click here for list	Environment affected: Click here for list	Area affected: m ²
<input type="checkbox"/> Within public lands disposition boundary	<input type="checkbox"/> Outside public lands disposition boundary – TFA number:	
Distance to closest water body: m	Distance to nearest town: km	Name of nearest town:
Distance to closest water well: m	Distance to nearest permanent dwelling: km	

Release Containment Details		
<input type="checkbox"/> Release off lease	<input type="checkbox"/> Release on lease	
Release contained by berm: <input type="checkbox"/> Yes <input type="checkbox"/> No	Release contained by liner: <input type="checkbox"/> Yes <input type="checkbox"/> No	Liner type (<i>Directive 055</i>): Click here for list
Release onto land/soil: <input type="checkbox"/> Yes <input type="checkbox"/> No	Surface soil type: Click here for list	Subsurface soil type: Click here for list

Impacts		
H ₂ S concentration:	Unit of measurement: <input type="checkbox"/> % <input type="checkbox"/> ppm <input type="checkbox"/> mol/kmol	
Wildlife/livestock affected: Click here for list	Equipment loss: Click here for list	
<input type="checkbox"/> Public affected	<input type="checkbox"/> Public evacuation	Number evacuated:
<input type="checkbox"/> Landowner notified*	<input type="checkbox"/> Leaseholder notified*	
Number of injuries:	Number of fatalities:	<input type="checkbox"/> WH&S notified*
* Provide details in Additional Notifications box.		

Pipeline Incident Details (fill in for AER-licensed-pipeline incident)

Pipeline is not to be returned to service without permission from the AER.

Pipeline failure type: [Click here for list](#)

Licence number: _____ Line number: _____ Start location: W _____ End location: W _____

Associated facility location: W _____ Associated facility licence number: _____

Test failure Retest segment Pipeline repair pretested Cathodic protection

Type of external coating: _____ Corrosion mitigation/monitoring program:

Normal operating pressure: kPa _____ Maximum operating pressure kPa _____

Date line shut in: _____ Pipeline returned to service: No Yes _____ Date: _____

Remediation Details

All releases must be remediated or managed in a matter satisfactory to the AER.

Contamination left in place: Yes No In-situ remediation implemented

Final cleanup/remediation completion date:

Remediation guidelines used (choose all applicable):

Tier 1 Tier 2 SST SCARG CCME Exposure control

Method of subsurface delineation: _____ Confirmatory samples taken: Number of samples: _____

Remediation certificate applied for: Yes No

Environmental contractor: _____ Phone number: _____

Additional Notifications

Name of agency/landowner	Person notified / reference no.	Phone number	Date

Incident Details

Submit photos of the incident and cleanup/remediation to the AER. Fill in all text boxes below:

Detailed description of circumstances leading up to the release:

How release was identified:

Steps/procedures taken to minimize, control, or stop release:

Steps taken to contain release:

If release was on lease steps taken to ensure no migration off lease (including subsurface migration):

Description of how release volume(s) was determined and verified (include any calculations used):

How the affected area was determined (include any calculations used):

Description of environmental impact:

Clean-up operation details:

Remediation operation details:

Release cause: [Click here for list](#)

Description of root cause:

Steps/procedures taken to prevent similar future releases:

Additional comments:



**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):		

INCIDENT TYPE			E
<i>Check all that apply.</i>			
<input type="checkbox"/> Spill (Gas, liquid, solid) If yes to leak or spill, contact EMBC.	<input type="checkbox"/> Fire/Explosion	<input type="checkbox"/> Drilling Kick	
<input type="checkbox"/> Security (theft, threat, sabotage, terrorism)	<input type="checkbox"/> Induced Seismicity	<input type="checkbox"/> Well Bore Communication	
<input type="checkbox"/> Pipeline Boring	<input type="checkbox"/> Vehicle	<input type="checkbox"/> Equipment/Structural Damage	
<input type="checkbox"/> Other: Specify:			
ACTIVITY			F
<i>Check all that apply.</i>			
<input type="checkbox"/> Construction (road, lease, pipeline, facility)	<input type="checkbox"/> Drilling/Exploration	<input type="checkbox"/> Waste Management	
<input type="checkbox"/> Processing (natural gas, petroleum liquids, other)	<input type="checkbox"/> Well Fracturing	<input type="checkbox"/> Servicing	
<input type="checkbox"/> Repair	<input type="checkbox"/> Flaring (emergency)	<input type="checkbox"/> Well Testing	
<input type="checkbox"/> Pressure testing	<input type="checkbox"/> Transportation		
<input type="checkbox"/> Other: Specify:			
CONSEQUENCE OR IMPACTS			N/A <input type="checkbox"/> G
<i>Check all that apply. If none, select N/A.</i>			
<input type="checkbox"/> Worker Safety (injuries)	<input type="checkbox"/> Property (government, public, private)	<input type="checkbox"/> Economic (loss of and/or damage to equipment or infrastructure, loss of production, work stoppage)	
<input type="checkbox"/> Other Specify:			
ASSETS			H
GEOPHYSICAL PROGRAM (A UTM location must be filled out in the Location Section)			
Geophysical #:		Program Name:	
Client Name:			
WELL			
Well Authorization #			
Location of well: NTS ____ - ____ - ____ / ____ - ____ - ____ or DLS _____, SEC _____, TWP _____, RGE _____ W6M			
FACILITY			
Facility #			
Location of facility: NTS ____ - ____ - ____ / ____ - ____ - ____ or DLS _____, SEC _____, TWP _____, RGE _____ W6M			

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	
<i>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.)</i>	
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	
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	
<i>Check all that apply.</i>	
<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	
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:	