



SECTION 7.0 POST EMERGENCY PROCEDURES

This section outlines the procedures for downgrading an emergency, post event activities at the site of the emergency and regulatory reporting requirements. It is important to note that only the Corporate Emergency Response Manager in consultation with Off-Site Emergency Response Manager, On-Scene Commander, EUB, provincial disaster services, and local disaster services has the authority to downgrade or reduce a level of emergency.

Contents:

7.0	Post Emergency Procedures	2
7.1	Return of Evacuees	2
7.2	Post-Event Activities	2
7.3	Written Reports	3
7.4	Work Resumption Procedures	3
7.5	Investigation	3
7.6	Regulatory Reporting Requirements	4
7.6.1	EUB – 'Unrefined' Product Release s	4
7.6.2	Alberta Environment – 'Refined' Product Release s	4
7.6.3	Alberta Environment/Environment Canada – 'Hazardous Substances'	4

248



- ⇒ **IN CASE OF DEATH**, notification must await certification of death by a doctor or the police (RCMP). Notification will be made in person in the presence of one other fellow employee known to the family, preferably by the local police (RCMP) or by the Corporate Commander or designated individual, if the police are not available. If the designated contact does not live in the area, arrangements will be made through the Corporate Spokesperson, in consultation with the police (RCMP).
- ⇒ **CONTRACTORS' or SUB-CONTRACTOR'S**, notification will be conducted by the Contract Operator responsible for the operational area in which the incident/accident occurred. The contractor's or sub-contractor's head office will be contacted and notified of their responsibility to notify their employee's next of kin.

6.5 Elmworth Employees under Supervision of Others

Company employees engaged in emergency activities related to a cooperative emergency plan (mutual aid) will generally be under the direct supervision and control of the member company. Such employees, however, are acting as part of their employment with Elmworth, and normal employer-employee relationships, and attendant rights and obligations are not affected.

The same applies when company employees fall under the supervision of government representatives.

249




7.0 POST EMERGENCY PROCEDURES

The Corporate Emergency Response Manager, in consultation with the On-Scene Commander, Off-Site Emergency Response Manager, the involved local authorities and the EUB will downgrade the Emergency Level when control of the emergency condition has been gained and the safety of the public and workers are no longer threatened by the conditions that originally lead to the emergency.

7.1 Return of Evacuees

Should the level of emergency require the evacuation of the area, the decision to permit the return of Evacuees will be made by the Corporate Emergency Response Manager in consultation with the EUB, other provincial government authorities, local county/municipal disaster services department, and the local regional health authority.

The Telephone Personnel will notify all residents, the RCMP, and local authorities that the emergency condition no longer exists and that all persons may return to their residences. Elmworth will provide transportation and assistance where required.

 Decisions for downgrading the emergency status and return to work must be made in consultation with the required government agencies.
All effected parties must be kept informed of the emergency status.

7.2 Post-Event Activities

- Assess damaged area to determine total loss of product and environmental impact
- Isolate damaged equipment/area.
- Prevent further damage.
- Erect temporary shelter, if necessary.
- Continue air monitoring if toxic gases are present.
- Check integrity of equipment to be returned to operation (i.e., x-ray, ultrasonic or pressure testing).
- Monitor equipment as per temporary conditions.
- Prioritize information for the preparation of necessary reports.

NOTE: The On-Scene Commander must ensure that the incident/accident site is preserved in its original state until all investigations have been completed.

7.3 Written Reports

- ⇒ **STATUTORY REPORTS** will be promptly prepared, reporting only facts and expressing no opinion as to cause.
- ⇒ **PRIVILEGED REPORTS** may be required in the event of possible litigation. The Corporate Commander, in consultation with legal advisors, will decide when a privileged report is required. If a privileged report is required, no other written report, other than statutory reports, will be prepared until the legal advisor provides alternate direction.
- ⇒ **ACCIDENT INSURANCE AND OTHER REPORTS** will be promptly completed on appropriate forms depending upon the type of emergency. Normal distribution should be made.

7.4 Work Resumption Procedures

Work at the incident/accident site must not be resumed until approval has been received from the Corporate Emergency Response Manager and the appropriate regulatory/government agencies. Resumption of work on a restricted basis may be permitted, where necessary, to prevent further injury, loss of life, or damage to property.

As soon as practical after resumption of normal operations, the Corporate Emergency Response Manager will conduct and document a debriefing with selected Corporate Emergency Response Plan participants. The purpose of the debriefing will be to review the efficiency of the planned responses and to verify established incident/accident reporting and investigation procedures have been followed.

7.5 Investigation

A Company representative will promptly proceed to the scene and investigate any serious accident.

ACCIDENTS INVOLVING FATALITY OR SERIOUS INJURY will be investigated by government agencies. After presentation of their credentials, government investigators will be afforded full co-operation. **PARTICULAR CARE MUST BE EXERCISED TO ENSURE ALL EVIDENCE IS PRESERVED IN ITS ORIGINAL STATE.**

Work at the scene of a fatality may not be resumed until approved by Workplace Health & Safety, coroner, RCMP or other government investigators. Resumption of work on a restricted basis may be permitted, where necessary, to prevent other loss of life.

WHERE LOSS OR DAMAGE TO COMPANY PROPERTY OR LOSS OF REVENUE has occurred; evidence should not be disturbed until authorized by a senior company representative or insurance adjuster.



SECTION 8.0 REGULATORY ROLES AND RESPONSIBILITIES

Depending on the situation government agencies may be involved in the response, this section outlines in general what duties fall under the jurisdiction of each government agency. The company is responsible, and will be the lead responder inside the emergency planning zone, whereas the Local Disaster Service agency will be the lead responder outside of the emergency planning zone. If any of these agencies choose to set up their own emergency operations centre, the company must send a representative to speak on their behalf.

Contents:

8.0	Government Roles and Responsibilities	2
8.1	Alberta Agencies	2
<i>Figure</i>	<i>8.1 Government Fan-Out Procedures</i>	<i>2</i>
8.1	Alberta Energy and Utilities Board (EUB)	2
8.1.2	County/Municipal Districts – Local Authority	3
8.1.3	RCMP or Municipal Police	5
8.1.4	Alberta Municipal Affairs, Emergency Management Alberta (EMA)	6
8.1.5	Alberta Transportation & Utilities (ATU)	7
8.1.6	Alberta Human Resources and Employment – Workplace Health & Safety (WH&S)	7
8.1.7	Alberta Workers' Compensation Board (WCB)	8
8.1.8	Alberta Environment	8
8.1.9	Alberta Sustainable Resource Development	9
8.1.10	Alberta Community Development	10
8.1.11	Regional Health Authority	10
8.2	Nova Scotia Agencies	11
<i>Figure</i>	<i>8.2 Government Fan-Out Procedures</i>	<i>11</i>
8.2	Department of Energy	11
8.2.2	County/Municipal Districts – Local Authority	12
8.2.3	RCMP or Municipal Police	13
8.2.4	Emergency Management Office	14
8.2.5	Nova Scotia Department of Transportation and Public Works	14
8.2.6	Occupational Health and Safety Division	15
8.2.7	Nova Scotia Environment and Labour Workers' Compensation Board (WCB)	15
8.2.8	Environmental Monitoring and Compliance Division	16
8.2.9	Nova Scotia Environment and Labour Regional Health Authority	16
		17

252



7.6 Regulatory Reporting Requirements

7.6.1 EUB – ‘Unrefined’ Product Releases

Release of unrefined products regulated by the EUB (such as conventional crude oil, LPG, diluents, condensate, synthetic crude, sour gas, produced water, and other produced fluids), pipeline breaks and incidents involving oilfield wastes, along with sweet natural gas which presents a toxic or flammable hazard off lease, are to be **immediately reported** verbally to the appropriate EUB Field Centre if:

- The release is in excess of 2m³ on lease or any release off lease,
- There is any release from a pipeline.
- Any release, on or off lease, of any size that may cause, is causing, or has caused an adverse effect.

NOTE: Adverse effect is defined in Environmental Protection and Enhancement Act (EPEA) as “impairment of or damage to the environment, human health or safety, or property.” Where this has occurred, the Operator is required to notify the appropriate EUB Field Centre.

7.6.2 Alberta Environment – ‘Refined’ Product Releases

Releases of refined product regulated by Alberta Environment, Pollution Control Division (PCD), (such as diesel, gasoline, sulphur and solvents) are to be **immediately reported** verbally to PCD, upon becoming aware of such a release as stipulated in the Release Reporting Regulation (AR 117/93) of the Environmental Protection and Enhancement Act (EPEA).

Any release that “has caused, is causing or may cause an adverse effect” must be reported under this EPEA. Refer to the **Alberta Environment a Guide to Release Reporting**, located behind this section.

7.6.3 Alberta Environment/Environment Canada – ‘Hazardous Substances’ Product Releases

Releases of hazardous product, as specified in Part 8, Appendix 4 of the E2 Regulations, legislated by the Canadian Environmental Protection Act (CEPA 1999), (such as liquefied propane, butane, LPG mix, etc.), are to be **reported verbally as soon as possible** to Alberta Environment, who will further notify Environment Canada. A follow-up written report should be made within 30 days to the Director, Enforcement and Monitoring Branch, Alberta Environment. Refer to Section 3.0 for hazardous substances site-specific details and contact information.

For the appropriate reporting guideline, refer to the **Environmental Emergency Regulations under Part 8 of CEPA 1999**.