Offgas Pipelines

Emergency Response Plan

Boreal/Horizon/Olefins/WOLF Scottford Connector

Offgas Pipelines 24 hour Emergency: 1-800-721-6761

Pioneer 1 Control Room: 1-780-792-2500

Pioneer 2 Control Room: 1-780-792-5497

Heartland Petrochemical Complex 24 hour: 1-587-453-354

Redwater Olefinic Fractionator (Pembina) 24 hour: 1-800-998-2251

WOLF Natural Gas Liquids 24 hour Emergency: 1-844-395-9029

Calgary Office: 403-290-6000

Calgary Office Toll Free: 1-800-716-7163

Manual #:____

Issued to (location):_____

Issued to (person):_____

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Plan Distribution

This Plan is readily available to employees in electronic format – refer to the Reference Library under MyContent to access the most current version of this Plan, as well as any applicable supplemental plan(s).

Overall responsibility for plan distribution rests with the Facilities Infrastructure EM Representative. Relevant records relating to external Plan Distribution will be kept in MyContent.

Internal Distribution

ID #	Format	Title/Location	Name
1	Paper	Redacted	Redacted
2	Paper	Redacted	Redacted
3	Paper	Redacted	Redacted

External Distribution

ID #	Format	Authority / Party	Location	Name
1E	Digital	Redacted	Redacted	Redacted
2E	Digital	Redacted	Redacted	Redacted
3E	Digital	Redacted	Redacted	Redacted
4E	Digital	Redacted	Redacted	Redacted

Revision Record

The TBU Emergency Management representative, in coordination with TBU Field Offices/Facilities, and Senior Leadership, shall be responsible for the maintenance of this Plan. It shall be reviewed and updated annually at minimum, or as needed, to reflect changes in government regulations and/or company procedures.

Revised plans will be distributed to noted plan holders who are responsible for destroying the outdated plans and advising the TBU Emergency Management representative once complete.

This Plan documents revision records for a period of five years, in accordance with applicable regulations and IPL's document retention policy.

Date	Version	Description of Revision
Revision history prior to December 31, 2023, is available in MyContent.		
January 1, 2024	7	Annual Review and Update

ERP Revision Request Form

If you find any errors in this Plan, or if you become aware of regulatory or industry procedural changes, please document the information and forward to the Facilities Infrastructure (NGL) Emergency Management representative for inclusion in the next update.			
Send to:		**E-mail:**	
PLAN REVISION IDENTIFICATION INFORMATION			
Plan Name:			
Version Number/Date:		Section Number:	Page Number:
Revision Requested By:		Organization:	
DESCRIPTION OF REVISION			
RATIONALE			
EMERGENCY MANAGEMENT REPRESENTATIVE USE ONLY			
Reviewed/Approved By:		Corrective Action No.:	
If not approved, provide explanation and date follow up communication to Requestor completed.:			
FILE REF			

Form 1 - ERP Revision Request Form

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Table of Contents

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1.0 ADMINISTRATION

1.1 Purpose

This plan is intended to act as a guide for operations staff on how to safely manage emergency situations through effective identification, assessment, response, notification, and documentation of events, in a flexible and effective manner. It will be used to promote worker and public safety, prevent, or minimize impact on the environment, reduce corporate loss, and provide notification to the proper authorities and Inter Pipeline personnel.

1.2 Scope

This emergency response plan describes the organization, strategies and procedures required to address emergency situations affecting Inter Pipeline Ltd. (Inter Pipeline) employees, workers, operations, properties, customers, the public and the environment. It is intended to work in conjunction with Inter Pipeline's Business Continuity and Emergency Management Planning and Response Standard to reduce the overall probability and magnitude of losses and impacts related to emergencies. This plan is not intended to replace current reporting or operating procedures for incidents of a non-emergency nature.

The types of emergencies addressed by this Emergency Response Plan (ERP) include, but are not limited to:

- Injuries and medical emergencies
- Fires
- Natural Disasters (flooding and wildfires)
- Spills and releases
- Vehicle collisions
- Criminal or terrorist activity

1.3 Plan Administration

This Emergency Response Plan (ERP) shall be reviewed and updated annually or sooner if needed, to reflect changes in government regulations and/or company procedures, update contact lists and to continually improve emergency management capabilities. The most up-to-date copy of the ERP is found in myContent in the reference library.

Proposed changes, revisions or modifications to the ERP should be submitted to the Business Continuity/Emergency Management Advisor or local Administrative Assistant, using the Revision Request Form in Section 11 (Form 11.18) of this plan. Changes to the content of the plan, other than phone numbers and editorial corrections, must undergo the Inter Pipeline Management of Change process.

The area's Administrative Assistant shall send revisions of the ERP to holders of numbered copies of the plans, as identified by a distribution list maintained for each plan. Any changes in plan holders or any lost or misplaced plans should be identified to the Administrative Assistant to allow the distribution list to be updated accordingly. The ERPs are distributed to Supervisors, Technicians, selected corporate staff and other personnel as appropriate. Copies are also distributed to the Emergency Coordination Centre (ECC), Control Room and other locations as required.

Holders of numbered copies of the ERPs are responsible for immediately inserting revisions and updating the plan when revisions are received.

The contents of the entire ERP shall be re-issued periodically, as determined by the Transportation Senior Emergency Response Advisor to ensure that all plans are complete and current.

2.0 EMERGENCY ACTIVATION PROCEEDURES

If the first arriving Inter Pipeline personnel determine that the incident is, or could potentially be beyond their level of control, an Incident Command Post (ICP) is established.

The Corporate Emergency Coordination Centre could be established to support field operations, assist with resources, to handle media inquiries, next-of-kin notifications, and to ensure Inter Pipeline Strategic planning is carried out for level 2 or 3 incidents. Beyond this there are various levels of Municipal, Provincial, and potentially Federal organizations that may be activated. Inter Pipeline must integrate with these agencies and coordination of efforts must be established.

2.1 Activation

This ERP can be activated by any operational staff.

Once the Emergency Level has been determined (Section 6.2), refer to Table 7 Incident Notifications for notifications required.

Initial notifications include those to internal staff, with those to government, local authorities and public being carried out in the escalation/notification phase.

Communications can be done from site, district office, or the Incident Support Team can be activated to provide assistance

Communication among personnel involved in the emergency may be through cell phone, handheld radios, email, land lines or satellite phones.

2.2 Incident Notification

Once the emergency Level has been determined, an Incident notification must be conducted to alert the Incident Support Team. When the ALERT notification system is being used refer to Section 5 of the Corporate Emergency Response Plan for pre-determined notification templates.

The Incident Support Team is activated for an incident of Emergency Level 2 or 3 (See 6.2 for level determination) or should the Incident Commander determine that the particular situation warrants activation.

Once the Emergency Level has been determined, the Incident Commander shall be one of the Facilities/Pipeline Operations Supervisors or as shown in Section 4 – Table 1.

They will determine if the Corporate ECC needs to be activated, based on the incident (Refer to Figure 2 below).

2.2.1 Executive notification

Notification that the Corporate ECC has been activated, which would be done during Level 2 or 3 emergencies, should be done to the Chief Executive Officer, ideally within the first hour of an incident. This notification would be done by the Emergency Director, and if possible is done via the Crisis Manager. If the ECC has not yet been activated, then this notification shall be done by the Incident Commander.

2.2.2 Internal

Internal notifications are completed by the Emergency Management Team using the ALERT notification system (Everbridge). A notification will go to the appropriate IPL emergency response team depending on the nature of the incident. They have the capability of notifying the Incident Support Team, Crisis Management Team, the Field Initial Response and Support Team as well as all Inter Pipeline personnel.

2.2.3 External

After contacting the AER, via the Liaison Officer the licensee must notify the local authority, RCMP/police, the local gerional health authority, government agencies, and support services required to assist with initial response if the hazardous release goes off site and has the potential to impact the public or if the licensee has contacted members of the public or the media. Much of this contact could be assisted with by the Corporate Emergency Coordination Centre.

The licensee must make the information listed in Table 2 (below) available to the public as soon as possible during an emergency.

The licensee is expected to coordinate media releases with the AER prior to release to allow for consistency and accuracy of information. Information is communicated through written news releases, news conferences, and any other effective means the licensee chooses to use. The licensee should identify a spokesperson to carry out this role and to interact with the AER and other applicable government agencies.

Table 2 Information to Evacuees

Information to Evacuees	
Information To those evacuated or sheltered—at the onset	**To those evacuated or sheltered—during**
• type and status of the incident • location and proximity of the incident to people in the vicinity • public protection measures to follow, evacuation instructions, and any other emergency response measures to consider • actions being taken to respond to the situation, and time frames • contacts for additional information	• description of the products involved and their short-term and long-term effects • effects the incident may have on people in the vicinity • areas impacted by the incident • actions the affected public should take if they experience adverse effects
To the general public—onset	**To the general public - during**
• type and status of the incident location of the incident • areas impacted by the incident • description of the products involved • contacts for additional information • actions being taken to respond to the situation	• provide regular updates on the incident • If unable to provide all the information set forth in the onset of the incident ensure that this information is provided in a timely manner. • Provide anticipated timeline for clean-up/return to normal

2.2.4 Contacting key stakeholders

Key stakeholders that may need to be contacted are listed in Section 8.

2.2.5 Members of the public

Should the incident require contacting members of the public who may be in an affected area, this will be done by an IPL representative, or another member of a responding agency or local authority, as determined by the Incident Commander (at site) or Emergency Operations Manager (ECC) and those within the Incident Command System. Information updates to the public will be coordinated and distributed via the Corporate Communications Team. The Information Officer may be involved in dissemination of updates under the guidance of the Corporate Communications team.

2.2.6 Members of the media

All requests for information from the media will be directed to Corporate Communications Staff. During office hours, the number for head office reception may be given for media to contact **Redacted**. After hours, media may call **Redacted**. Should the need arise a spokesperson from Calgary may attend the site to facilitate communication with the media.

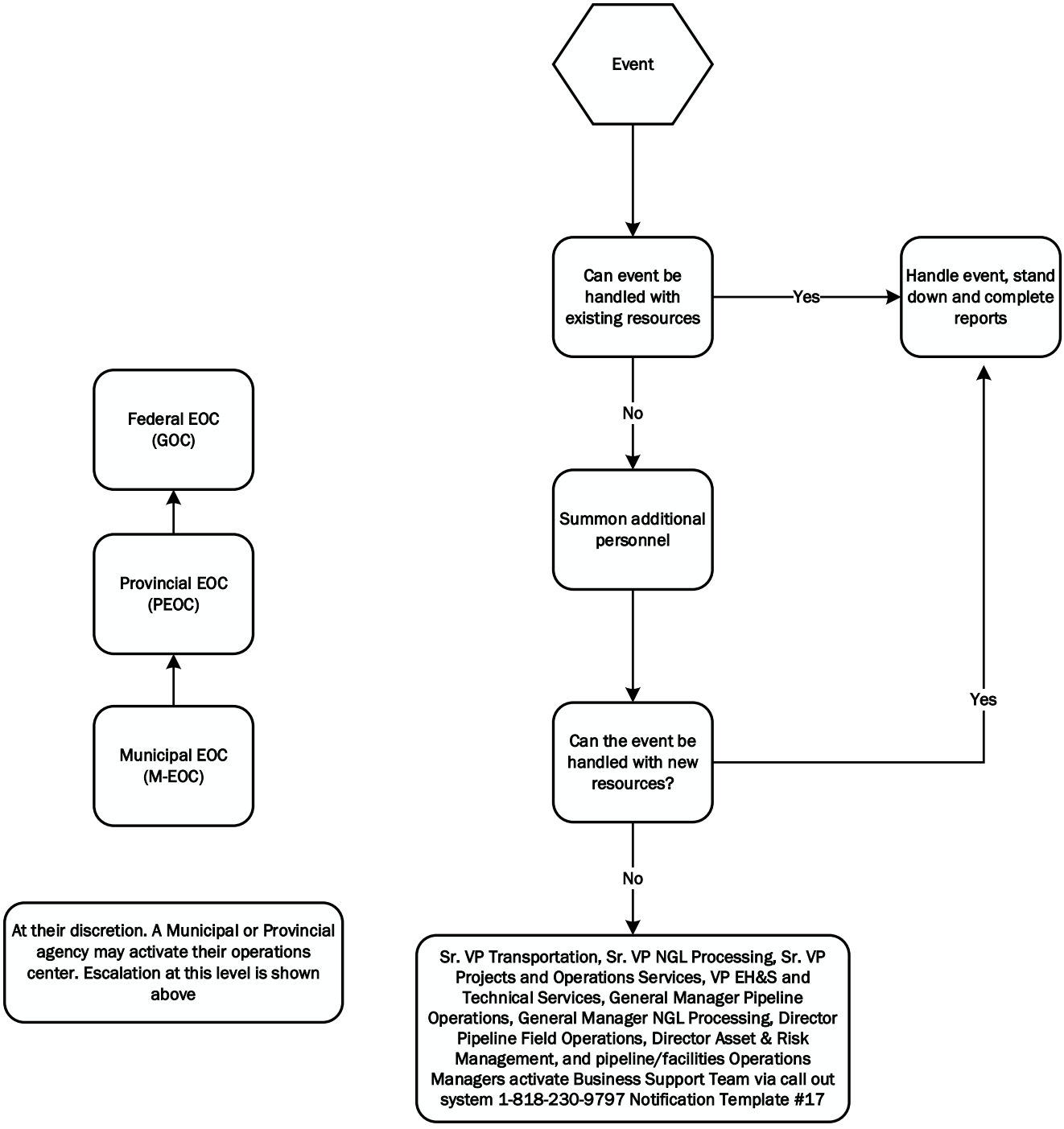
2.2.7 Next of Kin Notification

All next of kin notifications will be done in accordance with Section 5.3.9

2.2.8 Crisis Communications Plan

In addition to items in this plan, there is a complimentary Crisis Communications Plan that would be used during an event. This plan is maintained by the Corporate Communications Staff.

Figure 2 Incident Assessment



2.3 Virtual Tools

IPL has suite of digital tools that will be used to manage the incident. This is a suite of response apps that will provide a common operating picture for all response members to access the incident. All Emergency Response Team, Incident Management Team, Incident Support Team, and Crisis Management Team members shall have access to these tools.

2.4 Incident Command Post Set-up

If the first arriving Inter Pipeline personnel determine that the incident is, or could potentially be beyond their level of control, and Incident Command Post (ICP) is established.

The Incident Command Post (ICP) shall be set-up in a temporary or semi-permanent location that will accommodate the Command and General staff.

2.5 Incident Action Planning

Once the emergency level has been declared and notifications are completed then it is time to begin Incident Action Planning

ICP Incident Action Plan(s) shall guide all response activities by providing a concise, coherent means of capturing and communicating the overall incident priorities, objectives, strategies and tactics and their associated resources.

Note: Every incident shall have an Incident Action Plan (IAP) and it shall be updated for each operational period.

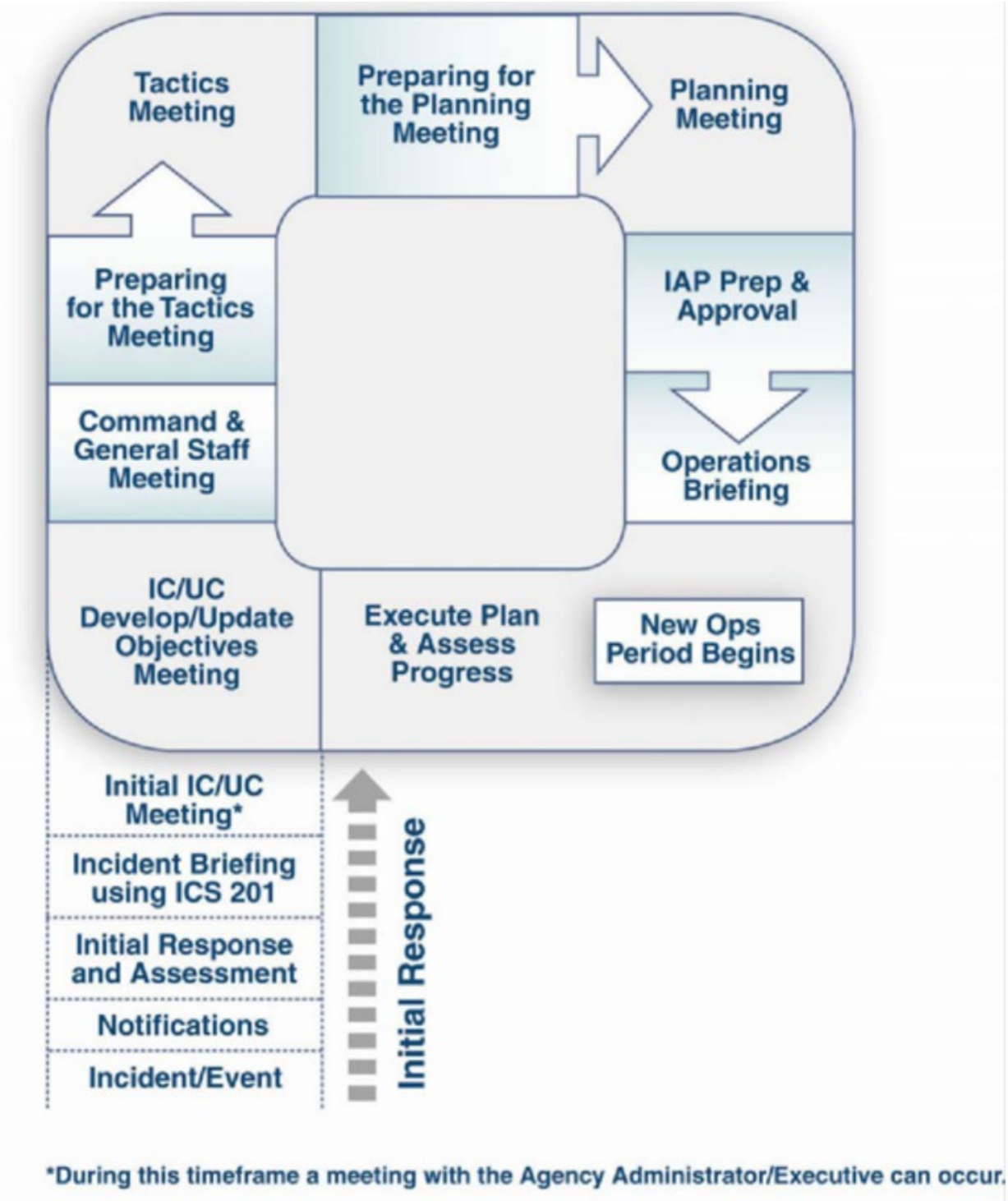
There are five primary steps to ensure a comprehensive action planning process:

I. Understand the current situation
II. Establish priorities, objectives, and strategies
III. Develop Incident Action Plan for the next Operational Period
IV. Evaluate the plan
V. Anticipate what will happen following implementation of the plan and develop contingency plans

The Incident Action Plan is prepared by the Planning Section Chief for each Operational Period and must be approved by the Incident Commander, in consultation with the Command and General staff. Once approved each functional area will be responsible for implementing their respective portion of the plan, including monitoring the plan and evaluating its effectiveness and progress.

The Incident Action Planning cycle can be found in Figure 3 Planning P below.

Figure 3 Planning P



2.6 Understand Current Situation

Prior to the initial planning meeting the Planning Section Chief shall:

- Evaluate the current situation and decide whether the current planning is adequate for the remainder of the operational period (i.e., until the next plan takes effect)
- Advise the Incident Commander and the Operations Section Chief of any suggested revisions to the current plan
- Establish a planning cycle for the incident (refer to Planning P)
- Participate in the Objectives meeting to update the incident objectives and strategies
- Participate in the Tactics meeting to review the tactics developed by the Operations Section Chief
- Determine who needs to attend the Planning meetings, in consultation with the Incident Commander. Attendees can include:
    - Incident Commander
    - Command Staff
    - General Staff
    - Resources Unit Leader
    - Situation Unit Leader
    - Air Operations Branch Director (if established)
    - Communications Unit Leader
    - Technical Specialists (as required)
    - Agency Representatives (as required)
- Establish the location and time for the planning meeting
- Ensure that planning boards and forms are available
- Notify necessary support staff about the meeting and their assignments
- Ensure that a current situation and resource briefing will be available for the meeting
- Obtain an estimate of resource availability for use in planning for the next operational period
- Obtain necessary agency policy, legal, or fiscal constraints for use in the Planning meetings.

2.7 Conduct the Planning Meeting

The Planning Meeting is conducted by the Planning Section Chief. The sequence of steps that follows is intended to aid the Planning Section Chief in developing the IAP.

2.7.1 Give briefing on situation, resource status and incident potential

The Planning Section Chief and/or Resources and Situation Unit Leader should provide an up-to-date briefing on the situation. Information for this briefing may come from any or all of the following sources:

- Incident Commander
- Incident Briefing (ICS 201)
- Field Observations
- Operational reports
- Regional resources and situation reports

2.7.2 Set/Review established objectives

The Incident Commander is responsible for setting incident objectives. When responding to any emergency, the primary objectives of the ECC/ICP are:

- Collect, analyze, and disseminate information considering both site and corporate strategies
- Maintain continuity of operations of unaffected areas of the business
- Provide resource assistance to impacted sites

2.7.3 Establish Organizational Structure

The Operations Section Chief shall work in conjunction with the Planning Section Chief to identify the organizational structure. This shall include determining the divisions and branches for geographical divisions and determine the need for functional group assignments for the next operational period.

2.7.4 Identify Tactics

The Operations Section Chief will establish the specific work assignment to be performed for the next operational period. Tactics (work assignments) shall be specific in nature in order to meet the identified objectives and strategies.

2.7.5 Identify Resources

Once the Operations Section Chief has identified the tactics will work with the Planning Section Chief to determine the resource needs to accomplish the work assignments.

2.7.6 Identify Operations Facilities and Reporting Locations

The Operations Section Chief, in conjunction with the Planning and Logistics Section Chiefs, shall make available the facilities and reporting locations required to accomplish work assignments. The Operations Section Chief shall indicate the reporting time requirements for the resources and any special resource assignments.

2.7.7 Develop Resource Order

The Planning Section Chief will assess the resource needs identified and will work with the Resource Unit to determine availability. Once a resource order is approved by the Incident Commander, it is then given to Logistics to dispatch the resources.

2.7.8 Consider Communications, Medical and Traffic Plan Requirements

In addition to the Incident Objectives, Org chart, Assignment list and map of the incident area, there can be a need, during larger incidents, for additional information (Communication, Medical and Traffic Plan). The Planning Section Chief shall determine the need for these and ensure that they are developed. These plans, if developed, shall be added to the Incident Action Plan.

Table 3 IAP and Attachments

Component	Prepared by
Incident Objective (ICS form 202)	Incident Commander/ECC Director
Organizational Assignment List (ICS form 203)	Resources Unit
Assignment List (ICS form 204)	Resources Unit
Radio Communication Plan (ICS form 205)	Communications Unit
Medical Plan (ICS form 206)	Safety Officer
Incident Maps	Situation Unit
Site Safety Plan (Section12.11)	Safety Officer
Other potential Components (incident dependent)	
Traffic Plan	Logistics (Ground Support Unit)
Decontamination Plan	Technical Specialists
Waste Management or Disposal Plan	Technical Specialists
Demobilization Plan (ICS form 221)	Demobilization Unit
Site Security Plan	Security Specialist
Evacuation Plan	As required
Sheltering/Mass care plan	As required
Remediation Plan	Environment Unit
Water Sampling Plan	Environment Unit
Wildlife Plan	Environment Unit

2.7.9 Finalize, Approve, and Implement IAP

The Planning Section Chief, in conjunction with the Operations Section Chief, is responsible for seeing that the IAP is completed, reviewed, and distributed using the following steps:

- Set the deadline for completing IAP attachments
- Obtain plan attachments and review them for completeness and approvals.
- Determine the number of IAPs required
- Arrange with the Documentation Unit to reproduce the IAP
- Review the IAP to ensure it is up to date and complete prior to the operations briefing and plan distribution
- Obtain approval and signature of IAP by the Incident Commander
- Provide the IAP briefing plan, as required, and distribute the plan prior to beginning of the new operational period.

2.8 Operational Periods

The Incident Commander in collaboration with the ECC Emergency Director shall set the operational period.

An Operational Period is the length of time set to achieve a given set of objectives. The Operational Period may vary in length and will be determined largely by the dynamics of the emergency event and availability of resources. Common operational period length is between 8-12 hours, but shall not exceed 24 hours.

2.9 Situation Reports (SitReps)

Sit Reps are briefings facilitated by the Emergency Director or Planning Chief to update incident staff on the situation, establish priorities and objectives, orient personnel to the facility or review policies or procedures.

In the initial stages of ECC activation, Sit Reps should be held at intervals of no greater than 2 hours, or more frequently as required, to support response operations but may decrease as the incident stabilizes.

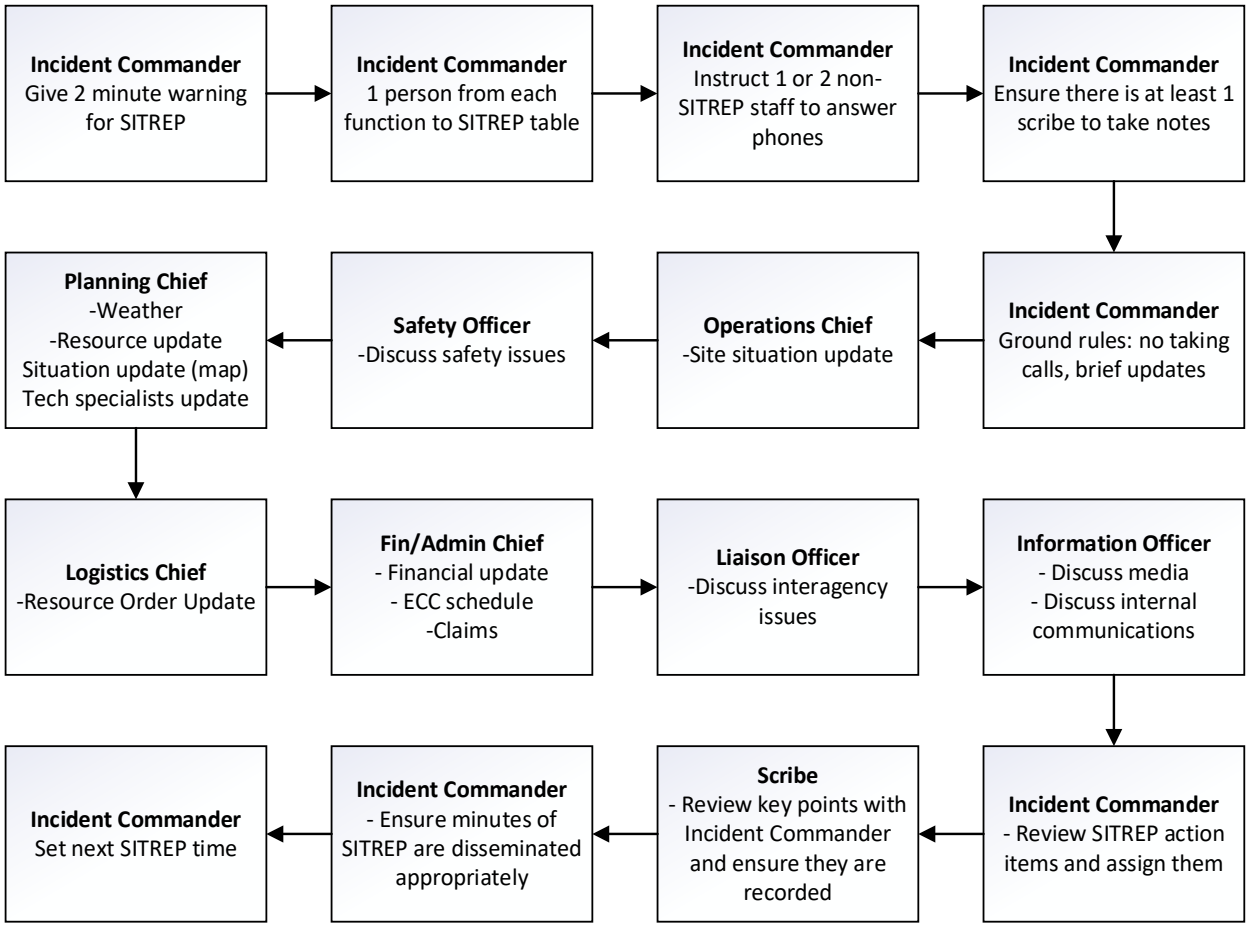
ECC/ICP team members should come prepared to the Sit Reps by preparing in advance information on:

- Current situation (relevant to their function / role)
- Unmet needs
- Future activities
- Public information needs
- Items that may impact other areas

Minutes from the Sit Rep shall be documented, approved by the Emergency Director, and distributed to relevant team members and stakeholders.

Sit Reps should be kept as brief as possible.

Figure 4 SITREP Flowchart



2.10 Documentation

It is very important to accurately document ICP/ECC actions taken during emergencies using the Master Event Log. The Master Event Log shall include documented record of all policy and decisions.

All individual decisions/actions shall be tracked on the ICS 214 form, for each individual/per operational period.

General considerations when completing incident paperwork should include:

- Print or type all entries
- Enter dates in year/month/day format
- Use 24 hour clock time format
- Enter name, position, page number, date, and time on all forms
- Fill in all blanks; use N/A (not applicable) as appropriate
- Hand in all documentation to Planning > Documentation Unit

2.11 Demobilization of Resources

Once the emergency level is decreased the Planning Section Chief shall work with the Incident Commander and all General Staff to determine what resources can be demobilized. The Planning Section Chief will then work in conjunction with the Logistics Section Chief and a demobilization plan. The demobilization plan shall be communicated to all affected personnel and their immediate Supervisors.

2.12 Escalation/De-escalation of Incident

Emergency situations can change quickly, and the Incident Commander/ECC Director must continually evaluate the emergency level. If the consequence or likelihood of the incident increases/decreases from the initial assessment and results in an increased/decreased emergency level the following actions shall be completed:

- ECC Director/Incident shall notify the Liaison Officer immediately of the change in emergency level and the reason for the change
- Liaison Officer shall consult with regulators on the need to change the emergency level
- Notification of the change in emergency level must be communicated to all emergency response personnel that are participating in the incident
- A review of the incident org chart shall be conducted with the ECC Director/Incident Commander and all General Staff to determine staffing requirements

2.13 Deactivation

Once the emergency level reaches Level 1 or Alert level, the Incident Support Team and associated Emergency Coordination Centre shall be stood down. Prior to standing down the ECC, the emergency level must be de-escalated.

The Incident Command Post may still be active for a period of time after the ECC has been stood down. Once the incident is in recovery mode, incident command is terminated, and the recovery shall be assigned to the appropriate department.

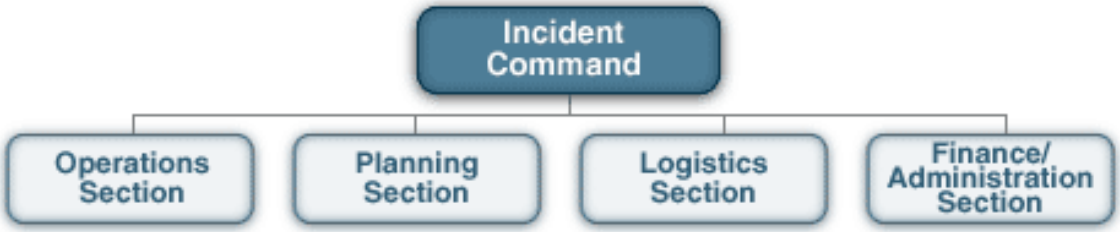
The decision to deactivate or stand-down certain or all portions of a response will be a joint decision involving the Incident Commander, the AER and possibly and Inter Pipeline Corporate Emergency Director.

3.0 INCIDENT MANAGEMENT SYSTEM

3.1 Overview

IPL has adopted the Incident Command System (ICS) as its incident management system; therefore, this plan is based on the Incident Command System (ICS). There are five major management functions that are the foundation upon which the ICS organization develops. The basic organizational structure will be shown in Figure 1 below:

Figure 1 ICS Structure



These functions apply whether you are handling a routine response, organizing for a major non-emergency event, or managing a response to a major incident or emergency. The five major management functions are Command (Incident Commander and Command Staff), Operations, Planning, Logistics and Finance/Administration:

- **Incident Command:** Sets the incident objectives, strategies, and priorities and has overall responsibility for the incident.
- **Operations:** Conducts operations to reach the incident objectives. Establishes the strategies and tactics and directs all operational resources.
- **Planning:** Supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation.
- **Logistics:** Provides resources and needed services to support the achievement of the incident objectives.
- **Finance/Administration:** Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses.

Command staff, consisting of Information Officer, Safety Officer, Liaison Officer and Legal Counsel may be activated to support site command.

It is important to remember that not all positions need to be staffed during a response; however as per the tenants of ICS, if a role is not filled the duties fall to the Incident Commander.

3.2 Span of Control

Span of Control refers to the number of reports a position has. This number should not exceed seven, and is ideally not more than 5. If more than seven direct reports exist, then a supervisory level must be created to reduce the number.

3.3 Structure Continuity

The ICS structure shall be applied at site and within the Emergency Coordination Centre (ECC), with the difference being that overall site coordination and responsibility lies with the Incident Commander at the Incident Command Post (ICP), whereas this position is called the Emergency Director within the Corporate Emergency Coordination Centre (ECC).

The Incident Command Post (ICP) is the focal point where decisions are made and communications are sent out, it must be easily identifiable.

3.4 Key Characteristics

The following are key characteristics of ICS:

- Adapts to any size event
- Provides for single-jurisdiction/single-agency as well as multi-jurisdictional/multi-agency operational interaction
- Expands in a logical manner from an initial response into a major incident with basic common elements in organization, terminology, and procedures
- When implemented, has the least possible disruptions to existing systems

3.5 IPL Incident Command / Coordination Centres (Function & Locations)

To effectively coordinate response efforts, IPL will establish various command / coordination centres to manage emergency response actions. These centres represent the location where specific response team members will operate, and include:

Type	Description	Established Location(s)
On-Scene Command Post (OSCP) **Site-, Field- Level Response** **Response Group: Site ERT**	The focal point for initial control and containment activities as well as communications to the ICP (if activated). The OSCP is located at or as close to the actual incident site as possible given safety concerns. The OSCP is concerned about tactical level response activities and is staffed by field level responders and any tactical responders supporting the emergency As the event becomes more serious or complex, it may become necessary to activate the ICP.	**Redacted**
Incident Command Post (ICP) **Area Office / Facility Level Response** **Response Group: Field IMT**	The ICP is the primary location for on-scene incident command and management; it will be activated during an emergency as required at the established locations. The ICP conducts tactical / operational level activities and is staffed by the Field IMT. The ICP must have the appropriate equipment, personnel, and materials resources to manage the emergency. As the event becomes more serious or complex, it may become necessary to activate an ECC to support incident management activities. The ECC is activated at the request of the IC, or as part of established policy, to offer support for complex emergencies.	**Redacted** **Redacted**
Corporate Emergency Coordination Centre (ECC) **Corporate Level Response** **Response Group: Incident Support Team / Corporate CMT**	The ECC conducts operational / strategic level activities and is staffed by the Incident Support Team. The ECC provides centralized and coordinated operational and technical support, guidance, and strategic planning. The ECC will be activated during an emergency, as appropriate, at the established locations. The ECC must have the appropriate equipment, personnel, and materials resources to manage the emergency. SMEs and Technical Specialists should be available to provide support to the ICP, as requested. **Responder Notes:** • The main purpose of the ECC is to support the field by actioning objectives as requested / delegated by the ICP and thinking of things that need to happen from a wider and longer-term perspective. The ECC enables the field to do their “right now emergency duties”, while also helping to facilitate next steps and longer-term planning. • The Corporate Crisis Management Team (CMT) may also operate out of the ECC, or an adjoining boardroom, if activated, and as appropriate.	**Redacted** **Redacted**

(if activated)		

3.6 External Response Locations

Depending on the size or nature of the emergency, other stakeholders such as governments or regulators, may establish their own centres to coordinate response efforts. In such events, regulators generally encourage the formation of a single **Regional Emergency Operations Centre (REOC)** for industry and municipal response personnel to form **Unified Command**.

The following table provides information about other possible response locations and their activities:

Name/Type	Purpose	Activities	Potential Location
Staging Area	The staging area is a temporary location where equipment and personnel can be received and prepared for deployment to the incident site. The staging area is more than a physical location; it is a system to manage the resources that will be coming to the site.	• Managed by the Staging Area Manager, operating in the ICS Operations Section, under the Operations Section Chief • Checks in incoming resources, dispatches resources at the Operations Section Chief's request, and requests Logistics Section support for the Staging Area as required. • Storing available resources until they are ready to be assigned / operationally deployed. • May include temporary feeding, fueling, and sanitation services. • Receives demobilized equipment returning from the field and prepares it for either remobilization or demobilization.	Redacted
Reception Centre	A registration centre for members of the public that have been evacuated. May provide temporary lodging. Alternative checkpoint for workers to report to on a designated schedule.	• Registers evacuees • Addresses immediate needs for food, housing, and information. • Records destination details of evacuees leaving the area. • Addresses immediate compensation claims (short term claims) • Provides information to Public Safety Section Chief on the status of evacuation activities	Redacted

Name/Type	Purpose	Activities	Potential Location
Decontamination Area	A decontamination area serves as a controlled space where contaminants (e.g., hazardous substances, chemicals, biological agents, or radioactive materials) are safely removed from personnel, equipment, and materials to prevent the spread of contamination and minimize health risks.	• Contamination Assessment: • Removal of Contaminated Gear: • Washing and Scrubbing of personnel and equipment: • Medical Monitoring and Decontamination of Individuals: • Containment and Disposal of impacted and damaged gear: • Equipment Decontamination:	• **Redacted**
Governmental Emergency Operations Centre (EOC) Municipal (MEOC) Regional (REOC) Provincial (POC)	Focal point for Provincial and Municipal Government local response.	• MEOC mobilized at a Level 2 • REOC Mobilized at a Level 2 • POC Mobilized at a Level 3 • May assist with public safety. • Activates and assists with Government fan-out communication. • Monitors activities of Company • Provides technical support and regulatory direction to the Company. • Sends representative to the Incident Command Post	• **Redacted**
Joint Information Centre (JIC)	May be established as a central location for facilitating operation of the Joint Information System. Provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with nongovernmental organizations and the private sector.	• Perform critical emergency information functions of crisis communications and public affairs. • Includes the plans, protocols, procedures, and structures used to provide public information.	• **Redacted**

Table 2 - External Response Locations / Coordination Centres

3.7 IPL Response & Incident Management Teams

Role	Responsibilities
Field Incident Management Team (IMT)	• Attend the Incident Command Post (ICP) when activated. • Assess whether current resources can handle the response adequately. • Support on-scene response with mobilizing required internal / external resources and mutual aid. • Support development of the initial tactical action plan. • Develop Incident Action Plan (IAP). • Assess potential escalation scenarios and develop operational management priorities. • Coordinate assistance for injured and/or evacuated personnel from the site with medical support, transport, reception facilities, accommodation, and eventual reconciliation with family ongoing support. • Develop and formalize a communication strategy for internal and external stakeholders. • Inform and brief the BU General Manager/VPs and/or Crisis Management Team (CMT), if activated. • Coordinate support by liaising with Mutual Aid partners, contractors, consultants, government agencies, regulatory authorities, regional and local authorities, and other outside agencies. • Maintain an auditable trail including log sheets and incident status summaries. • Ensure safety practice and procedures compliance is met by all response teams.
Field Initial Response and Support Team (FIRST)	**Responder Note: FIRST is only active in the Transportation BU.** The FIRST is a team of individuals that will be immediately deployed to an incident to begin setting up the Incident Command Post and stabilizing the incident. This team is activated once an initial Emergency Level has been determined. This team, if available, can be deployed to any incident but is highly skilled in pipeline emergency response..
Incident Support Team (IST)	• Attend the Calgary Emergency Coordination Centre (ECC) when activated. • Support / action requests from the Field Incident Management Team. • Request funding support for the incident, if outside the Incident Commander's SAM level. • Ensure internal/external communications are approved in a timely manner and communications requiring Disclose Committee approval follow the approval process as set-out in the Crisis Communication Plan. • Identify, assess, communicate potential business continuity impacts to the BU General Manager/VPs. • Consult with BU General Manager/VPs on potential impacts to customers, contracts, reputation, or other potential economic/business impacts to IPL; Provide updates prior to Sit Reps. • Manage the impact of the emergency on the wider Inter Pipeline business. • Assist in operationalizing requests from the CMT.

Role	Responsibilities
Crisis Management Team **(CMT)**	• Identify a Crisis Manager at the time of an incident to manage continuity of operations. • Delegate necessary roles and responsibilities to the ECC Manager. • Delegate necessary authorities to the Incident Commander. • Approve emergency funding for incident. • Update Executive and Board on the status of the incident, as appropriate. • Work with the BU General Manager/VPs to identify / manage risks and stakeholder interests. • Work with Incident Support Team to manage the impact to the company's reputation. • Establish lines of communication between the CMT and Incident Support Team. • Monitor the progress of the incident. • Receive reports from ECC Manager on incident status and/or recovery operations. • Receive draft statements for media, investors, etc. from the Public Information Officer. Review them for accuracy and in compliance with IPL's Disclosure Policy. • Authorize the release of media statements as outlined in the Crisis Communications Plan.

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4.0 ROLES, RESPONSIBILITIES AND POSITION AIDS

4.1 Roles within the ICP

It is important to remember that the Incident Commander assumes all roles until they are delegated to others. The same person can hold multiple roles depending on their ability and the complexity of the event. Not all positions listed below need to be staffed, only those required by the Incident Commander.

4.2 Incident Commander

Usually, the person in charge of the first arriving units at the scene of an incident assumes the Incident Commander role. That person will remain in charge until command is transferred.

Upon arriving at an incident, a higher ranking person will either; assume command, maintain command as is, or transfer command to another person.

As incidents expand or contract, change in jurisdiction or discipline, or become more or less complex, command may change to meet the needs of the incident. The Incident Commander has overall responsibility for managing the incident by objectives, developing strategies, and implementing tactics**. The Incident Commander is the only position that is always staffed in ICS.** On small incidents and events, one person, the Incident Commander, may accomplish all management functions. In addition to having overall responsibility for managing the entire incident, the Incident Commander is specifically responsible for:

- Ensuring personnel and public safety
- All activities and functions until delegated and assigned to staff
- Initial determination of emergency level
- Assessing the need for additional staff
- Establishing incident objectives
- Directing staff to develop the Incident Action Plan
- Review/prepare ICS form 201
- Assessing effectiveness of tactics

4.2.1 Incident Commander Position Aid

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

- ☐ Ensure welfare and safety of incident personnel
- ☐ Start recording activities/decisions on Activity log – ICS 214
- ☐ Assess situation

- ☐ Determine/confirm Emergency Level and ensure AER has been consulted (See 6.2)
- If Emergency Level is 2 or 3, ask your Manager to activate the Incident Support Team.
- ☐ Start ICS form 201
- ☐ Establish an Incident Command Post
- ☐ Establish organization by filling Command and General Staff positions (ICS 201).
- Confirm dispatch and arrival times of activated resources.
- Confirm work assignments.
- Ensure you sign into the ICP (ICS 211)
- ☐ Brief staff:
- Identify incident objectives and any policy directives for the management of the incident.
- Provide a summary of current organization.
- Provide a review of current incident activities.
- Determine the time and location of first Planning Meeting.
- ☐ Coordinate with key stakeholders via:
- Liaison officer – First Nations, Government agencies and municipalities
- Corporate ECC
- Public Information Officer – Media, Internal Staff
- Land – Landowners
- In-person
- ☐ Deal with Media requests:
- Media requests are to be sent to Corporate Communications.
- Ensure Calgary Main Reception **Redacted** and Corporate Communications are aware of the situation so calls can be handled appropriately

- ☐ Establish level of planning to be accomplished:
- Written Incident Action Plan (IAP) ICS Form 201
- Contingency planning.
- Formal Planning Meeting (Refer to Section 4 – Planning P

☐ Ensure Planning Meetings are conducted as indicated:

	Sample Planning Meeting Agenda		
		Agenda Item	**Responsible Party**
	1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
	2	Discuss safety issues.	Safety Officer
	3	Set/confirm incident objectives.	Incident Commander
	4	Plot control lines & Division boundaries.	Operations Section Chief
	5	Specify tactics for each Division/Group.	Operations Section Chief
	6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
	7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
	8	Develop resource order.	Logistics Section Chief
	9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
	10	Provide financial update.	Finance/Administration Section Chief
	11	Discuss interagency liaison issues.	Liaison Officer
	12	Discuss information issues.	Public Information Officer
	13	Finalize/approve/implement plan.	Incident Commander/All

☐ After Operational Period, ensure ICS 209 (Incident Status) is completed and send to appropriate stakeholders (Corporate ECC, AER, etc.)

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4.3 Safety Officer

The Safety Officer monitors safety conditions, assesses hazardous and unsafe situations, and develops measures for the safety of all assigned personnel. The Safety Officer advises the Incident Commander on issues regarding incident safety, however, may exercise emergency authority to directly stop unsafe acts if personnel are in imminent danger. The Safety Officer works closely with the Operations Section to ensure the safety of tactical and support personnel. Only one Safety Officer will be named to an incident. The Safety Officer may have assistants as necessary, and the assistants may represent other agencies or jurisdictions.

4.3.1 Safety Officer Position Aid

- ☐ Start Activity Log – ICS 214
- ☐ Sign in to ICP on ICS 211 form
- ☐ Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer.
- ☐ Complete Safety Plan
- ☐ Staff and organize function, as appropriate:
- In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline.
- Multiple high-risk operations may require an Assistant Safety Officer at each site.
- Request additional staff through incident chain of command.
- ☐ Identify potentially unsafe acts.
- ☐ Identify corrective actions and ensure implementation. Coordinate corrective action with Command and Operations.
- ☐ Ensure adequate sanitation and safety in food preparation.
- ☐ Debrief Assistant Safety Officers prior to Planning Meetings.
- ☐ Participate in Planning and Tactics Meetings:
- Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
- Discuss accidents/injuries to date. Recommend preventative or corrective actions.
- ☐ Participate in the development of Incident Action Plan (IAP):
- Complete ICS 215a Form
- ☐ Investigate accidents that have occurred within incident areas:
- Ensure accident scene is preserved for investigation.
- Ensure accident is properly documented.

- Coordinate with incident Compensation and Claims Unit Leader, agency Risk Manager, and jusrisdictional Occupational Health and Safety.
- Prepare accident report as per agency policy, procedures, and direction.
- Recommend corrective actions to Incident Commander.

☐ Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.

4.4 Liaison Officer

The Liaison Officer serves as the primary contact for supporting or cooperating agencies assisting at an incident. The Liaison Officer assists the Incident Commander by serving as a point of contact for agency representatives who are helping to support the operation. The Liaison Officer provides briefings to and answers questions from the supporting agency representatives. There is only one Liaison Officer on any incident, although very large incidents may require the use of assistants. All contact with Government Agencies, Municipalities or First Nations is done via the Liaison Officer.

4.4.1 Liaison Officer Position Guide

- ☐ Start Activity Log –ICS 214
- ☐ Obtain briefing from Incident Commander:
- Obtain summary of incident organization (ICS Forms 201)
- Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization).
- ☐ Obtain cooperating and assisting agency information, including:
- Contact person(s).
- Radio frequencies.
- Phone numbers.
- Cooperative agreements.
- Resource type.
- Number of personnel.
- Condition of personnel and equipment.
- Agency constraints/limitations.
- ☐ Establish workspace for Liaison function and notify agency representatives of location.
- ☐ Contact and brief assisting/cooperating agency representatives and mutual aid co-operators.
- ☐ Interview agency representatives concerning resources and capabilities, and restrictions on use-provide this information at planning meetings.
- ☐ Work with Public Information Officer and Incident Commander to coordinate media releases associated with inter-governmental cooperation issues.

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4.5 Information Officer

The Information Officer serves to facilitate exchange of information between the Corporate Communications staff and the media, public and internal staff. The Information Officer would develop news releases, monitor media, provide information to internal and external stakeholders and coordinate/conduct media briefings if necessary. If an Information Officer is not on-site, media or others wishing information that all requests are to go through the Public Information Officer located in the Corporate ECC.

4.5.1 Information Officer Position Aid

- ☐ Start Activity Log – ICS 214
- ☐ Obtain briefing from Incident Commander:
- Determine current status of Incident (ICS Form 209 or equivalent).
- Identify current organization (ICS Form 201).
- Determine point of contact for media (scene or Command Post).
- Determine current media presence.
- ☐ All media requests are sent to Corporate Communications **Redacted**.
- ☐ Ensure appropriate location for site media to gather (tent with signage).
- ☐ Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes.
- ☐ Coordinate the development of door-to-door protective action statements with Operations.
- ☐ Prepare initial information summary as soon as possible after activation.

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4.6 Legal Officer

Legal counsel serves as the primary contact and advisor for matters of a legal nature. Legal counsel will be involved in areas such as providing input/comment on information release, document review and providing legal advice opinion on the event.

4.6.1 Legal Officer Position Aid

- ☐ Start Activity Log – ICS 214;
- ☐ Record all significant activities, decisions, and communications.;
- ☐ Sign in to ICP (ICS 211 Form);
- ☐ Obtain briefing from Incident Commander:
- Summary of the incident (ICS Form 201 or equivalent);
- Incident objectives and priorities;
- Overview of current situation and legal concerns. Legal Oversight and Documentation;
- ☐ Review and advise on incident documentation;
- ☐ Ensure compliance with applicable laws, regulations, and policies;
- ☐ Provide legal counsel on:
- Permitting and regulatory compliance issues;
- Labor and employment issues for incident personnel;
- Contracts and procurement processes (e.g., resource agreements, leases);
- Mutual aid agreements and cooperative agreements;
- ☐ Advise on liability and risk management:
- Evaluate potential legal exposure for involved entities;
- Review agreements for legal sufficiency;
- ☐ Liaise with Compensation and Claims Unit Leader on injury or property damage claims. Media and Public Information;
- ☐ Work with Information Officer (IO) on:
- media and public information;
- Review press releases and public statements for legal implications;
- ☐ Ensure confidentiality of sensitive or privileged information;
- ☐ Address public inquiries and legal notices;
- ☐ Review subpoenas, public records requests, and other legal correspondence.

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4.7 Operations Section Chief

The Operations Section Chief develops and manages the Operations Section to accomplish the incident objectives set by the Incident Commander, and often facilitated by the Planning Section. The Operations Chief executes the Incident Action plan (IAP). The Operations Section Chief is the person with the greatest technical and tactical expertise in dealing with the problem at hand. The Operations Section Chief organizes, assigns, and supervises the tactical field resources. This position reports to the Incident Commander.

4.7.1 Operations Section Chief Position Aid

☐ Start Activity Log – ICS 214

☐ Obtain briefing from Incident Commander:

- Determine incident objectives and recommended strategies.
- Determine status of current tactical assignments.
- Identify current organization, location of resources, and assignments.
- Determine location of current Staging Areas and resources assigned there.

☐ Organize Operations Section to ensure operational efficiency, personnel safety, and adequate span of control.

☐ Establish operational period, which is the timeframe to accomplish your objectives, normally 12-24 hour period. There may be many operational periods for a response.

☐ Establish and demobilize Staging Areas – Determine need for Staging area Manager.

☐ Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP):

- Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.

☐ Develop and manage tactical operations to meet incident objectives.

☐ Assign tasks

- Staging area Manager
- Public Safety Coordinator
- Air monitoring
- Roadblock supervisor
- Rovers

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4.8 Planning Section Chief

The Planning Section Chief gathers, analyzes and disseminates information and intelligence, manages the planning process, compiles the Incident Action Plan, and manages technical specialists. It is up to the Planning Section Chief to activate any needed additional staffing to complete the tasks. This position reports to the Incident Commander.

The major activities of the Planning Section include:

- Collecting, evaluating, and displaying incident intelligence and information.
- Preparing and documenting Incident Action Plans.
- Conducting long-range and/or contingency planning.
- Developing plans for demobilization.
- Maintaining incident documentation.
- Tracking resources assigned to the incident.

One of the most important functions of the Planning Section is to look beyond the current and next operational period and anticipate potential problems or events.

4.8.1 Planning Section Chief Position Aid

☐ Start Activity Log – ICS 214

☐ Obtain briefing from Incident Commander:

- Determine current resource status (ICS Form 201).
- Determine current situation status/intelligence (ICS Form 201).
- Determine current incident objectives and strategy.
- Determine whether Incident Commander requires a written Incident Action Plan (IAP).
- Determine time and location of first Planning Meeting.
- Determine desired plans.
    - Source control
    - Containment
    - Recovery
    - Security
    - Wildlife
    - Decontamination

☐ Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.

- ☐ Establish and maintain resource tracking system.
- ☐ Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.
- ☐ Advise Incident Command Post (ICP) staff of any significant changes in incident status.
- ☐ Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms):
- Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required.
- Provide copy to Public Information Officer.
- ☐ Obtain/develop incident maps.
- Ensure central map is established and information updated regularly.
- ☐ Establish information requirements and reporting schedules for ICP and field staff.

4.9 Scribe

The role of the scribe is to capture notes reflecting what is being said/going on in the ICP and is a function of the Documentation Unit reporting to the Planning Section Chief. They will assist in maintaining the master event log and provide copies of reports to appropriate parties.

4.9.1 Scribe Position Aid

- ☐ Start Activity Log – ICS 214
- ☐ Report to the Planning Section Chief
- ☐ Obtain briefing from Planning Section Chief
- ☐ Set out the Sign-In book
- ☐ Start and maintain Master Event Log
- ☐ Record activities on appropriate forms
- ☐ Situation review
  - What happened?
  - When?
  - Injuries?
  - Where?
  - What's being done?
  - What is the chance of the situation escalating?
- ☐ Attend briefings and planning meetings
- ☐ Assist in completing after action assignments
- ☐ Distribute minutes/reports accordingly

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4.10 Logistics Section Chief

The Logistic Section Chief is responsible to provide resources and services that support incident activities, develop the logistic portions of the Incident Action Plan and forward to the Planning Section, and contract for and purchase goods and services needed at the incident. It is up to the Logistics Section Chief to activate additional staffing to complete the tasks. This position reports to the Incident Commander.

4.10.1 Logistics Section Chief Position Aid

- ☐ Start Activity Log – ICS 214
- ☐ Obtain briefing from Incident Commander:
- Review situation and resource status for number of personnel assigned to incident.
- Review current organization.
- Determine which incident facilities have been/should be activated.
- Ensure Incident Command Post and other incident facilities are physically activated, as appropriate
- ☐ Confirm resource ordering process.
- ☐ Assess adequacy of current Incident Communications Plan (within ICS Form 201).
- ☐ Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.
- ☐ Assemble, brief, and assign work locations and preliminary work tasks to Section personnel:
- Provide summary of emergency situation.
- Provide summary of the kind and extent of Logistics support the Section may be asked to provide.
- ☐ Notify Resources Unit of other Units activated, including names and location of assigned personnel.

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4.11 Finance/Administration Section Chief

The Finance/Administration Section is set up for an incident that requires incident-specific financial management. Reporting to the Incident Commander, this section is responsible for:

- Contract negotiation and monitoring
- Timekeeping, both personnel and equipment
- Cost analysis
- Compensation for injury or damage to property

4.11.1 Finance/Administration Section Chief Position Aid

☐ Start Activity Log – ICS 214

☐ Obtain briefing from Incident Commander:

- Incident objectives.
- Participating/coordinating agencies.
- Anticipated duration/complexity of incident.
- Determine any political considerations.
- Obtain the names of any agency contacts the Incident Commander knows about.
- Possibility of cost sharing.
- Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable.

☐ Obtain briefing from agency administrator:

- Determine level of fiscal process required.
- Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement.
- Assess potential for legal claims arising out of incident activities.
- Identify applicable financial guidelines and policies, constraints, and limitations.

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4.12 Staging Area Manager

This position reports to the Operations Chief. Duties of this position include:

- Designating a staging area, directing resources to staging area,
- Tracking who/what is at staging area
- Managing incoming resources.
- Assign staff to positions as directed by the Operations Section Chief or Incident Commander

4.12.1 Staging Area Manager Position Aid

- ☐ Start Activity Log – ICS 214
- ☐ Obtain a briefing from Incident Commander or Operations Section Chief:
- Determine types and numbers of resources to be maintained in Staging.
- Receive and record information from Muster Station leaders
- Confirm process for requesting additional resources for Staging Area
- Confirm process for reporting status changes
- ☐ Proceed to Staging Area; establish Staging Area layout (apparatus and vehicles in Staging should face outward to ensure quick response, general principle of "first in, first out" should be maintained).
- ☐ Ensure efficient check-in and coordinate process with Planning Section Resources Unit Leader.
- ☐ Identify and track resources assigned to staging, report resource status changes to Operations or Command and Resources Unit.
- ☐ Determine any support needs for equipment, feeding, sanitation and security, request through Logistics.
- ☐ Post areas for identification and traffic control.
- ☐ Respond to requests for resources:
- Organize Task Forces or Strike Teams, as necessary.
- ☐ Request additional tactical resources for Staging through Logistics, according to established staffing levels.
- ☐ Obtain and issue receipts for radio equipment and other supplies distributed and received at the Staging Area.
- ☐ Maintain Staging Area in orderly condition.
- ☐ Demobilize Staging Area in accordance with instructions.

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4.13 Public Safety Group Supervisor

The Public Safety Group Supervisor reports to the Operations Section Chief and is charged with coordinating the shelter or evacuation of people in the Emergency Planning Zone (EPZ) in conjunction with local authorities.

4.13.1 Public Safety Group Supervisor Position Aid

- ☐ Confirm the communication links with the Incident Commander and Operations Section Chief
- ☐ In conjunction with the Incident Commander, determine the size of the Emergency Planning Zone (EPZ)
    - Identify the residents, businesses, industrial operators, and/or transients in the area and determine the initial public protection measures to be taken
- ☐ In conjunction with the Incident Commander, Planning Section Chief, and Operations Section Chief, develop and implement an Incident Action Plan (IAP)
- ☐ Review resident lists, area user lists, reception centres, and telephone numbers within the ERP
- ☐ Assign personnel to assume the following positions as require, Air monitors, Reception Centre Representatives, Roadblocks, Rovers and Telephoners
- The Telephoners must have sufficient personnel to accommodate the following ratios when contacting residents: 1 Telephoner to every 7 residents; and 1 Telephone Supervisor for every 10 Telephoners
- ☐ Dispatch Air Monitors at a Level 1 emergency (handheld and mobile)
- Dispatch trained personnel with the appropriate hand-held gas monitors to record concentrations at the nearest un-evacuated residences downwind of the incident site
- Mobilize third party mobile air monitoring units
- Maintain communications with Liaison Officer to ensure that the applicable government regulator and environment agency is updated based on air monitoring needs and activities.
- ☐ Consult with the Operations Section Chief to determine the need for evacuation/sheltering. This is based on air monitoring readings at the nearest downwind residence.
- ☐ Consult with the Operations Section Chief on the need to ignite the plume, as required
- If the decision to Ignite the plume is made assign an Ignition Group Supervisor that is qualified with Vapour Plume Ignition

- ☐ Prioritize residents and area users in the EPZ to establish the order of evacuation. Coordinate evacuation or shelter of residents, area users, and transients (via Telephoners and Rovers).
- Determine who needs to be notified and what script will be used (Refer to Section 11): Early Notification, Voluntary Evacuation Message, Shelter-in-place phone message, Evacuation Phone Message
- At a Level 1 Emergency it is required to notify any sensitive residents and give them the option to evacuate
- If residences are evacuated, a reception centre must be established
- Determine and notify landowner/occupants(s) as soon as possible.
- Ensure the schools/school buses are contacted to make arrangements for school age children

- ☐ Send Rovers (if required) to identify human activity in the area which is not already identified within the ERP (drilling, pipeline construction, logging, hunting, farming, camping, fishing, etc.)
- Prepare Evacuation Notices and provide copies to Rovers
- Rovers can be used to assist with notifications, assist with evacuating special needs residents, assist with air monitoring, etc.

- ☐ Determine the need for helicopters to identify human activity in the area
- ☐ Determine the need for a location for Roadblocks to isolate and secure the areas. (keep in mind you are only able to block roads on IPL property) if a municipal or federal roadway requires blocking contact the local police
- Ensure all Roadblock personnel are properly trained and have appropriate roadblock kits
- Ensure all Roadblock personnel have the legal authority to restrict access to the area.

- ☐ Assess public impact outside of the EPZ (refer to Section 9 – Contacts External Agencies to determine what assistance local authorities can provide for public protection outside the EPZ.
- ☐ Regularly update the Incident Commander
- ☐ Confirm communication links with the Air Monitors, Reception Centre, Roadblocks, Rovers, and Telephoners. Personnel should check in at scheduled intervals.
- ☐ Review and confirm evacuation of residents, area industrial users, transients, etc. from the area
- ☐ Request that a Notice to Airmen (NOTAM) be issued to restrict the airspace above the EPZ
- ☐ Once the emergency is over, the area residents, transients, industrial users, involved government agencies, and any individual notified will need to be informed of the “all clear” by the Public Safety Group Supervisor.

4.14 Reception Centre Supervisor

If an EPZ evacuation is declared, the responsibilities of the Reception Centre Supervisor are to receive/record evacuated resident information as well as assist with the needs of the evacuated residents for food and shelter along with distributing and collecting compensation information. Refer to Section 11 (11.9 Reception Centre Registration Form and 11.10 Resident Compensation Form)

4.14.1 Reception Centre Supervisor Position Aid

- ☐ Obtain incident briefing
- ☐ Chronologically document all actions, decisions, contacts, and requests on their ICS 214
- ☐ Confirm reception centre is available for use
- Choosing a reception centre
  - Reception Centres are usually located in schools, hotels/motels, or community halls
  - It may be useful to coordinate the location of the Reception Centre with the local authority (city, town, county, M.D. etc.)
  - See predefined Reception Centres in your area
- ☐ Confirm communications link with Public Safety Group Supervisor
- ☐ Establish reception centre
- Ensure you have enough staff to handle the needs of all the evacuees
- Allow evacuees to vent their emotions
- Do not make any promises that cannot be kept
- Attempt to reunite families as quickly as possible
- Document the details of anyone who may have trouble coping with the incident so that they can be given proper psychological support
- Monitor whether residents that have been contacted by the Telephoners, Rovers, and Roadblock personnel have checked in at the Reception Centre.
- ☐ Receive evacuees and maintain a Reception Centre Registration Log
- ☐ Arrange for food and accommodations for the evacuees
- ☐ Record and follow-up on all evacuees who choose to make their own accommodations arrangements
- ☐ Arrange for temporary care of livestock (if possible) and the security of evacuated property
- ☐ Establish and oversee compensation administration activities at the reception centre
- ☐ Reimburse evacuees for their immediate out-of-pocket expenses and log details on a Resident Compensation Log
- ☐ Where possible, provide evacuees with information regarding their property, livestock, and the incident
- ☐ Forward all media and incident inquiries to the Information Officer
- ☐ Report all names of evacuees who have registered at the reception centre to the Public Safety Group Supervisor
- ☐ Address resident concerns and forward them to the Public Safety Group Supervisor
- ☐ After the incident is over, participate in the incident debrief

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4.14.2 Reception Centre

- ☐ Have a conference room of some type where a large number of people can gather
- ☐ Have conferencing services including fax machine, internet access, and phone access
- ☐ Be large enough to house all of the evacuees
- ☐ Be outside of the hazard area
- ☐ Allow Residents to evacuate to the Reception Centre without travelling through the hazard zone
- ☐ Allow pets

4.15 Telephoners

The duties of this position are to assist the Public Safety Supervisor when a notification message has been sent out to residents. Items of note are attempting to contact residents who have not verified receipt of initial notification call and continuously monitoring resident status. Refer to Section 11 (11.13 Evacuation Data Sheet).

4.15.1 Telephoners Position Aid

- ☐ Obtain incident briefing
- ☐ Chronologically document all actions, decisions, contacts, and requests on their ICS 214
- ☐ Confirm communications link with the Reception Centre Supervisor
- ☐ Confirm resident contact lists are available
- ☐ In conjunction with the Public Safety Group Supervisor, determine who needs to be notified (residents, businesses, areas users, etc.)
- ☐ Review with the Public Safety Group Supervisor the telephoners script to be used: Early Notification/Voluntary Evacuation Message, Shelter-in-place phone message, Evacuation Phone Message
- ☐ Contact sensitive residents at a Level 1 Emergency and provide them with the option to evacuate
- ☐ Call area residents located within the EPZ to advise them of the shelter in place or evacuation and record their information
- ☐ Contact the schools/school buses to make arrangements for school age children (if applicable)
  - Advise that buses in the affected area leave immediately and that buses should not enter the area
  - Request a school administrator for the reception centre to assist in managing children and releasing them to their guardians
- ☐ Receive calls from evacuated residents and record their information
- ☐ Record and follow-up on all evacuees who choose to make their own accommodations arrangements
- ☐ Where possible, provide evacuees with information regarding their property, livestock, and the incident
- ☐ Document all resident interactions using the Resident Contact Log and report this information to the Public Safety Group Supervisor. Immediately advise them about unsuccessful contacts and any residents requiring assistance
- ☐ Forward all media and incident inquiries to the Information Officer
- ☐ Address resident concerns and forward them to the Reception Centre Supervisor
- ☐ After the incident is over, participate in the incident debrief

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4.16 Roadblock Unit Leader

The Roadblock leader is tasked with securing the perimeter of the incident area through road warnings/barricades and monitoring, as well as controlling/recording activities as per instructions (Form 11.8 Roadblock Record Form) to record who approaches/passes roadblock).

4.16.1 Roadblock Unit Leader Position Aid

- ☐ Obtain incident briefing
- ☐ Chronologically document all actions, decisions, contacts, and requests on their ICS 214
- ☐ Follow the scripts and procedures
- ☐ In conjunction with the Public Safety Group Supervisor determine the need for and location of roadblocks
- ☐ Pickup and check roadblock kits
- ☐ Proceed to roadblock locations
- ☐ Confirm communications links with Public Safety Group Supervisor
- ☐ Determine location(s) that Roadblocks should be established:
- Approximately where the EPZ intersects any highways/roads
- Outside of the hazard area
- At a conspicuous location where the Roadblock personnel will be visible to approaching traffic, providing them with enough time to safely stop
- At a location where traffic can easily turn around or detour (consider the potential for larger vehicles such as buses, semi-trailers, drilling rigs, etc.)
- Where possible at natural roadblock locations (e.g., gates, bridges, junctions, etc.)
- ☐ Before leaving to the roadblock
- Make sure your vehicle is equipped and suitable for the travel conditions
- Check roadblock kit to confirm all items are present
- Confirm that your handheld monitor for H2S and/or LEL is functioning properly
- Check all communications devices
- Check that the red signaling baton flashlight is working and has spare batteries
- Confirm that you have enough copies of the Roadblock log form
- Confirm the location of the roadblock with the Public Safety Group Supervisor and make sure you have a safe route to the assigned location that does not cross the hazardous area

☐ Establish roadblocks to secure the EPZ

- Park vehicle on an angle blocking the lane entering the EPZ
- Put on a reflective vest
- Take a reading with your personal air monitoring device for H2S and/or LEL; ensuring your roadblock is not too close to the edge of the EPZ. Record readings on the Air Monitoring Log.
- Notify the Public Safety Group Supervisor once your roadblock is set up.
- Continue to monitor and record H2S and/or LEL levels at scheduled intervals. Report to the Public Safety Group Supervisor at scheduled intervals
- Maintain roadblock until the emergency is over and the “all clear” message is given or until relieved by other Roadblock personnel.

☐ Monitor area for H2S and/or LEL with personal monitors and document readings on the Air Monitoring Log

☐ Report all reading changes/increases to the Public Safety Group Supervisor

☐ For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching 10% LEL and/or 10 ppm H2S.

☐ Record all incoming and outgoing traffic, personnel, and equipment on the Roadblock Log

- When talking to motorists at the roadblock, only provide them with the information as directed by the Public Safety Group Supervisor
- Ask for identification prior to granting access
- You do not have the legal authority to restrict access to the area without an order from the relevant authority. Report any person who chooses to proceed, without permission, through the roadblock
- Check with the motorists and ensure all members of their residence are accounted for and documented on the Resident Contact Log Form. Report any resident that is left behind in the EPZ.
- The roadblock should be setup to allow optimal visibility and sufficient distance for traffic to come to a safe and complete stop.
- Roadblock personnel should be highly visible on the side of the road and have an escape route in case of an emergency.
- Do not leave your position until you are directed to do so.

☐ When stopping traffic:

- Hold the reflective stop/slow paddle erect an away from your body. Never wave the sign.
- Look directly at the approaching driver
- Raise your free arm with the palm of your hand exposed to the driver
- Bring the vehicle to a full stop

- After the first vehicle has stopped, move to a spot (near the centre line of the roadway) where you can be seen by other approaching vehicles
- Because visibility is reduced at night, it is important that you use utmost care when stopping traffic through a roadblock area, and that you protect yourself from injury by:
    - Standing in a safe position on the shoulder of the road.
    - Waving the red signaling baton flashlight back and forth

Note: The red signalling baton flashlight should only be used in place of the reflective stop/slow paddle at night or in conditions of low/poor visibility.

☐ Forward information given to you by people passing through your location to the Public Safety Group Supervisor.

☐ Maintain roadblock locations. Do not leave until requested to do so by the Public Safety Group Supervisor or until relieved by other Roadblock personnel

☐ After the incident is over, participate in the incident debrief

Note: The company should receive authorization from local authorities or the RCMP before establishing roadblocks on public roads. In Alberta, the company must contact the RCMP and Alberta Transportation to have a highway closed (e.g., Hwy 2, Hwy 63, Hwy 567). 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. If warranted, the regulatory agency can issue a Closure Order that provides leg authority to close the area.

The following information should be provided to RCMP, the transportation/highway authorities, and the local authority when they are contacted:

☐ The nature, location, and extent of the emergency

☐ Suggestions where the roadblocks should be located

☐ Windspeed and direction

☐ Number of people living within the site-specific emergency planning zone.

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4.17 Rovers

The primary duties of Rovers are to assist with resident information dissemination and evacuation and report this information back to the Pubic Safety Group Supervisor. Refer to Section 11 (11.7 Resident Data Record).

4.17.1 Rovers Position Aid

- ☐ Obtain incident briefing
- ☐ Chronologically document all actions, decisions, contacts, and requests on their ICS 214
- ☐ Confirm communications links with Public Safety Group Supervisor
- ☐ Confirm resident contact lists are available
- ☐ Know safe routes in and out of the EPZ
- ☐ In conjunction with the Public Safety Group Supervisor determine the area within the EPZ that has been sheltered in place or evacuated
- ☐ Before leaving ensure:
- you are equipped with all necessary equipment:
  - SCBA
  - Personal gas monitors
  - Mobile communications or other form of communication
  - Forms
  - Vehicle (4x4) with full tank of fuel
  - Map(s)
- Confirm that your handheld monitor for H2S and/or LEL is functioning properly
- Confirm that you have enough copies of the Evacuation Notice
- Confirm your assignments with the Public Safety Group Supervisor and make sure you have a safe route to the assigned location that does not cross the hazardous area.
- ☐ Search for residents and transients in the Emergency Planning Zones
- ☐ Check all buildings including barns, shops, sheds, etc.
- ☐ Assist, as required, with the notification, evacuation or sheltering of persons within the EPZ.
- Ask if they will require evacuation assistance and arrange additional transportation assistance if necessary
- Make sure they are all accounted for
- Ensure they gather any supplies they will need for the next 24 – 72 hrs. (medicines, baby food, diapers, etc.)

- If they are able to transport themselves to the Reception Centre provide them with directions that will keep them away from the hazard
- If they are not able to transport themselves, request transportation for them to the Reception Centre or deliver them there yourself.
- On the way to the Reception Centre, notify the Public Safety Group Supervisor of your progress and estimated time of arrival at the Reception Centre
- Ensure that the residents check in at the Reception Centre before you leave for your next assignment
    - Ask them if they have any questions
    - Provide them with your name and contact information in case they need assistance later
    - Report to the Public Safety Group Supervisor

Note: Response personnel cannot force the evacuation or restrict access to the area unless proper authority has been granted. The authority for forced evacuations is gained only through the declaration of a State of Local Emergency by the local authority.

☐ Record all contact with residents using the Resident Contact Log

☐ Post evacuation notices for residents that are not at their residence

☐ Follow the scripts and procedures

☐ Monitor area for H2S and/or LEL with personal monitors and document readings on the Air Monitoring Log

☐ Report all reading changes/increases to the Public Safety Group Supervisor

☐ For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching the following levels: 10 % LEL and/or 10 ppm H2S

☐ Report any suspicious behaviour to the Public Safety Group Supervisor who will notify the police as required

☐ Report back all information gathered to the Public Safety Group Supervisor

☐ Assist with post incident activities

4.18 Air Monitor Group Supervisor

The primary duties of the Air Monitor Unit Leader are to deploy air monitors to identified locations to test and record the quality of the air. They report information obtained from portable monitoring equipment back to the Public Safety Group Supervisor. Refer to Section 11 Forms (11.6 Monitoring record).

4.18.1 Air Monitor Group Supervisor Position Aid

- ☐ Obtain incident briefing
- ☐ Chronologically document all actions, decisions, contacts, and requests on their ICS 214
- ☐ Confirm communications links with Public Safety Group Supervisor
- ☐ Obtain and check equipment an information (maps, forms, communications, reports, monitors, safety, and breathing equipment)
- ☐ In conjunction with the Public Safety Group Supervisor determine the area where air monitors need to be located
- Using your map and the current wind conditions, travel downwind, with priority being directed to the nearest unevacuated residence or area where people may be present
- Confirm the location with the Public Safety Group Supervisor and make sure you have a safe route to the assigned location that does not cross the hazardous are.

Note: HVP Product Release

- Monitoring may occur downwind or upwind depending on how the plume is tracking, with priority being directed to the nearest unevacuated residence or areas where people may be present.
- The licensee is expected to provide monitored HVP product LEL information on a regular basis throughout the emergency to the relevant government regulator, environmental agency, health authority, local authorities, and on request to the public.

- ☐ Use the buddy system where possible
- ☐ Be prepared to don breathing apparatus quickly
- ☐ Ensure all personnel have personal gas monitor
- ☐ Monitor closest downwind public location or residence
- Speed and direction of wind may vary, therefore, be prepared to track gas plume
- ☐ Monitor environment for adverse effects
- ☐ Monitor area for H2S and/or LEL with personal monitors and record readings on the Air Monitoring Log
- Concentration in ppm or ppb

- Location and time of reading
- Wind speed and direction

☐ Record notifications to the Public Safety Group Supervisor of any significant changes

☐ Report all H2S and/or LEL reading changes to the Public Safety Group Supervisor

☐ For your own safety, ensure the Public Safety Group Supervisor is notified immediately if readings are approaching the following levels: 10% LEL or 10 ppm H2S

☐ Prepare Mobile monitoring plan

☐ Follow the scripts and procedures

☐ Participate in debrief

4.18.2 Air Monitoring Equipment

Air Monitoring equipment is used to:

☐ Track the plume

☐ Determine if ignition criteria are met

☐ Determine whether evacuation and/or Shelter-in-place criteria have been met.

☐ Assist in determining when the emergency can be downgraded

☐ Determine roadblock locations

☐ Determine concentrations in areas being evacuated to ensure that evacuation is safe

4.19 Ignition Unit Leader

The primary duties of the Ignition Unit Leader are to oversee and manage all ignition-related operations within the incident site. This includes planning and executing controlled ignition activities to contain or mitigate the spread of hazardous materials or fires. The Ignition Unit Leader is responsible for ensuring all ignition activities are conducted safely and in accordance with incident objectives, while coordinating with other units to minimize risk to personnel and the environment. They report directly to the Operations Section Chief or Incident Commander and maintain detailed records of ignition operations for post-incident analysis

4.19.1 Ignition Unit Leader Position Aid

- ☐ Consult with the Public Safety Group Supervisor on the need to ignite a plume
- ☐ Consult with the Reception Centre Supervisor regarding the evacuation of residents, if required in order to conduct the ignition
- ☐ Check equipment to ensure it has not expired and is functional (i.e., flares, flare gun)
- ☐ Participate in incident debriefings

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4.20 Activation Checklist

- ☐ Assess the incident
- ☐ Determine emergency level
- ☐ Call appropriate personnel (ex: supervisor)
- ☐ Activate the ERP if required
- ☐ GM, VP, or Sr. VP will activate the Incident Support Team if required **Redacted**

4.21 Demobilization Checklist

- ☐ Any change in Emergency Level must be done in consultation with Alberta Energy Regulator (AER).
- ☐ Deactivate your assigned position and close out logs when authorized by the ECC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Documentation Unit in the Planning/Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached

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5.0 EMERGENCY RESPONSE

When responding to any emergency, the priorities are:

1. Life Safety
2. Incident Stabilization
3. Protection of the Environment
4. Protection of Property/Assets

Emergency response should follow the following basic steps:

1. Assess the situation.
2. Protect the responders and other personnel.
3. Isolate and control the situation.
4. Conduct required notifications.
5. Mitigate impacts.
6. Repair and recover operations.
7. Submit required reports.

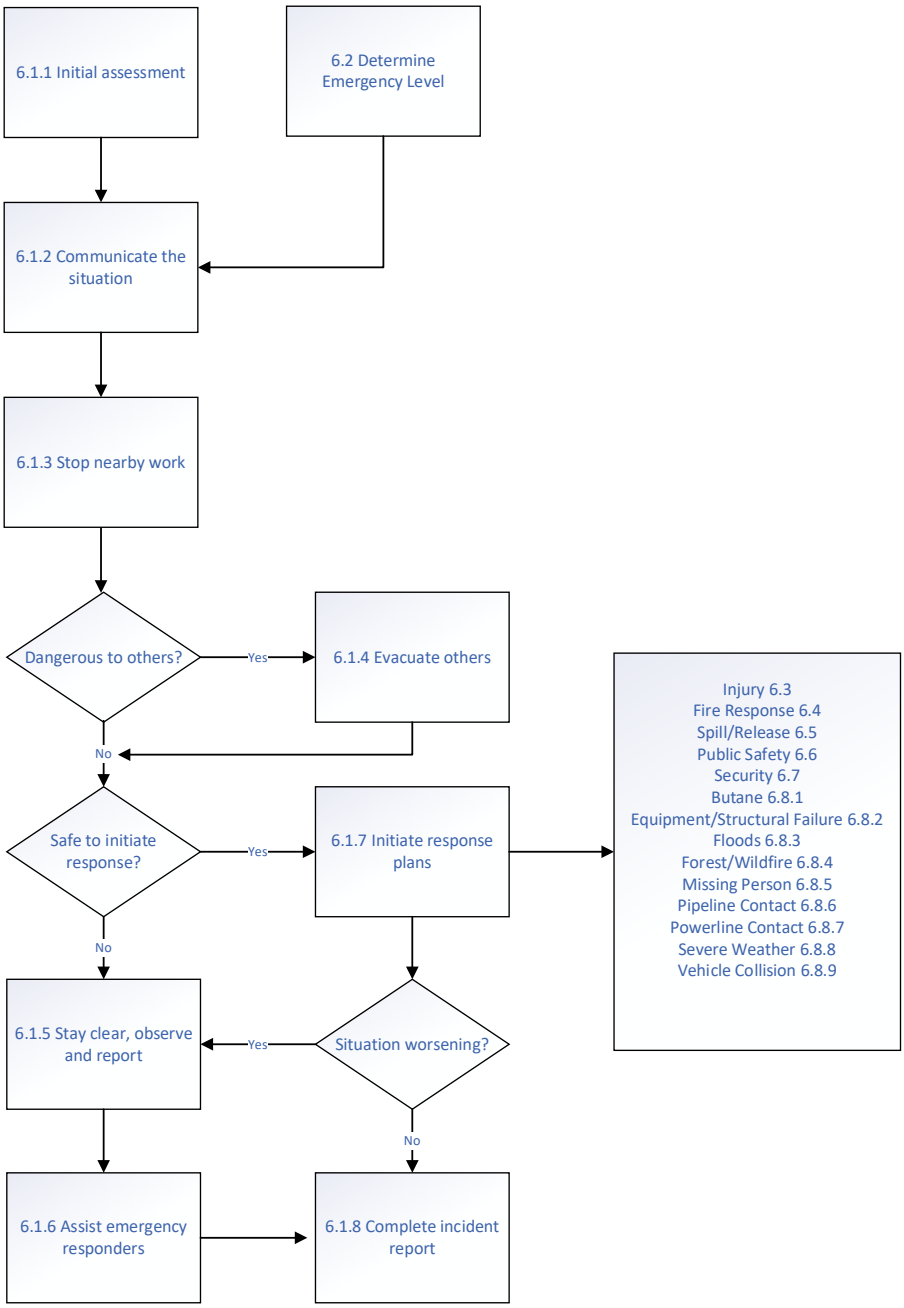
Response timelines that Inter Pipeline will strive to meet, considering the numerous variables (weather, other events, availability of contractors, etc.) involved are as follows:

After an incident requiring response has been recognized, the response has been divided into four phases (see below). While the phases appear in an order, it is expected that at the time of detection these phases may occur concurrently. Timing of each of these events begin from the time of recognition and not detection time.

PHASE OF RESPONSE	EXPECTED PERIOD OF TIME
PHASE 1 Pipeline Shutdown	**Initiated immediately upon recognition of a pipeline emergency** The remote shutdown of the pipeline through a control center should be undertaken immediately upon identification of a confirmed leak.
PHASE 2 Emergency Response Activities May include Establish Emergency Response Structure / Emergency Operation Center / initial response activities – on route to site	**2 Hours** The structuring of an emergency response management system should be undertaken immediately upon recognition. The establishment of the Incident Command System should occur in no more than two hours.
PHASE 3 Staff on-site Continue to develop emergency response structure / set-up ICP/ set-up Emergency Coordination Center (if required). Begin Incident action planning (setting Objectives, Strategies and Tactics).	**3 Hours** Company First Responder on scene within 3 hours
PHASE 4 Initial Emergency Response Equipment on site Establish a staging area and assign a Staging Area Manager. Ensure planning and logistics are receiving and assigning resource statuses to all emergency responders/equipment.	**6 Hours - Natural Gas and Oil** As the incident may be located on land or water, certain factors played heavily into the following. It is felt that initial response equipment should be on site no more than 6 hours from recognition, with additional supporting requirements in the case of oil taking no more than 72 hours. This can be achieved with either in-house or mutual aid/spill cooperatives.

5.1 Initial Response

Figure 5 Initial Response



5.1.1 Initial Assessment

Upon discovery of an emergency or upon request by the SPCC or other persons, approach the emergency scene from upwind to assess what has happened.

Before getting near to the scene, conduct a Hazard Assessment to determine if it is safe to approach. Do not approach the scene if you determine it to be potentially unsafe.

Determine the following:

- What is the nature of the emergency? (line break, injury, fire, bomb threat, etc.)
- Has the primary emergency event concluded (e.g., injury) or is it continuing (e.g., fire)?
- If a product is being released, what is it?
- Where is the emergency?
- What facilities and equipment are involved? How far does it extend?
- What other personnel are on site?
- Might other personnel or the public be affected? If so, who?
- What on-site and off-site impacts may occur?

5.1.2 Communicate the situation

If continued operation of the site may cause the situation to worsen, contact the SPCC and have them shut down the site if they are able to do so.

If the situation requires the participation of local emergency services such as police, fire, or ambulance, call 9-1-1 to summon them.

Contact your area Supervisor and communicate the information you have gathered to them. If the Supervisor is not available, call the contacts listed below in the order shown until someone answers:

- Operations Manager
- General Manager, Pipeline Operations
- Vice President, Pipeline Operations
- Sr. Vice President Transportation

5.1.3 Stop nearby work

If IPL personnel or contractors are conducting any work on the site, instruct them that all work permits are cancelled, tools are to be put down, their work site is to be made safe and they are to clear the area. No work is to resume until the emergency situation is over.

5.1.4 Evacuate others

If you determine that there is a danger to others on site, order them to evacuate to a mustering point located a safe distance away. Ensure that all personnel are accounted for.

Instruct them to stay clear of the site until they receive explicit permission to re-enter.

Flag the area of the emergency and access routes with warning ribbon and post signs to warn people to stay away. If necessary, assign someone to monitor the area and prevent people from entering.

5.1.5 Stay clear, observe & report

From a safe distance, assess the emergency situation for the following:

- Feasibility of responding to the emergency given your skills, knowledge, and available emergency equipment.
- Hazards and your personal risk associated with responding to the emergency.

If you determine that addressing the emergency yourself is neither safe nor achievable, then do not attempt to respond and maintain your distance. Continue to observe the situation and report the status of the situation to your Supervisor, who will formally take the role of Incident Commander or Operations Chief. Document any significant changes in status and record the time.

If safe to do so and you have the permission of your Supervisor, you may attempt to protect adjacent IPL assets or the environment from the effects of the emergency.

5.1.6 Assist Emergency Responders.

Do not take further action until instructed by the Incident Commander.

Be prepared to assist the Emergency Responders when they arrive. You may be assigned one or more of the following activities:

- Implement emergency response procedures as an Emergency Responder
- Set up roadblocks (if possible)
- Flag Hot, Warm and Cold zones
- Notify area residents
- Obtain provisions for Emergency Responders
- Guide external resources to the site
- Man the Reception Centre in case of resident evacuation
- Assume an ICS role
- Provide information on the site/product to responders

5.1.7 Initiate response actions

Whenever responding to an emergency by yourself, the situation must be treated as a **high-risk, working alone situation**. Prior to undertaking any response activity, you must contact either the SPCC or your Supervisor and provide the following information:

- Where you are
- Your contact telephone and/or cellular number
- What activity you are about to undertake
- How long you expect it to take
- When you will call in again
- When assistance should be summoned if you miss calling in

Before implementing any response procedure, ensure that you fully understand the hazards and have equipped yourself with appropriate personal protective equipment. If you are not comfortable or confident responding to the emergency, then secure the scene and wait for assistance.

Refer to this manual for emergency response procedures. Select and implement the appropriate one. Keep in mind that the priorities in any emergency are:

1. Life Safety
2. Incident Stabilization
3. Protection of the Environment
4. Protection of Property/Assets

5.1.8 Complete incident report

Once the situation is under control and you have stepped down from your response role, complete an incident report together with your Supervisor. If the cause of the emergency is known, be sure to describe it clearly on the form. Be prepared to assist government and/or IPL investigators if they should ask for a statement.

5.2 Determining the Emergency Level

Determine the Rank for Consequence and Likelihood of incident escalation in Tables 4 and 5. Sum the ranks and use that number to determine the risk level and associated Emergency Level in Table 6.

****Confirm initial emergency level determination with and consult aer for any level changes****

5.2.1 Step 1 – Rate the Consequence of the Incident

Table 4 Consequence of the Incident

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

Note: After choosing the correct consequence rating for the incident, enter the ranking (1 – 4) in the 1st box of Section 6.2.3.

5.2.2 Step 2 – Rate the Likelihood of the Incident Escalating

Table 5 Likelihood of the Incident Escalating

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

Note: After choosing the correct likelihood rating for the incident, enter the ranking (1 – 4) in the 2nd box of Section 6.2.3.

5.2.3 Step 3 – Calculating Risk Level

After entering the consequence in Box 1 and the Likelihood in Box 2, add them together and enter the sum into the 3rd box to get the Risk Level (i.e., if the consequence was 2 and the Likelihood was 3 then the Risk Level will be 5).

Rating from Step 1		**Rating from Step 2**		**Risk Level**
(Consequence)	**+**	**(Likelihood)**	**=**	

Table 6 Incident Classification Table

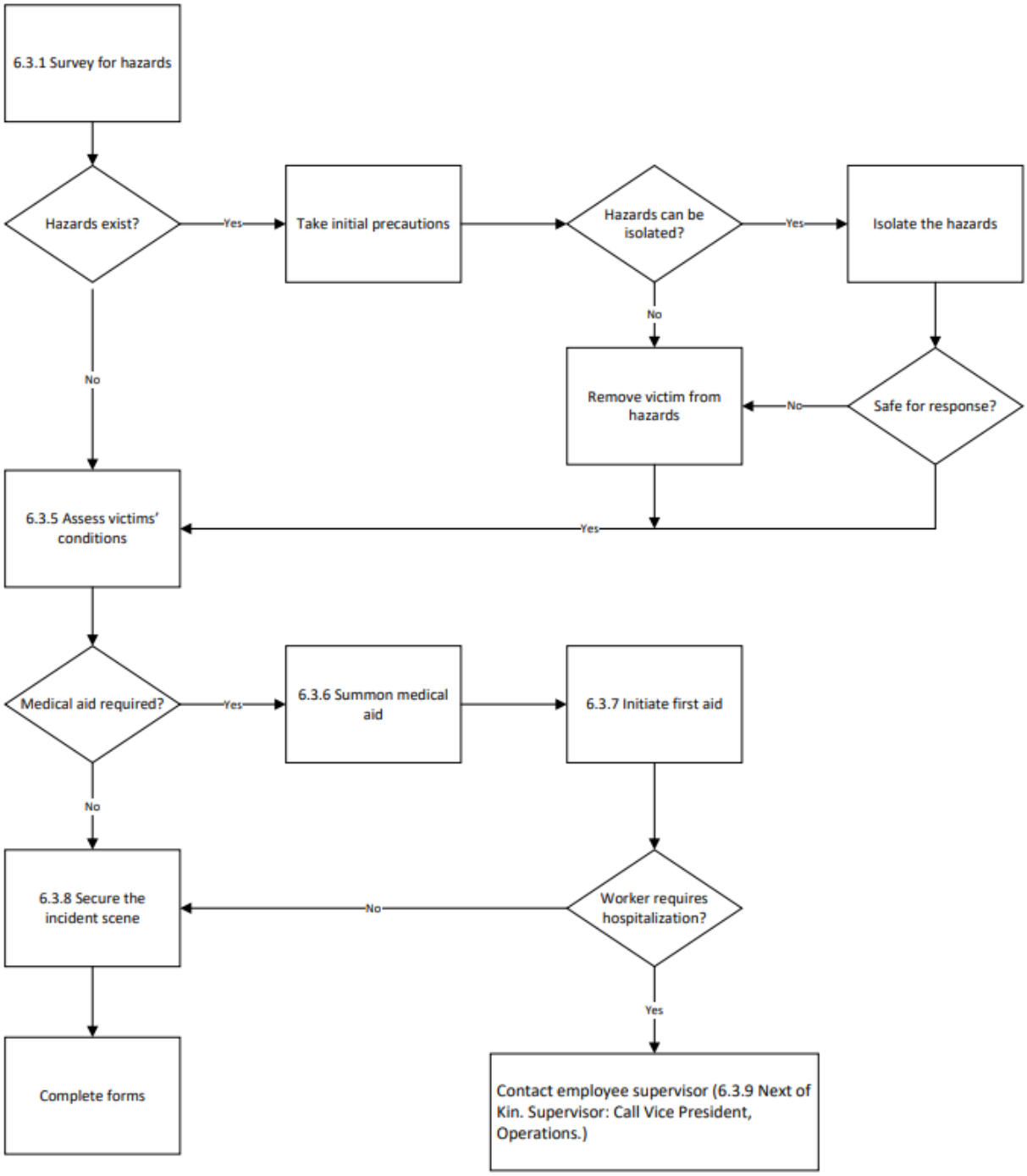
Incident Classification		
Risk Level	**Emergency Level**	**Definition**
Very low (2-3)	**Alert**	An incident that can be handled on site by IPL personnel through normal operating procedures and is deemed to be very low to members of the public.
Low (4-5)	**Level 1- Emergency**	There is no danger outside IPL property, there is no threat to the public, and there is minimal environmental impact. The situation can be handled entirely by IPL personnel. There will be immediate control of the hazard. There is little to no media interest.
Medium (6)	**Level 2 – Emergency**	There is no immediate danger outside IPL property or the right-of-way, but there is the potential for the emergency to extend beyond IPL property. Outside agencies must be notified. Imminent control of the hazard is probable but there is a moderate threat to the public and/or the environment. There may be local and regional media interest in the event.
High (7-8)	**Level 3 – Emergency**	**The safety of the public is in jeopardy from a major uncontrolled hazard. There are likely significant and ongoing environmental impacts. Immediate multi-agency municipal and provincial government involvement is required.**

Table 7 Incident Notifications

ALERT		LEVEL 1 EMERGENCY	LEVEL 2 EMERGENCY	LEVEL 3 EMERGENCY
Communications - Internal				
Notify Inter Pipeline Environmental specialists (See Section 9.5) or if unavailable your Manager. • if spill is off lease • if spill on lease >2m3 (1.6 Sask.) of unrefined product • if spill > 5L/5kg of refined product on lease; (SK) – levels > environmental spill control regs (if unsure report) • if spill has entered a water body • if release has potential to create offsite odour or adverse affect to environment / public • Contravention to approvals • Fire • Damage to, contact with or release from pipeline • Gas release that could pose danger to public or sustained release of > 10 minutes		Notify off site management -Call Manager	GM or VP: Call 1-818-230-9797 Ask for activation of Incident Support Team	Dire or VP: Call 1-818-230-9797 Ask for activation of Incident Support Team
Communications - External				
Public	Courtesy/discretion, contact landowner if off lease	Notifications to public will be handled via Corporate Communications	Notifications to public will be handled via Corporate Communications	Notifications to public will be handled via Corporate Communications
Media	Refer to corporate communications	Notifications to media handled via Corporate Communications	Notifications to media handled via Corporate Communications	Notifications to media handled via Corporate Communications
Government	Field personnel: Notify Inter Pipeline Environment, Emergency Management, and Manager If Corporate Team: Notify AER • if public / media contacted • if spill is off lease • if spill on lease >2m3	Field personnel: Notify 911, Inter Pipeline Environmental Emergency Management, and Manager Corporate Team: Notify AER. 1-800-222-6514 If public/media contacted, **notify** local authority and Regional Health Authority	Field personnel: Notify 911, Inter Pipeline Environment, Emergency Management and Manager Corporate Team: Notify: • AER 1-800-222-6514 • Local authority • Regional Health authority • AEMA 1-866-618-2362 • OHS 1-866-415-8690	Field personnel: Notify 911, Inter Pipeline Environment, Emergency Management, and Manager Corporate Team: Notify: • AER 1-800-222-6514 • Local authority • Regional Health authority • AEMA 1-866-618-2362 • OHS 1-866-415-8690
Actions				
Internal	On site procedures	Site ECC activated (Site and potentially District Office)	Supervisor or Manager: Call 1-818-230-9797 Ask for activation of Incident Support Team	Supervisor or Manager: Call 1-818-230-9797 Ask for activation of Incident Support Team
External	As required	As required	Multi-agency response	Multi-agency response
Resources				
Internal	Local. No additional resources needed	May need to request resources	Some internal resources needed	Significant resources needed
External	None.	May need to request resources	Some external resources needed	Significant resources needed

5.3 Injury Response

Figure 6 Injury Response



5.3.1 Survey for Hazards

Before proceeding into an area to rescue or tend to an injured worker, conduct an Informal Hazard Assessment to identify any hazards that could endanger the Emergency Responders. Observe carefully, and implement the required controls before proceeding. Possible hazards include:

- Hydrogen sulphide gas (H2S)
- Lower Explosive Limit (alarm on personal monitor)
- Oxygen deficient environment (personal monitor)
- Exposed electrical wires
- Electrified and/or rotating equipment
- Gas, condensate, or oil leaks
- Spilled chemicals
- Unstable structures, scaffolds, ladders, or walkways
- Wet, icy, or oily flooring
- Work at height
- Confined spaces
- Animals

5.3.2 Take Initial Precautions

If your assessment indicates that the area can be entered safely through the use of Personal Protective Equipment (PPE), obtain the equipment and don it properly. Examples of such equipment include:

- Personal atmospheric monitor
- Respiratory protection such as a Self-Contained Breathing Apparatus (SCBA)
- Fall Arrest System
- Chemical protective suits and gloves
- Goggle or safety glasses
- FR rated clothing

5.3.3 Isolate Hazards

If your assessment indicates that the hazards can be minimized by shutting valves, de-energizing electrical circuits, shutting down equipment or by other means, proceed to do so to reduce the risk to any victim(s) and the Emergency Responders.

Assess if these actions are adequate to eliminate or reduce the hazards to an acceptable level.

5.3.4 Remove Victim(s) from Hazards

A victim should not be moved unless area hazards threaten to harm the victim further. It is particularly important to leave a suspected fatality in place for the purpose of investigation.

If the hazards cannot be reduced to an acceptable level, consider moving the victim to a safer area. Assess whether moving the victim will cause them more harm than tending to them in place. Extreme caution is required if neck or spinal injuries are suspected.

If the victim can be moved safely, move them from the scene to an area that is safe for both the victim and the Emergency Responders.

5.3.5 Assess Victim's condition

Using primary and secondary first aid survey techniques assess the victim's condition and the nature and extent of the victim's injuries.

Always assume the person is alive and treat them accordingly. Only a medical doctor is legally authorized to declare a person deceased.

Ask witnesses to describe what happened.

5.3.6 Summon Medical Aid

If your survey indicates that the victim requires immediate medical aid, requires transport to a hospital or if the victim's condition is uncertain, summon medical aid immediately. This can be done directly by telephoning 9-1-1, or forwarding your request to your Supervisor and ultimately Incident Commander.

Provide information to emergency services and the Incident Commander on the victim's condition so that the ambulance can arrive prepared. If the victim was exposed to chemicals, obtain the SDS and provide a copy to the ambulance crew.

Should the victim have serious injuries or require hospitalization contact your supervisor or the Incident Commander as soon as possible to initiate Next of Kin notification, see 6.3.9; after victim receives appropriate care.

Provide information to emergency services and the Incident Commander on the victim's condition so that the ambulance can arrive prepared. If the victim was exposed to chemicals, obtain the SDS and provide a copy to the ambulance crew.

Request that any witnesses to the incident provide a written statement describing what they saw.

5.3.7 Initiate First Aid

Following standard first aid procedures, initiate first aid on the victim. Continue to tend the victim until instructed to stand aside by the paramedics, police, or fire department.

Once treatment is complete, continue to monitor the victim for any changes in condition.

5.3.8 Secure the Incident Scene

Serious industrial injuries usually result in an investigation conducted by provincial occupational health and safety authorities. The incident scene must remain undisturbed until the investigators have finished their work.

Surround the scene with warning ribbon, and post signs to avoid having the area disturbed. Do not disturb any equipment, tools, spilled materials, ladders, etc. Leave them exactly where they lay. Ensure that nobody else disturbs the area.

If a camera is available, photograph the area from multiple angles.

5.3.9 Notification of Next-of-Kin

Prompt notification to next of kin must occur when and employee is seriously injured or deceased.

However, remember that:

- Death cannot be assumed. Only a doctor or medical examiner can pronounce a casualty dead.
- Death notifications may only be carried out by law enforcement or the health care agency the casualty is in the custody of.
- If the incident occurs during work hours but away from an IPL site, it is possible that Inter Pipeline may not be aware of a death and a next of kin notification occurring.

Upon recognition of an employee or contractor serious injury requiring hospitalization;

Do the following:

☐ If an incident of this nature occurs or is suspected contact your supervisor immediately, as per the Injury Response procedure in the Emergency Response Plan. If they cannot be reached call the next supervisory level until someone is reached.

- ☐ Supervisory will sequester those on scene or directly involved as appropriate and inform them that no communication regarding the casualty is to take place
- ☐ Supervisory will contact Vice President of Pipeline Operations
- ☐ Vice President of Pipeline Operations will assemble a Support Team (in person or virtually) that will consist of at a minimum of:
  - The Senior Human Resources Business Partner for Transportation Pipelines
  - The Manager of Corporate Communications
  - Associate General Counsel
  - Manager of HSSE Transportation
  - Direct Supervisor of affected individual
- ☐ Senior HR Business Partner will assist direct supervisor to provide Critical Incident Stress Debriefing support for those sequestered and direction to further mental health assistance
- ☐ If the incident involves contract personnel, the Vice President of Pipeline Operations will inform the contractor's management who, in turn, will be responsible for assisting police in notifying the next-of-kin.
  - Some independent contractors may not have a head office. In such cases, the Vice President of Pipeline Operations is responsible for assisting the police in next-of-kin notifications, as if the contract person were an employee.
- ☐ Senior level of management and the most senior IPL field representative; will assist the police as required. If possible, ask that notification back to Inter Pipeline regarding the notification having been completed to the next of kin has occurred.
- ☐ A Human Resources representative or designate will be assigned to be the primary contact with the next of kin.
- ☐ The Support Team will be prepared to offer support and assistance to the next of kin in the short term. (Transportation, alternative accommodation, reimbursements for daily expenses, etc.)
- ☐ The assigned Human Resources representative or designate will keep families informed of activities such as:
  - Identifying the contact person for benefits and insurance information
  - Return of personal belongings
  - Distribution of final paycheck
  - Return of IPL property (e.g. keys, laptop computers, cell phones, etc.)
  - Grieving relatives/friends may contact decedent's colleagues and/or supervisors for information. Refer all questions regarding the decedent's employment status (e.g. personal belongings, paycheck, benefits, etc.) to Human Resources. Refer questions about the work-related cause of death to the Manager of HSSE for Transportation.

- The supervisor shall box up belongings and deliver them to the HR representative for distribution to the appropriate next of kin. This step will ensure that the correct next of kin receives the belongings.

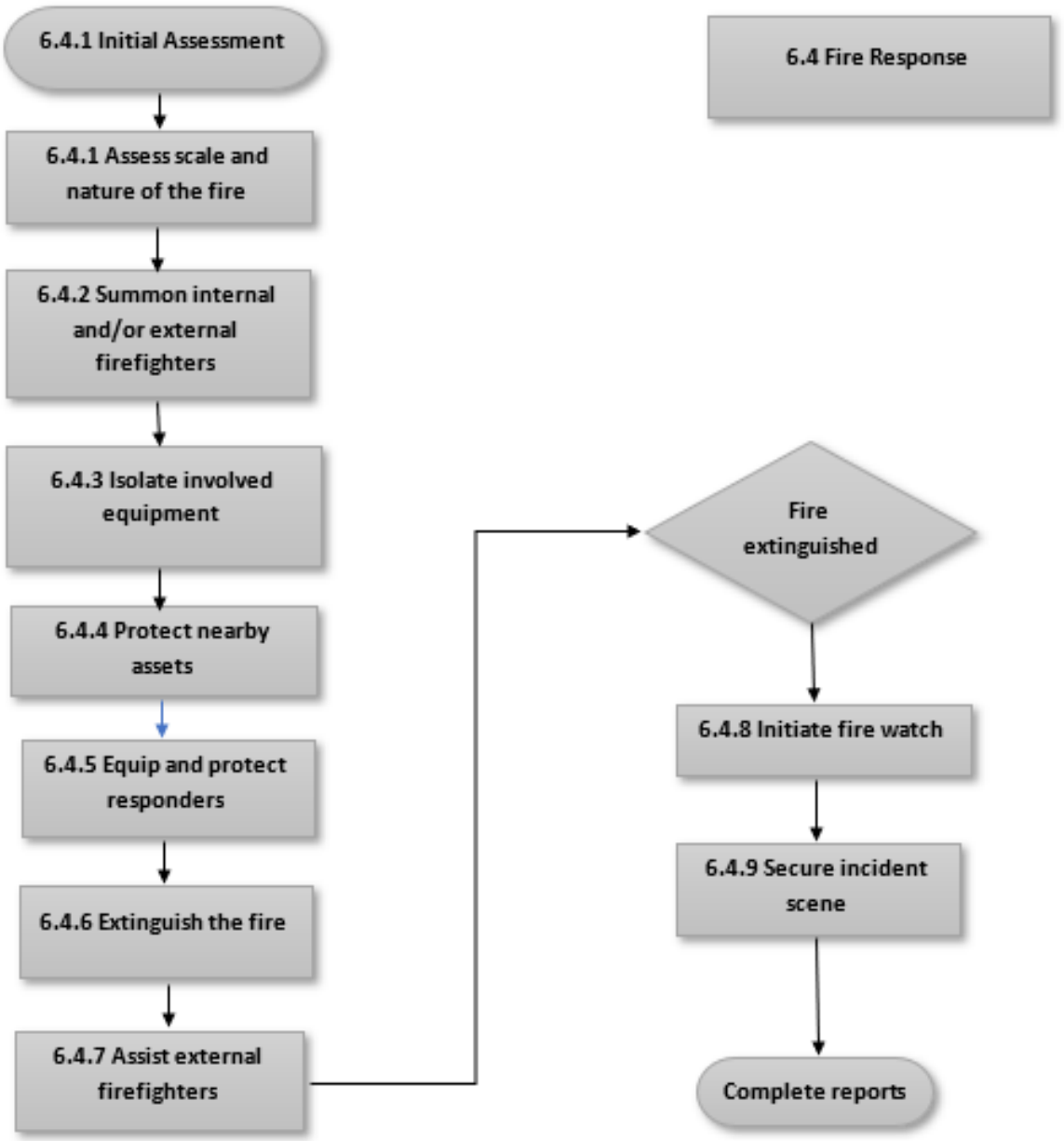
Do not:

- ☐ Do not allow family members or friends direct access to the affected individual office, locker, or other workplace storage areas.
- ☐ No discussion is to take place regarding the name(s) of the affected individual in a public setting or via a means of communication that is not private.
- ☐ Avoiding use of the individuals name where possible and use it only where necessary.
- ☐ Under no circumstances are the names of casualties to be released before the next-of-kin are notified.
- ☐ Make sure the next of kin has one point of contact from IPL, not multiple.

5.4 Fire Response

See 6.8.3 for Wildfire Response

Figure 7 Fire Response



5.4.1 Assess scale and nature of fire

Upon arrival at the scene, assess the following:

- How widespread is the fire – what areas are involved?
- What equipment, tanks and structures are involved?
- What are the primary and secondary fuel sources?
- What is / was the likely source of ignition?
- What equipment, tanks, structures, and areas are likely to be affected if the fire spreads?
- What additional hazards might be created by the fire, such as explosion, toxic gases, environmental release, etc.?
- Where are the extinguishers, hoses, hydrants, standpipes, and other firefighting equipment?

Report this information to the Incident Commander.

5.4.2 Summon fire fighters

Contact the Incident Commander and have him summon firefighting assistance. This may come from off duty staff, local municipal fire departments, commercial firefighting services or adjacent industries through mutual aid agreements.

Prepare to work arriving units into the Incident Command System when they arrive.

5.4.3 Isolate involved equipment

Shut down any equipment involved in or threatened by the fire. Close valves that allow product to flow to affected equipment. Turn off power at the breaker. Shut off fuel gas supplies. Shut down chemical pumps and close valves.

If a large proportion of the facility is threatened, activate the Emergency Shutdown (ESD).

At this point, assess the chances of success of fighting the fire with the personnel and equipment available at the site.

5.4.4 Protect nearby assets

Identify protective measures for nearby structures and equipment and put them in place. Examples of such measures include:

- Relocating moveable equipment and materials
- Setting up water sprays to cool nearby equipment and structures
- Covering sensitive apparatus with tarps (ex: computers, electronics)
- Shutting down equipment

Closing openings that allow smoke into unaffected parts of a structure

5.4.5 Equip and protect responders

If fighting the fire is within the response capability of the facility and it is safe to fight the fire, obtain the required personal protective equipment (PPE) and fire extinguishing equipment. Staff should assemble at the Staging area for potential assignment based on incident needs.

Ensure that required PPE is worn by all Emergency Responders. PPE must include fire retardant clothing and safety glasses in addition to normally required site PPE. If there is a possibility that toxic vapours or excessive smoke will be encountered, a Self-Contained Breathing Apparatus (SCBA) must be worn.

Obtain fire extinguishers and other required firefighting equipment. Verify that they are operational and in the case of extinguishers, fully charged. Ensure that the appropriate class of extinguisher has been selected.

Ensure that at least one Emergency Responder stays back to assist in case of trouble.

5.4.6 Extinguish the fire

Approach the fire from the upwind side, ensuring that a clear escape path is available behind you. Operate the extinguisher(s) as directed and attempt to extinguish the fire.

THE FOUR STEPS IN EXTINGUISHING A PRESSURE FIRE

Proper protective clothing must be worn.

1. **Cooling and Quenching:**

- Check Safety Data Sheets for firefighting procedure
- Protect surrounding equipment and piping
- Be aware of other hidden hazards, e.g., electrical conduit, high pressure in surrounding piping, possible toxic fumes.
- Monitor fire pumps, river pumps, and portable monitors.

2. **Isolation:**

- Contain and reduce the amount of feed to the fire.
- Block in primary block valves if possible.
- Block in secondary block valves if primary valves are inaccessible.
- Block in and depressurize surrounding piping if hazard exists.

3. **Drain and Depressurize:**

- Continue to reduce the amount of feed.

4. Extinguish

- After the fuel feed has been reduced to the point that the danger of re-ignition, explosion or flash fire is minimal, extinguish using fire extinguisher.
- AFFF foam used for Heat Medium Oil and Compressor Oil, will have very little effect on N.G.L. as the high pressure vapour will come through the foam.
- Continue to cool and quench until all equipment is cool.

Once the fire is out, inspect for smouldering areas, sparks, and secondary fires. Extinguish them as well. If the fire is satisfactorily extinguished, skip to Step 6.4.8.

5.4.7 Assist external fire fighters

When the external fire fighters arrive, be prepared to assist them with information, equipment, and manpower.

If the fire fighters come from the local municipal fire department, they may take command of the situation, in which case control should be handed over and assistance provided.

5.4.8 Initiate Fire Watch

Assign an individual to maintain a watch on the area involved in the fire to ensure that the fire does not start up again.

Equip the individual with a two-way radio or cell phone. If a fire does start, report it to the Incident Commander before taking action to extinguish it.

Maintain the watch for at least four (4) hours – longer for larger, more involved fires, as determined by the Incident Commander.

5.4.9 Secure Incident Scene

Large fires usually result in an investigation conducted by provincial fire and occupational health and safety authorities, as well as by Inter Pipeline's insurance company. The incident scene must remain undisturbed until the investigators have finished their work.

Surround the scene with warning ribbon, and post signs to avoid having the area disturbed. Do not disturb any equipment, spilled materials, debris, etc. Leave them exactly where they lay. Ensure that nobody else disturbs the area.

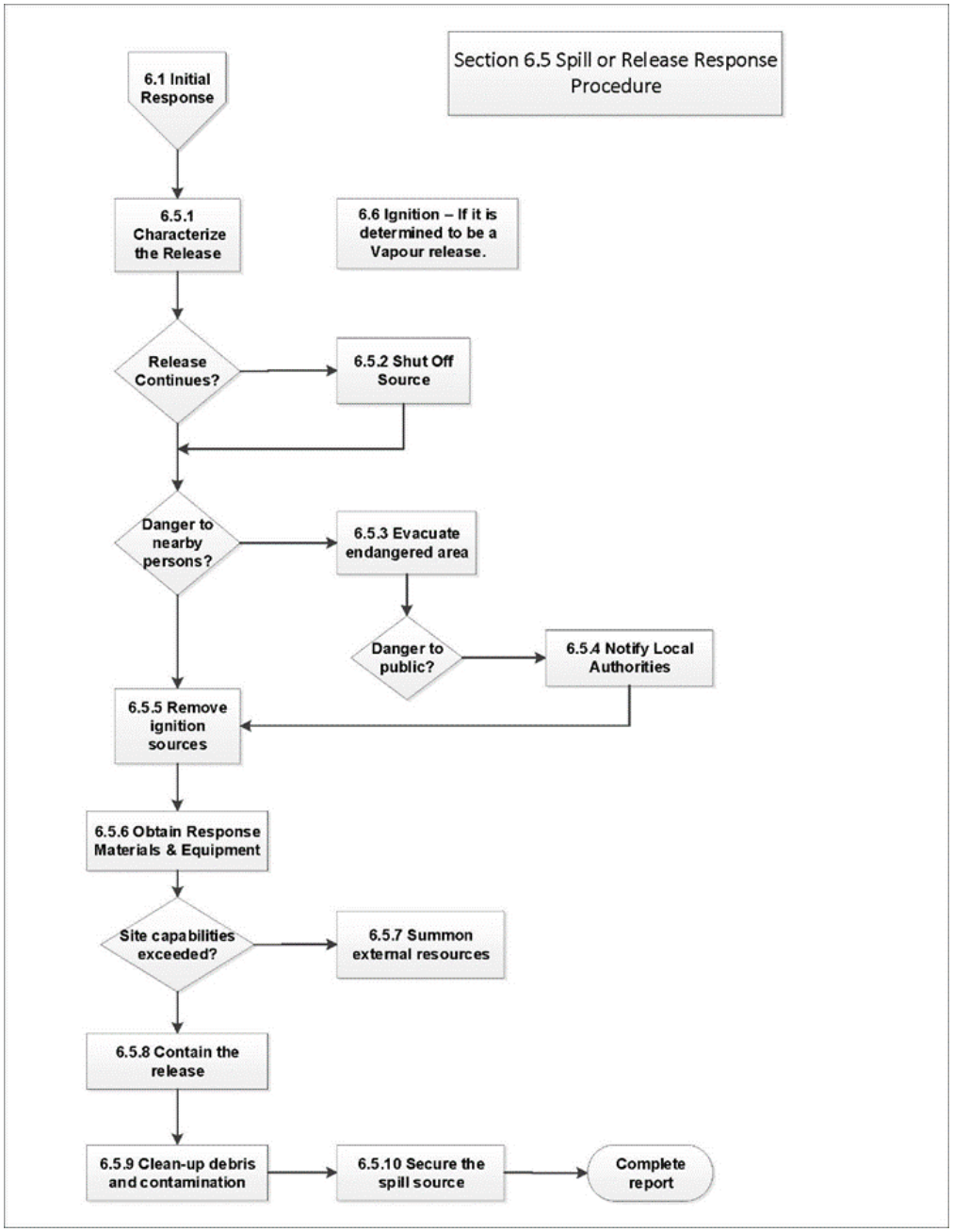
If a camera is available, photograph the area from multiple angles.

Once leaving site of a firefighting event, if possible, change clothing prior to entering your vehicle. Remove outside clothing and store inside truck box or secured area until it can be laundered.

5.5 Spill/Release Response

REFER TO WCSS OIL SPILL CONTINGENCY MANUAL FOR YOUR AREA FOR SPECIFIC TECHNIQUES, SPILL ASSESSMENT, CONTAINMENT & RECOVERY AND WILDLIFE RECOVERY

Figure 8 Spill or Release Response



5.5.1 Characterize the release

Upon arrival at the scene, assess the following:

- What is the source of the spill or release?
- What product is or has been released?
- Is it gas, liquid or solid?
- What is the wind direction and what areas are down-wind?
- How much has been released?
- Is the release continuing or has it stopped?
- What area has been affected by the release?
- What areas, including waterways, are threatened by the release?

Report this information to the Incident Commander.

Proceed to consult the SDS sheet and product information to identify:

- Whether the product is toxic, corrosive, flammable, or an oxidizer
- If the product is volatile
- What is the required PPE for spill cleanup?
- In case of fire, what types of extinguisher can be used and what hazardous combustion products may be released

5.5.2 Shut off source

If the release of material continues and it is safe to do so, locate and shut off the source.

If the source is the pipeline or facility piping, have the Sherwood Park Control Centre shut down the facility and any upstream operations. Alternatively, activate the ESD. Close valves both up and downstream of the release to limit the amount of product that can be released.

If the source is a tank, shut off any feed to the tank and attempt to transfer the remaining contents into another tank or the pipeline.

If the source is a drum or container, attempt to reposition the container so that the breach is above the liquid level or attempt to transfer the contents to another container. Use proper lifting techniques to avoid injuring your back.

5.5.3 Evacuate endangered area

Determine if the release presents a hazard to site personnel or the public.

If the release presents a hazard to personnel on site, evacuate the endangered area.

If the release presents an immediate hazard to nearby residents, proceed to notify them that evacuation is required. Conduct notifications within a radius determined by the Incident Commander. The notification may be coordinated by the Incident Commander if it will significantly detract from the time required for response activities.

Inform the Incident Commander of your actions.

5.5.4 Notify local authorities

If an evacuation of the public may be required, ensure that local authorities are notified by telephoning the police at 9-1-1 and informing the Incident Commander, who will conduct additional notifications for you.

5.5.5 Remove ignition sources

Keep vehicles away from the spill. Do not drive or park down-wind from the spill. Prohibit smoking.

Shut down any operating equipment near to the release. If controls are inaccessible, request that the SPCC shut the equipment down remotely or activate the Emergency Shut Down (ESD).

Use non-sparking tools when working near the spill.

5.5.6 Obtain response materials & equipment

Secure the spill scene to ensure that nobody inadvertently enters the area prior to or during the clean-up.

Refer to SDS sheets and the product information to determine what spill response equipment and materials are recommended for the job. Obtain the recommended materials or a suitable alternative.

If the product is flammable, ensure that only non-sparking tools are used.

5.5.7 Summon external resources

If site capabilities are insufficient to contain the release, contact the Incident Commander and have him summon external assistance. This may come from contracted services, spill cooperatives (WCSS) or adjacent industries through mutual aid agreements.

Prepare to assist the external resources with information, equipment, and manpower when they arrive.

5.5.8 Contain the release

Refer to the WCSS Spill Contingency Manual for your area, for specific procedures/techniques

Ensure that required PPE is worn by all Emergency Responders. PPE must include clothing resistant to the product and impermeable gloves (usually nitrile) in addition to normally required site PPE. If there is a possibility that toxic vapours, including hydrogen sulphide (H2S) will be encountered, a Self-Contained Breathing Apparatus (SCBA) must be worn.

Approach the spill from the upwind side, ensuring that a clear escape path is available behind you. Ensure that at least one Emergency Responder stays back to assist in case of trouble.

Refer to the manual for the Oil Spill Co-Op area where the spill is located. These manuals contain information regarding equipment, contact lists, control points and information on cleanup and recovery procedures. The manuals are located in each district office. A generic Spill Contingency Manual and equipment locations can be found at: www.wcss.ab.ca

Specialized spill containment and recovery procedures and techniques should be implemented only under the direction of the Operations Chief.

Particular attention must be paid to preventing spills from reaching water bodies.

5.5.9 Clean up debris & contamination

Once the release is contained, take steps to recover as much free product as possible.

Contact the Incident Commander to determine how contaminated soil will be handled. Normally, contaminated soil will be dug up for disposal. Larger volumes may be treated in-situ or in an on-site bio-cell.

Contaminated equipment should be cleaned. Dirty rags, absorbents, etc. must be placed in an appropriate container or bin for proper disposal by a waste contactor following provincial regulatory requirements.

5.5.10 Secure the spill source

Large spills or releases usually result in an investigation conducted by provincial environmental and/or industry authorities, as well as by Inter Pipeline's insurance company and internal investigation team. In these cases, the source of the release must remain undisturbed until the investigators have finished their work.

Unless permission is given by the Incident Commander to restore the entire site, surround the source with warning ribbon or temporary fencing, and post signs to avoid having the area disturbed. Do not disturb any equipment or operate any valves. Leave them exactly as they are. Ensure that nobody else disturbs the area.

If a camera is available, photograph the area from multiple angles.

5.6 Public Safety Responses

Many of the items listed below will require Air monitoring, both initial and throughout the event, to determine their location. It is recommended that air monitoring be arranged very quickly at an event, this could initially be done with the personal monitors that all operations staff carries with them.

5.6.1 Isolation Perimeter and Response Area

Work to establish a perimeter and response area will be done in conjunction with the local authority and regulatory bodies on site. Every attempt must be made to ensure safety of responders and the public. Should the isolation area impact a roadway, railway, waterway, or areas with large number of people or transient populations present, it is vital to work closely and quickly with the local authority. If the isolation perimeter crosses a public road, establish roadblocks to warn travellers not to pass through the potentially affected area and not to interfere with vehicles responding to the emergency. Capture information on Roadblock logs of those encountered at roadblocks.

5.6.2 Public re-entry

Approval must be obtained from the AER and Alberta Health Services before the public re-enters surface developments that have been exposed to hazardous substances.

5.6.3 Hot, Warm and Cold zones

Hot Zone

The Hot Zone, or exclusion zone, is the area with actual or potential contamination and the highest potential for exposure to hazardous substances. Access to this zone is only for those directly dealing with the product.

Warm Zone

The Warm zone, or contamination reduction zone, is the transition area between the hot and cold zones. This area is where responders enter and exit the hot zone and where decontamination activities take place.

Cold Zone

The Cold zone, or support zone, is the area of the site that is free from contamination and that may be safely used as a planning and staging area.

5.6.4 Roadblocks

Roads cannot be blocked, nor people prevented from passing a roadblock. Warning signs/barricade tape may be used and information, including a recommendation not to proceed can be given. A local authority will be best coordinated with to conduct a roadblock. Roadblock kits may be available at the nearest District Field offices, a request can be made via the Operations or Logistics Chief or Incident Commander.

If H2S or SO2 releases are possible follow the guidance in Table 8 (below) as it applies to areas outside the isolation perimeter that remain occupied.

Table 8 Public Notification and Evacuation Requirements

H2S Concentrations in Occupied Areas	Requirement
1 ppm H2S (1 hour average)	Notification of affected individuals must begin. Hyper-susceptible individuals should be advised to leave the area.
Below 10 ppm H2S (1 hour average)	Hyper-susceptible individuals must be informed of the concentrations and advised to leave the area if health symptoms persist or increase. All other individuals should consider leaving the area and seek medical advice if health symptoms develop.
Exceeds 10 ppm H2S (3-minute average) for 8 hours or more	Local conditions must be assessed, and all persons may be advised to evacuate.
Approaching 20 ppm H2S (3-minute average)	Immediate evacuation of the area must take place, or the release must be ignited.
SO2 Concentrations in Occupied Areas	**Requirement**
0.3ppm SO2 (24 hour average) 1ppm SO2 (3 hour average) 5ppm SO2 (15 minute average)	Immediate evacuation of the area must take place.

5.6.5 Shelter-In-Place and Evacuation

Shelter-In-Place

Shelter-in-place is generally considered the default public safety response, particularly during the initial assessment and response period. It is the recommended public safety response when:

- There is not enough time or warning to safely evacuate members of the public who may be at risk.
- Residents are waiting for evacuation assistance.
- During a gas release of limited duration (i.e., pipeline rupture).
- The location of the release has not been identified; or
- The public would be at higher risk if evacuated.

Steps:

1. Immediately gather everyone indoors and remain there.
2. Close all windows and outside doors. If feasible, tape or otherwise seal the gaps around the frames.
3. Extinguish indoor fires and turn off pilot lights to furnace and water heater. Do not smoke or have open flames. If possible close chimney flue dampers.
4. Turn off appliances or equipment that exchanges air from inside to outside such as:

Blows out or uses inside air

- Bathroom and kitchen exhaust fans

- Built-in vacuum systems
- Clothes dryer
- Gas stoves or fireplaces

Sucks in outside air

- Heating ventilation and air conditioning (HVAC) systems
- Fans for heat recovery

5. Turn down furnace thermostats to lowest setting and turn of air conditioners.
6. Avoid using the telephone except for emergencies.
7. Stay tuned to local radio and television stations for information updates.
8. Do not leave unless instructed by local authorities to do so.

Evacuation

Evacuation is the public safety response when shelter-in-place is not appropriate. People are typically evacuated:

- When they are close to a prolonged release that is creating a public safety hazard, and when conditions are known to allow for a safe evacuation
- When they are transients or they do not otherwise have the opportunity to shelter-in-place, and
- During prolonged incidents.

Mandatory evacuations can only be ordered by the local authority through the declaration of a State of Local Emergency. Evacuation of the public from anywhere within the emergency planning zone (EPZ). This may be done by means of:

- Local authorities (police).
- Site personnel through telephone or direct contact.

5.6.6 Reception Centre

Should a reception centre need to be established to receive evacuees, this will be done via or in conjunction with the local authority, as there has likely been one designated for the area.

5.7 Security responses Security Procedures

Redacted

5.8 Ignition

In conjunction with Shelter-in-place and evacuation strategies, the release may be ignited at the source in order to reduce public exposure to the hazard. The combustion of the hydrogen sulphide (H2S) results in the produced sulphur dioxide (SO2) being carried high into the atmosphere allowing additional time for the public to safely evacuate. If an immediate threat to human life exists and there is not sufficient time to evacuate the hazard area or the Emergency Planning Zone (EPZ) – whichever is bigger – the On-site Group Supervisor is authorized to ignite the release. If at all possible, the On-site Group Supervisor must consult with higher authority individuals within the Company (ideally the Operations Section Chief, Incident Commander, Emergency Director, etc.) and the appropriate government regulator. The AER has the authority to direct the duty holder to ignite a release.

5.8.1 H_2S/HVP Ignition Procedure

Pre-ignition considerations for the on-site Group Supervisor, when making the decision to ignite, the licensee must take the following into consideration:

5.8.1.1 Hydrogen Sulphide (H_2S)

- ☐ Proximity to residences, public facilities, towns or urban centres
- ☐ Risk of exposure/injury to the public or response workers
- ☐ Status of evacuation
- ☐ Wind conditions and general topography
- ☐ Fire hazard after ignition in relation to adjacent forested or cropland areas
- ☐ Safety of the Ignition Team (hazard area identification, protective gear)

5.8.1.2 High Vapour Pressure (HVP)

- ☐ The increased risk(s) of delayed ignition
- ☐ Whether the perimeter of the hazard area has been established
- ☐ Whether the public has been evacuated from the areas
- ☐ Whether ignition will worsen the situation by endangering the public or the environment or damaging the equipment used to control the product.
- ☐ Whether wind direction has been established and is being continually monitored
- ☐ Whether the possibility of an explosion has been assessed (i.e. obstructions or regions of congestion within the perimeter of the dispersion vapour cloud.)

5.8.2 Ignition Conditions

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

- ☐ Personnel working at the site can be cleared to a safe distance.

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

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

If there is time to discuss the ignition decision the Group Supervisor will review with the Operations Section Chief, the Incident Commander and the Regulatory Agency the following:

- ☐ Employee and public safety
- ☐ Site conditions
- ☐ Site control procedures
- ☐ Monitoring of Emergency Hazard area

If they determine that ignition is not the most favorable plan to minimize the hazard, they the Group Supervisor will:

- ☐ Continue with release control procedures on-site
- ☐ Review possible control procedures

If they determine that ignition is favorable or if there is NO time to discuss ignition with the Operations Section Chief, Incident Commander and Regulatory Agency then:

- ☐ Determine post ignition emergency service requirements
- ☐ Assemble and brief ignition team
- ☐ Follow the ignition procedures below

5.8.3 Ignition pre-planning

Prior to ignition the Operations Section Chief will:

- ☐ Ensure all nonessential personnel are evacuated
- ☐ Isolate the hazard area using manned roadblocks
- ☐ Assemble the Ignition Team (2 people)
- ☐ Ensure the Ignition Team is protected with personal protective equipment, clothing and breathing apparatus (cover exposed skin)
- ☐ Erect windsock and streamers (if time permits)
- ☐ Monitor the area for combustible gas
- ☐ Fully discuss ignition procedures
- ☐ Check radio communications

5.8.4 Ignition Approach

Select a position to attempt ignition which will:

- ☐ Allow for safe retreat
- ☐ Be upwind of the gas leak (300m minimum from edge of identified vapour plume, approach no closer than 100m on repeated ignition attempts.)
- ☐ Be in an area where no combustible gas is detected
- ☐ If possible, get behind a hill, building, tree or other protective barrier to shield yourself.

5.8.5 Ignition Attempt

- ☐ Fire flare gun to hit vapour cloud at the perimeter where air to fuel mixtures are correct for ignition (near outer edge and ground level)
- ☐ Turn away from target

If the plume doesn't' ignite then repeat ignition approach and attempt. Continue approach and repeat until successful. Do Not proceed if Ignition Team is no longer in a safe area.

5.8.6 Post Ignition

- ☐ Advise Incident Commander
- ☐ Continue to monitor downwind for gas accumulations
- ☐ Maintain security around immediate area
- ☐ Assist emergency service crews with any fire control measures needed.

5.9 Other responses

5.9.1 Equipment or Structural Failure

This procedure applies to actual or impending failures of equipment or structures that have the potential to impact the environment, worker health and safety and/or the integrity of other equipment or structures.

1. Shut down and isolate affected equipment.
2. Flag the area with warning ribbon and signs.
3. Report the problem to your Supervisor or Manager.
4. Assess what other equipment or structures may be affected.
5. Shut down threatened equipment and flag threatened areas with warning ribbon and signs.
6. If the failure has resulted in a fire, spills, or releases, proceed to address the situation using the First Responder procedures in this manual.

5.9.2 Floods

Flood conditions are a threat to pipeline integrity. It is fortunate that some warning is usually provided before the flood conditions arise.

Once warning of an impending flood is received, carry out the following steps:

1. Inspect water crossings that will be affected by the flood and identify any conditions that may make the crossing more susceptible to damage.
2. Inspect block valves located on either side of affected water crossings and verify that they are operational.
3. Contact producers and notify them that they may have to be shut-in if flood conditions require shut down of the line.
4. If a severe flood is predicted, the line is trenched in instead of directionally drilled and the stream bed or banks have deteriorated, shut down and purge the line.

During the flood, continue to monitor the water crossings.

If manual block valve sites are threatened with flooding, consult with operations management to determine whether to shut down the line while the block valves are still accessible.

If a line becomes exposed during the flood, immediately shut down the line. Inform operations management of the situation and arrange to have spill response equipment standing by.

If oil is observed on the water, mobilize spill response equipment and emergency responders, and address the spill following the spill response procedure (Section 6.5).

When flood waters have receded, inspect the water crossing and flooded block valve sites for damage or deterioration.

5.9.3 Forest or Wildfire

5.9.3.1 This following applies to a fire external to a site that threatens that site.

If you observe a wildfire:

1. Proceed to an area of safety.
2. Report the fire immediately to the SPCC, your Supervisor and the appropriate provincial agencies listed below:
3. Alberta 310-3473
4. Saskatchewan 1-800-667-9660

After reporting the fire or when you learn of a fire in your area:

1. Stop all work on the site and cancel all work orders. Instruct contractors to pack up their equipment and vacate the site.
2. Determine the rate of movement and direction of the fire through visual observation, media reports or contacting local or provincial authorities.
3. Estimate the amount of time until the fire reaches the site. Report this estimate to your Supervisor.
4. Do not attempt to take any protective measures or salvage activities on a site unless directed by your Supervisor and the fire is less than one hour away. Evacuate the site instead.
5. Shut down a pipeline only if directed by your Supervisor, the SPCC or the fire authorities. The decision to shut down must be based on a number of considerations, including the cooling capacity of a flowing pipeline vs. the risk of release from a pressurized system and subsequent more severe fire.
6. Prepare to assist Emergency Responders. Provide guidance to them on moving heavy equipment across pipelines.

5.9.3.2 The following applies if you discover and are able to safely fight the wildfire:

1. Upon encountering a wildfire, assess the following:
   - How widespread is the fire?
   - What kind of fuel is burning? (Fine or heavy)
   - What is the topography of the area visible or known to you?
   - What are the weather conditions, moisture, and wind direction/speed?
   - Is anyone in danger?
   - What tools and equipment will be required to fight the fire?
2. Summon fire fighters

Call your supervisor. If an Incident Commander has been assigned request them to call for outside assistance. Notify 911 if near a community or dwellings. Also contact 310 fire if Alberta or 1-800-667-9660 if in Saskatchewan in forested areas.

Assistance may come from off duty staff, local municipal fire departments, commercial firefighting services or adjacent industries through mutual aid agreements. Prepare to work arriving units into the Incident Command System when they arrive or until fire services takes command.

Continue to assess fire activity and weather conditions.

3. Isolate involved equipment

   If required and only related to Inter Pipeline infrastructure. Shut down any equipment involved in or threatened by the fire. Close valves that allow product to flow to affected equipment. Turn off power at a breaker. Shut off fuel gas supplies. Shut down chemical pumps and close valves. If a large proportion of our facility is threatened, activate the emergency Shutdown (ESD).

4. Protect nearby assets

   When parking vehicles and equipment to attend to the fire, try to find an area free of fuels that could burn. Turn on strobe lights and 4-way flashers. Roll up windows and close air vents.

5. Equip and protect responders

   If fighting the fire is within the response capability of the facility and it is safe to fight the fire obtain the required personal protective equipment (PPE) and fire extinguishing equipment. Staff should assemble at the staging area for potential assignment based on incident needs.

   Buddy check Emergency Responders to ensure that all required PPE is worn. PPE must include fire retardant clothing in addition to normally required site PPE. If there is a possibility that toxic vapours or excessive smoke will be encountered, select the appropriate respiratory protection equipment (RPE).

6. Determine fuel sources

   Fine fuels would include grass, pinecones, leaves and ground duff. Fine fuels will burn faster creating an unpredictable fire, and fire will spread faster, igniting heavy fuels.

   Heavy fuels would be described as stumps, logs, slash, and will burn at a higher rate of intensity.

   Subsurface fuels include roots, peat, and other decomposed organic matter.

   Ariel fuels are standing and supported live and dead combustibles not in direct contact with the ground and consisting mainly of foliage, twigs, branches, and stems.

7. Weather

   Wind direction and speed will determine the rate of how fast the fire will grow and must be monitored.

8. Moisture

   Relative humidity is a major factor in the fire behaviour. Changes in the relative humidity will affect fine fuels, (grass, leaves) as moisture in the air is easily absorbed by the plants, making them less likely to ignite.

9. Topography

   Heat from the wildfire will rise, and changes in the elevation of the land curvature will impact where the fire is travelling at a faster rate.

10. Extinguish the fire

    Obtain the required personal protective equipment (PPE)

    Obtain equipment: axe, backpack with pump, shovel, Pulaski.

    Approach the fire from upwind ensuring that a clear escape route is available behind you.

    Direct Attack the fire – stand in the black, or already burned area and extinguish fire edges, make your way around the perimeter of the fire edge.

11. Equipment description

    Axe used for aerial fuels (tree limbs and branches) or large fuels, (logs).

    - Do not swing axe above your head, as it can become lodged in debris and be difficult to remove.
    - Off set/angle your body away from the work surface.
    - Take short sideways strokes when cutting.

    Backpack with pump and 5 litres of water to cool the fire.

    - Put on backpack and secure straps.
    - Test equipment prior to entering fire zone.
    - Sweep nozzle along burning area to cool the fire.

    Shovel to be used to smother the fire and remove fuel.

    Pulaski axe is equipped with a cutting side and a grubbing side and is used to dig out grass, roots, and trench.

12. Assist external fire fighters

    When the external fire fighters arrive, be prepared to assist them with information, equipment and manpower.

When fire fighters arrive they will take command of the situation, in which case control should be handed over and assistance provided.

13. Initiate Fire Watch

Assign an individual to maintain a watch on the area involved in the fire to ensure that the fire does not start up again.

Equip the individual with a two-way radio or cell phone. If a fire does start, report it to the Incident Commander before taking action to extinguish it.

Maintain the watch for at least four (4) hours – longer for larger, more involved fires, as determined by the Incident Commander.

14. Secure incident scene

Large fires usually result in an investigation conducted by provincial fire and occupational health and safety authorities, as well as by Inter Pipeline's insurance company. The incident scene must remain undisturbed until the investigators have finished their work.

Surround the scene with warning ribbon, and post signs to avoid having the area disturbed. Do not disturb any equipment, spilled materials, debris, etc. Leave them exactly where they lay. Ensure that nobody else disturbs the area.

If a camera is available, photograph the area from multiple angles.

Once leaving site of a firefighting event, if possible, change clothing prior to entering your vehicle. Remove outside clothing and store inside truck box or secured area until it can be laundered.

5.9.4 Pipeline contact

This procedure applies in the case of mechanical equipment making contact with an operating pipeline. Refer to the Inter Pipeline Ground Disturbance Standard for additional information.

1. Order all personnel in the immediate area to evacuate to an area of safety.
2. Stop all work on the site and cancel work permits.
3. Remove all sources of ignition in proximity to the location.
4. Report the incident to your Supervisor, who will report the incident to government authorities.
5. Observe the pipeline to determine the extent of the damage. Do this from the side of the excavation. DO NOT enter the excavation.
6. If the contact has or may result in a breach of the pipe and release of product, immediately contact the SPCC to shut down the line and proceed to close manual block valves upstream and downstream of the breach.
7. Check the air in proximity to the equipment for flammable vapours (LEL) using your gas detector. If none are detected, have the equipment operator back the offending piece of equipment away from the excavation.
8. If there was a release of product, implement the procedures in Section 6.5 of this manual.
9. Arrange with the Inter Pipeline Engineering and Pipeline Integrity Groups to examine the pipeline and affect any required repairs.

5.9.5 Power Line contact

This procedure applies in the case of mobile equipment making contact with an above- or below-ground power line. Refer to the Inter Pipeline Guideline for Working Near Overhead Power Lines for additional information.

1. Order all personnel in the immediate area to evacuate to an area of safety at least 10 meters away. Do not allow anyone to come near the vehicle.
2. Order the equipment operator to stay in the vehicle unless it is unsafe to do so due to fire. Warning: DO NOT attempt to fight the fire if the power line is still energized.
3. If the operator must leave the vehicle because it is unsafe to stay, instruct him to jump from the vehicle using both feet, landing as far away as possible.
4. Stop all work on the site and cancel work permits.
5. Contact the power company to have them de-energize the line. Wait for confirmation that this has been done.
6. Report the incident to your Supervisor.

7. Once the power company confirms that the line is de-energized, it will be safe to let the operator leave the vehicle, fight any resulting fires and address any other damage.
8. If the incident occurs in Alberta, report the incident to the Inter Pipeline Electrical Quality Management Plan Coordinator, who will, in turn, report the incident to the Alberta government.

5.9.6 Severe Weather

If you get caught or stranded in severe weather, the following are some guidelines to help protect you:

- Stay where you are until the situation changes (if stranded in your vehicle, stay with the vehicle, and have the hood up to signal distress).
- Try to stay calm, warm, and dry.
- In lightning storms and tornadoes, stay away from windows and doors, and do not handle electrical equipment or telephones (i.e., use only battery powered appliances).
- During a tornado, if caught outdoors and away from a shelter, lie flat in a ditch or ravine and preferably holding onto the base of a small tree or bush.

5.9.7 Missing Persons

A person will be deemed missing based on the criteria set out within the Inter Pipeline working Alone Policy and procedures set out with use of working alone devices and/or other means.

Once an employee or employees are identified as missing:

1. Determine the person's likely location(s) and the likely route(s) to and from the location, if this information is not otherwise available via a working alone device, and/or other means.
2. Assign individuals to check each identified area and if necessary, to travel possible routes of travel to them. Ensure they have the ability to communicate their status via radio, cell phone, or otherwise. Record routes and locations, they will be checking.
3. If a period of over 4 hours has passed and employee has not been found, contact local police service(s). Record which departments and individuals spoken too.
4. Those assigned to this task should check in at intervals of no more than 30 minutes. Should a second employee go missing during the search inform others involved of the situation and have them muster at a known safe location so a re-evaluation of the situation can take place. Contact local police service(s) and update them of the escalation.
5. If employee is found, responding employee is to perform a hazard assessment before approaching. (Stop Look Analyze and Manage). Once situational awareness is established, respond as necessary
6. If employee is found to be injured; see 6.3 Injury Response in the Emergency Response Plan

5.9.8 Vehicle Collision

MOTOR VEHICLE Collision (SELF)

- If safe to do so, remain in the vehicle.
- Contact local emergency services (i.e., fire, ambulance, police) as required.
- Notify the Supervisor or a Field Operations Manager.
- Request to have deployed additional resources to the scene as required.
- Complete an Internal Vehicle Accident Report Form – F230.102.

MOTOR VEHICLE Collision (OTHER VEHICLES)

- Determine if there are injuries.
- Contact local emergency services (i.e., fire, ambulance, police) as required.
- If victims are at risk by remaining in vehicle, remove them to a safe area away from the vehicle.
- If safe to do so, carry out first aid treatment on victims.
- Notify the Supervisor or a Field Operations Manager.

- Remain on the scene until dismissed by the Police.

5.10 Defining the Hazard Zone

5.10.1 Emergency Planning Zone (EPZ)

A geographical area surrounding a well, pipeline, or facility containing hazardous product that requires specific emergency response planning by the industrial operator.

5.10.2 Initial Isolation Zone (IIZ)

An area in close proximity to a continuous hazardous release where the public may be exposed to dangerous and life threatening outdoor pollutant concentrations and indoor sheltering may provide limited protection due to the proximity of the release. If safe to do so, the licensee must attempt to evacuate the residents from the IIZ.

5.10.3 Protective Action Zone (PAZ)

An area downwind of a hazardous release, where outdoor pollutant concentrations may result in life threatening or serious and possibly irreversible health effects on the public.

The estimated size of the Protection Action Zone (PAZ) is calculated using the Plume Dispersion Model ERCBH2S. Immediately following a release of H2S or HVP product, the approximate size and direction of the PAZ can be determined using actual conditions at the time. Once monitoring equipment arrives, the actual size of the PAZ can be determined based on the monitored conditions.

5.10.4 Area Outside EPZ

In the unlikely event that public protection measures are required beyond the EPZ, they will be conducted in accordance with IPL arrangements with the local authority. The Provincial or Federal emergency plan may also be activated by the government for Level 2 and 3 emergencies to provide support to the incident response. Notification mechanisms outlined in the Government's emergency plan response framework may be used by the local authority to notify residents if public protection measures are required outside the EPZ.

The notification mechanisms will be based on monitored air quality and other situations that might arise during the emergency. Evacuation of the area outside the EPZ is coordinated through IPL's ERP and the response framework in the Government's emergency plan. The Health Authorities also have a role in the evacuations.

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6.0 PIPELINE INFORMATION

The Boreal Mainline is, a 12-inch (323.9 mm), 9, 929kPa Maximum Operating Pressure (MOP) line, which originates at the Inter Pipeline Pioneer 1 (located at 10-12-92-10 W4M) and delivers the product 420km to the Red Water Olefin Fractionator (ROF) Plant (located at 09-01-56-22 W4M) for further fractionation and use by petrochemical businesses and other business throughout North America. When the Boreal Mainline leave Pioneer 1, it stays above ground until down stream of MP1/K002. This pipeline carries High Vapour Pressure (HVP), including ethane, ethylene, propane, propylene, butane and condensate.

The Boreal Mainline shares some of the right-of-way with three other Inter Pipeline, pipelines: Polaris Line 2 - 12-inch (323.9 mm), Corridor Line 1 (Corridor North 24-inch (609.6mm) diluent pipeline), and Corridor Line 5 (Corridor North 42" (1067 mm) bitumen pipeline).

The Horizon Lateral, an 8-inch (219.1 mm) 14, 893 kPa MOP line, originates at Pioneer 2, travels approximately 68 km, and ties into the Boreal mainline at MP13/K020.

ROF has cavern storage capacity of 87,000m3 and tank capacity of 90,000 m3.

Olefins Pipeline is related to the Heartland Petrochemical Complex (HPC) design and includes feed and product pipelines connected between the Redwater Olefins Fractionator (ROF), HPC and other third parties.

To minimize complexity of Operation the licensed pipelines connecting the Redwater Olefins Fractionator (ROF) and HPC are operated by IPL Pipeline Operations (IPL P/L); from ESV to ESV; which contains pig sending and receiving facilities along with metering facilities.

It is important to note that control of flows, pressures, temperatures, and product quality entering or exiting the pipelines remains with the facilities. IPL P/L will monitor these flows, temperatures, and pressures downstream/upstream of each ESV and will have control to isolate the pipeline between plants when an abnormal or operational condition arises. IPL P/L will act as standard pipeline operator for the purpose of these lines.

The Olefins Pipeline system is composed of 4 Pipelines:

Propane

A 12" (323.9 mm) 8820 kPag MOP Propane (C3) pipeline originates at the ROF (located at 09-01-56-22-W4M) 12" pig Launcher and metering facility at the North Tube storage area at ROF. The pipeline has a line fill of 335 m3, travels approximately 4.593 km south under the North Saskatchewan River and connects to HPC. This pipeline terminates at the 12" Pig receiver at the HPC Pigging skid.

There are 4 of 5 different operating modes at HPC that can impact the operation of the Propane feed system from ROF.

In addition to providing feed to the HPC Propane Dehydrogenation unit Propane can be redirected to the Plains Midstream facility. At the HPC Metering skid Propane from the ROF 12" via a tie into the Plains 8" pipeline propane feed header.

Propylene

The first 6” (168.3 mm) 9930 kPag MOP Polymer Grade Propylene (PGP) C3= pipeline is a bi-directional pipeline that transports on spec and off-spec Propylene from the HPC Propane Dehydrogenation Facility (PDH) to the ROF 6” pig Launcher/Receiver and metering facility at the North Tube storage area at ROF (located at 09-01-56-22-W4M). The pipeline also can deliver on-spec Polypropylene from ROF to HPC Polypropylene Facility (PP) and terminates at the 6” Pig Launcher/Receiver at the PGP Pigging Skid. This Pipeline has a line fill of 77.5 m3 and travels approximately 4.248 km under the North Saskatchewan River.

The second 6” pipeline (168.3 mm) 9930 kPag MOP Propylene C3= pipeline operates between ROF and HPC. The ROF end (located at 09-01-56-22-W4M) 6” pig Launcher at ROF and metering facility at the North Tube storage area. The pipeline travels approximately 4.2Km under the North Saskatchewan River and starts/terminates at the 6” Pig receiver at the PGP Pigging Skid. This line will be used for transporting off on spec PGP from ROF to HPC.

There are 5 different operating modes that can impact the operation of the Propylene transfer system between the Redwater Olefins Facility and the Heartland Petrochemical Complex.

Butane

A 4” (114.3 mm) 9930 kPag MOP Butane OC4+ pipeline originates at the Butane Pigging skid Located adjacent to the PDH facility. The pipeline has a line fill of 34.5 m3, travels approximately 4.248 km through the HPC site and then under the North Saskatchewan River, under the rail siding at ROF and connects a 6” pig Receiver and metering facility located west of the rail siding at ROF (located at 09-01-56-22-W4M).

Discontinued Lines:

12” pipeline segment 33412-2 of approx. 100-meter length from the tie-in of 33413-3/60240-2 to RR220

12” Pipeline segment 33412-1 from to HPC Pig module battery limit to the Suncor Pump Station @ Shell Scotford

6” pipeline segment 33413-11 under RR 220

4” segment 33413-7 across to RR220

WOLF NGL Scottford Connector is a 6” (168.3mm) 9930kpa MOP C3 Propane pipeline,1.93 kilometers in length that originates at the WOLF facility at 12-07-56-21 W4 and ends at caverns located at 02-01-56-22 W4. This line is operated by the Inter Pipeline Offgas Limited Partnership on behalf of an agreement between WOLF Natural Gas Liquids and the Inter Pipeline Heartland Petrochemical Complex Limited Partnership.

6.1 Warning/Alarm/Shutdown Systems

Inter Pipeline manages the pipeline remotely using a system Control and Data Acquisition (SCADA) system for pipeline control at the IPL Sherwood Park Control Centre. Pipeline control uses remote sensors and transmitters installed at the valve sites to monitor pipeline properties such as the temperature, pressure and flow rates for the pipeline through the SCADA system. The SCADA system has a built-in alarm for these parameters to provide an alarm for Control Centre Operator response and possible emergency shut-down. Pipeline control monitors the performance of the pipeline 24 hours a day and has the ability to remotely close valves, if necessary, or to send a field technician on a call-out to troubleshoot pipeline concerns.

On the Olefins Pipelines, the CCO does not operate any pumps. The pumps are operated by the source facility Control Room Operators. The CCO strictly monitors flows and pressure. If any changes are required, the CCO must contact the Control Room Operators. Communications are achieved utilizing MPLS with a wireless cell modem for backup. The PLC I/O network uses a ring topology, with fibre optics as main communications and a microwave radio link network as backup.

The SCADA system is also equipped with ESI leak detection software that continuously monitors the pipeline performance and will initiate alarms if losses are detected and allows for the detection of small leaks or cumulative emission issues over longer periods.

The Control Centre Operator shuts down the line, when an alarm is received. The leak detection system (LDS) also receives data from the SCADA system. The LDS provides continuous leak detection that will trigger alarms on the detection of a leak. IPL monitors the Boreal Pipeline with a real time transient model, lateral volume balance and a statistical model to catch large leaks rapidly and still maintain sensitivity to smaller cumulative leaks over time.

6.2 Pipeline licence numbers

ALBERTA ENERGY REGULATOR	License Number
Boreal Pipeline	52321
Horizon Lateral Pipeline	57381
Olefins Pipeline	60240/60242/60244/33412/33413
WOLF Scottford Connector	62868 (Registered to WOLF)

6.3 Stations & Valve sites – GPS & ATS Legal locations

Redacted

6.4 Boreal/Horizon Pipeline Overview Map

Redacted

6.5 Olefins/WOLF Scottford Connector Pipeline Overview Map

Redacted

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7.0 CONTACTS

7.1 BST/CMT/IMT/FIRST

A list of 24-hour contacts for members of the Inter Pipeline Incident Support Team, Crisis Management Team (executives), Pipeline Incident Management Team, and the Field Initial Response and Support Team will be kept in a Contact List binder in the Primary, Secondary, Tertiary ECC's as well as in the Everbridge system. Notification should go out via Everbridge as the primary means of notification, but if the system is down manual phone calls can be made.

7.2 District Offices

Redacted

7.3 Business Continuity/Emergency Management Specialists

Redacted

7.4 Security Advisor

Redacted

7.5 Environmental Specialists

Redacted

7.6 Health and Safety Specialists

Redacted

7.7 Inter Pipeline Corporate Emergency Coordination Centre (when active)

Redacted

7.8 Fort McMurray– Staff and Office Phone List

Redacted

7.9 Sherwood Park– Staff and Office Phone List

Redacted

7.10 Pioneer 1 – Staff and Office Phone Numbers

Redacted

7.11 Pioneer 2 – Staff and Office Phone Numbers

Redacted

7.12 Pipeline Management – Staff and Office Phone Numbers

Redacted

7.13 Heartland Petrochemical Complex - Key numbers

Redacted

7.14 WOLF Scottford Connector

Redacted

7.15 Bridging Agreements

7.15.1 IPL Offgas and IPL HPC ER Bridging Agreement

Redacted

7.16 Government Contacts

Redacted

7.17 Municipal Contacts

The best avenue to contact Municipalities is to call the Alberta Emergency Management Agency (AEMA), inform them of the incident, and request that they contact the affected Municipality and have the Municipality contact Inter Pipeline for further information. **AEMA's duty officer can be reached at: 1-866-618-2362**

7.17.1 Municipal Director of Emergency Management Contacts

Redacted

7.18 Local Government response

Redacted

7.19 Alberta Health Services Oil and Gas Roles and Responsibilities

Redacted

7.20 First Nations contacts

Redacted

7.21 Reception Centres

The Municipalities will identify a Reception Centre upon notification of an incident requiring the evacuation of residents. As it will depend on the time of year, number of evacuees and the duration of the evacuation.

7.22 School Divisions

Redacted

7.23 Schools

Children who reside in the Emergency Planning Zone (EPZ) attend the following schools:

School divisions would be notified of an emergency situation and requested to call back buses and redirect them to the Reception Centre or to the school from which they came.

Redacted

7.24 Public Facilities and Recreational Areas

Redacted

7.25 Key Numbers

Redacted

7.26 Contsultants and Response Oginizations

Redacted

7.27 Response Equipment

Redacted

7.28 Shipper/Receiver contacts

Redacted

7.29 External Pipeline Company Contacts

Redacted

8.0 MUTUAL AID

8.1 Inter Pipeline Ltd.

Inter Pipeline has equipment stationed at various locations and this equipment can be moved between pipelines should need dictate.

8.2 Industry Mutual Emergency Assistance Agreement

Inter Pipeline is a member of a Mutual Emergency Assistance Agreement (MEAA) with ATCO Pipelines, Pembina Pipeline Corporation, Plains Midstream Canada, TransCanada Pipelines Ltd., TransGas Ltd./Sask. Energy, Transmountain Corporation, Trans-Northern Pipelines Inc., Wolf Midstream Inc., and Wolf NGL. We can request resources or be requested for resources from or by these companies in a time of need via use of this document. The agreement can be found within the Inter Pipeline Reference Library:

IP-RM-PLN-0010 https://mycontent/otcs/llisapi.dll/link/35942665

Inter Pipeline also can request or receive requests from non-members of this agreement via use of the Emergency Assistance Agreement (EAA) which is a supporting agreement that allows for use of the Mutual Emergency Assistance Agreement via non-members.

This supporting agreement can also be found within the IPL Reference Library:

IP-RM-PLN-0011 https://mycontent/otcs/llisapi.dll/link/35943457

8.3 Western Canadian Spill Services (WCSS)

Inter Pipeline is a member in good standing with the Western Canadian Spill Services (WCSS), which is a spill cooperative between oil and gas companies.

The mandate of the WCSS is to ensure the provision of cost-effective, integrated, emergency response capabilities and to continually improve and communicate to members, stakeholders, and regulators. This includes planning, preparedness / response, and research and development for the petroleum industry.

WCSS maintains an assortment of equipment, stationed throughout the province, which is accessible to members upon request.

Web site link: WCSS

8.4 Saskatchewan Area 2 Environmental Response Unit

Inter Pipeline is also a member in good standing of the Saskatchewan Spill Coop which is an oil and gas production industry affiliated organization whose mandate is to provide communication, training, and contingency planning to minimize risks and environmental damage in the event of a major oil spill.

Web site link: Sask Spill Coop

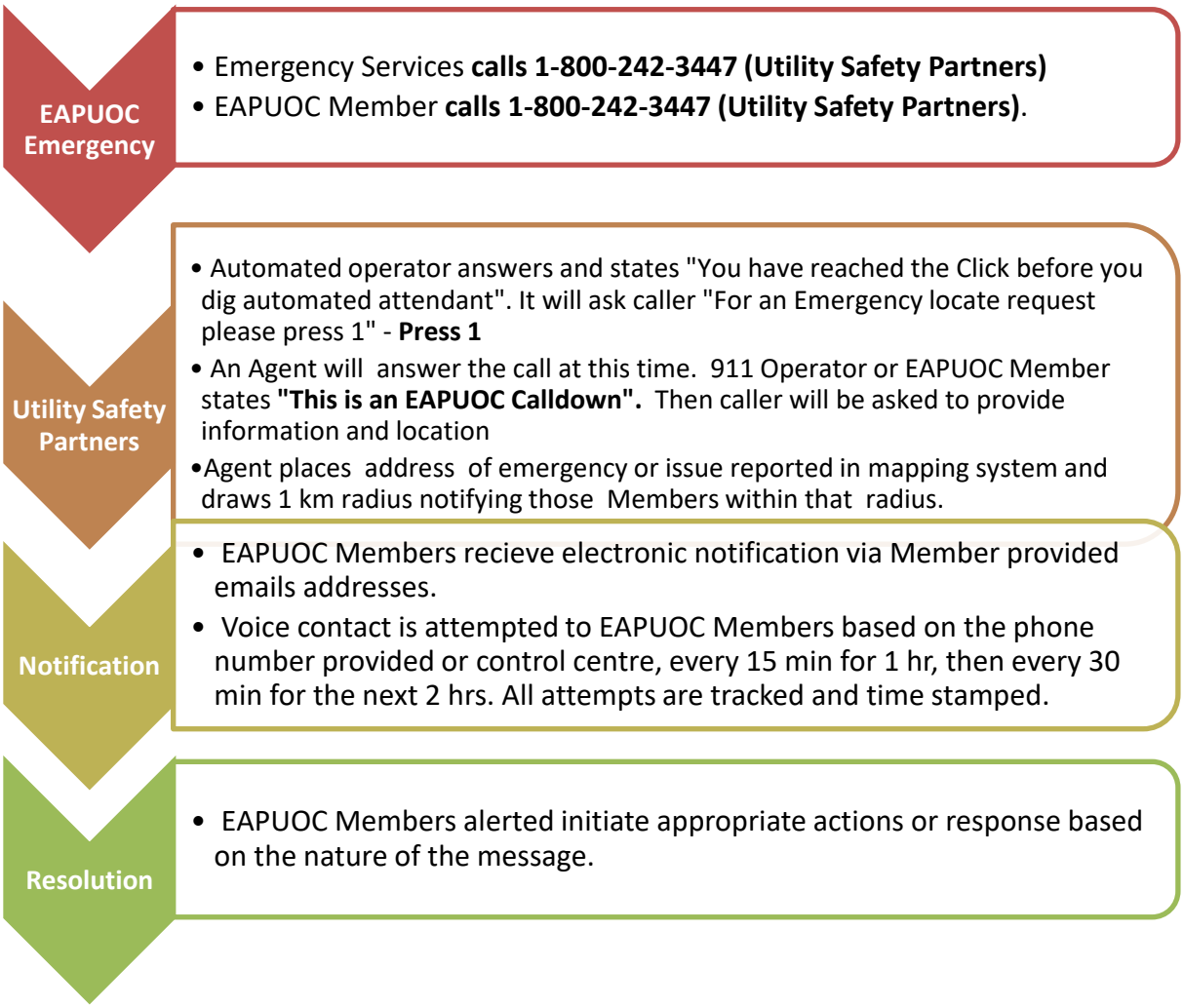
8.5 Strathcona District Mutual Assistance Program (SDMAP)

SDMAP is a partnership of more than 30 industrial and community agencies dedicated to emergency response planning in east Edmonton and Strathcona County. SDMAP shares best practices for industrial incident planning and response.

8.7 Edmonton Area Pipeline and Utility Operators Committee (EAPUOC) Call Down System

Receipt of a call: The message should be communicated to Field Operations whose districts are within the Capital Region so that they may be informed of, or react to, the information or request received. Certain employees will receive an email notification also.

Initiate a call: Inform our peer companies of an unfolding situation IPL is dealing with that may affect their operations, or to request certain types of representation and assistance.



8.8 North East Region Community Awareness and Emergency Response (NRCAER)

NRCAER is an organization with Mutual aid capabilities that are activated when mutual aid is requested. Coordinated through Strathcona County 911 dispatch, members are contacted to dispatch available resources. Utilizing a unified command structure, equipment and personnel are brought into the response.

NRCAER UPDATE line 1-866-653-9959 is used to inform stakeholders in the region of industrial activities

- Unusual noise or alarms
- Prolonged flares, smoke, or fire
- Odours
- Traffic levels
- Training exercises
- Incident information

This system allows for companies to leave a message on the line so that interested parties may call in to get information as to activities that may be taking place.

Administrative line: 780-230-0156 (for setting a message)

Training line: 780-230-0157

Inter Pipeline 4-digit user id: 1013

Inter Pipeline 4-digit password: 1274

Instructions on placing a message can be found on the NRCAER website http://www.nrcaer.com/ in the members section - 2022 CNP manual.

Members section Password: NRCAERmember

9.0 MAPS

9.1 Facility Reference Plans

Redacted

9.2 Offgas Pipeline System Map

Redacted

9.3 Western Canadian Spill Services (WCSS) Co-op Maps

Redacted

10.0 CONTROL POINTS

See myMap Emergency Management Viewer or area WCSS manual for location of Control Points.