

Mariner West
8” Ethane Pipeline

EMERGENCY PROCEDURE MANUAL

Sarnia, ON Canada

Sunoco Pipeline, L.P.
Great Lakes District
Submitted: March 31, 2024
Effective: 2024-2025

This Plan has been developed under the guidance of:

Onshore Pipeline Regulations [SOR/99-294] – Emergency Management Program

Revision Log:

Rev.	Date	Comment	Approval	Approval
0	03/5/2014	Original Issue	[redacted]	[redacted]
1	04/24/2015	Revision 1	[redacted]	[redacted]
2	03/4/2016	Revision 2	[redacted]	[redacted]
3	08/30/16	Revision 3	[redacted]	[redacted]
4	03/30/2017	Revision 4	[redacted]	[redacted]
5	03/15/2018	Revision 5	[redacted]	[redacted]
6	03/30/2019	Revision 6	[redacted]	[redacted]
7	03/31/2020	Revision 7	[redacted]	[redacted]
8	01/27/2021	Revision 8	[redacted]	[redacted]
9	3/29/2022	Revision 9	[redacted]	[redacted]
10	3/22/2023	Revision 10	[redacted]	[redacted]
11	3/26/2024	Revision 11	[redacted]	[redacted]

Sc

APPROVAL

The Emergency Procedure Manual is under the approval of Sunoco Pipeline, L.P.

[redacted]

Date

March 26, 2024

TABLE OF CONTENTS

1.0 EMERGENCY RESPONSE PROGRAM 1
1.1 EMERGENCY RESPONSE PROCEDURES 1
1.2 BACKGROUND 1
1.3 EMERGENCY PLAN PURPOSE, SCOPE, AND OBJECTIVES 1
1.3.1 PURPOSE 1
1.3.2 SCOPE 2
1.3.3 OBJECTIVES 2
1.4 PLAN REVIEW and UPDATE PROCEDURES 2
1.4.1 REGULATORY COMPLIANCE 2
1.4.2 SPLP EMERGENCY RESPONSE MANUAL UPDATING 2
1.4.3 INCORPORATION OF PLAN REVISIONS 2
1.5 MANUAL DISTRIBUTION 3
1.6 PRODUCT LINES & PRACTICES 5
2.0 ORGANIZATION 6
2.1 EMERGENCY RESPONSE ORGANIZATION 6
2.2 EMERGENCY PLANNING ZONE 15
2.3 EMERGENCY LEVELS 17
3.0 COMMUNICATIONS 19
3.1 INTRODUCTION 19
3.2 NOTIFICATION/ REPORTING RESPONSIBILITIES 20
3.3 NOTIFICATION BETWEEN COMMAND CENTERS 26
3.4 COMMUNICATION TOOLS 27
3.5 POST EMERGENCY COMMUNICATIONS 27
4.0 EMERGENCY RESPONSE ACTIVATION 30
4.1 INTRODUCTION 30
4.2 GUIDELINES: CONTRACTOR ERT RESPONSE TO PIPELINE LEAK 30
4.3 EMERGENCY ACTIONS HVP PRODUCT PIPELINES: 31
4.3.1 BASIC ACTIONS 31
4.3.2 PROCEDURES FOR FIELD LOCATION OF A PIPELINE LEAK 32
4.3.3 IC/UC BASIC RESPONSIBILITIES DURING PIPELINE LEAK: 32
4.3.4 DISCIPLINE APPROACH TO AN EMERGENCY 33
4.3.5 BASIC ACTIONS BY POSITION 35
4.4 EVACUATION PLANNING 45
4.4.1 SHELTER IN PLACE 45
5.0 PRODUCT DATA 46
5.1 GENERAL INFORMATION ON ETHANE 46

6.0 TRAINING 46
6.1 EMERGENCY RESPONSE TEAM TRAINING 46
6.2 PIPELINE MANAGER 46
6.3 EXERCISE REQUIREMENTS 47
6.3.1 Exercise Requirements and Schedules 47
7.0 FORMS 50
7.1 NOTIFICATION PIPELINE LEAK FORM 50

LIST of TABLES

Table 1 Emergency Procedure Manual Distribution
Table 2 Communications Matrix
Table 3 Emergency Contacts
Table 4 Release Mitigation Procedures for NGLs
Table 5 SPLP Incident Response Table
Table 6 Exercise Requirements
Table 7 Exercise Plan Schedule

APPENDICES

A. CONTINGENCY PRE-PLAN
B. FLARING NOTIFICATION
C. SAFETY DATA SHEET FOR ETHANE
D. FIGURES
E. ICS FORMS
F. [redacted] EMERGENCY RESPONSE EQUIPMENT LIST
G. PIPELINE AND INSTRUMENT DIAGRAMS (P&IDs)
H. ICS JOB DESCRIPTIONS
I. EMERGENCY RESPONSE CHECKLIST ICS

1.0 EMERGENCY RESPONSE PROGRAM

1.1 EMERGENCY RESPONSE PROCEDURES

The health and safety of all workers, the public and environment are integral to effective business planning. Emergency response ensures a timely and appropriate response to emergencies and compliance with applicable laws (domestic and/or international), industry and legal codes of practice.

Sunoco Pipeline, L.P. (SPLP) has the ultimate responsibility for implementing emergency response procedures. This shall be done through provision and availability of:

- SPLP's Field Emergency Response Procedures (HLA.08)
- Effective Emergency Procedure Manual (EPM) which encompass necessary response objectives
- Competent emergency response personnel
- Reliable emergency response equipment
- Training for first response personnel
- Contingency Pre-Plan (**APPENDIX A**) for critical pipeline infrastructure and operations

1.2 BACKGROUND

Sunoco Pipeline, L.P. (SPLP) owns an Ethane line that connects the SPLP Ethane delivery system at the [redacted] valve compound located in [redacted] Michigan to the [redacted] crossing then connecting to an above ground valve compound. The line then carries on underground to the [redacted] Station. This line is regulated by Canada Energy Regulator (CER) to the center of the [redacted] which is the international boundary for the United States and Canada.

1.3 EMERGENCY PLAN PURPOSE, SCOPE, AND OBJECTIVES

1.3.1 PURPOSE

The purpose of this EPM is to minimize the effect of potential hazardous situations that may arise from this pipeline and bring them under control to prevent them from developing into a full-scale emergency. This is accomplished by outlining procedures whereby personnel and equipment can be mobilized rapidly and efficiently to facilitate a prompt, coordinated, and safe response to any emergency incident.

This EPM defines:

- The organization, roles, and responsibilities for designated personnel during emergencies
- The guidelines for emergency response actions as they relate to the pipeline operations
- The resources available/accessible for emergency response operations

This plan is NOT intended to provide procedures for the following, which are captured separately in

different emergency response plans:

- Transportation (Corporate Transportation Emergency Response Plan)
- Community (County Emergency Response Plan)
- Crisis Management (Corporate Crisis Management Plan)

1.3.2 SCOPE

For the purpose of the EPM for SPLP's 8" Ethane Pipeline, the "Contractor" is [redacted]

The health and safety of all workers, the public and the environment are integral to SPLP business planning. Emergency response ensures a timely and appropriate response to emergencies, compliance with applicable laws (domestic and/or international) and industry/ legal codes of practice.

1.3.3 OBJECTIVES

The objectives of this EPM are to:

- Identify the SPLP Emergency Response Planning Philosophy and Procedures
- Identify authority, organization, roles, and responsibilities for designated personnel during emergency.
- Define procedures for emergency response actions as they relate to pipeline operations

1.4 PLAN REVIEW and UPDATE PROCEDURES

1.4.1 REGULATORY COMPLIANCE

SPLP shall review the Sarnia EPM at a minimum of once per year and file annual plan updates by April 1 of each year or alternatively, file a letter indicating that there have been no changes to the plan.

In Canada, SPLP files both one hard copy and one electronic copy of their respective plans with the CER. When filing plan updates, as required by subsection 32(2) of the OPR and paragraph 35(c) of the OPR, SPLP files a new, complete plan in both electronic and hard copy incorporating all updates.

1.4.2 SPLP EMERGENCY RESPONSE MANUAL UPDATING

- Reviewed annually by the SPLP Area Operations Manager, the SPLP Manager of Emergency Preparedness & Security, the Contractor's Pipeline Integrity Manager, and the Contractor's First Response Team.
- Paper revisions will be distributed to manual holders.
- Electronic copy of the Pipeline EPM will be the most recent.

1.4.3 INCORPORATION OF PLAN REVISIONS

The plan resides as a web-based document, which permits authorized corporate and field staff access to make:

- Appropriate revisions as required by operational or organizational changes
- Appropriate revisions as required by changes in the names and phone numbers detailed in Section 2.0
- Appropriate revision as required by improved procedures or deficiencies identified during response team tabletop exercises or actual emergency responses

Once updates are made, email notification allows Authorized Plan Holders to update hard copy plans as changes occur. The Individual Plan Holder shall:

- Review and insert the revised pages into the plan
- Discard or archive the obsolete pages
- Agency Revision Requirements

1.5 MANUAL DISTRIBUTION

The Emergency Management Team is responsible for maintenance and distribution of this plan. Distribution will be handled in the following manner:

- Distribution of controlled plans is determined by the copy number assigned to agency and designated corporate Plan Holders.
- Company personnel who may be called upon to provide assistance during discharge response activities will have access to a copy of the plan for their use and training.
- Any person holding a controlled copy of the plan shall ensure that the copy is transferred to their replacement in the event of reassignment or change in responsibility.
- Various regulatory agencies and stakeholders (TABLE 1) below will be distributed a controlled copy of the EPM.

TABLE 1 – EMERGENCY PROCEDURE MANUAL DISTRIBUTION

Manual No.	Manual Steward	Manual Distribution	Name
C01	[redacted]	[redacted] – Senior Maintenance Technician	[redacted]
C02	[redacted]	[redacted] – Safety Specialists	[redacted]
C03	[redacted]	City of Sarnia Emergency Operations Coordinator	[redacted]
C04	[redacted]	Houston Control Room	[redacted]
C05	[redacted]	St. Clair Twp. Fire Chief	[redacted]
C06	[redacted]	Sarnia Fire Dept. Chief	[redacted]
CO7	[redacted]	CER - distribute as per their direction	Headquarters
C08	[redacted]	[redacted] - Pipeline Manager	[redacted]
CO9	[redacted]	[redacted] General Manager	[redacted]
C10	[redacted]	[redacted] – Pipeline Operations	[redacted]
C11	[redacted]	[redacted] Emergency Management	[redacted]
C12	[redacted]	[redacted] Manager	[redacted]
C13	[redacted]	[redacted] – Maintenance Planner	[redacted]
C14	[redacted]	[redacted] First Nations	[redacted]
C15	[redacted]	[redacted] First Nations Environmental Committee	[redacted]

Note: The distribution of this plan is controlled by the front cover or compact disk (CD) label. The plan distribution procedures provided in Section 1.3 and the plan review and update procedures provided in Section 1.4 should be followed when making any and all changes.

1.6 PRODUCT LINES & PRACTICES

Pipeline Description	Pipeline Number	CER Lines	Owner
Mariner West (8" Ethane pipeline - Inkster-Sarnia) which runs beneath the [redacted] to [redacted] valve station located on the [redacted] for further distribution.	*13001*	*X*	*Sunoco Pipeline, L.P.*

In Canada, the pipeline operations will be handled by SPLP's maintenance and response contractor [redacted]. When responding to a pipeline emergency, [redacted] will:

- Protect human life and the environment *(Special Note: Pandemic hygiene best practice and social distancing as recommended by the **World Health Organization**, **United States Center for Disease Control and Prevention** and **Canada Energy Regulator's precautionary measures and business continuity plans related to COVID-19**).*
- Make appropriate notification to local responders
- Provide leadership in the management of a quick safe termination of any loss of containment incidents
- Provide technical advice to the provincial, municipal and industrial emergency/disaster services responding to such incidents in the interests of the public and the environment until such time a SPLP representative arrives to the incident scene.
- Secure resources as necessary to render pipeline facilities safe for repair as quickly as possible
- Advise on and, if necessary, arrange for appropriate clean up or other mitigation actions
- Provide Flaring Notification (**APPENDIX B**) for emergency and non-emergency events
- Maintenance and emergency management of SPLP assets depicted on Figures provided in **APPENDIX D**

2.0 ORGANIZATION

2.1 EMERGENCY RESPONSE ORGANIZATION

This section describes the functions of individuals designated in the Pipeline Emergency Response. Emergency response positions have been designed around the availability of personnel on a 24–hrs./day basis. All positions in the Emergency Response Organization are filled by people who can be reached through call-out systems.

The local authority of each municipality or county is responsible for the direction and control of the local authority's emergency response. SPLP will offer advisory support and technical advice to any and all emergency response agencies who may be involved in response efforts for any pipeline incidents operated by [redacted] in their joint areas of collaboration to protect the public and environment.

[redacted] **Emergency Response Team** [redacted]

[redacted] is assuming the responsibility of a First Responder to any fire, incident or loss of containment on the SPLP 8" ethane pipeline which runs [redacted] and surfaces to a valve compound on the [redacted] then continues to the [redacted] meter station and emergency flow restriction device (EFRD).

It is expected that [redacted] first responders will fill the appropriate positions in the Incident Command System (ICS) on behalf of SPLP, until properly relieved by SPLP resources cascading in from the United States. As SPLP resources arrive, [redacted] employees will continue to remain integral members of the Incident Command as assigned. All roles & responsibilities of all designated employees who have a key role in the emergency response of an incident will follow basic incident command protocols and the basic ICS job descriptions for each position described in **APPENDIX H,** and a copy of [redacted] response equipment list is provided in **APPENDIX F**.

Local Response Team	
Operations Section Chief or Alternate Incident Commander	[redacted]
Emergency Response Coordinator/Incident Commander	[redacted]
Planning Section Chief	[redacted]
Logistics Section Chief	[redacted]
Safety Specialists	[redacted]
Documentation Specialist	[redacted]
Houston Control Center	SPLP, On Duty - Pipeline Controller (PC)

SPLP EMERGENCY RESOURCE:	Houston Control Center

EMERGENCY CONTACT:

Houston Control Center	(877) 839-7473

ROLE:

To respond to pipeline emergencies as a leak is identified.

Upon notification of an alarm, Pipeline Controller (PC) will follow the guidance in their Houston Control Room Manual regarding the Sarnia Station. The essence of that guidance is provided below:

- Ascertain the authenticity of the alarm or notification
- Automated shut down of the pipeline or isolate the line as soon as it is determined to be appropriate

In the event of an emergency at Sarnia Station, or involving any of our assets in Canada, the PC shall immediately make the following notifications (in order):

- Contact the Public Emergency Services, if necessary, as indicated above
- Contact [redacted] to initiate an immediate local response
- Contact the SPLP Pipeline Supervisor to initiate the SPLP response (see contact information below)
- Contact the customer and inform them of the shutdown

TRAINING / SKILLS PROVIDED:

Knowledge of product, hazards, pipeline facilities, emergency response plans, customer impacts.

[redacted] RESOURCE:	First Responder/Incident Commander

EMERGENCY CONTACT:

[redacted]	[redacted]

ROLE:

To respond to pipeline emergencies as First Responder/Incident Commander once a leak has been identified.

FIRST RESPONDER ACTIONS:

The First Responder and Senior Maintenance Technician will respond to the emergency scene and verify the magnitude of the emergency.

Regardless of the magnitude of the emergency, the priorities for any [redacted] responder remains the same:

1. People safety
2. Environmental Impacts
3. Property Loss

INCIDENT COMMANDER ACTIONS:

Public and personnel safety is the foremost priority for the Incident Commander. Most emergency situations will involve provincial and municipal governments as well as local disaster service agencies. Emergencies within the Chemical Valley will also involve the Community Awareness Emergency Response (CAER) members. It is of utmost importance that the [redacted] Pipeline Manager interacts and cooperates with these agencies in the field. It is expected that [redacted] will serve as the SPLP IC until relieved by a designated IC from SPLP. The priorities of the Incident Commander are:

1. Safety of all personnel take action to minimize impact of the release (See Section 2.6)
2. Notification of local and provincial government agencies (See Section 2.4)
3. Support the local Emergency Operations Center (EOC) as needed
4. Communicate and liaise with SPLP leadership
5. Maintain log/documentation (include names, times, use tape recorder if available)

In addition:

- Establish an Incident Command Post
- Confirm Emergency Level (Alert, Level 1,2, or 3)

- Secure access to emergency area (CAER Codes 6 and 10 activation). SPLP pipeline guidelines are a minimum area of 1.6km (1mile) in all directions from a leak site if a vapor cloud exists
- Recommend evacuations as required
- Designate a media representative at the site
- Closely monitor environmental /personal impacts of the release
- Assess need for additional support at the scene and get additional resources from SPLP if warranted

CAER CODES:

CAER CODES	DESCRIPTION
CODE 5	Emergency without ownership
CODE 6	Mutual response for community impact
CODE 7	Security threat
CODE 8	Internal emergency response event
CODE 9	Mutual aid request
CODE 9-1	Request for specific responders or equipment
CODE 9-2	Request for response by all response teams and equipment
CODE 10	Spill to the St. Clair River requiring downriver notification

TRAFFIC CONTROL AREAS:

TRAFFIC CONTROL AREAS DESCRIPTION	
AREA 1	Sarnia – West of Indian Road and North of LaSalle Line
AREA 2	St. Clair Township, Lasalle to Bickford
AREA 3	Sarnia – East of Indian Road
AREA 4	Point Edward
AREA 5	St. Clair Township – Bickford to Whitebread

RESOURCE PROVIDED:

- Investigate release location to confirm conditions
- Isolate pipeline
- Verify and evaluate the severity of the leak
- Assess situation, and CAER Code activation
- Maintain contact with Houston Control Center
- Respond to requests from the Houston Control Center – (877) 839-7473
- Life safety
- Emergency management
- Environmental impacts and property loss
- Technical management of the emergency site
- Verification and evaluation of leak severity
- Assist in evacuation and securing of the area
- Decide if ignition is appropriate, and if so, initiate or recommend to local authorities
- Serve as source of pipeline expertise
- Document actions
- Work with other responding agencies in incident management
- Liaison with Municipal EOC Manage
- Provide technical advice for media statement
- Mobile first response team. Make decision to allocate resources to respond to emergency
- Arrange travel to/from scene
- Notify and report internal/external

TRAINING/SKILLS PROVIDED:

- Initial on scene personnel with initial IC designation/capabilities
- Detailed knowledge of SPLP Ethane delivery system
- Knowledge of pipeline corridor (who shares pipeline corridors)
- Knowledge of pipeline product hazard
- Ability to assist with pipeline isolation if required
- Coordinate product removal, pipeline repairs and pipeline re-pressurization
- Customer impact awareness and contacts
- Knowledge of local emergency response plans
- Incident Command process
- CAER code awareness and familiarity

[redacted] RESOURCE:	[redacted] Senior Maintenance Technician

EMERGENCY CONTACT:

[redacted]	[redacted]

ROLE:

To respond to pipeline emergencies as support to the First Responder to assist once a leak has been identified.

RESOURCE PROVIDED:

Responsible to:

- Investigate leak location to confirm SPLP product leaking
- Verify and evaluate the severity of the leak
- Assist where appropriate with the isolation of the pipeline
- Notifies and maintains contact with SPLP Sarnia Pipeline Supervisor. [redacted]
- Recommend CAER Code Classification
- Serve as source of pipeline expertise

TRAINING/SKILLS PROVIDED:

Knowledge of product, hazards, pipeline facilities, emergency response plan, customer impacts and incident command process, and CAER codes awareness.

SPLP RESOURCES:	Incident Commanders

EMERGENCY CONTACTS:

[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

ROLE:

Focal point for facilitating the deployment of resources to the scene of pipeline emergencies as requested. Assists the Unified Command with the assembly of response groups and resources to the scene.

- To respond requests from [redacted] Incident Commander, [redacted]
- After the initial calls are made, reports to SPLP Incident Management Team and assembles staff as needed
- Debriefs and reports on emergency

Incident Commander Notifies:	
Canada Energy Regulator (CER) – Pipeline Emergency contact the TSB	819-997-7887 / 403-299-2773
Ministry of Environment (MOE)	800-268-6060
Ontario Energy Board (OEB)	888-632-6273, Press 0
Transportation Safety Board (TSB)	819-997-7887
Technical Standards and Standards Authority (TSSA)	877-682-8772

RESOURCE PROVIDED:

- Detailed knowledge of SPLP Business Policies
- Knowledge of pipeline product and hazards
- Interface with Emergency Operations Center for the County/Province
- Customer impact awareness
- Provides continued coverage to the Houston Control Center
- Addresses resource request from Mutual Aid
- Provides regular status updates to appropriate groups and individuals within the organization
- Coordinates off-site media contact and inquiries referring them to the Sunoco Communications – [redacted]
- Notifies other companies impacted
- Ensures log of communications, times, etc. is kept.
- Arranges for continued role coverage during extended incidents
- Initiates Repair Plan as required
- Considers use of 3rd party expert

TRAINING/SKILLS REQUIRED:

Knowledge of the Emergency Procedure Manual, business policies, product and hazards, Emergency Operations Center familiarity, Incident Command awareness, contacts and available resources, as well as, crisis management skills and the ability to effectively communicate with all organizational levels

Mobilized SPLP response team members will deploy to the local Incident Command Post to supplement the emergency response efforts.

SPLP RESOURCE:	**Incident Management Team**

ROLE: To supplement and support an initial response from [redacted] when an incident exceeds or has the potential to exceed local resources. This multi-person team will be activated by SPLP leadership and will fulfill ICS positions (**APPENDIX H**), as needed. In addition, to liaise with applicable regulatory agencies that may include, but are not limited to:

1. Environment Canada
2. Transportation Safety Board of Canada
3. Canada Energy Regulator
4. Ontario Ministry of Labour (MOL)
5. Ontario Parks Association (OPA)
6. Ontario Energy Board

RESOURCE PROVIDED: Expertise and experience in all facets of SPLP business workings, emergency response for pipeline HVP incidents, and ICS roles and responsibilities, regulatory and environmental specialists. This team includes contractor technical support for HVP emergencies with a variety of equipment, and environmental expertise if needed for wildlife protection strategies, environmental impact assessment (air, groundwater, soil and/or water impacts). This includes current and historical analytical monitoring data and waste management support as needed.

TRAINING/SKILLS PROVIDED: Knowledge of the Emergency Response Plan, product, and hazards, EOC familiarity, expertise with regard to interfacing with applicable pipeline system regulatory agencies, Incident Command awareness, HAZWOPER training, crisis management skills and the ability to effectively communicate with all organizational levels.

Community Awareness Emergency Response (CAER)

CAER is the mutual aid resource in the event of a pipeline emergency in the area. It is intended that [redacted] will become a member in this organization and will activate CAER notifications and support any pipeline emergencies.

Government Agency or Other Support

Various organizational partners outside of SPLP fulfill specific roles and bring to bear their own specified action plans during an emergency event. (See also **APPENDIX H.**) Provincial government departments may have a regulatory responsibility, expertise, or other resources available to support the [redacted] and/or local authority emergency to an industry incident. These departments/organizations include, but are not limited to:

[redacted]*First Nations* - can come in several forms of local knowledge, response capabilities, established communication processes, evacuation support, and recognized, familiar community leadership.

Canadian Coast Guard - Fisheries and Oceans Canada (DFO) has the lead federal role in managing Canada's fisheries and safeguarding its waters. The Canadian Coast Guard (CCG), a Special Operating Agency within DFO, is responsible for services and programs that contribute to the safety, security, and accessibility of Canada's waterways

Community Safety & Correctional Services - responsible for Emergency Management in Ontario, the coordinating Agency for Government emergency management.

Contractors- organizations under contract that bring specific support or expertise to an emergency response effort. These can be but are not limited to; response/clean up contractors, environmental experts, wildlife clean up organizations, public affairs specialists and/or waste management resources etc.

Emergency Management Services (EMS) - responsible for first responder duties during an incident.

Emergency Medical Assistance Team - a provincial field unit that can be requested by the health system in Ontario when health resources are significantly stressed by emergency or major incident from the Minister of Health and Long-Term Care.

Environment Canada - responsible for the application of the Environmental Protection and Enhancement Act and the Water Act.

Heavy Urban Search and Rescue Team - group of specialized individuals with rescue skills supplemented by search, medical, and structural assessment resources combined in a mobile highly integrated team.

Mutual Aid Partners - partnerships formed through formal or informal agreements to extend support and services to sister organizations during an emergency. Examples of these are municipal organizations such as fire departments, or industry organizations that share emergency response equipment,

Ontario Energy Board - the mission is to promote a viable, sustainable, and efficient energy sector that serves the public interest and assists consumers to obtain reliable energy services that are cost effective. They have direct oversight of the Sarnia pipeline operations.

Ontario Ministry of Environment and Climate Change - is responsible for protecting clean and safe air, land and water to ensure healthy communities, ecological protection and sustainable development for present and future generations of Ontarians.

Ontario Ministry of Labour - Through the ministry's key areas of occupational health and safety, the agency can support site safety needs during an emergency response and may also be involved in the investigation from a workplace safety standpoint.

Ontario Ministry of Transportation - is the primary agency moving people and goods safely, efficiently, and sustainably across the province. This agency can assist with establishing contacts to support a mass evacuation or identifying the best transportation routes available.

Provincial Emergency Operations Centre - responsible for the Coordination and Information Centre (CIC), the 24/7 emergency call centre for OEMA, Environment, Dangerous Goods, and the OER.

Royal Canadian Mounted Police (RCMP) - The RCMP is unique in the world since it is a national, federal, provincial, and municipal policing body. As such, it is a multi-faceted organization that can provide support in many areas of a response. It includes preventing and investigating crime; maintaining peace and order; enforcing laws; contributing to national security; and providing vital operational support services to other police and law enforcement agencies within Canada and abroad.

Transport Canada - Although this agency does not deal directly with transportation via pipeline, it does address transportation of dangerous goods, and oversees CANUTEC and Emergency Response Task Force that may provide some synergies during an ethane incident.

2.2 EMERGENCY PLANNING ZONE

The High Vapor Pressure Ethane pipeline, which has high vaporization rates expand into plumes of flammable vapor, follows topography with wind direction, and will include all areas within 1.0 km (0.6 mi) of the pipeline. Emergency responders should be familiar with resident locations and local topography within the planning zone.

[redacted] will establish an emergency planning and response zone for the SPLP pipeline based on the location of the incident. The planning zone will be representative of the immediate area where losses can be minimized through appropriate and timely action.

Pipelines that are included in the Emergency Response are identified in Section 1.6

EMERGENCY PLANNING ZONE

An Emergency Planning Zone (EPZ) is a geographical area surrounding the pipeline that requires specific emergency response planning. SPLP has applied the technical parameters covered in the EPZ analysis for HVP pipelines and has determined that the following EPZ distances for the selected pipeline diameter be used:

Pipeline Diameter	Product	Initial Evacuation Distance
8 - inch steel pipeline	Ethane	800 meters (0.5 miles)

- **Initial Isolation Zone (IIZ)** – the IIZ defines an area near a continuous hazardous release where indoor sheltering may provide temporary protection due to the proximity of the release. If safe to do so, the company must work with local authorities to evacuate the residents from the IIZ.
- **Protective Action Zone (PAZ)** – the estimated size of the PAZ is calculated using the Emergency Response Guide (ERG). Immediately following a release of HVP product, the approximate size and direction of the PAZ can be determined using actual conditions at the time. Once monitoring equipment arrives, the actual size of the PAZ can be determined based on the monitored conditions.

Additional resources to establish the EPZ include:

1. **Pipeline and Hazardous Materials Safety Administration – ERG2020 Software:**

   ERG-2020

2.3 EMERGENCY LEVELS

A hazard is defined as “a physical situation with the potential for human injury, damage to property, damage to the environment, or some combination of these”. Emergency levels define the hazard to the public from a High Vapor Pressure (HVP) product release and [redacted] ability to handle the emergency response. Each level has a different impact on the response and number of resources required to resolve incident. Using common terminology in level identification should result in consistent interpretation of an emergency. Refer to Tables 1, 2, and 3 below for designating emergency levels. Then based on the Assessment Results from Table 3, actions for each emergency level can be ascertained.

The sequence of events and responses described in the flowcharts and tables herein are a guideline only, and response may vary depending on the nature and circumstances of the emergency. The Incident Commander/ Unified Command (IC/UC) will decide whether Table 3 appropriately assigned the correct level. The emergency level will then be communicated to all emergency responders and agencies as required.

Table 1. Consequence of Incident

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

Table 2. Likelihood of incident escalating*

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

* What is the likelihood that the incident will escalate, resulting in an increased exposure to public health, safety, or the environment?

Sum the rank from both of these columns to obtain the risk level and the incident classification

Table 3. Incident Classification

Risk level	Assessment results
Very low 2-3	Alert
Low 4-5	Level-1 emergency
Medium 6	Level-2 emergency
High 7-8	Level-3 emergency

3.0 COMMUNICATIONS

3.1 INTRODUCTION

SPLP is committed to operating its business to the highest achievable standards to protect the health and safety of workers, the public and environment.

- The safe, timely deployment of trained employees to perform Emergency Response and remediation of SPLP Pipeline is paramount to our business. The ability to respond to pipeline emergencies is also integral to SPLP business planning. Emergency response ensures a timely and appropriate response to external pipeline emergencies and compliance with applicable laws (domestic and/or international) and industry and legal codes of practice.
- In the event of a pipeline emergency, releases must be reported at the first available opportunity as soon as the responsible person knows about the release.
- In the event of a pipeline emergency, communication to the public will be initiated through the CAER Code Notification Process. The appropriate CAER Code will be issued by the Unified Command.
- Communication to the public of impending changes, e.g. evacuations, all clear will be managed by the local jurisdictional authorities (Police/Fire).
- Communication to SPLP Management will be the responsibility of the Contractor Incident Commander/delegate.
- Communication networks between the Incident Commander and County Incident Commander are the responsibility of the Contractor Incident Commander. The Contractor Incident Commander will ensure communication lines are clearly established. Communications between SPLP and the County EOC are the responsibility of the SPLP Incident Commander.
- A written report may be required to be submitted to the appropriate agency within seven days after the immediate report.
- SPLP is enlisted in the Ontario One Call System and [redacted] is a member of ORCGA (Ontario Regional Common Ground Alliance).

3.2 NOTIFICATION/ REPORTING RESPONSIBILITIES

EMERGENCY NOTIFICATIONS

Information of an emergency may arise from different sources. These sources include:

- Process alarms [redacted]
- Gas detectors
- Equipment Alarms (Flow Rate, Pressure, Temperature, LEL)
- Company personnel
- Regulatory personnel
- Police
- Public
- Pipeline Control Center

Once the initial notification is made, additional emergency notifications will take place across the [redacted]/SPLP system to ensure that all appropriate and required notification obligations are met. [redacted]WILL contact SPLP with full details on all situations and remediation. When an emergency is detected, emergency notifications will take place.

TABLE 2 – COMMUNICATION MATRIX				
RESPONSES	ALERT	LEVEL 1	LEVEL 2	LEVEL 3
Communications				
Internal	Discretionary depending on [redacted] discretion	Notification of off-site management	Notification of off-site management	Notification of off-site management
External Public	Courtesy at [redacted] discretion	Mandatory for those who have requested notification within the EPZ.	Planned and instructive in accordance with the specific ERP.	Planned and instructive in accordance with the specific ERP.
Media	Reactive, as required	Reactive, as required	Proactive media management to local or regional interest	Proactive media management to national interest.
Government	Reactive as required. Notify EMO if public or media is contacted	Call local authority and Ontario Health Services (OHS), if public or media is contacted.	[redacted] local authority, OHS and TSB.	[redacted] notify local authority, OHS and TSB.
Actions				
Internal	On-site, as required by [redacted]	On-site, as required by [redacted]. Initial response undertaken in accordance with the site-specific or corporate level Emergency Response Plan (ERP).	Predetermined public safety actions are underway, corporate management team alerted and may be appropriately engaged to support on-scene responders.	Full implementation of incident management system.
External	As required by [redacted]	As required by L[redacted]	Potential for multi-agency (operator, municipal, provincial, or federal response)	Immediate multi-agency (operator, municipal, provincial, or federal response)
Resources				
Internal	Immediate and local. No additional personnel required.	Established what resources would be required.	Limited supplemental resources or personnel required.	Significant incremental resources required.
External	None	Begin to establish resources that may be required.	First responders and government agencies are likely to be directly involved.	Immediate and significant government agency involvement.
Pipeline Ownership	Notification to pipeline ownership. Reactive, as required, if EMO, public, or media is contacted.	Notification to pipeline ownership. Reactive, depending on impact of incident.	Notification to pipeline ownership. Reactive, depending on impact of incident.	Notification to pipeline ownership. Reactive, depending on impact of incident.

Note:
DOWNGRADING THE LEVEL OF EMERGENCY – Once the incident improves, the decision to downgrade an emergency will be made by the Incident Commander in consultation with the applicable regulatory agency, local authority, Provincial and/or State Emergency Management Services authorities.

TABLE 3 - EMERGENCY CONTACTS:	
Houston Control Center	(877) 839-7473
Contractor Incident Commander – [redacted] Mobile Office	[redacted]
Contractor Senior Maintenance Technician – [redacted]	[redacted]
[redacted] Mobile / Office	[redacted]
Contractor Maintenance Planner – [redacted] Mobile Office	[redacted]
Contractor Safety Specialist [redacted]	[redacted]
SPLP Pipeline Supervisor – [redacted] Mobile Office	[redacted]
SPLP Manager – [redacted] Mobile Office	[redacted]
BASES - Community Awareness Emergency Response (CAER) Hotline Office www.lambtonbases.ca	[redacted]
[redacted]	[redacted]
Transportation Safety Board – Occurrence Hotline Fax	(819) 997-7887 (819) 953-7876
Technical Standard and Safety Authority (TSSA)	(800)268-6060 (800) 682-8772, Press 1
Canadian Energy Regulator (CER) – On Call Responder	403-299-2773
Ontario MOE Spills Action Center	(800) 268-6060 (ON Only) (416) 325-3000 (Outside ON)

TABLE 3 - EMERGENCY CONTACTS:	
Ministry of Labour	(877) 202-0008
Canadian Coast Guard	(800) 265-0237 (24 hours)
US Coast Guard US National Response Center (If release is in St. Clair River)	Primary (313) 568-9560 Non-urgent (313) 568-9580 (800) 424-8802
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
Ontario Energy Board	(888) 632-6273, Press 1
St. Clair Township Fire Department – [redacted] Fire Chief	911 (519) 481-0111
Ontario Provincial Police Business	(888) 310-1122; (519) 680-4600 (admin Office)
City of Sarnia Fire Services – [redacted] Fire Chief Fire Administration	(519) 332-1122
Sarnia Police Services/CEMC – [redacted]	(519) 344-8861, ext. 5206; (519) 328-5009, mobile
[redacted] First Nations Environment Department- Primary Contact. [redacted] Mobile Office If [redacted] is not available contact: [redacted] - Office or Mobile [redacted] - Office Mobile	[redacted] [redacted] [redacted]

REGULATORY NOTIFICATION REQUIREMENTS

Canada Energy Regulator (CER) – CER 24hr Incident Line 1- 403-299-2773
Notification of an Emergency
The CER has a formal relationship with the TSB in the form of a Memorandums of Understanding (MOU), which came into effect in 1994 and have adopted a single window reporting approach, however, in some areas, the TSB reporting requirements are somewhat different than the CER requirements. The purpose of the MOU is to coordinate activities when both parties attend or investigate an incident/ emergency occurrence. The CER is the lead regulatory agency in emergencies that occur on CER-regulated facilities or operations and the TSB is the lead investigator for determining the cause and contributing factors leading to an incident/emergency. A company-designated representative shall immediately notify the CER of any incident relating to the construction, operation or abandonment of its pipeline and shall submit a preliminary and detailed incident report to the CER as soon as is practicable. Any incident must also be reported to the TSB Reporting Hotline

CER EVENT REPORTING SYSTEM (Online Event Reporting System - OERS)
The events that are reportable using the online reporting system are:

- Incidents under the *Onshore Pipeline Regulations* (OPR),
- Serious accidents or incidents under the *Canada Oil and Gas Geophysical Operations Regulations,*
- Emergencies or accidents under the *Canada Oil and Gas Installation Regulations/Oil and Gas Installation Regulations*,
- Accidents, illnesses, and incidents under the Canada Oil and Gas Diving Regulations/Oil and Gas, and
- Diving Regulations.

For a pipeline emergency, call he TSB 24-hour hot line (Section 3.2, Table 3)

TRANSPORTATION SAFETY BOARD OF CANADA (TSB) - TSB 24hr Hot Line at (819) 997-7887

Where an event qualifies as a significant incident and must be reported immediately, companies are required to notify TSB.

INSTRUCTIONS TO CALL THE TSB HOTLINE
All significant incidents must be reported via the TSB line on CER regulated pipelines and facilities, report all events within three hours of discovery in the CER's Online Event Reporting System (OERS) (https://apps.CER-one.gc.ca/ers) and the kinds of events to report. For example, this mightinclude:

A significant incident is an acute event that results in:

a. An occurrence that results in:
   - a death
   - a serious injury (as defined in the Onshore Pipeline Regulations or the Transportation Safety Board Regulations)
   - an unintended or uncontrolled low vapour pressure (LVP) hydrocarbon release in excess of 1.5 m^3 that leaves company property or occurs on or off the right of way
   - an unintended or uncontrolled sweet natural gas or high vapour pressure (HVP) release in excess of 30,000 m^3
   - any unintended or uncontrolled release of sour natural gas or hydrogen sulfide
   - a significant adverse effect on the environment (a release of any chemical or physical substance at a concentration or volume sufficient to cause an irreversible, long-term, or continuous change to the ambient environment in a manner that causes harm to human life, wildlife, or vegetation)
   - a fire, ignition or explosion that poses a threat to the safety of any person, property or the environment

b. A rupture:
   - an instantaneous release that immediately impacts the operation of a pipeline segment such that the pressure of the segment cannot be maintained

c. A toxic plume:
   - a band of service fluid or other contaminant (e.g., hydrogen sulfide or smoke) resulting from an occurrence that causes people, including employees, to take protective measures (e.g. muster, shelter-in-place or evacuation)

ENVIRONMENT SPILL REPORTING REQUIREMENTS:

WHEN TO REPORT

The discharge of a substance is reportable under Environmental Management and Protection Act

(EMPA) 2002 when the discharge is in an amount, concentration, or level or at a rate of release that may cause or is causing an adverse effect, unless otherwise expressly authorized. An adverse effect is impairment of, or damage to the environment, or harm to human health.

The spill of a pollutant is reportable under The Environmental Spill Control Regulations when the pollutant is in an amount equal to or exceeding the specified amount and time listed in the Appendices of the Regulation. Immediate reporting helps to ensure adverse effects are addressed properly and minimized, if possible, to safeguard the public and protect the environment.

WHO MUST REPORT

The person who discharges, allows the discharge, or has control of the substance discharged is responsible for reporting. Police officers and employees of municipalities or government agencies are also required to report.

HOW TO REPORT

Discharges must be reported to the Minister at the first available opportunity as soon as that person knows or ought to know of the discharge. Reports can be made by phoning **1-819-997-7887** (toll-free, 24 hours-a day). Use the On-line Event Reporting System (OERS) which must be made as soon as possible but not later than three hours from event discovery. For reference follow: Canada Energy Regulator Reporting Guidelines.

The link to the OERS Event Reporting webpage: https://apps.cer-rec.gc.ca/ERS/Contact/Edit

If the spill exceeds defined maximum limits, then a written report must be submitted to the Minister within seven days after the immediate report.

3.3 NOTIFICATION BETWEEN COMMAND CENTERS

If notification is required between Command Centers, the communication protocol will be by phone. Depending on the incident, the Contractor Incident Commander may choose to send another [redacted] manager to the Local Emergency Management EOC to facilitate communication and/or the Local Emergency Management may choose to send a local representative to the Incident Command Post for the same purpose. [redacted] will provide, if requested, one or more pipeline technicians to respond to the local EOC to enhance communication and understanding of the incident and associated progress for containment. SPLP utilizes Incident Action Plan software to drive the response under the ICS structure. Copies of the basic ICS forms used as initial documentation are provided in **APPENDIX E**. The communication frequency will depend on the size and circumstances of the incident.

3.4 COMMUNICATION TOOLS

Pipeline Emergency Response requires extensive use of mobile and static communication systems. This section describes the alternate and complementary systems currently employed by the Contractor.

- **(877) 839-7473** on signs in Ontario area ring into Houston Control Center
- Mobile Telephones
- Radios

3.5 POST EMERGENCY COMMUNICATIONS

Once the emergency is over, there are several follow-up activities that should be considered, communication to the public, communication to regulatory bodies having jurisdiction, emergency debriefing, area restoration, CAER updates, and site updates, etc.

AFTER A Level 3 EMERGENCY, A NUMBER OF ITEMS WILL BE CONSIDERED:

- Debriefings
- Critical incident stress debriefing of the response personnel and for members of the public that may have been significantly impacted by the emergency
- Establishing an information center within the community where the emergency occurred to answer any questions posed by the public
- Correspondence with media, providing details of the investigation into the incident that may be pertinent to the public as they become available

INCIDENT INVESTIGATION

The SPLP Incident Commander will establish timing to complete an incident investigation Root Cause Analyses (RCA). The incident investigation process will identify the RCA of the event, as well as identify measures to prevent recurrence.

RESPONDER DEBRIEFING

Immediately after the emergency, the SPLP Incident Commander will review and evaluate the response with the personnel involved. This review will focus on improvements to the response procedures and equipment used as well as the effectiveness of the lines of communication. The review should include response agencies or other industry personnel who assisted with the emergency.

PUBLIC DEBRIEFING (By SPLP)

When the public is impacted, they will be debriefed as soon after the emergency as possible, to answer any questions or concerns. Of prime concern will be the actions that the operator is taking to ensure another incident does not happen again. Although the operator may not be able to answer

All concerns at the time, it is important to meet with the public immediately after the emergency to identify their concerns and to assure them that their questions will be answered once a proper evaluation of the incident has been completed.

The Public Information Officer will fully support any efforts to keep the public apprised of an emergency in conjunction with the Unified Command.

CRITICAL INCIDENT STRESS DEBRIEFING

The Unit Leadership Representative is responsible for evaluating the need and initiating Critical Stress Debriefing. This will be done through the Sarnia Fire Department.

The Sarnia Fire Department/Sarnia Police Service have a Fire Service Critical Incident Team.

The Contractor Incident Commander can access this service by calling Sarnia Police Services at (519) 344-8861 and then dial “0”.

They will then ask you four questions:

1. Your name and telephone number,
2. Agency name and telephone number,
3. Possible back-up number (i.e., mobile), and
4. Nature of incident.

Fire Service Critical Incident Team
C/O 240 East Street North
Sarnia, Ontario N7T 6X7

Resources to assist with Critical Incident Stress Management can be obtained at:

Sarnia Fire Administration (519) 332-1122

EMERGENCY RESPONSE ACTIVITY DEBRIEF

The emergency response debrief is used to evaluate the incident looking for area that 'went well' as well as areas for improvement. Debriefs should be done as soon after the incident as possible. Participation in the debrief should include all the responders to get a total response review.

1	**Name of Emergency Incident:**		
	ITEM	YES	N/A
2	**What went well:**		
	ERT Incident Command		
	Response		
	Unit Information		
	Water supply		
	Communications		
	Fire control equipment		
	Accounting for people		
	Securing unit		
	Rehabilitation of squad (feeding, Gatorade, oxygen, etc.)		
	Outside assistance, Police (road control), etc.		
	Medical/dispensary		
	Other		
3	**Areas for Improvement:**		
	ERT Incident Command		
	Response		
	Unit Information		
	Water supply		
	Communications		
	Fire control equipment		
	Accounting for people		
	Securing scene		
	Rehabilitation of squad (feeding, Gatorade, oxygen, etc.)		
	Outside assistance, Police (road control), etc.		
	ETM/dispensary		
	Other		
4	**Other comments on incident:**		
5	**Recommendations:**		
6	**Resources Restored:**		
	(i.e. Response Equipment, Fire Rescue, Medical, Hazmat)		

4.0 EMERGENCY RESPONSE ACTIVATION

4.1 INTRODUCTION

The plan may be initiated because of:

- Low pressure alarm activated on any of the high vapor pressure or low pressure pipelines,
- Phone call to the Houston Control Center, from the public, police, fire authorities or other industrial company representative in the Chemical Valley, or
- Phone call from SPLP emergency responding agency representative.

The console operator would refer to the attached Block Valve closing policy (**APPENDIX A**) for direction, if required.

4.2 GUIDELINES: CONTRACTOR ERT RESPONSE TO PIPELINE LEAK

Step 1 Record details of leak location leak type vapor/liquid caller name/return phone number, etc.
Step 2 Immediately notify SPLP.
Step 3 Notify customers for potential of shutting down pipeline.
Step 4 Immediately dispatch the Contractor's ERT's to area of leak to verify product (may not be SPLP pipeline).
Step 5 Initiate appropriate CAER Code
Step 6 Initiate call to SPLP Incident Commander/Pipeline Supervisor (Emergency Contact List Section 6).
Step 7 Release confirmed, Pipeline Control Room Operator closes block valves as appropriate Incident Commander Activated
Step 8 Is CAER Code appropriate? Refer to Section 2.1
Step 9 Pipeline shutdown, de-pressured product containment and control as per environmental procedure.
Step 10 Pipeline secured and all clear initiated. Note: Only the Police or Fire Chief will initiate an All Clear in the community.
Step 11 Repair plan developed, approved and initiated.
Step 12 Pipeline operation restored.
Step 13 Complete cleanup of area.

4.3 EMERGENCY ACTIONS HVP PRODUCT PIPELINES:

4.3.1 BASIC ACTIONS

Regardless of the magnitude of the emergency, the initial response should always be the same because HVP pipelines present hazards that warrant more specific response actions at the site. So, determine if responders should intervene and what strategic objectives and tactical options are required to control the problem at hand. Take actions to minimize the impact of the release.

- **Shut off the flow to pipeline** [redacted]
- **Stop leak if you can do it without risk**
- Allow fire to burn out if fire is contained and exposures are protected
- Eliminate all ignition sources in the immediate area
- Prevent entry into waterways, sewers, or confined spaces
- Ground all equipment used for handling the product
- Use non-sparking tools to collect absorbed material
- Collect, prioritize, and manage hazard data and information from all sources, as appropriate, including:

  - Ethane produces hazardous vapors, which are ignitable from a distance with possible flashback. Personal protective equipment is required in all cases
  - Technical reference manuals, and information sources (i.e., Emergency Response Manual)
  - Technical Information Specialists (i.e., Pipeline Industry or Facility Representatives)
  - Safety Data Sheet (SDS), **APPENDIX C**
  - Air monitoring and detection equipment.

4.3.2 PROCEDURES FOR FIELD LOCATION OF A PIPELINE LEAK

Before travelling to a suspected leak site, ensure that you have a reliable method of communication (radio and/or mobile telephone) and a Pipeline Emergency Response Manual.

- Know where you are always and update the Houston Control Center periodically. (Update timing to be determined by onsite manager.)
- Ensure that you are always a safe distance from the pipeline – 1 km (0.6 mi) or more, [redacted]
- A major leak will produce significant noise, which may be heard 1 km to 3 km (0.6 to1.86 mi) away. [redacted]
- [redacted]
- When a leak location is confirmed, relay all information back to the Incident Commander and restrict travel into the area where possible until municipal services arrive. Request CAER CODE 9 to be activated.

4.3.3 IC/UC BASIC RESPONSIBILITIES DURING PIPELINE LEAK:

- Secure access to emergency area. SPLP emergency guidelines are to secure a minimum area of 1.6 km (1.0 mi) in all directions from a leak site if a vapor cloud exists.
- When minimizing the impact of the release, the following must be considered:

  - ✓ Ignition of vapor cloud – IC/UC will determine need for the ignition of vapor clouds.
  - ✓ Use nitrogen to push HVP product past the leak point. Product is to be flared at a block valve site or pushed through an open block valve to the storage facilities. In the latter case, when the nitrogen/HVP product interface reaches a block valve, gas testing will confirm this valve would be closed.

- Recommend evacuations as required.
- Work co-operatively with other emergency response organizations. Most provincial, government and local emergency response agencies may not be familiar with products. Incident Commander must communicate and co-operate with these agencies to ensure safe, appropriate and timely response to the emergency. (Each commander should have adequate supply of SDS sheets.)

4.3.4 DISCIPLINE APPROACH TO AN EMERGENCY

BLOCK VALVE CLOSING (SPLP Operations) PURPOSE

The purpose of this policy is to provide the SPLP Technicians with a guideline on when to close pipeline block valves in emergencies. The operating technician must, in all emergencies use their experience and discretion when responding to an incident. [redacted]
Management commits to providing the necessary training, simulations, drill etc. to ensure that operating technicians are competent on pipeline operation. Refer to the P&ID (**APPENDIX G)** for specifics of the pipeline asset**.**

PROCEDURE

1. When a release call is confirmed by any Contractor ERT.
2. When a release call is received from a recognized public authority such as:
   - Police / Fire Chief 911 / Code 6
   - County Emergency Response authority
   - This call must be verified with a return phone call to a phone number identified in the Pipeline Emergency Response Manual.
3. When a release call is received from an industrial company representative in the Chemical Valley.
4. When a release is called in by the public and verified by the Contractor.

The control center technician must follow the appropriate operating procedure, notifying customers of the situation.

TABLE 4 - RELEASE MITIGATION PROCEDURES- NGLs

TYPE	MITIGATION PROCEDURE
Failure of Pump or Valve	1. Call control center and get out- evacuate others safely 2. Notify local fire and police departments through 911. 3. ISCL will shut down operations. 4. Eliminate sources of vapor cloud ignition by shutting down all engines and motors. *5.* Follow *SPLP's HLA.08 – Field Emergency Response Procedures)* 6. Establish a safe perimeter.
Piping Rupture/Leak (under pressure an no pressure)	1. Hit E-Stop and get out- evacuate others safely 2. Notify local fire and police departments through 911. 3. ISCL will shut down operations. 4. Eliminate sources of vapor cloud ignition by shutting down all engines and motors. *5.* Follow *SPLP's HLA.08 – Field Emergency Response Procedures* 6. Relieve pressure by flaring if safe to do so.
Manifold Failure	1. Notify control center and get out - evacuate others safely 2. Notify local fire and police departments through 911 3. ISCL will shut down operations. 4. Eliminate sources of vapor cloud ignition by shutting down all engines and motors. *5.* Follow *SPLP's HLA.08 – Field Emergency Response Procedures* 6. Relieve pressure by flaring if safe to do so
Fire/Explosion	1. Notify control center and get out- evacuate others safely 2. Notify local fire and police departments through 911. 3. ISCL will shut down operations. 4. DO NOT extinguish fire. 5. Follow SPLP's *HLA.08 – Field Emergency Response Procedures* 6. Allow fire professionals to protect adjacent property and assets.

4.3.5 BASIC ACTIONS BY POSITION

On notification of an emergency incident occurrence, follow emergency response procedures according to established Alert Level 1, 2 and 3.

SPLP INCIDENT RESPONSE - TABLE 5 (LEVEL 1)

			ACTIONS: All activities associated with an ALERT Level would be required supplemented by the following response procedures.	
Position	**ALERT - Internal Actions**	**ALERT External Public**	**LEVEL 1 - Internal Actions**	**LEVEL 1 External Public**
First On-Scene	• Assess the situation for safe approach. • Determine the appropriate emergency level. • Secure access. • Eliminate source of leak if possible. • Determine and communicate location of field command post. • Contact Houston Pipeline Control Center to isolate if required. • Contact Pipeline Operations and Maintenance Team Leader. • Gather information for incident investigation.	• Determine immediate risk to public. • Determine CAER Code activation	Interface with Pipeline Control Room • If leak has been validated, and is not able to be isolated at the field location, determine wind direction, speed, & dispersion characteristics • Maintain safety perimeters • If leak has been slowed or stopped, downgrade the emergency level back to an Alert – only after consultation with applicable Provincial / State regulatory agency (i.e, OEM, TSB, and IC).	• Take necessary actions to reduce any risk to the public or environment if release has potential to leave lease/site. • If leak is in St Clair County, determine zones potentially impacted and communicate with EOC • If leak increases the risk to the public – elevate to a Level 2 emergency.
[redacted] **Incident Commander (May be First on Scene)**	• Establish or report to the field command post. • Take command of the command post. • Verify wind direction and speed and evaluate dispersion and risk to public. • Establish air-monitoring requirements and assign monitoring duties to Pipeline Technicians. • Verify Emergency Level and communicate to HOUSTON Control Room. • Assess isolation options and request appropriate resources (flares etc.) through the Pipeline Operations and Maintenance Team Leader.	• Determine if required to notify Local Emergency Authorities. • Determine CAER Code activation	• Communicate with the EOC on the nature and status of the incident and tactical response operations, i.e. wind direction, speed and relevant product size and dispersion characteristics. • Communicate recommendations to SPLP Operations and Maintenance Team Leader.	• Liaison with external emergency support services if they are requested and arrive on site.

			ACTIONS: All activities associated with an ALERT Level would be required supplemented by the following response procedures.	
Position	**ALERT - Internal Actions**	**ALERT External Public**	**LEVEL 1 - Internal Actions**	**LEVEL 1 External Public**
	•Allocate resources to respond to emergency (Mobilize response teams as appropriate).			
[redacted] **Senior Maintenance Coordinator**	•Contact EOC manager and apprise them of the situation. •Activate Pipeline Team Emergency Call in if warranted. •Determine flaring options if leak is validated. •Contact Environment and Regulatory Team and communicate the emergency level. •Dispatch other pipeline technicians if warranted. •Follow through with Incident investigation.	•Determine immediate risk to public. •Consider notifying Pipeline Ownership	•Establish communication with the EOC Manager and advise them of the situation. •Activate Local Pipeline Incident Mgmt Team if warranted. •Verify closest isolation valves and commence flaring if required.	•Ensure required contact is made with local authority, police, the local Health Services Agency, government agencies, and support services required to assist with initial response if the hazardous release goes off site and has the potential to impact the public or if [redacted] has contacted members of the public or the media. Consider notifying Pipeline Ownership
	•Conduct scene survey, assess situation, report, prioritize activities, and take required action to protect the safety of people, property and the environment. •Establish a safety perimeter through LEL detector monitoring. •Contact Houston Pipeline Control Room Operator. •If leak cannot be isolated, establish On Scene Command Post. •If there is no risk to the public, maintain safety perimeter	•Establish a safety perimeter through LEL detector monitoring.	•Take direction from [redacted] on site Incident Commander. •Close or verify closed, the closest upstream and downstream valves. •Set up flares and commence flaring if required. •Contact Municipal Director of EMS / Emergency Management •Communicate status of incident to EOC Manager	•. Maintain the safety perimeter through LEL detector monitoring. •Identify any special needs.
Pipeline Control Center	•Isolate pipeline upstream and downstream if required. •Contact Pipeline Operations and Maintenance Team Leader or Designate •If Leak is validated by ATMOS then request EOC notification.		•Isolate pipeline upstream and downstream if required. •Contact Pipeline Operations and Maintenance Team Leader or Designate •Maintain stable operations and isolate as required.	

			ACTIONS: All activities associated with an ALERT Level would be required supplemented by the following response procedures.	
Position	**ALERT - Internal Actions**	**ALERT External Public**	**LEVEL 1 - Internal Actions**	**LEVEL 1 External Public**
	• EOC designate will contact EOC Manager and apprise them of the situation. Incident Commander • Monitor leak detection system. • Maintain stable operations.		• Incident Commander • Contact supply/customer plants and advise them of the situation and operational restrictions.	
Communications Officer			• Maintain contact between L[redacted] Incident Command on scene and EOC.	Provide info to UC
Liaison- Regulatory		• Contact regulator of product released. • Alert regulator of venting and/or flaring requirements.	• Assess additional Regulatory team requirements.	• Notify applicable Provincial / regulatory agency i.e,OEM, TSB, local authority, i.e. Ontario Health Services, police, if required for initial response, and if public or media is contacted and after internal resources have been communicated with and activated to confirm the level of emergency and convey the specifics of the incident.
EOC Manager (Sarnia Local)	• Determine support requirements and activate complete EOC if any potential for escalation exists above Alert Level.		• Activate the EOC • Determine EOC requirements. • Prepare to activate Communicator System for St Clair County, if required. • Determine availability of L[redacted] representative to travel to Local Authority EOC if required.	
Operations Section Chief	• Work with the EOC Communications Leader to ensure that all pertinent information is communicated. • Act as a fundamental resource to the EOC Manager to ensure all information has an appropriate action taken. • Acts as a liaison between the field activities and EOC management group		• Work with the EOC Communications Leader to ensure that all pertinent information is communicated. • Act as a fundamental resource to the EOC Manager to ensure all information has an appropriate action taken. • Acts as a liaison between the field activities and EOC management group • Identify critical actions to protect critical assets	

			ACTIONS: All activities associated with an ALERT Level would be required supplemented by the following response procedures.	
Position	**ALERT - Internal Actions**	**ALERT External Public**	**LEVEL 1 - Internal Actions**	**LEVEL 1 External Public**
			• Assist with development and execution of Incident Action Plan Is responsible for managing and supporting all emergency response operations, including rescue, fire suppression, hazardous materials, security, and environmental response • Supervise / support EOC Communications Leader • Manage security aspects of the incident	
Planning Section Chief	• Ensures appropriate incident documentation Calculate leak volumes for reporting to regulator. • Maintain an ongoing display of emergency status and actions taken by the response team (i.e. Story Board)		• Provides specific information related to the impacted areas. Specific Data related to design capacity. • Provides calculated rated flow based on known information. • Ensures appropriate incident documentation • Develops Incident Action Plan Develop and implement business continuity plans and business resumption plans Calculate leak volumes for reporting to regulator. Maintain an ongoing display of emergency status and actions taken by the response team (i.e. Story Board	• Continue plume tracking /monitor potentially impacted Public using Resident stakeholder database. • Maintain communication with regulatory bodies to validate emergency level.
Finance Section Chief			• Is responsible for timely, cost-effective procurement, delivery, and staging of essential resources • Manages all costs incurred during incident response	• Manages Third Party claims
Public Information Officer			• Prepare standby statement for the media if required. • Prepare statement for individuals in the impacted EPZ.	• Prepare media statement. • Coordinate any media releases with regulatory bodies prior to release.

			ACTIONS: All activities associated with an ALERT Level would be required supplemented by the following response procedures.	
Position	**ALERT - Internal Actions**	**ALERT External Public**	**LEVEL 1 - Internal Actions**	**LEVEL 1 External Public**
				• Contact impacted residents who have requested early notification.
EOC Liaison IC	• Act as link to On Scene Incident Command and EOC.	• In St Clair County, activate the communicator system with the resident database to notify residents of incident and what appropriate actions to take. • Manages radio and telephone communication to and from EOC.	• Act as link to On Scene Incident Command and EOC.	• In St Clair County, activate the communicator system with the resident database to notify residents of incident and what appropriate actions to take. • Manages radio and telephone communication to and from EOC.

INCIDENT CLASSIFICATION RESPONSE (LEVEL 2 & LEVEL 3)

	ACTIONS: All activities associated with LEVEL 1 would be required supplemented by the following response procedures.		ACTIONS: All activities associated with LEVEL 2 would be required supplemented by the following response procedures.	
Position	**Level 2 - Internal Actions**	**Level 2 External Public**	**LEVEL 3 - Internal Actions**	**LEVEL 3 External Public**
First On-Scene	Interface with Houston Pipeline Control Center and call 911 requesting services.	• Determine immediate risk to public.	Same As Level 2	Same As Level 2
[redacted] Incident Commander (May be First on Scene)	• Establish contact with 911 Emergency Services and direct to site. • Communicate Level of Emergency to EOC. • Communicate recommendations to Pipeline Operations and Maintenance Team Leader.	• Incident Command will establish EOC interface as they deem required. • Develop a Unified Command Post or relinquish and support Local Authorities Command Post. • Work with Local Authorities to determine Shelter in Place or evacuate recommendation, block locations and determine plume ignition options.	•Communicate elevated level to EOC.	• Support Local Incident Command Post. • Continue to maintain safety perimeter. • Continue assisting with evacuation or notification. • Support in all aspects as with Level 2.
Operations Section Chief	• Is responsible for managing and supporting all emergency response operations, including rescue, fire suppression, hazardous materials, security, and environmental response • Assist with development and execution of Incident Action Plan Drive to site as required. • Maintain communication with the EOC Manager and advise them of the situation.	• Call and maintain contact with Emergency Management Regional Field Officer responsible for contacting Regional Health Authority and all other Government Agencies and Emergency Broadcast notifications. • Notify Pipeline Ownership	•Is responsible for managing and supporting all emergency response operations, including rescue, fire suppression, hazardous materials, security, and environmental response •Supervise / support EOC Communications Leader •Manage security aspects of the incident	•Maintain contact with Emergency Management Regional Field Officer responsible for contacting Regional Health Authority and all other Government Agencies and Emergency Broadcast notifications. •Provide [redacted] Occupational Health contact for Regional Health Authority interface.

	ACTIONS: All activities associated with LEVEL 1 would be required supplemented by the following response procedures.		**ACTIONS: All activities associated with LEVEL 2 would be required supplemented by the following response procedures.**	
Position	**Level 2 - Internal Actions**	**Level 2 External Public**	**LEVEL 3 - Internal Actions**	**LEVEL 3 External Public**
	•Act as resource of the [redacted] Incident Command.		•Assist with development and execution of Incident Action Plan EMS Support •Maintain communication with Local EOC. •Install Nitrogen purge to sweep line. •Continue flaring if warranted.	
Pipeline Technician	•Take direction from OSC •Ignite plume if authorized by UC •Continue flaring or set up flares at the closest upstream and downstream location and begin flaring product as required.	• Set up roadblocks as required and maintain a safety perimeter through LEL detector monitoring.	•Take direction from on-site command post. •Continue flaring as required. •Advise Incident Commander of any change of conditions. •Install Nitrogen purge to sweep line if required.	• Maintain a safety perimeter and adjust if required.
Pipeline Control Room	•Maintain stable operations. •Activate secondary isolation as required.		•Maintain stable operations. •Monitor Pressures and manage system operations	
Liaison Officer	•Act as link to On Scene Incident Command and EOC. Provide on scene assistance as requested by IC/UC.	• Liaison with external Government Regulatory Agencies as required.	•Act as link to On Scene Incident Command and EOC.	• Liaison with external Government Regulatory Agencies as required.
EOC Manager	•Has overall accountability to ensure the emergency is managed from a local perspective. •Determine EOC requirements.	• Dispatch EOC representative to [redacted] ICP if requested. • As requested by Incident Command, activate emergency Communications System to	•Determine EOC requirements. •Provide direction to the EOC.	• Dispatch EOC representative to [redacted] ICP if requested. • Manages radio and telephone communication to and from EOC. • As requested by Incident Command, activate emergency Communications System to impacted

	ACTIONS: All activities associated with LEVEL 1 would be required supplemented by the following response procedures.		**ACTIONS: All activities associated with LEVEL 2 would be required supplemented by the following response procedures.**	
Position	**Level 2 - Internal Actions**	**Level 2 External Public**	**LEVEL 3 - Internal Actions**	**LEVEL 3 External Public**
	•Provide direction to the EOC. •Communicate with SPLP management and apprise them of the situation.	impacted zones within the High Density Area in St Clair County. •Initiate Shelter in Place or evacuation as required. •Work with St Clair County Emergency Management for Broadcast Message. •Update the EMO and local Emergency Services Agencies for the Sarnia Pipeline incident. •Update the CER, TSB, and local Emergency Management team for the Pipeline incident. •Manages radio and telephone communication to and from EOC.	•Contact Pipeline owners and apprise them of the situation. •Update status of incident to pipeline owners •Prepare for any back-up resources & accommodations •Update the Municipal Director of Emergency Management	zones within the High Density Area in St Clair County. •Initiate Shelter in Place or evacuation as required. •Work with St Clair County Emergency Management for Broadcast Message.
Planning Section Chief	•Provides specific information related to the impacted areas. Specific Data related to design capacity. •Provides calculated rated flow based on known information. •Ensures appropriate incident documentation •Develops Incident Action Plan Maintain an ongoing display of emergency status and actions taken by the response team. •Supports all Sections of the ICP administratively	•Continue plume tracking /monitor potentially Impacted Public •Maintain communication with regulatory bodies to validate emergency level.	•Provides specific information related to the impacted areas. Specific Data related to design capacity. •Provides calculated rated flow based on known information. •Ensures appropriate incident documentation •Develops Incident Action Plan • Maintain an ongoing display of emergency status and actions taken by the response team.	•Continue plume tracking /monitor potentially impacted Public using Resident stakeholder database. •Maintain communication with regulatory bodies to validate emergency level.

	ACTIONS: All activities associated with LEVEL 1 would be required supplemented by the following response procedures.		**ACTIONS: All activities associated with LEVEL 2 would be required supplemented by the following response procedures.**	
Position	**Level 2 - Internal Actions**	**Level 2 External Public**	**LEVEL 3 - Internal Actions**	**LEVEL 3 External Public**
			•Supports all Sections of the ICP administratively	
Finance Section Chief	•Is responsible for timely, cost-effective procurement, delivery, and staging of essential resources •Coordinate with Pipeline team the dispatch of Nitrogen purge and tankage to assist in a nitrogen sweep of the line if requested. •Arrange on going back up to field resources and accommodations as required. •Manages all costs incurred during incident response •Manage security aspects of the incident •Set up Medical Branch •Set up Communications Branch	•Assist Local authorities in arrangement of Public Transportation if requested. •Manages Third Party claims• Supervise / support EOC Communications Leader	•Is responsible for timely, cost-effective procurement, delivery, and staging of essential resources •Coordinate with Pipeline team the dispatch of Nitrogen Purge and tankage to assist in a nitrogen sweep of the line if requested. •Arrange on going back up to field resources and accommodations as required. •Manages all costs incurred during incident response	• Assist Local authorities in arrangement of Public Transportation if requested. • Manages Third Party claims
Public Information Officer	•Is responsible to communicate with employees, public and the media.	•Contact Public as requested from IC/UC and communicate the appropriate message. •Provide and maintain media interface as required.	•Is responsible to communicate with employees, public and the media.	• Establish Communications with Local Authority Emergency Operations Centre • Assist Local Authorities as requested. • Develop a corporate media statement. • Determine public follow-up. • Manage pipeline owner interface and public response.
Safety Officer	•Is responsible for all matters of safety (including safety of emergency responders, employees, and affected	•Maintain communication with regulatory bodies	•Is responsible for all matters of safety (including safety of emergency responders,	• Maintain communication with regulatory bodies • Validate elevation of the emergency level with applicable regulatory agencies

	ACTIONS: All activities associated with LEVEL 1 would be required supplemented by the following response procedures.		ACTIONS: All activities associated with LEVEL 2 would be required supplemented by the following response procedures.	
Position	**Level 2 - Internal Actions**	**Level 2 External Public**	**LEVEL 3 - Internal Actions**	**LEVEL 3 External Public**
	public), health, hygiene, environment, and regulatory compliance •Supports/fulfills safety incident goals and strategic objectives set by IC/UC •Ensures adherence to safe policies and principles and regulatory requirements during response operations. •Travel to site if required	•Validate elevation of the emergency level with applicable regulatory agencies •Obtains support as necessary from other safety officers from other agencies •Interface with Ontario Health Services If required.	employees, and affected public), health, hygiene, environment, and regulatory compliance •Obtains support as necessary from other safety officers from other agencies •Ensures adherence to safe policies and principles and regulatory requirements during response operations. Travel to site if required	•Interface with Ontario Health Services If required

Emergency plans cannot identify all potential causes of an emergency on the pipeline system. These, however, are the greatest risk to a buried structure.

POTENTIAL CAUSES:

- 3rd Party companies excavating close to existing pipeline, for another pipeline, cable or road, installation, etc.
- Residents along the pipeline right-of-way (R.O.W.) installing fences or dugouts.
- Seismic work
- River dredging

4.4 EVACUATION PLANNING

As previously mentioned, public safety is the top priority when managing a pipeline emergency. This should be addressed with two approaches:

1. Emergency scene securing:
   - Roadblocks, Incident Command base established, CAER called, Etc.
2. Evacuations:
   - Immediate evacuations – residents that are in immediate danger. These would occur in a Level 2 or 3 emergency only.
   - Subsequent evacuations – residents that could be in danger should the situation worsen such as shift in wind or ignition.

The Contractor expects local authorities to provide emergency scene securing and evacuations.

4.4.1 SHELTER IN PLACE

Sheltering indoors for HVP releases is the preferred way of protecting residents. It is a viable public protection measure when:

- There is insufficient time or warning to safely evacuate the public that might be at risk,
- The residents are willing to wait for evacuation assistance,
- The release will be of limited size/duration,
- The specific location of the release is not identified, and
- The public is at greater risk if they are evacuated than if they remain indoors.

If there is an emergency in progress along the SPLP pipeline, and shelter in place is deemed the most appropriate course of action for the public, a message will be communicated to the community requesting everyone to go inside, check local radio or T.V. or municipal website for information. Close all doors, windows and openings, shut off ventilations systems that draw outdoor air inside (fans, air conditioning units, clothes dryers, turn down furnace, and close fireplace dampers). They will also be asked to avoid unnecessary use of their telephones and will be kept informed as conditions change through the automated communications system established by the local authorities.

CAER Code 5 and then Code 6 (Section 2.1)

5.0 PRODUCT DATA

This section contains product information, specifications, physical properties, characteristics, and spill control measures. For additional product information, see the Houston Control Center Manual for Sarnia Station to obtain flow and pressure rates.

5.1 GENERAL INFORMATION ON ETHANE

Refer to the Ethane SDS provided in **APPENDIX C**.

6.0 TRAINING

6.1 EMERGENCY RESPONSE TEAM TRAINING

The following outlines the training requirements and frequency of training for the following personnel on ERT:

- Incident Commander
- Pipeline Engineer
- First Responders

TRAINING	INITIALLY	REQUALIFICATION	NOTES
Emergency Procedure Manual	First year of employment	Annual	All
Driver Safety Video	First year of employment	3 years	All
Test/Monitor Hazardous Atmos.	First 3 months of employment	3 years	All
Standard First Aid/CPR (Recertification)	First year of employment	3 years	IC/Sr. Maint. Coordinator
Pipeline Familiarization	First 3 months of employment	Annual	All
Transportation of Dangerous Goods	First 3 months of employment	Initial/3 years	Teamster
Incident Command System (As required per position)	First year of employment ICS 100, 200, 300, 700 and 800	Initial	IC/Pipeline Engineer

6.2 PIPELINE MANAGER

- Incident Command Structure
- EPM Review
- Drill Participation
- P/L Product Data

6.3 EXERCISE REQUIREMENTS

- Internal/External tabletop drills will be competed once per year.
- Action items from drills are documented, completed and reviewed.

6.3.1 Exercise Requirements and Schedules

SPLP in conjunction with their agent in Canada, pipeline maintenance and response contractor, [redacted] Industrial Contractors[redacted] will conduct the exercise requirements listed in Section 6.1 which meet the CER Emergency Management Performance Measures and Guidance Note for the Onshore Pipeline Regulations, Annex A - Part 8 - Emergency Response Exercises.

Table 6 and 7 below provides the frequency of those exercise requirements and the exercise plan schedule/participants, respectively.

TABLE 6 - EXERCISE REQUIREMENTS

Exercise Type	Exercise Characteristics
Drills:	• A supervised activity that tests a single or specific operation or function. • Drills are commonly used to provide training on new equipment or test new procedures; to practice and maintain skills; or to prepare for more complex exercises. • Drills may be utilized to test emergency procedures and ensure that personnel are capable of conducting the initial actions necessary to mitigate or prevent the effects of a release. • For the purposes of this measure, a "man down" or fire drills are excluded and should not be reported.
Tabletop Exercise:	• A facilitated analysis of an emergency situation in an informal, stress-free environment. • A tabletop exercise is designed to elicit constructive discussion as participants examine and resolve problems based on existing operational plans and identify where those plans need to be changed. • Documents plan's effectiveness. • SPLP and their contracted agents are responsible for maintaining exercise documentation.
Functional Exercise:	• A single or multi-agency activity designed to evaluate capabilities and multiple functions using simulated response, without moving real people or equipment to a real site. • Allows personnel or teams to validate plans and readiness by performing duties in a simulated operational environment. • Designed to exercise team members, procedures and resources and agency interaction. • Designed to evaluate management of emergency operations centers, command posts and headquarters.
Full-Scale Exercise:	• A multi-agency, multi-jurisdictional activity involving the mobilization and actual movement of emergency personnel, equipment, and resources, as if a real incident had occurred. • Achieve realism through: On-scene actions and decisions, simulated of consequences or impact, resource deployment. • All decisions and actions by players occur in real time and generate real responses and consequences from other players. • May involves controller(s), players, simulators and evaluators.
Other Exercise Considerations	
Drill Program Evaluation Procedures	• Post-exercise meetings are held to discuss achievements as well as areas for improvement that are documented on an action item tracking list.
Records of Drills	• Company will maintain exercise records for five years following completion of each exercise • Records will be made available to CER and other applicable agencies upon request • Company will verify appropriate records are kept for each spill response contractor listed in Plan.

Emergency responders, regulatory agencies and other stakeholders may be invited to observe or participate in table top, functional and full scale exercises.

TABLE 7 - EXERCISE PLAN SCHEDULE

EXERCISE PLAN SCHEDULE								
Type	**Description**	**Frequency**	**SPLP Control Center**	**Contractor Pipeline Company**	**SPLP NGK Operations**	**HES&S**	**External Agencies**	**Other Resources as Required**
Emergency Procedure Drill	Training for initial actions to mitigate or prevent a release	Semi-annual	**X**	**X**	**X**	**X**		
Tabletop, *Functional or *Full Scale Exercise	See description noted in Table 6. Participate in one type of exercise event	Annual	**X**	**X**	**X**	**X**	***X**	***X**
EPM Telephone Verification		Semi-annual		**X**	**X**			
EPM Review		Annual		**X**	**X**	**X**		

Note:

*The Company may take exercise credit for an actual incident if it meets the same objectives as the planned exercise. Exercise credit will be observed if the incident location is in a region that a planned exercise was to occur, and if appropriate methodologies are employed.

7.0 FORMS

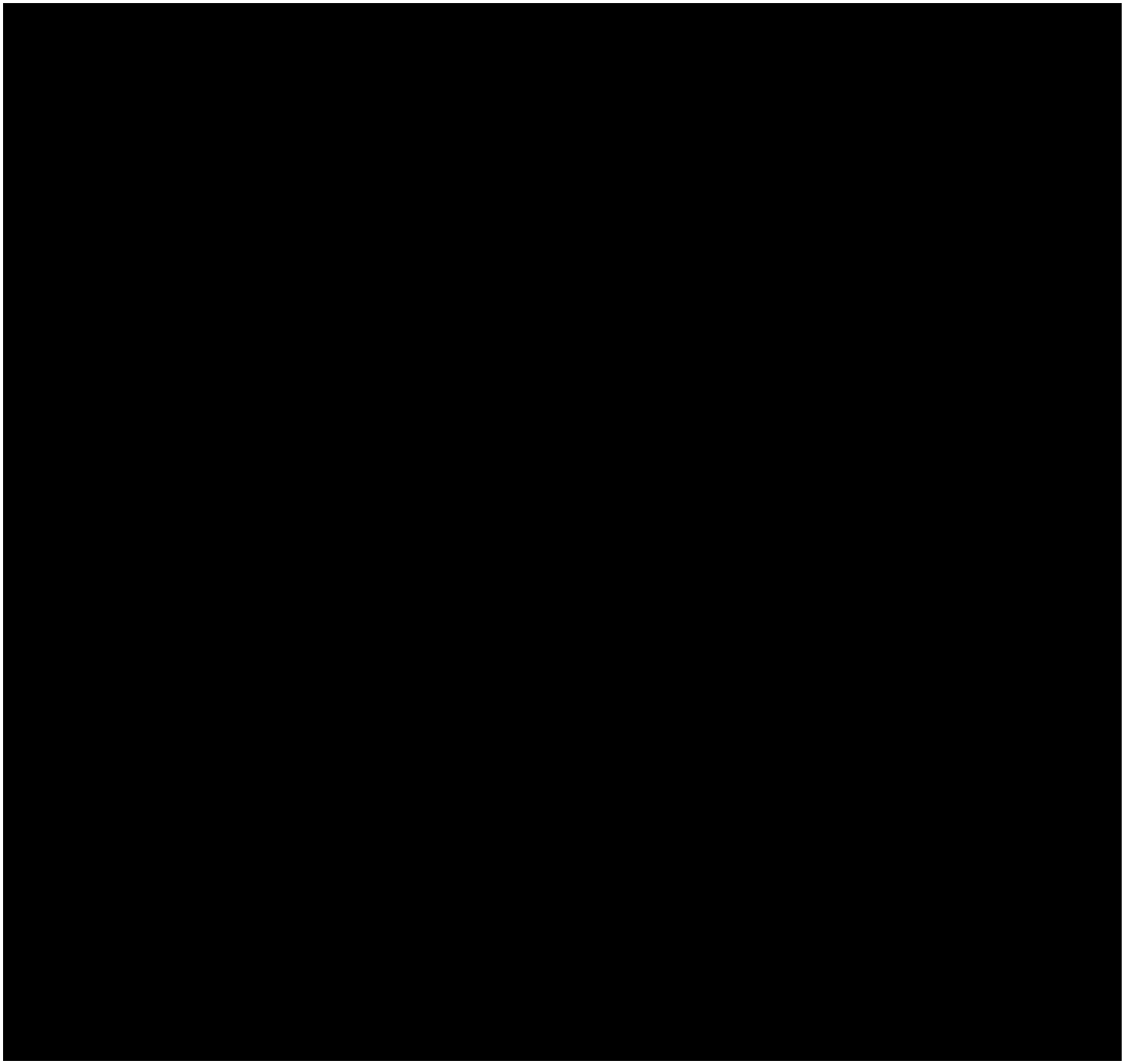
7.1 NOTIFICATION PIPELINE LEAK FORM

The Emergency Response Checklists are provided as **APPENDIX I**.

APPENDIX A

Contingency Pre-Plan

A1.0 DESCRIPTION OF FACILITIES:









[redacted]

A2.0 OPERATIONS DESCRIPTION

A2.1 GLOBAL ROLE

A comprehensive control scheme will be applied to the Mariner West Pipeline entity. [redacted]

A2.2 LOCATION ROLE

The Sarnia facility receives Ethane from an 8” pipeline originating in Houston, PA and operates as a Delivery Facility to its customers. [redacted]

A compact prover will be used to prove meter accuracy.

Subsequent sections outline the details regarding location operation and control.

A2.3 OPERATIONS ROLE

Local/Remote Control

[redacted]

[redacted]

Location Protectives

Under normal operating circumstances, certain line conditions are monitored to determine if any functioning equipment on site should be shut down. If any one of the monitored conditions becomes [redacted]. These conditions are called Protectives. The protective conditions are further classified into two distinct types: 1.) Lockout Protectives and 2.) Non-Lockout Protectives.

Lockout Protectives are defined as conditions that, when active, close [redacted] and prohibit any open command until the condition is no longer present and a reset is issued locally to the site.

The following ***Lockout Protective*** conditions are to be implemented for the location as a [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Location ESD

[redacted]

A Location ESD is activated by:

- [redacted]

A Location ESD does not cause a Location Lockout. The Location ESD does cause the following:

- [redacted]
- [redacted]

The Location ESD is latching and must be reset from the initiating location [redacted]

Location Reset

The SCADA Facility Reset and the Local HMI Reset shall be active regardless of the Remote/Local status of the facility. [redacted]

A3.0 COMMUNICATIONS

SCADA control of the Sarnia location will be facilitated by the VECTOR SCADA system. SCADA will communicate [redacted]

A4.0 TRAINING

Training is covered in section 6.0 of the Pipeline Emergency Procedure Manual.

[redacted]



The Sarnia delivery facility is surrounded by industrial property. There is not any residential property within a mile of the facility. There is a tank farm and refinery to the west and south, vacant land to the east and another refinery or chemical manufacturing facility to the north.

A6.0 DISCHARGE ANALYSIS

There are only several potential release scenarios at the Sarnia manifold. [redacted]

Before travelling to a suspected leak site, ensure that you have a reliable method of communication (radio and/or mobile telephone) and a Pipeline Emergency Response Manual. Always approach the release from an upwind direction. [redacted]

In the event that a release occurs the mitigation procedures are provided below.

TYPE	MITIGATION PROCEDURE
Fire/Explosion	1. Personnel safety is the first priority. Evacuate nonessential personnel or personnel at risk of injury. 2. Notify local fire and police departments. 3. Do not attempt to extinguish fire. 4. Shut down transfer or pumping operation. Attempt to divert or stop flow of product to the hazardous area (if it can be done safely). 5. Eliminate sources of vapor cloud ignition shutting down all engines and motors. 6. Control the spread of fire. Protect adjacent assets if it can be done safely.
Non Ignited Release	1. Personnel safety is the first priority. Evacuate nonessential personnel or personnel at high risk. 2. Terminate transfer operations immediately. 3. Isolate the damaged area by closing block valves on both sides of the leak/rupture. 4. Shut down source of vapor cloud ignition by shutting down all engines and motors. **EXCEPTION** are the ventilation fans in any pump stations-**DO NOT** turn those off.

The product information for ethane is provided in Section 7.0 of the Pipeline Emergency Response Manual.

APPENDIX B

Flaring Notification

B1.0 NOTIFICATION PROCESS

In the event flaring is required to de-inventory the pipeline of hydrocarbons, the following identifies the timeline & organizations that will be notified.

Planned pipeline maintenance:

- Imperial Oil shall be notified 7 days prior to planned maintenance flaring.
- Planned maintenance flaring shall be performed under Imperial Oil's CofA

Unplanned/Emergency:

- Notification to the Ministry of Environment's "Spill Action Center" will be made by SPLP [redacted] (Acting Maintenance contractor)

a. Additional notifications will be made to the below organizations:

Ontario MOE Spill Action Centre- (416) 325-3000 or (800) 268-6060
Transportation Safety Board
National Energy Board
CAER
[redacted] First Nations
Local Industries
Local Fire Chief/Halls

APPENDIX C

Safety Data Sheet for Ethane

Ethane

Safety Data Sheet

According To Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules And Regulations

Revision date: 02/16/2016 Version: 1.0

SECTION 1: IDENTIFICATION

1.1. Product Identifier

Product Form: Mixture

Product Name: Ethane

1.2. Intended Use of the Product

Use of the substance/mixture: Hydrocarbon. For professional use only.

1.3. Name, Address, and Telephone of the Responsible Party

Company

MarkWest Energy Partners, L.P.
1515 Arapahoe Street
Tower 1, Suite 1600
Denver, Colorado 80202-2126
800-730-8388
http://www.markwest.com/

1.4. Emergency Telephone Number

Emergency Number : 800-730-8388, 800-424-9300 (CHEMTREC)

SECTION 2: HAZARDS IDENTIFICATION

2.1. Classification of the Substance or Mixture

Classification (GHS-US)

Simple Asphy
Flam. Gas 1 H220
Compressed gas H280

2.2. Label Elements

GHS-US Labeling

Hazard Pictograms (GHS-US) :



GHS02 GHS04

Signal Word (GHS-US) : Danger

Hazard Statements (GHS-US) : H220 - Extremely flammable gas.
H280 - Contains gas under pressure; may explode if heated.
May displace oxygen and cause rapid suffocation.

Precautionary Statements (GHS-US) : P210 - Keep away from heat, sparks, open flames, hot surfaces. - No smoking.
P377 - Leaking gas fire: Do not extinguish, unless leak can be stopped safely.
P381 - Eliminate all ignition sources if safe to do so.
P403 - Store in a well-ventilated place.
P410+P403 - Protect from sunlight. Store in a well-ventilated place.

2.3. Other Hazards

Exposure may aggravate those with pre-existing eye, skin, or respiratory conditions. Asphyxiant gas, can be fatal. May cause damage to the blood, central nervous system, and cardiovascular system. High concentrations of gas can cause unconciousness and death. Being under the influence of alcohol may enhance the effects of this product.

2.4. Unknown Acute Toxicity (GHS-US)

No data available

SECTION 3: COMPOSITION/INFORMATION ON INGREDIENTS

3.1. Substance

Not applicable

3.2. Mixture

Name	Product Identifier	%	Classification (GHS-US)
Ethane	(CAS No) 74-84-0	95 - 97	Simple Asphy Flam. Gas 1, H220 Liquefied gas, H280

Propane	(CAS No) 74-98-6	0.1 - 2	Simple Asphy Flam. Gas 1, H220 Liquefied gas, H280
Methane	(CAS No) 74-82-8	0.1 - 2	Simple Asphy Flam. Gas 1, H220 Compressed gas, H280

Full text of H-phrases: see section 16

SECTION 4: FIRST AID MEASURES

4.1. Description of First Aid Measures

First-aid Measures General: Never give anything by mouth to an unconscious person. If you feel unwell, seek medical advice (show the label where possible). If frostbite or freezing occurs, immediately flush with plenty of lukewarm water to GENTLY warm the affected area. Do not use hot water. Do not rub affected area. Get immediate medical attention.

First-aid Measures After Inhalation: When symptoms occur: go into open air and ventilate suspected area. Remove to fresh air and keep at rest in a position comfortable for breathing. Call a POISON CENTER/doctor/physician if you feel unwell.

First-aid Measures After Skin Contact: Remove contaminated clothing. Drench affected area with water for at least 15 minutes. Obtain medical attention if irritation persists. Thaw frosted parts with lukewarm water. Do not rub affected area.

First-aid Measures After Eye Contact: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Obtain medical attention if irritation persists.

First-aid Measures After Ingestion: Rinse mouth. Do NOT induce vomiting. Get immediate medical attention.

4.2. Most important symptoms and effects, both acute and delayed

Symptoms/Injuries: May cause frostbite on contact with the liquid. This product is an asphyxiant. Lack of oxygen can be fatal.

Symptoms/Injuries After Inhalation: Gas can be toxic as a simple asphyxiant by displacing oxygen from the air. Asphyxia by lack of oxygen: risk of death. May cause drowsiness or dizziness.

Symptoms/Injuries After Skin Contact: Contact with the liquid may cause cold burns/frostbite.

Symptoms/Injuries After Eye Contact: This gas is non-irritating; but direct contact with liquefied/pressurized gas or frost particles may produce severe and possibly permanent eye damage from freeze burns.

Symptoms/Injuries After Ingestion: Ingestion is not considered a potential route of exposure. Non-irritating, but solid and liquid forms of this material and pressurized gas may cause freeze burns.

4.3. Indication of Any Immediate Medical Attention and Special Treatment Needed

If exposed or concerned, get medical advice and attention.

SECTION 5: FIRE-FIGHTING MEASURES

5.1. Extinguishing Media

Suitable Extinguishing Media: Leaking gas fire, do not fight fire unless leak can be stopped safely. Foam, dry chemical, carbon dioxide, water spray, fog

Unsuitable Extinguishing Media: Do not use a heavy water stream. Use of heavy stream of water may spread fire.

5.2. Special Hazards Arising From the Substance or Mixture

Fire Hazard: Extremely flammable gas.

Explosion Hazard: May form flammable/explosive vapor-air mixture. Heating may cause an explosion. Heat may build pressure, rupturing closed containers, spreading fire and increasing risk of burns and injuries.

Reactivity: Hazardous reactions will not occur under normal conditions.

5.3. Advice for Firefighters

Precautionary Measures Fire: Exercise caution when fighting any chemical fire.

Firefighting Instructions: Leaking gas fire: Do not extinguish, unless leak can be stopped safely. In case of leaking gas fire, eliminate all ignition sources if safe to do so. Use water spray or fog for cooling exposed containers. In case of major fire and large quantities: Evacuate area. Fight fire remotely due to the risk of explosion.

Protection During Firefighting: Do not enter fire area without proper protective equipment, including respiratory protection.

Other Information: Do not allow run-off from fire fighting to enter drains or water courses.

SECTION 6: ACCIDENTAL RELEASE MEASURES

6.1. Personal Precautions, Protective Equipment and Emergency Procedures

General Measures: Use special care to avoid static electric charges. Eliminate every possible source of ignition. Keep away from heat/sparks/open flames/hot surfaces - No smoking. Avoid breathing (gas, vapors, mist, spray). Use only outdoors or in a well-ventilated area. Ruptured cylinders may rocket. Do not allow product to spread into the environment.

6.1.1. For Non-emergency Personnel

Protective Equipment: Use appropriate personal protection equipment (PPE).

Emergency Procedures: Evacuate unnecessary personnel.

6.1.2. For Emergency Responders

Protective Equipment: Equip cleanup crew with proper protection.
Emergency Procedures: Ventilate area.

6.2. Environmental Precautions

Prevent entry to sewers and public waters. Avoid release to the environment.

6.3. Methods and Material for Containment and Cleaning Up

For Containment: Notify authorities if liquid enters sewers or public waters. Use only non-sparking tools.
Methods for Cleaning Up: Clear up spills immediately and dispose of waste safely. Isolate area until gas has dispersed. Use water spray to disperse vapors. For water based spills contact appropriate authorities and abide by local regulations for hydrocarbon spills into waterways. Contact competent authorities after a spill.

6.4. Reference to Other Sections

See heading 8, Exposure Controls and Personal Protection.

SECTION 7: HANDLING AND STORAGE

7.1. Precautions for Safe Handling

Additional Hazards When Processed: Handle empty containers with care because residual vapors are flammable. Extremely flammable gas. Do not pressurize, cut, or weld containers. Do not puncture or incinerate container. Liquid gas can cause frost-type burns.
Precautions for Safe Handling: Keep away from heat, sparks, open flames, hot surfaces. - No smoking. Avoid breathing gas, spray. Use only outdoors or in a well-ventilated area.
Hygiene Measures: Handle in accordance with good industrial hygiene and safety procedures. Wash hands and other exposed areas with mild soap and water before eating, drinking, or smoking and again when leaving work. Do no eat, drink or smoke when using this product.

7.2. Conditions for Safe Storage, Including Any Incompatibilities

Technical Measures: Proper grounding procedures to avoid static electricity should be followed. Comply with applicable regulations. Use explosion proof equipment.
Storage Conditions: Store in a dry, cool and well-ventilated place. Keep container closed when not in use. Keep in fireproof place. Store in a well-ventilated place. Keep container tightly closed. Keep/Store away from extremely high or low temperatures, ignition sources, direct sunlight, incompatible materials. Store in original container.
Incompatible Products: Strong acids, strong bases, strong oxidizers.

7.3. Specific End Use(s)

Hydrocarbon. For professional use only.

SECTION 8: EXPOSURE CONTROLS/PERSONAL PROTECTION

8.1. Control Parameters

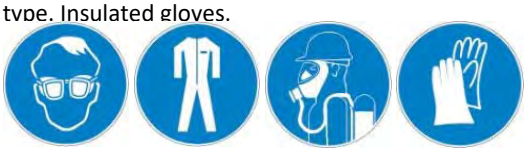
Ethane (74-84-0)		
USA ACGIH	ACGIH TWA (ppm)	1000 ppm
Methane (74-82-8)		
USA ACGIH	ACGIH TWA (ppm)	1000 ppm

Propane (74-98-6)		
USA ACGIH	ACGIH TWA (ppm)	1000 ppm
USA NIOSH	NIOSH REL (TWA) (mg/m³)	1800 mg/m³
USA NIOSH	NIOSH REL (TWA) (ppm)	1000 ppm
USA IDLH	US IDLH (ppm)	2100 ppm (10% LEL)
USA OSHA	OSHA PEL (TWA) (mg/m³)	1800 mg/m³
USA OSHA	OSHA PEL (TWA) (ppm)	1000 ppm
Ethane (74-84-0)		
USA ACGIH	ACGIH TWA (ppm)	1000 ppm
Methane (74-82-8)		
USA ACGIH	ACGIH TWA (ppm)	1000 ppm

8.2. Exposure Controls

Appropriate Engineering Controls : Gas detectors should be used when flammable gases/vapors may be released. Ensure adequate ventilation, especially in confined areas. Proper grounding procedures to avoid static electricity should be followed. Emergency eye wash fountains and safety showers should be available in the immediate vicinity of any potential exposure. Use explosion-proof equipment.

Personal Protective Equipment	:	Protective goggles. Protective clothing. Respiratory protection of the dependent type. Insulated gloves.



Materials for Protective Clothing	:	Chemically resistant materials and fabrics. Wear fire/flame resistant/retardant clothing.
Hand Protection	:	Wear chemically resistant protective gloves. Insulated gloves.
Eye Protection	:	Chemical goggles or face shield.
Respiratory Protection	:	Use a NIOSH-approved self-contained breathing apparatus whenever exposure may exceed established Occupational Exposure Limits.
Thermal Hazard Protection	:	Wear suitable protective clothing.
Other Information	:	When using, do not eat, drink or smoke.

SECTION 9: PHYSICAL AND CHEMICAL PROPERTIES

9.1. Information on Basic Physical and Chemical Properties

Physical State	:	Gas
Appearance	:	Colorless gas (liquid under pressure)
Odor	:	Odorless
Odor Threshold	:	No data available
pH	:	No data available
Evaporation Rate	:	No data available
Melting Point	:	-172.22 °C (-278 °F)
Freezing Point	:	-172.22 °C (-278 °F)
Boiling Point	:	-88.55 °C (-127.4 °F)
Flash Point	:	-135 °C (-211.0 °F)
Auto-ignition Temperature	:	No data available
Decomposition Temperature	:	No data available
Flammability (solid, gas)	:	Extremely flammable gas
Vapor Pressure	:	28875 mm Hg @20°C (68°F)
Relative Vapor Density at 20 °C	:	1
Relative Density	:	No data available
Solubility	:	No data available
Partition Coefficient: N-octanol/water	:	~ 3 % Normal Atmospheric
Viscosity	:	~ 12 % Normal Atmospheric

9.2. Other Information No additional information available

SECTION 10: STABILITY AND REACTIVITY

10.1. Reactivity: Hazardous reactions will not occur under normal conditions.

10.2. Chemical Stability: Extremely flammable gas. Stable under recommended handling and storage conditions (see section 7).

10.3. Possibility of Hazardous Reactions: Hazardous polymerization will not occur.

10.4. Conditions to Avoid: Direct sunlight, extremely high or low temperatures, ignition sources, combustible materials, incompatible materials.

10.5. Incompatible Materials: Strong acids, strong bases, strong oxidizers, halogens, chlorine.

10.6. Hazardous Decomposition Products: Carbon oxides (CO, CO2), hydrocarbons.

SECTION 11: TOXICOLOGICAL INFORMATION

11.1. Information On Toxicological Effects

Acute Toxicity: Not classified

Propane (74-98-6)	
LC50 Inhalation Rat	658 mg/l/4h
Ethane (74-84-0)	
LC50 Inhalation Rat	658 mg/l/4h

Skin Corrosion/Irritation: Not classified

Serious Eye Damage/Irritation: Not classified

Respiratory or Skin Sensitization: Not classified

Germ Cell Mutagenicity: Not classified

Carcinogenicity: Not classified

Reproductive Toxicity: Not classified

Specific Target Organ Toxicity (Single Exposure): Not classified

Specific Target Organ Toxicity (Repeated Exposure): Not classified

Aspiration Hazard: Not classified

Symptoms/Injuries After Inhalation: Gas can be toxic as a simple asphyxiant by displacing oxygen from the air. Asphyxia by lack of oxygen: risk of death. May cause drowsiness or dizziness.

Symptoms/Injuries After Skin Contact: Contact with the liquid may cause cold burns/frostbite.

Symptoms/Injuries After Eye Contact: This gas is non-irritating; but direct contact with liquefied/pressurized gas or frost particles may produce severe and possibly permanent eye damage from freeze burns.

Symptoms/Injuries After Ingestion: Ingestion is not considered a potential route of exposure. Non-irritating, but solid and liquid forms of this material and pressurized gas may cause freeze burns.

SECTION 12: ECOLOGICAL INFORMATION

12.1. Toxicity No additional information available

12.2. Persistence and Degradability

Ethane	
Persistence and Degradability	Product is biodegradable.

12.3. Bioaccumulative Potential

Ethane	
Bioaccumulative Potential	Not expected to bioaccumulate.
Propane (74-98-6)	
Log Pow	2.3
Ethane (74-84-0)	
Log Pow	<= 2.8

12.4. Mobility in Soil No additional information available

12.5. Other Adverse Effects

Other Adverse Effects : Can cause frost damage to vegetation.

Other Information : Avoid release to the environment.

SECTION 13: DISPOSAL CONSIDERATIONS

13.1. Waste treatment methods

Waste Disposal Recommendations: Dispose of waste material in accordance with all local, regional, national, provincial, territorial and international regulations.

Additional Information: Handle empty containers with care because residual vapors are flammable. Empty gas cylinders should be returned to the vendor for recycling or refilling.

SECTION 14: TRANSPORT INFORMATION

14.1. In Accordance with DOT

Proper Shipping Name : ETHANE

Hazard Class : 2.1

Identification Number : UN1035

Label Codes : 2.1

ERG Number : 115



14.2. In Accordance with IMDG

Proper Shipping Name : ETHANE

Hazard Class : 2

Identification Number : UN1035

Label Codes : 2.1

EmS-No. (Fire) : F-D

EmS-No. (Spillage) : S-U



14.3. In Accordance with IATA

Proper Shipping Name : ETHANE

Identification Number	: UN1035
Hazard Class	: 2
Label Codes	: 2.1
ERG Code (IATA)	: 10L



SECTION 15: REGULATORY INFORMATION

15.1 US Federal Regulations

Ethane	
SARA Section 311/312 Hazard Classes	Fire hazard Immediate (acute) health hazard Sudden release of pressure hazard

Propane (74-98-6)

Listed on the United States TSCA (Toxic Substances Control Act) inventory

Ethane (74-84-0)

Listed on the United States TSCA (Toxic Substances Control Act) inventory

Methane (74-82-8)

Listed on the United States TSCA (Toxic Substances Control Act) inventory

15.2 US State Regulations

Propane (74-98-6)

U.S. - Connecticut - Hazardous Air Pollutants - HLVs (30 min)
U.S. - Connecticut - Hazardous Air Pollutants - HLVs (8 hr)
U.S. - Delaware - Accidental Release Prevention Regulations - Sufficient Quantities
U.S. - Delaware - Accidental Release Prevention Regulations - Threshold Quantities
U.S. - Delaware - Pollutant Discharge Requirements - Reportable Quantities
U.S. - Idaho - Occupational Exposure Limits - TWAs
U.S. - Massachusetts - Oil & Hazardous Material List - Groundwater Reportable Concentration - Reporting Category 1
U.S. - Massachusetts - Oil & Hazardous Material List - Groundwater Reportable Concentration - Reporting Category 2
U.S. - Massachusetts - Oil & Hazardous Material List - Reportable Quantity
U.S. - Massachusetts - Oil & Hazardous Material List - Soil Reportable Concentration - Reporting Category 1
U.S. - Massachusetts - Oil & Hazardous Material List - Soil Reportable Concentration - Reporting Category 2
RTK - U.S. - Massachusetts - Right To Know List
U.S. - Michigan - Occupational Exposure Limits - TWAs
U.S. - Minnesota - Hazardous Substance List
U.S. - Minnesota - Permissible Exposure Limits - TWAs
U.S. - New Jersey - Discharge Prevention - List of Hazardous Substances
U.S. - New Jersey - Environmental Hazardous Substances List
RTK - U.S. - New Jersey - Right to Know Hazardous Substance List
U.S. - New Jersey - Special Health Hazards Substances List
U.S. - New Jersey - TCPA - Extraordinarily Hazardous Substances (EHS)
U.S. - New York - Occupational Exposure Limits - TWAs
U.S. - Ohio - Accidental Release Prevention - Threshold Quantities
U.S. - Oregon - Permissible Exposure Limits - TWAs
RTK - U.S. - Pennsylvania - RTK (Right to Know) List
U.S. - Tennessee - Occupational Exposure Limits - TWAs
U.S. - Texas - Effects Screening Levels - Long Term
U.S. - Texas - Effects Screening Levels - Short Term
U.S. - Vermont - Permissible Exposure Limits - TWAs
U.S. - Washington - Permissible Exposure Limits - STELs
U.S. - Washington - Permissible Exposure Limits - TWAs

Ethane (74-84-0)

U.S. - Connecticut - Hazardous Air Pollutants - HLVs (30 min)
U.S. - Connecticut - Hazardous Air Pollutants - HLVs (8 hr)
U.S. - Delaware - Accidental Release Prevention Regulations - Sufficient Quantities
U.S. - Delaware - Accidental Release Prevention Regulations - Threshold Quantities
U.S. - Delaware - Pollutant Discharge Requirements - Reportable Quantities
U.S. - Delaware - Volatile Organic Compounds Exempt from Requirements

U.S. - Massachusetts - Oil & Hazardous Material List - Groundwater Reportable Concentration - Reporting Category 1
U.S. - Massachusetts - Oil & Hazardous Material List - Groundwater Reportable Concentration - Reporting Category 2
U.S. - Massachusetts - Oil & Hazardous Material List - Reportable Quantity
U.S. - Massachusetts - Oil & Hazardous Material List - Soil Reportable Concentration - Reporting Category 1
U.S. - Massachusetts - Oil & Hazardous Material List - Soil Reportable Concentration - Reporting Category 2
RTK - U.S. - Massachusetts - Right To Know List
U.S. - Massachusetts - Volatile Organic Compounds Exempt From Requirements
U.S. - Minnesota - Hazardous Substance List
U.S. - New Jersey - Discharge Prevention - List of Hazardous Substances
U.S. - New Jersey - Environmental Hazardous Substances List
U.S. - New Jersey - Excluded Volatile Organic Compounds
RTK - U.S. - New Jersey - Right to Know Hazardous Substance List
U.S. - New Jersey - Special Health Hazards Substances List
U.S. - New Jersey - TCPA - Extraordinarily Hazardous Substances (EHS)
U.S. - Ohio - Accidental Release Prevention - Threshold Quantities
U.S. - Oregon - Permissible Exposure Limits - TWAs
RTK - U.S. - Pennsylvania - RTK (Right to Know) List
U.S. - Texas - Effects Screening Levels - Long Term
U.S. - Texas - Effects Screening Levels - Short Term
U.S. - Washington - Permissible Exposure Limits - Simple Asphyxiants

Methane (74-82-8)

U.S. - Delaware - Accidental Release Prevention Regulations - Sufficient Quantities
U.S. - Delaware - Accidental Release Prevention Regulations - Threshold Quantities
U.S. - Delaware - Pollutant Discharge Requirements - Reportable Quantities
U.S. - Delaware - Volatile Organic Compounds Exempt from Requirements
U.S. - Maine - Air Pollutants - Greenhouse Gases (GHG)
U.S. - Massachusetts - Oil & Hazardous Material List - Groundwater Reportable Concentration - Reporting Category 1
U.S. - Massachusetts - Oil & Hazardous Material List - Groundwater Reportable Concentration - Reporting Category 2
U.S. - Massachusetts - Oil & Hazardous Material List - Reportable Quantity
U.S. - Massachusetts - Oil & Hazardous Material List - Soil Reportable Concentration - Reporting Category 1
U.S. - Massachusetts - Oil & Hazardous Material List - Soil Reportable Concentration - Reporting Category 2
RTK - U.S. - Massachusetts - Right To Know List
U.S. - Massachusetts - Volatile Organic Compounds Exempt From Requirements
U.S. - Minnesota - Hazardous Substance List
U.S. - New Jersey - Discharge Prevention - List of Hazardous Substances
U.S. - New Jersey - Environmental Hazardous Substances List
U.S. - New Jersey - Excluded Volatile Organic Compounds
RTK - U.S. - New Jersey - Right to Know Hazardous Substance List
U.S. - New Jersey - Special Health Hazards Substances List
U.S. - New Jersey - TCPA - Extraordinarily Hazardous Substances (EHS)
U.S. - Ohio - Accidental Release Prevention - Threshold Quantities
U.S. - Oregon - Permissible Exposure Limits - TWAs
RTK - U.S. - Pennsylvania - RTK (Right to Know) List
U.S. - Texas - Effects Screening Levels - Long Term
U.S. - Texas - Effects Screening Levels - Short Term
U.S. - Washington - Permissible Exposure Limits - Simple Asphyxiants

SECTION 16: OTHER INFORMATION, INCLUDING DATE OF PREPARATION OR LAST REVISION

Revision Date : 12/21/2015

Other Information : This document has been prepared in accordance with the SDS requirements of the OSHA Hazard Communication Standard 29 CFR 1910.1200.

GHS Full Text Phrases:

Compressed gas	Gases under pressure Compressed gas
Flam. Gas 1	Flammable gases Category 1
Liquefied gas	Gases under pressure Liquefied gas
Simple Asphy	Simple Asphyxiant

H220	Extremely flammable gas
H280	Contains gas under pressure; may explode if heated

This information is based on our current knowledge and is intended to describe the product for the purposes of health, safety and environmental requirements only. It should not therefore be construed as guaranteeing any specific property of the product.

SDS US (GHS HazCom)

APPENDIX D

Figures

[redacted]

[redacted]

[redacted]



APPENDIX E

ICS Forms

PIPELINE EMERGENCY RESPONSE WORK FLOW JOB AID – FIRST 60 MINUTES

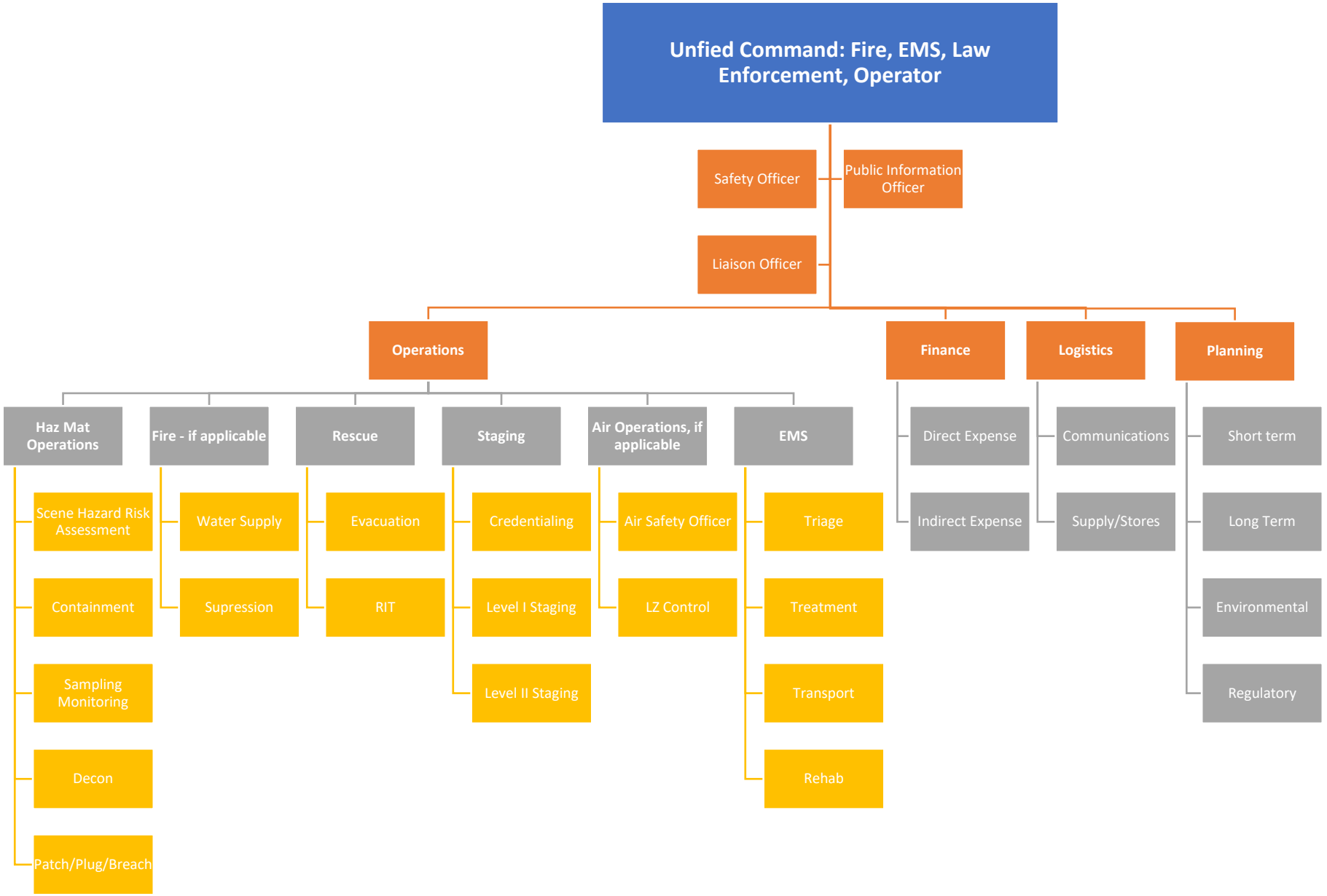
With suggested resources

1. **Establish Initial Isolation Zone(s)** – **DENY ENTRY**
2. Begin information gathering process – **NPMS** (National Pipeline Mapping System)
    a. Type of pipeline involved
        i. Gas
            1. Transmission
            2. Gathering
            3. Distribution
        ii. Liquid
            1. Product(s) involved
            2. Quantity(ies) spilled
            3. Flow rate – GPM or BBL-PM
            4. Proximity to water ways (streams, creeks, rivers, lakes, etc.)
    b. ACCOUNTABILITY OF VICTIMS
    c. Emergency Response Guidebook (ERG)
    d. Pipeline markers – **SEE ERG for guidance**
    e. Operator information
    f. Area(s) of impact
    g. Weather
    h. Pre-Plans, LEPC Plan(s), SOPs/SOGs
3. Establish Command post
    a. Uphill - Upwind
    b. Out of expansion rage should incident escalate
4. **Make notifications**
    a. National Response Center – **1-800-424-8802**
    b. State notifications
    c. Local notifications
5. Establish Incident Command Team – **ICS 203 Form**
    a. Command Staff –
        i. Unified Command
            1. Fire
            2. Pipeline Operator
            3. EMS (if applicable)
            4. Law Enforcement
            5. Environmental Protection
        ii. PIO (Public Information Officer)
        iii. Liaison Officer(s)
        iv. Safety Officer(s)
    b. Operations
    c. Logistics
    d. Planning
    e. Finance
6. Determine Initial Strategy – **OFFENSIVE vs. DEFENSIVE**
    a. Based on:
        i. Resources on hand
        ii. Level(s) of training
        iii. Incoming resources – **ICS 211 Form**
            1. 15 minutes
            2. 30 minutes
7. Develop **Incident Action Plan (IAP)** – **ICS 215 Form** based on strategy chosen
    a. Set first Operational Period
    b. Establish Incident objectives
8. Conduct Safety briefing – **ICS 215A Form**
    a. STRESS RESPONDER SAFETY
    b. Work in teams or pairs – no one goes alone – **USE FULL PPE**
    c. Establish time(s) for PARs (Personnel Accountability Reports)
    d. ESTABLISH INITIAL OPERATIONS PERIOD
9. Develop Communications Plan - **ICS 205a Form**
10. IMPLEMENT THE INCIDENT ACTION PLAN
    a. Monitor progress
    b. Modify as needed

U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration

NVFC

SAMPLE PIPELINE INCIDENT COMMAND ORGANIZATION CHART



ICS 201-1: Incident Briefing

Incident:	Prepared By:
Period: Initial Response	Version Name:

Initial Situation

Map Sketch

ICS 201-2: Summary of Current Actions

Incident:	Prepared By:
Period: Initial Response	Version Name:

Incident Information

Incident Objectives

Summary of Actions & Events

Occurred At	Body

ICS 201-2: Summary of Current Actions Cont.

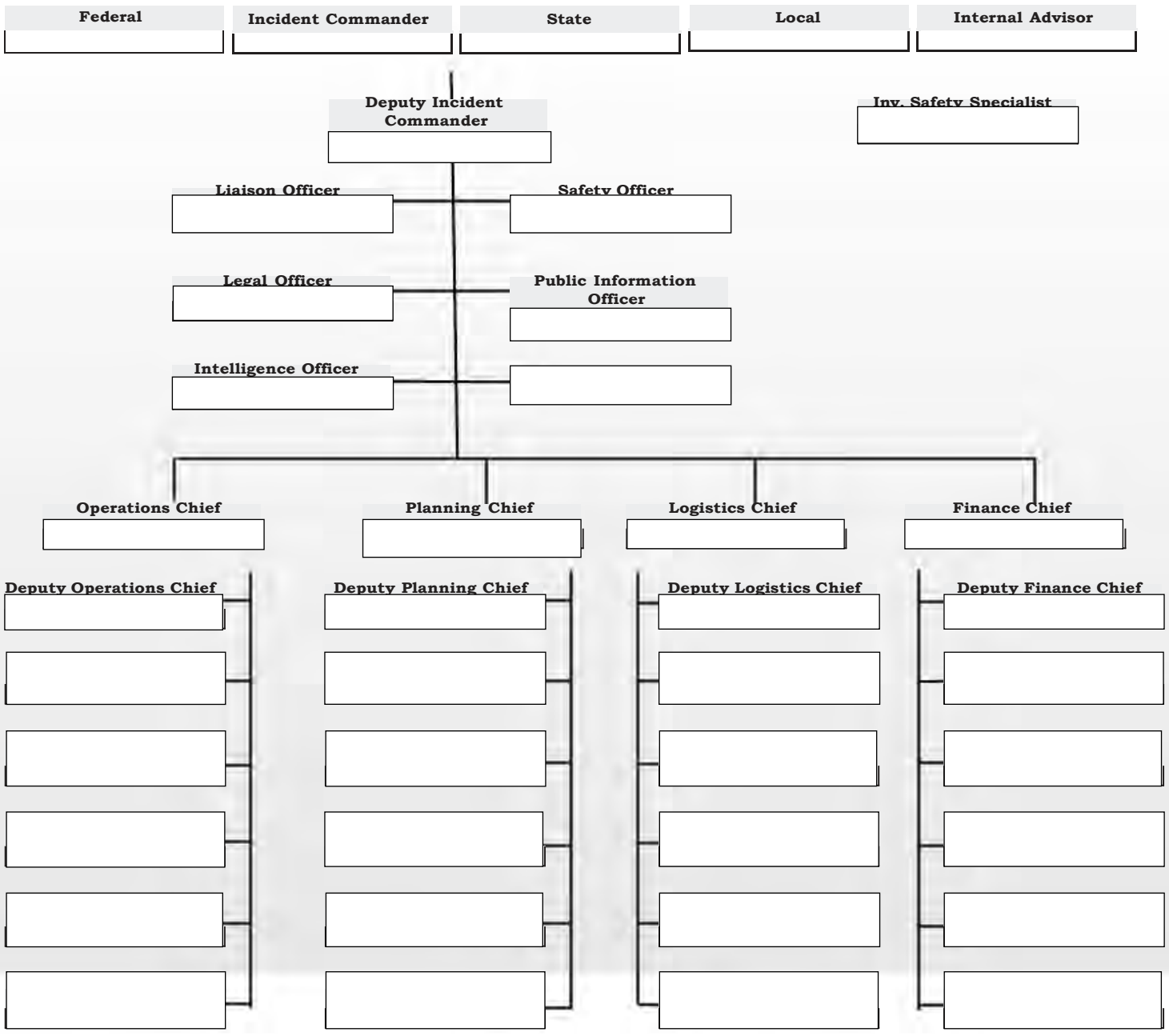
Incident:	Prepared By:
Period: Initial Response	Version Name:

Summary of Actions & Events

Occurred At	Body

ICS 201-3: Organizational Chart

Incident:	Prepared By:
Period: Initial Response	Version Name:



ICS 201-4: Resource Summary

Incident:	Prepared By:
Period: Initial Response	Version Name:

Resources

ID	Supplier	Resource Type	Description	Qty	Size	Contact & Phone	Area Of Operations	Status	Status Date Time

ENERGY TRANSFER

SITE SAFETY PLAN

Incident Name:	Date/Time Prepared:
Operational Period:	Prepared By:
Version:	Product:
Site:	

SITE CHARACTERIZATION

Water:

Wave Height ☐ Inches ☐ Meters ☐ Feet	Wave Direction:
Current Speed: Knots, MPH	Current Direction:
Land: ☐ Brush land ☐ Forest ☐ Grassland ☐ Hills, ☐ Mountains ☐ Swamp	Commercial ☐ Farm ☐ Government ☐ Industrial ☐ Public ☐ Recreational ☐ Residential
Weather: ☐ Ice ☐ Rain ☐ Snow ☐ Sun	Temp: Fahrenheit Celsius Kelvin
Wind Speed: Knots MPH	Wind Direction:
Pathways for Dispersion: ☐ Air ☐ Land ☐ Water Other	

SITE HAZARDS

☐ Boat Safety	☐ Fire, explosion, in-situ burning	☐ Pump hose
☐ Chemical hazards	☐ Heat Stress	☐ Slips, trips, and falls
☐ Cold stress	☐ Helicopter Operations	☐ Steam and hot water
☐ Confined spaces	☐ Lifting	☐ Trenching/Excavation
☐ Drum Handling	☐ Motor vehicles	☐ UV Radiation
☐ Equiptment Operations	☐ Noise	☐ Visiblity
☐ Electrical Operations	☐ Overhead/buried utilities	☐ Weather
☐ Fatique	☐ Plants/wildlife	☐ Work near water

AIR MONITORING

% O2:	%LEL:	ppm Benzene:
ppm H2S:	Other (Specify):	

Control Measures:

Engineering Controls

☐ Source of release secure	☐ Valves closed	☐ Energy sources locked/tagged out
☐ Site Secure	☐ Facility shut down	☐ Other

Personal Protective Equipment

☐ Impervious suit	☐ Respirator	☐ Inner gloves
☐ Eye Protection	☐ Personal floatation	☐ Flame resistance clothing
☐ Boots	☐ Hard hats	☐ Other

Additional control Measures

☐ Decontamination	☐ Stations established
☐ Sanitation	☐ Facilities provided - OSHA 29 CFR 1910.120n
☐ Illumniation	☐ Facilities provided - OSHA 29 CFR 1910.120f
☐ Medical Surveliance	☐ Facilities provided - OSHA 29 CFR 1910.120m

ENERGY TRANSFER

SITE SAFETY PLAN

Page 2	Incident Name:

WORK PLAN

☐ Booming	☐ Skimming	☐ Vac trucks
☐ Pumping	☐ Excavation	☐ Heavy equiptment
☐ Sorbent pads	☐ Patching	☐ Hotwork
☐ Appropriate permits used	☐ Other	

TRAINING

Verified site workers trained per OSHA 29 CFR 1920.120

ORGANIZATION

Title	Name	Telephone / Radio
Incident Commander		
Deputy Incident Commander		
Safety Officer		
Public Affairs Officer		
Other		

EMERGENCY PLAN

Alarm system	
Evacuation plan	
First aid location	
Notified	
Hospital	( ) -
Ambulance	( ) -
Air ambulance	( ) -
Fire	( ) -
Law enforcement	( ) -
Emergency response/rescue	( ) -

PRE-ENTRY BRIEFING

Initial briefing prepared for each site

INCLUDING ATTACHMENTS/APPENDICES

Attachments	Appendices
☐ Site Map	☐ Site Safety Program Evaluation Checklist
☐ Hazardous Substance Information Sheets	☐ Confined Space Entry Checklist
☐ Site Hazards	☐ Heat Stress Consideration
☐ Monitoring Program	☐ Cold Stress and Hypothermia Consideration
☐ Training Program	☐ First Aid for Bites, Stings, and Poisonous Plant Contact
☐ Safe Work Practice for Oily Bird Rehabilitation	☐ Safe Work Practices for Boats
☐ Spill Site Pre-Entry Briefing	☐ PPE Description
☐ Personnel Tracking System	☐ Decontamination
☐ SDS	☐ Site Emergency Response Plan
Date Plan Completed:	Prepared By:
Printed By:	

Notifications

Incident:	Prepared By:
Period: Initial Response	Version Name:

Notifications

Organization Name	Phone Number	Notified At	Person Contacted	Notified By	Notes

Weather Report

Incident:	Prepared By:
Period: Initial Response	Version Name:

Present Conditions		
Date:	Chance Precip.:	
Sunrise:	Sunset:	
High °F:	Low °F:	
Wind Speed MPH:	Wind Direction From:	
Visibility:	Clouds:	
Water °F:	Atmosphere Pressure:	
Lightning:		
Day Notes:		
Night Notes:		

24 Hour Forecast		
Date:	Chance Precip.:	
High °F:	Low °F:	
Wind Speed MPH:	Wind Direction From:	
Visibility:	Clouds:	
Water °F:	Atmosphere Pressure:	
Lightning:		
Day Notes:		
Night Notes:		

48 Hour Forecast		
Date:	Chance Precip.:	
High °F:	Low °F:	
Wind Speed MPH:	Wind Direction From:	
Visibility:	Clouds:	
Water °F:	Atmosphere Pressure:	
Lightning:		
Day Notes:		
Night Notes:		

ICS 214: Activity Log

Incident:	Prepared By:
Period:	Version Name:
Unit:	

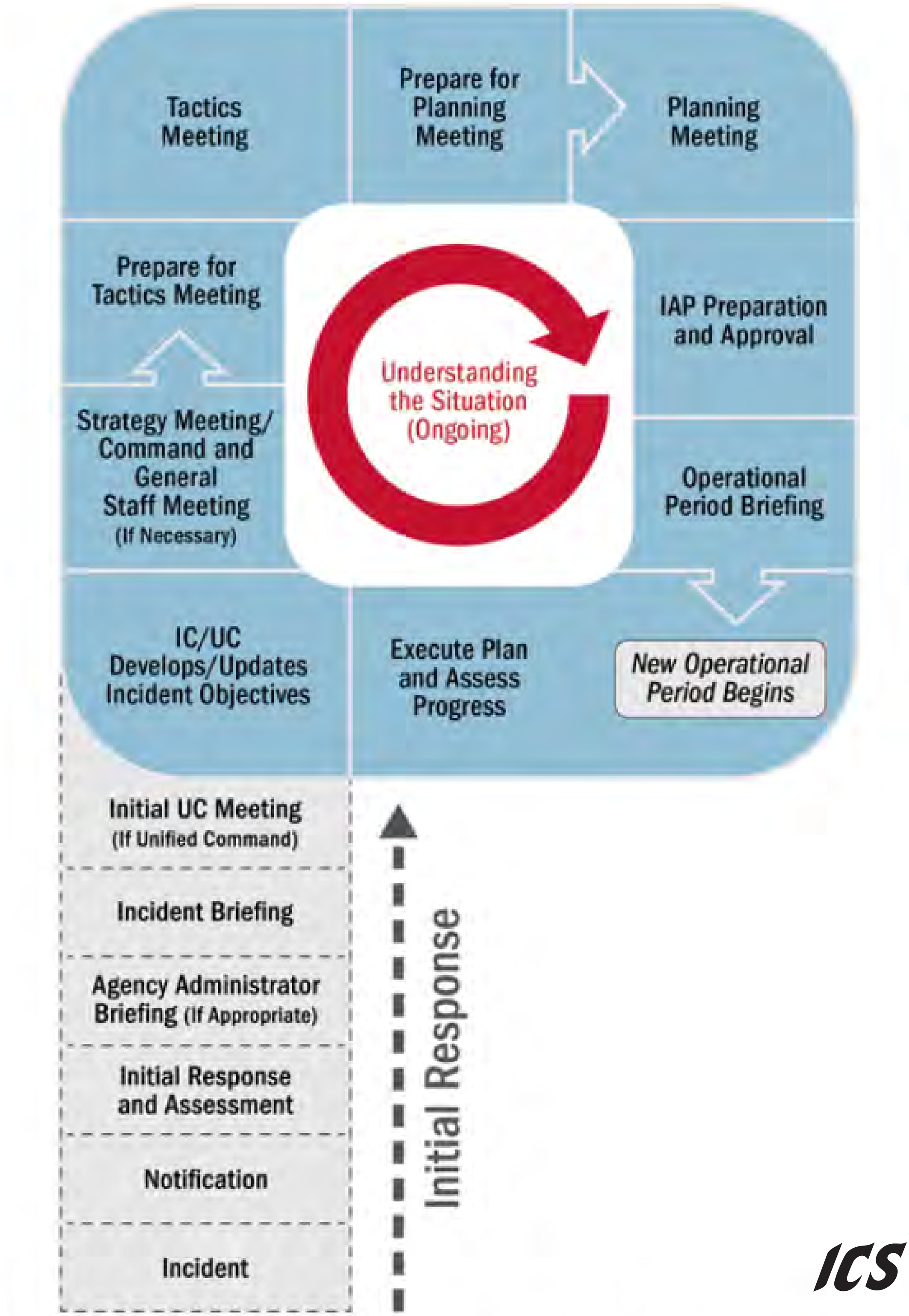
Summary of Actions & Events

Date/Time	Action I Event I Notes

ICS – 211 Sign In / Attendance Sheet

1. Incident Name	2. Operational Period (Date/Time) From: To:	3. Check-in Location ☐ Command Post ☐ Other _____ ☐ Staging Area _____			CHECK-IN LIST (Personnel) ICS 211p-OS	
Personnel Check-In Information				8. Initial Check-in?	9. TIME	
4. Name	**5. Company/Agency**	**6. ICS Section/Assignment**	**7. Contact Information (Cell Number)**	**(x)**	**IN**	**OUT**
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
10. Prepared by: **Date/Time**			**11. Date/Time Sent to Resources Unit**			
CHECK-IN LIST (Personnel)						**ICS 211p-OS**

PLANNING P



ICS

Appendix F

[redacted] Emergency Response Equipment List

[redacted]

Equipment List

Last revised Jan. 2016

Vehicles and Fueled Equipment

Licensed Vehicles
22T Boom Truck Freight Liner
Road Tractor Kenworth T800
4500kg Single Axel Truck
Triaxle Dump Truck
40 Ton Float
Pick-up Truck 2wd
Pick-up Truck 4wd
Fuel Truck
Utility Truck c/w tools/Air compressor/110V Generator
Weld Rig Complete
Cube Van Blasting Rig
Flat Deck Trailer 40'
Tow Behind 20' Cargo Trailer

Mechanical Fueled Equipment
Cat D6H LGP Side Boom (60,000lbs)
Hi-Low Fork Truck (6000lbs)
JCB Fork Truck (8000lbs)
CAT Telehandler (9,000lbs)
CAT Telehandler (12,000lbs)
Kubota RTV 900
Kubota RTV 1140
JD XUV825i S4 Gator
Sand Blasting Skid Unit

Civil Fueled Equipment
John Deere 290 LC Excavator
Komatsu PC220 Excavator
Case 210B Excavator
Case 160B Excavator
Case Tractor Back Hoe
John Deere 624k IT Loader
Case 850M LT Dozer
Case SV208 Roller

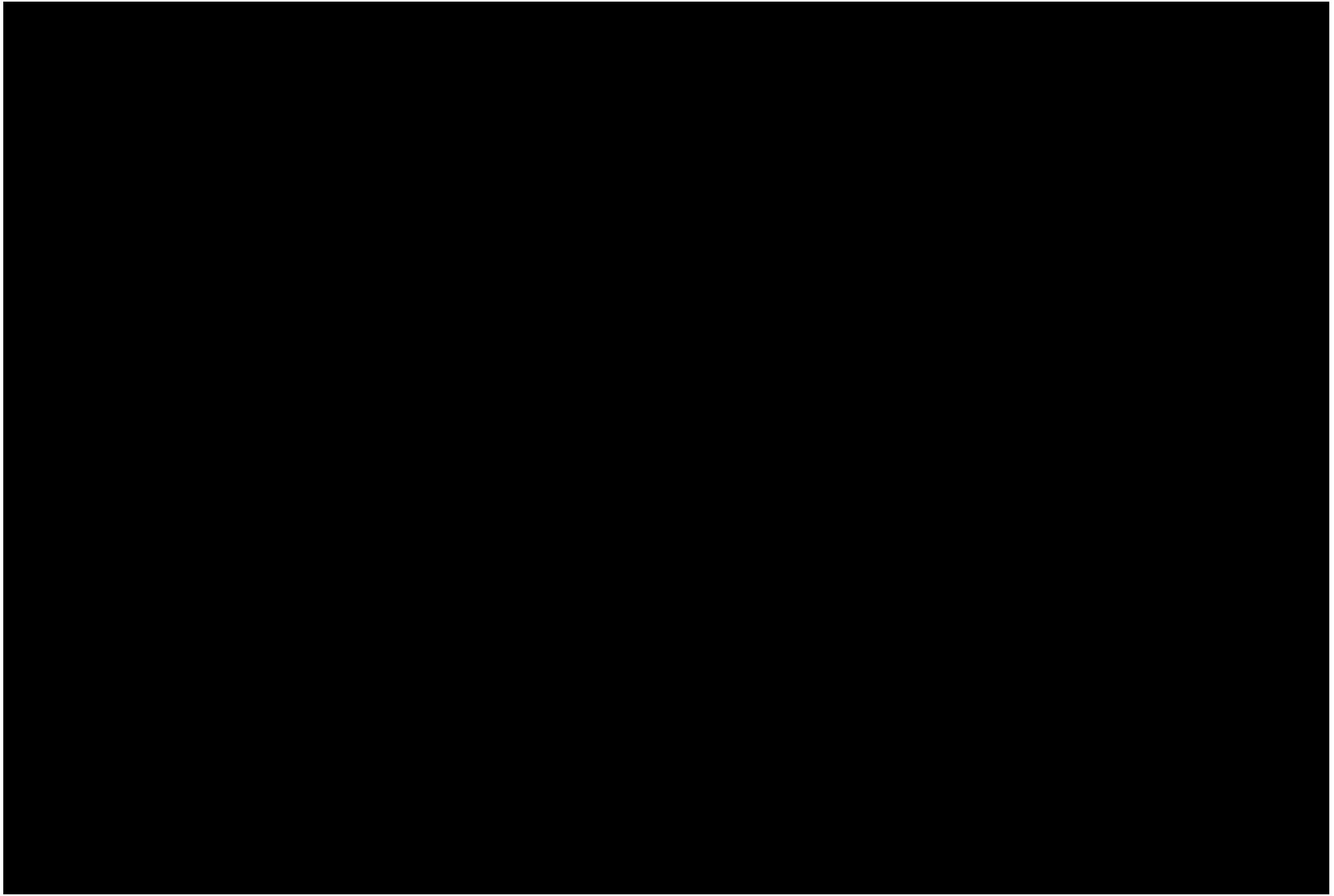
Miscellaneous Field Equipment
2" Water Pump Submersible (Electric)
Generator 5000watt
Generator 1000watt
Diesel Heater (500,000 BTU Vented)
Air Compressor 180 CFM
Air Driven Machining Tool Small 2"-4""
Air Driven Machining Tool Large 4"-8"
2-Way Radios
Air Torquing Equipment Rad Guns
Ship Container
Aluminum Trench Box
Cut off Saw c/w Diamond Blade
Pump 2" or 3"
Discharge Hoses
Gas Plate Tamper
Diesel Plate Tamper
Jumping Jack
Chipping Gun
Hammer Drill
Concrete Breaker
Rotating Laser
Steel Plates per sheet
Jersey Barriers
12X60 Office trailers

Pipeline Equipment
Pig Tracking Equipment (Transmitter & Receiver)
Magnetic Pig Sigs
Digital Dead Weight Equipment (Tester, Gauges, Recorders)
SPY Holiday Detector
Hydrostatic Gas Test Pump
Pipeline Cones
Temp. Ground Flare

APPENDIX G

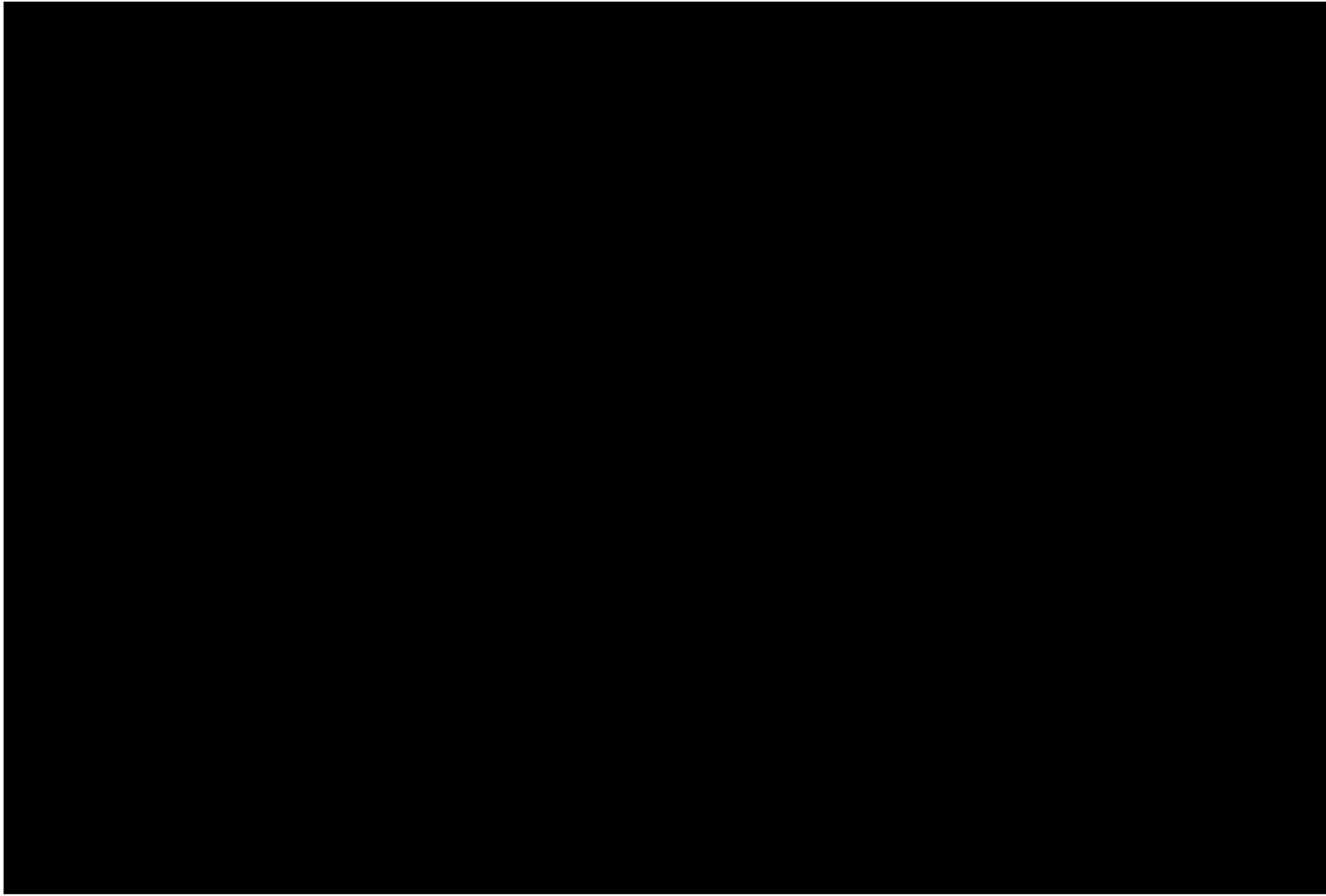
P&ID Drawings

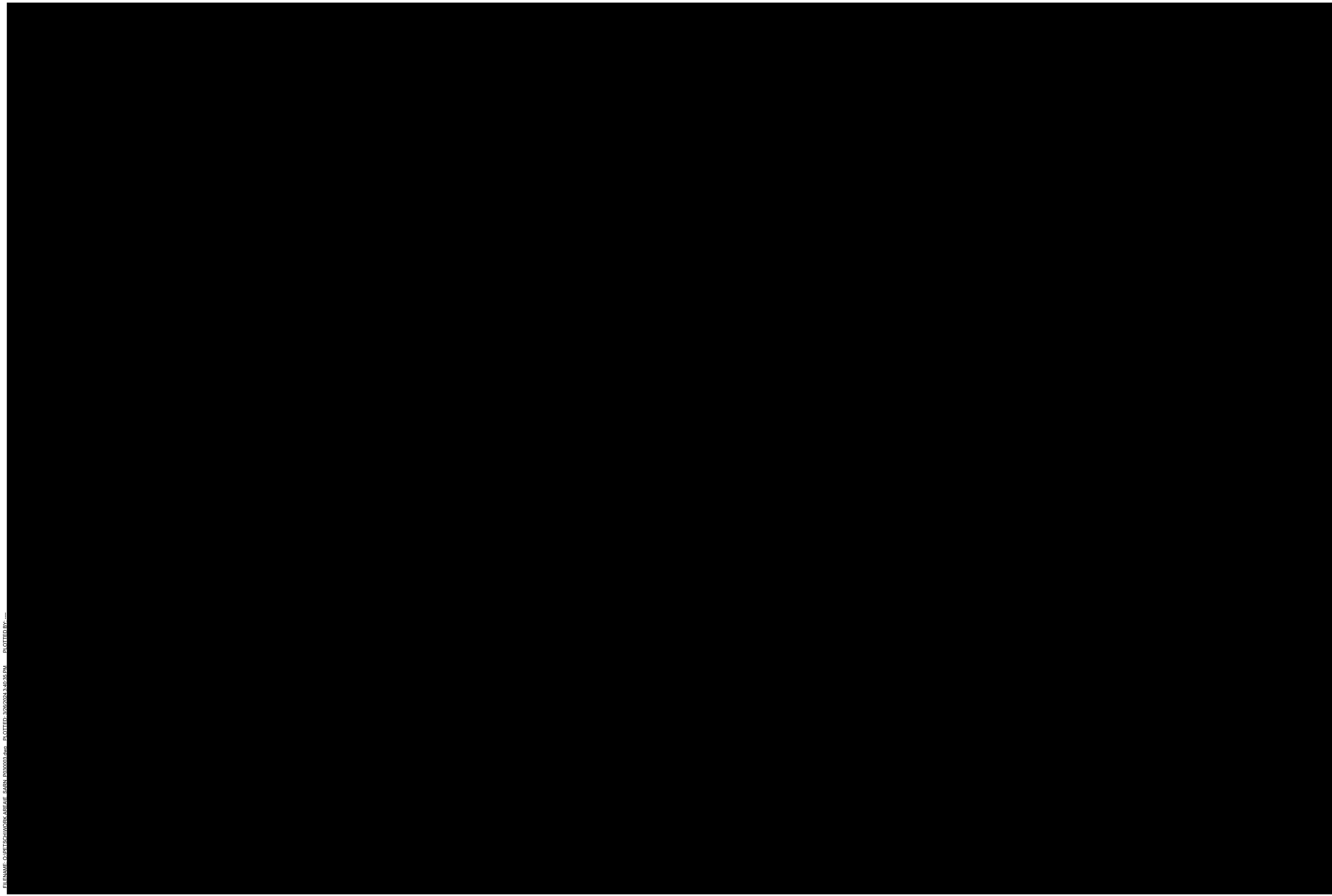
[redacted]



[redacted]







FILENAME: C:\PETSCH\WORK AREA\E_SARN_P030003.dwg PLOTTED: 3/26/2024 3:40:35 PM PLOTTED BY: ----

APPENDIX H

ICS Job Descriptions

ICS JOB DESCRIPTIONS

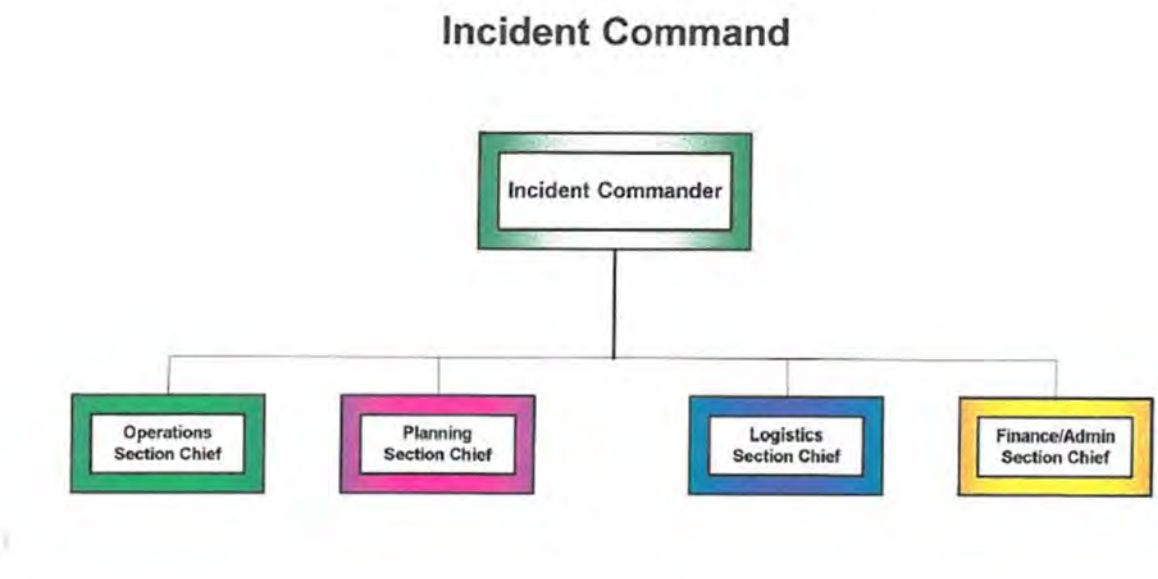
The corporate organizational infrastructure used to activate resources and manage response actions is based upon the Incident Command System.

SPLP has developed its Incident Command System [based on National Incident Management System (NIMS) ICS] to facilitate the response and management of an emergency at all of its facilities. This system does not reflect the day-to-day organizational structure of the company, as its format is based on the life of the incident. The SPLP ICS is based on eight management concepts.

- Common Terminology
- Modular Organization
- Unified Command Structure
- Manageable Span of Control
- Pre-designated Incident Response Teams
- Consolidated Action Plans
- Comprehensive Resource Management
- Integrated Communications

These concepts are fully accommodated in the three Command Staff roles; Public Information, Liaison, and Safety, and four major General Staff sections of the ICS organization:

1. Operations, headed by the Operations Section Chief
2. Planning, headed by the Planning Section Chief
3. Finance, headed by the Finance Section Chief
4. Logistics, headed by the Logistics Section Chief



The ICS span of control is usually not more than six people. The skills and talents to fill the positions in the ICS organization come from every department, location and level within SPLP. Following demobilization each individual returns to his/her regular job and position. Responder familiarity with the ICS is critical before its use is required. It is recognized that people resort to comfort levels in times of high stress. To assure that comfort level prior to the use of the ICS in an actual event, regular ICS training is performed.

In summary, the SPLP Incident Command System is fashioned after the NIMS ICS program and entails a combination of facilities, personnel, equipment, procedures, and communications operating within a common organizational structure. The primary purpose for the ICS is the management of resources to effectively accomplish objectives and goals in response to an incident.

Incident Commander

The Incident Commander is responsible for the overall management of all incident activities, including the development and implementation of strategy, and for approving the ordering and release of resources. In multi-jurisdictional incidents, the duties of the Incident Commander may be carried out by a unified command established jointly by the agencies that have direct jurisdictional or functional responsibility for the incident. In those single-jurisdiction incidents where assisting agencies have significant resources committed, the responsible agency may establish a unified command at the incident command level, or place assisting agency personnel in key positions within the organizational structure. The Incident Commander may have a deputy. The deputy's responsibilities will be as delegated by the Incident Commander.

Assumption of Command

Taking over the command of the incident requires that the Incident Commander obtain a complete and up-to-date incident briefing. This can only be accomplished if the individual who is relinquishing command can bring the new commander up to date on what the situation is at the time of the briefing. Therefore, it is important that the commander being relieved prepares the Incident Briefing (ICS Form 201 or local form) as completely as possible for the new commander.
The Incident Commander will assume command of an incident after the overall situation is

reviewed. Prior to the briefing, the outgoing Incident Commander must ensure that sufficient resources have been ordered. He or she must also ensure that a designated individual is left in charge while he or she is briefing the incoming Incident Commander.

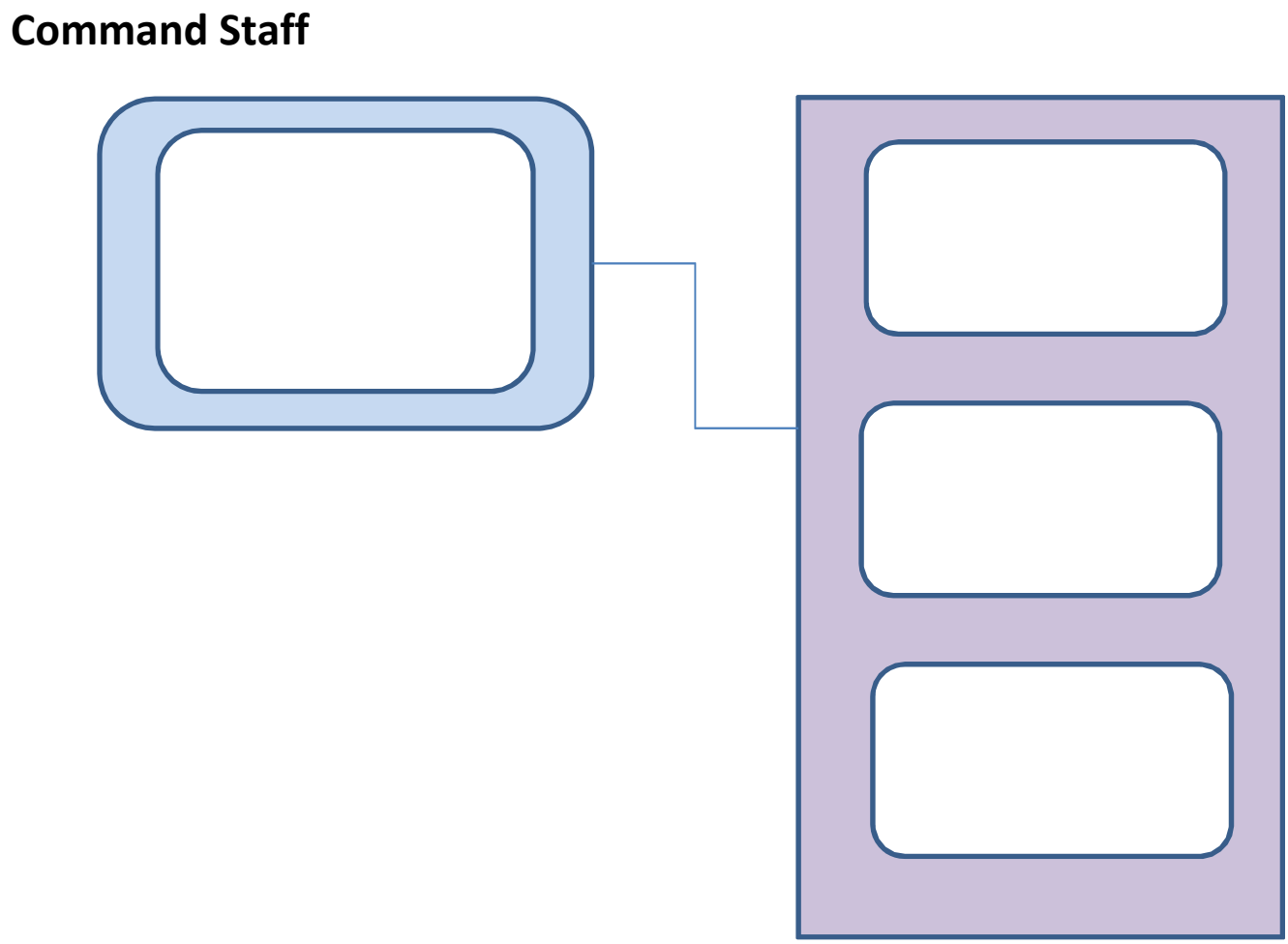
Incident Commander Checklist:
The checklist below presents the **minimum** requirements for all Incident Commanders. Note that some activities are one-time actions, while others are ongoing or repetitive for the duration of an incident.

INCIDENT COMMANDER CHECKLIST

DONE / N/A	TASKS
☐	Obtain an incident briefing and Incident Briefing Form (ICS Form 201) from the prior Incident Commander.
☐	Assess the incident situation.
☐	Determine incident goals and strategic objectives.
☐	Establish the immediate priorities.
☐	Establish an Incident Command Post.
☐	Conduct the initial briefing.
☐	Activate elements of the ICS, as required.
☐	Brief the command staff and section chiefs.
☐	Ensure that planning meetings are conducted.
☐	Approve and authorize the implementation of the IAP.
☐	Ensure that adequate safety measures are in place.
☐	Determine information needs and inform command personnel.
☐	Coordinate staff activity.
☐	Coordinate with key people and officials.
☐	Manage incident operations.
☐	Approve requests for additional resources and requests for release of resources.
☐	Approve the use of trainees at the incident.
☐	Authorize release of information to the news media.
☐	Ensure that the Incident Status Summary (ICS Form 209 or local form) is completed and forwarded to the dispatch center(s).
☐	Approve a plan for demobilization.
☐	Release resources and supplies.

COMMAND STAFF

The Command Staff reports directly to the Incident Commander or Unified Command and is comprised of the Public Information Officer, the Safety Officer, and the Liaison Officer.



Public Information Officer

Responsibilities
The Public Information Officer (PIO) is responsible for the collection and release of information about the incident to the news media and other appropriate agencies and organizations. The PIO reports to the Incident Commander.

The PIO develops and implements the communication strategy and, in particular, for drafting, securing approval for and issuing all "official" communications during an incident. These communications include statements that can be relayed to the community, press releases, employee memos, fact sheets on operations, frequently asked questions and talking points.

The PIO role will be filled by SPLP Corporate Communications personnel or a local external

communications agency that SPLP Corporate Communications has designated. Each is trained in crisis communications, SPLP procedures (e.g., the proper notification and approval chain) and the use of tools that can be deployed. Each also has access to additional resources that can be called upon to:

- Write statements and background material
- Counsel business leaders and spokespeople
- Build media lists
- Monitor and report on media coverage
- Organize press briefings
- Coordinate with partners, contractors, emergency response agencies and other third parties
- Manage an informational Web site and, with the assistance of central Corporate Communications resources, deploy this to the Internet.

SPLP Corporate Communications will designate a communications professional to represent the company on a Joint Information Center (JIC) team in the U.S. with external agencies should one be established.

Public Information Officer Checklist

Instructions: The checklist below presents the minimum requirements for Information Officers. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

DONE/ N/A	TASKS
☐	Contact the jurisdictional agency to coordinate public information activities.
☐	Establish a Joint Information Center (JIC), whenever possible.
☐	Determine from the Incident Commander if there are any limits on information release.
☐	Arrange for necessary workspace, materials, telephones and staffing.
☐	Obtain copies of the Incident Commander's Situation Status Summary Report (ICS Form 209 or local form).
☐	Prepare an initial information summary as soon as possible after arrival.
☐	Observe constraints on the release of information imposed by the Incident Commander.
☐	Obtain approval for information release from the Incident Commander.
☐	Release news to the media and post information at the Incident Command Post and other appropriate location(s).
☐	Attend meetings between the media and incident personnel.
☐	Arrange for meetings between the media and incident personnel.
☐	Provide escort service to the media and VIPs.
☐	Provide protective clothing for the media and VIPs (as appropriate).
☐	Respond to special requests for information.
☐	Maintain the unit log (ICS Form 214 or local form).

Safety Officer

Responsibilities
The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although he or she may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Safety Officer maintains an awareness of active and developing situations, approves the medical plan, and includes safety messages in each incident action plan. The Safety Officer reports to the Incident Commander.

Safety Officer Checklist

Instructions: The checklist below presents the minimum requirements for Safety Officers. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

DONE/ N/A	TASKS
☐	Obtain an incoming briefing from the Incident Commander.
☐	Identify hazardous situations associated with the incident.
☐	Participate in planning meetings.
☐	Review the incident action plan.
☐	Identity potentially unsafe situations.
☐	Exercise emergency authority to stop and prevent unsafe acts.
☐	Investigate accidents that have occurred within the incident area.
☐	Assign assistants as needed.
☐	Review and approve the medical plan (ICS Form 206 or local form).
☐	Maintain the unit log (ICS Form 214 or local form).

Liaison Officer

Responsibilities

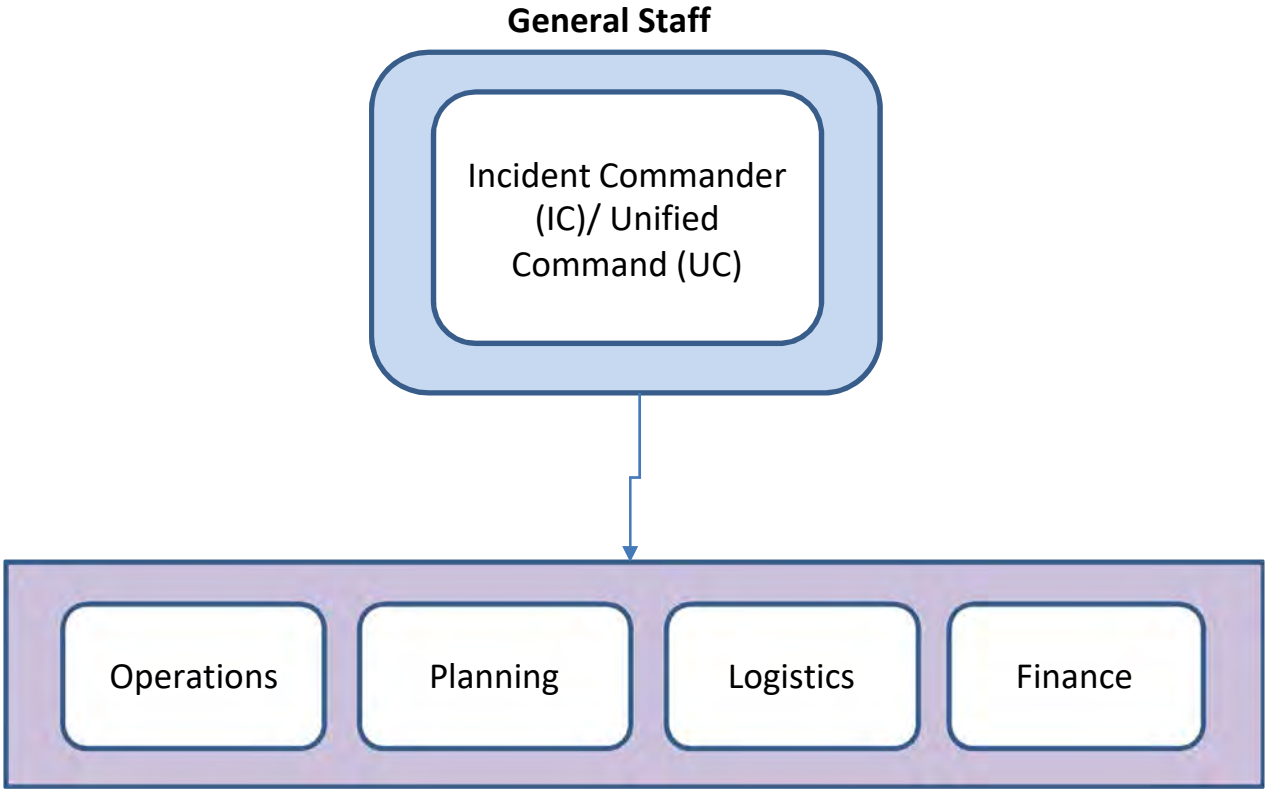
The Liaison Officer is responsible for interacting (by providing a point of contact) with the assisting and cooperating agencies, including fire agencies, the American Red Cross, law enforcement, public works and engineering organizations, and others. When agencies assign agency representatives to the incident, the Liaison Officer will coordinate their activities. As a member of the command staff, the Liaison Officer reports to the Incident Commander.

Liaison Officer Checklist

Instructions: The checklist below presents the minimum requirements for Liaison Officers. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

DONE / N/A	TASKS
☐	Obtain a briefing from Incident Commander.
☐	Provide a point of contact for assisting an/or coordinating with agency representatives.
☐	Identity representatives from each involved agency, including a communications link and his or her location.
☐	Keep agencies supporting the incident aware of incident.status.
☐	Respond to requests from incident personnel for inter-organizational contacts.
☐	Monitor incident operations to identify current or potential inter-organizational contacts.
☐	Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
☐	Maintain the unit log (ICS Form 214 or local form).

GENERAL STAFF



Operations Section Chief

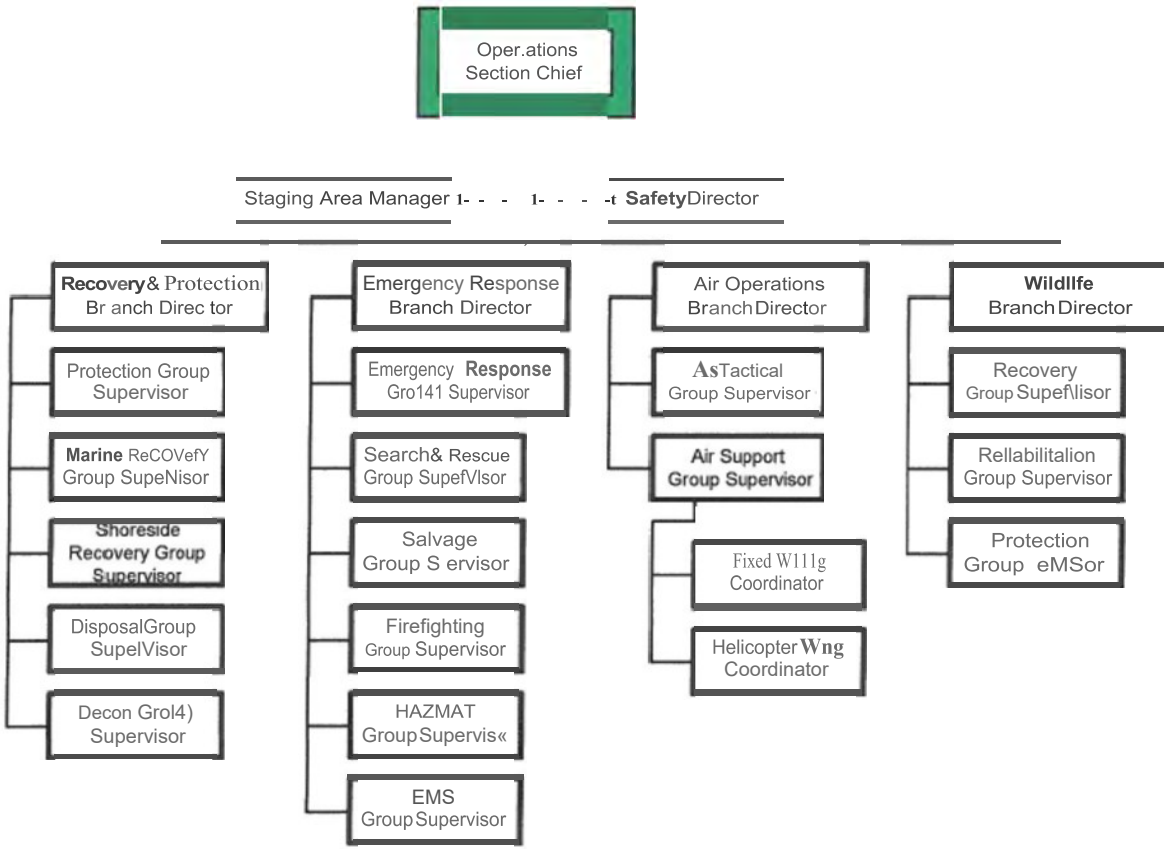
Responsibilities
The Operations Section Chief, a member of the general staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises operations, organizational elements, and staging areas in accordance with the incident action plan. The Operations Section Chief also assists in the formulation of the incident action plan and directs its execution. The Operations Section Chief also directs the formulation and execution of subordinate unit operational plans and requests or releases resources and recommends these to the incident commander. He or she also makes expedient changes to the incident action plan (as necessary) and reports such to the Incident Commander. The Operations Section Chief reports directly to the Incident Commander. The Operations Section Chief may have a deputy. The deputy's responsibilities will be as delegated by the Operations Section Chief, and the deputy must serve in the same operational period.

Operations Section Chief Checklist

Instructions: The checklist below presents the minimum requirements for Operations Section Chiefs. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

DONE / N/A	TASKS
☐	Obtain a briefing from the Incident Commander.
☐	Develop the operations portion of the incident action plan.
☐	Brief and assign operations personnel in accordance with the incident action plan.
☐	Supervise operations.
☐	Establish staging areas.
☐	Determine need and request additional resources.
☐	Review the suggested list of resources to be released and initiate recommendations for the release of resources.
☐	Assemble and disassemble strike teams assigned to the Operations Section.
☐	Report information about activities, events, and occurrences to the Incident Commander.
☐	Maintain the unit log (ICS Form 214 or local form).

Operations Section



Planning Section Chief

Responsibilities

The Planning Section Chief, a member of the Incident Commander's general staff, is responsible for the collection, evaluation, dissemination, and use of information regarding the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict the probable course of incident events.
- Prepare alternative strategies and control operations for the incident.

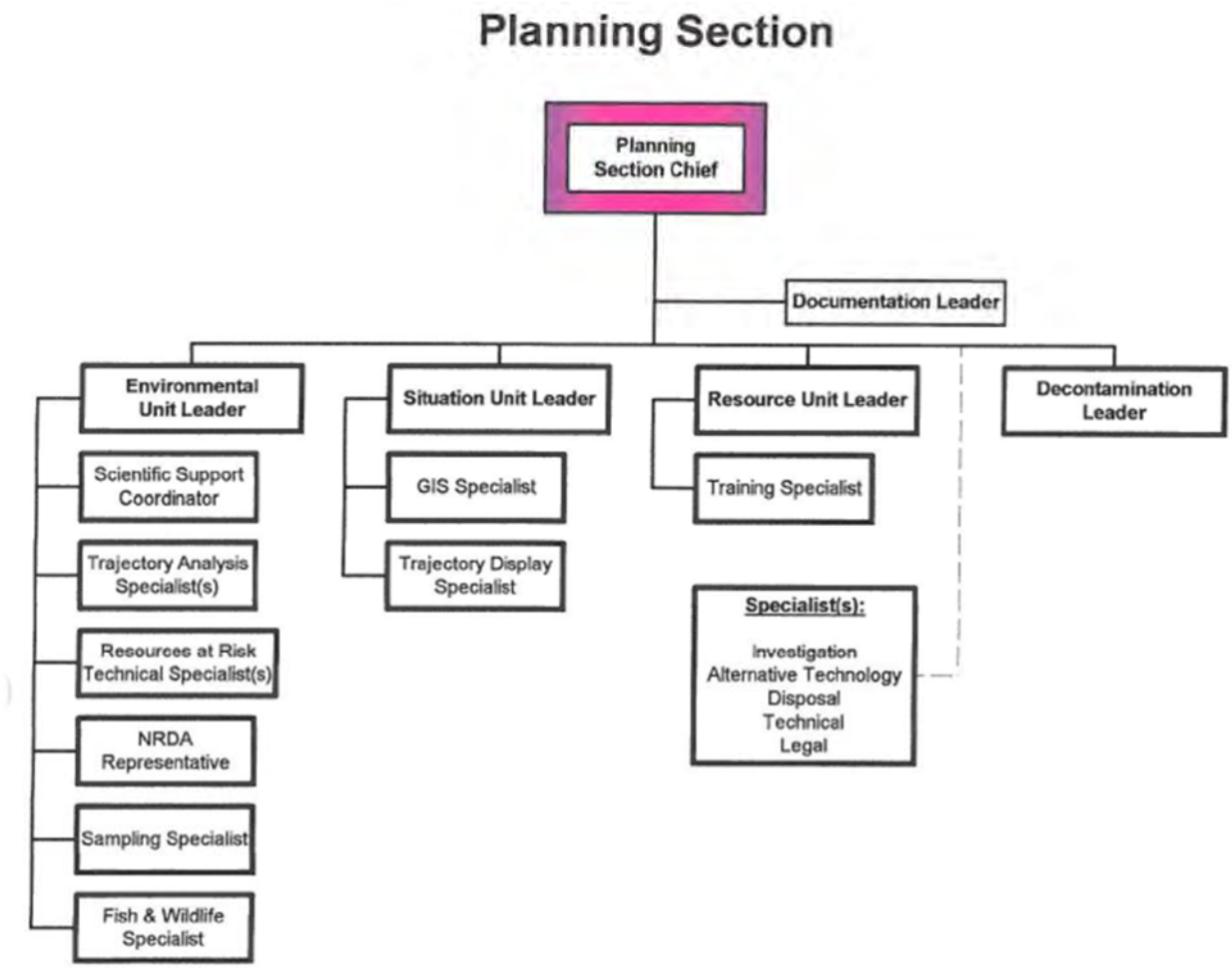
The Planning Section Chief reports directly to the Incident Commander. The Planning Section Chief may have a deputy. The deputy's responsibilities will be as delegated by the Planning Section Chief. Unit functions may be combined if workload permits.

Planning Section Chief Checklist

Instructions: The checklist below presents the minimum requirements for Operations Section Chiefs. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

DONE / N/A	TASKS
☐	Obtain a briefing from the Incident Commander.
☐	Activate Planning Section units.
☐	Collect and process situation information about the incident
☐	Reassign initial response personnel to incident positions, as appropriate.
☐	Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident action plan.
☐	Notify the Resources Unit of the Pluming Section units which have been activated, including the names and locations of assigned personnel.
☐	Establish a weather data collection system, when necessary.
☐	Supervise the preparation of the Incident action plan (see planning process checklist).
☐	Assemble information on alternative strategies.
☐	Assemble and disassemble strike teams not assigned to operations.
☐	Identify the need for use of specialized resource(s).
☐	Perform operational planning for the Planning Section.
☐	Provide periodic predictions on incident potential.
☐	Compile and display the staff incident status summary information.
☐	Advise the general staff of any significant changes in incident status.
☐	Provide the incident traffic plan.

- [ ] If requested, assemble and disassemble strike teams and task forces not assigned to operations.
- [ ] Supervise the Planning Section units.
- [ ] Prepare and distribute the Incident Commander's orders.
- [ ] Instruct the Planning Section units on how to distribute incident information.
- [ ] Ensure that normal agency information collection and reporting requirements arc being met.
- [ ] Oversee preparation of incident demobilization plan.
- [ ] Prepare recommendations for the release of resources (to be submitted to the Incident Commander).
- [ ] Maintain the unit log (ICS Form 214 or local form).



Logistics Section Chief

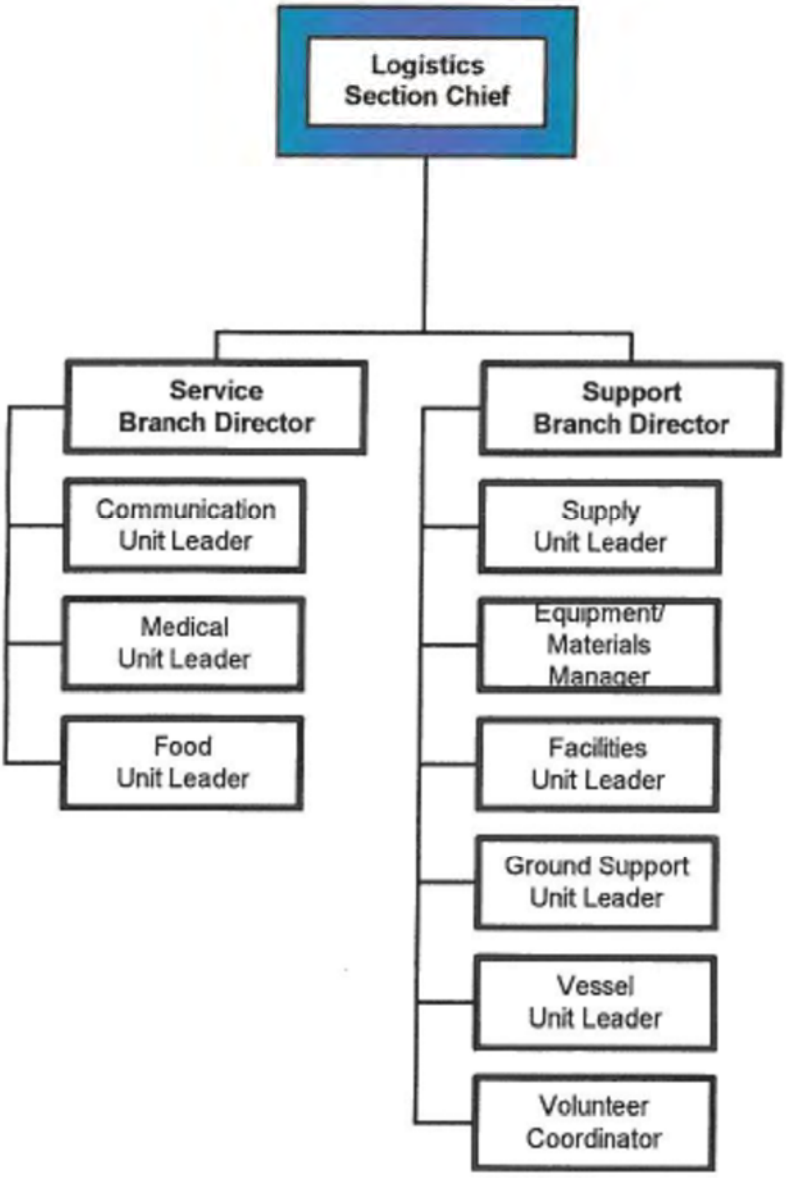
Responsibilities
The Logistics Section Chief, a member of the general staff is responsible for providing facilities, services, and materials in support of the incident. The Logistics Section Chief participates in the development of the incident action plan and activates and supervises the branches and units within the Logistics Section.

Logistics Section Chief Checklist

Instructions: The checklist below presents the minimum requirements for Logistics Section Chiefs. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

DONE / N/A	TASKS
☐	Obtain a briefing from the Incident Commander.
☐	Plan the organization of the Logistics Section.
☐	Assign work locations and preliminary work tasks to section personnel.
☐	Notify the Resources Unit of the Logistics Section units which have been activated, including the names and locations of assigned personnel.
☐	Assemble and brief unit leaders and branch directors.
☐	Participate in the preparation of the incident action plan.
☐	Identify the service and support requirements for planned and expected operations.
☐	Provide input to and review the communications, medical, and traffic plans.
☐	Coordinate and process requests for additional resources.
☐	Review the incident action plan, and estimate section needs for the next operational period.
☐	Ensure that the incident communications plan is prepared.
☐	Advise on current service and support capabilities.
☐	Prepare the service and support elements of the incident action plan.
☐	Estimate future service and support requirements.
☐	Receive the demobilization plan from the Planning Section.
☐	Recommend the release of unit resources in conformity with the demobilization plan.
☐	Ensure the general welfare and safety of Logistics Section personnel.
☐	Maintain the unit log (ICS Form 214 or local form).

Logistics Section



Finance/Administration Section Chief

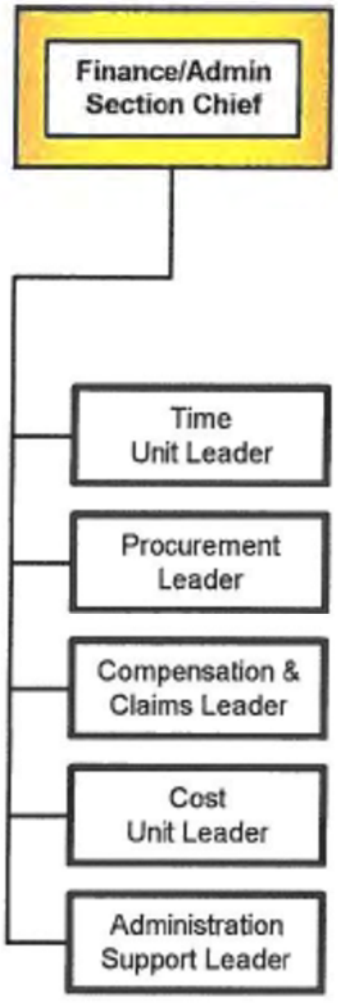
Responsibilities
The Finance/Administration Section Chief, a member of the general staff; is responsible to organize and operate the Finance/Administration Section within the guidelines, policy, and constraints established by the Incident Commander and the responsible agency. The Finance/Administration Section Chief participates in the development of the incident action plan and activates and supervises the units within the section.
The finance/administration function within the Incident Command System is heavily tied to agency-specific policies and procedures. The Finance/Administration Section Chief will normally be assigned from the agency with incident jurisdictional responsibility. The organization and operation of the finance/administration function will require extensive use of agency-provided forms. The Finance/Administration Section Chief reports directly to the Incident Commander.

Finance/Admin Section Chief Checklist
Instructions: The checklist below presents the minimum requirements for Finance/Admin Section Chiefs. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

DONE / N/A	TASKS
☐	Obtain a briefing from the Incident Commander.
☐	Manage all financial aspects of an incident.
☐	Provide financial and cost analysis information as requested.
☐	Attend a briefing with the responsible agency to gather information.
☐	Attend a planning meeting to gather information on overall strategy.
☐	Identity and order supply and support needs for the Finance/Administration Section.
☐	Develop an operations plan for the finance/administration function at the incident.
☐	Prepare work objectives for subordinates, brief staff; make assignments, and evaluate performance.
☐	Determine the need for a commissary operation.
☐	Inform the Incident Commander and general staff when the section is fully operational.
☐	Meet with assisting and cooperating agency representatives, as required.
☐	Provide input in all planning sessions on finance matters.
☐	Maintain daily contact with agency/ies' administrative headquarters on finance matters.
☐	Ensure that all personnel time records are transmitted to home agencies according to policy.
☐	Participate in all demobilization planning.

- ☐ Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- ☐ Brief agency administration personnel on all incident-related business management issues needing attention and follow-up prior to leaving the incident.
- ☐ Maintain the unit log (ICS Form 214 or local form).

Finance/Admin Section



APPENDIX I

EMERGENCY RESPONSE

NOTIFICATION CHECKLISTS

EMERGENCY RESPONSE CHECKLIST

OBJECTIVES: Safety of Personnel - Responders and Public
Isolate/Secure source of spill/release
Minimize Environmental Impacts

Date: _____ - _____ Time of Call: _____ ☐ AM ☐ PM

Name of Person Reporting Emergency: _____

Telephone Number(s): _____ ☐ Work ☐ Home Cell ☐ Other ☐ _____

Location of Emergency (Address, Lat/Long): _____

Description of Emergency: _____

Time of Incident _____ ☐ AM ☐ PM Time Incident was Reported to the Company? : _____ ☐ AM ☐ PM

On Scene Weather Conditions

Air Temp _____ Wind speed and Direction _____

Wave Height _____ Current Speed _____ Current Direction _____

Known Hazards associated with Product (SDS) Air Monitoring? _____

Gas Product Line Description _____ Line Pressure _____ Blow Down Time? _____

Liquid Product Product/API _____ Volume Discharged/potential _____ On Land or Waterway impact? _____

Site Safety Plan Developed? _____ Environmentally Sensitive Areas impacted? _____

FIRE: Yes ☐ _____ No ☐ _____

INJURIES: Yes ☐ _____ No ☐ _____

Are EMT's / Paramedics: _____ On-Site _____ Enroute to Scene _____ Enroute to Hospital

Name of hospital injured have been or will be taken to: _____

Has the fire department been notified?	Yes ☐	No ☐	On-Site:
All personnel accounted for?	Yes ☐	No ☐	
Is there Law Enforcement at the site?	Yes ☐	No ☐	
Has the area been secured?	Yes ☐	No ☐	
Have there been any evacuations?	Yes ☐	No ☐	
Has service been interrupted?	Yes ☐	No ☐	
Are any Company personnel on-site?	Yes ☐	No ☐	

What is the extent of property damage? (ET, 3rd Party - $$ Estimate) _____

What notifications have been made? _____

Who is IC? (Name & Phone Number) _____

Media Interest/Holding Statement? _____

What is the status of repairs or actions taken/planned? _____

Will Drug/Alcohol Test be Required? (ET PHMSA Alcohol and Drug Plan within 2 Hrs) Yes ☐ No ☐

PHMSA Reportable? Yes ☐ _____ No ☐ Within (1) hour if 3 MMcf or greater gas loss - A.15

FERC Reportable? Yes ☐ _____ No ☐ Serious service interruptions (Contact Certificates, Regulatory Affairs Dept. - 18CFR 260.9)

TSB:	**(1-819-997-7887)**	**24-hour hotline**	Contacted: ☐ Yes ☐ No
Reference #		Time:	Time: ☐ AM ☐ PM
CER:	**(403-299-2773)**		Contacted: ☐ Yes ☐ No
Other Agencies:			Contacted: ☐ Yes ☐ No
Agency Name:			Time: _____ ☐ AM ☐ PM
Agency Number:			

Others:

Name:	Name:	Name:
Number:	Number:	Number:

SOP's Reference or Best Practice or Policies

A.04/HLA.04	Initial Reporting and Investigating Events	A.23/HLA.23	Facilities Security
A.08/HLA.08	Field Emergency Response Procedures	I.30/HLA.30	Third Party Damage
A.11/HLA.11	Investigation of Failures	S-010	Incident Management
A.12/HLA.12	Safety Related Condition and MAOP Exceed. Reporting	CRM.11	Emergency Response Procedures
A.13/HLA.13	Recognizing and Responding to Abnormal Operations	EHS	Corporate Emergency Management Plan
A.14/HLA.14	Responding to Damage to or Loss of Company Assets	EHS	Release Response and Reporting - S.03
A.15/HLA.15	PHMSA-States-Incident Reporting	Policy	ET PHMSA Alcohol and Drug Plan
A.20/HLA.20	Field Response to Natural Hazards Potential Disasters		Emergency Response Training Guide

FORM RESET

PRINT

Revised: April 11, 2019

Spill Response Notification Form - FOR U.S. NOTIFICATION

Use this report prior to calling the National Response Center as the operator will ask for the following information. **NRC- (800) 424-8802/ (202) 276-2100**

DO NOT DELAY REPORT TO RESEARCH INFORMATION

A. GENERAL INFORMATION TO REPORT				
Reporter's Last Name:		First:		M.I.
Position (Lat/Long):				
Call Back #s:	Day:	Evening:		
Incident Type: Spill _____ Release_____ Fire_____ Security_____ Other_____				
Company:				
Address:				
City:	State:		Zip:	
Were materials discharged: Yes/No		Confidential: Yes/No		
Meeting Federal Obligations to Report? (Yes/No)			Date called:	
Calling for Responsible Party? (Yes/No)			Time called:	
B. INCIDENT DESCRIPTION				
Source and/or Cause of Incident:				
Date of Incident:	Time of Incident:	Water Impact: (Yes/No)	Name of Water Body:	
Incident Address/Location				
Nearest City:	State: Zip:		County:	
Distance from city:	Units of measure:		Direction from city:	
Section:	Township:		Range:	
Container type:	Tank Capacity:		Units of measure:	
Facility Total Storage Capacity:	Units of measure: GALLONS			
Facility (Lat/Long)				
C. MATERIAL				
CHRIS Code	Discharged Qty:	Unit of measure	Quantity in Water	Unit of measure
Notes:				
D. RESPONSE ACTION				
Actions taken to correct, control or mitigate incident:				

E. IMPACT	
# of Injuries:	# of Deaths:
Were there evacuations? (Yes/No)	# of Evacuations?
Was there any Damage (Yes/No)	
Damage in dollars (approximate):	
Medium Affected:	
Description:	

F. ADDITIONAL INFORMATION
Any information about the incident not recorded elsewhere in the report:

G. CALLER NOTIFICATIONS		
USEPA: (Yes/No)	USCG: (Yes/No)	State: (Yes/No)
Other:	Describe:	