



SPECTRA ENERGY
Transmission West Division

EMERGENCY MANAGEMENT MANUAL

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Spectra Energy

EMERGENCY MANAGEMENT MANUAL

REVISION RECORD FOR SECTIONS 1 THROUGH 6

Any errors or omissions in Sections 1 through 6 of the Spectra Energy Emergency Management Manual should be brought to the attention of the Team Manager, Emergency Preparedness & Security

To ensure this copy remains current, record any revisions you receive on the following record table.

REVISION RECORD		
No.	DATE	DETAILS
1	January 2007	Name Change and Manual Update
2	May 2010	Annual update
3	October 2011	Update and add Dawson Plant
4	June 2012	Annual update
5	August 2013	Annual update to include revised Incident Notification Report
6	February 2014	Annual update including Emergency Operations Centre revision
7	June 2015	Alternate Facilities, multiple emergencies, revised Incident Notification Report,
8	January 2016	Annual Update to include Entry into a Hazardous Atmosphere (appendix B)
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SECTION 1

OVERVIEW

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1 OVERVIEW

1.1 SPECTRA ENERGY ENVIRONMENTAL, HEALTH AND SAFETY POLICY STATEMENT

Spectra Energy highly values the health and safety of our employees, customers and communities. This Environmental, Health & Safety Policy establishes principles to protect and advance the corporation's essential interests worldwide and to fulfil our commitment to people and the environment. Protecting and responsibly managing natural resources are critical to the quality of life in the areas we serve, the environment and Spectra Energy long-term business success.

Our Principles

Accountability	Leadership is accountable for systematically managing environmental, health & safety (EHS) risks, opportunities and impacts as an integral part of our business. Employees are accountable for understanding and incorporating environmental, health & safety responsibilities into daily work activities. Suppliers, contractors and partners are accountable for meeting applicable EHS requirements.
Stewardship	Spectra Energy will use natural resources and energy efficiently to reduce waste and emissions at their source. We will strive to improve operations with a focus on preventing environmental and safety incidents and preserving public safety. Spectra Energy will engage in partnerships that enhance public environmental, health & safety awareness and address common EHS issues.
Standards	All business units will comply with internal standards and applicable laws and regulations. Strategic relationships will be developed to promote sound public policy.
Performance	Spectra Energy will set challenging goals and assess performance to continually improve environmental, health & safety results that contribute to business success. We will work with our suppliers, contractors and partners to enhance environmental, health & safety performance.
Communication	Spectra Energy will foster open dialogue and informed decision making through meaningful and regular communication of EHS information with management, employees and the public.

1.2 SPECTRA ENERGY EMERGENCY MANAGEMENT GUIDING PRINCIPLES

We do the right thing:

- ***We care for safety and lives*** – We immediately address any threat to the lives of individuals. We sharpen our focus on safety in the midst of a crisis.
- ***We provide shelter and care for all affected*** – Our first responsibility is to provide for the safety of our communities, customers and employees. We take action to provide shelter and care for affected people with a priority on alleviating suffering and maintaining human dignity. We strive to minimize hardship to our employees and their families who also feel the effects of the crisis.
- ***We communicate openly, candidly and quickly*** – We communicate timely and accurate information to the media and the public emphasizing the ‘who, what, when and where’ details of the situation. We will be open, honest, empathetic and in accordance with the established protocol for crisis-related communications.
- ***We collaborate, listen intently and respond to concerns and suggestions*** – We listen intently and respond thoughtfully to ideas and input from external sources offering assistance and information on safety, health and environmental technologies and solutions.
- ***We minimize property and environmental damage*** – To the greatest extent possible, we act to prevent and minimize property and environmental damage.
- ***We empower our people to act*** – We empower our manager’s with the authority to assign priorities and allocate resources appropriate to the level of the crises.

1.3 SCOPE AND OBJECTIVES OF THE EMERGENCY MANAGEMENT MANUAL (EMM)

The Emergency Management Manual (EMM) supports Spectra Energy's Division Area Site-Specific Emergency Response Plans. The EMM provides direction for:

- Division Areas of responsibility for emergency response planning (Section 1, Subsection 1.4)
- Division Area management responsibility for emergency response planning and maintenance (Section 1, Subsection 1.6)
- Division Area emergency response team structures (Section 3, Subsection 3.1 and Section 4, Subsection 4.1)
- Emergency response procedures and guidelines, within each section (1 through 6), that support and direct the requirements of the Division Area Site-Specific Emergency Response Plans.

The EMM provides Division personnel with guidance in the effective management of any emergency involving the Division's operations, equipment and products, and supports the Division's commitment to:

- reducing danger to the public and Spectra Energy employees
- rescuing and treating casualties effectively
- minimizing damage to property and the environment
- maintaining effective communications with all responders
- using the combined resources of Spectra Energy, mutual aid partners, the government and other external services
- maintaining effective and timely communication with media representatives, the public and other stakeholders
- minimizing the impact of an incident on normal operations by effectively implementing business recovery activities
- preserving records and evidence for use in post-incident investigations
- resuming normal operations as quickly as possible
- learning from incidents – continuous improvement

1.4 CORPORATE POLICY REGARDING EMERGENCY PREPAREDNESS

Every manager is expected to anticipate emergencies that could affect any aspect of the manager's normal responsibilities. The manager shall, in advance, take action to limit the severity of such emergencies and to ensure that there is a written emergency plan covering the required response and recovery actions. Such plans are to be reviewed and updated at least once a year. The manager's employees must be made aware of what is expected of them in an emergency and they are to be given regular opportunities to practice their emergency response activities. These practices are to include incorporating any lessons learned into the plan.

When an emergency occurs, immediate action will be initiated at the local level to reduce the impact of the emergency. Levels of higher authority in the organization become involved as time permits.

Other things being equal, response priority should be as follows:

1. Prevent injury and loss of life.
2. Prevent significant property and environmental damage.
3. Restore critical Company operations.
4. Restore normal business operations.

After every major emergency, a review meeting will be conducted by Area Management to examine the effectiveness of the preparations and response activities in order to make improvements.

1.5 DIVISION AREAS EMERGENCY RESPONSE PLANNING

The Division is divided into two (2) functions for the purpose of managing Emergency Response Planning. Each function is under the direction of a general manager.

The two (2) operating areas are:

1. Gathering and Processing
 - a. Fort Nelson
 - Fort Nelson Gas Plant
 - Fort Nelson North Processing Facility
 - Fort Nelson Gathering Sour System
 - Pesh Creek Area (Deactivated)
 - b. North Montney
 - Sikanni Gas Plant (Deactivated)
 - Jedney Gas Plant
 - Highway Gas Plant
 - Aitken Creek Gas Plant
 - c. Fort St John
 - Fort St John Gathering
 - d. McMahon
 - McMahon Gas Plant (Taylor Complex)
 - e. Grizzly Valley
 - Pine River Gas Plant
 - Kwoen Gas Plant (Deactivated)
 - Grizzly Valley Gathering
 - f. .South Peace
 - Dawson Creek Gas Plant
 - AB Corporate – Northern Areas
 - BC Sour Site Specific – Northern BC Properties
- 2 .Transmission and NGL
 - Transmission South
 - Transmission North

The Division Areas EMM supports this Division structure by providing:

- Generic emergency response procedures and guidelines applicable to each Division Area (Sections 1 through 6).
- A standard format for Area Site-Specific Emergency Response Plans (**Section 7**) designed to support site-specific facilities defined within each Division Area.

While the format of the Area Site-Specific Area Emergency Response Plans (**Section 7**) is common to all Division Areas, the emergency response plan contents are appropriate to the site-specific facility in meeting its requirements to effectively respond to an emergency.

Some of the benefits of this standardized format are listed below:

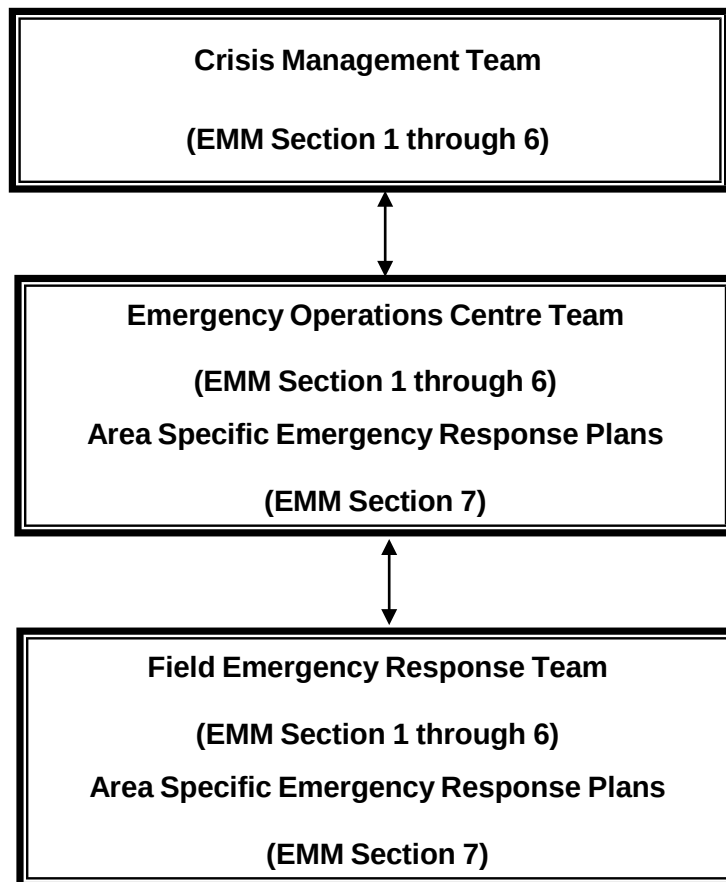
- employees are able to provide effective emergency response support to numerous sites
- emergency response training is common throughout the Division
- employees will be response-ready without extensive retraining if they are transferred to a new location
- the distribution of materials is reduced (for example, an individual who has response duties for several area plans requires only one copy of the EMM)

1.6 EMERGENCY RESPONSE TEAM STRUCTURE

An emergency response within a Division Area is managed and directed by three (3) response teams:

1. Field Emergency Response Team led by the Incident Commander;
2. Emergency Operations Centre Team led by the Emergency Operations Centre Director; and
3. Crisis Management Team led by the Crisis Management Team Director.

This EMM provides response guidelines and information to support emergency response plans for these three teams.



Organizational structures for the Field Emergency Response Team, the Emergency Operations Centre Team and the Crisis Management Team are provided in Section 4, Subsection 4.1, Tables 4.1.4 (a), (b) and (c), respectively.

1.6.1 Field Emergency Response Team

The Field Emergency Response Team is structured according to the Incident Command System (ICS). This allows the Division to respond effectively in a unified command capacity to emergencies involving multi-agency, multi-jurisdictional incidents. Key positions comprising the Field Emergency Response Team are documented as bold-faced in Section 3, Subsection 3.1. These key positions are filled by Division personnel.

1.6.2 Emergency Operations Centre Team

The Emergency Operations Centre Team is comprised of Senior Division Management and is usually activated in a Level Two or Three Alert. The team supports and advises the Incident Commander and other members of the Field Emergency Response Team. In addition, key business issues that arise due to the incident are managed by this team. The Emergency Operations Centre Team organization is provided in Section 4.

The Emergency Operations Centre Team is not structured strictly in accordance with the Incident Command System. Rather, it is composed of members who can provide authoritative support to the Incident Commander and the Field Emergency Response Team. The Emergency Operations Centre Director coordinates the Emergency Operations Centre Team and maintains regular contact with the Field Emergency Response Incident Commander and onsite supervisor/Field Emergency Response teams.

1.6.3 Crisis Management Team

The Crisis Management Team provides a central leadership structure that makes and implements decisions rapidly in the midst of a crisis. The Crisis Management Team is also used outside of crisis situations to be proactive and diminish the likelihood or severity of a crisis.

1.6.4 Levels of Alert

Division Area incidents (emergencies) are categorized into three levels of alert: Level One Alert, Level Two Alert and Level Three Alert. A Level Three Alert denotes the most serious event. By categorizing an incident, key Division responders are able to quickly and clearly communicate the severity of the incident to other Division responders, mutual aid partners and regulatory agencies. Levels of alert definitions are provided in Table 1.6.4.

If there is any uncertainty about the need to declare an alert, the Field Emergency Response Team Incident Commander will consult the lead regulatory agency – the Transportation Safety Board / National Energy Board / B.C. Oil and Gas Commission / Alberta Energy Regulator. The following key issues must be considered when assessing the level of alert:

- Is the situation likely to escalate?
- What is the likely size or extent of the hazard area?
- Are members of the public likely to be affected?
- What are the environmental impacts?
- Can the situation be handled entirely by company personnel?
- Does sufficient danger/complications exist (or potentially exist) to justify alerting outside assistance (i.e. emergency services such as Fire and Police Departments)?

SECTION 5.1 AI RESPONDERS

5.1 (a) INCIDENT NOTIFICATION REPORT

Incident Notification #: _____

Date: _____ Time reported: _____ Time occurred: _____

SECTION A: CALLER IDENTIFICATION

Callers name: _____ Phone: _____

Callers Present Location: _____

911 Address (If Applicable): _____

SECTION B: CALLER SAFETY

Does caller believe their safety is at risk? ☐ No ☐ YesDoes call responder feel that the caller's safety is at risk? ☐ No ☐ Yes

If either is yes, explain and give recommendations (e.g. shelter in place): _____

If yes, has caller already phoned 911 or emergency services? ☐ No ☐ YesDoes caller request Spectra Energy to call 911 or emergency services? ☐ No ☐ YesService called: ☐ 911 ☐ Emergency service: _____

SECTION C: INCIDENT DESCRIPTION

TYPE OF INCIDENT: ☐ Odor ☐ Irregular flare ☐ Explosion
☐ Fire ☐ Sour gas release ☐ Sweet gas release
☐ Spill (see Section E) ☐ Other: _____

INCIDENT LOCATION: (Use information available such as GPS coordinates, land marks, highway numbers, etc.)

Describe incident area (e.g. forest, muskeg, valley): _____

Confined to company property: _____

Special environmental concerns (e.g. waterways): _____

Access to the incident area (e.g. ATV, helicopter, road conditions): _____

SECTION D: INJURIES/MEDICAL EMERGENCIES

Injuries / medical emergencies: ☐ No ☐ SET West #: ☐ Public #: ☐ Contractor #:
 Fatalities: ☐ No ☐ SET West #: ☐ Public #: ☐ Contractor #:
 Assistance required: ☐ No ☐ Yes - description:

SECTION E: SPILLS

Type of spill: ☐ Transportation spill ☐ Other:

Name of product (attach MSDS if possible):

Carrier/trucker:

Consigner / Point of origin:

Estimated volume release (eg. cubic meters, litres, kilograms)

SECTION F: CALL RESPONSE ACTIONS

EPASS Incident notification ☐ No ☐ Yes
 On-Call Incident Supervisor notified: ☐ No ☐ Yes Time:

Name of On-Call Incident Supervisor:

Immediate actions taken (eg. referred to Pipeline, referred to Lands):

Follow-up required: No Yes

Assigned to: Due Date:

ADDITIONAL COMMENTS/NOTES

Name (Print)

Signature

OVERVIEW

Table 1.6.4 Level of Alert Definitions

	Criteria	Example Responses
Level One Alert	- An emergency which has the potential to escalate, does not meet any Level Two or Three Alert criteria, but meets ALL of the following conditions: - No serious threat to health and safety of workers; however, personal protective equipment may be required. - Minimal environmental impact - Impact confined to company property - Little or no media interest in the incident - Handled entirely by company or contract personnel	- The On-Site Supervisor and the Incident Commander will assess and confirm the situation. - Additional company personnel may be placed on standby. - External notifications are made as required, complying with appropriate regulated reporting. - Responders prepare for Level Two or Three Alert responses.
Level Two Alert	- An emergency that does not meet any Level Three Alert criteria, but meets ANY of the following conditions: - Presents a definite risk to the public, workers or the environment - Requires significant involvement of external emergency services, federal and/or provincial agencies - Requires some assistance from local response agencies, mutual aid partners and regulatory authorities - Causes moderate environmental impact that extends or has the potential to extend beyond company property - Creates local/regional media interest	- Responders prepare for Level Three Alert response. Level One Alert duties are continued as appropriate. - Additional internal and external resources are activated. - Lead regulatory agencies are notified and involved. - Additional notifications are made as required. - Sheltering or evacuation may be required. - Planned ignition of the product may be required. - The Emergency Operations Centre Team is activated.
Level Three Alert	- An emergency that meets ANY of the following conditions: - Causes serious threat to the public, workers and/or the environment - Requires extensive involvement of external emergency services, federal and/or provincial agencies - Requires a great deal of assistance from outside parties - Causes significant and ongoing environmental impact which extends beyond company property - Creates national media interest - Uncontrolled release of hazardous substance	- Level One and Two Alert responses are continued as appropriate. - The Emergency Management Plan is fully activated (including executive involvement). - External government agencies are extensively involved. - The company continues to liaise with key government agencies and sends representative(s) to the government's command centres if established.

1.7 EMERGENCY RESPONSE PLAN MAINTENANCE

1.7.1 Who Is Responsible

The responsibility for maintaining the EMM and the Division Area Site-Specific Emergency Response Plans is as follows:

1. The Area Director/Manager of each Division Area, defined in Section 1, Subsection 1.4, is responsible for ensuring that Area Site-Specific Emergency Response Plans are kept current. Information in the EMM and the Area Site-Specific Emergency Response Plans will be reviewed and updated once per year.

The area telephone directories will be maintained in accordance with:

- a) Each Division Area on-call schedule will be updated weekly (Section 2, Subsection 2.5.1).
 - b) All telephone directories in the Area Site-Specific Emergency Response Plans will be updated when resources or organizational structures change, regulations change or when major project changes are completed in an area. Irrespective of known change, the contact list shall be reviewed and verified at least once per year.
2. The Manager, Emergency Preparedness and Security is responsible for updating non-site-specific sections of the EMM (Sections 1 through 6). Any requests for revisions to these sections should be forwarded to Spectra Energy's Manager, Emergency Preparedness and Security for area approval and implementation.
 3. All manual recipients are responsible for ensuring that their assigned manuals are current. Any errors or omissions should be brought to the attention of the team leaders of the appropriate site, area or plant.
 4. Spectra Energy's Manager, Emergency Preparedness and Security is responsible for:
 - a) The distribution of all hard copy Emergency Preparedness Plan documents as defined on distribution lists for the EMM, Sections 1 through 6, and the Area Site-Specific Emergency Response Plans, Section 7.
 - b) Emergency response plan document distribution to First Responders, Lead Agencies and Mutual Aid Partners.

5. The provision of education, orientation and information to fire departments, police services, emergency medical services and any other agency which may potentially be required to respond to emergency situations within the Emergency Planning Zone (EPZ) will be done by the Emergency Preparedness and Security Department as specified in the Spectra Energy Emergency Preparedness and Security Program.

1.7.2 New Facility Emergency Response Plans

Before any new or major modification to an existing facility/pipeline is brought on-stream, relevant data will be added to the emergency response plan. It is the responsibility of the Project Execution Team to ensure this is added as part of the overall project scope. Emergency response plan review meetings for Division personnel and contractors will be held before major facility modifications are commissioned by the company.

1.7.3 Existing Facility Modifications

Before any new or major modification to an existing facility / pipeline is brought on-stream, relevant data will be added to the Area Site-Specific Emergency Response Plan. It is the responsibility of the Project Execution Team to ensure this is added as part of the overall project scope. Emergency response plan review meetings for Spectra Energy personnel and contractors will be held before major facility modifications are commissioned by the company. For sour facilities, Spectra Energy will invite applicable government agencies to attend.

1.8 EMERGENCY RESPONSE PLAN TRAINING

1.8.1 General Training for All Employees

Spectra Energy policy requires that employees undergo training in safety, first aid, emergency response, spill prevention and environmental protection.

All field operators will be trained to meet the requirements of a Division first responder as set out in Appendix B, Sections I and II.

1.8.2 ICS Role Training

All Division employees listed in On-call Schedules and Tables 2, 3, 4, 7 and 8, shown in Section 2, Subsection 2.5, Subsection 2.5.3, will be trained to understand and perform their respective roles.

1.8.3 Emergency Response Training Exercises

Training exercises are an integral part of the training process. The exercises may involve mutual aid partners and regulatory agencies. These exercises allow responders to practice their roles and identify opportunities to improve emergency preparedness.

This emergency response plan is reviewed annually at safety meetings and an emergency response plan training exercise is held in each area at least annually. At least one communication or full-scale exercise will be held in each geographic area at least once every three years. Training may include any of the following types of exercise:

➤ Tabletop Exercises

Exercises conducted in a conference room setting. Participants discuss the responses to various prepared scenarios. Tabletop exercises can involve small or complex emergencies (Level One, Two or Three) or any combination or escalation of incidents, including spills.

➤ **Drills**

Exercises requiring response activities by individuals and teams and limited mobilization of personnel, equipment and resources. Examples are a site evacuation drill, spill response equipment deployment drill, fire drill, confined space rescue drill or a personnel notification drill.

➤ **Communication Exercises**

Exercises that require responders to play their roles from their assigned locations using the communication equipment that would normally be deployed in a real emergency. However, there is little or no mobilization of resources other than company personnel.

➤ **Full-scale Exercises**

Exercises that validate the major aspects of the company's emergency preparedness program and involve all levels of the organization and other stakeholders, agencies and regulators.

- Area Management is responsible for scheduling and conducting emergency training exercises and drills at the facility/site.
- Specialized response teams are responsible for conducting exercises and drills to ensure appropriate levels of expertise and certification are maintained.
- Company personnel and contractors participate in training or simulated drills to improve the response efficiency.
- The site/facility/area will conduct joint emergency exercises or drills with local community or neighbouring industrial response teams.
- Activities, action items and results of exercises and drills are effectively recorded and communicated to all employees at the site.
- All opportunities for improvement noted during the emergency response training exercises will be incorporated into the emergency response plan.

1.9 PLAN GLOSSARY OF TERMS

Agency: An agency is a division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance).

Agency Representative: An individual assigned to an incident from an agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

BLEVE: Boiling liquid expanding vapour explosion which is usually associated with natural gas liquids and high vapour pressure liquids.

Businesses: Industrial operators, retail outlet operators, suppliers, trappers, outfitters, foresters and other entities that normally operate within the emergency planning zone, but do not necessarily reside in the emergency planning zone.

Critical Incident Stress Debriefing (CISD): A process between trained counsellors and those who may be psychologically affected by an incident.

Continuing Education Programs (CEP): The continuing educational programs for police, fire departments, medical facilities, other appropriate organizations and agencies and the public residing adjacent to a pipeline or facility. Discussion includes the location of the pipeline/facility, identification of emergencies involving the pipeline/facility and information about the safety procedures to be followed in case of an emergency.

Crisis Management Centre (CMC): A corporate office facility established by the Crisis Management Team to support the Emergency Operations Centre and Field Emergency Response Teams.

Emergency Operations Centre (EOC): A regional facility established by the Emergency Operations Centre Team to coordinate the overall response and support to an emergency. The Charlie Lake Complex is the designated EOC for all Division Areas.

Emergency Planning Zones (EPZ): An emergency planning zone is the area surrounding an incident site in which response efforts are directed to protect the safety of the public and the environment. During an incident, only authorized personnel are allowed entry into the

emergency planning zone. The size of the emergency planning zone may change during an incident as information about the hazard becomes available.

Explosive Limit: Explosive limit and flammability limit are interchangeable. Each gaseous hydrocarbon substance has a minimum, lower explosive limit (LEL) and an upper explosive limit (UEL).

High Vapour Pressure (HVP) Products: HVP products have a vapour pressure greater than 240 kPa at 38°C (34.8 PSIG at 100°F) and include ethane, propane butane and pentane, either as a mixture or as a single component. A leak from a vessel or pipe containing HVP products can result in a BLEVE.

Incident Commander: The individual responsible for the management of all incident operations related to an incident.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be co-located with other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Initial Action: The actions taken by resources which are the first to arrive at an incident.

Initial Response: Resources initially committed to an incident.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., municipal, provincial, federal, private sector boundary lines) or functional (e.g., police department, health department, etc.).

Maximum Operating Pressure (MOP): The maximum licensed operating pressure for a vessel or pipeline or a section of it.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Notice to Airmen (NOTAM): This is a notice issued by Navigation Canada. A NOTAM restricts access to airspace in a defined area. NOTAMs are generally issued through the nearest flight service station.

Officer: The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Information.

Operational Period: The period of time scheduled for execution of a given set of operation actions. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: The Section responsible for all tactical operations at the incident.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

Sour Gas: A natural gas containing hydrogen sulphide (H₂S) as one of its components. Exposure to sour gas above certain concentrations can be lethal.

Span of control: The supervisory ratio ranging from three to seven individuals per supervisor, with five individuals per supervisor being established as optimum.

Staging Area: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

Sweet Gas: A natural gas which is naturally devoid of naturally occurring contaminants (specifically H₂S) or from which such substances have been extracted. Sweet gas, which is suitable for marketing, is sometimes referred to as sales gas.

Transient: Someone who is temporarily in the area (i.e. camper, hunter, cross-country skier).

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for various aspects of the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.



SECTION 2

INITIAL ACTION / NOTIFICATION

CONTENTS

2 INITIAL ACTION / NOTIFICATION

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2 INITIAL ACTION / NOTIFICATION

2.1 INTRODUCTION

Section 2 of the EMM describes the basic components of the initial response to an emergency. The four components of the initial response are: Incident Command Post Activation, Public Safety Warnings, On-Site Supervisor Requirements, and Incident Command Post Staffing. Reference material to support response communications is included under each component section herein.

2.2 INCIDENT COMMAND POST ACTIVATION

Immediately upon receipt of an emergency indication, the facility Control Room Operator or Gas Control Operator will assume the role of the Incident Commander.

- ❑ Refer to Initial Action / Notification Flowchart 2.1 (a)

2.1.1 Incident Command Post (ICP)

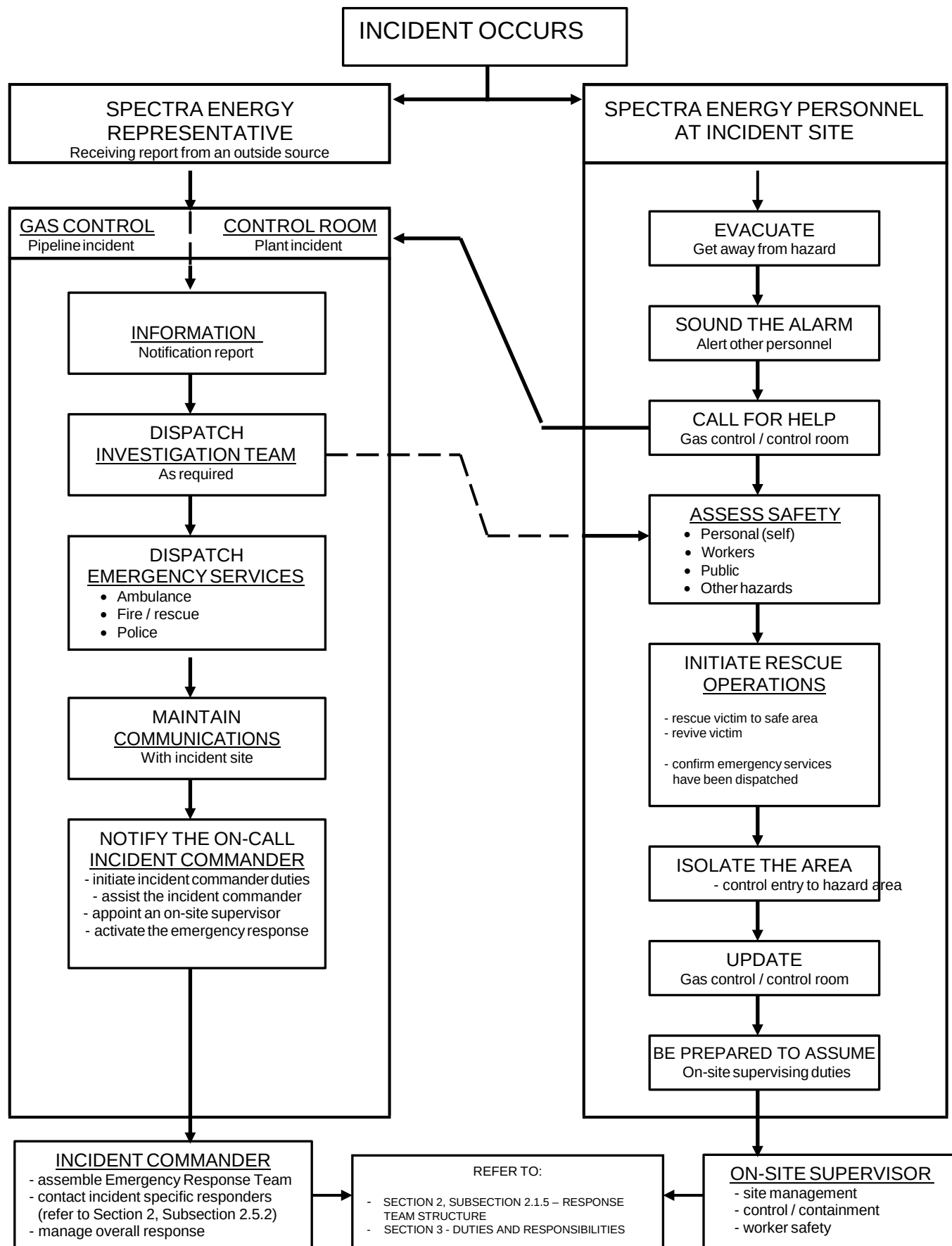
Determine if the control centre's incident command post is safe to occupy. If it is, set up the Incident Command Post. If not, arrange to evacuate all personnel and set up an Incident Command Post at an alternate site. Incident Command Posts, for each Area Site-Specific Emergency Response Plan, are documented in the individual Plans (see also Section 2, Subsection 2.4).

- Dispatch employees in accordance with the standard guidelines in Appendix B.

2.1.2 Incident Notification

- Initiate documentation of the emergency on the Incident Notification Report Form 5.1(a). Refer to Section 5.

2.1(a) INITIAL ACTION/NOTIFICATION FLOW CHART



2.1.3 Levels of Alert

Once sufficient information on the emergency situation has been obtained, the Incident Commander will determine the level of the emergency using the following reference:

- Levels of Alert (Section 1, Subsection 1.6.4, Table 1.6.4)

2.1.4 Telecommunications Guideline

- Refer to Emergency Response Communication Section 2, Subsection 2.5

2.1.5 Response Team Structure

The ICP may be activated for a Level 1 emergency at the discretion of the Incident Commander, but must be activated whenever a Level 2 or 3 emergency occurs. The Incident Commander will immediately call out the ICP staff. Minimum staff requirements are: Incident Commander and On-site Supervisor.

- Refer to Division Areas Weekly On-Call Schedule, Section 2, Subsection 2.5.1.
- Refer to Response Team Structure (ICS) Section 3, Subsection 3.1

2.1.6 Notification Requirements

The Incident Commander will determine Emergency Notification Requirements for First Responders, Government Agencies, Support Services, and Mutual Aid Partners. Refer to the following notification matrices and make appropriate contacts:

- Notification Matrix – Province of B.C. (Table 2.1.6a)
- Notification Matrix – Yukon Territory (Table 2.1.6b)
- Notification Matrix – Northwest Territories (Table 2.1.6c)
- Notification Matrix – Province of Alberta (Table 2.1.6d)
- Refer to Telephone Directories for First Responder(s) and Lead Agency (Section 7(Site Specific Field Emergency Response Plan) Subsection 7.2, Appendix B

TABLE 2.1.6 (a)

SPECTRA ENERGY TRANSMISSION WEST
PROVINCE OF BRITISH COLUMBIA
Emergency Notification Requirements for Lead Government Agencies and Support Services

INCIDENT TYPE (NOTE: More than one incident type may apply for a given emergency)	AGENCY OR RESOURCE	First Responders						Lead Agencies					Supporting Agencies and Services														
		Ambulance / Medical Services	Fire Department	RCMP / Local Police	Transportation Safety Board of Canada (TSB) (2)	National Energy Board (NEB) (4)	Emergency Management BC (EMBC) (5)	Local Authorities (6)	LPG Emergency Response Corporation	BC Oil and Gas Commission (OGC)	WorkSafe BC	BC Safety Authority	Boilers, Pressure Vessels & Piping	Ministry of Transportation - Electrical	Public Works & Government Services Canada	Ministry of Forests, Mines and Lands	Local Public Health Units	Oil Spill Cooperative	CANUTEC	Navy Canada Flight Services Equipment	Environment Canada	Department of Fisheries & Oceans (DFO)	Mutual Aid Partners / Support Services				
Sour gas release		A	√		B	√	√		√	F	G			H	I	J	K	L			O	P		R			
Chlorine gas release		A	√	√	B	√	√			F	G			H	I		K	L		N		P		R			
Sweet Combustible gas release		A	√	√	B	√	√	D	√	F	G			H	I	J				O				R			
Reportable unrefined product spill (1)		A	√	√	B	√	√	D	√	F	G			H	I	J	K	L	M	N		P	Q	R			
Reportable refined product spill (1)		A	√	√	B	√	√	D		F	G			H	I	J	K	L	M	N		P	Q	R			
Serious injury or death (including vehicle accidents)	√		√	√	B						G													R			
Fire / explosion		√	√	√	B	√	√		E	G			H	I	J									R			
Pressure vessel or piping incident			√	√	B	C			E	G	√													R			
Electrical incident			√	√	B				E		G	√												R			
Motor vehicle accident (no injuries)			√																					R			
Security incidents			√																					R			
Damage affecting the safe operation of the pipeline or plant				√	B																			R			
Interruption in the operation of a pipeline or pipeline removed from service				√	B																			R			
Pipeline or plant operated beyond designed limits				√	B																			R			
Obstruction of a roadway, railway, or seaway			√	√	B		√						H	I								Q*		R			
Structural integrity reduced or threatened to be reduced below designed limit				√	B																			R			
Precautionary shutdown due to a hazardous condition				√	B																			R			
Activation of the emergency response plan				√	B																			R			

LEGEND

√ Compulsory contact

- A) Contact the local fire department, forest or industrial fire fighting service if there is potential for secondary fires resulting from the ignition of spilled liquids or escaping gases.
- B) The TSB Board **Occurrence Hot Line** is the single window reporting contact for TSB and NEB for pipeline occurrence. (3) (4)
- C) Notify EMBC (spill report line) if the incident involves a spill of EMBC reportable quantities (Section 4.6) including a transportation of dangerous goods occurrence.
- D) If the incident involves an LPG release and support is required, contact the LPG Emergency Response Corporation to mobilize a Remedial Measures Advisor to the site. NOTE: The first responders (fire, police) may have already notified and activated the LPG Emergency Response Corporation.
- E) Contact the OGC for incidents occurring at facilities regulated by the OGC.
- F) Request EMBC officer to notify MOE, for all spills or releases that have harmed or could potentially harm the environment.
- G) Contact WorkSafe BC if there is a potential for or an actual serious injury or death of a provincially regulated (non-Spectra Energy) worker or responder (worker or workplace-related issues) NOTE: Make a courtesy notification of a potential or an actual serious injury or death of federally regulated (Spectra Energy) workers.
- H) Request EMBC official to notify MOT of incidents affecting rural roadways except for industrial roads (or to close the Alaska Highway Milepost 0.0 to Milepost 83.6) as required. (5)
- I) Request EMBC officer to notify Public Works & Government Services Canada to close the Alaska highway north of Milepost 83.6 to the Yukon border as required. (5)
- J) Request EMBC official to advise MOF of incidents where a fire has resulted or there is a potential for fire that could affect Crown timber. (5)
- K) Request EMBC official to advise MOAL of incidents that affect agricultural land. (5)
- L) Contact the local public health unit if the incident affects the health of the public e.g. contamination of drinking water.
- M) Contact the Oil Spill Cooperative / Western Canadian Spill Services Ltd. (WCSS) equipment custodian as required e.g. hydrocarbon spill into a water source.
- N) Contact CANUTEC if information about handling procedures is required for toxic material releases.
- O) To get weather information or to isolate airspace above the release, contact the nearest NAV Canada flight service station and request a NOTAM (notice to airmen). The EMBC officer may provide assistance in contacting the flight service station as required. (5)
- P) Contact Environment Canada for incidents involving PCBs or any spills on Aboriginal lands, in national parks, into river or lake systems with fish or onto railway right-of-ways.
- Q) Contact DFO if any hydrocarbons have entered a waterway frequented by fish or occupied by waterfowl.
- *NOTE: Canadian Coast Guard is part of DFO and must be notified if incident is impeding shipping or navigable waters.
- R) Activate mutual aid partner agreements and support services as required.

NOTES

- (1) If in doubt as to whether a spill is reportable or not - REPORT IT! This includes transportation (rail/trucking) related spills. (Refer to the Regulatory Incident Reporting Guidelines)
- (2) For a fatality, request that the RCMP contact the local coroner.
- (3) NEB notification (through the TSB) is required for federally regulated facilities. (NEB is responsible for occupational safety and health for federally regulated workers.)
- (4) Ensure that the TSB Occurrence Coordinator will notify the NEB. (for incidents at federally regulated facilities)
- (5) EMBC is designed to automatically contact the appropriate government agencies. Nonetheless, it is prudent, when contacting EMBC, to identify the agencies that should be advised. The local EMBC coordinator may provide assistance in contacting some or all of the local authorities and may implement emergency services as required.
- (6) Any gas release or spill which may impact the public should be reported to the OGC.
- (7) Local authorities include municipal disaster services, affected schools, school bus authorities and First Nations governments and local police.

Refer to Area Site-Specific Emergency Response Plans for telephone directory contacts of above agencies and support services.

TABLE 2.1.6 (b)

SPECTRA ENERGY TRANSMISSION WEST YUKON TERRITORY Emergency Notification Requirements for Lead Government Agencies and Support Services																										
INCIDENT TYPE (NOTE: More than one incident type may apply for a given emergency)		AGENCY OR RESOURCE		First Responders			Lead Agencies					Supporting Agencies and Services														
				Ambulance / Medical Services	Fire Department	RCMP / Local Police (2)	Transportation Safety Board of Canada (TSB) (3)	National Energy Board (NEB) (4)	Environment Canada - Spill Report Line (5)	LPG Emergency Response Corporation	Workers' Compensation H&S Board	YTG Highways and Public Works	YTG Energy, Mines and Resources	Department of Indian and Northern Development (DIAND) (7)	Emergency Measures Organization (EMO) (7)	Public Safety Branch - Maintenance Branch	Public Safety Branch - Boiler & Pressure Vessel	Health and Social Services	Oil Spill Cooperative / WCSS	CANUTEC	NAV Canada-Flight Services Station	Department of Fisheries & Oceans (DFO)	Mutual Aid Partners / Support Services			
Sour gas release		A	✓	✓	B	✓	✓		E	G	H	I	J			L			O		Q					
Chlorine gas release		A	✓	✓	B	✓	✓		E	F	G	H	I	J			L		N			Q				
Sweet Combustible gas release		A	✓	✓	B	✓	✓	D	E		G	H	I	J					O		Q					
Reportable unrefined product spill (1)		A	✓	✓	B	✓	✓	D	E	F	G	H	I	J			L	M	N		P	Q				
Reportable refined product spill (1)		A	✓	✓	B	✓	✓	D	E	F	G	H	I	J			L	M	N		P	Q				
Serious injury or death (including vehicle accidents)	✓		✓	✓	B				E													Q				
Fire / explosion		✓	✓	✓	B	C	✓		E		G	H	I	J								Q				
Pressure vessel or piping incident			✓	✓	B	C			E							K						Q				
Electrical incident			✓	✓	B				E								K					Q				
Motor vehicle accident (no injuries)			✓																			Q				
Security incidents			✓																			Q				
Damage affecting the safe operation of the pipeline or plant				✓	B																	Q				
Interruption in the operation of a pipeline or pipeline removed from service				✓	B																	Q				
Pipeline or plant operated beyond designed limits				✓	B																	Q				
Obstruction of a roadway, railway, or seaway			✓	✓	B	✓			F		H	I								P*	Q					
Structural integrity reduced or threatened to be reduced below designed limit				✓	B																	Q				
Precautionary shutdown due to a hazardous condition				✓	B																	Q				
Activation of the emergency response plan				✓	B																	Q				

LEGEND

✓ Compulsory contact

- A) Contact the local fire department if there is potential for secondary fires resulting from the ignition of spilled liquids or escaping gases.
- B) The Transportation Safety Board **Occurrence Hot Line** is the single window reporting contact for TSB and NEB for pipeline occurrence. (3) (4)
- C) Contact Environment Canada, Environmental Protection spill report line for all spills or releases that have harmed or could potentially harm the environment.
- D) If the incident involves an LPG release and support is required, contact the LPG Emergency Response Corporation to mobilize a Remedial Measures Advisor to the site. NOTE: The first responders (fire, police) may have already notified and activated the LPG Emergency Response Corporation.
- E) Contact Workers' Compensation Health and Safety Board if there is a potential for or an actual serious injury or death of a territorially regulated (non-Spectra Energy) worker or responder (worker or workplace-related issues). NOTE: Make a courtesy notification of a potential or actual serious injury or death of federally regulated (Spectra Energy) workers.
- F) Request the spill report line personnel to notify YTG Transport Services about a transportation of dangerous goods occurrence. (5)
- G) Request the spill report line personnel to notify YTG Renewable Resources if incident impacts Government of Yukon land. (5)
- H) Request the spill report line personnel to notify Department of Indian and Northern Development about incidents that affect Aboriginal lands, crown lands, river or lake systems. (5) (7)
- I) Contact YTG Transportation Maintenance Branch, to request permission to block any highway, road or trail. NOTE: Technically there are no private roads under the Yukon Highway Act.
- J) Request the Emergency Measures Organization (EMO) to identify affected local authorities and implement emergency services, as required. (6) (8)
- K) Request the Emergency Measures Organization (EMO) to contact Public Safety Branch personnel as required.
- L) Contact Health and Social Services about incidents that could affect public health e.g. contamination of drinking water.
- M) Contact the Oil Spill Cooperative / Western Canadian Spill Services Ltd. (WCSS) equipment custodian as required e.g. hydrocarbon spill into a water source.
- N) Contact CANUTEC if information about handling procedures is required for toxic material releases.
- O) To obtain weather information or to isolate airspace above the release, contact the nearest NAV Canada flight services station and request a NOTAM (notice to airmen). The Emergency Measures Organization (EMO) may provide assistance in contacting the flight services station as required. (8)
- P) Contact the Department of Fisheries and Oceans (DFO) if any hydrocarbons have entered a waterway frequented by fish or occupied by waterfowl. *NOTE: Canadian Coast Guard is part of DFO and must be notified if incident is impeding shipping or navigable waters.
- Q) Activate mutual aid partner agreements and support services as required.

NOTES

- (1) If in doubt as to whether a spill is reportable or not ----- **REPORT IT! This includes transportation (rail/trucking) related spills. (Refer to Incident Management Program**
- (2) For a fatality, request that the RCMP contact the local coroner.
- (3) NEB notification (through the Transportation Safety Board) is required for federally regulated facilities. (NEB is responsible for occupational safety and health for federally regulated workers.)
- (4) Ensure that the Transportation Safety Board Occurrence Coordinator will notify the NEB. (for incidents at federally regulated facilities)
- (5) **The Yukon spill report line is designed to automatically contact the appropriate government agencies. Nonetheless, it is prudent, when contacting the spill report line, to identify the agencies that should be advised.**
- (6) Local authorities include local Emergency Measures/Disaster Services, affected schools, school bus authorities, First Nations governments, local governments and local police.
- (7) Department of Indian and Northern Development (DIAND) is also referred to as Indian and Northern Affairs Canada (INAC)
- (8) The Emergency Measures Organization (EMO) may provide assistance in contacting some or all of the local authorities.

Refer to Area Site-Specific Emergency Reponse Plans for telephone directory contacts of above agencies and support services.

Updated August, 2016

TABLE 2.1.6 (c)

SPECTRA ENERGY TRANSMISSION WEST
NORTHWEST TERRITORIES
Emergency Notification Requirements for Lead Government Agencies and Support Services

INCIDENT TYPE (NOTE: More than one incident type may apply for a given emergency)	First Responders												Lead Agencies				Supporting Agencies and Services											
	Agency or Resource	Antibulance / Medical Services	Fire Department	RCMP / Local Police	Transportation Safety Board	National Energy Board of Canada (NEB) (2)	NWT Spill Report Line (TSB) (3)	Workers' Compensation Board (NEB) (4)	Local Authorities (5)	LPG Emergency Response Corporation (6)	Resources - Wildlife and Economic Development (6)	Department of Indian and Northern Development (DIAND) (9)	Emergency Measures Organization (EMO) (8)	Ministry of Transportation Highways and Engineering (10)	Department of Public Works and Services - Boilers (11)	Health and Social Services (11)	Oil Spill Cooperative (WCSS) (12)	CANUTEC	NAV Canada Flight Services Station	Department of Fisheries and Oceans (DFO)	Mutual Aid Partners / Services							
Sour gas release		A	√	√	B	√	D	√		F	G	H	I				K		N		P							
Chlorine gas release		A	√	√	B	√	D	√		F	G	H	I				K		M		P							
Sweet Combustible gas release		A	√	√	B	√	D	√	E	F	G	H	I						N		P							
Reportable unrefined product spill (1)		A	√	√	B	√	D	√	E	F	G	H	I				K	L	M		O	P						
Reportable refined product spill (1)		A	√	√	B	√	D	√	E	F	G	H	I				K	L	M		O	P						
Serious injury or death (including vehicle accidents)	√		√	√	B		D														P							
Fire / explosion		√	√	√	B	C	D	√		F	G	H	I								P							
Pressure vessel or piping incident			√	√	B	C	D							J							P							
Electrical incident			√	√	B		D								J						P							
Motor vehicle accident (no injuries)			√																		P							
Security incidents			√																		P							
Damage affecting the safe operation of the pipeline or plant				√	B																P							
Interruption in the operation of a pipeline or pipeline removed from service				√	B																P							
Pipeline or plant operated beyond designed limits				√	B																P							
Obstruction of a roadway, railway, or seaway			√	√	B		√		F	G		I							O*		P							
Structural integrity reduced or threatened to be reduced below designed limit				√	B																P							
Precautionary shutdown due to a hazardous condition				√	B																P							
Activation of the emergency response plan				√	B																P							

LEGEND

√ Compulsory contact

- A) Contact the local fire department if there is potential for secondary fires resulting from the ignition of spilled liquids or escaping gases.
- B) The Transportation Safety Board **Occurrence Hot Line** is the single window reporting contact for TSB and NEB for pipeline occurrence. (3) (4)
- C) Notify the NWT spill report line about all spills or releases that have harmed or could potentially harm the environment, including transportation of dangerous goods occurrences.
- D) Contact Workers' Compensation Board if there is a potential for or an actual serious injury or death of a territorially regulated (non-Spectra Energy) worker or responder (worker or workplace-related issues). (6)
- NOTE: Make a courtesy notification of a potential or actual serious injury or death of federally regulated (Spectra Energy) workers.
- E) If the incident involves an LPG release and support is required, contact the LPG Emergency Response Corporation to mobilize a Remedial Measures Advisor to the site. NOTE: The first responders (fire, police) may have already notified and activated the LPG Emergency Response Corporation.
- F) Request NWT spill report line personnel to notify Resources, Wildlife and Economic Development for spill, occurrences on community property or along highway right-of-ways. (5)
- G) Request NWT spill report line personnel to notify Department of Indian and Northern Development about incidents that affect Aboriginal lands, crown lands, river or lake systems. (5) (9)
- H) Request NWT spill report line personnel to notify the Emergency Measures Organization (EMO) to implement emergency services as required. (5) (10)
- I) Contact Ministry of Transportation Highways and Engineering if the incident affects any highway or airport or for information regarding road conditions.
- J) Request the Workers' Compensation Board to notify the Department of Public Works and Services, Boiler & Pressure or Electrical as required. (6)
- K) Contact Health and Social Services about incidents that could affect public health e.g. contamination of drinking water.
- L) Contact the Oil Spill Cooperative / Western Canadian Spill Services Ltd. (WCSS) equipment custodian as required e.g. hydrocarbon spill into a water source.
- M) Contact CANUTEC if information about handling procedures is required for toxic material releases.
- N) To obtain weather information or to isolate airspace above the release, contact the nearest NAV Canada flight services station and request a NOTAM (notice to airmen). The Emergency Measures Organization (EMO) may provide assistance in contacting the flight services station. (5) (10)
- O) Contact the Department of Fisheries and Oceans (DFO) if any hydrocarbons have entered a waterway frequented by fish or occupied by waterfowl.
- *NOTE: Canadian Coast Guard is part of DFO and must be notified if incident is impeding shipping or navigable waters.
- P) Activate mutual aid partner agreements and support services as required.

NOTES

- (1) If in doubt as to whether a spill is reportable or not ----- REPORT IT! This includes transportation (rail/trucking) related spills. (Refer to the Incident Management Program)
- (2) For a fatality, request that the RCMP contact the local coroner.
- (3) NEB notification (through the Transportation Safety Board) is required for federally regulated facilities. (NEB is responsible for occupational safety and health for federally regulated workers.)
- (4) Ensure that the Transportation Safety Board Occurrence Coordinator will notify the NEB. (for incidents at federally regulated facilities)
- (5) The NWT spill report line is designed to automatically contact the appropriate government agencies. Nonetheless, it is prudent, when contacting the spill report line, to identify the agencies that should be advised.
- (6) The Workers' Compensation Board of the Northwest Territories and Nunavut, Industrial Safety Prevention Services may notify the applicable Department of Public Works and Services safety branches.
- (7) Local authorities include local Emergency Measures/Disaster Services, affected schools, school bus authorities, First Nations governments, local governments and local police.
- (8) Resources, Wildlife and Economic Development, Environmental Protection Services, Forest Management and Wildlife Management Divisions.
- (9) Department of Indian and Northern Development (DIAND) and Indian and Northern Affairs Canada (INAC) are interchangeable titles.
- (10) The Municipal and Community Affairs (MACA), Emergency Measures Organization (EMO) may provide assistance in contacting some or all of the local authorities.
- (11) Department of Public Works and Services - Boiler and Pressure Vessel Safety.
- (12) Department of Public Works and Services - Electrical Safety.

Refer to Area Site-Specific Emergency Reponse Plans for telephone directory contacts of above agencies and support services.

TABLE 2.1.6 (d)

SPECTRA ENERGY TRANSMISSION WEST
PROVINCE OF ALBERTA
Emergency Notification Requirements for Lead Government Agencies and Support Services

INCIDENT TYPE (NOTE: More than one incident type may apply for a given emergency)	AGENCY OR RESOURCE	First Responders							Lead Agencies							Supporting Agencies and Services									
		Ambulance / Medical Services	Fire Department	RCMP / Local Police	Transportation Safety Board of Canada (TSB) (3)	National Energy Board (NEB) (4)	Alberta Energy Board (AEB) (5)	Alberta Municipal Affairs, Disaster Services (6)	Alberta Environment, Enforcement and Monitoring (7)	Local Authorities (8)	LPG Emergency Response Corporation	Oil Spill Cooperative / WCSS Equipment	Alberta Human Resources and Employment (9)	Alberta Boiler Safety Association	Alberta Municipal Affairs	Alberta Environment, Lands & Forests / Fish & Wildlife (10)	Local Infrastructure, Highway Branch	Local Health Unit	Workers' Compensation Board	Environment Canada	CANUTEC	NAV Canada	NAV Canada Flight Services Station	Department of Fisheries & Oceans (DFO)	Mutual Aid Partners / Support Services
Sour gas release		A	√	√	B	√	x	x	√			G			x	I	J	K	L			N			P
Chlorine gas release		A	√	√	B		√	√	√			G			H	I	J	K	L	M					P
Sweet Combustible gas release		A	√	√	B	√	x	x	√	E		G			x	I		K				N			P
Reportable unrefined product spill (1)		A	√	√	B	√	x	x	√	E	F	G			x	I	J	K	L	M			O		P
Reportable refined product spill (1)		A	√	√	B		√	√	√	E	F	G			H	I	J	K	L	M			O		P
Serious injury or death (including vehicle accidents)	√		√	√	B							√						√							P
Fire / explosion		√	√	√	B	C	√	D	√			G			H	I		K							P
Pressure vessel or piping incident			√	√	B	C						G	√					K							P
Electrical incident			√	√	B	C						G		√				K							P
Motor vehicle accident (no injuries)			√																						P
Security incidents			√																						P
Damage affecting the safe operation of the pipeline or plant				√	B																				P
Interruption in the operation of a pipeline or pipeline removed from service				√	B																				P
Pipeline or plant operated beyond designed limits				√	B																				P
Obstruction of a roadway, railway, or seaway			√	√	B				√								I						O*		P
Structural integrity reduced or threatened to be reduced below designed limit				√	B																				P
Precautionary shutdown due to a hazardous condition				√	B																				P
Activation of the emergency response plan				√	B																				P

LEGEND

- √ Compulsory contact
x Request the AER to notify these agencies and services as required.
NOTE: The AER may provide assistance to alert additional provincial government agencies (one-window reporting). However, Spectra Energy is accountable to ensure that the appropriate agencies are notified.
- A) Contact the local fire department if there is potential for secondary fires resulting from the ignition of spilled liquids or escaping gases.
B) The Transportation Safety Board **Occurrence Hot Line** is the single window reporting contact for TSB and NEB for pipeline occurrence. (3) (4)
C) Contact the AER for fire / explosion incidents, pressure vessel incidents or electrical incidents occurring at facilities approved and regulated by the AER.
D) Contact Alberta Environment, Enforcement and Monitoring for all spills or releases that have harmed or could potentially harm the environment.
E) If the incident involves an LPG release and support is required, contact the LPG Emergency Response Corporation to mobilize a Remedial Measures Advisor to the site.
NOTE: The first responders (fire/police) may have already notified and activated the LPG Emergency Response Corporation.
F) Contact the Oil Spill Cooperative / Western Canadian Spill Services Ltd. (WCSS) equipment custodian as required e.g. hydrocarbon spill into a water source.
G) Contact Alberta Human Resources and Employment, Workplace Health & Safety if there is a potential for or an actual serious injury or death of a provincially regulated (non-Spectra Energy) worker or responder (workplace-related issues).
NOTE: Make a courtesy notification of a potential or an actual serious injury or death of federally regulated (Spectra Energy) workers.
H) Contact Alberta Environment, Lands & Forests and Fish & Wildlife.
I) Contact Alberta Infrastructure, Highways Branch if the emergency planning zone affects highway designated by 1 or 2 digits (e.g. Hwy 2, Hwy 47).
J) Contact the local health unit if the incident affects public health e.g. contamination of drinking water.
K) Contact Workers' Compensation Board if there is potential for or an actual serious injury or death of a provincially regulated (non-Spectra Energy) worker as a result of an incident (worker related issues).
L) Contact Environment Canada for incidents involving PCBs or any spills on Aboriginal lands, in national parks, into river or lake systems with fish or onto railway right-of-ways.
M) Contact CANUTEC if information about handling procedures is required for toxic material releases.
N) To obtain weather information or to isolate airspace above the release, contact the nearest NAV Canada flight services station and request a NOTAM (notice to airmen). The AEUB may provide assistance in contacting the flight services station as required.
O) Contact the Department of Fisheries and Oceans (DFO) if any hydrocarbons have entered a waterway frequented by fish or occupied by waterfowl.
NOTE: The Canadian Coast Guard is part of DFO and must be notified if an incident is impeding shipping or navigable waters.
P) Activate mutual aid partner agreements and support services as required.

NOTES

- (1) **If in doubt as to whether a spill is reportable or not ----- REPORT IT!** If a spill involves transportation (rail/trucking), ensure that the Alberta Transportation and Utilities Information and Coordination Center operator and the RCMP are notified (Transportation of Dangerous Goods Occurrence). (Refer to the Incident Management Program)
(2) For a fatality, request that the RCMP call the medical examiner.
(3) NEB notification (through the Transportation Safety Board) is required for federally regulated facilities. (NEB is responsible for occupational safety and health for federally regulated workers.)
(4) Ensure that the Transportation Safety Board Occurrence Coordinator will notify the NEB (for incidents at federally regulated facilities).
(5) The AER is designated as lead agency (one-window reporting) to implement the Government of Alberta Emergency Response Support Plan for an Upstream Petroleum incident.
(6) The Alberta Municipal Affairs, Disaster Services officer may provide assistance in contacting some or all of the local authorities.
(7) Alberta Environment, Enforcement and Monitoring.
(8) Local authorities include the local disaster services coordinator, affected schools, school bus authorities, First Nations government, municipal/county authorities and local police.
(9) Alberta Human Resources and Employment, Workplace Health and Safety.
(10) Alberta Environment, Lands & Forests Services and Fish & Wildlife.

Refer to Area Site-Specific Emergency Response Plans for telephone directory contacts of above agencies and support services.

2.1.7 Time and Event Logging

The Incident Commander will continue to coordinate the response to the emergency and maintain the time and event log for all critical activities until relieved. The time and event log is to be handed over to the relieving Incident Commander.

- Refer to Time and Event Log (Section 5, Form 5.1 (c))

2.2 PUBLIC SAFETY WARNINGS

If danger to the public is imminent, appropriate action will be taken to avoid any exposure to danger. ICP staff will arrange for any public hazard to be reported to the local media who will be asked to make suitable announcements.

- Refer to Emergency Planning Zone (EPZ) for Residents / Businesses (Emergency Response Contact Manuals)
- Refer to Emergency Planning Zone Maps (Area Site-Specific Facility Emergency Response Plans)
- Refer to Standard Guidelines (Appendix D)
- Refer to Telephone Directories (Area Site-Specific Facility Emergency Response Plans)

2.3 ON-SITE SUPERVISOR

If the location of the emergency is not within the immediate area of the site-specific control centre, the Incident Commander will appoint the senior employee at the site of the emergency as the “On-site Supervisor”. All employees must be familiar with this role and the assigned responsibilities.

- Refer to On-site Supervisor Roles and Responsibilities (Section 3, Subsection 3.2.12)

2.4 INCIDENT COMMAND POST STAFFING

The ICP staff should be kept as close as practical to their normal work and where they are located for normal operations. However, in a major emergency, the main focus will be to respond to and recover from the emergency. To provide that focus on a continuous basis during the emergency, special staff positions must be filled. A detailed description of roles and responsibilities for a fully staffed ICP under the Incident Command System is provided in Section 3.

- Refer to Team Organization (Section 3, Subsection 3.1)
- Refer to Team Roles and Responsibilities (Section 3)

Staffing will be planned on a two-shift per day basis depending on the needs of the Response and Recovery Plan. The Incident Commander will determine the level of staffing required to meet the needs of the response to the emergency situation that the ICP is handling.

- Refer to Area Site-Specific Emergency Response Plans
- Refer to ICP Roles and Responsibilities (Section 3)

The initial location for the ICP will be the control centre of a plant, compressor station, or gas control unit. Because the Control Centre Operators must continue to operate the facility, the primary ICP site should be a suitably equipped location away from the Control Room. Should the primary site not be accessible or untenable, an alternate location will be used. In the event that neither the primary nor alternate sites are available, the Incident Commander will choose an acceptable location for the ICP and advise all concerned as soon as possible.

- Refer to Area Site-Specific Emergency Response Plans

2.4.1 Command Posts

If an emergency is declared, the Incident Commander will establish an Incident Command Post. Depending on the nature of the incident and the level of alert, several other command locations may be required; however, there will only be one Incident Command Post.

Incident Command Post (ICP)

The Incident Commander will establish an Incident Command Post in a location and facility appropriate to the incident situation. This is the centre of operations for managing the emergency response and must have the necessary equipment and resources for supporting the Incident Commander. Initially, it may be simply a mobile facility; however, as an incident response expands, a location with expanded space and communications may be required. If the ICP needs to be changed, it is imperative to establish the expanded ICP as early in the incident as possible. For specific locations within each area, refer to Section 7 of the Area Site-Specific Emergency Response Plans.

On-Site Command Post (OSCP)

An On-site Command Post will be established by the On-site Supervisor in a safe location near the site of the emergency. All on-site activities will be directed from this post. This command post could initially be established in a vehicle or a trailer equipped with effective communications equipment.

Control Centres

Operators in the Calgary Gas Control Centre monitor and control the pipeline system 24 hours a day, 7 days a week. Operators at the Fort St. John Gas Control Centre can also control the system as required. The Fort St. John Gas Control Centre is responsible for the sour raw gas gathering and process facilities in the Northern Region. It is staffed 24 hours a day, 7 days a week. The Calgary centre is responsible for sweet and sales gas compression and transmission. Control Room operators at gas processing plants also monitor and control plant operations 24 hours a day, 7 days a week.

The staff at any of these Control Centres may handle initial calls, notify personnel and activate shut-down procedures. In most cases, as the initial responder, the senior operator will assume the role of the Incident Commander until relieved. Activation of the ICP will allow Gas Control Centre personnel to focus on monitoring and operating the complete system and assisting as required.

Staging Areas

The decision to establish a staging area will be made by the Emergency Operations Centre staff or the Operations Supervisor as directed by the Incident Commander. The staging area should be located in a safe, but accessible area to the incident site. The staging area is a control point for regulating the flow of equipment and services.

Emergency Operations Centre (EOC)

The Emergency Operations Centre Director will usually establish the Emergency Operations Centre (EOC) on a Level Two or Three Alert. This is the centre where regional area support activities are coordinated. The centre is complete with equipment, information, accessibility and space to accommodate key responders on the Emergency Operations Centre Team. The Charlie Lake Complex is the EOC for all Division Areas. See Section 4 for details regarding the EOC.

Crisis Management Centre (CMC)

The Crisis Management Team Director will usually establish a Crisis Management Centre on a Level Two or Three Alert. They may implement it during a Level Two Alert at the discretion of the Crisis Management Team Director. The centre is located in the Calgary, Alberta office, but may be relocated at the discretion of the Crisis Management Team Director.

Provincial Emergency Management Group

During a Level Three Alert (major emergency), the Provincial Emergency Management Group may open an Emergency Operations Centre near the incident site to coordinate provincial response with the lead regulating ministry. They may also operate a 24-hour Emergency Coordination Centre that initiates notifications of other agencies, officials and services.

If established, Spectra Energy will provide representation, or communications links to such a centre to ensure that unified incident command occurs.

2.5 INTERNAL AND EXTERNAL RESOURCES CONTACT LISTS

An on-call schedule for each of the Division Areas is maintained on the Division SCADA (Supervisory Control and Data Acquisition) System and each of the Division Area's Site-Specific Emergency Response Plans maintains lists of telephone numbers for internal and external resources that can assist during an emergency. Internal and external contact lists are also maintained on SCADA, registered on the Spectra Energy Employee Source website.

2.5.1 Field Emergency Response Team Members

Spectra Energy On-Call Schedule

In the event that an emergency response plan is activated, the on-call schedule identifies the following team members:

- Incident Commander
- On-site Supervisor
- Emergency Operations Centre Director
- Officer in Charge
- Crisis Management Team Director

The on-call schedules for each Division Area are electronically available at gas control and facility control room centres and/or are posted according to facility operating procedures.

2.5.2 First Responders and Lead Agencies

Area site-specific emergency response plans maintain telephone directories for:

- First Responders (Ambulance, Police, Fire)
- Lead Agencies (Transportation Safety Board)
- Support Agencies
- Mutual Aid Partners
- Contract Services
- School Districts

Formats for these directories are provided in Section 7, Subsection 7.2.

2.5.3 Site-specific Support Personnel

Area Site-Specific Emergency Response Plans maintain telephone directories for:

Table 1	Area Stations/Control Room Centres, and Emergency Operations Centre
Table 2	Area Field Emergency Response Team Incident Commanders
Table 3	Area Field Emergency Response On-Site Supervisors
Table 4	Area Emergency Operations Centre Directors
Table 5	Area Emergency Response Support Personnel
Table 6	Area Employees Telephone List
Table 7	Field Emergency Response Team Members
Table 8	Emergency Operations Centre Team Members

Formats for these directories are provided in Section 7, Subsection 7.2.

2.5.4 Emergency Planning Zone Residences / Businesses

Division Area Site-Specific Emergency Response Contact Manuals maintain contact lists for all residences and businesses located within the emergency planning zone as shown on maps in Area Site-Specific Emergency Response Plans.

2.5.5 Division Areas VHF Radio Frequencies

Divisions may operate a radio network. Channels, frequencies and use are documented in Division Area Site-Specific Emergency Response Plans.

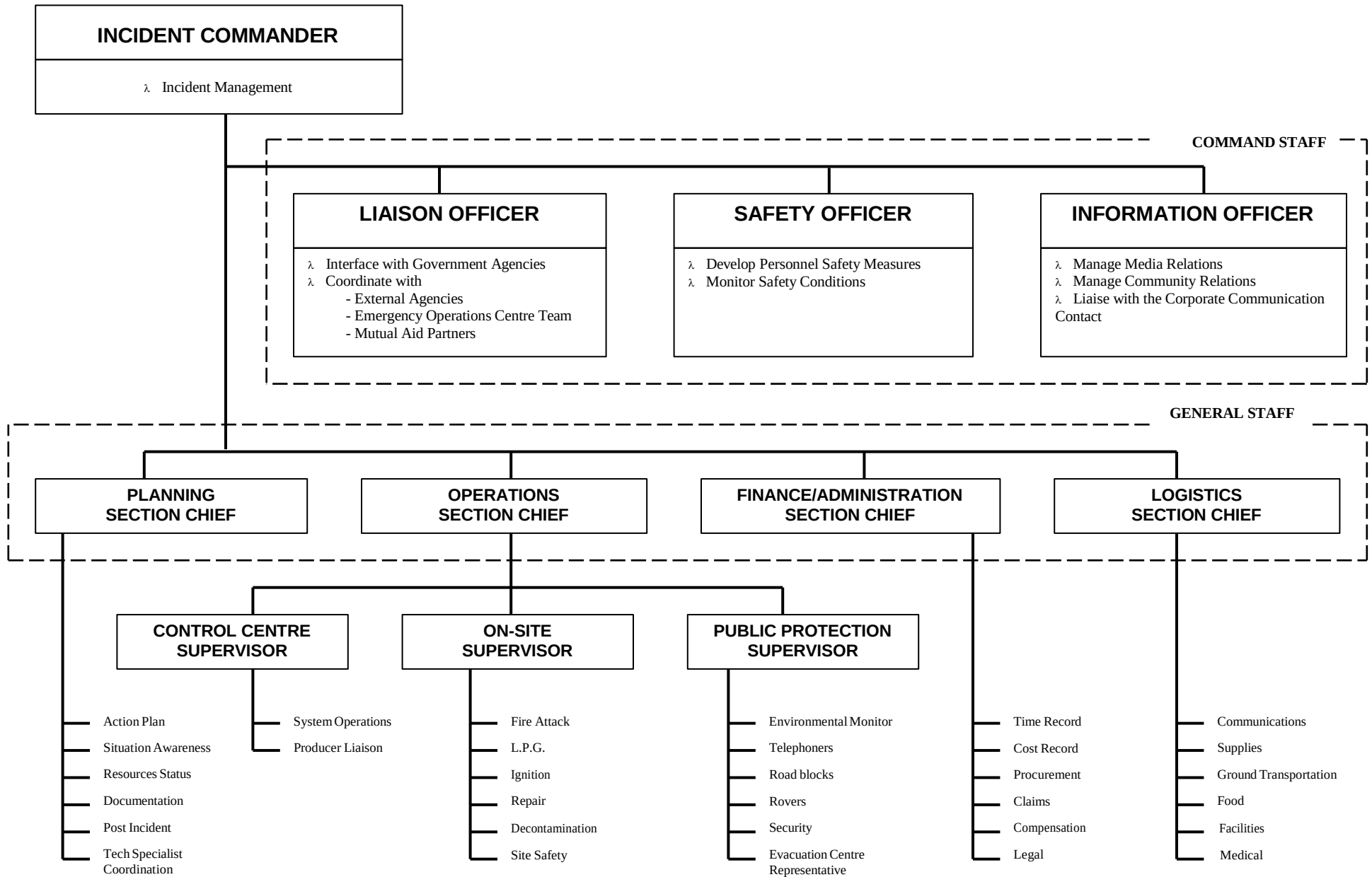
FIELD EMERGENCY RESPONSE TEAM DUTIES AND RESPONSIBILITIES

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3.1 SPECTRA ENERGY FIELD EMERGENCY RESPONSE TEAM STRUCTURE (ICS)



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3.2 DUTIES AND RESPONSIBILITIES

3.2.1 INCIDENT COMMANDER

A. Position Role

For incidents involving Spectra Energy Facilities, the senior operator at a control centre (gas control or control room) will usually be the initial Spectra Energy responder and will assume the role of the Incident Commander until the “On-Call” Incident Commander takes charge.

Consistent with the ICS process, the Incident Commander has the authority and responsibility for managing the incident as required. The primary objectives are:

1. Safeguard workers and the public.
2. Stabilize the incident conditions.
3. Implement the recovery plans.
4. Coordinate investigation of cause.

To achieve these objectives, the Incident Commander will appoint, as a minimum, an on-site supervisor and, if required, a public protection supervisor.

B. Responsibilities

The Incident Commander declares the “Level of Alert” and downgrades or declares an “All Clear” status. The Incident Commander is responsible for:

- The direction of Field Emergency Response Team activities.
- Requesting support from emergency responders, the Emergency Operations Centre Team and mutual aid partners and assisting agencies.

The Incident Commander appoints personnel to assume responsibility for the following functional activities to be accomplished by the Field Emergency Response Team:

- Operations → Operations Section Chief (Section 3, Subsection 3.2.10).
- Planning → Planning Section Chief (Section 3, Subsection 3.2.5).

The Incident Commander will appoint staff personnel to carry out the duties of the Information Officer (Section 3, Subsection 3.2.2), Safety Officer (Section 3, Subsection 3.2.3) and Liaison Officer (Section 3, Subsection 3.2.4).

Other Incident Commander responsibilities consist of the following:

- Assess the situation. Obtain a briefing if assuming the duties from a prior Incident Commander.
- Determine Incident Objectives and strategy.
- Establish the immediate priorities.
- Establish an Incident Command Post.
- Establish an appropriate organization.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an Incident Action Plan.
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with key people and officials.
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator informed of incident status.
- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.

C. Checklist

To carry out these responsibilities, the Incident Commander may use the following checklist of action items:

Initial Action

- Appoint or dispatch an On-site Supervisor.
- Assess the situation and complete an Incident Notification Report.
- Declare the level of alert.
- Order radio silence except for emergency response transmissions.
- Advise the Emergency Operations Centre Director about Level Two or Three Alerts and request support from the Crisis Management Team (if a Liaison Officer has not been appointed).
- Establish the Incident Command Post.
- Maintain contact with the On-site Supervisor (or Operations Chief if appointed).
- Refer to Appendices section of this manual for the Division's standard response guidelines.

- Document events chronologically on a Time and Event Log, Section 5, Subsection 5.1, Form 5.1(c).

Assessment and Response

- Determine incident objectives and strategy.
- Establish an operational period consistent with the incident circumstances.
- Assess the risk to workers and the public and define the emergency planning zone in cooperation with the On-site Supervisor (or the Public Protection Supervisor if appointed)
- Establish a control or containment plan with the On-site Supervisor.
- Obtain permission for site access if necessary.
- Review issues and establish plans and priorities with the Field Emergency Response Team regarding issues such as:
 - Ignition
 - Evacuation / sheltering
 - Control and containment operations
 - Media preparations
 - Logistical support
- Ensure weather conditions are continuously monitored.
- Conduct frequent status meetings with the team supervisors and clarify objectives as necessary.

Public Safety

- Review the status of public safety with the Public Protection Supervisor.
- Coordinate the notification of next of kin with the Information Officer. Refer to guidelines in Appendix I for notifying next of kin.

Response Team Staffing

- Appoint personnel to fill the supervisory positions on the Field Emergency Response Team as required by the scope of the incident and consistent with effective span of control.
- Place additional Field Emergency Response Team members on standby as required.
- Create an action plan for the established operational period which identifies overall responses, goals, personnel and equipment requirements. Direct the supervisors of the Field Emergency Response Team to prepare similar action plans for their respective duties.

- Ensure personnel are relieved as necessary. Personnel in high stress positions must be relieved regularly.

Post Incident Requirements

- As appropriate, reduce the level of alert or call down the alert.
- Initiate and coordinate post-incident activities. Refer to Section 6.
- Dispatch trained personnel to conduct Critical Incident Stress Debriefings as required.
- Prepare a post-incident report on response activities.

A number of forms are available to assist the Incident Commander and Incident Command staff to manage and record incident details. They are included in Section 5.

Spectra Energy Forms, Section 5, Subsections 5.1 - 5.5

- 5.1(a) Incident Notification Report (For first report of an incident)
- 5.1(b) Bomb Threat Form
- 5.1(c) Time and Event Log
- 5.1(d) Incident Status Update (For updates about an incident)
- 5.1(e) Logistical Support Summary
- 5.1(f) Field Emergency Response Team Assignments
- 5.1(g) Emergency Operations Centre Team Assignments
- 5.2(a) Resident Data Record
- 5.2(b) Telephoner Text – Shelter Message
- 5.2(c) Telephoner Text – Evacuation Message
- 5.2(d) Roadblock Checkpoint Record
- 5.2(e) Environmental Monitoring Record
- 5.2(f) Emergency Notice
- 5.3(a) Media Inquiry Log
- 5.3(b) Emergency Operations Centre Communications Personnel
- 5.4(a) Government Agency Inquiry Log
- 5.4(b) External Agency Post Incident Evaluation
- 5.5(a) Phonetic Alphabet
- 5.5(b) Level of Alert Definitions
- 5.5(c) Hydrogen/Sulphide Toxicity Table

ICS Forms, Section 5, Subsection 5.6

- ICS Form 201 Incident Briefing
- ICS Form 202 Incident Objectives
- ICS Form 203 Organization Assignment List

ICS Form 204	Assignment List
ICS Form 206	Medical Plan
ICS Form 209	Incident Status Summary
ICS Form 211	Check-in List
ICS Form 214	Unit Log
ICS Form 215	Operational Planning Worksheet
ICS Form 218	Support Vehicle Inventory
ICS Form 221	Demobilization Checkout

COMMAND STAFF

3.2.2 INFORMATION OFFICER

A. Position Role

The Information Officer ensures that information is effectively communicated to the Corporate Public Affairs contact for distribution to media personnel and the public. If necessary, the Information Officer establishes communications and works closely with the Emergency Operations Centre Team, Community Relations Lead.

The Information Officer will develop a current Incident Status Update Section 5, Form 5.1(d) and forward it to the Corporate Public Affairs contact to assist them in developing a preliminary media statement. If time permits, any media releases should be co-ordinated with the proper regulatory representative and if necessary, effective producer.

Once an approved statement has been developed, the Information Officer will review it with the Incident Commander and forward it to local media for the area where the incident has occurred. Local media contact information is included in the Area Site-Specific Emergency Response Plan manuals. The Information Officer will also forward the approved statement to on-site personnel in the event they are contacted by the media at the site.

B. Responsibilities

The Information Officer's responsibilities consist of the following:

- Determine from the Incident Commander if there are any limits on information release.
- Develop material for forwarding to the Corporate Public Affairs Contact.
- Determine the need for public safety messages.
- Obtain Incident Commander's approval of public safety messages.
- Request media assistance in delivery of public safety messages.
- Inform local media of contact information for Corporate Public Affairs.
- In cooperation with the EOC, Community Relations Lead and the Corporate Affairs group, arrange for tours and other interviews or briefings that may be required.
- Obtain media information that may be useful to incident planning.

- Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel including the following:
 - Names of personnel in each Field Emergency Response Team position and their location.
 - Control and containment measures.
 - Injuries, deaths and missing persons.
 - Environmental monitoring information.
 - Status of public safety actions.
- Maintain a current list of issues that the response team must address. (These issues may have been raised by residents, government agencies and other stakeholders.)
- Exchange status report updates with the Emergency Operation Centre Team's Community Relations Lead if the Emergency Operations Centre Team is involved.
- As requested, assist with post-incident actions. Refer to Section 6.

C. Checklist

To accomplish these responsibilities, the Information Officer may use the following checklist of action items:

Initial Action

- Obtain a status briefing from the Incident Commander.
- Advise the switchboard operator where to route incoming telephone calls that relate to the incident.
- Contact the Crisis Management Team Public Affairs contact and inform them of the incident. Fax or e-mail a preliminary incident report to them. Request a preliminary media statement for release to local media if contacted by them.
- Request a contact number for Corporate Public Affairs to relay to any media that make contact for information.
- Relay the preliminary media statement from the Public Affairs contact to field emergency responders who may be contacted by the media such as the Incident Commander, supervisory staff and the Roadblock Crews. Ensure all responders know where to direct the media for further information.

Media Response

- Frequently update the Corporate Public Affairs contact and field responders to ensure that messages to the media are consistent.

- If warranted and approved by the Incident Commander, contact local media to broadcast public safety messages.
- Refer any media calls to the Corporate Public Affairs contact.
- Always assume that telephone interviews are being recorded.

Public Safety

- Handle all general inquiries and concerns from the public.

Response Team Staff

- After hours, mobilize a switchboard operator.
- Obtain additional staff to help with community relations activities as required.
- If the Emergency Operations Centre Team is involved, contact the Emergency Operations Centre Team Community Relations Lead. Give the details of all interaction with the media and if required, request support and advice.

Post Incident Requirements

- Assist in the completion of post-incident operations. Refer to Section 6.

Spectra Energy Forms. Section 5. Subsections 5.1 - 5.5

- 5.1(a) Incident Notification Report (For first report of an incident)
- 5.1(b) Bomb Threat Form
- 5.1(c) Time and Event Log
- 5.1(d) Incident Status Update (For updates about an incident)
- 5.3(a) Media Inquiry Log
- 5.3(b) Emergency Operations Centre Communications Personnel
- 5.4(a) Government Agency Inquiry Log
- 5.4(b) External Agency Post-Incident Evaluation

ICS Forms. Section 5. Subsection 5.6

- ICS Form 209 Incident Status Summary

3.2.3 SAFETY OFFICER

A. Position Role

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe conditions. The Safety Officer's primary concern is for the safety of the incident responders. (Public safety issues, except for Critical Incident Stress Debriefing, are the responsibility of the Public Protection Supervisor.) The Safety Officer will direct that any operation which threatens the health and safety of the workers will be discontinued.

B. Responsibilities

Responsibilities for the Safety Officer including the following:

- Participate in planning meetings.
- Identify hazardous situations associated with the incident.
- Review the Incident Action Plan for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Assign assistants as needed.
- Review and approve the medical plan.

C. Checklist

To achieve these responsibilities, the Safety Officer may use the following checklist of action items:

Initial Action

- Report to and advise the Incident Commander about all aspects of on-site health and safety.
- Establish communication with the On-site Supervisor and advise about all aspects of on-site health and safety.
- Compile a personnel checklist and record personnel, both present and absent.
- Advise on the safety issues related to any planned ignition of the product.
- Chronologically document the events on a Time and Event Log, Section 5, Subsection 5.1, Form 5.1(c).

Assessment and Response

- Take a head count of all persons (company/ contract/ visitors). For incidents within a plant's fenced area, contact the Control Centre for assistance in conducting the head count.
- Identify on-site hazardous materials, consulting Material Safety Data Sheets (MSDS) as required.
- Direct stopping work if any operation threatens the health and safety of the workers.
- If any serious injuries or any deaths have occurred, ensure that the accident scene remains undisturbed if possible, until there is a thorough investigation.
- Mobilize and supervise the activities of an on-site photographer if required.
- If media personnel are granted access to the site by the Incident Commander, they must be escorted while on company property and denied access to dangerous areas.
- Arrange and set up Critical Incident Stress Debriefing (CISD) for responders and the public members.

Worker Safety

- Ensure casualties receive first aid and ongoing care.
- Advise medical personnel about potential exposures and consequences.
- Carefully maintain records of all injuries and on-site treatments.
- Ensure all on-site personnel have appropriate training and proper equipment for the hazards. In the Appendices, review Responder Safety, Appendix B, Public Safety, Appendices C and D, and Ignition Guidelines, Appendix E.
- Ensure all personnel follow the appropriate safe-work procedures.
- Ensure that nobody, including contract personnel, works alone on cleanup operations.
- Confirm each worker's suitability for work. Ensure workers who show signs of stress, fatigue or other adverse symptoms are demobilized and sent for treatment if necessary.
- Assess whether workers who have completed their duties need assistance in returning to their residences or quarters. Stress, fatigue or other symptoms may affect their ability to drive safely.
- Ensure that personnel and equipment are decontaminated before leaving the hazardous area. Refer to Responder Safety Guidelines in Appendix A.

Response Team Staff

- Assess requirements for additional on-site safety or first aid personnel/equipment.

Post Incident Requirements

- Assist in the completion of post-incident actions. Refer to Section 6.

Spectra Energy Forms. Section 5. Subsections 5.1 - 5.5

- 5.1(a) Incident Notification Report (For first report of an incident)
- 5.1(b) Bomb Threat Form
- 5.1(c) Time and Event Log
- 5.1(d) Incident Status Update (For updates about an incident)
- 5.5(a) Phonetic Alphabet
- 5.5(b) Level of Alert Definitions
- 5.5(c) Hydrogen/Sulphide Toxicity Table

ICS Forms. Section 5. Subsection 5.6

ICS Form 206 Medical Plan

3.2.4 LIAISON OFFICER

A. Position Role

The Liaison Officer contacts and updates appropriate government agencies and local authorities. These agencies and authorities may provide support or may have specific information requirements. The Liaison Officer may also act as the liaison with the Emergency Operations Centre Team members and other agency representatives participating in the incident under a unified command.

Incidents that are multi-jurisdictional, have several agencies involved, or require extensive assistance from the Crisis Management Team may require the establishment of the Liaison Officer position on the Command Staff.

The Liaison Officer is the contact for the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command. In addition, the Liaison Officer is responsible to appraise the Emergency Operations Centre Director about the incident status and support requirements.

The Liaison Officer may appoint a switchboard operator, the responsibilities of which are defined in Section 3, Subsection 3.2.32.

B. Responsibilities

Major responsibilities and duties of the Liaison Officer are listed below:

- Be a contact point for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and their representatives.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.

C. Checklist

To carry out these responsibilities, the Liaison Officer may use the following checklist of action items:

Initial Action

- Obtain a status briefing from the Incident Commander.
- Refer to the applicable notification matrix in Section 2 Subsection 2.1.6 (a-d) and Incident Reporting Guidelines in Appendix G.
- Phone and fax a current Incident Notification Report to the appropriate safety and engineering contact at Spectra Energy's corporate office. Refer to EMM Section 7 for contact names and numbers. If the corporate office contacts are not available, fax and phone the report to the lead regulatory agencies.

Government Agencies

- Phone and fax a current Incident Notification Report, Section 5 Form (5.1a), to the government agencies outlined on the appropriate notification matrix. Ensure contact as outlined in the One Window Reporting Procedure (copy attached).
- For major emergencies, appoint and dispatch company representatives to travel to the Provincial Emergency Operations Centre if it is activated. The Incident Commander in cooperation with the lead regulating agency may open this centre near the site of the emergency.
- Make use of the expertise and services provided by the government groups. Ensure these resources are identified.
- Update the Government Liaison representative for the Emergency Operations Centre Team about interactions with regional government representatives.
- Communicate with the regulators Emergency Operations Centre.
- Coordinate the activities of agency representatives who have been assigned to assist the Field Emergency Response Team as follows:
 - Ensure that all agency resources are properly checked in at the incident.
 - Provide briefings to the agency representatives.
 - Obtain input on the use of agency resources unless resource technical specialists are assigned from the agency.
 - Ensure the well being of agency personnel assigned to the incident.
 - Identify special agency needs or requirements.
 - Ensure agency representatives report to their headquarters on a prearranged schedule.

- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- Collect documentation from agency representatives before they are released.
- Ensure the agency representatives attend debriefing sessions.

Mutual Aid

- As requested, activate mutual aid agreements. Refer to the Area Site-Specific Emergency Response Plan (SSERP) Section 7, Subsection 7.5 for activation information. Refer to SSERP Section 7, Subsection 7.2 for contact telephone numbers.

Response Team Staff

- Regularly update the Incident Commander.
- Obtain additional staff to liaise with government personnel. Supervise their activities.

Post Incident Requirements

- Assist with post-incident operations. Refer to Section 6.

3.2.5 PLANNING SECTION CHIEF

A. Position Role

In general, the Planning Section Chief will maintain the status of the incident situation and of the resources assigned to the incident.

The Planning Section Chief is to develop an action plan, document the incident activity, maintain the status of incident resources, coordinate the technical specialists and develop a demobilization plan.

The organization and direction of technical specialist resources prior to assignment for operational and/or support duties is also carried out by the Planning Section Chief. In general, the Planning Section Chief will maintain the status of the incident situation and of the resources assigned to the incident. The Planning Section also provides documentation services, supervises the preparation of the Incident Action Plan and plans the orderly demobilization of resources.

B. Responsibilities

The Planning Section Chief is responsible for the collection, evaluation, processing and dissemination of incident information.

The responsibilities of the Planning Section Chief are listed as follows:

- Collect and process situation information about the incident.
- Supervise preparation of the Incident Action Plan.
- Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.
- Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
- Establish information requirements and reporting schedules.
- Determine need for any specialized resources in support of the incident.
- If requested, assemble and disassemble strike teams and task forces not assigned to operations.
- Establish special information collection activities as necessary, e.g., weather, environmental, toxic materials, etc.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.

- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation of an incident demobilization plan.
- Maintain a Log.

The Planning Section Chief will be supported by:

- Situation Unit Leader (Section 3, Subsection 3.2.6)
- Resources Unit Leader (Section 3, Subsection 3.2.7)
- Documentation Unit Leader (Section 3, Subsection 3.2.8)
- Demobilization Unit Leader (Section 3, Subsection 3.2.9)

Each Unit Leader's responsibility for specific planning activities is detailed in Section 3, Subsections 3.2.6 through 3.2.9 inclusively.

Spectra Energy Forms. Section 5. Subsections 5.1 - 5.5

- 5.1(a) Incident Notification Report (For first report of an incident)
- 5.1(b) Bomb Threat Form
- 5.1(c) Time and Event Log
- 5.1(d) Incident Status Update (For updates about an incident)
- 5.1(e) Logistical Support Summary
- 5.1(f) Field Emergency Response Team Assignments
- 5.1(g) Emergency Operations Centre Team Assignments

ICS Forms. Section 5. Subsection 5.6

- ICS Form 202 Incident Objectives
- ICS Form 203 Organization Assignment List
- ICS Form 204 Assignment List
- ICS Form 209 Incident Status Summary
- ICS Form 211 Check-in List
- ICS Form 214 Unit Log
- ICS Form 215 Operational Planning Worksheet
- ICS Form 218 Support Vehicle Inventory
- ICS Form 221 Demobilization Checkout

POSITIONS TO SUPPORT THE PLANNING SECTION CHIEF

3.2.6 SITUATION UNIT LEADER

The Situation Unit Leader is responsible for the collection, processing and organizing of all incident information and the preparation of future projections of incident growth, maps and intelligence information.

To achieve these responsibilities, the Situation Unit Leader will complete the following:

- Begin collection and analysis of incident data as soon as possible.
- Prepare post or disseminate resource and situation status information as required.
- Prepare periodic predictions.
- Provide photographic services and maps.

The Situation Unit Leader may require the following personnel resources:

- Display Processor - Maintains incident status information obtained from Field Observers, resource status reports, etc. Information is posted on maps and status boards as appropriate.
- Field Observer - Collects and reports on situation information from the field.
- Weather Observer - Collects current weather information from the weather service or an assigned meteorologist.

3.2.7 RESOURCES UNIT LEADER

The Resources Unit Leader is responsible for maintaining the status of all assigned resources at an incident by:

- Overseeing the check-in of all resources.
- Maintaining a status keeping system indicating current location and status of all resources.
- Maintenance of a master list of all resources e.g., key supervisory personnel, primary and support resources, etc.

To achieve these responsibilities, the Resources Unit Leader will complete the following:

- Establish a check-in function at incident locations.
- Prepare an Organization Assignment List and an Incident Organization Chart.
- Prepare and maintain the Command Post display (to include organization chart and resource allocation and deployment.
- Maintain and post the current status and location of all resources.
- Maintain master roster of all resources checked in at the incident.

3.2.8 DOCUMENTATION UNIT LEADER

The Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files, duplication services and storage for legal, analytical and historical purposes.

To achieve these responsibilities, the Documentation Unit Leader will carry out the following activities:

- Set up work area and begin organization of incident files.
- Establish duplication service and respond to requests for duplication.
- File all official forms and reports.
- Review records for accuracy and completeness and inform appropriate units of errors or omissions.
- Provide incident documentation as requested.
- Store files for post-incident use.

3.2.9 DEMOBILIZATION UNIT LEADER

The orderly demobilization of resources following an incident will ensure that material resources are returned to a steady state effectively, that personnel resources are dispatched effectively and that proper records are preserved for compensation. Demobilization can, and should, also be carried out throughout the duration of the incident when resources are no longer required so that they may be reassigned or released.

The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan. To achieve this responsibility, the Demobilization Unit Leader will carry out the following actions:

- Review incident resource records to determine the likely size and extent of the demobilization effort.
- Based on the above analysis, add additional personnel, work space and supplies as needed.
- Coordinate demobilization with representatives from external agencies.
- Monitor ongoing Operations Section resource needs.
- Identify surplus resources and probable release time.
- Develop incident check-out function for all units.
- Evaluate logistics and transportation capabilities to support demobilization.
- Establish communications with off-incident facilities as necessary.
- Develop an incident demobilization plan detailing specific responsibilities and release priorities and procedures.
- Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.
- Distribute demobilization plan (on- and off-site).
- Ensure that all Sections/Units understand their specific demobilization responsibilities.
- Supervise execution of the incident demobilization plan.
- Brief Planning Section Chief on demobilization progress.

3.2.10 OPERATIONS SECTION CHIEF

A. Position Role

The role of the Operations Section Chief is to manage all of the tactical resources. This may require the set-up of a staging area at the incident site in order that resources may be readily available as required. In very large incidents, it may be necessary to expand the Operations Section into functional groups, geographic divisions and/or specialty branches.

B. Responsibilities

In responding to a large scale or complex incident, the Incident Commander may encounter difficulty in managing the tactical operations personally. In such a case, he may elect to appoint an Operations Section Chief. To fulfil this role, the Operations Section Chief will carry out the following responsibilities:

- Manage tactical operations.
- Assist in development of the Incident Action Plan.
- Supervise the execution of the Incident Action Plan for Operations.
 - Maintain close contact with subordinate positions.
 - Ensure safe tactical operations.
- Request additional resources to support tactical operations.
- Approve the release of resources from assigned status.
- Make or approve expedient changes to the Incident Action Plan during the Operational Period as necessary.
- Maintain close communication with the Incident Commander.
- Maintain Unit Log.

C. Checklist

For extensive tactical operations, the Operations Chief may consider appointing a Staging Area Manager to complete the following:

- Establish layout of Staging Area in a safe accessible location, usually outside of the emergency planning zone.
- Post direction signs to the Staging Area.
- Provide check-in for incoming resources.

- Determine required resource reserve levels from the Operations Section Chief or Incident Commander.
- Advise the Operations Section Chief or Incident Commander when reserve levels reach minimums.
- Maintain and provide status to Resource Unit (Planning Section) of all resources in Staging Area.
- Respond to Operations Section Chief or Incident Commander requests for resources.
- Request logistical support for personnel and/or equipment as needed.
- Maintain Staging Area in an orderly condition.
- Demobilize or move Staging Area as required.
- Maintain Log.

For incidents using extensive air resources, the Operation Section Chief may establish an Air Operations Branch to complete the following:

- Obtain briefing from Operations Section Chief.
- Organize preliminary Air Operations.
- As appropriate, initiate request for temporary flight restrictions.
- Participate in the preparation of the Incident Action Plan.
- Perform Operational Planning for Air Operations.
- Supervise air operations branch personnel and coordinate with incident and off-site personnel and agencies.
- Evaluate heli-base locations.
- Establish procedures for emergency reassignment of aircraft.
- Schedule approved flights of non-incident aircraft into the incident area.
- Evaluate requests for non-tactical use of incident aircraft.
- Resolve conflicts concerning non-incident aircraft involved in incident over-flights.
- Monitor for accidents or special incidents.
- Maintain Log.

Spectra Energy Forms, Section 5, Subsections 5.1 - 5.5

- 5.1(a) Incident Notification Report (For first report of an incident)
- 5.1(b) Bomb Threat Form
- 5.1(c) Time and Event Log
- 5.1(d) Incident Status Update (For updates about an incident)
- 5.1(g) Emergency Operations Centre Team Assignments
- 5.2(a) Resident Data Record
- 5.2(b) Telephoner Text – Shelter Message

- 5.2(c) Telephoner Text – Evacuation Message
- 5.2(d) Roadblock Checkpoint Record
- 5.2(e) Environmental Monitoring Record
- 5.2(f) Emergency Notice

ICS Forms, Section 5, Subsection 5.6

- ICS Form 202 Incident Objectives
- ICS Form 204 Assignment List
- ICS Form 209 Incident Status Summary
- ICS Form 211 Check-in List
- ICS Form 214 Unit Log
- ICS Form 215 Operational Planning Worksheet

3.2.11 CONTROL CENTRE SUPERVISOR

For incidents involving Spectra Energy pipelines or process plant operations, the initial notification will most likely be at one of the Control Centres. These Control Centres are located at the Fort St. John Gas Control, Calgary Gas Control and the control rooms at each of the processing plants.

Upon notification of an incident, the Control Centre operator will assume the role of the Incident Commander and implement initial actions. (Refer to Section 2, Subsection 2.1 - Initial Actions/Notification.)

A checklist of action items to be performed by the Control Centre follows:

Initial Action

- Complete an Incident Notification Report, Section 5, Subsection 5.1, Form 5.1(a). Establish the exact location of the incident site.
- Dispatch ambulance, fire or police services to the site if necessary.
- Notify the On-call Incident Commander for the affected area. The On-call Incident Commander is usually the senior manager for the appropriate area or plant. Initiate the Incident Commander's duties if the Incident Commander cannot be contacted.
- Forward a copy of the Incident Notification Report and additional documentation to the Incident Commander.
- Document all communications on a Time and Event Log, Section 5, Subsection 5.1, Form 5.1(c).

Assessment and Response

- Check the affected pipeline pressures. If damage is suspected, initiate actions to reduce the operating pressure of the pipeline. Alert personnel at the compressor station sites on each side of the affected segment of pipeline.
- Maintain the system operations as directed by the Incident Commander.

Public Safety

- Determine whether temporary industrial activity (i.e. forestry workers, drilling, road builders, etc.) or recreational events are taking place in or near an area affected by the incident. (The Spectra Energy Land Resource Agent for the area maintains a

record of these activities.) Inform the Incident Commander of any transient/temporary activities that are potentially affected by the incident.

Response Team Staffing

- Mobilize assistance for Gas Control as necessary.

Spectra Energy Forms, Section 5, Subsections 5.1 - 5.5

- 5.1(a) Incident Notification Report (For first report of an incident)
- 5.1(b) Bomb Threat Form
- 5.1(c) Time and Event Log
- 5.1(d) Incident Status Update (For updates about an incident)
- 5.1(g) Emergency Operations Centre Team Assignments
- 5.2(a) Resident Data Record
- 5.2(b) Telephoner Text – Shelter Message
- 5.2(c) Telephoner Text – Evacuation Message
- 5.2(d) Roadblock Checkpoint Record
- 5.2(e) Environmental Monitoring Record
- 5.2(f) Emergency Notice

ICS Forms, Section 5, Subsection 5.6

- ICS Form 202 Incident Objectives
- ICS Form 204 Assignment List
- ICS Form 209 Incident Status Summary
- ICS Form 211 Check-in List
- ICS Form 214 Unit Log
- ICS Form 215 Operational Planning Worksheet

3.2.12 ON-SITE SUPERVISOR

A. Position Role

The senior Spectra Energy employee at the incident site will assume the role of the on-site supervisor. Initially, the position may be filled by the first team leader or field operator who is on site, on duty or on call at the time the emergency occurs. The on-site supervisor must ensure that on-site incident investigation and documentation are not compromise. An effective communication link between the on-site supervisor and the Incident Commander is essential so that the Incident Commander can appropriately manage the Field Emergency Response Team.

For smaller incidents, the On-site Supervisor may remain responsible for all the operational activities. However, for larger incidents, the Incident Commander (or Operations Section Chief) may appoint additional members for operational duties. In such a case, the On-site Supervisor becomes responsible only for the activities directly involved at the incident site. The responsibilities include the following:

- Managing the resources at the incident site.
- Implementing the tactical activities such as control and containment at the incident site.
- Ensuring worker safety at the incident site.

B. Responsibilities

The on-site supervisor is responsible for the control, containment, clean-up and worker safety procedures at the incident site.

Depending on the nature of the incident, the On-site Supervisor will require a variety of equipment and specialized personnel resources which may include some, or all, of the following:

- Fire Attack
- Liquid Propane Spill
- Ignition
- Pipeline/Facilities Repair
- Decontamination
- Site Safety Unit Leader

Duties and responsibilities of the Site Safety Unit Leader are defined in Section 3, Subsection 3.2.13.

C. Checklist

To meet these responsibilities, the On-site Supervisor may use the following checklist of action items:

Initial Action

- Approach the site from an upwind or crosswind direction. If possible, use binoculars to inspect the site from a distance.
- If on site when the incident occurs:
 - Evacuate from the hazardous area. Ensure a head count is conducted.
 - Sound the alarm.
 - Advise the Control Room or Gas Control, as appropriate, about the incident.
- Assess worker and public safety. Consider other hazards.
- Determine the potential for the incident to escalate.
- Chronologically document events on a Time and Event Log, Section 5, Subsection 5.1, Form 5.1(c).

Assessment and Response

- Coordinate on-site responses.
- Report to and frequently update the Incident Commander about all on-site activities.
- Initiate rescue operations. Don personal protective equipment and use the appropriate monitoring equipment. Rescue, revive and administer first aid to victims. Direct on-site safety to ensure that casualties receive ongoing care.
- Mobilize medical aid and other emergency services. (Use the Incident Commander, Gas Control or the Control Room for assistance as necessary.)
- If necessary, mobilize personnel and equipment to the site. Ensure safety and environmental monitoring personnel are included in resources when necessary. (When activated, the Planning Section and the Logistics Section can assist with obtaining resources.)
- If necessary, and weather conditions permit, mobilize a helicopter to the site.
- Initiate the ignition of the product if ignition criteria are met.
- If possible, do not disturb the scene if there are any serious injuries or any fatalities.
- Preserve evidence through photographic record, notes, sketches, etc.
- Coordinate the on-site cleanup and repairs.

Public Safety

- Establish barriers to prevent unauthorized entry to the incident site. (After the Field Emergency Response Team is fully activated, entry to the incident site will be coordinated by the Public Protection Supervisor.)
- Define the Cold, Hot and Warm Zones at the incident site. Ensure that all site personnel follow appropriate safe-work procedures and have training, equipment and backup.

Response Team Staff

- If a Staging Area is established, advise the Staging Manager to dispatch personnel, equipment and services as required.
- If required, appoint personnel to set up and control the decontamination of personnel, equipment and samples from the contaminated area. Refer to Safety Data Sheets (SDS).

Post Incident Requirements

- Assist in the completion of post-incident actions. Refer to Section 6.

Spectra Energy Forms, Section 5, Subsections 5.1 - 5.5

- 5.1(a) Incident Notification Report (For first report of an incident)
- 5.1(b) Bomb Threat Form
- 5.1(c) Time and Event Log
- 5.1(d) Incident Status Update (For updates about an incident)
- 5.1(g) Emergency Operations Centre Team Assignments
- 5.2(a) Resident Data Record
- 5.2(b) Telephoner Text – Shelter Message
- 5.2(c) Telephoner Text – Evacuation Message
- 5.2(d) Roadblock Checkpoint Record
- 5.2(e) Environmental Monitoring Record
- 5.2(f) Emergency Notice

ICS Forms, Section 5, Subsection 5.6

- ICS Form 202 Incident Objectives
- ICS Form 204 Assignment List
- ICS Form 209 Incident Status Summary

ICS Form 211	Check-in List
ICS Form 214	Unit Log
ICS Form 215	Operational Planning Worksheet

3.2.13 SITE SAFETY UNIT LEADER

Worker safety at the incident site is the responsibility of the On-site Supervisor. During responses to larger incidents, a specialist Site Safety Unit may be activated for this purpose. The resources for the Site Safety Unit may be provided by the Safety Officer. However, when formed into a Site Safety Unit, they come under the control of the On-site Supervisor. The Site Safety Unit Leader is responsible for safety issues only at the incident site. To achieve these responsibilities, the following checklist may be used:

Initial Action

- Report to and advise the On-site Supervisor about all aspects of on-site health and safety.
- Take a head count of all persons (company/ contract/ visitors). For incidents within a plant perimeter, contact the Control Room for assistance in conducting the head count.
- Compile a personnel checklist and record personnel, both present and absent.

Assessment and Response

- Identify on-site hazardous materials, consulting Safety Data Sheets (SDS) as required.
- Recommend stopping work if any operation threatens the health and safety of the workers.
- Advise medical personnel about potential exposures and consequences.
- Assess requirements for additional on-site safety or first aid personnel/equipment.
- Advise on the safety issues related to any planned ignition of the product.
- Chronologically document the events on a Time and Event Log.

Worker Safety

- Ensure casualties receive first aid and ongoing care.
- Carefully maintain records of all injuries and on-site treatments.
- If any serious injuries or any deaths have occurred, ensure that the accident scene remains undisturbed if possible, until there is a thorough investigation.
- Ensure all on-site personnel have appropriate training and proper equipment for the hazards. In the Appendices, review Responder Safety, Appendix B, Public Safety, Appendices C and D, and Ignition Guidelines, Appendix E.
- Ensure all personnel follow the appropriate safe-work procedures.

- Ensure that nobody, including contract personnel, works alone on cleanup operations.
- Confirm each worker's suitability for work. Ensure workers who show signs of stress, fatigue or other adverse symptoms are demobilized and sent for treatment if necessary.
- Assess whether workers who have completed their duties need assistance in returning to their residences or quarters. Stress, fatigue or other symptoms may affect their ability to drive safely.
- Ensure that personnel and equipment are decontaminated before leaving the hazardous area. Refer to Responder Safety Guidelines in Appendix B.

Media

- Mobilize and supervise the activities of an on-site photographer if required.
- If media personnel are granted access to the site, they must be escorted while on company property and denied access to dangerous areas.

Post Incident Requirements

- Assist in the completion of post-incident actions. Refer to Section 6.

3.2.14 PUBLIC PROTECTION SUPERVISOR

A. Position Role

The Public Protection Supervisor focuses on the off-site activities that ensure the safety of the public who may be affected by the incident. The Public Protection Supervisor will confirm, with the Incident Commander, the strategy for protecting the public. For example, evacuation or sheltering may be required during an incident. In many cases, the Public Protection Supervisor directs the following off-site resources with the respective unit leaders:

- Environmental Monitoring Unit Leader (Section 3, Subsection 3.2.15)
- Roadblock Unit Leader (Section 3, Subsection 3.2.16)
- Rover Unit Leader (Section 3, Subsection 3.2.17)
- Telephoner Unit Leader (Section 3, Subsection 3.2.18)
- Telephoners (Section 3, Subsection 3.2.19)

Each Unit Leader's responsibilities for specific planning activities are detailed in Section 3, Subsections 3.2.15 to 3.2.19 inclusive.

To maintain an effective span of control of incident operations during a large scale incident, the Incident Commander may appoint an Operations Section Chief (Section 3, Subsection 3.2.10).

B. Responsibilities

The Public Protection Supervisor, when established, is responsible for protecting members of the public, property and the environment inside and surrounding the Emergency Planning Zone but outside of the incident site. The Public Protection Supervisor will secure the area, notify any residents or industrial operators and locate and evacuate personnel (and animals if possible) from any potentially hazardous area.

C. Checklist

To achieve these objectives, the Public Protection Supervisor may use the following checklist of action items:

Initial Action

- Obtain a status briefing from the Incident Commander (or the Operations Section Chief if activated)
- Document events and track public safety actions.

Assessment and Response

- Review the map and confirm the Emergency Planning Zone with the Incident Commander. Identify any residents who may be at risk. Determine the priority that should be given to the residents.
- Make recommendations to the unified command Incident Commander for the sheltering of residents and business people who are in the hazardous area or who must travel through the hazardous area. For long-term releases, communicate the recommendation for the evacuation of residents and business people who are in the emergency planning zone, but outside the hazardous area.

Public Safety

- Coordinate public protection actions with other agency representatives through the Liaison Officer.
- Assemble, brief and dispatch personnel to fill the following roles if required:
 - Roadblock Crews
 - Telephoner Coordinator
 - Rovers
 - Mobile Air Monitoring Technicians
- Ensure personnel filling each role clearly understand their duties so that risks to the public and other responders are minimized.
- Determine the public protection measures for each residence and business. Refer to sheltering and evacuation guidelines in Appendix D.
- Advise the On-site Supervisor when roadblocks are in place.
- Ensure the security of evacuated homes and businesses.

Response Team Staff

- Liaise with Safety Officer regarding safety issues.
- Request additional personnel, services and equipment as required through the Planning Section. Sources may include local authorities, mutual aid partners, RCMP or contractors.

- Ensure that Rovers, the Telephoner Unit Leader and the Telephoners are provided with clear safe directions to the Evacuation Centre if an Evacuation Centre is established.
- Advise the Telephoner Unit Leader about the evacuation and sheltering priorities.
- Direct the Rover to check all residences and businesses in the emergency planning zone and to provide assistance to the occupants.
- Advise the Logistics Section Chief (or Facilities Unit Leader if established) if security services are required for evacuated properties.
- Assess the need for environmental monitoring of air, water and soil quality. For incidents involving sour gas (H₂S), dispatch a mobile air monitoring unit. Dispatch trained personnel equipped with hand held H₂S monitors to monitor downwind of the release until the unit arrives.
- Regularly update the Incident Commander about the status of public safety.
- Direct any helicopters used for evacuation or surveillance purposes.

Post Incident Requirements

- Assist with the completion of post-incident actions. Refer to Section 6.

Spectra Energy Forms, Section 5, Subsections 5.1 - 5.5

- 5.1(a) Incident Notification Report (For first report of an incident)
- 5.1(b) Bomb Threat Form
- 5.1(c) Time and Event Log
- 5.1(d) Incident Status Update (For updates about an incident)
- 5.1(g) Emergency Operations Centre Team Assignments
- 5.2(a) Resident Data Record
- 5.2(b) Telephoner Text – Shelter Message
- 5.2(c) Telephoner Text – Evacuation Message
- 5.2(d) Roadblock Checkpoint Record
- 5.2(e) Environmental Monitoring Record
- 5.2(f) Emergency Notice

ICS Forms, Section 5, Subsection 5.6

- ICS Form 202 Incident Objectives
- ICS Form 204 Assignment List
- ICS Form 209 Incident Status Summary
- ICS Form 211 Check-in List
- ICS Form 214 Unit Log
- ICS Form 215 Operational Planning Worksheet

3.2.15 ENVIRONMENTAL MONITORING UNIT LEADER

- Obtain an incident update from the Public Protection Supervisor. Clarify your assignments. Duties may include downwind air monitoring, impact assessment or effluent sampling.
- Review the map or sketch and identify the locations that need to be monitored.
- Determine a safe route into and out of the hazardous area.
- Pick up the equipment, safety gear and communication equipment needed to complete the assignment.
- When appropriate, use a backup.
- Proceed to the monitoring locations.
- Establish a communication and report schedule with the Public Protection Supervisor and the On-site Supervisor.
- Update the Public Protection Supervisor about all monitoring results and meteorological conditions including wind speed and direction (on and off the incident site).
- Update the On-site Supervisor about monitoring results at the incident site.
- As instructed, gather and document potential environmental impacts of the incident.
- Recommend the proper disposal of contaminated clothing and materials to the On-site Supervisor.
- Initiate soil sampling programs and water sampling programs and preliminary impact assessments as requested by the Public Protection Supervisor.
- As requested, advise government agencies about the monitoring results and describe the mitigative procedures that are underway to minimize environmental damage.
- Carefully record all monitoring and sampling results on an Environmental Monitoring Record.

3.2.16 ROADBLOCK UNIT LEADER

- Obtain an incident update from the Public Protection Supervisor and clarify where to set up your roadblock.
- Review any map(s) to identify the assigned roadblock location.
- Make sure to use a safe route to the roadblock location.
- Obtain a roadblock kit if the kits are nearby. (Do not go back for a roadblock kit if it is not nearby. Arrange to have it brought. Refer to Appendix C, Isolation of Emergency Planning Zone for roadblock kit details.)
- Proceed to the roadblock location.
- Ensure that the roadblock location is at the edge of the emergency planning zone, not too close to the hazard. Use hand held H₂S/LEL monitors to test atmosphere periodically as required.
- Confirm communications with the Public Protection Supervisor upon arrival at your roadblock location.
- Ensure that only authorized personnel and equipment are allowed to enter the secured area.
- Record time and license number of all vehicles and all vehicle occupants entering or leaving the emergency planning zone on a Roadblock Checkpoint Record. Document the names of residents and business employees who are leaving the emergency planning zone. Give the names of the residents and business people who have left the area to the Public Protection Supervisor.
- Report your status to the Public Protection Supervisor once every hour or more often if there are unusual circumstances, questions or concerns.

3.2.17 ROVER UNIT LEADER

- Obtain an incident update from the Public Protection Supervisor and clarify the assignments.
- Review the map to identify the location of residences and businesses and their proximity to the hazardous area.
- Make sure to use a safe route into and out of the emergency planning zone.
- Report the results of H₂S, LEL and other portable detector readings.
- As directed, personally visit homes and businesses.
- Provide clear directions to the Evacuation Centre.
- Tell the residents what the emergency is and its dangers, directions to travel and the location of the Evacuation Centre.
- As requested, help residents with evacuation transportation.
- Report contact status to the Public Protection Supervisor.
- Document all resident contact information on a Resident Data Record.
- Advise the Public Protection Supervisor about any problems or issues.
- Post an Evacuation Notice on all outside doors of evacuated households.
- Maintain a security watch over evacuated residences and property in the emergency planning zone.
- Do not enter private buildings, but report any suspicious activity to the Public Protection Supervisor who will contact the RCMP.
- If the travel time to and from the Evacuation Centre is excessive or if there are a lot of residents requiring transportation, ask the Public Protection Supervisor to set up a transfer station at the edge of the emergency planning zone where residents can be transferred to a shuttle vehicle.

3.2.18 TELEPHONER UNIT LEADER

- Report to the Public Protection Supervisor for an incident status briefing.
- Notify and assemble Telephoners. When practical, have the Telephoners locate near the Incident Command Post.
- Review the map and if required help the Public Protection Supervisor set priorities.
- As directed by the Public Protection Supervisor, initiate, supervise and track the telephone notification of residents and business people inside the emergency planning zone.
- Confirm the public safety measures (sheltering or evacuation) for each home and business with the Public Protection Supervisor.
- Make sure the Telephoners understand the message to deliver to each residence or business. Ensure that the Telephoners frequently update any residents or business people who have been sheltered.
- Ensure each Telephoner has a map and safe directions to the Evacuation Centre.
- If needed, obtain additional help to track resident contact information.
- Regularly update the Public Protection Supervisor about the status of notifications.

3.2.19 TELEPHONERS

- When advised about the incident by the Telephoner Coordinator, assemble the following information:
 - An area map
 - Sheltering and evacuation messages
 - Location of the Evacuation Centre
 - Directions to the Evacuation Centre
 - Wind speed and direction
 - Time and Event Logs
 - Prioritized resident list
- As directed by the Telephoner Unit Leader, contact the residents and business people and give clear safety instructions.
- Be calm, courteous and helpful.
- Immediately report any problems, such as no answer, an answering machine or a child at home alone.
- Document and track the status of contacts.
- Ensure residents and business people have a contact name and telephone number.
- Frequently update the Telephoner Unit Leader.

1. Sheltering Notifications

- As directed, contact the residents. Use the Sheltering Text in Section 5, Subsection 5.2, Form 5.2(b).
- Update sheltered residents on a regular basis, at least every two hours.

2. Evacuation Notifications

- Know the safe directions from the residence to the Evacuation Centre. Use the Evacuation Text in Section 5, Subsection 5.2, Form 5.2(c).
- If evacuees do not have transportation, inform them that a company representative will come to help them. Meanwhile, tell the residents to remain indoors.
- Immediately tell your supervisor about any residents who require assistance.
- Document all details and immediately report any issues that could prevent an orderly evacuation or could put the public at risk.

3.2.20 LOGISTICS SECTION CHIEF

A. Position Role

The Logistics Section Chief provides all incident support needs. (Aviation support may be supported by the Air Operations Branch.)

The Logistics Section Chief supports the incident on-site and off-site activities by providing manpower and equipment resources and support services. If necessary, the Logistics Section Chief may dispatch equipment or personnel to staging areas to be available as needed. The Logistics Section Chief may appoint Logistics Unit Leaders to look after specific functions such as equipment and materials support, communications support, transportation services, personnel services and medical services.

Additionally, for very large incidents, the Logistics Section may be expanded into Support and Services Divisions.

The Planning, Finance/Administration and Logistics section tasks are performed by specialty units.

To perform command staff functions, the Incident Commander may appoint specialist officers to carry out liaison, information and safety activities on behalf of the Incident Commander.

The Logistics Section Chief may establish the following units, and respective Leaders, separately or in combination depending on the requirements of the incident:

- Supply Unit Leader (Section 3, Subsection 3.2.21)
- Facilities Unit Leader (Section 3, Subsection 3.2.22)
- Ground Transportation Unit Leader (Section 3, Subsection 3.2.23)
- Communications Unit Leader (Section 3, Subsection 3.2.24)
- Food Unit Leader (Section 3, Subsection 3.2.25)
- Medical Unit Leader (Section 3, Subsection 3.2.26)

Each Unit Leader's duties and responsibilities for specific planning activities are detailed in Section 3, Subsections 3.2.21 through 3.2.26 inclusively.

The Logistics Section Chief will determine whether to activate or deactivate a unit depending on the complexity of the incident. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section Chief.

B. Responsibilities

The Logistics Section Chief is responsible for the following activities:

- Manage all incident logistics.
- Provide logistical input to the Incident Commander in preparing the Incident Action Plan.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Review and provide input to the Communications Plan, Medical Plan and Traffic Plan.
- Supervise requests for additional resources.
- Oversee demobilization of Logistics Section.

C. Checklist

To carry out these responsibilities, the Logistics Section Chief may use the following checklist of action items:

Initial Action

- Obtain a status briefing from the Incident Commander.
- Use the Logistics Support Summary to list requirements and orders. Refer to Section 5, Subsection 5.1, Form 5.1(e).
- Use a Time and Event Log to document anyone requesting resources, details of conversations and meetings. Refer to Section 5, Subsection 5.1, Form 5.1(c).
- Regularly update the Incident Commander.

Mobilize Equipment and Services

- As required, provide suppliers with the following information:
 - Safe directions to appropriate location (i.e. On-site Command Post or Staging)
 - Map
 - Radio frequencies
 - Person that they report to upon arrival

- Mobilize personnel, equipment and services as requested by the Incident Commander, Planning Section Chief, the On-site Supervisor and the Public Protection Supervisor.
- Ensure communication equipment at the incident site and the Incident Command Post is adequate.
- If required, establish Camp and/or Base facilities for personnel housing and equipment maintenance.
- Arrange food, transportation, medical and personnel services for the Field Emergency Response Team.

Response Team Staff

- If required, obtain additional staff to assist with logistics activities. Supervise their activities.
- Consider the operational period personnel requirements. Call in off-duty staff as required.

Post Incident Requirements

- Assist with post-incident procedures, refer to Section 6

Spectra Energy Forms. Section 5. Subsections 5.1 - 5.5

- 5.1(a) Incident Notification Report (For first report of an incident)
- 5.1(b) Bomb Threat Form
- 5.1(c) Time and Event Log
- 5.1(d) Incident Status Update (For updates about an incident)
- 5.1(e) Logistical Summary Support
- 5.5(a) Phonetic Alphabet
- 5.5(b) Level of Alert Definitions
- 5.5(c) Hydrogen/Sulphide Toxicity Table

ICS Forms. Section 5. Subsection 5.6

- ICS Form 209 Incident Status Summary
- ICS Form 214 Unit Log
- ICS Form 215 Operational Planning Worksheet

POSITIONS TO SUPPORT THE LOGISTICS SECTION CHIEF

3.2.21 SUPPLY UNIT LEADER

The Supply Unit Leader is responsible for ordering, receiving, processing and storing all incident-related resources.

All off-incident resources will be ordered through the supply unit including:

- Tactical and support resources (including personnel).
- All expendable and nonexpendable support supplies.
- To achieve these tasks the Supply Unit Leader will fulfil the following responsibilities:
- Provide input to logistics section planning activities.
- Provide supplies to the Planning, Logistics and Finance/Administration Sections.
- Determine the type and amount of supplies en route.
- Order, receive, distribute and store supplies and equipment.
- Respond to requests for personnel, equipment and supplies.
- Maintain an inventory of supplies and equipment.
- Service reusable equipment as needed.

During large incidents the Supply Unit Leader may require assistance as follows:

- **Ordering Manager** - places all orders for incident supplies and equipment.
- **Receiving and Distribution Manager** - Receives and distributes all supplies and equipment (other than primary tactical resources) and is responsible for the services and repair of tools and equipment.

3.2.22 FACILITIES UNIT LEADER

The Facilities Unit Leader is responsible for the set up, maintenance and demobilization of all incident support facilities (except Staging Areas).

To achieve this responsibility, the Facilities Unit Leader will carry out the following activities:

- Determine requirements for each incident facility.
- Prepare layouts of facilities; inform appropriate unit leaders.
- Activate incident facilities.
- Obtain and supervise personnel to operate facilities, including Base and Camp Managers.
- Provide security services.
- Provide facility maintenance services, e.g. sanitation, lighting, etc.
- Demobilize base and camp facilities.

To assist the Facilities Unit Leader during large scale incidents the Facilities Unit Leader may activate the following resources:

- **Security Manager** - Provides safeguards necessary for protection of personnel and property from loss or damage. Duties of the Security Manager will include, but are not limited to:
 - Establish contacts with local law enforcement agencies as required.
 - Contact the resource use specialists (if assigned) or agency representatives to discuss any special custodial requirements which may affect operations.
 - Request required personnel to accomplish work assignments.
 - Ensure that support personnel are qualified to manage security problems.
 - Develop a security plan for incident facilities.
 - Adjust the security plan for personnel and equipment changes and release.
 - Coordinate security activities with appropriate incident personnel.
 - Keep the peace, prevent assaults and settle disputes through coordination with agency representatives.
 - Prevent theft of all property.
 - Investigate and document all complaints and suspicious occurrences.
 - Demobilize in accordance with the Incident Demobilization Plan.

- **Base Manager** - Ensures that appropriate sanitation, security and facility management services are in place at the base. Duties of the Base Manager will include, but are not limited to the following tasks:
 - Determine requirements for establishing an Incident Base.
 - Understand and comply with established restrictions.
 - Determine personnel support requirements.
 - Obtain necessary equipment and supplies.
 - Ensure that all facilities and equipment necessary for base support operations are set up and functioning.
 - Make sleeping area assignments.
 - Ensure strict compliance with applicable safety regulations.
 - Ensure that all facility maintenance services are provided.
 - Ensure that adequate security and access control measures are being applied.
 - Demobilize base when directed.

- **Camp Manager** - On large incidents, one or more camps may be established. Camps may be in place several days or they may be moved to various locations. The Camp Manager ensures the following tasks are completed:
 - Determine or establish number of personnel assigned to camp.
 - Determine any special requirements or restrictions on facilities or operations.
 - Obtain necessary equipment and supplies.
 - Ensure that all sanitation, shower and sleeping facilities are set up and properly functioning.
 - Make sleeping arrangements and assignments.
 - Provide direction supervision for all facility maintenance and security services.
 - Ensure strict compliance with safety regulations.
 - Ensure that all camp-to-base communications are centrally coordinated.
 - Ensure that all camp-to-base transportation scheduling is centrally coordinated.
 - Provide overall coordination of camp activities to ensure that all assigned units operate effectively and co-operatively in meeting incident objectives.
 - Demobilize the camp in accordance with the Incident Action Plan.

3.2.23 GROUND TRANSPORTATION UNIT LEADER

The Ground Transportation Unit Leader is responsible for the maintenance, service and fuelling of all mobile equipment and vehicles (with the exception of aviation resources). The unit also has responsibility for the ground transportation of personnel, supplies and equipment and the development of the Incident Traffic Plan.

To achieve these responsibilities, the Ground Transportation Unit Leader will carry out the following activities:

- Provide support services (fuelling, maintenance and repair) for all mobile equipment and vehicles.
- Order maintenance and repair supplies (e.g. fuel, spare parts).
- Provide support for out-of-service equipment.
- Develop the Incident Traffic Plan. (Should be done by a person experience in traffic management.)
- Maintain an inventory of support and transportation vehicles.
- Record time use for all incident-assigned ground equipment (including contract equipment).
- Update the Resources Unit with the status (location and capability) of transportation vehicles.
- Maintain a transportation pool on larger incidents as necessary.
- Maintain incident roadways as necessary.

To assist, the Ground Transportation Unit Leader may appoint an Equipment Manager to service, repair and fuel all equipment; to provide transportation and support vehicle services; and to maintain equipment use and service records.

3.2.24 COMMUNICATIONS UNIT LEADER

The Communications Unit Leader is responsible for developing plans for the use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communication Centre and the distribution and maintenance of communications equipment.

To achieve these responsibilities, the Communications Unit Leader will carry out the following activities:

- Advise on communications capabilities/limitations.
- Prepare and implement the Incident Radio Communications Plan.
- Establish and supervise the Incident Communications Centre and Message Centre.
- Establish telephone, computer links and public address systems.
- Establish communications equipment distribution and maintenance locations.
- Install and test all communications equipment.
- Oversee distribution, maintenance and recovery of communications equipment, e.g. portable radios and fax machines.
- Develop and activate an equipment accountability system.
- Provide technical advice on:
 - Adequacy of communication system
 - Geographical limitations
 - Equipment capabilities
 - Amount and types of equipment available
 - Potential problems with equipment

3.2.25 FOOD UNIT LEADER

The Food Unit Leader is responsible for supplying the food needs for the entire incident, including all remote locations (e.g. Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.

To achieve this responsibility, the Food Unit Leader will carry out the following activities:

- Determine food and water requirements
- Determine method of feeding to best fit each facility or situation.
- Obtain necessary equipment and supplies and establish cooking facilities.
- Ensure that well-balanced menus are provided.
- Order sufficient food and potable water from the supply unit.
- Maintain an inventory of food and water.
- Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
- Supervise caterers, cooks and other food unit personnel as appropriate.

3.2.26 MEDICAL UNIT LEADER

The Medical Unit Leader is responsible for medical issues related to the requirements of responding personnel. The provision of medical assistance to the public or victims of the emergency is an operational function and would be done by the Operations Section and not by the Logistics Section Medical Unit.

The Medical Unit Leader is responsible to develop an Incident Medical Plan (to be included in the Incident Action Plan); develop procedures for managing major medical emergencies; provide medical aid and assist the Finance/Administration Section with processing injury-related claims.

To achieve these responsibilities the Medical Unit Leader will carry out the following activities:

- Determine the level of emergency medical activities before activation of Medical Unit.
- Acquire and manage medical support personnel.
- Prepare the Medical Emergency Plan.
- Establish procedures for handling serious injuries of responder personnel.
- Respond to requests for:
 - medical aid
 - medical transportation
 - medical supplies
- Assist the Finance/Administration Section with processing paperwork related to injuries or deaths of incident personnel.

3.2.27 FINANCE / ADMINISTRATION SECTION CHIEF

A. Position Role

The Finance/Administration Section Chief maintains a record of personnel, equipment utilization times and material costs in addition to arranging for procurement of services and supplies and managing claims and compensation activities.

The Finance/Administration Section Chief may establish the following units within the Finance/Administration Section:

- Time Unit Leader (Section 3, Subsection 3.2.28)
- Procurement Unit Leader (Section 3, Subsection 3.2.29)
- Compensation/Claims Unit Leader (Section 3, Subsection 3.2.30)
- Cost Unit Leader (Section 3, Subsection 3.2.31)

Each Unit Leader's duties and responsibilities for specific planning activities are detailed in Section 3, Subsections 3.2.28 through 3.2.31 inclusively.

B. Responsibilities

The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. (Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the section be activated.) The Finance/Administration Section Chief will also liaise with the Emergency Operations Centre Team regarding legal issues.

C. Checklist

To active his responsibilities the Finance/Administration Section Chief will carry out the following activities:

Initial Action

- Manage all financial aspects of an incident.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Determine need to set up and operate an incident commissary.

- Ensure that all personnel time record are accurately completed and transmitted to home agencies, according to policy.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.

External Agencies

- Gather pertinent information from briefings with responsible agencies.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.

Response Team Staff

- Provide financial and cost analysis information as requested.
- Liaise with the Emergency Operations Centre Team to resolve legal issues.

Post Incident Requirements

- Provide financial input to demobilization planning, refer to Section 6

Spectra Energy Forms. Section 5. Subsections 5.1 - 5.5

- 5.1(a) Incident Notification Report (For first report of an incident)
- 5.1(b) Bomb Threat Form
- 5.1(c) Time and Event Log
- 5.1(d) Incident Status Update (For updates about an incident)

ICS Forms. Section 5. Subsection 5.6

- ICS Form 214 Unit Log
- ICS Form 215 Operational Planning Worksheet

POSITIONS TO SUPPORT THE FINANCE/ADMINISTRATION SECTION CHIEF

3.2.28 TIME UNIT LEADER

The Time Unit Leader is responsible for ensuring the accurate recording of daily personnel time, compliance with specific agency(s) time recording policies and managing commissary operations if established at the incident.

To achieve these responsibilities, the Time Unit Leader will carry out the following activities:

- Determine incident requirements for time recording function.
- Contact appropriate agency personnel/representatives.
- Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy.
- Maintain separate logs for overtime hours.
- Establish commissary operation on larger or long-term incidents as needed.
- Submit cost estimate data forms to Cost Unit as required.
- Maintain records security.
- Ensure that all records are current and complete before demobilization.
- Release time reports from assisting agency personnel to the respective Agency Representatives before demobilization.

The Time Unit Leader may activate the following personnel:

- **Personnel Time Recorder** - Oversees the recording of time for all personnel assigned to an incident. Also records all personnel-related items, e.g. transfers promotions, etc.
- **Commissary Manager** - Establish, maintain and demobilize commissary. Also responsible for commissary security.

3.2.29 PROCUREMENT UNIT LEADER

The Procurement Unit Leader is responsible to establish local sources for equipment and supplies, manage all equipment rental agreements and process all rental and supply fiscal document billing invoices. All financial matters pertaining to vendor contacts, leases and fiscal agreements are managed by the Procurement Unit. This unit is also responsible for maintaining equipment time records.

To accomplish these responsibilities, the Procurement Unit Leader will carry out the following activities:

- Prepare and authorize contracts and land use agreements as needed.
- Draft memoranda of understanding.
- Establish contracts and agreements with supply vendors.
- Provide for coordination between the Ordering Manager, agency dispatch and all other procurement organizations supporting the incident.
- Ensure that a system is in place which meets agency property management requirements. Ensure proper accounting for all new property.
- Interpret contracts and agreements; resolve disputes.
- Coordinate with Compensation/Claims Unit for processing claims.
- Coordinate use of impress funds as required.
- Complete final processing of contracts and send documents for payment.
- Coordinate cost data in contracts with Cost Unit Leader.

The Procurement Unit Leader may activate the following personnel:

- **Equipment Time Recorder** - Oversees the recording of time for all equipment assigned to an incident. Also posts all charges or credits for fuel, parts, service, etc. used by equipment.

3.2.30 COMPENSATION/CLAIMS UNIT LEADER

The Compensation/Claims Unit Leader has two district responsibilities. Compensation refers to matters related to incident responders whereas claims are associated with public claims. The Compensation/Claims Unit Leader may separate the functions as follows:

- **Compensation** - oversees the completion of all forms required by workers' compensation and local agencies. A file of injuries and illnesses associated with the incident will also be maintained and all witness statements will be obtained in writing. Close coordination with the Medical Unit is essential.
- **Claims** - is responsible for investigating all claims involving property associated with or involved in the incident. This can be an extremely important function on some incidents.

To achieve these responsibilities, the Compensation/Claims Unit Leader will perform the following activities:

- Establish contact with incident Safety Officer and Liaison Officer (or agency representative if no Liaison Officer is assigned).
- Determine the need for Compensation and Claims Specialists and order personnel as needed.
- Establish a Compensation work area within or as close as possible to the Medical Unit.
- Review Incident Medical Plan.
- Review procedures for handling claims with Procurement Unit.
- Periodically review logs and forms produced by Compensation/Claims Specialists to ensure compliance with agency requirements and policies.
- Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing before demobilization.

The Compensation/Claims Unit Leader may assign personnel as follows:

- **Compensation Specialist** - Administers financial matters arising from serious injuries and deaths on an incident. Work is done in close cooperation with the Medical Unit.
- **Claims Specialist** - Manages all claims-related activities (other than injury) for an incident.

3.2.31 COST UNIT LEADER

The Cost Unit Leader is responsible to provide all incident cost analysis and to ensure the proper identification of all equipment and personnel requiring payment; record all cost data; analyse and prepare estimates of incident costs and maintain accurate records of incident costs.

To achieve these responsibilities, the Cost Unit Leader will carry out the following activities:

- Coordinate with agency headquarters on cost reporting procedures.
- Collect and record all cost data.
- Develop incident cost summaries.
- Prepare resources - use cost estimates for the Planning Section.
- Make cost-saving recommendations to the Finance/Administration Section Chief.

3.2.32 SWITCHBOARD OPERATOR

- Report to and update the Liaison Officer throughout the incident.
- Obtain clarification from the Liaison Officer about where emergency calls should be directed.
- Obtain a copy of the current Field Emergency Response Team Assignment from the Planning Sections Chief/Resources Unit.
- Assess call priorities and route them as required. Be courteous and helpful.
- Document callers' names, companies (if applicable) and telephone numbers before transferring calls.
- Immediately report any problems to the Liaison Officer.
- Do not release information about the incident. Direct any media inquiries to the Information Officer.
- If required, request additional personnel to relieve or help you.

3.2.33 EMERGENCY OPERATIONS CENTRE DIRECTOR

A. Position Role

The role of the Emergency Operations Centre Director is included in the EMM (Section 4). In general, the Emergency Operations Centre Director directs the Emergency Operations Centre Team in supporting and advising the Field Emergency Response Team. A Deputy Emergency Operations Centre Director and an Information Assistant assist the Emergency Operations Centre Director who oversees the team leads for the following functions:

- Engineering Lead
- Safety Lead
- Environment Lead
- Logistics Lead
- Government Liaison Lead
- Community Relations Lead
- Business Lead
- Executive Lead

These lead roles are defined in Section 4.

A communication link is established between the Emergency Operations Centre Director and the Incident Commander through the Liaison Officer. Similarly, the Information Assistants for the Emergency Operations Centre Team (EOCT) and the Field Emergency Response Team establish a communication link. The communication links between the remainder of the Emergency Operations Centre Team members and the Field Emergency Response Team members will vary as required by the nature of the emergency. However, the EOCT Engineering Lead, Safety Lead and Environmental Lead primarily support the requirements of the On-site Supervisor and the Public Protection Supervisor. The EOCT Logistics Lead primarily supports the Logistics Section Chief. The EOCT Community Relations Lead supports the Information Officer. The EOCT Government Liaison Lead primarily supports the Liaison Officer. Corporate issues, such as legal, insurance, financing and marketing, are coordinated by the Business Lead and the Executive Lead.

EMERGENCY OPERATIONS CENTRE

CONTENTS

4 EMERGENCY OPERATIONS CENTRE

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SECTION 4.1

EMERGENCY OPERATIONS CENTRE

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4.1 EMERGENCY OPERATIONS CENTRE

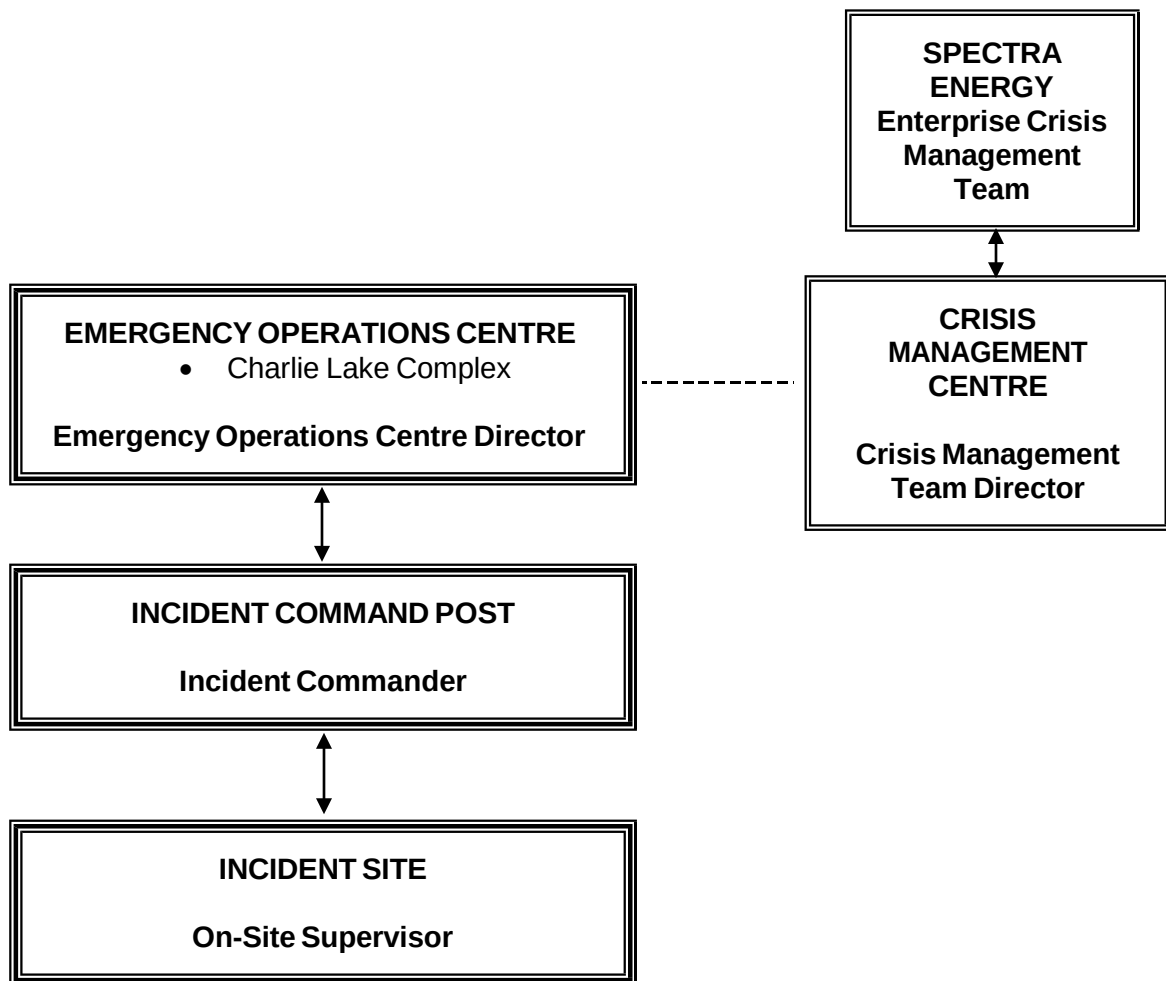
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4.1 EMERGENCY OPERATIONS CENTRE

4.1.1 OVERVIEW

The Emergency Operations Centre Director will establish a Emergency Operations Centre (EOC) in the event of a Level Two (2) or Level Three (3) Alert. The EOC is the location from which the Emergency Operations Centre Director supports the Field Emergency Response Team Incident Command Post and communicates with the Crisis Management Team.

Emergency Response Communications Diagram



4.1.2 EMERGENCY OPERATIONS CENTRE LOCATIONS

There is one Emergency Operations Centre that can be activated to support a Field Emergency Response Team. It is located and maintained at the Charlie Lake Complex. This Emergency Operations Centre will be activated as required to support emergency response in any one of the following four (4) Spectra Energy Division Areas:

1. Gathering and Processing

a. Fort Nelson

- Fort Nelson Gas Plant
- Fort Nelson North Processing Facility
- Fort Nelson Gathering Sour System
- Pesh Creek Area (Deactivated)

b. North Montney

- Sikanni Gas Plant(Deactivated)
- Jedney Gas Plant
- Highway Gas Plant
- Aitken Gas Plant

c. Fort St John

- Fort St John Gathering

d. McMahon

- McMahon Gas Plant (Taylor Complex)

e. Grizzly Valley

- Pine River Gas Plant
- Kwoen Gas Plant (Deactivated)
- Grizzly Valley Gathering

f. .South Peace

- Dawson Creek Gas Plant
- AB Corporate – Northern Areas
- BC Sour Site Specific – Northern BC Properties

2 .Transmission and NGL

- Transmission South
- Transmission North

4.1.3 EMERGENCY OPERATIONS CENTRE RESPONSIBILITIES

The Emergency Operations Centre is the location from which the Emergency Operations Centre Director will support the following key functions:

- a) Make key decisions.
- b) Provide technical information required for the emergency.
- c) Establish two-way communications for emergency operations.
- d) Approve and procure resources required for safety and mitigation.
- e) Manage operations to ensure optimum response.
- f) Liaise with authorities and other organizations.
- g) Assess damage and develop long range objectives and plans.
- h) Gather information and keep records (EOC logs and financial records) in relation to the emergency and response.
- i) Ensure timely emergency and general information is provided to the public and affected employees.
- j) Organize immediate Business Recovery Activities.

4.1.4 EMERGENCY OPERATIONS CENTRE TEAM STRUCTURE

A) Purpose

The Emergency Operations Centre Team is comprised of senior management and is usually activated in a Level Two or Three Alert. The team supports and advises the Incident Commander and other members of the Field Emergency Response Team. More importantly, the Emergency Operations Centre Team is directly responsible to address key business issues that arise because of the incident. For example, the Emergency Operations Centre Team would resolve legal issues, insurance issues, financing agreements, alternative gas supply sources, engineering support and media relations impacting critical business activities and would direct company-wide responses to ensure that company business obligations are met.

B) Structure

Spectra Energy has adopted the Incident Command System (ICS) for compatibility with government and local authority responders who are similarly organized and to facilitate the implementation of unified command when appropriate. To enable parallel support effort to the Field Emergency Response Team, the Emergency Operations Centre Team is also organized according to the Incident Command System format.

The Incident Commander and Emergency Operations Centre Director will develop team structures according to Section 4, Subsection 4.1, Tables 4.1.4 (a) and 4.1.4 (b).

The roles and responsibilities of each position identified in the Emergency Operations Centre Team structure are discussed and defined in Section 4, Subsection 4.4.

Figure 4 Spectra Energy West Field Emergency Response Team (Level 1)

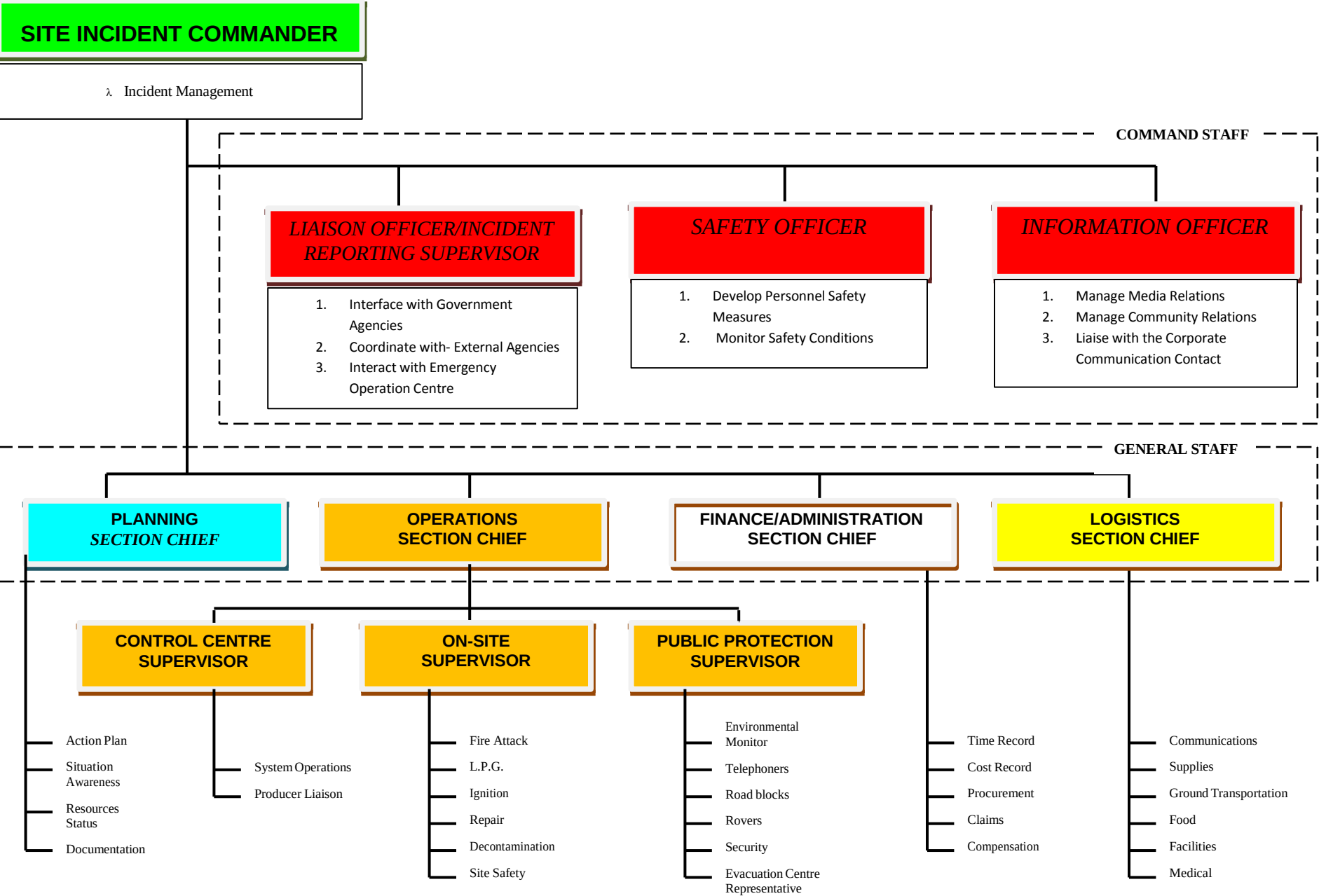


Figure 3 Spectra Energy West Emergency Operations Centre Team (Level 2)

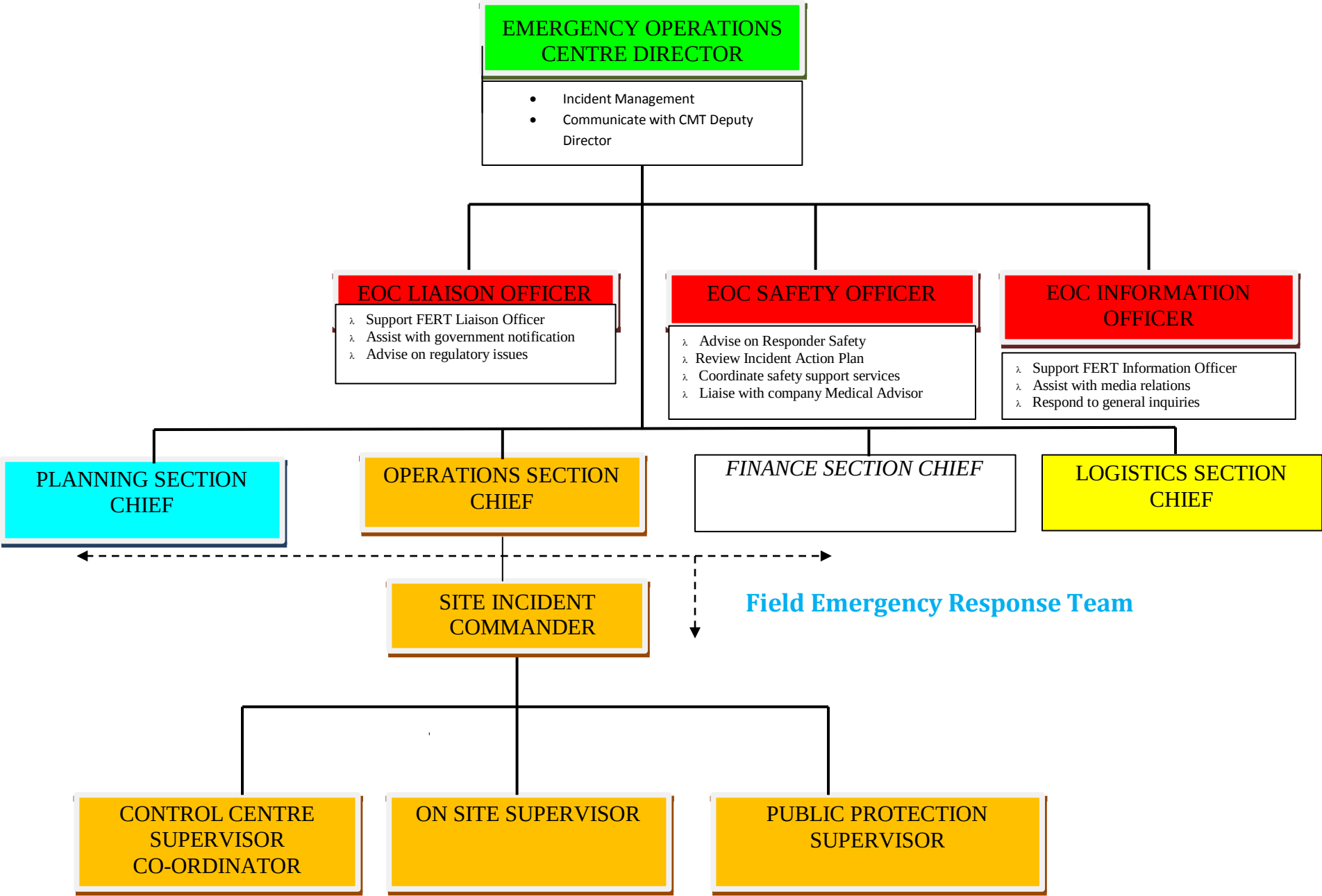
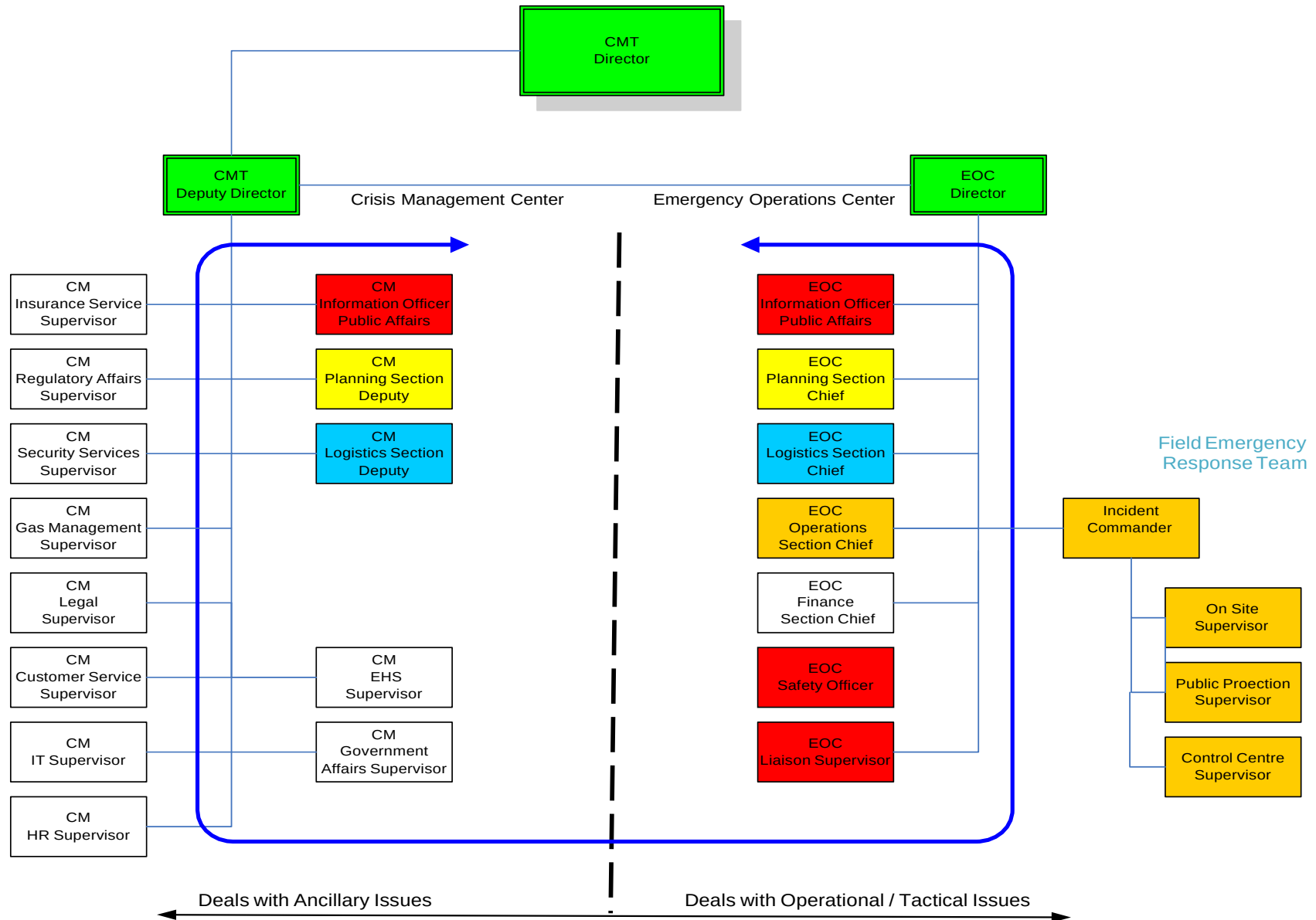


Figure 2 Spectra Energy West Crisis Management Team (Level 3)



4.1.5 LEVELS OF ALERT

Incidents (emergencies) are categorized into three levels of alert - Level One Alert, Level Two Alert and Level Three Alert. A Level Three Alert denotes the most serious event. By categorizing an incident, Spectra Energy responders are able to communicate the severity of the incident quickly and clearly to other Spectra Energy responders, mutual aid partners and regulatory agencies.

The three levels of alert are defined in Section 1, Subsection 1.6.4, Table 1.6.4.

4.1.6 TEAM TELEPHONE DIRECTORIES

A telephone directory for the Emergency Operations Centre and Emergency Operations Centre Team members is maintained in each of the Division Area's Site-Specific Emergency Response Plans. Refer to Section 2, Subsection 2.5.3:

Table 1	Division Area Emergency Operations Centre
Table 4	Area Emergency Operations Centre Directors
Table 8	Emergency Operations Centre Team Members

SECTION 4.2

INITIAL ACTION / NOTIFICATION

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4.2 INITIAL ACTION / NOTIFICATION

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4.2 INITIAL ACTION / NOTIFICATION

4.2.1 EMERGENCY OPERATIONS CENTRE ACTIVATION

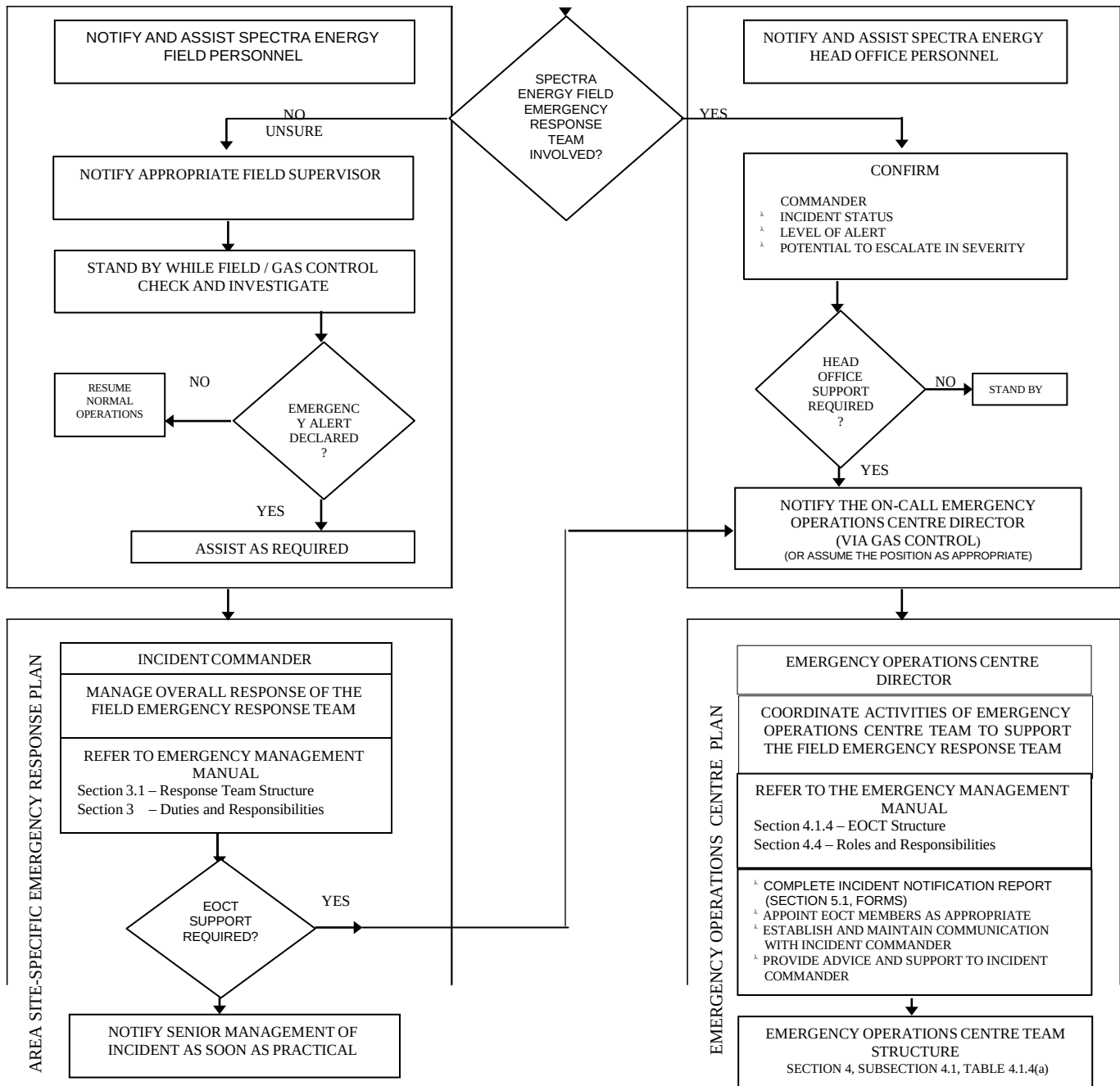
In the event that an Area Emergency Response Plan is activated, initial responses will be carried out by the Incident Commander (Field Emergency Response Team) and the Emergency Operations Centre Director (Emergency Operations Centre Team) in accordance with initial response and notification defined in Section 2 and Section 4, Subsection 4.2.1, Flowchart 4.2.1(a).

The Emergency Operations Centre will be activated in accordance with the level of support required by the Field Emergency Response Team to effectively manage the emergency.

4.2.1(a) INITIAL ACTION / NOTIFICATION FLOWCHART

INCIDENT INVOLVING SPECTRA ENERGY FIELD OPERATIONS REPORTED TO GAS CONTROL	
EXAMPLE SOURCES:	EXAMPLE RECIPIENTS:
- MEDIA / PUBLIC - INCIDENT COMMANDER (FIELD EMERGENCY RESPONSE TEAM) - GOVERNMENT AGENCIES - SITE / GAS CONTROL PERSONNEL - MUTUAL AID PARTNERS / OTHER INDUSTRIAL OPERATIONS	- DEPARTMENT HEADS - SPECTRA ENERGY MANAGEMENT - GAS CONTROL SUPERVISOR - ENGINEERING / PROJECT GROUP - COMMUNITY AFFAIRS PERSONNEL

COMPLETE AN INCIDENT NOTIFICATION REPORT (Section 5.1, FORMS)



4.2.2 NOTIFICATION REQUIREMENTS FOR LEAD GOVERNMENT AGENCIES AND SUPPORT SERVICES

Notification Requirements for:

- British Columbia
- Alberta
- Northwest Territories
- Yukon Territory

are provided in Section 2, Subsection 2.1.6, Tables 2.1.6(a), (b), (c), and (d),.

4.2.3 EMERGENCY RESPONSE FORMS

Forms required for documentation of an Emergency Response are provided in Section 5 of this EMM. Forms applicable to the Emergency Operations Centre Team positions are identified by (EOC) in Section 5, Table 5.0(a).

4.2.4 EMERGENCY RESPONSE INTERNAL AND EXTERNAL RESOURCES

The field emergency response internal and external contact lists are provided in Section 2, Subsection 2.5.

4.2.5 MUTUAL AID AGREEMENTS

Mutual Aid Agreements are included in Area Site-Specific Emergency Response Plans, Section 7.



SECTION 4.3

EMERGENCY OPERATIONS CENTRE EQUIPMENT AND MATERIALS

CONTENTS

4.3 EMERGENCY OPERATIONS CENTRE EQUIPMENT AND MATERIALS

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4.3 EMERGENCY OPERATIONS CENTRE EQUIPMENT AND MATERIALS

The Emergency Operations Centre is the facility designated at which the activities of the Emergency Operations Centre Team will be coordinated to support the Field Emergency Response Team efforts in dealing with the emergency. The Emergency Operations Centre for all Spectra Energy Division Areas is the Charlie Lake Complex.

4.3.1 CUSTODIANS

A custodian will be responsible for maintaining each of the Emergency Operations Centres in a continuously ready status. All required equipment will be in place or identified for ready access and will always be in working order. All materials will be in place or identified for ready access and will be current and complete. Supplies will be stocked and replenished as required and will be stored in a locker or container in the Emergency Operations Centre.

Emergency operations custodians for the Emergency Operations Centre location are identified in Area Site-Specific Emergency Response Plans, Section 7.

4.3.2 EQUIPMENT

The facility will be equipped with fixed installations or have readily available equipment identified for Emergency Operations Centre use as listed in the following table:

EQUIPMENT	No of ITEMS
Spectra Energy computer network access (WiFi)	12+
Computer terminal (with printer) local printers	1
Uninterruptible power supply	3
Telephones	6
Telephone outlets	6
Fax machine	2
Overhead projector (with screen)	3
VCR (with large monitor)	3
Access to commercial TV (cable or satellite dish)	3
Photocopier	3
Whiteboard	3

EQUIPMENT	No of ITEMS
Electrical outlets (110 Volt)	12
Tables (large conference table)	1
Chairs	15+
Clock	3
Extension cords (3 prong/electrical)	3
Power bar (surge protected)	3
Cellular telephones (responder supplied)	NA
Cellular telephone battery charger (responder supplied)	NA
Alternate Electric Power Supply – (standby generator for RRC power)	1

4.3.3 MATERIALS

The facility will have materials pre-positioned in the Emergency Operations Centre or readily available.

4.3.4 SUPPLIES

A stock of supplies and stationary (or suitable equipment) will be maintained at the Emergency Operations Centre and will be replenished after each use of the centre. The items must be readily at hand, preferably in a suitable container or locker within the confines of the Emergency Operations Centre.

4.3.5 MEDIA FACILITIES

Facilities for accommodating media activities/events are also required for Emergency Operations Centre Team use; however, it is recommended that media facilities be established at a location other than at the Emergency Operations Centre.

4.3.6 ALTERNATE FACILITIES

In the event that the Emergency Operations Centre is not available or accessible due to an emergency involving the Charlie Lake office complex. The EOC Director will designate an alternative and communicate to all concerned the new location of the EOC. The primary alternate would be the Incident Command Post at the McMahon Gas Plant, if the incident is at the McMahon Gas Plant, the EOC Director will have the Planning and Logistics Section Chief arrange for an alternative commercial facility.



SECTION 4.4

ROLES AND RESPONSIBILITIES

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4.4 ROLES AND RESPONSIBILITIES

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4.4 ROLES AND RESPONSIBILITIES

This section of the EMM provides guidance, in terms of defining major roles, responsibilities and important activities, for each member of the Emergency Operations Centre Team. This team is composed of members who have the ability to support emergency response activities in the field and implement Business Recovery Activities resulting from an incident.

4.4.1 EMERGENCY OPERATIONS CENTRE DIRECTOR

A) Position Role

The major role of the Emergency Operations Centre Director is to develop and implement an appropriate business recovery action plan and to ensure that all necessary internal and external resources are employed to advise and support the Incident Commander and the Field Emergency Response Team.

The Emergency Operations Centre Director will form an Emergency Operations Centre Team composed of appropriate resources to respond effectively according to the incident circumstances and requirements. For incidents of lesser complexity, the Emergency Operations Director may carry out the associated tasks without assistance. For more complex incidents, the Emergency Operations Director will appoint personnel according to the structure in Section 4, Subsection 4.1, Table 4.1.4(a). The Emergency Operations Centre Director must monitor the progress of the incident and plan early to develop the Emergency Operations Centre Team as required so as not to be overwhelmed unexpectedly and rendered ineffective if the incident escalates.

The Emergency Operations Centre Director may appoint personnel to assume responsibility for the following lead positions on the Emergency Operations Centre Team:

- Liaison Lead
- Safety Lead
- Community Relations Lead
- Planning Lead
- Operations Lead
- Finance/Administration Lead
- Logistics Lead

B) Responsibilities

The Emergency Operations Centre Director must maintain regular contact with the Crisis Management Team and on-going communication with the Field Emergency Response Team Incident Commander. Although the Incident Commander may delegate the actual communication function to the Liaison Officer, the Emergency Operations Centre Director and the FERT Incident Commander should maintain periodic personal contact. Counterpart members on the Emergency Operations Centre Team and the Field Emergency Response Team are encouraged to communicate directly for operational efficiency; however, policy matters and major decisions must be addressed jointly by the Emergency Operations Centre Director and the Incident Commander.

The Emergency Operations Centre Director is responsible for the overall direction of the Emergency Operations Centre Team to implement Business Recovery Activities and to provide effective support for the Field Emergency Response Team as follows:

- Provide advice and support to the Incident Commander
- Coordinate the activities of the Emergency Operations Centre Team
- Provide guidance on policy, planning, technical and business issues for field and head office response activities related to an incident
- Interface with the Crisis Management Team, if activated.
- Determine and recommend business recovery plans (refer to Section 4, Subsection 4.5)
- Implement Business Recovery Activities (refer to Section 4, Subsection 4.5)

C) Emergency Operations Centre Director Checklist

- ☐ Establish communication with the Incident Commander.
- ☐ Obtain a status briefing.
- ☐ Complete an Incident Notification Report form (Section 5, Subsection 5.1, Form 5.1(a))
- ☐ Document all Emergency Operations Centre actions, decisions, contacts and requests (chronologically) on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c))
- ☐ Assess the severity of the incident and the potential to escalate.
- ☐ Identify any impacted or compromised critical business activities.
- ☐ Determine the level of alert (as assigned by the FERT Incident Commander). See Section 1, Subsection 1.6.4, Table 1.6.4.
- ☐ Determine the initial impact on affected customers.

- ☐ Establish immediate priorities associated with business recovery.
- ☐ Establish immediate priorities related to providing support for the Field Emergency Response Team.
- ☐ Provide an initial status briefing for the Crisis Management Team Deputy Director.
- ☐ Determine the requirement for and size of an expanded Emergency Operations Centre Team.
- ☐ Establish/activate the Emergency Operations Centre (refer to Section 4, Subsection 4.2).
- ☐ Appoint members to the Emergency Operations Centre Team as required (some or all of the following):
 - Liaison Lead
 - Safety Lead
 - Community Relations Lead
 - Planning Lead
 - Operations Lead
 - Finance/Administration Lead
 - Logistics Lead
- ☐ Appoint a deputy for complex or prolonged incidents.
- ☐ Distribute all available incident documentation to the Emergency Operations Centre Team members.
- ☐ Brief the Emergency Operations Centre Team on the following issues:
 1. incident status
 2. estimated impact (based on Incident Commander's assessment)
 3. projected outcome (based on Incident Commander's assessment)
- ☐ Solicit preliminary/intermediate evaluations about the following issues:
 1. potential exposures to Spectra Energy
 2. regulatory reporting requirements
 3. business issues (e.g. customers affected, alternate gas supply)
 4. recommended course of action
- ☐ Establish preliminary/intermediate goals and objectives associated with business recovery.
- ☐ Establish preliminary/intermediate goals and objectives related to providing support for the Field Emergency Response Team.
- ☐ Develop a preliminary Emergency Operation Action Plan. (The plan may cover up to 12 hours, may be reduced, but not extended, depending on the scale of the incident.)
- ☐ Coordinate the initial activities of the Emergency Operations Centre Team.
- ☐ Delegate the Planning Lead to develop extended plans for business recovery and Field Emergency Response Team support activities.

- ☐ Maintain ongoing communications with the Incident Commander.
- ☐ Review selected alternative action plans with the Crisis Management Team and solicit direction and approval.
- ☐ Identify the support requirements of the Field Emergency Response Team.
- ☐ Ensure that effective business resumption activities have been put in place.
- ☐ Conduct frequent planning up-date meeting collectively or individually with the Emergency Operations Centre Team members (may be delegated to the Planning Lead).
- ☐ Mobilize additional company resources as required.
- ☐ Ensure that the Emergency Operations Centre Team leads have mobilized support units for complex incidents.
- ☐ Refer media and public inquiries to the Information Lead.
- ☐ Review and authorize all media releases.
- ☐ Update the Crisis Management Team regularly.
- ☐ Review and update the Emergency Operation Action Plan (as frequently as required but not less frequently than 6 hours).
- ☐ Ensure that, for prolonged incidents, provisions for relieving and rotating personnel on a regular basis is arranged (EOC shift changes).
- ☐ Ensure that business restoration activities have been initiated.
- ☐ Collaborate with the Incident Commander regarding reducing or calling down the level of alert.
- ☐ Direct the demobilization of the Emergency Operations Centre Team.
- ☐ Initiate and coordinate the post-incident activities of the Emergency Operations Centre Team.
- ☐ Ensure that the critical incident stress debriefings are arranged for employees, first responders, families, members of the public and next of kin (may be delegated to the Safety Lead).
- ☐ Hand over business restoration responsibilities to the assigned project manager.
- ☐ Stand down the Emergency Operations Centre Team.

D. Dealing With Multiple Emergencies

- ☐ In the unlikely event of multiple field emergencies occurring, the Emergency Operations Centre Director will designate a Deputy Emergency Operations Centre Director for each incident.
- ☐ A parallel EOC will be developed for the coordination of each emergency. The Deputy Emergency Operations Centre Director will follow the guidelines in this section for developing a strategic approach for their emergency.

- ❑ The Emergency Operations Center Director will determine a coordination meeting schedule to meet with both Deputy EOC directors to ensure appropriate resources are available to deal with each emergency.
- ❑ The EOC Director will have final approval for the utilization of all company and contract resources.

SPECTRA ENERGY FORMS, SECTION 5, SUBSECTIONS 5.1 - 5.5

<u>Form Name</u>	<u>Form Number</u>
Incident Notification Report	5.1(a)
Bomb Threat Form	5.1(b)
Time and Event Log	5.1(c)
Incident Status Update	5.1(d)
Emergency Operations Centre Team Assignments	5.1(g)
Media Inquiry Log	5.3(a)
Emergency Operations Centre Communication Personnel	5.3(b)
Government Agency Inquiry Log	5.4(a)
External Agency Post Incident Evaluation	5.4(b)

4.4.2 LIAISON LEAD

A) Position Role

The ***Liaison Lead*** is the company expert on notification, reporting and regulatory issues related to business recovery and response activities. The Emergency Operations Centre Director will appoint a Liaison Lead to advise the Emergency Operations Centre Team and to support the Field Emergency Response Team in notifying and communicating with government agencies. The Liaison Lead will ensure that all technical, safety and environmental reporting is completed and may liaise with executive level government officials and industry leaders on behalf of the Incident Command Post - Liaison Officer, particularly during incidents in which unified command is employed.

The Liaison Lead is responsible for supporting the Field Emergency Response Team in carrying out the initial notification, for ongoing reporting (especially during unified command and multi-jurisdictional incidents or when assisting or cooperating agencies are involved) and for advising the Field Emergency Response Team and the Emergency Operations Centre Team on regulatory matters. During prolonged or complex incidents, the Liaison Lead may establish a Liaison Support Unit.

B) Responsibilities of the Liaison Lead

- Assist the Liaison Officer at the Incident Command Post with initial notification
- Support the Incident Command Post staff with ongoing liaison with assisting and cooperating agencies
- Advise the Incident Commander and the Emergency Operations Centre Team on issues relating to government regulations
- Participate and contribute to the Emergency Operations Centre Team planning process
- Advise and assist the Emergency Operations Centre Director regarding regulatory requirements related to Business Recovery Activities

C) Liaison Lead Checklist

- ☐ Proceed to the Emergency Operations Centre.
- ☐ Obtain a status briefing from the Emergency Operations Centre Director.
- ☐ Obtain or fill out an Incident Notification Report Form (Section 5, Subsection 5.1, Form 5.1(a)).

- ☐ Document all regulatory and liaison actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Identify and provide the Emergency Operations Centre Director with preliminary evaluations regarding the following issues:
 1. possible regulatory exposures to Spectra Energy
 2. regulatory reporting requirements
 3. recommended course of action
- ☐ Establish communication with the Liaison Officer at the Incident Command Post.
- ☐ Assist the Incident Command Post Liaison Officer with initial notification of government agencies as required.
- ☐ Refer to the applicable Notification Matrix Section 2, Subsection 2.1.6 and the Spectra Energy incident reporting guideline, Appendix G.
- ☐ Review the business recovery plans to ensure regulatory requirements are addressed.
- ☐ Confer and support the Incident Command Post Liaison Officer regarding interaction with government agencies.
- ☐ Provide your name and direct telephone number to government contacts.
- ☐ Provide hard copies (fax, courier, e-mail) of information to government contacts.
- ☐ Maintain a list of assisting and co-operating agencies and their responsibilities.
- ☐ Ensure agencies are kept aware of the status of incident.

NOTE: If you cannot answer a question, do not guess. Inform the person that a Spectra Energy representative will follow up as soon as possible. Ensure this commitment is actioned.

- ☐ Confer regularly with the Community Relations Lead to ensure messages to government, media and public are consistent.
- ☐ Ensure all applicable technical, safety and environmental reports are complete, reviewed and submitted.
- ☐ Dispatch liaison support staff to the site, the Incident Command Post or the Government Emergency Operations Centre as required.
- ☐ Refer public and media inquiries to the Community Relations Lead unless otherwise directed.
- ☐ Mobilize a Liaison Support Unit as required.
- ☐ Prepare a 12-hour plan every 6 hours.
- ☐ Participate in planning meetings with assisting and cooperating agencies.
- ☐ Maintain a current status of safety resources committed to the incident.
- ☐ Assist with the completion of post-incident activities (Section 6).

SPECTRA ENERGY FORMS, SECTION 5, SUBSECTIONS 5.1 – 5.5

<u>Form Name</u>	<u>Form Number</u>
Incident Notification Report	5.1(a)
Bomb Threat Form	5.1(b)
Time and Event Log	5.1(c)
Incident Status Update	5.1(d)
Emergency Operations Centre Team Assignments	5.1(g)

4.4.3 SAFETY LEAD

A) Position Role

The **Safety Lead** is the head office authority/resource and will advise the Emergency Operations Centre Team regarding all aspects of worker safety associated with business recovery and incident response activities. The Safety Lead will monitor incident activities to ensure that Spectra Energy standards are maintained. As directed by the Emergency Operations Centre Director, the Safety Lead may also support the Field Emergency Response Team safety personnel directly and mobilize additional safety support for the incident site as required. The Safety Lead may engage external expertise regarding health hazards and recommended safety precautions as required. The Safety Lead may coordinate the acquisition of resources on behalf of the Incident Command Post Safety Officer, will direct the activities of the Spectra Energy medical resources and will arrange for critical incident stress debriefings for the Emergency Operations Centre Team as required.

The Safety Lead is responsible for monitoring and recommending measures for assuring the safety of the responders and to assess and/or anticipate hazardous and unsafe working conditions associated with emergency response activities. The Safety Lead is also responsible for ensuring that appropriate safety policies are in place and complied with during business recovery activities. Public safety issues, except for critical incident stress debriefing, are the responsibility of the Public Protection Supervisor at the Incident Command Post and the Public Protection Coordinator (Emergency Operations Centre Team).

During complex and prolonged incidents, the Safety Lead may establish a Safety Support Unit.

B) Responsibilities of the Safety Lead

- Provide advice and support to the Field Emergency Response Team and the Emergency Operations Centre Team regarding the safety of responders.
- Order the discontinuation of any operation which threatens the health and safety of the responders and workers.
- Monitor the business recovery activities to ensure that company safety policy is adequate and complied with.
- Liaise with the company Medical Advisor regarding safety issues.

C) Safety Lead Checklist

- ☐ Proceed to the Emergency Operations Centre.
- ☐ Obtain a status briefing from the Emergency Operations Centre Director.
- ☐ Obtain or fill out an Incident Notification Report Form (Section 5, Subsection 5.1, Form 5.1(a)).
- ☐ Document all safety related actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Identify and provide the Emergency Operations Centre Director with preliminary evaluations regarding the following issues:
 - 1. possible safety exposures to Spectra Energy
 - 2. worker safety requirements
 - 3. recommended course of action
- ☐ Establish communication with the Incident Command Post Safety Officer.
- ☐ Mobilize safety equipment and personnel to the incident site as required.
- ☐ Liaise with and support field safety personnel.
- ☐ Confer with the Medical Support Unit regarding health hazards to responders and recommended safety precautions.
- ☐ Identify hazardous situations and ensure safety procedures are implemented to protect responders/workers.
- ☐ Review the Action Plan for procedures or actions that could affect the health and safety of the responders/workers.
- ☐ Direct the curtailment of unsafe acts.
- ☐ Oversee the investigation of accidents that have occurred at the incident area.
- ☐ Advise the Emergency Operations Centre Director and Team Leads about personnel safety issues as required.
- ☐ Participate in planning meetings as necessary.
- ☐ Prepare a 12-hour plan every 6 hours.
- ☐ Establish a Safety Support Unit to assist with duties as required.
- ☐ Review business recovery plans to ensure that safety policy and issues are addressed.
- ☐ Refer media and public inquiries to the Community Relations Lead unless otherwise directed.
- ☐ Assist with post-incident activities of the Emergency Operations Centre Team (Section 6).

SAFETY SUPPORT UNIT

A) Position Role

The Safety Lead may establish a Safety Support Unit to assist with safety activities.

B) Responsibilities of the Safety Support Unit:

Provide safety advice and support.

C) Safety Support Unit Checklist:

- ☐ Obtain a status briefing from the Safety Lead.
- ☐ Document all safety support actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Assist with the development of safe-work procedures as required.
- ☐ Prepare to travel to the site, the Incident Command Post or the Government Emergency Operations Centre.
- ☐ Report to the Liaison Lead to assist with government agency contact and liaison.
- ☐ Report to the Community Relations Lead to assist with public and media interface.
- ☐ Assist with post-incident procedures, refer to Section 6.

SPECTRA ENERGY FORMS, SECTION 5, SUBSECTIONS 5.1 – 5.5

Form Name

Form Number

Incident Notification Report	5.1(a)
Bomb Threat Form	5.1(b)
Time and Event Log	5.1(c)
Incident Status Update	5.1(d)
Emergency Operations Centre Team Assignments	5.1(g)

4.4.4 COMMUNITY RELATIONS LEAD

A) *Position Role*

The **Community Relations Lead** is the RRMT resource with the expertise and contacts to manage media relations effectively. The Community Relations Lead will advise the Emergency Operations Centre Team and will support the Field Emergency Response Team in ensuring that information relating to the incident is disseminated effectively to the public, company employees and the media. Once activated, the Community Relations Lead will make contact with the FERT Information Officer for an update of current conditions. They will then make contact with the Crisis Centre Team Public Affairs contact. They will develop a media strategy for dealing with the emergency incident. In supporting the Field Emergency Response Team, the Community Relations Lead (who will be trained in media relations) will edit news releases and public statements or conduct interviews on behalf of the Incident Command Post Information Officer, particularly for national media coverage and especially in relation to company issues. If the Community Relations Lead interfaces directly with the media, close communications with the Information Officer is absolutely essential so that conflicting releases do not occur. The Community Relations Lead may also be required to respond to general inquiries from the public. During business recovery, the Community Relations Lead will assess the impact of the incident on public relations and may use media resources for wide spread communication of Spectra Energy's business recovery activities.

The Community Relations Lead, in conjunction with the Corporate Public Affairs Contact, is responsible for advising and assisting the Emergency Operations Centre Director and the Emergency Operations Centre Team regarding media relations related to business recovery and to advise and support the Incident Command Post Information Officer in developing and releasing information about the incident to the news media, to incident and company personnel and to other appropriate agencies and organizations. During prolonged and complex incidents, the Community Relations Lead may mobilize the following support resources:

- ☐ Public Information Support Unit to receive, screen, handle or redirect public enquiries as appropriate.
- ☐ Media Spokesperson to support the Incident Command Post Information Officer and deal with corporate and national scale media issues.

- ☐ Telephone Support Unit (Emergency Operations Centre Team switchboard operator) to answer and direct all telephone calls to the appropriate Emergency Operations Centre personnel.

B) Responsibilities of the Community Relations Lead

- Communicate with the Corporate Public Affairs contact to develop a communications strategy to deal with the incident.
- Advise and assist the Emergency Operations Centre Team regarding media relations
- Support and advise the Incident Command Post Information Officer
- Establish and maintain a system for coordinating media information for the Emergency Operations Centre Team
- Coordinate Spectra Energy's communications with the public and the media
- Provide timely information to Spectra Energy employees and affiliates

C) Community Relations Lead Checklist

- ☐ Proceed to the Emergency Operations Centre.
- ☐ Obtain an incident status briefing from the Emergency Operations Director.
- ☐ Obtain or fill out an Incident Notification Report Form (Section 5, Subsection 5.1, Form 5.1(a)).
- ☐ Document all information and media related actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Identify and provide the Emergency Operations Director with preliminary evaluations regarding the following issues:
 1. possible public relations exposures to Spectra Energy
 2. potential impact to the company's reputation
 3. current and expected media involvement
 4. recommended course of action
- ☐ Provide an update to the Corporate Public Affairs contact and develop media releases for the incident.
- ☐ Determine from the Emergency Operations Director if there are any limitations on the release of information.
- ☐ Advise the main reception and the Telephone Support Unit where to transfer incoming telephone calls related to the incident.
- ☐ Provide the main reception and the Telephone Support Unit with completed Emergency Operations Centre Team Assignments and Field Emergency Response Team Assignments Forms (Section 5, Subsection 5.1, Forms 5.1(f) and 5.1(g)).

- ☐ Confirm that team leads have notified their administrative support personnel about the activation of the Emergency Operations Centre Plan and how to process calls.
- ☐ Confirm that all personnel working in the Emergency Operations Centre have set up their voice mail system to forward calls to the RRC Switchboard Operator.
- ☐ Maintain current information summaries and/or displays about the incident and provide information about the status of the incident to the Emergency Operations Centre Team for the following factors:
 1. name and location of personnel in each Field Emergency Response Team position and their location
 2. control and containment measures
 3. injuries, deaths and missing persons
 4. environmental monitoring
 5. public safety actions
 6. business recovery activities undertaken by Spectra Energy as a result of the incident
- ☐ Maintain a current list of issues that the Emergency Operations Centre Team must address. (These issues may have been raised by residents, government agencies or other stakeholders.)
- ☐ Ensure that the Public Information Support Unit is provided with the following information:
 1. information for release to public inquiries
 2. how to contact key Emergency Operations Centre Team personnel and other personnel (i.e. government liaison/media spokesperson)
 3. how to operate telephones (i.e. disabling voice mail, transferring calls)
- ☐ Establish communication with the Incident Command Post Information Officer.
- ☐ Provide advice concerning all public service announcements, particularly when there are real or perceived public safety and customer relations concerns.
- ☐ Provide direct support to the Incident Command Post Information Officer.
- ☐ Dispatch a Media spokesperson to support the Incident Command Post Information Officer.
- ☐ Update Corporate Public Affairs contact regularly.
- ☐ Act on behalf of the Incident Command Post Information Officer as required (close communication with the Information Officer is absolutely imperative).
- ☐ Review the accuracy of incident information regularly.
- ☐ Prepare a 12-hour plan every 6 hours, including a media release and news conference schedule.
- ☐ Assist the Corporate Public Affairs contact in organizing news conferences and tours when appropriate at specified locations away from all command centres (i.e.

Emergency Operations Centre, Incident Command Post and On-site Command Post).

- ☐ Review communication strategy with the Emergency Operations Director and Legal Support.
- ☐ Participate in planning meetings as necessary.
- ☐ Use media channels to encourage public support of company efforts to minimize any impacted critical safety and/or business activities.
- ☐ Assist with the completion of post-incident procedures of the Emergency Operations Centre Team, refer to Section 6

NOTE: For duties relating to call screening, media issues and public inquiries, refer to responsibilities for Telephone Support Unit, Media Spokesperson and Public Information Support Unit listed below.

TELEPHONE SUPPORT UNIT

A) Position Role

The Telephone Support Unit will process all incident-related telephone calls. The key member of this unit is the Emergency Operations Centre Team Switchboard operator.

B) Telephone Support Unit Checklist:

- ☐ Obtain a status briefing from the Community Relations Lead.
- ☐ Obtain a completed Emergency Operations Centre Team Assignments Form.
- ☐ Obtain a completed Field Emergency Response Team Assignments Form.
- ☐ Confirm names and telephone numbers for the Emergency Operations Director and all team leads.
- ☐ Document all communication actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Activate a telephone switchboard and advise the main reception to transfer all incident-related calls to the switchboard. Unless otherwise directed, forward all government and regulatory calls to the Liaison Lead and media calls to the Community Relations Lead.
- ☐ Clarify the information which public information staff can provide to non-government and non-media callers in conjunction with the Community Relations Lead.
- ☐ Document each caller's basic information such as full name, company/agency, telephone number and the nature of the call before transferring the call.
- ☐ Report any problems to the Community Relations Lead immediately.

- ☐ Consider the 24-hour staffing requirements and call in off-duty staff as required.
- Assist with the completion of post-incident activities as required (Section 6).

MEDIA SPOKESPERSON

A) Position Role

The Media Spokesperson will release facts supplied by the Community Relations Lead about the incident to the media and manage media relations including news releases, briefings and news conferences.

B) Media Spokesperson Checklist

- ☐ Obtain an incident status briefing from the Community Relations Lead.
- ☐ Obtain or fill out an Incident Notification Report (Section 5, Subsection 5.1, Form 5.1(a)).
- ☐ Document all media related actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Obtain or complete a preliminary media statement (refer to Appendix H).
- ☐ Determine current and anticipated media involvement.
- ☐ Obtain or fill out a Emergency Operations Centre Team Assignment Form (Section 5, Subsection 5.1, Form 5.1(g)).
- ☐ Document all media calls on a Media Inquiry Log (Section 5, Subsection 5.3, Form 5.3(a)).
- ☐ Clarify exactly what message has been given to which media representative and by whom.
- ☐ As required, liaise with and support the on-site media spokesperson. Ensure that consistent, accurate messages are given to the media.
- ☐ Refer to the media relations guideline (Appendix H).
- ☐ Develop material for use in media briefings.
- ☐ Obtain the approval of media release from the Corporate Public Affairs contact and the Emergency Operations Director.
- ☐ Release authorized media information packages based on discussion with the Community Relations Lead, Legal Support, Emergency Operations Centre Director and the manager of Public Affairs.

NOTE: Information that has not been approved by the Corporate Public Affairs contact and Emergency Operations Centre Director is not to be disclosed/released.

- ☐ Inform media and conduct media briefings.
- ☐ Arrange for tours and other interviews or briefings that may be required.
- ☐ Utilize Spectra Energy expertise in operations, safety, environmental, land and community relations for expert background stories and support.
- ☐ Forward media information to the Incident Command Post Community Relations Lead which may be useful to incident planning.
- ☐ Organize a news conference at a location other than at any of the Emergency Operations Centres as required.
- ☐ Brief and supervise contract communication consultants. Dispatch them to the incident site, the Incident Command Post or the Government Emergency Operations Centre as required.
- ☐ Report any problems to the Community Relations Lead.
- ☐ Consider backup 24-hour media spokesperson requirements on-site and at the Incident Command Post, the Spectra Energy Emergency Operations Centre and the Government Emergency Operations Centre.
- ☐ Assist with the completion of post-incident activities as required (Section 6).

PUBLIC INFORMATION SUPPORT UNIT

A) Position Role

The Public Information Support Unit will receive all general public inquiries related to the incident and screen calls, provide basic information and forward calls as required.

B) Public Information Support Unit Checklist:

- ☐ Obtain a status briefing from the Community Relations Lead.
- ☐ Document all public information actions, calls, contacts and discussions on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Obtain or fill out a Emergency Operations Centre Team Assignments Form (Section 5, Subsection 5.1, Form 5.1 (g)).
- ☐ Document names and telephone numbers for the Emergency Operations Director and all team leads.
- ☐ Obtain authorized information that can be provided to the general public inquiries from the Information Officer.
- ☐ Establish a work station or office outside the Emergency Operations Centre and advise the Telephone Support Unit of work station/office telephone number.
- ☐ Answer all public inquiries and release approved facts pertaining to the incident.

NOTE: Information that has not been approved by the Corporate Public Affairs contact and Emergency Operations Director is not to be disclosed.

- ☐ Be calm, courteous and helpful, but as quick as possible. (The Emergency Operations Centre Team switchboard operator may not be able to transfer another caller until the line is free.)
- ☐ Transfer all government or media calls back to the Emergency Operations Centre Team switchboard operator or transfer the calls as follows:
- ☐ Forward all government and regulatory calls to the Liaison Lead unless directed otherwise.
- ☐ Forward all media calls to the Community Relations Lead unless directed otherwise.
- ☐ If you cannot answer a question, do not guess. Inform the caller that you or another Spectra Energy representative will get back to the caller shortly. Follow up on this commitment.
- ☐ Report any problems to the Community Relations Lead immediately.
- ☐ Assist with the completion of post-incident activities (Section 6).

SPECTRA ENERGY FORMS, SECTION 5, SUBSECTIONS 5.1 – 5.5

<u>Form Name</u>	<u>Form Number</u>
Incident Notification Report	5.1(a)
Bomb Threat Form	5.1(b)
Time and Event Log	5.1(c)
Incident Status Update	5.1(d)
Field Emergency Response Team Assignments	5.1(f)
Emergency Operations Centre Team Assignments	5.1(g)
Media Inquiry Log	5.3(a)
Emergency Operations Centre Communications Personnel	5.3(b)
Government Agency Inquiry Log	5.4(a)
External Agency Post-Incident Evaluation	5.4(b)

4.4.5 PLANNING LEAD

A) Position Role

The ***Planning Lead*** is responsible for keeping the Emergency Operations Director and the Emergency Operations Centre Team aware of the incident status. The Planning Lead will analyze the impact of the incident, develop an action plan to mitigate the effects of the incident and coordinate business resumption and restoration activities to return company critical business activities to normal as quickly as possible. The Planning Lead will also coordinate the head office post-incident actions. To achieve these objectives, the Planning Lead will have to establish and maintain close liaison with the Incident Command Post Planning Section Chief, the Emergency Operations Director and the Emergency Operations Centre Team Leads. Where appropriate, the Planning Lead will support the Planning Section Chief directly. The Planning Lead may be tasked to initiate business restoration activities.

The Planning Lead is responsible for advising and assisting the Emergency Operations Director to implement Business Recovery Activities and for coordinating the resources and activities of the Emergency Operations Centre Team to support the Field Emergency Response Team. During complex or prolonged incidents the Planning Lead may establish the following units:

- Situation Unit
- Resources Unit
- Documentation Support Unit
- Marketing Support Unit
- Gas Scheduling Unit
- Emergency Planning Coordinator

B) Responsibilities of the Planning Lead

- Establish and monitor the impact of the incident on corporate business
- Provide the Emergency Operations Director with advice and support related to company business activities
- Develop an Emergency Operation Action Plan
- Assist the Incident Command Post Planning Section Chief
- Develop alternate action plans to implement Business Recovery Activities

- Ensure that complete and accurate documentation of all incident activities is maintained

C) Planning Leads Checklist

- ☐ Proceed to the Emergency Operations Centre.
- ☐ Obtain a status briefing from the Emergency Operations Director.
- ☐ Obtain or fill out an Incident Notification Report (Section 5, Subsection 5.1, Form 5.1(a)).
- ☐ Document all planning related actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Mobilize additional staff as required for the following specialty areas:
 1. situation monitoring
 2. resources status maintenance
 3. gas scheduling
 4. marketing support
 5. emergency planning coordination
- ☐ Determine the critical business activities impacted or compromised by the incident.
- ☐ Assess the impact of any disruptions of business on any customers.
- ☐ Identify and provide the Emergency Operations Director with preliminary evaluations regarding the following issues:
 1. possible tactical incident and strategic business exposures to Spectra Energy
 2. impact on critical business activities
 3. recommended course of action
- ☐ Establish information requirements and reporting schedules.
- ☐ Determine need for any specialized resources in support of the incident.
- ☐ Establish the collection of special information as necessary, e.g., weather, environmental, toxic, etc.
- ☐ Display the Field Emergency Response Team Assignments and the Emergency Operations Centre Team Assignments Forms (Section 5, Subsection 5.1, Forms 5.1(g) and 5.1(f)).
- ☐ Prepare a preliminary Emergency Operation Action Plan to support the Field Emergency Response Team.
- ☐ Record, update and maintain master time and event documentation including Field Emergency Response Team assignments and Emergency Operations Centre Team assignments (Section 5, Subsection 5.1, Forms 5.1(a) and 5.1(g)).
- ☐ Post and maintain displays showing the status of committed and available resources.
- ☐ Post and maintain incident status updates, charts, plot plans, maps and sketches as they are developed.

- ☐ Coordinate the input from Emergency Operations Centre Team Leaders.
- ☐ Analyse the effects and progress of the incident.
- ☐ Compile a list of available alternative Emergency Operation Action Plans.
- ☐ Determine the priority of each alternative with respect to:
 1. Field Emergency Response Team support
 2. business resumption
 3. business restoration
- ☐ Assess the impact of the alternative on all company critical business activities.
- ☐ Advise the Emergency Operations Director of viable alternatives including:
 1. associated costs
 2. available time/schedule
 3. associated liabilities
 4. penalties
 5. claims
 6. compensation
 7. insurance
 8. legal
- ☐ Prepare an extended Emergency Operation Action Plan in conjunction with the other Emergency Operations Centre Team Leads as directed by the Emergency Operations Director.
- ☐ Provide periodic forecasts on incident progress.
- ☐ Update the Emergency Operation Action Plan as required.
- ☐ Discuss the progress of the incident with the Emergency Planning Coordinator.
- ☐ Report any significant changes on incident status.
- ☐ Dispatch the Emergency Planning Coordinator to the incident location as required.
- ☐ Document status meeting discussions capturing issues from all stakeholders.
- ☐ Engage specialist expertise or resources as required.
- ☐ Exchange incident status updates with the Incident Command Post Planning Section Chief.
- ☐ Ensure that complete and accurate documentation of all incident activities is captured.
- ☐ Coordinate the preparation of an incident demobilization plan.
- ☐ Coordinate the post-incident activities for the Emergency Operations Centre Team.

SITUATION UNIT

A) *Position Role*

The Planning Lead may establish a Situation Unit to collect, process and organize all incident information and to project incident developments.

B) *Responsibilities of the Situation Unit:*

- Collect all pertinent incident data
- Display situation status information
- Analyse the impact of situation factors on corporate business

C) *Situation Unit Checklist:*

- ☐ Obtain a status briefing from the Planning Lead.
- ☐ Document all situation maintenance related actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Collect all data associated with the incident (situation).
- ☐ Distribute or display data to Emergency Operations Centre Team members as required.
- ☐ Appoint a Field Observer to collect and report information from the field.
- ☐ Appoint a Weather Observer to collect current weather information from the weather service or an assigned meteorologist.
- ☐ Appoint a Display Processor to maintain incident and display information about the status of the incident.
- ☐ Analyse the data for corporate business impact.
- ☐ Assist with post-incident procedures as required, refer to Section 6

RESOURCES UNIT

A) *Position Role*

The Planning Lead may establish a Resources Unit to maintain the status of all assigned personnel, equipment and material resources at an incident.

B) Responsibilities of the Resources Unit

- Maintain a system for tracking the location and status of all resources associated with the incident
- Maintain a master list of all resources assigned to the incident (e.g., key supervisory personnel, primary and support resources, etc.)

C) Resource Unit Checklist

- ☐ Obtain a status briefing from the Planning Lead.
- ☐ Document all resource maintenance related actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Prepare and maintain the Emergency Operations Centre displays in liaison with the Situation Unit (to include organization charts, resource lists and allocation lists).
- ☐ Maintain the status and location of all resources committed to the incident.
- ☐ Maintain a master roster of all resources checked in at the incident.
- ☐ Assist with post-incident procedures as required, refer to Section 6

MARKETING SUPPORT UNIT

A) Position Role

The Planning Lead may establish a Marketing Support Unit to address business issues affected by the incident.

B) Responsibilities of the Marketing Support Unit

- Provide marketing support services
- Analyse the consequences of the incident on corporate marketing issues
- Liaise with customers and company marketing personnel

C) Marketing Support Unit Checklist

- ☐ Obtain a status briefing from the Planning Lead.
- ☐ Document all marketing support actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Determine the business impact of the incident on downstream deliverability.
- ☐ Confirm the estimated duration of the interruption in service.

- ☐ Determine delivery commitments and arrange alternative sources to meet these commitments as required.
- ☐ Notify affected downstream clients (contract holders) about the interruption in service and alternate supply arrangements.
- ☐ Liaise with Gas Scheduling, Legal Support and Insurance Support to assess and minimize the impact to Spectra Energy.
- ☐ Assist with post-incident procedures as required.

GAS SCHEDULING UNIT

A) Position Role

The Planning Lead may establish a Gas Scheduling Unit to minimize the gas delivery interruption to clients.

B) Responsibilities of the Gas Scheduling Unit

- Monitor the delivery of gas to clients
- Liaise with suppliers and downstream clients
- Identify alternate gas supply sources if required.

C) Gas Scheduling Checklist

- ☐ Obtain a status briefing from the Planning Lead.
- ☐ Document all gas scheduling actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Determine the operational impact of the incident on downstream deliverability.
- ☐ Identify affected downstream customers.
- ☐ Liaise with Gas Control to identify procedures and re-routing of gas to minimize the impact of the incident on gas transmission.
- ☐ Identify alternate gas supply sources if required.
- ☐ Liaise with marketing staff and assist with notifications to downstream clients and upstream suppliers as required.
- ☐ Identify current and future gas scheduling requirements.
- ☐ Mobilize additional gas scheduling staff as needed.
- ☐ Assist with post-incident procedures as requested, refer to Section 6

EMERGENCY PLANNING COORDINATOR

A) Position Role

The Planning Lead may appoint an Emergency Planning Coordinator.

B) Responsibilities of the Emergency Planning Coordinator

- Provide advice on response requirements, strategies and available in-house or industry resources
- Arrange for specialized expertise and support

C) Emergency Planning Coordinator Checklist

- ☐ Obtain an incident status briefing from the Planning Lead.
- ☐ Obtain or fill out an Incident Notification Report Form (Section 5, Subsection 5.1, Form 5.1(a)).
- ☐ Document all emergency planning actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Advise the Planning Lead on emergency response matters. (Refer to the Site-specific Field Emergency Response Plan.)
- ☐ Advise the Operations Lead on public safety strategies including sheltering, evacuation and planned ignition.
- ☐ Assist in the development of the Emergency Operation Action Plan.
- ☐ Liaise with external emergency response groups and organizations as required.
- ☐ Assist the Logistics Lead in obtaining response equipment as required.
- ☐ Advise the Planning Lead regarding the involvement of consultants, advisors or other support services.
- ☐ Provide information regarding regulator requirements and mutual aid agreements.
- ☐ Prepare to relocate to the incident location as required.
- ☐ Report to the Incident Commander (if relocated to the incident site).
- ☐ Assist with post-incident activities (Section 6).

DOCUMENTATION SUPPORT UNIT

A) Position Role

The Planning Lead may establish a Documentation Support Unit to maintain a complete documentary record of the Emergency Operations Centre Team activities.

B) Responsibilities of the Documentation Support Unit

- Provide clerical service for the Emergency Operations Centre Team
- Maintain and store accurate, up-to-date incident files

C) Documentation Support Unit Checklist

- ☐ Obtain a status briefing from the Planning Lead.
- ☐ Document all documentation support actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Set up work area.
- ☐ Develop a procedure for maintaining a comprehensive filing system for the Emergency Operations Centre Team activities.
- ☐ Establish duplication service.
- ☐ Review records for accuracy and completeness and inform appropriate units of errors or omissions.
- ☐ File all official forms and reports.
- ☐ Advise and support the Field Emergency Response Team to carry out incident documentation as required.
- ☐ Store files.
- ☐ Assist in post-incident activities as required (Section 6).

SPECTRA ENERGY FORMS, SECTION 5, SUBSECTIONS 5.1 – 5.5

Form Name

Form Number

Incident Notification Report	5.1(a)
Bomb Threat Form	5.1(b)
Time and Event Log	5.1(c)
Incident Status Update	5.1(d)
Field Emergency Response Team Assignments	5.1(f)
Emergency Operations Centre Team Assignments	5.1(g)

4.4.6 OPERATIONS LEAD

A) Position Role

The **Operations Lead** is responsible for providing advice and support to the Emergency Operations Centre Team in recovering compromised critical business operations and for supporting the operations carried out by the Field Emergency Response Team in responding to an incident. Activities supported by the Operations Lead include maintaining the operation of the overall system, providing technical and engineering advice, assistance and materials to rectify the system failure/interruption and providing expertise and resources to protect the affected public and the environment. The Operations Lead, including subordinates, will have to liaise with the Incident Command Post Operations Section Chief and response supervisors to realize operational efficiency. Coordination of operational activities with other Emergency Operations Centre Team members is essential to avoid duplication or counterproductive effort.

The Operations Lead is responsible for advising and assisting the Emergency Operations Director and Emergency Operations Centre Team regarding operational matters associated with business recovery activities and supporting the tactical field operations carried out by the Field Emergency Response Team. During complex and prolonged incidents, the Operations Lead may assign Control Centre, Technical/Engineering and Public Protection Coordinators.

B) Responsibilities of the Operations Lead

- Ensure that operations throughout the corporation are activated to fulfil company business obligations
- Assist the Field Emergency Response Team in resolving technical and engineering issues
- Assist the Field Emergency Response Team to carry out public protection operations
- Assist the Field Emergency Response Team in resolving environmental issues

C) Operations Lead Checklist

- ☐ Proceed to the Emergency Operations Centre.
- ☐ Obtain a status briefing from the Emergency Operations Director.
- ☐ Obtain an Incident Notification Report Form (Section 5, Subsection 5.1, Form 5.1(a)).
- ☐ Document all operational actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).

- ❑ Establish contact with the Incident Command Post Operations Section Chief.
- ❑ Determine the immediate impact of the incident on Spectra Energy gas gathering, processing and delivery activities.
- ❑ Identify and provide the Emergency Operations Director with preliminary evaluations regarding the following issues:
 1. possible operational exposures to Spectra Energy (e.g. production shortfall, technical problems, environmental effects)
 2. customers affected/alternate gas supply
 3. producers affected/alternate routing
 4. recommended course of action.
- ❑ Direct the Control Centre Coordinator to monitor production activities that are critical to meet company marketing commitments as required.
- ❑ Determine the operational personnel, expertise, equipment and materials support required by the Incident Command Post Operations Section Chief.
- ❑ Determine the public protection support required by the Incident Command Post Operations Section Chief.
- ❑ Determine the environmental protection support required by the Incident Command Post Operations Section Chief.
- ❑ Ensure that adequate public and environmental protection resources are available for the Field Emergency Response Team requirements.
- ❑ Liaise with the Logistics Lead to provide equipment and materials to support the Field Emergency Response Team tactical operations.
- ❑ Liaise with the Logistics Lead to arrange for the procurement of technical services and expertise to support the Field Emergency Response Team tactical operations.
- ❑ Liaise with the Safety Lead to ensure that on-site worker safety requirements are supported.
- ❑ Determine the available operational resources to address the disrupted critical business activities:
 1. personnel/expertise
 2. equipment
 3. materials
 4. supplies
- ❑ Evaluate available technical and engineering alternatives with respect to:
 1. costs
 2. available time/schedules
- ❑ Liaise with Emergency Operations Centre Team Leads and collaborate on common issues.
- ❑ Provide technical and engineering inputs to the Planning Lead.

- ☐ Assist the Planning Lead to develop an Emergency Operation Action Plan for the alternative selected.
- ☐ Mobilize additional engineering, technical and environmental support personnel as required.
- ☐ Dispatch the appropriate technical specialists (e.g. electrical, instrumentation, process, environmental) to the site and/or the Incident Command Post as required.
- ☐ Mobilize and assign technical and environmental support staff to the Community Relations Lead to assist with public and media interface as requested.
- ☐ Mobilize and assign technical and environmental support staff to the Liaison Lead.

NOTE: All government and regulatory interface will be coordinated by the Incident Command Post Liaison Officer with the support of the Liaison Lead (at the Emergency Operations Centre).

- ☐ Participate in Emergency Operations Centre Team status meetings as necessary.
- ☐ Prepare a 12-hour plan every 6 hours.
- ☐ Implement the operational aspects of the Emergency Operation Action Plan to rectify the disruption to critical business activities.
- ☐ Assist in demobilizing resources as required.
- ☐ Assist with the completion of post-incident procedures, refer to Section 6.

CONTROL CENTRE COORDINATOR

A) Position Role

The Operations Lead may assign a Control Centre Coordinator to provide advice regarding gas production, pipeline operations and gas delivery.

B) Responsibilities of the Control Centre Coordinator

- Liaise with Spectra Energy Control Centres
- Monitor and control pipeline and facility operations as appropriate.
- Support the Control Centre that is being affected by the incident as required

C) Control Centre Coordinator Checklist

- ☐ Proceed to the Emergency Operations Centre.
- ☐ Obtain a status briefing from the Operations Lead.
- ☐ Document all Control Centre related actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).

- ☐ Establish the nature and location of the incident.
- ☐ Liaise with the Control Centre involved in the incident.
- ☐ Mobilize assistance for the Control Centre as required.
- ☐ Determine the impact of the incident on gas productions, transmissions and delivery.
- ☐ Advise the Operations Lead.
- ☐ Liaise with the Marketing Support Unit regarding deliveries to customers.
- ☐ Assist the involved Control Centre regarding liaison with affected producers as required.
- ☐ Assist with post-incident procedures as required, refer to Section 6

TECHNICAL/ENGINEERING COORDINATOR

A) Position Role

The Operations Lead may assign a Technical/Engineering Co-ordinator to assist with support issues.

B) Responsibilities of the Technical/Engineering Coordinator

- Provide technical/engineering support and advice related to tactical on-site operations
- Coordinate company resources in support of the Incident Command Post and the On-site Supervisor
- Arrange for and coordinate external expertise resources as required

C) Technical/Engineering Coordinator Checklist

- ☐ Obtain a status briefing from the Operations Lead.
- ☐ Document all technical and engineering related actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Assist with the development of control/containment procedures.
- ☐ Report to the Liaison Lead to assist with government agency contact and liaison as required.
- ☐ Report to the Community Relations Lead to assist with public and media interface as required.
- ☐ Travel to the site, the Incident Command Post or the Government Emergency Operations Centre as directed.
- ☐ Maintain regular communications with the Operations Lead.

- ☐ Assist in demobilizing resources.
- ☐ Assist with post-incident activities.

PUBLIC PROTECTION COORDINATOR

A) Position Role

The Operations Lead may assign a Public Protection Coordinator to support and advise on public safety issues.

B) Responsibilities of the Public Protection Coordinator

- Provide advice regarding public safety
- Provide advice and support on environmental issues
- Provide support for the Incident Command Post Public Protection Supervisor.

C) Public Protection Coordinator Checklist

- ☐ Obtain a status briefing from the Operations Lead.
- ☐ Document all public protection related actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Advise the Operations Lead regarding public safety and environmental concerns.
- ☐ Advise the Incident Command Post Public Safety Supervisor concerning public safety and the environment.
- ☐ Coordinate the procurement of resources to support the Incident Command Post Public Safety Supervisor as required.
- ☐ Report to the Liaison Lead to assist with government agency contact and liaison as required.
- ☐ Report to the Community Relations Lead to assist with public and media information as required.
- ☐ Travel to the site, the Incident Command Post or the Government Emergency Operations Centre as directed.
- ☐ Assist with remedial on-site activities as required.
- ☐ Assist with post-incident procedures as requested, refer to Section 6..

SPECTRA ENERGY FORMS, SECTION 5, SUBSECTIONS 5.1 – 5.5

<u>Form Name</u>	<u>Form Number</u>
Incident Notification Report	5.1(a)
Bomb Threat Form	5.1(b)
Time and Event Log	5.1(c)
Incident Status Update	5.1(d)
Emergency Operations Centre Team Assignments	5.1(g)

4.4.7 FINANCE/ADMINISTRATION LEAD

A) Position Role

The ***Finance/Administration Lead*** is responsible for providing financial and administrative advice and assistance for the Emergency Operations Director and the Emergency Operations Centre Team and to support the Field Emergency Response Team incident response activities. The Finance/Administration Lead will coordinate all legal, accounting and insurance issues and ensure that necessary funding and banking is in place to support the business recovery and Field Emergency Response Team requirements. Additionally, the Finance/Administration Lead is responsible for providing direct administrative support to the Emergency Operations Centre Team. The Finance/Administration Lead will also liaise with the Emergency Operations Centre Team Leads in preparing alternative business recovery plans and in implementing Business Recovery Activities.

The Finance/Administration Lead is responsible for providing financial and administrative assistance and advice to the Emergency Operations Director and Emergency Operations Centre Team regarding business recovery activities and to support the Field Emergency Response Team with regard to cost analysis, funding, accounting, legal, insurance and claims, and compensation activities.

B) Responsibilities of the Finance/Administration Lead

- Address financial and administrative issues related to Business Recovery Activities
- Provide financial and administration advice and support for on-site incident activities
- Ensure that funding for on-site incident activities is available
- Arrange banking for incident related activities
- Ensure that accurate and complete accounting records are prepared and collected
- Establish a legal service for incident issues
- Establish a claims and compensation review and payment support service
- Provide administrative services for the Emergency Operations Centre Team

C) Finance/Administration Lead Checklist

- ☐ Obtain a status briefing from the Emergency Operations Director.
- ☐ Document all financial and administrative actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).

- ☐ Identify and provide the Emergency Operations Director with evaluation regarding the following issues:
 1. possible financial and administrative exposures to Spectra Energy
 2. recommended course of action.
- ☐ Establish contact with the Incident Command Post Finance/Administration Section Chief.
- ☐ Determine the funding requirement for the incident response activities.
- ☐ Arrange banking for funding incident activities.
- ☐ Advise the Incident Command Post Finance/Administration Section Chief on incident banking procedures.
- ☐ Ensure that accounting procedures are in place for the Field Emergency Response Team to record and collect all financial transactions related to the incident.
- ☐ Assess the financial and administrative impact on all customers regarding the disruption of critical business activities on:
 1. accounting
 2. information exchange procedures
- ☐ Determine the financial liabilities with respect to critical business activities concerning:
 1. contractual obligation
 2. claims/compensation
 3. insurance issues
- ☐ Determine the legal implication with respect to critical business activities concerning:
 1. regulatory requirements
 2. penalty clauses
- ☐ Ensure that accounting procedures are in place for the Emergency Operations Centre Team to record and collect all financial transaction documents related to the incident.
- ☐ Dispatch financial, administration or legal personnel to support the Field Emergency Response Team as required.
- ☐ Ensure that insurers are notified and updated with respect to the incident.
- ☐ Establish procedures for addressing claims.
- ☐ Establish payment authorization limits for Public Protection staff to provide for evacuee basic needs and legitimate expenses.
- ☐ Review/audit evacuee and other third party claims.
- ☐ Establish legal support.
- ☐ Ensure that Emergency Operations Centre Team documentation associated with the incident is collected, organized and stored.
- ☐ Assist in the procurement of materials and resources as required.
- ☐ Participate in Emergency Operations Centre Team meetings.

- ☐ Prepare a 12-hour plan every 6 hours.
- ☐ Refer media and public inquiries to the Community Relations Lead.
- ☐ Assist with post-incident activities (Section 6).

ACCOUNTING SUPPORT UNIT

A) Position Role

The Finance/Administration Lead may establish an Accounting Support Unit to maintain financial accounting related to the incident.

B) Responsibilities of the Account Support Unit

- Advise and support the Field Emergency Response Team regarding accounting procedures related to the incident
- Provide an accounting service for the Emergency Operations Centre Team

C) Accounting Support Unit Checklist

- ☐ Obtain a status briefing from the Finance/Administration Lead.
- ☐ Document all accounting support actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Review financial control requirements with the Finance/Administration Lead and determine the level of accounting detail required.
- ☐ Set up financial control procedures to capture the incident costs.
- ☐ Advise the logistics units about accounting documentation requirements.
- ☐ Liaise with Field Emergency Response Team accounting staff to ensure all incident accounting and documentation standards are in place.
- ☐ Mobilize additional accounting staff or services as needed.
- ☐ Dispatch accounting personnel to support the Field Emergency Response Team as required.
- ☐ Assist the Emergency Operations Centre Team Leads to determine costs associated with business recovery alternatives.
- ☐ Provide a cost analysis for the Planning Lead of available business recovery alternatives.
- ☐ Assist the Planning Lead to develop an Emergency Operation Action Plan.
- ☐ Assist with post-incident procedures as requested, refer to Section 6

- ☐ Implement the financial and administration aspects of the Emergency Operation Action Plan to implement business recovery.

INSURANCE SUPPORT UNIT

A) Position Role

The Finance/Administration Lead may establish an Insurance Support Unit to provide expert information regarding insurance claims.

B) Responsibilities of the Insurance Support Unit

- Liaise with insurers
- Provide advice and support to the Finance/Administration Lead about the handling of claims

C) Insurance Support Unit Checklist

- ☐ Obtain a status briefing from the Finance/Administration Lead.
- ☐ Document all insurance related actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Prepare a preliminary assessment of damage estimates for claim submission and review by insurers.
- ☐ Mobilize additional insurance staff or services as required.
- ☐ Liaise with the Legal Support Unit regarding liabilities of response actions.
- ☐ Advise the Finance/Administration Lead regarding claim procedures.
- ☐ Notify and liaise with insurers.
- ☐ Provide advice and support to the Field Emergency Response Team staff as required.
- ☐ Ensure that procedures are in place to handle claims related to the incident.
- ☐ Assist the Finance/Administration Lead in reviewing and auditing claims.
- ☐ Assist with post-incident procedures as necessary, refer to Section 6.

CLAIMS/COMPENSATION SUPPORT UNIT

A) Position Role

The Finance/Administration Lead may establish a Claims/Compensation Support Unit to advise and support the Field Emergency Response Team regarding claims and compensation processing.

B) Responsibilities of the Claims/Compensation Support Unit

- Advise and support the Field Emergency Response Team and the Emergency Operations Centre Team regarding compensation process arising from serious injuries and deaths resulting from incident
- Advise and support claims related activities arising from an incident (other than injury)

C) Claims/Compensation Support Unit Checklist

- ☐ Obtain a status briefing from the Finance/Administration Lead.
- ☐ Document all claims and compensation related actions, decisions, controls and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Review claims and compensation guidelines with the Finance/Administration Lead.
- ☐ Establish liaison with the Incident Command Post Claims/Compensation Unit Leader.
- ☐ Ensure that all information pertinent to a claim is recorded.
- ☐ Investigate (in liaison with the Claims/Compensation Unit Leader) the events and circumstances associated with a claim or compensation.
- ☐ Liaise with the Medical Support Unit regarding medical issues related to compensation.
- ☐ Provide advice and support to the Incident Command Post Claims/Compensation Unit as required.
- ☐ Mobilize additional claims/compensation staff or services as required.
- ☐ Assist with post-incident procedures as required, refer to Section 6

LEGAL SUPPORT UNIT

A) Position Role

The Finance/Administration Lead may establish a Legal Support Unit to address legal issues arising as a result of the incident and associated with business recovery activities.

B) Responsibilities of the Legal Support Unit

- Provide legal support and counsel related to incident issues
- Provide legal support and counsel arising from business liabilities

C) Legal Support Unit Checklist

- ☐ Obtain a status briefing from the Finance/Administration Lead.
- ☐ Document all legal support actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Identify and provide the Finance/Administration Lead with evaluations regarding the following issues:
 1. possible legal exposures to Spectra Energy
 2. liability implications arising from the effects of an incident
 3. liability implications associated with business recovery
- ☐ Mobilize additional legal support staff as required.
- ☐ Liaise with the Information and Liaison Leads and Insurance Support Unit
- ☐ Advise the Emergency Operations Centre Team about legal obligations and consequences.
- ☐ Ensure that the Emergency Operations Centre Team members are aware of documentation requirements and liability implications.
- ☐ Ensure documentation procedures for responders are communicated to Field Emergency Response Team.
- ☐ Assist the Finance/Administration Lead in reviewing and auditing claims as required.
- ☐ Assist the Finance/Administration Lead in assessing/authorizing compensation as required.
- ☐ Identify potential legal actions and make necessary preparations.
- ☐ Assist with post-incident procedures as required, refer to Section 6.

SPECTRA ENERGY FORMS, SECTION 5, SUBSECTIONS 5.1 – 5.5

<u>Form Name</u>	<u>Form Number</u>
Incident Notification Report	5.1(a)
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Time and Event Log	5.1(c)
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Emergency Operations Centre Team Assignments	5.1(g)

4.4.8 LOGISTICS LEAD

A) Position Role

The **Logistics Lead** will provide logistical support for the Emergency Operations Centre Team and Field Emergency Response Team activities related to the incident business recovery and on-site response. The Logistics Lead will coordinate any professional, material and equipment resources or services associated with communications, transportation, facilities, food and medical requirements. Additionally, the Logistics Lead will provide support in these categories for Emergency Operations Centre Team member requirements.

The Logistics Lead is responsible for assisting and advising the Emergency Operations Director and the Emergency Operations Centre Team with Business Recovery Activities and for supporting logistical resources for the Field Emergency Response Team directly or as coordinated by the Emergency Operations Centre Team. During complex and prolonged incidents, the Logistics Lead may establish the following units:

- Supply Support Unit
- Purchasing Support Unit
- Facilities Support Unit
- Transportation Support Unit
- Communications Support Unit
- Medical Support Unit

B) Responsibilities of the Logistics Lead

- Address logistical issues associated with business recovery
- Provide logistical support to the Incident Command Post Logistics Section Chief
- Acquire resources coordinated by the Emergency Operations Centre Team

C) Logistics Lead Checklist

- ☐ Proceed to the Emergency Operations Centre.
- ☐ Obtain a status briefing from the Emergency Operations Director.
- ☐ Obtain or fill out an Incident Notification Report Form (Section 5, Subsection 5.1, Form 5.1(a)).
- ☐ Document all logistical actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).

- ☐ Establish contact with the Incident Command Post Logistics Section Chief.
- ☐ Determine the immediate logistical requirements to support the Incident Command Post Logistics Section Chief.
- ☐ Identify and provide the Emergency Operations Director with preliminary evaluations regarding the following issues:
 - 1. status of available logistical services for supporting the Field Emergency Response Team tactical activities
 - 2. possible logistical exposures to Spectra Energy
 - 3. recommended course of action
- ☐ Implement procedures to secure the Emergency Operations Centre.
- ☐ Liaise with Emergency Operations Centre Team members regarding their logistical requirements to support the Field Emergency Response Team.
- ☐ Mobilize personnel, equipment and services requested by the Emergency Operations Director and Emergency Operations Centre Team Leads.
- ☐ Provide support to the Incident Command Post Logistics Sections Chief in the following areas:
 - 1. supply
 - 2. purchasing
 - 3. facilities
 - 4. transportation
 - 5. communication
 - 6. medical
- ☐ Ensure that communication equipment at the Emergency Operations Centre is adequate.
- ☐ Arrange special transportation and accommodation needs for Emergency Operations Centre Team members.
- ☐ Assess the logistical impact on all customers regarding:
 - 1. communications systems support
 - 2. transportation requirements
 - 3. facilities
 - 4. supply support
 - 5. information systems support
- ☐ Assess availability of logistical resources to address correcting the disrupted critical business activities.
- ☐ Determine the requirement for replacement or back-up services or facilities.
- ☐ Determine the costs associated with alternatives regarding:
 - 1. equipment
 - 2. facilities
 - 3. service support

- 4. supplies
- 5. materials

- ☐ Advise the Emergency Operations Centre Team Leads of available resources to implement business recovery alternatives.
- ☐ Assist the Planning Lead to develop an Emergency Operation Action Plan.
- ☐ Implement the logistical aspects of the Emergency Operation Action Plan to rectify the disruption of critical business activities.
- ☐ Consider the 24-hour staffing requirements. Call in off-duty staff as required.
- ☐ Confer with the Finance/Administration Lead and determine contract procedures to be used to handle the acquisition of materials and services.
- ☐ Ensure the Emergency Operations Centre Team logistical requirements are supported.
- ☐ Consider and make necessary preparations to ensure an alternate Emergency Operations Centre is available if required.
- ☐ Participate in status meetings as necessary.
- ☐ Refer media and public inquiries to the Community Relations Lead unless otherwise directed.
- ☐ Assist with post-incident procedures, refer to Section 6.

SUPPLY SUPPORT UNIT

A) Position Role

The Logistics Lead may establish a Supply Support Unit to carry out and assist with supply activities related to the incident.

B) Responsibilities of the Supply Support Unit

- Support the Field Emergency Response Team supply activities
- Assist the Emergency Operations Centre Team members to coordinate supply activities in support of the Field Emergency Response Team and Business Recovery Activities
- Provide supply services for the Emergency Operations Centre Team

C) Supply Support Unit Checklist

- ☐ Obtain a status briefing from the Logistics Lead.

- ☐ Document all supply support actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c))
- ☐ Determine supply support requirements by the Incident Command Post Supply Unit Leader.
- ☐ Provide support to the Field Emergency Response Team to order, receive, distribute and store supplies and equipment as required.
- ☐ Coordinate supply services for Business Recovery Activities.
- ☐ Provide supply services for the Emergency Operations Centre Team activities.
- ☐ Assist with post-incident procedures, refer to Section 6.

During large incidents, the Supply Support Unit may require assistance as follows:

- **Ordering Manager** - Place all orders for incident supplies and equipment.
- **Receiving and Distribution Manager** - Receive and distribute all supplies and equipment (other than primary tactical resources) and provide for the servicing and repair of tools and equipment.

PURCHASING SUPPORT UNIT

A) Position Role

The Logistics Lead may establish a Purchasing Support Unit to assist with purchasing activities related to the incident activities.

B) Responsibilities of the Purchasing Support Unit

- Assist with the procurement of materials and services as required
- Establish a purchasing and expediting network

C) Purchasing Support Unit Checklist

- ☐ Obtain a status briefing from the Logistics Lead.
- ☐ Document all purchasing support actions, decisions, contacts and requests using a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Determine the contracting procedure to be used to handle the acquisition of materials and services in support of the incident activities.
- ☐ Assist the Emergency Operations Centre Team members in locating sources of materials and equipment to support Field Emergency Response Team activities.

- ☐ Provide cost projections to the Accounting Support Unit.
- ☐ Estimate future service and support requirements.
- ☐ Provide food for the Emergency Operations Centre Team as required.
- ☐ Assist with post-incident procedures, refer to Section 6.

FACILITIES SUPPORT UNIT

A) Position Role

The Logistics Lead may establish a Facilities Support Unit to assist with providing facilities for the Field Emergency Response Team and to provide facilities for the Emergency Operations Centre Team.

B) Responsibilities of the Facilities Support Unit

- Support the setup, maintenance and demobilization of all incident support facilities at the incident site
- Support the facilities requirement for the Emergency Operations Centre Team

C) Facilities Support Unit Checklist

- ☐ Obtain a status briefing from the Logistics Lead.
- ☐ Document all actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Ensure that the Emergency Operations Centre facilities are operating as requested.
- ☐ Establish contact with the Incident Command Post Facilities Unit Leader.
- ☐ Assist the Field Emergency Response Team to:
 1. prepare layouts of facilities
 2. activate incident facilities
 3. provide facility maintenance service (e.g. sanitation, lighting, etc.)
 4. demobilize base and camp facilities
- ☐ Ensure that a rest area is available for Emergency Operations Centre Team members
- ☐ Provide dining facilities for the Emergency Operations Centre Team members as requested.
- ☐ Assist in post-incident procedures, refer to Section 6.

TRANSPORTATION SUPPORT UNIT

A) Position Role

The Logistics Lead may establish a Transportation Support Unit to assist with transportation services for the Field Emergency Response Team and to provide transportation services and support for the Emergency Operations Centre Team.

B) Responsibilities of the Transportation Support Unit

- Support the Field Emergency Response Team with the maintenance, service and fuelling of all mobile equipment and vehicles
- Support and arrange the transportation of personnel, supplies and equipment

C) Transportation Support Unit Checklist

- ☐ Obtain a status briefing from the Logistics Lead.
- ☐ Document all transportation related action, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Establish contact with the Incident Command Post Ground Transportation Unit Leader.
- ☐ Determine and provide the support required by the Incident Command Post Ground Transportation Unit Leader.
- ☐ Coordinate the transportation requirements of the Emergency Operations Centre Team in supporting Field Emergency Response Team activities.
- ☐ Maintain an inventory of support and transportation vehicles.
- ☐ Record time use for all incident-assigned ground equipment (including contract equipment).
- ☐ Provide transportation support for the Emergency Operations Centre Team members.
- ☐ Update the Resources Unit with the status (location and capability) of transportation vehicles.
- ☐ Maintain a transportation pool during larger incidents as necessary.
- ☐ Assist with post-incident procedures as required, refer to Section 6.

COMMUNICATION SUPPORT UNIT

A) Position Role

The Logistics Lead may establish a Communication Support Unit to provide communication and computer support for the Field Emergency Response Team and the Emergency Operations Centre Team.

B) Responsibilities of the Communication Support Unit

- Provide support in establishing and maintaining emergency communication links (hardware)
- Provide information services support and resources (software)

C) Communication Support Unit Checklist

- ☐ Obtain a status briefing from the Logistics Lead.
- ☐ Document all communication support actions, decisions, contacts and requests on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Review communication systems requirements at the incident site and the Emergency Operations Centre.
- ☐ Provide communications support for the Field Emergency Response Team.
- ☐ Obtain and maintain communication system hardware for the Emergency Operations Centre as required.
- ☐ Periodically ensure that all equipment in the Emergency Operations Centre is in working condition (i.e. computers, fax machines telephones, recorders).
- ☐ Estimate future system requirements and identify backup systems.
- ☐ Assist with post-incident procedures as required, refer to Section 6.

MEDICAL SUPPORT UNIT

A) Position Role

The Logistics Lead may establish a Medical Support Unit to provide expert medical advice for incident related activities including injuries and compensation.

B) Responsibilities of the Medical Support Unit

- Provide advice and support to responders concerning health hazards and recommended safety procedures

C) Medical Support Unit Checklist

- ☐ Obtain status briefing from the Logistics Lead.
- ☐ Document all medical support actions, decisions, contacts and request on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Liaise with the Claims/Compensation Support Unit regarding recording of information for claim and compensation purposes.
- ☐ Confer with and support the Safety Lead.
- ☐ Determine the need for occupational health support for the Field Emergency Response Team.
- ☐ Identify the requirement for specialized health care facilities for medical response activities.
- ☐ Travel to the site, the Incident Command Post or the involved health care facility as required.
- ☐ Assist in interpretation of Safety Data Sheets (SDS) and other toxicological information.
- ☐ Liaise with the involved health care facility personnel, coroner and provincial health or Health Canada personnel as required.
- ☐ Review Workers' Compensation Board reports and compensation claims.
- ☐ Coordinate reporting procedures with the Liaison Lead.
- ☐ Identify long-term health concerns.
- ☐ Refer media and public inquiries to the Community Relations Lead.
- ☐ Assist in the critical incident stress debriefings as required.
- ☐ Assist with post-incident procedures as required, refer to Section 6.

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SECTION 4.5

BUSINESS RECOVERY

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4.5 BUSINESS RECOVERY

4.5.1 BUSINESS RECOVERY

The Emergency Operations Centre Team is directly responsible for administering the process of business recovery. Consequently, this team must ensure that Spectra Energy meets its obligation to provide an expected, agreed upon level of service to its customers. When an incident which threatens or disrupts the continuity of this level of service occurs, Spectra Energy must be ready to implement actions to nullify or minimize the impact of the incident. Ideally, Spectra Energy can foresee the company's exposure to many incident scenarios and preplan measures to minimize the disruption of business and return to normal operations as expediently as possible; however, some exposures may not be foreseeable or the cost to eliminate all risks entirely may be prohibitive.

Business recovery is the process of returning to normal operations after an incident. Routine disruptions that impact but do not compromise critical business activities may be handled entirely by field personnel. However, significant incidents (Level Two or Three Incidents) which compromise critical business functions will require the participation of the Emergency Operations Centre Team to support, manage and/or direct the business recovery process. The three components of business recovery; business continuity, business resumption and business restoration are discussed below.

Business Continuity

Business continuity is the process of maintaining business obligations to customers without interruption during and after an incident. In most cases, preplanning is needed to achieve business continuity activities that can be effected by field operational personnel. For example, Spectra Energy may commit capital investments to build redundant transportation systems, processing systems, computer systems or other essential systems. Similarly, agreements and protocols may be put in place to enable Spectra Energy to rely on third parties to automatically fulfill business obligations that would otherwise be interrupted. However, business continuity usually comes with a cost. The costs may relate to pre-incident capital investments (e.g. redundant systems), direct costs related to the activation of an agreement (e.g. purchasing gas from a third party) or preventative costs (e.g. contracting services).

When business continuity procedures become necessary, normal operations are discontinued (i.e. extraordinary measures are required). For example, if a critical system goes down and a redundant parallel system starts up to maintain the continuity of service,

Spectra Energy is operating without the redundant backup that would be associated with normal operations. The redundant system has become the primary and is unavailable as a backup. To return to normal operations and to maintain a pre-incident level of acceptable risk, Spectra Energy would have to re-establish the redundant system.

If the incident is of a minor nature, the cost of re-establishing normal operations may be routinely absorbed. However, if extensive expenditures are required to return to normal operations, head office participation may be necessary to co-ordinate and to authorize significant, unexpected costs or to amend operational policy for normal operations.

When a Level Two or Three incident occurs, the effects of the incident will most likely compromise critical business activities and result in an interruption of service. At this stage, pre-planned responses are not adequate to enable a return to normal operations and operational field personnel may not have the resources to ensure that Spectra Energy can continue to fulfil their business obligations. Business continuity cannot be achieved and Spectra Energy must undertake additional measures at least temporarily to resume the compromised critical business activities.

Business Resumption

Business resumption is the process of re-establishing the continuity of service after an incident has caused an interruption of service. In most cases, the Field Emergency Response Team and the Emergency Operations Centre Team may have to explore alternatives and authorize deliberate actions to resume the business activities. The business continuity established through business resumption is usually temporary and business restoration activities are required to re-establish normal operations.

Business Restoration

Business restoration is the process of re-establishing normal operations after an incident in which critical business activities were compromised occurs. Often capital investments are required in the restoration process. For example, facilities may have to be repaired or replaced. Normal operational objectives may have to be redefined by the Emergency Operations Centre Team before restoration proceeds.

The Emergency Operations Centre Team is responsible to initiate the business restoration process and may even implement the initial phase(s) of the restoration activities; however, most likely, the restoration will be carried out/completed by a project team or equivalent assignment.

4.5.2 CRITICAL BUSINESS ACTIVITIES

Spectra Energy's primary business objectives are to collect and process producer natural gas and to transport it to consumer markets. In conducting business to achieve these objectives, Spectra Energy has accepted business obligations directly to the suppliers of the natural gas and indirectly to the distributors/consumers. To meet these obligations, Spectra Energy must be able to maintain many critical business activities. Several examples of Spectra Energy's critical business activities are listed as follows:

- Transportation of gas to consumers
- Responding to changing customer demands
- Measuring and recording the flow of gas
- Maintaining functional gathering systems
- Processing raw natural gas

These examples are illustrated below:

- Delivery of gas to consumers could be threatened if major facilities or transmission pipelines are damaged or taken off-line (an alternate supply of gas may be required while repairs are effected).
- Communication protocols between Spectra Energy and customers are compromised as changes in market demands occur (alternate communication protocols may need to be established and conveyed).
- Measurement and recording systems may fail and Spectra Energy cannot account and bill for product transfers (back-up systems may have to be activated).
- Producers/shippers cannot deliver gas if a component in a gathering system fails (bypass components may have to be installed).
- A major gas processing component may fail (producer delivery ratios may have to be adjusted to meet pipeline specifications).

To stay in business, Spectra Energy must be able to continue performing the critical business functions that ensure that their business obligations are met.

4.5.3 EXPOSURES

Spectra Energy critical business activities may be compromised due to a wide variety of conditions, some of which are listed as follows:

- Equipment shutdown
- Support system failures
- Unscheduled maintenance
- Reduced production
- Unavailability of resources
- Adverse public relations

These conditions may be caused by events such as:

- Acts of God (e.g. earthquakes, landslides)
- Human intervention (e.g. human error, terrorism, labour issues)
- Equipment failure
- Third party support system failure (e.g. electrical supply failure/surges, communications systems failure)

Regardless of the cause, Spectra Energy must identify the critical business function affected, determine the impact on the customer and develop appropriate business recovery response actions to maintain company business objectives with minimal disruption.

4.5.4 IMPACT ASSESSMENT

To develop an effective response to correct a condition that is disrupting a critical business activity, the Emergency Operations Centre Team must assess how the incident impacts on Spectra Energy's business obligations. Some of the main issues that the team must consider are provided in the following non-exhaustive list of sample questions:

- What critical business activity has been compromised?
- Which customers are affected?
- How are the customers affected?

- Are other Spectra Energy activities affected?
- Can a critical business activity remain inoperative?
- If so, how long can the critical business activity remain inoperative?
- What are Spectra Energy's liabilities regarding their business obligations?
 - ☐ Financial
 - ☐ Contractual
 - ☐ Legal
 - ☐ Regulatory
- What measures/alternatives can Spectra Energy implement to achieve business resumption?
- What measures/alternatives can Spectra Energy implement to achieve business restoration?
- What is the financial impact of each measure/alternative?
- How significant is the financial impact?
- Can the financial impact be measured?
- What are the costs to resume critical business activities?
- What are the costs to restore normal operations?
- Is there any lost revenue due to the interruption of services?
- If so, how long can Spectra Energy sustain the lost revenue?
- Does Spectra Energy operational policy need to be reviewed/adjusted as a result of business recovery activities?
- Do business recovery activities comply with Spectra Energy safety policy?
 - ☐ Workers/employees
 - ☐ Responders
 - ☐ Public
- Do business recovery activities comply with Spectra Energy environmental policy?
- Has the interruption of critical business activities affected the company public image?
- Have any third parties been affected by the disruption of Spectra Energy's critical business activities?

- If so, who are the third parties and how are they affected?
- What resources are required to effect business resumption and restoration?
- What resources are available for business resumption and restoration?
- Where are the required resources located?
- Are additional resources required to resume and restore normal operations?
- What is the cost of additional resources?
- What is the most effective business recovery process?

4.5.5 ALTERNATIVES

To resolve a condition that is disrupting critical business activities, the Emergency Operations Centre Team may determine that the most effective option is to support, manage and/or direct one or more of the following alternatives:

- Correct the disruptive condition (i.e. restore the critical business activities to a pre-incident, normal operational state)
- Adjust/substitute critical business activities (e.g. contract the activity, activate alternate sources, redefine operational policy/objectives)
- Abandon the critical business activity (i.e. redefine company business objectives)



SECTION 4.6

CRISIS MANAGEMENT TEAM

CONTENTS

4.6 ROLES AND RESPONSIBILITIES

4.6.1	OVERVIEW	1
4.6.2	RESPONSIBILITIES OF THE CRISIS MANAGEMENT TEAM.....	1
4.6.3	CRISIS MANAGEMENT TEAM CHECKLIST	2

4.6 CRISIS MANAGEMENT TEAM

4.6.1 Overview

The ***Crisis Management Team*** is the centre of senior corporate leadership where policy affecting corporate objectives is established. It may consist of an individual, a group of senior corporate officials or a representative depending on the nature and scope of the incident and on the impact on critical business activities. It is the interface between the Board of Directors and the Emergency Operations Centre Director. The Crisis Management Team will not participate directly in the emergency operations activities, but will provide overall policy to ensure that the incident response and business recovery activities are consistent with corporate objectives. The Crisis Management Team will also manage investor relations with affected financial institutions, shareholders and other organizations with vested interests.

The Crisis Management Team is responsible to ensure that company-wide issues and business concerns impacted by the incident are addressed at a corporate policy level consistent with the corporate mission statement.

Initially, the Crisis Management Team will be assumed by the senior company official receiving the notification of the incident. The Crisis Management Team may be expanded to a Corporate Crisis Management Team and include appropriate senior representation and support staff depending on the scope and severity of the incident.

4.6.2 Responsibilities of the Crisis Management Team

- Interface with the Executive Leadership
- Manage investor relations
- Establish overall policy
- Exercise final authority
- Advise and support the Emergency Operations Centre Director
- Develop a media communications strategy

4.6.3 Crisis Management Team Checklist

- ☐ Obtain a status briefing.
- ☐ Document all Corporate Office actions, decisions, contacts and requests chronologically on a Time and Event Log (Section 5, Subsection 5.1, Form 5.1(c)).
- ☐ Obtain the Emergency Operations Centre Director's immediate evaluation regarding the following issues:
 1. incident status
 2. estimated impact and duration
 3. most probable outcome
 4. public impact
 5. government and regulatory involvement
 6. media involvement
- ☐ Assess the severity of the incident and the potential impact on company-wide issues and business concerns.
- ☐ Establish immediate priorities.
- ☐ Determine media interest in the incident, develop a media strategy plan and provide support to the EOCT Community Relations Lead and the ICP Information Officer.
- ☐ Monitor the immediate business recovery actions implemented by the Emergency Operations Centre and Field Emergency Response Teams.
- ☐ Establish an expanded Corporate Crisis Management Team with appropriate representatives and staff as required.
- ☐ Liaise with affected financial institutions, shareholders and other organizations with vested interests.
- ☐ Examine existing policy affected by the incident and implement adjustments as required.
- ☐ Mobilize a Corporate Office Support Unit for complex and prolonged incidents.
- ☐ Maintain regular communication with the Emergency Operations Centre Director.
- ☐ Review the alternative Emergency Operation Action Plan recommended by the Emergency Operations Centre Director.
- ☐ Assist the Emergency Operations Centre Team to determine and implement appropriate business recovery activities.
- ☐ Approve major financial support as required.
- ☐ Liaise with provincial and federal government leaders as required.
- ☐ Monitor and support the Emergency Operations Centre Director with post-incident procedures, refer to Section 6.
- ☐ Provide guidance to the Emergency Operations Centre Director in developing long term business restoration activities as required.

SPECTRA ENERGY FORMS, SECTION 5, SUBSECTIONS 5.1 – 5.5

<u>Form Name</u>	<u>Form Number</u>
Incident Notification Report	5.1(a)
Bomb Threat	5.1(b)
Time and Event Log	5.1(c)
Incident Status Update	5.1(d)
Emergency Operations Centre Team Assignments	5.1(g)

The complete Spectra Energy Crisis Management Plan will have limited distribution. They will be included in manuals distributed to Emergency Operations Centre Team members who will have interface with the Crisis Management Team.

SECTION 5

FORMS

CONTENTS

5 FORMS

5.1 FORMS USER TABLE [Table 5.0(a)]

5.2 ALL RESPONDERS

- 5.1(a) Incident Notification Report (For first report of an incident)
- 5.1(b) Bomb Threat Form
- 5.1(c) Time and Event Log
- 5.1(d) Incident Status Update (For updates about an incident)
- 5.1(e) Logistical Support Summary
- 5.1(f) Field Emergency Response Team Assignments
- 5.1(g) Emergency Operations Centre Team Assignments

5.3 PUBLIC SAFETY

- 5.2(a) Resident Data Record
- 5.2(b) Telephoner Text – Shelter Message
- 5.2(c) Telephoner Text – Evacuation Message
- 5.2(d) Roadblock Checkpoint Record
- 5.2(e) Environmental Monitoring Record
- 5.2(f) Emergency Notice

5.4 PUBLIC / MEDIA

- 5.3(a) Media Inquiry Log
- 5.3(b) Emergency Operations Centre Communications Personnel

5.5 GOVERNMENT

- 5.4(a) Government Agency Inquiry Log
- 5.4(b) External Agency Post-Incident Evaluation

5.6 REFERENCE

5.5(a) Phonetic Alphabet

5.5(b) Level of Alert Definitions

5.5(c) Hydrogen Sulphide Toxicity Table

5.7 INCIDENT COMMAND SYSTEM (ICS) FORMS

The following forms are to be used during an incident which employs the Incident Command System (ICS) method of response to an emergency. These forms may be used during an exclusively Spectra Energy emergency response; however, use of these forms is mandatory in a unified command response.

ICS Form 201 Incident Briefing

ICS Form 202 Incident Objectives

ICS Form 203 Organization Assignment List

ICS Form 204 Assignment List

ICS Form 206 Medical Plan

ICS Form 211 Check-in List

The following ICS forms are also available and may be used during multi-jurisdictional responses:

ICS Form 209 Incident Status Summary

ICS Form 214 Unit Log

ICS Form 215 Operational Planning Worksheet

ICS Form 218 Support Vehicle Inventory

ICS Form 221 Demobilization Checkout

TABLE 5.0(a) FORMS USER TABLE

The emergency response forms are used by the Incident Command Post (ICP) and the Emergency Operations Centre (EOC).

The appropriate user is indicated in the following table:

FORM	EOC	ICP
All Responders		
5.1(a) Incident Notification Report (For first report of an incident)	√	√
5.1(b) Bomb Threat Form	√	√
5.1(c) Time and Event Log	√	√
5.1(d) Incident Status Update (For updates about an incident)	√	√
5.1(e) Logistical Support Summary		√
5.1(f) Field Emergency Response Team Assignments		√
5.1(g) Emergency Operations Centre Team Assignments	√	
Public Safety		
5.2(a) Resident Data Record		√
5.2(b) Telephoner Text – Shelter Message		√
5.2(c) Telephoner Text – Evacuation Message		√
5.2(d) Roadblock Checkpoint Record		√
5.2(e) Environmental Monitoring Record		√
5.2(f) Emergency Notice		√
Public / Media		
5.3(a) Media Inquiry Log	√	
5.3(b) Emergency Operations Centre Communications Personnel	√	
Government		
5.4(a) Government Agency Inquiry Log	√	
5.4(b) External Agency Post Incident Evaluation	√	√
Reference		
5.5(a) Phonetic Alphabet	√	√
5.5(b) Level of Alert Definitions	✓	✓
5.5 (c) Hydrogen/Sulphide Toxicity Table	✓	✓
Incident Command Systems (ICS) Forms		
ICS Form 201 - Incident Briefing		√
ICS Form 202 - Incident Objectives		√

FORM	EOC	ICP
ICS Form 203 - Organization Assignment List		√
ICS Form 204 - Assignment List		√
ICS Form 206 - Medical Plan		√
ICS Form 211 - Check-in List		√
ICS Form 209 - Incident Status Summary		√
ICS Form 214 - Unit Log		√
ICS Form 215 - Operational Planning Worksheet		√
ICS Form 218 - Support Vehicle Inventory		√
ICS Form 221 - Demobilization Checkout		√

SECTION 5.1 AI RESPONDERS

5.1 (a) INCIDENT NOTIFICATION REPORT

Incident Notification #: _____

Date: _____ Time reported: _____ Time occurred: _____

SECTION A: CALLER IDENTIFICATION

Callers name: _____ Phone: _____

Callers Present Location: _____

911 Address (If Applicable): _____

SECTION B: CALLER SAFETY

Does caller believe their safety is at risk? ☐ No ☐ YesDoes call responder feel that the caller's safety is at risk? ☐ No ☐ Yes

If either is yes, explain and give recommendations (e.g. shelter in place): _____

If yes, has caller already phoned 911 or emergency services? ☐ No ☐ YesDoes caller request Spectra Energy to call 911 or emergency services? ☐ No ☐ YesService called: ☐ 911 ☐ Emergency service: _____

SECTION C: INCIDENT DESCRIPTION

TYPE OF INCIDENT: ☐ Odor ☐ Irregular flare ☐ Explosion
☐ Fire ☐ Sour gas release ☐ Sweet gas release
☐ Spill (see Section E) ☐ Other: _____

INCIDENT LOCATION: (Use information available such as GPS coordinates, land marks, highway numbers, etc.)

Describe incident area (e.g. forest, muskeg, valley): _____

Confined to company property: _____

Special environmental concerns (e.g. waterways): _____

Access to the incident area (e.g. ATV, helicopter, road conditions): _____

SECTION D: INJURIES/MEDICAL EMERGENCIES

Injuries / medical emergencies: ☐ No ☐ SET West #: ☐ Public #: ☐ Contractor #:
 Fatalities: ☐ No ☐ SET West #: ☐ Public #: ☐ Contractor #:
 Assistance required: ☐ No ☐ Yes - description:

SECTION E: SPILLS

Type of spill: ☐ Transportation spill ☐ Other:

Name of product (attach MSDS if possible):

Carrier/trucker:

Consigner / Point of origin:

Estimated volume release (eg. cubic meters, litres, kilograms)

SECTION F: CALL RESPONSE ACTIONS

EPASS Incident notification ☐ No ☐ Yes
 On-Call Incident Supervisor notified: ☐ No ☐ Yes Time: _____

Name of On-Call Incident Supervisor:

Immediate actions taken (eg. referred to Pipeline, referred to Lands):

Follow-up required: No Yes

Assigned to: Due Date:

ADDITIONAL COMMENTS/NOTES

Name (Print)

Signature

Spectra Energy Transmission

SECTION 5.1 ALL RESPONDERS

5.1 (b) BOMB THREAT FORM

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

Spectra Energy Transmission

SECTION 5.1 ALL RESPONDERS

5.1 (c) TIME AND EVENT LOG

Date:	Prepared by:
Page: of	Response Team Position:

Time	Call To	Call From	Telephone Number	Remarks

NOTE: Document all key events, conversations, meetings on this form.
If lengthy notes are necessary, use additional copies or the back of the page.

CONTACT NUMBERS ARE LOCATED IN AREA SITE-SPECIFIC EMERGENCY RESPONSE PLANS.

Spectra Energy Gas Transmission

SECTION 5.1 ALL RESPONDERS

5.1 (d) INCIDENT STATUS UPDATE

Date Prepared:	Prepared by:
Time Prepared: ☐ a.m. ☐ p.m.	Response Position:

If lengthy notes are required, use additional pages:

Page: _____ of _____

For operational period: Starting ☐ a.m. ☐ p.m. Ending ☐ a.m. ☐ p.m.
Incident: Level of Alert:

CONTROL AND CONTAINMENT MEASURES

INJURIES/DEATH STATUS

--

PUBLIC SAFETY ACTIONS

Current number of: Sheltered residents _____ Evacuated Residents _____
Location of Evacuation Centre:

MEDIA INVOLVEMENT

GOVERNMENT AGENCY NOTIFICATION/INVOLVEMENT

MUTUAL AID/INDUSTRIAL OPERATORS INVOLVED

WEATHER FORECAST (AS OF THIS OPERATIONAL PERIOD)

COMMENTS, ISSUES AND STRATEGIES

Spectra Energy Transmission

SECTION 5.1 ALL RESPONDERS

5.1 (e) LOGISTICAL SUPPORT SUMMARY

Date:	Prepared by:
Page: of	Response Team Position: Logistical Supervisor (or)

RESOURCES REQUIRED				RESOURCES ORDERED					Arrived? (Enter Yes or time)
What	When	Location Assignment	Report To	Company/Service	Phone/Fax Number	Contact Name	Time Mobilized	Estimated Time of Arrival	

NOTE: Use the Time and Event Log to document person requesting resources, details of contacts, conversations and meetings.
Provide resources (company/supplier) with safe directions to appropriate location (verbal, text or map), radio frequencies and other vital information such as the name and title of the person they should report to upon arrival.

MUTUAL AID ACTIVATION INFORMATION IS LOCATED IN AREA SITE-SPECIFIC EMERGENCY RESPONSE PLANS - CONTACT NUMBERS ARE LOCATED IN AREA SITE-SPECIFIC EMERGENCY RESPONSE PLANS

Spectra Energy Transmission

SECTION 5.1 ALL RESPONDERS

5.1 (f) FIELD EMERGENCY RESPONSE TEAM ASSIGNMENTS

BC PIPELINE AND FIELD SERVICES DIVISIONS EMERGENCY MANAGEMENT MANUAL

INCIDENT COMMANDER		
LIAISON OFFICER	SAFETY OFFICER	INFORMATION OFFICER
PLANNING SECTION CHIEF	OPERATIONS SECTION CHIEF	FINANCE / ADMINISTRATION SECTION CHIEF
STAGING AREA MANAGER	CONTROL CENTRE SUPERVISOR	ON-SITE SUPERVISOR
	PUBLIC PROTECTION SUPERVISOR	
	SITE SAFETY	
ROAD BLOCKER(S)	ROVER(S)	TELEPHONE TEAM LEADER
#1 _____ #2 _____ #3 _____ #4 _____ #5 _____ #6 _____	#1 _____ #2 _____ #3 _____	TELEPHONER(S) / PHONE # #1 _____ / _____ #2 _____ / _____ #3 _____ / _____ #4 _____ / _____
		EVAC. CENTRE REPRESENTATIVE
		EVACUATION CENTRE LOCATION
		MONITORING CREWS

EMERGENCY OPERATIONS CENTRE DIRECTOR: _____ PHONE: _____

EMERGENCY OPERATIONS CENTRE LOCATION: _____ PHONE: _____

INCIDENT STATUS: _____

LEVEL OF ALERT: _____

LOCATION OF INCIDENT COMMAND POST: _____

LOCATION OF ON-SITE COMMAND POST: _____

OTHER INDUSTRIAL OPERATORS INVOLVED: _____

ON-SITE RESPONDERS: _____

AMBULANCE (FROM WHERE): _____

POLICE (FROM WHERE): _____

FIRE DEPARTMENT (FROM WHERE): _____

DATE: _____

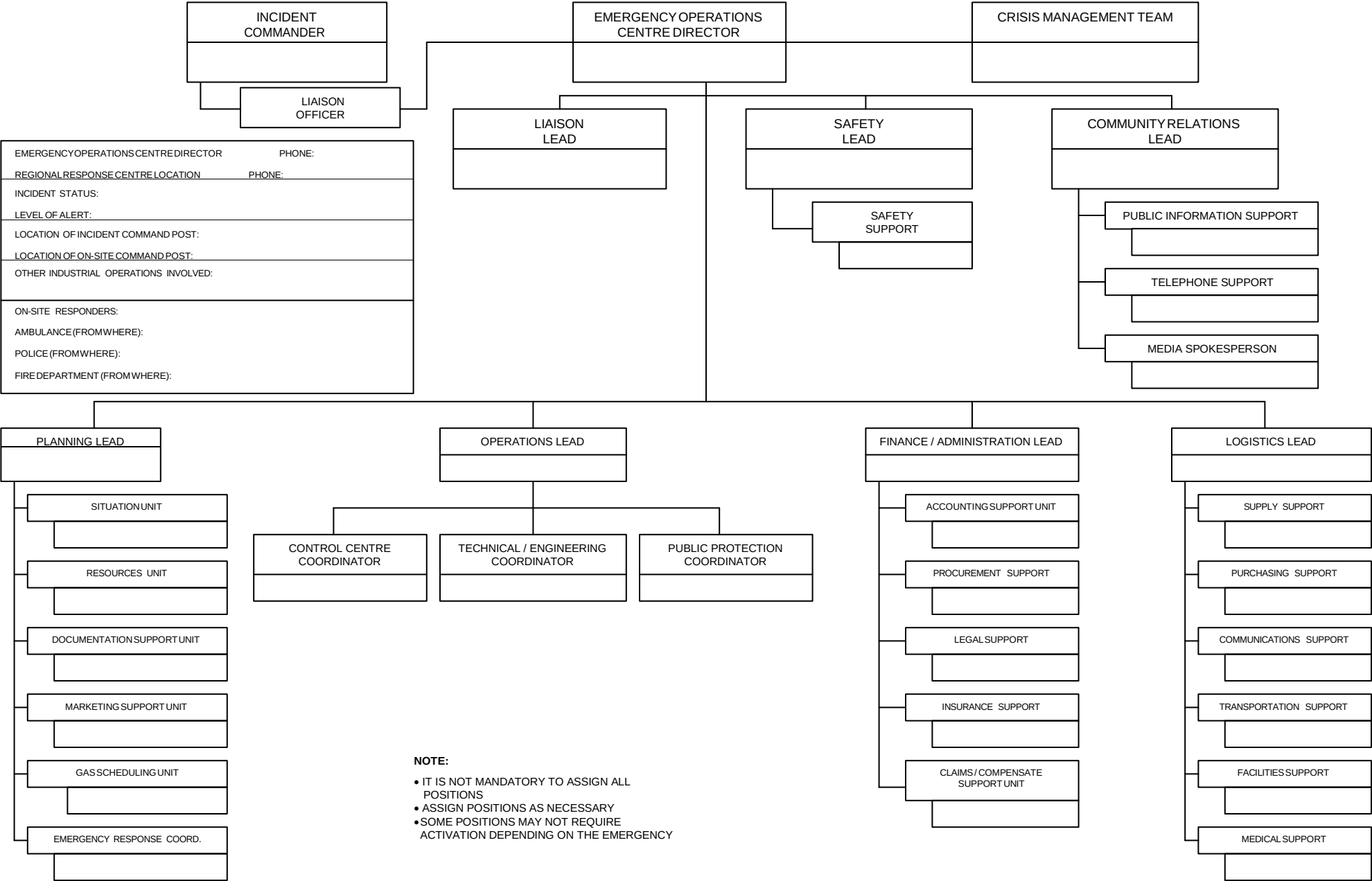
PERIOD: FROM _____ hrs. TO _____ hrs.

NOTE:

- IT IS NOT MANDATORY TO ASSIGN ALL POSITIONS
- ASSIGN POSITIONS AS NECESSARY
- SOME POSITIONS MAY NOT REQUIRE ACTIVATION DEPENDING ON THE EMERGENCY

Spectra Energy Transmission
SECTION 5.1 ALL RESPONDERS

5.1 (g) EMERGENCY OPERATIONS CENTRE TEAM ASSIGNMENTS



SECTION 5.2 PUBLIC SAFETY

5.2 (a) RESIDENT DATA RECORD

Date:	Prepared by:
Page: of	Response Position:

[illegible]

Spectra Energy Transmission

SECTION 5.2 PUBLIC SAFETY

5.2 (b) TELEPHONER TEXT

SHELTER MESSAGE

- Hello this is *(your name)* _____ of Spectra Energy Transmission
- Is this the *(name)* _____ residence at _____ *(telephone number)*?
- Spectra Energy is responding to a serious problem at _____ *(plant, pipeline, booster station)* in the area.
- For your safety, you must remain indoors until the hazard is removed.
- How many people are in your house right now?
- Is there anyone outside you cannot easily contact? _____ *(Yes, No)*
(If YES, determine the location of anyone outside and assure the resident you will send someone to find them as soon as possible.)
- **Please**
 - ☐ Close all windows and doors.
 - ☐ If possible, shut off or plug any air intakes or exhaust fans.
(i.e. stove fan, bathroom vent, clothes dryer, air conditioner)
 - ☐ Go to the interior of your house away from any windows or doors.
 - ☐ Do not leave your house until Spectra Energy advises you that the area is safe.
 - ☐ Do not smoke or have an open flame.
- Avoid using your telephone so that we can contact you again with additional information.
However, if you have urgent questions, you can call me.
- Again, my name is _____ and my telephone number is _____.
- Do you understand these instructions?

Telephoners' Note:

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

The safest action is to remain sheltered until the hazard is removed.

Immediately pass on all information regarding this call to the Public Protection Supervisor.

Spectra Energy Transmission

SECTION 5.2 PUBLIC SAFETY

5.2 (c) TELEPHONER TEXT

EVACUATION MESSAGE

Before calling, determine a safe route for the resident to travel away from the hazard to the Evacuation Centre:

- Hello this is *(your name)* _____ of Spectra Energy Transmission
- Is this the *(name)* _____ residence at _____ *(telephone number)*?
- Spectra Energy is responding to a serious problem at _____ *(plant, pipeline, booster station)* in the area.
- For your safety, you must leave your home immediately and go to the Evacuation Centre at the _____ *(hall, centre, office, hotel)*.
- The Evacuation Centre is located _____ *(above directions and address)*.
- How many people are in your house right now?
- Is there anyone outside you cannot easily contact? _____ *(Yes, No)*
(If YES, determine the location of anyone outside and assure the resident you will send someone to find them as soon as possible.)
- Do you have your own transportation? _____ *(Yes, No)*
(If NO, assure them that you will send someone to pick them up. While they are waiting, advise them to close their windows and doors and remain indoors.)
- **Please**
 - ☐ Leave immediately and travel to the Evacuation Centre.
 - ☐ Do not use your telephone in order to keep the lines open for emergency use.
 - ☐ The Spectra Energy representatives at the Evacuation Centre will answer your questions.
- Do you understand these instructions? _____ Are you leaving immediately?
- Just to be sure, which way are you going to travel to the Evacuation Centre?
- If for some reason a problem arises and you can't leave, call me back.
- Again, my name is _____ and my telephone number is _____.
- Thank you for your cooperation.

Immediately pass on all information regarding this call to the Public Protection Supervisor.

SECTION 5.2 PUBLIC SAFETY

5.2 (d) ROADBLOCK CHECKPOINT RECORD

Date:	Prepared by:
Page: of	Response Position:

[illegible]

Spectra Energy Transmission

SECTION 5.2 PUBLIC SAFETY

5.2 (e) ENVIRONMENTAL MONITORING RECORD

Date:	Prepared by:
Page: of	Response Position:

Time	Location of Sample	H ₂ S (ppm)	LEL (%)	O ₂ (%)	SO ₂ (ppm)	Other	Temp (°C)	Wind Conditions ^H		Comments
								From	Speed (km/h)	

*Estimate meteorological conditions if accurate readings are unavailable.

Spectra Energy Transmission

SECTION 5.2 PUBLIC SAFETY

5.2 (f) EMERGENCY NOTICE

Spectra Energy Transmission is responding to an emergency in the area.

A Spectra Energy representative attempted to notify you on
(date) at _____(time). Please telephone Spectra Energy at
_____ (telephone number) for safety instructions.

If you are unable to contact Spectra Energy, take the following precautions:

- Remain indoors with the windows and doors closed.
- If possible, shut off or plug any air intakes or exhaust fans.
- Go to the interior of your house away from any windows or doors.
- A Spectra Energy representative will try to contact you again.

Thank you.

Spectra Energy Transmission

SECTION 5.3 PUBLIC / MEDIA

5.3 (a) MEDIA INQUIRY LOG

Date:	Prepared by:
Page: of	Emergency Operations Centre Team Position:

Time	Call To	Call From	Media Outlet	Reporter/Contact Name	Telephone Numbers		Remarks
					Work	Fax	

NOTE: Document all key events, conversations and meetings on this form.
Where lengthy notes are necessary, use additional copies or the back of the page.

Spectra Energy Transmission

SECTION 5.3 PUBLIC / MEDIA

5.3 (b) EMERGENCY OPERATIONS CENTRE COMMUNICATIONS PERSONNEL

Date:	Prepared by:
Time:	Verified by: Information Officer (Field Emergency Response Team)
Page: of	Community Relations Lead (Emergency Operations Centre Team)

RESPONSE MANAGEMENT

On-site Supervisor	Incident Commander	Emergency Operations Centre Director	Crisis Management Team Director
Name:	Name:	Name:	Name:

EMERGENCY OPERATIONS COMMUNICATION PERSONNEL

<i>ON-SITE</i>	<i>INCIDENT COMMAND POST</i>	<i>EMERGENCY OPERATIONS CENTRE</i>	<i>EMERGENCY OPERATIONS CENTRE TEAM OR CRISIS MANAGEMENT TEAM</i>
On-site SET Media Spokesperson	Information Officer	Community Relations Lead	Executive Support
Name:	Name:	Name:	(Corporate Media Relations)
Phone:	Phone:	Phone:	Name:
Alternate:	Fax:	Fax:	Phone:
On-site SET Technical Information	ICP Switchboard Operator	Switchboard Operator	Fax:
Name:	Name:	Name:	Name:
Phone:	Phone:	Phone:	Phone:
On-site NEB Media Spokesperson	Evacuation Centre Representative	Public Information Support	Media Spokesperson
Name:	Name:	Name:	Name:
Phone:	Phone:	Phone:	Phone:
Location:	Location:	Name:	Location:
On-site TSB Media Spokesperson	Government Emergency Operations Centre Spokesperson	Phone:	Media Conference Room
Name:	Name:	Name:	Location:
Phone:	Name:	Phone:	Contact:
Fax:	Phone:	Name:	Phone:
Location:	Fax:	Phone:	Fax:

NOTE: One person may fill several Spectra Energy communication positions or all communication positions.
Some roles may only be filled for a limited time. As personnel filling roles change, complete a new form and circulate to the Team.

Spectra Energy Transmission

SECTION 5.4 GOVERNMENT

5.4 (a) GOVERNMENT AGENCY INQUIRY LOG

Date:	Prepared by:
Page: of	Emergency Operations Centre Team Position:

Time	Call To	Call From	Media Outlet	Reporter/Contact Name	Telephone Numbers		Remarks
					Work	Fax	

NOTE: Document all key events, conversations and meetings on this form.
Where lengthy notes are necessary, use additional copies or the back of the page.

Spectra Energy Transmission

SECTION 5.4 GOVERNMENT

5.4 (b) EXTERNAL AGENCY POST INCIDENT EVALUATION

Department/agency: _____ Telephone: _____

Representative: _____ Title: _____

Incident location: _____

Type of emergency: _____ Number of staff involved: _____

Duration: _____ days Total number of man days dedicated to response: _____

Other resources used: (may include monitoring units, aircraft, boats, buses, etc.)

What worked well during the response?

Areas for improvement?

What was the role of your department/agency during the response?

Was your department/agency able to respond effectively? ☐ Yes ☐ No

Would additional training with Spectra Energy personnel be beneficial? ☐ Yes ☐ No

Do you have a copy of a Spectra Energy Emergency Response Plan? ☐ Yes ☐ No

If not, do you think a copy would have been beneficial? ☐ Yes ☐ No

Return this form, your business card and any attached comments to:

Spectra Energy Transmission
Team Leader, Emergency Preparedness
BC Pipeline & Field Services Division
Bag Service 6180
Fort St. John, BC V1J 4H7

Spectra Energy Transmission

SECTION 5.5 REFERENCE

5.5 (a) PHONETIC ALPHABET

The following phonetic alphabet may be used to clearly communicate information and to ensure accurate spelling of names or products:

A Alpha	N November
B Bravo	O Oscar
C Charlie	P Papa
D Delta	Q Quebec
E Echo	R Romeo
F Foxtrot	S Sierra
G Golf	T Tango
H Hotel	U Uniform
I India	V Victor
J Juliet	W Whiskey
K Kilo	X X-ray
L Lima	Y Yankee
M Mike	Z Zulu

Spectra Energy Transmission

SECTION 5.5 REFERENCE

5.5 (b) LEVEL OF ALERT DEFINITIONS

	Criteria	Example Responses
Level One Alert	- An emergency which has the potential to escalate, does not meet any Level Two or Three Alert criteria, but meets ALL of the following conditions: - No serious threat to health and safety of workers; however, personal protective equipment may be required. - Minimal environmental impact - Impact confined to company property - Little or no media interest in the incident - Handled entirely by company or contract personnel	- The On-Site Supervisor and the Incident Commander will assess and confirm the situation. - Additional company personnel may be placed on standby. - External notifications are made as required, complying with appropriate regulated reporting. - Responders prepare for Level Two or Three Alert responses.
Level Two Alert	- An emergency that does not meet any Level Three Alert criteria, but meets ANY of the following conditions: - Presents a definite risk to the public, workers or the environment - Requires significant involvement of external emergency services, federal and/or provincial agencies - Requires some assistance from local response agencies, mutual aid partners and regulatory authorities - Causes moderate environmental impact that extends or has the potential to extend beyond company property - Creates local/regional media interest	- Responders prepare for Level Three Alert response. Level One Alert duties are continued as appropriate. - Additional internal and external resources are activated. - Lead regulatory agencies are notified and involved. - Additional notifications are made as required. - Sheltering or evacuation may be required. - Planned ignition of the product may be required. - The Emergency Operations Centre Team is activated.
Level Three Alert	- An emergency that meets ANY of the following conditions: - Causes serious threat to the public, workers and/or the environment - Requires extensive involvement of external emergency services, federal and/or provincial agencies - Requires a great deal of assistance from outside parties - Causes significant and ongoing environmental impact which extends beyond company property - Creates national media interest - Uncontrolled release of hazardous substance	- Level One and Two Alert responses are continued as appropriate. - The Field Emergency Response Plan is fully activated (including executive involvement). - External government agencies are extensively involved. - The company continues to liaise with key government agencies and sends representative(s) to the government's command centres if established.

5.5(c)

HYDROGEN SULPHIDE (H₂S) INFORMATION

Characteristics and Dangers of H ₂ S ¹	General Health Effects of H ₂ S ¹ and Provincial Standards	
	Concentration (PPM)*	Effects
Found in decaying organic matter, crude oil and natural gas.	.01-.3	Lower odour threshold.
Found as a gas at temperatures above -60 C	1-5	Moderate to strong offensive odour may create nausea, tearing of the eyes, headaches or loss of sleep upon prolonged exposure; effects are moderate.
Colorless.	10	8 hour occupational exposure limit.
Flammable; burns to form Sulphur Dioxide (SO₂).	15	15-minute occupational exposure limit.
Odour of rotten eggs at low concentrations; kills all sense of smell at higher concentrations.	20	Ceiling occupational exposure limit, evacuation level.
Will tend to disperse more slowly in sheltered, calm or low lying areas.	100	Eye and lung irritation.
Extremely toxic.	150	Deadens the sense of smell; severe eye and lung irritation.
At lower concentrations (20-50 ppm) irritates mucous membranes of the eyes, throat and lungs, causes headache, dizziness, nausea, and may cause pulmonary edema (fluid in the lungs) upon prolonged exposures.	500	Serious damage to the eyes within 30 minutes; severe lung irritation; unconsciousness and death within 4 to 8 hours.
High concentrations (500-1,000 ppm) cause paralysis of the respiratory control centre in the brain; breathing stops and suffocation occurs.	1000	Breathing stops with one or two breaths.

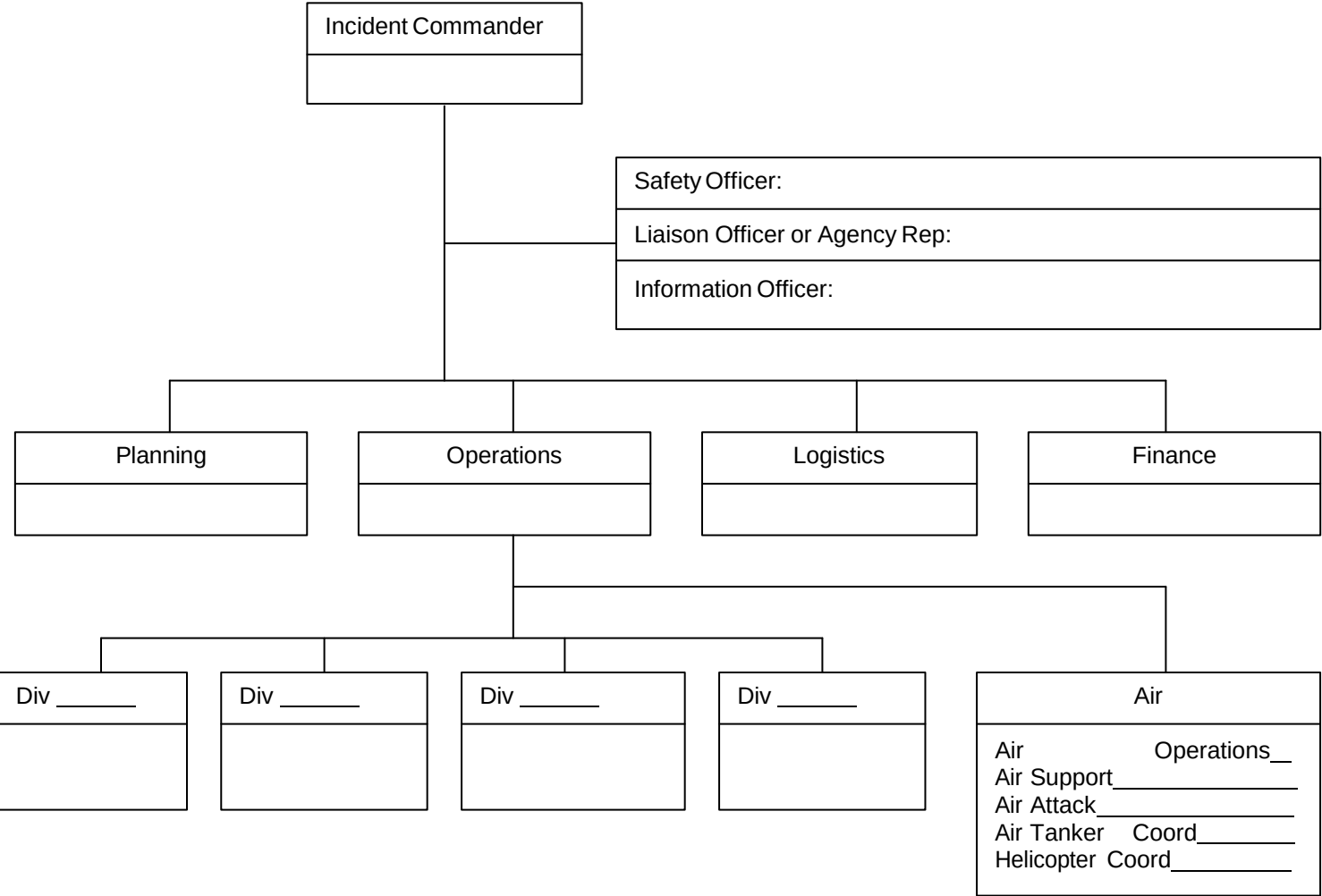
SULPHUR DIOXIDE (SO₂) INFORMATION

Characteristics and Dangers of SO ₂ ¹	General Health Effects of SO ₂ ¹ and Provincial Standards	
	Concentration (PPM)*	Effects
Formed by the combustion of H₂S or sulphur and is non-flammable.	2	8 hour occupational exposure limit.
Found as a gas at temperatures above -10 C	3-5	Lower odour threshold.
Has the odour that occurs when a match is extinguished.	5	15 minute occupational exposure limit.
Highly irritating; dissolves to form sulphuric acid.	8-10	Throat irritation, coughing, constriction in the chest, tearing and smarting of the eyes.
At lower concentrations irritates the eyes, nose and throat, causes difficulty in breathing and shortness of breath.	10-50	Exposure 5-15 minutes: increased irritation of the eyes, nose, throat, choking, coughing. In some cases, wheezing is a sign of narrowing of the airways (which increases the resistance of the air flow).
Causes pulmonary edema at high concentrations; may be fatal.	150	Short term endurance lost due to severe eye irritation and because of the effects on the membranes of the nose, throat and lungs.
Effects on heavy smokers are more severe.	500	Highly dangerous after an exposure of 30-60 minutes
	1,000-2,000	May be fatal with continued exposure.

¹ Adapted from: Canada Safety Council Data Sheet Hydrogen Sulphide (No. B-3) and Sulphur Dioxide (No. B-4).

(PPM) * - A common scale used for measuring H₂S & SO₂, parts per million (ppm) equals parts of the gas per million parts of air by volume.

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE	3. TIME
	4. Map Sketch		
5. Current Organization			



6. Resources Summary

[illegible]

7. Summary of Current Actions

Page 2 of	

INCIDENT OBJECT		Prepared	Time Prepared	Incident Name / Number
From: (Date)	From: (Time)	To: (Date)	To: (Time)	Operational Period
Objectives for Incident (Include Alternatives)				
Weather Forecast for Operational Period				
General Safety Message				
Attachments (to complete Incident Action Plan)				
Organization Assignment List (ICS 203)		△ Radio Communications Plans (ICS 205) △ _____		
Incident Map		△ Traffic Plan (Internal & External) △ _____		
Task Assignment Forms (ICS 204)		△ Medical Plan (ICS 206) △ _____		
ICS 202 (3/80)		Prepared By (Planning Section Chief)		Approved By (Incident Commander)

ORGANIZATION ASSIGNMENT LIST		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
POSITION NAME 5. INCIDENT COMMANDER AND STAFF		4. OPERATIONAL PERIOD (DATE/TIME)		
INCIDENT COMMANDER		9. OPERATIONS SECTION		
DEPUTY		CHIEF		
SAFETY OFFICER		DEPUTY		
INFORMATION OFFICER		a. BRANCH I – DIVISIONS/GROUPS		
LIAISON OFFICER		BRANCH DIRECTOR		
6. AGENCY REPRESENTATIVES		DEPUTY		
AGENCY	NAME	DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION GROUP		
		DIVISION/GROUP		
		b. BRANCH II – DIVISIONS/GROUPS		
		BRANCH DIRECTOR		
		DEPUTY		
7. PLANNING SECTION		DIVISION/GROUP		
CHIEF		DIVISION/GROUP		
DEPUTY		DIVISION/GROUP		
RESOURCES UNIT		DIVISION/GROUP		
SITUATION UNIT		DIVISION/GROUP		
DOCUMENTATION UNIT		DIVISION/GROUP		
DEMOBILIZATION UNIT		c. BRANCH III – DIVISIONS/GROUPS		
TECHNICAL SPECIALISTS		BRANCH DIRECTORY		
		DEPUTY		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
8. LOGISTICS SECTION		DIVISION/GROUP		
CHIEF		d. AIR OPERATIONS BRANCH		
DEPUTY		AIR OPERATIONS BR.DIR.		
a. SUPPORT BRANCH		AIR TACTICAL GROUP SUP.		
DIRECTOR		AIR SUPPORT GROUP SUP.		
SUPPLY UNIT		HELICOPTER COORDINATOR		
FACILITIES UNIT		AIR TANKER/FIXED-WING CORD.		
GROUND SUPPORT UNIT		10. FINANCE SECTION		
b. SERVICE BRANCH		CHIEF		
DIRECTOR		DEPUTY		
COMMUNICATIONS UNIT		TIME UNIT		
MEDICAL UNIT		PROCUREMENT UNIT		
FOOD UNIT		COMPENSATION/CLAIMS UNIT		
ICS 203 3/98	PREPARED BY (RESOURCES UNIT)			

DIVISION ASSIGNMENT LIST				1. Branch		2. Division/Group	
3. Incident Name				4. Operational Period			
				Date:		Time:	
5. Operations Personnel							
Operations Chief				Division/Group Supervisor			
Branch Director				Air Attack Supervisor No.			
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader		Number Persons	Trans Needed	Drop Off PT./Time		Pick Up PT./Time
7. Control Operations							
8. Special Instructions							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		King NIFC		Logistics		King NIFC	
Tactical Div/Group		King NIFC		Air to Ground		King NIFC	
Prepared by (Resource Unit Leader)			Approved by (Planning Section Chief)			Date	Time

MEDICAL PLAN	Date Prepared	Time Prepared	Incident Name / Number		Operational Period			
INCIDENT MEDICAL AID STATIONS								
Medical Aid Stations	:Location					Paramedics		
						Yes	No	
TRANSPORTATION Ambulance Services								
Name	Address		Phone		Paramedics			
					Yes	No		
INCIDENT AMBULANCES								
Name	Location					Paramedics		
						Yes	No	
HOSPITALS								
Name	Address		Travel Time		Phone	Helipad		Burn Center
			Air	Gnd		Yes	No	Yes No
MEDICAL EMERGENCY PROCEDURES								
ICS 206 Rev. 9-6-97	Prepared By (Medical Unit Leader)				Reviewed By (Safety Officer)			

[illegible]

1. Incident Name						2. Operational Period (Date / Time) From: To:							Time of Report			INCIDENT STATUS SUMMARY ICS 209									
3. Spill Status (Estimated, in Barrels) [Ops & EUL/SSC] Source Status: Remaining Potential (bbl): _____ Rate of Spillage (bbl/hr): _____ Secured Unsecured													8. Equipment Resources [RUL]												
													Description			Ordered		Available / Staged		Assigned		Out of Service			
													Spill Resp. Vessels												
						Since Last Report			Total		Fishing Vessels														
Volume Spilled																									
Mass Balance / Oil Budget													Tugs												
Recovered Oil																									
Evaporation											Barges														
Natural Dispersion																									
Chemical Dispersion											Other Vessels														
Burned																									
Floating, Contained											Skimmers														
Floating, Uncontained																									
Onshore																									
Total spilled oil accounted for:											Boom (ft.)														
4. Waste Management (Estimated) [Ops / Disposal[													Sbnt/Snr Bm. (ft.)												
						Recovered		Stored		Disposed															
Oil (bbl)												Vacuum Trucks													
Oily Liquids (bbl)																									
Liquids (bbl)																									
Oily Solids (tons)												Helicopters													
Solids (tons)																									
												Fixed Wing													
5. Shoreline Impacts (Estimated, in miles) [PSC / EUL / SSC]													Description			People in Cmd. Post		People in the Field		Total People On Scene					
Degree of Oiling				Affected			Cleaned			To Be Cleaned			Federal												
Light													State												
Medium													Local												
Heavy													RP												
Total													Contract Personnel												
6. Wildlife Impacts [Ops / Wildlife Br.] Numbers in () indicates subtotal that are threatened / endangered species													Volunteers												
							Died in Facility																		
		Captured	Cleaned	Released	DOA	Euth.	Other																		
Birds										Total Response Personnel from all Organizations:															
Mammals										10. Special Notes															
Fish																									
Total																									
7. Safety Status [Safety Officer]																									
					Since Last Report			Total																	
Responder Injury																									
Public Injury																									
11. Prepared by: (Situation Unit Leader)																									

[illegible]

[illegible]

SUPPORT VEHICLE INVENTORY (USE SEPARATE SHEET FOR EACH VEHICLE CATEGORY)		1. INCIDENT NAME		2. DATE PREPARED		3. TIME PREPARED							
4. VEHICLE INFORMATION													
a.	TYPE	b.	MAKE	c.	CAPACITY SIZE	d.	AGENCY / OWNER	e.	I.D. NO.	f.	LOCATION	g.	RELEASE TIME
ICS 218 (8-78)		PAGE		5. PREPARED BY (GROUND SUPPORT UNIT)									

1. Incident Name	2. Operational Period (Date / Time) From: To:	DEMOB. CHECK-OUT ICS 221
3. Unit / Personnel Released	4. Release Date / Time	
5. Unit / Personnel You and your resources have been released, subject to sign-off from the following: (Demob. Unit Leader "X" appropriate box(es)) Logistics Section Supply Unit _____ Communications Unit _____ Facilities Unit _____ Ground Unit _____ Planning Section Documentation Unit _____ Finance / Admin. Section Time Unit _____ Other △ _____ △ _____ △ _____ △ _____		
6. Remarks _____ _____ _____		
17. Prepared by: _____ Date / Time _____		



SECTION 6

POST-INCIDENT PROCEDURES

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6 POST-INCIDENT PROCEDURES

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6 POST-INCIDENT PROCEDURES

6.1 INTRODUCTION

The decision to remove the emergency alert status, allow the public to return to the emergency planning zone, and resume normal operations is made by the Incident Commander in conjunction with the Emergency Operations Centre Director and the appropriate provincial and federal regulatory authorities. Government agencies that could be involved in the decision to resume normal activities may include the RCMP, Workers' Compensation Board, National Energy Board, Transportation Safety Board, Ministry of Employment and Investment and local/regional authorities and environmental regulators.

Post-incident procedures are carried out under the instruction and direction of the Incident Commander. The Emergency Operations Centre Director is responsible for notifying the Emergency Operations Centre Team and managing any ongoing media relations concerns. Post-incident procedures are included in this EMM section for the following emergency response processes:

- ☐ Emergency Call-Down Notification
- ☐ Public Assistance and Support
- ☐ Cleanup and Repair
- ☐ Incident Documentation / Company Records
- ☐ Third Party Investigations
- ☐ Critical Incident Stress Debriefing (CISD)
- ☐ Post-incident Reports
- ☐ Media Relations

Details of each procedure follow.

6.2 INCIDENT COMMANDER RESPONSIBILITIES

The Incident Commander is responsible for initiating and managing the following post-incident activities:

- ☐ Calling down the alert status, after consulting with the Emergency Operations Centre Director and regulatory authorities.
- ☐ Coordinating the deactivation of all emergency response operations.
- ☐ Establishing goals and objectives and delegating responsibility for the completion of post-incident tasks
- ☐ Following through with next of kin family support (refer to next of kin guidelines in Appendix I).

6.3 EMERGENCY CALL DOWN NOTIFICATION

The Incident Commander shall call down the alert status and:

- Ensure that all Field Emergency Response Team members and on-site personnel, including contract personnel and emergency services are notified about the emergency call-down.
- Ensure that all previous contacts, including industrial operators, schools, and government agencies are notified about the emergency call-down.
- Advise all response team members to document their call-down notifications.
- Ensure that all government agency representatives involved in the incident receive an External Agency Post-Incident Evaluation form ,refer to Section 5, Subsection 5.4(b).
- Prepare and release a statement to the media as required.
- Conduct a debriefing meeting and arrange for Critical Incident Stress Debriefing (CISD) as necessary for the Field Emergency Response Team members.
- Notify and conduct debriefing meetings with joint interest and/or mutual aid partners and other stakeholders such as insurance company representatives as required.

6.4 PUBLIC ASSISTANCE AND SUPPORT

The Incident Commander shall:

- Ensure that security is maintained in any evacuated area until the evacuees have returned to their homes and businesses. (Normally, a post-incident police task.)

- Before allowing any member of the public to return to the area, confirm that all areas are safe to re-enter. This may involve ensuring all equipment and debris are removed from public roadways. Any remaining hazardous areas must be cordoned off and low-lying areas and basements carefully checked for any gas if there has been a release.
- Advise all sheltered residents that the incident is over.
- Help evacuated residents to return to their homes. Document information related to evacuees who are returning.
- Send a company representative to visit all members of the public who have been requested to shelter or have been affected by the incident and address their outstanding concerns or problems.
- Ensure that the residents are provided with post-incident Spectra Energy contacts and telephone numbers. If the emergency has affected many residents or has caused significant damage to private property or the environment, a temporary Community Relations office should be set up in the affected community.
- Schedule follow-up meeting(s) with the residents to clearly explain the incident and address their concerns.
- Ensure that resident expense or damage claims have been collected and are processed quickly.

6.5 INCIDENT SITE CLEANUP AND REPAIR

The Incident Commander shall:

- Ensure that all investigations have been completed as they may apply to human death or injury, environmental damage and damaged company assets.
- Ensure that the key response positions of On-site Supervisor and Site Safety Unit Leader continue throughout the cleanup and repair phase.
- Ensure that the correct procedures are followed / developed for the decontamination of equipment.
- Ensure that all hazardous waste is disposed of according to applicable regulations. Refer to the Spectra Energy Spill Response and Reporting Manual for additional information.
- Ensure that priority is given to clearing debris and restoring the site to normal operating conditions after the government and company investigations are complete.
- Demobilize and ensure that all safety equipment is cleaned, inspected and inventoried before it is returned to its normal storage location.
- Demobilize all roadblocks, staging and detour equipment.

- Ensure that all cleanup and repair actions follow Spectra Energy safety and environment policies and safe-work procedures.

6.6 INCIDENT DOCUMENTATION/COMPANY RECORDS

The Incident Commander shall retrieve, control and securely store incident documentation as follows:

- Collect and compile all statements, Time and Event Logs, forms and documentation for the incident including all electronic records.
- Always make copies of the originals and work from the copies only.
- Securely store all incident documentation. The protection of records is extremely important to ensure the evidence is complete and unchanged.
- Obtain all photographs and videos of the incident site and response.

NOTE: All photographs (and negatives) of the incident site which have been taken at Spectra Energy's request, whether by a professional photographer or a company employee, are considered Spectra Energy material and are to be turned over to Spectra Energy.

- Ensure that all reports are provided to the investigative authorities as required by the Transportation Safety Board or others.
- Ensure that pages and checklists from all emergency response manuals are replaced.
- Prepare letters thanking support agencies, groups and individuals who provided assistance. Mention names of key individuals in correspondence.

Company Records

- The Incident Commander must approve the release of company records.
- Company records must be reviewed by legal counsel before they are released.
- Materials being released must be copied. Whenever possible, the copies should be given to the investigator and the originals retained in Spectra Energy files.
- The investigator receiving materials from Spectra Energy must provide written acknowledgement indicating that company records will be returned.

6.7 THIRD PARTY INVESTIGATIONS

The Incident Commander shall control third party investigators such as police, insurance companies and other agencies according to the following procedure:

- Do not allow third party investigators on-site, unless authorized by the Incident Commander. This is to ensure everyone's safety. Obtain the name, title, address and telephone number of all inspectors.
- If access is granted to the site, ensure that third party investigators are escorted while on company property and, for their safety, denied access to any hazardous areas. Inspectors must not be left unattended.
- Ensure inspectors receive only the information they request and limit tours to the specific area the investigator has asked to investigate.
- Always tell the truth. Do not speculate.
- Wait until legal counsel is present before answering questions if the inspector suggests that the statements may be used as evidence or indicates that you have the right to counsel.

6.8 CRITICAL INCIDENT STRESS DEBRIEFING (CISD)

The Incident Commander shall:

- When practical after a serious incident, mobilize professionals who are trained in CISD.
- Explain to the participants that the debriefings are confidential and are not part of the investigation. CISD meetings do not judge or lay blame. Recording devices at these meetings are prohibited.
- Do not schedule more than 20 individuals in a debriefing session. Advise the CISD professional about the size of the session and provide information about the attendees before the session starts.
- Consider providing CISD to the affected contractors, public and staff at the evacuation Reception Centre.

6.9 POST-INCIDENT REPORTS

The Incident Commander shall, in collaboration with the Emergency Operations Centre Director, determine the requirements and content of post-incident reports. The severity of an incident will determine the report content. There are three types of post-incident reports.

6.8.1 Fact Reports

- Reports containing confirmed facts including remedial operations.
- Post-incident reports that are restricted to facts are limited to undisputable information such as the location of the incident, when the incident occurred, who responded, the number of injuries or casualties and other information of this nature.

6.8.2 Privileged Reports

- Reports that address the cause of the Emergency Incident. Note: Issues related to liability and responsibility may arise from the analysis of the report.

Any reports that define responsibility, liability or corrective actions may have to be presented during legal proceedings. In such cases, however, the report may be protected from disclosure by the legal doctrine of privilege. Any report that relates to the causation or liability of the company for an incident should be privileged and not given to a plaintiff in legal proceedings. A privileged report that is not prepared by a lawyer should have been requested by legal counsel. It should be addressed to legal counsel as follows:

PRIVILEGED AND CONFIDENTIAL
PREPARED AT THE REQUEST OF LEGAL COUNSEL
IN CONTEMPLATION OF LITIGATION

Cause and liability reports should be clearly separated from the reports that document factual matters and set out the remedial actions.

A post-incident report contains analyses and evaluation of the incident. The report will provide advice on how to prevent a reoccurrence and will make emergency preparedness recommendations. In addition, it may identify the immediate and basic causes. (See above discussion regarding legal implications.)

- Privileged reports may include information such as the following:
 - a description of the sequence of events that led up to the incident, during the incident and following the incident
 - details related to the potential severity and the potential frequency of reoccurrence (This suggests the importance of investigation and priority for action.)
 - an analysis including a logical determination of the cause of the incident

- evaluation of the emergency response:
- on-site remedial procedures
- safety standards that were applied during the response
- internal notification and communication systems
- effectiveness of media, government liaison or community relations efforts
- public safety actions
- actions taken to temporarily reduce the risk
- an assessment of any potential legal or environmental issues that may be raised because of the incident or because of the company response actions
- a plan to reduce the risk of a similar incident including recommendations for the following actions:
 - future actions
 - design changes and operating procedure changes
 - improvements to the emergency preparedness program

NOTE: The action plan should identify who is responsible for completing the items. Target dates should be set and provisions for follow-up monitoring should be included.

6.8.3 Other Agency Reports

In addition to company reports, there may be a detailed report(s) prepared by other agencies. Some incidents may fall under the jurisdiction of the Transportation Safety Board (TSB) of Canada. For these incidents, the TSB is the prime investigator and is responsible for identifying the cause of the incident. Spectra Energy must obtain permission from the TSB before Spectra Energy investigators can conduct a site investigation.



APPENDICES

STANDARD GUIDELINES

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STANDARD GUIDELINES

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STANDARD GUIDELINES

INTRODUCTION

The purpose of the Emergency Response Standard Guidelines is to provide the basic information that will be useful in the event of an emergency. Emergency preparedness will be enhanced through the use of this material in the emergency response training program.

APPENDIX A: ODOUR COMPLAINT INVESTIGATION

Spectra Energy personnel might initially become aware of an odour or other unusual situation from outside sources such as members of the public, other industrial operators or government agencies. Spectra Energy personnel shall respond quickly and thoroughly to any external report, even if the condition seems trivial.

An Emergency Response alert shall be declared if any of the following conditions are met:

- The odour complaint is received from several different sources
- The odour complaint is substantiated by a system alarm
- The odour complaint is verified during the investigation by an On-Site Supervisor, or the situation is otherwise confirmed

I) Public Complaint to a Spectra Energy Office, Plant Control Room, Gas Control Centre

1. The Spectra Energy person receiving the complaint (the dispatcher) will declare an alert if one of the alert conditions is met.
2. The dispatcher will complete an Incident Notification Report, Section 5, Form 5.1(a)
3. The dispatcher will direct an employee to investigate the odour complaint
Note: The employee shall be trained and prepared to assume the role of an On-Site Supervisor
4. The On-Site Supervisor will report back to the dispatcher.
5. The On-Site Supervisor will maintain regular contact with the dispatcher during the investigation.
6. The dispatcher will notify the On-Call Incident Commander if an alert condition is confirmed.
7. The dispatcher will act on behalf of the Incident Commander until the Incident Commander is available to assume responsibility. Refer to Section 2, Initial Action / Notification and Section 3, Subsection 3.2.1, Incident Commander Responsibilities.

II) Spectra Energy Field Operators Receive the Complaint

1. The Spectra Energy field operator will advise the Plant Control or Gas Control Centre Operator prior to an investigation.
2. The Control Centre Operator will act in accordance with the preceding guideline Appendix A, Section I.

APPENDIX B: RESPONDER SAFETY

I) Preliminary Considerations

If a Spectra Energy employee is required to respond to an incident or odour complaint, the responder shall follow company environment policies, safe work, standard operating and emergency response procedures.

Before personnel respond to an incident, they must be prepared as follows:

- Appropriate training (i.e. H₂S training, confined space entry training, ignition training)
- Appropriate clothing (i.e. flame-resistant clothing, safety eyewear and safety footwear)
- Necessary equipment (i.e. breathing apparatus, gas monitors)
- Effective communications equipment (portable, mobile radio, cellular telephone)

NOTE: Refer to Hydrogen/Sulphide Toxicity Table Section 5, form 5.5(c) and Phonetic Alphabet Section 5, form 5.5(a)

The nature of a hazard(s) will influence the responses that are implemented by the On-site Supervisor and the Incident Commander. For example, the following characteristics about the hazard must be considered:

- the quantity and type of product involved
- the type of container involved (i.e. pipeline or vessel)
- the operating conditions of the pipeline or vessel at the time of the failure
- the potential for the situation to escalate
- the location of the incident, the time of day and the weather conditions
- actual and potential impact to workers, the public and the environment
- the number of responders and their training
- the availability of response equipment
- the availability of external support (i.e. ambulances, police, fire fighters and mutual aid)

II) Incident Site Response Guidelines

1. Consider the potential for toxic gases and/or explosive vapours and approach the incident site from an upwind or cross wind direction and approach from a distance.
2. Identify a safe escape route from the hazard(s).

3. Identify and assess related hazards (i.e. toxic vapours, fire, electrical, BLEVE potential)
4. Take precautions to protect oneself (themselves) before initiating on-site operations
5. Avoid extinguishing an ignited release if the leak or supply cannot be stopped.
6. Only attempt fire control on a small fire. Extensive fires must be dealt with by company or external fire fighting professionals. Responders shall not attempt to battle a fire without adequate fire fighting equipment, training and backup personnel.
7. The On-Site Supervisor shall brief all first responders (police, fire, ambulance, government agencies) concerning potential hazards. Do not allow responders to enter the hazardous area unless they are properly trained and equipped!
8. The On-Site Supervisor shall debrief all emergency control personnel regarding the hazards, and severity of same, prior to entering the hazardous area. Consideration must be given to ignition sources or vapours gathering in low-lying areas such as ditches, trenches, and forested areas.

III) On-Site Work Areas

The On-site Supervisor, with the assistance of Site Safety, could separate the site into three areas to clearly identify the high risk areas and to reduce the hazards to the on-site Responders. The three areas could be defined as the cold zone (safe area), the hot zone (hazardous area) and the warm zone (decontamination area).

1. Cold Zone (Safe Area)

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

2. Hot Zone (Hazardous Area)

The hot zone or exclusion zone is the most hazardous area. Extreme caution and planning must be undertaken when entering this area. Only personnel with appropriate training and an understanding of the specific response and control procedures will be allowed into the hot zone.

The following guidelines help the On-site Supervisor to determine the hot zone. An area is considered hot if any of the following conditions exist:

- combustible gas readings of 20% LEL or greater

- H₂S gas readings of 10 ppm or greater for 15 minutes
- SO₂ readings of 4 ppm or greater for 15 minutes
- oxygen content of less than 19.5% or greater than 22%
- presence of organic and inorganic vapours/gases and liquids (Consult SDS toxicity data.)
- an area is deemed to be hazardous such as the area surrounding a fire or a spill

The On-site Incident Commander or Supervisor will consider the following on-site conditions when determining the size of the hot zone:

- the location of access routes, power lines, pipelines, fire and explosion hazards
- areas where vapours are likely to accumulate (i.e. downwind, low areas, confined spaces)
- site stability (i.e. steep slopes, overhanging banks, unstable soil, thin ice)
- weather conditions
- the toxicity and evacuation data for the product involved (Refer to SDS sheets.)
- **entry into a hazardous atmosphere (including buildings), during an emergency response**

Note: If LEL is proven to be 20% or higher, entry into the area is not allowed. Personnel must isolate the leak from outside the area and reduce the LEL below 10% prior to entry.

For all other emergencies other than LEL 20% or greater: If entry into a hazardous atmosphere is required during a declared Level 1, 2, or 3 Emergency, it will be the responsibility of the Incident Commander (on scene commander) to establish the controls required to respond. Under no circumstances shall any person(s) be placed into a hazardous environment unless there is an imminent life and /or community safety threat. The Incident Commander is responsible for ensuring all reasonable controls are in place to protect workers from the hazardous environment if entry is deemed required.

3. Warm Zone (Decontamination Area)

The warm zone area is usually set up in response to a hazardous material spill and when decontamination of personnel and equipment is required. The decontamination area buffers the designated hazardous and safe areas. Warm zones should be set up in areas that are not affected by the on-site hazard.

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

- contacting vapours, gases, mists or particulate in the air
- being splashed by materials while sampling or opening containers
- walking through puddles of liquids or on contaminated soil

- using contaminated instruments or equipment

Access to and from the hot zone will be controlled. Contaminated personnel and equipment leaving the hot zone must be decontaminated in the warm zone before continuing on into the cold zone.

Decontamination is the complete or partial removal or neutralization of the harmful contaminating chemicals. Some equipment will not withstand a proper decontamination process and therefore must be destroyed. Site Safety will give the On-site Supervisor a recommendation about whether clothing, instruments and equipment should be decontaminated or destroyed.

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

IV) Psychological Support

Response and rescue personnel must often make life and death decisions and bear the responsibility for the outcome of those decisions. Responders are often under a great amount of stress. They must act quickly, often in the face of pain and fear, to assess the situation, determine priorities and begin rescuing those who are in danger. Sometimes they have to deal with the anger and hostility of those they are trying to help. They may have experienced the serious injury or the death of co-workers or the public. During every response, responders will be subjected to ongoing occupational stress such as time pressures, physical demands, mental demands, emotional demands, limited resources and high expectations from others. They may be exposed to working conditions in hazardous environments or extreme weather conditions.

Exposure to distressing, unexpected sights, combined with difficult, unpleasant and hazardous working conditions can lead to physical or emotional problems. Frequently, responders will drive themselves to the limits of their endurance. During the emergency, workers in high stress positions or assignments should be routinely rotated. Where possible, responders could be moved from high stress to lower stress positions.

Fifteen- to thirty-minute rest periods should be scheduled every two hours for all Field Emergency Response Team members. If possible, they should be provided with a sheltered place to sit or lie down, nutritious food, potable water or juices and an opportunity to share their feelings with co-workers.

Responders often get psychological support from family and friends during an emergency. During extended emergencies, Spectra Energy should ensure that responders are encouraged and given the opportunity to call family or friends during breaks.

When emergency operations are over, debriefing provides an opportunity to examine thoughts, feelings and reactions related to responders' involvement in the incident.

V) Critical Incident Stress Debriefing (CISD)

If necessary, the Safety Officer will arrange for trained personnel to meet with the responders and members of the public, preferably within 24 to 48 hours of the incident.

CISD is a three-way approach to debriefing which provides support and reassurance to those affected by an emergency. More and more companies and agencies are realizing the benefits of formal debriefing.

APPENDIX C: EMERGENCY PLANNING ZONES

- **Sour Gas**

Emergency planning zones for sour gas releases are predefined for sour gas facilities and pipelines. The perimeters of the emergency planning zones represent the 100 ppm hydrogen sulphide gas isopleth.

- **Sulphur Dioxide**

Emergency planning zones for sulphur dioxide gas releases are predefined for sulphur processing and pipeline facilities. The perimeters of the planning zones represent the 15 ppm sulphur dioxide gas isopleth.

- **Sweet Gas**

Emergency planning zones for sweet gas releases are predefined for the pipeline facilities. The perimeters of the planning zones represent the 5 kW per square meter energy isopleth.

- **Natural Gas Liquids**

For NGL releases, current industry standards assume an emergency planning zone with an 800-m setback from pipelines and a 1600-m radius from bullets and spheres. During short-term NGL releases, the plume will generally reach its maximum size within the first 30 minutes after the release.

Emergency planning zone maps are developed for each Area Site-Specific Emergency Response Plan. The emergency planning zones depicted are based on dispersion modelling that represents reasonable worst case conditions for the gas involved. Worst case conditions are defined relative to the gas release volume and meteorological conditions.

Emergency planning zones may also be established for releases of other chemicals. Information from monitoring, safety data sheets (SDS) and the Canadian Transport Emergency Centre (CANUTEC) may be incorporated into the determination of the emergency planning zones.

During an incident, the Incident Commander, in conjunction with the On-site Supervisor and the Public Protection Supervisor, may adjust the size of the emergency planning zone based on information such as air monitoring results.

Isolation of Emergency Planning Zones

I. Roadblocks

Public Safety - Roadblocks will be established to prevent public exposure to the hazard as required.

Authority - Ideally, the company should receive authorization from local authorities or the RCMP before establishing roadblocks on public roads. However, if the safety of the public is in jeopardy, the company must be prepared to quickly restrict access to the area before contacting these agencies. See Section 2, Subsection 2.1.6, Initial Notification Matrices.

Staffing - The roadblocks will be staffed by company or contract personnel with additional help from the RCMP, transportation and local authorities. Personnel who are maintaining roadblock locations that could be exposed to the hazard must be trained in the use of hand-held monitoring equipment and personal protective equipment as appropriate. Personnel who are not trained in the use of this equipment must be restricted to roadblocks that are located in safe areas.

Location - Roadblocks should be placed in locations that are clearly visible to oncoming traffic. The roadblock locations must also be positioned to enable traffic to easily turn around. Intersections are usually good locations for roadblocks.

The following information should be provided to the RCMP and the Ministry of Transportation and Highways when they are contacted:

- the nature, location and extent of the emergency
- suggestions where the roadblocks should be located
- wind speed and direction
- number of people living within the site-specific emergency planning zone

Equipment - Each roadblock location should have the following equipment:

- explosive gas detectors and/or H₂S monitors (hand-held instruments), if appropriate
- radio communication
- road barriers
- flashing lights

- maps
- Roadblock Checkpoint forms, refer to Section 5, Form 5.2(d)
- personal protective equipment

II. Airspace

Public Safety - The public must also be protected from flying into the airspace above a gas release.

Notification - Transport Canada can be contacted through the nearest Flight Service Station (refer to ***FERP Section 7, Subsection 7.2*** for contact numbers.) to request the issuance of a NOTAM (Notice to Airmen). A NOTAM restricts access to airspace in a defined area.

APPENDIX D: EVACUATION AND SHELTERING

Evacuation and sheltering are procedures for keeping the public from being exposed to a hazard. The decision to evacuate or shelter depends upon the type and severity of the incident.

During evacuation or sheltering operations, priority must be given to members of the public at greatest risk. When assessing the risk and assigning priorities, consider the following issues:

- Who is closest to the incident?
- Who is downwind of the incident?
- Who is isolated by a dead-end road?
- Who is sensitive or needs assistance?

Priorities may also be assigned to nearby urban centres or public facilities.

During a sour gas release, Spectra Energy will mobilize a mobile air monitoring unit to the area. Downwind air monitoring enables the Incident Commander and the Public Protection Supervisor to assess where sheltering or evacuation strategies should be recommended. H₂S levels downwind of the incident site will be monitored with hand-held H₂S detectors by trained personnel until a mobile air monitoring unit arrives.

If evacuation or sheltering takes place, roadblocks must be established to secure the area.

I) Sheltering

Sheltering is a public safety strategy that is used when it is safest for people to avoid exposure to toxic gases or combustible gases by staying indoors. Measures are taken to preserve the air quality within the building. Residents and business people should be sheltered during the following circumstances:

- The buildings are considered to fall within or very near toxic gas or explosive gas plumes.
- Escape routes from buildings traverse the plume.
- The location of the plume is not known because monitoring is not taking place, the source of the leak is not confirmed or weather conditions are not confirmed.
- Safe egress directions cannot be confirmed.

- The duration of the release is short and evacuation may unnecessarily expose residents to the toxic gases.
- Not enough time or warning to safely evacuate.
- Residents are waiting to be evacuated.

A significant portion of Spectra Energy's pipelines and facilities contains sour gas at high pressure. Any release from one of these facilities will probably occur without warning, but will rapidly dissipate as block valves are closed and the system depressures. Sheltering is usually the most viable public safety strategy for people living near a pipeline incident.

Residents will not usually be sheltered for longer than a few hours. The Public Protection Supervisor and the Incident Commander must ensure that the safety of sheltered residents is given top priority by the following precautions:

- initiating evacuation procedures if conditions are determined to be safe (because of wind shifts or improved monitoring results)
- directing ignition procedures (if ignition can be done safely)
- containing the release

Residents and business people are usually telephoned and advised to shelter. The Telephoners provide the following instructions to sheltered residents:

- Close windows and doors.
- Shut off all air intake fans and fans which exhaust outdoors (i.e. clothes dryers, stove vents, vacu-flo systems and bathroom fans).
- Extinguish fires in fireplaces.
- Do not smoke or have open flame.
- Wait in the interior of the house for further instructions.

The Telephoners will leave contact telephone numbers for the sheltered members of the public and will frequently telephone with updates. It is very important to reassure sheltered members of the public that they have not been forgotten and that sheltering is their safest action.

II) Public Evacuation

Evacuation is a public safety strategy that is used when residents or business people can be safely removed from an emergency planning zone. For long-term releases, evacuation is preferred to sheltering if public safety can be assured during the evacuation process. Obviously, after residents or business people are evacuated from the emergency planning zone, their safety is no longer in jeopardy and priorities can be shifted to other issues. Residents and business people should be evacuated if the following conditions exist:

- Sufficient advance warning is available before a release occurs.
- The location of the plume is known and safe egress routes can be assured.
- The release will not likely be contained in the very near future.
- Visibility and road conditions are good.
- The residents clearly understand their directions.

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

NOTE: Legal authority for forced evacuation of residents is a responsibility of the provincial regional and municipal governments.

If the Field Emergency Response Team Incident Command/On-Site Supervisor determines that evacuation of residents is required, that recommendation should be presented to the Incident Commander of the lead government agency with the authority to invoke an evacuation.

If an evacuation is deemed necessary, the Emergency Social Services (ESS) group will set up evacuation centres to deal with those people displaced by the evacuation.

Residents and Business People

If evacuation is necessary, residents and business people will be contacted by phone or in person (or both). They will be given instructions to safely go to the designated Evacuation Centre where they will be met by company representatives who will address their concerns and immediate needs and advise the location of any activated Evacuation Centres.

Rovers will help those residents/business people who do not have transportation and require assistance.

Transients

The Rovers or roadblock personnel will provide transients with basic information regarding the location of the emergency, evacuation procedures and the location of the Evacuation Report Centre. Information about the transients will be documented on the appropriate forms in Section 5.

III) Public Evacuation and Sheltering Criteria

During Level Two or Three Alerts, the public inside the emergency planning zone must be sheltered or evacuated. Any members of the public outside the emergency planning zone who express difficulties should be given the option to go to the Evacuation Report Centre where they can receive additional information and assistance.

As noted in the guidelines for isolation of the emergency planning zone, the Incident Commander may choose to adjust the size of the emergency planning zone on the basis of monitoring results or other site-specific considerations. Nonetheless, the area where mandatory evacuation and sheltering should occur must coincide with the emergency planning zone

Spectra Energy policy is to recommend evacuation or sheltering of the public when the following conditions exist:

Notification and evacuation requirements **outside** the EPZ

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

**NOTE: Refer to Hydrogen/Sulphid Toxicity Table in Section 5, Form 5.5(c)
SDS's also provide valuable reference for other products.**

CANUTEC provides immediate advice and scientific data to those who respond to emergencies involving dangerous goods such as a fire, spill, leak or human exposure. CANUTEC can also, through standing agreements, contact product specialists to provide further assistance.

IV) Evacuation Report Centres

The company representatives at an Evacuation Report Centre must be understanding and express reassurance to the evacuees. They need to be organized to receive the evacuees and assess their initial needs, provide accurate, consistent and clear information about the status of the emergency, compensation policies and guidelines. Company personnel will coordinate evacuation report centre administration efforts with the local Regional District/Municipal, Oil and Gas Commission, or EMBC representatives, if involved.

The Evacuation Report Centre Representative will maintain communications with the Public Protection Supervisor so that they can quickly relay information about resident status. All support staff at the Evacuation Report Centre and any established Regional District/Municipal Evacuation Centres should be compassionate, while projecting an attitude of confidence and positive expectations. The evacuees will be looking to the workers for assurance and support.

The Evacuation Report Centre Representative and support staff must deal with the reactions of the residents who have been evacuated from their homes. The company representatives can help the evacuees by taking the following positive measures:

- Greet the evacuees calmly.
- Use the Evacuee Registration Form to document evacuee information, key issues and concerns. Do not make promises that cannot be kept.
- Be prepared to listen to what people are feeling and have experienced.
- Allow the evacuees to vent their emotions.
- Attempt to reunite families as quickly as possible.
- Make arrangements through the Regional District/Municipal Emergency Social Services (ESS) and/or the local community Emergency Operations Centre staff for

alternative accommodation, reimbursements of daily expenses and the temporary care of evacuated property.

- Document the details of individuals who may have trouble coping with the incident so that they can be given prompt psychological support.

V) Plant and Compressor Station Evacuation

Site-specific evacuation plans for each major plant and facility, including standard procedures, alarms, mustering stations and ground or air transportation requirements, are described in each Area Site-specific Emergency Response Plan.

APPENDIX E: IGNITION GUIDELINES

The planned ignition (burning) of a release is a method of protecting the public or the environment from a hazard. Ignition is used when public safety cannot be assured through evacuation and sheltering procedures. Furthermore, environmental damage may be minimized through ignition if conventional cleanup procedures are not effective.

Deliberate ignition of an NGL or sour gas release is a drastic measure. The consequences of igniting a gas plume must be considered. The resulting explosion or fire may create other serious hazards or situations. Ignition may not be possible if NGL or other explosive gases have accumulated near the public or areas with serious fire hazards.

Planned ignition of any flammable product must be conducted with caution by trained personnel following safe-work procedures. Never attempt the procedure with fewer than two people, so that there is one person for rescue backup. Refer to the ignition decision flowchart and the ignition procedure flowchart on the following pages.

I) Authority

If immediate action is required, the On-site Supervisor has the authority to ignite the release if any of the following conditions exist:

- If not ignited, the release could lead to a loss of life or cause serious environmental damage.
- Downwind monitoring results show H₂S concentrations of an average of 15 ppm for 15 minutes in non-evacuated areas.
- During an uncontrolled H₂S release, downwind monitoring is not taking place because of unforeseen circumstances, such as bad weather, terrain or loss of communication.
- Release could not be brought under control.
- Evacuation of the Emergency Planning Zone (EPZ) could not be accomplished.
- The company, in conjunction with the regulatory agency, deems it necessary.

If time permits, the decision to ignite will be made in conjunction with the Incident Commander, lead regulatory authorities and other officials such as fire and forestry if applicable.

NOTE: Mobile air monitoring units must be dispatched as quickly as possible to the emergency site, as this equipment can accurately record readings downwind of the release.

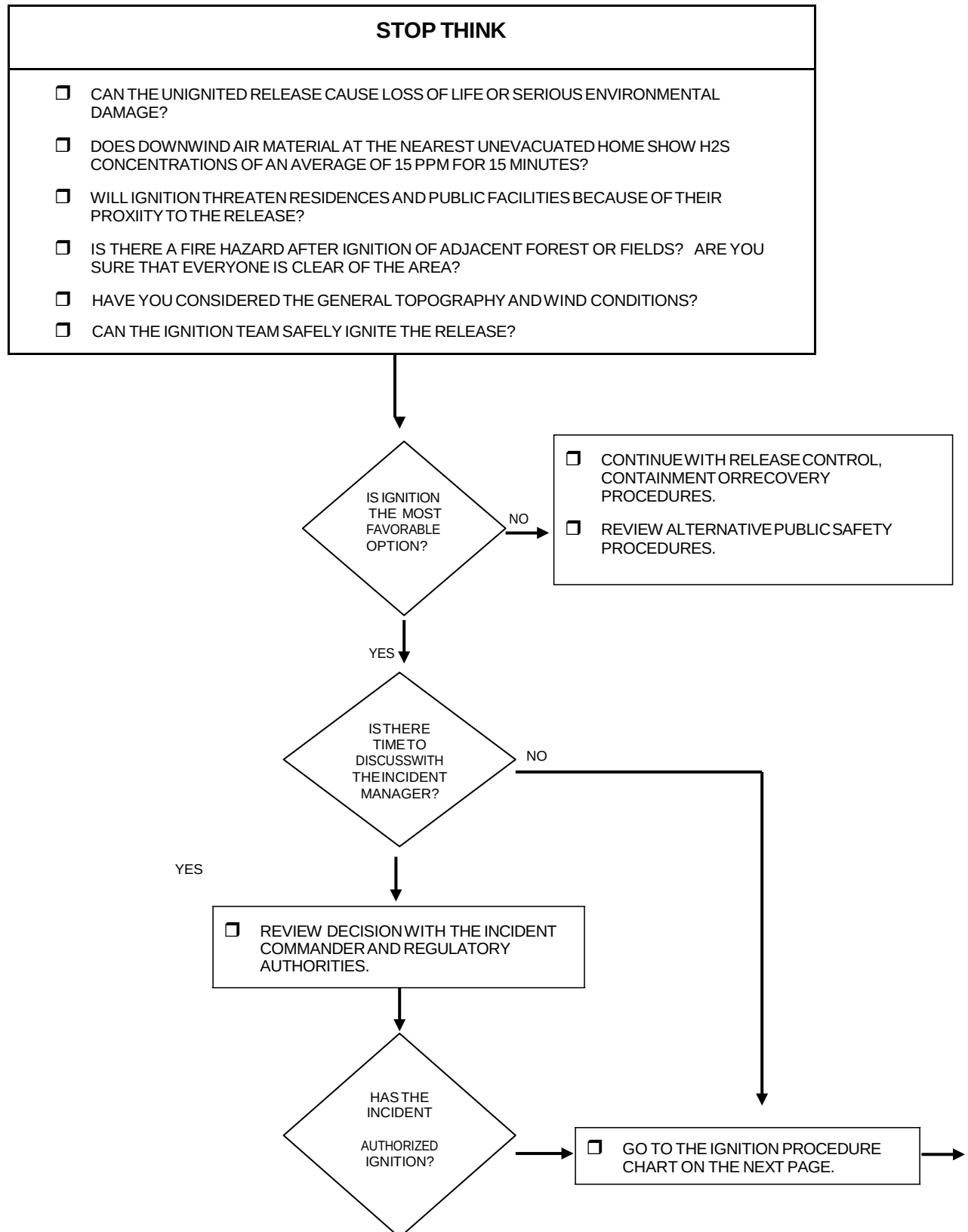
II) Ignition Team and Equipment

The **ideal** ignition team has four members and the following equipment:

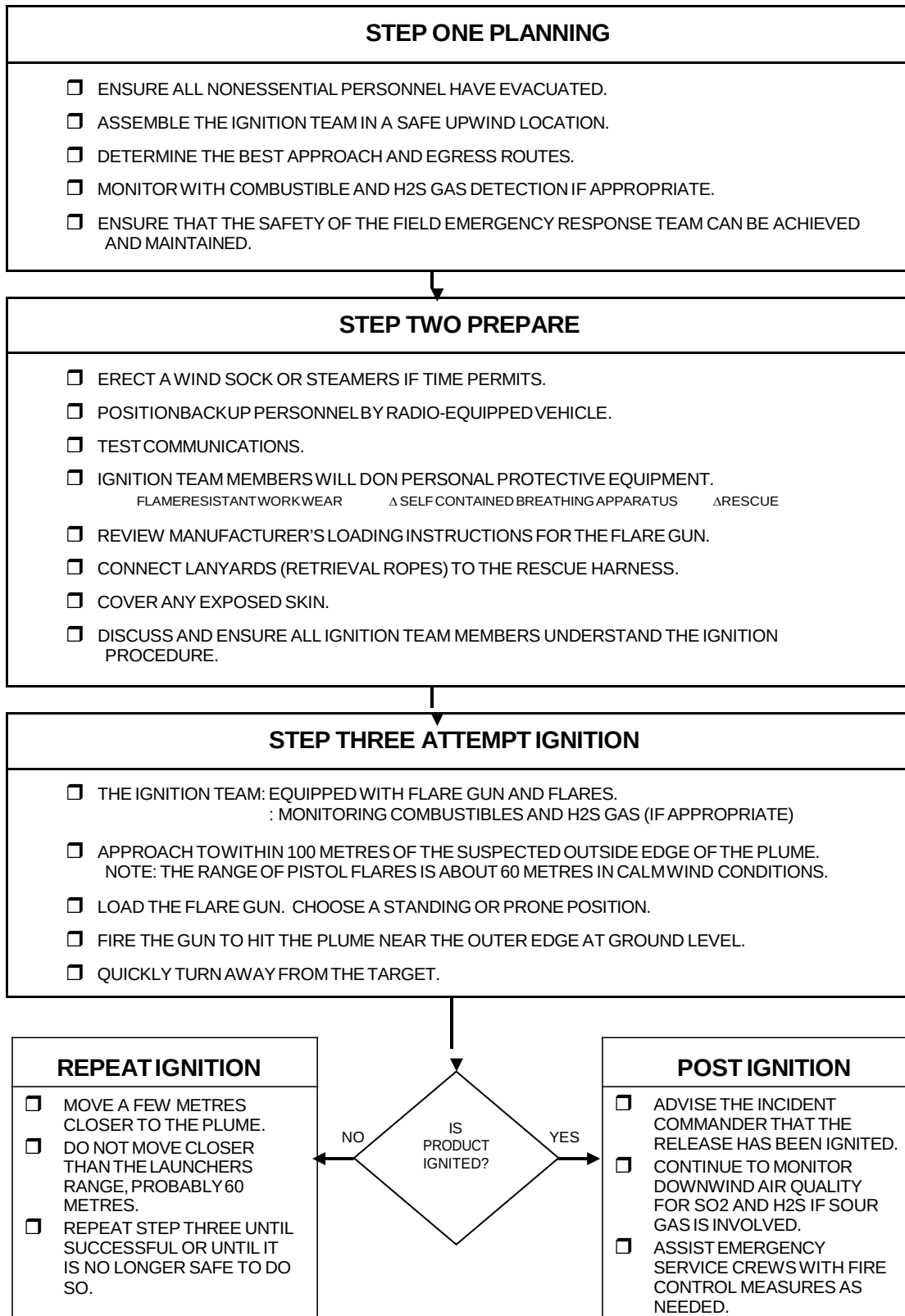
- 1 - flare gun with 36 flares
- 4 - pairs of flame-resistant coveralls
- 4 - sets of ear protection (ear muff or expendable)
- 2 - rescue harnesses with D-ring in front or safety belt with D-ring in back
- 4 - hard hats (with face shields if available)
- 1 - 30-m rope
- 4 - flame-resistant balaclava (or hard hat liners)
- 1 - lower explosive limit gas detector
- 1 - H₂S gas detector for sour gas release
- 4 - self-contained breathing apparatus with +30-minute air supply
- 1 - wind sock with streamers if available
- 1 - vehicle with communications to Incident Commander
- 1 - fire extinguisher (30 lb dry chemical)
- 1 - fire extinguisher (5 lb dry chemical)

The following pages provide guidelines related to the decision to ignite and the procedures to ignite a release.

III) Ignition Decision Tree



IV) Ignition Procedure



APPENDIX F: SPILL RESPONSE

I) Purpose

ALL spills must be reported to the Gas Control/Facility Control Room **IMMEDIATELY** following reasonable and practical action to make the site safe and to contain and minimize the environmental impact of the spill. All spills are to be reported following the One Window Reporting Procedure

II) Response Procedure

1. The Incident Commander will activate the Field Emergency Response Plan according to Section 2.

Upon activation of Area Site-specific Field Emergency Response Plan, the Incident Commander (or Gas Control/Control Room Operator, in the capacity of the Incident Commander) will inform the initial action/notification contacts in Section 2, Subsection 2.1.6.

For federally regulated sites, verbal preliminary reports are compulsory for the National Energy Board (NEB) and the Transportation Safety Board (TSB) (refer to Appendix G for details).

2. The Incident Commander shall communicate the spill particulars to the Environment Health and Safety Supervisor.
3. The Environment Health and Safety Department will direct containment and cleanup procedures at the site.
4. Refer to Incident Management Program on the Source.

APPENDIX G: INCIDENT REPORTING

In the event of an Emergency Response Alert, incident reporting will take place after reasonable and practical action has been taken to care for the injured and to contain, and reduce the effect of a spill or release to the environment. All reportable incidents involving the Spectra Energy pipeline system or process plants must be reported immediately, without delay, regardless of the time of the day or night. However, the reporting will take place after reasonable and practical action has been taken to care for the injured and to contain and reduce the effects of any spill or release into the environment. If there is any doubt whether an occurrence is reportable, report it.

I) Reporting Requirements

Notification matrices in Section 2 have been created to simplify reporting requirements for each province and territory where Spectra Energy conducts operations. Each matrix includes all incident reporting requirements, whether or not an alert has been declared.

Spectra Energy has developed a specific Incident reporting guideline titled “Regulatory Incident Reporting Guidelines”; a copy is available on the Incident Management Program on the Source. All employees receive training in their role to report Incidents/Emergencies and the One Window reporting document is included in each employees annual training requirements.

II) External Reporting Responsibility

- The Incident Commander will delegate all government reporting to the Liaison Officer.
- If the nature of the incident does not require the implementation of this Emergency Response Plan, the Incident Reporting Supervisor has the primary responsibility for incident reporting (Refer to the One Window Reporting Procedure).
- In both of the above situations, SME's (Safety Matter Experts) will be called to assist with the notifications to the following organizations:
 - the NEB, the Transportation Safety Board for incidents involving federally regulated facilities
 - the provincial regulator (e.g. OGC, AER, MEI) for incidents involving provincially regulated facilities
 - the appropriate occupational health and safety organization, as necessary.
- For all incidents, Spectra Energy personnel can refer to the notification matrices in Section 2 to clarify the appropriate notification requirements.

III) Method of Incident Reporting

Refer to the One Window Reporting Procedure and the Regulatory Incident Reporting Guidelines on the Incident Management Program page on the Source.

APPENDIX H: MEDIA RELATIONS

I) Understanding the Media

The news media is a very competitive industry, so reporters will sometimes push very hard for information. News organizations have firm deadlines and expect disasters to be reported in terms of loss of life, injury, amount of toxic products spilled, etc. If media representatives are not promptly given basic information, it can be assumed that they will continue to get the story and fill the gap with information from a less reliable source.

II) Overview of Spectra Energy / Media Relations

Any incident that affects the environment, the health and safety of individuals or causes extensive property damage could be a news item. It is important to maintain a good relationship with the media, recognizing that the media can provide timely public safety messages and express accurate information regarding the company response to the incident. The way that any company representative handles an inquiry or an interview will reflect on how the media and public perceive the company's response and its commitment to ensure public safety.

To maintain an open and well-managed channel of communication, all Spectra Energy employees must cooperate with the media representatives and ensure that information is complete, factual and timely. However, this cooperation with the media must be within the bounds of safety and practicality. Furthermore, without conveying an impression of being evasive, care must be taken not to be caught responding to leading questions which may be misconstrued or vulnerable to misquotation.

During the early moments of the emergency, the field staff may receive telephone calls or personal visits from media representatives. If approached by the media, any employee may give a brief factual statement. Further inquiries must be forwarded to the Incident Commander or the Information Officer (if already appointed) who will supply the media with a Preliminary Media Statement.

The designated corporate office media spokesperson is the Community Relations Lead or alternate for the EOC Team.

III) General Media Guidelines

- Do not wait to prepare a media statement until contacted by the media. Gather all facts and prepare a preliminary media statement; if time permits, media releases should be prepared in a co-ordinated effort with the Oil and Gas Commission and if applicable, affected producer(s).
- Decide on three or four key messages that should be conveyed. Always steer your answers to reinforce the key messages even if the media attempt to lead you to other topics.
- Return any media calls promptly and courteously.
- Always assume that a telephone interview is being recorded.
- Restrict comments to the facts. Do not speculate on the cause.
- Keep messages consistent and non-technical.
- Try to bridge from the facts to the positive steps that the company is taking to protect the public, the workers, and the environment. ("These are the steps we are taking.")
- Avoid using the names of people or companies. If names must be used, ensure the spelling and information is correct.
- Identify one company spokesperson for the media representatives' reference.
- Document the reporter's name, organization and telephone number and the information provided to them.

Remember:

- Do not use the phrase, "no comment".
- Do not release the names of the injured or missing.
- Suspected fatalities are considered as injuries until death is confirmed by a medical doctor.
- Do not make comments off the record. Anything said to a reporter is *on the record*. Be careful about comments that are made after an interview.
- Honour your promises to the media.

IV) Media at the Incident Site

The On-site Supervisor or Roadblock Crews may give a statement similar to the following example if media representatives arrive before the preparation of a preliminary media statement;

"We are dealing with the situation to ensure the safety of the public, our personnel and the environment. The cause of the incident has not been

*determined. Spectra Energy will issue a statement once the facts are known.
Our spokesperson is _____ and (he/she) is located _____.
Could I please have your name and the name of your organization?"*

The On-site Supervisor will immediately inform the Incident Commander or the Information Officer about the nature of any discussions with the media.

Consider the following guidelines for addressing the needs of the media at the incident site:

1. The media will not be allowed on-site, unless agreed to by the Incident Commander. This is to ensure everyone's safety. No objection should be made to the media filming or photographing the event if they do so from a safe place, off the property.
2. An Information Centre should be set up in safe proximity to the incident site. Inform the media that this will be the only location where on-site information bulletins will be issued.
3. If access is granted to the site, media personnel must be escorted while on company property and, for their safety, denied access to dangerous areas.

V) Interview Tips

The way that the company spokesperson handles interviews with media representatives will affect the public's perceptions of the company and its response. During an interview, it is important that the company convey the following message:

1. Spectra Energy is aware of the extent of the incident and its impact on the public and the environment.
2. Spectra Energy recognizes the significance and consequences of the incident.
3. Spectra Energy is organized and committed to accomplishing the following objectives in its response:
 - Safeguarding the public
 - Effecting the rescue and treatment of casualties
 - Minimizing damage to property and the environment
 - Initially containing and ultimately bringing the incident under control
 - Providing accurate information to the media
 - Securing the safe rehabilitation of effected areas
 - Preserving relevant records and equipment for the subsequent inquiry into the cause and circumstances of the emergency

VI) Before an Interview with the Media

1. Prepare a brief statement and be sure that it is not complicated or technical. Keep in mind the journalism questions of who, what, why, where and when.
2. Clarify the facts.
3. Anticipate the questions that will be asked and prepare answers.
4. Fully understand the company's plan for resolving the situation.
5. Wear appropriate clothing for your position, job function and location of interview. For example, personnel at the incident site should wear work clothing rather than ties or sport jackets.

VII) During an Interview with the Media

1. If possible, avoid conducting video interviews in an office, desk setting. Be aware of the background that will be captured on tape.
2. Have the entire interview recorded or transcribed for company records. Be sure to advise all parties involved that a recording is being made.
3. Take control and respond only to an orderly question and answer session.
4. Always incorporate at least one of the key points emphasizing company concerns and actions taken in every response.
5. Avoid spontaneous responses. Steer leading questions back to the prepared statement.
6. Listen carefully to each question and ask for clarification if necessary.
7. Be brief, summarizing your thoughts in 30-second segments if possible.
8. Provide information as it becomes available. Do not hoard information or release it bit by bit if the full picture is known.
9. If you do not know the answer to a question, say "I do not know". Do not speculate. Refer the question to the appropriate company expert and promise to get back to the reporter with the information.
10. Do not repeat the reporter's editorial or negative comments. Use your own words.
11. If presented with a long list of questions or grievances, pick one and deal with it.
12. Do not get trapped trying to answer an either/or question. The best answer is neither.
13. Never comment on rumours or speculation. Refute any untruth mentioned by the reporter.
14. Keep all promises to media representatives.

VIII) Sample Preliminary Media Statement

- Additional blank forms are in Section 5.

***** EXAMPLE ONLY *****

Spectra Energy Gas Preliminary Media Statement

Date: *March 8, 1996*

Time: *4:55 p.m.*

My Name is: *John Smith*

My Job Title is: *Business Coordinator*

This is the information I can give you so far:

At 4:35 p.m. today, March 8, 1996, an explosion occurred at Spectra Energy's Fort Nelson Plant, located approximately 21 km south of Fort Nelson, British Columbia.

Three Spectra Energy employees are being treated for injuries. The names and condition of the injured will be released by Spectra Energy's Manager, Communications and Community Affairs.

Spectra Energy staff has activated and is directing emergency response procedures, to protect the public, our employees and the environment. The Fort Nelson Plant has been shut down and isolated.

The cause of the explosion is not yet known and no estimate of damage is available. Only the subsequent accident investigation will reveal the cause and cost.

Further inquiries should be directed to Debbie Grey, Manager, Communications and Community Affairs at (604) 691-xxxx for Spectra Energy, who will issue a news release at a later time.

APPENDIX I: NEXT OF KIN NOTIFICATION

When an employee, contractor or member of the public is seriously injured, missing or pronounced dead, the next of kin must be notified as promptly as possible.

I) Responsibility for Notification

Employee: Notification of a Spectra Energy employee's next of kin is the responsibility of the Incident Commander

Contractors: Notification about contractors should be made by their employers. The Incident Commander will ensure that the contractor's management is notified. Some independent contractors may not have a head office. In such cases, the Incident Commander is responsible for next of kin notifications just as if the contractor were an employee.

Public: If a member of the public is injured or killed as a result of company operations, notifications will be coordinated through the local police.

Notification of next of kin is extremely stressful for all involved. Company representatives must be compassionate and reassuring. The personnel involved must deal with reactions such as denial, fear, anger, pain, sorrow, and grief. The company representatives can take the following positive measures to ease this trauma.

II) Before Notifying the Next of Kin

- Do not release the names of the injured, missing, or persons pronounced dead before the next of kin are notified.
- Triple check the identities of any casualties.
- Obtain confidential employee information from the Emergency Response Coordinator if possible. This explains how the employee wants the next of kin to be notified.
- If the casualty is conscious, document concerns and do not make promises that cannot be kept.
- Confirm the casualty's relationship with the people being notified.
- Whenever possible, a senior company representative will conduct the notification, accompanied by a co-worker, a family friend or the RCMP.
- Be prepared to support the next of kin. Provide assistance such as transportation, child care, alternative accommodation, the reimbursements of daily expenses and the temporary care of the family home if required.

Representatives conducting the notification must not have any time pressures, so they are available to support the next of kin.

III) Notification of Next of Kin

- Make the notification in person, not by telephone or through an intermediary.
- Provide the relatives with as much information as possible, as too few details can cause excessive worry. Present only the facts; do not speculate.
- Do not discuss personal views of liability or fault.
- Be prepared to listen to what people are trying to say.
- Allow the next of kin to vent their emotions.
- Attempt to support and reunite families as quickly as possible.
- Offer assistance; document key issues and concerns. Do not make promises that cannot be kept. Follow up on relatives' requests.
- Document the details of anyone who appears to be having trouble coping with the incident so that he/she can be given prompt psychological support.
- Do not leave the next of kin alone.
- Offer to contact a neighbour, friend, relative, minister, doctor or counsellor.
- Leave your name and telephone number with family members.
- Ensure the next of kin are protected from media harassment as required.

IV) Follow-up

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

APPENDIX J: GOVERNMENT ROLES

Many government departments, boards and agencies, provide special services during incidents that pose a potential or definite hazard to the public, wildlife, or environment. Some of these agencies work from their own offices or some work from the Incident Command Post or the On-site Command Post.

Government agencies will contribute valuable support to the company during an emergency by providing advice, resources and local information. In order to avoid conflicts over jurisdiction and response priorities, Spectra Energy representatives need to work as a team with government agencies and other external groups. An integrated response between Spectra Energy and external groups will help ensure the protection of the public, property and the environment. The extent of government support will depend on the jurisdiction and the severity of the emergency. Notification matrices in Section 2 provide a guide for notifying government agencies. Telephone numbers for the agencies are listed in the site-specific telephone directory (Section 7).

The following government roles are provided to promote understanding. The titles, jurisdictions, mandates and roles of agencies are subject to change without notice.

TRANSPORTATION SAFETY BOARD OF CANADA (TSB)

- investigates all transportation occurrences in Canada, including all aviation occurrences and all pipeline occurrences under the NEB's jurisdiction
- primarily responsible for accident investigations (air, land, pipeline incidents)
- maintains a team of investigators on 24-hour standby
- in coordination with the Coroner, TSB has complete authority including access, over an accident site under TSB jurisdiction during the investigation.

NATIONAL ENERGY BOARD (NEB)

For federally regulated Spectra Energy operations, the NEB is the primary regulator under the onshore pipeline regulations and the health and safety requirements set out in the Canada Labour Code.

The NEB monitors the following Spectra Energy activities to ensure that procedures are effective: control and mitigation of the hazards to workers and the public protection of the environment maintenance of the integrity of the pipelines and related facilities

In addition, the NEB works with Spectra Energy to ensure responses are effective:

- may provide expertise in such areas as remediation and on-site communication with the public and media
- will ensure that Spectra Energy is conducting emergency response efforts as stated in the Spectra Energy Field Emergency Response Plan
- may suggest alternate methods of control, containment or recovery
- will work with Spectra Energy, but has the option of using regulatory authority to order Spectra Energy to take certain actions if the NEB deems it necessary
- assigns and dispatches a site investigation team
- monitors the occupational health and safety of personnel who are working under NEB and Canada Labour Code jurisdiction at the work site
- gathers information to take any necessary action to prevent the incident from recurring

EMERGENCY MEASURES/DISASTER SERVICES

A state of local emergency is a temporary legal state, in which extraordinary action may be taken to manage an emergency and mitigate its effects. Under provincial and territorial emergency legislation, a municipality can declare a local state of emergency so that certain situations can be directed locally.

- manages the supply of food, building materials and other commodities
- controls public access
- forces the public to evacuate from designated areas
- controls entrance and use of public property

A state of local emergency also provides the municipality with legal liability protection for the responders and volunteers. The specifics and duration of the special power vary with each provincial or territorial act.

Emergency Management B.C. (formerly PEP)	British Columbia, EMBC Regional Manager
• operates a 24-hour emergency coordination centre that initiates notification about all emergencies including transportation of dangerous goods to other agencies, officials and services • carries out a notification fan-out to other British Columbia agencies • notifies the appropriate EMBC Regional Manager about the emergency • confirms that the RCMP has been informed • alerts municipal and regional districts and other area industries • provides representatives on a 24-hour basis • informs NorthwTel/Telus about the priority of emergency communications • requests assistance from agencies located in other jurisdictions • notifies the local health officials about the situation and requests assistance as required • requests assistance from the government air ambulance services • assists in obtaining a NOTAM to close airspace as required	• provides local emergency services and resources as requested or required • provides evacuation assistance or roadblock assistance as directed • in a major emergency, opens a provincial Regional Response Management Centre near the site of the emergency to coordinate the provincial response with the lead regulating ministry • upon request, assists with the set up and administration of the local Reception Centre • if required, activates the local emergency plan, initiating and managing local disaster services response

EMERGENCY MEASURES/DISASTER SERVICES (continued...)

Yukon Emergency Measures Organization (EMO)	Northwest Territories Emergency Measures Organization (EMO)
• provides expertise for the management of public emergencies • implements and coordinates territorial government public emergency procedures • coordinates other territorial government agencies and support groups	• provides expertise for the management of public emergencies • implements and coordinates territorial government public emergency procedures • coordinates other territorial government agencies and support groups
Alberta Transportation and Utilities, Disaster Services Branch	Municipal/County Disaster Services Coordinator
• operates 24-hour dangerous goods incident reporting line • implements the Alberta government telephone fanout to alert all affected departments and agencies • provides a liaison officer to the Alberta Energy Resources' Conservation Board off-site Regional Response Management Centre if established • informs Telus about the priority emergency communication requirements • coordinates plans for evacuees and the receiving municipalities • activates the Regional Response Management Centre if required • makes recommendations to the Alberta government about assistance to disaster victims and cost sharing arrangements incurred during emergency or disaster operations • collects, collates and analyses the Alberta government's emergency operation costs The Public Safety Services Act of Alberta requires the local authority for each municipality to be responsible for emergency response planning and the direction and control of emergency response in its jurisdiction.	• initiates and manages the local disaster services response • dispatches representative(s) to the Alberta Energy Resources' Conservation Board off-site Regional Response Management Centre if established • ensures all local emergency services and resources are available • if required, activates the municipal Regional Response Management Centre and coordinates municipal activities at this centre. • upon request, assists with setting up and administering the Evacuation Centre • assists with the arrangements for temporary accommodations for residents who have been evacuated • assists with setting up and maintaining roadblocks • assists with fire fighting services • provides ambulance and emergency medical services as required • if necessary, declares a local state of emergency to provide local authorities with special powers (mandatory evacuation, entry into private property, conscription, demolition of private property or structures for safety reasons, etc.) • establishes a public information service, including use of the media to inform and instruct the public about the emergency

PROVINCIAL AND TERRITORIAL OIL AND GAS REGULATIONS

British Columbia Oil and Gas Commission (OGC)

- Oversees the operator's response to an incident
- Notified by EMBC of incidents within the OGC's jurisdiction (on lease)
- 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 Operator's On-Site Command Post and/or Evacuation Centre
- May establish a government EOC at the OGC office
- Confirms ignition decision with operator if time permits
- Confirms media releases to be sent out by operator

Alberta Energy Regulator (AER)

The AER participates in the emergency response for all situations involving or threatening oilfield wells, production facilities or pipelines.

- ensures that the company is:
 - o advising the public about immediate or potential danger of released contaminants
 - o maintaining security within the closure order area
 - o conducting an evacuation or in-place shelter notification by house-to-house contact with assistance from the RCMP and local authorities
- ensures the Government of Alberta Regional Response Management Centre is mobilized as required (Alberta Emergency Support Plan for an Upstream Petroleum Incident)
- as required, alerts the Government of Alberta about the emergency through Alberta Transportation and Utilities
- as required, communicates with the following agencies:
 - o RCMP detachment nearest the scene or the local police
 - o Alberta Environmental Protection
 - o Alberta Labour, Issues and Regional Management, OH&S
 - o Local authorities whose geographic area is or may be affected
- determines the extent of the immediate hazard and issues a closure order (fire hazard order) if necessary
- Establishes an Off-site Emergency Operations Centre, if necessary, and coordinates all government activities at this location. Establishes a public inquiry centre at the Off-site Emergency Operations Centre with the assistance of the Public Affairs Bureau
- with the operator, estimates the release rate of the product
- arranges for closure of airspace as required (NOTAM)

Yukon/Northwest Territories

The NEB administers the legislation for oil and gas activities in the territories and is the key contact for any incident. See the NEB heading in this section for a description of the NEB's role in an incident.

ENVIRONMENTAL PROTECTION

Environment Canada
• provides a supporting role; however, Environment Canada may require specific actions under the Fisheries Act and The Canadian Environmental Protection Act • works together with provincial environmental protection agencies and in British Columbia may be initially notified by EMBC • may assign inspectors where appropriate • able to assist with plume monitoring • can provide advice on environmental implications of operational decisions • may assist in locating pollution control equipment • advises about cleanup technology
Department of Fisheries and Oceans (DFO)
• primary role is the conservation of fish and fish habitat • any amount of hydrocarbons entering a waterway frequented by fish or occupied by waterfowl is deemed to be in contravention of the Federal Fisheries Act and must be reported to the Department of Fisheries and Oceans • works together with provincial environmental protection agencies and may be initially notified by Environment Canada or by EMBC • is not a first response agency, but may serve that function if required • may send personnel to the site if there has been or could potentially be an impact to fish or fish habitat • works closely with Environment Canada, Canadian Coast Guard and other provincial environmental agencies
Canadian Coast Guard
• is part of the Department of Fisheries and Oceans • primarily involved when an incident is an important impediment to shipping, including all navigable waters (defined loosely as a watercourse that heavy laden canoes can travel) • works closely with (as part of) the Department of Fisheries and Oceans and other provincial environmental agencies

ENVIRONMENTAL PROTECTION (continued...)

British Columbia Ministry of Environment, Lands and Parks, Waste Management Branch

- provides access to a 24-hour Emergency Control Centre operated by Emergency Management B.C. (EMBC) that provides a single responsibility centre for reporting of environmental emergencies
- provides liaison with the headquarters of other provincial, federal and local government agencies for environmental issues
- alerts EMBC if Ministry of Environment representatives are contacted first (Responsibility for notifying EMBC remains with the company.)
- could assist with other notifications such as:
 - < closest RCMP detachment
 - < Ministry of Fisheries
 - < municipal/regional authorities
 - < local authority whose geographic area is or may be affected
- obtains estimates of the product release from the company
- ensures that the company has adequate equipment available for monitoring
- ensures containment of discharges or potential discharges of condensate or other release-related liquids is undertaken by the company to prevent entry into a watercourse
- provides advice and guidelines regarding the decontamination and disposal of waste product, equipment and clothing
- can arrange for a burn permit from the Ministry of Forests if consensus is reached that this is the best action
- ensures that hazardous wastes and pollutants are properly disposed

Yukon/Northwest Territories - Environment Canada, Environmental Protection

- determines the lead government regulating agency
 - as required, notifies additional government agencies
 - in conjunction with Department of Indian Affairs and Northern Development (DIAND) - Northern Affairs, assesses potential damage and assists with containment efforts on all federal lands.
- NOTE: Environmental Protection operates the Yukon Spill Report Line for all discharges, emissions and escapes of substances posing a danger to life, health, property and the environment. Environmental Protection is one of three administering agencies responsible for the NWT Spill Report Time.

ENVIRONMENTAL PROTECTION (continued...)

Yukon/NWT DIAND - Northern Affairs Program, Land Resources Section
The DIAND - Northern Affairs Program, Land Resources Section is the regulatory agency and surface land administrator for all federally owned lands. • dispatches a representative to the Command Centre if required • provides assessment of potential damage and offers advice for remedial control in all areas relating to renewable resources • Seeks advice from Environment Canada, Environmental Protection regarding environmental emergencies. NOTE: DIAND - Northern Affairs is one of three administering agencies responsible for the NWT Spill Report Time.
Yukon Environmental Protection and Assessment, Renewable Resources
• monitors and provides advice regarding containment, recovery and remediation
Yukon Transport Service
• ensures compliance with transportation of dangerous good legislation (call to the spill report line qualifies as notification) • dispatches inspectors to the site for a transportation incident as required • provides advice to company personnel and is prepared to take charge on site if required
Northwest Territories Environmental Protection Division, Renewable Resources
• monitors and provides advice regarding containment, recovery and remediation NOTE: The NEB is the lead regulatory agency for spills at oil and gas exploration, production facilities including pipelines, gas plants and refineries in the Northwest Territories.
Alberta Environmental Protection, Pollution Control
• manages all sour gas monitoring (product) except those activities for which workers' health and safety and compensation are responsible under the Occupational Health & Safety Act • determines the areas at risk from the product release(s) • ensures that adequate equipment is available for monitoring • provides representatives to the Off-site Command Post(s) and the Government Regional Response Management Centre on a 24-hour basis • monitors discharges and mitigates the impact of release-related liquids entering watercourses

WORKER/RESPONDER HEALTH AND SAFETY

Human Resources and Development Canada (Labour Code)

NEB personnel are designated as Labour Canada Safety Officers.

- responsible for enforcing the Canada Labour Code - Part II, Canadian Occupational Safety and Health regulations for all federally regulated personnel such as Spectra Energy employees
 - dispatches representatives to monitor compliance of regulations and provide support and advice regarding safety of personnel who are working under NEB and Canada Labour Code Jurisdiction
- NOTE: The health and safety of contract personnel or other personnel who are not Spectra Energy employees responding to the incident are under the jurisdiction of the applicable province or territory.

British Columbia Worksafe B.C.

Yukon Workers' Compensation, Health and Safety

Northwest Territories Safety and Public Services, Occupational Health and Safety

Alberta Labour, Issues and Regional Management, OH&S

- ensures the company is monitoring the health and safety of all contractors and other personnel who are not under Canada Labour Code Jurisdiction
- dispatches representatives to monitor compliance of regulations and provide support and advice regarding safety of workers and responders under provincial and territorial jurisdiction
- assists with the investigation of incidents that results in serious injuries or death to workers under provincial and territorial jurisdiction

FIRST NATIONS AND ABORIGINAL LANDS

Indian Oil and Gas Canada (IOGC)
• administrator of oil and gas resources on reserve lands, under the Indian Oil & Gas Regulations, 1995 and the Indian Oil and Gas Act. • regulatory agency that is responsible for all oil and gas operations on Indian lands • IOGC is an agency within the Federal Department of Indian Affairs and northern Development and is managed by federal government employees and members appointed by the Indian Resource Council (IRC). • monitors the incident and ensures the most expedient remedial measures are carried out
Indian and Northern Affairs Canada (INAC)
• federal regulatory agency and surface land administrator of all federally owned lands • assesses the potential damage and offers advice for remedial control in all areas related to renewable resources
First Nations Government
• First Nation Land Administrator assesses the impact of the incident on life, property and the environment • monitors the incident to ensure the most expedient remedial measures are carried out • seeks advice from Environment Canada, Environmental Protection, provincial or territorial environmental agencies and environmental consultants as required
First Nations and Inuit Health Medical Services (Health and Welfare Canada)
• monitors the health affects of the incident on the aboriginal people of the area

TRANSPORTATION AND HIGHWAYS

**Public Works and Government Services Canada
British Columbia, Ministry of Transportation and Highways
Yukon Community and Transportation Services, Transportation Maintenance Branch
Northwest Territories Transportation Highways and Engineering
Alberta Transportation and Utilities, Highways Division**

- provides authorization and assistance for establishing emergency roadblocks with company officials, local authorities and the RCMP
 - provides assistance with the closure of provincial highways and the establishment of suitable detour routes
 - provides advice and assistance with procurement of roadblock equipment
1. Alaska Highway closure responsibility:
Mile 0.0 to 83.6 Ministry of Transportation and Highways
Mile 83.6 to Yukon border Public Works and Government Services, Canada
Yukon Yukon Transportation Maintenance Branch
 2. Under the January 1996 Public Works and Government Services Canada Alaska Highway Closure Memorandum, authority to close the British Columbia portion of the Alaska Highway during emergencies is delegated to the Manager, Alaska Highway, British Columbia. If the manager is not available, contract supervisors or project supervisors may close the highway either on the advice of the RCMP, the British Columbia Ministry of Forestry or the EMBC Coordinator or when a situation arises that presents a serious hazard to the public.
 3. Under the Yukon Government Highway Act, technically there are no private roads. The Yukon Transportation Branch authorizes blocking of any highway, road or trail in the Yukon.

FORESTRY

**British Columbia Ministry of Forests
Yukon Northern Affairs, Forest Resources
Northwest Territories, Renewable Resources, Forest Management
Alberta Environmental Protection, Lands and Forest Service**

- mobilizes fire management resources as required in the event of a forest fire or situation that has the potential to create a forest fire (i.e. hydrocarbon spill or release)
- obtains weather forecasts from Environment Canada - Atmospheric Weather Service
- conducts fire fighting operations
- assists in locating transients for evacuation
- provides advice as to the affects of igniting the released product
- as requested, will provide and approve a burning permit to ignite a spill or release

Canadian Interagency Forest Fire Centre

Provinces, territories and parks have agreements with each other to respond to wild fires in a neighbouring jurisdiction on or near common boundaries. There are similar mutual aid agreements between Canadian provinces and American states. National and international cooperation in forest fire management is administered by the Canadian Interagency Forest Fire Centre in Winnipeg, Manitoba.

Natural Resources Canada - Canadian Forest Service

- Provides fire behaviour modelling, research and advice to fire management agencies.

AGRICULTURE

Government of Canada, Agriculture and Agri-food Canada
British Columbia Ministry of Agriculture, Fisheries and Food
Yukon Agriculture
Northwest Territories, Renewable Resources
Alberta Agriculture, Food and Rural Development

- provides advice regarding the effects of the contaminants on livestock, plants and soil
- provides advice and assistance in developing procedures to mitigate affected livestock, plants, soil or farmsteads
- prepares a post emergency impact assessment for any affected farms and/or public lands

PUBLIC HEALTH

Health Canada - Regional Medical Services
Health Canada - First Nations and Inuit Medical Health Services
British Columbia Regional Health Units
Yukon Health and Social Services
Northwest Territories Health and Social Services
Alberta Regional Health Authorities

- provides advice on health and safety levels for the more vulnerable residents, including those in health care or special care facilities
- establishes health and safety levels for the escaping of contaminants
- ensures appropriate data is collected to monitor and investigate the health effects of the incident
- advises on the appropriate remedial measures to be undertaken
- recommends further investigation or research after the event if warranted
- consults with applicable Environmental Protection Agency to provide advice on existing and potential health effects of the incident

POLICE - RCMP AND LOCAL POLICE

- notifies oil and gas regulators and other involved government agencies if initial report of the incident is made to the police
- with transportation officials, assists in closure of provincial highways
- maintains law and order
- provides security, traffic and crowd control as required
- assists with evacuation as required
- provides a representative to the Incident Command Centre as required
- notifies the medical examiner's office if there is a fatality
- in remote areas, the RCMP may conduct the coroner investigation as requested by the medical examiner

NOTE: Under the Public Works and Government Services Canada January 12, 1996 Alaska Highway closure memorandum, the RCMP in Fort Nelson are the focal point for information about highway closure and are to be notified as soon as it is apparent that the road must be closed. The maintenance contractors will provide traffic control and advice to the public with assistance from the RCMP. The RCMP will provide personnel at the roadblocks to assist flag persons with problems, but will not direct traffic on a continual basis. The RCMP will provide 24-hour information regarding the Alaska Highway closure to the public.

ATMOSPHERIC ENVIRONMENT SERVICE

Environment Canada - Environmental Service Centre

There are seventeen environmental service centres across Canada that provide the following services:

- current and forecasted meteorological information
- public weather forecasts (recordings)
- weather advisories
- weather warnings

TRANSPORT CANADA

Canadian Transport Emergency Centre (CANUTEC)

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

Flight Service Stations

- As requested, the flight service station will issue a NOTAM to close the air space in a defined area
NOTE: Technically, the jurisdiction for issuance of a NOTAM depends on the location of the incident. To close the airspace at or around an airport, the airport operator will issue the NOTAM. To close air space beyond the airport, the flight service station will issue the NOTAM. The flight service station at the Edmonton International airport is the base of contact for Alberta and northeast British Columbia.

Emergency Response Assistance Plans

When a company or organization, such as the Propane Gas Association, ERAC (Emergency Response Assistance Corporation), registers its emergency response assistance plan with Transport Canada it becomes part of a national registry. This registry is a centralized database that is available at any time to first responders. Those plans can be activated through CANUTEC at times when shipping documents are damaged or destroyed.

To ensure that the regulatory requirements are met, Remedial Measure Advisors are located across the country. A Remedial Measure Advisor goes to the incident site and provides advice to the first responders. ERAC (Emergency Response Assistance Corporation) has the authority to mobilize personnel and equipment on behalf of the plan participant

CANADIAN ARMED FORCES

- The Canadian Armed Forces are responsible for conducting all airborne search and rescue operations, through three Rescue Coordination Centres at Victoria, British Columbia; Trenton, Ontario and Halifax, Nova Scotia.
- The Rescue Coordination Centres control all rescue units through an extensive civil and military communications network.
- Search and rescue units are equipped to conduct searches and provide rescue service including parachute rescue personnel who can render first aid and provide emergency supplies.
- When an aircraft is reported missing, the appropriate Rescue Coordination Centre will issue a notice for pilots in the district to maintain a lookout.

NOTE: When information is received that an aircraft is overdue, immediately alert any air traffic control unit, flight service station or the nearest Rescue Coordination Centre, giving all known details. This call should not be delayed.



Field Emergency Response Team

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

Area Employee List

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

One Window Reporting

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

Area On-Call Lists

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

► ONE WINDOW REPORTING PROCEDURE



Purpose: To provide a single point-of-contact for reporting all regulatory reportable incidents and emergencies.

Performed by: SET West Personnel

SET WEST OPERATIONS

1.800.663.9931

Issued 2016-01-29

This procedure must be followed when any of these incidents occur:

- Spills, leaks, unplanned/uncontrolled emissions
- Emergency flaring from processing plants
- Public complaints
- Serious and regulatory recordable injuries¹
- Fire or explosions
- Pressure equipment failures
- Maximum operating pressure (MOP) excursions
- Security related incidents (any RCMP contact)
- Contact with large mammals or birds of prey
- Permit contraventions
- Electrical equipment failure
- Unauthorized third-party activities
- Transportation of dangerous goods (TDG) occurrences

For more information on incident management including procedures, forms and templates, visit the [Incident Management Program on the Source:](https://thesource.spectraenergy.com/safety-responsibility/oms-west/Pages/IncidentManagementProgram.aspx) <https://thesource.spectraenergy.com/safety-responsibility/oms-west/Pages/IncidentManagementProgram.aspx>

Witness / Area On-Call Supervisor

1. The Witness of the incident is responsible to make the situation safe or contain if possible.
 - Witness contacts the Area On-Call Supervisor
 - **NOTE:** Witness will also ensure their direct supervisor is contacted if different from Area On-Call Supervisor
 - Witness initiates emergency response plan if required
2. Area On-Call Supervisor ensures a call is made to FSJ Gas Control for all regulatory recordable incidents.

One Window

3. One Window documents the caller's information and contact number, and phones the Incident Reporting Supervisor.

Incident Reporting Supervisor

4. Incident Reporting Supervisor works with the Area On-Call Supervisor and subject matter experts (Environment, Health & Safety, Process Safety, Regulatory Compliance, Engineering, etc.) to verify that the incident externally reportable to a regulator.
 - If yes, the Incident Reporting Supervisor notifies regulatory agencies.
5. Incident Reporting Supervisor documents incident details using the Incident Email Summary template and sends completed form according to the distribution list.
 - If incident escalates to Level 2 or Level 3, the Incident Reporting Supervisor activates the Emergency Operations Center.

Area Director

6. Area Director is accountable for completing an incident investigation and corrective and preventive action. Area Director is accountable for the associated Detailed Incident Report (DIR), and should request support from functional groups when completing the DIR.

¹ Not all injuries are subject to a call to One Window – this determination is done in step 1 by area management and documented through Incident Express. Injuries that must be reported through One Window are fatalities or a serious injury such as: decompression sickness; permanent disability; amputation; hearing loss; loss of consciousness; electrocution; a fracture of a skull, spine, pelvis, arm, leg, hand or foot; third-degree burns; loss of sight; asphyxiation; poisoning; internal hemorrhage.

APPENDIX L: PUBLIC SAFETY MESSAGING

TIPS FOR CALLER SAFETY

Dealing with a caller who believes their safety is at risk...

How to detect a SOUR GAS pipeline leak:

Smell: Sour gas smells like rotten eggs.

Sight: Sour gas is colourless, but vapour and “ground frosting” may be visible. Bubbles in water, distinct patches of dead vegetation, evidence of fallen debris, or fire along the right-of-way could also indicate a gas leak.

Sound: Hissing or roaring noise along the right-of-way could indicate gas escaping from the pipeline.

How to detect a NATURAL GAS pipeline leak:

Smell: Sweet gas has a slight petroleum or hydrocarbon smell. Unlike the gas that is distributed to homes, sweet gas from Spectra Energy’s transmission pipeline does NOT have an odorant added to enhance the smell.

Sight: Sweet gas is colourless, but vapour and “ground frosting” may be visible. Bubbles in water, distinct patches of dead vegetation, evidence of fallen debris, or fire along the right-of-way could also indicate a gas leak.

Sound: Hissing or roaring noise along the right-of-way could indicate gas escaping from the pipeline.

What to do if a gas pipeline leak is detected...

Personal Safety is a PRIORITY ONE

- Move away from the area of the suspected leak or rupture immediately and alert others who are nearby.
- Once you reach safety, **call 911**. Be ready to identify the location and describe what you have seen.
- **DO NOT** touch or go near the leaking gas or any products being released from the pipeline.
- **DO NOT** start your car or any equipment.

- **DO NOT** light a match. Extinguish all smoking materials. Avoid heat sources or making sparks that could ignite the leaking gas as you are leaving the area.
- **DO NOT** use a phone until you are away from the leak.

Prepare to Leave the Area

- Shield yourself from the possibility of falling debris, heat radiation or fire.
- Prepare to Shelter-in-Place unless otherwise advised by First Responders.
- If conditions change, you may be directed by Spectra Energy or local First Responders of actions to be taken (evacuate or shelter-in-place).

Shelter-in-Place

- Stay inside (shelter) – unless otherwise instructed by emergency services personnel.
- Preserve fresh air: close and keep closed all outside doors and windows.
- Shut off and plug any air intakes or exhaust fans.
- Turn your radio/TV to local channels to receive public notices.
- Extinguish all exposed flames, e.g. fireplace, pilot light, etc.

Note – If the caller asks about compensation to cover costs, refer to the second bullet on page 1:

- **We provide shelter and care for all affected.**

TIPS FOR DEALING WITH DIFFICULT CALLERS

HOW TO EXTRACT RELEVANT INFORMATION AND ENSURE THE SAFETY OF THE CALLER

- Promptly ask for caller information in case the call is lost or dropped.
- Complete forms in order of sequence to ensure all relevant information is collected.
- Ask questions to gather and record as much information as possible.
- If experiencing difficulty extracting information from caller, refer to the “tips” in the following pages.
- Sign and date form(s) when call is completed.
- Ask caller if they would like a follow-up call.

Dealing with emotional callers...

Sometimes we have to deal with difficult callers on the phone. In these circumstances, it is essential that you communicate clearly and effectively to ensure relationships are not lost and business is not damaged by unprofessional conduct on the telephone.

The most important thing is to make sure you get all the facts. This will help you or your colleagues to proceed with the appropriate actions when dealing with the reported incident. Therefore, you must listen to your caller, take notes on what they say and reassure them that you will deal with their concerns.

DO:

- **Take a deep breath** before you speak.
- **Speak calmly** at an even pitch.
- **Think carefully** before you speak.
- Focus on the **facts**, not emotions.
- Keep your voice **friendly**.
- **Listen** to what is being said and **take notes** so you obtain the relevant information.
- **Paraphrase** the caller's comments, **asking questions** if there is anything you don't understand or need to clarify. Then **restate** your understanding of the problem.
- **Sympathize** without criticizing the company.

DON'T:

- Don't **lose your temper**. If you are both angry, you will never find a solution.
- Don't **be defensive, aggressive or abrupt**.
- Don't **interrupt** or try to **apply logic**. Angry people are often not logical.
- Don't **blame anyone** – the caller, yourself or the company.
- Don't **make excuses** – always stick to the facts.
- Don't be **sarcastic**.
- Don't **argue or criticize**. Never **overreact**, even if provoked.

If all else fails...

If none of the above tips work, and your caller is still annoyed, then do the following:

1. Tell the caller that you will **call them back later**. If possible, **arrange a time** and **date** that is **convenient** for the caller. This will give the caller time to calm down.
2. **Investigate** the problem.
3. **Call** the person back at the **agreed time**. Either ask the person for **more information** (if you have not found a solution) or **present the solution** you have found.

Getting your caller to speak clearly...

One of the many difficulties for many people on the telephone is that they are unable to understand the other person because they are speaking too fast or not clearly enough.

In this case, you need to tell the other person of the difficulties you are experiencing. There are various ways of doing this:

Difficulty with Speed

"I'm sorry. Would you mind speaking a little more slowly?"

"Could you slow down a bit, please?"

Difficulty with Clarity

"I'm sorry. Could you speak up a little, please? This is a bad line."

"Could you speak a little more loudly? I'm having difficulty hearing you."

If there are specific words or sentences that you are not able to follow completely, you should ask for clarification afterwards and check that what you have understood is correct.



SECTION 7

AREA SITE-SPECIFIC EMERGENCY RESPONSE PLANS

CONTENTS

7.0 AREA SITE-SPECIFIC EMERGENCY RESPONSE PLANS

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7.2 PLANS	1

7.0 AREA SITE-SPECIFIC EMERGENCY RESPONSE PLANS

7.1 OVERVIEW

Spectra Energy is comprised of four (4) Division Areas. Refer to the appropriate Area Site-Specific Emergency Response Plans maintained under separate documents to this Emergency Management Manual.

The Area Site-Specific Emergency Response Plans support the requirements of an effective Field Emergency Response Team.

7.2 PLANS

Area Site-Specific Emergency Response Plans exist for the following areas:

1. Gathering and Processing
 - Fort Nelson
 - Fort Nelson Gas Plant
 - Fort Nelson North Processing Facility
 - Fort Nelson Gathering Sour System
 - Pesh Creek Area (Deactivated)
 - North Montney
 - Sikanni Gas Plant (Deactivated)
 - Jedney Gas Plant
 - Highway Gas Plant
 - Aitken Gas Plant
 - Fort St John
 - Fort St John Gathering and Sour System
 - McMahon
 - Taylor Complex (McMahon Gas Plant)
 - Grizzly Valley
 - Pine River Gas Plant
 - Kwoen Gas Plant (Deactivated)
 - Grizzly Valley Gathering
 - South Peace
 - Dawson Creek Gas Plant
 - Northern Area (AB)
 - Northern BC (West Doe, Sunset, Bissette)

2. Transmission

- Transmission North
- Transmission South

SPECTRA ENERGY TRANSMISSION WEST

FIELD EMERGENCY RESPONSE PLAN

**SECTION 7.0 - SITE-SPECIFIC INFORMATION FOR THE FOLLOWING
AREAS OF THE TRANSMISSION NORTHERN REGION**

SITE-SPECIFIC AREAS
FORT NELSON MAINLINE SYSTEM • FNL1 Pipe • CS-N2 and Pipe • CS-N3 and Pipe • CS-N4 and Pipe • CS-N5 and Pipe
FORT ST. JOHN MAINLINE SYSTEM • MML1 Pipe to KP 49.6 including Stewart Lake Lateral and CS-16 Sunset Compressor • KP 49.6 to CS-2 Outlet
GRIZZLY VALLEY 24-INCH SWEET SYSTEM • Grizzly 24-inch Pipeline
BOUNDARY LAKE SYSTEM • 16-inch Boundary Crossing, Alberta • 16-inch Boundary Lake Pipeline
ALBERTA MAINLINE SYSTEM • 26-inch Alberta Gathering • 26-inch Alberta Pipeline

SPECTRA ENERGY TRANSMISSION WEST

FIELD EMERGENCY RESPONSE PLAN

SITE-SPECIFIC INFORMATION

SITE SPECIFIC	DIVISION
Northern Region	Transmission & NGL

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SITE-SPECIFIC INFORMATION

SITE SPECIFIC	DIVISION
Northern Region	Transmission & NGL

Any errors or omissions in this site-specific information section should be brought to the attention of the OHS&E Emergency Response Subcommittee Chairperson, Transmission Northern Region.

To ensure this site-specific information remains current, record any revisions you receive on the following record form:

REVISION RECORD		
Number	Date	Details
1	10 Nov 1998	Amendments for distribution version (Sweet System – Fort St. John)
1	20 Aug 1998	Amendments and revisions (Sweet System – Grizzly Valley)
2	22 Nov 1998	Amendments for distribution version (Sweet System – Grizzly Valley)
3	Jan 2003	Sweet System – Fort St. John and Sweet System – Grizzly Valley manuals have been combined and the entire manual has been reformatted and revised.
4	May 2004	Annual Update
5	Nov 2005	Annual Update
6	January 2007	Company name change update
7	March 2009	Annual Update
8	May 2010	Annual Update
9	Nov 2011	Annual update including the addition of the Stewart Lake Lateral and CS-16 Sunset Compressor
10	Apr 2012	Update to include NEB 24/7 Incident Reporting number
11	October 2012	Update to include N5 L3 Looping
12	June 2013	Annual update to include revised Incident Notification Report
13	September 2014	Annual update including Field Emergency Response Plan Revision Request Form, Field Emergency Response Team Assignments Form and Incident Action Plan Form.
14	September 2015	Annual Update

SPECTRA ENERGY TRANSMISSION WEST
FIELD EMERGENCY RESPONSE PLAN
SITE-SPECIFIC INFORMATION

SITE SPECIFIC	DIVISION
Northern Region	Transmission & NGL

DISTRIBUTION LIST

Manual Number	Title	Location
External		
X-1	National Energy Board (Hard Copy & CD)	Calgary, AB
X-3	Transportation Safety Board of Canada	Hull, QC
X-5	Alberta Energy and Utilities Board	Calgary, AB
X-11	EMBC (Emergency Management BC) (CD Only)	Prince George, BC
X-12	Emergency Management Alberta	Edmonton, AB
X-13	Emergency Management BC – NE Region (CD Only)	Prince George, BC
X-19	PCEPC (Public Safety Canada)	Edmonton, AB
X-23	Northern Rockies Regional District (CD Only)	Fort Nelson, BC
X-24	Peace River Regional District (CD Only)	Dawson Creek, BC
X-34`	Municipal Emergency Program (CD Only)	Fort Nelson, BC
X-37	Municipal Emergency Program	Taylor, BC
X-38	Municipal Emergency Program	Chetwynd, BC
X-40	Municipal Emergency Program	Mackenzie, BC
X-81	Fire Department (CD Only)	Fort Nelson, BC
X-84	Fire Department	Dawson Creek, BC
X-87	Fire Department	Taylor, BC
X-88	Fire Department	Hudson's Hope, BC
X-89	Fire Department	Chetwynd, BC
X-137	First Nations – Prophet River	Prophet River, BC
X-153	Fiberco	Taylor, BC
X-154	Pembina Pipeline Corporation	Calgary, AB
X-156	Pembina Pipeline Corporation – Control Centre	Edmonton, AB

Manual Number	Title	Location
Spectra Energy – Fort Nelson		
100	Director – Fort Nelson Area - FNGP	Fort Nelson, BC
103	Team Leader – Gathering – 301 Shop	Fort Nelson, BC
105	Fort Nelson Plant Control Room - FNGP	Fort Nelson, BC
106	Fort Nelson Plant Incident Command Post - FNGP	Fort Nelson, BC
107	301 Pipe Shop Incident Command Post – 301 Shop	Fort Nelson, BC
118	Fort Nelson Plant Main Office - FNGP	Fort Nelson, BC
Spectra Energy – Fort St. John		
201	Team Leader – Fort St John Gathering	Taylor, BC
210	Station 1	Taylor, BC
212	McMahon Incident Command Post	Taylor, BC
213	McMahon Plant Control Room	Taylor, BC
214	Director - McMahon	Taylor, BC
222	Booster Station 18 – Beg Jedney	Beg Jedney, BC
Spectra Energy – Grizzly Valley		
300	Director – Grizzly Valley Area	Chetwynd, BC
301	Team Leader – Pipeline	Chetwynd, BC
302	Team Leader – Pine River Operations	Chetwynd, BC
303	Team Leader – Kwoen Operations	Chetwynd, BC
304	Team Leader – Pine River Maintenance	Chetwynd, BC
305	Team Leader – Pine River Maintenance	Chetwynd, BC
306	Pine River Control Room	Chetwynd, BC
308	Pipeline Emergency Response Centre	Chetwynd, BC
309	Pine River Plant Emergency Response Centre	Chetwynd, BC
310	H & S Coordinator	Chetwynd, BC
Spectra Energy – Transmission		
401	Manager – Transmission North	Charlie Lake, BC
403	Manager – Transmission South	Prince George, BC
404	Team Leader – Transmission North Operations	Charlie Lake, BC
405	Team Leader – Transmission North Operations	Charlie Lake, BC

Manual Number	Title	Location
406	Team Leader – Transmission North Measurement	Charlie Lake, BC
407	Team Leader – Pipeline Operations	Charlie Lake, BC
408	Transmission Pipeline Area Business Leader	Charlie Lake, BC
410	Manager – Technical Services	Prince George, BC
416	Station N2	Prophet River, BC
417	Station N3	Sikanni, BC
418	Station N4	Cypress, BC
419	Station N5	Mackie Creek, BC
420	Gordondale CS A1	Gordondale, AB
421	Boundary Lake BS-13	Boundary Lake, BC
422	Bonanza BS-16	Bonanza, AB
423	Station 2	Willow Flats, BC
437	Station 16 – Sunset Creek	Sunset Prairie, BC
Spectra Energy – Support Personnel		
501	Fort St. John Gas Control	Charlie Lake, BC
502	Calgary Gas Control	Calgary, AB
503	Emergency Preparedness Manager	Charlie Lake, BC
505	Emergency Operations Centre	Charlie Lake, BC
508	Savona Emergency Response Centre	Savona, BC
Spectra Energy – Calgary		
700	President – Pipeline and Field Services	Calgary, AB
701	Director – Public Affairs	Calgary, AB
702	Crisis Management Centre	Calgary, AB
703	Vice President – Operations & EHS	Calgary, AB

SPECTRA ENERGY TRANSMISSION WEST
FIELD EMERGENCY RESPONSE PLAN
SITE-SPECIFIC INFORMATION

SITE SPECIFIC	OPERATING COMPANY
Northern Region	Transmission & NGL

REVISION REQUEST FORM

Section: _____ Page(s): _____	
RECOMMENDED REVISION:	
REASON FOR REVISION: _____	
Recommended By: _____	Approved by: _____
Date Recommended: _____	Date Approved: _____

Forward to the Manager of Emergency Preparedness and Security

SPECTRA ENERGY TRANSMISSION WEST
FIELD EMERGENCY RESPONSE PLAN
SITE-SPECIFIC INFORMATION

SITE SPECIFIC	DIVISION
Northern Region	Transmission & NGL

INTRODUCTION

Purpose of the Plan

To prepare and assist those who may be required to respond to an emergency associated with the Northern Region pipelines. Risk assessments have been performed to address the likelihood of failures. This Emergency Plan addresses the consequences of failure on the Transmission Northern Region pipelines.

The initial responsibilities of the Northern Region staff in an emergency are:

- To determine the nature of the emergency.
- To determine any existing or likely to exist hazards associated with the emergency.
- To take action to limit or reduce the impact of the emergency on the public and the environment.

Use of the Plan

This plan is intended to be used for training before an emergency and as a guide during significant emergencies.

Update of the Plan

The Northern Region staff shall review this plan annually and, in conjunction with the Spectra Energy Emergency Preparedness and Security Manager, arrange for regular testing of the plan and revise as necessary. Response plan updating and testing policy is defined in the Emergency Management Manual, Section 1.0, and Subsection 1.7.

Administration of the Plan

Revisions are to be recorded in Revision Record

Plan distribution is in accordance with the Distribution List

Coordination with other Plans

This plan must be read in conjunction with the *Emergency Management Manual*, Sections 1.0 to 7.0.

Facility Information

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

a) Facility Location

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

b) Facility Pipeline Systems

The Spectra Energy Northern Region pipeline systems consist of:

- Fort Nelson Mainline system
 - 30" Fort Nelson Mainline and loop lines (36") - (42")
 - Prophet River Compressor Station N-2
 - 12" Aitken Creek Pipeline
 - 16" Aitken Creek Loop
 - Sikanni Chief Compressor Station N-3
 - Cypress Compressor Station N-4
 - Mackie Creek Compressor Station N-5
- Fort St. John Mainline system
 - 30" Fort St. John Mainline
 - 36" Fort St. John Loop
 - Compressor Station 2, Willow Flats
 - 36" Stewart Lake Pipeline
 - Sunset Creek Compressor Station
- Grizzly Valley System
 - 24" Grizzly Valley Sweet Pipeline

- Boundary Lake system
 - 16" Boundary Lake Pipeline
 - 16" Boundary Crossing Pipeline
 - 6" Boundary Lake Extension Pipeline
 - 6" Boundary Lake Solutions Pipeline
 - 6" Alces Pipeline
 - Boundary Lake Booster Station BS-13

- Alberta Mainline system
 - 26" Alberta Mainline
 - 8" Parkland Pipeline
 - 8" Dawson Creek Pipeline
 - 26" Alberta Gathering Pipeline
 - 12" Pouce Coupe Pipeline
 - 4" Pouce Coupe Pipeline
 - 8" Bonanza Pipeline
 - 12" Gordondale Pipeline
 - 12" South Pouce Coupe Pipeline
 - 8" Braeburn Pipeline
 - 6" South Braeburn Pipeline
 - Gordondale Compressor Station CS-A1
 - Bonanza Booster Station BS-16

c) Emergency Planning Areas

Emergency planning areas for these pipeline systems, as it pertains to public protection and environmental impact, are defined as follows:

- Fort Nelson Mainline System
 - FNL1 Pipe
 - CS-N2 and Pipe
 - CS-N3 and Pipe
 - CS-N4 and Pipe
 - CS-N5 and Pipe

The termination of the Mackie Creek Area is at the inlet side of Station 2 at Willow Flats.

- Fort St. John Mainline System

- MML1 Pipe to KP 49.6 including the Stewart Lake Lateral
- KP 49.6 to CS-2 Outlet
- CS 16 and Pipe

The termination of the Fort St. John Mainline system is at the discharge side of Station 2 at Willow Flats.

- Grizzly Valley 24-inch Sweet System
 - Grizzly 24-inch Pipeline

The termination of the Grizzly 24-inch sweet system is at the inlet side of Station 2 at Willow Flats.

- Boundary Lake System
 - 16-inch Boundary Crossing, Alberta
 - 16-inch Boundary Lake Pipeline

The termination of the Boundary Lake system is at the inlet side of Compressor Station CS-1 at Taylor, BC.

- Alberta Mainline System
 - 26-inch Alberta Gathering
 - 26-inch Alberta Pipeline

The termination of the Alberta Mainline system is at the inlet side of Compressor Station CS-1, Taylor, BC.

Emergency planning for each area is addressed in Section 7.3.

d) Safety Data Sheets

The Safety Data Sheets for sweet natural gas are included at the end of Section 7.0.

e) Emergency Planning Zone

For sweet gas pipelines, the principal off-site public safety hazard is thermal radiation resulting from ignition of a gas release. Other hazards such as a vapour cloud explosion and damage from projectiles pose a lesser public safety hazard.

The Emergency Planning Zone is the boundary outside of which an individual is not expected to be exposed to instantaneous thermal radiation higher than 5 Kw/m^2 . It is measured perpendicular to the centreline of the pipeline.

Scientific modelling of the transmission lines has been completed by RWDI, an outside 3rd party consultant. Modelling was done using a modified GASCON2 program to determine emergency planning zone boundaries.

Conforms to ANSI Z400.1-2004 Standard (Canada).

Material Safety Data Sheet

Natural Gas (Pipeline Quality)

WHMIS Classes
(Refer to Section 15)

1. Product and company identification

Product name	: Natural Gas (Pipeline Quality)
Synonym	: Sweet Gas, Methane, Pipeline Spec Gas, Sales Gas, Dry Natural Gas, Fuel Gas
Material uses	: Fuel.
Supplier/Manufacturer	: Spectra Energy Transmission Bag Service 6180 Mile 53 Alaska Highway Fort St. John, BC V1J 4H7 Tel: 1-800-663-9931 Fax: 1-250-262-3422
MSDS authored by	: KMK Regulatory Services Inc.
<u>In case of emergency</u>	: CANUTEC: 1-613-996-6666 Emergency Poison Control Numbers: British Columbia Poison Control Centre: 1.800.567.8911 Alberta Poison Control Centre: 1.800.332.1414 Saskatchewan Poison Control Centre: 1-866-454-1212 Manitoba Poison Control Centre: 204-787-2591
Product type	: Gas.

2. Hazards identification

Color	: Colorless.
Physical state	: Gas. [At atmospheric pressure and 15°C.]
Odor	: Odorless.
Signal word	: WARNING!
Hazard statements	: GAS REDUCES OXYGEN AVAILABLE FOR BREATHING. HIGH PRESSURE GAS. CONTAINS MATERIAL THAT CAN CAUSE TARGET ORGAN DAMAGE.
Precautions	: In a fire or if heated, a pressure increase will occur and the container may burst or explode. At very high concentrations, can displace the normal air and cause suffocation from lack of oxygen. Do not puncture or incinerate container. Do not enter storage areas and confined spaces unless adequately ventilated. Avoid breathing gas. Use only with adequate ventilation. Keep container tightly closed and sealed until ready for use.

Potential acute health effects

Inhalation	: At very high concentrations, can displace the normal air and cause suffocation from lack of oxygen.
Ingestion	: As this product is a gas, refer to the inhalation section.
Skin	: Contact with rapidly expanding gas may cause burns or frostbite.
Eyes	: Contact with rapidly expanding gas may cause burns or frostbite.

Potential chronic health effects

Chronic effects	: Contains material that can cause target organ damage.
Carcinogenicity	: No known significant effects or critical hazards.
Mutagenicity	: No known significant effects or critical hazards.



2. Hazards identification

- Teratogenicity** : No known significant effects or critical hazards.
- Developmental effects** : No known significant effects or critical hazards.
- Fertility effects** : No known significant effects or critical hazards.
- Target organs** : Contains material which may cause damage to the following organs: the nervous system, heart, central nervous system (CNS).

Over-exposure signs/symptoms

- Inhalation** : No specific data.
- Ingestion** : No specific data.
- Skin** : No specific data.
- Eyes** : No specific data.

Medical conditions aggravated by overexposure : Pre-existing disorders involving any target organs mentioned in this MSDS as being at risk may be aggravated by over-exposure to this product.

See toxicological information (Section 11)

3. Composition/information on ingredients

Name	CAS number	%
Methane	74-82-8	60 - 100
Ethane	74-84-0	1 - 5
Propane	74-98-6	1 - 5

There are no additional ingredients present which, within the current knowledge of the supplier and in the concentrations applicable, are classified as hazardous to health or the environment and hence require reporting in this section.

4. First aid measures

- Eye contact** : Immediately flush eyes with plenty of water for at least 20 minutes, occasionally lifting the upper and lower eyelids.
- Skin contact** : In case of contact, immediately flush skin with plenty of water for at least 20 minutes.
- Inhalation** : Move exposed person to fresh air. If not breathing, if breathing is irregular or if respiratory arrest occurs, provide artificial respiration or oxygen by trained personnel. Get medical attention immediately.
- Ingestion** : As this product is a gas, refer to the inhalation section.
- Protection of first-aiders** : If it is suspected that fumes are still present, the rescuer should wear an appropriate mask or self-contained breathing apparatus.
- Notes to physician** : No specific treatment. Treat symptomatically.
- Thermal hazards** : If frostbite occurs, get medical attention.

5. Fire-fighting measures

- Flammability of the product** : Contains gas under pressure. In a fire or if heated, a pressure increase will occur and the container may burst or explode.

Extinguishing media

- Suitable** : Use dry chemical, CO₂, water spray (fog) or foam.
- Not suitable** : None known.
- Special exposure hazards** : Contact supplier immediately for specialist advice. Move containers from fire area if this can be done without risk. Use water spray to keep fire-exposed containers cool.
- Hazardous decomposition products** : Decomposition products may include the following materials:
carbon dioxide
carbon monoxide



5. Fire-fighting measures

- Special protective equipment for fire-fighters** : Fire-fighters should wear appropriate protective equipment and self-contained breathing apparatus (SCBA) with a full face-piece operated in positive pressure mode.

6. Accidental release measures

- Personal precautions** : No action shall be taken involving any personal risk or without suitable training. Evacuate surrounding areas. Keep unnecessary and unprotected personnel from entering. Avoid breathing gas. Provide adequate ventilation. Wear appropriate respirator when ventilation is inadequate. Put on appropriate personal protective equipment (see Section 8).
- Environmental precautions** : Ensure emergency procedures to deal with accidental gas releases are in place to avoid contamination of the environment. Inform the relevant authorities if the product has caused environmental pollution (sewers, waterways, soil or air).

Methods for cleaning up

- Small spill** : Immediately contact emergency personnel. Stop leak if without risk.
- Large spill** : Immediately contact emergency personnel. Note: see Section 1 for emergency contact information and Section 13 for waste disposal.

7. Handling and storage

- Handling** : Put on appropriate personal protective equipment (see Section 8). Eating, drinking and smoking should be prohibited in areas where this material is handled, stored and processed. Workers should wash hands and face before eating, drinking and smoking. Avoid breathing gas. Use only with adequate ventilation. Wear appropriate respirator when ventilation is inadequate. Empty containers retain product residue and can be hazardous. Do not puncture or incinerate container.
- Storage** : Store in accordance with local regulations. Store in a segregated and approved area. Store in a dry, cool and well-ventilated area, away from incompatible materials (see Section 10). Keep container tightly closed and sealed until ready for use.

8. Exposure controls/personal protection

Occupational exposure limits		TWA (8 hours)			STEL (15 mins)			Ceiling			Notations
Ingredient	List name	ppm	mg/m ³	Other	ppm	mg/m ³	Other	ppm	mg/m ³	Other	
Methane	US ACGIH 1/2009	1000	-	-	-	-	-	-	-	-	
	AB 4/2010	1000	-	-	-	-	-	-	-	-	
	BC 10/2010	1000	-	-	-	-	-	-	-	-	
	SK 2010	1000	-	-	1250	-	-	-	-	-	
	MB 2010	1000	-	-	-	-	-	-	-	-	
	ON 8/2008	1000	-	-	-	-	-	-	-	-	
Ethane	US ACGIH 1/2009	1000	-	-	-	-	-	-	-	-	
	AB 4/2010	1000	-	-	-	-	-	-	-	-	
	BC 10/2010	1000	-	-	-	-	-	-	-	-	
	SK 2010	1000	-	-	1250	-	-	-	-	-	
	MB 2010	1000	-	-	-	-	-	-	-	-	
	ON 8/2008	1000	-	-	-	-	-	-	-	-	
Propane	US ACGIH 1/2009	1000	-	-	-	-	-	-	-	-	
	AB 4/2010	1000	-	-	-	-	-	-	-	-	
	BC 10/2010	1000	-	-	-	-	-	-	-	-	
	SK 2010	1000	-	-	1250	-	-	-	-	-	
	MB 2010	1000	-	-	-	-	-	-	-	-	
	ON 8/2008	1000	-	-	-	-	-	-	-	-	
	QC 6/2008	1000	1800	-	-	-	-	-	-	-	

Consult local authorities for acceptable exposure limits.

- Recommended monitoring procedures** : Personal, workplace atmosphere or biological monitoring may be required to determine the effectiveness of the ventilation or other control measures and/or the necessity to use respiratory protective equipment.



8. Exposure controls/personal protection

Engineering measures	: Use only with adequate ventilation. Use process enclosures, local exhaust ventilation or other engineering controls to keep worker exposure to airborne contaminants below any recommended or statutory limits.
Hygiene measures	: Ensure that eyewash stations and safety showers are close to the workstation location. Wash hands, forearms and face thoroughly after handling chemical products, before eating, smoking and using the lavatory and at the end of the working period.
Respiratory	: Respirator selection must be based on known or anticipated exposure levels, the hazards of the product and the safe working limits of the selected respirator. The gas can cause asphyxiation without warning by replacing the oxygen in the air. If operating conditions cause high gas concentrations to be produced or any recommended or statutory exposure limit is exceeded, use an air-fed respirator or self-contained breathing apparatus. Ensure a MSHA/NIOSH-approved respirator or equivalent is used.
Hands	: Use gloves appropriate for work or task being performed.
Eyes	: Not required under normal conditions of use.
Skin	: No special protective clothing is required.
Environmental exposure controls	: Emissions from ventilation or work process equipment should be checked to ensure they comply with the requirements of environmental protection legislation.

9. Physical and chemical properties

Physical state	: Gas. [At atmospheric pressure and 15°C.]
Flash point	: Closed cup: <-180°C (<-292°F) [Pensky-Martens.]
Auto-ignition temperature	: 537°C (998.6°F)
Flammable limits	: Lower: 5% Upper: 15%
Color	: Colorless.
Odor	: Odorless.
Boiling/condensation point	: -160°C (-256°F)
Relative density	: Not available.
Vapor pressure	: Very high
Vapor density	: 0.59 [Air = 1]
VOC	: 86.5 % (w/w)
Solubility	: Negligible.

10. Stability and reactivity

Chemical stability	: The product is stable.
Conditions to avoid	: Do not allow gas to accumulate in low or confined areas.
Materials to avoid	: Reactive or incompatible with the following materials: oxidizing materials.
Hazardous decomposition products	: Decomposition products may include the following materials: carbon dioxide, carbon oxides.
Possibility of hazardous reactions	: Under normal conditions of storage and use, hazardous reactions will not occur.
Hazardous polymerization	: Under normal conditions of storage and use, hazardous polymerization will not occur.



11. Toxicological information

Acute toxicity : No specific data.

: No specific data.

12. Ecological information

Environmental effects : Not established

Aquatic ecotoxicity

Product/ingredient name	Result	Species	Exposure
Propane	LC50 >1000 mg/l	Fish	96 hours

13. Disposal considerations

Waste disposal : The generation of waste should be avoided or minimized wherever possible. This material and its container must be disposed of in a safe way. Do not puncture or incinerate container. Empty pressure vessels should be returned to the supplier. Dispose of surplus and non-recyclable products via a licensed waste disposal contractor.

Disposal should be in accordance with applicable regional, national and local laws and regulations.

Refer to Section 7: HANDLING AND STORAGE and Section 8: EXPOSURE CONTROLS/PERSONAL PROTECTION for additional handling information and protection of employees.

14. Transport information

Regulatory formation	UN number	Proper shipping name	Classes	PG*	Label	Additional information
TDG Classification	UN1971	METHANE, COMPRESSED OR NATURAL GAS, COMPRESSED	2.1	-		-
IMDG Class	UN1971	METHANE, COMPRESSED OR NATURAL GAS, COMPRESSED	2.1	-		-
IATA-DGR Class	UN1971	METHANE, COMPRESSED OR NATURAL GAS, COMPRESSED	2.1	-		-

PG* : Packing group

Exemption to the above classification may apply.

AERG : 115

15. Regulatory information

WHMIS (Canada) : Class A: Compressed gas.
Class B-1: Flammable gas.





15 . Regulatory information

Canadian lists

: **CEPA Toxic substances:** The following components are listed: Methane; Methane
Canadian ARET: None of the components are listed.
Canadian NPRI: The following components are listed: Methane; Methane; Propane
Alberta Designated Substances: None of the components are listed.
Ontario Designated Substances: None of the components are listed.
Quebec Designated Substances: None of the components are listed.

Canada inventory

: All components are listed or exempted.

This product has been classified in accordance with the hazard criteria of the Controlled Products Regulations and the MSDS contains all the information required by the Controlled Products Regulations.

International lists

: **Australia inventory (AICS):** All components are listed or exempted.
China inventory (IECSC): All components are listed or exempted.
Japan inventory: All components are listed or exempted.
Korea inventory: All components are listed or exempted.
New Zealand Inventory of Chemicals (NZIoC): All components are listed or exempted.
Philippines inventory (PICCS): All components are listed or exempted.

16 . Other information

References

: ANSI Z400.1, MSDS Standard, 2004. - Canada Gazette Part II, Vol. 122, No. 2.
 Registration SOR/88-64, 31 December 1987. Hazardous Products Act "Ingredient
 Disclosure List" - Canadian Transport of Dangerous Goods, Regulations and Schedules,
 Clear Language version 2005.

Date of issue

: 05/15/2015

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: 02/15/2012

Version

: 3

Notice to reader

To the best of our knowledge, the information contained herein is accurate. However, neither the above-named supplier, nor any of its subsidiaries, assumes any liability whatsoever for the accuracy or completeness of the information contained herein.

Final determination of suitability of any material is the sole responsibility of the user. All materials may present unknown hazards and should be used with caution. Although certain hazards are described herein, we cannot guarantee that these are the only hazards that exist.

SPECTRA ENERGY TRANSMISSION WEST
FIELD EMERGENCY RESPONSE PLAN

SECTION 7.1 – NORTHERN REGION RESPONSE

SITE SPECIFIC	DIVISION
Northern Region	Transmission & NGL

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1.0 IMMEDIATE ACTIONS AND NOTIFICATIONS

1.1 Initial Actions for Calgary Gas Control Centre Operator

Upon indication that there may be an emergency, use this checklist to confirm that all necessary initial actions have been taken.

Initially assume the incident commander role. This will be transferred to appropriate personnel as soon as possible.

At first indication of an emergency situation, put the SCADA interleave on to speed up communication with emergency site in order for immediate action to be taken to minimize hazards.

Monitor Control Board indications and take any immediate action to reduce the hazards.

If the emergency is a linebreak, verify by:

- Rate of change (ROC) alarms
- Up or downstream pressure drops (2 Transmitters if possible)
- Up or downstream unit RPM changes
- Up or downstream flow changes
- Call from outside source (public, police, aircraft, railway, etc.)
- Call from field personnel

If the emergency is a linebreak, close appropriate pipeline valves and shut down the appropriate compressor stations.

Notify the On-Call Person.

Call in the Gas Control Operations Coordinator.

Appoint the first competent person on site as incident commander and maintain communication with him/her.

Record available information – using the *"Initial Incident Notification Form"* at

Maintain a log of all phone calls.

Maintain a log of critical activities – using the *"Time and Event Log"* at

1.2 Investigate and Assess

1.2.1 Investigate

The Gas Controller, with assistance from the "On-site Supervisor" or "Incident Commander", will investigate and record the nature of the existing and potential hazards associated with the emergency using the following hazard checklist, indicating which hazards are known to exist and which are unconfirmed but likely.

☐ Facility Failure:

- Sweet natural gas leak
- Other leakage of hazardous material (gas or liquid)

- Pipeline failure
- Valve failure
- Pipeline freeze-up
- Powerline failure
- Communication system failure
- Supervisory control and data acquisition (SCADA)

☐ External:

- Forest fire
- Geological instability
- Extreme weather (flooding)
- Terrorism
- Third party damage

1.2.2 Assess

Determine Level of Alert using the “Levels of Alert” definitions.

1.3 Notify

The Gas Controller shall, as soon as practical and when it is clear that there is an emergency, notify:

- On-Call Person – see weekly on-call schedule in the SCADA system in Gas Control.
- For Alert Level 2 and Level 3, call First Responders – see Section 7.3 for appropriate Emergency Planning Area and refer to Telephone Directory Contact List, Subsection 1.1 (First Responders).
- Gas Control Operations Coordinator.
- Contact affected shippers and interconnects.

1.4 Incident Commander Action Checklist

Once the On-Call Person has been notified, he will take over the Incident Command from the Calgary Gas Control Centre Operator and activate the Incident Command Post at the Charlie Lake Complex Emergency Response Room or other suitable location.

The Incident Commander will be responsible for the following action, not necessarily in the order written:

Notify and assign members to an Emergency Response Team and deploy equipment as required. See Telephone Directory Contact List, Section 7.2, Subsections 1.3 to 1.6, for Spectra Energy response personnel.

Confirm VHF channel to be used.

Establish an **Incident Specific** Emergency Planning Zone and arrange to man its key access locations. See Section 7.3 for appropriate Emergency Planning Area and refer to Subsection 2 (Emergency Planning Data).

Identify those who may be in danger. See Section 7.3 for appropriate Emergency Planning Area and refer to Subsection 2.2.3 (List of Residences / Businesses Residing in the Area).

Notify in priority order those who may be in danger to either evacuate or shelter depending on circumstances. If evacuation is required, give the safe direction for the evacuation. *(For more information on evacuation and sheltering, see "Evacuation and Sheltering" in the Emergency Management Manual, Appendix D.)*

Establish a staging area for community emergency response people who may be needed at the site of the emergency. Notify them to hold at the staging area until otherwise directed. See Section 7.3 for appropriate Emergency Planning Area and refer to Subsection 2.1.2 (Staging Areas).

Call out required community response people.

Secure the incident area. See Section 7.3 for appropriate Emergency Planning Area and refer to Subsection 2.0 (Emergency Planning Data). *(For more information, refer to the Emergency Management Manual, Appendix C.)*

- Roadblocks
- Area isolation
- Air space

Use gas-monitoring equipment to determine and maintain safe areas. Combustible gas monitor readings of 20% LEL or greater means the area is unsafe.

If danger to the public is imminent, appropriate action will be taken to minimize it. The ICP staff will also arrange for any necessary public safety warnings to be issued by the local news media.

Use appropriate means to notify all those who may be affected by the emergency:

- *Radio and Television - see Section 7.3 for appropriate Emergency Planning Area and refer to Subsection 1.6 (News Media).*
- *Roadblocks - - see Section 7.3 for appropriate Emergency Planning Area and refer to Subsection 2.1.3 (Roadblocks).*
- *School Districts – see Section 7.3 for appropriate Emergency Planning Area and refer to Telephone Directory Contact List, Section 1.5.*

Notify appropriate lead agencies and supporting agencies and services. Refer to the Notification Matrix, Section 7.2, Subsection 4.0, and Telephone Directory Contact Lists, Section 7.3, Subsection 1.3 and Section 7.2, Subsection 1.2, respectively.

Continue to monitor the situation and adjust public protection measures as required.

Ensure a Communications Officer is appointed.

Continue emergency response activity until the incident is made safe.

When the incident is made safe, communicate the "all clear" to all agencies.

Stand down all emergency response activity.

Implement post-incident procedures. *(For more information, see Post Incident Procedures in the Emergency Management Manual, Section 6.0)*

1.5 Response Plan Forms

The following forms are to be used by the Control Centre Operator and the Incident Commander, as appropriate:

- 1.5.1 Incident Notification Report**
- 1.5.2 Time and Event Log**
- 1.5.3 Level of Alert**
- 1.5.4 Field Emergency Response Team Assignments**
- 1.5.5 Incident Action Plan Form**

SECTION 5.1 AI RESPONDERS

1.5.1

INCIDENT NOTIFICATION REPORT

Incident Notification #: _____

Date: _____ Time reported: _____ Time occurred: _____

SECTION A: CALLER IDENTIFICATION

Callers name: _____ Phone: _____

Callers Present Location: _____

911 Address (If Applicable): _____

SECTION B: CALLER SAFETY

Does caller believe their safety is at risk? ☐ No ☐ YesDoes call responder feel that the caller's safety is at risk? ☐ No ☐ Yes

If either is yes, explain and give recommendations (e.g. shelter in place): _____

If yes, has caller already phoned 911 or emergency services? ☐ No ☐ YesDoes caller request Spectra Energy to call 911 or emergency services? ☐ No ☐ YesService called: ☐ 911 ☐ Emergency service: _____

SECTION C: INCIDENT DESCRIPTION

TYPE OF INCIDENT: ☐ Odor ☐ Irregular flare ☐ Explosion
☐ Fire ☐ Sour gas release ☐ Sweet gas release
☐ Spill (see Section E) ☐ Other: _____

INCIDENT LOCATION: (Use information available such as GPS coordinates, land marks, highway numbers, etc.)

Describe incident area (e.g. forest, muskeg, valley): _____

Confined to company property: _____

Special environmental concerns (e.g. water ways): _____

Access to the incident area (e.g. ATV, helicopter, road conditions): _____

SECTION D: INJURIES/MEDICAL EMERGENCIES

Injuries / medical emergencies: ☐ No ☐ SET West #: ☐ Public #: ☐ Contractor #:
 Fatalities: ☐ No ☐ SET West #: ☐ Public #: ☐ Contractor #:
 Assistance required: ☐ No ☐ Yes - description:

SECTION E: SPILLS

Type of spill: ☐ Transportation spill ☐ Other:

Name of product (attach MSDS if possible):

Carrier/trucker:

Consigner / Point of origin:

Estimated volume release (eg. cubic meters, litres, kilograms)

SECTION F: CALL RESPONSE ACTIONS

EPASS Incident notification ☐ No ☐ Yes
 On-Call Incident Supervisor notified: ☐ No ☐ Yes Time:

Name of On-Call Incident Supervisor:

Immediate actions taken (eg. referred to Pipeline, referred to Lands):

Follow-up required: No Yes

Assigned to: Due Date:

ADDITIONAL COMMENTS/NOTES

Name (Print)

Signature

1.5.2 Time and Event Log**Spectra Energy Transmission West****SECTION 5.1 ALL RESPONDERS****TIME AND EVENT LOG**

Date:	Prepared by:
Page: of	Response Team Position:

Time	Call To	Call From	Telephone Number	Remarks

NOTE: Document all key events, conversations and meetings on this form. If lengthy notes are necessary, use additional copies of the back of the page.

CONTACT NUMBERS ARE LOCATED IN AREA SITE-SPECIFIC EMERGENCY RESPONSE PLANS

1.5.3 Levels of Alert

	Criteria	Example Responses
Level One Alert	- An emergency which has the potential to escalate, does not meet any Level Two or Three Alert criteria, but meets ALL of the following conditions: - No serious threat to health and safety of workers; however, personal protective equipment may be required. - Minimal environmental impact - Impact confined to company property - Little or no media interest in the incident - Handled entirely by company or contract personnel	- The On-site Supervisor and the Incident Commander will assess and confirm the situation. - Additional company personnel may be placed on standby. - External notifications are made as required, complying with appropriate regulated reporting. - Responders prepare for Level Two or Three Alert responses.
Level Two Alert	- An emergency that does not meet any Level Three Alert criteria, but meets ANY of the following conditions: - Presents a definite risk to the public, workers or the environment - Requires significant involvement of external emergency services, federal and/or provincial agencies - Requires some assistance from local response agencies, mutual aid partners and regulatory authorities - Causes moderate environmental impact that extends or has the potential to extend beyond company property - Creates local/regional media interest	- Responders prepare for Level Three Alert response. Level One Alert duties are continued as appropriate. - Additional internal and external resources are activated. - Lead regulatory agencies are notified and involved. - Additional notifications are made as required. - Sheltering or evacuation may be required. - Planned ignition of the product may be required. - The Emergency Operations Centre Team is activated.
Level Three Alert	- An emergency that meets ANY of the following conditions: - Causes serious threat to the public, workers and/or the environment - Requires extensive involvement of external emergency services, federal and/or provincial agencies - Requires a great deal of assistance from outside parties - Causes significant and ongoing environmental impact which extends beyond company property - Creates national media interest	- Level One and Two Alert responses are continued as appropriate. - The Field Emergency Response Plan is fully activated (including executive involvement). - External government agencies are extensively involved. - The company continues to liaise with key government agencies and sends representative(s) to the government's command centres if established.

1.5.4

FIELD EMERGENCY RESPONSE TEAM ASSIGNMENTS

PRIMARY ASSIGNMENTS

INCIDENT COMMANDER				
DOCUMENTATION/ SCRIBE LIAISON OFFICER SAFETY OFFICER INFORMATION OFFICER				
PLANNING SECTION CHIEF OPERATIONS SECTION CHIEF FINANCE / ADMINISTRATION SECTION CHIEF LOGISTICS SECTION CHIEF				
STAGING AREA MANAGER		COMMUNICATIONS		
CONTROL CENTRE SUPERVISOR		ON-SITE SUPERVISOR		
PUBLIC PROTECTION SUPERVISOR		SITE SAFETY		
ROAD BLOCKER(S) #1 _____ #2 _____ #3 _____ #4 _____ #5 _____ #6 _____		ROVER(S) #1 _____ #2 _____		
TELEPHONE TEAM LEADER		EVAC. CENTRE RESPRESENTATIVE		
TELEPHONER(S) / PHONE # #1 _____ / _____ #2 _____ / _____ #3 _____ / _____ #4 _____ / _____		EVACUATION CENTRE LOCATION		
MONITORING CREWS #1 _____ #2 _____		NOTE: - IT IS NOT MANDATORY TO ASSIGN ALL POSITIONS - ASSIGN POSITIONS AS NECESSARY - SOME POSITIONS MAY NOT REQUIRE ACTIVATION DEPENDING ON THE EMERGENCY		

DATE:

PERIOD: FROM _____ hrs. TO _____ hrs.

INCIDENT ACTION PLAN

EVENT:		Date:	Time:
Operational Period:	From: _____ hrs To: _____ hrs	Prepared by:	

Goals & Priorities for Operational Period:

☐ Provide for Safety and Health Responders ☐ Save Lives (public) ☐ Isolation of Incident ☐ Protect Property ☐ Protect the Environment
--

Priorities:

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Task Assignment	Responsibility	Completion Time	
		Estimated	Actual

Approved by: _____

Incident Commander

1.6 Telephone Directory Contact Lists

Refer to the Telephone Directories in Sections 7.2 and 7.3 to this plan for contact information.

Section 7.2 – Northern Region Common Information

- 1.1 Transmission North Region Control Centres and Crisis Management Centre
- 1.2 Supporting Agencies and Services (see Notification Matrix, Section 7.2, Subsection 4.0)
- 1.3 Field Emergency Response Team – Incident Commanders
- 1.4 Field Emergency Response Team – On-site Supervisors
- 1.5 Field Emergency Response Team – Crisis Managers
- 1.6 Field Emergency Response Team – Support Personnel
- 1.7 Mutual Aid Partners

Section 7.3 – Northern Region Emergency Planning Areas

- 1.1 First Responders (see Notification Matrix, Section 7.2, Subsection 4.0)
- 1.2 Priority Contacts
- 1.3 Lead Agencies (see Notification Matrix, Section 7.2, Subsection 4.0)
- 1.4 Contract Services
- 1.5 School Districts
- 1.6 News Media

2.0 EMERGENCY INDICATORS

The following are the expected indicators that an emergency condition may exist:

- Rate of change (ROC) alarms
- Up or downstream pressure drops (2 Transmitters if possible)
- Up or downstream unit RPM changes
- Up or downstream flow changes
- Call from outside source (public, police, aircraft, railway, etc.)
- Any unusual and potentially serious situation
- Call from field personnel

3.0 ESTIMATED RESPONSE TIMES

See Section 7.3 for appropriate Emergency Planning Area and refer to Subsection 2.1.4.

4.0 EMERGENCY RESPONSE EQUIPMENT

See Section 7.3 for appropriate Emergency Planning Area and refer to Subsection 3.0 for a list of the emergency response equipment that is available for response to an emergency and Subsection 1.4 for contract services providers of emergency response equipment.

5.0 MUTUAL AID AGREEMENTS

See Section 7.2, Subsection 2.0 for Mutual Aid Agreements. The Mutual Aid Telephone Directory Contact List is provided in Section 7.2, Subsection 1.7.

6.0 COMMUNICATIONS

6.1 Telephone

Telephone directories are provided in Section 7.2, Subsection 1.1, Telephone Directory Contact List, for:

- Transmission North Compressor Stations
- Fort St. John Gas Control Centre
- Calgary Gas Control Centre
- Grizzly Valley Pipeline Shop

The Calgary Gas Control centre monitors the pipeline 24 hours a day. Communication between the Regional staff and Gas Control centres is by telephone or two-way radio.

6.2 Emergency Notification Equipment

Spectra Energy provides on-call and support personnel with satellite telephone, mobile, cellular and paging equipment.

6.3 Radio

Spectra Energy operates a company-wide VHF radio network. See Section 7.2, Subsection 3.0, for the VHF radio frequencies and designated applications. (Transmit/Receive frequencies are shown from the mobile set perspective.)

7.0 INCIDENT COMMAND POST

7.1 Staffing

The ICP staff should be kept as close as practical to that in place for normal operations. However, in a major emergency the main focus will be to respond to and recover from that emergency. To provide that focus on a continuous basis during the emergency, special staff roles must be performed. For more information, refer to Section 2.0 and Section 3.0 of the Emergency Management Manual for ICP activation, staffing, roles and responsibility guidelines.

Any ICP staff member may be required to handle more than one of these staff roles based on the decision of the Incident Commander. Also, any ICP staff member may acquire assistance as necessary.

7.2 Extended incident ICP Staffing

Staffing will be planned to cover two shifts per day (two 12-hour shifts or one of 16 hours followed by an 8-hour shift) depending on the needs of the response and recovery plan. The Incident Commander will determine the level of staffing required to meet the needs of the response to the emergency situation that the ICP is handling.

7.3 Location

The primary site for the Transmission Northern Region Incident Command Post will be the Charlie Lake Complex Emergency Response Room. Should the primary site not be accessible or become untenable, the Incident Commander will choose an acceptable location for the ICP and advise all concerned.

SPECTRA ENERGY TRANSMISSION WEST

FIELD EMERGENCY RESPONSE PLAN

SECTION 7.2 – NORTHERN REGION COMMON INFORMATION

SITE SPECIFIC	DIVISION
Northern Region	Transmission & NGL

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1.0 TELEPHONE DIRECTORY CONTACT LISTS

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

2.0 MUTUAL AID AGREEMENTS

2.1 Municipality of Fort Nelson

SPECTRA ENERGY - FORT NELSON MUNICIPAL EMERGENCY PROGRAM MUTUAL AID	
Mutual Aid Partners: Town of Fort Nelson and Spectra Energy Transmission West	
ACTIVATION	
• Spectra Energy's Incident Commander, in consultation with Spectra Energy's Public Protection Supervisor, will determine whether to activate this mutual aid agreement as required. • Spectra Energy's Incident Commander will most likely delegate activation to the Liaison office. • The Fort Nelson Municipal Emergency Coordinator, or alternate, has the authority to request assistance from the Spectra Energy Fort Nelson Gas Plant. • Refer to Section 7.2, Subsection 1.7, Mutual Aid Partners contact list.	
TERMINOLOGY	
Fort Nelson: Town of Fort Nelson (Municipal Emergency Program) responders Spectra Energy:Fort Nelson Gas Plant Area (Emergency Response Plan) responders	
KEY COMPONENTS OF THE AGREEMENT	
• Spectra Energy responders will coordinate the notification and actions to protect the public in Spectra Energy's emergency planning zone for the Fort Nelson Gas Plant Area. • Spectra Energy responders will notify Fort Nelson authorities immediately if any situation is considered hazardous or potentially hazardous to the public and recommend the appropriate public safety actions. • Fort Nelson authorities will activate the public broadcast radio and TV stations to alert residents to take safety precautions. • Spectra Energy will dispatch a representative to the Fort Nelson Municipal Emergency Operations Centre to provide technical data advice and liaison. • If evacuation of Fort Nelson Gas Plant Area Emergency Planning Zone residents is required, Fort Nelson will support Spectra Energy. • Each partner must provide the other mutual aid partner with an up-to-date contact list.	
COMMUNICATIONS	
Land telephone and cellular telephones	
CHECKLISTS	
Fort Nelson: Refer to your copy of the Fort Nelson Gas Plant Area Emergency Response Plan for details about the Spectra Energy response. Spectra Energy:Refer to your copy of the Town of Fort Nelson Municipal Emergency Plan for details about Fort Nelson's response.	

The Municipal Emergency Plan for the Town of Fort Nelson provides a coordinated emergency response to natural and man-made emergencies that occur within the town and outlying areas.

An Emergency Operations Committee, including Spectra Energy representatives, meets periodically to review current issues and to exchange information.

2.2 District of Chetwynd

SPECTRA ENERGY – CHETWYND MUNICIPAL EMERGENCY PROGRAM MUTUAL AID	
Mutual Aid Partners:	Municipality of Chetwynd and Spectra Energy Transmission West
ACTIVATION	
• Spectra Energy's Incident Commander, in consultation with Spectra Energy's Public Safety Supervisor, will determine whether to activate this mutual aid agreement as required. • Spectra Energy's Incident Commander will most likely delegate activation to the Liaison Officer. • The Chetwynd Municipal Emergency Coordinator, or alternate, has the authority to request assistance from Spectra Energy. • Refer to Section 7.2, Subsection 1.7, Mutual Aid Partners contact list.	
TERMINOLOGY	
Chetwynd: Municipality of Chetwynd (Municipal Emergency Program) responders Spectra Energy: Sweet System – Grizzly Valley (Emergency Response Plan) responders	
KEY COMPONENTS OF THE AGREEMENT	
• Spectra Energy will coordinate the notification and actions to protect the public in Spectra Energy's Sweet System – Grizzly Valley area. • Spectra Energy will notify Chetwynd immediately if any situation is considered hazardous or potentially hazardous to the public and recommend the appropriate safety actions. • Chetwynd will activate the public broadcast radio and television stations to alert residents to take safety precautions. • Spectra Energy will dispatch a representative to the Chetwynd Municipal Emergency Operations Centre to provide technical data advice and liaison with Chetwynd. • If evacuation of Hasler Flats is required, Chetwynd will support Spectra Energy. • Each partner must provide the other mutual aid partner with an up-to-date contact list.	
COMMUNICATIONS	
Land telephone and cellular telephones	
CHECKLISTS	
Chetwynd: Refer to your copy of the Sweet System – Grizzly Valley Emergency Response Plan for details about the Spectra Energy response. Spectra Energy: Refer to your copy of the Chetwynd Municipal Emergency Plan for details about the Chetwynd response.	

The purpose of the Municipal Emergency Program for the Municipality of Chetwynd is to provide a coordinated emergency response to natural and man-made emergencies that occur within the town and outlying areas.

2.3 District of Hudson's Hope

SPECTRA ENERGY – HUDSON'S HOPE MUNICIPAL EMERGENCY PROGRAM MUTUAL AID

Mutual Aid Partners: Municipality of Hudson's Hope and Spectra Energy Transmission West

ACTIVATION

- Spectra Energy's Incident Commander, in consultation with Spectra Energy's Public Safety Supervisor, will determine whether to activate this mutual aid agreement as required.
- Spectra Energy's Incident Commander will most likely delegate activation to the Liaison Officer.
- The Hudson's Hope Municipal Emergency Coordinator, or alternate, has the authority to request assistance from Spectra Energy.
- Refer to Section 7.2, Subsection 1.7, Mutual Aid Partners contact list.

TERMINOLOGY

Hudson's Hope: Municipality of Hudson's Hope (Municipal Emergency Program) responders
Spectra Energy: Sweet System – Grizzly Valley (Emergency Response Plan) responders

KEY COMPONENTS OF THE AGREEMENT

- Spectra Energy will coordinate the notification and actions to protect the public in Spectra Energy's Sweet System – Grizzly Valley area.
- Spectra Energy will notify Hudson's Hope immediately if any situation is considered hazardous or potentially hazardous to the public and recommend the appropriate safety actions.
- Hudson's Hope will activate the Municipal Emergency Program to alert residents to take safety precautions.
- Spectra Energy will dispatch a representative to the Hudson's Hope Municipal Emergency Operations Centre to provide technical data advice and liaison with Hudson's Hope.
- If evacuation of Hudson's Hope is required, Hudson's Hope will support Spectra Energy.
- Each partner must provide the other mutual aid partner with an up-to-date contact list.

COMMUNICATIONS

Land telephone and cellular telephones

CHECKLISTS

Hudson's Hope: Refer to your copy of the Sweet System – Grizzly Valley Emergency Response Plan for details about the Spectra Energy response.
Spectra Energy: Refer to your copy of the Hudson's Hope Municipal Emergency Plan for details about the Hudson's Hope response.

The purpose of the Municipal Emergency Program for the Municipality of Hudson's Hope is to provide a coordinated emergency response to natural and man-made emergencies that occur within the town and outlying areas.

2.4 District of Taylor

SPECTRA ENERGY – DISTRICT OF TAYLOR MUTUAL AID	
Mutual Aid Partners:	District of Taylor and Spectra Energy Transmission West
ACTIVATION	
• Spectra Energy's Incident Commander, in consultation with Spectra Energy's Public Protection Supervisor will make the decision to activate this mutual aid agreement as required. • Spectra Energy's Incident Commander will most likely delegate activation to the Liaison Supervisor. • The District of Taylor Fire Chief, or alternate, has the authority to request assistance from the Spectra Energy Taylor Complex. • Refer to Section 7.2, Subsection 1.7, Mutual Aid Partners contact list.	
TERMINOLOGY	
Taylor: District of Taylor (Municipal Emergency Plan) responders Spectra Energy: Taylor Complex (Emergency Response Plan) responders	
KEY COMPONENTS OF THE AGREEMENT	
• Taylor will coordinate the notification and actions to protect the public in Spectra Energy's emergency planning zone for the Taylor Complex, north of the Peace River. • Spectra Energy will coordinate the notification and actions to protect the public in Spectra Energy's emergency planning zone for the Taylor Complex, south of the Peace River (South Taylor). • Spectra Energy will notify Taylor immediately if any situation is considered hazardous or potentially hazardous to the public and recommend the appropriate public safety actions. • Taylor will activate the Taylor public broadcast speakers to alert residents to take safety precautions. • Spectra Energy will dispatch a representative to the Taylor Municipal Emergency Operations Centre to provide technical data advice and liaison with Taylor. • If evacuation of South Taylor residents is required, Taylor will support Spectra Energy. • Each partner must provide the other mutual aid partner with an up-to-date contact list.	
COMMUNICATIONS	
Land telephone and cellular telephones	
CHECKLISTS	
Taylor: Refer to your copy of the Taylor Complex Emergency Response Plan for details about the Spectra Energy response. Spectra Energy: Refer to your copy of the District of Taylor Municipal Emergency Plan for details about the District of Taylor response.	

2.5 City of Fort St. John

SPECTRA ENERGY – MUNICIPALITY OF FORT ST. JOHN MUTUAL AID	
Mutual Aid Partners: Municipality of Fort St. John and Spectra Energy Transmission West	
ACTIVATION	
• Spectra Energy's Incident Commander, in consultation with Spectra Energy's Public Protection Supervisor will make the decision to activate this mutual aid agreement as required. • Spectra Energy's Incident Commander will most likely delegate activation to the Liaison Officer. • The Municipality of Fort St. John Coordinator, or alternate, has the authority to request assistance from Spectra Energy. • Refer to Section 7.2, Subsection 1.7, Mutual Aid Partners contact list.	
TERMINOLOGY	
Fort St. John: Municipality of Fort St. John (Municipal Emergency Plan) responders Spectra Energy: Sour System - Fort St. John Corridor (Emergency Response Plan) responders	
KEY COMPONENTS OF THE AGREEMENT	
• Fort St. John will coordinate the notification and actions to protect the public in Spectra Energy's emergency planning zone for the Sour System - Fort St. John Corridor within the City of Fort St. John corporate limits. • Spectra Energy will coordinate the notification and actions to protect the public in Spectra Energy's emergency planning zone for the Sour System - Fort St. John Corridor outside of the City of Fort St. John corporate limits. • Spectra Energy will notify Fort St. John immediately if any situation is considered hazardous or potentially hazardous to the public and recommend the appropriate public safety actions. • Spectra Energy will dispatch a representative to the Fort St. John Municipal Emergency Operations Centre to provide technical data advice and liaison with Fort St. John. • If evacuation of the Sour System - Fort St. John Corridor EPZ residents is required, Fort St. John will support Spectra Energy. • Each partner must provide the other mutual aid partner with an up-to-date contact list.	
COMMUNICATIONS	
Land telephone and cellular telephones	
CHECKLISTS	
Fort St. John: Refer to your copy of the Sour System - Fort St. John Corridor Emergency Response Plan for details about the Spectra Energy response. Spectra Energy: Refer to your copy of the Fort St. John Municipal Emergency Plan for details about the Fort St. John response.	

2.6 Spectra Energy Midstream BC Division

SPECTRA ENERGY TRANSMISSION WEST –MIDSTREAM BC DIVISION ⁴	
Mutual Aid Partners: Spectra Energy Transmission West and Spectra Energy Midstream BC Division	
ACTIVATION	
- Control Room Operators from either company are authorized to activate the agreement. - Refer to Section 7.2, Subsection 1.7, Mutual Aid Partners contact list.	
TERMINOLOGY	
First Facility: This is the facility (plant, booster station or pipeline) experiencing an emergency and whose emergency alarm is activated Second Facility: This is the facility that is operating normally. The Second Facility is not experiencing an emergency	
KEY COMPONENTS OF THE AGREEMENT	
- When an emergency occurs at the First Facility, personnel from the Second Facility will take note, but will only respond according to the emergency response plan in effect for the facility if and when directed by the Incident Commander. - The Second Facility will be ready to assist the First Facility if requested, until an all clear is given. - If the location and nature of the situation is considered hazardous or potentially hazardous to the Second Facility, the First Facility Control Room Operator will immediately notify the Second Facility Control Room Operator. - Second Facility personnel will remain under the supervision and control of their own company. - When the emergency is under control, the First Facility will communicate the all clear to the Control Room of the Second Facility. - Each company will relay the “all clear” to its respective employees according to its own procedures. - Each Control Room Operator will be responsible for keeping a written record of response data.	
COMMUNICATIONS	
Land telephone, VHF radio - emergency channel (3)	
CHECKLISTS	
This is an informal agreement.	

⁴ Spectra Energy Midstream BC Division facilities are located adjacent to the Beg Jedney Booster Station and on common pipeline right-of-ways. Also, the Spectra Energy Midstream BC Division Gas and Liquids Plants at the Jedney and Highway locations discharge sales gas into Spectra Energy transmission pipelines.

2.7 Pembina Pipeline Corporation

SPECTRA ENERGY – PEMBINA PIPELINE CORPORATION MUTUAL AID	
Mutual Aid Partners: Pembina Pipeline Corporation and Spectra Energy Transmission West	
ACTIVATION	
• Spectra Energy's Incident Commander will contact the Pembina facility in the event that Pembina personnel safety is at risk or pipeline operations are or may be disrupted. • Pembina personnel will contact the Spectra Energy Control Room upon becoming aware of an emergency situation. • Refer to Section 7.2, Subsection 1.7, Mutual Aid Partners contact list.	
TERMINOLOGY	
Taylor Complex EPZ: The emergency planning zone surrounding the Taylor Complex as defined in the emergency response plan. Spectra Energy: Spectra Energy Transmission West facilities and personnel located at the Taylor Complex emergency planning zone. Pembina: Pembina Pipeline Corporation facilities and personnel associated with the 12-inch crude oil pipeline and the pumping station located within the Taylor Complex emergency planning zone.	
KEY COMPONENTS OF THE AGREEMENT	
• Spectra Energy and Pembina share equal rights of access to the common right-of-way within the emergency planning zone. • Spectra Energy will provide maintenance and repair of the common right-of-way including the aerial crossing of the Peace River at Taylor, BC. • Spectra Energy will provide Pembina with electricity, sewer and water supply for domestic and pipeline operation within the Taylor Complex emergency planning zone. • Spectra Energy will provide VHF communication facilities and compressed air for pipeline operations within the Taylor Complex emergency planning zone. • In the case of any emergency with respect to Pembina facilities, Spectra Energy will inform Pembina and subject to directions by Pembina and availability of Spectra Energy personnel and equipment, take action to deal with the emergency and safeguard life and property. • In the case of any emergency with respect to Spectra Energy pipeline in the common right-of-way, Pembina will inform Spectra Energy and, subject to direction by Spectra Energy and availability of Pembina personnel and equipment, take action to deal with the emergency and safeguard life and property. • Each of the parties acknowledges that the other party's personnel and equipment may not be available to deal with or may not remain available to deal with the emergency. • The obligation of each of the parties shall be "reasonable efforts only" subject to availability of the Responding Party's personnel and equipment. • Compensation for responding to an emergency will be in the amount equal to the total cost of providing such a service to the extent agreed to by the party receiving the service.	

SPECTRA ENERGY – PEMBINA PIPELINE CORPORATION MUTUAL AID (Continued...)
COMMUNICATIONS
Land telephone, VHF radio – emergency channel (3) and cellular telephones Note: Pembina shares the VHF radio system operated by Spectra Energy (limited to 21 radios, except with prior consent by Spectra Energy).
CHECKLISTS
Pembina: Refer to your copy of the Spectra Energy Transmission West and Pembina Pipeline Corporation Agreement for details. Spectra Energy: Refer to your copy of the Spectra Energy Transmission West and Pembina Pipeline Corporation Agreement for details.

2.8 BC Mutual Assistance Agreement Summary

BC MUTUAL ASSISTANCE AGREEMENT	
Mutual Aid Partners: Fortis BC, Pacific Northern Gas Ltd., Fortis BC Vancouver Island, and Spectra Energy Transmission West	
ACTIVATION	
• Spectra Energy's Incident Commander, in consultation with the Crisis Manager, will make the decision to activate this mutual aid agreement as required. • Spectra Energy's Incident Commander will most likely delegate activation to the Logistics Section Chief. • The Requesting Party MUST contact the Responding Company personnel who have the authority to activate the Responding Company personnel. • Refer to Section 7.2, Subsection 1.7, Mutual Aid Partners contact list.	
TERMINOLOGY	
Requesting Company: Party requesting assistance Responding Company: Company providing aid (personnel and/or equipment)	
KEY COMPONENTS OF THE AGREEMENT	
• Personnel and equipment are provided on a voluntary basis to other mutual aid partners. • Responding Company provides its own transportation. • Responding Company personnel remain under the supervision and control of their company. • The Responding Company supervisor having authority over loaned personnel must be clearly identified to loaned personnel and to the responding company. • Responding Company wages, hours and other terms and conditions of employment including work procedures and/or safety rules, will be those of the Responding Company. • The Responding Company has the right to withdraw any or all personnel and equipment at any time. • The Requesting Company will reimburse the Responding Company for all expenses. • The Responding Company or its employees (including loaned employees) are not held liable for any loss or damage, including loss because of negligence or other fault of the responding company. • The Responding Company will provide the Requesting Company with a detailed statement in quadruplicate for all costs and expenses paid or incurred. The Requesting Company will pay the statement within 30 days. • Each company must provide other mutual aid partners with an up-to-date contact list. • Any party can withdraw from the agreement upon at least 30 days written notice. • No party can withdraw from the agreement while using loaned personnel or equipment.	
COMMUNICATIONS	
Mutual aid partners use individual company communication equipment and frequencies.	
CHECKLISTS	

3.0 VHF RADIO COMMUNICATION

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

4.0 NOTIFICATION MATRIX

- 4.1 British Columbia (see attachment)
- 4.2 Alberta (see attachment)

TABLE 2.1.6 (a)

SPECTRA ENERGY TRANSMISSION WEST
PROVINCE OF BRITISH COLUMBIA
Emergency Notification Requirements for Lead Government Agencies and Support Services

INCIDENT TYPE (NOTE: More than one incident type may apply for a given emergency)	AGENCY OR RESOURCE	First Responders						Lead Agencies				Supporting Agencies and Services															
		Ambulance / Medical Services	Fire Department	RCMP / Local Police	Transportation Safety Board of Canada (TSB) (2)	National Energy Board (NEB) (4)	Emergency Management BC (EMBC) (5)	Local Authorities (6)	LPG Emergency Response Corporation	BC Oil and Gas Commission (OGC)	WorkSafe BC	BC Safety Authority	Boilers, Pressure Vessels & Piping	Ministry of Transportation - Electrical	Public Works & Government Services Canada	Ministry of Forests, Mines and Lands	Local Public Health Units	CANUTEC	NAV Canada Flight Services Equipment	Environment Canada	Department of Fisheries & Oceans (DFO)	Mutual Aid Partners / Support Services					
Sour gas release		A	√		B	√	√		√	F	G			H	I	J	K	L			O	P		R			
Chlorine gas release		A	√	√	B	√	√			F	G			H	I		K	L		N		P		R			
Sweet Combustible gas release		A	√	√	B	√	√	D	√	F	G			H	I	J				O				R			
Reportable unrefined product spill (1)		A	√	√	B	√	√	D	√	F	G			H	I	J	K	L	M	N		P	Q	R			
Reportable refined product spill (1)		A	√	√	B	√	√	D		F	G			H	I	J	K	L	M	N		P	Q	R			
Serious injury or death (including vehicle accidents)	√		√	√	B						G													R			
Fire / explosion		√	√	√	B	√	√		E		G			H	I	J								R			
Pressure vessel or piping incident			√	√	B	C			E		G	√												R			
Electrical incident			√	√	B				E		G		√											R			
Motor vehicle accident (no injuries)			√																					R			
Security incidents			√																					R			
Damage affecting the safe operation of the pipeline or plant				√	B																			R			
Interruption in the operation of a pipeline or pipeline removed from service				√	B																			R			
Pipeline or plant operated beyond designed limits				√	B																			R			
Obstruction of a roadway, railway, or seaway			√	√	B		√							H	I							Q*		R			
Structural integrity reduced or threatened to be reduced below designed limit				√	B																			R			
Precautionary shutdown due to a hazardous condition				√	B																			R			
Activation of the emergency response plan				√	B																			R			

LEGEND

√ Compulsory contact

- A) Contact the local fire department, forest or industrial fire fighting service if there is potential for secondary fires resulting from the ignition of spilled liquids or escaping gases.
- B) The TSB Board **Occurrence Hot Line** is the single window reporting contact for TSB and NEB for pipeline occurrence. (3) (4)
- C) Notify EMBC (spill report line) if the incident involves a spill of EMBC reportable quantities (Section 4.6) including a transportation of dangerous goods occurrence.
- D) If the incident involves an LPG release and support is required, contact the LPG Emergency Response Corporation to mobilize a Remedial Measures Advisor to the site. NOTE: The first responders (fire, police) may have already notified and activated the LPG Emergency Response Corporation.
- E) Contact the OGC for incidents occurring at facilities regulated by the OGC.
- F) Request EMBC officer to notify MOE, for all spills or releases that have harmed or could potentially harm the environment.
- G) Contact WorkSafe BC if there is a potential for or an actual serious injury or death of a provincially regulated (non-Spectra Energy) worker or responder (worker or workplace-related issues) NOTE: Make a courtesy notification of a potential or an actual serious injury or death of federally regulated (Spectra Energy) workers.
- H) Request EMBC official to notify MOT of incidents affecting rural roadways except for industrial roads (or to close the Alaska Highway Milepost 0.0 to Milepost 83.6) as required. (5)
- I) Request EMBC officer to notify Public Works & Government Services Canada to close the Alaska highway north of Milepost 83.6 to the Yukon border as required. (5)
- J) Request EMBC official to advise MOF of incidents where a fire has resulted or there is a potential for fire that could affect Crown timber. (5)
- K) Request EMBC official to advise MOAL of incidents that affect agricultural land. (5)
- L) Contact the local public health unit if the incident affects the health of the public e.g. contamination of drinking water.
- M) Contact the Oil Spill Cooperative / Western Canadian Spill Services Ltd. (WCSS) equipment custodian as required e.g. hydrocarbon spill into a water source.
- N) Contact CANUTEC if information about handling procedures is required for toxic material releases.
- O) To get weather information or to isolate airspace above the release, contact the nearest NAV Canada flight service station and request a NOTAM (notice to airmen). The EMBC officer may provide assistance in contacting the flight service station as required. (5)
- P) Contact Environment Canada for incidents involving PCBs or any spills on Aboriginal lands, in national parks, into river or lake systems with fish or onto railway right-of-ways.
- Q) Contact DFO if any hydrocarbons have entered a waterway frequented by fish or occupied by waterfowl.
- *NOTE: Canadian Coast Guard is part of DFO and must be notified if incident is impeding shipping or navigable waters.
- R) Activate mutual aid partner agreements and support services as required.

NOTES

- (1) If in doubt as to whether a spill is reportable or not - REPORT IT! This includes transportation (rail/trucking) related spills. (Refer to the Regulatory Incident Reporting Guidelines)
- (2) For a fatality, request that the RCMP contact the local coroner.
- (3) NEB notification (through the TSB) is required for federally regulated facilities. (NEB is responsible for occupational safety and health for federally regulated workers.)
- (4) Ensure that the TSB Occurrence Coordinator will notify the NEB. (for incidents at federally regulated facilities)
- (5) EMBC is designed to automatically contact the appropriate government agencies. Nonetheless, it is prudent, when contacting EMBC, to identify the agencies that should be advised. The local EMBC coordinator may provide assistance in contacting some or all of the local authorities and may implement emergency services as required.
- (6) Any gas release or spill which may impact the public should be reported to the OGC.
- (7) Local authorities include municipal disaster services, affected schools, school bus authorities and First Nations governments and local police.

Refer to Area Site-Specific Emergency Response Plans for telephone directory contacts of above agencies and support services.

TABLE 2.1.6 (d)

SPECTRA ENERGY TRANSMISSION WEST
PROVINCE OF ALBERTA
Emergency Notification Requirements for Lead Government Agencies and Support Services

INCIDENT TYPE (NOTE: More than one incident type may apply for a given emergency)	AGENCY OR RESOURCE	First Responders							Lead Agencies							Supporting Agencies and Services									
		Ambulance / Medical Services	Fire Department	RCMP / Local Police	Transportation Safety Board of Canada (TSB) (3)	National Energy Board (NEB) (4)	Alberta Energy Regulator (AER) (5)	Alberta Municipal Affairs, Disaster Services (6)	Alberta Environment, Enforcement and Monitoring (7)	Local Authorities (8)	LPG Emergency Response Corporation	Oil Spill Cooperative / WCSS Equipment	Alberta Human Resources and Employment	Alberta Boiler Safety Association	Alberta Municipal Affairs	Alberta Environment, Lands & Forests / Fish & Wildlife (10)	Local Infrastructure, Highway Branch	Local Health Unit	Workers' Compensation Board	Environment Canada	CANUTEC	NAV Canada	NAV Canada Flight Services Station	Department of Fisheries & Oceans (DFO)	Mutual Aid Partners / Support Services
Sour gas release		A	√	√	B	√	x	x	√			G			x	I	J	K	L			N			P
Chlorine gas release		A	√	√	B		√	√	√			G			H	I	J	K	L	M					P
Sweet Combustible gas release		A	√	√	B	√	x	x	√	E		G			x	I		K				N			P
Reportable unrefined product spill (1)		A	√	√	B	√	x	x	√	E	F	G			x	I	J	K	L	M			O		P
Reportable refined product spill (1)		A	√	√	B		√	√	√	E	F	G			H	I	J	K	L	M			O		P
Serious injury or death (including vehicle accidents)	√		√	√	B							√						√							P
Fire / explosion		√	√	√	B	C	√	D	√			G			H	I		K							P
Pressure vessel or piping incident			√	√	B	C						G	√					K							P
Electrical incident			√	√	B	C						G		√				K							P
Motor vehicle accident (no injuries)			√																						P
Security incidents			√																						P
Damage affecting the safe operation of the pipeline or plant				√	B																				P
Interruption in the operation of a pipeline or pipeline removed from service				√	B																				P
Pipeline or plant operated beyond designed limits				√	B																				P
Obstruction of a roadway, railway, or seaway			√	√	B				√								I						O*		P
Structural integrity reduced or threatened to be reduced below designed limit				√	B																				P
Precautionary shutdown due to a hazardous condition				√	B																				P
Activation of the emergency response plan				√	B																				P

LEGEND

- √ Compulsory contact
x Request the AER to notify these agencies and services as required.
- NOTE: The AER may provide assistance to alert additional provincial government agencies (one-window reporting). However, Spectra Energy is accountable to ensure that the appropriate agencies are notified.**
- A) Contact the local fire department if there is potential for secondary fires resulting from the ignition of spilled liquids or escaping gases.
- B) The Transportation Safety Board **Occurrence Hot Line** is the single window reporting contact for TSB and NEB for pipeline occurrence. (3) (4)
- C) Contact the AER for fire / explosion incidents, pressure vessel incidents or electrical incidents occurring at facilities approved and regulated by the AER.
- D) Contact Alberta Environment, Enforcement and Monitoring for all spills or releases that have harmed or could potentially harm the environment.
- E) If the incident involves an LPG release and support is required, contact the LPG Emergency Response Corporation to mobilize a Remedial Measures Advisor to the site.
NOTE: The first responders (fire/police) may have already notified and activated the LPG Emergency Response Corporation.
- F) Contact the Oil Spill Cooperative / Western Canadian Spill Services Ltd. (WCSS) equipment custodian as required e.g. hydrocarbon spill into a water source.
- G) Contact Alberta Human Resources and Employment, Workplace Health & Safety if there is a potential for or an actual serious injury or death of a provincially regulated (non-Spectra Energy) worker or responder (workplace-related issues).
NOTE: Make a courtesy notification of a potential or an actual serious injury or death of federally regulated (Spectra Energy) workers.
- H) Contact Alberta Environment, Lands & Forests and Fish & Wildlife.
- I) Contact Alberta Infrastructure, Highways Branch if the emergency planning zone affects highway designated by 1 or 2 digits (e.g. Hwy 2, Hwy 47).
- J) Contact the local health unit if the incident affects public health e.g. contamination of drinking water.
- K) Contact Workers' Compensation Board if there is potential for or an actual serious injury or death of a provincially regulated (non-Spectra Energy) worker as a result of an incident (worker related issues).
- L) Contact Environment Canada for incidents involving PCBs or any spills on Aboriginal lands, in national parks, into river or lake systems with fish or onto railway right-of-ways.
- M) Contact CANUTEC if information about handling procedures is required for toxic material releases.
- N) To obtain weather information or to isolate airspace above the release, contact the nearest NAV Canada flight services station and request a NOTAM (notice to airmen). The AEUB may provide assistance in contacting the flight services station as required.
- O) Contact the Department of Fisheries and Oceans (DFO) if any hydrocarbons have entered a waterway frequented by fish or occupied by waterfowl.
NOTE: The Canadian Coast Guard is part of DFO and must be notified if an incident is impeding shipping or navigable waters.
- P) Activate mutual aid partner agreements and support services as required.

NOTES

- (1) **If in doubt as to whether a spill is reportable or not ----- REPORT IT!** If a spill involves transportation (rail/trucking), ensure that the Alberta Transportation and Utilities Information and Coordination Center operator and the RCMP are notified (Transportation of Dangerous Goods Occurrence). (Refer to the Incident Management Program)
- (2) For a fatality, request that the RCMP call the medical examiner.
- (3) NEB notification (through the Transportation Safety Board) is required for federally regulated facilities. (NEB is responsible for occupational safety and health for federally regulated workers.)
- (4) Ensure that the Transportation Safety Board Occurrence Coordinator will notify the NEB (for incidents at federally regulated facilities).
- (5) The AER is designated as lead agency (one-window reporting) to implement the Government of Alberta Emergency Response Support Plan for an Upstream Petroleum incident.
- (6) The Alberta Municipal Affairs, Disaster Services officer may provide assistance in contacting some or all of the local authorities.
- (7) Alberta Environment, Enforcement and Monitoring.
- (8) Local authorities include the local disaster services coordinator, affected schools, school bus authorities, First Nations government, municipal/county authorities and local police.
- (9) Alberta Human Resources and Employment, Workplace Health and Safety.
- (10) Alberta Environment, Lands & Forests Services and Fish & Wildlife.

Refer to Area Site-Specific Emergency Response Plans for telephone directory contacts of above agencies and support services.



Field Emergency Response Team

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

Area Employee List

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

One Window Reporting

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

Area On-Call Lists

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

► ONE WINDOW REPORTING PROCEDURE



Purpose: To provide a single point-of-contact for reporting all regulatory reportable incidents and emergencies.

Performed by: SET West Personnel

SET WEST OPERATIONS

1.800.663.9931

Issued 2016-01-29

This procedure must be followed when any of these incidents occur:

- Spills, leaks, unplanned/uncontrolled emissions
- Emergency flaring from processing plants
- Public complaints
- Serious and regulatory recordable injuries¹
- Fire or explosions
- Pressure equipment failures
- Maximum operating pressure (MOP) excursions
- Security related incidents (any RCMP contact)
- Contact with large mammals or birds of prey
- Permit contraventions
- Electrical equipment failure
- Unauthorized third-party activities
- Transportation of dangerous goods (TDG) occurrences

For more information on incident management including procedures, forms and templates, visit the [Incident Management Program on the Source:](https://thesource.spectraenergy.com/safety-responsibility/oms-west/Pages/IncidentManagementProgram.aspx) <https://thesource.spectraenergy.com/safety-responsibility/oms-west/Pages/IncidentManagementProgram.aspx>

Witness / Area On-Call Supervisor

1. The Witness of the incident is responsible to make the situation safe or contain if possible.
 - Witness contacts the Area On-Call Supervisor
 - **NOTE:** Witness will also ensure their direct supervisor is contacted if different from Area On-Call Supervisor
 - Witness initiates emergency response plan if required
2. Area On-Call Supervisor ensures a call is made to FSJ Gas Control for all regulatory recordable incidents.

One Window

3. One Window documents the caller's information and contact number, and phones the Incident Reporting Supervisor.

Incident Reporting Supervisor

4. Incident Reporting Supervisor works with the Area On-Call Supervisor and subject matter experts (Environment, Health & Safety, Process Safety, Regulatory Compliance, Engineering, etc.) to verify that the incident externally reportable to a regulator.
 - If yes, the Incident Reporting Supervisor notifies regulatory agencies.
5. Incident Reporting Supervisor documents incident details using the Incident Email Summary template and sends completed form according to the distribution list.
 - If incident escalates to Level 2 or Level 3, the Incident Reporting Supervisor activates the Emergency Operations Center.

Area Director

6. Area Director is accountable for completing an incident investigation and corrective and preventive action. Area Director is accountable for the associated Detailed Incident Report (DIR), and should request support from functional groups when completing the DIR.

¹ Not all injuries are subject to a call to One Window – this determination is done in step 1 by area management and documented through Incident Express. Injuries that must be reported through One Window are fatalities or a serious injury such as: decompression sickness; permanent disability; amputation; hearing loss; loss of consciousness; electrocution; a fracture of a skull, spine, pelvis, arm, leg, hand or foot; third-degree burns; loss of sight; asphyxiation; poisoning; internal hemorrhage.

SPECTRA ENERGY TRANSMISSION WEST

FIELD EMERGENCY RESPONSE PLAN

SECTION 7.3 – NORTHERN REGION EMERGENCY PLANNING AREAS

SITE SPECIFIC	DIVISION
Northern Region	Transmission & NGL

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1.0 TELEPHONE DIRECTORY CONTACT LISTS

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

2.0 EMERGENCY PLANNING DATA

2.1 Emergency Planning Area Security

2.1.1 Emergency Planning Map(s)

The pipeline Emergency Planning Zone is 800 meters for “looped” and 650 meters for “non-looped” pipeline segments.

The Incident Planning Zone will cover an initial area with a radius of 800 meters and 650 meters for respective looped and non-looped pipeline.

See Section 5.0 for emergency planning area map(s).

2.1.2 Staging Areas

The following staging areas will be utilized by non-Spectra Energy first responders, who will stop and await instructions from Spectra Energy regarding safe routes into the incident site and any requirement for protective clothing and equipment. This area may also be used as the Field Command Post by all responders to determine hazards and assignment of actions for control of the hazards to protect the public, personnel and the environment.

- The primary staging area will be the upstream or downstream Compressor Station (due to improved communication capabilities) that is in a safe location and closest to the incident site, or
- An alternative safe location to be chosen by the Incident Commander and communicated to all responders.

2.1.3 Roadblocks

Roadblocks may be required at all or some of the following locations to prevent accidental access into the hazardous zone:

- For the safety of area residents and the general public, roadblocks will be set up on all roads leading into the emergency planning zone area.
- Alaska Highway

Closure of the Alaska Highway will be coordinated by the RCMP with the District of Fort Nelson Municipal Emergency Program and Public Works and Government Services Canada. Refer to Telephone Directory Contact Lists, Subsections 1.1 and 1.3, and Section 7.2, Subsection 1.2, respectively.

2.1.4 Estimated Response Time

- Outside call or Gas Control SCADA alarm
 - Review SCADA emergency indicators and confirm outside call/alarms – 0 to 5 minutes
- Gas Controller confirms a pipeline emergency
 - Initiate emergency procedures (notify 911) – 0 to 5 minutes

- Gas Controller cannot confirm a pipeline failure
 - Spectra Energy responders dispatched to the incident site to confirm the situation:
 - a) Incident site in close proximity to a compressor station – 60 minutes
 - b) Incident site accessible by access road – 60 minutes
 - c) Incident site in remote location – response will be by air, ATV and/or snowmobile. Response time will be dependent on weather conditions and time of day.
- Full response to the incident
 - ICP staffed and response team dispatched – 1 to 2 hours

2.2 Notification of Potential Occupants

2.2.1 Public Notification within the Emergency Planning Area

1. Within a Designated Regional or District Municipality

a) Level 1 Alert

- Inform First Responders of the situation (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise the designated Regional or District Incident Commander of the recommendation to shelter in place or evacuate
- Advise MEP (Municipal Emergency Program) (refer to Telephone Directory Contact List, Subsection 1.3) and request their assistance in designating a Registration/Evacuation Centre
- Once the Registration/Evacuation Centre has been designated by the Incident Command Post, inform Spectra Energy facility muster station(s) to evacuate employees to the designated evacuation centre

2. Within a Rural Area

a) Level 1 Alert

- Inform First Responders (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise First Responders of recommendation for sheltering in place or evacuation
- Advise EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) of the recommendation for sheltering in place or evacuation
- Advise affected residents/businesses to shelter in place or evacuate to the designated Registration/Evacuation Centre
- Advise affected residents/businesses route of travel to the designated Registration/Evacuation Centre
- Advise Spectra Energy facility muster station(s) to evacuate employees to the designated Registration/Evacuation Centre

2.2.2 Communication with Regional Authorities

Spectra Energy will ensure that government agencies such as EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) and other key agencies are notified of the incident.

When a Level 2 or 3 incident occurs inside the boundaries of a specific regional/municipal area, notification of the adjacent districts are to be made to ensure they are aware of the incident and the possible implications to their district (road closures, registration/evacuation centres, etc.).

2.2.3 Residents / Businesses

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

2.2.4 Trappers and Guides/Outfitters

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

2.2.5 Other Key Contacts in the Area

Campsites are located at:

- Andy Bailey Provincial Park
- Klua Lakes Provincial Park

3.0 EMERGENCY RESPONSE EQUIPMENT LIST

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

4.0 FACILITY INFORMATION

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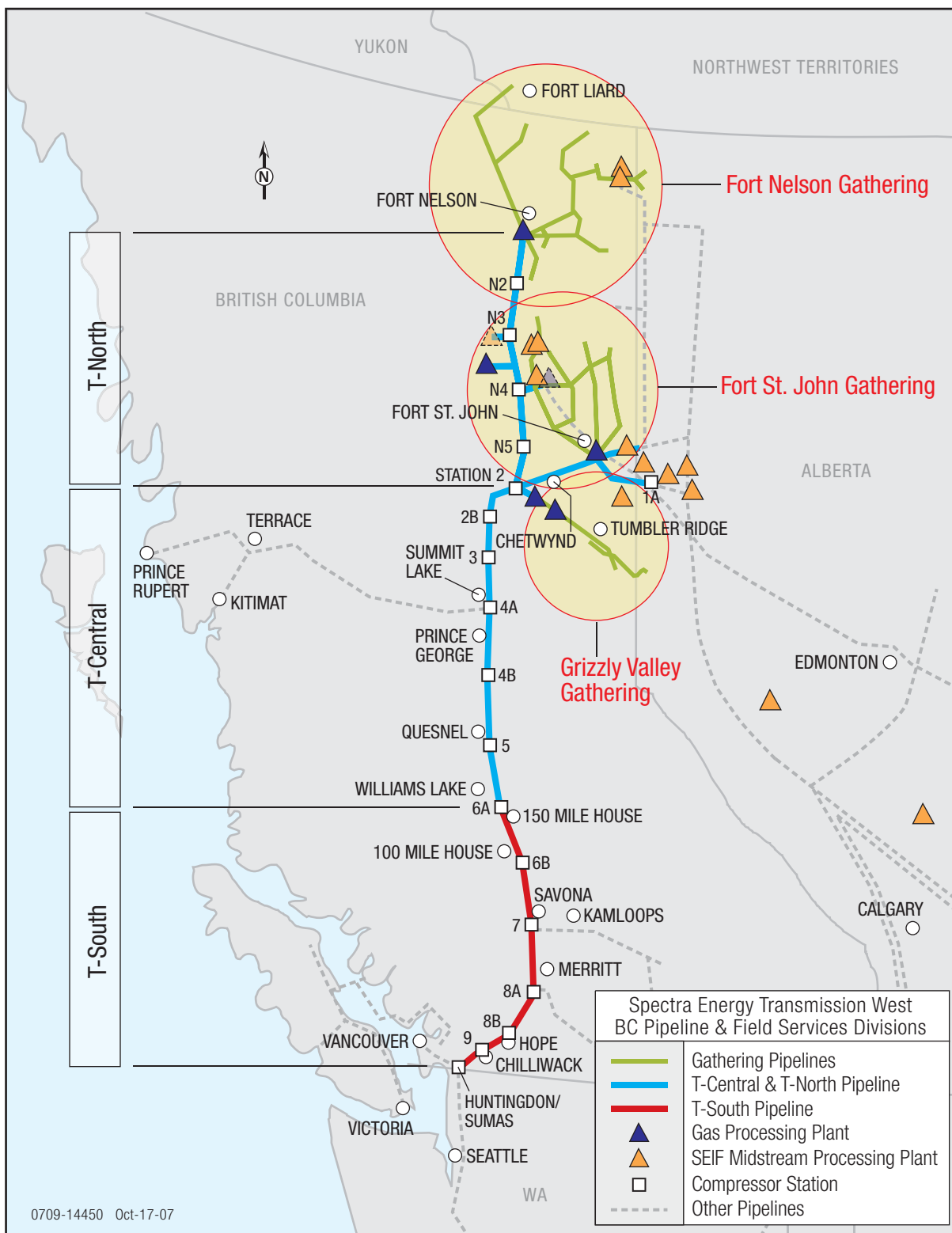
5.0 MAPS

5.1 Area Emergency Planning Zone

- SET WEST Emergency Response Map N1-N2 (Northern Section) (**See Below**)
- SET WEST Emergency Response Map N1-N2 (Southern Section) (**See Below**)
- Spectra Energy Transmission BC Pipeline Regions Map

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

Spectra Energy Transmission BC Pipeline Regions Map



7.3.2 CS N-2 and Pipe

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2.2.5	Other Key Contacts in the Area.....	22
3.0	Emergency Response Equipment List	23
4.0	Facility Information.....	24
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5.0	Maps	25
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1.0 TELEPHONE DIRECTORY CONTACT LISTS

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2.0 EMERGENCY PLANNING DATA

2.1 Emergency Planning Area Security

2.1.1 Emergency Planning Map(s)

The pipeline Emergency Planning Zone is 800 meters for “looped” and 650 meters for “non-looped” pipeline segments.

See Section 5.0 for emergency planning area map(s).

2.1.2 Staging Areas

The following staging areas will be utilized by non-Spectra Energy first responders, who will stop and await instructions from Spectra Energy regarding safe routes into the incident site and any requirement for protective clothing and equipment. This area may also be used as the Field Command Post by all responders to determine hazards and assignment of actions for control of the hazards to protect the public, personnel and the environment.

- The primary staging area will be the upstream or downstream Compressor Station (due to improved communication capabilities) that is in a safe location and closest to the incident site, or
- An alternative safe location to be chosen by the Incident Commander and communicated to all responders.

2.1.3 Roadblocks

Roadblocks may be required at all or some of the following locations to prevent accidental access into the hazardous zone:

- For the safety of area residents and the general public, roadblocks will be set up on all roads leading into the emergency planning zone area.
- Alaska Highway

Closure of the Alaska Highway will be coordinated by the RCMP with the District of Fort Nelson Municipal Emergency Program and Public Works and Government Services Canada. Refer to Telephone Directory Contact Lists, Subsections 1.1 and 1.3, and Section 7.2, Subsection 1.2, respectively.

2.1.4 Estimated Response Time

- Outside call or Gas Control SCADA alarm
 - Review SCADA emergency indicators and confirm outside call/alarms – 0 to 5 minutes
- Gas Controller confirms a pipeline emergency
 - Initiate emergency procedures (notify 911) – 0 to 5 minutes
- Gas Controller cannot confirm a pipeline failure

- Spectra Energy responders dispatched to the incident site to confirm the situation:
 - a) Incident site in close proximity to a compressor station – 60 minutes
 - b) Incident site accessible by access road – 60 minutes
 - c) Incident site in remote location – response will be by air, ATV and/or snowmobile. Response time will be dependent on weather conditions and time of day.
- Full response to the incident
 - ICP staffed and response team dispatched – 1 to 2 hours

2.2 Notification of Potential Occupants

2.2.1 Public Notification within the Emergency Planning Area

Within a Rural Area

a) Level 1 Alert

- Inform First Responders (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise First Responders of recommendation for sheltering in place or evacuation
- Advise EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) of the recommendation for sheltering in place or evacuation
- Advise affected residents/businesses to shelter in place or evacuate to the designated Registration/Evacuation Centre
- Advise affected residents/businesses route of travel to the designated Registration/Evacuation Centre
- Advise Spectra Energy facility muster station(s) to evacuate employees to the designated Registration/Evacuation Centre

2.2.2 Communication with Regional Authorities

Spectra Energy will ensure that government agencies such as EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) and other key agencies are notified of the incident.

When a Level 2 or 3 incident occurs inside the boundaries of a specific regional/municipal area, notification of the adjacent districts are to be made to ensure they are aware of the incident and the possible implications to their district (road closures, registration/evacuation centres, etc.).

2.2.3 Residents / Businesses

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2.2.4 Trappers and Guides/Outfitters

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about

identifiable individuals.

2.2.2 Other Key Contacts in the Area

Campsites are located at:

- Prophet River Wayside Provincial Park

3.0 EMERGENCY RESPONSE EQUIPMENT LIST

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

4.0 FACILITY INFORMATION

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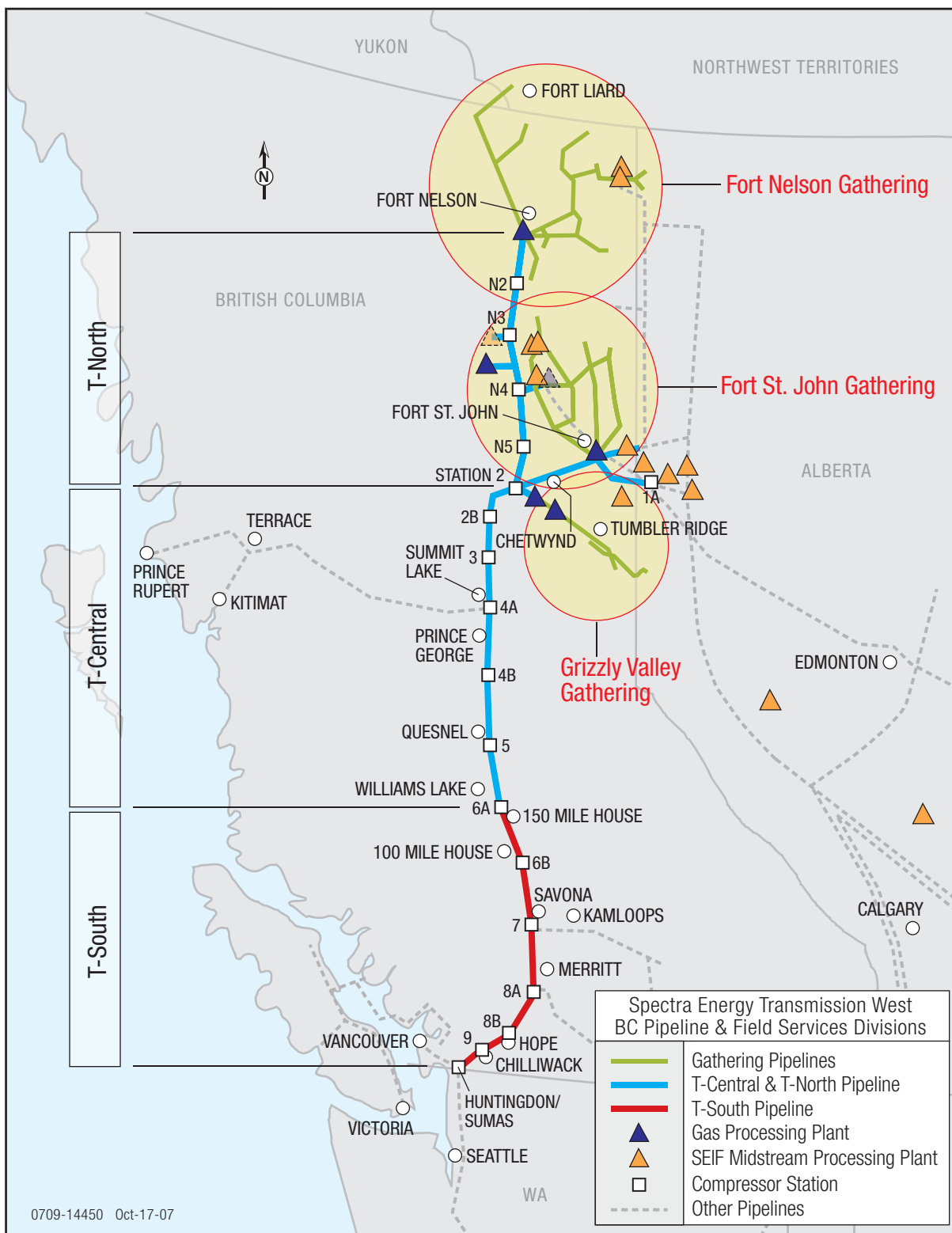
5.0 MAPS

5.1 Area Emergency Planning Zone

- SET WEST Emergency Response Map N2 – N3 (Northern Section)(**See Below**)
- SET WEST Emergency Response Map N2 – N3 (Southern Section)(**See Below**)
- Spectra Energy Transmission BC Pipeline Regions Map

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

Spectra Energy Transmission BC Pipeline Regions Map



7.3.3 CS N-3 and Pipe

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1.0 TELEPHONE DIRECTORY CONTACT LISTS

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2.0 EMERGENCY PLANNING DATA

2.1 Emergency Planning Area Security

2.1.1 Emergency Planning Map(s)

The pipeline Emergency Planning Zone is 800 meters for “looped” and 650 meters for “non-looped” pipeline segments.

The Incident Planning Zone will cover an initial area with a radius of 800 meters and 650 meters for respective looped and non-looped pipeline.

See Section 5.0 for emergency planning area map(s).

2.1.2 Staging Areas

The following staging areas will be utilized by non-Spectra Energy first responders, who will stop and await instructions from Spectra Energy regarding safe routes into the incident site and any requirement for protective clothing and equipment. This area may also be used as the Field Command Post by all responders to determine hazards and assignment of actions for control of the hazards to protect the public, personnel and the environment.

- The primary staging area will be the upstream or downstream Compressor Station (due to improved communication capabilities) that is in a safe location and closest to the incident site, or
- An alternative safe location to be chosen by the Incident Commander and communicated to all responders.

2.1.3 Roadblocks

Roadblocks may be required at all or some of the following locations to prevent accidental access into the hazardous zone:

- For the safety of area residents and the general public, roadblocks will be set up on all roads leading into the emergency planning zone area.
- Alaska Highway

Closure of the Alaska Highway will be coordinated by the RCMP with the Fort St. John Rural Emergency Program and Public Works and Government Services Canada north of MP 83.6 and the Ministry of Transportation and Highways south of MP 83.6. Refer to Telephone Directory Contact Lists, Subsections 1.1 and 1.3, and Section 7.2, Subsection 1.2, respectively.

2.1.4 Estimated Response Time

- Outside call or Gas Control SCADA alarm
 - Review SCADA emergency indicators and confirm outside call/alarms – 0 to 5 minutes
- Gas Controller confirms a pipeline emergency
 - Initiate emergency procedures (notify 911) – 0 to 5 minutes

- Gas Controller cannot confirm a pipeline failure
 - Spectra Energy responders dispatched to the incident site to confirm the situation:
 - a) Incident site in close proximity to a compressor station – 60 minutes
 - b) Incident site accessible by access road – 60 minutes
 - c) Incident site in remote location – response will be by air, ATV and/or snowmobile. Response time will be dependent on weather conditions and time of day.
- Full response to the incident
 - ICP staffed and response team dispatched – 1 to 2 hours

2.2 Notification of Potential Occupants

2.2.1 Public Notification within the Emergency Planning Area

Within a Rural Area

a) Level 1 Alert

- Inform First Responders (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise First Responders of recommendation for sheltering in place or evacuation
- Advise EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) of the recommendation for sheltering in place or evacuation
- Advise affected residents/businesses to shelter in place or evacuate to the designated Registration/Evacuation Centre
- Advise affected residents/businesses route of travel to the designated Registration/Evacuation Centre
- Advise Spectra Energy facility muster station(s) to evacuate employees to the designated Registration/Evacuation Centre

2.2.2 Communication with Regional Authorities

Spectra Energy will ensure that government agencies such as EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) and other key agencies are notified of the incident.

When a Level 2 or 3 incident occurs inside the boundaries of a specific regional/municipal area, notification of the adjacent districts are to be made to ensure they are aware of the incident and the possible implications to their district (road closures, registration/evacuation centres, etc.).

2.2.3 Residents / Businesses

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2.2.4 Trappers and Guides/Outfitters

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2.2.5 Other Key Contacts in the Area

a) Alaska Highway Lodging

If travelers are cut off because of road closure, accommodations at local commercial outlets will be arranged as required.

b) Campsites are located at:

- Buckinghorse River Wayside Provincial Park
- Sikanni Chief Falls Protected Area
- Pink Mountain Provincial Park

3.0 EMERGENCY RESPONSE EQUIPMENT LIST

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

4.0 FACILITY INFORMATION

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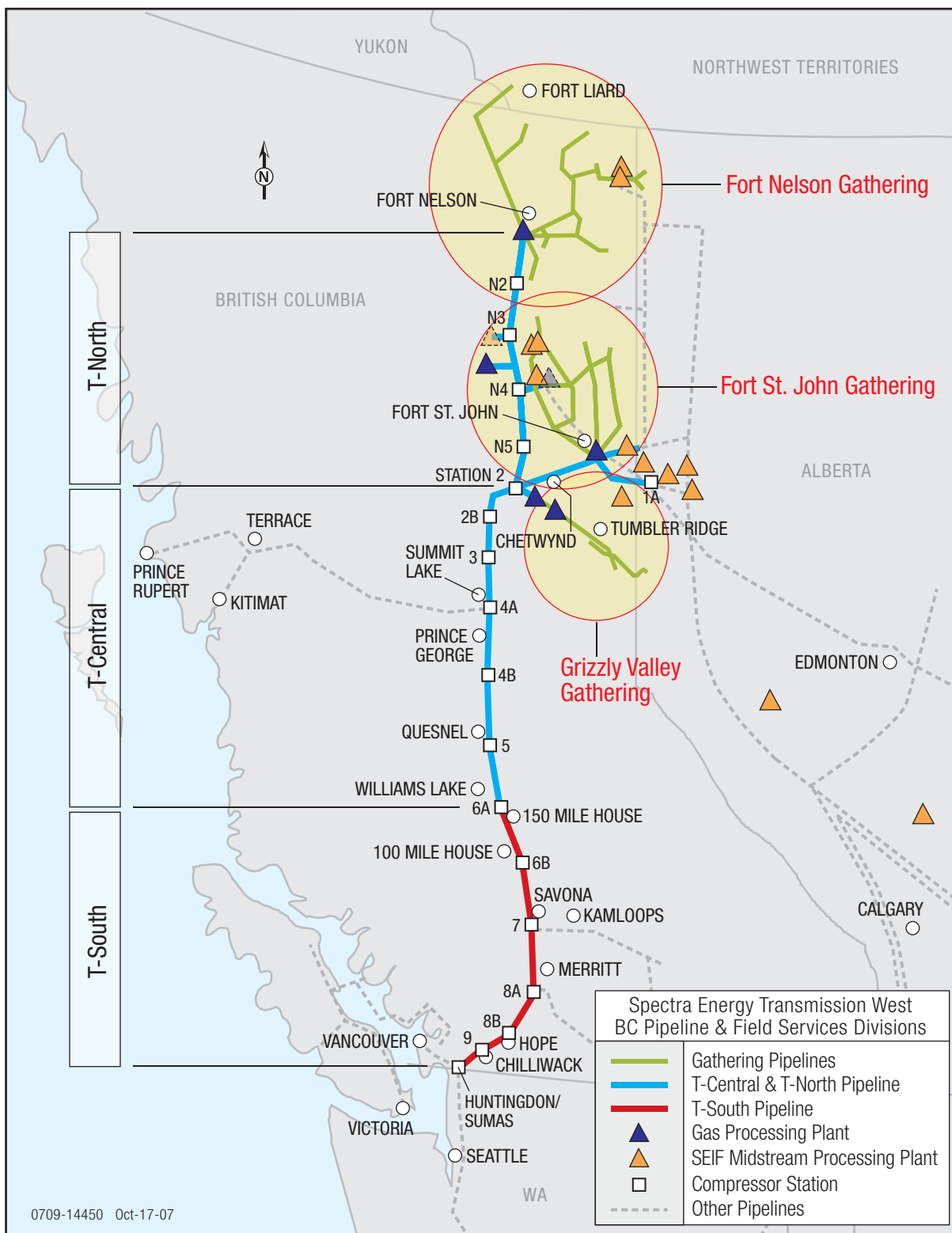
5.0 MAPS

5.1. Area Emergency Planning Zone

- SET WEST Emergency Response Map N3 – N4 (Northern Section)
(See Below)
- SET WEST Emergency Response Map N3 – N4 (Southern Section)
(See Below)
- Spectra Energy Transmission BC Pipeline Regions Area Map

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

Spectra Energy Transmission BC Pipeline Regions Map



7.3.4 CS N-4 and Pipe

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2.2.2	Communication with Regional Authorities	47
2.2.3	Residents / Businesses	47
2.2.4	Trappers and Guides/Outfitters	47
2.2.5	Other Key Contacts in the Area.....	48
3.0	Emergency Response Equipment List.....	49
4.0	Facility Information	50
3.1	Emergency Planning Area Pipeline Schematics	50
3.2	Compressor Station Emergency Shutdowns (ESD)	50
5.0	Maps	53
5.1	Area Emergency Planning Zone	53

1.0 TELEPHONE DIRECTORY CONTACT LISTS

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2.0 EMERGENCY PLANNING DATA

2.1 Emergency Planning Area Security

2.1.1 Emergency Planning Map(s)

The pipeline Emergency Planning Zone is 800 meters for “looped” and 650 meters for “non-looped” pipeline segments.

The Incident Planning Zone will cover an initial area with a radius of 800 meters and 650 meters for respective looped and non-looped pipeline.

See Section 5.0 for emergency planning area map(s).

2.1.2 Staging Areas

The following staging areas will be utilized by non-Spectra Energy first responders, who will stop and await instructions from Spectra Energy regarding safe routes into the incident site and any requirement for protective clothing and equipment. This area may also be used as the Field Command Post by all responders to determine hazards and assignment of actions for control of the hazards to protect the public, personnel and the environment.

- The primary staging area will be the upstream or downstream Compressor Station (due to improved communication capabilities) that is in a safe location and closest to the incident site, or
- An alternative safe location to be chosen by the Incident Commander and communicated to all responders.

2.1.3 Roadblocks

Roadblocks may be required at all or some of the following locations to prevent accidental access into the hazardous zone:

- For the safety of area residents and the general public, roadblocks will be set up on all roads leading into the emergency planning zone area.
- Alaska Highway

Closure of the Alaska Highway will be coordinated by the RCMP with the Fort St. John Rural Emergency Program and Public Works and Government Services Canada north of MP 83.6 and the Ministry of Transportation and Highways south of MP 83.6. Refer to Telephone Directory Contact Lists, Subsections 1.1 and 1.3, and Section 7.2, Subsection 1.2, respectively.

2.1.4 Estimated Response Time

- Outside call or Gas Control SCADA alarm
 - Review SCADA emergency indicators and confirm outside call/alarms – 0 to 5 minutes
- Gas Controller confirms a pipeline emergency
 - Initiate emergency procedures (notify 911) – 0 to 5 minutes

- Gas Controller cannot confirm a pipeline failure
 - Spectra Energy responders dispatched to the incident site to confirm the situation:
 - a) Incident site in close proximity to a compressor station – 60 minutes
 - b) Incident site accessible by access road – 60 minutes
 - c) Incident site in remote location – response will be by air, ATV and/or snowmobile. Response time will be dependent on weather conditions and time of day.
- Full response to the incident
 - ICP staffed and response team dispatched – 1 to 2 hours

2.2 Notification of Potential Occupants

2.2.1 Public Notification within the Emergency Planning Area

Within a Rural Area

a) Level 1 Alert

- Inform First Responders (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise First Responders of recommendation for sheltering in place or evacuation
- Advise EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) of the recommendation for sheltering in place or evacuation
- Advise affected residents/businesses to shelter in place or evacuate to the designated Registration/Evacuation Centre
- Advise affected residents/businesses route of travel to the designated Registration/Evacuation Centre
- Advise Spectra Energy facility muster station(s) to evacuate employees to the designated Registration/Evacuation Centre

2.2.2 Communication with Regional Authorities

Spectra Energy will ensure that government agencies such as EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) and other key agencies are notified of the incident.

When a Level 2 or 3 incident occurs inside the boundaries of a specific regional/municipal area, notification of the adjacent districts are to be made to ensure they are aware of the incident and the possible implications to their district (road closures, registration/evacuation centres, etc.).

2.2.3 Residents / Businesses

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2.2.4 Trappers and Guides/Outfitters

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

2.2.5 Other Key Contacts in the Area

No other key contacts in the area identified.

3.0 EMERGENCY RESPONSE EQUIPMENT LIST

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems

4.0 FACILITY INFORMATION

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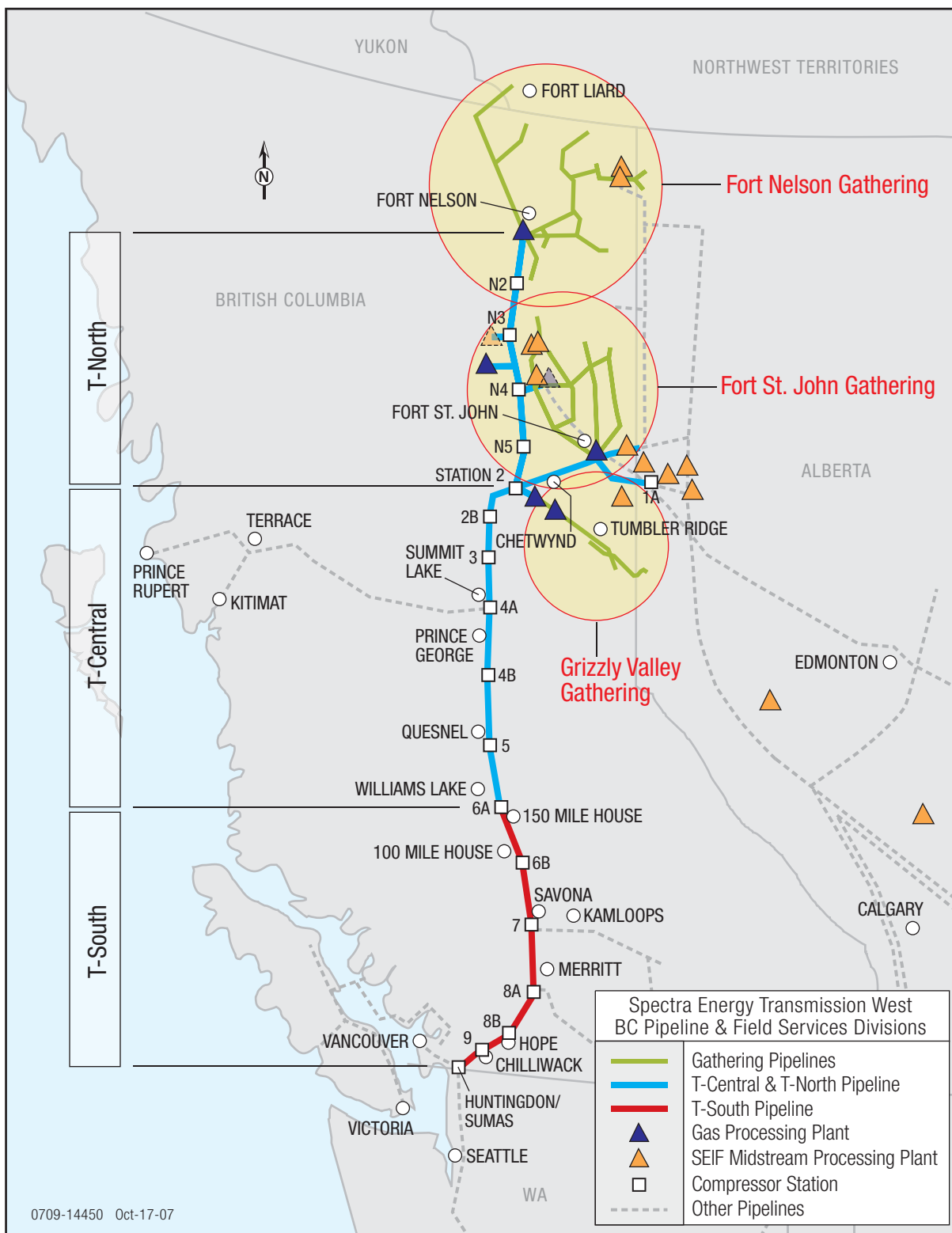
5.0 MAPS

5.1 Area Emergency Planning Zone

- SET WEST Emergency Response Map N4 – N5 (Northern Section)
(See Below)
- SET WEST Emergency Response Map N4 – N5 (Southern Section)
(See Below)
- Spectra Energy Transmission BC Pipeline Region Map

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

Spectra Energy Transmission BC Pipeline Regions Map



7.3.5 CS N-5 and Pipe

1.0	Telephone Directory Contact List.....	55
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1.4	Contract Services.....	58
1.5	School Districts	58
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2.1.2	Staging Areas	59
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2.1.4	Estimated Response Times.....	59
2.2	Notification of Potential Occupants	61
2.2.1	Public Notification within the Emergency Planning Area.....	61
2.2.2	Communication with Regional Authorities	62
2.2.3	Residents / Businesses	62
2.2.4	Trappers and Guides/Outfitters	62
2.2.5	Other Key Contacts in the Area.....	62
3.0	Emergency Response Equipment List	63
4.0	Facility Information.....	65
4.1	Emergency Planning Area Pipeline Schematics	65
4.2	Compressor Station Emergency Shutdowns (ESD)	65
5.0	Maps	66
5.1	Area Emergency Planning Zone	66

1.0 TELEPHONE DIRECTORY CONTACT LISTS

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

2.0 EMERGENCY PLANNING DATA

2.1 Emergency Planning Area Security

2.1.1 Emergency Planning Map(s)

The pipeline Emergency Planning Zone is 800 meters for “looped” and 650 meters for “non-looped” pipeline segments.

The Incident Planning Zone will cover an initial area with a radius of 800 meters and 650 meters for respective looped and non-looped pipeline.

See Section 5.0 for emergency planning area map(s).

2.1.2 Staging Areas

The following staging areas will be utilized by non-Spectra Energy first responders, who will stop and await instructions from Spectra Energy regarding safe routes into the incident site and any requirement for protective clothing and equipment. This area may also be used as the Field Command Post by all responders to determine hazards and assignment of actions for control of the hazards to protect the public, personnel and the environment.

- The primary staging area will be the upstream or downstream Compressor Station (due to improved communication capabilities) that is in a safe location and closest to the incident site, or
- An alternative safe location to be chosen by the Incident Commander and communicated to all responders.

2.1.3 Roadblocks

Roadblocks may be required at all or some of the following locations to prevent accidental access into the hazardous zone:

- For the safety of area residents and the general public, roadblocks will be set up on all roads leading into the emergency planning zone area.
- John Hart Highway (97) / Hudson's Hope Highway (29)

Closure of the John Hart Highway (97) and Hudson's Hope Highway (29) will be coordinated by the RCMP with the District of Chetwynd and/or Hudson's Hope Municipal Emergency Program(s) and the Ministry of Transportation and Highways. Refer to Telephone Directory Contact Lists, Subsections 1.1 and 1.3, and Section 7.2, Subsection 1.2, respectively.

2.1.4 Estimated Response Time

- Outside call or Gas Control SCADA alarm
 - Review SCADA emergency indicators and confirm outside call/alarms – 0 to 5 minutes
- Gas Controller confirms a pipeline emergency
 - Initiate emergency procedures (notify 911) – 0 to 5 minutes

- Gas Controller cannot confirm a pipeline failure
 - Spectra Energy responders dispatched to the incident site to confirm the situation:
 - a) Incident site in close proximity to a compressor station – 60 minutes
 - b) Incident site accessible by access road – 60 minutes
 - c) Incident site in remote location – response will be by air, ATV and/or snowmobile. Response time will be dependent on weather conditions and time of day.
- Full response to the incident
 - ICP staffed and response team dispatched – 1 to 2 hours

2.2 Notification of Potential Occupants

2.2.1 Public Notification within the Emergency Planning Area

1. Within a Designated Regional or District Municipality

a) Level 1 Alert

- Inform First Responders of the situation (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise the designated Regional or District Incident Commander of the recommendation to shelter in place or evacuate
- Advise MEP (Municipal Emergency Program) (refer to Telephone Directory Contact List, Subsection 1.3) and request their assistance in designating a Registration/Evacuation Centre
- Once the Registration/Evacuation Centre has been designated by the Incident Command Post, inform Spectra Energy facility muster station(s) to evacuate employees to the designated evacuation centre

2. Within a Rural Area

a) Level 1 Alert

- Inform First Responders (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise First Responders of recommendation for sheltering in place or evacuation
- Advise EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) of the recommendation for sheltering in place or evacuation
- Advise affected residents/businesses to shelter in place or evacuate to the designated Registration/Evacuation Centre
- Advise affected residents/businesses route of travel to the designated Registration/Evacuation Centre
- Advise Spectra Energy facility muster station(s) to evacuate employees to the designated Registration/Evacuation Centre

2.2.2 Communication with Regional Authorities

Spectra Energy will ensure that government agencies such as EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) and other key agencies are notified of the incident.

When a Level 2 or 3 incident occurs inside the boundaries of a specific regional/municipal area, notification of the adjacent districts are to be made to ensure they are aware of the incident and the possible implications to their district (road closures, registration/evacuation centres, etc.).

2.2.3 Residents / Businesses

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

2.2.4 Trappers and Guides/Outfitters

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

2.2.5 Other Key Contacts in the Area

Campsites are located at:

- Butler Ridge Provincial Park
- Moberly Lake Provincial Park

3.0 EMERGENCY RESPONSE EQUIPMENT LIST

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

4.0 FACILITY INFORMATION

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

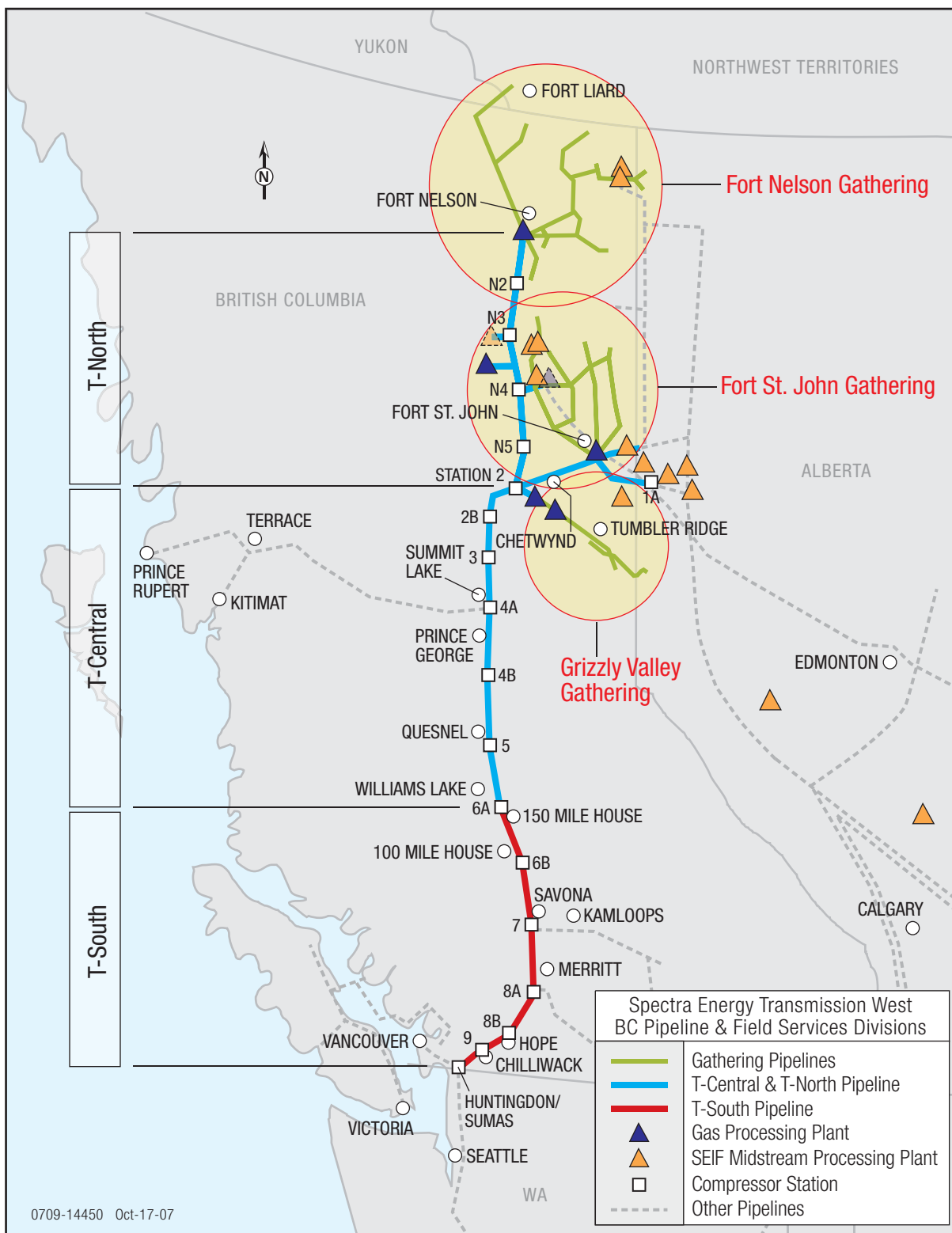
5.0 MAPS

5.1 Area Emergency Planning Zone

- SET WEST Emergency Response Map N5 – CS2 (Northern Section)
(See Below)
- SET WEST Emergency Response Map N5 – CS2 (Southern Section)
(See Below)
- Spectra Energy Transmission BC Pipeline Regions Map

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

Spectra Energy Transmission BC Pipeline Regions Map



7.3.6 MML1 PIPE to KP 49.6 including Stewart Lake Lateral and CS-16 Sunset Compressor

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1.0 TELEPHONE DIRECTORY CONTACT LISTS

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2.0 EMERGENCY PLANNING DATA

2.1 Emergency Planning Area Security

2.1.1 Emergency Planning Map(s)

The pipeline Emergency Planning Zone is 800 meters for “looped” and 650 meters for “non-looped” pipeline segments.

The Incident Planning Zone will cover an initial area with a radius of 800 meters and 650 meters for respective looped and non-looped pipeline.

See Section 5.0 for emergency planning area map(s).

2.1.2 Staging Areas

The following staging areas will be utilized by non-Spectra Energy first responders, who will stop and await instructions from Spectra Energy regarding safe routes into the incident site and any requirement for protective clothing and equipment. This area may also be used as the Field Command Post by all responders to determine hazards and assignment of actions for control of the hazards to protect the public, personnel and the environment.

- The primary staging area will be the upstream or downstream Compressor Station (due to improved communication capabilities) that is in a safe location and closest to the incident site, or
- An alternative safe location to be chosen by the Incident Commander and communicated to all responders.

2.1.3 Roadblocks

Roadblocks may be required at all or some of the following locations to prevent accidental access into the hazardous zone:

- For the safety of area residents and the general public, roadblocks will be set up on all roads leading into the emergency planning zone area.
- Alaska Highway

Closure of the Alaska Highway and/or Peace River Bridge will be coordinated by the RCMP with the District of Taylor and/or Dawson Creek Municipal Emergency Program(s) and the Ministry of Transportation and Highways. Refer to Telephone Directory Contact Lists, Subsections 1.1 and 1.3, and Section 7.2, Subsection 1.2, respectively.

2.1.4 Estimated Response Time

- Outside call or Gas Control SCADA alarm
 - Review SCADA emergency indicators and confirm outside call/alarms – 0 to 5 minutes
- Gas Controller confirms a pipeline emergency
 - Initiate emergency procedures (notify 911) – 0 to 5 minutes

- Gas Controller cannot confirm a pipeline failure
 - Spectra Energy responders dispatched to the incident site to confirm the situation:
 - a) Incident site in close proximity to a compressor station – 60 minutes
 - b) Incident site accessible by access road – 60 minutes
 - c) Incident site in remote location – response will be by air, ATV and/or snowmobile. Response time will be dependent on weather conditions and time of day.
- Full response to the incident
 - ICP staffed and response team dispatched – 1 to 2 hours

2.2 Notification of Potential Occupants

2.2.1 Public Notification within the Emergency Planning Area

1. Within a Designated Regional or District Municipality

a) Level 1 Alert

- Inform First Responders of the situation (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise the designated Regional or District Incident Commander of the recommendation to shelter in place or evacuate
- Advise MEP (Municipal Emergency Program) (refer to Telephone Directory Contact List, Subsection 1.3) and request their assistance in designating a Registration/Evacuation Centre
- Once the Registration/Evacuation Centre has been designated by the Incident Command Post, inform Spectra Energy facility muster station(s) to evacuate employees to the designated evacuation centre

2. Within a Rural Area

a) Level 1 Alert

- Inform First Responders (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise First Responders of recommendation for sheltering in place or evacuation
- Advise EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) of the recommendation for sheltering in place or evacuation
- Advise affected residents/businesses to shelter in place or evacuate to the designated Registration/Evacuation Centre
- Advise affected residents/businesses route of travel to the designated Registration/Evacuation Centre
- Advise Spectra Energy facility muster station(s) to evacuate employees to the designated Registration/Evacuation Centre

2.2.2 Communication with Regional Authorities

Spectra Energy will ensure that government agencies such as EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) and other key agencies are notified of the incident.

When a Level 2 or 3 incident occurs inside the boundaries of a specific regional/municipal area, notification of the adjacent districts are to be made to ensure they are aware of the incident and the possible implications to their district (road closures, registration/evacuation centers, etc.).

2.2.3 Residents / Businesses

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2.2.4 Trappers and Guides/Outfitters

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2.2.5 Other Key Contacts in the Area

Campsites are located at:

- Taylor Landing Provincial Park

3.0 EMERGENCY RESPONSE EQUIPMENT LIST

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

4.0 FACILITY INFORMATION

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

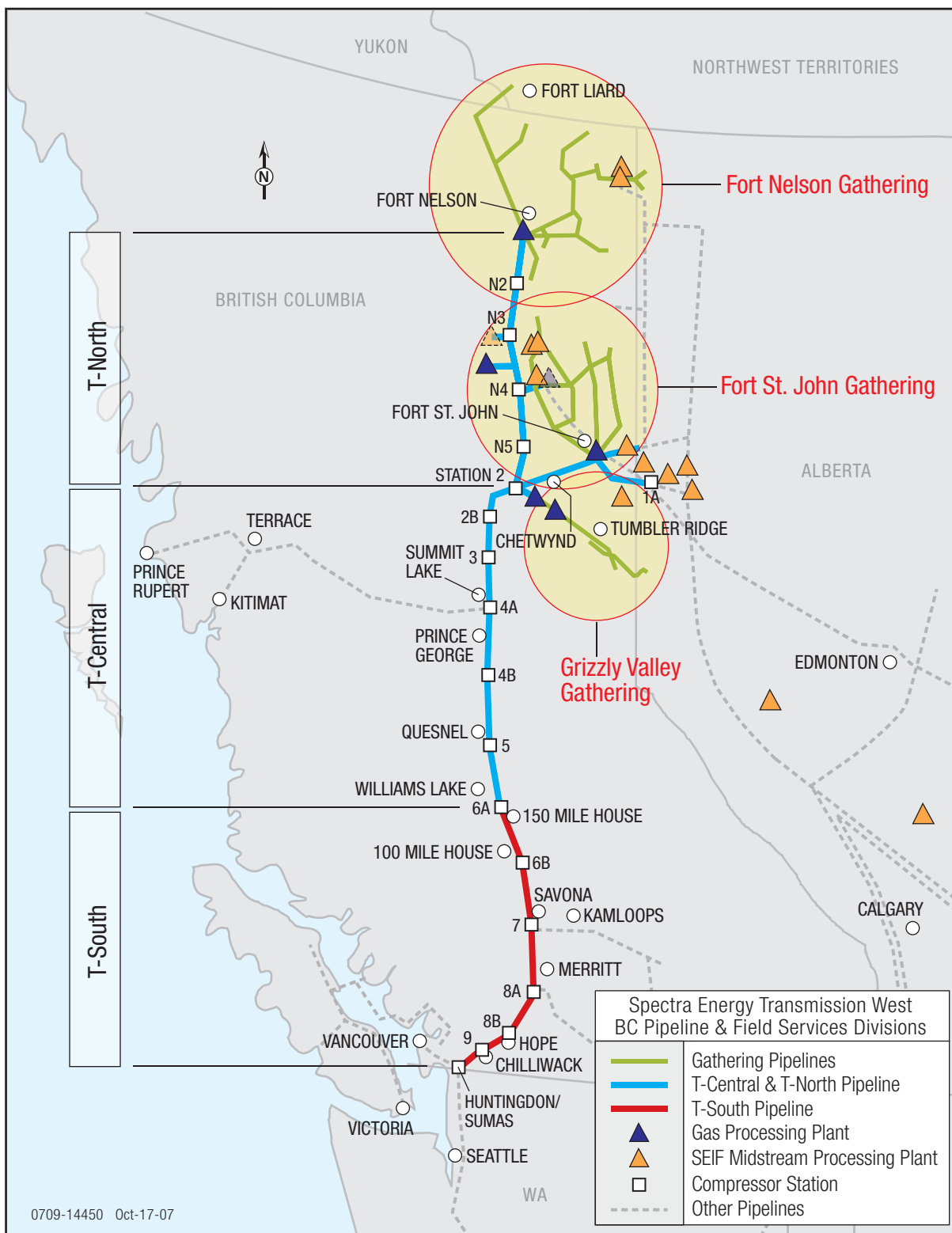
5.0 MAPS

5.1 Area Emergency Planning Zone

- SET WEST Emergency Response Map CS1 – CS2 (Map 1/3) (**See Below**)
- Sunset Creek Compressor Station 16 ESD Locations(**See Below**)
- Spectra Energy Transmission BC Pipeline Regions Map

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

Spectra Energy Transmission BC Pipeline Regions Map



7.3.7KP 49.6 to CS-2 Outlet

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1.0 TELEPHONE DIRECTORY CONTACT LISTS

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2.0 EMERGENCY PLANNING DATA

2.1 Emergency Planning Area Security

2.1.1 Emergency Planning Map(s)

The pipeline Emergency Planning Zone is 800 meters for “looped” and 650 meters for “non-looped” pipeline segments.

The Incident Planning Zone will cover an initial area with a radius of 800 meters and 650 meters for respective looped and non-looped pipeline.

See Section 5.0 for emergency planning area map(s).

2.1.2 Staging Areas

The following staging areas will be utilized by non-Spectra Energy first responders, who will stop and await instructions from Spectra Energy regarding safe routes into the incident site and any requirement for protective clothing and equipment. This area may also be used as the Field Command Post by all responders to determine hazards and assignment of actions for control of the hazards to protect the public, personnel and the environment.

- The primary staging area will be the upstream or downstream Compressor Station (due to improved communication capabilities) that is in a safe location and closest to the incident site, or
- An alternative safe location to be chosen by the Incident Commander and communicated to all responders.

2.1.3 Roadblocks

Roadblocks may be required at all or some of the following locations to prevent accidental access into the hazardous zone:

- For the safety of area residents and the general public, roadblocks will be set up on all roads leading into the emergency planning zone area.
- John Hart Highway (97) / Hudson's Hope Highway (29)

Closure of the John Hart Highway (97) and Hudson's Hope Highway (29) will be coordinated by the RCMP with the District of Chetwynd and/or Hudson's Hope Municipal Emergency Program(s) and the Ministry of Transportation and Highways. Refer to Telephone Directory Contact Lists, Subsections 1.1 and 1.3, and Section 7.2, Subsection 1.2, respectively.

2.1.4 Estimated Response Time

- Outside call or Gas Control SCADA alarm
 - Review SCADA emergency indicators and confirm outside call/alarms – 0 to 5 minutes
- Gas Controller confirms a pipeline emergency
 - Initiate emergency procedures (notify 911) – 0 to 5 minutes
- Gas Controller cannot confirm a pipeline failure

- Spectra Energy responders dispatched to the incident site to confirm the situation:
 - a) Incident site in close proximity to a compressor station – 60 minutes
 - b) Incident site accessible by access road – 60 minutes
 - c) Incident site in remote location – response will be by air, ATV and/or snowmobile. Response time will be dependent on weather conditions and time of day.
- Full response to the incident
 - ICP staffed and response team dispatched – 1 to 2 hours

2.2 Notification of Potential Occupants

2.2.1 Public Notification within the Emergency Planning Area

1. Within a Designated Regional or District Municipality

a) Level 1 Alert

- Inform First Responders of the situation (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise the designated Regional or District Incident Commander of the recommendation to shelter in place or evacuate
- Advise MEP (Municipal Emergency Program) (refer to Telephone Directory Contact List, Subsection 1.3) and request their assistance in designating a Registration/Evacuation Centre
- Once the Registration/Evacuation Centre has been designated by the Incident Command Post, inform Spectra Energy facility muster station(s) to evacuate employees to the designated evacuation centre

2. Within a Rural Area

a) Level 1 Alert

- Inform First Responders (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise First Responders of recommendation for sheltering in place or evacuation
- Advise EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) of the recommendation for sheltering in place or evacuation
- Advise affected residents/businesses to shelter in place or evacuate to the designated Registration/Evacuation Centre
- Advise affected residents/businesses route of travel to the designated Registration/Evacuation Centre
- Advise Spectra Energy facility muster station(s) to evacuate employees to the designated Registration/Evacuation Centre

2.2.2 Communication with Regional Authorities

Spectra Energy will ensure that government agencies such as EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) and other key agencies are notified of the incident.

When a Level 2 or 3 incident occurs inside the boundaries of a specific regional/municipal area, notification of the adjacent districts are to be made to ensure they are aware of the incident and the possible implications to their district (road closures, registration/evacuation centres, etc.).

2.2.3 Residents / Businesses

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2.2.4 Trappers and Guides/Outfitters

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

2.2.5 Other Key Contacts in the Area

Campsites are located at:

- Moberly Lake Provincial Park
- East Pine Provincial Park
- Pine River Breaks Provincial Park

3.0 EMERGENCY RESPONSE EQUIPMENT LIST

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

4.0 FACILITY INFORMATION

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems

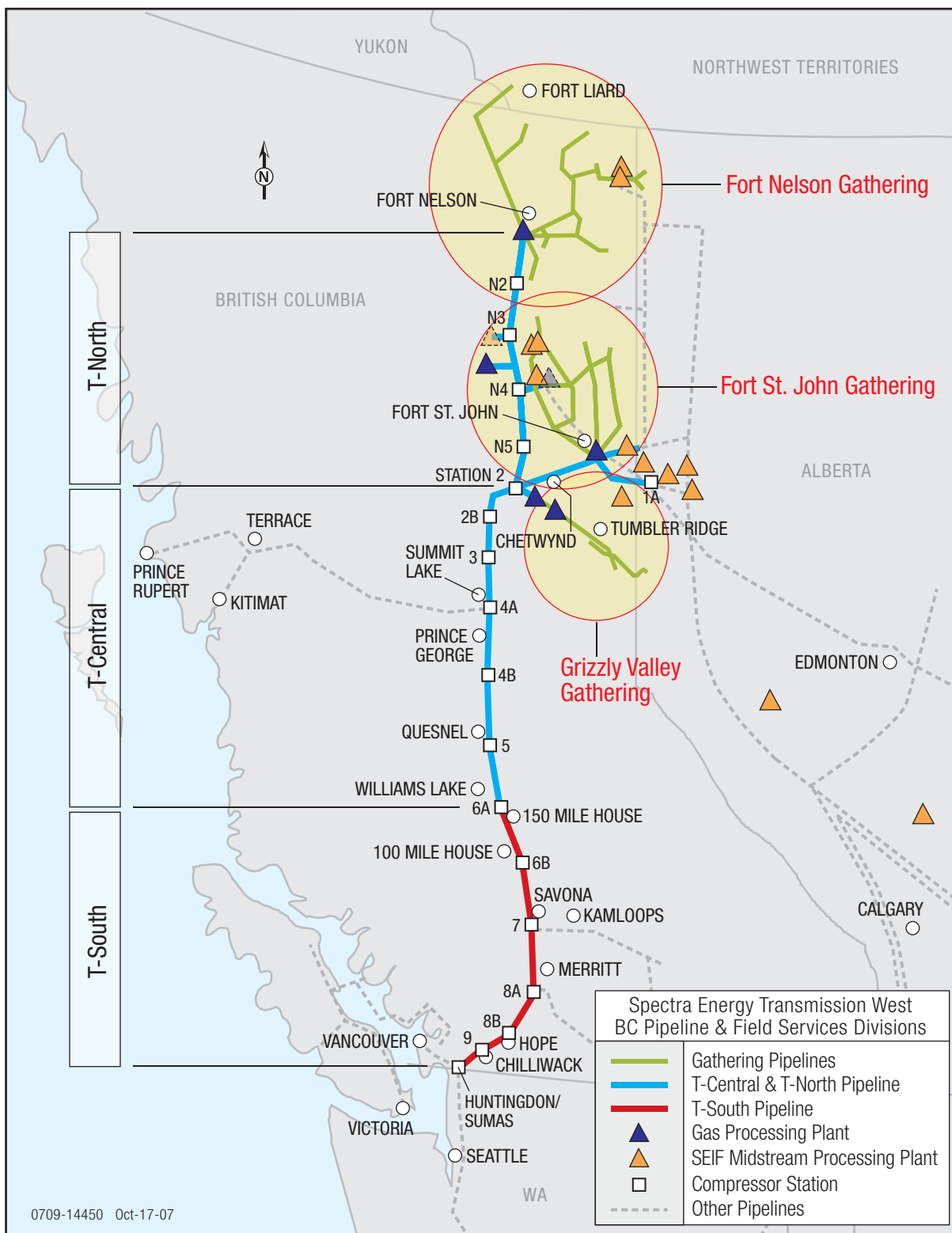
5.0 MAPS

5.1 Area Emergency Planning Zone

- SET WEST Emergency Response Map CS1 – CS2 (Map 1/2) (**See Below**)
- Spectra Energy Transmission BC Pipeline Regions Map

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems

Spectra Energy Transmission BC Pipeline Regions Map



7.3.8 Grizzly 24-inch Pipeline

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1.0 TELEPHONE DIRECTORY CONTACT LISTS

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2.0 EMERGENCY PLANNING DATA

2.1 Emergency Planning Area Security

2.1.1 Emergency Planning Map(s)

The pipeline Emergency Planning Zone is 650 meters.

The Incident Planning Zone will cover an initial area with a radius of 650 meters.

See Section 5.0 for emergency planning area map(s).

2.1.2 Staging Areas

The following staging areas will be utilized by non-Spectra Energy first responders, who will stop and await instructions from Spectra Energy regarding safe routes into the incident site and any requirement for protective clothing and equipment. This area may also be used as the Field Command Post by all responders to determine hazards and assignment of actions for control of the hazards to protect the public, personnel and the environment.

- The primary staging area will be the upstream or downstream Compressor Station (due to improved communication capabilities) that is in a safe location and closest to the incident site, or
- An alternative safe location to be chosen by the Incident Commander and communicated to all responders.

2.1.3 Roadblocks

Roadblocks may be required at all or some of the following locations to prevent accidental access into the hazardous zone:

- For the safety of area residents and the general public, roadblocks will be set up on all roads leading into the emergency planning zone area.
- John Hart Highway (97)

Closure of the John Hart Highway (97) will be coordinated by the RCMP with the District of Chetwynd Municipal Emergency Program and the Ministry of Transportation and Highways. Refer to Telephone Directory Contact Lists, Subsections 1.1 and 1.3, and Section 7.2, Subsection 1.2, respectively.

2.1.4 Estimated Response Time

- Outside call or Gas Control SCADA alarm
 - Review SCADA emergency indicators and confirm outside call/alarms – 0 to 5 minutes
- Gas Controller confirms a pipeline emergency
 - Initiate emergency procedures (notify 911) – 0 to 5 minutes
- Gas Controller cannot confirm a pipeline failure
 - Spectra Energy responders dispatched to the incident site to confirm the situation:

- a) Incident site in close proximity to a compressor station – 60 minutes
 - b) Incident site accessible by access road – 60 minutes
 - c) Incident site in remote location – response will be by air, ATV and/or snowmobile. Response time will be dependent on weather conditions and time of day.
- Full response to the incident
 - ICP staffed and response team dispatched – 1 to 2 hours

2.2 Notification of Potential Occupants

2.2.1 Public Notification within the Emergency Planning Area

1. Within a Designated Regional or District Municipality

a) Level 1 Alert

- Inform First Responders of the situation (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise the designated Regional or District Incident Commander of the recommendation to shelter in place or evacuate
- Advise MEP (Municipal Emergency Program) (refer to Telephone Directory Contact List, Subsection 1.3) and request their assistance in designating a Registration/Evacuation Centre
- Once the Registration/Evacuation Centre has been designated by the Incident Command Post, inform Spectra Energy facility muster station(s) to evacuate employees to the designated evacuation centre

2. Within a Rural Area

a) Level 1 Alert

- Inform First Responders (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise First Responders of recommendation for sheltering in place or evacuation
- Advise EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) of the recommendation for sheltering in place or evacuation
- Advise affected residents/businesses to shelter in place or evacuate to the designated Registration/Evacuation Centre
- Advise affected residents/businesses route of travel to the designated Registration/Evacuation Centre
- Advise Spectra Energy facility muster station(s) to evacuate employees to the designated Registration/Evacuation Centre

2.2.2 Communication with Regional Authorities

Spectra Energy will ensure that government agencies such as EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) and other key agencies are notified of the incident.

When a Level 2 or 3 incident occurs inside the boundaries of a specific regional/municipal area, notification of the adjacent districts are to be made to ensure they are aware of the incident and the possible implications to their district (road closures, registration/evacuation centres, etc.).

2.2.3 Residents / Businesses

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2.2.4 Trappers and Guides/Outfitters

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

2.2.5 Other Key Contacts in the Area

There are no other key contacts in the area.

3.0 EMERGENCY RESPONSE EQUIPMENT LIST

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

4.0 FACILITY DESCRIPTION

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

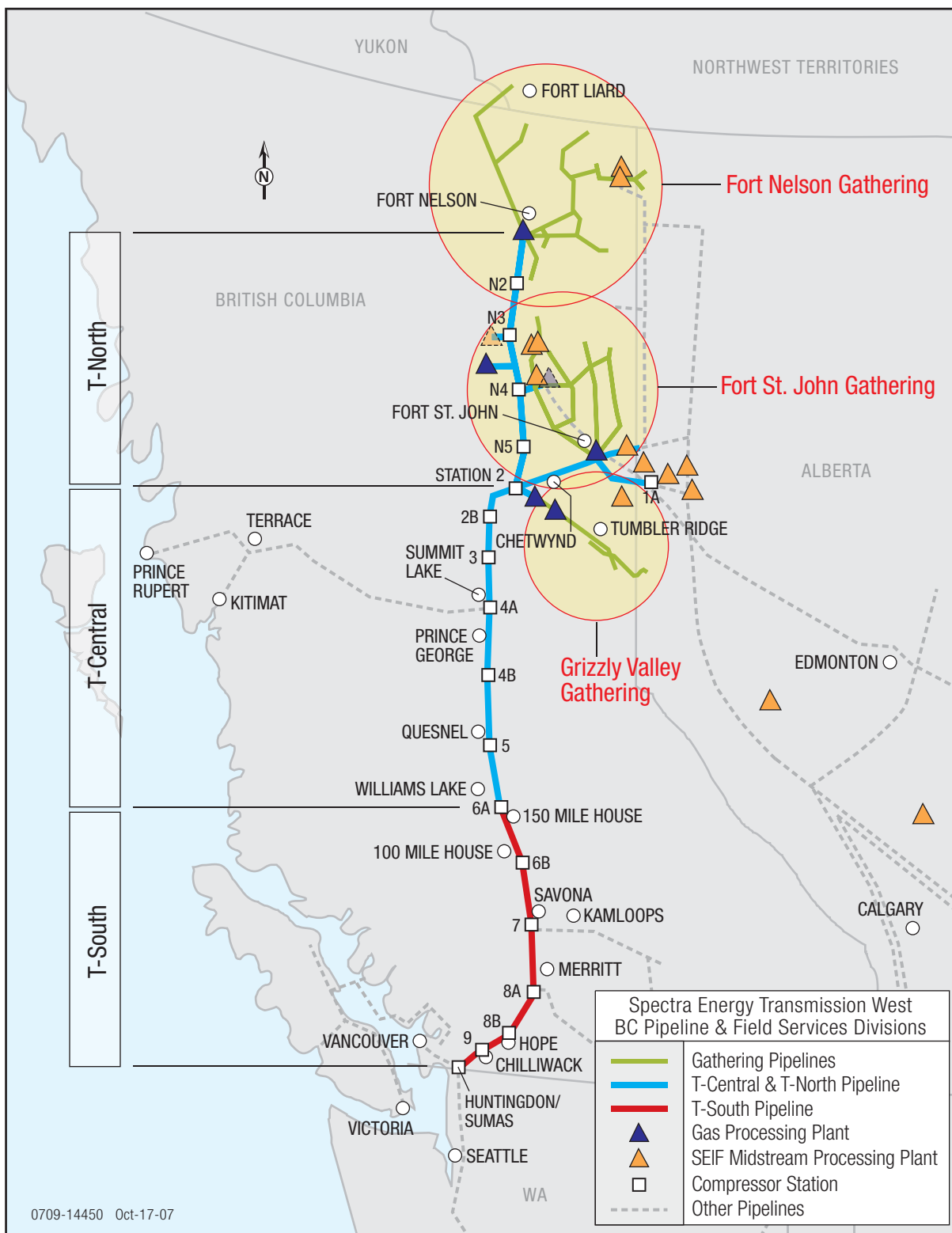
5.0 MAPS

5.1 Area Emergency Planning Zone

- Grizzly Valley 24" Sweet System (**See Below**)
- Spectra Energy Transmission BC Pipeline Regions Map

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

Spectra Energy Transmission BC Pipeline Regions Map



7.3.9 16-inch Boundary Crossing, Alberta

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1.0 TELEPHONE DIRECTORY CONTACT LISTS

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

2.0 EMERGENCY PLANNING DATA

2.1 Emergency Planning Area Security

2.1.1 Emergency Planning Map(s)

The pipeline Emergency Planning Zone is 300 meters.

The Incident Planning Zone will cover an initial area with a radius of 300 meters.

See Section 5.0 for emergency planning area map(s).

2.1.2 Staging Areas

The following staging areas will be utilized by non-Spectra Energy first responders, who will stop and await instructions from Spectra Energy regarding safe routes into the incident site and any requirement for protective clothing and equipment. This area may also be used as the Field Command Post by all responders to determine hazards and assignment of actions for control of the hazards to protect the public, personnel and the environment.

- The primary staging area will be the upstream or downstream Compressor Station (due to improved communication capabilities) that is in a safe location and closest to the incident site, or
- An alternative safe location to be chosen by the Incident Commander and communicated to all responders.

2.1.3 Roadblocks

Roadblocks may be required at all or some of the following locations to prevent accidental access into the hazardous zone:

- For the safety of area residents and the general public, roadblocks will be set up on all roads leading into the emergency planning zone area.
- Closure of highways will be coordinated by the RCMP with Municipal District(s) and Alberta Transportation and Utilities. Refer to Telephone Directory Contact Lists, Subsections 1.1 and 1.3, respectively.

2.1.4 Estimated Response Time

- Outside call or Gas Control SCADA alarm
 - Review SCADA emergency indicators and confirm outside call/alarms – 0 to 5 minutes
- Gas Controller confirms a pipeline emergency
 - Initiate emergency procedures (notify 911) – 0 to 5 minutes
- Gas Controller cannot confirm a pipeline failure
 - Spectra Energy responders dispatched to the incident site to confirm the situation:
 - a) Incident site in close proximity to a compressor station – 60 minutes

- b) Incident site accessible by access road – 60 minutes
 - c) Incident site in remote location – response will be by air, ATV and/or snowmobile. Response time will be dependent on weather conditions and time of day.
- Full response to the incident
 - ICP staffed and response team dispatched – 1 to 2 hours

2.2 Notification of Potential Occupants

2.2.1 Public Notification within the Emergency Planning Area

1. Within a Designated Regional or District Municipality

a) Level 1 Alert

- Inform First Responders of the situation (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise the designated Regional or District Incident Commander of the recommendation to shelter in place or evacuate
- Advise MEP (Municipal Emergency Program) (refer to Telephone Directory Contact List, Subsection 1.3) and request their assistance in designating a Registration/Evacuation Centre
- Once the Registration/Evacuation Centre has been designated by the Incident Command Post, inform Spectra Energy facility muster station(s) to evacuate employees to the designated evacuation centre

2. Within a Rural Area

a) Level 1 Alert

- Inform First Responders (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise First Responders of recommendation for sheltering in place or evacuation
- Advise PEP Emergency Management BC (EMBC) (refer to Telephone Directory Contact List, Subsection 1.3) of the recommendation for sheltering in place or evacuation
- Advise affected residents/businesses to shelter in place or evacuate to the designated Registration/Evacuation Centre
- Advise affected residents/businesses route of travel to the designated Registration/Evacuation Centre
- Advise Spectra Energy facility muster station(s) to evacuate employees to the designated Registration/Evacuation Centre

2.2.2 Communication with Regional Authorities

Spectra Energy will ensure that government agencies such as Emergency Management BC (EMBC)) (refer to Telephone Directory Contact List, Subsection 1.3) and other key agencies are notified of the incident.

When a Level 2 or 3 incident occurs inside the boundaries of a specific regional/municipal area, notification of the adjacent districts are to be made to ensure they are aware of the incident and the possible implications to their district (road closures, registration/evacuation centres, etc.).

2.2.3 Residents / Businesses

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

2.2.4 Trappers and Guides/Outfitters

This section contains the names and titles of Spectra Energy Transmission West staff responsible for this affiliate organization. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information about identifiable individuals.

2.2.5 Other Key Contacts in the Area

There are no other key contacts in the area.

3.0 EMERGENCY RESPONSE EQUIPMENT LIST

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

4.0 FACILITY INFORMATION

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

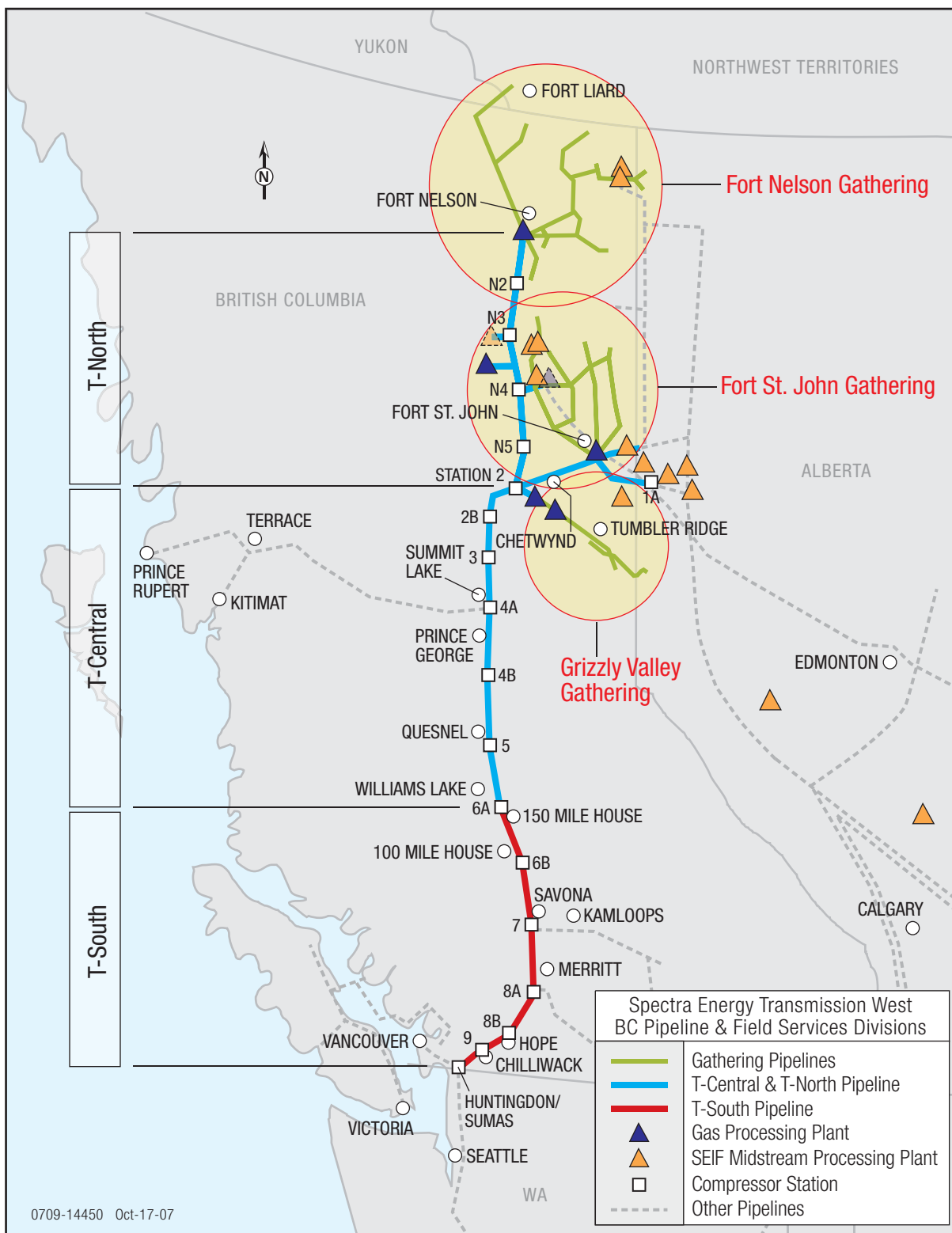
5.0 MAPS

5.1 Area Emergency Planning Zone

- Sweet System Fort St. John Area Pipelines – North (**See Below**)
- Spectra Energy Transmission BC Regions Map

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

Spectra Energy Transmission BC Pipeline Regions Map



7.3.10 16-inch Boundary Lake Pipeline

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1.0 TELEPHONE DIRECTORY CONTACT LISTS

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2.0 EMERGENCY PLANNING DATA

2.1 Emergency Planning Area Security

2.1.1 Emergency Planning Map(s)

The pipeline Emergency Planning Zone is 300 meters.

The Incident Planning Zone will cover an initial area with a radius of 300 meters.

See Section 5.0 for emergency planning area map(s).

2.1.2 Staging Areas

The following staging areas will be utilized by non-Spectra Energy first responders, who will stop and await instructions from Spectra Energy regarding safe routes into the incident site and any requirement for protective clothing and equipment. This area may also be used as the Field Command Post by all responders to determine hazards and assignment of actions for control of the hazards to protect the public, personnel and the environment.

- The primary staging area will be the upstream or downstream Compressor Station (due to improved communication capabilities) that is in a safe location and closest to the incident site, or
- An alternative safe location to be chosen by the Incident Commander and communicated to all responders.

2.1.3 Roadblocks

Roadblocks may be required at all or some of the following locations to prevent accidental access into the hazardous zone:

- For the safety of area residents and the general public, roadblocks will be set up on all roads leading into the emergency planning zone area.
- Alaska Highway

Closure of the Alaska Highway and/or Peace River Bridge will be coordinated by the RCMP with the District of Taylor and/or Dawson Creek Municipal Emergency Program(s) and the Ministry of Transportation and Highways. Refer to Telephone Directory Contact Lists, Subsections 1.1 and 1.3, and Section 7.2, Subsection 1.2, respectively.

2.1.4 Estimated Response Time

- Outside call or Gas Control SCADA alarm
 - Review SCADA emergency indicators and confirm outside call/alarms – 0 to 5 minutes
- Gas Controller confirms a pipeline emergency
 - Initiate emergency procedures (notify 911) – 0 to 5 minutes
- Gas Controller cannot confirm a pipeline failure

- Spectra Energy responders dispatched to the incident site to confirm the situation:
 - a) Incident site in close proximity to a compressor station – 60 minutes
 - b) Incident site accessible by access road – 60 minutes
 - c) Incident site in remote location – response will be by air, ATV and/or snowmobile. Response time will be dependent on weather conditions and time of day.
- Full response to the incident
 - ICP staffed and response team dispatched – 1 to 2 hours

2.2 Notification of Potential Occupants

2.2.1 Public Notification within the Emergency Planning Area

1. Within a Designated Regional or District Municipality

a) Level 1 Alert

- Inform First Responders of the situation (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise the designated Regional or District Incident Commander of the recommendation to shelter in place or evacuate
- Advise MEP (Municipal Emergency Program) (refer to Telephone Directory Contact List, Subsection 1.3) and request their assistance in designating a Registration/Evacuation Centre
- Once the Registration/Evacuation Centre has been designated by the Incident Command Post, inform Spectra Energy facility muster station(s) to evacuate employees to the designated evacuation centre

2. Within a Rural Area

a) Level 1 Alert

- Inform First Responders (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise First Responders of recommendation for sheltering in place or evacuation
- Advise EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) of the recommendation for sheltering in place or evacuation
- Advise affected residents/businesses to shelter in place or evacuate to the designated Registration/Evacuation Centre
- Advise affected residents/businesses route of travel to the designated Registration/Evacuation Centre
- Advise Spectra Energy facility muster station(s) to evacuate employees to the designated Registration/Evacuation Centre

2.2.2 Communication with Regional Authorities

Spectra Energy will ensure that government agencies such as EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) and other key agencies are notified of the incident.

When a Level 2 or 3 incident occurs inside the boundaries of a specific regional/municipal area, notification of the adjacent districts are to be made to ensure they are aware of the incident and the possible implications to their district (road closures, registration/evacuation centers, etc.).

2.2.3 Residents / Businesses

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2.2.4 Trappers and Guides/Outfitters

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2.2.5 Other Key Contacts in the Area

There are no other key contacts in the area.

3.0 EMERGENCY RESPONSE EQUIPMENT LIST

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems

4.0 FACILITY INFORMATION

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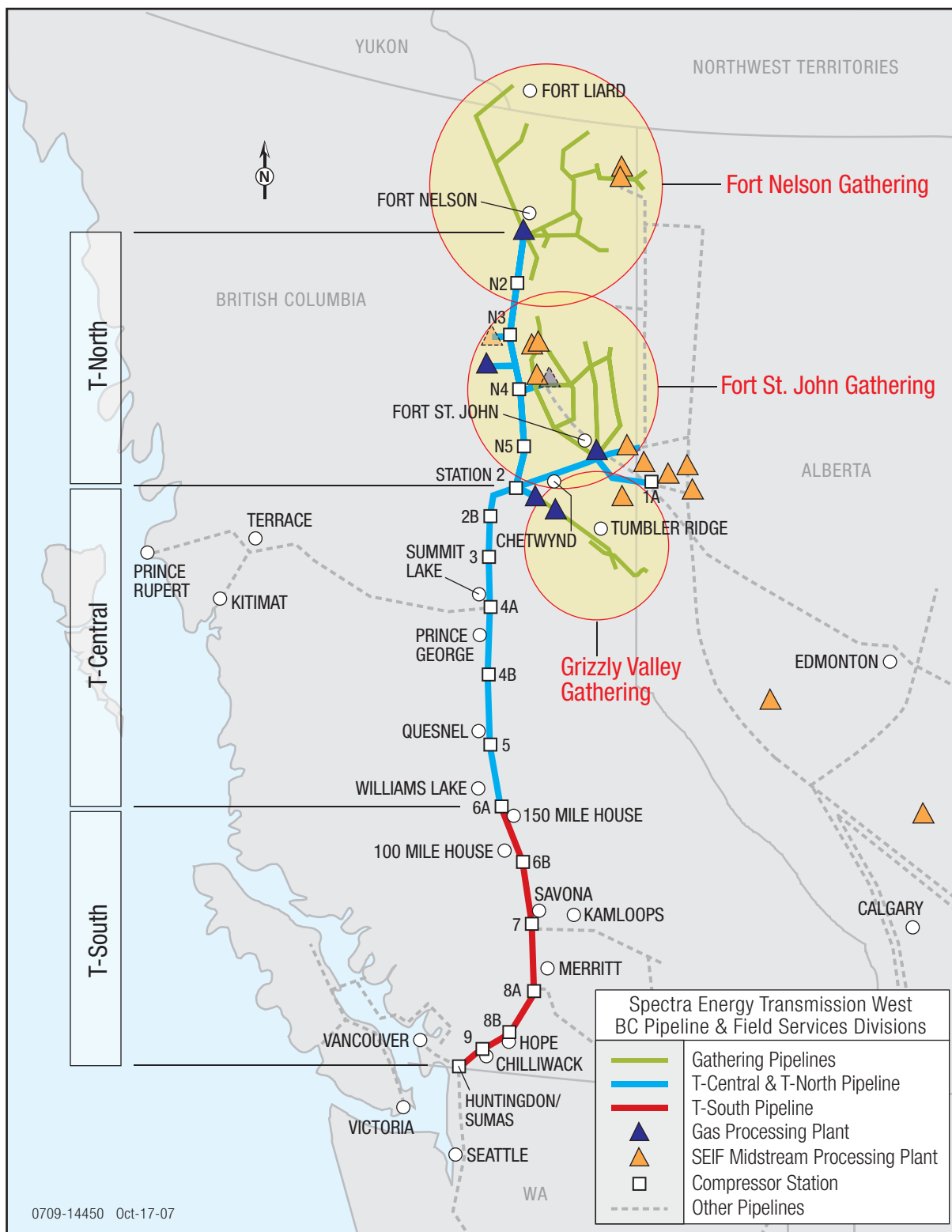
5.0 MAPS

5.1 Area Emergency Planning Zone

- Refer to Subsection 7.3.9, 5.1 – Sweet Systems Fort St. John Area Pipelines – North
(See Below)
- Spectra Energy Transmission BC Pipeline Regions Map

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

Spectra Energy Transmission BC Pipeline Regions Map



7.3.11 26-inch Alberta Gathering

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1.0 TELEPHONE DIRECTORY CONTACT LISTS

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2.0 EMERGENCY PLANNING DATA

2.1 Emergency Planning Area Security

2.1.1 Emergency Planning Map(s)

The pipeline Emergency Planning Zone is 650 meters.

The Incident Planning Zone will cover an initial area with a radius of 650 meters.

See Section 5.0 for emergency planning area map(s).

2.1.2 Staging Areas

The following staging areas will be utilized by non-Spectra Energy first responders, who will stop and await instructions from Spectra Energy regarding safe routes into the incident site and any requirement for protective clothing and equipment. This area may also be used as the Field Command Post by all responders to determine hazards and assignment of actions for control of the hazards to protect the public, personnel and the environment.

- The primary staging area will be the upstream or downstream Compressor Station (due to improved communication capabilities) that is in a safe location and closest to the incident site, or
- An alternative safe location to be chosen by the Incident Commander and communicated to all responders.

2.1.3 Roadblocks

Roadblocks may be required at all or some of the following locations to prevent accidental access into the hazardous zone:

- For the safety of area residents and the general public, roadblocks will be set up on all roads leading into the emergency planning zone area.
- Closure of highways will be coordinated by the RCMP with Municipal District(s) and Alberta Transportation and Utilities. Refer to Telephone Directory Contact Lists, Subsections 1.1 and 1.3, respectively.

2.1.4 Estimated Response Time

- Outside call or Gas Control SCADA alarm
 - Review SCADA emergency indicators and confirm outside call/alarms – 0 to 5 minutes
- Gas Controller confirms a pipeline emergency
 - Initiate emergency procedures (notify 911) – 0 to 5 minutes
- Gas Controller cannot confirm a pipeline failure
 - Spectra Energy responders dispatched to the incident site to confirm the situation:
 - a) Incident site in close proximity to a compressor station – 60 minutes

- b) Incident site accessible by access road – 60 minutes
 - c) Incident site in remote location – response will be by air, ATV and/or snowmobile. Response time will be dependent on weather conditions and time of day.
- Full response to the incident
 - ICP staffed and response team dispatched – 1 to 2 hours

2.2 Notification of Potential Occupants

2.2.1 Public Notification within the Emergency Planning Area

1. Within a Designated Regional or District Municipality

a) Level 1 Alert

- Inform First Responders of the situation (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise the designated Regional or District Incident Commander of the recommendation to shelter in place or evacuate
- Advise MEP (Municipal Emergency Program) (refer to Telephone Directory Contact List, Subsection 1.3) and request their assistance in designating a Registration/Evacuation Centre
- Once the Registration/Evacuation Centre has been designated by the Incident Command Post, inform Spectra Energy facility muster station(s) to evacuate employees to the designated evacuation centre

2. Within a Rural Area

a) Level 1 Alert

- Inform First Responders (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise First Responders of recommendation for sheltering in place or evacuation
- Advise Emergency Management BC (EMBC) (refer to Telephone Directory Contact List, Subsection 1.3) of the recommendation for sheltering in place or evacuation
- Advise affected residents/businesses to shelter in place or evacuate to the designated Registration/Evacuation Centre
- Advise affected residents/businesses route of travel to the designated Registration/Evacuation Centre
- Advise Spectra Energy facility muster station(s) to evacuate employees to the designated Registration/Evacuation Centre

2.2.2 Communication with Regional Authorities

Spectra Energy will ensure that government agencies such as AEUB (Alberta Energy & Utility Board) (refer to Telephone Directory Contact List, Subsection 1.3) and other key agencies are notified of the incident.

When a Level 2 or 3 incident occurs inside the boundaries of a specific regional/municipal area, notification of the adjacent districts are to be made to ensure they are aware of the incident and the possible implications to their district (road closures, registration/evacuation centres, etc.).

2.2.3 Residents / Businesses

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2.2.4 Trappers and Guides/Outfitters

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2.2.5 Other Key Contacts in the Area

There are no other key contacts in the area.

3.0 EMERGENCY RESPONSE EQUIPMENT LIST

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

4.0 FACILITY INFORMATION

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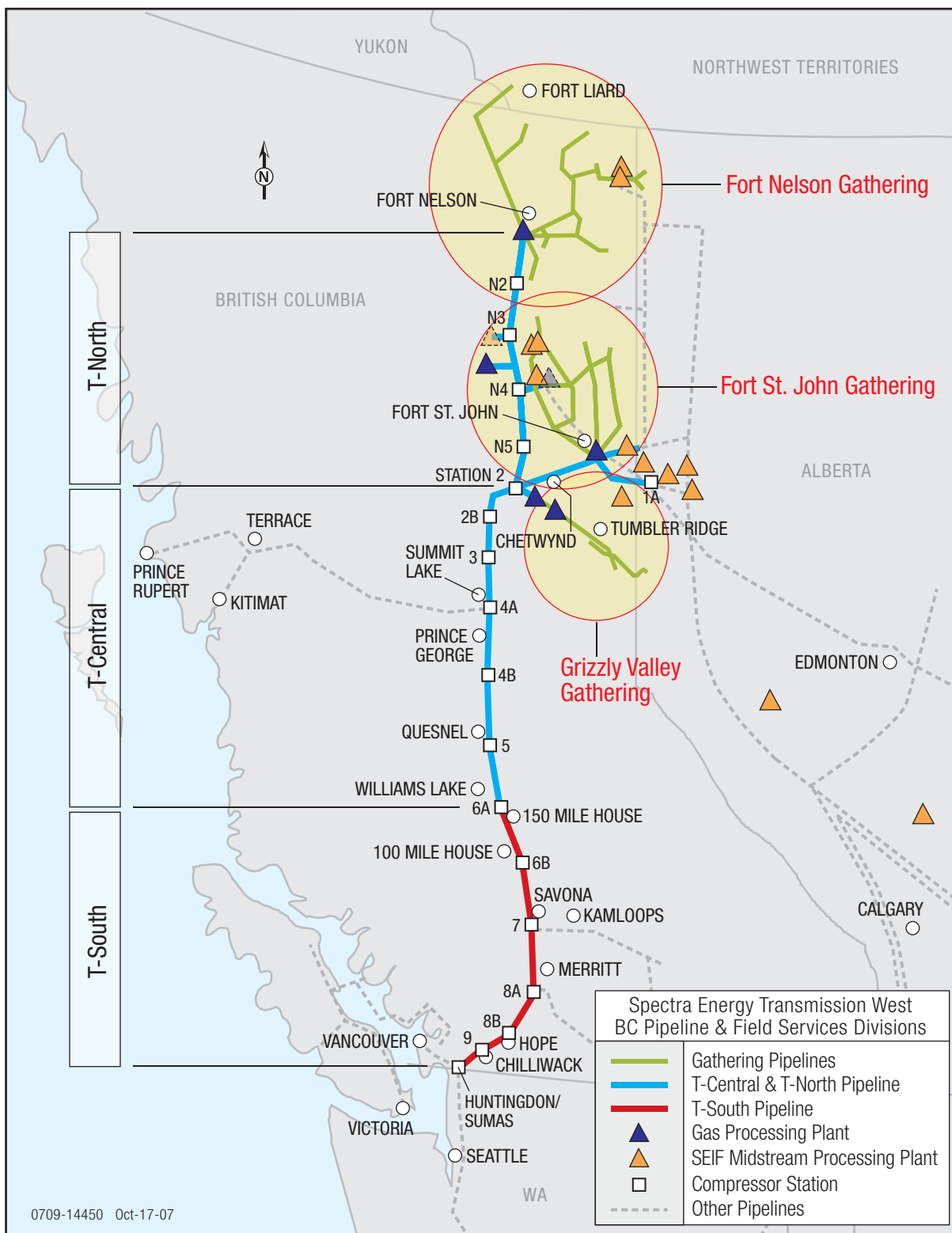
5.0 MAPS

5.1 Area Emergency Planning Zone

- Sweet System Fort St. John Area Pipelines – South (**See Below**)
- Spectra Energy Transmission BC Regions Area Map

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

Spectra Energy Transmission BC Pipeline Regions Map



7.3.12 26-inch Alberta Pipeline

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1.0 TELEPHONE DIRECTORY CONTACT LISTS

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2.0 EMERGENCY PLANNING DATA

2.1 Emergency Planning Area Security

2.1.1 Emergency Planning Map(s)

The pipeline Emergency Planning Zone is 650 meters.

The Incident Planning Zone will cover an initial area with a radius of 650 meters.

See Section 5.0 for emergency planning area map(s).

2.1.2 Staging Areas

The following staging areas will be utilized by non-Spectra Energy first responders, who will stop and await instructions from Spectra Energy regarding safe routes into the incident site and any requirement for protective clothing and equipment. This area may also be used as the Field Command Post by all responders to determine hazards and assignment of actions for control of the hazards to protect the public, personnel and the environment.

- The primary staging area will be the upstream or downstream Compressor Station (due to improved communication capabilities) that is in a safe location and closest to the incident site, or
- An alternative safe location to be chosen by the Incident Commander and communicated to all responders.

2.1.3 Roadblocks

Roadblocks may be required at all or some of the following locations to prevent accidental access into the hazardous zone:

- For the safety of area residents and the general public, roadblocks will be set up on all roads leading into the emergency planning zone area.
- Alaska Highway

Closure of the Alaska Highway and/or Peace River Bridge will be coordinated by the RCMP with the District of Taylor and/or Dawson Creek Municipal Emergency Program(s) and the Ministry of Transportation and Highways. Refer to Telephone Directory Contact Lists, Subsections 1.1 and 1.3, and Section 7.2, Subsection 1.2, respectively.

2.1.4 Estimated Response Time

- Outside call or Gas Control SCADA alarm
 - Review SCADA emergency indicators and confirm outside call/alarms – 0 to 5 minutes
- Gas Controller confirms a pipeline emergency
 - Initiate emergency procedures (notify 911) – 0 to 5 minutes
- Gas Controller cannot confirm a pipeline failure

- Spectra Energy responders dispatched to the incident site to confirm the situation:
 - a) Incident site in close proximity to a compressor station – 60 minutes
 - b) Incident site accessible by access road – 60 minutes
 - c) Incident site in remote location – response will be by air, ATV and/or snowmobile. Response time will be dependent on weather conditions and time of day.
- Full response to the incident
 - ICP staffed and response team dispatched – 1 to 2 hours

2.2 Notification of Potential Occupants

2.2.1 Public Notification within the Emergency Planning Area

1. Within a Designated Regional or District Municipality

a) Level 1 Alert

- Inform First Responders of the situation (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise the designated Regional or District Incident Commander of the recommendation to shelter in place or evacuate
- Advise MEP (Municipal Emergency Program) (refer to Telephone Directory Contact List, Subsection 1.3) and request their assistance in designating a Registration/Evacuation Centre
- Once the Registration/Evacuation Centre has been designated by the Incident Command Post, inform Spectra Energy facility muster station(s) to evacuate employees to the designated evacuation centre

2. Within a Rural Area

a) Level 1 Alert

- Inform First Responders (refer to Telephone Directory Contact List, Subsection 1.1)
- Muster facility employees and complete accountability check

b) Level 2 or 3 Alert

The public within the Emergency Planning Area must be sheltered in place or evacuated.

- Advise First Responders of recommendation for sheltering in place or evacuation
- Advise EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) of the recommendation for sheltering in place or evacuation
- Advise affected residents/businesses to shelter in place or evacuate to the designated Registration/Evacuation Centre
- Advise affected residents/businesses route of travel to the designated Registration/Evacuation Centre
- Advise Spectra Energy facility muster station(s) to evacuate employees to the designated Registration/Evacuation Centre

2.2.2 Communication with Regional Authorities

Spectra Energy will ensure that government agencies such as EMBC (Emergency Management BC) (refer to Telephone Directory Contact List, Subsection 1.3) and other key agencies are notified of the incident.

When a Level 2 or 3 incident occurs inside the boundaries of a specific regional/municipal area, notification of the adjacent districts are to be made to ensure they are aware of the incident and the possible implications to their district (road closures, registration/evacuation centres, etc.).

2.2.3 Residents / Businesses

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2.2.4 Trappers and Guides/Outfitters

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2.2.5 Other Key Contacts in the Area

Campsites are located at:

- Taylor Landing Provincial Park
- Beaton River Provincial Park
- Peace River Corridor Provincial Park
- Kiskatinaw River Provincial Park
- Kiskatinaw Provincial Park

3.0 EMERGENCY RESPONSE EQUIPMENT LIST

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.

| |

4.0 FACILITY INFORMATION

This section contains location information to be used in the case of an emergency. It is protected from publication under Clause 1(a) of Order MO-006-2016 because it discloses information that could impair the security of pipelines, power lines, buildings, structures or systems.