

Energy Resources Industry Emergency Support Plan

2015



Government of Alberta ■
*Alberta Emergency
Management Agency*



ACKNOWLEDGEMENTS

The Alberta Energy Regulator and the Alberta Emergency Management Agency gratefully acknowledge the support and assistance provided by the plan stakeholders in the development of this plan.

If you have suggestions about making the document more easily readable or understandable, please contact:

Alberta Energy Regulator
Suite 1000, 250 – 5th Street SW
Calgary, Alberta T2P 0R4

inquiries@aer.ca

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FOREWORD

The Energy Resources Industry Emergency Support Plan (ERIESP, the plan) is the provincial-level plan which guides Government of Alberta (GoA) operations in supporting local authorities and energy resources industry duty holders during emergencies. It is intended solely for provincial departments/agencies. This plan may be used for any area of the energy resources industry where the Alberta Energy Regulator (AER) has jurisdiction.

The type of emergency varies according to energy resources industry activities. Examples include - but are not limited to - releases of toxic gas such as hydrogen sulphide, liquid releases such as oil or salt/Produced water, and other emergencies at well-sites, pipelines or processing facilities.

The AER is the default lead agency for this plan as they are the regulator for the energy resources industry in Alberta. The AER will engage the expertise, assistance and cooperation of other departments/agencies as determined by the individual emergency. The Alberta Emergency Management Agency (AEMA), as the coordinating agency, will assist the AER and coordinate the Government's response, engaging GoA departments/agencies as appropriate.

This plan lays out the basic functions of each department/agency to clarify roles and responsibilities in responding to and recovering from an energy resources industry emergency.

<original signed by>

Kirk Bailey
Executive Vice President, Operations
Alberta Energy Regulator

<original signed by>

Shane Schreiber
Acting Managing Director
Alberta Emergency Management Agency

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1. BACKGROUND

1.1. General

Municipalities in Alberta have all-hazard Municipal Emergency Plans (MEP) for responding to both natural and human-induced emergencies. In some municipalities, energy resources industry operations which fall under AER jurisdiction are one of many operations that are potential sources of emergencies that require preparedness and response. Details on municipal responsibilities are found in the *Emergency Management Act (Alberta)*.

Energy resources industry duty holders are required by the AER to develop and maintain emergency response plans (ERPs). The majority of these requirements are found in AER Directive 071: *Emergency Preparedness and Response Requirements for the Petroleum Industry*. Specified plans include both corporate-level ERPs, which are a requirement for all licensees/operators in the Province of Alberta, and detailed site-specific ERPs for certain well, pipeline, and facility operations. Duty holders are required to work with local authorities during the planning process.

The ERIESP coordinates the GoA response in supporting these ERPs and the tactical direction established by the municipality or duty holders.

1.1.1. Definitions

Definitions are contained in Annex D

1.1.2. Acronyms

- **AEMA** - Alberta Emergency Management Agency
- **AEP**- Alberta Environment and Parks
- **AER** - Alberta Energy Regulator
- **AAF** – Alberta Agriculture and Forestry
- **AHS** - Alberta Health Services
- **AH** - Alberta Health
- **ASERT** - Alberta Environment & Parks Support Emergency Response Team
- **ASSIST** - Alberta Security and Strategic Intelligence Support Team
- **AT** - Alberta Transportation
- **CI** - Critical Infrastructure
- **CIC** - Alberta Transportation Coordination and Information Centre
- **CMO** - Consequence Management Officer
- **DRP** - Disaster Recovery Program
- **ECC** – Emergency Coordination Centre
- **EOC** - Emergency Operations Centre

- **ERIESP** - Energy Resources Industry Emergency Support Plan
- **ERP** - Emergency Response Plan
- **EMS** – Emergency Medical Services
- **FNIHB-HC** - First Nations and Inuit Health Branch – Health Canada
- **GoA** - Government of Alberta
- **H₂S** - Hydrogen Sulphide
- **MEP** - Municipal Emergency Plan
- **MOU** - Memorandum of Understanding
- **NEB** - National Energy Board
- **NOTAM** - Notice to Airmen
- **PAB** - Public Affairs Bureau
- **PIA** – Post Emergency Assessment
- **POC** - Provincial Operations Centre
- **REOC** - Regional Emergency Operations Centre
- **SitRep** - Situation Report
- **SME** - Subject Matter Expert
- **JSG** – Alberta Justice and Solicitor General

1.1.3. References

This plan makes reference to AER emergency preparedness and response requirements, the MEP, the *Emergency Management Act* (and Regulations) and the Alberta Emergency Plan.

1.2. Hazards

1.2.1. Types of Hazards

This plan addresses hazards associated with energy resources industry activities. These are primarily the hazards associated with uncontrolled release of energy resources industry products and wastes. Some of the acute hazards associated with the energy resources industry activity include - but are not limited to - releases of toxic gas such as hydrogen sulphide, liquid releases such as oil or salt/produced water, and other emergencies at well-sites, pipelines or processing facilities or vehicles.

1.3. Partnerships

There are a number of departments/agencies that must be prepared to respond, support, and coordinate the response to energy resources industry emergency. Many of these departments/agencies have regulatory responsibilities as well. Therefore, once the ERIESP is activated the response effort must be immediate, well organized, and coordinated. Each party must understand the roles and responsibilities of the response partnership and its own involvement within this plan.

1.3.1. Municipal Departments

The response of the local authority is governed by the *Emergency Management Act*. Details on municipal emergency response capacity and planning are found in the applicable MEP.

1.3.2. Provincial Departments/Agencies

The list below outlines the departments/agencies with specific roles under this plan. GoA departments/agencies have identified internal processes or branches that will carry out their responsibilities under this plan, which can be included in their applicable Consequence Management Plan.

These departments/agencies may also have a regulatory responsibility, expertise, or other resources available to support the duty holder and/or local authority emergency response to an energy resources industry emergency. These departments/agencies include, but are not limited to:

- **AEMA** - An agency of Alberta Municipal Affairs. Responsible for coordinating GoA emergency management and assisting local authorities with emergency response, if required.
- **AER** - Is the primary regulator of the energy resources industry in Alberta, therefore the AER is responsible for ensuring there is a response to energy resource emergencies.
- **AH** - Provides technical expertise on potential health impacts to the public, linkages to health resources and considers provincial health system impacts.
- **AAF** - responsible for providing expertise and information on the impact of an emergency on agriculture and livestock.
- **AT** - provides support for emergency response to dangerous goods emergencies. AT also operates the CIC, a 24/7 call centre for dangerous goods emergencies and information support to the AER.
- **AEP** - responsible for ensuring that environmental impacts are mitigated during non-energy industry emergencies.
- **Forestry** - emergency notification to duty holder if energy resources industry infrastructure is threatened by a wildfire in the Forest Protection Area.
- **PAB** - responsible for all public messaging released by the provincial GoA other than the AER.
- **JSG** - provides intelligence and threat risk assessments in relation to human induced intentional threats/hazards in relation to critical infrastructure and key assets.

1.3.3. Federal Departments/Agencies

Federal assistance will be requested through AEMA to Public Safety Canada. Transport Canada, Environment Canada, Department of Fisheries and Oceans, Aboriginal Affairs & Northern Development Canada, First Nation and Inuit Health Branch, Health Canada, Public Health Agency of Canada and the National Energy Board may often be involved.

1.4. Other Information

The response of the duty holder is governed by the AER's emergency planning, preparedness and response requirements.

2. PLAN OBJECTIVE

2.1. Objective

The objective of this plan is to outline GoA response support to local authorities and energy resources industry duty holders during an energy resources industry emergency.

2.2. Limitations

This plan does not address emergencies that are not under the jurisdiction of the AER, such as those emergencies under the jurisdiction of Alberta Environment and Parks, the Dangerous Goods and Rail Safety Branch of Alberta Transportation, Transport Canada, National Energy Board, Petroleum Tank Management Association of Alberta, Rural Utilities - Alberta Agriculture and Forestry, and the Alberta Utilities Commission.

2.3. Assumptions

- Duty Holders have adequate ERPs.
- Municipalities have MEPs.
- Meaningful planning (including confirmation and coordination of roles and responsibilities) between the duty holder and the local authority has taken place.

3. ACTION PLAN

3.1. General Principles

This plan is used to coordinate the GoA response to an emergency in cases where the duty holder or the local authority requires support, provincial action is required by legislation, or the specific circumstances of an emergency require GoA involvement.

The duty holder must immediately notify the local authority, CIC, and other applicable GoA department/agencies of an emergency. During an emergency the duty holder works with the local authority that has the overall responsibility for emergency response in its jurisdiction. The exception to this is when a Provincial State of Emergency is declared during which the GoA assumes overall responsibility for the emergency response.

Information from the site and municipality will be coordinated by GoA field staff, which will primarily be AER field staff and AEMA field officers.

The AER maintains an emergency contact system for any stakeholder to report an emergency. If initial notification of the emergency goes to the CIC, they will notify the AER who will initiate initial notification protocols.

3.2. Common Tasks

3.2.1. Before Emergency

All departments/agencies should participate in training and exercises for this plan. This plan will be reviewed as required. A joint multi-department/agency exercise will be held as required.

3.2.2. Actions during an Emergency

Notification of the emergency will trigger the following actions:

- The AER may activate the ERIESP based on the following criteria:
 - Level 2 or 3 emergencies (as defined by the AER¹);
 - Any level of emergency that:
 - requires coordination of a multi-agency response;
 - require coordination of information and communication between departments/agencies;
- Elevations of the POC will be escalated by AEMA. Once the elevations level of the POC has been escalated, provincial-level emergency control will be coordinated by AEMA under the leadership of the lead agency.
- The AER will develop emergency objectives to guide the GoA response and support to duty holders and local authorities. AEMA will assist the AER by providing leadership and strategic policy direction for the GoA as per the *Government Emergency Management Regulation* (AR 248/2007).
- GoA emergency management assistance will be provided to the local authority as requested and as long as is required by the local authority.

3.2.3. Actions Following an Emergency

All departments/agencies will participate in a joint PIA to be coordinated by AER. Participation from each department/agency will be determined by the response to the emergency.

Reports required by other regulatory authorities must be completed and delivered to the appropriate regulatory body within the time lines they prescribe.

3.3. Tasks Matrices by Organization

Tasks required by each department/agency are attached as Annexes A, B and C.

During the response phase it must be understood that these tasks may not fully correspond to the emergency that has occurred. When an emergency occurs, the tasks should be expanded and/or modified as required, and then implemented. The task matrices are intended to complement task lists found in MEPs or ERPs.

¹ See Annex E: AER Emergency Classifications

3.4. Coordination during an Emergency

3.4.1. Lead Agency

The AER is the default lead agency for the GoA response during an emergency outlined in this plan. AEMA is the coordinating agency.

There may be emergencies where it is more appropriate for another GoA department or agency to become the lead agency or to adopt a unified command structure resulting in coordinated lead agency duties. The decision to change the lead agency or adopt a unified command structure will be made by the AER in conjunction with the appropriate department/agency and AEMA.

Any change in the lead agency or command structure will be communicated to the applicable stakeholders by AER.

3.4.2. Lead Agency Definitions

The lead agency is the department or agency with the primary interest or mandate to manage energy resources industry emergencies. It is anticipated that in most instances, the lead agency will be the AER. The lead agency will be responsible for the management of the GoA response to the emergency. AEMA will act as the coordinating agency, and other departments/agencies will support the lead agency. The lead agency:

- Activates the ERIESp and ensures it is being followed during the response;
- Provides subject matter expertise on the energy resource industry;
- Determines which agencies, local authorities, and stakeholders require notification;
- Documents which agencies, local authorities, and stakeholders have been notified.
- Takes the lead on external communication such as press releases and coordinated SitRep (as per *Table 1 - Process for the External Release of Information*).

3.4.3. Notification and Response

The sequence of emergency actions is as follows:

- The AER receives notification of an emergency and confirms lead agency status;
- The AER initiates notification as per *Table 2 – Emergency Notification Process*;
- AEMA completes and distributes the GoA coordinated SitRep under the direction of the lead agency;
- The lead agency with assistance from AEMA determines where the GoA response and coordination will occur (e.g. REOC, POC);
- POC staff and department/agency CMOs assist the lead agency with operations and resources for the emergency;
- Lead agency declares the emergency phase of emergency is concluded;
- Coordinates debriefings and the PIA.
- Associated revisions to the ERIESp are made as required.

3.4.4. Coordination of Emergency Information

To protect the interests of both the GoA and the duty holder it is of utmost importance that only AER validated emergency information be circulated within the GoA. As such the AER duty officer will forward the following initial emergency information for applicable GoA users:

- Current emergency status:
- AER emergency level:

- H2S concentration:
- Description of emergency:
- Duty holder's name and contact information:
- AER contact information:
- Duty holder's response:
- AER response:
- Description of any public impact:
- Description of any media attention:
- List of any other departments/agencies that have been notified:
- Date and time of next update:

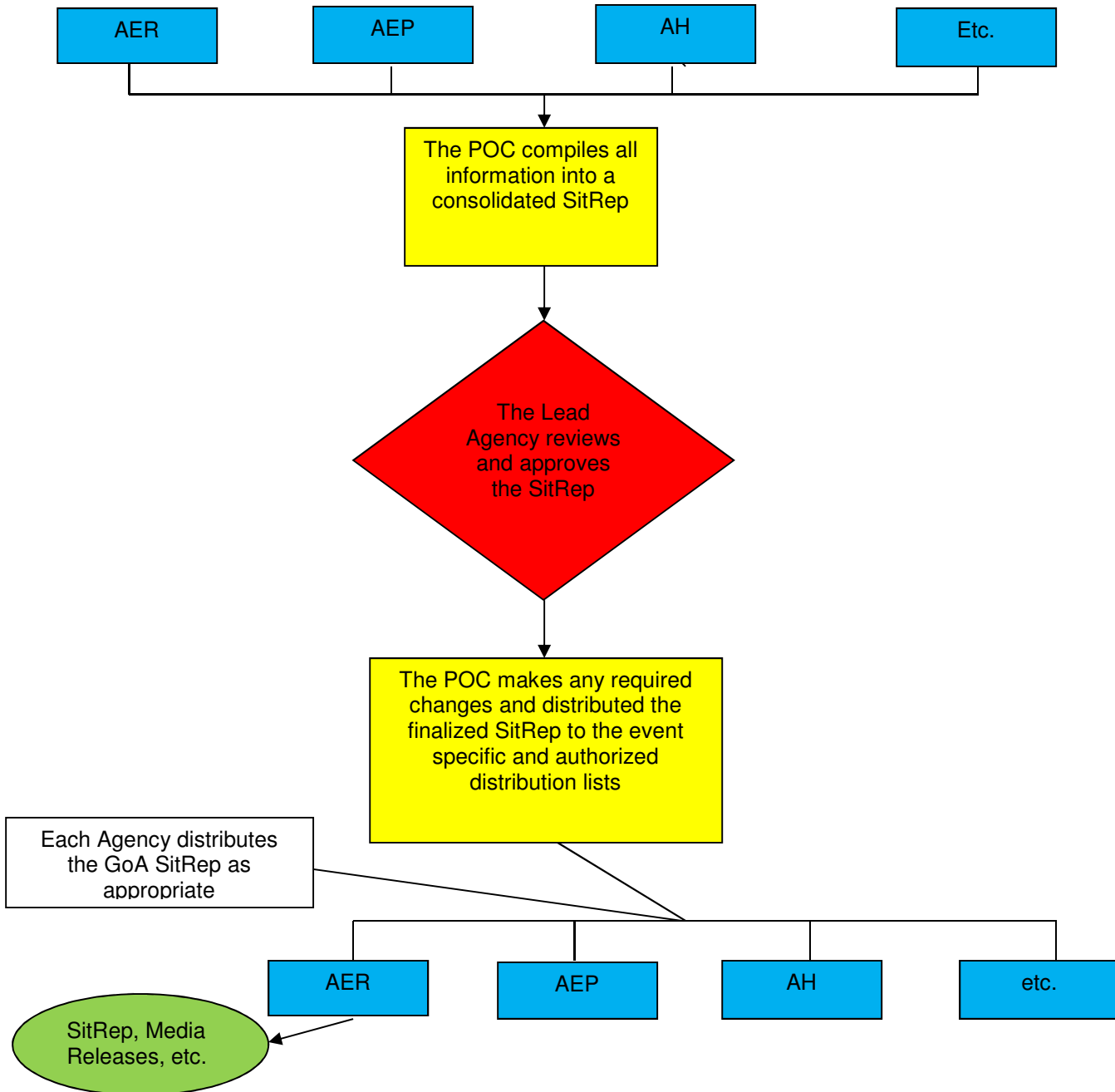
Once it is determined that the emergency meets the criteria for activation of the ERIESp, the AER will activate the ERIESp and begin coordinating information releases as per *Table 1 - Process for the External Release of Information*

To ensure all departments/agencies present a common operating picture during a sustained response, external information releases should be reviewed by the lead agency for accuracy and consistency prior to release. GoA departments/agencies and duty holders will provide internal updates and SitReps to the AER as requested.

During emergencies, AEMA will produce and disseminate coordinated SitReps that are approved and authorized by the lead agency.

Briefings between GoA departments/agencies and the duty holder are solely the purview of the parties involved. Third parties can be briefed about the meeting if required and therefore do not need to be included.

TABLE 1 - PROCESS FOR THE EXTERNAL RELEASE OF INFORMATION (INFORMATION FROM ALL AGENCIES IS GATHERED BY THE POC)



3.4.5. Consequence Management Officers

All departments/agencies are required to be able to provide CMOs to the POC. CMOs must be able to speak for their department/agency.

3.4.6. Priorities

The priorities of the GoA are to protect life, the environment, property and the economy. During energy resources industry emergency, the first priority is to ensure the local authority and the duty holder is able to manage the emergency and to determine what level of support they require. If the duty holder and the local authority are unable to manage the response, the AER with assistance from AEMA will manage the response. If the local authority is able to manage the response, GoA departments/agencies will continue to act in their regulated roles.

3.5. Movement of personnel, equipment, supplies, etc.

Field personnel from GoA departments/agencies may be asked to attend the site or a REOC established by the duty holder, the AER, or the local authority. Coordination of GoA support resources and personnel will take place through the POC. Individual GoA departments/agencies will be directly responsible to ensure the proper equipment, training and qualifications are provided for their staff. GoA departments/agencies will only deploy to the extent that they may safely and competently do so, in accordance to their legislative or mandated obligations.

3.6. Access to communications

Departments/agencies are responsible for ensuring that their own communications equipment and qualified operators are available prior to arriving at a REOC.

3.7. Protection of critical infrastructure and key assets

ASSIST will be responsible for identifying critical infrastructure and key assets that may be impacted by the emergency to the POC Director.

3.8. Reports and Returns

AER in consultation with AEMA will determine the schedule for reports and returns during the emergency. GoA departments/agencies also follow their internal policies for reporting and timelines.

4. SUPPORT

This section addresses support to the provincial GoA departments/agencies that are supporting the response activities in section 3. This is not support provided within the POC, which is provided by AEMA.

4.1. Logistics

All GoA logistical needs will be managed by the POC logistics chief, any requests for materials, equipment, or supplies should be made to the POC logistics chief.

4.2. Health Sector

AH will validate notification to AHS, act as a liaison between frontline health services and the GOA, providing technical health expertise, identifying hazards and risks to the health of individuals in the community affected. AH in consultation with AHS will advise on pertinent public safety communications material regarding public health risk and will relay situational information to the local health system.

4.3. Financial

Each GoA department/agency is responsible for their own costs related to the response to the emergency. Costs incurred should be tracked, in case the emergency generates a DRP. When a DRP has been generated, the costs incurred by a GoA department/agency will be reimbursed.

4.4. Legal

Each department/agency's legal staff will be responsible for their own legal concerns.

5. CONTROL, COORDINATION AND COMMUNICATIONS

5.1. Control

GoA resources will be coordinated by the AEMA with the AER as the lead agency.

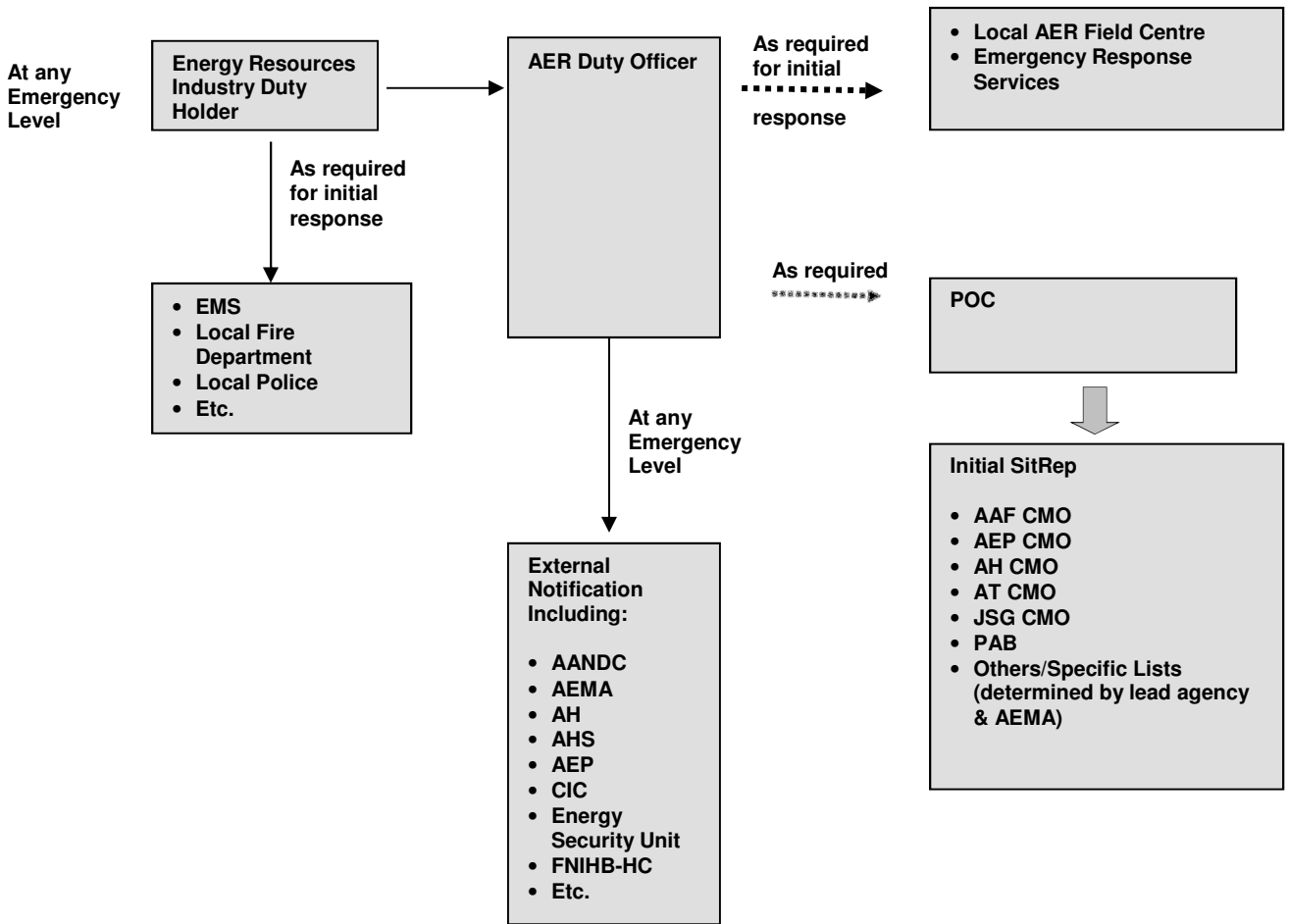
5.2. Contact Information for all GoA Departments/Agencies

Contacted to GoA departments/agencies will be coordinated through their CMOs.

5.3. Initial Notification Protocols

The AER Duty Officer will determine which external departments/agencies require notification of the emergency. The AER Duty Officer initiates the initial notification. *Table 2 – Emergency Notification Process* depicts this process.

TABLE 2 – INITIAL NOTIFICATION PROCESS



5.4. Public Communication

During an emergency, communications staff from the AER will notify Alberta Energy Communications and as needed to coordinate a communication strategy. AER Office of Public Affairs will work other GoA departments/agencies to release information to the public.

5.5. Log Keeping and Documentation

This process is critical not only for information exchange, coordination of activities, handover, accountability and future inquiries, but also to support a proactive PIA.

All involved GoA departments/agencies will gather, store and disseminate emergency response related information as per policy, applicable legislation (*Freedom of Information and Protection of Privacy Act*) and in preparation of any future legal or GoA review/inquiry.

ANNEXES

- 1. ANNEX A: ACTIONS BEFORE AN EMERGENCY**
- 2. ANNEX B: ACTIONS DURING AN EMERGENCY**
- 3. ANNEX C: ACTIONS AFTER AN EMERGENCY**
- 4. ANNEX D: DEFINITIONS**
- 5. ANNEX E: AER EMERGENCY CLASSIFICATIONS**
- 6. ANNEX F: EMERGENCY CONTACT NUMBERS**
- 7. ANNEX G: AER FIELD CENTRE LOCATIONS AND BOUNDARIES**
- 8. ANNEX H: MEMORANDUMS OF UNDERSTANDING**

1. ANNEX A: ACTIONS BEFORE AN EMERGENCY

AEMA
Act as the provincial coordinating agency in energy resources industry emergency responses as per the <i>Emergency Management Act</i> .
Maintain 24/7 duty manager system.
Assist in the planning and coordination of exercises with the AER.
Maintain emergency response resources.
Act as a SME.
AEP
Maintain 24/7 contact numbers and duty officer where resources can be accessed for a response related to this plan.
Maintain emergency response resources.
Act as a SME.
AER
Confirm and act as lead GoA organization in energy resources industry emergency preparedness and response.
Set requirements for planning for, and responding to energy resources industry emergencies.
Participate in exercises of this plan.
Review and recommend changes to this plan.
Maintain a 24/7 telephone contact where energy resources industry emergencies can be reported.
Maintain 24/7 emergency contact numbers where resources can be accessed to carry out a response to this plan.
Make this plan available to stakeholders.
Communicate changes to the plan with stakeholders.
Maintain emergency response resources.
Act as a SME.
Agriculture
Act as an SME relating to agriculture and livestock impacts.
Act as the liaison between the farming/ranching community and the GoA.
Act as a SME.
AH
Act as the SME on health effects for energy resources industry hazards.
Maintain a 24/7 email contact for incident notifications
AT
Maintain a 24/7 call centre (CIC) to receive emergency calls related to the transportation and handling of dangerous goods as well as environmental spills/releases/incidents, the AER emergency notifications.
Act as a SME for dangerous goods incidents.
Forestry
Maintain 24/7 contact numbers and duty officer where resources can be accessed for a response related to this plan.
Maintain emergency response resources.
Act as a SME.
JSG
Maintain the list of CI and key assets in the Province of Alberta.
Maintain and regularly test the Emergency Notification System.
Maintain awareness of threats, vulnerabilities, and risks related to human induced intentional hazards.

PAB
Maintain a team of trained public affairs personnel.
Activate crisis communications plan and crisis communications response.

2. ANNEX B: ACTIONS DURING AN EMERGENCY

AEMA
Confirm AER has been notified.
Conduct the notification in accordance with section 5.3.
Obtain a SitRep from the AER, AEP, local authority, etc
Confirm the level of emergency.
Elevate the POC as required.
Notify the appropriate provincial officials as per standard operating procedures.
Release consolidated SitReps in accordance with section 3.4.4.
Coordinate the GoA response including requests for provincial/federal resources.
Provide ongoing situation reports or briefing notes to appropriate provincial officials in accordance with the AEP or as requested.
Notify partners and stakeholders when the emergency is over.
AEP
Ensure that non-energy industry resources environmental impacts are mitigated.
Provide expertise to mitigate the impacts of non-energy resources industry liquid releases on land and into watercourses
Provide technical assistance related to emergency drinking water supply engineering.
Notify Fish and Wildlife staff in the area of the emergency.
AER
Receive notification of energy resources industry emergencies.
Determine the emergency level of an emergency through consultation with the duty holder.
Dispatch AER representative to the site of the emergency, as required.
Confirm that local resources have been notified as appropriate.
Monitoring discharges and ensuring appropriate mitigation and response actions are taken to reduce the impact of liquid releases for land based spills and to ensure watercourses are protected.
Confirm, plan and/or implement public safety actions taken to ensure the safety of the public and the environment, including issuing Fire Hazard Orders or requesting NOTAMs.
As lead agency, provide coordination for departments/agencies and duty holder on site.
Request a local authority liaison officer to be present at the regional EOC, if necessary.
Activate this plan.
Advise AEMA to escalate POC activation (if required).
Identify and request initial provincial resources to support the emergency response, to be coordinated at the regional level if necessary through a local or regional EOC.
Initiate consolidated SitReps through AEMA.
Provide situation reports to AEMA, if requested.
Send an AER representative to the emergency location and/or the incident command post.
Establish an EOC at the local AER Field Centre until the duty holder or local authority establishes a regional EOC. AER ECC will be expanded if a regional EOC is not established.
Dispatch an AER representative to the regional EOC, when it opens.
Request the deployment of other provincial GoA department/agency representative to be present at the regional EOC, or the local AER Field Centre ECC.
Provide timely situation reports, through AEMA, to other GoA departments/agencies activated by this plan.
Notify all participants when the emergency has concluded and there is no longer any hazard to the public.
AH
Verify that AHS and/or FNIHB-HC have been notified of the emergency AH will assess the potential for and implications of human health issues and coordinate the provision of information and support to and from AHS
Provide health and medical technical expertise as requested and as appropriate. Act as the SME on health effects for petroleum industry hazards, providing technical expertise on potential health impacts to the

public, linkages to health resources and provincial health system impacts.
AH in collaboration with AHS will monitor and assess the impact to the health system and collaboration with AHS and other GOA ministries to communicate knowledge of situation to stakeholders (federal and provincial)
AH will provide scientific advice and recommendations on human health risk assessments when addressing site specific clean-up, sites specific de-commissioning and process impact assessments.

Agriculture
Act as SME relating to agriculture and livestock impacts.
Act as the liaison between the farming/ranching community and the GoA during energy resources industry emergencies.
Provide information relating to agricultural and livestock impacts to the GoA during energy resources industry emergencies.

AT
Handle inter-departmental communication as energy resources industry emergencies.
Maintain ability to process calls for new emergencies.
Provide information on the impacts to transportation routes.
Provide response support if a dangerous goods is released.

Forestry
Notify Forestry staff in the area of the emergency.
Notify duty holder if energy resources industry infrastructure is threatened by a wildfire
Can fight wildfires started as the result of the energy resources industry product releases.

JSG
Provides intelligence and threat risk assessments when appropriate and when requested, in relation to CI and key assets.
Communicate with owners and operators of CI and key assets, through normal communication channels, or if necessary through the Emergency Notification System maintained by ASSIST.

PAB
Confirm distribution of AER messaging. Provide support as required.

3. ANNEX C: ACTIONS AFTER AN EMERGENCY

AEMA
Participate in all PIAs related to this plan.
Complete documentation or reporting in relation to the activation of this plan and the emergency for all GOA-wide PIAs.
AEP
Compile and maintain environment / emergency related records.
Monitor environmental recovery, when required.
AER
Conduct the PIA related to the response, as described by this plan.
As part of the PIA, recommend any mitigation actions that may improve the coordination of the GoA response, as described by this plan.
Establish processes to receive and address community concerns.
Review and update this plan, in consultation with AEMA.
Communicate any changes to this plan to applicable stakeholders.
AH
Provide a summary the health impacts during the PIA process. (if applicable)
Agriculture
Provide a summary of agriculture and livestock impacts during the PIA process. (if applicable)
AT
Provide a summary of transportation impacts during the PIA process. (if applicable)
Forestry
Conduct forest impact assessment. (if applicable)
JSG
Participate in all PIAs related to this plan. (if applicable)
PAB
Participate in all PIAs related to this plan. (if applicable)
Common Tasks
Complete a PIA based on the scope of their involvement and the outcome.
Integrate PIA into internal response processes.

4. ANNEX D: DEFINITIONS

“Corporate-level ERP” means those plans prepared by an energy resources industry duty holder under the Oil and Gas Conservation Act, Pipeline Regulations Act or any other regulation, statute, or condition imposed by the AER. A corporate-level ERP is used when a specific ERP is not required and contains preplanned procedures that will allow for effective response to an emergency. Section 2 in the AER’s Directive 071 contains the requirements for a corporate-level ERP.

“Coordination and Information Centre” means the 24/7 information centre operated by Alberta Transportation. This Centre also serves for dangerous goods emergencies and the AER emergencies anywhere in Alberta.

“Consequence Management Officer” means an individual assigned by their parent department or organization to work with the POC during an emergency. The CMO acts as two-way information conduit between their department or agency and the POC. They are sufficiently well-connected to ensure the POC is fully informed as to the actions of their department or organization as they pertain to the emergency, and they are able to convey POC information back to their parent department or agency.

“Duty Holder” The licensee or approval holder as specified by the *Oil and Gas Conservation Act*, the licensee as specified by the *Pipeline Act*, and the operator as specified by the *Coal Conservation Rules* and the *Oil Sands Conservation Act*.

“Emergency” A present or imminent incident outside the scope of normal operations, which requires prompt coordination of resources to protect the safety of the public or to limit damage to the environment.

“Emergency Coordination Centre” - coordinates, supports, and may command response efforts during an emergency.

“Emergency Classification” means a system which examines the risk level to members of the public or environment following an emergency and assigns a level of emergency based on the consequence of the emergency and the likelihood of the escalation (see Annex E).

“Energy Resources Industry” constitutes all energy resources industry activities within the AER’s jurisdiction.

“Energy Resources Industry Emergency” means an uncontrolled release of unrefined hydrocarbons, associated byproducts, or waste as a result of an incident in the course of energy resource activities at a well, a storage facility, a processing facility, a pipeline or a vehicle which has the potential to threaten the public or there is a likelihood of significant environmental impacts.

“GoA” means the Government of Alberta.

“Lead Agency” The lead agency is the department or agency with the primary interest or mandate to manage energy resources industry emergencies. It is anticipated that in the majority of instances, the lead agency under this plan will be the AER. The lead agency will be responsible for the management of the GoA response to the emergency. AEMA will act as the coordinating agency, and other departments/agencies will support the lead agency.

“Local Authority” as defined in the *Emergency Management Act* means:

- the council of a city, town, village or municipal district but does not include the council of a summer village,
- in the case of an improvement district, the Minister responsible for the Municipal Government Act,
- in the case of a special area, the Minister responsible for the Special Areas Act,
- the settlement council of a settlement under the Métis Settlements Act

- the park superintendent of a national park or the superintendent's delegate where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the park superintendent is a local authority for the purposes of this Act, or
- the band council of an Indian band where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the band council is a local authority for the purposes of this Act;

“Municipal Emergency Plan” means the emergency plan of the local authority required under section 11G of the *Emergency Management Act*.

“Municipality” see Local Authority

“Notice to Airmen” a notice filed with an aviation authority to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the safety of the flight.

“Provincial Operations Centre” means an operations centre with capacity to accommodate CMOs from each GoA department/agency.

“Regional Emergency Operations Centre (REOC)” means a single operations centre established in a suitable location to manage the larger aspects of the emergency and is manned jointly by a level of GoA and energy resources industry staff. The AER encourages the combination of industry and municipal responses into a single regional EOC if possible and requires that the energy resources duty holder discuss this concept with the local authority during the consultation phase of ERP development. If the duty holder or local authority decides not to set up a regional EOC during a response, the AER may set up an EOC at the local AER Field Centre.

“Representative” means a person who represents a public or private sector organization.

“State of Emergency” means a declaration made by the Lieutenant Governor in Council, under section 18 of the *Emergency Management Act*, providing the necessary authority, resources, and procedures to allow the GoA to assume control for the management of the emergency.

“SitRep” means a report, that recurs, which describes and records a particular incident. Each GoA departments/agencies may use a specific title for the situation report. For example the AER calls their SitRep report an “Incident Notification” and AEMA’s calls their’s an “Event Notification”.

5. ANNEX E: AER EMERGENCY CLASSIFICATIONS

Alert - a classification for an incident that may be handled by the duty holder through normal response procedures and may be deemed low risk to the public. An unrefined hydrocarbons, or associated byproducts, or waste release has or may have potential to extend beyond the duty holder's property but imminent control of the hazard is probable. It is unlikely that the incident will escalate further.

Level 1 - a classification for an emergency where an uncontained release extending beyond the duty holder's property has/or could impact the public or sensitive terrain. Containment operations are proceeding and the duty holder will bring the hazard under control using internal and/or external resources.

Level 2 - a classification for an emergency where an uncontrolled release extending outside an energy resources facility has impacted the public or sensitive terrain. Control operations have been started and imminent and/or intermittent containment of the hazard is possible. The hazard can be brought under control utilizing the duty holder's in-house and/or external resources.

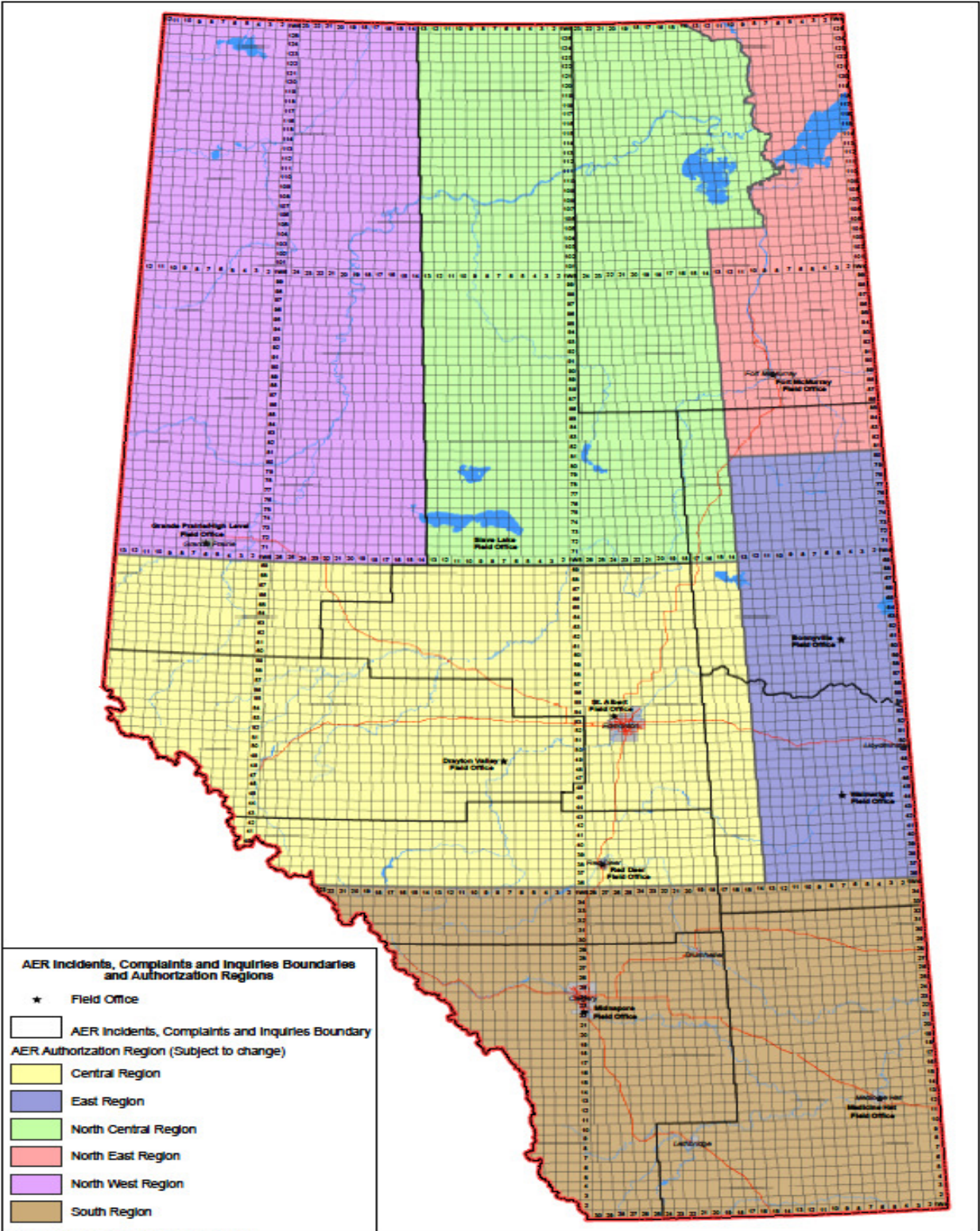
Level 3 - a classification for an emergency where the safety of the public is in jeopardy from a major unconfined hazard. There are likely significant and on-going environmental impacts. Immediate multiagency and provincial government involvement is required.

6. ANNEX F: EMERGENCY CONTACT NUMBERS

External Contacts			
Agency and Location	Phone	Mobile	Fax / E-mail
Alberta Utilities Commission (AUC)			
Director, Gas Facilities	403-592-4434	403-875-0251	
Executive Director, Facilities	403-592-4470	403-371-8459	
Alberta Municipal Affairs, Alberta Emergency Management Alberta (AEMA)			
Provincial Operations Centre (POC) (24 Hours)	866-618-2362		ma.poc@gov.ab.ca
Alberta Environment and Parks			
Alberta Environment & Parks Support and Emergency Response Team (ASERT)			
Province-wide (24 hours-through CIC)	800-222-6514		
Alberta Environment and Parks – Fish and Wildlife Division			
Report-a-Poacher	800-642-3800		
Alberta Agriculture and Forestry			
Province-wide (310-FIRE)	Province-wide (310-FIRE)		
Alberta Health (AH)			
E-mail notification - 24 hours			ahweoc@gov.ab.ca
Alberta Health Services (AHS)			
Emergency Disaster Management (on-call)			edp@albertahealthservices.ca
Alberta Transportation and Dangerous Goods and Rail Safety			
Province-wide (CIC)	800-272-9600		
Alberta 511 (Transportation Route Status)	780-638-1128		trans.511@gov.ab.ca
Alberta Solicitor General: Alberta Security and Strategic Intelligence Support Team (ASSIST)			
On Call (24 hours)	780-644-8292		assist@gov.ab.ca
AER Energy Security Unit			
AER - Direct Representative	780-644-8295	780-717-8796	
Department of Energy: Minister of Energy			
Office of the Minister	780-427-3740		
Aboriginal Affairs and Northern Development Canada			
E-mail notification – 24 hours			ABEmergency@aandc-aadnc.gc.ca
Indian Oil and Gas Canada (IOGC)			
Province wide (not 24 hours)	403-292-5625	(Leave message for the next business day)	
National Energy Board (NEB)			
Transportation Safety Board (24 hrs - will call NEB)	819-997-7887		
Alternate – 24 hrs	403-807-9473		
Alberta Human Resources and Employment – Occupational Health & Safety			
Province-wide (24 hour)	866-415-8690		

AAFRD – Alberta Agriculture Food & Rural Development	780-427-2727		
B.C Oil and Gas Commission - Fort St. John 24 hr	800-663-3456		
NOTAM Edmonton Flight Services - 24 hr	866-992-7433		
Parks Canada (24 hour)	877-852-3100		
RCMP - 24 hr Dispatch for Southern AB	403-343-5591		
RCMP - 24 hr Dispatch for Northern AB	780-412-5330		
AUC (utility concerns)	780-427-4903		consumer-relations@auc.ab.ca
Western Canadian Spill Services (WCSS)	866-541-8888		info@wcss.ab.ca

6. ANNEX G: AER FIELD CENTRE LOCATIONS AND BOUNDARIES



7. ANNEX H: MEMORANDUMS OF UNDERSTANDING

The following is a listing of some of the agreements and memorandums of understanding that contribute to the partnership approach to facilitate public safety in the energy resources industry.

Reference	Description	Date of Issue
MOU ERCB-NEB	Establish a protocol between the parties whereby each agency may provide assistance to the other in respect of emergency response.	March 2010
MOU AER-WPHS	Working agreement between Energy and Utilities Board (EUB) Field Occupational Health and Safety field staff that ensures effective response to emergencies.	16 October 2006
MOU AER AUC	Memorandum of Understanding regarding Gas Utility Pipelines between the AER and the Alberta Utilities Commission (AUC) for respond to incidents without distinguishing whether the pipeline is within the AER or AUC jurisdiction	2 January 2008