



**Canadian Natural**  
**Canadian Natural Resources Limited**  
and  
**Sukunka Natural Resources Inc.**

*Sukunka Natural Resources Inc. (SNRI) is the party operating the subject assets and that, under a Service Agreement with Canadian Natural Resources Limited (Canadian Natural), Canadian Natural is providing services related to the safety and emergency response management of the assets. SNRI is relying on Canadian Natural's expertise and will work together regarding any emergency response matters.*

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# **CORPORATE (CORE)**

## **EMERGENCY RESPONSE PLAN**

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**24-Hour Emergency Number**  
**1-888-878-3700**

### **Regulatory 24-Hour Emergency Numbers**

AB	Alberta Energy Regulator (AER) / Alberta Environment and Parks Energy & Environmental Response Line	<b>1-800-222-6514</b>
BC	Emergency Management and Climate Readiness (EMCR) / British Columbia Energy Regulator (BCER)	<b>1-800-663-3456</b>
SK	Ministry of Energy and Resources (MER)	<b>1-644-764-3637</b>
MB	Regulatory Services / Oil and Gas Unit Emergency Response / Environmental Accidents	<b>1-855-944-4888</b>
NWT	The Office of the Regulator of Oil and Gas Operations (OROGO)	<b>1-867-445-8551</b>
Federal	Canada Energy Regulator (CER) Pipeline Emergency / Transportation Safety Board	<b>1-819-997-7887</b>

Revision	Approved Date	<b>TC-OVR-PLAN-EMG-000500</b>
2026-1	7 May 2026	



**Canadian Natural**

## **CORPORATE (CORE) EMERGENCY RESPONSE PLAN DISTRIBUTION DISCLAIMER**

**To meet requirements of provincial and federal oil and gas regulations, this Corporate ERP is submitted to applicable regulatory agencies in hard copy and / or electronic version.**

Local authorities and health regions are provided electronic copies if requested in writing.

All Canadian Natural personnel and responders have access to this ERP via:

- hard copy binders – Calgary offices and at minimum, district field offices and main field facilities
- electronic copies – intranet, remote access (contractors, consultants)

**Due to confidential information contained herein, please direct external requests for this document to the non-confidential version on Canadian Natural's website:**

**<https://www.cnrl.com/sustainability/workplace-process-safety/emergency-management>**

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**Electronic copies are uncontrolled once downloaded**

7-May-2026

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## AMENDMENT RECORD

Date Inserted Into ERP (dd/mmm/yyyy)	Print Name	Signature

DATE	REVISION #	REVISION DETAILS	ANNUAL UPDATE (Y / N)
May 7, 2026	2026-1	<ul style="list-style-type: none"> <li>• <b>Administrative Update</b> including these revised pages and / or sections:               <ul style="list-style-type: none"> <li>○ Cover page - updated</li> <li>○ Distribution Disclaimer – updated</li> <li>○ Amendment Record &amp; Management of Change – updated</li> <li>○ Section 1 Introduction – page 1</li> <li>○ Section 3 Public Protection Measures – all pages</li> <li>○ Section 4 Communications Plans – Pages 1, 5, 6, 9</li> <li>○ Section 5 Roles &amp; Responsibilities – Page 15, 37, 38</li> <li>○ Section 7 Plan Principles &amp; Manual Maintenance – Pages 4, 5</li> <li>○ Section 8 Drilling, Completions and Well Servicing – Pages 1, 2, 4, 9</li> <li>○ Forms – Page 47</li> <li>○ Guidelines – Page 50</li> <li>○ Definitions &amp; Acronyms – Page 7</li> </ul> </li> <li>• <b>NOTE:</b> Amended pages show “Version 2026-1” and “Updated: 25-May-2026” in footers. All other pages not revised retain the previous revision number and date in footer, as per previous amendment history.</li> </ul>	N
Apr 1, 2026	2026-0	<ul style="list-style-type: none"> <li>• Updated / revised pages and or sections:               <ul style="list-style-type: none"> <li>○ Cover page - updated</li> <li>○ Distribution Disclaimer – updated</li> <li>○ Section 4 Communication Plans – remove Section 4.5</li> <li>○ Section 5 Roles &amp; Responsibilities – updated Section 5.2 to include Mutual Aid / Third Party Operations; remove Emergency Notifications Details wallchart</li> <li>○ Section 6 Emergency Contacts – updated</li> <li>○ Forms – add new IAP, remove Forms A, 2, 3 and 4, and update Form 6 and 7 (Table of Contents to Page 25)</li> <li>○ Guidelines: updated</li> </ul> </li> <li>• <b>NOTE:</b> Amended pages show “Version 2026-0” and “Updated: 1-Apr-2026” in footers. All other pages not revised retain the previous revision number and date in footer, as per previous amendment history.</li> </ul>	Y
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Apr 1, 2024	2024-0	<ul style="list-style-type: none"> <li>• Updated / revised pages and or sections:               <ul style="list-style-type: none"> <li>○ Section 6 Emergency Contacts</li> <li>○ Form 5</li> <li>○ Guideline 9</li> <li>○ Hazard Response Procedure 10 – Security Threats</li> </ul> </li> <li>• <b>NOTE:</b> Amended pages show “Version 2024-0” and “Updated: 1-Apr-2024” in footers. All other pages not revised retain the previous revision number and date in footer, as per previous amendment history.</li> </ul>	Y

DATE	REVISION #	REVISION DETAILS	ANNUAL UPDATE (Y / N)
Apr 1, 2023	2023-0	<ul style="list-style-type: none"> <li>• Updated / revised pages and or sections:               <ul style="list-style-type: none"> <li>○ Distribution Disclaimer – amended Canadian Natural company website and British Columbia Oil and Gas Commission reference change(s)</li> <li>○ Updated Corporate Statements</li> <li>○ Section 6 Emergency Contacts</li> <li>○ Guideline 2 Key Government Agency Notification Requirements by Incident Type – amended OH&amp;S notation</li> </ul> </li> </ul> <p><b>NOTE:</b> Amended pages show “Version 2023-0” and “Updated: 1-Apr-2023” in footers. All other pages not revised maintain a previous revision number and date in footer.</p>	Y
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Apr 1, 2021	2021-0	<ul style="list-style-type: none"> <li>• Reformatted to align with company document standards</li> <li>• Revised general email address from EMTeamLead@cnrl.com to <b>emergencymanagement@cnrl.com</b></li> <li>• Updated government agency names and acronyms</li> <li>• <b>Section 2.2</b> – added wildfire fighting equipment</li> <li>• <b>Section 3.0</b> – reformatted EPZ Isolation procedures/ updated Temporary Road Closure procedures</li> <li>• <b>Section 5.0</b> – updated Emergency Notifications Details wallchart; streamlined responder checklists</li> <li>• <b>Section 6.0</b> – updated internal and external contacts; added Manitoba Producers Oil Spill Corporation information</li> <li>• <b>Section 8.0</b> - separated Notifications of Affected Parties by province; added reference to BCOGC Form M2, clarified requirement to provide Drilling Status Updates</li> <li>• <b>Forms</b> – modified Time Action Log, Roadblock Control Log, Debriefing Report</li> <li>• <b>Guidelines</b> – added Guideline 9 and updated Guideline 10</li> <li>• <b>Hazard Response Procedures</b> - expanded Fire/Explosion Hazard Response Procedure with wildfire and wildfire smoke response guidelines</li> </ul>	Y
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## **MANAGEMENT OF CHANGE PROTOCOL**

Canadian Natural is committed to the continuous improvement of its documentation. The Emergency Management Team is responsible for the maintenance and distribution of the Corporate Emergency Response Plan (ERP) and Site-Specific ERPs on an on-going basis. Canadian Natural's Senior Management has overall accountability and authority for these documents.

Canadian Natural's ERPs are subject to annual reviews and updates at minimum by Emergency Management Team and more often if major changes are required. All contact information is subject to a continuous review and any changes made will be distributed on an annual basis or more frequently if required.

Notification of errors will be reviewed immediately and addressed according to significance. Any suggestions for improvements will be considered for the next update by the Emergency Management Team. The notification of error and / or suggestion for improvement should include a) the ERP name, b) section(s) and page number(s) affected and c) the rationale (for suggestions for improvement). This information should be directed to:

**Canadian Natural Resources Limited**

2100, 855 – 2 Street SW, Calgary, Alberta T2P 4J8

**Email:** emergencymanagement@cnrl.com

***See Section 7 Manual Maintenance for further information on Canadian Natural's ERP Management of Change process***

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Form 1: Time / Action Log (4 copies)

***Forms 2, 3 and 4 replaced by Incident Action Plan***

Form 5: First Call Communication Summary (AB / SK / MB)

Form 6: BCER Emergency Incident Form

Form 7: BCER Minor Incident Notification Form

Form 8: Public Complaint Form

Form 9: Threatening Call (Explosive Device)

Form 10: Security Check In / Out

Form 11: Roadblock Control Log

Form 12: Air Quality Monitoring Record

Form 13: Staging Area Log

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## **1.0 INTRODUCTION**

### **1.1 FOREWORD**

Canadian Natural operates and maintains facilities (wells, pipelines and processing facilities) with the utmost of safety in mind. As a result, the possibility of an emergency occurring is extremely remote. Nevertheless, Canadian Natural has an Emergency Management Program in place to ensure the safe and coordinated response to incidents that may unexpectedly occur.

One component of Canadian Natural's Emergency Management Program is the development and maintenance of emergency response plans (ERPs) Canadian Natural's ERPs consist of this manual, the Corporate (Core) ERP and additional supplemental site specific emergency response plans (ERPs that provide detailed information specific to the areas applicable to each plan. Company responders use both in conjunction, where applicable when responding to incidents.

Canadian Natural's ERPs meet regulatory requirements in each jurisdiction where the company operates, including the:

- (BC) BC Energy Regulator (BCER)
- (AB) Alberta Energy Regulator (AER)
- (SK) Saskatchewan Ministry of Energy and Resources (MER)
- (MB) Regulatory Services, Oil and Gas Unit
- (NWT) Office of the Regulator of Oil and Gas Operations (OROGO)
- (Federal) Environment and Climate Change Canada (ECCC)
- (Federal) Canada Energy Regulator (CER)
- (Federal) National Standards of Canada

### **1.2 PURPOSE**

The purpose of this ERP is to direct and coordinate the responses of Canadian Natural personnel in their actions to protect:

- public and worker safety
- the environment
- company property

### **1.3 SCOPE**

This manual is a comprehensive guide to ensure an effective and coordinated company response to all types of hazardous situations. Examples of emergencies that may require implementation of this plan are:

- uncontrolled hydrocarbon release from wells, pipelines or facilities
- H<sub>2</sub>S release
- fire or explosion
- serious injury or fatality
- natural disaster / environmental emergency
- security breach / threat
- other unplanned event that has the potential to cause harm to public, environment or property

### **1.4 EMERGENCY MANAGEMENT PROGRAM**

#### **1.4.1 GOALS AND OBJECTIVES**

Canadian Natural's Emergency Management Program has four specific goals, each one with supporting activities, which are:

##### **1. Prevention**

- Ensure process safety through the use of a variety of engineering design and integrity programs, along with adherence to regulations, codes of practice and industry best practices.
- Focus on safe, reliable and proactive operations through the integrated use of our comprehensive management systems, including, but not limited to, our Safety Management System (SMS), Process Safety Management (PSM), Pipeline Water Crossing Management, Pressure Equipment Integrity Management Systems (PEIMS), and Environmental Management System (EMS).

##### **2. Preparedness**

- Prepare, maintain and regularly review ERPs as required by government regulations
- Engage and regularly consult with all stakeholders that are in proximity to those operations associated with Site-Specific ERPs, including members of the public, local governments, local first responders, and health authorities
- Ensure liaison with, and continuous education of key stakeholders who are in proximity to our operations, including attendance / participation in ERP exercises
- Work with stakeholders to identify emergency response procedures for large municipalities, urban centers and high-consequence areas
- Participate in stakeholder synergy groups and work together to create shared value and mutual benefit
- Provide mandatory annual emergency response training sessions for all key personnel
- Practice company emergency response procedures through annual tabletop exercises and field deployment exercises
- Provide mandatory company safety orientations for all employees and contractors working at field operations
- Provide easily accessible spill response supplies and equipment for immediate initial response until other resources can be mobilized to the site (i.e. boats, booms, absorbent materials, wildlife deterrents)
- Provide firefighting equipment such as fire extinguishers, air breathing trailers and apparatus
- Ensure emergency equipment and trained personnel are available and ready for use at major operations

### 3. Response

- Observe mandatory ERP activation requirements as set out by company policy to ensure prompt response times
- Use ERPs as guides to protect public and workers, the environment and Canadian Natural property
- Use our “10 Step for Emergency Response” process to ensure that all the necessary and appropriate actions are taken to swiftly resolve emergency situations, protect the public and workers and mitigate damage to the environment and property
- Use our Incident Command System and other emergency response tools to provide a common hierarchy and an integrated organizational structure for effective and efficient incident management
- Provide proper notifications to all affected stakeholders to ensure effective liaison if required
- Work in partnership with other stakeholders to ensure the safety of large municipalities and high-consequence areas

### 4. Recovery

- Investigate incidents and submit findings to regulatory agencies
- Implement remediation, if necessary, as soon as possible
- Share learnings within the company and with industry, as appropriate

#### 1.4.2 INCIDENT COMMAND SYSTEM

Canadian Natural uses an Incident Command System (ICS) based on the standards set forth by ICS Canada. ICS provides commonality for emergency response for industry, governments, local authorities, and first responders.

Canadian Natural’s ICS addresses all key elements of any incident command system, such as organizational collaboration, flexible and manageable organization, integrated communications, consolidated incident action planning, unity of command and designated incident facilities. Additional elements such as reporting hierarchy, span of control and accountability are part of the Incident Command System Flowchart as included in the Roles and Responsibilities section of this manual.

Canadian Natural’s ICS can be applied to all emergency events regardless of nature, size or complexity due to the incorporation of these fundamental elements:

- **Primary Management Functions** – Canadian Natural integrates the Command, Operations, Planning, Logistics, and Finance / Administration functions in its ICS. Each function has clearly defined roles with set duties as fully described in Section 5.0 Roles and Responsibilities
- **Personnel Accountability** – Canadian Natural’s Senior Management Committee has overall accountability and authority for its Incident Management System. Other principles of personnel accountability are adhered to by the use of forms, charts, other emergency response tools and by the documentation captured during and after the emergency. All notes and other documentation are collected by the Safety Officer post-incident and organized, analyzed, assessed and finally shared for learning purposes.
- **Modular Organization** – Canadian Natural’s ICS can be applied to all types of incident thus it is flexible and can expand and contract as required. Depending on the nature and parameters of the emergency, not all ICS roles are activated (i.e.: Telephone Callers, Rovers) while branches / divisions / units may be established if the emergency requires more specialized resources (spill response, well blow out).

- **Establishment and Transfer of Command** – The command function of Canadian Natural’s ICS in addition to supervision of on-site activities is clearly established at the beginning of incident response. When command is transferred, a briefing for the incoming Incident Commander and notification to all personnel that a change in command has taken place is required.
- **Single or Unified Command** – Given the span of Canadian Natural operations, most emergency situations will be managed using the Single Command method where the Incident Commander has complete responsibility for the application of ICS; however, there may be rare instances where the Unified Command method is required. This would include one or more other agencies or organizations that have responsibility and / or jurisdiction sharing incident management / response.
- **Unity and Chain of Command** – Canadian Natural’s Incident Command System Flowchart and Section 5.0 of this manual clearly show the chain of command and identify roles and reporting structure.
- **Management by Objectives and Action Planning** – Canadian Natural’s incident management protocols involve establishing incident objectives, developing strategies based on these objectives, developing and issuing assignments, plans, procedures and protocols, establishing specific tasks for various activities and directing the efforts to accomplish them. This information is captured using the Incident Action Plan form. Documenting activities and results to measure performance, facilitate corrective actions and share learnings is another critical step that is required and fully supported by the use of the Time / Action Logs, scribes and note takers.
- **Manageable Span of Control** – An effective span of control (maximum three to seven people reporting to one) for any Supervisor is adhered to and can be found in Canadian Natural’s Incident Command System Flowchart.
- **Common Terminology** – Canadian Natural has modified several of the roles and other components of its Incident Management System to match those of ICS Canada. This allows Canadian Natural to work with support organizations in a variety of functions and situations. The terminology covers organizational functions (i.e. role titles), resource descriptions (Staging Area) and incident facilities (Incident Command Post).
- **Communication and Information Management; Integrated Communications** – Section 4.0 Communications Plans of this manual contains Canadian Natural’s integrated communications protocols that will ensure common situation awareness and interaction by stakeholders affected by the emergency. A critical tool of Canadian Natural’s communications plan is the Emergency Notification Details wall chart that is available at facilities that may be assigned as an ICP. This chart gives the Incident Commander and other personnel in the ICP a clear and concise guide for the notifications and communications required during the course of the emergency.
- **Comprehensive Resource Management** – Canadian Natural maintains an accurate and up-to-date record of resource utilization during an emergency with the use of several tools including but not limited to the Security Check In / Out form, Incident Command System Flowchart, the Emergency Notification Details wall chart, Staging Area Log and Demobilization Log.
- **Predesignated Facilities** – Typically these facilities include but are not limited to Incident Command Posts and Staging Areas. Canadian Natural may utilize the facilities as outlined in the next section.

### 1.4.3 EMERGENCY MANAGEMENT CENTRES AND OTHER AREAS

Upon activation of the ERP, Canadian Natural may establish the following Emergency Management Centres / other areas, the locations of which are specific to each incident with the exception of the EOC:

- **On-Scene Command Post (OCP):** The OCP is an Emergency Operations Centre to be located at or near the incident where the On-Scene Supervisor will manage the site emergency activities.
- **Incident Command Post (ICP):** The ICP is an Operations Centre typically established at Canadian Natural's closest district or field office to provide a strategically located support centre to the OCP for managing activities at the incident site. The ICP provides a centre for logistical, technical and supervisory support for on-scene personnel. The ICP may also be used for the dissemination of information to the public, Media, government and other stakeholders in the area during the initial hours of the incident. If a response to an incident becomes prolonged, it may be used for regular dissemination of information to government agencies with regard to logistics and incident status.

In situations where supervisory and technical specialists are located in Calgary, typically for drilling, completions or servicing emergencies, the ICP may be established in the Calgary office.

- **Regional Support Centre (RSC):** If the ICP is to be located in the Calgary office, a RSC may be established at the closest Canadian Natural district or field office to support logistics, communications and public protection activities. It may be used for regular dissemination of information to local government agencies in regard to response management activities and incident status.
- **Emergency Operations Centre (EOC):** An Emergency Operations Centre is a control centre established at Canadian Natural's corporate office in Calgary by the Operations Manager / Corporate Support Team, primarily for Level 2 or 3 Emergencies. The EOC provides centralized managerial support and direction to ICP personnel.
- **Reception Centre:** Canadian Natural will establish a Reception Centre in the event that evacuation of the public is required. A representative will be present at the centre to receive residents, record appropriate contact information, liaise with the Logistics Section Chief to organize supplies and / or services and address any concerns that arise. The representative will also assist with temporary accommodation arrangements for evacuees if necessary.
- **Communications Centre:** Canadian Natural may establish a local Communications Centre dependent upon the severity and / or longevity of the incident. Corporate representatives and spokespeople will be present at the centre to provide Media statements / releases, situation updates and to answer questions from stakeholders.
- **Staging Area:** A suitable location (access, size, proximity) set up near an incident where resources can await a tactical assignment and be properly demobilized after task completion. It can also serve as the check-in / check-out point. A Staging Area Manager coordinates and manages the Staging Area.
- **Muster Area:** A safe location set up at an incident where on-site personnel can meet for a head count and be assigned responsibilities.

### GOVERNMENT EMERGENCY OPERATIONS CENTRES (GEOC):

Several GEOCs may be established to manage the larger aspects of an emergency. In a high-impact emergency, there may be a number of Government EOCs established to support the response. These may include local field centre Incident Command Posts, Regional EOCs (REOC), Municipal EOCs (MEOC) and / or provincial government EOCs (POC).

- **Municipal Emergency Operations Centre (MEOC):** A Centre where municipal officials manage and support emergency operations within their jurisdiction.

- **Provincial Operations Centre (POC):** A Centre that serves as a central point for the collection, evaluation and dissemination of information concerning a single incident or multiple incidents on a provincial level. The POC is responsible for coordinating the initial response and maintaining support for a response to a natural or human-induced disaster. Also known as Provincial Emergency Operations Centre (PEOC) or Provincial Regional Emergency Operations Centre (PREOC).
- **Regional Emergency Operations Centre (REOC):** A Centre that may be established in a suitable location to manage the larger aspects of the emergency. It may be manned jointly by government and industry staff.

## **1.5 PROGRAM INTEGRATION**

Emergency Management at Canadian Natural is integrated with other programs to effectively prevent and mitigate a release of a substance from our assets. An interconnected collaboration with other corporate management initiatives such as the Safety Management System (SMS), Asset Integrity, security and environmental protection programs, ensures that the company is properly prepared for the safe and coordinated response to potential incidents.

Within the scope of these programs exists a myriad of other contingency plans and critical response information that Canadian Natural personnel may utilize during an emergency. This information may be included in either the Corporate ERP or Site-Specific ERPs, on Canadian Natural's internal information website or may exist as separate manuals, documents or training tools and may be used in conjunction with this ERP.

References to these documents are included in Site-Specific ERPs as applicable. References may also be located in the Hazard Assessment tables of each procedure in the Hazard Response Procedures section. These plans or documents may include and are not limited to:

- Safety Management System (SMS) core practices, procedures, guidelines
- Safety Data Sheets (SDS)
- Western Canadian Spill Services (WCSS) Oil Spill Contingency manuals
- Environmental Emergency (E2) plans
- Provincial spill / release reporting requirements
- Spill Response Vendor List
- Spill Volume Estimating Tool
- Wildlife Handling and Care procedures
- Site-Specific Fire Preparedness and Prevention Plans
- Industrial Wildfire Control Plans (IWCP)
- First Responders' Guide
- Hazard assessment, identification and risk management procedures
- Traffic isolation procedure
- Communications procedure
- Ignition procedures
- Air Strip Emergency Response Plan
- Notice to Airmen (NOTAM)
- Site-Specific Drilling / Completions ERPs
- Pipeline Operations & Maintenance Integrity Manual
- Pipeline Integrity Management System, Pressure Equipment Integrity Management System and Tank Integrity Management System
- Security Management System

These plans and documents, excluding external articles such as spill / release reporting requirements, NOTAM, etc., are subject to Canadian Natural's commitment to continuous improvement and therefore reviewed periodically by the responsible corporate unit.

## 1.6 PROGRAM EVALUATION & CONTINUOUS IMPROVEMENT

Canadian Natural is committed to the periodical evaluation and continuous improvement of all company programs and performance, including the Emergency Management Program. Processes in place to achieve this include:

- Performance measurement by Management using performance objectives and target status reports
- Internal and external auditing
- Feedback gathering from stakeholders, exercises and / or real event debriefings

Any deficiencies, gaps and limitations identified during these processes will determine corrective actions, including but not limited to the revision or update of company emergency response plans.

## 1.7 HAZARD IDENTIFICATION & CONSEQUENCE ANALYSIS

Canadian Natural maintains a Corporate Risk Matrix that incorporates potential consequences and occurrence likelihood to determine risk levels. This matrix is utilized by all facets of the company to analyze and manage a broad range of risks inherent to the industry.

From an emergency management perspective, hazard identification and consequence analysis is achieved by the use of the *Hazard Identification & Response Process* as well as individual *All Hazards Identification Tables* incorporated into site specific emergency response plans. These tables are completed with feedback from Canadian Natural's operations.

Canadian Natural's Emergency Management Team maintains a comprehensive inventory of identified hazardous areas based on regulatory requirements and best practices. This inventory is subject to continuous improvement on a consistent basis.

Emergency Planning Zones (EPZ) are predetermined areas surrounding company assets that require specific emergency response planning. EPZs are calculated using applicable federal and / or provincial regulations and serve to identify the hazards and potential consequences within the zones. They are included in Site Specific Emergency Response Plans (ERPs) when required by applicable regulations.

## 1.8 CORPORATE STATEMENTS

The Emergency Management Program is guided by and is under the umbrella of the following Canadian Natural corporate policies:

- Corporate Statement on Health and Safety
- Corporate Statement on Environmental Management
- Corporate Statement on Asset Integrity Management
- Corporate Mission Statement

Copies of these statements follow.

# Corporate Statement on Health & Safety



Canadian Natural Resources Limited (Canadian Natural) is committed to conducting its operations in a manner that will protect the health, safety and welfare of their employees, contractors and the public. By integrating health and safety into all aspects of Canadian Natural operations with the goal of “No Harm to People – No Safety Incidents” in the workplace, Canadian Natural will:

- Provide the right resources to execute the requirements of the Safety Management System in line with our Health and Safety Statement;
- Comply with government regulations, industry guidelines, best management practices and company policies and procedures in the planning, design and operation of Canadian Natural wells, facilities and equipment;
- Provide strong leadership to the identification, assessment and management of health and safety risks at all levels of the organization and promote a participative culture;
- Proactively identify significant changes affecting health and safety systems, respond appropriately to issues and concerns and provide a mechanism for feedback;
- Provide appropriate training and equipment to Canadian Natural employees, enhancing their ability to recognize hazards and minimize risk during company operations;
- Require contractors working for Canadian Natural to be adequately supervised, trained and competent in the duties they perform;
- Ensure employees are not subject to, or participate in, harassment or violence;
- Ensure that effective emergency response measures are in place and provide prompt and effective response to any emergency situation; and
- Investigate health and safety incidents and near misses effectively to prevent recurrence, and ensure lessons learned, including those from the experiences of others, are effectively communicated and implemented across all parts of the organization.

Managers and supervisors are responsible for identifying safety needs, communicating safety hazards, investigating hazardous conditions and accidents, providing training, and ensuring equipment is properly maintained. They are responsible to respond to safety concerns raised by employees, contractors and the public.

Employees share the responsibility to work in a manner that will safeguard themselves with equal concern for co-workers, contractors and the public. They are responsible to identify and mitigate hazards, refuse and report work that is unsafe.

Canadian Natural’s Management is committed to achieving Safety Excellence through continuous improvement. Annual safety performance objectives and targets are tracked and corporate status reports will be presented regularly to the Management and Board of Directors.

Scott Stauth  
President

Jay Froc  
Chief Operating Officer  
Oil Sands

Robin Zabek  
Chief Operating Officer  
Exploration & Production

*Reviewed annually by June 16<sup>th</sup>*

# Corporate Statement on Environmental Management



Environmental stewardship is a fundamental value of Canadian Natural Resources Limited (Canadian Natural). The Company recognizes that every employee and contractor has a vital role to play in identifying, minimizing and mitigating environmental impacts from our operations to improve environmental performance. Canadian Natural's commitment to responsible environmental management will be incorporated into business activities through the following guiding principles:

- Ensure all employees and others engaged on Canadian Natural's behalf are aware of the commitment to improve environmental performance of Canadian Natural's operations;
- Provide strong leadership and promote a participative culture to proactively identify, assess and manage environmental risks and associated impacts;
- Strive to reduce the impacts of our activities through adaptive management while considering social and economic factors;
- Reduce the environmental footprint of our activities by continually improving energy efficiency, managing greenhouse gases, air emissions, water use and other resources; reduce and recycle waste materials and preserve and restore natural biodiversity through closure planning and reclamation;
- Identify significant changes affecting environmental management systems, listen to and respond appropriately to stakeholder issues and concerns and provide a mechanism for feedback;
- Ensure that effective emergency response measures are in place and provide prompt, effective and efficient response to any emergency situation;
- Investigate environmental incidents effectively to prevent recurrence, and communicate and implement lessons learned across all parts of the organization, including those from the experiences of others;
- Engage and communicate with the public regarding Canadian Natural activities;
- Manage tailings and mine waste structures, including water retention structures, safely and responsibly from design to closure; and
- Ensure that Canadian Natural operations comply with government regulations, industry guidelines and company policies and procedures concerning environmental management.

Canadian Natural's Management is responsible for developing specific operational procedures and standards that are consistent with this policy and are accountable for the maintenance, regular review and interpretation of this policy. Canadian Natural expects its suppliers, partners and business associates to have compatible environmental procedures and values.

Canadian Natural's Management is committed to achieving continual improvement in environmental performance through annual environmental objectives, targets, monitoring and measurement. Performance is reviewed and corporate status reports are presented regularly to Management and the Board of Directors.

Scott Stauth  
President

Jay Froc  
Chief Operating Officer  
Oil Sands

Robin Zabek  
Chief Operating Officer  
Exploration & Production

*Reviewed annually by June 16<sup>th</sup>*

# Corporate Statement on Asset Integrity



Canadian Natural Resources Limited (Canadian Natural) is committed to high levels of asset integrity to ensure safe, reliable, efficient and effective operations. We conduct our operations in a manner that will evaluate and mitigate impacts to the integrity of our assets.

Canadian Natural's commitment to asset integrity management will be incorporated into business activities through the following guiding principles:

- Comply with all relevant legislation and regulatory requirements relating to asset integrity, and where laws and regulations are absent, apply all appropriate Company standards;
- Ensure risk-based technical evaluations are completed and that appropriate procedures for mitigation are in place where potential impacts to asset integrity are identified;
- Provide strong leadership to the identification, assessment and management of asset integrity risks at all levels of the organization and promote a participative culture;
- Ensure there is a program in place to monitor, audit and review our performance and seek continuous improvement by having clear objectives and targets;
- Proactively identify significant changes affecting asset integrity systems, respond appropriately to issues and concerns and provide a mechanism for feedback;
- Provide ongoing training and development opportunities for employees and contractors where their work can impact asset integrity management programs;
- Ensure that effective emergency response measures are in place and provide prompt and effective response to any emergency situation;
- Ensure individuals performing critical tasks that impact asset integrity are competent to do so and that procedures are developed and followed;
- Ensure continuous improvement by effectively investigating incidents so that appropriate action can be taken to prevent them from recurring. Ensure that any learnings, including those from the experiences of others, are effectively communicated to all parts of the organization; and
- Ensure that our Asset Integrity Management System, including this policy, is maintained, followed and remains effective through regular review.

Canadian Natural's Management is committed to achieving continual improvement in asset integrity performance through annual objectives and targets. Performance is tracked and corporate status reports will be presented regularly to Management and the Board of Directors.

Scott Stauth  
President

Jay Froc  
Chief Operating Officer  
Oil Sands

Robin Zabek  
Chief Operating Officer  
Exploration & Production

*Reviewed annually by June 16<sup>th</sup>*



# Canadian Natural

## Corporate Mission Statement

**“To develop people to work together to create value for the Company’s shareholders by doing it right with fun and integrity.”**

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## 2 EMERGENCY RESPONSE ACTIONS

### 2.1 INCIDENT DETECTION

Early detection can be crucial in minimizing the severity of an incident. Canadian Natural has a number of systems that can provide incident detection and / or reduce impacts of emergency situations including but not limited to:

- **Emergency Shut Down** – Emergency Shut Down (ESD) valves isolate facilities or sections of pipeline to minimize releases. Inlet and sales ESD valves isolate the facilities from the field. In an emergency situation, plant ESD valves depressure the facilities. Some producing wells are equipped with ESD valves that can be actuated by pressure and low flow, causing wells to shut in. ESD activation includes on-site and remote alarm activation.
- **Flare Systems** – Some facilities have flare systems that can incinerate toxic gases in an emergency situation.
- **24-Hour Emergency Phone Number** – A 24-hour emergency number is posted at all facilities and pipeline crossings. Any operator, landowner or citizen can call to notify Canadian Natural of an emergency situation. On-call Canadian Natural personnel will take appropriate actions to manage the emergency.
- **Supervisory Control and Data Acquisition (SCADA) System** – Electronic monitoring equipment on wells throughout the gathering system will transmit signals to a central control panel. SCADA systems trigger alarm and call-out systems.
- **Alarm and Call-Out** – Monitoring equipment throughout facilities will trigger an alarm to an answering service that will use a call-out system to notify operators.
- **Aerial Surveillance** – Pipelines may be surveyed on a regular basis to detect leaks.
- **Landowner Complaints** – Landowners with concerns, or who have identified potential problems, can call the facility directly or the 24-hour emergency number.
- **Operator Inspections** – Operators regularly inspect pipelines, wells and facilities and will report any abnormality they detect.
- **24-Hour Manned Stations** – Some Canadian Natural facilities are monitored 24-hours a day.
- **Gas Detection Equipment** – Continuous H<sub>2</sub>S monitoring equipment is strategically located at all sour facilities. Monitors are calibrated at regular intervals and are designed to activate a call-out to operational personnel if H<sub>2</sub>S levels are detected at the facility. If H<sub>2</sub>S levels reach a predetermined level, the system is designed to activate the Emergency Shut Down (ESD) and shut down the facility.

Continuous combustible gas (Lower Explosive Limit - LEL) detectors are located strategically throughout oil and gas facilities. Monitors are calibrated at regular intervals and are also tied into a call-out. They will activate an ESD and shut down the facility.

Canadian Natural personnel are equipped with personal H<sub>2</sub>S / LEL monitors for early detection.

- **Fire Detection Equipment** – An ultraviolet fire detection system, “Fire Eyes,” may be installed throughout facilities.
- **Leak Detection System** - Continuous monitoring systems can be installed on pipeline systems, including but not limited to water injection, oil emulsion and ESD risers. These systems can be based on different methodologies such as pipeline or differential pressure, pressure rate of change (ROC), flow rate imbalance, ROW monitoring, etc.

## 2.2 SAFETY EQUIPMENT AND RESOURCES

### 2.2.1 PERSONNEL AND FACILITY

All Canadian Natural field personnel are required to carry and maintain the following safety equipment and resources:

- communication devices (two way radios, cell phones, etc.)
- flashlight
- personal protective equipment
- personal monitor (i.e. H2S, LEL)
- Canadian Natural's visor kit (Emergency Response Guide, Emergency Time Action Logs, etc.)
- first aid kit
- tow straps
- fire extinguisher (minimum 80-B:C rated for those attending unstaffed, remote facilities)
- fire fighting equipment as set forth by provincial guidelines (e.g. shovels, axes, etc.)
- Hazard Assessment and Work Site Observation (WSO) forms

Additional equipment including radio systems or SCBA may also be required depending on the operational location while GPS systems are mandatory for operational vehicles. Roadblock and ignition kits, larger firefighting equipment, SABA, first aid stations / rooms and burn kits may be available at main facilities.

Emergency response equipment may also be available through mutual aid understandings.

Specific equipment information is available in Site-Specific ERPs where available.

### 2.2.2 SPILL RESPONSE RESOURCES

Comprehensive internal spill response trailers have been strategically placed at key locations to replace and / or supplement WCSS equipment caches.

Company and / or WCSS equipment and spill contingency plans will guide initial emergency response actions while long term spill containment and recovery activities will be performed by established spill response consultants / providers contracted and directed by Canadian Natural.

**For spill response, consult with area Environmental Field Coordinator and refer to applicable WCSS Spill Contingency manual.** A detailed list of trailer locations and contents as well as a list of spill response consultants / providers can be found on CiNQ:

Environmental Conventional-Thermal page:

[Spill Response Vendor List](#) and [Internal Incident Response Resources](#).

A list of spill response providers is also found in Contract Services section of Site Specific ERPs.

Smaller caches of absorbent materials are maintained at facilities while operations personnel generally ensure absorbents are at hand in their vehicles.

For full spill response procedures, guidelines and methods, see applicable WCSS Spill Contingency manual (recommended) or Procedure 5: Hazardous Product Release / Spill Control (SMS 22.05) on CiNQ or in purple tabbed Hazard Response Procedures section in this manual.

### 2.2.3 WILDLIFE RESPONSE EQUIPMENT

Portable wildlife response kits are available via Environmental Field Coordinators and / or at district offices.

## 2.2.4 WILDFIRE PREPAREDNESS PLANNING & EQUIPMENT REQUIREMENTS

Provincial legislation requires the development of preparedness planning for oil and gas operations working in or around crownland and provincial forests during the wildfire season. This season is a defined period of time specific to each province. Additional information is available on respective provincial wildfire websites, including but not limited to wildfire maps and current wildfire conditions / activity.

### 2.2.4.1 Alberta

Wildfire preparedness planning includes annually updating the provincial Industrial Wildfire Control Plans (IWCP) database with emergency information for manned Canadian Natural facilities located within one kilometer of crownland or provincial forests. In addition to the IWCP information, general firefighting equipment requirements<sup>2</sup> for Canadian Natural are:

- A person travelling by means of a vehicle through a forest protection area during the fire season should carry a serviceable shovel, an axe and a receptacle of at least 5 litres liquid capacity.
- A person carrying on or being in charge of a timber, forest, mining, drilling or other industrial or commercial operation in or within 1 kilometre of any public land shall keep at the site available for immediate use an adequate water supply for firefighting purposes plus at least the equipment listed in Table “A” in good working condition, according to the number of men employed at the site.
- Where heavy equipment such as bulldozers or water tankers are immediately available for firefighting use at the site of operations, the Minister may, in his discretion, permit the operator to have less than the minimum equipment provided for by Table “A”.

Within the wildfire season, minimum equipment requirements for facilities in locations as described above are based on the number of employees on site, as outlined in the table below however, these requirements may be exceeded by field operations.

**Table A: Minimum Firefighting Equipment Requirements (AB)**

Required Equipment for Fire Control	Persons employed at site of operations									
	1	2	3	4	5	6-10	11-20	21-30	31-40	41+
Shovels	1	1	2	2	3	5	10	15	20	As provided in accordance with section 11 (3) of the Regulation
Backpack with pump	1	1	1	2	3	5	10	15	20	
Axe or pulaski	1	1	1	1	2	5	10	15	20	
Fire pump	0	0	0	0	0	0	0	1	1	
Fire hose (metres)	0	0	0	0	0	0	0	450	450	
Power saw	0	0	0	0	0	0	0	1	1	

<sup>2</sup> Forest and Prairie Protection (Ministerial) Regulation 65 2017

### 2.2.4.2 British Columbia

Provincial wildfire equipment requirements are defined by high risk activity identified by the BC Wildfire Regulation. Most oil and gas activities are generally not considered high risk therefore the minimum expected wildfire fighting equipment requirements<sup>1</sup> for Canadian Natural facilities are outlined below. Note these requirements may be exceeded by field operations.

*If there is a risk of a fire starting or spreading on an area that is (a) forest land or grass land, or (b) within 300 m of forest land or grass land, a person who carries out an industrial activity at a site in that area must ensure that firefighting hand tools are available at that site in a combination and type to properly equip each person who works at the site with a minimum of one firefighting hand tool (shovels, axes, pulaskis, hand tank pumps and fire extinguishers).*

#### **High Risk Activities**

To determine if your area carries out high risk activities and the applicable restrictions on these activities as defined by regulation, see the link below:

<https://www2.gov.bc.ca/gov/content/safety/wildfire-status/prevention/for-industry-commercial-operators/high-risk-activities>

<sup>1</sup> Adapted from BC Wildfire Regulation June 2020

### 2.2.4.3 Manitoba

Currently, there are no firefighting equipment requirements for the province of Manitoba. Canadian Natural ensures standard personnel firefighting equipment is established as necessary.

### 2.2.4.4 Saskatchewan

The following table outlines the minimum firefighting equipment **recommendations**<sup>3</sup> for industrial and commercial operations however, these requirements may be exceeded by field operations.

#### **Minimum Firefighting Equipment Requirements (SK)**

Crew Size	Portable Water Containers	Fire Shovels	Axe or Pulaskis	Chainsaw	Fire Pumps*
1 – 5	2	2	1		
6 – 10	4	4	2		
11 – 20	6	10	4	1	1
21 – 30	8	14	5	1	1
31 – 40	12	18	7	1	1
41 +	Sufficient equipment in a combination and type to properly equip each person with a minimum of one fire-fighting tool			1	1

\* Where a pump is required, this shall include having an adequate water source capable of supplying a minimum of 500 gallons to any location of the work site. The camp should have enough hose to cover the whole work site (from water source to the far edge of camp) or have a mobile 500-gallon water tank with enough hose to cover your site.

<sup>3</sup> Gov't of Saskatchewan 86721-Wildfire Prevention and Preparedness for Industrial and Commercial Operations

## 2.3 INCIDENT SECURITY

Incident security is required at all stages of emergency response for various purposes. Canadian Natural will address site, Command Posts and residential security through the actions of several personnel working together in their designated emergency response roles. These actions are summarized as follows:

- Alert all personnel in the immediate vicinity of the incident
- Account for all persons and dispatch non-essential personnel from the incident site
- Ensure that the incident scene remains undisturbed except to recover injured persons or to protect the public, environment or property
- Designate personnel to restrict access (roadblock) to the incident site and use additional security if required (i.e. fencing, security guards, lights, security cameras, etc.)
- Establish Security Check In / Out forms at the ICP and OCP
- Establish a Staging Area with Staging Area Manager
- Establish roadblocks to protect the public and provide security for evacuated residences. Assistance and / or resources from local authorities may be required.
- Work with local authorities to provide security for public properties in the event of a mandatory evacuation ordered by a declaration of a local state of emergency and
- Maintain roadblock security at the Stand Down stage until evacuees upon their return or local authorities indicate they can be removed.

## 2.4 INITIAL ACTIONS

### 2.4.1 RECEIVING PUBLIC COMPLAINTS

Public complaints are to be recorded on Form 8: Public Complaint Form for documentation purposes; the electronic fillable version can be found on CiNQ – Canadian Natural Emergency Response Planning – Canadian Natural Emergency Response Forms page.

Canadian Natural can be notified of a potential emergency situation through various methods, including public complaints. Public near company sites are encouraged to call the 24-hour emergency number 1-888-878-3700 if they encounter out-of-the-ordinary conditions. These conditions may include but are not limited to operational impacts (i.e. noise, flaring, spills), odours (i.e. H<sub>2</sub>S, SO<sub>2</sub>), physical impacts (lease management, property damage, public hazards), or health issues.

While all public complaints are taken seriously and will be addressed accordingly, odour complaints are investigated and acted on immediately.

### 2.4.2 INTERNAL NOTIFICATIONS AND COMMUNICATIONS

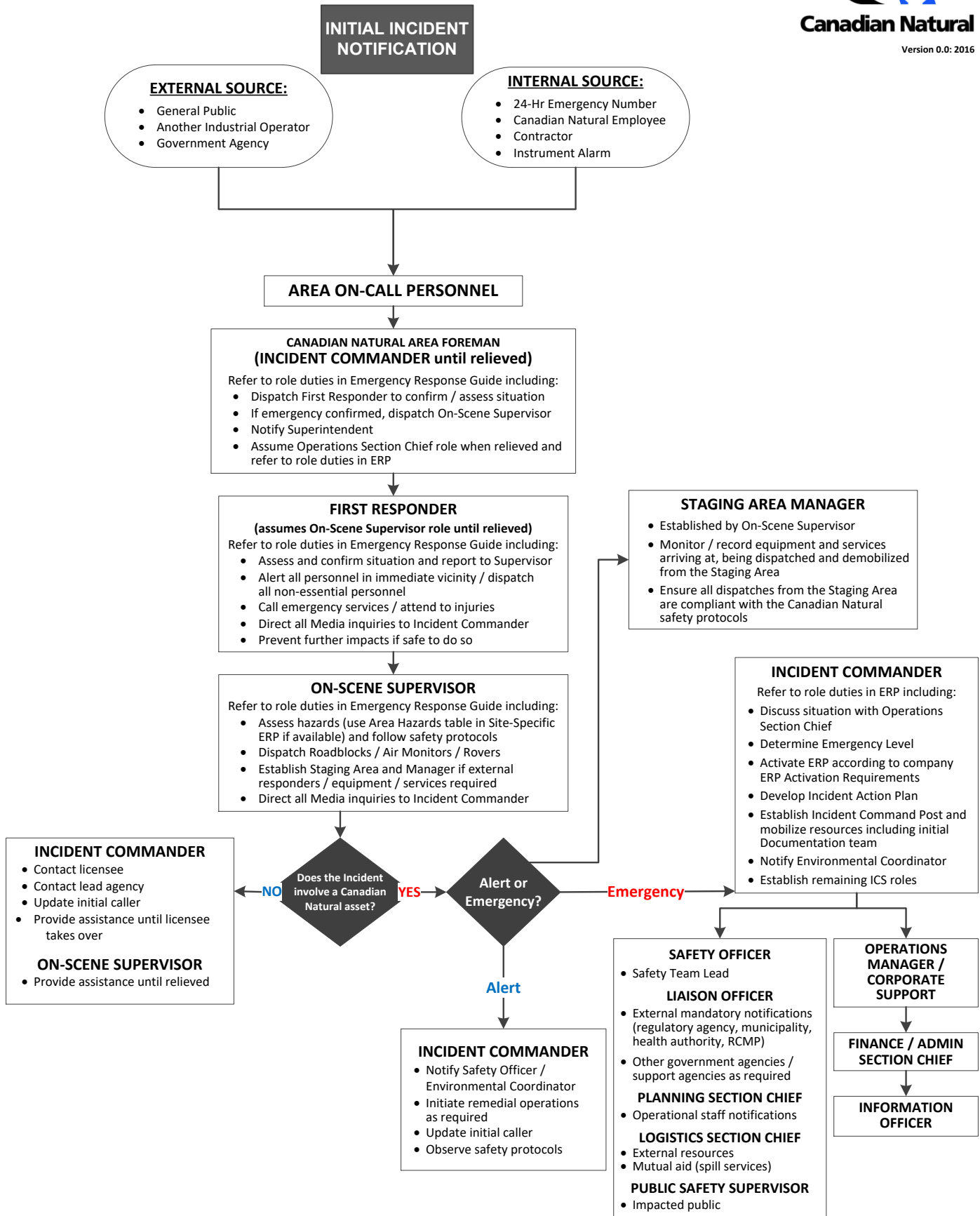
The following chart identifies:

- different sources of emergency notifications
- initial actions
- internal notifications and communications

Determining and establishing communications between Command Posts and personnel in the field will depend upon the remoteness and in some instances, the nature of the incident. Site-Specific ERPs contain information about additional local communications resources that may be available. Communication equipment may include:

- landlines, cellular phones, satellite phones
- radios,
- faxes

## 2.4.3 INTERNAL NOTIFICATIONS FLOWCHART



## 2.5 RESPONSE ACTIONS

### 2.5.1 10 STEPS FOR EMERGENCY RESPONSE

Canadian Natural uses an internally developed response process known as the 10 Steps for Emergency Response to provide general direction for all emergencies regardless of nature, size or complexity. The 10 Steps ensure all critical response actions are considered and implemented if required, from Initial Contact to Stand Down. While a detailed summary of the 10 Steps has not been included in this manual, it is an important component of Canadian Natural's emergency response training tools as it describes key mechanisms of each step and indicates which roles are involved in each step.

This process can also be found on the Canadian Natural Incident Command System Flowchart as well as in the Emergency Response Guide booklet.

#### CANADIAN NATURAL'S "10 STEPS" FOR EMERGENCY RESPONSE

1. Initial Contact Regarding Problem
2. Assess the Situation
3. Classify the Emergency Level
4. Activate the Emergency Response Plan
5. Define the Emergency Planning Zone
6. Decide on Public Protection Measures
7. Make External (Government) Notifications
8. Activate Personnel & Equipment
9. Respond & Control the Emergency
10. Stand Down

Although the 10 Steps are listed in the most logical sequence, Canadian Natural personnel are trained to determine the priority actions relevant to each step. The sequence / priorities will continually be re-evaluated during the course of the incident.

In addition to the 10 Steps, all personnel must follow Canadian Natural's Guideline 1: ERP Activation Requirements located in the Forms and Guidelines section.

### 2.5.2 EMERGENCY CLASSIFICATIONS / LEVELS / POSSIBLE RESPONSES

Emergency level classification is a critical step in emergency response and is required by all regulatory authorities. Canadian Natural utilizes classification matrixes developed by provincial regulatory agencies. All incidents are classified as either an Alert or an Emergency Level (Level 1, 2 or 3). Incidents that can be handled on-site through normal operating procedures are typically defined as Alerts, while those with a more complex resolution are usually defined as emergencies with associated Levels.

Each matrix considers the risk, control, containment and impact to public safety and the environment to determine Emergency Levels. Neither Saskatchewan nor Manitoba currently have a classification matrix, therefore the Alberta Energy Regulator's matrix will be applied to incidents occurring at Canadian Natural operations in these provinces.

Regulatory notification by Canadian Natural responders will be conducted as follows:

- Locate the applicable Level Classification table based on regulatory authority in the Forms and Guidelines section:
  - Alberta / Saskatchewan / Manitoba – see **Guideline 3**
  - British Columbia – see **Guideline 5**

.../continued

- Emergency levels will be declared based on the criteria found in the applicable table
- The Incident Commander, in consultation with the Operations Section Chief and the On-Scene Supervisor, is responsible for determining the level of emergency
- The Incident Commander must ensure consultations have taken place with the provincial regulatory authority and / or federal authority to discuss the emergency prior to declaring the level
- When a situation improves, a decision will be made by the Incident Commander, in consultation with the provincial and / or federal regulatory authority to downgrade the level of the emergency
- The Incident Commander will ensure the level change is communicated to all responders and stakeholders
- The Incident Commander will call a Stand Down in consultation with provincial / federal regulatory authorities when the situation has been resolved and no further safety considerations exist. Downgrading and Stand Down guidelines and Post-Incident Actions will be observed (see Sections 2.6 and 2.7 respectively).

Following each matrix is a table indicating possible response actions based on level classification. These matrixes and associated response action tables can be found in the Forms and Guidelines section.

## **2.6 DOWNGRADING AND STAND DOWN**

### **2.6.1 DOWNGRADING THE LEVEL OF EMERGENCY**

When a situation improves:

- a decision will be made by the Incident Commander, in consultation with the provincial or federal authority to reduce or call down the level of emergency
- the Incident Commander will ensure the level change is communicated to all company responders, key local stakeholders and affected public.

### **2.6.2 STAND DOWN GUIDELINES**

When the emergency has been resolved and Stand Down status has been sanctioned by the regulatory or federal agency, Canadian Natural will ensure that:

- all evacuated areas are safe to re-enter; Air Monitors / Rovers will monitor for gas
- roadblock security is maintained until evacuees return or local authorities indicate they can be removed
- all Canadian Natural personnel in response roles and on-site personnel are notified of Stand Down
- all previously impacted key stakeholders including first responders, local authorities, other government agencies are notified of Stand Down
- impacted public members are notified of Stand Down and may be provided with an updated status; via an automated notification system, Telephone Callers, Rovers and / or Reception Centre Representative
- other impacted public stakeholders are notified where applicable, including Indigenous communities, landowners, industrial operators, etc. Impacted public members will be provided with transportation for return if required
- expense claims are collected and submitted to the Finance / Admin Section Chief for timely processing
- company contact information is provided for additional questions or concerns
- times of all Stand Down notifications are captured on Form 21: Public Notification Log initially utilized during the incident

## **2.7 POST-INCIDENT ACTIONS**

Following Stand Down, the Incident Commander and Operations Manager will be responsible for internal communications between the ICP and EOC while the Liaison Officer will contact government agencies.

## **2.7.1 PUBLIC COMMUNICATIONS**

After Stand Down procedures have been followed for evacuated and / or sheltered public, post-incident communications or meetings may be required to resolve incident and / or resettlement questions or concerns. Critical Incident Stress Debriefings (CISD) may be organized where required. The Incident Commander and Public Safety Supervisor will ensure all required follow-up communications are scheduled in a timely fashion.

Depending on the severity of the incident, a Media Statement or Release may be prepared and delivered by corporate communication staff as per corporate Media protocols.

## **2.7.2 DEBRIEFING**

All incident response personnel and other members of the Corporate Support Team as applicable (i.e. Stakeholder Relations, Safety, Environment / Regulatory, Human Resources, Legal, etc.) must attend post-incident debriefings to:

- Review outcomes
- Review lessons learned
- Develop action plans resulting from the debriefing that captures follow-up actions, deadlines and who the responsible person(s) is for each action
- Review the accuracy and effectiveness of the ERPs
- Review the need for CISD with Human Resources for response personnel and affected public

Debriefings may be held in the field or at Corporate Headquarters. All debriefings must be documented on Form 24: Debriefing Report and submitted to the Safety Officer.

## **2.7.3 DOCUMENTATION COLLECTION**

The Safety Officer will collect Time / Action Logs, completed forms and any other relevant documentation in the field. The Documentation Lead will be responsible for collecting documentation at the Incident Command Post and / or Emergency Operations Centre for forwarding to the Safety Officer.

All incident documentation may be used for corporate post-incident investigations, assessments and reports as outlined in the Incident Investigation & Reporting section. Reports will be submitted to the applicable regulatory agency when required.

Refer to Section 7.2 Incident Documentation for company document retention and disposition policies.

## **2.7.4 RETURN TO WORK**

- Ensure SMS procedures are followed as necessary, including but not limited to TC-OVR-PRO-SAF-000266 Procedure 21.18 Facility / Wellsite Pre-Start Inspection, Commission and Startup
- Ensure all affected personnel are fit to resume regular duties
- Ensure all evacuated areas are safe to re-enter
- Ensure all buildings are ventilated and monitored for gas pockets before re-entry, if applicable
- Ensure any used equipment and resources are replaced and / or in good working order

*.../continued*

## **2.7.5 INCIDENT INVESTIGATION & REPORTING**

- All incidents will be investigated and a report of findings will be prepared by Canadian Natural's Safety Team using all relevant incident documentation and following SMS protocols. Other corporate teams will assist in preparing the report as required.
- Formal reports will be provided to applicable government agencies and in accordance with each agency's jurisdictional requirements
- Learnings such as preventative measures, procedures and / or policy changes will be shared throughout the company as required.
- Significant learnings may be shared with industry

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### 3.0 PUBLIC & ENVIRONMENTAL PROTECTION MEASURES

Events where a hazardous situation has the potential to or impacts the public or the environment, Canadian Natural responders will need to initiate one or more of the following protection measures based on the type of hazard, severity of the incident and / or on the monitored results in unevacuated areas.

- notification / communication \*
- roadblocks
- spill response
- reception centre activation
- shelter-in-place or evacuation
- air / hazard monitoring
- ignition

Protection measures for the hazards outlined in the Scope of this Corporate ERP are located in the Hazard Response Procedures section (purple tab).

#### 3.1 EMERGENCY PLANNING ZONE (EPZ)

An EPZ is a priority area surrounding a well, pipeline or facility where immediate response actions are required in the event of an emergency. An EPZ helps to identify those members of the public at risk in the event of an emergency.

During any emergency, it is important to identify an EPZ as it will show:

- where to set up roadblocks
- which residents to shelter-in-place or evacuate
- the safest evacuation route
- where to place air monitoring personnel

The general public within, immediately adjacent to or egress through the EPZ will be notified and advised to evacuate or shelter-in-place if their safety may be impacted by a hazardous product release or other dangerous situation resulting from an operational incident. Where practicable, rovers and aerial surveillance will be used to locate transient activity inside and / or outside the EPZ.

EPZs are determined using calculation methods set out by regulatory authorities and are reviewed on an annual basis. A combination of EPZs may encompass the entire facility and gathering system; however during an emergency, only the EPZ surrounding the incident site will be activated.

##### 3.1.1 IDENTIFYING EMERGENCY PLANNING ZONES (EPZ)

During an emergency, the Incident Commander, in consultation with the Public Safety Supervisor, the Operations Section Chief and the On-Scene Supervisor will determine the appropriate EPZ based on the following:

- **Production operations** – the calculated EPZ radius located in the Site-Specific ERP will be used; if there is no calculated EPZ, 100 m will be used and adjusted according to monitored readings
- **LPG storage vessels (that meet or exceed CEPA threshold volumes)** – the assigned 1600 m EPZ radius from the E2 ERP will be used and adjusted according to monitored readings, unless Site Specific ERP indicates otherwise.
- **HVP product releases** – the calculated EPZ radius in the Site-Specific ERP will be used.

The EPZ may need to be adjusted based on the following considerations:

- current weather conditions
- topography, such as elevation changes
- any other factors that pose a risk

## 3.2 ISOLATION OF THE EPZ

### 3.2.1 EPZ ISOLATION CRITERIA

- The Incident Commander, in consultation with the On-Scene Supervisor and the Operations Section Chief, will determine the severity of the situation, and may adjust the size of the EPZ using emergency-specific information, including air monitoring data.
- At an Alert Level, access to the incident site will be controlled.
- Isolation of the EPZ is mandatory at all Emergency Levels 1, 2 and 3.

### 3.2.2 EPZ ISOLATION PROCEDURES

#### 3.2.2.1 INCIDENT SITE

- The On-Scene Supervisor will initially designate the necessary personnel to secure all entrances into the incident site and only allow access to authorized personnel. All personnel who are allowed entry will be briefed on the existing conditions and must be equipped with the appropriate Personal Protective Equipment (PPE).

#### 3.2.2.2 TEMPORARY EMERGENCY ROAD CLOSURES – ALBERTA

- Designated personnel will follow the Roadblock role checklist in the Emergency Response Guide or this manual to provide initial EPZ isolation.
- Determine roadblock locations and dispatch roadblock personnel as soon as possible. Ensure personnel safety at all times and suitability of roadblock locations.
- **For any road closure, including provincial highways, immediately contact RCMP to assist and / or coordinate**
- **The following agencies must also be notified of closures as soon as possible, by road type:**

ROAD TYPE	CONTACT	TELEPHONE	
Provincial highways (1, 2 or 3 digit numbers)	RCMP	24-Hour	9-1-1
Municipal roads	Municipality or city / town / village	As applicable	
Roads held under license (e.g. petroleum development roads, forestry roads)	Alberta Energy Regulator	24-Hour	1-800-222-6514
Roads through or adjacent to Crown Land	Alberta Environment and Parks	24-Hour	1-800-222-6514

- **Company Roadblock personnel are not legally authorized to fully block traffic** - only RCMP / local emergency services / public works can prevent access
  - vehicle occupants are to be informed of hazards ahead / advised not to proceed
  - vehicular and occupant information will be collected from those choosing to proceed and disseminated to all response personnel as needed to ensure public safety
- The Liaison Officer (or designate) will coordinate with RCMP / other jurisdictional agencies for the entirety of the road closure, including at Stand Down when removing roadblocks
- For longer term road closures, the SMS 6.88 Traffic Control procedure should be used to ensure safe and proper control measures.

### 3.2.2.3 TEMPORARY EMERGENCY ROAD CLOSURES – BRITISH COLUMBIA

- Designated personnel will follow the Roadblock role checklist in the Emergency Response Guide or this manual to provide initial EPZ isolation
- Immediately determine roadblock locations and dispatch roadblock personnel (no Closure Orders required for emergencies). Ensure personnel safety at all times and suitability of roadblock locations.
- **After dispatch, immediately notify the following by road type (RCMP always being first):**

ROAD TYPE	CONTACT (IN LIST ORDER)	
Provincial Highway / Roads <i>(highways with 1, 2, 3 digits or local names)</i>	<b>1. RCMP / Local Police</b> – advise of situation / request presence	For all contact numbers: see <b>Section 6.3.2 British Columbia, “Road Closures”</b>
	<b>2. Traffic Management Centre BC</b> – advise of situation / pending roadblocks	
	<b>3. Highway Maintenance Contractor</b> – advise of situation / roadblock locations	
Petroleum Development Roads Forestry Roads	<b>1. RCMP / local police</b> – advise of situation / roadblock locations; request presence	
	<b>2. Notify of closures as needed:</b> - <b>for PDRs</b> , notify BCER directly <i>(not via EMCR notification)</i>  - <b>for forestry roads</b> , notify Ministry of FLNRORD Resource District office <i>(Forestry, Lands, Natural Resources Operations &amp; Rural Development)</i>	

- **Company Roadblock personnel are not legally authorized to fully block traffic** - only RCMP / local emergency services can prevent access.
  - vehicle occupants are to be informed of hazards ahead / advised not to proceed
  - vehicular and occupant information will be collected from those choosing to proceed and disseminated to all response personnel as needed to ensure public safety
- The Liaison Officer (or designate) will coordinate with RCMP / other jurisdictional agencies for the entirety of the road closure, including at Stand Down when removing roadblocks
- For longer term road closures, the SMS 6.88 Traffic Control procedure should be used to ensure safe and proper control measures.

### 3.2.2.4 OTHER CLOSURES:

TEMPORARY CLOSURE OF / RESTRICT ACCESS TO	POSSIBLE ACTIONS REQUIRED	CONTACT:	
Airspace	Notice to Airmen (NOTAM)	- via provincial oil & gas regulator <b>OR</b> - NAV Canada	<p>For all contact numbers, see <b>Section 6 Government Contacts</b> (excluding local municipalities, rail companies and Canadian Natural)</p> <ul style="list-style-type: none"> <li>provincial contacts are listed first, then federal</li> </ul>
Designated area	Fire Hazard (FH) Order	Provincial forestry authority	
Designated area	Local State of Emergency	Local municipality	
Navigable water courses	Closure Order Air monitoring*	- Local municipality - RCMP / local police * Canadian Natural (in coordination with local authorities / provincial Search & Rescue if required)	
Pipeline Right-of-way	Isolation via aerial surveillance, traffic control / roadblocks, rovers	Canadian Natural	
Railways	Railway Closure	- Transport Canada - Rail Company	

### 3.3 PUBLIC PROTECTION MEASURES FOR H<sub>2</sub>S RELEASES

Evacuation is the primary public protection measure during a release of sour gas if the public can be safely removed from the area. Evacuation begins with public nearest to the release site and downwind of the release so that the public is not exposed to H<sub>2</sub>S. The remaining residents within the EPZ will be contacted and advised to shelter in place pending further instructions. A shift in wind direction requires immediate re-evaluation of the situation and additional evacuation and / or sheltering may be required. It may also require immediate ignition of the well if ignition criteria are met.

Canadian Natural will continuously assess and act on the need to expand the evacuation area based on the monitored levels of H<sub>2</sub>S as outlined in the Evacuation Criteria & Procedures section of this manual, and as dictated by the specifics of the incident itself. In the absence of monitored readings, residents will be advised to shelter in place.

Note that Canadian Natural can only advise residents to evacuate; however the local authority or health authority has to declare a state of local emergency before mandatory evacuation can occur.

### 3.4 PUBLIC PROTECTION MEASURES FOR HVP PRODUCT RELEASES

Sheltering is the primary public protection measure for an HVP product release. Evacuation of the public should only proceed when it is safe to do so and after an assessment of:

- the size and expected duration of the release,
- egress routes,
- current and expected meteorological conditions, and
- the potential for unexpected ignition.

For HVP product releases, there are defined regions adjacent to and downwind of a release where plume concentrations may fall within the upper explosive limit and LEL and where the public may be directly exposed to the flame if the plume ignited. Inadvertent actions within this region may lead to ignition; thus sheltering is recommended until the position of the plume can be assessed and evacuation can take place safely.

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

### **3.5 AIR QUALITY MONITORING CRITERIA & PROCEDURES**

#### **3.5.1 MONITORING CRITERIA**

Air quality monitoring is required to track and record the levels of H<sub>2</sub>S, SO<sub>2</sub> and LEL during a hazardous gas release and following ignition of a release. Air quality monitoring is used to:

- determine roadblock locations
- track plumes
- determine whether evacuation and / or shelter-in-place criteria have been met, including beyond EPZ
- determine concentrations in areas being evacuated to ensure that evacuation is safe
- determine if ignition criteria are met
- assist in determining when the emergency can be downgraded

The type and number of air monitors required is determined by the Operations Section Chief and Public Safety Supervisor, in consultation with the Incident Commander, and will be dispatched by the Logistics Section Chief. Air monitoring requirements are based on Site-Specific information, including:

- access and egress points
- area topography
- population density and proximity to urban centres
- local conditions

Air monitoring readings for emergency situations will initially be taken and recorded by Canadian Natural response personnel; however mobile air monitoring units will be required as per Section 3.5.3 Dispatching Requirements for Mobile Air Quality Monitoring for on-going situations.

#### **3.5.2 MONITORING GUIDELINES**

- Initial air monitoring using personal monitoring equipment will take place within and beyond the EPZ. Readings will be recorded on Form 12: Air Quality Monitoring Record.
- A stationary air quality monitoring trailer may be necessary at the nearest urban centre for the duration of an emergency.
- All air monitoring readings will be reported to the On-Scene Supervisor.
- Monitoring of H<sub>2</sub>S or SO<sub>2</sub> will occur downwind, with priority being directed to the nearest unevacuated residence or areas where people may be present.
- Monitoring of an HVP release will 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.
- Monitored H<sub>2</sub>S, SO<sub>2</sub>, HVP product and LEL readings will be made available on a regular basis throughout the duration of the emergency to the appropriate regulatory agency, applicable agencies (i.e. Environment, Agriculture, Forestry, etc.), local authorities, health authorities and at the request of the public.

### 3.5.3 DISPATCH REQUIREMENTS FOR MOBILE AIR QUALITY MONITORING

A mobile air quality monitoring unit is (AMU) that which can measure in parts per billion.

Mobile air quality monitoring units **must check in at the Staging Area** for orientation and deployment. Communications between unit technicians and On-Scene Supervisor will be via radio or cell phones.

The following Table 3.5.3 provides criteria and guidelines for deployment of mobile air quality monitoring for different release situations.

**Table 3.5.3 Dispatch Requirements for Mobile Air Monitoring**

EMERGENCY	URBAN CENTRE IN EPZ	LEVEL 1	LEVEL 2	LEVEL 3
<b>Sour Well</b> or <b>Special / Critical Sour Well</b>	<b>NO</b>	Mobilize to site, if: <ul style="list-style-type: none"> <li>- well control measures are deteriorating and release is likely <b>or</b></li> <li>- estimated response time is greater than estimated time for gas to surface <sup>(1)</sup> <b>or</b></li> <li>- units are located a significant distance away</li> </ul> Begin monitoring <b>downwind</b> of incident at <b>nearest unevacuated residence or public area</b>	Mobilize immediately to site; commence monitoring <b>downwind</b> of incident at <b>nearest unevacuated residence or public area</b> .  Mobilize additional units if multiple urban density developments / large urban centres are or may be impacted.	Mobilize immediately to site; commence air monitoring <b>downwind</b> of incident at <b>nearest unevacuated residence or public area</b> .  Mobilize additional units if multiple urban density developments / large urban centres are or may be impacted.
		<b>OR</b> place on standby, if: <ul style="list-style-type: none"> <li>- estimated response time is less than estimated time for gas to surface <sup>(1)</sup> <b>or</b></li> <li>- units are in proximity</li> </ul>	<i>If a unit has not arrived on-site by time gas reaches surface, ignition criteria may be met.</i>	<i>If a unit has not arrived on-site by time gas reaches surface, ignition criteria may be met.</i>
<b>Critical Sour Well</b>	<b>YES</b> *applicable if portion of urban centre is in EPZ	<b>Minimum of two (2)</b> mobile air quality monitors required: one to monitor boundary of urban density development / urban centre, the other to track plume. <ul style="list-style-type: none"> <li>- <b>Ensure</b> one unit <b>is in area</b> prior to drilling / completion / servicing / testing in potentially critically sour zones</li> <li>- <b>Ensure other unit mobilized</b> if well control measures deteriorating and release is likely</li> <li>- Prior to entering sour zone, determine where monitoring equipment is located and what travel time is to well site</li> <li>- Request additional monitoring unit(s) if required.</li> <li>- Refer to Site Specific drilling plan if applicable</li> </ul>	Deploy unit(s) in area to boundary of urban density / centre downwind of well site; commence monitoring.  Ensure mobilized monitoring units check in at Staging Area and deploy as required.	Deploy unit(s) in area to boundary of urban density / centre downwind of well site; commence monitoring.  Ensure mobilized monitoring unit check in at Staging Area and deploy as required.
<b>HVP Product Release</b>	<b>N/A</b>	Mobilize to site, if units are located a significant distance from incident.  Commence monitoring <b>downwind or upwind depending on plume is tracking</b> at nearest unevacuated residence or public areas	Mobilize immediately to site; commence monitoring <b>downwind or upwind depending on plume is tracking</b> at nearest unevacuated residence or public areas	Mobilize immediately to site; commence monitoring <b>downwind or upwind depending on plume is tracking</b> at nearest unevacuated residence or public areas
		<b>OR</b> place on standby if units are in proximity	Mobilize additional units if multiple urban density developments / large urban centres are or may be impacted	Mobilize additional units if multiple urban density developments / large urban centres are or may be impacted

(1) The estimated time for gas to surface should be based on the time to circulate bottoms up.

### 3.6 EVACUATION CRITERIA & PROCEDURES

Canadian Natural will advise residents to evacuate if the need arises; however the local authority or health authority has to declare a local state of emergency before mandatory evacuation can occur. When safe to do so, evacuation of the EPZ will take place before a hazardous release or other dangerous situation resulting from an operational incident has the potential to affect people off-site or as soon as possible to avoid any exposure to the hazard. Canadian Natural will establish a Reception Centre if evacuation of the general public is required or for voluntary evacuations if members of the public have been notified of an incident and wish to leave.

For incidents involving H<sub>2</sub>S or SO<sub>2</sub> releases, evacuation of the public within the EPZ are based on monitored release levels, as specified in the tables below. Canadian Natural will continuously assess and act on the need to expand the evacuation area, based on the specifics of the incident, including harmful levels of hazardous substances as per the following provincial evacuation guideline tables.

#### 3.6.1 EVACUATION CRITERIA BY REGULATOR

##### EVACUATION REQUIREMENTS (ALBERTA / SASKATCHEWAN / MANITOBA) <sup>1</sup>

H <sub>2</sub> S CONCENTRATIONS IN UNEVACUATED AREAS	REQUIREMENT
1 ppm - 10 ppm (3-minute average)	Individuals who requested notification so that they can voluntarily evacuate before any exposure to H <sub>2</sub> S must be notified.
Above 10 ppm (3-minute average)*	Local conditions must be assessed and all persons must be advised to evacuate or shelter.

\* If monitored levels over the 3-minute interval are declining (i.e. three readings show a decline from 15 ppm to 10 ppm to 8 ppm over 3 minutes), evacuation may not be necessary even though the average of the 3 minute interval would be 11 ppm. Licensees should use proper judgement in determining if evacuation is required.

SO <sub>2</sub> CONCENTRATIONS IN UNEVACUATED AREAS	REQUIREMENT
5 ppm (15-minute average) 1 ppm (3-hour average) 0.3 ppm (24-hour average)	Immediate evacuation of the area must take place.

<sup>1</sup> Alberta Energy Regulator – Directive 71

##### EVACUATION GUIDELINES FOR H<sub>2</sub>S AND SO<sub>2</sub> \* (BRITISH COLUMBIA) <sup>2</sup>

H <sub>2</sub> S	SO <sub>2</sub>	REQUIREMENT
Parts per million (ppm)		
1 - 10 ppm	1 – 5 ppm	Individuals who requested notification so that they can voluntarily evacuate before any exposure to H <sub>2</sub> S or SO <sub>2</sub> must be notified
10 ppm and above	5 ppm and above	Local conditions must be assess and all persons must be advised to evacuate and / or shelter

\* for use beyond the EPZ

<sup>2</sup> Adapted from BC Energy Regulator - Core ERP Content Checklist Guidance Document V1.1 published: Nov. 2023

### 3.6.2 NOTIFICATION AND EVACUATION WITHIN THE EPZ

Notification and evacuation of the public within the EPZ will be initiated based on the criteria below. If public within the EPZ is in jeopardy and **it is safe to do so**, the evacuation procedures will be initiated immediately. The local municipality and RCMP may be consulted to provide support and / or assistance with the evacuation.

For an emergency that involves only a few residents, Canadian Natural will designate Telephone Callers to relay messages of notification, shelter-in-place or evacuation. If an emergency occurs that involves too many residents for Canadian Natural personnel to contact in a timely manner, an automated calling system will be activated. If the automated calling system is unavailable and / or Telephone Callers are unsuccessful, Rovers will be dispatched and / or aerial surveillance may be utilized to search for transient activity. Local RCMP and / or the local municipality may assist. If evacuation of an urban centre is required, the local municipal authority may manage the notification and evacuation processes.

#### EPZ occupants will be notified as follows:

- **Alert:** Public notifications will be at the discretion of Incident Command
- **Level 1:** All residents within the EPZ will be notified. Those residents who require evacuation assistance or have requested early notification must be contacted first and given an opportunity to evacuate if they choose to do so. All remaining residents will be notified thereafter.
- **Level 2:** All residents within the EPZ must be sheltered-in-place or evacuated, beginning with those in the immediate area and those downwind of the incident.
- **Level 3:** All residents within the EPZ must be sheltered-in-place or evacuated, beginning with those in the immediate area and those downwind of the incident.

#### EPZ occupants will be evacuated in the following order:

- Individuals located in close proximity to the incident site and immediately downwind
- Individuals who have requested early notification or require evacuation assistance
- Individuals who cannot be contacted by telephone

The Operations Section Chief and Public Safety Supervisor, in consultation with the Incident Commander may adjust the EPZ based on changing conditions.

### **3.6.3 NOTIFICATION AND EVACUATION OUTSIDE THE EPZ**

If public protection measures are required beyond the EPZ, Canadian Natural will conduct them in coordination with the local authority. They may assist with notification and evacuation outside of the EPZ by authorizing evacuation alerts and / or orders or by declaring a local state of emergency to enforce mandatory evacuation. The local health authority also has a role in evacuation in accordance with provincial regulations.

### **3.6.4 RECEPTION CENTRES**

Reception Centres are prearranged during the Site-Specific ERP public involvement program. If the public is impacted, the Public Safety Supervisor will ensure that a Reception Centre located outside the EPZ is activated and contact has been made. The Public Safety Supervisor will also activate the Reception Centre Representative role.

The Reception Centre Representative(s) will proceed to the Reception Centre and follow the role's guidelines to meet and register evacuees.

All evacuees will be asked to check in at the Reception Centre. After they have registered at the Reception Centre, they may proceed to a location of their choice. The Reception Centre Representative will record contact information and where the resident will be staying so that further information regarding the emergency can be relayed in a timely manner.

It is the responsibility of the Reception Centre Representative(s) to ensure evacuees' needs are addressed and to maintain regular communication with the Public Safety Supervisor.

### **3.6.5 EVACUATION SECURITY**

In the event of an evacuation, Canadian Natural will request local authorities to establish and maintain official roadblocks in order to provide security for evacuated properties. Canadian Natural will advise local authorities of Stand Down and that evacuees may safely return. It will be the decision of local authorities to remove the roadblocks.

### **3.6.6 RETURN OF EVACUEES**

Once the emergency is over, the decision to permit the return of evacuees to the area will be made by the Incident Commander in consultation with the Operations Section Chief, Public Safety Supervisor and regulatory and local authorities.

As per Section 2.6 Downgrading and Stand Down guidelines, Canadian Natural Rovers / Air Monitors will monitor for gas in evacuated areas to ensure it is safe for evacuees to re-enter. Evacuees will be notified of Stand Down by the Reception Centre Representative, Telephone Callers and / or automatic notification system.

After evacuees have returned, communications or meetings may be required to resolve incident and / or resettlement questions or concerns. Critical Incident Stress Debriefings (CISD) may be organized where required.

### 3.7 SHELTER-IN-PLACE CRITERIA & PROCEDURES

When safe to do so, evacuation should take place before a hazardous release or other dangerous situation resulting from an operational emergency has the potential to impact people in proximity to the release or as soon as possible to avoid any exposure to the hazard. If evacuation is not possible, then sheltering in place can be used to protect members of the public under certain conditions

Depending on the volume, size, duration or meteorological conditions, sheltering in place may not be a viable public protection measure for those members of the public immediately adjacent to the location of the incident during a hazardous release. In such a situation, the public safety aspects of sheltering in place will be continuously re-evaluated during the incident and assisted evacuation may be necessary to protect public safety

#### 3.7.1 SHELTER-IN-PLACE CRITERIA

Shelter-In-Place must be considered the primary protective measure in any of the following circumstances:

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

By staying indoors, residents will be protected from any contaminated air outside until the problem is resolved.

#### 3.7.2 SHELTER-IN-PLACE PROCEDURES

*Emergency Response Planning: Shelter-In-Place Instructions, May 24, 2006 (CAPP)*

If Shelter-In-Place is used for protection in an emergency, the following instructions should be given:

- Immediately gather everyone indoors and stay there
- Close and lock all windows and outside doors
- Extinguish indoor wood burning fires
  - If possible, close flue dampers
- Turn off appliances or equipment that either blows out or uses indoor air or sucks in outside air such as:
  - Bathroom / kitchen exhaust fans, built-in vacuum systems, clothes dryers, gas fireplaces, gas stoves
  - Heating ventilation / air conditioning (HVAC) systems for apartments, commercial or public facilities
  - Fans for heat recovery ventilators or energy recovery ventilators (HRV / ERV)
- Turn down furnace thermostats to the minimum setting and turn off air conditioners
- Leave open all inside doors
- Avoid using the telephone, except for emergencies, so that you can be contacted by Canadian Natural emergency response personnel
  - Call the emergency numbers you have been provided if:
    - you are experiencing symptoms or smelling odours (*so that we can address your concerns and adjust our response priorities*)
    - you have contacted fire, police or ambulance (*so that we can coordinate our response*)
- Stay tuned to local radio and / or television for possible information updates
- Even if you see people outside, **DO NOT** leave until told to do so

- If you are unable to follow these instructions, please notify Canadian Natural emergency response personnel
- After the hazardous substance has passed through the area, you will receive an “all clear” message from Canadian Natural personnel. You may also receive, if required, instructions to:
  - Ventilate your building by opening all windows and doors; turning on fans and turning up thermostats. During this time, the air outside may be fresher and you may choose to leave your building while ventilating.
  - Once the building is completely ventilated, return all equipment to normal settings and operation.

### 3.8 IGNITION CRITERIA & PROCEDURES

#### 3.8.1 CRITERIA

Following an incident, the hazards associated with a release may be controlled or minimized by deliberately igniting the release. Canadian Natural will take immediate steps to prepare for ignition at the earliest signs of a release or well control problem to ensure there will be no delay. **The decision-making authority to ignite is assigned to the Canadian Natural On-Scene Supervisor** in consultation with the Incident Commander, Senior Management and the provincial or federal regulatory authority, if time permits.

Ignition does not negate the need for continuing with evacuation.

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

- Although required, evacuation of the EPZ has not yet taken place.
- Monitoring results indicate H<sub>2</sub>S concentrations in excess of 10 ppm over a 3-minute average (AB, SK, MB) or 15 ppm over 15 minutes (BC) in unevacuated parts of the EPZ. If monitored levels are declining, then the situation needs to be continuously assessed for ignition.
- Monitored H<sub>2</sub>S concentrations exceed 1 ppm (1-hour average) in urban centres.
- Monitoring is not taking place due to weather or other unforeseen circumstances.
- The release cannot be brought under control in the short-term (the ignition decision will be made in consultation with the provincial or federal regulator).

Once any of the above criteria have been met for either a sour gas or HVP product release, ignition must occur within 15 minutes of the decision to ignite.

#### 3.8.2 SOUR GAS RELEASES

During a release of H<sub>2</sub>S, the following should be assessed prior to ignition:

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

### 3.8.3 HVP PRODUCT RELEASES FROM A PIPELINE OR CAVERN STORAGE FACILITY

Ignition of an HVP product release to the atmosphere should only occur after the position of the plume has been defined by visual or monitoring means and it is safe to ignite. Until such time that a decision has been made to ignite a release, steps should be taken to minimize any chance of unplanned ignition in the area.

**Before** igniting a release, the following should be considered:

- What the increased risk(s) are if ignition is delayed
- If the perimeter of the hazard area has been established
- If the public has been evacuated from the area
- If egress will be affected
- If ignition will worsen the situation by endangering the public / environment or damaging the equipment used to control the product
- If wind direction has been established and is being monitored, and
- If the possibility of an explosion has been assessed (i.e. obstruction or regions of congestion within the perimeter of the dispersing vapour cloud)

### 3.8.4 IGNITION TEAM

An Ignition Team shall be assembled and will be comprised of three (3) individuals, one Ignition Lead and a two-person Backup team. The On-Scene Supervisor will be a part of the Backup team. Individual responsibilities are as follows:

- **Ignition Lead** – This individual will ignite the plume
- **Backup team** – The remaining two personnel (including the On-Scene Supervisor) will:
  - a) remain in visual contact with the Ignition Lead
  - b) maintain communications with the Operations Section Chief / ICP
  - c) remain available for emergency rescue of the Ignition Lead

At minimum, the Ignition Lead will be trained to properly and safely perform ignition activity.

The Ignition Team will be equipped as outlined below.

### 3.8.5 IGNITION EQUIPMENT

At minimum, the following will be assembled:

- flare gun and shells (recommended 30 shells in case of multiple attempts or re-ignition)
- Self-Contained Breathing Apparatus (SCBA)
- explosive / LEL meter
- lanyards and harness
- fire retardant clothing, including gloves
- eye and ear protection
- two air horns (one for Ignition Lead and one for Backup team)

### 3.8.6 IGNITION PROCEDURES

- Consider notifying and having the local fire department and medical services available
- Evacuate all people not directly involved in the actual ignition
- Form Ignition Team and assemble ignition equipment (Sections 3.8.4 and 3.8.5)
- Prior to ignition, the On-Scene Supervisor will:
  - evaluate the terrain for a protected ignition position. When igniting a vapor or large gas cloud, workers must remain as far back as possible and sheltered, if possible, due to potential explosive forces and heat produced;
  - determine a maximum firing range for the flare equipment;
  - establish escape route;
  - conduct a briefing to review ignition procedures with the Ignition Team members
- Ignition Team will don SCBA, fire retardant clothing and eye and ear protection. Do not carry flares in pockets. The attachment of safety lines will be at the discretion of the On-Scene Supervisor.
- Ignition Team will approach the release from the upwind side. Using an LEL monitor, the team will check that an explosive mixture does not exist in the immediate area and position themselves accordingly.
- If there is a wind**, the Ignition Lead will approach from the upwind side until within firing range, remaining aware of wind direction and adjusting location accordingly. The Backup team will remain in the initial safe location, in visual contact of the Ignition Lead at all times.
- If there is no wind**, the Ignition Lead will approach the release from the most accessible direction.
- If LEL is detected in area of attempted ignition, the Ignition Lead will retreat outside the explosive mixture zone and repeat
- If at any time the Backup team signals to abort the process with three short air horn blasts, the Ignition Lead will terminate and retreat to the Backup team location.
- Ignition Lead will sound the air horn with one long blast, signalling readiness to light the plume and will wait 30 seconds after the air horn to fire the flare gun
- Ignition Lead will now make the initial ignition attempt. Firing of the flare gun should be done from a prone position or from behind a protective object, if possible. Avoid looking toward the release while the flare is in flight.
- If attempt fails, the Ignition Lead will adjust position if required, staying outside the explosive mixture zone and repeat attempt. If ignition is not achieved, continue to launch flares into the plume until ignition is achieved.
- Once ignition is achieved, the Ignition Lead will retreat to a safe position.
- The Backup team will maintain communications with the Operations Section Chief about the status of the ignition operations.

### 3.8.7 POST-IGNITION PROCEDURES

- If possible, Ignition Team will remain on stand-by at the ignition site to re-ignite the release, if required
  - **Ignition (burning of H<sub>2</sub>S) will produce sulphur dioxide (SO<sub>2</sub>). Monitor the area thoroughly for these gases prior to and after removing breathing apparatus.**
- The Backup team will contact the Operations Section Chief to confirm ignition
- Confirm that air quality monitoring of the EPZ for SO<sub>2</sub> is taking place at unevacuated areas
- Evacuation of the EPZ will continue
- For ignition of sour gas releases, the EPZ will be expanded to any areas where SO<sub>2</sub> readings exceed criteria for notification and evacuation beyond the EPZ

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## 4.0 COMMUNICATIONS PLANS

### 4.1 GOVERNMENT COMMUNICATION

#### 4.1.1 GOVERNMENT CONSULTATION PROGRAM

Local government consultations occur during Site-Specific ERP development. Details on the consultation process can be found in Section 5.23 Government Roles and Responsibilities.

#### 4.1.2 INITIAL GOVERNMENT NOTIFICATIONS

In the event of a confirmed Canadian Natural emergency, the Liaison Officer or designate will make the following mandatory notifications in a timely fashion and provide initial information as required. Future communications and updates will be agreed upon at that time.

- applicable provincial authority (AER / EMCR / MER / Regulatory Services, Oil & Gas Unit / OROGO)
- federal authority, if applicable (CER / TSB)
- local municipal authority
- local police or RCMP
- health authority / region / district

For an incident where the Canada Energy Regulator (CER) is the lead regulatory agency, Canadian Natural may make courtesy calls to the applicable provincial regulators. Additional government agencies may require initial notification / reports depending on the nature of the incident.

All government notifications including updates, will be documented on the Emergency Notification Details wall chart located in every ICP and will include at minimum: the name of the agency, the name of the agency representative, the time of notification, the name of the Canadian Natural personnel who made the notification and the Emergency Level. Each agency will initially require critical incident information as per their reporting requirements thus the Liaison Officer / designate must gather as much information and data as is available prior to contact. Refer to the Forms and Guidelines section for Form 5: First Call Communication Summary (AB / SK / MB) or Form 6: BCER Emergency Incident Notification Form.

Guideline 2: Key Government Agency Notification Requirements found in the Forms and Guidelines section provides the notification requirements for government agencies based on incident type.

Corporate Media statements or releases will be provided to the lead regulatory agency prior to release.

#### 4.1.3 ON-GOING GOVERNMENT NOTIFICATIONS

Canadian Natural will maintain communication throughout the duration of the emergency by providing updates at regular intervals to all affected stakeholders. The Liaison Officer / designate will maintain communication among all Command Posts / representatives via landlines, cellphones or faxes.

### **4.2 FIELD COMMUNICATION**

In the event where local First Responders (i.e. firefighters, EMS, RCMP) or other support agencies such as spill response or emergency equipment / vehicles are required on-site, communications with local First Responders / support agencies will be established, directed and documented by the Staging Area Manager, On-Scene Supervisor or other designated personnel. Tools to manage field communications between on-site internal and external personnel can include:

- cell phones
- landlines
- two-way radios
- satellite radio systems
- electronic communications (emails, text / SMS messages)
- Command Post liaisons

Safety orientations of local First Responders or other support agencies conducted by the Staging Area Manager or other designated representative are mandatory pursuant to Canadian Natural's safety policies. These orientations will be held at the Staging Area prior to any deployment on site. Communication systems including any operating frequencies / tactical channels will be reviewed during the safety orientation and the on-site Hazard Assessment.

If time is of the essence and the presence of local First Responders is required on site immediately, the On-Scene Supervisor will ensure it is safe for them to proceed and Canadian Natural representatives will accompany them at all times.

### **4.3 PUBLIC COMMUNICATION**

#### **4.3.1 PUBLIC INVOLVEMENT PROGRAM**

Public involvement in emergency preparedness takes place at various stages of ERP development. All public including First Nations, residents and publicly used facilities within and immediately adjacent to the EPZ are identified, contacted and provided with a public information package. Any concerns noted during the involvement program regarding potential impacts that an emergency situation may have on the surrounding community will be addressed at that time. Residents are advised that they are able to contact Canadian Natural at any time should they have any questions or concerns.

Resident information is essential for effective communication during an emergency. During the consultation process, a questionnaire is completed to ensure that accurate, up-to-date resident information is available. All information obtained from residents is confidential and would only be used in case of an emergency. This information is collected annually and identifies those residents who may require early notification and / or evacuation.

When appropriate, public meetings and targeted information sessions are conducted to ensure those who reside within large urban centres or urban density developments within the EPZ are aware of company operations and emergency management processes.

Local authorities and other organizations and agencies identified as impacted by an EPZ are also contacted annually at minimum and provided with forms intended to collect / verify emergency contact information and roles / responsibilities. These forms are combined with reciprocal information packages intended to educate external agencies about company emergency information, protocols and procedures such as scene arrival protocols, chemical hazards and liaison guidelines. A signed confirmation of receipt and understanding is requested for each form for documentation purposes.

### 4.3.2 PUBLIC INFORMATION PACKAGES

Information packages are distributed to all residents, businesses, and public facilities in the EPZ during public consultations and provided to other specific external agencies after annual updates or initial creation of the ERP. The package describes the facilities covered by the ERP, identifies local potential hazards, and explains appropriate public protection measures and the procedures that would be implemented if an emergency occurs. The package also includes a map of the local area and Canadian Natural emergency contact telephone numbers. The following hazardous product information is also included in public information packages, adapted as required as per applicable province (documented health effects differ slightly for each province).

### 4.3.3 HAZARDOUS PRODUCT INFORMATION

This Corporate ERP contains product information for H<sub>2</sub>S and SO<sub>2</sub> as follows. Information for other hazardous products is available via Canadian Natural’s Safety Data Sheet (SDS) web application. Site specific Environmental Emergency (E2) ERPs also contain hazardous product information pertaining to particular substances stored on site.

#### 4.3.3.1 HYDROGEN SULPHIDE (H<sub>2</sub>S)

H<sub>2</sub>S is a colourless, extremely toxic gas with a distinct ‘rotten egg’ odor at lower concentrations. H<sub>2</sub>S is found naturally in oil and gas formations and can also be formed from the decomposition of organic matter in the absence of oxygen. It is also extremely flammable, forming sulphur dioxide (SO<sub>2</sub>) when burned. H<sub>2</sub>S tends to disperse more slowly in sheltered, calm or low laying areas.

Concentration (ppm) <sup>(1)</sup>	Potential Health Effects <sup>(2)</sup>
1	Noticeable odor. Mild temporary symptoms of nausea, headache, irritability. Asthma may worsen.
10 - 20	Obvious offensive odour. Eye irritation, headaches, nausea, and vomiting. Symptoms of asthma, bronchitis or other chronic respiratory disease may worsen.
50	Irritation of eyes and breathing passages. Possible headaches, nausea, vomiting and diarrhea in odor-sensitive individuals.
100	Sense of smell deteriorates. Eye and breathing passage irritation within one hour including swelling of eyelids and blurred vision. Respiratory issues worsen. Possible headaches, nausea, vomiting and diarrhea.
250	Increased loss of sense of smell. Eye and breathing passage irritation within minutes. Permanent damage to eyes with more exposure. Respiratory issues worsen. Headaches, nausea, vomiting and vertigo.
500	No sense of smell. Severe eye and breathing passages irritation, permanent injury within 30 minutes. Headache, anxiety, dizziness, coordination loss, slurred speech within in one hour. Loss of consciousness, sudden collapse or death with more exposure.
750	No sense of smell. Obvious anxiety, confusion, headache, slurred speech, dizziness, stumbling, loss of coordination and other signs of motor dysfunction. Loss of consciousness or sudden collapse; death with a few minutes of exposure.
1000 or greater	Immediate “knock-down” and loss of consciousness. Death within minutes. Immediate medical attention needed if victim is to survive.

(1) 1 ppm (parts per million) = 1 part gas in one million parts air

(2) Summarized from Alberta Health *Acute Exposure Health Effects of Hydrogen Sulphide and Sulphur Dioxide* Jun 2012. For full details, see <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-alberta-health-acute-exposure-health-effects-of-hydrogen-sulphide-and-sulphur-dioxide.pdf>

### 4.3.3.2 SULPHUR DIOXIDE (SO<sub>2</sub>)

SO<sub>2</sub> is a colourless, water-soluble, suffocating gas formed by burning sulphur in air and is also used to manufacture sulphuric acid. The gas has a strong smell similar to burning match.

Concentration (ppm) <sup>(3)</sup>	Potential Health Effects <sup>(4)</sup>
0.1	Irritation in sensitive asthmatics; will cease when exposure ceases
0.3 – 1	Possible detection by taste or smell
0.75	Transient changes in lung function in healthy non-asthmatics. Asthmatics may experience an increase in severity of symptoms.
1 – 2	Changes in lung function in healthy non-asthmatics. Symptoms in asthmatics would likely increase in severity.
3	Easily detected odour
6 - 12	May cause nasal and throat irritation
10	Upper respiratory irritation, some nosebleeds
20	Definitely irritation to the eyes; chronic respiratory symptoms develop; respiratory protection is necessary.
50 – 100	Maximum tolerable exposures for 30 – 60 minutes
>100	Immediate danger to life

<sup>(3)</sup> 1 ppm (parts per million) = 1 part gas in one million parts air

<sup>(4)</sup> Summarized from Alberta Health *Acute Exposure Health Effects of Hydrogen Sulphide and Sulphur Dioxide* Jun 2012. For full details, see <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-alberta-health-acute-exposure-health-effects-of-hydrogen-sulphide-and-sulphur-dioxide.pdf>

## 4.3.4 PUBLIC NOTIFICATION AND CONSULTATION REQUIREMENTS

### ALBERTA

SITUATION	NOTIFICATION AND CONSULTATION REQUIREMENTS
Modifications to an existing facility	<ul style="list-style-type: none"> <li>• <b>Notification</b> of and <b>consultation</b> with members of the public and local authority within the EPZ are required if modifications to existing facilities will result in a change to the size of the EPZ or facility procedures</li> </ul>
Prior to entering the first sour zone and prior to nonconsecutive completion operations on a sour well	<ul style="list-style-type: none"> <li>• <b>Notification</b> of members of the public within the EPZ is required at least 24 hours prior to entering the first sour zone for all sour well drilling operations and prior to non-consecutive completion operations* on a sour well in order to provide sufficient time for members of the public who wish to leave prior to commencement of operations</li> <li>* <i>Completion operations that take place more than four weeks after the drilling rig has been removed.</i></li> </ul>
Wellhead-off workovers	<ul style="list-style-type: none"> <li>• <b>Notification</b> of members of the public who have indicated during the public involvement program that they wish to leave prior to commencement of operations.</li> </ul>
Delayed completion operations	<ul style="list-style-type: none"> <li>• <b>Notification</b> of and <b>consultation</b> with members of the public within the EPZ are required prior to completion operations that were not carried out within six months after conclusion of drilling operations.</li> </ul>
Transfer of ownership	<ul style="list-style-type: none"> <li>• <b>Notification</b> of <b>members</b> of the public and the local authority within the EPZ is required after finalization of a sales agreement but before the transfer of wells, pipelines and facilities requiring an ERP.</li> </ul>
Public awareness program	<ul style="list-style-type: none"> <li>• <b>Consultation</b> is required every two <b>years</b> with members of the public within an EPZ. See Sections 4.3.1 Public Involvement Program and 4.3.2 Public Information Packages.</li> </ul>
Cancellation of ERP	<ul style="list-style-type: none"> <li>• <b>Notification</b> of residents within the EPZ and the local authority if the ERP has been cancelled.</li> </ul>
End of drilling and / or completion operations	<ul style="list-style-type: none"> <li>• <b>Notification</b> of those holding copies of the ERP, residents listed in the ERP, and the AER of the end of drilling and / or completion operations and the status of the plan.</li> </ul>

### BRITISH COLUMBIA

SITUATION	NOTIFICATION AND CONSULTATION REQUIREMENTS
At the commencement and conclusion of drilling and initial completion operations	<p>The Drilling / Completions Supervisor shall ensure:</p> <ul style="list-style-type: none"> <li>• That BCER will be informed of the status of on-site operations</li> <li>• Identified public within the EPZ shall be contacted and informed, via personal visitation or telephone, of the status of the on-site operations. Contact does not include voice messages on answering machines or informing minor/underage occupants of residence.</li> <li>• For emergency notification procedures refer to Section 4.3.6 Methods of Initial Public Notification.</li> </ul>
24 hours before entry of a sour zone	

#### 4.3.5 AT INCIDENT ONSET

If a hazardous release has the potential to impact beyond the lease, facility boundary or pipeline right-of-way, Canadian Natural will notify:

- public in the response zones that have been identified as being within the EPZ
- the director of emergency management (or equivalent) of the responsible party of an urban centre that is within the EPZ
- individuals within the EPZ that have requested early notification and wish to voluntarily evacuate and
- the local authority and health authority

For production facilities that meet Site-Specific ERP regulatory requirements, Canadian Natural has identified individuals and groups within an EPZ requiring notification during an incident. This list is included in Site-Specific ERPs and includes residences (permanent or occasional), schools / school divisions, public facilities, other industrial operators, trappers / guides, forestry management areas, grazing leases and First Nations.

#### EPZ occupants will be notified as follows:

- **Alert:** Public notifications will be at the discretion of Incident Command
- **Level 1:** All residents within EPZ will be notified. Those residents who require evacuation assistance or have requested early notification must be contacted first and given an opportunity to evacuate if they choose to do so. All remaining residents will be notified thereafter.
- **Level 2:** All residents within EPZ must be sheltered-in-place or evacuated, beginning with those in the immediate area and those downwind of the incident.
- **Level 3:** All residents within EPZ must be sheltered-in-place or evacuated, beginning with those in the immediate area and those downwind of the incident.

The general public outside the EPZ will be notified by local authorities, if the situation warrants, based on hazard monitoring.

The Public Safety Supervisor will ensure that initial notifications are made to impacted public. The Information Officer assisted by corporate communications staff if required, will ensure additional information is made available to impacted public as soon as possible at the onset of the incident. Information that will be disseminated to impacted public at different stages of an incident is outlined further in this section.

#### 4.3.6 METHODS OF INITIAL PUBLIC NOTIFICATION

In the event of an emergency situation requiring notification, shelter-in-place or evacuation, Canadian Natural's Public Safety Supervisor will direct the contact, by telephone, of all occupants in the EPZ including First Nations, who have provided confidential emergency contact information collected during the course of the public involvement program.

This confidential information is found in the Public Notifications section of the Site-Specific ERPs and is distributed only to those area personnel who would fill four key Canadian Natural responder roles – Incident Commander, Operations Section Chief, Public Safety Supervisor and On-Scene Supervisor.

An automated public notification system is used by Canadian Natural for those Site-Specific ERPs having high population concentration that may be impacted simultaneously. Canadian Natural provides only the emergency contact information required to contact multiple telephone numbers concurrently thereby ensuring timely public notifications. Procedures to use this system are found in the Public Notifications section of Site-Specific ERPs. If this system is not available, designated Telephone Callers will be used to make public notifications using predetermined scripts as found in the Forms and Guidelines section of this manual.

If no contact has been made via the automated notification system or Telephone Callers, Canadian Natural Rovers will be dispatched to evacuate those dwellings or areas. A completed Form 22: Resident Evacuation Notice identifying the time and date of the evacuation attempt will be posted at each dwelling checked. Rovers and / or aerial surveillance (helicopters or fixed wing aircraft) will be utilized to sweep recreational areas and / or to look for transient activity such as trappers, guides, hunters, hikers, etc.

If an incident has the potential to impact the public in large communities or those located outside of the EPZ, Canadian Natural will work with local municipalities / urban centres / local police / RCMP to ensure public safety. In these situations, assistance may be available from these agencies in the form of emergency equipment, road closures, house-to-house checks, use of the Emergency Public Announcement system and / or a Declaration of a State of Local Emergency.

#### **4.3.7 DURING AN INCIDENT**

Corporate communications staff will prepare all Media statements, releases and updates as per communications plan protocols as well as direct the Information Officer at the field level.

During the course of an emergency situation, public information may be posted on Canadian Natural's website ([www.cnrl.com](http://www.cnrl.com)), including updates and / or public statements. Additionally, depending on the significance of the incident, an information hotline may be set up and posted on Canadian Natural's website to respond to direct public inquiries. Corporate social media protocols will be observed and depending on the significance and / or longevity of an incident, a Communications Centre may be established at a suitable locale. If larger areas are impacted, Canadian Natural will coordinate with local authorities to access the provincial Emergency Public Notification System as per the applicable Municipal Emergency Plan (MEP) to provide emergency communications.

Communications, as provided by the Information Officer, with impacted public members who have been directed to evacuate to a Reception Centre or to shelter-in-place will be the responsibility of the Reception Centre Representative (evacuated persons) and / or automated notification system (sheltered persons). If the automated notification system is unavailable, Telephone Callers and / or Rovers will be utilized.

#### **4.3.8 POST-INCIDENT**

Post-incident public communication will be comprised of the information as noted in the a) Downgrading and Stand Down and b) Post-Incident Actions sections of this manual.

#### **4.3.9 INFORMATION DISSEMINATED TO PUBLIC**

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##### **Evacuated or Sheltered Public – at Onset**

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

## Information Disseminated to Public continued

### Evacuated or Sheltered Public – During

- Type and status of incident
- Location and proximity of incident to residents
- Public protection measures taken and any applicable instructions / information i.e. sheltering/evacuation instructions, location of Reception Centre
- Actions being taken to respond to the situation including anticipated time period
- 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

### General Public - During

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

### Evacuated or Sheltered Public – Post-incident

- Status of recovery
- Financial reimbursement information
- Contact for additional information

#### 4.3.10 NOTIFICATION OF NEXT OF KIN

For any situation involving the hospitalization, serious injury or fatality of any individual on Canadian Natural property, the notification of next-of-kin will be strictly conducted as per Canadian Natural's Human Resources protocols.

In these circumstances, the Incident Commander will immediately consult with the Operations Manager. Company personnel are **prohibited from releasing names or information** regarding injured individuals, missing persons or casualties in all types of communications including social media, telephone, radio and direct exchanges.

The Media Statement will be used for any external inquiries as per Section 4.4.

## 4.4 MEDIA COMMUNICATION

Media requests received by Calgary headquarters will be handled as per Corporate Reception protocols.

Public statements / Media releases will be generated by corporate communications staff, approved by Canadian Natural management and released in a timely manner as significant developments occur. Media releases will be coordinated with the appropriate government regulatory agency (AER, BCER, MER, Regulatory Services - Oil and Gas Unit or CER / TSB) prior to release to ensure consistency and accuracy of information. For significant events, a corporate spokesperson will be designated by the Operations Manager / Corporate Support Team and / or the Senior Management Committee.

The Information Officer (with guidance from the corporate communications staff if required) will compile and release information to the general public in as timely a manner as possible during an incident as outlined in the Information Officer role further in this manual.

Public statements may be distributed directly to Media outlets, posted on Canadian Natural's website ([www.cnrl.com](http://www.cnrl.com)), provided to a locally established Communications Centre for distribution and / or any other effective means as determined by the severity and / or longevity of the incident. Social media protocols will be observed as per the corporate Social Media Policy.

Pre-scripted statements ensure timely information releases for the general public; Canadian Natural may develop incident specific public and / or Media statements as needed based on the following:

- First Communication (where there are little to no details available for release): the incident standby / holding statement that acknowledges there is a situation being managed and affirms corporate priorities of personnel, the community and the environment
- Second Communication: an incident statement that initially answers what, when and where and if available, who has been impacted and indicates that regulatory agencies have been notified
- Third Communication: the follow-up communication that provides as detailed as possible information including what, where, when, why and how and indicates that an investigation as to the cause is underway.
- Fatality statement

### 4.4.1 ON-SITE MEDIA COMMUNICATION

Depending on the nature of the incident, Media may contact Canadian Natural representatives in person at the incident site. The following guidelines **MUST** be followed by all Canadian Natural personnel experiencing any on-site Media contact.

- Do not deny or confirm information or facts
- Do not speculate on the cause or damages resulting from the emergency
- Under no circumstances will the name of an accident victim be released before the next-of-kin are notified or permission has been received from Canadian Natural's Senior Management and the RCMP
- News Media will not be allowed on-site until clearance has been granted by Canadian Natural's Senior Management, government regulatory authority and / or the RCMP
- Any reporters allowed on-site must be accompanied at all times and for their own safety, denied access to dangerous areas

.../continued

- If approached by Media representatives, provide the following statement:  
**“I am sorry but I am not able to respond to your questions because I am not our company’s spokesperson. A statement will be released as soon as the facts have been determined. In the meantime, please email your inquiry to [ir@cnrl.com](mailto:ir@cnrl.com) and a spokesperson will respond to you in a timely manner.”**
- Direct persistent Media to the Information Officer **OR** collect Media information (reporter’s name and contact information, type of Media represented, type of information requested and deadline) and forward as soon as possible to Information Officer. Note that during initial stages of an incident, the Incident Commander may act as the Information Officer until such time that the role is re-designated as required.
- It is the responsibility of the Information Officer to manage all Media inquiries at the site and ensure they are directed to Investor Relations at [ir@cnrl.com](mailto:ir@cnrl.com) for timely responses.

## 5.0 ROLES & RESPONSIBILITIES

### 5.1 INCIDENT COMMAND SYSTEM FLOWCHART

The Incident Command System Flowchart indicates the reporting structure and communication flow of responder roles during an emergency. Canadian Natural employees and representatives are responsible for implementing the Flowchart when required and must be aware of their roles and duties as outlined in this responder should go to the yellow tab for their specific role and complete the duties by utilizing the checklist. This will ensure that all necessary steps are considered and taken if required, and that all government emergency notifications are made and regulatory requirements are met. The sequence of tasks for each role may vary depending on the situation.

The most senior on-site Canadian Natural representative will assume the role of On-Scene Supervisor and will activate the ERP.

### 5.2 MUTUAL AID AND THIRD-PARTY OPERATIONS

#### 5.2.1 Third Party Assets Operated by Canadian Natural

In an emergency involving another licensee (“Licensee”) whose assets are operated by Canadian Natural (“Operating Group”), Canadian Natural will provide First Responder and other actions as needed to implement a safe and efficient initial emergency response in accordance with this ERP, with an immediate notification to asset licensees to activate their ERP / participate in a joint response. Response actions will be coordinated as per the table in Section 5.2.4.

#### 5.2.2 Canadian Natural Assets Operated by Third Parties

In an emergency involving Canadian Natural assets that are operated by third parties, the third party (“Operating Group”) would provide First Responder and other actions as needed to implement a safe and efficient emergency response in accordance with their ERP, with an immediate notification to Canadian Natural (“Licensee”). Response actions will be coordinated as per the table in Section 5.2.4.

#### 5.2.3 Non-Operated Third Party Tie In Assets

Where third party assets are tied into Canadian Natural facility(ies) but not operated by Canadian Natural, the licensee will have their own ERP and would be responsible for emergency response actions involving their assets in accordance with their ERP. Canadian Natural may assist depending on resource availability at the time.

#### 5.2.4 Operating Group / Licensee Roles & Responsibilities

The following table demonstrates the expected roles and responsibilities of the “Operating Group” and “Licensee” in the event of an emergency response, unless otherwise determined at the time of the incident.

RESPONSE ACTION / ROLE <i>(per relevant ERP)</i>	RESPONSIBLE PARTY				ACTION DESCRIPTION
	Alert	Level 1	Level 2	Level 3	
<b>On-site response</b>	Operating Group	Operating Group	Operating Group	Operating Group	Operating Group will respond and acquire necessary emergency support services.
<b>Initial isolation of EPZ / site security</b>	Operating Group	Operating Group	Operating Group	Operating Group	Operating Group will respond and acquire necessary emergency support services.
<b>Incident Commander</b> <i>(overall leadership)</i>	Operating Group	Operating Group	Operating Group / Licensee	Operating Group / Licensee	For Levels 2 and 3, Operating Group will take the initial response leadership role until joint efforts with Licensee commence.



# CORPORATE (CORE) EMERGENCY RESPONSE PLAN

**24-Hour Emergency 1-888-878-3700**

RESPONSE ACTION / ROLE <i>(per relevant ERP)</i>	RESPONSIBLE PARTY				ACTION DESCRIPTION
	Alert	Level 1	Level 2	Level 3	
<b>Liaison Officer</b> <i>(liaison with local authorities, regulator)</i>	Operating Group	Operating Group / Licensee	Operating Group / Licensee	Operating Group / Licensee	For Levels 1, 2 and 3, Operating Group will notify Licensee to jointly coordinate notifications as required.
<b>Public Safety</b>	Operating Group	Operating Group	Operating Group / Licensee	Operating Group / Licensee	For Levels 2 and 3, Operating Group will undertake initial general public notifications and safety actions as necessary, until joint efforts with Licensee commence.
<b>Public and Media Inquiries</b>	Operating Group	Operating Group / Licensee	Operating Group / Licensee	Operating Group / Licensee	Operating Group and Licensee will cooperate as point of contact for public and media inquiries with regard to the Assets.
<b>Reporting / Record Keeping</b>	Operating Group	Operating Group / Licensee	Operating Group / Licensee	Operating Group / Licensee	Both parties will keep and share records for duration of emergency. Ultimately, Licensee will be accountable for post incident reporting in its licensed areas.

**INCIDENT COMMAND POST NAME (Field Area):**

For the Time Period (dates): (dd/mm/yyyy) to (dd/mm/yyyy)

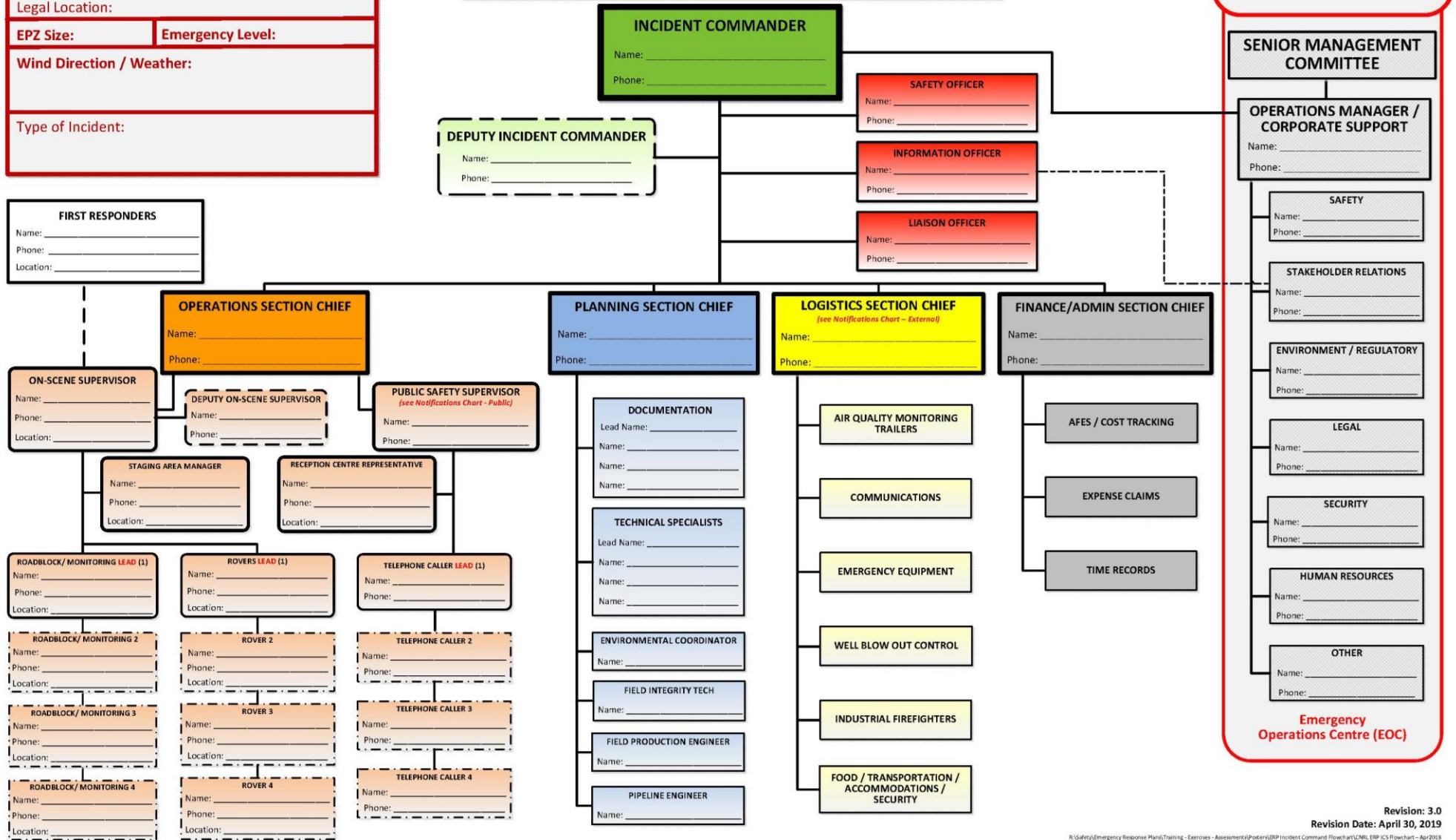
Legal Location:

EPZ Size: \_\_\_\_\_ Emergency Level:

Wind Direction / Weather:

Type of Incident:

**INCIDENT COMMAND SYSTEM  
FLOWCHART**

### 5.3 FIRST RESPONDER

<b>WHO:</b>	First Canadian Natural person on scene <b>SUGGESTED:</b> operators, well site personnel	<b>FORMS &amp; GUIDELINES</b> <ul style="list-style-type: none"> <li>• Form 1 – Time / Action Log (Visor Kit)</li> </ul> <b>OTHER TOOLS</b> <ul style="list-style-type: none"> <li>• Emergency Response Guide (Visor Kit)</li> <li>• First Responders Guide (Visor Kit)</li> <li>• Field Form Booklet (Visor Kit)</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Assess and control emergency incidents</li> <li>• Assume On-Scene Supervisor role until senior CNRL person arrives</li> </ul>	
<b>REPORTS TO:</b>	Direct Supervisor	
<b>LOCATION:</b>	On-Scene	

**DO NOT RUSH IN, PROTECT YOURSELF FIRST:**

- move to safe area and don personal protective equipment (PPE)
- monitor for H<sub>2</sub>S and LEL
- **ASSESS THE SITUATION and recognize potential hazard(s)**

- Document everything you see, hear and do on Form 1: Time / Action Log
- If safe to do so**, attend to injured persons; call 9-1-1 if required (i.e. police / fire / ambulance)
- Contact immediate Supervisor – advise of all site conditions, i.e. injuries, water impact, operational situation, monitor readings, wind direction, personnel on-site, what you see, smell, hear, etc.
- Wait for back up personnel / more equipment
- Secure incident site by restricting access to facility (i.e. lock lease road gate / roadblocks and / or use additional security). If security measures (i.e.: fencing, security guards, lights, security cameras, etc.) are required, advise Supervisor.
- Take control of site / situation – **YOU** are the On-Scene Supervisor. Complete On-Scene Supervisor tasks until a more senior person arrives.
- Do not disturb incident scene except to recover injured persons or to protect public, environment or property.** Alert all personnel in immediate vicinity of incident. Account for all persons and dispatch non-essential personnel from the site.
- If safe to do so**, take action to prevent more injuries, environmental damage, loss of equipment, (i.e. eliminate ignition sources, activate ESDs, etc.).

**LVP / HVP SPILL ACTIONS:**

- *low vapour pressure (LVP) liquids* - contain spill. Use trenches, bell holes, straw bales, booms, blocking culvert openings, or any absorbent / adsorbent materials on-site
- *high vapour pressure (HVP) liquids* - **DO NOT TRY TO CONTAIN HVP LIQUIDS.** Dissipate liquid and isolate area
- Direct Media inquiries to your supervisor
- Brief senior person arriving on-site (who will take over On-Scene Supervisor role) of any operational changes
- Submit Time / Action Logs to Safety Officer on request or post-incident, attend debriefing meeting

## 5.4 ON-SCENE SUPERVISOR

<b>WHO:</b>	Most senior Canadian Natural person on-site <b>SUGGESTED:</b> <i>Assistant Foreman, Lead Operator, Rig Manager</i>	<b>FORMS &amp; GUIDELINES</b> <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log (Visor Kit)</li> <li>• <b>Form 10</b> – Security Check In/Out (Field Form Booklet)</li> <li>• AB or BC Incident Classification Matrix (Emergency Response Guide)</li> </ul> <b>OTHER TOOLS</b> <ul style="list-style-type: none"> <li>• Emergency Response Guide</li> <li>• Corporate and Site-Specific ERP (if applicable)</li> <li>• Spill Co-op manual</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Establish On-Scene Command Post (OCP)</li> <li>• Direct immediate on-site emergency activities</li> </ul>	
<b>REPORTS TO:</b>	Operations Section Chief	
<b>LOCATION:</b>	On Scene Command Post	

**GATHER ALL FORMS, GUIDELINES AND TOOLS**

- Document everything you do on Form 1 - Time / Action Log. **IF POSSIBLE, assign a Scribe and / or Deputy On-Scene Supervisor.**
- Obtain briefing from First Responder. Ensure injuries, all safety procedures, site security including necessary equipment have been addressed. Relieve First Responder of On-Scene Supervisor's duties.
- Establish On-Scene Command Post (OCP) – consider access to sanitation, food and security; post copies of Form 10: Security Check In / Out if needed.
- Discuss with Operations Section Chief and Incident Commander:
  - OCP location, situation details,
  - Emergency Level (use Incident Matrix) and EPZ size
  - additional resources, equipment, services (for site security and to respond to / control incident)
  - suitable Staging Area (*proximity to incident, accessibility, larger area for equipment*)
  - back up, roadblocks, mobile air monitoring units, roving, ignition & ignition sources, spill containment
- Relay EPZ size / Emergency Level to all field ops; ensure “Four Pillars” are in place prior to operations
- Assign and dispatch Roadblockers and Rovers (as directed by Operations Section Chief):
  - assign Leads if more than 7 people are reporting to you
  - ensure Roadblockers and Rovers monitor for H<sub>2</sub>S and LEL, if applicable
  - set schedule for Roadblockers / Rovers to report in (e.g. every 10 minutes or a change in readings)
- Activate Staging Area and Staging Area Manager if equipment / services dispatched:
  - inform Staging Area Manager of incoming equipment / services ETAs
  - consider access to sanitation, food and security
- If a Mobile Air Monitoring unit (AMU) is dispatched, liaise with AMU technician; establish report intervals
- Discuss ignition with Operations Section Chief. If public is at risk, you may need to decide to ignite:
  - If igniting, review ignition criteria, procedures and equipment (kits) with team members (*see Emergency Response Guide*)
  - If ignition takes place, ensure Post Ignition Procedures are followed (e.g. SO<sub>2</sub> monitoring)
- Update Operations Section Chief (e.g. changes in wind direction, weather, operational situation)
- Direct all Media inquiries to Operations Section Chief
- Ensure responders receive adequate rest periods / support if prolonged situation
- Advise Operations Section Chief once situation improves (for Level downgrade). Relay any Level Change or Stand Down to all on-site responders and Staging Area Manager.
- At Stand Down, follow Stand Down, Return to Work and Post-Incident Actions guidelines
- Submit Time / Action Logs, forms to Safety Officer on request or post-incident; attend debriefing meeting

## 5.5 DEPUTY ON-SCENE SUPERVISOR

<b>WHO:</b>	Most senior Canadian Natural person on-site <b>SUGGESTED:</b> <i>Assistant Foreman, Lead Operator, Rig Manager</i>	<p><b>FORMS &amp; GUIDELINES</b></p> <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log (Visor Kit)</li> <li>• <b>Form 10</b> – Security Check In/Out (Field Form Booklet)</li> <li>• AB or BC Incident Classification Matrix (Emergency Response Guide)</li> </ul> <p><b>OTHER TOOLS</b></p> <ul style="list-style-type: none"> <li>• Emergency Response Guide</li> <li>• Corporate and Site-Specific ERP (if applicable)</li> <li>• Spill Co-op manual</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Back up to On-Scene Supervisor</li> </ul>	
<b>REPORTS TO:</b>	Operations Section Chief	
<b>LOCATION:</b>	On Scene Command Post	

**GATHER ALL FORMS, GUIDELINES AND TOOLS**

- Document everything you do on Form 1 - Time / Action Log
- Back fill duties / responsibilities that cannot be completed by the On-Scene Supervisor
- Assist the On-Scene Supervisor as required
- Submit Time / Action Logs and completed forms to the Safety Officer upon request or post-incident
- Attend a debriefing meeting

## 5.6 OPERATIONS SECTION CHIEF

<b>WHO:</b>	<i>RECOMMENDED: Area Foreman, Drilling / Completions Superintendent</i>	<b>FORMS &amp; GUIDELINES</b> <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log (Visor Kit)</li> <li>• <b>Form A</b> – ICS Form 201 Incident Briefing</li> <li>• AB or BC Incident Classification Matrix (Emergency Response Guide)</li> </ul> <b>OTHER TOOLS</b> <ul style="list-style-type: none"> <li>• Emergency Response Guide</li> <li>• Corporate and Site-Specific ERP (if applicable)</li> <li>• Spill Co-op manual</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Coordinate response within hazard area</li> <li>• Provide support to On-Scene Supervisor</li> </ul>	
<b>REPORTS TO:</b>	Incident Commander	
<b>LOCATION:</b>	Incident Command Post (ICP)	

**GATHER ALL FORMS, GUIDELINES AND TOOLS**

- ASSIGN A SCRIBE or DOCUMENT** everything on Form 1: Time / Action Log
- Discuss current situation with On-Scene Supervisor:
  - ensure emergency site is secured / SMS Four Pillars in place
  - additional sources of manpower: service rigs, other industrial operators / mutual aid, etc.
  - **(GET BIG FAST)**
- Make **initial** call to Regulator; inform:
  - of situation only – still investigating – Liaison Officer will be in touch when incident verified
- Notify Incident Commander
- With Incident Commander / On-Scene Supervisor, determine:
  - Emergency Level (use applicable Classification Matrix)
  - EPZ size (use Site-Specific ERP **OR** 100 m and adjust as needed if no Site-Specific)
- Begin filling in Form A – ICS Form 201 Incident Briefing:
  - ensure everyone knows On-Scene and Incident Command Post locations
  - develop communication plans – incoming service providers, public statements (roadblocks, on site), media requests, secondary communications equipment needs
- Decide on initial roadblock / air monitoring (personal monitors) locations and public statement(s) for Roadblockers to relay to public
- Use area map or Site-Specific ERP – add wind direction, roadblock locations, Staging Area location, other as needed.
- Send map photo to On-Scene Supervisor; advise to dispatch Roadblockers and Rovers (if required)
- Delegate** RCMP notification of road closures and request roadblock assistance
- Discuss need for mobile air monitoring units (AMU) –
  - Level 1: call AMU, put on stand-by. If located at a significant distance away, mobilize immediately
  - Level 2 and 3: AMU must be dispatched immediately
  - **see Section 3.5.3 Dispatch Requirements for Mobile Air Monitoring**
- Provide information as needed to Planning Section Chief to complete Form 2: Incident Action Plan

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## OPERATIONS SECTION CHIEF DUTIES – Continued

- Discuss location of potentially impacted public with Incident Commander:
  - on area map or Site-Specific ERP map, draw EPZ around incident site
  - activate Public Safety Supervisor role if public (residences, trappers, etc.) impacted
- Brief Public Safety Supervisor on situation and with Incident Commander, determine public protection methods. Consider the following:
  - Level 1: mandatory notification of “sensitive” individuals (*evacuation is at their discretion*)
  - Levels 2 and 3: mandatory shelter-in-place or evacuation of public inside EPZ
  - Consider shelter-in-place if:
    - insufficient time or warning to safely evacuate
    - residents are waiting for evacuation assistance
    - release will be of limited size and/or duration
    - location of release has not been identified
    - public would be at higher risk if evacuated
- Notify On-Scene Supervisor if more Rovers are required
- Discuss shut down of ignition sources (LEL situations) or need to ignite plume (public safety) with Incident Commander / On-Scene Supervisor
- Adjust EPZ based on environmental and site factors such as:
  - monitored readings
  - weather conditions (wind speed / direction)
  - topography (low-lying areas)
- If situation is prolonged, ensure On-Scene Supervisor has enough manpower to provide back-up support
- Relay communication updates for impacted public to Public Safety Supervisor
- Direct all Media inquiries to the Incident Commander / Information Officer
- Notify Incident Commander when advised that situation has improved / downgrading Emergency Level is possible. Notify On-Scene Supervisor if level officially downgraded.
- At Stand Down:
  - Notify On-Scene Supervisor
  - **If any resident evacuations**, advise On-Scene Supervisor to dispatch Rovers / Air Monitors to ensure evacuated areas are safe for evacuee re-entry
  - Instruct On-Scene Supervisor to:
    - remove roadblocks (*once RCMP / local municipality confirmed evacuees are safe to return / roadblocks can be removed*)
    - follow Return to Work guidelines (*in Post-Incident Actions. Emergency Response Guide*)
  - Advise Public Safety Supervisor to make “All Clear” notifications
- Submit Time / Action Logs and completed forms to Documentation Lead or Safety Officer on request or post-incident
- Attend a debriefing meeting

## 5.7 INCIDENT COMMANDER

<b>WHO:</b>	<b>RECOMMENDED: Operations Superintendent, Drilling Manager, Foreman</b>	<b>FORMS &amp; GUIDELINES</b> <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log (Corp ERP)</li> <li>• <b>Form 3</b> – Status (Timeout) Report (Corp ERP)</li> <li>• <b>Form 10</b> – Security Check In/Out (Corp ERP)</li> <li>• AB <b>OR</b> BC Incident Classification Matrix</li> <li>• <b>Form 24</b> – Debriefing Report (Corp ERP)</li> </ul> <b>OTHER TOOLS</b> <ul style="list-style-type: none"> <li>• Corporate ERP</li> <li>• Site-Specific ERP if applicable</li> <li>• Spill Co-op manual</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Overall supervisor of site response</li> <li>• Provide overall support/direction/decision-making for all response activities</li> <li>• Ensure all response activities comply with company and gov't policies</li> </ul>	
<b>REPORTS TO:</b>	Operations Mgr / Corporate Support Team	
<b>LOCATION:</b>	Incident Command Post (ICP)	

- GATHER ALL FORMS, GUIDELINES AND TOOLS**
- ASSIGN A SCRIBE or DOCUMENT** everything on Form 1: Time / Action Log
- Discuss current situation with Operations Section Chief
- Together with Operations Section Chief / On-Scene Supervisor determine:
  - Emergency Level (use applicable Classification Matrix) – with Regulator
  - EPZ size (use Site-Specific ERP **OR** 100 m and adjust as needed if no Site-Specific)
- Activate ERP – establish ICP with Operations Section Chief, relay location to On-Scene Supervisor
- Discuss Form A (Incident Briefing) with Operations Section Chief – objectives / immediate actions:
  - Observe **PEAR priorities** – people (workers, public), environment, assets, reputation
  - Isolate incident and protect public – dispatch Roadblocks with public statement
  - Consider public impact
  - Control incident / prevent escalation – dispatch operators
- Contact Area Safety & Compliance Coordinator and Environmental Field Coordinator
- Notify Operations Manager / Corporate Support Team, especially if injuries / fatality
- Post copies of Form 10: Security Check In / Out in ICP – all ICP attendees to log in / out
- GET BIG FAST:**
  - recruit a Deputy Incident Commander if possible
  - assemble **several** note takers if possible to:
    - document information on wall charts - ICS Flowchart, Emergency Notification Details
    - document actions for other key ICP roles e.g. Operations Section Chief
- ACTIVATE AND ASSIGN ROLES** – consider skill set / knowledge is suitable
  - **Incident Commander responsible for all roles not assigned**
- Direct Liaison Officer to:
  - immediately notify RCMP / local municipality to request roadblock assistance (in an evacuation, this will also ensure security of evacuated properties)
  - make all Mandatory Notifications and other agencies as needed
  - notify other agencies, etc., as needed for closure of roads, airspace, navigable water courses, cleared pipeline rights-of-way or railways

## INCIDENT COMMANDER DUTIES – Continued

- Direct Logistics Section Chief to dispatch (to Staging Area) as needed:
  - mobile air monitoring units
  - internal spill trailers / WCSS / oil spill cooperative
  - back up communications equipment
  - other resources, equipment, services
- Direct Planning Section Chief to complete Form 2 (Incident Action Plan), assist / discuss as needed
  - communication plans:
    - contacts for incoming services / vendors (helicopters, mobile air monitoring, spill response, etc.)
    - Notice to Airmen (NOTAM) via Regulator
    - public statements (roadblocks, on site, reception centre)
    - media requests
- Direct Information Officer to:
  - Notify local and Corporate office reception
  - forward Media requests to [ir@cnrl.com](mailto:ir@cnrl.com)
  - notify Public Affairs Advisor – media statements must be reviewed with Regulator before release
- Update Operations Manager / Corporate Support Team of action plan
- Status Briefings** – use Form 3: Status (Timeout) Report as guide
  - establish a regular schedule, have Deputy or note taker be timekeeper
  - include On-Scene Supervisor – check with each individual for update / issues
  - review wallcharts for gaps – ensure information is updated
  - discuss EPZ adjustment based on environmental / site factors
  - discuss ignition criteria
- If ignition criteria met, notify Operations Manager to discuss with Senior Management
- Ensure regular stakeholder updates are done
- Relay public communication updates from Information Officer to Public Safety Supervisor
- If required, delegate Liaison Officer to go to gov't Emergency Operations Centre
- If prolonged situation, consider ICP manpower for back-up support
- If shifts and / or a transfer of command required:
  - hold transfer of command briefing with incoming Incident Commander
  - for shift transfer, ensure second set of wallcharts are labelled (i.e. Shift #2) and posted
  - notify all Command Posts / Operations Centres that change in command is taking place
- When advised of improved situation:
  - assess for downgrading Emergency Level or Stand Down
  - decision to downgrade / stand down must be made in consultation with Regulator
- Ensure all company responders are notified of downgrade / Stand Down

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## INCIDENT COMMANDER DUTIES – Continued

- At Stand Down:
  - direct Liaison Officer to advise all previously contacted of status change
  - direct Operations Section Chief to ensure impacted public stakeholders are notified of status change
  - have Logistics Section Chief turn around any non-essential services / equipment in transit
  - discuss need for impacted public follow-up meetings / Critical Incident Stress Debriefings (CISD)
  - consider need for Critical Incident Stress Debriefings (CISD) for company responders
  - Direct Operations Section Chief to follow Return to Work guidelines – Sec 2.7.4 Corporate ERP
  - submit completed Time / Action Logs, forms and reports to Documentation Lead or Safety Officer
- Schedule and facilitate debriefing meeting(s):
  - include all on-site and ICP responders
  - document using Form 24: Debriefing Report and submit to Safety Officer
  - Attend other debriefings as required

## 5.8 DEPUTY INCIDENT COMMANDER

<b>WHO:</b>	<i>SUGGESTED: Other Operations Superintendent, Operations Manager</i>	<b>FORMS &amp; GUIDELINES</b> (All in Corporate ERP) <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log</li> <li>• <b>Form 3</b> – Status (Timeout) Report</li> <li>• <b>Form 10</b> – Security Check In/Out</li> <li>• <b>AB or BC</b> Incident Classification Matrix</li> <li>• <b>Form 24</b> – Debriefing Report</li> </ul> <b>OTHER TOOLS</b> <ul style="list-style-type: none"> <li>• Corporate ERP</li> <li>• Site-Specific ERP if applicable</li> <li>• Spill Co-op manual</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Back up to the Incident Commander</li> </ul>	
<b>REPORTS TO:</b>	Incident Commander	
<b>LOCATION:</b>	Incident Command Post (ICP)	

**GATHER ALL FORMS, GUIDELINES AND TOOLS**

- Document everything you do on Form 1 - Time / Action Log
- Back fill duties / responsibilities that cannot be completed by Incident Commander or in absence of Incident Commander
- Submit Time / Action Logs and completed forms to Documentation Lead or Safety Officer upon request or post-incident
- Attend a debriefing meeting

## 5.9 LOGISTICS SECTION CHIEF

<b>WHO:</b>	<i><b>SUGGESTED: Environment, Field Coordinators, Field Integrity Tech, Area Engineer, available operational personnel</b></i>	<b>FORMS &amp; GUIDELINES</b> (All in Corporate ERP) <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log</li> <li>• <b>Form 4</b> – Resource Request &amp; Status</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• contact and dispatch resources AS required</li> </ul>	
<b>REPORTS TO:</b>	Incident Commander	<b>OTHER TOOLS</b> <ul style="list-style-type: none"> <li>• Site-Specific ERP if applicable</li> </ul>
<b>LOCATION:</b>	Incident Command Post (ICP)	

**GATHER ALL FORMS, GUIDELINES AND TOOLS**

- Document everything you do on Form 1: Time / Action Log
- Use Form 4: Resource Request & Status to capture requests for services / equipment / personnel
- Obtain briefing from Incident Commander:
  - size of EPZ, Emergency Level
  - locations of / contacts for Staging Area, helicopter landing pad, On-Scene Command Post, Reception Centre
  - confirm where various supplies / resources are to be sent i.e.:
    - response equipment / resources – Staging Area
    - supplies - On-Scene Command Post, Reception Centre
- If initial spill response required:
  - consult Incident Commander / Planning Section Chief for list of company spill trailers and / or
  - contact WCSS or other Spill Coop as directed by Incident Commander
- Organize additional resources (i.e.: personnel, mobile air monitoring units, heavy equipment, helicopters / aircraft for aerial surveillance, security measures - fencing, lights, guards, etc.) as directed
- Consider organizing resources for Staging Area and Reception Centre i.e. food, sanitation, security
- Provide clear directions to service providers / vendors:
  - where they are to check in (i.e.: Staging Area, OCP, Reception Centre)
  - who they should check in with (i.e.: On-Scene Supervisor, Staging Area Manager, Reception Centre Representative)
  - obtain ETAs
- Organize buses if required to evacuate a large number of public; contact municipal authority for assistance if needed
- Advise Incident Commander or at status briefings of ETAs
- At Stand Down, notify any service providers not yet arrived and advise to turn back
- Submit Time / Action Logs and completed forms to Documentation Lead or Safety Officer upon request or post-incident
- Attend a debriefing meeting

## 5.10 SAFETY OFFICER

<b>WHO:</b>	<b>SUGGESTED: Area Safety and Compliance Coordinator or safety service provider</b>	<b>FORMS &amp; GUIDELINES</b> (All in Corporate ERP) <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log</li> <li>• <b>Form 24</b> – Debriefing Report</li> </ul> <b>OTHER TOOLS</b> <ul style="list-style-type: none"> <li>• Emergency Response Guide</li> <li>• Site-Specific ERP if applicable</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Provide support to ensure site safety</li> <li>• Monitoring activities at site to ensure adherence to safe work practices</li> </ul>	
<b>REPORTS TO:</b>	Incident Commander	
<b>LOCATION:</b>	On-Site / Incident Command Post	

**GATHER ALL FORMS, GUIDELINES AND TOOLS**

- Document everything you do on Form 1: Time / Action Log
- Notify supervisor
- Notify applicable regulatory agencies if any worker injuries / fatalities
- If requested by Incident Commander, go to site to monitor / advise for adherence to safe work practices and Four Pillars of Safety
- If not directed to site, go to Incident Command Post (ICP) and provide support to Operations Section Chief / Incident Commander for site safety issues
- Collect all completed forms, reports, notes, wall charts and any other incident-related documents from emergency responders, Command Posts and Documentation Lead after incident is over
- Attend a debriefing meeting(s) as applicable. Ensure all debriefing meetings are documented using Form 24: Debriefing Report.
- Assist with post-incident investigations and reporting
- Ensure all incident-related documentation is organized, catalogued and stored at field district office
- Forward incident-related documentation to the Emergency Management Team

## 5.11 LIAISON OFFICER

<b>WHO:</b>	<b>SUGGESTED: Environment Field Coordinator, other supervisory operations personnel</b>	<b>FORMS &amp; GUIDELINES</b> (All in Corporate ERP) <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log</li> <li>• <b>Form 5</b> – First Call Communication Summary <b>OR</b></li> <li>• <b>Form 6</b> – BCER Emergency Incident Notification Form</li> <li>• <b>Guideline 2</b> – Key Gov't Agency Notification Requirements</li> <li>• <b>Guideline 8</b> – CER Event Reporting Guidelines</li> <li>• <b>Guideline 9</b> – E2 Environmental Emergencies Notifications</li> <li>• <b>Guideline 10</b> – TDG / LPG Emergency Responsibilities</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Communicate with government agencies</li> </ul>	
<b>REPORTS TO:</b>	Incident Commander	
<b>LOCATION:</b>	On-Site / Incident Command Post	
		<b>OTHER TOOLS:</b> <ul style="list-style-type: none"> <li>• Site-Specific ERP if applicable</li> </ul>

- GATHER FORMS, GUIDELINES AND TOOLS**, document everything on Form 1 - Time / Action Log
- RECOMMENDED - recruit / ask for help to make calls (Regulator will require time)**
- Brief with Incident Commander including:
  - size of EPZ, Emergency Level, Incident Action Plan
  - any initial calls to any government agencies already made
- If instructed by Incident Commander, make initial “heads up” call to Regulator
- Prior to making Mandatory Notifications:
  - complete Form 5: First Call Communication Summary **OR** Form 6: BCER Emergency Incident Notification Form
  - review Guideline 2: Key Government Agency Notification Requirements
  - review notifications required to close public roads, airspace, water courses and other closures (see Section 3.2 Isolation of EPZs)
- When directed by Incident Commander, make **all** Mandatory Notifications:
  - local police or RCMP – notify of roadblock locations, **request assistance**
  - local municipal authority emergency management – notify of roadblock locations, **request assistance**
  - Regulator (using Form 5 or 6) – confirm Level, notify of road closures
  - Health Authority / Region / District
- Make all other notifications as per Guideline 2 as required. See Guideline 8: CER Event Reporting Guidelines, Guideline 9: E2 Environmental Emergencies Notifications and Guideline 10: TDG / LPG Emergency Responsibilities where applicable.
- If potential danger to public beyond EPZ, contact municipal authority ASAP for assistance
- Ensure regular status updates are done, Emergency Notification Details wall chart is updated
- Advise Incident Commander or at status briefings of government communications
- Go to government Operations Centre if requested to do so by Incident Commander
- At Stand Down, contact all Mandatory Notifications and relay status. Also confirm with:
  - local municipality personnel, RCMP / local authorities that roadblocks can be removed
  - local municipality that evacuees are safe to return to their properties if applicable
- Submit Time / Action Logs, completed forms to Documentation Lead or Safety Officer when required
- Attend a debriefing meeting

## 5.12 PLANNING SECTION CHIEF

<b>WHO:</b>	<i>SUGGESTED: Environment, Field Coordinator, Field Integrity Tech, Area Engineer, available operational personnel</i>	<b>FORMS &amp; GUIDELINES</b> (All in Corporate ERP) <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log</li> <li>• <b>Form 2</b> – Incident Action Plan</li> </ul> <b>OTHER TOOLS</b> <ul style="list-style-type: none"> <li>• Site-Specific ERP if applicable</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• To provide knowledge and expertise in order to control / mitigate the emergency</li> </ul>	
<b>REPORTS TO:</b>	Incident Commander	
<b>LOCATION:</b>	Incident Command Post	

**GATHER ALL FORMS, GUIDELINES AND TOOLS**

- Document everything you do on Form 1 - Time / Action Log
- Participate in status briefing meetings as required
- Assemble a Documentation unit (scribes) with a Lead to provide note taking
  - If unit already established, consider additional resources as back up
- Prepare Form 2: Incident Action Plan and other reports – complete forms as directed by Incident Commander
  - ensure communication plans are captured:
    - contacts for incoming services / vendors (helicopters, mobile air monitoring, spill response, etc.)
    - Notice to Airmen (NOTAM) via Regulator
    - public statements (roadblocks, on site, reception centre)
    - media requests
- Assemble technical specialists and / or operational and technical information as needed
- Prepare displays and summaries, maps and projections as required
- Assist in demobilization if required – releasing resources from incident in an orderly, safe and cost effective manner
- Update Form 2: Incident Action Plan as situations change (e.g. objectives are achieved, level downgraded)
- At Stand Down:
  - Assist Documentation Lead in collecting and organizing all documentation in ICP including Time Action Logs, Security Check In / Out, wall charts, completed forms, etc.
  - Submit all documentation to Safety Officer upon request or post-incident
- Attend a debriefing meeting

## 5.13 PUBLIC SAFETY SUPERVISOR

<b>WHO:</b>	<b>SUGGESTED:</b> <i>Land personnel</i>	<b>FORMS &amp; GUIDELINES</b> (All in Corporate ERP) <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log</li> <li>• <b>Form 15</b> – Level 1 Notification / Evacuation Script</li> <li>• <b>Form 16</b> – Levels 2 and 3 Evacuation Script</li> <li>• <b>Form 17</b> – Shelter-in-Place Script</li> <li>• <b>Form 18</b> – All Clear Scripts</li> <li>• <b>Form 20</b> – Expense Claim</li> <li>• <b>Form 21</b> – Public Notification Log</li> </ul> <b>OTHER TOOLS</b> <ul style="list-style-type: none"> <li>• Site-Specific ERP if applicable</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Coordinate all public safety protection activities including:               <ul style="list-style-type: none"> <li>- designating Reception Centre</li> <li>- designating Reception Centre Rep</li> <li>- determining Rover assignments</li> <li>- notifying public</li> </ul> </li> </ul>	
<b>REPORTS TO:</b>	Operations Section Chief	
<b>LOCATION:</b>	Incident Command Post	

**GATHER ALL FORMS, GUIDELINES AND TOOLS**

**Recruit a note taker** to document everything you do on *Form 1: Emergency Time / Action Log*

**Request or recruit an assistant**

Brief with Operations Section Chief:

- EPZ size, Emergency Level
- location of potentially impacted public (use Site-Specific ERP map, if available or area map) including:
  - public (residences, businesses, recreational areas, etc.) – buses required?
  - railroads
  - other industrial operators (pipelines, wells or facilities)
  - forestry management areas / grazing leases / trappers / guide outfitters
- Special Considerations notifications (see Section 4 in Site Specific ERP if applicable)
- potential landowner impacts if release in water body
- public messages as per Section 4.3.9 Information Disseminated to Public (regulatory requirements)
- Reception Centre location(s)
- public protection measures / public notification according to Level criteria:
  - Level 1: mandatory notification of individuals in EPZ deemed “sensitive,” voluntary evacuation
  - Levels 2 and 3: mandatory shelter-in-place or evacuation of public inside EPZ
- Consider municipal authority assistance if emergency impacts more residents than Canadian Natural personnel can handle and / or for public located beyond EPZ / in urban centres:
  - public notifications (provincial alert system)
  - set up / administration of Reception Centres
  - arrangement of temporary accommodations for evacuees

**Before contacting public**, activate Reception Centre – contact and obtain permission to direct public to the centre (to parking lot if necessary)

Activate / dispatch Reception Center Representative (preferably another Landman); ensure they have:

- public message(s)
- all forms required for the role

## PUBLIC SAFETY SUPERVISOR DUTIES – Continued

- Compile list of impacted public from Site-Specific ERP. Use ERP map to determine safest evacuation routes (upwind / away from incident). Public will be contacted in this order:
  - individuals adjacent to incident site and immediately downwind
  - “sensitive” individuals (red on map)
  - remainder of residents in EPZ / Special Considerations (e.g. highway maintenance, loggers)
- Assemble Telephone Callers, if required – complete appropriate script(s):
  - Form 15: Level 1 Notification / Evacuation Script
  - Form 16: Levels 2 and 3 Evacuation Script
  - Form 17: Shelter-in-Place Script
- Brief Telephone Callers and provide safe evacuation routes, a completed script(s) and resident lists. Ensure Form 21: Public Notification Log is being used.
- Consider assigning a Telephone Caller Lead if there are more than six Telephone Callers
- If heavily populated area impacted (greater than 20)**, use automated notification system:
  - review Section 4 Public Notifications in Site-Specific ERP for instructions.
  - Telephone Callers may be required regardless if system is used
- Advise Operations Section Chief of notification results:
  - persons who shelter / evacuate and those who refuse
  - Rovers needed for:
    - persons needing evacuation assistance
    - persons who could not be contacted
    - areas where transient users may be in potential danger
  - if buses are required to evacuate large groups of people
- Maintain communications with Reception Centre Representative(s) – request resources if required
- Obtain public information update messages from Operations Section Chief / Information Officer:
  - Communicate messages to Telephone Callers and Reception Centre Representative to relay
- At Stand Down:
  - confirm with Operations Section Chief that evacuees are safe to return / roadblocks removed
  - relay All Clear message to all impacted public – if required, use automated notification system.
  - Direct Telephone Callers to relay Form 18: All Clear Scripts to persons not reached by automated notification system
  - Advise Reception Centre Representative to provide All Clear Script to evacuees who checked in
  - Ensure all Public Notification Log forms are completed
- Forward Expense Claims, Reception Centre invoices to Finance / Admin Section Chief
- Submit Time / Action Logs, completed forms to Documentation Lead / Safety Officer on request or post-incident
- Attend a debriefing meeting

## 5.14 RECEPTION CENTRE REPRESENTATIVE

<b>WHO:</b>	<b>SUGGESTED:</b> <i>Land personnel</i>	<b>FORMS &amp; GUIDELINES</b> (all in Corporate ERP) <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log</li> <li>• <b>Form 18</b> – All Clear Scripts</li> <li>• <b>Form 19</b> – Reception Centre Registration</li> <li>• <b>Form 20</b> – Expense Claim</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• To manage the Reception Centre and to address any public concerns or needs</li> </ul>	
<b>REPORTS TO:</b>	Public Safety Supervisor	<b>OTHER TOOLS</b> <ul style="list-style-type: none"> <li>• Emergency Response Guide</li> <li>• Site-Specific ERP if applicable</li> </ul>
<b>LOCATION:</b>	Reception Centre	

- GATHER TOOLS AND MULTIPLE COPIES OF ALL FORMS**
- Document everything you do on Form 1: Time / Action Log
- Obtain briefing from Public Safety Supervisor:
  - general information about incident / what information was already provided
  - how many people have been notified
  - Reception Centre location and contacts
  - **information message(s) to be provided to public – do not disclose unauthorized information**
- Proceed to and activate Reception Centre – check in with Centre custodian / review their protocols
- Set up Check In area (in parking lot if required) – use Form 19: Reception Centre Registration to record information for each evacuee checking in and / or leaving Reception Centre
- Follow Media Communication guidelines if required (see *Emergency Response Guide*)
- Distribute Form 20: Expense Claim to evacuees leaving Reception Centre
- Maintain regular communications with Public Safety Supervisor
- Relay information updates to checked in evacuees as directed by Public Safety Supervisor
- Advise Public Safety Supervisor if additional resources are required (i.e. food, accommodations, etc.)
- At Stand Down:
  - use Form 18: All Clear Scripts to inform evacuees of all clear status
  - advise Public Safety Supervisor if transportation is required by evacuees to return to their properties
  - Complete Reception Centre Registration form(s) as evacuees return to their properties
  - Release Centre – return keys / obtain invoices if applicable. Advise Public Safety Supervisor.
- Submit evacuee Expense Claims and Reception Centre invoices to Public Safety Supervisor
- Submit completed Time / Action Logs and forms to Safety Officer on request or post-incident
- Attend a debriefing meeting

## 5.15 INFORMATION OFFICER

<b>WHO:</b>	<b>SUGGESTED: Stakeholder Relations personnel</b>	<b>FORMS &amp; GUIDELINES</b> • Form 1 – Time/Action Log
<b>ROLE:</b>	• Coordinate Stakeholder / Media communications	<b>OTHER TOOLS</b> • Emergency Response Guide <b>or</b> • Site-Specific ERP if applicable
<b>REPORTS TO:</b>	Incident Commander	
<b>LOCATION:</b>	Incident Command Post	

- Document everything you do on **Form 1: Time / Action Log**
- Obtain a status briefing from Incident Commander
- Notify field office reception and Calgary Corporate Reception, direct them to use standard procedure (direct all Media inquiries to Investor Relations, etc.)
- Forward Media requests to Investor Relations (ir@cnrl.com) at as soon as possible (Media will have reporting deadlines). Document any Media involvement that has already taken place.
- If local Media is required to broadcast public safety messages (TV, radio, provincial emergency broadcasts), coordinate with local municipal authority's Emergency Management staff
- Establish reporting schedule with Incident Commander
- Contact corporate Public Affairs Advisor and advise of:
  - stakeholder notifications (regulatory, local key stakeholders, immediately impacted public, etc.)
  - incident facts
  - Media involvement to date
- Work with Public Affairs Advisor to:
  - proactively designate Media spokesperson
  - separate verified "known facts" from unverified information or hearsay (i.e. social media often contains unverified, potentially false information)
  - identify all stakeholders likely to have an interest / develop a communication plan following company protocol that includes initial statements, updates and update schedules, incident resolution statements and timelines. The plan should include at minimum, the following groups where applicable:
    - Shareholders / investment community
    - Government
    - Regulators (submission / review of communication plan may be required)
    - Landowners
    - Sheltered / evacuated public
    - Environmental organizations
    - General public / Media
  - issue public or Media statements (Regulator to be consulted first to provide consistency and accuracy of information) – see the following guidelines

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## INFORMATION OFFICER DUTIES – Continued

- Ensure Public Affairs Advisor is aware of these guidelines to be used when developing public information statements. **These statements must be confirmed by Regulator prior to disseminating to public:**

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### Evacuated or Sheltered Public – at Onset

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

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### Evacuated or Sheltered Public – During

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- Type and status of incident
- Location and proximity of incident to residents
- Public protection measures taken and any applicable instructions / information i.e. sheltering/evacuation instructions, location of Reception Centre
- Actions being taken to respond to the situation including anticipated time period
- 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

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### General Public – During

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

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### Evacuated or Sheltered Public – Post-incident

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- Status of recovery
- Financial reimbursement information
- Contact for additional information

- Be prepared to, or assign a designate to go to any government Operations Centre if required
- With Public Affairs Advisor, determine need to establish a local Communications Centre if incident generates significant Media / stakeholder interest. If so, coordinate with Incident Commander / Logistics Section Chief / Corporate Support Team to organize centre set up, spokespeople, etc.
- Inform Public Affairs Advisor that prior to release, incident resolution statements are to be:
  - coordinated with Regulator / local municipal authorities
  - communicated to company reception (field and Corporate)
- Submit Time / Action Logs and completed forms to Documentation Lead or Safety Officer upon request or post-incident
- Attend a debriefing meeting

## 5.16 STAGING AREA MANAGER

<b>WHO:</b>	<b>SUGGESTED:</b> Assistant Foreman, Lead Operator, Senior Operator, Consultant	<b>FORMS &amp; GUIDELINES</b> (all in red Field Forms Booklet) <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log</li> <li>• <b>Form 13</b> – Staging Area Log</li> <li>• <b>Form 14</b> – Demobilization Checkout</li> </ul> <b>OTHER TOOLS:</b> <ul style="list-style-type: none"> <li>• Canadian Natural ERP Visor Kit</li> <li>• Emergency Response Guide <b>OR</b></li> <li>• Site-Specific ERP if applicable</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Oversee and control movement of equipment, services and personnel to and from Staging Area</li> </ul>	
<b>REPORTS TO:</b>	On-Scene Supervisor	
<b>LOCATION:</b>	Staging Area	

**GATHER ALL FORMS (FIELD FORMS BOOKLET) AND TOOLS**

- Document everything you do on Form 1: Time / Action Log
- At Staging Area, establish check in and traffic control protocols and a layout, including areas for identification / traffic control
- Notify On-Scene Supervisor of any support needs – sanitation, food, security, etc.
- Using Form 13: Staging Area Log, record information for arriving response equipment / services
- Review with contract services prior to deployment:
  - Four Pillars of Safety
  - Canadian Natural’s Media Communications (see *Emergency Response Guide*) protocols
- Using Form 13: Staging Area Log, record information for resources being deployed
- Advise On-Scene Supervisor of arrivals, deployments and demobilizations
- Monitor and record response equipment / services demobilizations using Form 14: Demobilization Checkout
- Submit Time / Action Logs and completed forms to Safety Officer upon request or post-incident
- Attend a debriefing meeting

### 5.17 ROADBLOCK PERSONNEL

<b>WHO:</b>	<b>SUGGESTED: Operators, well site personnel or service providers</b>	<b>FORMS &amp; GUIDELINES</b> (in red Field Forms Booklet)
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Restrict access into hazard area</li> <li>• Monitor for hazardous gases using handheld gas detectors</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log</li> <li>• <b>Form 11</b> – Roadblock Control Log</li> <li>• <b>Form 12</b> – Air Quality Monitoring Record</li> </ul>
<b>REPORTS TO:</b>	Roadblock Lead <b>or</b> On-Scene Supervisor	<b>OTHER TOOLS</b>
<b>LOCATION:</b>	Roadblock location(s) as directed	
		<ul style="list-style-type: none"> <li>• Roadblock Kit</li> <li>• Emergency Response Guide</li> <li>• Canadian Natural ERP Visor Kit</li> </ul>

**GATHER ALL FORMS (FIELD FORMS BOOKLET) AND TOOLS**

- Document **everything you do** on Form 1: Time / Action Log
- Discuss with On-Scene Supervisor:
  - EPZ size, Emergency Level
  - Public statement to advise public – incident details, hazards
  - Media communications / inquiries
  - Possible detour routes
- Obtain the following equipment:
  - Roadblock kit, if available
  - Appropriate personal protective equipment (PPE), handheld gas detectors
  - Communications equipment (radio / cell phone)
- If roadblock kit unavailable, use other methods (company vehicle, etc.). Report arrival to Roadblock Lead or On-Scene Supervisor.
- Be visible to traffic – protect yourself at all times**
- Ensure location can accommodate large vehicle turns – relocate roadblock if necessary and report to On-Scene Supervisor
- Use public messages and / or follow Media guidelines (see *Emergency Response Guide*) as needed. Direct Media inquiries as discussed with On-Scene Supervisor
- Only those vehicles authorized by On-Scene Supervisor should be allowed to proceed through
- You cannot legally prevent vehicles from going through.** If a person is adamant about entering area, advise of hazards, collect information listed below, allow them to proceed and immediately report to On-Scene Supervisor.
- Use Form 11: Roadblock Control Log to record all vehicles that proceed through roadblock. If form is not available, record:
  - date, roadblock location
  - vehicle type, color and model, license number and province
  - company name (if applicable), driver's name and contact number
  - number of passengers
  - purpose for entering EPZ
  - time entering / exiting EPZ (use 24-hour clock i.e.: 8 pm = 20:00)

## ROADBLOCK PERSONNEL – Continued

- Monitor for H<sub>2</sub>S and LEL at roadblocks. Record monitored information on Form 12: Air Quality Monitoring Record. If form not available, record:
  - date and time (use 24-hour clock i.e.: 8 pm = 20:00)
  - monitored readings
  - where reading was taken
  - weather conditions
  - temperature and wind direction
- Report monitored readings to On-Scene Supervisor as per reporting schedule
- Remove roadblock upon instruction from On-Scene Supervisor
- Replace any used items and return roadblock kit
- Submit Time / Action Logs and completed forms to the Safety Officer upon request or post-incident
- Attend a debriefing meeting

## 5.18 AIR MONITORS

<b>WHO:</b>	<b>SUGGESTED:</b> Operators, well site personnel or service providers	<b>FORMS &amp; GUIDELINES</b> (in red Field Forms Booklet) <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log</li> <li>• <b>Form 12</b> – Air Quality Monitoring Record</li> </ul> <b>OTHER TOOLS</b> <ul style="list-style-type: none"> <li>• Emergency Response Guide</li> <li>• Canadian Natural ERP Visor Kit</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Monitor hazardous gases using handheld detectors</li> <li>• Track plumes</li> </ul>	
<b>REPORTS TO:</b>	Air Monitor Lead <b>or</b> On-Scene Supervisor	
<b>LOCATION:</b>	Roadblock or other location(s) as directed	

**GATHER ALL FORMS (FIELD FORMS BOOKLET) AND TOOLS**

- Document everything you do on Form 1: Time / Action Log
- Discuss with On-Scene Supervisor:
  - EPZ size, Emergency Level
  - Public statement to advise public – incident details, hazards
  - Media communications / inquiries
  - Recording and reporting schedules
- Obtain the following:
  - Breathing apparatus / appropriate personal protective equipment (PPE)
  - Handheld gas detector
  - Communication equipment (radio or cell phone)
  - ERP map showing EPZ, if available
- Mobilize to assigned location and monitor for H<sub>2</sub>S and LEL
- Record readings on Form 12: Air Quality Monitoring Record at regular intervals. If unavailable, record:
  - date, time
  - monitored readings
  - location where readings were taken
  - weather conditions
  - temperature
  - wind direction
- Report arrival / readings to On-Scene Supervisor as discussed or immediately at condition changes:
  - H<sub>2</sub>S is detected in unevacuated areas
  - Any new information develops (i.e.: plume changes direction)
- Continue monitoring until instructed otherwise
- Return monitoring equipment. Ensure batteries are recharged / equipment is ready for next use.
- Submit Time / Action Logs and completed forms to Safety Officer upon request or post-incident
- Attend a debriefing meeting

## 5.19 ROVERS

<b>WHO:</b>	<b>SUGGESTED: Operators, well site personnel</b>	<b>FORMS &amp; GUIDELINES</b> (in red Field Forms Booklet) <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log</li> <li>• <b>Form 12</b> – Air Quality Monitoring Record</li> <li>• <b>Form 22</b> – Resident Evacuation Notice</li> <li>• <b>Form 23</b> – Rover Log</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Locate, notify, give shelter-in-place instructions or evacuate impacted public</li> <li>• Ensure evacuated areas are safe to re-enter on Stand Down</li> </ul>	
<b>REPORTS TO:</b>	Rover Lead <b>or</b> On-Scene Supervisor	<b>OTHER TOOLS</b> <ul style="list-style-type: none"> <li>• Emergency Response Guide</li> <li>• Canadian Natural ERP Visor Kit</li> </ul>
<b>LOCATION:</b>	Location(s) as directed	

**GATHER ALL FORMS AND TOOLS**

Document everything you do on Form 1: Time / Action Log

**Obtain the following:**

- breathing apparatus / appropriate personal protective equipment (PPE)
- handheld monitor that detects LEL and H<sub>2</sub>S
- communications equipment (radio / cell phone)
- strong tape for posting Form 22: Resident Evacuation Notices on residence doors
- permanent marker / pen / flashlight

**Discuss with On-Scene Supervisor:**

- EPZ size, Emergency Level
- Public Safety Supervisor name / contact
- area(s) to be roved
- Reception Centre location
- public statement – incident details, hazards, shelter / evacuation, etc
- Media communications / inquiries
- reporting schedule e.g. after each location, etc.

Mobilize as directed:

- determine safe route in / out of EPZ
- take and document air monitoring readings using Form 12: Air Quality Monitoring Record. If form not available, record:
  - date, time, monitored reading
  - where reading was taken
  - weather conditions

Notify any area public to evacuate to Reception Center – provide directions for safe route out of area

Immediately report to On-Scene Supervisor if there are individuals requiring assistance

Check all barns, shops, sheds, public facilities, etc., for public / transient activity

Continue to take / document air monitoring readings at each location

Record all meetings on Form 23: Rover Log

Notify On-Scene Supervisor of any high H<sub>2</sub>S or LEL monitoring readings

.../continued

## ROVERS' DUTIES - Continued

- Complete and post Form 22: Resident Evacuation Notice on doors of all residences you are dispatched to. If notice is not available, leave a message taped to door indicating:
  - Canadian Natural
  - Public Safety Supervisor name / contact
  - date and time
  - that the area has been evacuated
  - the need to proceed to Reception Centre (name and location)
  - clear driving directions to safely exit area
- If directed by On-Scene Supervisor, monitor for gas to ensure evacuated areas are safe to re-enter
- At Stand Down, return all equipment. Ensure batteries are recharged / equipment is ready for next use
- Submit Time / Action Logs and completed forms to Safety Officer upon request or post-incident
- Attend a debriefing meeting

## 5.20 TELEPHONE CALLERS

<b>WHO:</b>	<b>SUGGESTED:</b> <i>Operators, office personnel</i>	<b>FORMS &amp; GUIDELINES</b> (all in Corporate ERP) <ul style="list-style-type: none"> <li>• <b>Form 1</b> – Time/Action Log</li> <li>• <b>Form 15</b> – Level 1 Notification / Evacuation Script</li> <li>• <b>Form 16</b> – Levels 2 and 3 Evacuation Script</li> <li>• <b>Form 17</b> – Shelter-in-Place Script</li> <li>• <b>Form 18</b> – All Clear Script</li> <li>• <b>Form 21</b> – Public Notification Log</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Notify impacted public</li> <li>• Give shelter-in-place / evacuation / All Clear instructions</li> </ul>	
<b>REPORTS TO:</b>	Telephone Caller Lead <b>or</b> Public Safety Supervisor	<b>OTHER TOOLS</b> <ul style="list-style-type: none"> <li>• Site-Specific ERP</li> </ul>
<b>LOCATION:</b>	Incident Command Post	

**GATHER ALL FORMS AND TOOLS**

- Document everything you do on Form 1: Time / Action Log
- Discuss with / obtain from Public Safety Supervisor:
  - incident briefing
  - **public information – what can and cannot be disclosed**
  - script(s) to be used – fill in as needed (Form 15 or 16 or 17)
  - list of persons to be called and call order if required
  - Reception Center location and safest evacuation route
- Commence early notification / shelter-in-place / evacuation calls
- Record information on Form 21: Public Notification Log for each call made
- Immediately advise Public Safety Supervisor after contacting public who:
  - require assistance
  - cannot be contacted
  - refuse to shelter-in-place / evacuate
- After completing call list, advise Public Safety Supervisor of:
  - who will shelter-in-place or evacuate
  - who will proceed to Reception Center if evacuating
- if and when directed, communicate authorized public information updates to previously contacted sheltered / evacuated public
- At Stand Down, when directed by Public Safety Supervisor, relay Form 18: All Clear Script to all previously contacted public
- Submit Time / Action Logs and completed forms to Documentation Lead or Safety Officer upon request or post-incident
- Attend a debriefing meeting

**5.21 FINANCE / ADMINISTRATION SECTION CHIEF**

<b>WHO:</b>	<b>SUGGESTED:</b> <i>Senior Field Accounting / Administrative Staff</i>	<b>FORMS &amp; GUIDELINES</b> • Form 1 – Time/Action Log
<b>ROLE:</b>	• Provide incident cost tracking / processing	
<b>REPORTS TO:</b>	Incident Commander	<b>OTHER TOOLS</b> • Corporate ERP
<b>LOCATION:</b>	Incident Command Post	

- Document everything you do on Form 1: Time / Action Log
- Obtain briefing from Incident Commander including what response equipment / services have been utilized to date
- Request AFEs from Operations Manager / Corporate Support Team as needed
- Set up cost tracking processes – ensure financial records are maintained throughout incident
- Collect service provider and / or consultant time tickets and copies of Demobilization forms
- Process public expense claims in a timely manner
- Process workers' compensation claims related to response or direct to applicable resource in Corporate Support Team
- Provide additional support as directed
- Liaise with applicable resource in Corporate Support Team for assistance if required
- Submit Time / Action Logs and completed forms (excluding documents sent for processing) to Documentation Lead or Safety Officer upon request or post-incident
- Attend a debriefing meeting

## 5.22 OPERATIONS MANAGER / CORPORATE SUPPORT TEAM

<b>WHO:</b>	<i><b>SUGGESTED: Safety (VP / Director / Manager), Conventional / Drilling Manager, Operations / Drilling VP / other support as required</b></i>	<b>FORMS &amp; GUIDELINES</b> <ul style="list-style-type: none"> <li>• Form 1 – Time/Action Log</li> </ul> <b>OTHER TOOLS</b> <ul style="list-style-type: none"> <li>• Corporate ERP</li> <li>• Site-Specific ERP</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Supports North American operations</li> <li>• Provide guidance / support to Incident Commander</li> <li>• Liaise between ICP and Corporate Support Team</li> </ul>	
<b>REPORTS TO:</b>	Senior Management Committee	
<b>LOCATION:</b>	Emergency Operations Centre (Calgary)	

**GATHER FORMS AND ACCESS TOOLS**

Document everything you do on Form 1: Time / Action Log

**FOR SIGNIFICANT EVENTS:**

- Establish Emergency Operations Centre (EOC) – Bankers Hall East (BHE) Room 26002
  - If BHE Room 26002 unavailable, utilize mobile Canadian Natural Emergency Response cabinet and take over nearest meeting room
    - inform Incident Commander of EOC location; provide contact number
    - consider using video feeds to Incident Command Post
    - consider recruiting scribes – note taking and wall charts
    - inform Safety & Compliance Manager and Emergency Management Manager
- Provide input and advice on critical decisions regarding emergency
- If required, notify, assemble and brief Senior Management Committee (SMC)
- Immediately advise SMC of critical situations (i.e. ignition criteria met, fatality)
- Immediately inform Incident Commander if SMC determines that ignition must be made
- Ensure Corporate Reception / corporate communication staff (Public Affairs Advisor) have been notified
- Assist in drafting statements to be issued to Media and other stakeholders if required
- If necessary, expand Support Team to include representatives / leads / Managers from:
- Stakeholder Relations
  - Environment / Regulatory
  - Security
  - Legal
  - Human Resources
  - Insurance
  - Finance
  - other technical experts as required

.../continued

### **OPERATIONS MANAGER / CORPORATE SUPPORT TEAM DUTIES – Continued**

- At Emergency Level downgrade / Stand Down:
  - Notify Corporate Support Team, Corporate Reception and Senior Management Committee
  - Assist corporate communication staff with drafting post-incident stakeholder communications as per Section 4.0 Communications Plans
- Submit Time / Action Logs and completed forms to Safety or Emergency Management upon request or post-incident
- Ensure company incident / accident investigations are conducted
- Schedule (if required) and attend debriefing meetings

## 5.23 SENIOR MANAGEMENT COMMITTEE

<b>WHO:</b>	Senior Management Committee	<b>FORMS &amp; GUIDELINES</b> • Form 1 – Time/Action Log  <b>OTHER TOOLS</b>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• Supports North American operations</li> <li>• Provide support and direction to Operations Manager / Corporate Support Team</li> </ul>	
<b>REPORTS TO:</b>	Board of Directors	
<b>LOCATION:</b>	Emergency Operations Centre (Calgary)	

- Document everything you do on Form 1: Time / Action Log
- If required, proceed to Emergency Operations Centre (EOC) in designated Bankers Hall East Emergency Response Room (BHE 26002)
- If required, work with corporate communications staff / Public Affairs Advisor to review and approve internal and external communications
- Provide direction and support to Operations Manager / Corporate Support Team as needed
- Ensure availability for response to critical situations (e.g. ignition criteria met, fatality, notification of next-of-kin as per Section 4.3.10, etc.)
- Notify Board of Directors if necessary
- Submit Time / Action Logs and completed forms to Safety or Emergency Management upon request or post-incident
- Attend a debriefing meeting if necessary

### **5.24 GOVERNMENT ROLES AND RESPONSIBILITIES**

This section is for informational purposes only and is not intended to supersede or replace applicable provincial or federal legislation. It contains a general overview of government roles and responsibilities from all three levels of government – municipal, provincial and federal – that may require notification based on the nature of the incident. Site-Specific ERPs include a more precise outline of external roles and responsibilities as well as references to any emergency response support / mutual aid understandings that are applicable to each individual gathering system.

The roles and responsibilities outlined in this section are updated periodically. Information collected annually from applicable local authorities relevant to the incident will be obtained when updating Site-Specific ERPs. This process is accomplished through the use of consultation forms that:

- Collect contact information for emergency notification and updating purposes
- Inform government / agency / emergency responder of company practices and procedures
- Make available relevant information consistent with that which is specified in the ERP to the government / agency / emergency responder
- Clarify roles, responsibilities and capabilities of both parties, including support and / or additional aid from agency
- Inform the government / agency / emergency responder of the potential hazards of company facilities
- Inform government / agency / emergency responder of company risk controls / mitigation activities
- Collect the authorization signature of the relevant agency representative

These understandings / consultation forms are filed separately with the Emergency Management group and are not included in this plan.

#### **5.24.1 MUNICIPAL AGENCIES**

##### **A) LOCAL AUTHORITY (MUNICIPALITY / URBAN CENTRE)**

**NOTE:** This is a general overview of the common roles and responsibilities of local municipalities and may vary with each authority. Site-Specific ERPs may include a more precise outline of external roles and responsibilities as well as references to any emergency response support / mutual aid understandings that are applicable to each individual gathering system.

- Initiates and manages local municipal disaster services response
- Dispatches representative(s) to Emergency Operations Centre, when established and as required
- If required, activates their municipal emergency operations centre and coordinates municipal activities at this centre
- Upon request, may assist with setting up and administration of Reception Centre.
- Assists with arrangements of temporary accommodations for residents who have been evacuated
- Assist with establishing, set up and maintenance of roadblocks as resources and staff training permit
- Ensures that if available, local emergency services and resources are available to the level that they are trained
- Assists with off-site fire protection
- Activates Emergency Public Warning System (EPWS) to alert public to life threatening hazards as required according to criteria set out by AEMA
- Supports operator in dealing with the emergency situation
- Initiate public protection methods as required

*.../continued*

- If necessary, declares a local state of emergency to provide local authorities with special powers (mandatory evacuation, use of or entry into private property, conscription, demolition of private property structures for safety reasons, etc), and
- Establish a public information service, including use of news media to inform and instruct the public of the emergency as required
- Assist as required with post incident damage assessment

### **B) HEALTH AUTHORITIES:**

#### **Health Emergency Management BC, North (HEMBC)**

HEMBC is a program under the Provincial Health Services Authority (PHSA). HEMBC provides the expertise, education, tools, and support specifically for the BC Health Sector to effectively mitigate, prepare for, respond to, and recover from the impacts of emergency events; ensuring the continuity of health services. There is a HEMBC team in each BC health authority. HEMBC-North deals specifically with Northern Health.

#### ***Roles and responsibilities:***

- Maintain a 24-hour emergency/on call contact number for notification and activation of the health system in Northern BC
- Notify/activate the appropriate Northern Health programs (i.e. Public Health, Acute Care, etc.) based on the nature of the incident/emergency event

#### **Northern Health (NH)**

Northern Health is the regional health authority responsible for providing health services to 300,000 people over an area of 600,000 square kilometers in the province of British Columbia. Services include:

- Acute (hospital) Care
- Public Health (Protection, Preventive and Population Health services)
- Mental Health and Addictions
- Home and Community Care

In the event of a major emergency/disaster, Northern Health will provide health care services within its capacity, and will activate its emergency response management plan(s).

#### ***Roles & Responsibilities - PREPAREDNESS (PRE-EVENT):***

- Participate with industry, local authority and other partners in the development of their Emergency Response Plans as it relates to health authority roles and responsibilities;
- Participate in stakeholder training and exercises associated with activation of an Emergency Response Plan, in which Northern Health or HEMBC have a role and responsibility (as resources allow);

#### ***Roles & Responsibilities - RESPONSE:***

- Activate internal health emergency management plans related to ongoing provision of services (listed above);
- Provide acute care and emergency services at existing Northern Health hospitals/health centres;
- Work with BC Emergency Health Services (Ambulance) and the BC Patient Transfer Network to transport patients to the appropriate levels of care;
- Apply and enforce the Public Health Act, and associated regulations;

.../continued

- Provide advice/information to the stakeholders on the existing or potential public health effects of an incident (including drinking water safety, air quality, environmental contaminants, communicable disease prevention, re-occupancy of evacuated areas, etc.);
- Provide advice/information on the best methods for monitoring health effects from an incident.
- Assist in development of (joint) messaging for public information on emergency incidents;
- Provide guidance to stakeholders and local authorities on public health considerations in operating reception and evacuation centres, and group lodging facilities

**NOTE:** British Columbia Emergency Health Services (BCEHS - Ambulance) remains independent of Northern Health. If an ambulance is required please contact BCEHS via 9-1-1 or the local contact number if 9-1-1 is not available in your area.

## **ALBERTA HEALTH SERVICES (AHS) – ENVIRONMENTAL PUBLIC HEALTH (EPH)**

Alberta Health Services (AHS) – Environmental Public Health (EPH) roles and responsibilities in public health emergency preparedness and response to the oil and gas industry are outlined below. The provision of services during an emergency depends upon our assessment of legislative responsibilities, impact to services and business continuity.

### **EPH will endeavor to:**

- Participate with the Licensee in the development of their Emergency Response Plans as it relates to the EPH Program's role and responsibility.
- Provide the AHS Zone Single-Point-of-Contact (SPOC) emergency phone number to enable the Licensee to notify and alert the Zone of an emergency. From the initial notification or alert, AHS emergency response will fan out to and coordinate with other AHS programs and facilities as necessary. The 9-1-1 EMS services remain independent of the Zone SPOC notification / alert process.
- Participate with stakeholders in preparedness training and exercises associated with a Licensee's simulated activation of an Emergency Response Plan in which EPH has a role and responsibility.
- Participate in public information sessions during the Licensee's Emergency Response Plan development process when appropriate and as resources allow.
- Provide guidance to stakeholders and local municipal authorities in identifying sites suitable for establishing and operating an evacuation Centre and/or reception Centre, including operational requirements.
- In consultation with the Zone Medical Officer of Health (MOH) provide guidance to stakeholders on substances that may affect public health, including Alberta Health Acute Exposure health effects for hydrogen sulphide and sulphur dioxide.
- Conduct assessments, inspections and give regulatory direction, when appropriate, to ensure the requirements of provincial legislation and EPH program areas of responsibilities for public health protection and disease prevention are maintained.
- Notify the Zone Medical Officer of Health of any incident affecting or potentially affecting other AHS programs or facilities. The Zone MOH will notify and coordinate emergency response in other program areas and facilities as necessary.
- Establish EPH emergency management operations, when appropriate, to support regional response efforts and liaise with the Government Emergency Operations Centre, Municipal Emergency Operations Centre and / or industry Emergency Operations Centre, if needed.

*.../continued*

- Assist the Zone Medical Officer of Health, local municipal authority, and Public Information / Communication Officers in the development, issuance, and rescinding of public health, public evacuation and shelter-in-place advisories.
- Provide guidance to stakeholders on matters relating to evacuation of the public and / or public facilities and the re-occupancy of those evacuated areas or facilities.
- Record and respond to health complaints or concerns from the public during and following an incident.
- Participate in stakeholder debriefings as necessary

## **SASKATCHEWAN HEALTH REGIONS**

### **In a Level 1 Low Impact Event**

- Will receive notification starting at this Level and may respond to inquiries from the public and media if notified

### **In a Level 2 Moderate Impact Event or Level 3 High Impact Event**

- Will ensure that local hospitals are alerted when there is potential for an impact from a release
- Will provide appropriate representation at the off-site Regional Emergency Operations Centre or Incident Command Post when it is established or when requested
- Will provide health related information about toxic chemicals to the Emergency Operations Centre, the Public Information Officer, the Media and the general public as required
- Will provide guidance on the development of public health advisories, public evacuation and sheltering
- Will monitor the health effects resulting from the event and ensure appropriate data is collected and maintained
- Will investigate health effects complaints

## **C) RCMP**

- May assist with initial area isolation, evacuation and / or assistance with closure of roads
- Provide security, traffic and crowd control
- May assist in search and rescue activities
- Maintain law and order

## 5.24.2 PROVINCIAL AGENCIES

### A) PROVINCIAL OIL AND GAS REGULATORS

**British Columbia:** BC Energy Regulator (BCER)

**Alberta:** Alberta Energy Regulator (AER)

**Saskatchewan:** Ministry of Energy and Resources (MER)

**Manitoba:** Regulatory Services, Oil & Gas Unit

**Northwest Territories:** The Office of the Regulator of Oil and Gas Operations (OROGO)  
(for non-Federal lands)

#### **BCER:**

The BC Energy Regulator (BCER) will, based on the severity of the incident, take the following actions:

- Establish communication with the permit holder.
- Confirm the incident level with the permit holder.
- Oversee the permit holder's response to the incident.
- Deploy BCER representative(s) to one or more of the permit holder's command posts/sites.
- Activate a government emergency operations centre (EOC) at the BCER office.
- Confirm stand down of the emergency.

Additionally, BCER staff may take the following actions, as necessary:

- Confirm the ignition decision with the operator, if time permits.
- Confirm and coordinate media releases issued by the permit holder.
- Issue orders to secure the incident site for investigation purposes.

#### **AER / MER / REGULATORY SERVICES, OIL & GAS UNIT / OROGO**

- Oversees operator's response; establishes communication with the operator during emergencies
- Confirms the Emergency Level in consultation with operator; also confirms decision to downgrade an emergency and to stand down
- Alerts the provincial Emergency Management Organization that may initiate fan-out calling
- Issues road closure order upon request of operator. **NOTE:** in Alberta, this is the responsibility of the local authority (municipality or urban centre)
- As required, may issue a Fire Hazard (FH) Order to restrict access to a designated area (AB)
- May request a closure of airspace (NOTAM) from NAV Canada upon request of operator
- As required, dispatches area office staff to the On-Scene Command Post (OCP) and / or Incident Command Post (ICP) and / or Reception Centre
- May establish a Government EOC (GEOC) at the regional office (AB)
- May establish a Provincial Operations Centre (POC)
- Confirms ignition decision with licensee if time permits
- Confirms and may assist with Media communications

## **B) EMERGENCY MANAGEMENT ORGANIZATIONS**

**British Columbia:** Emergency Management and Climate Readiness (EMCR)

**Alberta:** Alberta Emergency Management Agency (AEMA)

**Saskatchewan:** Saskatchewan Public Safety Agency (SPSA)

**Manitoba:** Manitoba Emergency Measures Organization (EMO)

**Northwest Territories:** Municipal and Community Affairs (MACA), Public Safety

- Implements the government telephone fan-out to alert all affected departments and agencies that may include:
  - local authorities whose geographic area is or may be affected
  - RCMP detachment nearest the scene or the local police
  - environmental agencies
  - land and forest agencies
  - fish and wildlife agencies
  - health authorities
- Activates the Provincial Emergency Coordination Centre (PECC) if required (BC)
- Activates the Provincial Operations Centre (POC)
- May provide liaison to the government's emergency centre
- Can provide advice and assistance to Municipal / Regional District or County
- May advise or assist the licensee and local first responders with:
  - Emergency response management, including the declaration of a provincial state of emergency
  - Coordination of an evacuation
  - Notification of NAV Canada for the arrangement of closure of airspace and the issuance of a Notice-To-Airmen (NOTAM) to restrict air traffic within the immediate area surrounding the incident site

## **C) MINISTRIES OF ENVIRONMENT**

**British Columbia:** Environment & Climate Change Strategy

**Alberta:** Environment and Parks

**Saskatchewan:** Environment

**Manitoba:** Environment and Biodiversity

**Northwest Territories:** Environment and Natural Resources

- Provides representation to the licensee's On-Scene Command Post and government emergency centre to provide advice regarding environmental impacts
- Determines areas at risk and ensures adequate equipment is available and appropriate data is collected
- Notifies Environment Canada

### **D) LANDS AND FORESTS**

**British Columbia:** Wildfire Management

**Alberta:** Wildfire Management Branch

**Saskatchewan:** Wildfire Operations

**Manitoba:** Wildfire Program

**Northwest Territories:** Fire Operations

- Provides forest fire suppression response within provincial forests, provincial parks, recreation sites and vacant Crown lands
- Provides advice on forest fire conditions / behaviour and recommends appropriate course of action
- May provide specialized firefighting and safety equipment
- Assists in location of transients and search and rescue operations
- Provides advice and input into the impacts of an ignition decision

### **E) AGRICULTURE**

**British Columbia:** Agriculture, Food and Fisheries

**Alberta:** Agriculture and Forestry

**Saskatchewan:** Agriculture

**Manitoba:** Agriculture and Resource Development

**Northwest Territories:** Agriculture Sector

- Provides advice to farmers on the protection of crops and livestock
- Acts as the liaison between agriculture community and provincial government
- May provide support in the coordination of the emergency relocation and care of poultry and livestock during an emergency
- May assist agricultural producers with the following in the event of an emergency:
- Ensures the safety of all responders during times of crisis
- Minimizes loss (human, livestock, and infrastructure) to agricultural sectors from major emergencies and disasters
- Assists agricultural sectors in continuing daily operations during emergencies
- Reduces the economic consequences of emergencies and disasters affecting agriculture within the province
- May provide summary of agriculture and livestock impacts during Post Incident Assessment process if applicable
- May conduct agriculture and livestock impact assessments
- May implement response activities as required

### **F) FISH AND WILDLIFE**

**British Columbia:** Conservation Officer Service

**Alberta:** Fisheries / Wildlife Management Services

**Saskatchewan:** Ministry of Environment

**Manitoba:** Fish and Wildlife

**Northwest Territories:** Environment and Natural Resources

- May assist in evacuation and location of transients in rural areas

### **G) TRANSPORTATION**

**British Columbia:** Transportation & Infrastructure

**Alberta:** Transportation

**Saskatchewan:** Highways and Infrastructure

**Manitoba:** Infrastructure

**Northwest Territories:** Infrastructure

- May assist in highway closures by providing equipment and manpower

### **H) OCCUPATIONAL HEALTH AND SAFETY / WORKPLACE HEALTH AND SAFETY / COMPENSATION BOARDS**

**British Columbia:** WorkSafeBC

**Alberta:** Workers' Compensation Board - Alberta

**Saskatchewan:** Saskatchewan Workers' Compensation Board

**Manitoba:** Workers' Compensation Board of Manitoba

**Northwest Territories:** Workers' Safety & Compensation Commission

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

## 5.24.3 FEDERAL AGENCIES

### A) Canada Energy Regulator (CER)

The Canada Energy Regulator's (CER) top priority in any emergency is to make sure that people are safe and secure, and that property and the environment are protected. Any time there is a serious incident at an CER regulated energy facility, CER staff may attend the site to oversee the company's immediate response. The CER will require that all reasonable actions are taken to protect employees, the public and the environment. Further, the CER will verify that the regulated company conducts an adequate and appropriate clean-up and remediation of any environmental effects caused by the incident.

The CER is the lead regulatory agency in emergency situations that occur on CER-regulated facilities or operations and the Transportation Safety Board of Canada (TSB – see information in the following section) has the option to choose to be the lead investigator for determining the cause and contributing factors leading to an incident / emergency. The CER, in cooperation with the TSB, investigates reported incidents to determine factors leading to an incident, whether any trends are evident and what action is necessary to prevent similar occurrences in the future.

As lead regulatory agency, the CER:

- monitors, observes, and assesses the overall effectiveness of a company's emergency response and holds the company accountable for responding appropriately
- confirms that a company is following its emergency procedures manual commitments, plans, and procedures and CER regulations, and identifies non-compliances and potential additional threats
- participates in single or unified command and other roles within the ICS framework (or similar framework if the ICS is not used)
- investigates the event, either together with the Transportation Safety Board, under the Canada Labour Code, or under the CER Act or COGOA (whichever is applicable)
- coordinates post-emergency follow-up meetings with the company to further ensure compliance and to share knowledge obtained during the emergency
- inspects and examines the integrity of the pipeline or facility and verifies that repairs are completed appropriately
- oversees cleanup and approves the restart of the pipeline
- coordinates Indigenous and stakeholderFootnote4 feedback both during and after the emergency phase
- requires appropriate remediation of contaminated areas
- takes enforcement actions as required

### Notification of an Emergency Situation (Federal)

The CER and TSB have a single-window reporting approach; however the severity of the incident / event determines how and when it is reported. The Forms and Guidelines section of this manual contains federal incident reporting instructions as per [Guideline 8: CER Event Reporting Guidelines](#).

## B) Transportation Safety Board of Canada (TSB)

The TSB's mandate is to advance transportation safety in the marine, pipeline, rail and air modes of transportation by:

- Conducting independent investigations, including public inquiries when necessary, into selected transportation occurrences in order to make findings as to their causes and contributing factors
- Identifying safety deficiencies, as evidenced by transportation occurrences
- Making recommendations designed to eliminate or reduce any such safety deficiencies and
- Reporting publicly on investigations and on the findings in relation thereto

The TSB's mandate is distinct from those of other organizations such as Transport Canada (TC), the Canada Energy Regulator (CER), the Royal Canadian Mounted Police (RCMP), the Canadian Coast Guard (CCG), and the Department of National Defense (DND), all of whom play a role in the transportation field. As an independent federal agency, the TSB is not associated with any of these organizations, although it works in cooperation with them when conducting investigations and making safety recommendations.

When the TSB investigates an accident, no other federal department (except the DND and RCMP) may investigate for the purpose of making findings as to the causes and contributing factors of the accident. Transport Canada and the CER may investigate for any other purpose, such as regulatory infractions. In these instances, the TSB is the lead investigator for determining the cause and contributing factors leading to an incident / emergency.

### Notification of an Emergency Situation (Federal)

The TSB and CER have a single-window reporting approach; however the severity of the incident / event determines how and when it is reported. The Forms and Guidelines section of this manual contains federal incident reporting instructions as per [Guideline 8: CER Event Reporting Guidelines](#).

## C) Emergency Response Assistance Canada (ERAC)

BEFORE THE INCIDENT	DURING THE INCIDENT	AFTER THE INCIDENT
<p>ERAC is a not-for-profit cooperative organization built by industry for industry providing safe, timely, effective, sustainable, cost effective flammable liquids and gasses emergency preparedness and response assistance to all Plan Participants and Stakeholders of ERAC</p> <ul style="list-style-type: none"> <li>ERAC will act on behalf of the Plan Participants to develop, submit, update and respond to the requirements of the Plan Participant ERAP submitted to and approved by Transport Canada</li> <li>ERAC provides a network of experience, trained Technical Advisors (TAs), Remedial Measures Advisors (RMAs) and Response Teams who responds to rail, road and stationary tank incidents involving flammable gases, Class 2.1 Liquefied Petroleum Gas (LPG) emergencies and Flammable Liquids Class 3 rail transport emergencies. The emergency responders are constantly available through a 24-hour activation telephone number</li> <li>Once a year, there is Regional Training that is held in each region for the Remedial Measures Advisors, Technical Advisors, Response Team Leaders, Alternate Team Leaders as well as all Response Team Members to test their skills and update them on any new developments. Also, once every two years, National Training Session is held for all Remedial Measures Advisors, Technical Advisors, Response Team Leaders and Alternate Team leaders across Canada</li> </ul>	<p>Provides emergency response to Plan Participants who transport the following products by road or rail, or those who store these products in tanks with capacities of 450 litres or greater. These products are gases at standard temperatures and pressure, and include:</p> <ul style="list-style-type: none"> <li>Propane (UN1978)</li> <li>Butane (UN1011)</li> <li>Propylene (UN1077)</li> <li>Butylene (UN1012)</li> <li>Isobutene (UN1969)</li> <li>Isobutylene (UN1055)</li> </ul> <p>Response is also provided to emergencies involving Butadiene – 1, 3 (stabilized) (UN1010)</p> <p>In addition, ERAC responds to the following Flammable Liquids transported by rail only:</p> <ul style="list-style-type: none"> <li>UN1170 Ethanol</li> <li>UN1202 Diesel Fuel</li> <li>UN1203 Gasoline</li> <li>UN1267 Petroleum Crude Oil</li> <li>UN1268 Petroleum Distillates N.O.S.</li> <li>UN1863 Fuel Aviation, Turbine Engine</li> <li>UN1987 Alcohols, N.O.S.</li> <li>UN1993 Flammable Liquid, N.O.S.</li> <li>UN3295 Hydrocarbons, Liquid N.O.S.</li> <li>UN3475 Ethanol and Gasoline Mixture</li> <li>UN3494 Petroleum Sour Crude Oil, Flammable, Toxic</li> </ul> <ul style="list-style-type: none"> <li>If LPG / Flammable Liquid Incident, Emergency Call Centre Operator receives and activation (notification) phone call</li> <li>Emergency Call Centre Operator sends group email to Home Based Coordinator</li> <li>Home Based Coordinator / Technical Advisor conferenced into call to assist with information gathering</li> <li>Caller requires technical advice; Home Based Coordinator / Technical Advisor provides technical advice</li> <li>Caller requests response team</li> <li>Confirm Plan Participant involvement</li> <li>Plan Participant notified of activation</li> <li>Home Based Coordinator / Technical Advisor activates plan</li> <li>Mobilization phase ERAC-002</li> <li>Initial incident size-up</li> <li>Damage and spill assessment</li> <li>Develop Incident Action Plan</li> <li>Execute IAP &amp; initiate planning for next operational period</li> <li>Update Emergency Call Centre Operator and Home Based Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Terminate and demobilize</li> <li>Post-incident assessment and communication program</li> </ul>

SOURCE: [www.erac.org](http://www.erac.org)

## D) Environment and Climate Change Canada (ECCC)

BEFORE THE INCIDENT	DURING THE INCIDENT	AFTER THE INCIDENT
<p>ECCC's Environmental Emergencies Program (EEP) implements and promotes the compliance of the Environmental Emergency Regulations under <i>CEPA 1999</i> to protect the environment and human health from accidental releases of hazardous substances from fixed industrial facilities. The EEP's National Environmental Emergencies Centre (NEEC):</p> <ul style="list-style-type: none"> <li>• Provides science-based expert advice 24/7</li> <li>• Provides expert advice on environmental assessments as well as technical advice to industry to improve their emergency plans</li> <li>• Implements a pollution incident notification system to notify authorities when a spill of hazardous substances occurs in contravention of the <i>Fisheries Act</i> or <i>CEPA 1999</i></li> </ul>	<ul style="list-style-type: none"> <li>• EEP collaborates with federal, provincial, territorial and international environmental protection agencies to enable rapid sharing of information</li> <li>• Informs actions that reduce the consequences of environmental emergencies</li> <li>• The NEEC may chair a Science Table when requested to bring together relevant experts in the field of environmental protection during significant environmental emergency response efforts</li> <li>• Provide advice on the characteristics of substances and how they might affect human health and environment; weather forecasting and spill dispersion modeling to identify where these substances are likely move in the environment and sampling and laboratory analytical support</li> <li>• Assign inspectors where appropriate; assist with plume monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• THE NEEC Can conduct post-emergency assessments</li> <li>• Provide specialized advice in shoreline clean-up assessment techniques (SCAT)</li> <li>• Provide endpoint advice on ecosystem recovery objectives</li> </ul>

## E) Fisheries & Oceans Canada (DFO)

BEFORE THE INCIDENT	DURING THE INCIDENT	AFTER THE INCIDENT
<p>The Canadian Coast Guard is the lead federal agency for ensuring appropriate response to all ship-source and unknown mystery spills in Canadian waters and waters under international agreements.</p> <ul style="list-style-type: none"> <li>• Establishes appropriate and nationally consistent level of preparedness and response services in Canadian waters</li> <li>• Design and develop related regulations policies, strategies and tools</li> <li>• Review, assess and monitor activities associated with fish habitat to ensure their compliance with the <i>Fisheries Act</i> and <i>Species at Risk Act</i></li> <li>• Conduct environmental assessments under the <i>Canadian Environmental Assessment Act</i></li> <li>• Design, develop and implement communication and education strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Any amount of hydrocarbons entering a waterway frequented by fish or occupied by waterfowl is deemed to be in contravention of the <i>Federal Fisheries Act</i> and must be reported to the Department of Fisheries and Oceans (DFO)</li> <li>• Work together with provincial environment protection agencies and may be initially notified by Environment Canada</li> <li>• May send personnel to the site if there has been or could potentially be an impact to fish or fish habitat</li> <li>• Monitors and investigates all reports of marine pollution in Canada in conjunction with other federal departments</li> <li>• Maintains communications with the programs' partners, including Transport Canada and Environment Canada, to ensure a consistent coordinated approach to marine pollution incident response</li> <li>• Aids in search and rescue operations</li> </ul>	<ul style="list-style-type: none"> <li>• Work closely with Environment Canada, the Canadian Coast Guard and other provincial environmental agencies</li> </ul>

## F) First Nations & Inuit Health (FNIH)

BEFORE THE INCIDENT	DURING THE INCIDENT	AFTER THE INCIDENT
<ul style="list-style-type: none"> <li>• Deliver public health and emergency management for on-reserve First Nations and Inuit communities</li> <li>• Maintain a 24-hour emergency telephone service</li> <li>• Receive Emergency Response Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the health effects of the incident on the First Nations people of the area</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure appropriate data is collected to monitor the health effects of the incident</li> <li>• Recommend further investigation or research after the event is warranted</li> </ul>

SOURCES: agency websites as applicable

## G) Indigenous Services Canada (ISC) - formerly AANDC:

*Under the umbrella of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) – formerly INAC*

BEFORE THE INCIDENT	DURING THE INCIDENT	AFTER THE INCIDENT
<ul style="list-style-type: none"> <li>• Ensure that First Nation communities have emergency management services comparable to those of Canadians in similar situations</li> <li>• Work to establish an all-hazards approach for responding to emergencies that impact First Nation communities</li> <li>• Responsible for developing, exercising, implementing and maintaining regional emergency management plans</li> <li>• Responsible for negotiating agreements with their respective provincial government for the delivery of management services</li> <li>• Each region is responsible for working with First Nations communities and emergency management organizations to evaluate the threat and risks associated with emergencies and take steps to mitigate potential emergencies</li> <li>• Regions and HQ are responsible for activities arising from the preparedness phase of emergency planning, including on-going training, exercising and supporting the development and maintenance of First Nations Emergency Management Plans</li> <li>• Responsible for conducting national or regional exercises, including table top exercises</li> <li>• The Minister of Public Safety Canada is responsible for developing, exercising, implementing and maintaining ISC's National Emergency Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>• The ISC HQ Emergency Management (EM) Operations Centre liaises with the Government of Canada (GOC) in an effort to ensure an integrated GPC response to emergencies in First Nations communities</li> <li>• If an emergency becomes significant, Operations can activate ISC's National Emergency Operations Centre which provides an enhanced scalable response including 24/7 services</li> <li>• The ISC HQ EM Operations Centre is responsible for coordinating and monitoring emergency management activities impacting First Nations communities from a national perspective</li> <li>• Operations staff are responsible for monitoring, validating, and providing situation awareness products such as notifications, summaries, fire and flood reports to senior management, the Government Operations Centre, law enforcement, and other agencies on emergencies impacting First Nations communities</li> <li>• Regional emergency management coordinators are responsible for coordinating and liaising with First Nations and local emergency management organization</li> <li>• ISC HQ and regions must work closely together to ensure timely flow of information</li> <li>• Regional are responsible for reporting any emergencies to ISC's Operations Centre located within EIMD HQ</li> <li>• EIMD is responsible for ensuring senior management is kept informed of any emergencies threatening First Nations communities through the preparation of various briefing reports, notifications and summaries as the event develops</li> <li>• EIMD is committed to search and recovery based on compassionate grounds. When a search and rescue operation is terminated and the individual(s) have not been located, the department may fund the extension of search and recovery activities</li> <li>• Regions should identify and communicate with non-government organizations located within their area of responsibility to determine what they can offer First Nations during emergencies</li> <li>• Mitigation of the effects of emergencies on First Nations reserves for which the department has legal responsibility, including arrangements for community evacuation and temporary shelter and provision of territorial support</li> <li>• Coordination of federal assistance and response to emergencies in response to requests from territorial government authorities, for all cases in which the mandate does not clearly fall to another federal Minister</li> <li>• Provide an assurance to the province that ISC will provide funding to cover costs related to emergency assistance in First Nations communities</li> <li>• Response activities included emergency public communication, search and rescue, emergency medical assistance and evacuation</li> </ul>	<ul style="list-style-type: none"> <li>• Once an incident is terminated, key staff and stakeholders are to be regrouped as soon as possible to conduct a formal debrief to identify areas for improvement and to identify key lessons learned</li> <li>• A lessons learned and after action report should be completed no later than 30 calendar days after the conclusion of the emergency. It is to be shared nationally and on a constructive basis to enhance the department's emergency management capabilities.</li> <li>• Mitigate the effects of an emergency on First Nations people in the area</li> <li>• Work with the Chief and Council to assess the situation, determine the most effective way to repair damage and ensure delivery of programs and services to the community</li> <li>• ISC will compile statistical data pertaining to which First Nations communities that are impacted by emergencies, the causes and severity of the emergency as well as other trends that will assist with preparation initiatives in future years</li> <li>• Recovery activities include the return of evacuees, trauma counselling, reconstruction, economic impact studies and financial assistance for eligible costs</li> <li>• Returning a community to a state of normalcy is a priority</li> </ul>

SOURCE: *Energy Resources Industry Emergency Support Plan*.

## H) Transport Canada CANUTEC

BEFORE THE INCIDENT	DURING THE INCIDENT	AFTER THE INCIDENT
<p>Federal regulations require that CANUTEC be contacted in the event of an incident or accident involving dangerous goods and infectious substances:</p> <ul style="list-style-type: none"> <li>• Regulate the handling, offering for transport and the transport of dangerous goods by all modes in order to ensure public safety</li> <li>• Maintain a 24 hour emergency telephone service</li> <li>• Federal regulations require that CANUTEC be contacted in the event of an incident or accident involving dangerous goods and infectious substances</li> <li>• Maintains records of over 2 million Safety Data Sheets (SDS)</li> </ul>	<ul style="list-style-type: none"> <li>• Assist emergency response personnel in handling dangerous good emergencies including advice on:               <ul style="list-style-type: none"> <li>• chemical, physical and toxicological properties and incompatibilities of the dangerous good</li> <li>• health hazards and first aid</li> <li>• fire, explosion, spill or leak hazards</li> <li>• remedial actions for the protection of life, property and the environment</li> <li>• evacuation distances</li> <li>• personal protective clothing and decontamination</li> </ul> </li> <li>• CANUTEC staff does not go to the site of an incident, however, should on-site assistance be required, CANUTEC can assist in the activation of industry emergency response plans</li> <li>• Provide communication links with the appropriate industry, government or medical specialists</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain voice communication and written information records for two years for the protection of all parties</li> </ul>

SOURCE: <https://tc.canada.ca/en/dangerous-goods/canutec/services>

## 6. EMERGENCY CONTACT LISTS

### 6.1 CALGARY CONTACTS

Calgary corporate response personnel contact information is regularly updated due to ongoing infrastructure and personnel changes. Current lists are available for internal responders via the company intranet.

Authorized emergency response plan holders should reference the appropriate site specific Emergency Response Plan that contain applicable emergency contact information for the internal incident response personnel responsible for the area / facilities.

*It is strongly recommended that in the event of a Canadian Natural emergency, **immediately contact the following 24 hour emergency numbers (as applicable) to be connected to the appropriate incident response personnel.***

**Calgary Corporate Reception: 403-517-6700**

## **24-Hour Emergency Numbers**

<b>NORTH AMERICAN OPERATIONS</b>	<b>1-888-878-3700</b>
<b>ALBIAN SITE EMERGENCY ONLY</b>	<b>780-713-3700 *</b>
<b>HORIZON SITE EMERGENCY ONLY</b>	<b>780-828-3000 **</b>

## 6.2 FIELD CONTACTS

Field personnel contact information is regularly updated due to ongoing infrastructure and personnel changes. Current lists are available for internal responders via the company intranet.

Authorized emergency response plan holders should reference the appropriate site specific Emergency Response Plan that contain applicable emergency contact information for the internal incident response personnel responsible for the area / facilities.

*It is strongly recommended that in the event of a Canadian Natural emergency, **immediately contact the following 24 hour emergency numbers (as applicable) to be connected to the appropriate incident response personnel.***

## 24-Hour Emergency Numbers

**NORTH AMERICAN OPERATIONS    1-888-878-3700**

**ALBIAN SITE EMERGENCY ONLY    780-713-3700 \***

**HORIZON SITE EMERGENCY ONLY    780-828-3000 \*\***

### DISTRICT / FIELD OFFICES (non-emergency)

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Albian Oil Sands      780-713-6347 / 780-713-4737</li> <li>• Bonnyville            780-826-4447</li> <li>• Edson                  780-712-5010</li> <li>• Fairview              780-835-5050</li> <li>• Fort St. John        250-785-3085</li> <li>• Grande Prairie      780-831-7475</li> <li>• Horizon Oil Sands    403-517-6700</li> </ul> | <ul style="list-style-type: none"> <li>• Lloydminster        780-875-9186</li> <li>• Medicine Hat        403-580-8558</li> <li>• Red Deer             403-309-7718</li> <li>• Slave Lake            780-849-2910</li> <li>• St. Albert            780-544-2250</li> <li>• Swan Hills            780-333-7800</li> <li>• Wolf Lake            780-826-4000</li> </ul> |
|--|--|

## 6.3 GOVERNMENT / OTHER EXTERNAL AGENCY CONTACTS

### 6.3.1 ALBERTA

<b>Alberta Environment and Protected Areas</b>		Energy and Environmental Response Line – 24-Hr	1 800 222 6514
* notify when blocking roads through or adjacent to Crown Land		Toll Free	
<b>Alberta Energy Regulator (AER)</b>			
* notify when blocking petroleum development / forestry roads			
<b>Alberta Boilers Safety Association (ABSA)</b>	Report an Incident (online reporting) <a href="https://www.absa.ca/unsafe-condition-accident-fire-reporting/report-an-incident/">https://www.absa.ca/unsafe-condition-accident-fire-reporting/report-an-incident/</a>		
<b>Alberta Emergency Management Agency (AEMA)</b>	24 Hour Provincial Emergency Coordination Centre (PECC)		1 866 618-2362
<b>Alberta Environment and Protected Areas</b>	Report a Wildfire		403 310-3473
	Report a Poacher		1 800 642-3800
<b>Alberta Health Services (AHS)</b>	24 Hour Emergency Notification – <b>Industry Only</b> Email		<b>1 844 755-1788</b> edp@ahs.ca
<b>Alberta Transportation and Economic Corridors</b>	Reporting via Alberta EDGE 24 / 7 (Environmental and Dangerous Goods Emergencies)		1 800 272-9600
<b>Highway Road Closures Support</b>	Athabasca & Fort McMurray Districts		780 675-2624
	Calgary District Office		403 297-6311
	Edson District Office		780 723-8250
	Grande Prairie District Office		780 538-5310
	Hanna District Office		403 854-5550
	Lethbridge District Office		403 381-5426
	Peace River District Office		780 624-6280
	Red Deer District Office		403 340-5166
	Stony Plain District Office		780 963-5711
	Vermilion District Office		780 853-8178
<b>Local Municipalities</b>	<b>Emergency Management / Disaster Services</b> Refer to applicable Site-Specific ERP Manual or call AEMA for assistance		
<b>Occupational Health and Safety</b> (applicable BU/Group Safety Lead)			1 866 415 8690
<b>RCMP / Fire / EMS – All Areas</b>			<b>9-1-1</b>
<b>Transportation of Dangerous Goods (TDG) – Initial Incident Reporting</b>			
<ul style="list-style-type: none"> <li>• <b>TDG Incident Reporting</b> – contact a) 9-1-1 and b) Alberta EDGE 1-800-272-9600</li> <li>• <b>CNRL LPG Incident Reporting (Propane &amp; Butane)</b> – contact a) 9-1-1 and b) ERAC 1 800 265-0212 * provide Canadian Natural ERAP Number: ERP 2-0010-140</li> <li>• <b>CANUTEC (all instances)</b> * provides dangerous goods interaction guidance and technical information to responders. DOES NOT offer emergency response services</li> </ul>			
		1 888 226-8832 (toll free) 613 996-6666 (call collect) Cell *666	
<b>Workers' Compensation Board</b>	Toll-free in Alberta		1 866 922-9221

## 6.3.2 BRITISH COLUMBIA

<b>Emergency Management and Climate Readiness (EMCR) / British Columbia Energy Regulator (BCER)</b>		Emergency Coordination Centre 1 800 663-3456
<b>BC Emergency Health Services</b>	Emergency	9-1-1
	Areas where 9-1-1 is not available	1 800 461-9911
	Cellphone / SAT Phone / Outside BC	250 374-5937
<b>British Columbia Boiler Safety Association</b>	Report an Incident or Hazard <a href="https://online-services.technicalafetybc.ca/cp-form/incident-reporting-form">https://online-services.technicalafetybc.ca/cp-form/incident-reporting-form</a>	1 866 566-7233
<b>Local Municipalities</b>	<b>Emergency Management / Disaster Services</b> Refer to the Site-Specific ERP or call EMBC for assistance	
<b>Ministry of Environment and Climate Change Strategy</b>	Spills or Environmental Emergencies	1 800 663-3456
	Report All Poachers and Polluters (RAPP)	1 877 952-7277
<b>Ministry of Forests</b>		
	Mackenzie Natural Resource District (DMK) - Mackenzie, BC	250 997-2200
	Peace Natural Resource District (DPC) – Dawson Creek, BC	250 784-1200
	Prince George Natural Resource District (DPG) – Prince George, BC	250 614-7400
<b>Ministry of Public Safety &amp; Solicitor General</b>	BC Wildfire Service: Wildfire Reporting	1 800 663-5555 Cell: *5555
<b>Northern Health / Health Emergency Management BC (HEMBC)</b>		1 855 554-3622 <i>For industry only</i>
<b>RCMP / Fire / EMS</b>		<b>9-1-1</b>
<b>Road Closures</b> (no Closure Orders required for emergencies)		
<u>Provincial Highway / Road Closures (highways with 1, 2, 3 digits or local names)</u>		
1. <b>RCMP / Local Police</b> – advise of situation / request presence		9-1-1
2. <b>Transportation Management Centre BC</b> (24-hour, province wide)		1 866 707-7862
3. <b>Highway Maintenance Contractor:</b>		
	Service Area 21 – South Peace (Dawson Creek – Pouce Coupe) <i>Argo Road Maintenance (South Peace) Inc.</i>	1 800 663-7623
	Service Area 22 - North Peace, Fort St. John - <i>Dawson Road Maintenance Ltd.</i>	1 800 842-4122
<u>Non-Provincial Road Closures (petroleum, forestry)</u>		
1. <b>RCMP / local police</b> – advise of situation / roadblock locations; request presence		
2. <b>Contact the following as needed:</b>		
- for petroleum development roads, notify BCER of closure(s)		
- for forestry roads, notify Ministry of Forests Resource District office of closure(s)		
<b>Transportation of Dangerous Goods (TDG) – Initial Incident Reporting</b>		
• <b>TDG Incident Reporting</b> – contact a) 9-1-1 and b) EMCR		
• <b>CNRL LPG Incident Reporting (Propane &amp; Butane)</b> – contact a) 9-1-1 and b) ERAC 1 800 265-0212 <i>* provide Canadian Natural ERAP Number: ERP 2-0010-140</i>		
• <b>CANUTEC (all instances)</b> <i>* provides dangerous goods interaction guidance and technical information to responders. DOES NOT offer emergency response services</i>		1 888 226-8832 (toll free) 613 996-6666 (call collect) Cell *666
<b>WorkSafe BC</b> (applicable BU/Group Safety Lead)		1 888 621-7233

### 6.3.3 SASKATCHEWAN

<b>Ministry of Energy and Resources (MER)</b>	<b>Emergency Support Line</b>	<b>1 844 764-3637</b>
	ER Service Desk	1 855 219-9373
<b>Technical Safety Authority of Saskatchewan</b> <i>Boilers &amp; Pressure Vessels</i>	<b>Report an Incident (online reporting)</b> <a href="https://forms.tsask.ca/1026">https://forms.tsask.ca/1026</a>	
<b>Local Municipalities</b>	<b>Emergency Management / Disaster Services</b> Refer to Site-Specific ERP or call provincial emergency management agency Saskatchewan Public Safety Agency (SPSA) below	
	<b>Spill Control Centre – 24 Hours</b>	<b>1 800 667-7525</b>
<b>Ministry of Environment</b>	Report a Wildfire	1 800 667-9660
	Turn In Poachers and Polluters (TIPPS)	1 800 667-7561
<b>Ministry of Highways</b>	Roadblock Assistance	9-1-1
	Highway Hotline – Road Conditions	1 888 335-7623
<b>Ministry of Labour Relations and Workplace Safety</b>	Occupational Health and Safety Division <i>(applicable BU/Group Safety Lead)</i>	1 800 567-7233 x1 (for reporting)
<b>RCMP / Fire / EMS</b>		<b>9-1-1</b>
<b>Saskatchewan Health Authority – HEM On Call</b> <i>(Ministry of Health - Health Emergency Management Unit)</i>		
<b>* contact only if mass casualty incident (.1) or toxic release impacts / may impact public</b>		
<b>Notification Process:</b>		
<ol style="list-style-type: none"> <li>1. Call 24 Hour Emergency Number (or Alternate Contact, ONLY if 24 Hr number unavailable)</li> <li>2. Ask for <b>Duty Officer on-call</b></li> <li>3. Provide emergency details – location, number of injuries/casualties, etc.</li> <li>4. Provide company representative contact information</li> <li>5. Request SHA-HEM representative's contact information and a schedule for incident updates</li> </ol>	<p><b>Emergency 24 hour</b></p> <p><i>Alternate ONLY if above n/a</i></p>	<p><b>1-306-519-8570</b></p> <p>1-833-999-7996</p>
<b>Saskatchewan Public Safety Agency (SPSA) – via local authority contact only</b>		
<b>Saskatchewan Workers' Compensation Board</b> <i>(applicable BU/Group Safety Lead)</i>		1 800 667-7590
<b>Transportation of Dangerous Goods (TDG) – Initial Incident Reporting</b>		
<ul style="list-style-type: none"> <li>• <b>TDG Incident Reporting</b> – contact a) 9-1-1 and b) Spill Control Centre</li> <li>• <b>CNRL LPG Incident Reporting (Propane &amp; Butane)</b> – contact a) 9-1-1 and b) ERAC 1 800 265-0212 <i>* provide Canadian Natural ERAP Number: ERP 2-0010-140</i></li> <li>• <b>CANUTEC (all instances)</b> <i>* provides dangerous goods interaction guidance and technical information to responders. DOES NOT offer emergency response services</i></li> </ul>		
		<p>1 888 226-8832 (toll free)</p> <p>613 996-6666 (call collect)</p> <p>Cell *666</p>

## 6.3.4 MANITOBA

<b>Emergency Response / Environmental Accidents – 24-Hour</b>		<b>1 855 944-4888</b>
<b>Regulatory Services / Oil and Gas Unit</b> <b>Resource Development Division</b> <i>Primary Contact: Senior Inspector</i> <i>Secondary Contact: Chief Petroleum Engineer</i>		Winnipeg Main Office 204 945-1119 Virden Office 204-748-4260 Email petroleum@gov.mb.ca
<b>Boiler and Pressure Vessel</b>	<b>Incidents &amp; Unsafe Conditions Reporting:</b> <b>Emergency Assistance: 9-1-1</b> <b>Email:</b> bpvintake@gov.mb.ca, <i>Subject Line: "Incident/Hazard Report"</i>	
<b>Emergency Measures Organization (EMO) – report an emergency</b>		<b>1 888 267-8298</b>
<b>Environment and Climate</b>		
Turn-In-Poachers (TIP) / Forest Fire Situation – 24-Hour, Toll-free		1 800 782-0076
<b>Health</b>		
Public Health, Environmental Health Branch		204 788-6735
<b>Local Regional Municipalities</b>	Refer to the Site-Specific Supplemental ERP, or call the Emergency Management Organization (EMO) for assistance.	
<b>RCMP / Fire Dept. / EMS</b>		<b>9-1-1</b>
<b>Regional Health Authorities</b>		
Interlake – Eastern Regional Health Authority (Selkirk)	204 785-4700 or toll free	1 855 785-8500
Northern Health Authority (Flin Flon)	204 687-1300	
Prairie Mountain Health (Souris)	204 483-5000 or toll free	1 888 682-2253
Southern Health–Santé Sud (Southport)	204 428-2720	
Winnipeg Regional Health Authority (Winnipeg)	204 926-7000	
<b>Transportation and Infrastructure</b>		
Capital Region - Steinbach Regional Office		204 346-6266
Western Region - Brandon Regional Office		204 726-6800
Parkland-Interlake - Dauphin Regional Office		204 622-2061
Northern Region - Thompson Regional Office		204 677-6354
Highway Information		5-1-1
<b>Transportation of Dangerous Goods (TDG) – Initial Incident Reporting</b>		
<ul style="list-style-type: none"> <li>• <b>TDG Incident Reporting</b> – contact a) 9-1-1 and b) Environmental Accidents 1 855 944-4888</li> <li>• <b>CNRL LPG Emergency Reporting (Propane &amp; Butane)</b> – contact a) 9-1-1 and b) ERAC 1 800 265-0212  <i>* provide Canadian Natural ERAP Number: ERP 2-0010-140</i></li> <li>• <b>CANUTEC (all instances)</b> 1 888 226-8832 (toll free)  <i>* provides dangerous goods interaction guidance and technical information to responders. DOES NOT offer emergency response services</i> 613 996-6666 (call collect)  Cell *666</li> </ul>		
<b>Workers Compensation Board of Manitoba</b>		<b>1 855 954-4321</b>
<b>Workplace Safety and Health</b> (applicable BU/Group Safety Lead)		<b>1 855 957-7233</b>

## 6.3.5 NORTHWEST TERRITORIES

<b>The Office of the Regulator of Oil and Gas Operations (OROGO)</b> Incident Response Line	<b>1 867 445-8551</b>
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<b>NWT NT-NU 24 Hour Spill Report Line</b>	<b>1 867 920-8130</b>
- Immediately call to report (collect is acceptable)	<a href="https://www.gov.nt.ca/ecc/en/spill-report-form">https://www.gov.nt.ca/ecc/en/spill-report-form</a>
- Fill out <a href="#">NT-NU Spill Report Form</a> and email to <a href="mailto:spills@gov.nt.ca">spills@gov.nt.ca</a>	

### **Municipal and Community Affairs (MACA) – to be contacted by local authority only**

Dehcho Regional Office	867 695-7220
Beaufort Delta Regional Office	867 678-8045 ext 21652
North Slave Regional Office	867 767-9167
Sahtu Regional Office	867 587-7100
South Slave Regional Office	867 872-6525

### **Environment and Climate Change NT-NU 24-Hour Spill Report Line**

Report a Wildfire	<b>867 920-8130</b> 1 877 698-3473
Wildfire Public Information – wildfire conditions/danger	867 445-5484

Wildlife Emergency – wildlife danger to public	Call regional office; see: <a href="https://www.gov.nt.ca/ecc/en/report-something">https://www.gov.nt.ca/ecc/en/report-something</a>
Wildlife Sighting / Observation – no wildlife danger to public	

Wildlife Violations / Big Game Vehicle Collisions	1-866-762-2437
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### **Transportation and Infrastructure**

#### **Regional Offices**

Dehcho Regional Office, Fort Simpson – <i>phones out of service</i>	INF_communications@gov.nt.ca
Beaufort Delta Regional Office, Inuvik	867 777-7146
North Slave Regional Office, Yellowknife	867 767-9049
Sahtu Regional Office, Norman Wells	867 587-7251
South Slave Regional Office, Hay River	867 875-8032

#### **Local Municipalities**

Refer to the Site-Specific Supplemental ERP or see GNWT Municipal and Community Affairs' Communities website  
<https://www.maca.gov.nt.ca/en/communitylist>

### **Northwest Territories Health and Social Services Authority (NTHSSA)**

Environmental Health Officers	867 767-9066 ext 49262
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<b>RCMP / Emergency Services</b> <i>*limited cell phone coverage in areas across NWT</i>	<b>9-1-1</b>
For those with Satellite Phones	1 867 920-0911

### **Transportation of Dangerous Goods (TDG) – Initial Incident Reporting**

- **TDG Incident Reporting** – contact a) 9-1-1 and b) NT-NU 24 Hour Spill Report Line 1 867 920-8130
  - **CNRL LPG Incident Reporting (Propane & Butane)** – contact a) 9-1-1 and b) ERAC 1 800 265-0212  
*\* provide Canadian Natural ERAP Number: ERP 2-0010-140*
  - **CANUTEC (all instances)**  
*\* provides dangerous goods interaction guidance and technical information to responders. DOES NOT offer emergency response services*
- |  |                             |
|--|-----------------------------|
|  | 1 888 226-8832 (toll free)  |
|  | 613 996-6666 (call collect) |
|  | Cell *666                   |

<b>Workers' Safety &amp; Compensation Commission</b> (reporting only by applicable BU/Group Safety Lead within 3 business days)	<b>1 800 661-0792</b>
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## 6.3.6 FEDERAL

### Canada Energy Regulator (CER) / Transportation Safety Board (TSB)

- Recommended: see **Guideline 8: CER's Event Reporting Guidelines**

- |   |   |
|---|---|
| <p><b>a) CALL:</b> TSB Reporting Hotline<br/>(for Immediately Reportable Events*, pipeline emergencies)</p> <p><b>b) REPORT:</b> via CER Online Event Reporting System (OERS)</p> | <p>819 997-7887<br/>(collect calls accepted)</p> <p><a href="https://apps.cer-rec.gc.ca/ERS">https://apps.cer-rec.gc.ca/ERS</a></p> |
|---|---|
- \* "Immediately Reportable Event" – **notification required as soon as possible within three hours** of incident discovery
- \* **Not** Immediately Reportable Event – no call required; **report required as soon as possible within 24 hours** after incident discovery

### Canadian Nuclear Safety Commission (CNSC)

24-Hour CNSC Duty Officer – emergency line

See *Guideline 2: Key Government Agency Notification Requirements*

1 844 879-0805 (toll free)  
1 613 995-0479

### Environment and Climate Change Canada

*Notification of Environment and Climate Change Canada will be through respective provincial or territorial government:*

British Columbia Ministry of Environment and Climate Change	1 800 663-3456
Alberta Ministry of Environment and Parks	1 800 222-6514
Saskatchewan Ministry of Environment	1 800 667-7525
Manitoba Department of Environment and Climate	1 855 944-4888
Northwest Territories Department of Environment and Natural Resources	1 867 920-8130

### Fisheries & Ocean Canada

*Report damage to fish habitat – contact Fish and Fish Habitat Protection Program by province*

Alberta, Manitoba, Saskatchewan, Northwest Territories	1 855 852-8320
British Columbia	1 866 465-4336

### Indian Oil and Gas Canada (IOGC)

- IOGC, the First Nation and the provincial authority must be notified immediately in the event of any health or environment-threatening emergency or off-lease spills on First Nations reserve lands. 403-292-5625
- On-lease spills greater than 1 m3 must be reported to IOGC immediately

### Indigenous Services Canada (ISC), Regional Operations

Public Enquiries Contact Centre

1 800 567-9604

### NAV Canada – Flight Information Centres (FIC)

*For filing NOTAMs. Calls to this number are routed to FIC that serves area from where call originates*

1 866 992-7433

### Transport Canada (TC)

TC General Inquiries

1 866 995-9737

Transportation of Dangerous Goods (TDG) Initial Emergency Reporting – see *applicable provincial contacts section*

## 6.4 CONTRACT SERVICES

Following are lists of companies that provide specific services in Canadian Natural operations areas. Note that these lists are neither an all-inclusive nor a “preferred vendors” list, with the exception of the helicopter charters. **Responders are expected to refer to the Site-Specific ERP (if available) or local field operations for nearest / appropriate service providers.**

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### A. ACCOMMODATIONS - HOTELS / MOTELS

**Refer to the Site-Specific ERP (if available) or local field operations for closest options. The local municipal authority may also provide recommendations or suggestions.**

### B. AIR QUALITY MONITORING UNITS (MOBILE)

Location	Agency / Company	Phone
Province-Wide, BC	Emergency Management and Climate Change / British Columbia Energy Regulator <i>(contact if no contract services are available)</i>	1 800 663-3456
Province-Wide, SK	Saskatchewan Ministry of Environment <i>(contact if no contract services are available)</i>	1 800 567-4224
BC, AB, SK	Firemaster Oilfield Services Inc.	1 877 342-3473
BC, AB, SK	HSE Integrated Ltd.	1 888 346-8260
BC, AB, SK	Trojan Safety Services	FSJ 250 785-9557 GP 780 567-3440 Sylvan Lake 403 309-3025

**C. CHARTER AIR CARRIERS (FIXED WING)**

Contact Corporate Travel

**D. CHARTER HELICOPTERS**

*(as per Corporate Travel's approved list – 09/30/2025)*

Location	Company	Phone
Cold Lake	Star Helicopters	780 639-2770
Edmonton	Canadian Helicopters Limited	780 429-6900
	Delta Helicopters	780 458-3564
Edmonton / Villeneuve	Synergy Aviation Ltd	587 343-0823
	Canadian Helicopters Limited	780 743-4888
Fort McMurray	Delta Helicopters	780 881-2559
	Heli Source Ltd	780 792-8776
Fort Nelson	Bailey Helicopters Ltd	250 774-3555
	Bailey Helicopters Ltd	250 785-2518
Fort St. John	Canadian Helicopters Limited	250 787-0431
	Heli Source Ltd	250 321-1714
	Yellowhead Helicopters Ltd	250 785-2331
Grande Prairie	Canadian Helicopters Limited	780 532-2047
High Level	Delta Helicopters	780 926-3848
Lac La Biche	Delta Helicopters	780 623-3490
Manning	Valley B Aviation	780 836-4309
Norman Wells (NWT)	Canadian Helicopters Limited	867 587-2136
Prince George / PG Base	Yellowhead Helicopters Ltd	250 963-9884
Rainbow Lake	Delta Helicopters	780 956-3988
Red Deer	Heli Source Ltd	403 886-8601
Slave Lake	Delta Helicopters	780 805-8800
Whitecourt	Heli Source Ltd	780 779-0378

### E. COMMUNICATIONS RENTAL EQUIPMENT

Location	Company	Phone
BC, AB	Safety Boss Services	1 800 882-4967
BC, AB	United Safety Ltd.	1 800 432-1809
BC, AB, SK	Firemaster Oilfield Services Inc.	1 877 342-3473
BC, AB, SK	HSE Integrated Ltd.	1 888 346-8260
BC, AB, SK	Trojan Safety Services	FSJ 250 785-9557 GP 780 567-3440 Sylvan Lake 403 309-3025

### F. DRONE / UAV OPERATORS

Service Area	Company	Contact
AB	Drone Alberta	780 394-2113
AB	Active Drone Solutions	587-205-0502
BC, AB	SmartDrones	780 782-6593
BC, AB, NWT	Northern Drone Services Canada	780-512-7688
BC, AB, SK, MB	UAV Imaging Inc.	587 532-9000
Canada wide	Albatross Enterprises Inc.	780 289-7732
Western Canada	Blue Link Drone Solutions	403 350-1766
North & Western Canada	Roy Northern Land and Environmental	Fairview 780 835-2682 FSJ (Land) 250 261-6644 FSJ (Enviro) 250 262-9792 Terrace 250 635-6973 Grande Prairie 780 835-7016 Calgary 403 233-8285
Fort McMurray, AB	Phoenix Heli-Flight	780 799-0141
AB & BC	Nortech Advanced NDT Ltd	Dawson Creek Fairview Fort St. John Fort Nelson 780 380-9888 Grande Prairie 780 832-8252
Fort St. John, BC	Hummingbird Drones	250 857-5411
Fort St. John, BC	Infinity Drones Inc	250 787-5110
Grande Prairie, Whitecourt	First Alert Locating Ltd	1 866 538-9936
SE Sask, SW Manitoba	Absolute Locating Ltd	306 483-2194
SK, AB, MB	Libitron Aerial	306 519-2737
Western Canada	Maverick Inspection Ltd.	780 467-1606

**G. IGNITION SERVICES (VAPOR PLUME)**

\*\* Contact Service Provider to obtain accurate Staging Area ETA \*\*

Company	Resource Location	Phone	
FireFly Critical Well Safety Equipment	<b>Equipment Location:</b> Red Deer only	24-Hour	403-342-1050
	<b>Equipment:</b> fully automated ignition systems (stationary, trailer mounted and flarepit) <b>Services: NO IGNITION SERVICES.</b> Set up / demobilization on drilling sites, equipment operating training		
Firemaster Oilfield Services Inc.	<b>Equipment Location:</b> - Blackfalds (for central/south AB) - Grande Prairie (for central/north AB & BC)	24-Hour	1-877-342-3473
	<b>Equipment:</b> H2S safety trailers equipped w/ignition safety flares & hand held flare pistol *no remotely activated equipment <b>Services:</b> ignition services - trailers dispatched with ignition certified Senior Hands		
Safety Boss Services	<b>Equipment Location:</b> - Edmonton, Fort St. John	24-Hour	1-800-882-4967
	<b>Equipment:</b> safety flares & handheld pistols loaded onto H2S safety trailers as req'd *no remotely activated equipment <b>Services:</b> ignition services - trailers dispatched with ignition certified personnel		
Trojan Safety Services	<b>Equipment Location:</b> 90% in Grande Prairie	24-Hour FSJ	250-785-9557
	<b>Equipment:</b> H2S safety trailers equipped w/ignition safety flares & hand held flare pistol *no remotely activated equipment <b>Services:</b> ignition services - trailers dispatched with ignition certified Safety Supervisors	24-Hour GP	780-567-3440
		Sylvan Lake	403 309-3025
United Safety Ltd.	<b>Equipment Location:</b> - Fort McMurray, Fort Saskatchewan, Fort St. John, Grande Prairie, Lloydminster	24-Hour	1-800-432-1809
	<b>Equipment:</b> H2S safety trailers equipped w/ignition safety flares & hand held flare pistol *no remotely activated equipment <b>Services:</b> ignition services - trailers dispatched with ignition certified Safety Supervisors		

**H. INDUSTRIAL FIREFIGHTING**

Location	Company	Phone
BC, AB, SK	Firemaster Oilfield Services Inc.	1 877 342-3473
BC, AB, SK	HSE Integrated Ltd.	1 888 346-8260
BC, AB, SK	Safety Boss Services	1 800 882-4967
BC, AB, SK	Superior Fire Control	1 877 882-0035
BC, AB, SK	Wildcat Fire Services Inc	403 350-0337
BC, AB, SK	Trojan Safety Services	FSJ 250 785-9557 GP 780 567-3440 Sylvan Lake 403 309-3025



# CORPORATE (CORE) EMERGENCY RESPONSE PLAN

**24-Hour Emergency 1-888-878-3700**

## I. SAFETY SERVICES

Location	Company	Phone
BC, AB	Safety Boss Services	1 800 882-4967
BC, AB	United Safety Ltd.	1 800 432-1809
BC, AB, SK	Firemaster Oilfield Services Inc.	1 877 342-3473
BC, AB, SK	HSE Integrated Ltd.	1 888 346-8260
BC, AB, SK	Trojan Safety Services	FSJ 250 785-9557 GP 780 567-3440 Sylvan Lake 403 309-3025
SK, MB	Elite Safety Services	1 877 726-9101

## J. SPILL RESPONSE SERVICES (INLAND)

Location	Company	Phone
North America	Clean Harbors	1 800 645-8265
AB, SK	Gen7 Environmental Solutions	780-542-3676
MB, SK	Good Lands Environmental Inc.	Main 204 634-2245
		After Hrs 306 482-8151
AB, SK	North Shore Environmental Consultants	1 855 700-6732
BC, AB, SK, MB	QM Environmental	1 877 378-7745
BC, AB, SK, MB	Montrose Environmental	403 236-0606
		Fairview 780 835-2682
		FSJ (Land) 250 261-6644
		FSJ (Enviro) 250 262-9792
		Grande Prairie 780 835-7016
BC, AB	Roy Northern Land and Environmental	Terrace 250 635-6973
Nationwide	Rapid Response Industrial Group	1 844 774-4911
Nationwide	SWAT Consulting Inc	1 866-610-7928

## K. WELL BLOW OUT CONTROL

Location	Company	Phone
BC, AB, SK	Firemaster Oilfield Services Inc.	1 877 342-3473
BC, AB, SK	HSE Integrated Ltd.	1 888 346-8260
BC, AB	Safety Boss Services	1 800 882-4967

## 6.5 OIL SPILL SERVICES CONTACTS

**SEE CiNQ** – Corporate > Environment-Conventional and Thermal for a list of Canadian Natural’s spill response equipment locations and contacts. In the event of a spill emergency, refer to the proper WCSS Oil Spill Contingency Manual.

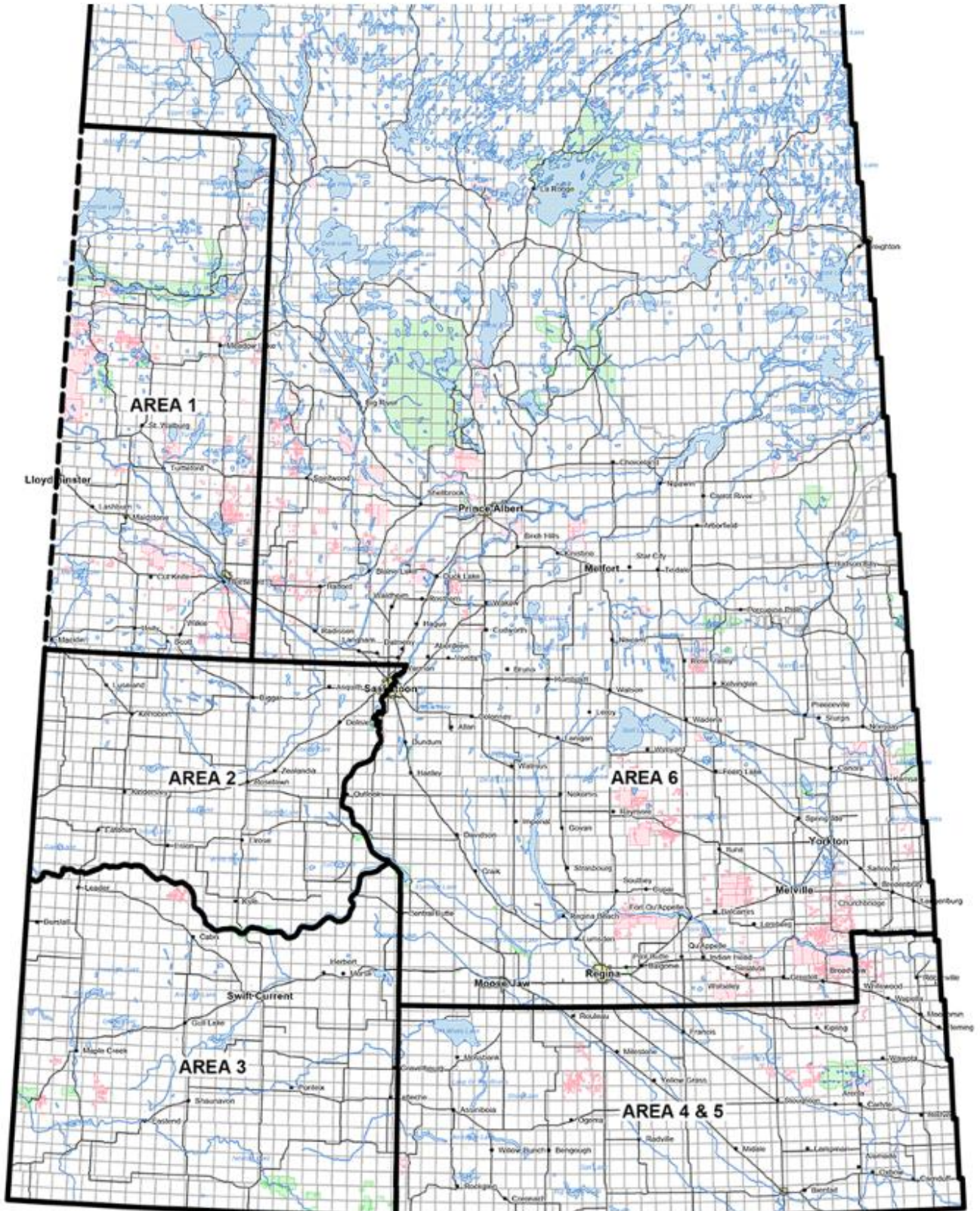
### L. WESTERN CANADIAN SPILL SERVICES (WCSS)

**1 866 541-8888**



See WCSS website [wcss.ab.ca](http://wcss.ab.ca) for individual Coop maps containing equipment information and locations

## M. SASKATCHEWAN EMERGENCY SPILL RESPONSE





# CORPORATE (CORE) EMERGENCY RESPONSE PLAN

**24-Hour Emergency 1-888-878-3700**

## SASKATCHEWAN EMERGENCY SPILL RESPONSE CONTINUED

Area	Spill Co-op	Contact	Trailer Location	Equipment Summary & Transport Requirements
1	WCSS Coop 1	<p><b>WCSS 24-Hour</b> <b>1 866 541-8888</b></p> <p><b>REGIONAL CUSTODIAN:</b> Bry-Tan Trucking Ltd. <b>24-Hour:</b> 780-875-9250</p> <p><b>Alternate Contact:</b> Cell: 780-205-1471 Mike Savoy</p> <p><b>Website:</b> <a href="https://www.wcss.ab.ca/maps-2/coop-1.shtml">https://www.wcss.ab.ca/maps-2/coop-1.shtml</a></p>	5502 – 63 Avenue Lloydminster, AB	<ul style="list-style-type: none"> <li>a) 52' OSCAR trailer (semi truck)</li> <li>b) 2 – Workboats (1/2 ton truck w/ 2" ball hitch)</li> <li>c) 20' Winter OSCAR (1 ton truck with 2-5/16" ball hitch)</li> <li>d) Drum Skimmer with Power Pak (1/2 ton truck)</li> <li>e) 40' Lake Boom Sea Can (winch tractor/trailer)</li> <li>f) 40' Heavy Oil Sea-Can 9'6" h (winch tractor &amp; low-boy trailer)</li> <li>g) Heavy Oil Skimmer w/Power Pack (located in Heavy Oil Sea Can)</li> </ul>
		<p><b>COOP CUSTODIAN:</b> 780-573-7110 Marcus Tobin</p>	Cenovus parking lot, junction of Hwy 55 & 41 (4006 Hwy 55) La Corey, AB	<ul style="list-style-type: none"> <li>a) 20' ISRU Sea Can (winch truck &amp; trailer)</li> <li>b) 16' Wildlife Trailer (1/2 ton truck w/ 2" ball hitch)</li> </ul>



# CORPORATE (CORE) EMERGENCY RESPONSE PLAN

**24-Hour Emergency 1-888-878-3700**

## SASKATCHEWAN EMERGENCY SPILL RESPONSE CONTINUED

Area	Spill Co-op	Contact	Trailer Location	Equipment Summary & Transport Requirements
2	Area II Environmental Spill Response Unit	<p><b>24-Hour Line:</b> 306 460-5102</p> <p><b>Admin Phone:</b> 306 460-8340</p> <p><b>Email:</b> area2environmental@sa sktel.net</p> <p><b>Website:</b> <a href="http://areatwospill.com/">http://areatwospill.com/</a></p>	<p>R360 Environmental Solutions Canada Inc. 16-16-030-23W3</p> <p>11 km north of Kindersley on Hwy 21</p>	<p>a) <b>Trailer Unit – White:</b> anchors/drive pins, containment booms/accessories, consumable recovery items, clothing/safety PPE, electrical/lighting, equipment, hoses/accessories, fittings, toolbox, other miscellaneous items, spill contingency manual, trailer registration. <b>NOTE: 1) premium fuel req'd for water pump, not provided in trailer 2) 12v car battery &amp; propane tank req'd for scare cannon 3) air compressor req'd to power skimmer</b></p> <p>b) <b>Trailer Unit – Black:</b> Gelco, boom sets &amp; booms, strip bottles, Sphagsorb, PPE (waders/shoulder length disposal gloves), garbage bags, oil absorbent pads, roll pad, booms, waste containers, silage plastic, T-post, hitch lock, trailer registration. <b>NOTE: 1) premium fuel req'd for generator</b></p> <p>c) Spill Trailer Transportation: <ul style="list-style-type: none"> <li>• Cullen Contracting 306-460-9154</li> <li>• When trailer use complete, call 24-Hour Line and request trailer pick up and return</li> </ul> </p>
3	Southwest Saskatchewan Area 3 Environmental Response Unit	<p><b>24-Hour Emergency:</b> 1-844-561-8444</p> <p><b>Email:</b> saskarea3eru@outlook. com</p> <p><b>Website:</b> <a href="http://www.area3eru.com">http://www.area3eru.com</a></p>	<p><i>Plains Dollard Truck Terminal 08-02-008-20 W3M</i></p> <p>PMC Control Centre <i>(Plains personnel will meet you at 8-2 site)</i></p> <p><b>Steering Committee Custodian:</b> Plains Midstream Canada</p>	<p>a) <b>Tandem Axle Trailer Unit:</b> Containment boom/accessories, equipment including gas motor and 2 skimmers, hoses/accessories, miscellaneous, trailer registration</p> <p>b) <b>Tri-Axle Trailer Unit:</b> anchors/drive pins, zodiac boat, containment boom/ accessories, consumable recovery items, clothing/safety PPE, electrical/lighting, equipment, hoses/accessories, fittings, miscellaneous items, signs, trailer registration, etc. <b>NOTE: 1) premium fuel req'd for water pump, not provided in trailer 2) propane tank req'd for scare cannon 3) air compressor req'd to power skimmer</b></p> <p>c) <b>Other Equipment Available:</b> 1) Regina / Moose Jaw O.S.C.A.R. 2) WCSS Lloydminster O.S.C.A.R. <b>NOTE: highway tractor required to transport trailer</b> 3) Swift Current &amp; District Environmental Protection Unit</p> <p>• <b>See Control Point maps / full equipment list on website</b></p>



# CORPORATE (CORE) EMERGENCY RESPONSE PLAN

**24-Hour Emergency 1-888-878-3700**

## SASKATCHEWAN EMERGENCY SPILL RESPONSE CONTINUED

Area	Spill Co-op	Contact	Trailer Location	Equipment Summary & Transport Requirements
4 & 5	<p>Oil Spill Contingency Group: <i>Weyburn (Area 4)</i> <i>Estevan (Area 5)</i></p>	<p><b>Phone:</b> 306 634-6277</p> <p><b>Equipment Custodian:</b> 360 421-0981 – Peter McFadden</p> <p><b>Website:</b> <a href="http://saskoilspill.com/">http://saskoilspill.com/</a></p>	<p>207 – 20<sup>th</sup> Ave SE Evanston Park Weyburn, SK</p>	<p>a) Trailer 1 – First response equipment in 32’ trailer b) Trailer 2 – Extra booms in 24’ trailers, skimmer and river spill recovery equipment c) Trailer 3 – Spare oil spill equipment</p> <p>Trailers are equipped with pintle hitches; receivers for hitches stored inside</p> <p><b>QUALIFIED TOW TRUCK CONTRACTORS:</b> <i>Top Notch Towing</i>, Weyburn 306 861-1346 – will tow to location <i>Lost Child Towing</i>, Weyburn 306 861-0585 or 842-0555 <i>Jerry Mainil</i>, Weyburn 306 842-5412 – will tow to location</p> <p><b>NOTE:</b> trailers are greater than 10,000 lb (actual weight approx. 13,000 lb) therefore drivers must possess minimum of Class 1G license, as per SGI requirements and vehicles must be rated accordingly. See contractor above with qualified drivers / vehicles. Any other contractors with qualified drivers/vehicles may be used to mobilize and de-mobilize trailer.</p>
6	<p>Area 6 Emergency Response Co-operative: <i>Moose Jaw – Regina</i></p>	<p><b>Emergency Dispatch:</b> 306 791-5058</p> <p><b>Website:</b> <a href="http://area6sask.ca/call-out-chart/">http://area6sask.ca/call-out-chart/</a></p>	N/A	<p><b>MANDATE:</b> A response system of mutual aid among the members for initial response to an unknown or known member’s pipeline emergency, until the member company is in a position with its own resources to control the emergency.</p> <p><b>CALL-OUT PROCEDURE:</b> If you need to notify pipeline member companies of Area 6 that there is a pipeline emergency that requires their assistance, a Call-Out procedure is in place for Emergency Services to activate with only one call. This procedure will activate all member company’s internal procedures for response to a suspected pipeline leak</p>



# CORPORATE (CORE) EMERGENCY RESPONSE PLAN

**24-Hour Emergency 1-888-878-3700**

## N. MANITOBA PRODUCERS OIL SPILL CORPORATION

Area / Location	Contact	Trailer Location	Equipment Summary
Province Wide	<p><b>DISPATCH:</b> Miles Alexander: 306-897-7114 Dean White: 204-851-0536 Derek Hodges: 204-851-5563</p> <p><b>Corporation Secretary:</b> Stephanie Burnett mposcsecretary@gmail.com</p> <p><b>Website:</b> <a href="https://www.mposc.org/">https://www.mposc.org/</a></p>	<p><b>Tundra Energy Marketing Limited (TEML) Yardsite</b> Virден, MB</p>	<p><b>Trailer #1 Boat Trailer</b> – all equipment for work on / around water</p> <ul style="list-style-type: none"> <li>• 16 ft x 8 ft tandem trailer with 2" ball</li> </ul> <p><b>Trailer #2 Equipment Trailer</b> – hand tools / equipment for spill clean-up</p> <ul style="list-style-type: none"> <li>• 24 ft x 8 ft bumper hitch trailer with 2 5/16" ball</li> </ul> <p><b>Trailer #3 Skimmer &amp; Booms</b> – equipment for oil containment / recovery</p> <ul style="list-style-type: none"> <li>• 24 ft x 8 ft bumper hitch trailer with 2 5/16" ball</li> </ul> <p><b>MPOSC Garage – Storage</b> – overflow items required for spill response</p> <ul style="list-style-type: none"> <li>• e.g. absorbent booms, pads, used river boom, T posts, snow fence, etc.</li> </ul> <p style="text-align: center;">-----</p> <ul style="list-style-type: none"> <li>• <b>It is the user's responsibility to haul the trailers (to location and back) as well as to provide adequate personnel to use equipment</b></li> <li>• This equipment is for <i>initial</i> spill response. <b>If cleanup will take more than a few days</b>, bring in other equipment and return MPOSC trailers in case another member needs them.</li> <li>• Trailers are to be returned in same condition they were taken, including               <ul style="list-style-type: none"> <li>○ replacing any equipment used (e.g. absorbent booms)</li> <li>○ ensuring equipment and trailer is clean and organized</li> </ul> </li> </ul>
	<p><b>CALL OUT PROCESS:</b></p> <ol style="list-style-type: none"> <li>1) Contact anyone on Dispatch list</li> <li>2) Dispatch will advise it available and if so, provide lock code for trailers</li> <li>3) Contact a company below to haul trailers to location</li> </ol>		
	<p><b>Local Services / MPOSC Members</b></p> <p><b>Service Companies:</b></p> <ul style="list-style-type: none"> <li>• Northrok Construction (Virден, MB): Justin Tindall 204-441-7298</li> <li>• Go Hard Oilfield Services (Virден MB): Brodie Plasier 204-748-6980</li> </ul> <p><b>Environmental Firms:</b></p> <ul style="list-style-type: none"> <li>• Goodlands Environmental (Pierson, MB): Cindy 306-482-8151</li> <li>• Matrix Solutions Inc. (Virден, MB): Greg 204-720-4994</li> </ul>		

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## **7.0 PLAN PRINCIPLES AND MANUAL MAINTENANCE**

### **7.1 TRAINING AND EXERCISES**

Canadian Natural maintains a rigorous emergency response training / exercise program for employees and contractors that is mandatory for all levels of the company, from field operations to senior management. Training methods consist of lectures, coaching, discussions, simulations and role playing as well as in-house computer based training through Canadian Natural's learning management system (LMS). All personnel emergency response training is captured and documented within LMS for audit purposes.

#### **7.1.1 EMERGENCY RESPONSE TRAINING**

Emergency response training at Canadian Natural includes many elements as identified in this manual such as but not limited to:

- ICS 100 / 200 / 300 as applicable
- Canadian Natural's Incident Command System
- Emergency response roles and responsibilities
- Emergency response tools including Canadian Natural's "10 Steps for Emergency Response," First Responder's Guide, Emergency Response Guide, Incident Command Flowchart, Emergency Notification Details chart, Time / Action Logs and many more
- Where to find forms, scripts and specific guidelines
- Where to find stakeholder contact information

This training, or portions thereof, may be incorporated into monthly field safety meetings or held on an as-needed basis; however, Canadian Natural's safety protocols require, at minimum, dedicating a full annual safety meeting to mandatory emergency response training.

#### **7.1.2 ADDITIONAL TRAINING**

Additional external training for Canadian Natural personnel may consist of the following; while LMS documents external training, the training itself is organized, maintained, and provided by the agency.

- WCSS Cooperative annual training (includes HAZMAT awareness, product control and containment methods and equipment, reporting requirements, product recovery and disposal and environmental impacts). WCSS Awareness Training is also available.
- Ignition certification / training
- Canadian Natural's safety training requirements (i.e. First Aid / CPR, H<sub>2</sub>S Alive, WHMIS, TDG, firefighting, etc.)

#### **7.1.3 ERP EXERCISES**

A key method of internal training is the use of ERP exercises to provide invaluable 'hands-on' experience and to also validate other training methods. Canadian Natural validates its ERPs by conducting discussion based / functional table top or major exercises.

A table top exercise is an informal meeting of field personnel who review roles, procedures and support services. These exercises may be fully discussion based or may employ a functional format. The functional format uses more interactive methods which provide an improved level of engagement for exercise participants. Table top exercises provide procedural orientation, test the effectiveness and accuracy of the plan and help to identify any changes that may be required. At minimum, table top exercises for all areas are conducted annually unless in the year a major exercise is required.

Major exercises are held once every three years. A major exercise is intended to provide a realistic simulation of an emergency and involves all internal and external resources required to test the plan.

**For BC assets**, additional exercises are required:

- Within three (3) months of the first day of new oil and gas operations
- Within three (3) months of a change in operations staff if there is a change in at least 1/3 of operational staff since the last tabletop or major exercise who have not previously participated in an exercise under Canadian Natural's Emergency Management Program

For all exercises, public and media involvement is simulated, however, external calls can be / are made to local stakeholders and support services on a test basis. Exercises are designed using scenarios of varying complexity and nature but are developed to be as realistic as possible to the specific operational field and in some instances, applicable jurisdictional agency. Case in point, **CEPA E2** table top exercise scenarios successively targets site products from each applicable hazard category specified by regulation each year while major exercise scenarios target the worst case scenario.

Canadian Natural notifies the following regulatory authorities of major exercises and invites representatives to participate or observe and :

- Alberta Energy Regulator (AER)
- British Columbia Oil and Gas Commission (BCOGC)
- Saskatchewan Ministry of Energy and Resources (MER)
- Emergency Measures Organization – Government of Manitoba (EMO)
- Environment and Climate Change Canada (ECCC)
- Canada Energy Regulator (CER)

#### **7.1.4 EXTERNAL CONTINUING EDUCATION**

Canadian Natural is committed to maintaining ongoing communication with local disaster services and health authorities, other organizations and agencies, as well as the public living near its pipelines. The information shared includes pipeline location, potential hazards, potential emergency situations involving a pipeline, and safety procedures in case of an emergency.

Public Information Packages provide information to the public on what to do should an emergency occur and who to contact. When appropriate, public meetings and targeted information sessions are conducted to ensure stakeholders are aware of company operations and emergency management policies.

Government Agency Consultation Forms provide safety procedures and information to local authorities impacted by our ERPs. These forms also include such information as scene arrival protocols, chemical hazards and liaison guidelines, and they also serve to collect emergency contact information. All documents are provided every year to the communities and more frequently if required during changes in operations, such as new facilities or an acquisition.

Canadian Natural's Safety Management System (SMS) mandates the use of Hazard Assessments and safety orientations for all persons attending Canadian Natural sites, including those responding as a result of an emergency.

### **7.2 RECORD KEEPING**

Canadian Natural's Records Management Program is responsible for the creation, storage, use, preservation and disposal of records in order to:

- Document the activities and transactions of Canadian Natural;
- Enhance accountability;
- Meet business, fiscal and legal requirements and
- Support access to information

The program includes procedures for records classification, document imaging, retention schedules, disposition of records and ensures hard copy documentation is identified, recorded and classified for off-site archival storage. Corporate Backup Media Rotation and Retention Policy IS-POL-0051 describes corporate policy as it relates to electronic data backup copies made of data stored on centralized and off-site corporate storage devices.

The Classification and Retention Schedule identifies records by Record types and each record type has a defined period of time the records must be maintained. The disposition (destruction) of records follows a formalized process that requires, at minimum Department and Legal VP authorization.

#### **7.2.1 INCIDENT DOCUMENTATION**

All personnel assigned a response role are required to document their actions on an Emergency Time / Action Log for the duration of their participation and complete forms as required by their role. Additionally, note takers can be tasked to document actions / decisions of management roles, record the general proceedings in Command Posts / Operations Centres and record post-incident actions, debriefings and other meetings as required. Policies defining the collection of incident documentation are outlined in Section 2.7.3 Document Collection.

All notes, flowcharts, wall charts and forms used or completed during and after emergency response actions taken by Canadian Natural personnel are considered confidential Company property. External agency representatives at Canadian Natural's Command Posts should be made aware that any written information may later form part of a publicly accessible file.

Incident documentation may include but not limited to, official reports, forms and general information. Governed by the Records Management Program, all incident documentation is retained permanently as set forth in the Corporate Records' Classification and Retention Schedule.

#### **7.2.2 ERP EXERCISE RECORDS**

All conventional and thermal ERP exercises are conducted, documented and evaluated on a regular basis, the schedule of which is determined by regulatory requirements. Exercise documentation can consist of various forms including but not limited to Time Action Logs, wall charts and additional ICP / field operations forms. Exercise Evaluation Reports are used to effectively evaluate responder knowledge, skills and response actions, as well as document any learnings.

Exercise documentation will be retained by the Emergency Management Team for a period of no less than seven years. Exercise records may be reviewed on a random basis by the provincial or federal authority for audit and / or assessment purposes. Disposition of exercise records will be reviewed as required.

#### **7.2.3 AUDITS AND REVIEWS**

Canadian Natural's emergency response plans (ERPs) and emergency planning zone (EPZ) calculations where applicable are periodically audited by the Emergency Management Team. Additionally, the conventional / thermal Emergency Management Program as a whole is periodically reviewed by Senior Management to ensure its suitability, adequacy and effectiveness.

These audits and reviews, together with external audits administered by regulatory agencies and / or reviews by independent sources, ensure that the program:

- is fully implemented and compliant with legislation
- meets Canadian Natural policy, objectives and standards
- is adequate for its intended purpose
- adheres to Canadian Natural's continuous improvement principles

All internal and external audit / review results are retained for a period of no less than seven years. Electronic copies are held by the Emergency Management Team in Calgary. Disposition of audit / review results will be reviewed as required.

### **7.3 MANUAL MAINTENANCE**

It is expected that all operations personnel working for Canadian Natural know and understand the contents of the Corporate ERP, as well as the Site-Specific plans associated to their areas. All Canadian Natural personnel are responsible for actively contributing to the development and maintenance of effective plans.

Canadian Natural is committed to the continuous improvement of its documents therefore, the Canadian Natural's Corporate Emergency Response Plan (ERP) and Site-Specific ERPs are reviewed and updated on an annual basis with changes made to ensure that the information remains accurate. Updates could be triggered by any of the following:

- changes to current emergency information
- new mapping information
- new resident information
- changes to response staff information or response capabilities
- facility additions such as well or pipeline tie-ins that do not require submission of a supplement

#### **7.3.1 MANAGEMENT OF CHANGE**

Changes will trigger a 'Version-Revision' number change as found in the Corporate ERP and Site Specific ERPs. Annual updates are indicated by a 'revision' number of zero to the right of the dash or period. For the Corporate ERP, significant amendments will generate a consecutive revision number and the revision date in the footer of each modified section(s). Amendments are documented in the Amendment Record found in each manual.

Errors or recommendations for changes to ERP information should be forwarded to Emergency Management at [EmergencyManagement@cnrl.com](mailto:EmergencyManagement@cnrl.com) for assessment as per the Management of Change Protocol found behind the Table of Contents.

#### **7.3.2 MANUAL DISTRIBUTION**

*For a general distribution overview, see the Distribution Disclaimer located at the front of this binder, directly following the cover page.*

Following the submission and approval of amended versions of the Corporate ERP that meet regulatory obligations:

- the most current version is posted on the company intranet for Canadian Natural personnel and authorized contractors and consultants
- the most current non-confidential version is posted on the company website for public access
- when required, hard copy manuals are distributed to district offices and main facilities

- Communication Bulletins are sent to North American field operations and other company responders. These bulletins:
  - notify personnel of access to the most current version of the Corporate ERP and / or replacement pages and instruction packages on the intranet and
  - provide guidance to securely dispose of outdated manuals or portions thereof where applicable
- upon receipt of the Communication Bulletin, individuals are responsible for ensuring their assigned manual(s) is current.
- electronic copies are uncontrolled once downloaded

Canadian Natural's Emergency Management is responsible for:

- maintaining a Corporate (Core) ERP manual inventory that is verified and updated as required
- posting updated versions on the intranet and company website, distributing manual or portions thereof and broadcasting Communication Bulletins
- conducting manual audits on an ad-hoc basis

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## 8.0 DRILLING, COMPLETIONS AND WELL SERVICING

### 8.1 SECTION APPLICATION

This section will be used if there is no Drilling / Completions Site Specific ERP required by regulation. It outlines the safety preparations, emergency actions and procedures that will be implemented if an incident occurs during these well operations. All information in the previous sections of this Corporate ERP is applicable to well site incidents. This section is in compliance with legislation and regulations as set out by:

- Alberta Energy Regulator (AER)
- BC Energy Regulator (BCER)
- WorkSafe BC
- Saskatchewan Ministry of Energy and Resources (MER)
- Regulatory Services, Oil & Gas Unit
- Other provincial and federal guidelines and regulations as applicable

### 8.2 NOTIFICATION OF AFFECTED PARTIES

#### 8.2.1 ALBERTA, SASKATCHEWAN, MANITOBA

The Drilling / Completions Supervisor shall ensure that identified public (area residents, landowners, occupants and business owners within or immediately adjacent to the EPZ) shall be contacted and informed of the status of on-site operations, via personal visitation or telephone, at the beginning and completion of on-site operations as per **Table 8.2.1** Notification and Consultation Requirements below. Area Surface Landman may be required to provide contact lists and other notification procedures.

**NOTE:** leaving a voice message on a telephone answering machine or informing a minor / underage occupant of the residence **DOES NOT** fulfill this obligation.

**Table 8.2.1 – Regulator Notification / Public Consultation Requirements**

SITUATION	NOTIFICATION AND CONSULTATION REQUIREMENTS
<b>Prior to entering the first sour zone and prior to nonconsecutive completion operations on a sour well</b>	<ul style="list-style-type: none"> <li>• <b>Notification</b> of members of the public within the EPZ is required at least 24 hours prior to entering the first sour zone for all sour well drilling operations and prior to nonconsecutive completion operations* on a sour well in order to provide sufficient time for members of the public who wish to leave prior to commencement of operations.</li> <li style="padding-left: 20px;">* <i>Completion operations that take place more than four weeks after the drilling rig has been removed.</i></li> </ul>
<b>Wellhead-off workovers</b>	<ul style="list-style-type: none"> <li>• <b>Notification</b> of members of the public who have indicated during the public involvement program that they wish to leave prior to commencement of operations.</li> </ul>
<b>Delayed completion operations</b>	<ul style="list-style-type: none"> <li>• <b>Notification</b> of and <b>consultation</b> with members of the public within the EPZ are required prior to completion operations that were not carried out within six months after conclusion of drilling operations.</li> </ul>
<b>Cancellation of ERP</b>	<ul style="list-style-type: none"> <li>• The licensee is required to notify residents within the EPZ and the local authority if the ERP has been cancelled.</li> </ul>
<b>End of drilling and/or completion operations</b>	<ul style="list-style-type: none"> <li>• The licensee is expected to ensure that those holding copies of the ERP, residents listed in the ERP, and the Regulator are notified at the end of drilling and/or completion operations and advised of the status of the plan.</li> </ul>

## 8.2.2 BRITISH COLUMBIA

The Drilling / Completions Supervisor shall ensure that identified public within the EPZ shall be contacted and informed of the status of on-site operations, via personal visitation or telephone, at the beginning and completion of on-site operations as per **Table 8.2.2** below. Area Surface Landman may be required to provide contact lists and other notification procedures.

**NOTE:** leaving a voice message on a telephone answering machine or informing a minor / underage occupant of the residence **DOES NOT** fulfill this obligation.

**Table 8.2.2 – Public Notification and Consultation Requirements**

SITUATION	NOTIFICATION AND CONSULTATION REQUIREMENTS
<b>Prior to entering first sour zone and prior to nonconsecutive completion operations on a sour well</b>	<ul style="list-style-type: none"> <li>• <b>Notification</b> of members of public within EPZ is required at least 24 hours prior to entering the sour zone for all sour well drilling operations and prior to nonconsecutive completion operations* on a sour well in order to provide sufficient time for members of public who wish to leave prior to commencement of operations</li> <li>* <i>Completion operations that take place more than four weeks after the drilling rig has been removed.</i></li> </ul>
<b>At the beginning and conclusion of other operations, i.e. workovers, flaring, fracking, etc.</b>	<ul style="list-style-type: none"> <li>• <b>Notification</b> of members of the public within the EPZ is required for on-site operations.</li> <li>‘On site operations’ are not limited to drilling and initial completions; activities such as workovers, flaring, fracking, etc., are considered “on-site operations.”</li> </ul>
<b>Wellhead-off workovers</b>	<ul style="list-style-type: none"> <li>• <b>Notification</b> of members of the public who have indicated during any public involvement program that they wish to leave prior to commencement of operations.</li> </ul>
<b>Delayed completion operations</b>	<ul style="list-style-type: none"> <li>• <b>Notification</b> of and <b>consultation</b> with members of the public within the EPZ are required prior to completion operations that were not carried out within six months after conclusion of drilling operations.</li> </ul>
<b>Cancellation of ERP</b>	<ul style="list-style-type: none"> <li>• The licensee is required to notify residents within the EPZ and the local authority if the ERP has been cancelled.</li> </ul>
<b>End of drilling and/or completion operations</b>	<ul style="list-style-type: none"> <li>• The licensee is expected to ensure that those holding copies of the ERP, residents listed in the ERP, and the BCER are notified at the end of wellsite operations and advised of the status of the plan.</li> </ul>

## 8.3 SAFETY PREPARATIONS FOR WELL OPERATIONS

### 8.3.1 ALBERTA

The following precautionary safety measures shall be completed two (2) to four (4) days prior to penetrating / drilling into, or perforating, the potential H<sub>2</sub>S bearing formation(s). The Drilling / Completions Supervisor shall ensure the following:

- Area production personnel and the Area Safety and Compliance Coordinator will be made aware of the upcoming operations.
- **An “presour” meeting will be conducted and documented, no less than 96 hours (4 days) before conducting operations in the first sour zone(s).** This meeting will:
  - include all on-site Company and contract personnel who have roles / responsibilities in the plan
  - review roles and responsibilities and assess on-site personnel capabilities required to implement the ERP if required.
  - ensure Canadian Natural’s Four Pillars of Safety are in place, including conducting the Hazard Assessment and completing / posting a Transportation of an Injured Worker plan
  - ensure access to all emergency response tools, including but not limited to the Corporate and Site-Specific ERPs, Emergency Response Guides, field ERP forms, flowcharts and other wall charts
  - **NOTE:** additional meeting may be needed for those not present at the initial meeting
- **The applicable AER Field Centre must be notified 24 hour in advance of a presour meeting**
- **The applicable AER Field Centre will be informed of the status of on-site operations, a minimum of 24 hours prior to conducting operations in the sour zones.**
- Safety personnel and equipment required for ERP implementation will be mobilized to the wellsite; refer to **Section 8.6 – Safety / Emergency Equipment.**
- The availability of a mobile air monitoring unit including where it is located and what the estimated travel time is to the wellsite will be confirmed. If there is a limited availability, a mobile air monitoring unit shall be placed on dedicated standby. **See Section 8.10.4.1 Dispatch Requirements for Mobile Air Monitoring for dispatch requirements by Emergency Level.**
- Designated roadblock locations shall be identified and communications between each and the well site (On-Scene Command Post [OCP]) will be confirmed / tested. The wellsite will be isolated by establishing a secure barrier as per Canadian Natural protocols a rope or chain gate at the wellsite entrance to only allow entry of authorized personnel.
- For sour wells designated as “Non-Critical or Non-Special” – One (1) Drilling / Completions Supervisor and one (1) contract H<sub>2</sub>S safety hand will typically be on site, however, additional personnel may be utilized at the Company’s discretion.

While the potential H<sub>2</sub>S bearing formation(s) is open to, or capable of flowing / producing to, the wellbore the following precautionary safety measures shall be conducted:

- Daily surveys of the EPZ and surrounding area will be conducted to establish a record of any activity related to transients, recreational use and / or operations.
- H<sub>2</sub>S / Man Down and BOP / well control drills will be conducted to familiarize on-site personnel with specific equipment they may be required to use and to train them to carry out the correct responses to emergency conditions. All drills and safety meetings will be documented in the tour book.

## 8.3.2 BRITISH COLUMBIA

In preparation for implementation of the ERP, the following precautionary safety measures **shall be completed a minimum of 24 hours** prior to penetrating / drilling into, or perforating, the potential H<sub>2</sub>S bearing formation(s). The Drilling / Completions Supervisor shall establish a site safety plan by ensuring:

- that area production personnel and the Area Safety and Compliance Coordinator are made aware of upcoming operations
- that a wellsite ERP review meeting will be scheduled:
  - **48 hours prior to this meeting, the BCER will be notified** by emailing Form M2 – Notification of ERP Review Meeting to EMP@bc-er.ca
  - will include all on-site Company / contract personnel who have roles / responsibilities in the plan
  - will review roles and responsibilities and assess on-site personnel capabilities required to implement the ERP if required
  - will ensure Canadian Natural's Four Pillars of Safety are in place, including conducting the On-Site Hazard Assessment and completing / posting a Transportation of an Injured Worker plan
  - will ensure access to all emergency response tools, including but not limited to Corporate and Site-Specific ERPs, Emergency Response Guides, field ERP forms, flowcharts and other wall charts
- That safety personnel and equipment required for ERP implementation will be mobilized to the wellsite; refer to **Section 8.6 – Safety / Emergency Equipment**
- That the availability of a mobile air monitoring unit including where it is located and what the estimated travel time is to the wellsite will be confirmed. If there is a limited availability, a mobile air monitoring unit shall be placed on dedicated standby. **See Section 8.10.4.1 Dispatch Requirements for Mobile Air Monitoring for dispatch requirements by Emergency Level.**
- That designated roadblock locations shall be identified and communications between each and the well site (On-Scene Command Post [OCP]) will be confirmed / tested. The wellsite will be isolated by establishing a secure barrier as per Canadian Natural protocols at the wellsite entrance to only allow entry of authorized personnel.
- That for sour wells designated as “Non-Critical or Non-Special,” one (1) Drilling / Completions Supervisor and one (1) contract H<sub>2</sub>S safety hand will typically be on site, however, additional personnel may be utilized at the Company's discretion
- That the BCER will be informed at the beginning and conclusion of on-site operations

To meet 'notification of affected parties' regulations, the Drilling / Completions Supervisor will also ensure:

- That the BCER will be provided with Drilling Status Updates submitted via BCER's eSubmission portal within one business day of the change in drilling status. Drilling statuses of a well include spud, drilling suspended, drilling resumed and rig release.

While the potential H<sub>2</sub>S bearing formation(s) is open to, or capable of flowing / producing to the wellbore, the Drilling / Completions Supervisor will ensure following precautionary safety measures are conducted:

- Daily surveys of the EPZ if available (use minimum 100 m if no calculated EPZ) and surrounding area will be conducted to establish a record of any activity related to transients, recreational use and / or operations.
- H<sub>2</sub>S / Man Down and BOP / well control drills will be conducted to familiarize on-site personnel with specific equipment they may be required to use and to train them to carry out the correct responses to emergency conditions. All drills and safety meetings will be documented in the tour book.

## 8.4 CRITICAL / SPECIAL SOUR WELLS – IGNITION EQUIPMENT REQUIREMENTS

### 8.4.1 ALBERTA

The Drilling/Completions Supervisor must ensure **all sour wells** have an ignition system such as a flare gun on site during all drilling, completion, well testing, or workover operations in the sour zone(s).

**All critical sour wells** must have a dual ignition system on site during all drilling operations in the critical zone(s) and during all completion, well testing, or workover operations when the wellhead is off. The primary ignition system should be installed such that remote activation can be achieved from a safe location through a triggering device. The secondary system may be a manual system, such as a flare gun.

Ignition Teams should be certified in vapor plume ignition and properly equipped to ignite the well as above, within 15 minute of decision to ignite. Certification should be obtained from accredited training association.

### 8.4.2 BRITISH COLUMBIA

For special sour wells, the Drilling/Completions Supervisor must:

- ensure that a **dual ignition system is on site** during
  - (i) drilling or completion operations, or
  - (ii) workover operations being carried out at any time when the wellhead is not in place;
- ensure that a person certified in vapour plume ignition issued by a training association is available and equipped to ignite the well as per the above within 15 minute of decision to ignite.
- ensure that a person *authorized* to ignite flammable liquids or ignitable vapours released from the well is on site.

As per regulation, a sour well is special if either of the following applies:

- the hydrogen sulphide release rate from the well is equal to or greater than 2.0 m<sup>3</sup>/s;
- the hydrogen sulphide release rate from the well is less than 2.0 m<sup>3</sup>/s but greater than 0.5 m<sup>3</sup>/s and the well is located within a distance that is twice the hazard planning distance from the corporate boundaries of an urban centre.

## 8.5 SAFETY / EMERGENCY EQUIPMENT

### 8.5.1 PERSONNEL

- Sour Well:** A minimum of one (1) contract H<sub>2</sub>S safety hand to be on-site whenever sour well operations are being conducted. One (1) contract H<sub>2</sub>S safety hand may be used for 24 hour drilling operations if sour risk is deemed to be low.
- Critical / Special Sour Well:** 24 hour contract H<sub>2</sub>S safety hand coverage must be provided when special sour zone is open.

### 8.5.2 H<sub>2</sub>S MONITORING EQUIPMENT

- (2) Personal H<sub>2</sub>S Monitors
- (1) Continuous electronic H<sub>2</sub>S monitor comes with:
  - 4 - Ambient sensor heads
  - 1 - Low alarm (flashing light)
  - 1 - High alarm (audible siren)

### 8.5.3 IGNITION EQUIPMENT

#### ***For sour wells:***

- (1) Manual Ignition Kit comes with:
  - 1 - Flare gun with 30 flares (recommended for multiple attempts / re-ignition)
  - 2 - Self-Contained Breathing Apparatus (SCBA)
  - 2 - Fire retardant suit, including gloves
  - 2 - Eye and ear protection
  - 2 - Safety harness with line
  - 2 - Personal H<sub>2</sub>S monitor
  - 1 - Explosion meter (L.E.L.)
  - 2 - Air Horns (one for Ignition Lead and one for Backup team)

#### ***For Critical or Special Sour Wells:***

- (1) Manual Ignition Kit
- (1) Automatic Ignition System (Firefly or equivalent)

### 8.5.4 WELL SITE ACCESS TRAILER

A well site access trailer will be on site to provide:

- Well site access control
- Safe briefing area
- Safety equipment storage
- First aid equipment and storage

### 8.5.5 H<sub>2</sub>S SAFETY TRAILER

- (9) 300 cubic foot cylinders of compressed breathing air
- (2) 150 ft., 3/8" airlines (OH&S approved)
- (6) 100 ft 1/4" airlines (OH&S approved)
- (3) Airline manifolds (6 outlets each)
- (8) SCBA (Self Contained Breathing Apparatus)
- (8) SABA (Supplied Air Breathing Apparatus)
- (1) Folding stretcher
- (1) Alberta No. 3 First Aid Kit
- (2) Windsocks
- (1) Handheld H<sub>2</sub>S detector c/w detection tubes
- (8) Spare 45 cubic foot spare breathing cylinders for SCBAs
- (2) Spare 300 cubic foot cylinders of compressed breathing air
- (1) 20 lb ABC low temp fire extinguisher
- (2) Wind flags or orange streamer ribbon (2 rolls)
- (1) Fire blanket with water resistant vinyl cover

### **8.5.6 LEASE WARNING SIGN PACKAGE**

- (2) Briefing Area signs
- (1) Report to Supervisor sign
- (1) H<sub>2</sub>S Warning sign

### **8.6 COMMUNICATIONS EQUIPMENT**

**NOTE:** The frequencies of the portable radio equipment are not available; a contract safety company or a third party supplier should be contacted to supply this equipment. If the ERP is implemented, response personnel will be provided with the radio frequencies and / or compatible equipment.

#### **8.6.1 WELL SITE**

- (4) Portable radios (intrinsically safe)

#### **8.6.2 EMERGENCY PLANNING ZONE**

- (5) Portable radios with long range capabilities in addition to Roadblock Kit Radios, distributed as follows:
  - On-Scene Supervisor
  - Reception Centre Representative
  - Mobile Air Monitoring Technician
  - Spare

#### **8.6.3 EPZ EVACUATION VEHICLES**

- (1) Vehicle for each contract H<sub>2</sub>S safety hand or other as assigned to evacuate EPZ occupants if required

## 8.7 ROADBLOCK EQUIPMENT

- ❑ **Sour Well** – roadblock radios will be onsite when the sour zone is open and the remaining roadblock equipment will be placed on standby at contract safety company base or Canadian Natural location, whichever is closest.
- ❑ **Critical / Special Sour Well** – Roadblock Kits will be mobilized to the wellsite prior to entry into the special sour zone:
  - (3) Roadblock Kit(s) containing the following:
    - 1 - SCBA (Self-Contained Breathing Apparatus)
    - 1 - Road barricades, with flashing light
    - 1 - Stop / Slow paddle
    - 1 - High visibility vest
    - 1 - Flashlight
    - 1 - Map of the area and checklist
    - 1 - H<sub>2</sub>S monitor / detector
    - 1 - VHF Long Range Radio

## 8.8 NOTIFICATION OF WELL OPERATION STATUS

After each phase of wellsite operations the Company will notify the applicable provincial regulatory agency of the status of the on-site operations that operations have concluded, the well is secure and there is no longer a potential for a sour gas release.

## 8.9 RESPONDING TO DRILLING, COMPLETIONS AND WELL SERVICING EMERGENCIES

In the event of an emergency, follow the 10 Steps for Emergency Response.

### 8.9.1 DETERMINE EMERGENCY PLANNING ZONES (EPZs)

An EPZ is a priority area surrounding a well site where immediate response actions are required in the event of an emergency. During an emergency, the Incident Commander will determine the EPZ by using the calculated EPZ radius from the Site Specific ERP; **if there is no Site Specific ERP or calculated EPZ, a minimum of 100 m will be used and adjusted as required.**

### 8.9.2 ESTABLISH EMERGENCY RESPONSE TEAMS

Two emergency response teams comprised of representatives, consultants, contractors and / or company personnel will be formed to respond to emergency drilling / completions / servicing situations as outlined below in Table 8.9.2 Canadian Natural Response Teams. **Use the Incident Command System Flowchart to document names and contact numbers.** If an incident occurs during wellsite operations, all personnel shall follow company emergency response protocols according to assigned role(s).

**In the event of a drilling, completions or well servicing emergency, the following response role assignments are recommended until Production Operations has been notified to assist with emergency response.** Refer to Section 5.0 Roles and Responsibilities in this manual for roles and responsibilities, as well as all forms required for each role.

**Table 8.9.2 Canadian Natural Response Teams**

<b>TEAM 1: On-Scene Command Post Team</b>	<b>Emergency Response Role (recommended) <i>in conjunction with Production Operations</i></b>
• Drilling / Completions Supervisor	On-Scene Supervisor
• Rig Manager / Testing Supervisor	As assigned
• On-Duty Contract H <sub>2</sub> S Safety Hand	
• Off-Duty Contract H <sub>2</sub> S Safety Hand	
• Off-Duty Personnel	
<b>TEAM 2: Incident Command Post / EOC Team</b>	<b>Emergency Response Role (recommended) <i>in conjunction with Production Operations</i></b>
• VP, Drilling Completions	Operations Manager / Corporate Support Team
• Drilling / Completions Manager	Incident Commander
• Drilling / Completions Superintendent	Incident Commander / Operations Section Chief
• Drilling / Completions Personnel	As assigned
• Office Personnel	As assigned
• Senior Management	Senior Management

**NOTE:** The Incident Commander shall ensure the applicable regulatory body (BCER / AER / MER / Regulatory Services, Oil & Gas Unit) is informed of all Level 1 incidents including “abnormal problems or situations” that could lead to a well control problem, and discuss the level of response and actions. See **Section 8.9.5 Classify Incidents before regulatory notification.**

### 8.9.3 ESTABLISH EMERGENCY MANAGEMENT CENTRES AND OTHER AREAS

Upon activation of the ERP, the applicable responder (e.g. Incident Commander, On-Scene Supervisor, Staging Area Manager) should establish the following Emergency Management Centres / other areas, the locations of which are specific to each incident with the exception of the EOC. Use the Incident Command System Flowchart to document these locations.

- On-Scene Command Post (OCP) / Operations Location
- Safe Location(s) / Muster Area
- Incident Command Post (ICP) / Emergency Operations Centre (EOC)
- Staging Area

### 8.9.4 PUBLIC PROTECTION MEASURES

For drilling, completions and well servicing activities that have neither a Site Specific ERP nor a calculated EPZ, a minimum emergency planning zone (EPZ) of 100 m will be used in the event of an emergency. This EPZ will be adjusted accordingly based on air quality monitoring.

See **Section 3.0 Public Protection Measures of this manual:**

**NOTE:** Drilling, completions and well servicing activities have different requirements for dispatching air quality monitoring units therefore this has been included as **follows.**

### 8.9.4.1 DISPATCH MOBILE AIR QUALITY MONITORING UNITS (AMU)

A mobile air quality monitoring unit is that which can measure in parts per billion.

AMUs **must check in at the Staging Area** for orientation and deployment. Communications between unit technicians and On-Scene Supervisor will be via radio or cell phones.

The following **Table 8.9.4.1** provides criteria and guidelines for deployment of AMUs for different drilling, completions and well servicing release situations:

**Table 8.9.4.1 Dispatch Requirements for Mobile Air Monitoring**

EMERGENCY	Urban Centre in EPZ	LEVEL 1	LEVEL 2	LEVEL 3
<b>Sour Well</b> or <b>Critical Sour Well</b>	<b>NO</b>	Mobilize to site, if: <ul style="list-style-type: none"> <li>- well control measures are deteriorating and release is likely <b>or</b></li> <li>- estimated response time is greater than estimated time for gas to surface <sup>(1)</sup> <b>or</b></li> <li>- units are located a significant distance away</li> </ul> Begin monitoring <b>downwind</b> of incident <b>at nearest unevacuated residence or public area</b>	Mobilize immediately to site; commence monitoring <b>downwind</b> of incident <b>at nearest unevacuated residence or public area</b> .  Mobilize additional units if multiple urban density developments / large urban centres are or may be impacted.  <i>If a unit has not arrived on-site by time gas reaches surface, ignition criteria may be met.</i>	Mobilize immediately to site; commence air monitoring <b>downwind</b> of incident <b>at nearest unevacuated residence or public area</b> .  Mobilize additional units if multiple urban density developments / large urban centres are or may be impacted.  <i>If a unit has not arrived on-site by time gas reaches surface, ignition criteria may be met.</i>
		<b>OR</b> place on standby, if: <ul style="list-style-type: none"> <li>- estimated response time is less than estimated time for gas to surface <sup>(1)</sup> <b>or</b></li> <li>- units are in proximity</li> </ul>		
<b>Critical Sour Well</b>	<b>YES</b>  <i>*can be portion of urban centre</i>	<b>Minimum of two (2)</b> mobile air quality monitors required <b>on site</b> : one to monitor boundary of urban density development / urban centre, the other to track plume. <ul style="list-style-type: none"> <li>- <b>Ensure</b> one unit <b>is in area</b> prior to drilling / completion / servicing / testing in potentially critically sour zones</li> <li>- <b>Ensure other unit mobilized</b> if well control measures deteriorating and release is likely</li> <li>- Prior to entering sour zone, determine where monitoring equipment is located and what travel time is to well site</li> <li>- Request additional monitoring unit(s) if required.</li> <li>- Refer to Site Specific drilling plan if applicable</li> </ul>	Deploy unit(s) in area to boundary of urban density / centre downwind of well site; commence monitoring.  Ensure mobilized monitoring units check in at Staging Area and deploy as required.	Deploy unit(s) in area to boundary of urban density / centre downwind of well site; commence monitoring.  Ensure mobilized monitoring unit check in at Staging Area and deploy as required.

(1) The estimated time for gas to surface should be based on the time to circulate bottoms up.

## **8.9.5 CLASSIFY INCIDENTS**

All incidents are classified as either an Alert or an Emergency Level 1, 2 or 3, based on applicable regulatory agency's level classification matrix found in the Forms and Guidelines section.

Incidents that can be handled on-site through normal operating procedures are typically defined as an Alert, while incidents with low to high risk requiring a more difficult or complex resolution are assigned an Emergency Level.

As per Corporate protocol, Level 1 events / incidents (as noted below) require full activation of Canadian Natural's ERP, as well as use of the Incident Command System Flowchart and Emergency Notification Details chart:

- a release into a body of water
- impact to the public
- Media involvement
- Alberta Energy Regulator's (AER) request to release a Media Statement

All events / incidents that can be classified as a Level 2 or greater also require a full activation of Canadian Natural's ERP, as well as use of the Incident Command System Flowchart and Emergency Notification Details chart.

Canadian Natural responders will follow their roles and responsibilities checklist as assigned for regulatory notification.

## **8.10 DOWNGRADING AND STAND DOWN – SEE SECTION 2.6**

## **8.11 POST-INCIDENT ACTIONS – SEE SECTION 2.7**

## FORMS

**If additional Incident Command System (ICS) forms are required by government regulators and the equivalents are not found below, reference ICS Canada’s Forms here:**

<https://icscanada.ca/resources/ics-forms/>

<b>INCIDENT ACTION PLAN (IAP) *</b> .....	<b>2</b>
<b>Form 1:</b> Time / Action Log (x 4).....	13
<i>* Forms A, 2, 3 and 4 replaced by INCIDENT ACTION PLAN (IAP)</i>	
<b>Form 5:</b> First Call Communication Summary (AB / SK / MB).....	17
<b>Form 6:</b> BCER Emergency Incident Notification Form.....	20
<b>Form 7:</b> BCER Minor Incident Notification Form.....	23
<b>Form 8:</b> Public Complaint Form .....	26
<b>Form 9:</b> Threatening Call (Explosive Device).....	27
<b>Form 10:</b> Security Check In / Out.....	28
<b>Form 11:</b> RoadBlock Control Log.....	29
<b>Form 12:</b> Air Quality Monitoring Record .....	30
<b>Form 13:</b> Staging Area Log – (ICS Forms 210, 211 & 218 equivalent).....	31
<b>Form 14:</b> Demobilization Checkout – (ICS Form 221 equivalent).....	32
<b>Form 15:</b> Level 1 – Notification / Evacuation Script.....	33
<b>Form 16:</b> Levels 2 and 3 – Evacuation Script.....	34
<b>Form 17:</b> Shelter-In-Place Script.....	35
<b>Form 18:</b> All Clear Scripts .....	36
<b>Form 19:</b> Reception Centre Registration.....	37
<b>Form 20:</b> Expense Claim .....	38
<b>Form 21:</b> Public Notification Log .....	39
<b>Form 22:</b> Resident Evacuation Notice.....	40
<b>Form 23:</b> Rover Log.....	41
<b>Form 24:</b> Debriefing Report .....	42

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*(organized by Standard ICS Structure)*

WEATHER .....	2
INCIDENT DETAILS .....	2
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ORGANIZATION ASSIGNMENT LIST .....	7
CURRENT AND PLANNED OBJECTIVES / STRATEGIES / TACTICS / TASKS .....	8
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### ON ATTACHMENTS – INDICATE CORRESPONDING SECTION NAME AND PAGE

*This Incident Action Plan represents the following ICS Canada Forms:*

ICS Form Number	ICS Form Name	IAP Section	IAP Section Page
201	Incident Briefing	Incident Details / Initial Incident Summary / Weather	2
202	Incident Objectives	Current and Planned Objectives	8
203	Organization Assignment List	Organization Assignment List	7
205	Radio Communications Plan	Additional Plans	12
207	Organization Chart	Current Organization (ICS Chart)	6
208	Safety Message / Plan	Safety Messages	4
209	Incident Status Summary	Situational Awareness – Critical Elements / Critical Threat Timeline / Projected Impacts	5
211	Check In	Resources Summary	10
214	Activity Log	Activity Log (Major Actions)	11
232	Resources at Risk Summary	Situational Awareness – Resources at Risk	5
309	Communications Log	Activity Log (Major Actions)	11

# INCIDENT ACTION PLAN (IAP)

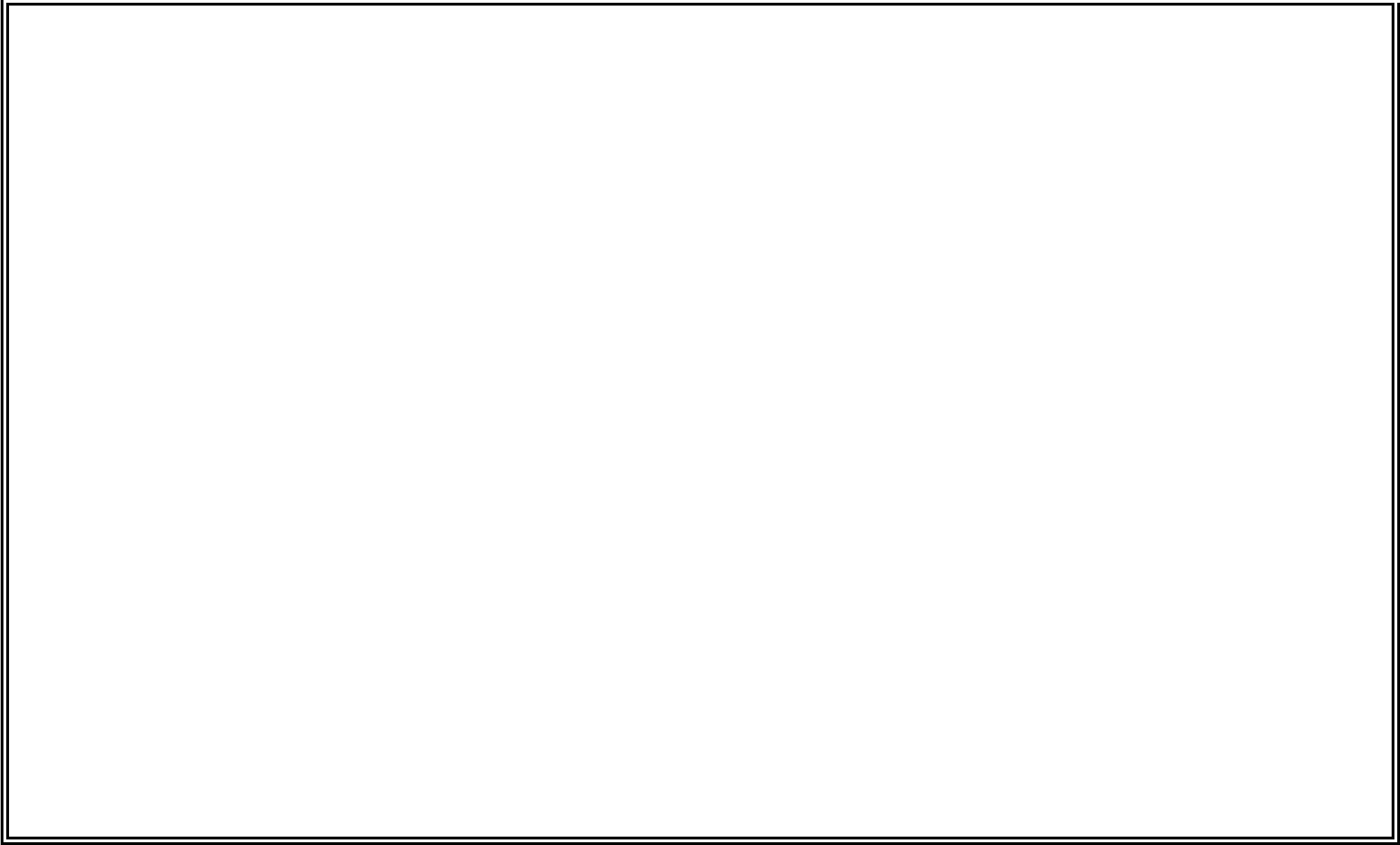
REPORT # \_\_\_ of \_\_\_

INCIDENT DETAILS		Incident Start Date & Time <i>(DD-MMM-YYYY, 24 hr clock)</i>		
<b>Incident Name</b>		<b>Incident Command Post</b>		
<b>Incident Type</b>		<b>Incident Commander(s)</b>		
<b>Report Time Period</b>		<b>On-Scene Command Post</b>		
<b>Incident Location</b>		<b>On-Scene Commander</b>		
<b>Nearest Community</b>		<b>Corporate ECC Location</b>		
<b>Province</b>		<b>Corporate ECC Director</b>		
<b>Calculated EPZ Size</b> <i>(From ERP or other)</i>		<b>Initial Emergency Level</b> <i>(Regulator approved)</i>		
<b>Current EPZ Size (m)</b> <i>(Actual / Monitored)</i>		<b>Current Emergency Level</b> <i>(Regulator approved)</i>		

WEATHER	
<b>Current Temp</b> <i>(°C)</i>	
<b>Temp 24-Hr Min / Max</b>	
<b>Wind Direction</b> <i>(blowing fr - to)</i>	
<b>Wind Speed (km / hr)</b>	
<b>Relative Humidity (%)</b>	
<b>Precipitation</b>	
<b>Visibility</b> <i>(low, moderate, high, very high)</i>	
<b>24-Hr Forecast</b>	
<b>Weather Concerns</b>	

INITIAL INCIDENT SUMMARY

## INCIDENT MAP

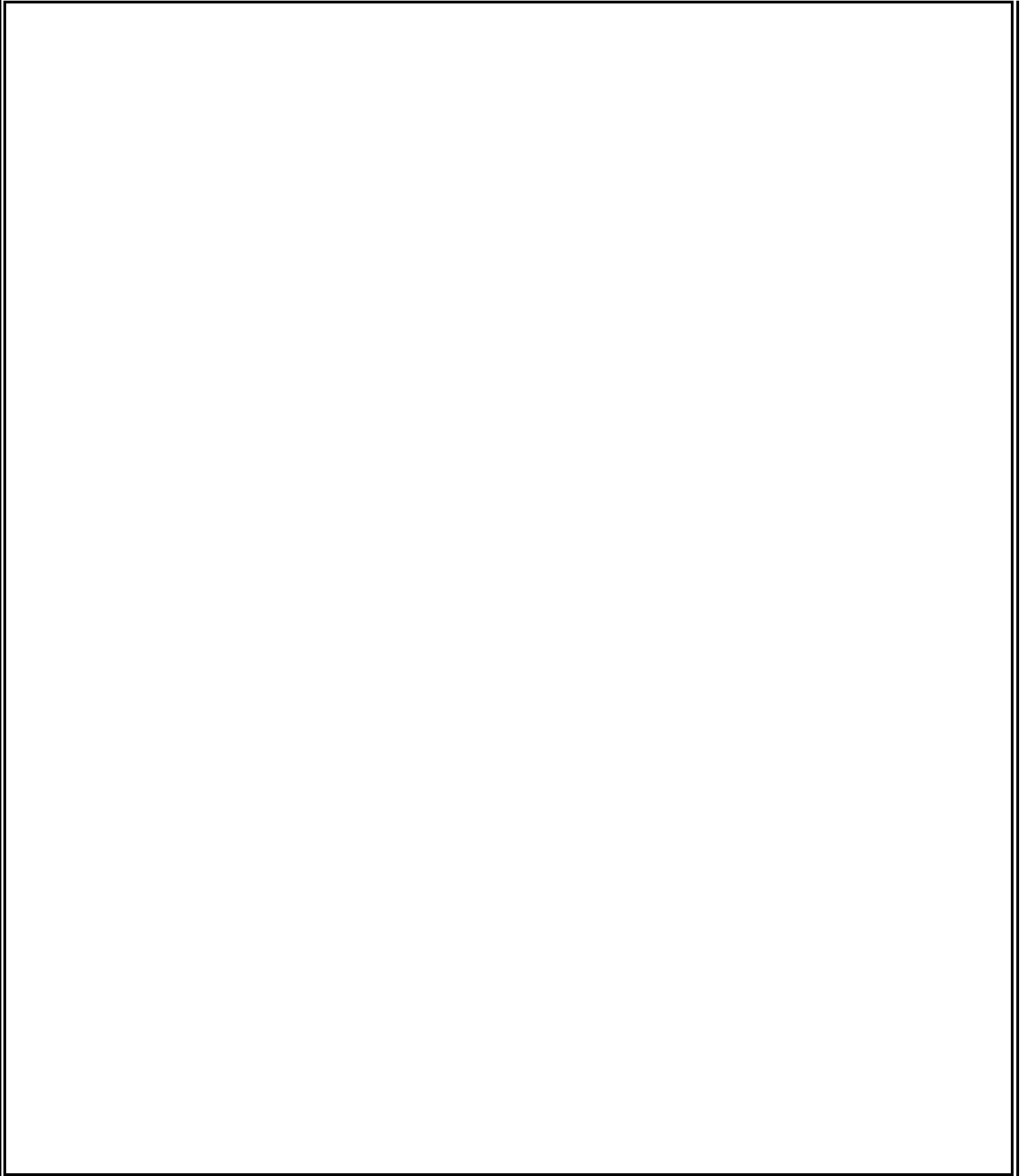




SITUATIONAL AWARENESS – CRITICAL ELEMENTS	CRITICAL THREAT TIMELINE
<input type="checkbox"/> N/A <input type="checkbox"/> Injuries (by Status) <ul style="list-style-type: none"> <li><input type="checkbox"/> Red:</li> <li><input type="checkbox"/> Yellow:</li> <li><input type="checkbox"/> Green:</li> <li><input type="checkbox"/> Black:</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><b>Red</b> = life threatening, immediate medical attention needed</p> <p><b>Yellow</b> = serious injuries, NOT immediately life threatening</p> <p><b>Green</b> = minor injuries</p> <p><b>Black</b> = fatality / severe, non-treatable</p> </div> <input type="checkbox"/> Trapped: <input type="checkbox"/> Missing: <input type="checkbox"/> Evacuated: <input type="checkbox"/> Sheltered: <input type="checkbox"/> Quarantined: <b>TOTAL PEOPLE AFFECTED:</b>	<input type="checkbox"/> N/A <input type="checkbox"/> No Likely Threat <input type="checkbox"/> Potential Future Threat <input type="checkbox"/> Mass Notification In Progress <input type="checkbox"/> Mass Notification Completed <input type="checkbox"/> No Evacuation(s) Imminent <input type="checkbox"/> Planning for Evacuation <input type="checkbox"/> Planning for Shelter-In-Place <input type="checkbox"/> Evacuation in Progress <input type="checkbox"/> Shelter-In-Place in Progress <input type="checkbox"/> Area Restriction in Effect <ul style="list-style-type: none"> <li><input type="checkbox"/> Roads (list):</li> <li><input type="checkbox"/> Airspace (NavCanada):</li> </ul> <input type="checkbox"/> Quarantine
	<b>PROJECTED IMPACTS</b>
	12 – 72 HOURS:

RESOURCES AT RISK	
Environmental / Archaeo-Cultural Impact	Infrastructure / Utilities Impact
<input type="checkbox"/> N/A <input type="checkbox"/> Water: <input type="checkbox"/> Land: <input type="checkbox"/> Atmosphere: <input type="checkbox"/> Wildlife: <input type="checkbox"/> Archaeological: <input type="checkbox"/> Cultural: <input type="checkbox"/> Other:	<input type="checkbox"/> N/A <input type="checkbox"/> Drinking Water: <input type="checkbox"/> Waste Water / Sanitation: <input type="checkbox"/> Power / Electrical: <input type="checkbox"/> Natural Gas / Heating Gas: <input type="checkbox"/> Ground Transportation: <input type="checkbox"/> Air Transportation: <input type="checkbox"/> Other:

## CURRENT ORGANIZATION (ICS CHART)







## NOTIFICATIONS

**MANDATORY FOR ALL INCIDENTS – review below and notify as required**

<b>LOCAL / PROVINCIAL</b> <input type="checkbox"/> <b>Regulatory Agency(ies)</b> <input type="checkbox"/> Municipality <input type="checkbox"/> RCMP / Local Police <input type="checkbox"/> Health Authority <input type="checkbox"/> Boiler Safety Association <input type="checkbox"/> Occupational H&S <input type="checkbox"/> Ministry of Environment <input type="checkbox"/> Ministry of Transportation	<b>EXTERNAL RESOURCES:</b> <input type="checkbox"/> Emergency Services (9-1-1) <input type="checkbox"/> Mutual Aid <input type="checkbox"/> WCSS / Spill Services <input type="checkbox"/> Mobile Air Quality Monitoring <input type="checkbox"/> Helicopter / Drone <input type="checkbox"/> Ignition Specialists <input type="checkbox"/> Well Blow Out Specialists <input type="checkbox"/> Other Contract Services	<b>PUBLIC:</b> <input type="checkbox"/> Initial Caller - Call Back <input type="checkbox"/> Indigenous Nations <input type="checkbox"/> Affected Residents, Public Organizations and Stakeholders <input type="checkbox"/> Service Crews <input type="checkbox"/> Other Industrial Operators <input type="checkbox"/> Trappers / Guide Outfitters	<input type="checkbox"/> Grazing Lease Holders <input type="checkbox"/> Forest Mgmt Area Holders <input type="checkbox"/> Railways <input type="checkbox"/> Other:	<b>FEDERAL:</b> <input type="checkbox"/> Canadian Nuclear Safety Commission <input type="checkbox"/> ERAC (TDG Emergencies) <input type="checkbox"/> Fisheries and Oceans Canada <input type="checkbox"/> NAV Canada <input type="checkbox"/> Transportation Safety Board <input type="checkbox"/> Other:
---	--	---	---	---

<b>INTERNAL COMMUNICATIONS:</b>	<input type="checkbox"/> Senior Leadership <input type="checkbox"/> Safety <input type="checkbox"/> Corporate Communications <input type="checkbox"/> Env / Regulatory <input type="checkbox"/> Security <input type="checkbox"/> HR <input type="checkbox"/> Legal <input type="checkbox"/> Other:
---------------------------------	--

Date <small>(DD-MMM-YYYY)</small>	Time <small>(24 hr clock)</small>	Contact Person / Group / Agency	Person Contacted	Contacted By	Comments



# INCIDENT ACTION PLAN (IAP)

REPORT # \_\_\_ of \_\_\_

## RESOURCES SUMMARY (MM / DD, 24 Hr Clock)

Identified Resource <i>(may need, but not ordered yet)</i>	Supplier / Vendor	Dispatched		ETA		On-Scene Time	Location	Demobilized	
		Date	Time	Date	Time			Date	Time







# FORM 1: TIME / ACTION LOG

PAGE: \_\_\_\_\_

**RECORD all events, actions, names, times and other details. Number multiple pages and \*use 24-hour clock (i.e.: 8:pm = 20:00). Submit to safety Officer / Documentation Lead upon request or post incident.**

**EPZ SIZE:** \_\_\_\_\_ **EMERGENCY LEVEL:** \_\_\_\_\_

ICS Form 214 equivalent

<b>Name:</b>	<b>Date:</b> <i>(DD/MM/YYYY)</i>	
<b>Field Area Name:</b>	<b>Location:</b> (LSD / NTS if known)	
<b>Role (checkmark as needed):</b>		
<input type="checkbox"/> First Responder	<input type="checkbox"/> Staging Area Manager	<input type="checkbox"/> Telephone Caller
<input type="checkbox"/> On Scene Supervisor	<input type="checkbox"/> Logistics Section Chief	<input type="checkbox"/> Air Monitor
<input type="checkbox"/> Deputy On-Scene Supervisor	<input type="checkbox"/> Liaison Officer	<input type="checkbox"/> Rover
<input type="checkbox"/> Operations Section Chief	<input type="checkbox"/> Planning Section Chief	<input type="checkbox"/> Information Officer
<input type="checkbox"/> Incident Commander	<input type="checkbox"/> Public Safety Supervisor	<input type="checkbox"/> Finance / Admin Section Chief
<input type="checkbox"/> Deputy Incident Commander	<input type="checkbox"/> Roadblock Personnel	<input type="checkbox"/> Ops Manager / Corp Support Team
<input type="checkbox"/> Safety Officer	<input type="checkbox"/> Reception Centre Representative	<input type="checkbox"/> Senior Management Committee

Time*	Details (action taken, info given, info received, calls made / received etc.)

Revised: Feb 2021



# FORM 1: TIME / ACTION LOG

RECORD all events, actions, names, times and other details. Number multiple pages and \*use 24-hour clock (i.e.: 8:pm = 20:00). Submit to safety Officer / Documentation Lead upon request or post incident.

EPZ SIZE:

EMERGENCY LEVEL:

ICS Form 214 equivalent

<b>Name:</b>	<b>Date:</b> (DD/MM/YYYY)	
<b>Field Area Name:</b>	<b>Location:</b> (LSD / NTS if known)	
<b>Role (checkmark as needed):</b>		
<input type="checkbox"/> First Responder	<input type="checkbox"/> Staging Area Manager	<input type="checkbox"/> Telephone Caller
<input type="checkbox"/> On Scene Supervisor	<input type="checkbox"/> Logistics Section Chief	<input type="checkbox"/> Air Monitor
<input type="checkbox"/> Deputy On-Scene Supervisor	<input type="checkbox"/> Liaison Officer	<input type="checkbox"/> Rover
<input type="checkbox"/> Operations Section Chief	<input type="checkbox"/> Planning Section Chief	<input type="checkbox"/> Information Officer
<input type="checkbox"/> Incident Commander	<input type="checkbox"/> Public Safety Supervisor	<input type="checkbox"/> Finance / Admin Section Chief
<input type="checkbox"/> Deputy Incident Commander	<input type="checkbox"/> Roadblock Personnel	<input type="checkbox"/> Ops Manager / Corp Support Team
<input type="checkbox"/> Safety Officer	<input type="checkbox"/> Reception Centre Representative	<input type="checkbox"/> Senior Management Committee

Time*	Details (action taken, info given, info received, calls made / received etc.)

Revised: Feb 2021





# FORM 1: TIME / ACTION LOG

PAGE: \_\_\_\_

**RECORD** all events, actions, names, times and other details. Number multiple pages and \*use 24-hour clock (i.e.: 8:pm = 20:00). Submit to safety Officer / Documentation Lead upon request or post incident.

EPZ SIZE: \_\_\_\_\_

EMERGENCY LEVEL: \_\_\_\_\_

ICS Form 214 equivalent

<b>Name:</b> _____		<b>Date:</b> (DD/MM/YYYY) _____	
<b>Field Area Name:</b> _____		<b>Location:</b> (LSD / NTS if known) _____	
<b>Role (checkmark as needed):</b>			
<input type="checkbox"/> First Responder	<input type="checkbox"/> Staging Area Manager	<input type="checkbox"/> Telephone Caller	
<input type="checkbox"/> On Scene Supervisor	<input type="checkbox"/> Logistics Section Chief	<input type="checkbox"/> Air Monitor	
<input type="checkbox"/> Deputy On-Scene Supervisor	<input type="checkbox"/> Liaison Officer	<input type="checkbox"/> Rover	
<input type="checkbox"/> Operations Section Chief	<input type="checkbox"/> Planning Section Chief	<input type="checkbox"/> Information Officer	
<input type="checkbox"/> Incident Commander	<input type="checkbox"/> Public Safety Supervisor	<input type="checkbox"/> Finance / Admin Section Chief	
<input type="checkbox"/> Deputy Incident Commander	<input type="checkbox"/> Roadblock Personnel	<input type="checkbox"/> Ops Manager / Corp Support Team	
<input type="checkbox"/> Safety Officer	<input type="checkbox"/> Reception Centre Representative	<input type="checkbox"/> Senior Management Committee	

Time*	Details (action taken, info given, info received, calls made / received etc.)

Revised: Feb 2021



# FORM 5: FIRST CALL COMMUNICATION SUMMARY (AB / SK / MB)

To be used by Liaison Officer (or designate) to collect critical incident information prior to initial notification call to Regulator. **NOTE: not all fields may be applicable to all Regulators**

COMMUNICATION INFORMATION							
Regulator		Contact Name		Phone		Case #	
Regulator Email for Release Report							
CNRL Liaison Officer		Phone		Email			
CNRL Incident Commander				Phone			
CNRL ICP Location				Phone			

GENERAL INCIDENT INFORMATION									
Incident Legal Location:	_____ - _____ - _____ - _____ W ____ M								
Initial Emergency Level:	<input type="checkbox"/> Alert	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	Regulator Confirmed	<input type="checkbox"/> Yes	<input type="checkbox"/> No – other level:		
Serious event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, what kind?	<input type="checkbox"/> Blowout	<input type="checkbox"/> Explosion	<input type="checkbox"/> Fire	<input type="checkbox"/> Fracking	<input type="checkbox"/> Casing failure	<input type="checkbox"/> Other control loss*:
<i>Other control loss (brief description):</i>									
Land type (jurisdiction)	<input type="checkbox"/> Freehold	<input type="checkbox"/> First Nations	<input type="checkbox"/> Métis	<input type="checkbox"/> CFB	<input type="checkbox"/> Crown – Disposition #:				
Other agencies notified	<input type="checkbox"/> 9-1-1	<input type="checkbox"/> RCMP / Local Police	<input type="checkbox"/> Local Municipality						
<input type="checkbox"/> Health Authority									
<input type="checkbox"/> Other (list) <i>see Emergency Notification Details wallchart</i>									

RELEASE DETAILS											
Facility Name				Legal Location			Facility Type				
Well Lic #		Status		Legal Location			Well Type				
Pipeline Lic #		Line #		Status		From Location		To Location		Type	

VOLUMES			
Substance* <i>(for emulsion, break down oil &amp; water if possible)</i>	Released (m <sup>3</sup> / 10 <sup>3</sup> m <sup>3</sup> )	Recovered (m <sup>3</sup> / 10 <sup>3</sup> m <sup>3</sup> )	Disposal / storage location
Description of how the release volume was determined and verified (including calculations e.g. spill length X width X depth):			
Area affected (length X width):	_____ m <sup>2</sup>		
How was the area affected determined? (aerial survey, perimeter walk, range finder, samples taken, etc.):			
Who delineated the spill area (environmental technologist, operator, etc.) and what process was used?			
Cause of release (suspected or actual):			

- REMINDER – if possible, provide immediate submission of photos of entire spill site to Regulator
- REMINDER – update regulator immediately if release volumes or area changes from what was originally reported

IMPACT		
Release off lease? <input type="checkbox"/> Yes <input type="checkbox"/> No (pipeline right-of-way is off lease)		
If yes, was the landowner notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of landowner / agency:	
Release within disposition boundary? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Outside disposition - was leaseholder notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of leaseholder:	
<input type="checkbox"/> <b>Reminder</b> – If outside disposition, a Temporary Field Authorization (TFA) may be required depending on Regulator (Alberta)		
Actual incident H2S concentration (if applicable): _____ % / ppm / mol/kmol (circle one)		
Nearest town:		Distance and direction to town:
Environment affected: <input type="checkbox"/> Air <input type="checkbox"/> Land <input type="checkbox"/> Water		
Distance of release to the nearest water body, watercourse, or waterway:		
<i>How was this distance determined?</i>		
Wildlife / waterfowl / livestock affected: <input type="checkbox"/> None <input type="checkbox"/> Habitat affected <input type="checkbox"/> Animals injured / killed		
Notes / description:		
Confirm how the release has been or will be <b>contained</b> :		
Confirm how the release has been or will be <b>cleaned up</b> :		
<input type="checkbox"/> <b>REMINDER</b> – attach photos of cleanup with release report to Regulator		
Evacuees (#):	People injured (#):	Fatalities (#):
Were members of the public affected? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, indicate if they were: <input type="checkbox"/> notified <input type="checkbox"/> instructed to shelter in place <input type="checkbox"/> advised to evacuate		
Notes / description:		
Media interest?	<input type="checkbox"/> None <input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National	
Damage to public property?	<input type="checkbox"/> Minor / no damage <input type="checkbox"/> Substantial (e.g. oil covered) <input type="checkbox"/> Extensive (e.g. destroyed)	

### PIPELINE SPECIFIC

Pipeline Hit?  Yes  No

Line #:

Test failure?  Yes  No

Normal operating pressure: kPa

Maximum operating pressure: kPa

Is the pipeline shut in, depressured, and isolated?  Yes  No

*If yes, date & time:*

What is the total volume of liquid in the pipeline?

Are there isolation valves?  Yes  No *If yes, have they been activated?*  Yes  No

Are there other pipelines that tie into the failed line?  Yes  No *If yes, have they been shut in / isolated?*  Yes  No

**Reminder** – contact Regulator before excavating pipeline

**Reminder** – advise and obtain Regulator permission before returning pipeline to service

### RIGHT-OF-WAY (ROW)

Date that pipeline ROW and well were last checked:

How was the ROW surveillance conducted (from the air, by quad, on foot, using infrared, etc.)?

**Reminder** - submit daily production volumes for the well / pipeline to Regulator **within 24 hours**

### INVESTIGATION INFORMATION

What operations are currently taking place (containment, sampling, line locating, retaining contractors / consultants, pipeline excavation, repair, site access, EM survey, etc.)?

**SUBMITTING ON CM-IS:**  
\* include completed Incident Matrix in "Notebook" section

# Emergency Incident Notification Form

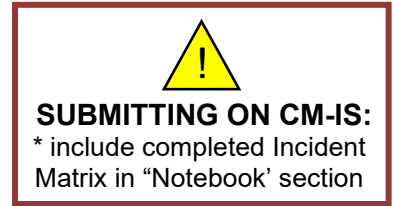
This form is to be used for emergencies which meet BCER Level 1, 2, or 3 Classification. Emergency level incidents must be reported to the Regulator within 1 hour of the incident.

EMCR 24-hour reporting number: 1-800-663-3456

Report Details							
Incident Date / Time	Date			Time			
BCER Notified Date / Time	Date			Time			
Incident Classification	Consequence (0-4)	Escalation (0-4)		Level (1-3)			
EMCR Number	<input type="checkbox"/> Not applicable						
Location							
Permit Holder							
Activity Type	<input type="checkbox"/> Well	<input type="checkbox"/> Facility	<input type="checkbox"/> Pipeline	<input type="checkbox"/> Road	<input type="checkbox"/> AACT/ANC	<input type="checkbox"/> Geophysical Program	
	<input type="checkbox"/> Short-Term Water Use	<input type="checkbox"/> Changes In and About a Stream					
	<input type="checkbox"/> Other:						
BCER License Information <input type="checkbox"/> Unknown	License Number:						
	Segment Number if Pipeline:						
	LOC ID if Changes In and About a Stream:						
	POD # if Short-Term Water Use:						
Location Information At least one type required if license information is unknown	NTS:	Quarter (A-D)	Unit (1-100)	Block (A-L)	Map (82-88, 92-95, 102-108, 114)	Sheet (A-P)	Grid (1-16)
	DLS:	LSD (1-16)	Section (1-36)		Township (79-88)		Range (13-26)
	UTM:	Zone (7-12)		Easting		Northing	
	GPS:	Latitude			Longitude		
	Location Description:						

Contact Information			
If additional information is required, please attach separately			
Reporting Contact	Name:		Company:
	Phone #:		Email:
Additional Contacts If applicable	Name:	Type:	Company:
	Phone #:		Email:
	Name:	Type:	Company:
	Phone #:		Email:
	Name:	Type:	Company:
	Phone #:		Email:
Contractors / Third Parties Directly Involved If applicable	Name:		Type:
	Company:		Phone #:
	Name:		Type:
	Company:		Phone #:
Other Agency Notifications			
Incident Description			
Incident Type(s) Check all that apply	<input type="checkbox"/> Spill (Liquid or Solid)	<input type="checkbox"/> Spill (Gaseous)	<input type="checkbox"/> Drilling Kick
	<input type="checkbox"/> Induced Seismicity	<input type="checkbox"/> Equipment/ Structural Damage	<input type="checkbox"/> Hydrotechnical
	<input type="checkbox"/> Fire/Explosion	<input type="checkbox"/> Security Threat	<input type="checkbox"/> Vehicle/Heavy Equipment
	<input type="checkbox"/> Loss of Well Control	<input type="checkbox"/> Geotechnical	<input type="checkbox"/> Environmental
	<input type="checkbox"/> Other:		
Main Industry Activities	<input type="checkbox"/> Construction	<input type="checkbox"/> Well Drilling/ Completion	<input type="checkbox"/> Operations/ Maintenance
Secondary Industry Activities Check all that apply	<input type="checkbox"/> Fluid Transfer	<input type="checkbox"/> Pipeline Boring/HDD	<input type="checkbox"/> Deactivation/ Decommission/ Restoration
	<input type="checkbox"/> Third Party – Intentional Damage	<input type="checkbox"/> Third Party – Undefined	<input type="checkbox"/> Third Party – Unintentional Damage
Incident Description			

Material Information				
Complete if Incident Type – Spill is selected				
Material Spilled Check all that apply	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Emulsion	<input type="checkbox"/> Produced Water
	<input type="checkbox"/> Condensate	<input type="checkbox"/> Liquified Natural Gas	<input type="checkbox"/> Acid Gas	<input type="checkbox"/> LVP Fluids (Pentane Plus)
	<input type="checkbox"/> HVP Fluids	<input type="checkbox"/> Bentonite	<input type="checkbox"/> Hydraulic Oil	<input type="checkbox"/> Diesel/Fuel
	<input type="checkbox"/> Fresh Water	<input type="checkbox"/> Hydrogen	<input type="checkbox"/> Ammonia	<input type="checkbox"/> Methanol
	<input type="checkbox"/> Other (please describe):			
	Does the release contain H2S?	<input type="checkbox"/> Yes: ppm	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Environment Type Check all that apply	<input type="checkbox"/> Wildland	<input type="checkbox"/> Agricultural Land	<input type="checkbox"/> Developed Land	
	<input type="checkbox"/> Muskeg/Stagnant Water	<input type="checkbox"/> Lake	<input type="checkbox"/> Stream	
Land Classification Check all that apply	<input type="checkbox"/> Crown	<input type="checkbox"/> Private	<input type="checkbox"/> First Nations Reserve	<input type="checkbox"/> ALR
Confined to Lease or Right of Way	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Unknown
Initial Spill Volume	Volume		Unit	
Impacts				
Public Check all that apply	<input type="checkbox"/> Notified	<input type="checkbox"/> Sheltered	<input type="checkbox"/> Evacuated	<input type="checkbox"/> Infrastructure
	<input type="checkbox"/> Injury	<input type="checkbox"/> Fatality		
Wildlife/Livestock <input type="checkbox"/> Not applicable				
Equipment Loss <input type="checkbox"/> Not applicable	Value: Description:			
Ancillary Damage <input type="checkbox"/> Not applicable				
Regulatory Information (BCER Use Only)				
Emergency Officer				
Oversight	<input type="checkbox"/> BCER	<input type="checkbox"/> Out of Jurisdiction	<input type="checkbox"/> Not Reportable	
Intake Situation	<input type="checkbox"/> Evolving		<input type="checkbox"/> Stable	
Staff Dispatched				
Additional Notes				



# Minor Incident Notification Form

This form is to be used for incidents which do not meet BCER Level 1, 2, or 3 Classification. Minor incidents must be reported to the BCER within 24 hours through the Regulator's Incident Reporting System in CM-IS.

Report Details							
Incident Date / Time	Date			Time			
Incident Classification	Consequence (0-4)			Escalation (0-4)			
EMCR Number	<input type="checkbox"/> Not applicable						
Location							
Permit Holder							
Activity Type	<input type="checkbox"/> Well	<input type="checkbox"/> Road	<input type="checkbox"/> Short-Term Water Use	<input type="checkbox"/> Facility	<input type="checkbox"/> AACT/ANC	<input type="checkbox"/> Changes In and About a Stream	
	<input type="checkbox"/> Pipeline	<input type="checkbox"/> Geophysical Program	<input type="checkbox"/> Other:				
BCER License Information <input type="checkbox"/> Unknown	License Number:						
	Segment Number If Pipeline:						
	LOC ID If Changes In and About a Stream:						
	POD # If Short-Term Water Use:						
Location Information At least one type required if license information is unknown	NTS:	Quarter (A-D)	Unit (1-100)	Block (A-L)	Map (82-83, 92-95, 102-103, 114)	Sheet (A-P)	Grid (1-16)
	DLS:	LSD (1-16)		Section (1-36)	Township (76-88)		Range (13-26)
	UTM:	Zone (7-12)		Easting		Northing	
	GPS:	Latitude			Longitude		
	Location Description:						

Contact Information			
If additional information is required, please attach separately			
Reporting Contact	Name:		Company:
	Phone #:		Email:
Additional Contacts If applicable	Name:	Type:	Company:
	Phone #:		Email:
	Name:	Type:	Company:
	Phone #:		Email:
	Name:	Type:	Company:
	Phone #:		Email:
Contractors / Third Parties Directly Involved If applicable	Company:		Phone #:
	Name:		Type:
	Company:		Phone #:
Other Agency Notifications			
Incident Description			
Incident Type(s) Check all that apply	<input type="checkbox"/> Spill (Liquid or Solid)	<input type="checkbox"/> Spill (Gaseous)	<input type="checkbox"/> Drilling Kick
	<input type="checkbox"/> Induced Seismicity	<input type="checkbox"/> Equipment/ Structural Damage	<input type="checkbox"/> Hydrotechnical
	<input type="checkbox"/> Fire/Explosion	<input type="checkbox"/> Security Threat	<input type="checkbox"/> Vehicle/Heavy Equipment
	<input type="checkbox"/> Loss of Well Control	<input type="checkbox"/> Geotechnical	<input type="checkbox"/> Environmental
	<input type="checkbox"/> Other:		
Main Industry Activities	<input type="checkbox"/> Construction	<input type="checkbox"/> Well Drilling/ Completion	<input type="checkbox"/> Operations/ Maintenance
Secondary Industry Activities Check all that apply	<input type="checkbox"/> Fluid Transfer	<input type="checkbox"/> Pipeline Boring/HDD	<input type="checkbox"/> Third Party - Unintentional Damage
	<input type="checkbox"/> Third Party - Intentional Damage	<input type="checkbox"/> Third Party - Undefined	<input type="checkbox"/> Other:
Incident Description			

Material Information			
Complete if Incident Type – Spill is selected			
Material Spilled Check all that apply	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Emulsion
	<input type="checkbox"/> Condensate	<input type="checkbox"/> Liquified Natural Gas	<input type="checkbox"/> Acid Gas
	<input type="checkbox"/> HVP Fluids	<input type="checkbox"/> Bentonite	<input type="checkbox"/> Hydraulic Oil
	<input type="checkbox"/> Fresh Water	<input type="checkbox"/> Hydrogen	<input type="checkbox"/> Ammonia
	<input type="checkbox"/> Other (please describe):		
	Does the release contain H2S?	<input type="checkbox"/> Yes: ppm	<input type="checkbox"/> No <input type="checkbox"/> N/A
Environment Type Check all that apply	<input type="checkbox"/> Wildland	<input type="checkbox"/> Agricultural Land	<input type="checkbox"/> Developed Land
	<input type="checkbox"/> Muskeg/Stagnant Water	<input type="checkbox"/> Lake	<input type="checkbox"/> Stream
Land Classification Check all that apply	<input type="checkbox"/> Crown	<input type="checkbox"/> Private	<input type="checkbox"/> First Nations Reserve <input type="checkbox"/> ALR
Confined to Lease or Right of Way	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A <input type="checkbox"/> Unknown
Initial Spill Volume	Volume		Unit
Impacts			
Wildlife/Livestock <input type="checkbox"/> Not applicable			
Equipment Loss <input type="checkbox"/> Not applicable	Value: Description:		
Ancillary Damage <input type="checkbox"/> Not applicable			
Regulatory Information (BCER Use Only)			
Oversight	<input type="checkbox"/> BCER	<input type="checkbox"/> Out of Jurisdiction	<input type="checkbox"/> Not Reportable
BCER Notified Date / Time	Date		Time
Staff Dispatched			



Canadian Natural

# FORM 8: PUBLIC COMPLAINT FORM

USE THIS FORM TO RECORD ANY PUBLIC CONCERN OR COMPLAINT. Submit to the Safety Officer or Documentation Lead upon request or post incident.

\*Use 24-hour clock (i.e.: 8:pm = 20:00)

INFORMATION FROM CALLER						
DATE:	(DD/MM/YYYY)					
TIME*:						
TIME* OF INCIDENT:						
CALLER'S NAME:						
CALLER'S PRESENT LOCATION:						
CLOSEST TOWN:						
Nature of the incident:						
Type of emergency (if known)	<input type="checkbox"/> Gas Release	<input type="checkbox"/> Oil Spill	<input type="checkbox"/> Fire/ Explosion	<input type="checkbox"/> Vehicle Accident	<input type="checkbox"/> Injury	<input type="checkbox"/> Other
Is there a detectable odour?	<input type="checkbox"/> Rotten Eggs	<input type="checkbox"/> Crude Oil	<input type="checkbox"/> Other:			
Is there a visible vapour cloud?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any injuries / health symptoms / fatalities?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the individual informed anyone else or do they intend to inform anyone else (i.e. AER / EMBC / MER / EMO / CER, emergency services, neighbours)?					<input type="checkbox"/> Yes	<input type="checkbox"/> No

EMPLOYEE INFORMATION	
EMPLOYEE NAME:	PHONE NO.:
ACTIONS TAKEN:	

**Distribution:**

- Area Superintendent
- Area Landman
- Emergency Response Department, Calgary

## FORM 9: THREATENING CALL (EXPLOSIVE DEVICE)

### IF YOU RECEIVE AN EXPLOSIVE DEVICE THREAT:

- Listen carefully, both to the message the caller is giving and to voice characteristics (see below)
- Be calm and courteous and do not interrupt – try to draw the caller into conversation or into talking as long as possible; if possible have someone call police while you are on the line
- Get as much information as possible
- **Immediately relay information to 9-1-1 and your Supervisor**

### QUESTIONS TO ASK:

What time will explosion happen?	
What does the device look like?	
What kind of bomb is it?	
Where are you calling from?	
Why was the explosive placed?	
What is your name?	

### EXACT WORDING OF THREAT:

Duration of Call:	

### IDENTIFYING CHARACTERISTICS OF THE CALLER:

Sex:	
Estimated Age:	
Accent:	
Voice: (loud, soft, etc.)	
Speech: (fast, slow, slurred, etc.)	
Diction: (good, nasal, lisp, stutter, etc.)	
Manner: (calm, rude, emotional, etc.)	
Background noises: (traffic, loud noises, other voices, etc.)	
Voice was familiar?	
Was caller familiar with company facilities or employees? Explain.	

### THREAT RECIPIENT:

Name:	Phone No.
Date	Time:

- Distribution:**  RCMP  Area Superintendent  Area Landman  
 Corporate Security  Emergency Management



# FORM 11: ROADBLOCK CONTROL LOG

EPZ Size (m):

Emergency Level:



<b>Public Statement:</b> <i>(check with Supervisor)</i>	
--	--

<input type="checkbox"/> Only <b>authorized</b> vehicles can proceed (e.g dispatched services) <input type="checkbox"/> <b>For others</b> , provide Public Statement – advise not to proceed <input type="checkbox"/> Do not prevent if driver wishes to go through (only RCMP / emergency services / public works can stop public)	<input type="checkbox"/> <b>Fill in the form for each authorized vehicle AND those wishing to go through</b> <input type="checkbox"/> Immediately report this info to Roadblock Lead or On Scene Supervisor <input type="checkbox"/> Submit completed form to Safety Officer upon request / post incident
---	---

<b>Prepared By:</b>	<b>Set-up Date:</b> <i>(DD/MM/YYYY)</i>	<b>Take-down Date:</b> <i>(DD/MM/YYYY)</i>
<b>Roadblock Location:</b>	<b>Set-up Time*:</b>	<b>Take-down Time*:</b>

Vehicle Type & License No. / Province	Company	Driver Name	Driver Contact #	Number of Passengers	Purpose for Entering	Time* Entering EPZ	Time* Exiting EPZ



# FORM 12: AIR QUALITY MONITORING RECORD

**RECORD each reading below.** Submit completed Air Quality Monitoring Records to the Safety Officer upon request or post incident. \*Use 24-hour clock (i.e.: 8:pm = 20:00)

<b>Prepared By:</b>	<b>Set-up Date:</b> (DD/MM/YYYY)	<b>Take-down Date:</b> (DD/MM/YYYY)
<b>Roadblock Location:</b>	<b>Set-up Time*:</b>	<b>Take-down Time*:</b>

Time*	Temp. / Weather Condition	Wind Direction	Monitored Readings				Location of Reading	Comments
			H <sub>2</sub> S (ppm)	CO	O <sub>2</sub>	LEL		



# FORM 13: STAGING AREA LOG

ICS Forms 211 & 218 equivalent

Record all pertinent information, checkmark Canadian Natural's Four Pillars when confirmed and assign a Demobilization Number (to be used to cross reference with *Form14: Demobilization Checkout Form*). Submit completed Staging Area Logs to Safety Officer upon request or post incident.

\*use 24-hour clock (i.e.: 8:pm = 20:00)

<b>Date:</b>	(DD/MM/YYYY)	<b>Staging Area Manager:</b>	<b>Name:</b>	<b>Phone:</b>
<b>Staging Area Location:</b>		<b>On-Scene Supervisor:</b>		
<b>Emergency Name:</b>		<b>Deputy On-Scene Supervisor:</b>		
<b>Emergency Legal Location</b>		<b>Operations Section Chief:</b>		
<b>Emergency Description</b>		<b>Logistics Section Chief:</b>		

COMPANY NAME & TYPE OF SERVICE	EMPLOYEE NAME (list all that apply)	RADIO / CELL #	DATE & TIME* CHECKED IN	FOUR PILLARS				TIME* MOBILIZED TO SITE	DATE & TIME* DEMOBILIZED (Checkout)	Demobilization Number
				Orientated? ✓	Hazard Assessment? ✓	Service Provider HA/ JSA? ✓	Transp. of Injured Worker & Evac Plan ✓			

## FORM 14: DEMOBILIZATION CHECKOUT

Record information for **EACH individual demobilization** including the Demobilization Number assigned in Form 13: Staging Area Log.  
Submit all completed forms to the Safety Officer upon request or post incident. **\*Use 24-hour clock (i.e.: 8:pm = 20:00)**

<b>Demobilization #</b> <i>(from Staging Area Log)</i>		<b>Company Name</b>	
<b>Staging Area Location</b>		<b>Employee Name(s)</b> <i>(include all that apply)</i>	
<b>Emergency "Name"</b>			
<b>Emergency Legal Location</b>			
<b>Emergency Description</b> <i>(including Level)</i>			
<b>Date &amp; Time* of Demobilization</b> <i>(return from incident site)</i>	<i>(DD/MM/YYYY)</i>		<b>Date &amp; Time* of Actual Release From Event</b>

<b>You and your resources have been released subject to Sign-Off by the applicable Canadian Natural representative below (checkmark appropriate box and fill in name):</b>			<b>Time Ticket Signed Off?</b> <i>(Yes / No)</i>
<i>Incident Commander / Deputy</i>	<input type="checkbox"/>		
<i>Operations Section Chief</i>	<input type="checkbox"/>		
<i>On-Scene Supervisor / Deputy</i>	<input type="checkbox"/>		
<i>Logistics Section Chief</i>	<input type="checkbox"/>		
<i>Planning Section Chief</i>	<input type="checkbox"/>		
<i>Staging Area Manager</i>	<input type="checkbox"/>		

FOR CANADIAN NATURAL RESOURCES LIMITED USE ONLY			
<b>COMMENTS</b> <i>(if required)</i>			
<b>Prepared by</b>		<b>Date &amp; Time*:</b>	



## FORM 15: LEVEL 1 – NOTIFICATION / EVACUATION SCRIPT

RECORD all pertinent information on Form 21: Public Notification Log

*“My name is (your name) and I am calling on behalf of Canadian Natural Resources to inform you that we are experiencing an operational incident at our nearby facility located at \_\_\_\_\_. You are in no immediate danger; however we are calling as a precautionary measure to inform you of the situation. Evacuation is not mandatory at this time, but a Reception Centre has been set up at \_\_\_\_\_ for your convenience. You may evacuate to this Centre if you choose.”*

**Do you wish to leave your residence / area at this time?** (If YES, go to 1 - if NO go to 2)

1.  **YES** (Resident wishes to evacuate)

• **How many people are at your residence who will evacuate?** \_\_\_\_\_

• **Do you require transportation?**

**YES**

- Advise resident to stay indoors and wait for a vehicle to be dispatched to take them to the Reception Centre
- Notify Public Safety Supervisor to dispatch personnel
- Skip remaining steps

**NO**

• **Do you wish to go to the Reception Centre?**

**YES**

- Advise resident of a safe route out of the hazard area to the Reception Centre
- Advise resident that there will be a Canadian Natural representative at the Centre who will answer questions and arrange for temporary accommodation, if necessary

**NO**

- Ask them to tell you where they are going and what telephone number they can be contacted at to inform them when it is safe to return to their home:

**Where** \_\_\_\_\_ **Contact No.** \_\_\_\_\_

2.  **NO (Resident does not wish to evacuate)**

- Instruct resident to stand by for further contact
- Give sheltering instructions as per the Form 17: Shelter-In-Place Script
- Advise them we will call if the situation changes or when it is resolved
- Ask resident to advise you if they change their mind and decide to evacuate
- Give resident your contact number \_\_\_\_\_

**Thank you very much for your cooperation. For urgent questions, please contact our Public Safety Supervisor (give name) \_\_\_\_\_ at (give phone number) \_\_\_\_\_. Please understand that our local personnel are working to rectify the situation at this time and may not be able to immediately answer or return calls for additional information.**



# FORM 16: LEVELS 2 AND 3 – EVACUATION SCRIPT

RECORD all pertinent information on Form 21: Public Notification Log

*“My name is (your name) and I am calling on behalf of Canadian Natural Resources to inform you that we have encountered operational difficulties at our nearby facility located at \_\_\_\_\_. You are in no immediate danger; however as a safety precaution we are requesting that all persons evacuate the area. A Reception Centre has been set up at \_\_\_\_\_ and you may evacuate to this Centre for the duration of the situation if you choose.”*

1. How many people are at your residence who will evacuate?  
\_\_\_\_\_

2. Can you account for all members at your residence?

YES

NO

- Ask for members that may need to be located.
- Assure resident that someone will be sent to notify people who are away from the residence.
- Notify Public Safety Supervisor to dispatch personnel.

3. Do you require transportation?

YES For how many? \_\_\_\_\_

- Advise resident to stay indoors and wait for a vehicle to be dispatched to take them to the Reception Centre.
- Notify Public Safety Supervisor to dispatch personnel
- Skip Step 4.

NO

4. Do you wish to go to the Reception Centre?

YES

- Advise resident of a safe route out of the hazard area to the Reception Centre.
- Advise resident they will be met by a Canadian Natural representative who will answer questions and arrange for temporary accommodation, if necessary.

NO

- Ask them to tell you where they are going and what telephone number they can be contacted at to inform them when it is safe to return to their home.

Where \_\_\_\_\_ Contact No. \_\_\_\_\_

If the resident refuses to evacuate, give sheltering instructions as per Form 17: Shelter-In-Place Script and inform the Public Safety Supervisor.

**Thank you very much for your cooperation. For urgent questions, please contact our Public Safety Supervisor (name) \_\_\_\_\_ at (phone number) \_\_\_\_\_. Please understand that our local personnel are working to rectify the situation at this time and may not be able to immediately answer or return calls for additional information.**



# FORM 17: SHELTER-IN-PLACE SCRIPT

RECORD all pertinent information on Form 21: Public Notification Log

**My name is (your name) and I am calling on behalf of Canadian Natural to inform you that we are experiencing an operational incident at our nearby facility located at \_\_\_\_\_ . We are currently responding to the incident, but for your safety, it is extremely important that you, and those with you, stay indoors until the potential hazard no longer exists or you are advised to evacuate. To help us understand your immediate needs, we need to know:**

**How many people are at your location now? Adults \_\_\_\_\_ Children \_\_\_\_\_**

**Is there anyone you cannot contact to get indoors: (Yes / No) \_\_\_\_\_**

- **If YES, ask the resident:** What is the location of this person(s)  
\_\_\_\_\_
- **Then tell the resident:** We will be sending someone to find this person(s) as soon as possible.

**Do you have children in school at this time? (Yes / No) \_\_\_\_\_**

- **If YES, ask the resident:** Which children are in which schools?  
\_\_\_\_\_
- **Then tell the resident:** The school(s) will be contacted and instructed to keep the children at school or to return the bus back to the school.

**Do you have the “Shelter-In-Place” instructions previously given to you? (Yes / No) \_\_\_\_\_**

- **If NO, ask the resident to** Please take the following actions immediately:
  1. Gather everyone indoors and stay there
  2. Close and keep closed all windows and outside doors
  3. Turn your furnace down to its minimum setting and turn off air conditioners
  4. Turn off other fans, appliances or equipment that either uses indoor air, blows out indoor air or sucks in outside air, for instance – bathroom or kitchen exhaust fans, built in vacuum systems, clothes dryers, gas fireplaces and gas stoves
  5. Please limit using your phone so that we can contact you again with updates and further instructions.
- **If YES, ask the resident to** Please follow the “Shelter-In-Place” instructions.

**If you are experiencing symptoms or smelling odours, call Canadian Natural’s emergency number**

**Stay tuned to local radio and / or television station for possible information updates**

**Even if you see people outside, DO NOT leave until told it is safe to do so**

Please remain sheltered **until we contact you with an “All Clear” message**. By staying indoors you will be protected from any contaminated air outside until we have resolved the problem.

**Thank you very much for your cooperation. For urgent questions, contact our Public Safety Supervisor (name) \_\_\_\_\_ at (phone number) \_\_\_\_\_. Please understand that our local personnel are working to rectify the situation at this time and may not be able to immediately answer or return calls for additional information.**

*Equivalent to Emergency Response Planning Guide: Shelter-In-Place Instructions, CAPP, May 24, 2006*



**EVACUATION ALL CLEAR**

***My name is (your name) and I am calling on behalf of Canadian Natural to inform you that the operational issues at our nearby facility located at \_\_\_\_\_ have been resolved. It is now safe for you to return to your (residence / business).***

*Once you have returned to your (residence / business), please do the following:*

- ventilate your building by opening all windows and outside doors
- turn on fans, furnaces and furnace circulating fans
- once completely ventilated, return all heating ventilating and other equipment to normal

Please keep any itemized receipts of expenses that you may have incurred as a result of this evacuation. A Canadian Natural representative will contact you as soon as possible to discuss the status of recovery, reimbursement if applicable and if you require any further assistance.

*If you have any questions or concerns in the meantime, please contact our area Landman:  
\_\_\_\_\_ at \_\_\_\_\_.*

*Thank you.*

**SHELTER-IN-PLACE ALL CLEAR**

***My name is (your name) and I am calling on behalf of Canadian Natural to inform you that the operational issues at our nearby facility located at \_\_\_\_\_ have been resolved. It is now safe for you to return to normal activities.***

*Please remember to:*

- turn on fans, furnaces and furnace circulating fans
- return all heating ventilating and other equipment to normal

Please keep any itemized receipts of expenses that you may have incurred as a result of this evacuation. A Canadian Natural representative will contact you as soon as possible to discuss the status of recovery, reimbursement if applicable and if you require any further assistance.

*If you have any questions or concerns in the meantime, please contact our area Landman:  
\_\_\_\_\_ at \_\_\_\_\_.*

*Thank you.*



## FORM 19: RECEPTION CENTRE REGISTRATION

**RECORD** the appropriate information for **EACH** person entering or leaving the Reception Centre. Submit completed forms to the Safety Officer upon request or post incident. **\*Use 24-hour clock (i.e.: 8:pm = 20:00)**

<b>Prepared By:</b>	<b>Date:</b> <i>(DD/MM/YYYY)</i>	<b>Page #:</b>
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Name <i>(List all names in party)</i>	Check-In Date & Time*	Check- Out Date & Time*	Cell / Location Telephone Number <small>(where they can be reached)</small>	Concerns



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## FORM 20: EXPENSE CLAIM

Canadian Natural will reimburse expenses that are incurred as a direct result of an evacuation that is required by an emergency involving our operations. Please complete this Expense Claim form, attach corresponding receipts and return this claim to the nearest Canadian Natural office. Please contact \_\_\_\_\_ with Canadian Natural at \_\_\_\_\_ if you have any questions or concerns.

EVACUEE INFORMATION	
<b>Name:</b>	<b>Date claim submitted:</b> (DD/MM/YYYY)
<b>Address:</b>	
<b>Address:</b> (while evacuated)	
<b>Legal Location:</b> (residence / business / other)	
<b>Phone Number:</b> (residence / business / other)	<b>Phone Number:</b> (while evacuated)

EXPENSES (please attach receipts)	
Expenses incurred: From _____ (DDMM/YYYY) To _____ (DD/MM/YYYY)	
Accommodations (if not pre-arranged)	\$
Meals (if not pre-arranged)	\$
Transportation (___ km @ \$ ___ / km)	\$
Other reasonable expenses (please list)	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL</b>	\$

FOR CANADIAN NATURAL RESOURCES USE ONLY	
<b>Incident Name / Location:</b>	
<b>Received By:</b>	<b>Position:</b>
<b>Phone Number:</b>	<b>Date Received:</b> (DD/MM/YYYY)



## FORM 21: PUBLIC NOTIFICATION LOG

**RECORD ALL ATTEMPTS** to contact residences, businesses, etc. and fill in information as required. Inform Public Safety Supervisor or Telephone Caller Lead of unsuccessful contact attempts so that Rovers may be dispatched. Submit completed forms to the Safety Officer or Documentation Lead upon request or post incident. **\*Use 24-hour clock (i.e.: 8:pm = 20:00)**

<b>Prepared By:</b>	<b>Date:</b> (DD/MM/YYYY)
---------------------	---------------------------

Contact		Phone Number	Contact Attempt		Transport Required?	Evacuated to Centre?	Evacuated to Other Location	Shelter-In-Place	Concerns / Details	Stand Down / All Clear Contact Time*
ERP Map Label	Resident / Business Name	(Home or Cell)	Time*	Contacted Y / N	Y / N	Y / N	Where / Phone #	Y / N		



**FORM 22: RESIDENT EVACUATION NOTICE**

**Date:**     (DD/MM/YYYY)     **Time:** \_\_\_\_\_

**Dear Occupant,**

**This residence has been evacuated due to an emergency situation involving Canadian Natural operations in your area.**

**As a safety precaution, we request that you proceed in a north / east / south / west (*circle the appropriate, safe direction*) direction to the Reception Centre noted below and check in with Canadian Natural personnel located there.**

---

**After reporting in at the Centre, you may depart to another location or we will make arrangements for your accommodation, if necessary.**

**Thank you for your cooperation.**



## FORM 23: ROVER LOG

**RECORD ALL ATTEMPTS** to contact residences, businesses, etc. and fill in information as required. Submit completed forms to Safety Officer upon request or post incident.

<b>Area:</b>	<b>Incident Command Post Location:</b>
<b>Reception Centre Location:</b>	
<b>Prepared By (Name):</b>	<b>Date:</b> (DD/MM/YYYY) <span style="float: right;"><b>Page</b> _____ <b>of</b> _____</span>

RESIDENT / PUBLIC FACILITY NAME	LOCATION		PHONE (and alternate number)	TIME CONTACTED <small>(time of contact using 24 hour clock under all applicable types of contact)</small>				
	ERP Map Label	Legal Location		Requires Help	Evacuated	Sheltered in Place	To Check In at Recep Centre	Evac Notice Posted

# FORM 24: DEBRIEFING REPORT

**DISTRIBUTION:**  Emergency Management ([emergencymanagement@cnrl.com](mailto:emergencymanagement@cnrl.com))  
 Area Safety & Compliance Coordinator  Area Foreman  Action Item Assignees

<b>DATE OF DEBRIEF:</b> (dd/mm/yyyy)		<b>TIME:</b> (24-hr clock)	
<b>DEBRIEFING LOCATION:</b>			
<b>INCIDENT NAME:</b>			
<b>INCIDENT LOCATION:</b>			
<b>INCIDENT DETAILS:</b> (copy info from Incident Command System Flowchart top left table – time period, EPZ size, Emergency Level, wind/weather conditions, incident type)			

All company incident response personnel and other members of the Corporate Support Team as applicable (i.e. Safety, Environment / Regulatory, Stakeholder Relations, Human Resources, etc.) **must** attend a scheduled debriefing. Debriefings may be held in the field or at Corporate Headquarters.

<b>ATTENDEES:</b> (attach additional sheets if required)				
Name	Title	Organization	Area	Response Role (if applicable)

### DEBRIEFING OBJECTIVES

- Review Outcomes
- Review Lessons Learned
- Develop Action Plans that capture follow-up actions, assignees for each action, deadlines and completion dates
- Review the accuracy and effectiveness of the ERPs
- Review the need for Critical Incident Stress Debriefings (CISD) with Human Resources for response personnel and affected public

# OUTCOMES

<b>1. Evaluate the general knowledge of Emergency Response Procedures:</b>	<b>Comments:</b>
Internal or external source of initial notification?	
Was the emergency situation assessed safely and effectively?	
Was the Emergency Level determined using a matrix?	
Were ERP Activation Requirements reviewed?	
Which public protection measures were used (roadblocks, shelter, etc.)	
Were internal notifications made quickly?	
Were external notifications made quickly?	
Were enough personnel and equipment available?	
Were there enough personnel to respond to / control the emergency?	
Were Stand Down procedures followed?	
Were Post-Incident procedures followed?	

2. What Emergency Response Tools were used:	COMMENTS:
<b>FORMS:</b>	
Form A: Incident Briefing	
Form 1: Emergency Time / Action Log	
Form 2: Incident Action Plan	
Form 3: Status (Timeout) Report	
Form 4: Resource Request & Status	
Forms 5, 6: AER / OGC "First Call"	
Form 7: OGC Form A – Minor Notification Form	
Form 8: Public Complaint Form	
Form 9: Threatening Call (Explosive Device)	
Form 10: Security Check In / Out	
Form 11: Roadblock Control Log	
Form 12: Air Quality Monitoring Record	
Form 13: Staging Area Log	
Form 14: Demobilization Checkout	
Forms 15, 16, 17, 18: Notification / Evacuation / Shelter / All Clear Scripts	
Form 19: Reception Centre Registration	
Form 20: Expense Claim	
Form 21: Public Notification Log	
Form 22: Resident Evacuation Notice	
Form 23: Rover Log	
<b>Other ICS forms (if requested by Regulator):</b>	
<b>OTHER:</b>	
ERP manuals – Corporate / Site-Specific	
Emergency Response Guide (flipguide)	
ERP map (if available)	
Incident Command System Flowchart	
Emergency Notifications Details chart	
Field Forms Booklet	
Roadblock Kit	
WCSS or other Spill Co-op manual	
<b>Other (list):</b>	

<b>3. Evaluate availability of resources (internal and external) and equipment</b>	<b>COMMENTS</b>
Were enough note-takers utilized?	
Were external resources activated (e.g. WCSS, ERAC, air monitoring trailers, helicopter, well servicing equipment, well blow out, industrial firefighters, etc.)	
Were local authorities (municipality / RCMP / other First Responders) required to assist?	
Could local authorities have been requested to assist with extra equipment / personnel (e.g. roadblocks)?	
Were roadblock kits strategically placed?	
Was Critical Incident Stress Debriefing (CISD) for response personnel / public required?	

<b>4. Evaluate Communications Plans</b>	<b>COMMENTS</b>
Were communications with impacted stakeholders effective?	
Was the automated notification system used?	
Was there adequate communication between internal roles?	
Were there communication problems?	
Were communications between internal and external resources clear and concise?	
Was media involved and were corporate communications staff (i.e.: spokesperson, advisor, etc.) utilized?	

<b>5. Evaluate Emergency Response Plan</b>	<b>COMMENTS</b>
Were the most current versions of the Corporate / Site-Specific ERPs used?	
Were there any errors / omissions with the Corporate or Site-Specific ERP(s)?	

**LESSONS LEARNED**

***What Went Well:***

***Areas of Improvement:***

**ACTION PLAN**

<b>ACTION REQUIRED</b>	<b>Person Responsible</b>	<b>Due Date</b>	<b>Completion Date</b>
<b>BC ONLY:</b> Post Incident Report must be filed via the Compliance Management Information System (CM-IS) online portal by the permit holder <b>within 60 days</b> following a Level 1, 2, or 3 emergency, any pipeline incident, or upon request from BCER <b>*ATTACH completed Incident Classification Matrix with submission</b>			

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### **GUIDELINE 1: CORPORATE MAIN OFFICES – MINOR EMERGENCY PROCEDURES**

#### **SCOPE**

For application to incidents located in the following Canadian Natural Corporate main office buildings:

- Bankers Hall East – 315 8 Ave SW
- BOW Tower – 500 Centre St S
- North Tower (NTO) – 400 3rd Avenue SW
- South Tower (STO) – 400 4th Avenue SW

#### **PROCEDURE**

1. Call 9-1-1 if required
2. Emergency resource locations listed on floor signage at entry points e.g. first aid kits, defibrillator, EpiPen
3. Call Building Security:
  - Bankers Hall East – 403-237-5658
  - BOW Tower – 403-766-3206
  - NTO – 403-206-6500
  - STO – 403-648-8835
4. Assist as required, utilizing floor fire wardens or colleagues until directed otherwise by Emergency Services
5. Notify your supervisor
6. Submit a Canadian Natural Incident Report Form

# GUIDELINE 2: KEY GOVERNMENT AGENCY NOTIFICATION REQUIREMENTS BY INCIDENT TYPE

## LEGEND:

- ✓ **Compulsory contact**
- ✳ Request that the regulatory agency (i.e. AER) notify these agencies and services as required
- ★ Refer to the applicable provincial Release Reporting Requirements

INCIDENT TYPE	AGENCY OR RESOURCE																			
	Ambulance	Local Fire Department	RCMP ①	Provincial Regulatory Agency ②	Local Authority ③	Provincial Health Authority	Canada Energy Regulator	Occupational Health & Safety ④	Emergency Management Agency ⑤	Provincial Health and Wellness	Provincial Boilers Safety Authority	Provincial Safety Services – Electrical Branch	Ministry of Transportation	Workers' Compensation Board	Oil Spill Cooperative (WCSS or other) ⑥	Environment & Climate Change Canada	ERAC	Department of Fisheries and Oceans	Canada Nuclear Safety Commission (CNSC)	IOGC - Indian oil and Gas Canada
E2 Regulated Substance		1	✓	✓	✓	✓										6				10
Electrical Incident			✓	✓	✓	✓		3				✓		5						
Fire / Explosion / B.L.E.V.E.	✓	✓	✓	✓	✓	✓	2	3	✳				4	5			7			10
Motor Vehicle Accident (No Injuries)			✓																	
Pressure Vessel or Piping Incident			✓	✓	✓	✓	2	3		✓				5						
Radioactive Material involvement																			9	
Security Incident			✓	✓	✓															
Serious Injury or Death (Including Vehicle Accidents)	✓		✓					✓						✓						
Spill / Transportation Incident (Unrefined Products) ★		1	✓	✓	✓	✓		3	✳				4	5	✓	6		8		10
Spill / Rail or Trucking Incident (Refined Products) ★		1	✓	✓	✓	✓		3	✳				4	5	✓	6	7	8		10
Sour Gas / HVP Release (Uncontrolled)		1	✓	✓	✓	✓	2	3	✳	✳			4	5		6				10
Sweet Combustible Gas Release		1	✓	✓	✓	✓	2	3	✳				4	5						10

1. Contact local fire department if there is potential for secondary fires resulting from ignition of spilled liquids or escaping gases
  2. Contact Canada Energy Regulator (following incident reporting Instructions in Guideline 8)
  3. **APPLICABLE BU / GROUP SAFETY LEAD** - Contact Occupational Health and Safety when: an injury or accident results in death; an injury results in a worker being admitted to a hospital; there is an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has potential to cause a serious injury; there is a collapse or upset of a crane derrick or hoist or; there is a collapse or failure of any component of a building or structure necessary for its structural integrity.
  4. Contact RCMP and provincial Ministry of Transportation if emergency affects a 1, 2, or 3 digit highway (e.g. Hwy 2, Hwy 47, Hwy 837). See Section 3.2.2.2 or 3.2.2.4 for Temporary Road Closures guidelines for AB and BC.
  5. Contact provincial Workers' Compensation Board if there is any accident that disables or is likely to disable a worker beyond the day of the accident
  6. To notify Environment & Climate Change (ECCC) Canada, call applicable provincial environmental authority's 24 hour number for the region in which the event occurred (they will contact ECCC). Contact numbers are found in Section 6.3.6 Federal Government Contacts. The provincial authority must be notified of incidents involving regulated substances at E2 registered facilities (see Guideline 9 for E2 notification requirements and procedures) and / or incidents involving spills on First Nations lands, in National Parks, into river or lake systems containing fish, or onto railway right-of-ways.
  7. Emergency Response Assistance Canada (ERAC) will respond on the behalf of members to dangerous goods incidents involving flammable gases by road or rail and incidents involving flammable liquids by rail only. See Guideline 10 for all stakeholder responsibilities
  8. Contact Fisheries and Oceans Canada to report an oil spill that occurs in or around fresh and marine waters that will impact fish habitats.
  9. Contact CNSC if radioactive material is involved in the incident. To be contacted by designated Radiation Safety Officer only.
  10. IOGC, the First Nation and the provincial authority must be notified immediately in the event of any health or environment-threatening emergency or off-lease spills on First Nations reserve lands. On-lease spills greater than 1 m<sup>3</sup> must be reported to IOGC immediately
- ① In the event of a fatality, request that the RCMP contact the Medical Examiner
  - ② In Alberta, the AER is designated as the lead agency (single window approach) to implement the government Emergency Response Support Plan. In BC, EMCR serves the same purpose.
  - ③ Local Authorities include cities, towns, villages, counties, municipal districts, improvement districts, special areas, rural municipalities, Métis settlements and First Nations Reserves
  - ④ Workplace Health & Safety – see #3 above for further details
  - ⑤ The Emergency Management field representative may provide assistance in contacting some or all of the local authorities
  - ⑥ Oil Spill Cooperatives in Alberta are operated by Western Canadian Spill Services (WCSS); Saskatchewan cooperatives consist of six (6) different groups; Manitoba has the Manitoba Producers Oil Spill Corporation (MPOSC). See Oil Spill Services Contacts section for more details

## GUIDELINE 3: ASSESSMENT MATRIX FOR CLASSIFYING INCIDENTS (AB / SK / MB / CER)

2. Consequence of Incident		
Rank	Category	Example of consequence in category
1	Minor	<ul style="list-style-type: none"> <li>• No injuries or public health effects</li> <li>• No environmental effects</li> <li>• Reportable liquid release is contained on site</li> <li>• Gas release effects are on site only</li> <li>• Minor on-site structure or geological feature damage</li> <li>• No or low public or media interest</li> </ul>
2	Moderate	<ul style="list-style-type: none"> <li>• Minor injuries or minor public health effects</li> <li>• Minor environmental effects</li> <li>• Reportable liquid release is not contained on site</li> <li>• Gas release effects may potentially extend beyond the site</li> <li>• 3 Likely</li> <li>• Moderate on-site structure or geological feature damage</li> <li>• Potential public or media interest</li> </ul>
3	Major	<ul style="list-style-type: none"> <li>• Injuries requiring hospitalization or potential public health effects require precautionary public protection measure</li> <li>• Liquid spill extends beyond the site-not contained, potential for affecting water bodies and sensitive receptors occurring</li> <li>• Gas release effects extend beyond the site</li> <li>• Major on-site structure or geological feature damage</li> <li>• Public or media interest</li> </ul>
4	Catastrophic	<ul style="list-style-type: none"> <li>• Multiple injuries, fatalities, or public health effects requiring public protection measures</li> <li>• Liquid spill extends beyond the site-not contained and is affecting water bodies, or sensitive receptors</li> <li>• Gas release effects extend beyond the site</li> <li>• Catastrophic on-site structure or geological feature damage</li> <li>• High public or media interest</li> </ul>

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

Sum the rank from both columns to obtain the risk level and the incident classification

Assessment results	
Very low 2-3	<b>Alert:</b> An incident that can be handled on site by the approval holder through normal operating procedures and is deemed a very low risk to the public.
Low 4-5	<b>Level 1 emergency:</b> The incident presents no danger outside the approval holder's property or threat to the public and has a minimal environmental impact. Approval holder personnel can manage the incident themselves with immediate control of the hazard. There is little or no media interest.
Medium 6	<b>Level 2 emergency:</b> The incident presents no immediate danger outside the approval holder's property but could potentially extend beyond the approval holder's property. Outside agencies must be notified. Imminent control of the hazard is probable, but there is a moderate threat to the public or the environment or both. There may be local and regional media interest in the event.
High 7-8	<b>Level 3 emergency:</b> The safety of the public is in jeopardy from a major uncontrolled hazard. There are likely significant and ongoing environmental impacts. Immediate multiagency municipal and provincial government involvement is required.

*The assessment matrix applies to hazards and scenarios described in Section 3 of Directive 71 AER D71: Appendix 3, Directive 071: Emergency Preparedness and Response (Dec 2025)*

## GUIDELINE 4: RECOMMENDED RESPONSES BY INCIDENT LEVEL (AB / SK / MB / CER)

RESPONSE	Alert	Level 1 Emergency	Level 2 Emergency	Level 3 Emergency
<b>Communications</b>				
<b>Internal</b>	Discretionary, depending on company policy	Notification of off-site management	Notification of off-site management	Notification of off-site management
<b>Public</b>	Courtesy, at company discretion	Mandatory for individuals who have requested notification within the EPZ	Planned and instructive in accordance with site specific ERP	Planned and instructive in accordance with site specific ERP
		Where two or more sour wells with overlapping EPZs and surface developments are present within the EPZs, if a company declares an emergency, other companies must also suspend operations until it is over		
<b>Media</b>	Reactive, as required	Reactive, as required	Proactive-media management to local or regional interest	Proactive-media management to national interest
<b>Government</b>	Reactive, as required. Notify AER, MER, MB Regulatory Services or CER if public or media is contacted	Call AER, MER, MB Regulatory Services or CER within prescribed timelines. Call local authority and health authority if public or media is contacted	Call AER, MER, MB Regulatory Services or CER within prescribed timelines. Call local authority and health authority.	Call AER, MER, MB Regulatory Services or CER within prescribed timelines. Call local authority and health authority.
<b>Response Actions</b>				
<b>Internal</b>	On-site, as required	On-site, as required. Initial responses conducted in accordance with Site-Specific or corporate-level ERP.	Predetermined public and environmental protection actions as required.	Full activation / implementation of emergency management system
<b>External</b>	On-site, as required	On-site, as required	Potential for multi-agency (operator, municipal, provincial, or federal) response	Potential for multi-agency (operator, municipal, provincial, or federal) response
<b>Resources</b>				
<b>Internal</b>	Immediate and local. No additional personnel required	Establish resources required	Supplemental resources or personnel are required	Significant resources are required
<b>External</b>	None	Begin to establish resources that may be required	Possible assistance from government agencies / external support services, as listed in Site Specific ERP	Assistance from government agencies and external support services are required

*Derived from AER Manual 026: Emergency Preparedness and Response Guide, Dec 2025*

## Incident Classification Matrix Guidance

**Instructions:** To classify an incident, start at the top of the consequence ranking section and move down until you check one box. Then repeat for the probability ranking.

### Spill Reporting Criteria

Permit holders must consult the BC Environmental Management Act, [Spill Reporting Regulation](#) for reporting thresholds and requirements.

### Consequence Ranking

Rank	Probability of Escalation or Control (one of the following)
4	Major on site equipment or infrastructure loss
	Persistent and malicious equipment damage or tampering
	Liquid spill or gas release beyond site, affecting persons, property or the environment
3	Major on site equipment failure
	Malicious equipment damage or tampering
	Liquid spill or gas release beyond site, potentially affecting persons, property or the environment
2	Major on site equipment damage
	Kick size in excess of 3 cubic metres or shut-in casing pressure in excess of 1,000 kilopascals
	Persistent/multiple minor vandalism or security incidents
	Liquid spill or gas release on site or potentially beyond site, not affecting persons, property or the environment
1	Moderate on-site equipment damage
	Minor vandalism or facility security incident
	Liquid spill or gas release confined to site
0	No consequential impacts

## Probability Ranking

Rank	Probability of Escalation or Control (one of the following)
4	Uncontrolled; control unlikely in near term
3	Escalation possible; under or imminent control
2	Escalation unlikely; controlled or likely imminent control
1	Escalation highly unlikely; controlled or imminent control
0	Will not escalate; no hazard; no monitoring required

## Incident Risk Score and Classification

Consequence \_\_\_\_\_ + Probability \_\_\_\_\_ = Risk Score \_\_\_\_\_

## Other Reportable Incidents Requirements

The Incident Classification Matrix is designed to assist permit holders in determining which incidents must be reported. Some incidents may not meet the criteria outlined in the matrix but still require notification to the regulator as a minor incident. These include the following:

- Major damage to oil and gas roads
- Pipeline incidents such as spills during construction or exposed pipeline
- Seismic events M4 or above

## Notification Requirements

Risk Score	Notification Requirement
Minor (1-2)	<b>Notify the regulator within 24 hours of becoming aware of an incident;</b> using the online reporting tool. Minor incidents that involve a spill must also be reported to EMCR (1-800-663-3456)
Level 1 (3-4)	<b>Notify the regulator within one hour of becoming aware of the incident;</b> (EMCR: 1-800-663-3456)
Level 2 (5-6)	
Level 3 (7-8)	

*This matrix should be attached upon submission of an incident via the online reporting tool.*

## Notification Forms:

- Form 6: BCER Emergency Incident Form (emergency levels 1, 2 or 3)
- Form 7: BCER Minor Incident Notification Form (incidents not assessed as emergency level 1 and higher)

## GUIDELINE 6: RECOMMENDED RESPONSE ACTIONS BY LEVEL CLASSIFICATION (BC)

	Notification Only	Level 1	Level 2	Level 3
<b>Action Plan</b>	<ul style="list-style-type: none"> <li>• Complete <u>BCER: Minor Incident Notification Form</u> (Form 7 in Forms section)</li> <li>• Notify BCER online within 24 hours of incident discovery</li> <li>• Access BCER's Compliance Management Information System (CM-IS), enter all details online and attached all required documentation</li> <li>• Minor incidents that involve a spill must also be reported to EMCR 1-800-663-3456.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete <u>BCER Emergency Incident Notification Form</u> (Form 6 in Forms section)</li> <li>• Notification by phone within one (1) hour of incident discovery to EMCR 1-800-663-3456)</li> <li>• Make other notifications (local municipality, RCMP / local police, health authority and other appropriate agencies) based on nature of incident</li> <li>• Alert all well site / facility personnel. Evaluate problem and initiate appropriate remedial action</li> <li>• <b>FOR LAND BASED SPILLS DURING DAYTIME OPERATIONS:</b> Spill responses must be initiated within six (6) hours from time spill is discovered.</li> <li>• <b>FOR SPILLS ON WEEKENDS / DURING NIGHT:</b> Spill responses must be initiated within twelve (12) hours from time of discovery</li> <li>• Unnecessary personnel to leave site</li> <li>• Alert mobile monitoring equipment and be ready for call-out or mobilize monitoring equipment if location is remote</li> <li>• In some cases, where there are large number of residents, notify or evacuate residents in accordance with Site-Specific plan</li> <li>• Prepare for evacuation in case of escalation of situation.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all Level 1 actions are taking place</li> <li>• Initiate evacuation / sheltering of the Emergency Planning Zone (EPZ)</li> <li>• Set up roadblock(s) to isolate the EPZ</li> <li>• Discuss need for other or long term closure orders</li> <li>• Send out monitoring crew; initiate mobile air monitoring</li> <li>• Send company representative to Reception Centre</li> <li>• Inform senior company personnel</li> <li>• Establish communications links to Off-Site Control Centre</li> <li>• Assemble ignition crew and ready ignition equipment in case of escalation of the situation</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all Level 1 and Level 2 actions are taking place</li> <li>• Mobile air monitoring equipment in place</li> <li>• Ignite release if any of the ignition criteria are met</li> <li>• Expand EPZ as required</li> </ul>

## GUIDELINE 7: CANADA ENERGY REGULATOR (CER) GUIDELINES

*Canada Energy Regulator Event Reporting Guide, Revised December 2024; effective March 12, 2025*

### • SUMMARY

For incidents involving a Canada Energy Regulator (CER) regulated asset, once the emergency level has been determined and **if the incident is deemed an “Immediately Reportable Event”, it must be reported two (2) ways:**

- 1) via the Transportation Safety Board’s (TSB) Incident Line and
- 2) on the CER’s Online Event Reporting System (OERS). See the following [Guideline 8: CER Event Reporting Guidelines](#).

The CER and TSB have a single window approach for event reporting. However, in some areas, the TSB reporting requirements are somewhat different than the CER requirements. For additional details on the TSB reporting requirements, companies must refer to the Transportation Safety Board Regulations and the TSB website (<http://www.tsb.gc.ca/eng/incidents-occurrence/pipeline/index.asp>).

Note that information required by the TSB as per their regulations is separately identified in the Online Event Reporting System (OERS). **It is the responsibility of the company to ensure the information required by the TSB is entered into OERS in accordance with their 30 day timeline.** OERS will automatically forward this information to the TSB within the timeline.

**If OERS is unavailable, report events to the TSB Reporting Hotline at 819-997-7887 (collect calls accepted).**

A user manual for CER’s Online Event Reporting System (OERS) is found here:  
<https://orcadocs.readthedocs.io/en/latest/>

### • USING THE PRECAUTIONARY APPROACH

It is the Board’s expectation that each company take a precautionary approach to the reporting of events. This means that even if there is some doubt as to whether an event should be reported, the company is to report the event. In other words, companies should adopt a “when in doubt, report” approach.

The OERS now contains a field where the company must indicate that it is reporting an incident on a precautionary basis. In these cases, the CER will determine whether the incident is reportable based on information provided by the company. In cases where an event was reported using the precautionary approach and subsequent information indicates that it was not reportable, the CER records will reflect this and the event will not be included on the company’s compliance record and will not be posted on the CER Interactive Incident Map.

### • TYPES OF EVENTS TO BE REPORTED USING OERS

- incidents under the *Canada Energy Regulator Onshore Pipeline Regulations* (OPR)
- unauthorized activities under the CER Act and *Pipeline Damage Prevention Regulations – Authorizations* (DPR-A);
- pipeline damage and consent suspensions under the *Pipeline Damage Prevention Regulations – Obligations of Pipeline Companies* (DPR-O)

## GUIDELINE 8: CER EVENT CLASSIFICATION & REPORTING PROCEDURES

### 1.0 EMERGENCY LEVEL CLASSIFICATION

For an emergency involving a Canada Energy Regulator (CER) regulated asset, **emergency levels will be established based on the applicable provincial regulator's Incident Classification Matrix.**

- Guideline 3: Assessment Matrix For Classifying Incidents (AB / SK / MB / CER)
- Guideline 5: Incident Classification Matrix (BC / CER)

### 2.0 INFORMATION REQUIREMENTS FOR OERS

- Prior to contacting the CER, the Liaison Officer or designate should use the applicable document listed below to collect situational data, including the emergency classification level:
  - **AB / SK / MB** – Form 5: First Call Communication Summary
  - **BC (Emergency Level 1 to 3)** – Form 6: BCER Emergency Incident Notification Form
  - **BC (not Emergency Level 1 to 3)** – Form 7: BCER Minor Incident Notification Form

### 3.0 OTHER REPORTING GUIDELINES

- A courtesy notification will also be made to the **both** applicable provincial regulatory authorities.
- When the situation improves, a decision will be made by the Incident Commander, in consultation with local disaster service authorities and notification to the CER / provincial regulatory authority to reduce or call down the level of emergency. The Incident Commander will ensure the level change or stand down is communicated to all responders and stakeholders.

### 4.0 INCIDENT TYPES

- CER's Onshore Pipeline Regulations (OPR) incident types are occurrences that may result in the following situations. See the next section for clear reporting requirements for each, based on type and other critical factors as applicable.
  - (a) the death of or serious injury to a person;
  - (b) a significant adverse effect on the environment;
  - (c) an unintended fire or explosion;
  - (d) an unintended or uncontained release of LVP hydrocarbons in excess of 1.5 m<sup>3</sup>;
  - (e) an unintended or uncontrolled release of gas or HVP hydrocarbons;
  - (f) the operation of a pipeline beyond its design limits as determined under CSA Z662 or CSA Z276 or any operating limits imposed by the Regulator.

.../continued: *Reporting Procedures by Incident Type*

## 5.0 CER REPORTING PROCEDURES BY INCIDENT TYPE

**OERS = <https://apps.cer-rec.gc.ca/ERS/Home/Index/>**

### 5.1 Death of or serious injury to a person

**Notification timeline: Verbal and written notification within 3 hours**

Phone the TSB Reporting Hotline at 819-997-7887; and then  
Submit a Preliminary Incident Report via **OERS**.

The verbal notification and submission via OERS must be completed as soon as possible  
and **no later than 3 hours** after the event was discovered.

#### **SERIOUS INJURY**

- fracture of a major bone;
- amputation of a body part;
- loss of sight in one or both eyes;
- internal hemorrhage;
- third degree burns;
- unconsciousness; or
- loss of a body part or function of a body part

### 5.2 A significant adverse effect on the environment

An unauthorized impairment of or damage to the environment, resulting in harm to human life, wildlife or vegetation.

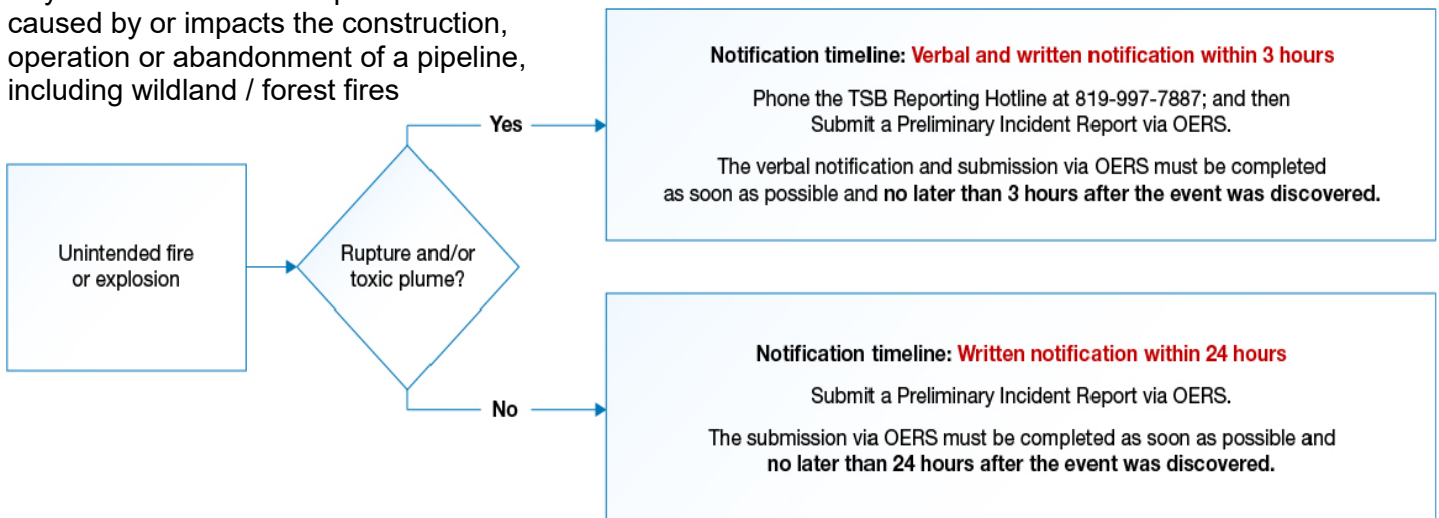
**Notification timeline: Verbal and written notification within 3 hours**

Phone the TSB Reporting Hotline at 819-997-7887; and then  
Submit a Preliminary Incident Report via **OERS**.

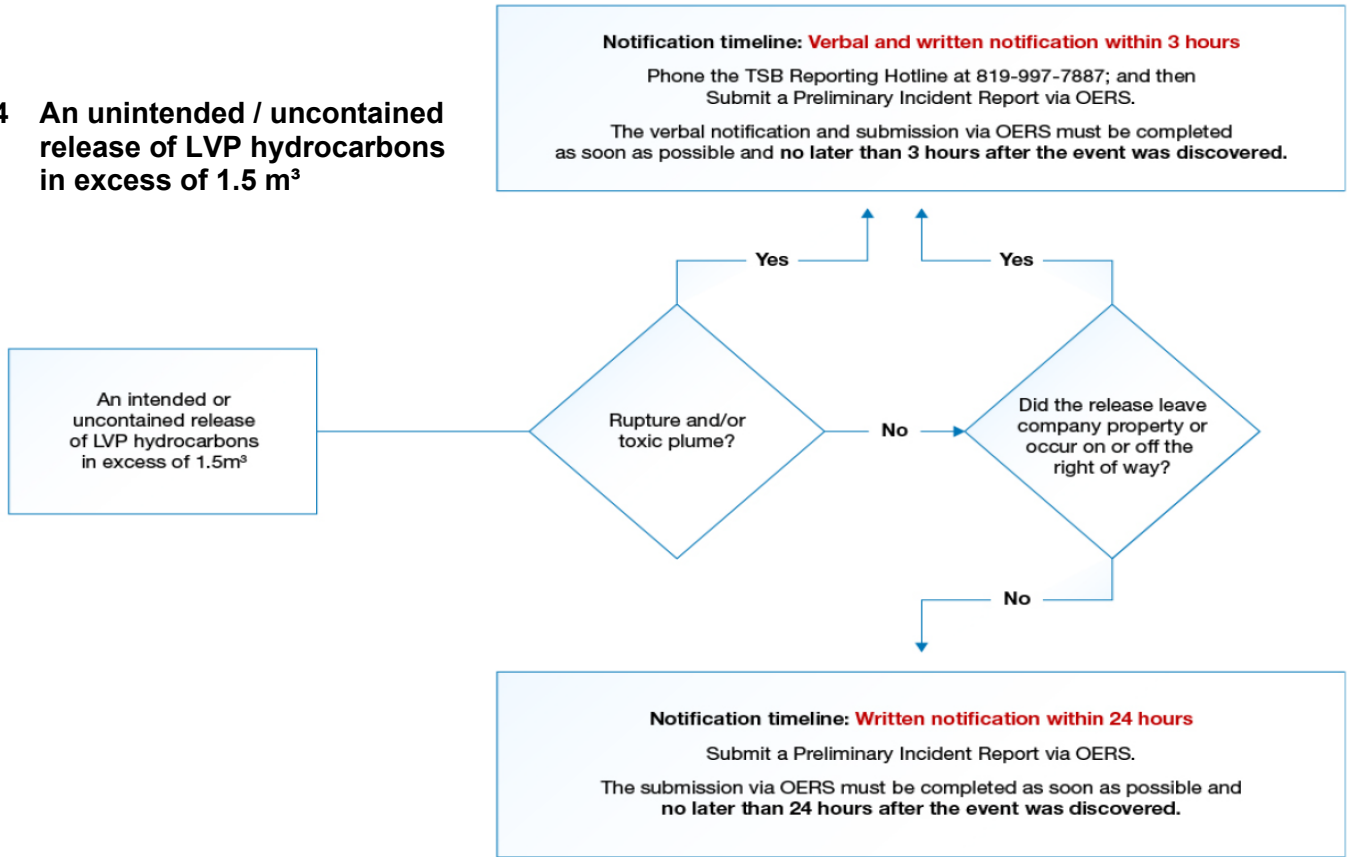
The verbal notification and submission via OERS must be completed as soon as possible  
and **no later than 3 hours** after the event was discovered.

### 5.3 An unintended fire or explosion

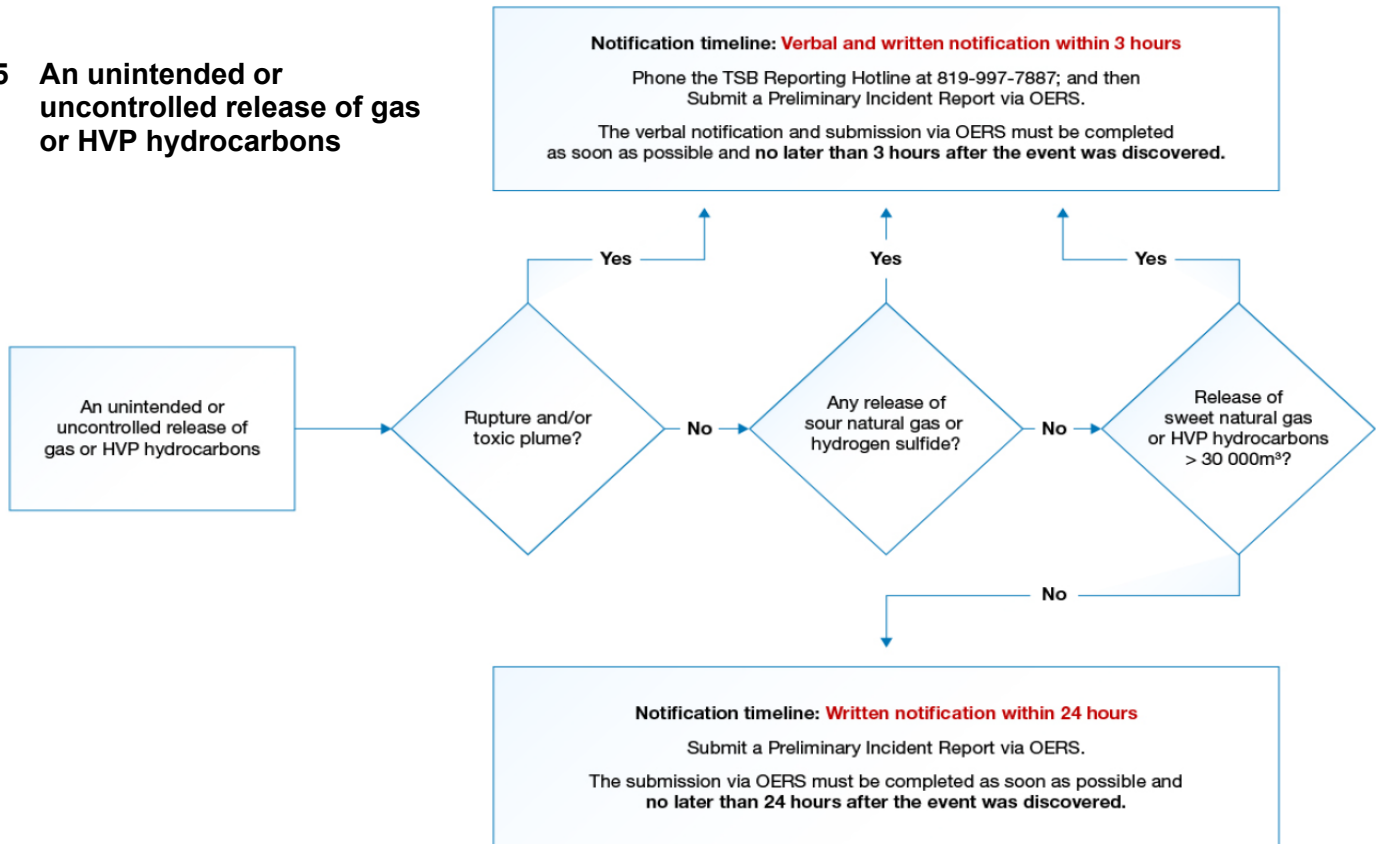
Any unintended fire or explosion that is caused by or impacts the construction, operation or abandonment of a pipeline, including wildland / forest fires



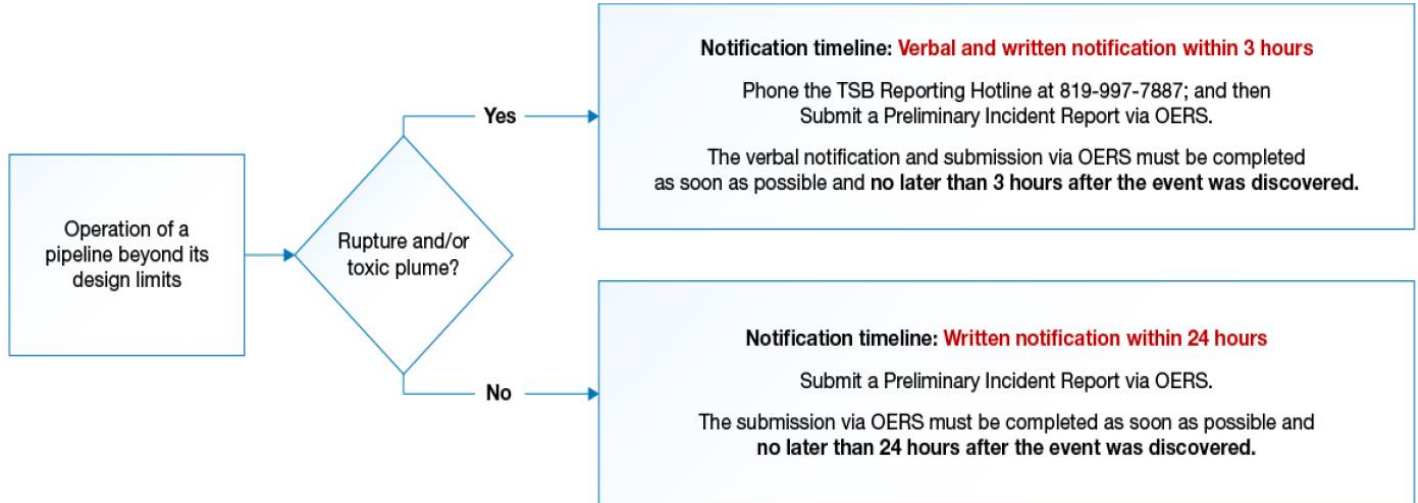
**5.4 An unintended / uncontained release of LVP hydrocarbons in excess of 1.5 m<sup>3</sup>**



**5.5 An unintended or uncontrolled release of gas or HVP hydrocarbons**



**5.6 Operation of a pipeline beyond its design limits as determined under CSA Z662 or CSA Z276 or any operating limits imposed by the regulator**



## **GUIDELINE 9: E2 ENVIRONMENTAL EMERGENCIES – INFORMATION & REPORTING**

### **• SCOPE**

Under Canadian Environmental Protection Act (CEPA), an “environmental emergency” as defined by the E2 Regulations is:

- (a) an uncontrolled, unplanned or accidental release, or release in contravention of regulations or interim orders made under this Part, of a substance into the environment; or
- (b) the reasonable likelihood of such a release into the environment.

CEPA also defines this by stating that reporting obligations apply only to environmental emergencies that:

- (c) have or may have an immediate or long-term harmful effect on the environment;
- (d) constitute or may constitute a danger to the environment on which human life depends; or
- (e) constitute or may constitute a danger in Canada to human life or health.

**Reporting environmental emergencies is only required when the criteria listed above are met – the responsible person must use their professional judgement to determine whether or not a release from their facility meets the reporting criteria.**

### **• INITIAL ACTIONS & REPORTING**

In a confirmed Canadian Natural E2 emergency, Responders will initiate and follow these actions:

1. **Take all reasonable measures** to protect environment and public safety, including:
  - report to local emergency services (9-1-1)
  - notify any member of the public who may be adversely affected
  - prevent, mitigate or recover from any negative effects
  - activating site specific ERP where applicable or if no site specific ERP, reference Hazard Response Procedure 4 (purple tabbed section of this manual)
2. The **Field Environment Coordinator / Liaison Officer will make an initial verbal notification through respective provincial number** as soon as a release occurs, or the possibility of a release becomes apparent:

Alberta Ministry of Environment and Parks	1 800 222-6514
British Columbia Provincial Emergency Program	1 800 663-3456
Manitoba Department of Conservation and Climate	1 855 944-4888
Saskatchewan Ministry of Environment	1 800 667-7525

3. **The Field Environment Coordinator and Emergency Management Business Unit will submit a written report** as soon as possible after the emergency has occurred and the ICP / EOC / CECC can
  - a) describe measures taken and b) identify any further measures required to prevent a reoccurrence.
  - Collect situational data using Incident Action Plan (IAP) or Form 5: First Call Communication Summary
  - Log into the Gov’t of Canada’s ECC’s Single Window Information Manager system (SWIM) and submit Schedule 8 **OR**
  - **If facility is not registered in SWIM**, go to the Gov’t of Canada’s website and fill in the online form\*  
<https://pollution-waste.canada.ca/spill-reporting/P01>  
 \* requires Latitude (between 41.68138 and 83.11138) and Longitude (between -141.00194 and -52.61944)



# CORPORATE (CORE) EMERGENCY RESPONSE PLAN

**24-Hour Emergency 1-888-878-3700**

## GUIDELINE 10: TDG / LPG EMERGENCIES INFORMATION & RESPONSIBILITIES

**ERAC 24-HOUR EMERGENCY #:** 1-800-265-0212  
**CANADIAN NATURAL'S ERAP #:** ERP2-0010-140  
 (UN 1075 – butane, propane)

**SDS Binders:** <https://cnrl.sdsbinders.com/ng/sds/search>

**CNRL ERAP IN FORCE WHEN** CNRL product is transported to and from CNRL location → CNRL's ERAP # is on shipping documents

**MARKETING:** if third party markets CNRL LPGs and arranges for trucking → ownership of product is transferred when trucks are loaded → shipping documents has third party's ERAP #

### EMERGENCY RESPONSE ACTIONS

#### Types of ERAC-Supported Emergencies:

- on-site stationary tanks / bullets 450 L or greater
- transportation incidents 3,000 L or greater
- transportation incidents (subject matter expert support only) for less than 3,000 L

#### Covers:

- Actual release (tank is punctured and leaking); OR
- Potential / anticipated release (tank is damaged / dented; no leak yet at the moment, but there's potential for a leak to occur)

*ERAC can provide guidance and support for both types of emergencies.*

CARRIER / TRANSPORT COMPANY	EMERGENCY RESPONSE ASSISTANCE CANADA (ERAC)	CANADIAN NATURAL (Plan Participant)
<input type="checkbox"/> <b>Where possible, take immediate reasonable emergency measures</b> – reduce / eliminate danger to public life and health / safety of property, environment including: <ul style="list-style-type: none"> <li>○ Make emergency report to local authorities (9-1-1 <b>and</b> relevant provincial emergency authority e.g. spill / release emergency)</li> </ul> <input type="checkbox"/> <b>Make ERAP incident report</b> – call Emergency Response Assistance Plan (ERAP) phone number <input type="checkbox"/> Complete / submit written 30-Day Follow-up Report to Director General of TDG Directorate <i>- within 30 days of a Release or Anticipated Release Report - Road, Rail or Marine, or Dangerous Goods Accident or Incident Report – Air</i>	<input type="checkbox"/> Receive and record ERAP incident report; evaluate and assess incident <input type="checkbox"/> Provide technical advice to first responders <input type="checkbox"/> Contact Plan Participant once ERAP incident report is made <input type="checkbox"/> Make implementation report to CANUTEC by phone once tier level approved by Plan Participant <input type="checkbox"/> During incident, provide: <ul style="list-style-type: none"> <li>• technical advice</li> <li>• site safety</li> <li>• containment</li> <li>• confinement</li> <li>• flaring and purging</li> <li>• transfer</li> <li>• fire suppression support</li> </ul> <input type="checkbox"/> Update Plan Participant by phone / email of site activities <input type="checkbox"/> When incident is over: <ul style="list-style-type: none"> <li>• Provide online ERAC debrief option, if requested, for incident stakeholders</li> <li>• write summary report for Plan Participant</li> <li>• conduct after action review</li> </ul>	<input type="checkbox"/> Ensure ERAP Reference Number and ERAC emergency telephone number listed on all required shipping documents <input type="checkbox"/> Keep primary and emergency contacts up-to-date with ERAC <input type="checkbox"/> Handle all Government Authority inquiries and / or relations specific to ERAP <b>Incident Related:</b> <input type="checkbox"/> In consultation with ERAC, approve ERAP implementation to appropriate tier level ( <b>Tier 1 or 2</b> ) <input type="checkbox"/> Provide safety data sheets (SDS) at time of ERAP implementation <input type="checkbox"/> Conduct media related tasks <input type="checkbox"/> Handle all Government Authority inquiries and / or relations specific to incident <input type="checkbox"/> Coordinate with ERAC regarding respective communications with all external stakeholders <input type="checkbox"/> login on ERAC portal for debrief <a href="https://erac.org/login/">https://erac.org/login/</a>
<b>Anyone can report to / call ERAC under any circumstances</b>		

<b>Tier 1</b>	(a) provide technical or emergency response advice as soon as possible after ERAC request for advice; (b) remotely monitor the response to the release or anticipated release
<b>Tier 2</b>	(a) provide technical or emergency response advice as soon as possible after ERAC request for advice; (b) monitor the response to the release or anticipated release; (c) send ERAP emergency response resources to the location of the release or anticipated release

\* derived from *ERAC Readiness and Review (2020)* & *Transport Canada, Guide for persons who have an emergency response assistance plan*

## HAZARD RESPONSE PROCEDURES

The following procedures are also found in the Section 22 of the Safety Management System (SMS) and include the SMS procedure number (e.g. 22.01) to cross-reference each procedure with that section. Instances of “Incident Command Management Team” refer to the Incident Commander, Operations Section Chief and the On-Scene Supervisor.

### PROCEDURES:

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**The following section “Standard SMS Safety Guidelines” is standard for all SMS procedures and should be used in conjunction with the above emergency response procedures.**

### STANDARD SMS SAFETY GUIDELINES:

Workers must be aware of, and follow, applicable Canadian Natural policies, Codes of Practice, guidelines, and any other health, safety and welfare requirements when conducting work on a Canadian Natural worksite.

Workers must be aware of specific hazards and appropriate controls at each work place - refer to Site-Specific procedures whenever possible. All workers are expected to use their knowledge, training and experience to carefully assess their work to ensure their own safety.

Workers must be competent to perform procedures. This means that a competent worker has signed that the worker has demonstrated competency. (Safety Orientation and Competency Training)

**The following are requirements that workers must follow at all times when conducting work at Canadian Natural facilities:**

- At a minimum, all workers on Canadian Natural worksites are required to wear Personal Protective Equipment (PPE):
  - Approved head protection
  - CSA approved footwear
  - Flame Resistant Clothing (FRC) within 25m of a potential hydrocarbon source
  - Safety glasses with side shields
  - Goggles are required when handling chemicals or hazardous products
  - Appropriate gloves for the task

- High visibility outerwear when working around mobile equipment
- Personal monitor capable of detecting airborne hazards in the work area (e.g. H<sub>2</sub>S, CO, LEL, O<sub>2</sub> etc.)
- Other PPE (such as: respirators, hearing protection, face shields) for specific tasks and conditions as identified by work procedures, Job Hazard Assessments (JHA), Hazard Assessment, Safe Work Permit, Field Level Hazard Assessments, Safety Data Sheets (SDS), and signs
- In sour areas:
  - Workers must be certified in “H<sub>2</sub>S Alive” and must follow the requirements of that training at all times when conducting work.
  - Workers must be fit tested for the specific face piece of the respiratory protection they will be using.
  - When a task involves opening or breaking the integrity of any equipment, piping, or meter run, in a “sour” system, supplied air respiratory protection must be used until continuous atmospheric monitoring indicates that the breathing atmosphere is safe.
  - Workers must evacuate any areas whenever gas detection indicates the atmosphere contains H<sub>2</sub>S above 9 ppm and don supplied air respiratory protection (SCBA or SABA) if required to re-enter the work area.
  - When workers must enter an area or conduct work in atmospheres above 100 ppm H<sub>2</sub>S, another worker must be available as stand by, also equipped with supplied air respiratory protection and able to affect a rescue if required.

## H<sub>2</sub>S RISK ASSESSMENT

Field / Facility known H <sub>2</sub> S Concentration		Measured H <sub>2</sub> S Concentration	Controls
Up to 100 ppm (IDLH, NIOSH)	<b>or</b>	Greater than 9 ppm	<ul style="list-style-type: none"> <li>• H<sub>2</sub>S Monitor</li> <li>• SCBA / SABA</li> <li>• Single worker permitted</li> <li>• Follow “Working Alone” Procedure CNRL-OVR-PRO-SAF-000020</li> </ul>
Greater than 100 ppm	<b>or</b>	Greater than 100 ppm	<ul style="list-style-type: none"> <li>• H<sub>2</sub>S Monitor</li> <li>• SCBA / SABA</li> <li>• Back-up worker required</li> </ul>

- Workers must not remain in any area when flammable vapors are detected at or above 20% (10% in Manitoba) of the Lower Explosive Limit (LEL) in the atmosphere.
- Workers must not carry electronic devices (i.e. music/video players, cell phones or similar devices, cameras) into a hazardous area (as classified by the electrical code - a place where concentrations of flammable gases occur) unless the electronic device is turned off, clearly labeled as approved for operation in hazardous areas or required for work in situations that are well controlled with a Hot Work Hazard Assessment.
- When working alone, workers must follow the Canadian Natural practice for the area.
- Workers are expected to dress appropriately for the weather conditions and work they expect to do.
- Every worker must be comfortable in his knowledge and ability to safely complete the work. If you are not sure about any aspect of the work, stop and ask your supervisor before proceeding.

## PROCEDURE 1: RESPONDER SAFETY (SMS 22.01)

RISK RANKING: HIGH (CRITICAL)

### HAZARD ASSESSMENT:

HAZARD	POTENTIAL EFFECT	CONTROL
Responding to an alarm / emergency / unknown situation	Worker exposure / injury	<ul style="list-style-type: none"> <li>Ensure effective communication is available at all times, do not proceed without radio / phone service.</li> <li>Always notify the area supervisor when responding to a potential emergency.</li> <li>Use First Responder's Guide, Emergency Response Guide, Guide to Safety &amp; Compliance, Corporate ERP, personal protective equipment.</li> <li>When responding to a complaint, refer to, and follow SMS Procedure 6.72 Complaint Response Hydrocarbon Release.</li> </ul>
Wildlife	Wildlife attack / personal injury	Workers must be trained in wildlife awareness and maintain situational awareness in remote or isolated areas.
Public / Landowners / Residents	Confrontation / threats	<ul style="list-style-type: none"> <li>Notify authorities if required</li> <li>Refer to CNRL-OVR-POL-HR-000018 <i>Workplace Harassment and Violence Prevent Policy / Plan</i></li> </ul>

### PROCEDURE

1. When responding to an alarm / emergency situation, do not immediately enter the site.
2. Stop to assess the situation / risks / hazards from a safe distance before proceeding.
3. Refer to the First Responder's Guide brochure in the Canadian Natural visor kit; use other contents as needed
4. Ensure that your personal gas detection equipment is turned on and functioning properly.
5. If other individuals are at risk, provide assistance only if it can be done safely.
6. Report to the area supervisor.
7. If you are not completely familiar with the worksite, ensure you understand equipment and potential hazards before entering. Never put yourself at undue risk.
8. Refer to the First Responders section in the Emergency Response Guide and / or Corporate Emergency Response Plan and follow the responsibilities checklist.
9. Keep other response personnel out of the hazard area until the hazards are identified and assessed. It is the responsibility of Canadian Natural personnel to ensure site security and perform a thorough hazard assessment.
  - Canadian Natural's "4 Pillars of Safety" must be in place**

## **PROCEDURE 2: HYDROGEN SULPHIDE (H<sub>2</sub>S) RELEASE (SMS 22.02)**

**RISK RANKING:** HIGH (CRITICAL)

**HAZARD ASSESSMENT:**

HAZARD	POTENTIAL EFFECT	CONTROL
Flammable vapors / LEL	Vapors may ignite, if released. Explosion may also impact public and environment.	<ul style="list-style-type: none"> <li>• Personal monitor to be used to detect LEL. Workers must evacuate at or above 20% (10% in Manitoba) LEL.</li> <li>• Emergency Response Plans (ERPs) with public / environment protection measures including ignition procedures will be used to protect impacted public</li> </ul>
H <sub>2</sub> S Release	Exposure above OEL may cause serious personal injury. H <sub>2</sub> S releases may also impact public.	<ul style="list-style-type: none"> <li>• Workers will use personal monitors to detect H<sub>2</sub>S.</li> <li>• ERPs with public protection measures including ignition procedures will be used to protect impacted public</li> </ul>

**NOTE:** *Instances of “Incident Command Management Team” refer to the Incident Commander, Operations Section Chief and the On-Scene Supervisor.*

### **PROCEDURE**

#### **H<sub>2</sub>S Hazard - Public / Environment Protection Measures**

To respond to an emergency involving an H<sub>2</sub>S release, these guidelines will be followed:

1. Contact your immediate supervisor, Area Safety and Compliance Coordinator and Environmental Coordinator.
2. Activate ERP if incident meets Canadian Natural’s ERP Activation Requirements.
3. Identify incident location on ERP map, as applicable.
4. Identify calculated EPZ. If there is no calculated EPZ, use Canadian Natural’s minimum EPZ of 100 m and adjust according to monitored readings.
5. Draw identified EPZ around incident location on ERP map.
6. Determine emergency level using applicable provincial regulatory incident classification matrix.
7. Review and consider risk mitigation / measures in Area Hazard Identification table found in Site-Specific ERPs.
8. Establish Incident Command Post (ICP).
9. Isolate hazard area using roadblocks and ensure air monitoring begins.
10. Determine an Incident Action Plan for operational control and relevant regulatory reporting requirements. Consider need for Western Canadian Spill Services / other applicable Spill Cooperative involvement.
11. Request stand by or dispatch of Air Quality Monitoring Unit(s) if a Level 2 emergency has been declared or if a lengthy arrival time exists at a Level 1 emergency.

12. Determine appropriate public protection measures:
  - Review ignition criteria and procedures – if required ensure ignition kit(s) and trained personnel are available.
  - Establish Reception Centre(s) if required and dispatch Canadian Natural personnel to center.
  - Begin Mandatory Notifications (regulatory authority, municipal authority, RCMP, health services) and other Variable Notifications as per Canadian Natural's Emergency Notification Details wall chart.
  - Begin notification of public in EPZ as per Public Notification protocol using Canadian Natural's Emergency Notification Details wall chart. Notification of public will begin with those in close proximity to incident location and downwind of location then those located within remainder of EPZ.
  - Dispatch Rovers to locate, notify, give shelter-in-place instructions or evacuate where required.
  - Consider / dispatch aerial surveillance to sweep recreational areas and / or look for transient public.
13. If necessary, Canadian Natural's Incident Command Management Team will consult with local authorities to notify general public outside the EPZ.
14. Field all Media inquiries and coordinate Media responses with Information Officer.
15. Make decision to stand down emergency when situation has been resolved, in consultation with regulatory authority and local and municipal disaster services authorities. This decision will also include a discussion to permit return of persons to the area.
16. At stand down, follow Stand Down Guidelines including but not limited to notifying all persons previously contacted that shelter-in-place has been lifted, or in an evacuation situation, that the emergency condition no longer exists and that they may return.
17. Provide transportation and assistance where required along with instructions on how to claim for expenses incurred due to the emergency. Advise affected public that personnel are available to answer any questions that they may have post-incident.
18. Follow Post-Incident Actions including but not limited to additional public communications, debriefing and collection of documentation.

## PROCEDURE 3: HIGH VAPOR PRESSURE (HVP) PIPELINE RELEASE (SMS 22.03)

**RISK RANKING:** HIGH (CRITICAL)

**HAZARD ASSESSMENT:**

HAZARD	POTENTIAL EFFECT	CONTROL
Flammable vapors / LEL	Released vapors may ignite with impact to workers, the public and the environment.	<ul style="list-style-type: none"> <li>Personal monitor to be used to detect LEL. Workers must evacuate at or above 20% (10% in Manitoba) LEL.</li> <li>Emergency Response Plans (ERPs) with public / environment protection measures including ignition procedures will be used to protect impacted public.</li> </ul>
H <sub>2</sub> S	Exposure above OEL may cause serious personal injury to workers, the public and the environment.	<ul style="list-style-type: none"> <li>Workers will use personal monitors to detect H<sub>2</sub>S.</li> <li>Emergency Response Plans (ERPs) with public / environment protection measures including ignition procedures will be used to protect impacted public.</li> </ul>

**NOTE:** Instances of “Incident Command Management Team” refer to the Incident Commander, Operations Section Chief and the On-Scene Supervisor.

An HVP pipeline (for the purposes of emergency response) is a pipeline system carrying hydrocarbons or hydrocarbon mixtures in the liquid or quasi-liquid state with a vapour pressure greater than 110 kPa absolute at 38°C.

The primary hazard associated with HVP products is direct exposure to flame. The largest hazard area for emergency response planning is based on a flash fire. Always use extreme caution when dealing with HVP pipelines.

In some cases, gas releases may be ignited to prevent unburned gas from creating an explosion hazard or create a toxic exposure to workers and the public.

### PROCEDURE

#### HVP Pipeline Release Public / Environment Protection Measures

When responding to emergencies involving HVP pipelines, these guidelines will be followed:

1. Contact your immediate supervisor, Area Safety and Compliance Coordinator and Environmental Coordinator.
2. Activate ERP if the incident meets Canadian Natural’s ERP Activation Requirements.
3. Identify the incident location on the ERP map, as applicable.
4. Identify the calculated EPZ. If there is no calculated EPZ available, use Canadian Natural’s minimum EPZ of 100 m and adjust according to monitored readings.
5. Draw the identified EPZ around the incident location on the ERP map.
6. Determine the emergency level using the applicable provincial regulatory incident classification matrix.
7. Review and consider risk mitigation / measures in the Area Hazard Identification table found in Site-Specific ERPs.
8. Establish Incident Command Post (ICP).

9. Isolate the hazard area using roadblocks and ensure air monitoring begins.
10. Determine an Incident Action Plan for operational control and relevant regulatory reporting requirements. Consider the need for Western Canadian Spill Services or other applicable Spill Cooperative involvement
11. Request the stand by or dispatch of Air Quality Monitoring Unit(s) if a Level 2 emergency has been declared or if a lengthy arrival time exists at a Level 1 emergency.
12. Determine appropriate public protection measures:
  - Review ignition criteria and procedures – if required ensure ignition kit(s) and trained personnel are available.
  - Establish Reception Centre(s) if required and dispatch Canadian Natural personnel to the center.
  - Begin Mandatory Notifications (regulatory authority, municipal authority, RCMP, health services) and other Variable Notifications as per Canadian Natural's Emergency Notification Details wall chart.
  - Begin notification of public in the EPZ as per Public Notification protocol using Canadian Natural's Emergency Notification Details wall chart. Notification of public will begin with those in close proximity to the incident location and downwind of the location then those located within the remainder of EPZ.
  - Dispatch Rovers to locate, notify, give shelter-in-place instructions or evacuate where required.
  - Consider / dispatch aerial surveillance to sweep recreational areas and / or look for transient public.
13. If necessary, Canadian Natural's Incident Command Management Team will consult with local authorities to notify the general public outside the EPZ.
14. Field all Media inquiries and coordinate Media responses with Information Officer.
15. Make the decision to stand down the emergency when the situation has been resolved, in consultation with the regulatory authority and local and municipal disaster services authorities. This decision will also include a discussion to permit the return of persons to the area.
16. At stand down, follow Stand Down Guidelines, including but not limited to notifying all persons previously contacted that the shelter-in-place has been lifted, or in an evacuation situation, that the emergency condition no longer exists and that they may return.
17. Provide transportation and assistance where required along with instructions on how to claim for expenses incurred due to the emergency. Advise affected public that personnel are available to answer any questions that they may have post-incident.
18. Follow Post-Incident Action guidelines including but not limited to additional public communications, debriefing and collection of documentation.

## **PROCEDURE 4: CANADIAN ENVIRONMENTAL PROTECTION ACT (CEPA) ENVIRONMENTAL EMERGENCY (E2) (SMS 22.04)**

**RISK RANKING:** HIGH (CRITICAL)

**HAZARD ASSESSMENT:**

HAZARD	POTENTIAL EFFECT	CONTROL
H <sub>2</sub> S	Exposure above OEL may cause serious personal injury to workers, the public and the environment.	<ul style="list-style-type: none"> <li>Workers will use personal monitors to detect H<sub>2</sub>S.</li> <li>Emergency Response Plans (ERPs) with public / environment protection measures including ignition procedures will be used to protect impacted public.</li> </ul>
Flammable vapors/LEL	Vapors may ignite, if released. Explosion may also impact public and environment.	<ul style="list-style-type: none"> <li>Personal monitor to be used to detect LEL. Workers must evacuate at / above 20% (10% in Manitoba) LEL.</li> <li>ERPs with public / environment protection measures including ignition procedures will be used to protect impacted public.</li> </ul>
Static Charge	Ignition / Fire / Explosion	Ensure containers are bonded / grounded.
Worker exposure to chemical	Skin or eye contact; ingestion or inhalation.	<ul style="list-style-type: none"> <li>Thoroughly review applicable SDS and ensure all appropriate PPE is used.</li> <li>Ensure other required precautions, such as eye wash, are in place.</li> </ul>
Overpressure	Equipment damage, product release, worker injury	<ul style="list-style-type: none"> <li>Pump discharge piping must be protected from over pressure by an appropriate pressure relief device.</li> <li>Ensure pump discharge valve(s) are open, and the injection line is not restricted.</li> </ul>

**NOTE: Instances of “Incident Command Management Team” refer to the Incident Commander, Operations Section Chief and the On-Scene Supervisor.**

Federal legislation requires development of preparedness and response capabilities for substances regulated by CEPA stored on our sites. An inventory of CEPA regulated storage sites is updated annually for submission to Environment Canada.

E2 ERPs are prepared for each site to provide Site-Specific emergency response guidance to be used by Canadian Natural personnel.

### **PROCEDURE:**

#### **CEPA – E2 Public / Environment Protection Measures**

In an E2 emergency, these guidelines will be followed:

- Contact your immediate supervisor, Area Safety and Compliance Coordinator and Environmental Coordinator.
- Activate ERP if the incident meets Canadian Natural’s ERP Activation Requirements and identify the incident location on the ERP map

3. Using the Canadian Natural defined E2 EPZ of 1600 m unless Site Specific ERP indicates otherwise.
4. Determine the emergency level using the applicable provincial regulatory incident classification matrix.
5. Review and consider risk mitigation / measures in the Area Hazard Identification table found in Site-Specific ERPs.
6. Establish Incident Command Post (ICP).
7. Isolate the hazard area using roadblocks and ensure air monitoring begins.
8. Determine an Incident Action Plan for operational control and relevant regulatory reporting requirements.
9. Request the stand by or dispatch of Air Quality Monitoring Unit(s) if a Level 2 emergency has been declared or if a lengthy arrival time exists at a Level 1 emergency.
10. Determine appropriate public protection measures:
  - Review ignition criteria and procedures – if required ensure ignition kit(s) and trained personnel are available.
  - Establish Reception Centre(s) if required and dispatch Canadian Natural personnel to the center.
  - Begin Mandatory Notifications (regulatory authority, municipal authority, RCMP, health services) and other Variable Notifications as per Canadian Natural's Emergency Notification Details wall chart.
  - Begin notification of public in the EPZ as per Public Notification protocol using Canadian Natural's Emergency Notification Details wall chart. Notification of public will begin with those in close proximity to the incident location and downwind of the location then those located within the remainder of EPZ.
  - Dispatch Rovers to locate, notify, give shelter-in-place instructions or evacuate where required.
  - Consider / dispatch aerial surveillance to sweep recreational areas and / or look for transient public.
11. If necessary, Canadian Natural's Incident Command Management Team will consult with local authorities to notify the general public outside the EPZ.
12. Field all Media inquiries and coordinate Media responses with Information Officer.
13. Make the decision to stand down the emergency when the situation has been resolved, in consultation with the regulatory authority and local and municipal disaster services authorities. This decision will also include a discussion to permit the return of persons to the area.
14. At stand down, follow Stand Down Guidelines, including but not limited to notifying all persons previously contacted that the shelter-in-place has been lifted, or in an evacuation situation, that the emergency condition no longer exists and that they may return.
15. Provide transportation and assistance where required along with instructions on how to claim for expenses incurred due to the emergency. Advise affected public that personnel are available to answer any questions that they may have post-incident.
16. Follow Post-Incident Action guidelines including but not limited to additional public communications, debriefing and collection of documentation.

## PROCEDURE 5: HAZARDOUS PRODUCT RELEASE / SPILL CONTROL (SMS 22.05)

RISK RANKING: HIGH (CRITICAL)

### HAZARD ASSESSMENT:

HAZARD	POTENTIAL EFFECT	CONTROL
Spill	Toxic contamination of environment resulting in potential health risks to workers and public.	<ul style="list-style-type: none"> <li>Identify spill product and refer to correct SDS using SDS online inventory database if necessary.</li> <li>Obtain spill containment equipment specific to stored chemicals on-site and potential spill volumes.</li> <li>Ensure emergency first aid equipment is available if applicable (e.g. eyewash station, emergency shower).</li> <li>Obtain applicable WCSS Oil Spill Contingency Manual or access electronically via intranet or WCSS website.</li> <li>Consult with Environmental Coordinator.</li> <li>Refer to <b>CiNQ</b>: Environmental Conventional-Thermal for:               <ol style="list-style-type: none"> <li>applicable provincial spill reporting procedures</li> <li><u>"Spill Volume Estimating Tool"</u></li> <li><u>"Internal Incident Response Resources"</u></li> <li><u>"Spill Response Vendor List"</u></li> <li><u>"Wildlife Handling and Care"</u></li> </ol> </li> <li>Refer to detailed spill contingency plan procedures further in this section, specific to type of spill (i.e. water, land, ice, muskeg, etc.)</li> <li>ERAC will assist with LPG releases. See Guideline 10 in Forms and Guidelines section of Corporate ERP.</li> <li>Follow ERP public / environment protection measures including ignition procedures.</li> </ul>
Gas release / Flammable vapors / LEL	Released vapors may ignite with impact to workers, public and environment.	<ul style="list-style-type: none"> <li>Personal monitor to be used to detect LEL. Workers must evacuate at or above 20% (10% in Manitoba) LEL.</li> <li>Use Emergency Response Plans with public / environment protection measures to protect public.</li> <li>Reference specific SDS for product data, health effects, treatment, etc.</li> </ul>
H <sub>2</sub> S	Exposure above OEL may cause serious personal injury to workers, public and environment.	<ul style="list-style-type: none"> <li>Use personal monitors to detect H<sub>2</sub>S</li> <li>Use Emergency Response Plans with public / environment protection measures to protect public.</li> </ul>
Ignition Source	Explosion / Fire	<ul style="list-style-type: none"> <li>Conduct Canadian Natural Hazard Assessment for hot work if within 25 meters of potential hydrocarbon source.</li> </ul>
Water Hazards	Worker injury – slips, drowning.	<ul style="list-style-type: none"> <li>Personal flotation devices to be used when working in water hazards.</li> </ul>
Wildlife	Wildlife attack / personal injury	<ul style="list-style-type: none"> <li>Workers must be trained in wildlife awareness and maintain situational awareness in remote or isolated areas.</li> </ul>

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***NOTE: Instances of “Incident Command Management Team” refer to the Incident Commander, Operations Section Chief and the On-Scene Supervisor.***

## HAZARDOUS RELEASE / SPILL RESPONSE – GENERAL PROCEDURE

When an incident involves an accidental release or spill of a hazardous product, these guidelines will be followed. Response measures may be tailored to match requirements dictated by the incident size and complexity:

1. Contact your immediate supervisor, Area Safety and Compliance Coordinator and Environmental Coordinator.
2. Obtain most current Safety Data Sheet (SDS) using the SDS online inventory database if necessary and complete a Hazard Assessment.
3. Activate ERP if the incident meets Canadian Natural's ERP Activation Requirements
4. Identify the incident location on the ERP map, if applicable.
5. Identify the calculated EPZ. If there is no calculated EPZ, use Canadian Natural's minimum EPZ of 100 m and adjust according to monitored readings.
6. Draw the identified EPZ around the incident location on the map.
7. Review and consider risk mitigation / measures in the Area Hazard Identification table found in Site-Specific ERPs.
8. Determine the emergency level using the applicable provincial regulatory incident classification matrix.
9. Establish Incident Command Post (ICP).
10. If a release has affected or could potentially affect a water course, notify Western Canadian Spill Services (WCSS) or other applicable Spill Co-operative and initiate the applicable area Oil Spill Contingency Manual as a supplement to the Corporate ERP. This manual should be available at the nearest Canadian Natural field / district office or a generic manual is available on the WCSS website [www.wcss.ab.ca](http://www.wcss.ab.ca). If not readily available, refer to the applicable initial spill control procedures and guidelines in C) Spill Contingency Plan in this section, based on the type of spill (water, land, ice, muskeg, etc.).

**NOTE: WCSS does not provide human resources for spill response however other neighboring industrial operators or other WCSS members may be of assistance.**

11. Deploy emergency spill response equipment and personnel to begin initial spill containment measures. A list of Canadian Natural's *Internal Incident Response Resources* is available on the intranet (CiNQ) on the Environment – Conventional and Thermal page.
12. Consider the need for long term spill containment and recovery. Request the dispatch of spill response specialists if required. The *Spill Response Vendor List* document on CiNQ also contains a list of these service companies.
13. Establish an appropriate Staging Area with a Staging Area Manager.  
**NOTE: Staging Area personnel will be required to implement Canadian Natural's SMS policies in addition to managing the area.**
14. Establish a Decontamination Centre / Area where response personnel can remove soiled clothing, wash up, return / clean equipment and change into street clothes (as outlined in Section 4.3 Establishing Decontamination Areas in the WCSS Oil Spill Contingency Manual)
15. Isolate the hazard area using roadblocks and ensure air monitoring begins.
16. Develop an Incident Action Plan for operational control and relevant regulatory reporting requirements. In a spill situation, it is recommended that the Environmental Coordinator be designated as the Planning Section Chief to address regulatory requirements and proper spill reporting procedures.
17. Request the stand by or dispatch of Air Quality Monitoring Unit(s) if a Level 2 emergency has been declared or if a lengthy arrival time exists at a Level 1 emergency.

18. Determine appropriate public protection measures.
  - Review ignition criteria and procedures if required – if required ensure ignition kit(s) and trained personnel are available.
  - Establish Reception Centre(s) if required and dispatch Canadian Natural personnel to the center.
  - Begin Mandatory Notifications (regulatory authority, municipal authority, RCMP, health services) and other Variable Notifications as per Canadian Natural's Emergency Notification Details wall chart.
  - Begin notification of public in the EPZ as per Public Notification protocol using Canadian Natural's Emergency Notification Details wall chart. Notification of public will begin with those in close proximity to the incident location and downwind of the location then those located within the remainder of EPZ.
  - Dispatch Rovers to locate, notify, give shelter-in-place instructions or evacuate where required.
  - Consider / dispatch aerial surveillance to sweep recreational areas and / or look for transient public.
19. If necessary, Canadian Natural's Incident Command Management Team will consult with local authorities to notify the general public outside the EPZ.
20. Field all Media inquiries and coordinate Media responses with Information Officer.
21. Make the decision to stand down the emergency when the situation has been resolved, in consultation with the regulatory authority and local and municipal disaster services authorities. This decision will also include a discussion to permit the return of persons to the area.
22. At stand down, follow Stand Down Guidelines, including but not limited to notifying all persons previously contacted that the shelter-in-place has been lifted, or in an evacuation situation, that the emergency condition no longer exists and that they may return.
23. Provide transportation and assistance where required along with instructions on how to claim for expenses incurred due to the emergency. Advise affected public that personnel are available to answer any questions that they may have post-incident.
24. Follow Post-Incident Action guidelines including but not limited to additional public communications, debriefing and collection of documentation.

## **TYPES OF SPILLS**

### **Bulk Transportation Based Spills**

Canadian Natural is a member in good standing with Emergency Response Assistance Canada (ERAC) as required by Transport Canada and therefore has access to all mutual aid and support available to member companies including but not limited to:

- a corporately designated, Transport Canada approved Emergency Response Assistance Plan (ERAP)
- emergency response personnel
- equipment
- emergency call centre response number manned 24/7/365
- logistics support

For a complete listing of ERAC membership benefits, please refer to ERAC's website at [www.erac.org](http://www.erac.org).

Refer to the [Guideline 10: TDG / LPG Emergency Responsibilities](#) in the Forms and Guidelines section of this manual for clarification of the responsibilities of ERAC and Canadian Natural in the event of a Canadian Natural LPG spill.

### **Land / Water Based Spills**

#### **On-Site Chemicals and Fuels**

In addition to produced resources such as crude oil, natural gas and liquid petroleum products, commercial chemicals and fuels can also be found on site at such locations as facilities and well pads. Stored in a variety of labeled containers including barrels, cylinders and overhead tanks, these containers range in volume as small as a liter or less to large amounts (1,000 liters to 5,000 liters) and may also include bulk storage and pressurized bullets (vessels). Common products may include, but are not limited to:

- aerosols (paint, cleaners)
- glycols
- demulsifiers
- methanol
- lube oils
- inhibitors
- solvents
- propane

The presence of these products create an added potential for a spill, explosion, fire and / or toxic environment.

Worksites are required to maintain a list of all chemicals on premise and under WHIMIS regulation, ensure they are properly labeled and stored and that SDSs are easily accessible (i.e. online inventory) in the event of a spill. Response measures listed in this procedure are applicable to all sizes of spills, including small isolated chemical spills and therefore should be tailored to incident size and complexity.

#### **Off-Site Spills**

In the event of a spill, Canadian Natural has an extensive in-house inventory of spill response supplies and equipment strategically located at key locations for accessibility. These spill response arrangements support immediate, initial response to spills until additional resources can be mobilized to the site, if needed. Spill response kits contain materials and equipment — absorbent materials, safety supplies, hand tools, wildlife deterrents and boats — further enhanced by the resources available through the Western Canadian Spill Services (WCSS) and other Spill Cooperatives.

Canadian Natural is an active member of Western Canadian Spill Services (WCSS) and other area oil spill cooperatives and therefore has access to all manuals, equipment, training and exercises available to member companies.

WCSS does not provide human resources to actively participate in or provide containment / recovery efforts; however, cooperative members may be available to assist Canadian Natural with initial spill control but in these instances, the company responsible for the spill assumes liability. Cooperative volunteers on behalf of WCSS may be involved in spill response activities under the following conditions:

- Spills of unknown origin – at the request and under direction from the lead regulatory agency
- Initial spill response – to assist a member company with initial spill response in a watercourse

In the event of a significant spill, the applicable WCSS Oil Spill Contingency Manual will be used as a supplement to Canadian Natural's Corporate and Site-Specific ERPs and in conjunction with other corporate management systems, to properly manage the incident and mitigate the impact until resolution has been achieved. The WCSS Oil Spill Contingency Manual outlines contact lists and details regarding equipment access. The plan also provides an expanded organizational chart incorporating additional roles specific to a spill incident as well as detailed procedures for conducting spill containment and recovery operations under a variety of conditions (i.e. on land, on water, under ice, etc.).

The WCSS Oil Spill Contingency Manuals use a modified version of the Incident Command System (ICS) that closely aligns with Canadian Natural's Incident Command System. For more detailed information, refer to the applicable local Oil Spill Contingency Manual. For more information regarding oil spill cooperatives, go to the WCSS web page at <http://wcsc.ab.ca>

## SPILL CONTINGENCY PLAN

### Purpose

The purpose of this plan is to provide a safe response strategy should a fuel or hazardous waste spill occur during Canadian Natural Resources Limited's (Canadian Natural's) operations. This strategy protects the public, minimizes environmental impacts and effects, and sets out procedures for the containment and cleanup operations should a spill occur.

Canadian Natural's Emergency Management System, including the 10 Steps for Emergency Response, will manage and provide direction for emergency response overall. Spill contingency plans guide initial emergency response actions while long term spill containment and recovery activities will be performed by established spill response consultants / providers contracted and directed by Canadian Natural.

The following pages contain Canadian Natural's Spill Contingency Plan consisting of:

- initial emergency spill response procedures
- initial spill containment and control guidelines
- initial spill containment methods

### Initial Emergency Spill Response

When a spill occurs, the priority is to protect lives, minimize adverse environmental impacts, and losses to property. Canadian Natural employees who first discover a spill will follow these and any other applicable Safety Management System (SMS) guidelines:

- **Protect yourself first. Do not take unnecessary risks.**
- Notify immediate supervisor
- Determine the potential hazards of the spilled product and refer to product Safety Data Sheet (SDS) if necessary
- Don personal protective equipment required for the identified spilled product
- Monitor for toxic gases (i.e. H<sub>2</sub>S) and LEL
- Assess potential hazards to responders, residents and public:
  - Determine the area residents directly impacted (evacuation, notification)
  - Identify risk of public inadvertently entering the area of concern at the site
  - Evaluate the site for access to livestock and wildlife
  - Identify sensitive environmental areas (i.e. proximity to surface water, ground water, crops, special areas)
  - Determine the effect on land use dispositions in the area (i.e. pipelines, utilities) and
  - Determine the approval requirements that are necessary to access the spill site.
- Protect the safety and lives of anyone in the spill area
- Determine the source of the spill. Locate the likely source of the cause of flow. Stop the flow or release if safe to do so.
- Isolate or remove any potential ignition sources, where safe and possible
- Assess the likely size, extent and condition of the spill
- Assess the area for sloping and banking;
- Update immediate supervisor with information who will report incident to appropriate regulatory bodies using applicable spill reporting procedures, as required;

- Control access to area until assistance and a more senior Canadian Natural representative arrives;
- Contain the spill as per safe work practices; if the spill is not contained, initiate containment measures such as dykes, bell holes and trenches to limit the impact
- If an emergency situation exists, implement Canadian Natural's Emergency Response Plan and refer to the First Responder role in the *Emergency Response Guide*.

The following should be taken into consideration by the On-Scene Supervisor and reported to the Operations Section Chief:

- Are there any nearby public (workers, traffic, residents) who would need to be evacuated or re-directed from the spill area?
- Is there a fire or explosion hazard? What is the ignition source?
- Are there H<sub>2</sub>S or other toxins present? If so, are air monitoring trailers required? Are concentrations safe or is additional PPE required?
- Is the spill into a watercourse, watershed or a waterbody?
- What lands or waterbodies may be affected (farms, livestock, brush, drinking water, water wells, etc.)?
- Are there any areas deemed hazardous? If so, secure the areas.
- Will the spilled product come in contact with other hazardous materials and become reactive?
- What are the ground and weather conditions (snow, gravel, sand, etc.)?
- Where is the location of the leak, the type of release and the volume released? Is it reportable?
- How long has the spill been taking place?
- Is the spill contained or migrating? Which direction? How far can it go?
- If the spill is not contained, how is it going to be contained? Determine and prioritize the containment points and methods to be used.
- How will the spill site, the source of the spill and recovery points be accessed?
- What equipment is required? Is the oil spill equipment (oil spill co-op) required? Do we have any emergency spill response trailer units nearby? Check with Environmental Coordinator.
- Where is the Staging Area to be established?
- Are Decontamination Centres for response personnel required?
- Should the spill site be cordoned off to prevent wildlife / livestock from entering?
- Has it been reported to the regulator?
- How will the spill be cleaned up?
- Are specialized services required to clean up the spill?
- Will a Media response be required?

### **Initial Spill Containment and Control**

When possible, refer to an applicable WCSS Oil Spill Contingency Manual for detailed checklists and procedural guidelines. If a manual is unavailable, initiate containment of the product spilled:

- Assess speed and direction of spill and cause of movement (water, wind and slope)
- Determine best location for containing spill, avoiding any water bodies
- Have a contingency plan ready in case spill worsens beyond control or if the weather or topography impedes containment
- Prioritize and set up containment points
- Where possible, prevent a spill from entering a watercourse

- Use safest and simplest method to get the job done within resource and safety capabilities:
  - Isolate and depressurize (ESDs, manual block valves, manual valve isolation)
  - Plug and patch (i.e. fix faulty valve or hole in drum)
  - Absorb or adsorb (i.e. apply adsorbent pads to oil spill)
  - Transfer (i.e. remove product to waste truck or new container)
  - Containerize (i.e. put leaking drum into over-pack drum)
  - Reposition (i.e. upright or roll and chock leaking container)
  - Others (i.e. hot-tap, vent and burn, flare)
- Contain as close to source as safe and practical
- Avoid excessive walking or driving on the spill area
- Consider ground disturbance guidelines
- Determine where bell holes, trenches, or berms would be most effective
- Use practical containment tools and equipment including shovels, dump trucks, sand bags, plastic bags, heavy earth moving equipment, salvage covers, adsorbents, booms, hose, etc.
- If weirs are installed, they should be able to handle large flow rates and surges
- Surface run off may have to be diverted from the spill site if wet conditions are present

### **Spill Assessment Guidelines**

After the initial hazard assessment and development of an Incident Action Plan, detailed information on the location and effects of the spill should be gathered. The applicable spill assessment by type of spill will be conducted by Canadian Natural's Environmental team.

### **Initial Spill Containment Methods**

Canadian Natural's Spill Contingency Plan in conjunction with the applicable WCSS Oil Spill Contingency Manual will be used to determine the most viable initial spill response procedures and guidelines. Long-term spill containment activities will be performed by established spill response consultants / providers contracted and directed by Canadian Natural.

### **Spills on Land**

Spills on land include spills on rock, gravel, soil and/or vegetation. It is important to note that soil is a natural sorbent, thus spills on soil are generally less serious than spills on water as contaminated soil can be more easily recovered. Generally spills on land occur during the late spring, summer or fall when snow cover is at a minimum. It is important that all measures be undertaken to avoid spills reaching open water bodies. See Section 4.4 Land – Containment & Recovery of the *WCSS Oil Spill Contingency Manual* for detailed procedures.

### **Dykes**

Dykes can be created using soil surrounding a spill on land. Dykes are constructed around the perimeter or down slope of the spilled fuel. A dyke needs to be built up to a size that will ensure containment of the maximum quantity of fuel that may reach it. A plastic tarp can be placed on and at the base of the dyke such that fuel can pool up and subsequently be removed with sorbent materials or by pump into barrels or bags. If the spill is migrating very slowly a dyke may not be necessary and sorbents can be used to soak up fuels before they migrate away from the source of the spill.

## **Trenches**

Trenches can be dug out to contain spills as long as the top layer of soil is thawed. Shovels, pick axes or a loader can be used depending on the size of trench required. It is recommended that the trench be dug to the bedrock or permafrost, which will then provide a containment layer for the spilled fuel. Fuel can then be recovered using a pump or sorbent materials.

## **Spills on Water**

Spills on water such as rivers, streams or lakes are the most serious types of spills as they can negatively impact water quality and aquatic life. All measures need to be undertaken to contain spills on open water. See Section 4.5 Watercourses – Containment & Recovery of the WCSS Oil Spill Contingency Manual for detailed procedures.

## **Booms**

Booms are commonly used to recover fuel floating on the surface of lakes or slow-moving streams. They are released from the shore of a water body to create a circle around the spill. If the spill is away from the shoreline a boat will need to be used to reach the spill, then the boom can be set out. More than one boom may be used at once. Booms may also be used in streams and should be set out at an angle to the current. Booms are designed to float and have sorbent materials built into them to absorb fuels at the edge of the boom. Fuel contained within the circle of the boom will need to be recovered using sorbent materials or pumps and placed into barrels or bags for disposal.

## **Weirs**

Weirs can be used to contain spills in streams and to prevent further migration downstream. Plywood or other materials found onsite can be placed into and across the width of the stream, such that water can still flow under the weir. Spilled fuel will float on the water surface and be contained at the foot of the weir. It can then be removed using sorbents, booms, or pumps and placed into barrels or plastic bags.

## **Barriers**

In some situations barriers made of netting or fence material can be installed across a stream, and sorbent materials placed at the base to absorb spilled fuel. Sorbents will need to be replaced as soon as they are saturated. Water will be allowed to flow through. This is very similar to the weir option.

Note that in some cases, it may be appropriate to burn fuel or to let volatile fuels such as gasoline evaporate after containment on the water surface; however, burning is not considered an 'initial' spill containment method due to the regulatory notification and authorizations required prior to conducting burns. It should only be considered if other approaches are not feasible and will be performed by experienced personnel / specialists.

## **Spills on Ice**

Spills on ice are generally the easiest spills to contain due to the predominantly impermeable nature of the ice. For small spills, sorbent materials are used to soak up spilled fuel. Remaining contaminated ice / slush can be scraped and shovelled into a plastic bag or barrel; however, all possible attempts should be made to prevent spills from entering ice covered waters as no easy method exists for containment and recovery of spills if they seep under ice. See Section 4.6 Ice-Covered Watercourses – Containment & Recovery of the WCSS Oil Spill Contingency Manual for detailed procedures.

### ***Dykes***

Dykes can be used to contain fuel spills on ice. By collecting surrounding snow, compacting and mounding it to form a dyke down slope of the spill, a barrier is created thus helping to contain the spill. If the quantity of spill is fairly large, a plastic tarp can be placed over the dyke such that the spill pools at the base of the dyke. The collected fuel can then be pumped into barrels or collected with sorbent materials.

### ***Trenches***

For significant spills on ice, trenches can be cut into the ice surrounding and / or down slope of the spill such that fuel is allowed to pool in the trench. It can then be removed via pump into barrels, collected with sorbent materials, or mixed with snow and shovelled into barrels or bags.

### ***Burning***

Burning is not considered an 'initial' spill containment method due to the regulatory notification and authorizations required prior to conducting burns. It should only be considered if other approaches are not feasible and will be performed by experienced personnel / specialists.

### **Spills on Snow**

Snow is a natural sorbent, thus as with spills on soil, spilled fuel can be more easily recovered. Generally, small spills on snow can be easily cleaned up by raking and shovelling the contaminated snow into plastic bags or empty barrels, and storing these at an approved location.

### ***Dykes***

Dykes can be used to contain fuel spills on snow. By compacting snow down slope from the spill and mounding it to form a dyke, a barrier or berm is created thus helping to contain the spill. If the quantity of spill is fairly large, a plastic tarp can be placed over the dyke such that the spill pools at the base of the dyke. The collected fuel / snow mixture can then be shovelled into barrels or bags, or collected with sorbent materials.

### **Spills into Wetlands or Muskeg**

Spills in wetlands or muskeg can be some of the most difficult spills to contain, recover and clean up because of limited site access for both manpower and equipment. Due to the sensitive nature of these ecosystems, more damage may be caused by emergency response operations than was caused by the original spill. The Incident Commander may consult with government officials or environmental specialists before conducting initial spill response operations in wetlands or muskegs. This will ensure that containment, recovery and clean-up operations represent the most viable option for the spill, based on the type of product, size of spill and Site-Specific safety, operational or environmental concerns.

Containment operations for wetlands or muskeg spills in winter are similar to those for spills on land or ice. If containment operations are conducted at the site in the summer, a combination of land containment and water containment options will be used as appropriate.

### **Spill Control Points**

Control points are pre-identified locations on watercourses that allow for the staging and deployment of oil spill containment and recovery equipment in response to oil spills that have occurred upstream of the control point. Control point selection is critical to an effective oil spill response and part of Canadian Natural's risk assessment and development of Site-Specific Emergency Response Plan (ERP) information.

Each WCSS oil spill cooperative conducts control point evaluation for the whole geographic co-op area. Canadian Natural periodically reviews the identified WCSS control points downstream from operations that may impact waterbodies to ensure that they are assessed for potential spill response activities.

WCSS spill control points are currently identified on Canadian Natural's Site-Specific ERP maps; however, the Environment team in conjunction with field operations may establish additional control points for any facility, based on conditions at the time of the spill and using the following criteria:

An ideal control point should have:

- quick access to the watercourse using clear ground, a road or a trail
- adequate work space to conduct operations and to store required equipment with minimal need for clearing of brush and vegetation
- sufficient space to deploy containment and recovery equipment quickly with minimal effort or obstructions (i.e. trees, rocks, steep banks, etc.) and minimal environmental impact
- boat launch location(s) for boats assisting in containment and recovery operations
- selection of control points with public access is preferred

Landowner approval and necessary permits for emergency access are obtained in advance by Canadian Natural personnel for control points located on private property.

Control points established for a specific facility will be available as a supplemental document to the Site-Specific ERP and new viable points will be shared with WCSS for inclusion into their manuals. Supplemental control point documents are reviewed and updated periodically to ensure suitability and that the information for each control point listing is accurate and complete, (i.e. site description, site diagram, access description, landowner / occupant phone number, site suitability and any other information related to the site).

### **Recovery of Product / Clean-Up of Spill**

Once containment has been achieved, initial recovery and clean-up operations will begin immediately as per Canadian Natural's environmental procedures and WCSS / other Spill Cooperatives' protocols. Recover as much product and saturated debris as possible and keep environmental disturbance to a minimum. Long-term recovery and clean-up activities will be performed by established spill response consultants / providers contracted and directed by Canadian Natural.

### **Disposal and Remedial Operations**

The proper disposal of contaminated materials and site remediation options are outside of the scope of this ERP. Site restoration will be determined by consultation among Canadian Natural's Environment team, environmental protection agency personnel and any external environmental consultants that are contracted by the company.

**PROCEDURE 6: FIRE / EXPLOSION (SMS 22.06)**

**RISK RANKING:** HIGH (CRITICAL)

**HAZARD ASSESSMENT:**

HAZARD	POTENTIAL EFFECT	CONTROL
Flammable vapors / LEL	Vapors may ignite, if released. Explosion may also impact public and environment.	<ul style="list-style-type: none"> <li>• Personal monitor to be used to detect LEL. Workers must evacuate at or above 20% (10% in Manitoba) LEL.</li> <li>• Emergency Response Plans (ERPs) with public / environment protection measures including ignition procedures will be used to protect impacted public.</li> </ul>
H <sub>2</sub> S Release	<ul style="list-style-type: none"> <li>• Exposure above OEL may cause serious personal injury.</li> <li>• H<sub>2</sub>S releases may also impact public.</li> <li>• Ignition of gasses with H<sub>2</sub>S will produce Sulphur Dioxide.</li> </ul>	<ul style="list-style-type: none"> <li>• Workers will use personal monitors to detect H<sub>2</sub>S.</li> <li>• Emergency Response Plans (ERPs) with public protection measures including ignition procedures will be used to protect impacted public.</li> </ul>
Toxic Substances	Exposure above OEL to toxins and smoke may cause serious personal injury.	<ul style="list-style-type: none"> <li>• Stay upwind. Use personal monitor to detect CO<sub>2</sub>.</li> <li>• Use respiratory protection appropriate to the hazard.</li> </ul>
Hot Surfaces	Burns / injury to worker	Use appropriate Personal Protective Equipment.

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For a fire, explosion, or wildfire, Canadian Natural personnel will activate any site-specific fire preparedness and prevention plans that should include consideration of evacuation routes and transportation issues (i.e. camp evacuation).

## GENERAL RESPONSE ACTIONS

In an emergency involving a fire or explosion, these important general guidelines must be followed in conjunction with other applicable SMS procedures and Site-Specific ERPs to ensure the safety of the public, employees and environment. When encountering different types of fire, the appropriate firefighting services will always be contacted.

### Control / Containment

- If possible:
  - isolate the source and take reasonable action to extinguish or contain the fire
  - shut down all known fuel sources
  - shut off high voltage power supplies to equipment in fire-affected area
  - shut off fuel to heaters near to, or downwind of fire
  - dissipate static electrical charges on bodies of all personnel in area. Grounding may be accomplished by holding onto a metal structure for ten seconds with bare hands
- Contact industrial firefighting services
- Isolate hazard area or equipment as required

### Notifications:

- Internal – notify your supervisor
- External – follow notification procedures as per ERP protocols

## SPECIFIC RESPONSE ACTIONS BASED ON TYPE OF FIRE HAZARD:

### Process Fires:

#### *If safe to do so:*

- restrict or deny access to area
- shut down and depressurize any related or additional process equipment
- do not attempt to extinguish a process fire if you are not properly trained

### Sulphur Fires:

**\* Only trained personnel or industrial firefighting services should attempt to control a sulphur fire.**

- Prevent human contact or inhalation (fire may produce irritating and / or toxic gases)
- Evacuate area, except for essential personnel. Essential personnel must have access to SCBA.
- Isolate area with a 1600 m radius
- Set up mobile air monitoring downwind of fire and smoke plume; monitor for SO<sub>2</sub> and other toxic conditions

### Electrical System Fires:

- Shut off electricity to equipment
- Do not use water, foam or other conductive agents to put out fire
- Use extinguishing agent rated for electrical fire (i.e. carbon dioxide (CO<sub>2</sub>), FM-200 and dry chemical powder extinguishers such as Purple-K Powder (PKP)).

### **Natural Gas Liquid (NGL) Fires**

- Do not use a solid stream of water (*will cause fuel to scatter and spread*)
- Use dry chemical and Halon extinguishing agents, although smothering with CO<sub>2</sub> or foam (for liquids) is also effective

### **Boiling Liquid Expanding Vapour Explosion (BLEVE)**

- **If safe to do so**, attempt to extinguish any fires before they come in contact with any storage bullets
- Call applicable service provider (i.e. FireMaster, etc.) to obtain assistance with fire suppression. Ensure all responders are made aware of the hazards.
- Evacuate all personnel and isolate area to a 1600 m radius
- Evaluate tank from a safe distance away. Choose an upwind position to side of tank if possible
- Flowing water can be used to cool tanks in order to prevent or delay a BLEVE; however, this requires a significant amount of water and should not be attempted unless an unlimited water supply can be located and tank can be approached safely
- Leave area immediately if you hear a hissing sound from venting safety devices or see discoloration of the tank

### **Grass Fires / Wildfire / Wildfire Smoke (Hazardous Air Quality)**

Canadian Natural First Responders encountering a grass fire / wildfire will adhere to the area's site-specific fire preparedness and prevention plan or these guidelines, SMS procedures (i.e. ESD procedures, personal protective equipment, hazard assessment) and the First Responder's Guide.

#### **Grass Fires**

- For small grass fires, extinguish using a shovel or ABC type fire extinguisher
- If it enters coulees, along rivers, or into large areas of trees or forests, contact the local fire department and /or local forestry office for assistance

#### **Wildfire**

- For larger fires, do not attempt to extinguish
- Contact local fire department if fire is threatening a community and / or contact provincial emergency wildfire number for fires in forested areas. Ask for:
  - potential impact to area operations
  - likelihood of containment
- Evaluate whether to activate Emergency Response Plan
- Account for / notify on-site personnel and other individuals (contractors, visitors, service providers, etc.)
- Determine if an evacuation of the area is required
- If safe to do so, isolate / shut in affected facilities
- Consider using respiratory PPE (N95 or P100 is recommended) to filter smoke particulate material (PM)
- If sheltering, identify a temporary safe area(s) for personnel and equipment. Consider if there is:
  - potential to be cut off by the wildfire – identify primary and secondary access routes
  - adequate space for personnel to shelter and for equipment / vehicle storage
  - gravel, cement or mineral soil with low combustibles on site
  - potential smoke drift that could compromise the safe area
  - access to a water source or consider developing water storage, if practical

## Monitoring Wildfire

- Continue monitoring wildfire by maintaining regular contact with local fire department and / or the local forestry office
- Consider establishing trigger points to determine when to shut down facilities (leave in a safe state) and / or when to evacuate the area. Trigger points may include:
  - identify an operational safe distance from the fire (*consider fire conditions from fire department / forestry office, current weather, time to evacuate, transportation, evacuation routes, etc.*)
  - identify unsafe smoke environments limits (*see following **PM<sub>2.5</sub> Index & Visibility Response Actions** table*)

## Wildfire Smoke Hazard Response Actions

Smoke from a wildfire is a mixture of gases and particles referred to as particulate matter (PM<sub>2.5</sub>). It can cause significant health effects and dangerous air quality / environmental conditions.

If a smoky environment is present, determine the recommended response actions based on hazardous levels of smoke **using either of these methods**:

### PREFERRED METHOD IF POSSIBLE:

- Obtain current PM<sub>2.5</sub> concentrations from the applicable provincial airshed website:
  - BC: <https://www2.gov.bc.ca/gov/content/environment/air-land-water/air/air-quality/current-air-quality-data>
  - AB: <https://www.albertairshedsCouncil.ca/>
  - SK: <http://www.environment.gov.sk.ca/air/>
  - MB: [https://www.gov.mb.ca/sd/environment\\_and\\_biodiversity/air\\_quality/air-quality-monitoring/index.html](https://www.gov.mb.ca/sd/environment_and_biodiversity/air_quality/air-quality-monitoring/index.html)

Apply the concentration to the table [PM<sub>2.5</sub> Index & Visibility Response Actions](#) (use the first column) on the following page.

**NOTE:** The [PM<sub>2.5</sub> Index & Visibility Response Actions](#) table:

- only applies to the particulate matter (PM) levels **in dry air conditions** and is not accurate during high humidity conditions

### ALTERNATE METHOD:

- Assess smoke visibility distances by following these steps and apply to the same table (second column):
  - face away from the sun
  - look for landmarks at known distances
  - determine a visibility range – limit where high contrast objects disappear (buildings, mountains)
  - estimate visibility range in kilometers

Apply the estimated visibility distance to the table [PM<sub>2.5</sub> Index & Visibility Response Actions](#) (use the second column) on the following page.

**NOTE:** The [PM<sub>2.5</sub> Index & Visibility Response Actions](#) table:

- may be unreliable at times when specific landmarks at known distances are unavailable or when visibility is poor e.g., at dawn or dusk and at night

**TABLE: PM<sub>2.5</sub> Index & Visibility Response Actions <sup>1</sup>**

PM <sub>2.5</sub> (1-3 hr avg)	Estimated Visibility Distance (km)	Category	Recommended Actions
0 - 40	15+	• Good	<ul style="list-style-type: none"> <li>• Be aware of weather forecast and area wind patterns</li> <li>• Continue with usual outdoor work activities</li> </ul>
41 - 175	5 - 14	<ul style="list-style-type: none"> <li>• Moderate</li> <li>• Unhealthy for sensitive groups</li> </ul>	<ul style="list-style-type: none"> <li>• See above</li> <li>• Sensitive groups – consider reducing prolonged strenuous activities / time spent outdoors</li> <li>• Distribute information regarding worker exposure avoidance and effects</li> </ul>
176 - 300	2.5 - 4	• Unhealthy	<ul style="list-style-type: none"> <li>• See above</li> <li>• Sensitive workers – stay indoors if possible</li> <li>• General workforce – reduce prolonged strenuous outdoor activities / consider cancelling non-essential outdoor work</li> <li>• Consider distribution and use of respirators and masks</li> </ul>
301 - 500	1.5 - 2	• Very unhealthy	<ul style="list-style-type: none"> <li>• See above</li> <li>• Essential outdoor work only, with appropriate PPE</li> <li>• Cancel non-essential outdoor work / stay indoors</li> <li>• Prolonged smoke event – consider evacuation of sensitive workers</li> <li>• Take precautions against wildfire threat</li> </ul>
>500	<1	• Hazardous	<ul style="list-style-type: none"> <li>• See above</li> <li>• Essential outdoor activities only</li> </ul>

\* The concentration of an air pollutant (e.g. particulates less than 2.5 microns in diameter — PM<sub>2.5</sub>) is given in micrograms (one-millionth of a gram) per cubic meter air or µg/m<sup>3</sup>

<sup>1</sup> Based on CAPP's *Emergency Preparedness Guide for Hazards Associated with Wildfires* (April 2015)

### **Evacuation Considerations**

- Determine essential and non-essential personnel
- Use knowledge of area and information from local fire / forestry to plan for an evacuation. Consider:
  - primary / secondary evacuation routes (*can be blocked by fire, debris or vehicles, locked gates*)
  - smoke affecting visibility (*may prevent helicopter landings, increase volume / slow traffic on evacuation routes*)
  - coordination with other operators in area (*avoid delays / congestion*)
  - availability and modes of transportation for all workers (*those in remote areas, with limited or difficult access, limited communications*)
  - potential reception centre(s)

### **Recovery**

- Inspect all facilities and systems prior to resuming operations
- Ensure worker safety prior to physical inspections / re-entry. Potential hazards may include::
  - flare ups (*caused by deep burning of ground fires and hot ash pits*)
  - reduced visibility and poor air quality (*caused airborne dust and ash*)
  - blocked access routes (*can be caused by fallen trees / snag trees*)

## PROCEDURE 7: ROAD / HIGHWAY / RAILWAY CLOSURES (SMS 22.07)

RISK RANKING: HIGH (CRITICAL)

HAZARD ASSESSMENT:

HAZARD	POTENTIAL EFFECT	CONTROL
Flammable vapors / LEL	Vapors may ignite, if released.	<ul style="list-style-type: none"> <li>Personal monitor to be used to detect LEL. Workers must evacuate at or above 20% (10% in Manitoba) LEL.</li> <li>Emergency Response Plans (ERPs) with public / environment protection measures including roadblocks will be used to protect impacted public</li> </ul>
H <sub>2</sub> S	Exposure above OEL may cause serious personal injury.	<ul style="list-style-type: none"> <li>Personal monitor to be used to detect H<sub>2</sub>S</li> <li>Emergency Response Plans (ERPs) with public / environment protection measures including roadblocks will be used to protect impacted public</li> </ul>
Spill	Potential public injury and environment impact	<ul style="list-style-type: none"> <li>Use First Responder's Guide</li> <li>Contain fluid spread</li> <li>Use roadblock kits and emergency contact information if necessary</li> </ul>
Vehicle Accident	Worker / public injury	<ul style="list-style-type: none"> <li>Wear reflective clothing at all times</li> <li>Use hazard indicators (i.e. reflective triangles, vehicle hazard lights, etc.)</li> <li>Use roadblock kits and emergency contact information if necessary</li> </ul>

**NOTE:** Instances of "Incident Command Management Team" refer to the Incident Commander, Operations Section Chief and the On-Scene Supervisor.

### PROCEDURE:

#### Roadblock Set Up (Roadblock Personnel)

In the event of an emergency situation involving Canadian Natural facilities and the Emergency Response Plan (ERP) has been activated:

- Incident Command Management Team will immediately assign Canadian Natural personnel to establish and man roadblocks until the arrival of proper authorities (RCMP, local police, local public works, provincial Transportation).
  - Roadblock personnel will follow the "4 Pillars of Safety" and their role in the Emergency Response Guide. For incidents that impact roads for longer periods, SMS Procedure 6.88 Traffic Control should be used to ensure safe and proper control measures.
  - Canadian Natural personnel will immediately notify RCMP / local police (9-1-1) / municipal public works / provincial Transportation (provincial highways) to assist. **Only these agencies have the authority to fully close a road in an emergency.**
  - Canadian Natural personnel will notify as soon as possible other provincial agencies based on the type of road being closed (see Temporary Road Closures in Section 3)

### **Temporary Railway Closures**

- For temporary closure of railways, contact the rail company's emergency line. If available, site-specific ERPs contain rail company contact information and instructions.

### **Motor Vehicle Accidents (First Responders)**

If Canadian Natural personnel are the first to arrive at the scene of a motor vehicle accident, they will provide assistance **if it is safe to do so**. The general guidelines are:

1. Secure the scene.
2. Assess the situation and identify any hazards.
3. Respond:
  - a) call 9-1-1
  - b) conduct internal notification (if required)
  - c) address any injuries (follow First Aid training to protect yourself)

If the incident does not involve dangerous goods and does not involve air or rail, follow the above guidelines then:

4. Record and report if a Canadian Natural vehicle is involved:
  - Driver's name, address, phone number and license number
  - Vehicle license plate number, make, model, year and color
  - Vehicle insurance policy company name and policy number
  - Name of injured and nature of injury
  - Witnesses' name, address and phone numbers
  - Time and location of accident
  - Actions taken
  - Weather conditions
  - Individuals and organizations notified
5. Make a statement to the RCMP / local police. Note that the RCMP / local police must be notified when an injury or fatality has occurred and / or vehicle damages exceed \$2,000.
6. Document chronologically all actions, decisions, contacts and requests on Time / Action Logs located in all company vehicle visor kits.
7. Assist and provide information to police as required for third party vehicle accidents.

In case of a vehicle fire:

- Call 9-1-1
- Use a fire extinguisher **if safe to do so**

If the accident involves dangerous goods and the transported goods meet regulatory reporting requirements:

- Refer to First Responder's Guide for initial actions involving a hazardous situation **if it is safe to do so**
- Contact ERAC if not already contacted by transport carrier **1-800-265-0212**

## **FACILITY ISOLATION DUE TO ROAD / HIGHWAY CLOSURES**

Canadian Natural personnel will observe and comply with official road closures at all times and will follow corporate safety guidelines in the event of closures that isolate a facility.

If personnel are isolated at a facility:

- Consider shelter-in-place at facility until closure is lifted
- Consider weather conditions
- Notify supervisor and discuss action plans
- Working Alone plans must be maintained
- Consider other modes of transportation – helicopter, All Terrain / Utility Vehicles (ATV / UTV), snowmobiles, etc.
- If the facility is in direct danger of the emergency; consider a complete shutdown, isolation and evacuation of the facility.

If personnel are unable to reach a facility due to road closure:

- Do not attempt access if danger is imminent (severe weather, flooding, etc.)
- Consider other modes of transportation – helicopter, All Terrain / Utility Vehicles (ATV / UTV), snowmobiles, etc.
- Notify supervisor and discuss action plans
- Working Alone plans must be maintained
- Consider remote shutdown

## PROCEDURE 8: COMMUNICATION FAILURE / POWER OUTAGE (SMS 22.08)

RISK RANKING:       LOW

### HAZARD ASSESSMENT:

HAZARD	POTENTIAL EFFECT	CONTROL
Facility monitoring non-functional	Workers may not be aware of hazardous conditions	<ul style="list-style-type: none"> <li>• Operator to attend site to monitor as required</li> <li>• Start back-up power, if available</li> </ul>
Workers with no communication	Workers are unable to request assistance if required	<ul style="list-style-type: none"> <li>• Initiate alternate communication method</li> <li>• (i.e. satellite phones, two-way radios, GPS, etc.)</li> </ul>

**NOTE:** Instances of “Incident Command Management Team” refer to the Incident Commander, Operations Section Chief and the On-Scene Supervisor.

### PROCEDURE

#### Communications Failure

If communication systems fail during an emergency, Canadian Natural Incident Command Management Team will consider and use alternate methods such as:

- check-ins (Working Alone)
- landlines
- cellphones
- two-way radios
- satellite radios
- GPS unit in each company vehicle

Potential sources of rental communications equipment and Canadian Natural radio frequencies can be found in the Communications Equipment section in Site-Specific ERPs.

#### Power Outage

Where applicable, emergency lighting or stand-by power must be provided to ensure adequate lighting is available for workers in emergency or power loss situations.

## **PROCEDURE 9: SEVERE WEATHER / NATURAL DISASTERS (SMS 22.09)**

**RISK RANKING: MODERATE**

**HAZARD ASSESSMENT:**

HAZARD	POTENTIAL EFFECT	CONTROL
Flammable vapors / LEL	Vapors may ignite, if released.	Personal monitor to be used to detect LEL. Workers must evacuate at or above 20% (10% in Manitoba) LEL.
H <sub>2</sub> S	Exposure above OEL may cause serious personal injury.	Personal monitor to be used to detect H <sub>2</sub> S
<ul style="list-style-type: none"> <li>• Severe weather (tornadoes, high winds, hail, lightening, blizzards)</li> <li>• Natural disasters (earthquakes / seismic, floods, landslides, etc.)</li> </ul>	Low visibility, projectiles, electrical / lightening shock, fire, slippery / unstable ground, cold / hypothermia, other medical conditions	<ul style="list-style-type: none"> <li>• Be aware of weather advisories</li> <li>• Follow working alone procedures</li> <li>• Arrange alternate transportation</li> <li>• Use appropriate Personal Protective Equipment</li> <li>• Consider shut down / isolation</li> <li>• Seek shelter</li> </ul>

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### **PROCEDURES**

Follow this guide or the First Responder’s Guide and SMS procedures as applicable during severe weather and / or a natural disaster. As with any type of emergency, **conduct activities only if time allows and it is safe to do so.**

Assess and consider the hazard conditions. General guidelines for threatening, imminent and occurring weather hazards follow.

### If the hazard is threatening (weather watch / warning, etc.):

1. Continue with operations and be prepared to stop non-essential operations.
2. Alert others prepare for a potential escalation.
3. Monitor communication systems for radio or company advisories for weather watches (*conditions are right for storm or tornado to develop*) or warnings (*thunderstorm or tornado has been spotted*).
4. Site Supervisor to consider:
  - compiling a list of all individuals on site – personnel, visitors, contractors, vendors, etc.
  - who are essential and non-essential personnel
  - is Shelter-In-Place required and the potential length of time to Shelter-In-Place
  - Shelter-in-Place locations
  - if any part or all of the site needs to be evacuated
  - if ground transportation to and from site will be impacted
  - the possible impact of the situation on site utilities
  - extent of possible damage to site infrastructure
  - expected impact on operations

### If the hazard is imminent:

1. Alert others to the impending hazard and to stop non-essential operations.
2. **If safe to do so**, check for site hazards and reduce potential as much as possible. Secure the area and tie down / secure objects that could be moved and cause additional damage.
3. Site Supervisor must assess the situation and, if necessary, initiate shelter in safe building(s) or evacuate:
  - find a small, interior rooms on the lowest floor possible. It's critical to stay low.
  - try to find rooms with reinforced walls made of concrete, brick, or block. Try to find rooms with no windows and a solid roof above.
  - get away from exterior walls, windows, and doors.
  - stay in the center of the room. Stay away from corners, in which debris collects.
  - avoid rooms like lunch rooms, etc., with large, flat roofs overhead
  - use sign in / work schedules to account for all employees, contractors, visitors, vendors, etc. on site. If all individuals cannot be accounted for, initiate a full worksite sweep **when safe to do so**.
4. Site Supervisor must determine if work can be carried on during extended severe weather situations. Stop high risk or non-routine work except emergency repairs.

### If the hazard is occurring:

1. All non-essential operations personnel will stop work and turn off all sources of ignition
2. Site Supervisor will:
  - assess the situation and instruct individuals to Shelter-in-Place or evacuate
  - use sign in / work schedules to account for all employees, contractors, visitors, vendors, etc. on site. If all individuals cannot be accounted for, initiate a full worksite sweep **when safe to do so**.
  - determine if work can be carried on during **extended** severe weather situations. Stop high risk or non-routine work except emergency repairs.
  - notify management

### **Severe Lightning Storm**

1. If you are outside, seek shelter in a building or depressed area
2. Get out of open vehicles, track vehicles and tractors.
3. If you're caught in the open, crouch down with your feet close together and your head down
4. Do not lie flat – minimizing contact with ground to reduce risk of being electrocuted by a ground charge
5. Keep away from telephone and power lines, fences, trees and hilltops
6. If you are in a vehicle, stop the vehicle and stay in it
7. Don't stop near trees or power lines

### **Tornado**

#### ***Signs to watch for:***

- large hail
  - frequent lightning
  - a dark, greenish looking sky
  - wind may die down and become very still under a threatening sky
  - a tornado warning has been issued for your area
1. If you are outside, get to a building or shelter, if possible
  2. If shelter is not available, lie down in a ditch / low lying area – always stay alert for potential flooding
  3. Never try to out drive a tornado If you are in a vehicle – tornadoes can change direction very quickly and move at speeds of up to 200 KPH
  4. Get out of vehicle – take shelter in a sturdy building / low lying area – always be alert to potential flooding
  5. Stay low to survive – most deaths and injuries are caused by flying debris
  6. Use your arms to protect your face and neck

### **Flood / Landslide**

Overland flooding and / or landslides can create risk for facility damage and environmental impacts. There is little that can be done to prevent these natural disasters but actions can be taken to mitigate the impact. Monitor and assess the situation to determine if and when shut down / isolation is required.

### **AFTER A DISASTER**

1. Perform damage / hazard assessment(s); observe “4 Pillars of Safety”
2. Assess site and declare an emergency if required
3. Activate ERP and make appropriate notifications if required
4. Account for all personnel and others on site (contractors, service providers, etc.). Use intrinsically safe equipment (flashlights, radios) to survey for damage / look for victims.
5. Monitor media broadcasts for emergency information updates. Use telephones for emergency calls only.
6. Inspect utilities – follow the First Responder's Guide (i.e. Fire / Explosion, Collapse of Structures or Equipment, Spills, etc.) or previous applicable sections in this document.
7. Use personal monitors for hazardous conditions
8. Check for electrical systems and sewage / water line damage and for leaking pipelines
9. Record and report findings and activities to the Supervisor
10. Ensure regulatory reporting requirements have been met
11. Initiate clean up activities **when safe to do so**
12. **Follow Post-Incident Actions where necessary**

## PROCEDURE 10: SECURITY THREATS (SMS 22.10)

RISK RANKING:           HIGH (CRITICAL)

HAZARD ASSESSMENT:

HAZARD	POTENTIAL EFFECT	CONTROL
Active Assailant	Worker injury, property damage	See Procedures below
Bomb Threat / Suspicious Packages	Worker injury, property damage	- <i>First Responders Guide</i> - See Procedures below
Cyber-Attacks	Worker injury, property damage	See Procedures below
Generalized Criminal Activity	Worker injury, property damage	See Procedures below
Social Protests	Worker injury, property damage	See Procedures below
Workplace Harassment and Violence	Worker injury, property damage	CNRL-OVR-POL-HR-000018 <i>Workplace Harassment and Violence Prevention Policy / Plan</i>

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## **INTRODUCTION**

Security-related threats include intent to cause harm and may include but are not limited to threats or acts of harassment, violence, trespassing, theft, break-ins, vandalism, and terrorism. Canadian Natural is committed to the safety and security of its personnel, visitors and property and has protocols in place to ensure this remains a priority.

### **Video Surveillance**

Video surveillance equipment is utilized at company facilities, including but not limited to field, office and camp locations. Surveillance footage may be used to monitor for unlawful activity, substantiate security report findings and for legal purposes as required and is the property of Canadian Natural.

### **Facility Searches**

Canadian Natural's Search policy and related procedures are in place to protect the safety of employees, contractors, and visitors as well as to protect Company and personal assets or property. Search activities are used to deter and support workplace safety and security.

Any search activity will transpire in accordance with the policy and procedures as established by Canadian Natural.

### **Initial Notification of a Security Event**

Consider the following for any security event notification received:

1. Assess if there is imminent harm or danger present
2. If harm is occurring or imminent, call 911 and report to the authorities
3. When safe to do so, contact your immediate Supervisor
4. The Supervisor should immediately contact the Area Manager and activate the ERP

## **PROCEDURES**

### **Active Assailant**

An active assailant situation may arise when an individual(s) is / are actively engaged in killing or attempting to kill people in a confined and populated area. Active assailant situations evolve quickly and there is no way to anticipate their course. For this reason, it is important that all Canadian Natural employees and contractors are prepared to act quickly to protect themselves.

There are three potential courses of action to respond to an active assailant as outlined below:

- **Evacuate (Run)**
- **Shelter in Place (Hide)**
- **Fight (Defend)**

#### ***Evacuate (Run)***

If there is an accessible escape path, attempt to evacuate the premises following these recommendations:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active assailant may be
- Keep hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 9-1-1 when safe

#### ***Shelter In Place (Hide)***

If evacuation is not possible, shelter in place, or hide in a location less likely to be discovered. The hiding place should:

- be inconspicuous
- be out of the active assailant's view
- provide physical protection if shots are fired in your direction (e.g., locating into a bathroom and locking the door, staying as low to the floor as possible and remaining quiet and motionless)
- not trap you or restrict your options for movement

To prevent an active assailant from entering the hiding place:

- lock the door
- blockade the door with heavy furniture

#### ***Fight (Defend)***

If it is not possible to evacuate or hide, then consider defending yourself, with these recommendations:

- Remain calm
- Dial 911, if possible, to alert police to the active assailant's location
- If you cannot speak, leave the line open and allow the 911 dispatcher to listen
- Attempt to disrupt and / or incapacitate the assailant by:
  - acting as aggressively as possible against him / her
  - throwing items and improvising weapons
  - yelling
  - committing to defensive physical actions

## ***Law Enforcement Response***

When the police arrive to respond to the emergency, the first responding officers will be focused on stopping the active assailant and creating a safe environment for medical assistance to be brought in to aid the injured.

- When the police arrive at your location:
  - remain calm, and follow officers' instructions
  - keep your hands visible at all times
  - avoid making quick movements toward officers such as attempting to hold on to them for safety

## **Bomb Threats / Suspicious Packages**

### ***Bomb Threats***

Historical evidence demonstrates that the vast majority of bomb threats are hoaxes designed to interrupt business and can be initiated by individuals such as disgruntled former employees; business rivals or environmental activists. Regardless of intent or validity, all cases will be treated seriously and responded to as if the threat is real as per Canadian Natural's Bomb Threat procedures.

The person receiving the initial threat should:

- **remain calm and notify a colleague to contact a Supervisor immediately.** The Supervisor should immediately contact the Area Manager and activate the ERP.
- **after the call / notification, document all information in writing.** Use Form 9: Threatening Call (Explosive Device) found in the Forms and Guidelines section or on CiNQ.

Once notified, the District Superintendent will immediately:

- Activate the Corporate ERP and establish an off-site Incident Command Post / Emergency Operations Centre if required
- Contact 9-1-1

### ***Suspicious Packages***

If you are suspicious of and unable to verify the contents of an unusual / unexpected item (e.g. box, bag, envelope) with the addressee or sender:

- Do not touch, move or open the item
- Isolate the item and evacuate the immediate area

If you suspect a harmful chemical / biological substance in an item / package already on Canadian Natural property:

- Evacuate the area up to 200 meters
- Leave room doors open and unlocked for fire / police response
- Isolate the area where the item is

## **Cyber-Attacks**

Cyber-attacks on computer, SCADA or process control systems can disrupt or damage availability, confidentiality or the integrity of business assets. If a cyber-attack is happening or suspected to be happening, **contact Information Services (IS) department and Corporate Security.**

The IS department will follow protocol and may implement its Disaster Recovery Plan. Note only the Vice-President of IS and Corporate Services, or the Manager, IS Operations in the event the Vice-President is unavailable, can declare a disaster situation and initiate the Disaster Recovery Procedures.

## **Generalized Criminal Activity (Trespassing, Vandalism, Theft, Break-ins, Altercations)**

General crimes directed at people or property can include but is not limited to trespassing, vandalism, theft, break-ins, localized incidents of altercations or threats of violence (e.g. by landowner or service provider, during public consultations, instances of road rage or hunter confrontation, etc.).

Personal safety and the safety of those nearby is of primary concern.

### **General Actions:**

- Take action to protect yourself
- Contact 9-1-1 and make an official report
- Report to an immediate Supervisor

## **Social Protest**

Protests or demonstrations take different forms, ranging from action by one person acting alone to a demonstration attended by thousands of people. In some instances, Canadian Natural may have advance notice of a public protest, but other instances the protests might be unannounced or spontaneous.

In the event of protest activity on or near Canadian Natural property, safety of all present is the primary goal.

### **General Guidelines:**

- Avoid confrontation. Do not take any actions – this may aggravate the situation / provoke protesters
- Document everything
- Report to an immediate Supervisor

## **Workplace Harassment and Violence**

Canadian Natural is committed to a healthy, productive work environment, where the dignity and safety of each Individual is respected and protected. CNRL-OVR-POL-HR-000018 [Workplace Harassment and Violence Prevention Policy / Plan](#) outlines clear controls and actions to respond to harassment and violence in the workplace.

Harassment or violence in the workplace WILL NOT be tolerated within Canadian Natural. Verified incidents of harassment or violence in the workplace are subject to corrective action, including disciplinary actions up to and including termination.

## **DEFINITIONS & ACRONYMS**

### **Adjacent to**

Within 25 meters.

### **Air Monitoring**

Measurement of atmospheric concentrations of a hazardous substance such as H<sub>2</sub>S or SO<sub>2</sub> using portable detectors measuring in parts per million.

### **Alert**

An incident that can be handled on-site through normal operating procedures and is deemed to be a very low risk to members of the public.

### **Demobilization**

The orderly, safe and efficient return of an incident resource to its original location and status.

### **Corporate (Core) Emergency Response Plan**

A guide for Canadian Natural personnel to direct and coordinate their responses in the event of an incident. It includes but is not limited to broader information such as company response procedures, Incident Command System, forms and guidelines, response roles and responsibilities and general contact information.

### **Emergency**

An unplanned occurrence that causes or creates the potential for situations such as fatalities, serious injuries, danger to the public, significant environmental impacts or major loss or damage to Canadian Natural property.

### **Emergency Management**

The management of emergencies concerning all-hazards, including all activities and risk management measures related to prevention and mitigation, preparedness, response and recovery.

### **Emergency Operations Centre (EOC)**

A centre established to support the Incident Commander and staff at the Incident Command Post that may be located at the nearest district office or Calgary headquarters.

### **Emergency Planning Zone (EPZ)**

A geographical area that surrounds a well, pipeline or facility containing hazardous product that requires specific emergency response planning and is calculated using industry recognized dispersion modelling methods. Also known as “Hazard Planning Zone” or “HPZ” in BC plans.

### **Emergency Response Plan (ERP)**

A comprehensive plan used to protect the public that includes criteria for assessing an emergency situation and procedures for mobilizing response personnel and agencies and establishing communication and coordination among the parties.

### **Evacuation**

An organized, phased and supervised withdrawal of members of the public from dangerous or potentially dangerous areas to a safe location.

### **Facility**

Any building, structure, installation, equipment or appurtenance that is connected to or associated with the recovery, development, production, handling, processing, treatment, or disposal of hydrocarbon-based resources or any associated substances or wastes.

### **Fire Hazard Order (FH Order)**

An order issued during an emergency to restrict public access to a specified area.

### **First Responders**

The first individuals to respond to an incident. This is normally Canadian Natural personnel but can also include industrial or municipal fire and / or medical personnel. First responders require appropriate emergency response training to ensure that their response is suitable and performed safely.

### **Functional Exercise**

A simulated discussion based format option for table-top exercises that includes an interactive component to provide an improved level of engagement for exercise participants. See also Table Top Exercises.

### **Gathering System**

A network of pipelines, pumps, tanks and other equipment that carries oil and / or gas to a processing plant or to other separation equipment.

### **Hazard**

An incident, natural or manmade, that warrants action to protect public and worker health and safety, environment, property and minimize disruptions of government, social, or economic activities.

### **Hazardous Product**

A substance released in quantities that may harm persons, property or the environment.

### **High Vapour Pressure (HVP) Pipeline**

A pipeline system conveying hydrocarbons or hydrocarbon mixtures in the liquid or quasi-liquid state with a vapour pressure greater than 110 kilopascals (kPa) absolute at 38°C, as determined using the Reid method (see ASTM D 323).

### **Hydrogen Sulphide (H<sub>2</sub>S)**

A naturally occurring gas found in a variety of geological formations and also formed by the natural decomposition of organic matter in the absence of oxygen. H<sub>2</sub>S is colorless, has a molecular weight that is heavier than air and is extremely toxic. In small concentrations, it has a rotten egg smell and causes eye and throat irritations. Depending on the particular gaseous mixture, gas properties and ambient conditions, a sour gas release may be:

- heavier than air (dense) so it will tend to drop towards the ground with time,
- lighter than air (buoyant) so it will tend to rise with time, or
- about the same weight as air (neutrally buoyant) so it will tend to neither rise nor drop but with time, disperse.

### **Incident**

An unexpected occurrence or event that may impact people, property and / or the environment.

### **Incident Action Plan (IAP)**

An organized course of action that addresses all phases of incident control within a specified timeframe.

### **Incident Command Post (ICP)**

The field location where the primary functions are performed and the Incident Commander is located.

### **Incident Command System (ICS)**

An organized system of roles, responsibilities and standard operating and communication procedures used to manage and direct emergency response operations.

### **Incident Command Team**

An internal group primarily consisting of the Incident Commander, Operations Section Chief and On-Scene Supervisor.

### **Lead Agency**

The government support organization that acts as the lead government agency during an industry emergency response.

### **Level 1 Emergency**

An emergency where there is no danger outside company property, where there is no threat to the public and where there is minimal environmental impact. The situation can be handled entirely by company personnel. There will be immediate control of the hazard and there is little or no media interest.

### **Level 2 Emergency**

An emergency where there is no immediate danger outside company property or the right-of-way but there is the potential for the emergency to extend beyond company property. Outside agencies need to be notified. Imminent control of the hazard is probable but there is a moderate threat to the public and / or environment. There may be local and regional media interest in the event.

### **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.

### **Liquefied Petroleum Gas (LPG)**

A flammable mixture of heavier gaseous hydrocarbons, principally propane, propylene, butane and butylene. Also referred to as propane or butane; used as fuel in heating appliances, cooking equipment and vehicles.

### **Local Authority**

A local authority is considered to be:

- the council of a city, town, village or municipal district;
- in the case on an Improvement District or Special Area, the Minister of Municipal Affairs
- the settlement council of a Métis settlement; or
- the band council of a First Nations reserve

### **Lower Explosive Limit (LEL)**

The lowest concentration of gas or vapour (percent by volume in air) that explodes if an ignition source is present at ambient temperatures.

### **Major Exercise**

An exercise activity involving actual deployment of resources in a coordinated response, as if a real emergency had occurred. The major exercise includes the mobilization of units, personnel and equipment. Participants will assess plans / procedures and evaluate coordinated responses under crisis conditions. Regulator(s) and other external stakeholders are invited to attend and participate. May also be referred to as a “full scale” exercise.

### **Mitigation**

Sustained actions taken to eliminate or reduce risks and impacts posed by hazards well before an emergency or disaster occurs; mitigation activities may be included as part of prevention.

### **Mobile Air Quality Monitoring**

Use of sophisticated portable equipment capable of tracking substances such as H<sub>2</sub>S or SO<sub>2</sub> at very low (parts per billion) atmospheric concentrations.

### **Municipal Emergency Operations Centre (MEOC)**

The centre from which responsible municipal officials manage and support emergency operations within their jurisdiction, as well as formulate protective actions and provide public information. The centre has adequate workspace, maps, status boards and communication capability.

### **Municipal Emergency Plan (MEP)**

The emergency plan of the Local Authority

### **Municipality**

See Local Authority

### **Muster Area**

A pre-arranged safe location where on-site personnel are required to meet and be accounted for at the advent of an emergency. Non-critical personnel would be required to leave while others may be assigned responsibilities.

### **Mutual Aid Understanding**

An understanding between two or more public and / or private parties, such as oil and gas companies, service companies, and local authorities, that defines each party’s commitment to provide aid and support during an incident.

### **NAV Canada**

Canada’s civil air navigation services provider with operations coast to coast. NAV Canada provides air traffic control, flight information, weather briefings, aeronautical information services, airport advisory services and electronic aids to navigation.

### **Notice to Airmen (NOTAM)**

An order to restrict airspace over a specified area.

### **On-Scene Command Post (OCP)**

A response facility generally established near the incident to provide immediate and direct response to the emergency and staffed by Canadian Natural personnel. The primary location of the On-Scene Supervisor.

### **Provincial Operations Centre (POC):**

A centre that serves as a central point for the collection, evaluation and dissemination of information concerning a single incident or multiple incidents in a province. The POC is responsible for coordinating the initial response and maintaining support for a response to a natural or human-induced disaster.

### **Public**

The group of people who are or may be impacted by an emergency (i.e. employees, contractors, neighbours, emergency response organizations, regulatory agencies, the media, appointed or elected officials, visitors, customers, etc. as appropriate). Also includes **Public Facility**.

### **Public Facility**

A publicly used place where the presence of people can be anticipated. Examples include places of business, campgrounds, churches, schools, recreational facilities and other locations created for use by the public.

### **Public Protection Measures**

The use of evacuation, shelter-in-place, ignition and isolation procedures to mitigate the impact of a hazardous release on members of the public.

### **Reception Centre**

A centre established to register evacuees for emergency shelter, to assess their needs and if temporary shelter is not required because evacuees will stay elsewhere, to ascertain where they can be contacted.

### **Regional Emergency Operations Centre (REOC)**

An operations centre established in a suitable location off-site near the emergency to manage the larger scale aspects of the emergency response and staffed jointly by government and industry personnel.

### **Residence**

A dwelling that is occupied full time or part time.

### **Shelter-In-Place**

The act of remaining indoors for short-term protection from exposure to toxic gas releases

### **Site-Specific Emergency Response Plan (ERP)**

ERPs prepared for oil and gas operations that contain information specific to the area and work in conjunction with the Corporate ERP as required by regulation.

### **Sour Gas**

Natural gas, including solution gas, containing hydrogen sulphide (H<sub>2</sub>S)

### **Sour Pipeline**

Any pipeline that conveys gas and / or liquid that contains sour gas

### **Sour Production Facility**

Any facility that processes gas and / or liquid that contains sour gas.

### **Sour Well**

Any oil or gas well expected to encounter sour gas-bearing formations during drilling or any oil or gas well capable of producing sour gas.

### **Special Needs**

Those persons for whom early response actions need to be taken because they require evacuation assistance, requested early notification, do not have a telephone, have a language or comprehension barrier or have specific medical needs. Special needs also include those who decline to give information during the public consultation process and any residence or businesses where contact has not been made.

### **Staging Area**

A suitable location (access, size, proximity) set up near an incident where resources can await a tactical assignment and be properly demobilized after task completion; also serves as a check-in / check-out point.

### **Stakeholder**

An individual, group, or organization that has a role in the management of an emergency or is directly impacted by that emergency.

### **Sulphur Dioxide (SO<sub>2</sub>)**

A colourless, water-soluble, suffocating gas formed by burning sulphur in air; also used in the manufacture of sulphuric acid. SO<sub>2</sub> has a pungent smell similar to a burning match. SO<sub>2</sub> is extremely toxic at higher concentrations. The molecular weight of SO<sub>2</sub> is heavier than air; however, typical releases are related to combustion, which makes the gaseous mixture lighter than air (buoyant).

### **Surface Development**

Dwellings that are occupied full time or part time, publicly used developments, public facilities, including campgrounds and places of business and any other surface development where the public may gather on a regular basis. Surface development includes residences immediately adjacent to the EPZ and those from which dwellers are required to egress through the EPZ.

### **Table Top Exercise**

An informal group discussion based exercise centered on a scenario. Its purposes are to test existing plans, policies and procedures, allow participants to work through a problem in an less stressful setting, identify strengths and shortfalls, enhance understanding of new concepts and seek to change existing attitudes and perspectives. The table top can be either purely discussion based or may include some actions normally expected during a major exercise. If interactive actions are used, this exercise may be referred to as a 'functional' table top.

### **Uncontrolled Flow**

A release of product that cannot be shut off at the licensee's discretion.

### **Upstream Petroleum Industry**

All facilities, equipment, substances and operations used in the exploration, recovery, processing and transporting of petroleum within a Lead Agency's jurisdiction. Generally, this includes oil and gas operations upstream of a refinery and the storage and transportation of unrefined products by pipeline between oil and gas production facilities and other end points.

### **Urban Centre**

A city, town, village, summer village or hamlet with not less than 50 separate buildings, each of which must be an occupied dwelling; other incorporated centres.

### **Water Body**

A natural or manmade water body is any location where water flows or is present, whether the flow or the presence of water is continuous, seasonal, intermittent, or occurs only during a flood. This includes, but is not limited to, the bed and shore of a river, stream, lake, creek, lagoon, swamp, marsh, slough, muskeg or other natural drainage such as ephemeral draws, wetlands, riparian areas, floodplains, fens, bogs, coulees and rills. Examples of manmade water bodies include, but are not limited to, canals, drainage ditches, reservoirs, dugouts or other manmade surface features.

### ACRONYMS

ACRONYM	MEANING
AEMA	Alberta Emergency Management Agency
AER	Alberta Energy Regulator
AHS	Alberta Health Services
BCER	BC Energy Regulator
BLEVE	Boiling Liquid Expanding Vapour Explosion
CANUTEC	Canadian Transport Emergency Centre
CAPP	Canadian Association of Petroleum Producers
CCC	Calgary Command Centre
CEPA	Canadian Environmental Protection Act
CER	Canada Energy Regulator
CO	Carbon monoxide
CSA	Canadian Standards Association
E2	Environmental Emergency (CEPA)
ECCC	Environment and Climate Change Canada
EMCR	Emergency Management and Climate Readiness
EMO	Emergency Measures Organization (Manitoba)
EOC	Emergency Operations Centre
EPZ	Emergency Planning Zone
ERAC	Emergency Response Assistance Canada
ERP	Emergency Response Plan
ESD	Emergency Shut Down
FH Order	Fire Hazard Order
GEOC	Government Emergency Operations Centre
HA	Health Authority
HEMBC	Health Emergency Management BC
H <sub>2</sub> S	Hydrogen Sulphide
HVAC	Heating Ventilation Air Conditioning
HVP	High Vapour Pressure
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
LEL	Lower Explosive Level
LPG	Liquid Petroleum Gas
MD	Municipal District

<b>ACRONYM</b>	<b>MEANING</b>
MEP	Municipal Emergency Plan
MER	Ministry of Energy and Resources (SK)
MPOSC	Manitoba Producers Oil Spill Corporation
NGL	Natural Gas Liquids
NOTAM	Notice to Airmen
OCP	On-Scene Command Post
OEL	Over Exposure Limit
OERS	Online Event Reporting System (CER)
OHS	Occupational Health and Safety
OROGO	Office of the Regulator of Oil and Gas Operations (Northwest Territories)
OSCAR	Oil Spill Containment and Recovery
PM <sub>2.5</sub>	Particulate Matter (wildfire smoke)
POC	Provincial Operations Centre
PPB	Parts Per Billion
PPE	Personal Protective Equipment
PPM	Parts Per Million
RCMP	Royal Canadian Mounted Police
REOC	Regional Emergency Operations Centre
RSC	Regional Support Centre
SABA	Supplied Air Breathing Apparatus
SCADA	Supervisory Control and Data Acquisition (system)
SCBA	Self-Contained Breathing Apparatus
SDS	Safety Data Sheet
SHA	Saskatchewan Health Authority
SMS	Safety Management System
SO <sub>2</sub>	Sulphur Dioxide
STARS	Shock Trauma Air Rescue Service
SWIM	Single Window Information Manager (ECCC)
TDG	Transportation of Dangerous Goods
TSB	Transportation Safety Board
WCSS	Western Canadian Spill Services
WHMIS	Workplace Hazardous Materials Information Sheet