

ATCO Pipelines
Emergency Response Program Review

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Prepared For
The Alberta Utilities Commission

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STATEMENT OF WORK

The consultant is to review and provide a written report respecting ATCO Pipelines and AltaGas Utilities manuals that address gas utility pipeline integrity management and emergency response plans. The report should address the degree to which the manuals comply with legislation and standards including, but not limited to Sections 7 and 8 of the Pipeline Regulation, CSA Z662-11:Oil and Gas Pipeline Systems including Annex N, CSA Z731 Emergency Preparedness and Response and CSA Z1600 Emergency Management and Business Continuity. Recommendations to alleviate any deficiencies identified with the procedural manuals are to be provided. The consultant will also provide high level perspectives respecting recommended procedures or exercises for use in the AUC development of a gas utility pipeline procedural audit plan for integrity management and emergency response.

SCOPE

The following report addresses the compliance of ATCO Pipelines' Emergency Response Program to the requirements of:

CSA Z1600-08¹ Emergency Management and Business Continuity Programs

CSA Z731-03¹ Emergency Preparedness and Response

ERCB Directive 071^{1, 2} Emergency Preparedness and Response Requirements for the Petroleum Industry

Note: This report references ERCB Directive 071 - Revised November 18, 2008. The ERCB has prepared a draft update of Directive 071, which was open to feedback until January 15, 2013.

The reports focus is on gas utility pipelines operated in excess of 700 kilopascals operating within the province of Alberta. The construction and operation of gas utility pipelines, operated in excess of 700 kilopascals, is regulated by the Alberta Utilities Commission.

The document used in the review was ATCO Pipelines Emergency Management EM revision 2012-08-02.

METHODOLOGY

ATCO Pipelines Emergency Management Program was reviewed to the requirements of CSA Z1600-08, CSA Z731-03 and ERCB Directive 071.

Policies, procedures and methods, both externally referenced and contained within the Emergency Response Program were categorized and evaluated as per the Standard or Directive.

The review's focus is to verify that ATCO Pipelines has documented policies, methods and procedures in place to manage the requirements of CSA-Z1600-08, CSA-Z731-03 and ERCB Directive 071.

¹ ATCO Pipelines EM001 states "This Program is designed to meet the requirements established by the Canadian Standards Association (CSA) in Z731 - Emergency Preparedness and Response and Z1600 - Emergency Management and Business Continuity Programs, by the Energy Resources Conservation Board (ERCB) in Directive 071- Emergency Preparedness and Response Requirements for the Petroleum Industry".

² Section 8 of the Pipeline Regulation requires that the licensee of a pipeline prepare and maintain a corporate emergency response plan in accordance with the requirements of ERCB Directive 071.

REVIEW SUMMARIES

Note: Documents referenced in ATCO Pipelines Emergency Response Program were not reviewed, and may address deficiencies outlined in this report.

CSA-Z1600-08 Review (Table 1)

The following Sections of *CSA-Z1600-08* are not evident in ATCO Pipelines Emergency Management Program:

4. Program management

4.4.5 Program Budget

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes program budgets, schedules and milestones.

6. Implementation

6.6.2 Systems

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes the telecommunication and other communication systems.

The remaining sections of the Emergency Management Program contain documented policies, methods and procedures to manage the pipeline integrity requirements of *CSA-Z1600-08*.

CSA-Z731-03 Review (Table 2)

5. Emergency Response

5.2.2 Types of Records

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes the creation or retention of:

- Activation records
- Resource mobilization records
- Notification and/or reporting records
- Debriefing records

6. Administration

6.2 Equipment Inspection and Maintenance

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes procedures for the inspection and maintenance of emergency response equipment.

6.4 Distribution

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes a procedure of ERP distribution to all employees, departments and agencies charged with responsibilities under the plan, and formal records of such distribution.

The remaining sections of the Emergency Management Program contain documented policies, methods and procedures to manage the pipeline integrity requirements of CSA-Z731-03.

ERCB Directive 071 Review (Table 3)

2. Corporate Level ERPs

2.1.3, 4

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes policies that ensure the 24hour emergency telephone number initiates immediate action and that the 24hour emergency telephone number is posted at all facilities.

2.1.5 Reception Centre

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes policies that ensure the activation of a reception centre and the meeting and registering of all evacuees.

5. Common Requirements for ERPs

5.2 Public Protection Measures

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes maps meeting the requirements of Section 5.2.

5.4 Equipment List

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes equipment lists including location, number and type.

5.7 Plan Distribution

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes an ERP distribution list.

5.8 Communications Planning

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes bridging paragraphs for overlaying operations.

5.11 Record Keeping

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes processes for recording:

- Local authority and government discussions
- Type of resident notifications
- Attempts made to contact individuals
- Public consultation

5.12 Reception Centre

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes procedures for establishing, activating, staffing meeting and registering evacuees at the reception centre.

14 Common Requirements for ERPs

14.1 ERP Location

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes policies to ensure ERPs are up to date and stored at response locations.

14.4 Equipment Location and Calibration

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes policies to ensure equipment is available, operational, tested and calibrated.

14.5.1 Downgrading and Stand-down of Emergency Levels

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes policies to ensure consultation with the ERCB and other agencies as applicable to ensure emergency stand-down is appropriate.

14.10 Exercise Requirements

No evidence was found in documented policies, methods or procedures to indicate that ATCO Pipelines Emergency Management Program includes policies to ensure notice to the ERCB, and invitations to applicable agencies of scheduled training exercises.

The remaining sections of the Emergency Management Program contain documented policies, methods and procedures to manage the pipeline integrity requirements of *ERCB Directive 071*.

REVIEW RECOMMENDATIONS

The above mentioned requirements should have procedures developed to address deficiencies. If the requirements are currently managed through procedures outside of the Emergency Response Program, the Program should be revised to include such references.

EMERGENCY RESPONSE PROGRAM PROCEDURAL AUDIT PLAN

The Emergency Response Plans Review focused on ATCO Pipelines' Emergency Management Program and how it meets the requirements of *CSA-Z1600-08*, *CSA-Z731-03* and *ERCB Directive 071*. *The Emergency Management Program* utilizes a combination of policies and methods, as well as procedures referenced in other manuals. Referenced documents were not reviewed as part of this report.

Audits and reviews will measure ATCO Pipelines compliance to the policies, methods and procedures of the Emergency Management Program.

RECOMMENDATIONS

1. A review of the degree of compliance with ATCO Pipelines policies, methods and procedures referenced in the Emergency Management Program, to the legislated requirements of the Alberta Pipeline Regulation and *ERCB Directive 071*.

Note: This report references *ERCB Directive 071 - Revised November 18, 2008*. The ERCB has prepared a draft update of Directive 071, which was open to feedback until January 15, 2013.

Example: A review of ATCO Group Policy A-22 - Emergency Preparedness and CMC Communications Requirements³ to the legislative requirements *ERCB Directive 071*.

2. An audit of records from a previous activation of the emergency response plan. The audit will review records to the requirements of Emergency Management Program methods, policies and procedures

Example: An audit of record management from a previous activation of the emergency response plan compared to the requirements of EM 503.11.2 Collecting and Documenting Information.

3. An audit of an emergency response exercise, reviewing compliance to all applicable Emergency Management Program methods, policies and procedures.

³ *ATCO Group Policy A-22 Emergency Preparedness and CMC Communications Requirements*, is referenced in *ATCO Pipelines Emergency Response Program* but not reviewed in this report.

**ATCO Emergency Management Program - Table 1
CSA-Z1600-08 Review**

CSA-Z1600-08	ATCO Pipelines Policies, Methods and Procedures	Comments
1. Scope		N/A
2. Reference publications		N/A
3. Definitions		N/A
4. Program management		
4.1 Leadership and commitment	EM 005 Statement of Authority	
4.2 Program coordinator	EM 102.1 Administrative Responsibilities and Authority EM 102.1.1 Management Representative	
4.3 Advisory committee	EM 102.1.2 Corporate Emergency Response Team EM 102.1.3 Emergency Response Manager EM 102.1.4 Program Coordinators EM 102.1.5 Planning Support EM 102.1.6 Program Document Coordinator EM 102.1.7 Safety, Environment, Quality and Security Council (SEQS)	
4.4 Program administration		
4.4.1 General		
4.4.2 Policy	EM 005 Statement of Authority	
4.4.3 Program goals and objectives	EM 004 Scope EM 203.1 Objectives	
4.4.4 Program plan and procedures	EM 102.2.3 System Procedures EM 200 Planning EM 202 Policy EM 203 Procedures EM 203.6.1 Planning	
4.4.5 Program Budget		No evidence of policies, methods or procedures.
4.4.6 Records management	EM 503.11.2 Collecting and Documenting Information	
4.4.7 Program review	EM 102.1.2 Management Review EM 102.2.1 Program Review EM 102.2.2 Document Review EM 300 Measurement, Analysis and Improvement EM 303 Continuous Improvement EM 303.1.1 Corrective Action GE407 Hazard Identification, Investigation and Reporting	
4.5 Laws and authorities	EM 102.2.3 System Procedures	
4.6 Financial management	EM 403.1.7 Corporate Emergency Response Team EM 403.1.7 f) Regulatory and Financial Lead WI246 Financial Services Business Recovery Plan	
5. Planning		
5.1 Hazard identification, risk assessment, and business impact analysis	EM 203.2 Risk Assessment	
5.1.1 Hazard identification	EM 203.2.1 Natural Events EM 203.2.2 Technical Events EM 203.2.3 Human Events	
5.1.2 Risk assessment	EM 203.3 Risk Assessment Techniques	
5.1.3 Business impact analysis (BIA)	EM 203.4 Business Impact Analysis	

5.2 Planning process	EM 203.6 Emergency Management Strategies	
5.3 Common plan requirements	EM 203.6.1 Planning	
6. Implementation		
6.1 Prevention and mitigation	EM 203.7 Disaster Prevention	
6.1.1 General	EM 203.7.1 Procedural	
6.1.2 Prevention	EM 203.7.2 Physical EM 203.8 Security Threat Levels and Responses EM 203.9 Security and Control Considerations SP1021-Threat Level Security Measures	
6.1.3 Mitigation	EM 203.5 Hazard Mitigation	
6.2 Resource management	EM 400 Resources EM 403 Procedures EM 403.1 .1 Responder EM 403.1.2 Incident Commander EM 403.1.3 Control Centre Operator EM 403.1.4 Program Coordinator and Planning Support EM 403.1.5 Emergency Response Manager EM 403.1.6 Senior Official On Call EM 403.1.7 Corporate Emergency Response Team EM 403.4 On Call Resources EM 503.5.3 External Security Resources EM 503.5.4 Resource Mobilization	
6.3 Mutual aid/mutual assistance	EM 403.5 Mutual Assistance EM 403.6 ATCO Group Affiliates	
6.4 Emergency response	EM 500 Response	
6.4.1 Strategy	EM 502 Policy	
6.4.2 Plan	EM 503.1 Coordinated Response EM 503.2 Activation EM 503.2.1 Incident Command Post EM 503.2.2 Control Centre EM 503.2.3 Emergency Operations Centre EM 503.2.4 Corporate Emergency Response Centre EM 503.2.5 Communications and Support EM 503.3.3 Responses for Incidents Reportable to the ERCB EM 503.3.4 Downgrading Emergency Levels EM 503.3.5 Emergency Termination EM 503.5 Action Plan EM 503.5.2 Site Safety and Security	
6.5 Incident management	EM 403.2 Incident Management EM 403.2.2 Incident Command Post EM 403.2.3 Control Centre EM 403.2.4 Emergency Operations Centre EM 403.2.5 Corporate Emergency Response Centre EM 403.2.6 Off-site Regional Emergency Operations Centre EM 403.2.7 Other Emergency Operations Centres EM 503.4 Incident Assessment EM 503.6 Responses for Specific Incidents	
6.6 Communications and warning	EM 403.7 Communication System	No evidence of policy, procedure or method for testing of communication equipment
6.6.1 Assessment and coordination	EM 403.8 Emergency Personnel Assignments	
6.6.2 Systems	EM 403.9 Equipment Inspection and Maintenance	

6.6.3 Procedures	EM 503.2.5 Communications and Support EM 503.3 Emergency Classification EM 503.3 Emergency Classification EM 503.3.1 Determining and Communicating the Level of Emergency EM 503.3.2 Classifying Incidents	
6.6.4 Public warning	EM 503.7 Public Protection Measures	
6.6.5 Public awareness	EM 503.7 Notification	
6.6.6 Emergency information	EM 503.7.2 Evacuation	
6.6.7 Crisis communications capability	EM 503.7.3 Sheltering EM 503.8 Notifications EM 503.8 Notifications External EM 503.9 Communication with the Public and News Media EM 503.1 Stress Management EM 503.12 Public Education and Information WI176 Communicating with the Public and Media	
6.7 Operational procedures	EM 203.6.3 Operational Procedures	
6.8 Facilities	EM 403.2.2 Incident Command Post EM 403.2.3 Control Centre EM 403.2.4 Emergency Operations Centre EM 403.2.5 Corporate Emergency Response Centre EM 403.2.6 Off-site Regional Emergency Operations Centre EM 403.2.7 Other Emergency Operations Centres	
6.9 Training	EM 403.3 Training	
6.10 Business continuity	EM 600 Business Continuity EM 603.1 Initiation of Business Continuity EM 603.2 Business Continuity Number EM 603.3 Corporate Emergency Response Team EM 603.4 Program Coordinator or Planning Support EM 603.5 Business Continuity Plans WI 165 Control Centre Business Continuity Plan WI 167 Critical Pipelines Facilities Power Outage WI 168 Critical Pipeline Facilities Communication Failure WI 244 Customer Service Business Recovery Plan WI 247 Financial Services Business Recovery Plan WI 270 Business Recovery Plan - ATCO Pipelines Edmonton Centre WI 285 Critical Pipeline Facilities WI 286 Business Recovery Plan Calgary operations Base WI 288 Human Resources Business Recovery Plan WI 289 Critical Buildings - Business Continuity Planning WI 404 Control Centre Relocation - Fire Alarm	
6.11 Recovery	EM 203.6.2 Recovery Priorities EM 503.11 Damage/Claims Assessment EM 503.11.1 Coordinate and Assess Damages EM 503.11.2 Collecting and Documenting Information	
7. Exercises, evaluations and corrective actions		
	EM 303.1.3 Training Exercises EM 303.1.4 Preventative Action	
8. Management review		
	EM 102.1.2 Management Review	

	EM 102.2.1 Program Review EM 102.2.2 Document Review EM 300 Measurement, Analysis and Improvement EM 303 Continuous Improvement EM 303.1.1 Corrective Action	
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**ATCO Emergency Management Program - Table 2
CSA-Z731-03 Review**

CSA-Z731-03	ATCO Pipelines Policies, Methods and Procedures	Comments
1. Scope		N/A
2. Reference publications		N/A
3. Definitions and Abbreviations		N/A
4. Organization and Data Collection		
4.1 Emergency Preparedness	EM005 Statement of Authority	
4.2 Policy Statement		
4.3 Program Coordinator	EM005 Statement of Authority - Manager, Field Operations designated as Emergency Response Manager	
4.3.1 General	EM005 Statement of Authority - Program Coordinators and Planning Supports	
4.3.2 Authority	EM005 Statement of Authority - Management Representative - VP Operations and Engineering	
4.3.3 Consultation	EM005 Statement of Authority - Program Coordinators and Planning Supports	
4.3.4 Committee	EM 102.1 Administrative Responsibilities and Authority	
4.4 Hazard Identification	EM 203.2 Risk Assessment EM 203.2.2 Technical Events EM 203.2.3 Human Events EM 203.3 Risk Assessment Techniques EM 203.5 Hazard Mitigation	
4.5 Emergency Response Plan (ERP) Development	EM 203.6 Operational Procedures	
4.6 Legislation and Industry Codes of Practice	EM 503.3 Emergency Classification	
4.7 Roles and Responsibilities	EM 403.1 Roles and Responsibilities EM 403.1.7 Corporate Emergency Response Team (CERT) EM503.5.2 Safety/Security Watch Corporate Emergency Response Team (CERT)	
4.8 Resources	EM 503.3.1 Determining and Communicating the level of Emergency EM 503.3.3 Classifying Incidents EM 503.5.4 Resource Mobilization WI159 Emergency Call WI160 Emergency Callout	
4.9 Emergency Response Procedures	EM 503.4 Incident Assessment EM 505.5 Action Plan EM 503.5.2 Site Safety and Security EM 503.5.3 External Security Resources EM 503.6 Responses for Specific Incidents	
4.10 Mutual Aid Agreements	EM 403.5 Mutual Assistance	
4.11 Contact List	EM 503.8.3 Notifications - External EM503.8.2 Notifications Internal EM 703 External Contacts	
4.12 Communication System	EM503.9 Communication with the Public and News Media	

		<p>EM 503.3.1 Determining and Communicating the Level of Emergency EM 503.3.3 Responses for Incidents Reportable to the ERCB Figure EM503.3.3 (a) Possible Responses for Specified Incidents EM 503.8.1 Internal Emergency Notifications - Normal Business Hours EM 503.8.2 Internal Emergency Notifications - After Normal Business Hours</p> <p>WI176 Communicating with the Public and Media Policy A-22 - Emergency Preparedness and CMC Communications Requirements</p>	
	4.13 Public Education and Information	<p>EM 503.7 Public Protection Measures EM 503.7.1 Notification EM 503.7.2 Evacuation EM 503.12 Public Education and Information</p>	
5. Emergency Response			
	5.1 General		
	5.2 Records		
	5.2.1 General	EM 503.11.2 Collecting and Documenting Information	
	5.2.2 Types of Records		No evidence of policy, method or procedure
	5.2.3 Reasons for Record Retention	EM 503.11.2 Collecting and Documenting Information	
	5.3 Incident Management	EM Section 500 Response	
	5.3.1 General		
	5.3.2 Facilities	<p>EM 503 Procedures EM 503.1 Coordinated Response EM 503.2 Activation EM 503.2.3 Emergency Operations Centre (EOC) EM 503.2.4 Corporate Emergency Response Centre (CERC)</p> <p>WI159 Emergency Call</p>	
	5.4 Coordinated Response	EM 503.2.5 Communications and Support EM 503.3 Emergency Classification	
	5.4.1 General		
	5.4.2 Activation of the ERP	EM 503.3.1 Determining and Communicating the Level of Emergency EM 503.3.2 Classifying Incidents	
	5.4.3 Situational Assessment	EM 503.4 Incident Assessment	
	5.4.4 Action Plan	EM 503.5 Action Plan EM 503.5.1 General EM 503.5.2 Site Safety and Security EM 503.5.3 External Security Resources	
	5.4.5 Resource Mobilization	EM 503.5.4 Resource Mobilization EM 503.6 Responses for Specific Incidents	
		WI159 Emergency Call WI160 Emergency Callout	
	5.4.6 Notification and Reporting	EM 503.7 Public Protection Measures	

		EM 503.7.1 Notification EM 503.7.2 Evacuation EM 503.12 Public Education and Information EM 503.8 Notifications EM 503.8.1 Notifications - Internal (ATCO Group) EM 503.8.3 Notifications - External	
	5.4.7 Damage Assessment	EM 503.11.1 Coordinate and Assess Damage	
	5.4.8 Claims Management	EM 503.11 Damage/Claims Assessment EM 503.11.2 Collecting and Documenting Information	
	5.4.9 Public Communications	EM503.9 Communication with the Public and News Media EM 503.12 Public Education and Information WI176 Communicating with the Public and Media Policy A-22 - Emergency Preparedness and CMC Communications Requirements	
	5.4.10 Critical Incident Stress Management	EM 503.10 Stress Management	
	5.4.11 End of Emergency	EM 503.3.4 Downgrading Emergency Levels EM 503.3.5 Emergency Termination	
	5.5 Review and Debriefing	EM 303.1.2 Reviewing Incidents WI254 Incident Review Analysis	
6. Administration			
	6.1 Training	EM 303.1.3 Training Exercises	
	6.2 Equipment Inspection and Maintenance		No evidence of policy, method or procedure
	6.3 Exercises	EM 303.1.3 Training Exercises	
	6.4 Distribution		No evidence of policy, method or procedure
	6.5 Updating	EM 102 Management Review EM 102.2.1 Program Review EM 102.2.2 Document Review EM 102.2.3 System Procedures	
	6.6 Approval	EM 005 Statement of Authority	
	6.7 Audit	EM 102 Management Review EM 102.2.1 Program Review EM 102.2.2 Document Review EM 102.2.3 System Procedures	

**ATCO Emergency Management Program - Table 3
ERCB Directive 071 Review**

ERCB Directive 071	ATCO Pipelines Policies, Methods and Procedures	Comments
1. Introduction		N/A
2. Corporate Level ERPs		
<p>2.1 Corporate-level ERP Requirements The licensee must have a corporate-level ERP with preplanned procedures that will aid in effective response to an emergency. The licensee is expected to determine the level of detail required to address each item in a corporate-level ERP based on the hazards and potential consequences of the emergency scenarios that its operations pose to the public and/or environment and to keep the plans current. Corporate-level ERP's do not require ERCB approval; however, the ERCB may request that they be submitted for review.</p>	<p>Emergency Management - EM001</p> <p>Policy A-22 - Emergency Preparedness and CMC Communications Requirements</p> <p>EM702.2 Internal Contacts - ATCO Group</p> <p>WI176 Communicating with the Public and Media</p> <p>WI159 Emergency Call</p> <p>EM503.5.2 Safety/Security Watch</p> <p>Corporate Emergency Response Team (CERT)</p> <p>SP1021 Threat Level Security Measures</p> <p>SP1035 Control Centre Fire Evacuation Kit</p> <p>SP1036 Control Centre Fire Suppression System</p> <p>WI102 Hazardous Entry - Odorized/Unodorized Stations</p> <p>WI 104 Hazardous Entry - H2S Stations</p> <p>WI108 Spill Response</p> <p>WI 109 Odorant Spill Recovery and Clean Up</p> <p>WI 117 Confined/Restricted Space</p> <p>WI 133 Emergency Response Plan - Odorant Truck</p> <p>WI 159 Emergency Call</p> <p>WI 160 Emergency Call-out</p> <p>WI 161 Bomb Threats and Suspicious Packages</p> <p>WI 165 Control Centre Business Continuity Plan</p> <p>WI 166 Salt Caverns - Emergency Response Plan</p> <p>WI 167 Critical Pipeline Facilities - Power Outage</p> <p>WI 168 Critical Pipeline Facilities - Communication Failure</p> <p>WI 170 Emergency Call - Pipeline Alley</p> <p>WI 176 Communication with the Public and Media</p> <p>WI 184 Northeast Region CAER UPDATE Line and Call-out System</p> <p>WI 199 Forest Fire Control Equipment</p> <p>WI 200 Forest Fire or Smoke Reporting</p> <p>WI 201 Monitoring Wildfire Activity</p> <p>WI 202 Emergency Call - Forest Fire</p> <p>WI 236 Clearing H2S from Pipelines</p> <p>WI 238 Emergency Call - National Parks</p> <p>WI 242 Calgary ATCO Centre Fire Alarm and Evacuation</p> <p>WI 243 Customer Service Emergency Response Plan</p> <p>WI 244 Customer Service Business Recovery Plan</p> <p>WI 245 Failure of Information Services</p> <p>WI 246 Financial Services Emergency Response Plan</p> <p>WI 247 Financial Services Business Recovery Plan</p> <p>WI 254 Incident Investigation and Reporting</p> <p>WI 259 Calgary Operations Base Fire Alarm and Evacuation</p> <p>WI 266 Emergency Call - Scotford Upgrader Delivery Station</p> <p>WI 269 Engineering Emergency Response</p> <p>WI 270 Business Recovery Plan - ATCO Pipelines Edmonton Centre</p>	

		<p>WI 277 Fire Alarm and Evacuation- Backup Control Centre WI 284 Environmental Substance Release Reporting WI 285 Critical Pipeline Facilities - Recovery Plan WI 286 Business Recovery Plan Calgary Based Operations WI 287 Human Resources Emergency Response Plan WI 288 Human Resources Business Recovery Plan WI 289 Critical Buildings - Business Continuity Planning WI 403 Control Centre Evacuation - Fire Alarm WI 404 Control Centre Relocation - Fire Alarm WI 405 Control Centre Fire Warden WI 409 Evacuation and Fire Alarm APEC South WI 411 Fire Warden - APEC South 0317-0035-1099 - Bomb Threat Checklist 0317-0037-0907 - Emergency Callout Report 0317-0046-0500 - Forest Fire or Smoke Report</p>	
2.1 Corporate-level ERP Requirements As a minimum, the licensee must include the following information in its ERP:		EM702.2 Internal Contacts - ATCO Group	
2	key licensee contacts		
	a 24 hour licensee emergency contact telephone number	EM503.8.2 - Notifications WI159 Emergency Call	
	a method of classifying incidents and response actions for specific incidents	EM503.3 Emergency Classification EM503.3.2 - Table EM503.3.2 (d) Incident Classification	
	a communications plan that addresses <ul style="list-style-type: none"> - communication with response team - communication with the public and media, and - downgrading and stand-down of emergency levels, 	EM 402 Policy - Policy A-22 EM 503.9 Communication with the Public and News Media EM 503.3.4 Downgrading Emergency Levels EM 503.3.5 Emergency Termination Policy A-22 - Emergency Preparedness and CMC Communications Requirements WI176 Communicating with the Public and Media	
	responsibilities of personnel required to respond to an emergency	EM 403.1 Roles and Responsibilities EM 403.1.7 Corporate Emergency Response Team (CERT) EM503.5.2 Safety/Security Watch Corporate Emergency Response Team (CERT)	
	establishment of incident management systems, and	EM403.2 Incident Management	
	activation of a reception centre	EM403.2.4 Emergency Operations Centre (EOC) EM403.2.5 Corporate Emergency Response Centre (CERC)	
3	The license must ensure that a call to its 24 hour emergency telephone number initiates immediate action.		No evidence of policy, method or procedure
4	The licensee must ensure that its 24 hour emergency telephone number is posted by way of a conspicuous sign erected at the primary entrance to all licensee wells and facilities.		
2.1.1 Assessment Matrix for Classifying Incidents The ERCB has developed an assessment matrix so that incidents can be classified and communicated to others by industry, local authorities, RHA's, and government agencies in a consistent manner throughout the province.		EM503.3.2 Classifying Incidents Table EM503.3.2	

5	The licensee must include all the information in Appendix 4 in its corporate-level ERP.		
6	The licensee must define appropriate actions, including public protection measures that would be taken for each level of emergency.	Figure EM503.3.3 Responses for Incidents Reportable to the ERCB	
2.1.2 Communications Planning The development and implementation of an effective communications plan is essential to emergency response. In its corporate-level ERP, the licensee must		EM503.9 Communication with the Public and News Media WI176 Communicating with the Public and Media Policy A-22 - Emergency Preparedness and CMC Communications Requirements	
7	describe its procedures for contacting and maintaining communication with key licensee personnel, government agencies, support services, members of the public, and the media;		
	clearly define the responsibility to contact the ERCB and other responders in the event of an emergency; the ERCB recommends that a communications flow chart be included in the ERP, identifying responsibilities by role;	EM 503.3.1 Determining and Communicating the Level of Emergency EM 503.3.3 Responses for Incidents Reportable to the ERCB Figure EM503.3.3 (a) Possible Responses for Specified Incidents EM 503.8.1 Internal Emergency Notifications - Normal Business Hours EM 503.8.2 Internal Emergency Notifications - After Normal Business Hours	
	describe procedures that will be implemented during an incident to contact and maintain communication with directly impacted members of the public in order to keep them informed of the situation and the actions being taken; this includes plans for communicating the implementation of public protection measures, such as evaluation and sheltering in place for residents;	EM 503.7 Public Protection Measures EM 503.7.1 Notification EM 503.7.2 Evacuation EM 503.7.3 Sheltering	
	describe procedures that will be used to inform and update the media and procedures in getting factual messages out to the public at large in an expeditious manner; and	EM 503.9 Communication with the Public and News Media WI176 Communicating with the Public and Media	
	describe procedures to downgrade and stand--down levels of emergency.	EM 503.3.4 Downgrading Emergency Levels EM 503.3.5 Emergency Termination	
2.1.3 Responsibilities of Personnel The licensee must identify the roles and responsibilities of personnel required to effectively respond to an emergency. One or more functions can be assigned to an individual depending on the complexity of the potential response to an emergency.		EM 403.1 Roles and Responsibilities	
2.1.4 Incident Management Systems In its corporate-level ERP, the licensee must		EM 403.2.1 General 403.3 Training	
9	describe how it will manage and coordinate a response to an emergency, and		
	address the roles and responsibilities of personnel at its on-site command post, the company regional emergency operations centre (REOC), and the corporate EOC.	EM 403.1.4 Program Coordinator and Planning Support EM403.1.5 Emergency Response Manager EM 403.1.6 Senior Official On Call (SOOC) EM 403.1.7 Corporate Emergency Response Team EM 403.2 Incident Management	

		EM 403.2.1 General EM 403.2.2 Incident Command Post (ICP) EM 403.2.3 Control Center EM 403.2.4 Emergency Operations Centre (EOC) EM 403.2.5 Corporate Emergency Response Centre (CERC) EM 403.2.6 Off-site Regional Emergency Operations Centre (REOC) EM 403.2.7 Other Emergency Operations Centres	
	2.1.5 Reception Centre In its corporate-level ERP, the licensee must set out the procedures for		No evidence of policy, method or procedure
10	activating a reception centre located at a safe distance from the release source, and		
	meeting and registering evacuees at the reception centre.		No evidence of policy, method or procedure
3. Emergency Planning and Response Zones			N/A
4. Public and Local Authority Involvement in Emergency Preparedness and Response			N/A
5. Common Requirements for ERPs			
	5.1 Assessment Matrix for Classifying Incidents All incidents are classified as an alert or as a level-1, 2 or 3 emergency. Incidents that can be handled on site through normal operating procedures are very low risk and are typically defined as an alert. Those with low to high risk require a more difficult or complex resolution and are defined as emergencies.	EM503.3.2 Classifying Incidents Table EM503.3.2	
1	The licensee must include all the information in Appendix 4 in its ERP.		
2	The licensee must define appropriate actions, including public protection measures that would be taken for each level of emergency.	Figure EM503.3.3 Responses for Incidents Reportable to the ERCB	
	5.2 Public Protection Measures The licensee must ensure that maps included in the ERP are sized to provide a clear representation of the entire mapped area and clearly identify		No evidence of policy, method or procedure
12	trapping area, grazing lease, and range allotment boundaries and their reference numbers;		
	other industrial operations, including oil and gas operations;		
	railways and airports;		
	corporate boundaries (e.g., hamlets, villages, towns);		
	municipal and RHA boundaries;		
	a legend, scale, and north directional indicator; and		
	5.4 Equipment List The licensee must ensure that the ERP includes a list (including location, number, and type) of the following:		EM 403.7 Communication System No evidence of policy, method or procedure (location, number and type)
13	communications equipment for the public safety coordinator, rovers, roadblock and air monitoring personnel, and any others that require it (the licensee is responsible for ensuring that communications		

	<p>equipment is made available to key response personnel);</p> <p>equipment for roadblock kits (including contents);</p> <p>ignition equipment that is maintained on site; and</p> <p>gas monitoring equipment.</p>		
5.5 Mutual Aid Understandings	<p>Mutual aid understandings should define each participant's commitment to provide aid and support during an incident and may also include other responsibilities agreed to during planning. The licensee is encouraged to provide details of mutual aid understandings in the ERP.</p>	EM 703.2 Mutual Assistance	
5.6 Telephone Lists	<p>The licensee must include in its ERP</p>	EM 704 Call Down List	
14	<p>a telephone list of key internal personnel designated to assist in emergency response; and</p> <p>a telephone list of external emergency support services that may be required in an emergency, including, but not limited to, government departments and agencies, communication services, air monitoring services, emergency services, and oil spill cooperatives.</p>	EM 703.2 Mutual Assistance	
5.7 Plan Distribution			No evidence of policy, method or procedure
17	<p>The licensee must ensure that all required plan holders have a copy of the approved ERP.</p> <p>The licensee must ensure that a plan distribution list is included in the ERP.</p>		
5.8 Communications Planning	<p>The development and implementation of an effective communications plan is essential to emergency response. The licensee must</p>	<p>EM503.9 Communication with the Public and News Media</p> <p>WI176 Communicating with the Public and Media Policy A-22 - Emergency Preparedness and CMC Communications Requirements</p>	
19	<p>describe its procedures in the ERP for contacting and maintaining communication with key licensee personnel, government agencies, support services, and the media;</p> <p>clearly define the responsibility to contact the ERCB and other responders identified in the plan in the event of an emergency; the ERCB recommends that a communications flowchart be included in the ERP, identifying responsibilities by role;</p> <p>ensure that the ERP clearly describes procedures that will be implemented during an incident to contact and maintain communication with directly impacted members of the public in order to keep them informed of the situation and actions being taken; this includes plans for communicating implementation of public protection measures, such as evacuation and</p>		

	sheltering in place for occupants within and beyond the EPZ, if applicable; and describe procedures that will be used to inform and update the media and procedures in getting factual messages out to the public at large in an expeditious manner; the messages should be coordinated among all parties.		
20	If there are separate ERPs for a gathering system that is tied into the sour operations facility, HVP pipeline, or cavern storage facility, then all the licensees must ensure that their ERPs have a bridging paragraph outlining what emergency communication will take place between the parties in the event of an emergency. The sour operations, HVP pipeline, or cavern storage facility ERP bridging paragraph refers to the other ERPs and vice versa.		No evidence of policy, method or procedure <i>Note: If ATCO Pipeline's Facilities are impacted by third party ERP's, there needs to be coordination between parties.</i>
5.9 Responsibilities of Personnel In its ERP, the licensee must		EM 403.1 Roles and Responsibilities EM 700 Contact List	
21	identify roles and responsibilities of personnel required to effectively respond to the emergency, and provide the names of key personnel and responders.		
One or more functions can be assigned to an individual depending on the complexity of the potential response to an emergency. As a minimum, the licensee is expected to assign the following responsibilities to personnel. If applicable:			
21	field incident command		
	public safety coordination including evacuation and sheltering		
	roadblocks and rovers		
	air quality monitoring		
	ignition, and		
	communication with the responders, media and public.	EM 503.9 Communication with the Public and News Media EM 503.8.3 Notifications - External EM 700 Contact List WI176 Communicating with the Public and Media Policy A-22 - Emergency Preparedness and CMC Communications Requirements	
5.10 Incident Management Systems In its ERP, the licensee must		EM500 Emergency Management	
22	describe how it will manage and coordinate a response to an emergency, and		
	address the roles and responsibilities of personnel at its on-site command post, company REOC, and corporate EOC.	EM 403.1 Roles and Responsibilities	
5.11 Record Keeping As part of its notification and consultation programs, the licensee must have a process for recording the following:			No evidence of policy, method or procedure

23	local authority and other government discussions, type of notification provided to the residents in an urban centre, attempts made to contact an individual if the licensee was unable to make contact, and consultation with the public, including unsuccessful attempts to contact or obtain the cooperation of any required persons and any outstanding issues yet to be resolved.		
5.12 Reception Centre			No evidence of policy, method or procedure
24	The licensee must include procedures in the ERP for establishing, activating, staffing, and meeting and registering evacuees at the reception centre		
5.13 Downgrading and Stand-down of Emergency Levels		EM 503.3.4 Downgrading Emergency Levels EM 503.3.5 Emergency Termination	
25	The licensee must include procedures in the ERP to downgrade and stand-down levels of emergency.		
6. Sour Well Site-specific Drilling and/or Completion ERP's			N/A
7. Sour Operations ERPs			N/A
8. ERPs for HVP Pipelines			N/A
9. ERPs for Cavern Storage Facilities Storing HVP Product			N/A
10. Spill Cooperative Response Plans			
10.1 Requirements	A licensee is exempt from the requirement to develop its own spill response plan, purchase spill cleanup equipment, and conduct an annual exercise if it is an active member in good standing of an oil spill cooperative. Spill preparedness requirements apply to <ul style="list-style-type: none"> all wells facilities, and pipelines transporting liquids and licenced to the ERCB 	WI108 Spill Response	
10.2 Member of an Oil Spill Cooperative			
10.2.1 Spill Cooperative Response Plan Contents			
The spill response plan addresses a release of any liquid product onto land or water from any well, pipeline, or facility described above. The plan, which may consist of several different manuals, contains the following:			
	a description of initial emergency response procedures and actions, as well as information on all contacts and services;		
	an inventory of wells, pipelines carrying liquids, and associated facilities;		
	topographical maps showing designated spill control points (if applicable), access roads, urban centres, bodies of water (i.e. streams, rivers, lakes) and water supply intakes for municipal and industrial operations, pipelines, wells, and facilities within the operating area;		
	roles, responsibilities, and resources to manage the response (the on-scene commander role can be filled		

	with a designated licensee employee or a third party with appropriate expertise);		
	policies for worker safety at emergency spill management sites;		
	inventory and location of response equipment;		
	containment and recovery procedures applicable to the type, volume, and nature of the production and time of year; and		
	annual training and exercise programs, a record of the training and exercises, and recommendations for continuous improvement.		
10.3 Member of an Oil Spill Cooperative 10.3.1 Spill Cooperative Response Plan Contents		WI108 Spill Response	
The licensee must have an ERCB approved plan in place to address a release of any liquid product onto land or water from any well, pipeline, or facility described in Section 10.1. The plan is expected to address the following components:			
1	a description of initial emergency response procedures and actions, as well as information on all contacts and services;		
	an inventory of wells, pipelines carrying liquids, and associated facilities;		
	topographical maps showing designated spill control points (if applicable), access roads, urban centres, bodies of water (i.e. streams, rivers, lakes) and water supply intakes for municipal and industrial operations, pipelines, wells, and facilities within the operating area;		
	roles, responsibilities, and resources to manage the response (the on-scene commander role can be filled with a designated licensee employee or a third party with appropriate expertise);		
	policies for worker safety at emergency spill management sites;		
	inventory and location of response equipment;		
	containment and recovery procedures applicable to the type, volume, and nature of the production and time of year; and		
	annual training and exercise programs, a record of the training and exercises, and recommendations for continuous improvement.		
10.3.2 Spill Response Equipment Requirements A licensee that is not a member of an oil spill cooperative must		WI108 Spill Response	
2	purchase appropriate spill cleanup equipment, considering the type of operations and terrain in which the licensee operates,		
	maintain the equipment in good working order, and		
	store the equipment in the general area where it may be required and ensure immediate access to it.		
11. Corporate-level ERPs			

11.1 Requirements		EM 403.2.1 General 403.3 Training	
1	If an ERP is not required, the licensee must have an up-to-date copy of the corporate-level ERP (hard copy or electronic) available at a response location(s) in its area of operations.		
2	The licensee must review the corporate-level ERP with personnel assigned roles and responsibilities to ensure that it can be properly implemented.		
11.1.1 Assessment Matrix for Classifying Incidents		EM503.3.2 Classifying Incidents Table EM503.3.2 Figure EM503.3.3 Responses for Incidents Reportable to the ERCB	
3	The licensee must use the Assessment Matrix for Classifying Incidents (Appendix 4) to classify an incident.		
4	The licensee must contact the ERCB immediately after it has communicated and activated internal response resources to confirm the level of emergency and convey the specifics of the incident.		
11.1.2 Communications Planning		EM503.9 Communication with the Public and News Media WI176 Communicating with the Public and Media Policy A-22 - Emergency Preparedness and CMC Communications Requirements	
5	After contacting the ERCB, the licensee must notify the local authority, the RCMP/police, the local RHA, other applicable government agencies,12 and support services required to assist with initial response if the hazardous release goes off site and has the potential to impact the public or if the licensee has contacted members of the public or the media.		
6	The licensee must make the information in Appendix 8 available to the public as soon as possible during an emergency.		
11.1.2.1 Downgrading and Stand-down of Emergency Levels		EM 503.3.4 Downgrading Emergency Levels EM 503.3.5 Emergency Termination	
7	Once the situation improves, the licensee must make the decision to downgrade or stand- down an emergency in consultation with the ERCB. The ERCB will consult with other applicable agencies and confirm with the licensee that the emergency downgrade or stand-down is appropriate.		
8	The licensee must keep all notified and evacuated persons and the media informed of the status of an emergency.		
12 Emergency Planning Zone			N/A
13 Public and Local Authority Involvement in Emergency Preparedness and Response			N/A
14 Common Requirements for ERPs			
14.1 ERP Location		WI 133 Emergency Response Plan - Odorant Truck WI 166 Salt Caverns - Emergency Response Plan	No evidence of policy, method or procedure for Corporate ERPs.
1	The licensee must have an up-to-date copy of the ERP (hard copy or electronic) at a response location(s) in its area of operations.		
14.2 Assessment Matrix for Classifying Incidents		EM 503.3.2 Classifying Incidents	
2	The licensee must use the Assessment Matrix for Classifying Incidents (Appendix 4) to classify an incident.		

3	The licensee must take appropriate actions, including public protection measures, for each level of emergency.	EM 503.3.3 Responses for Incidents Reportable to the ERCB	
4	The licensee must contact the ERCB immediately after it has communicated and activated internal response resources to confirm the level of emergency and convey the specifics of the incident.	EM503.3.1 Determining and Communicating the Level of Emergency	
14.3 Public Protection Measures			N/A
14.4 Equipment Location and Calibration			No evidence of policy, method or procedure
16	The licensee must ensure that equipment identified in the ERP is available and located where specified in the ERP for any operation.		
17	The licensee must ensure that company equipment is operational and the appropriate documentation is available to verify testing and calibration requirements.		
14.5 Communications Planning			
18	After contacting the ERCB, the licensee must notify the local authority, RCMP/police, the local RHA, government agencies,15 and support services required to assist with initial response if the hazardous release goes off site and has the potential to impact the public or if the licensee has contacted members of the public or the media.	EM503.3.1 Determining and Communicating the Level of Emergency	
19	The licensee must make the information listed in Appendix 8 available to the public as soon as possible during an emergency.	Policy A-22 - Emergency Preparedness and CMC Communications Requirements	
14.5.1 Downgrading and Stand-down of Emergency Levels			No evidence of policy, method or procedure
20	Once the situation improves, the licensee must make the decision to downgrade or stand- down an emergency in consultation with the ERCB. The ERCB will consult with other agencies as applicable and confirm with the licensee that the emergency downgrade or stand-down is appropriate.		
21	The licensee must keep all affected persons and the media informed of the status of an emergency.	Policy A-22 - Emergency Preparedness and CMC Communications Requirements	
14.6 Plan Management Process The licensee must demonstrate that its plan management process keeps ERPs up to date. A plan management process ensures that			EM 102.1.1 Management Representative - Annual Review EM 102.2.1 Program Review EM 102.2.2 Document Review

22	<p>plans are reviewed and updated on a semi-annual basis, if necessary, with changes made to ensure that the information remains accurate; updates could be triggered by some or all of the following:</p> <ul style="list-style-type: none"> • changes to current emergency information, • new mapping information—a small map of the affected area showing the changes would be acceptable for a period of one year, • new resident information, • any changes to response staff information or response capabilities, and • facility additions such as well or pipeline tie-ins that do not require submission of a supplement; <p>residents are contacted to update their information; and</p> <p>ground truthing identifies any changes, such as new residents, businesses, and renters, and verifies the ERP maps—the licensee may use any method for ground truthing.</p>		
14.8 Reception Centre	When evacuation of residents is required, the licensee must		No evidence of policy, method or procedure
26	<p>activate a reception centre located at a safe distance from the release source, and</p> <p>meet and register evacuees at the reception centre.</p>		
14.9 Training Sessions	The licensee must provide training sessions to ensure that response personnel are competent in emergency response procedures.	EM 303.1.3 Training Exercises	
27	<p>The licensee is expected to provide ERP training on</p> <ul style="list-style-type: none"> • the overall plan • roles and responsibilities during an incident • public protection measures used during an emergency, and • available communication methods. 	EM 303.1.3 Training Exercises	
14.10 Exercise Requirements		EM 303.1.3 Training Exercises	
28	<p>The licensee must test its ERPs through the following types of planned exercises to promote emergency response preparedness:</p> <ul style="list-style-type: none"> • tabletop or communications exercise, held annually for each area ERP, except in a year when a major exercise is held, and • major exercise, held once every three years for each area ERP. 		
29	<p>The licensee must</p> <ul style="list-style-type: none"> • notify the appropriate ERCB Field Centre 30 days in advance of a scheduled exercise via the ERCB DDS system, and • invite the local authority, the RHA, or any other government department or agency to 		No evidence of policy, method or procedure

	participate and/or observe at major exercises.		
14.11	Record Keeping The licensee must have a process for recording the following activities:	EM 403.3 Training	
30	Incident Records formation gathered during and following an incident: these records provide documentation to be used for assessment, historical, and analytical purposes (see Appendix 9: First Call Communication Form, which may be used during an incident)	EM 503.2.3 Emergency Operations Centre (EOC) EM 102.1.1 Management Representative - Annual Review EM 102.2.1 Program Review EM 102.2.2 Document Review	
	Keeping ERPs Current efforts to keep the ERP current, including attempts to contact or obtain the cooperation of any required persons and any outstanding issues yet to be resolved		No evidence of policy, method or procedure
	Training, Meetings, and Exercise Records		
15. Sour Well Site-specific Drilling and/or Completion ERPs			N/A
16. Member of an Oil Spill Cooperative			
16.1.1	Spill Training Exercises and Notification Requirements	WI108 Spill Response	
1	As part of its spill response training, a licensee that is a member of a spill cooperative must <ul style="list-style-type: none"> attend and be appropriately represented at a minimum of one cooperative annual exercise in the area where its operations are located; attendance at an exercise held outside of the area in which the licensee operates facilities is considered satisfactory, provided that the administrator of each spill cooperative involved is notified in advance for tracking purposes; or have an area representative complete a spill response course, self-study spill responder course, or on-scene spill commander course from a recognized training institution in lieu of attendance at an oil spill cooperative exercise; this option cannot be used in consecutive years by the licensee; further, if the option of taking a course in lieu of exercise attendance has been used, the licensee needs to notify the local oil spill cooperative administrator in advance for tracking purposes. 	WI108 Spill Response	
2	The spill cooperative must notify the appropriate ERCB Field Centre in writing at least 30 days in advance of a spill equipment deployment training exercise or a tabletop exercise and include the following information: <ul style="list-style-type: none"> the type of training exercise, the date on which it will be conducted, and the legal description of the land on which it will be conducted; 	WI108 Spill Response	

	<ul style="list-style-type: none"> • a map showing the general topography, location of and access routes to the deployment area, and the location of any municipal water intakes within 3 kilometres (km) of the deployment area; • the proposed spill material and volume to be used, if any (any liquid spill medium used in the exercise has to be edible canola oil or mineral oil, dyed with an innocuous dye that harms neither water quality nor flora and fauna); • comments on the public use of the area, the collection and disposal of garbage, and a statement indicating the extent, if any, of anticipated surface disturbance to stream banks or shorelines at the test site; and • the name of the landowner on whose land the training exercise will be held, and confirmation that the landowner is agreeable to the exercise proceeding at the proposed test site. 		
16.1.2 Training Exercise Report Summaries		WI108 Spill Response	
3	The spill cooperative must complete the training exercise report summary within 30 days following the training exercise and make it available to the ERCB upon request for a period of two years following each training exercise.		
16.2 Non-member of an Oil Spill Cooperative		WI108 Spill Response	
16.2.1 Spill Training Exercises and Notification Requirements			
4	A licensee that is not affiliated with a local spill cooperative must conduct its own exercise in the area where its operations are located.		
5	The licensee must demonstrate the same competencies as an oil spill cooperative member.		
6	<p>The licensee must notify the appropriate ERCB Field Centre in writing at least 30 days in advance of the spill equipment deployment training exercise or tabletop exercise and include the following information:</p> <ul style="list-style-type: none"> • the type of training exercise, the date on which it will be conducted, and the legal description of the land on which it will be conducted; • a map showing the general topography, location of and access routes to the deployment area, and the location of any municipal water intakes within 3 kilometres (km) of the deployment area; 		

	<ul style="list-style-type: none"> the proposed spill material and volume to be used, if any (any liquid spill medium used in the exercise has to be edible canola oil or mineral oil, dyed with an innocuous dye that harms neither water quality nor flora and fauna); comments on the public use of the area, the collection and disposal of garbage, and a statement indicating the extent, if any, of anticipated surface disturbance to stream banks or shorelines at the test site; and the name of the landowner on whose land the training exercise will be held, and confirmation that the landowner is agreeable to the exercise proceeding at the proposed test site. 		
16.2.2 Training Exercise Report Summaries			
7	<p>The licensee must complete the training exercise report summary within 30 days following the training exercise and make it available to the ERCB upon request for a period of two years following each training exercise.</p>		