



Manual

Emergency Procedures Manual

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Table of Contents

1	Purpose	1
2	Scope.....	1
3	Roles and Responsibilities.....	1
	Document Owner	1
	Additional Roles.....	1
3.1	Document Review Frequency	2
4	3.2 Definitions, Abbreviations and Acronyms.....	2
5	3.3 Overview.....	5
	Life Safety and Public Protection	5
5.1	Health and Safety Policy	5
5.2	Scope/Purpose	5
5.3	Training and Exercises	5
5.4	Hazard and Risk Assessment.....	6
5.5	EPM Use.....	6
5.6	5.6.1	6
	5.6.2 Emergency Response Document Types.....	6
5.7	Updates.....	6
5.8	Emergency Response Procedure Objectives	7
5.9	General Responsibilities of Employees.....	7
5.10	Emergency On-Call Member Responsibilities.....	7
5.11	5.11.1	7
	5.11.2 Emergency Management.....	7
5.12	Mutual Aid.....	7
6.1	General	8
	CEPA Mutual Emergency Assistance Agreement (MEAA)	8
	Major Repair Equipment	9
6	Initial Actions.....	9
	Initial Actions Flowchart	9

	Incident Assessment.....	10
	Initial Notifications and Emergency Call-Out Procedure	11
	Emergency Conference Call	12
	Maintaining Communications with Emergency Officials (EOs).....	13
6.2	Emergency Classification.....	13
6.3		
6.4	Additional Plan Activations - Emergencies and Non-Emergencies	14
6.4.1	Crisis Communications Plan	15
6.5	Security Management Plan (SMP)	15
6.6	Corporate Business Continuity Plan (BCP).....	15
6.6.1	Pandemic Preparedness Plan.....	15
6.6.2		
6.6.3		
6.6.4	Response Time Expectations	15
6.7	Gas Control (GC) - Supervisory Control and Data Acquisition (SCADA)	16
6.7.1	Line Break.....	16
6.7.2		
6.7.3	Response team activations	16
6.8	On-Site Initial Response Actions (6 Steps).....	16
6.9	Emergency Support Team (EST) Response Actions.....	18
6.9.1		
6.10	External Reporting requirements.....	18
6.10.1	Emergency Response Phases.....	20
6.10.2	Preservation of the scene/site	20
7.1	Post Incident Review.....	20
7.2		
7	7.3 General Guidelines	20
7.3		
7.4	Assessing a Site	21
7.5	Coordination with External Aid.....	21
7.5.1	Responding to an Incident Site	21
	Emergency Planning Zones (Canada).....	21
	Evacuation: Alliance Pipeline Facility (Personnel)	22
	Evacuation Considerations.....	22

	Evacuation and Sheltering in Place (Public)	22
	Public Evacuation.....	23
	Air Space Restriction (No Fly Zone).....	23
	Shelter in Place	23
7.6	7.6.1 Roadblocks	23
8	Incident Situations.....	24
	7.6.3 Bomb/Suspicious Object on Site.....	24
7.7	7.7 General	24
8.1	8.1 Confirmed Threat	24
	8.1.1 Searching for bomb/suspicious object.....	25
	8.1.2	25
	8.1.3 Emergency Shutdown (ESD)	25
8.2	8.2 Pipeline Facility Rupture or Release.....	26
8.3	8.3 External Emergencies.....	26
8.4	8.4	26
8.5	8.5 Fire Near or Involving Pipeline Facilities	26
	8.5.1 Reporting a Wildfire.....	27
8.6	8.6	27
8.7	8.7 Gas Detected Inside or Near a Building.....	27
8.8	8.8 Injured Person (aka “Man Down”).....	27
	8.8.1	28
	8.8.2	28
	8.8.3 Tornado.....	28
8.9	8.9 Shelter.....	29
8.10	8.10 Flood	29
	Natural Gas Liquid (NGL)/Liquid Natural Gas (LNG) Spill	30
	Document References	31
	Revision History	34



List of Tables

Table 1: Emergency Queries	11
Table 2: Emergency Conference Call Discussion Items	12
Table 3: Emergency Severity Levels Table.....	14
Table 4: On-Site Initial Response Actions (6 Steps).....	17
Table 5: EPZs (Canada).....	21
Table 6: Warning System for Tornadoes.....	29
Table 7: Warning System for Floods.....	30

List of Figures

Figure 1: Initial Actions Flowchart	10
Figure 2: Emergency Call Out Procedure	12
Figure 3: Emergency Support Team Response Actions.....	19

1 Purpose

Occurring in Q3 of 2018, this Emergency Procedures Manual (EPM) v.15 replaces the previous Emergency Response Plan (ERP) v.14

It provides procedures and plans that will be acted upon in the event of an emergency or potential emergency. The EPM describes procedures for:

- The priorities of Life Safety, environment, and property
- Initial actions in an emergency
- Activation of the Emergency Operations Centre (EOC)
- Incident assessment

The EPM is part of the Emergency Management Program and is aligned with Alliance Pipeline's Integrated Management System (AIMS). It is planned, implemented, validated and reviewed by management.

2 Scope

The Alliance Emergency Management Program (of which this document falls under) is intended to prepare for an emergency, respond to and mitigate conditions during an emergency and recover from an emergency that could adversely affect the safety of the public, the workers, property, or the environment.

This EPM applies to all Alliance Employee-Partners (contractors are specifically excluded as having a role during the Emergency activation and initial response phases of an event), and all of Alliance's operations in Canada and the United States as they relate to the preparation/mitigation, activation, and response phases in an emergency.

The scope of the EPM include all of Alliance's above and underground pipeline assets and facilities during routine pipeline operations. For installation and abandonment projects, unique and separate Emergency Response Plans will be developed under the Health and Safety protocols and programs.

3.1 3 Roles and Responsibilities

Document Owner

The Emergency Management Coordinator owns the EPM and is accountable for:

- Ensuring that the EPM is designed for its purpose and meets its desired objectives and legal requirements;
- 3.2 • Ensuring appropriate engagement of stakeholders who support/participate as part of the EPM; and
- Approves changes to this EPM and its related documentation

Additional Roles

The roles and responsibilities that are outlined in this document apply to all members of the incident support team and the emergency support team. During an emergency, or potential emergency, the expectation is that the responsibilities are identified by position regardless of the person(s) position title(s) and their normal job duties.

Refer also to APL ICS Roles and Responsibilities”.

Document Review Frequency

The review cycle for this process document is not to exceed 15 months

3.3 4 Definitions, Abbreviations and Acronyms

Glossary

Term	Acronym	Definition
Alliance Pipeline	APL	Refers to both Canadian and US operations.
Backup Control Centre	BCC	The location to which the Emergency Operations Center will relocate if the head office building is not accessible.
Business Continuity Plan	BCP	A business continuance plan written to address abnormal situations that may affect daily operations (e.g. flood closes office).
Crisis Communication Plan	CCP	Documents, general procedures, and responsibilities for Alliance Pipeline’s Information Team and Senior Leadership Team to respond to an emergency situation/ crisis.
Emergency		A situation, present or imminent, which requires immediate, coordinated action (i.e., establishment of the ICS) to control the situation and to protect the health, safety, or well-being of people or to limit damage to property and the environment.
Emergency Manager	EM	Manages the flow of the ICS process in the Emergency Operations Centre (EOC) for Level 2 and 3 emergencies by ensuring that site support activities are coordinated and that departments and agencies have sufficient resources and direction to accomplish their missions
Emergency Management Program	EMP	A framework for the active, cooperative, and permanent endeavor (involving our business, our customers, our suppliers, our shareholders, and our community) towards effective preparation for, response to, and recovery from, emergencies.

Term	Acronym	Definition
Emergency Operations Centre	EOC	The facility designated (and activated, as required) by the Emergency Manager at which response efforts are supported. Alliance has designated the [REDACTED] in the Calgary Office to be the EOC. If, for any reason, the Calgary office building is not accessible, the instructions will be given to relocate to the Backup Control Centre, which is set up similarly to the [REDACTED]. The [REDACTED] also supports response operations and is an extension of the EOC.
Emergency Procedures Manual	EPM	This Document
Emergency Response Plan	ERP	This document was formerly named ERP.
Emergency Shutdown	ESD	A system by which a station can be shut down and vacated.
Emergency Support Team	EST	Off-site emergency response personnel (located mainly in the Calgary Office, though personnel in the Eden Prairie Office may also be involved) that support the on-site Incident Management Team operations. Depending on the emergency, the EST may be deployed on site.
Incident		An event in which a hazard(s) manifests and causes, or has the potential to cause, loss of productivity, time, and/or money. Loss may include injury to people, damage to property or the environment, or loss of process. Incidents may escalate into emergencies. Note: Regulatory bodies have unique definitions for “incident” that affect external reporting.
Incident Action Plan	IAP	A written plan that guides the activities of the IMT and EST for the Operational Period. The overarching management of an incident will always be preservation of life safety.
Incident Base	IB	Located at the Area Office. It is established optionally and is usually where the Logistics Section tasks are performed.
Incident Command Post	ICP	A safe, designated area that is near the incident site or at the Area Office. It is here that the verbal Incident Action Plan is developed, and forms and other communications are completed.

Term	Acronym	Definition
Incident Command System	ICS	A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.
Incident Commander	IC	Manages the flow of the ICS process and site response efforts at the ICP and IB for all levels of emergency.
Incident Management Team	IMT	On-site emergency response personnel composed of the Incident Commander, Safety Officer, Liaison Officer, and Operations Section Chief and Logistics Section Chief.
Life Safety		Goal of every action begins with Life Safety. This includes the public, First Responders, and employees.
Lower Explosive Limit	LEL	The lowest concentration (percentage) of a gas or a vapor in air capable of producing a flash of fire in presence of an ignition source.
Mutual Aid Agreement		A written agreement between companies, government agencies, and/or jurisdictions in which they agree to assist one another upon request by furnishing personnel and/or equipment.
Mutual Emergency Assistance Agreement	MEAA	Canadian Energy Pipelines Association (CEPA) members have agreed to abide by the Mutual Emergency Assistance Agreement (MEAA or Agreement) to enhance their emergency response effectiveness by assisting each other in the event of a significant emergency within the member companies.
Operation Period		The time scheduled for execution of a given set of response objectives. Operational periods can be of various lengths, although usually are not more than 24 hours.
Supervisory Control and Data Acquisition	SCADA	A computer system used by Gas Control to control and monitor the pipeline system.

Term	Acronym	Definition
Unified Command		A team effort in ICS which allows all agencies/companies with responsibility for various aspects of the emergency (either geographical or functional) to manage an incident by establishing a common set of emergency objectives and strategies. This is accomplished without losing or abdicating agency/company authority, responsibility, or accountability, by allowing for representatives from various agencies/companies to assume the same ICS position (e.g., multiple Incident Commanders).
Unity of Command		An ICS concept that means that each individual participating in the operation reports to only one supervisor.

5 Overview

Life Safety and Public Protection

5.1 The purpose, objective, and ultimate goal of the Emergency Procedures Manual is the preservation of life. Hereinafter referred to as Life Safety. Life Safety is inclusive of everyone; which includes but is not limited to the Public, First Responders, and Alliance Pipeline (APL) Employees.

5.2 Health and Safety Policy

Refer to the Health and Safety Policy. All activities conducted under Emergency Operations will be in alignment with this policy

Scope/Purpose

This Emergency Procedures Manual is designed to assist Employees effectively respond to emergencies at Alliance Pipeline. The scope of this EPM includes all pipeline and compressor stations and other facilities located on or near our pipeline.

5.4 Detailed maps are linked to area emergency response plans. General system maps for Canadian and U.S. areas can be found in the EM-GUIDE-001 System Overview Maps.

Maintenance and administrative-related material is outside the scope of this EPM. That information can be found in the Emergency Management Program document(s).

Training and Exercises

All Alliance Pipeline Employees who would have a role in emergency response should be familiar and competent to perform their functions.

See Emergency Management Exercises.

Hazard and Risk Assessment

This EPM is informed by a Hazard and Risk Assessment.

Refer to EM-BUSPROC-0001 Hazard Identification, Risk Assessment and Control Process

5.5 EPM Use

This EPM is used in conjunction with other emergency response documents and shall be followed in the event of an emergency situation. It shall be referenced for the following...

- 5.6 • Initial assessment.
 - Incident level / emergency level classification.
 - Activation and deactivation of the emergency situation (escalation).
 - Return to normal operations.

Emergency Response Document Types

5.6. Alliance Pipeline has different types of emergency response documents. All documents are referenced and linked earlier in this EPM:

- *Emergency Procedures Manual (EPM - Emergency Response Plan (ERP))*: This document.
 - *Incident Command System (ICS) Roles and Responsibilities*: This business Process Description document describes the roles and responsibilities specific to APL's ICS.
 - *Emergency Management Program*: The purpose of the EMP is to provide a broad overview of the processes that Alliance follows to prevent, mitigate, prepare for, respond to, and recover from emergency situations that could arise in the course of business operations.
 - *Area Emergency Response Plans*: All corporate offices and operating areas have their own ERPs that contain emergency response information specific to those facilities and areas. Specific response equipment is also contained in the area ERPs.
 - *Emergency Support Team (EST) Quick Guide*: This sheet contains only the basic and essential information from the EPM needed for remote support for on-site emergency response.
 - *Reception Emergency Call Quick Guide*: This sheet provides receptionists and area administrative assistants with a quick reference for how to address calls that are reporting or responding to an emergency.
- 5.6.2 *Forms*: Consistent with the National Incident Management System, APL's forms can be accessed through APL's Document Management System
- *Contacts*: Contact lists maintained for internal and external Services and support.
 - *Maps*: APL facility mapping specific to area facilities

Updates

All documents related to APL's Emergency Response Program and EPM are managed through APL's Document Records Management System. The master copy resides here where all Employee Partners (EPs) have access at all times. Printed copies are uncontrolled and are not assumed to be up to date. It is the EP's responsibility to ensure the most recent version is referred to in the event that it is needed.

Additionally, Emergency Procedures Manual documents are always accessible through Alliance Pipeline's Document Management System and the GIS viewer (GMobile).

Emergency Response Procedure Objectives

The objectives of the EPM are to ensure that:

- 5.7 • In the event of an emergency, Alliance Pipeline conducts a prompt, organized and coordinated response with actions directed toward life safety and the wellbeing of people (Public, Emergency Officials/first responders, and Employees) first, then protecting resources and sensitive assets (property), and the environment;
 - Employees are aware of their roles and responsibilities; and
 - Alliance Pipeline complies with all regulatory requirements and standards.

General Responsibilities of Employees

- 5.8 • All APL Employees may be contacted through email by members of the EST by using the ALLEMPLOYEES@alliancepipeline.com
 - All company Employees are responsible for maintaining preparedness to company standards.
 - All members of the Incident Management Team (IMT) and Emergency Support Team (EST) must be familiar with the Emergency Procedures Manual content.
 -
 - Notify the Emergency Management Program lead regarding any errors or omissions in this EPM. Revision requests are made via the Document Control Site.
- 5.9

Emergency On-Call Member Responsibilities

- All emergency on-call members must be prepared, available, and able to fulfil the responsibilities of their roles should an emergency occur. All positions may be remotely located (in relationship to the EOC) provided that they are able to adequately and effectively fulfill their roles and responsibilities.
- 5.10
- If unable to fulfill their scheduled on-call role, all positions must make alternate coverage arrangements as per the Emergency On-Call and Call Centre Procedure.
 - Continually assess for adequacy of resources, (financial, equipment and human) in response to an emergency.

5.11 Emergency Management

Alliance Pipeline uses the National Incident Management System, more commonly referred to as the Incident Command System (ICS) to manage emergencies. More detailed information related to ICS is located in EM-PRAC-0001 Alliance Pipeline Incident Command System Roles and Responsibilities.

Mutual Aid

General

In some operational areas, arrangements have been made with third party companies and/or government agencies for the exchange of information, resources, equipment, and personnel during an emergency. The contact names and numbers for these companies or groups are located in the Area ERPs. Through our contract process, Alliance Pipeline will ensure that any external personnel are qualified to perform the tasks required of them in an emergency.

CEPA Mutual Emergency Assistance Agreement (MEAA)

Resource request from other CEPA member company

- 5.11.2 The member company "Requestor" will contact the Emergency Line (Call Centre) and request mutual aid assistance.
- 5.11.2.1
 - Call Centre records caller information and patches caller over to Gas Control
 - Gas Control records caller information and follows regular protocol to notify Emergency Manger (EM).
 - Emergency Manager calls Requestor to discuss resource request, and Requestor emails completed CEPA Schedule B - Request/ Confirmation Form to EM.
 - EM sets up conference call with Regional Manager(s) and Area Manager(s) which may be able to provide resources to the requesting company, and reviews the resource request.
 - The EM completes the CEPA Schedule B - Request/ Confirmation Form based on the decision of Operations and emails the form back to the Requestor as soon as practicable, noting that a response must be received within 24 hours of the request. The EM then follows up with a confirmation phone call, providing Operations contact information as necessary.

5.11.2.2 Resource request by Alliance Pipeline to other CEPA member company/ companies

If, during an emergency, the Incident Commander determines the resources are not adequate, then a discussion with the Emergency Manager should occur in order to determine if the MEAA should be utilized. If it is determined that the answer is **YES**, then:

- The Emergency Manager (EM) or designee will complete the CEPA Schedule B - Request/ Confirmation Form on behalf of the Incident Commander (IC), and review all of the content with the IC before signing the form and contacting another MEAA member via phone and email.
- Reference documents:
 - CEPA Schedule A - MEAA Designated Contacts
 - CEPA Schedule B - Request/ Confirmation Form
- When the CEPA Schedule B - Request/ Confirmation Form is returned to the EM or designee, contact is to be made to the IC to provide an update on whether other MEAA members will be providing resources.

If other MEAA members intend to provide resources,

- The EM is to email the returned CEPA Schedule B - Request/ Confirmation Form to the IC, as well as the Operations Section and Logistics Section Coordinators. The EM should update the remainder of the EST during the next meeting (i.e. Status Meeting).
- The IC is to:

- inform the EM when MEAA resources arrive on-site,
- assign MEAA resource as role/duty as required, and
- track the amount of time in which MEAA resources participate in the response and inform the Logistics Section Coordinator for financial purposes.

If no MEAA members intend to provide resources, other response options should be discussed.

Major Repair Equipment

APL will not retain major repair equipment; repair projects will be carried out by contractors (hired through the procurement process).

- 5.12 Repair pipe and sleeves for Canada and the US portions of the mainline pipe will be located and maintained at the regional offices of Regina, SK and Maquoketa, IA.

Minor repair Lateral Pipe and sleeves may be located in near proximity to the facilities.

6 Initial Actions

Initial Actions Flowchart

6.1



6.2	Notification
	Initial Actions
	* Use Emergency Queries
	** Use Emergency Severity Levels Table (back of Quick Guide)

Figure1: Initial Actions Flowchart

Incident Assessment

All incidents are categorized as emergencies or non-emergencies.

Emergencies will necessitate activation of the EPM. Non-emergencies may still necessitate actions and different plan activations. See the section regarding “Additional Plan Activations” for more information. Employees responding to an incident are to use the following Emergency Queries to determine if the incident is an emergency or non-emergency. Incidents with the potential to escalate into an emergency are handled initially as emergencies, and re-classified when appropriate.

If uncertain about classification, err on the side of caution and treat as an emergency.

Table 1: Emergency Queries

If the answer to any of the following queries is “yes”, then the incident is considered an emergency and Gas Control must be contacted. Otherwise, it is considered a non-emergency incident.

Has there been a serious injury to public or company personnel?

Is there a threat to public safety?

Is the hazard uncontrolled?

Does the hazard have the potential to extend beyond company property?

Is there potential damage to the pipeline or other Alliance facilities?

Is assistance from outside parties (first responders) required?

Government (municipal/county, provincial/state, or federal) or agency involvement or notification required?

Is there a high degree of media interest? Are bystanders sharing potentially alarming images or sounds on social media?

Could there be an environmental impact?

If the answer to any of the following queries is “yes”, then additional notifications need to be made

Has the ability to continue operations been impacted?

Is there regulatory interest or requests for information?

Was a potential security threat identified?

6.3 Initial Notifications and Emergency Call-Out Procedure

Gas Control must be informed of all emergencies. Non-emergencies may still necessitate actions and different plan activations. See the section regarding “Additional Plan Activations” for more information. Gas Control will initiate the Emergency Call-Out procedure (see the following flowchart).

If the designated “on Call” personnel are not immediately available/responsive Gas Control (or others as assigned) will continue to cycle through the on call list until someone is reached who can/could fulfill the role.

Note: All external calls (e.g. from the media, public, government agencies, or industry operators) to Alliance Pipeline’s 24-hour Emergency Line are received by a second party Call Centre.

If Gas Control has been contacted, they will contact the Emergency Manager, the appropriate field technician(s), and the Area Manager, as required. The Call Centre may be used to assist with contacting the Emergency Manager (EM), the Emergency Support Team (EST), Area Managers, Operations Section Coordinators, and any other roles as requested. The Call Centre uses the Call-Out Procedure within the Emergency On-Call and Call Centre Procedure to guide notifications. Refer to Figure 2: Emergency Call Out Procedure flowchart which details this procedure.

	Gas Control	Emergency Manager	Call Centre Agent
--	-------------	-------------------	-------------------



Figure 2: Emergency Call Out Procedure

6.4

Emergency Conference Call

The Emergency Conference Line is used only during emergencies to accommodate multiple phone parties (usually, the Incident Management Team and the Emergency Support Team).

The Emergency Conference Call is usually initiated by Gas Control or the Emergency Manager. During the conference call, Gas Control, the Emergency Manager, the Public Information Coordinator, and other involved parties should discuss (at minimum) the items listed in Table 2: Emergency Conference Call Discussion Items with the Controller recording the information on the *Emergency Notification Form* and the on-site responder recording the information on the *ICS Form 201 Incident Briefing*.

Table 2: Emergency Conference Call Discussion Items

What happened? Where did it happen?
--

When did it happen (approx...)?
 Are there safety concerns?
 Who is the on-scene contact and what is his/her phone number?
 Who else has been contacted?
 What resources are required (internal/external)?

What actions have already been taken?
 Has the Incident Command System been implemented?
 Who is the current Incident Commander?
 Where is the Incident Command Post?
 What is the time of the Incident Briefing or next meeting (if required)?
 What level of emergency is this (refer to Section 2.6 Emergency Classification)?
 Which response plans need to be activated (refer to Section 0
 Additional Plan Activation)?

Note: If no plans need to be activated, this means that the incident is under control and an investigation should be initiated. [REDACTED]

Maintaining Communications with Emergency Officials (EOs)

6.4.1 In most emergency situations emergency officials will be involved. It is important the maintain communications. An additional method of communicating when concerned parties (APL, EOs, and regulators) are located remotely will be by phone. The Liaison Officer/Coordinator may initiate a dedicated line for this purpose.

[REDACTED]

6.5 Emergency Classification

Discussion during the Emergency Conference Call will determine the initial classification of the emergency. This is subject to change and re-classification as the incident either escalates or improves. The Emergency Manager (EM) with consultation with command staff will make the official decision regarding the initial and subsequent escalations of the emergency (level).

The emergency levels can be downgraded at anytime the EM believes the criteria (as outlined in the table) will allow for such. A review of the emergency level should occur at each operational cycle.

- **Non-Emergency Event:** If it is determined that the event is a non-emergency, refer to Hazard and Incident Reporting for reporting/notification requirements and to Incident Investigation.
- **Non-Emergency Alert Event:** If it is determined that the situation is not an emergency but still an event that requires an Alert or Notification, proceed with notifications and/or activations as necessary.
- **Emergency Event:** If it is determined that the event is an emergency, classify the emergency as Level 1, 2, or 3 in accordance with Table 3: Emergency Severity Levels Table and proceed with the required notifications and initial response actions. Once the emergency level is established, it must be communicated to all involved personnel.

Table 3: Emergency Severity Levels Table

Condition	Alert Event Non-Emergency	Level 1 Emergency	Level 2 Emergency	Level 3 Emergency
General Criteria	An event or situation which may necessitate activation of all or some of the EST and/or IMT, and/or only specific teams (e.g. Public Information Coordinator/Corporate Communications). Does not meet any emergency criteria.	An emergency or potential emergency which has a low potential to escalate and does not meet any of level 2 or 3 criteria, but meets ALL of the following:	An emergency that has a potential to escalate due to fire, pipeline release, etc., and meets ANY of the conditions in this column.	An emergency that has a high potential to escalate due to fire, explosion, increased release, etc., meets ANY of the conditions in this column.
Threat to personnel and/or public. Threat to Property or Environment	None	No serious H&S threat/risk to workers but PPE may be required	Definite H&S threat/risk to Life Safety, include serious injuries. Threat to property or environment	Serious or realized threat to life safety. Serious or realized threat to property or environment.
Control	No release. Situation is controlled	Control of the release/situation is complete or pending	Control of the release/situation is expected soon	Uncontrolled release/situation
Containment	N/A	Confined to fence boundary	Potential to extend beyond fenced boundary	Extends beyond the fenced boundary (including ROW)
Response personnel	Company and/or contractors	Company and/or contractors	Involvement of first responders	Involvement of first responders and government agencies
Possible example of this level of emergency or event.	<ul style="list-style-type: none"> Operational upset Event w/ Regulatory attention Pipeline Shut in Any severe disruption to flow rate/volume Pressure Safety Relief Valve (PSV) discharging. 	<ul style="list-style-type: none"> False call from public, confirmed with field personnel Equipment failure that is repaired Ensuing natural disaster 	<ul style="list-style-type: none"> Release of gas with possible fire that is controlled. Component failure with release of gas Injury requiring hospitalization 	<ul style="list-style-type: none"> Uncontrolled release of gas and with fire/explosion or property damage. Pipeline Rupture Life Safety has been compromised.

6.6

Additional Plan Activations - Emergencies and Non-Emergencies

Based on the evaluation, multiple response plans may be activated and implemented simultaneously alongside the EPM.

Additionally, there may be regulatory reporting requirements for events that do not otherwise qualify as an emergency. Involve the Liaison Coordinator for events that may necessitate notifications to regulatory

agencies. Also know that notifications are often time sensitive. See Regulatory Reporting.

Crisis Communications Plan

In consultation with the Public Information Coordinator, activate the Crisis Communications Plan after consideration of the following:

- Has the EPM, SMP, BCP, or Pandemic Preparedness Plan been activated? See following sections for descriptions.
- 6.6.1
- Have members of the public been adversely impacted?
 - Is there more than local media interest?
 - Are bystanders sharing images or sounds on social media?
 - Is there reputational risk?
 - Are there human resource issues?
 - Is Alliance actively involved with restructuring, reorganization, mergers, or acquisitions?
 - Has there been an event that affects the Senior Leadership Team?
 - Are there significant financial concerns?
 - Is there a significant market impact?

Security Management Plan (SMP)

6.6.2

In consultation with the Security Team, activate the Security Management Plan if any of the following questions can be answered “yes”:

- Has the event impacted, or will the event impact, site security?
- Does the event constitute a physical or cyber security threat?

6.6.3

Corporate Business Continuity Plan (BCP)

In consultation with the Business Continuity Manager, activate the Corporate Business Continuity Plan if any of the following questions can be answered “yes”:

- Does the event impact continuing operations?
- 6.6.4
- Will the event’s resolution exceed the Recovery Time Objectives described in the affected department(s) Business Continuity Plan?
 - Is the initial assessment unable to determine the full extent of the event?

Pandemic Preparedness Plan

6.7 In consultation with the Team Leader, HS&S and Manager, Human Resources, activate the Pandemic Preparedness Plan if any of the following questions can be answered “yes”:

- Has there been an increase in the World Health Organization (WHO) Phases of Pandemic Alert?
- Has there been a significant increase in absenteeism due to illness?

Response Time Expectations

Timely response to an emergency is critical. All situations where a potential emergency condition exists will be

assessed as soon as possible and responded to accordingly.

Gas Control (GC) - Supervisory Control and Data Acquisition (SCADA)

Gas Control is staffed 24/7 and 365 days of the year. Employing an advanced SCADA system GC can shut down the system, or any portion of the system, immediately. All employees are empowered to call for the shutdown of the system.

6.7.1 Line Break

If a catastrophic failure (rupture) of the pipeline occurs, the SCADA system will automatically detect the pressure drop and will shut in and shut down the system automatically without human intervention.

6.7.2 Response team activations

Response teams will be activated immediately or at the earliest practicable moment in an emergency.

6.7.3 Emergency Support Team (EST)

6.7.3 Barring unforeseen circumstances, the Emergency Support Team will begin to assemble in the Emergency Operations Center (EOC) and/or dial into the emergency hotline conference bridge as soon as practical but no later than 1 hour after the initial notification from the Emergency Manager.

A conference phone line (bridge) will be set up to facilitate on-going communications with first on scene (local) Emergency Officials. Gas control and the Liaison Coordinator will provide technical expertise and updates to the incident commander.

6.7.3.2 Incident Management Team (IMT)

6.7.3.2 The Incident Management Team will be dispatched to the scene as soon as practical upon an emergency situation being realized. The purpose will be to augment the existing incident command structure until the area has been made safe (i.e. line pack has dissipated).

External Roles and responsibilities

6.8 The local first responders / emergency officials will likely be first on scene to an emergency and would assume incident command. APL's IMT will integrate into a unified command and provide technical expertise. Local emergency officials will maintain a defensive position, restrict access to the exclusion zone, provide for evacuations, and will have an objective of Life Safety.

On-Site Initial Response Actions (6 Steps)

These 6 Steps are based on accepted international emergency response guidelines and should be followed during initial response. They also largely comprise the Activation Phase of emergency response (see Emergency Response Phases). When an event occurs, the Employee on site completes the actions specified to whatever degree is required (not all actions apply for every event) and as they are able.

When responding to possible emergencies, Employees must follow Alliance Pipeline's Safety & Security Policy, Environment Policy, safe work practices, standard operating procedures, and response guidelines.

Bullets are not in any specific order as conditions will necessitate the priority in which actions are taken.

Table 4: On-Site Initial Response Actions (6 Steps)

Step	Actions
1. Approach	<p>Plan for worst case scenario and ensure you have all PPE and gas detection equipment.</p> <p>Approach incident site from upwind and/or cross wind direction.</p> <p>Proceed cautiously, and avoid positioning yourself or your vehicle in a hazardous position (e.g., vapour cloud or puddle of liquid).</p> <p>Identify hazards (e.g., explosive atmosphere, ignition sources, and improvised explosive device).</p> <p>Consult MSDS, if required.</p>
2. Assess	<p>Assess the following:</p> <ul style="list-style-type: none"> • Weather, terrain, and immediate environment. • Who/what is at risk (e.g., people, property, and environment). • What can be done immediately and what actions should be taken. <p>Remember: Fully assess the situation before helping others.</p> <p>Note: The initial 10 minutes of the incident will determine operations for the next 60 minutes, and the first 60 minutes will determine operations for the first 8 hours.</p>
3. Obtain Help	<p>Notify Gas Control [REDACTED]</p> <p>Call 9-1-1 for emergency services, as required.</p> <p>Notify others (e.g., Emergency Manager, Area Manager, Regional Manager) as required.</p> <p>Notify responsible agencies (primarily a function of the Emergency Support Team).</p>
4. Secure	<p>Establish an initial <i>Isolation Zone/Emergency Planning Zone (EPZ)</i>.</p> <p>Ensure that all personnel in the immediate area are aware of the incident.</p> <p>Take required actions to restrict access (e.g., barricades), and establish controls (e.g., access and exit routes).</p> <p>Evacuate self and others from immediate area, as required. Sound evacuation alarm.</p> <p>Establish a safe meeting area near the incident site.</p>
5. Respond	<p>Establish Incident Commander, a Unified Command if possible, and necessary ICS positions.</p> <p>Determine and communicate location for Incident Command Post (ICP), Staging area, and lines of communication.</p> <p>Determine incident objectives and complete <i>Incident Briefing (ICS Form 201)</i>.</p> <p>Continually update <i>Position Log (ICS Form 214)</i> with significant actions taken.</p> <p>Complete and implement <i>Health and Safety Plan (HSP)</i>.</p> <p>Eliminate hazards (e.g., ignition sources).</p> <p>Take action to shut down, isolate, control, or contain.</p> <p>Establish a perimeter.</p> <p>Establish and commence with tactical response plan.</p> <p>Note: Do not ignite vapour cloud.</p> <p>If rescue required, establish escape route and evacuation signal, and if safe, initiate rescue.</p> <p>Confirm that emergency services have been dispatched if previously contacted.</p> <p>Continually re-assess.</p>
6. Incident Briefing	<p>Complete <i>Incident Briefing (ICS Form 201)</i>.</p> <p>Incident Commander participates in Incident Briefing conference call on Internal Emergency Conference Line [REDACTED]</p>



Emergency Support Team (EST) Response Actions

This flowchart shows the actions of the Emergency Support Team after the Emergency Call-Out. Alliance Pipeline’s Incident Command System, Roles, and Responsibilities contains additional information about meetings, debriefings, and ICS forms. Members may also use Emergency Support Team Quick Guide.

6.9 External Reporting requirements

Refer to Emergency Regulatory Reporting for guidance on what, when, and who to report incidents to. **Reporting requirements are often time sensitive and it is important to involve the Liaison Coordinator as soon as practicable.**

6.9.1

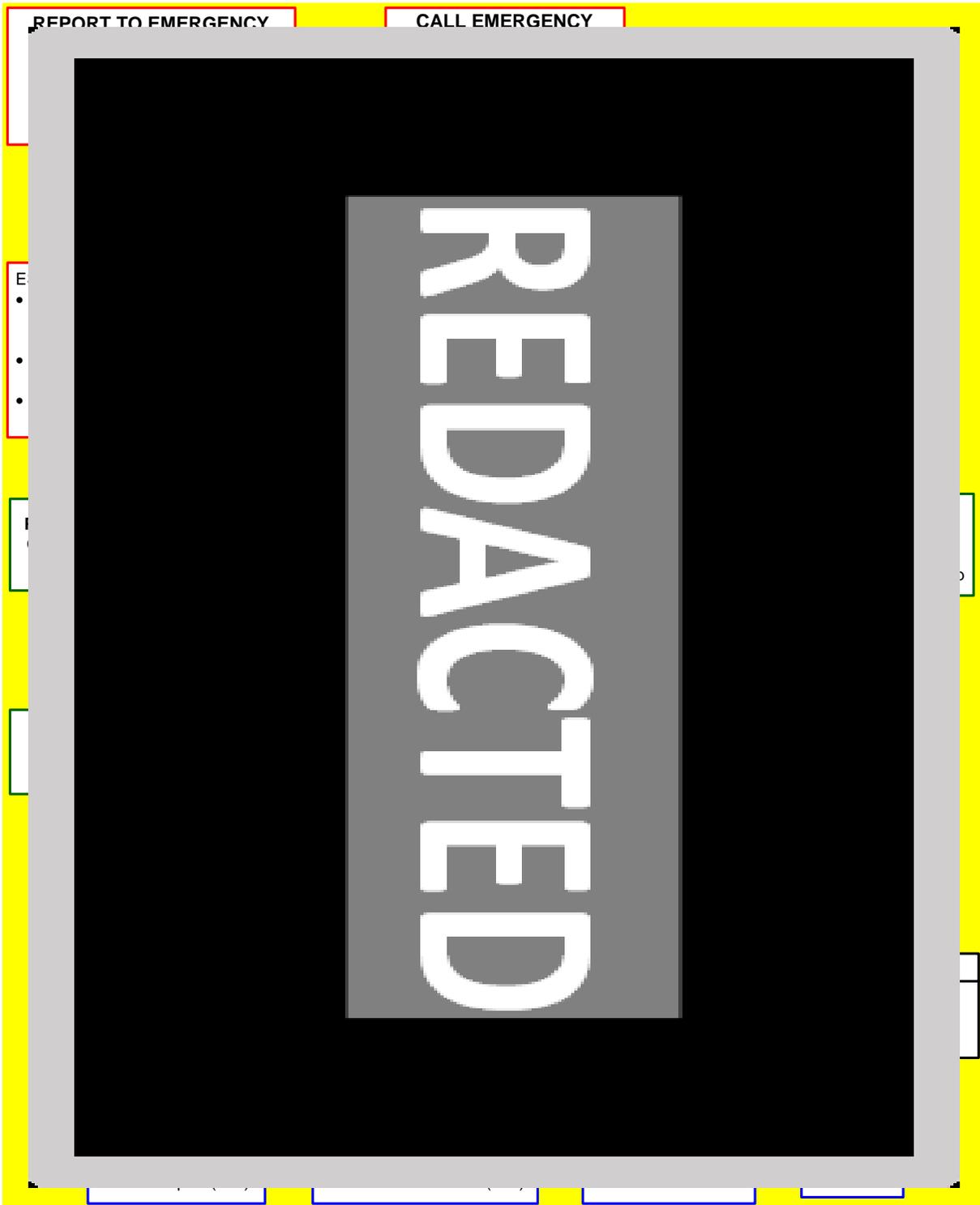


Figure 3: Emergency Support Team Response Actions



Emergency Response Phases

Emergency response can be divided into three distinct phases:

Activation: includes all of the Table 4: On-Site Initial Response Actions (6 Steps) of the Incident Management Team (IMT); for Level 2 and 3 emergencies, it also includes the Emergency Support Team (EST) activation.

6.10 *Operational:* includes all sustained operations and communications of the IMT and EST, as well as the development, review, approval, execution, and adjustment of the Incident Action Plan(s).

Demobilization: includes all personnel dismissal (when not required or when shift change happens) during the Activation or Operational Period(s), as well as activities related to the formal call-down of an emergency (e.g., construction, repair, remediation, etc.).

Level 1 emergencies are handled primarily by the IMT with minimal support of the EST. Level 2 or 3 emergencies follow the entire Action Planning Cycle and can continue to cycle through multiple operational periods, depending on the situation, until the emergency is called down and formal demobilization begins. Every IMT and EST position has certain duties to complete during each phase. These duties are contained in the checklists for each position, which are found in Alliance Pipeline’s Incident Command System, Roles, and Responsibilities.

Once the situation improves, the Incident Commander and Emergency Manager, in conjunction with the appropriate local, provincial, and federal authorities, will reduce the level of emergency or call down the emergency and enter the demobilization phase.

The Incident Commander and the Emergency Manager ensure that the Incident Management Team and Emergency Support Team carry out post-incident activities as required. Refer the Demobilization Phase duties for each ICS position in Alliance Pipeline’s Incident Command System, Roles, and Responsibilities.

6.10.1

Preservation of the scene/site

Once the situation is stabilized and life safety is assured, consideration must be given to protecting the site for investigations. Unless it is a crucial safety consideration, all evidence must be left in place until authority has given APL permission to proceed with return to service activities.

6.10.2

[Redacted text block]

Post Incident Review

All personnel involved in the emergency must participate in the Post-Incident Debrief. Refer to Incident Investigation for instructions.

The purpose of this review is to determine if procedures were effectively followed.

7 General Guidelines

Table 4: On-Site Initial Response Actions (6 Steps), should be your reference in every emergency response. The following is additional guidance for actions that are designed to supplement these Steps.

Assessing a Site

- When approaching a site that could have explosive vapors, approach the site from an upwind or crosswind direction and inspect the site from a distance if hazards have not been assessed.
- Determine if the event is an emergency or non-emergency. The Table 1: Emergency Queries should be used to assist in this decision process.

7.1

- If non-emergency, consult Hazard and Incident Reporting.
- If emergency, contact Gas Control (403-517-7777).
- If unsure, err on the side of safety and call Gas Control.

Coordination with External Aid

Should an emergency require the assistance of the fire department, police, or other public officials, contact numbers are located in the Area Specific Plans in the reference sections.

If the Area has arranged a mutual aid agreement with third party companies and/or government agencies and they can provide assistance during an emergency, the Incident Commander is encouraged to welcome their assistance.

Responding to an Incident Site

7.3

Two Employees should respond to the potential incident site, if possible.

To ensure a safe, effective, and timely response, a Combustible Gas Indicator (or Equivalent instrumentation) shall be available (in response vehicle) for responding to each potential incident site.

Don't extinguish an ignited release if the leak or supply cannot be stopped.

7.4 Attempt to control only small fires—leave extensive or uncontrolled facility fires to firefighting professionals.

Emergency Planning Zones (Canada)

Specific emergency planning zones in Canada have been assigned. The following emergency planning zones have been defined for various natural gas emergencies:

Table 5: EPZs (Canada)

Facilities	Pipeline Diameter	Emergency Planning Zone (Radius)
Mainline pipeline	914-1067 mm (~36-42 in)	800 m (~2600 ft.)
Lateral pipelines	114-610 mm (~4.5-24 in)	400 m (~1300 ft.)
Above-ground facilities (mainline)		800 m (~2600 ft.)
Above-ground facilities (laterals)		400 m (~1300 ft.)

Note: The US does not have regulations specifying Emergency Planning Zone distances.

The exclusion zone will be established in Canada and the US based on worst case release scenario and taking into consideration weather conditions at the time.

In the event of an emergency situation the affected public shall be contacted with instructions or information to maintain safety. The APL database is used and an ERP report can be generated from APL's GIS system.

Evacuation: Alliance Pipeline Facility (Personnel)

It is Alliance's policy that the protection of human life always takes precedence over the protection of property or equipment. In the event of an extremely volatile situation, any Employee has the authority to direct the evacuation of an affected APL facility.

7.5 Employees will use extreme caution if this situation occurs. It is difficult to determine when the actual quantities of vapours pose a hazard severe enough to warrant the evacuation of a work site or facility. Nonetheless, Employees need to be aware of potential hazards and will exercise professional judgment when making a decision about evacuating a site.

The Employee who identifies the hazard is responsible for all facility operations and serves as the Incident Commander until relieved. If the Employee decides to evacuate, he/she will notify personnel within the affected facility via radio/telephone. If the situation requires the evacuation of the entire facility, all personnel will be notified and given verbal instructions to assemble at the designated muster points. If it is unsafe to assemble at a designated muster point, Employees must choose a safe location.

Evacuated personnel must proceed to the muster point for a head count. Personnel will, if possible, be provided portable radios and assigned to safe, strategic points around the periphery of the affected area to provide continual surveillance of the area and prevent entry by unauthorized persons. Personnel should be prepared to evacuate further if conditions change.

7.5.1 Evacuation Considerations

If evacuation of a site becomes necessary, consider the following:

- Evacuation of personnel should take place **upwind** from the source of the hazard. Each compressor station has wind socks to show the wind direction. If evacuating upwind is not possible, then evacuate in a crosswind direction. Evacuation should not be attempted downwind unless there are no other options.
- All possible access routes leading into the evacuation zone must be blocked off. Local police will provide traffic control and security when they arrive on scene. Employees will assist in implementation of evacuation and re-entry arrangements and set up of initial road closures.

7.6

Evacuation and Sheltering in Place (Public)

Evacuation and sheltering in place are methods for protecting the public. The decision to evacuate or shelter depends upon the circumstances of the emergency. The primary goal is to evacuate the public from the hazardous areas if safe to do so. The coordination and resources to accomplish an effective response requires planning and interaction with local emergency response organizations.

During evacuation or sheltering operations, priority must be given to members of the public at greatest risk. When assessing the risk and assigning priorities, consider the following:

- Who is closest to the emergency?
- Who is downwind of the emergency?
- Who is isolated by a dead-end road?

- Who needs assistance?
- Are there nearby urban centres or public facilities?

Public Evacuation

Municipal authorities must be informed whenever an evacuation is deemed necessary. Municipal authorities should have established evacuation plans in place for their communities, and Alliance Pipeline Employees should coordinate efforts with local authorities to the extent possible. If requested to do so by municipal authorities, the Incident Commander – with the support of the Emergency Support Team – can assist local authorities with evacuations. Evacuation shelters and/or muster points shall be communicated to evacuees. Consider the possibility of transients (campers, hikers, construction crews, roadwork crews, public gatherings) inside this area.

Air Space Restriction (No Fly Zone)

The public must be protected from flying into the airspace above a gas release. A Notice to Airmen (NOTAM) restricts access to airspace in a defined area. To request the issuance of a NOTAM:

- In Canada, contact NAV Canada.
- In the United States, the National Response Center notifies the Federal Aviation Administration.

Shelter in Place

Shelter in Place is a recognized public protection method. Considerations for Sheltering in Place for residents and businesses include the following:

- Escape routes traverse the hazard.
- The public would be at higher risk if evacuated.
- The occupants of a sheltered facility are waiting for evacuation assistance.

Use the *Shelter in Place Form (SIP)* to guide the telephonic notification of the public.

Roadblocks

Roadblocks are established to prevent public entry into a potentially hazardous area. Ideally, Employees will receive authorization from local authorities/police before establishing roadblocks on public roads. However, if the safety of the public is in immediate jeopardy, Alliance Employees will attempt to restrict or reduce access before contacting these agencies until it safe to do so. The roadblocks are generally manned by local police and/or transportation and municipal/county authorities.

- Alliance should provide the police and transportation and municipal/county authorities with the following information:
- the nature, location, and extent of the emergency
- suggestions for the location of the roadblocks
- wind speed and direction
- Number of people living within the immediate/impacted area.
 - Run an ERP report from APL database.

Roadblocks should be placed in locations that are clearly visible to oncoming traffic. The roadblock locations must be positioned to enable traffic to turn around easily, i.e., at intersections.



The following are suggestions for equipment to have at each roadblock location:

- radio communication
- road barriers
- flares and/or flashing lights
- maps
- personal protective equipment

8 Incident Situations

Table 4: On-Site Initial Response Actions (6 Steps), should be your reference in every emergency response. The following is additional guidance for specific situations that are designed to supplement these Steps.

Bomb/Suspicious Object on Site

8.1 **Note: For a bomb threat to the Calgary Corporate Office, the Emergency Manager will assume the role of Incident Commander.**

General

8.1.1 Although every situation is different and will require a certain level of adaptability, individuals responding to a bomb/suspicious object on site should adhere to the following guidelines.

In deciding how best to handle the situation, the Incident Commander should consider the following elements of a **law enforcement response**:

- It cannot be assumed that Law enforcement **will** conduct a search at system facilities in the field on behalf of Alliance. They are unfamiliar with the location and unable to distinguish abnormalities or suspicious items. Therefore, some Alliance personnel will be needed to assist with a coordinated search. (Does not apply to offices not located near system facilities).
- Law enforcement **will not** give orders regarding pipeline operation or evacuation. The Incident Commander, in consultation with Gas Control, is responsible for making those decisions.
- 8.1.2 • Law enforcement **will** remove the device. In order to reduce collateral damage, eliminating the gas source is a high priority. (Does not apply to offices not located near system facilities).

Confirmed Threat

Once a threat is deemed credible, the Incident Commander must complete the following steps with the assistance of the Emergency Manager (as required):

- Notify Gas Control
- Contact law enforcement; ensure that the bomb unit has been dispatched.
- Decide whether a full evacuation or partial evacuation is necessary.
- If an evacuation is ordered, ensure that all evacuees take their bags/purses/sports bags with them, as these could otherwise be confused for suspicious objects.
- Together with local law enforcement and the Security Team, establish an Initial Action Plan using the *Incident Briefing (ICS Form 201)*.



- Designate search team(s).
- Discuss communication protocols with the search teams as some devices (satellite phones, handheld radios, and cell phones) may trigger detonation.

Searching for bomb/suspicious object

- **DO NOT TOUCH** a suspicious object.
 - The Incident Commander and local law enforcement (Unified Command) are responsible for creating a **systematic search** plan and for assigning sectors.
- 8.1.3 The Incident Commander or designee is responsible for maintaining a documented record of the search.
- The search team(s) must regularly report on the status of the search (they may use the *Position Log* [ICS Form 214] to record their actions).
 - Members of the search team(s) must be familiar with the facility.

Search Priorities

- 8.1.3.1 Search evacuation area/muster point first.
- Public areas such as restrooms, stairwells, lobbies, outside the building, or anywhere that an intruder might have easy access are a high priority.

Conducting a Search

- 8.1.3.2 [Redacted]
- 8.1.3.3 [Redacted]

What to Look For

- [Redacted]

Emergency Shutdown (ESD)

For a station emergency, during off-duty hours, the first Employee to arrive at the emergency location will check to ensure that the emergency shutdown (ESD) system has functioned properly where required. If the automatic ESD system has not functioned properly, the Employee will activate the ESD system and bypass the station as dictated by the emergency condition. During normal duty hours any Employee, upon determining an emergency condition exists, will operate the system if it has not operated automatically.

The Employee will notify Gas Control of an ESD as soon as possible. If time allows, Gas Control and the Incident

Commander will identify a safe, quick response option, such as an ESD or pressure reduction. Below are possible actions for reducing the gas pressure when responding to an emergency:

- Close the nearest valve upstream of the incident—blocking gas flow—and let the downstream compressor reduce the pressure.
- Close the nearest valve upstream of the incident and let the delivery sites downstream reduce the pressure.
- Close both the upstream and downstream block valves closest to the incident and reduce the pressure by venting pressure at the valve sites.

Pipeline Facility Rupture or Release

8.3 After a release has occurred, particularly where no fire is burning, be alert to the possibility of ignition. General guidelines for responding to this type of emergency are as follows:

- Evacuate any facilities or buildings that may be in danger. If necessary, wait for assistance to arrive before attempting control measures.
- Keep Gas Control informed of response details at regular intervals.

8.4 External Emergencies

In emergencies involving other pipeline operators, utilities, or contractors, emergency response activities shall be coordinated with the other parties as follows:

- Verify that no Alliance facilities/operations are involved or threatened.
 - If potential for involvement/damage exists, follow Figure 1: Initial Actions Flowchart.
 - If Alliance services are required, inform Gas Control.
- Upon request, provide appropriate assistance to other pipeline companies that have an emergency on their pipeline systems. Exchange resources and information with other pipeline companies as necessary.

8.5 Continue to monitor the emergency until assured that there is no potential impact on Alliance operations.

- Update Gas Control on all actions taken.

Fire Near or Involving Pipeline Facilities

For fires near or directly involving the Alliance pipeline, company personnel should control the situation and coordinate with outside firefighting personnel, with all actions directed at protecting people first and then property. General guidelines for responding to this type of emergency are as follows:

- Remain at a safe distance. Account for all personnel.
- Secure the area and restrict access to trained personnel only.
- Evacuate any facilities or buildings that may be in danger.
- If necessary, wait for assistance to arrive before attempting control measures.
- If the fire is being fuelled by escaping gas or some similar flammable material, attempt to eliminate the flammable fuel source. **As a general rule, natural gas fires should not be extinguished unless the fuel source can be safely eliminated.** If the fire is not from a fuel source and if it is safe to do so, extinguish the fire. Use whatever firefighting

equipment is available with proper firefighting techniques only if you are trained to do so.

- If the fire involves escaping gas or company facilities, inform the fire department of any hazardous material.
- Inform Gas Control of response details at regular intervals.

Reporting a Wildfire

If a wildfire is observed, contact the appropriate forestry division and provide the following information, if possible:

- Your name, phone number, company, address, reason for being in area.
- 8.5.1 The location of the fire (i.e. legal description of plot, address, GPS location).
- What the fire is burning (trees, bush, agricultural land, etc.).
- The size of the fire.
- How quickly the fire is spreading.
- The colour of the smoke.
- Whether there are lives or valuables at risk.

Gas Detected Inside or Near a Building

8.6 When approaching any building that may contain escaped gas, an Employee should always look for and listen for any signs. Under no circumstances should an Employee immediately open a building door if gas is detected. If escaped gas is detected, follow the Table 4: On-Site Initial Response Actions (6 Steps). In addition, consider the following:

- Do not open any doors until explosive limits have been determined.
- Set up a roadblock with your vehicle, if safe to do so.
- Evacuate people if they are close enough to be injured from a pipeline release or fire.
- Mobilize personnel with a portable gas detector(s).
- Attempt to eliminate potential ignition sources such as vehicles, telephones, and radios in the area.
- Isolate the building from gas sources if possible. Close service line valves on buildings receiving domestic gas service. On measurement buildings, close inlet and outlet block valves.
- After gas sources are shut off, proceed to the building with a portable gas detector and check door seams for an explosive mixture.
- If safe to enter, attempt to determine the cause of the leak.
- 8.7 Once the source of the leak has been determined, contact the appropriate personnel for repairs and restoration of service.
- Inform Gas Control of response details at regular intervals.

Injured Person (aka “Man Down”)

Whenever a person is observed lying on the ground, the company must be prepared to respond to the injured party effectively. Precautions must first be taken to protect other responders, then assess why the injured party became injured, and, if safe to do so, attempt to rescue the injured party. Always follow Table 4: On-Site Initial Response Actions (6 Steps)

Upon notification of a potential ‘man down’ situation, the Emergency Manager will determine next steps, which may include:

- Activating the Emergency Support Team as appropriate,

- Working with missing or injured Employees Supervisor to determine how to resolve situation (e.g., deploy staff to locate Employee),
- Notifying Human Resources advising them of the situation,
- Contacting local authorities to determine if there have been reports of motor vehicle incidents in the vicinity of the Employee's travel/route and/or to report a missing person.

Natural Disaster

Whenever a natural disaster such as a flood or tornado occurs, the affected Alliance facilities will be monitored during the disaster by Gas Control and appropriate field personnel. Precautions will be taken to protect life first and then property. If sufficient danger exists during the natural disaster, the affected facilities can be shut in. Once the natural disaster has passed and it is safe to do so, facilities should be inspected for damage. Consider the following when responding to a natural disaster:

During a disaster:

- Assign an observer to monitor conditions.
- Notify all affected personnel. Remember to protect life first and then property.
- Notify Gas Control, local authorities, and other affected facilities. Advise them that your facility may be out of communication.
- Extinguish fires if you have been trained to do so.
- Turn off any unnecessary lights.
- Switch over to auxiliary power.
- Do not trip the ESD system. It will function automatically if a fault occurs. Leave facilities in operation.
- Seek shelter.

After the disaster has passed:

- Survey for damage.
- Trip ESD shutdowns, if necessary.
- Isolate portions of facilities that have been damaged.
- 8.8.1 Notify Gas Control, the local authorities, and other affected facilities that the disaster has passed and provide a damage assessment.
- Proceed with any repairs or other actions that are required.

Tornado

Several portions of Alliance's pipeline in Canada and the United States run through areas classified as "high risk" for tornadoes. Peak tornado season is from late spring until early summer, and the majority of tornadoes occur between 3 pm and 9 pm. However, tornadoes can occur at any time, and Employees should learn to recognize the danger signs:

- Dark, often greenish sky
- Large hail
- Large, dark, low-lying cloud (especially if rotating)
- Loud roar (like a freight train)

Table 6: Warning System for Tornadoes

Classification	Definition	Required Actions
Tornado Watch	Atmospheric conditions are favourable for severe weather.	Monitor weather closely. Ensure that on-site personnel are aware of shelter locations.
Tornado Warning	A tornado has been sighted in the area.	Listen to local radio and TV stations for more information, or check online at: http://www.weatheroffice.gc.ca/canada_e.html (Canada) http://www.noaawatch.gov/ (USA) Seek shelter if instructed or if tornado appears to be moving in your direction

Shelter

Shelter provides the best protection during a tornado. If a tornado warning is issued, consider the following guidelines for suitable shelter:

- Go to the basement or the center of an interior room on the lowest floor
- Put as many walls between you and the outside as possible
- Get under a sturdy table
- Use your arms to protect your neck and head
- DO NOT open windows

If you are outside with no shelter:

- Lie flat in a ditch or depression
- Avoid electrical power lines and overpasses/bridges
- Be aware of the possibility of flooding

If you see a tornado approaching while in your vehicle:

- Drive at right angles, if possible, away from the tornado (if in a rural area)
- Leave the vehicle and find safe shelter (if in an urban area)
- 8.8.3 • Leave the vehicle and seek shelter in a ditch or other low-lying area if the tornado cannot be avoided. Avoid locations under electrical power lines or overpasses/bridges.

Flood

Flooding affects every province and state in North America. APL monitors for flooding in the GeoTech program where real-time flood monitoring is used.

In preparation for a flood, complete the *Site-Specific Flood Plan* template for the affected facility and follow the guidelines therein.

Table 7: Warning System for Floods

Classification	Definition	Required Actions
Flood Watch Flash Flood Watch	Flooding/flash flooding is possible.	Listen to local radio and TV stations for more information, or check online at: http://www.weatheroffice.gc.ca/canada_e.html (Canada) http://www.noaawatch.gov/ (USA) Prepare location in case evacuation is necessary (see <i>Site-Specific Flood Plan</i>)
Flood Warning	Flooding is occurring or will occur soon.	Continue to monitor local media for information about flood levels and evacuation notifications. If advised to evacuate, do so immediately.
Flash Flood Warning	Flash flooding is occurring.	Seek higher ground on foot immediately

During a flood:

- In the event of loss of access to site, contact alternate helicopter service for stand-by availability.
- Patrol access routes to station daily during height of flood.
- In the event of an emergency, the automatic pump from the drainage pit can be left on.

If approaching floods while in a vehicle, keep in mind the following:

- Six inches of water will reach the bottom of most passenger cars, causing loss of control and possible stalling.
- Two feet of rushing water can carry away most vehicles, including pickups and SUVs.

8.9 Natural Gas Liquid (NGL)/Liquid Natural Gas (LNG) Spill

Natural Gas Liquid (NGL) will vaporize if leaking from the pipeline facilities and will likely form a visible vapour cloud. Vaporized NGLs are colourless, odourless and heavier than air, with a flammable range of 1.1% –15% by volume in air. As it continues to get warmer, the vapor cloud will dissipate as it mixes with the atmosphere. NGL in its liquid state is not explosive and cannot burn. NGL in its vapour state will burn if mixed with atmosphere in the flammable range and exposed to a source of ignition. An explosion can occur if in an enclosed space, within the flammable range, and if an ignition source is present.

In colder temperatures, NGL vaporizes at a much slower rate, which causes it to stay in a liquid state and pool on the ground surface. Depending on the severity of the leak, the NGL could flow to other areas, either on surfaces or under a snow surface. Use the following guidelines in addition to the Table 4: On-Site Initial Response Actions (6 Steps).

- Determine wind direction. Stay upwind and at a higher elevation whenever possible.
- Pre-plan route based on wind direction, park vehicle a safe distance away, and access site on foot.
- If at a company facility (e.g., meter station), notify of evacuation, muster, and perform a head count.
- Monitor atmosphere using a gas detector.
- If circumstances require an immediate response due to life safety, attempt to control traffic (e.g., stop, re-route), ensure that it can be accomplished safely (e.g., emergency strobe light/ 4-way lights, high visibility vest, vehicle parked in a safe manner). Contact road/ highway authority responsible for traffic control as required.

[REDACTED]	[REDACTED]

Revision History

Rev. #	Date	Summary of Changes	Checked by
[00]	2009-06-22	Initial Release	[REDACTED]
01	2009-09-01	<p>Section 0 – Logo revised, TOC revision, inclusion of Revision Request Form (entire section)</p> <p>Section 2 – TOC revision, Initial Actions Flowchart references revision, Emergency Call-Out Protocol revision, Action Planning Meeting and Incident Action Plan removed (p. 1-2, 8-13)</p> <p>Section 3 – TOC revision, EST roles & responsibilities revisions (p. 1-2, 27-87)</p> <p>Section 4 – TOC revision, 4.7 Meetings & Briefings and 4.8 Incident Action Plan added (p. 1-2, 13-17)</p> <p>Section 5 – TOC revision, NGL Response Guidelines revised (p. 1-2, 13-15)</p> <p>Section 7 – 7.6 Debriefing revised (p. 3-5)</p> <p>Section 8 – Contact information revised, CS STARS site #'s added, order and formatting revised (entire section)</p> <p>Section 9 – CS STARS site #'s added, order and formatting revised (entire section)</p> <p>Section 10 – CS STARS site #'s added, order and formatting revised (entire section)</p> <p>Section 11 – Contact information revised, CS STARS site #'s added, order and formatting revised (entire section)</p> <p>Section 12 – Contact information revised, CS STARS site #'s added, order and formatting revised (entire section)</p> <p>Section 13 – Contact information revised, Bantry Meter Site information added, order and formatting revised (entire section)</p> <p>Section 14 – Countries revised, order and formatting revised (entire section)</p> <p>Section 15 – Countries revised, order and formatting revised (entire section)</p> <p>Appendix A – TOC revision, EST contact information revised, formatting for Canadian gov't contacts revised, A.4 Waste and Hazardous Materials Handling contractors added, A.5 Pipelines, Refineries, and Railroads revised (entire section)</p> <p>Appendix C – TOC revision, NGL Fact Sheet added (p. 1-2, Heat Transfer Fluid/ NGL)</p> <p>Appendix D – ESC Printer ID# added and additional materials available (p. 3-8)</p> <p>Appendix E – Removed Field Guide entry, revised Incident, Serious Injury, Toxic Substances, Incident Command Post, Incident Base, Emergency Operations Centre (entire section)</p> <p>Maps – Estlin Compressor Station map (20030-08001) revised; Valley City Lateral Tie-Ins added</p>	[REDACTED]
02	2010-01-21	<p>Section 0 – TOC revision</p> <p>Section 1 – Revised Emergency Management Personnel diagram to exclude WebEOC; added Emergency On-Call Requirements from previous section 3.11</p> <p>Section 2 – Revised Initial Actions Flowchart (2.1), EST Notification (2.8), EST Response Actions (2.9) to exclude WebEOC & EmerGeo</p> <p>Section 3 – Removed Emergency On-Call Requirements (3.11) and moved to section 1.9; Revised General Activation and Demobilization checklists and removed all references to WebEOC & EmerGeo</p> <p>Section 4 – Revised Communication diagram to exclude WebEOC; removed Incident Management Software (4.5); revised Forms – Responsibilities and Workflow to exclude WebEOC & EmerGeo</p> <p>Appendix D – Revised inventory lists (D.2-4) to exclude WebEOC Manual</p> <p>Appendix E – Revised glossary to exclude WebEOC and EmerGeo Mapping entries</p>	[REDACTED]
03	2010-03-03	<p>Entered entire Plan into new, standardized format</p> <p>Section 0 – Updated revision history, added references section, revised TOC, added list of tables and figures</p> <p>Section 1 – Revised order of 1.6-1.8; Moved section 1.9 to 3.1</p> <p>Section 2 – Revised 2.9 and 2.11 to reflect new forms and meetings; moved external emergency inquiry (under Section 2.3) to section 6.5</p> <p>Section 3 – Moved section 1.9 to 3.1; Moved section 3.1-2 and 3.10-11 to Section 4.2 and summarized checklist comments in Section 3.2; added Section 3.13 "Health & Safety Advisor"</p> <p>Section 4 – Moved section 3.1-2 and 3.10-11 to Section 4.2; revised Sections 4.5-9</p> <p>Section 5 – No content changes</p> <p>Section 6 – Added Section 6.5 from Section 2.3</p> <p>Section 7 – No content changes</p> <p>Section 8 – updated area office contacts and WCSS contacts</p> <p>Section 9 – updated WCSS contacts</p> <p>Section 10 – updated area office contacts and WCSS contacts</p> <p>Section 11 – updated WCSS contacts</p> <p>Section 12 – updated WCSS contacts</p>	[REDACTED]

		<p>Section 13 – updated area office contacts Section 14 – updated area office contacts Section 15 – updated area office contacts Appendix A – No content changes Appendix B – Removed ICS Form 203/205, added ICS Form 204, 207, 211; entered all forms into new, standardized format; modified ENF to give room for Notes Appendix C – No content changes Appendix D – Revised inventory lists to reflect new and removed forms Appendix E – No content changes</p>	
04	2010-04-08	<p>Section 0 – Updated Rev History Section 3 – Revised Risk Management Coordinator and Legal Coordinator responsibilities</p>	
05	2010-05-13	<p>Section 0 – Updated Rev History and References Section 5 – Added additional information on flooding</p>	
06	2011-04-01	<p>Section 1 – Removed EMP reference Section 2 – Revised and combined 2.7 & 2.8, and revised references in 2.1. Section 3 – Revised responsibilities of Legal Coordinator, HS&S Coordinator, and Safety Officer. Section 7.4 – Revised all wording. Responsibility rests primarily with HS&S Coordinator. Appendix A – Revised EST contacts to remove ARE personnel and generally updated due to Employee turnover.</p>	
07	2011-09-29	<p>Made Area Specific Sections 8-15 into separate Area ERPs Moved Supplies and Equipment into the Area ERPs Added a Calgary ERP and Eden Prairie ERP Revised On-Site Initial Response Actions – 6 Steps (Section 2.6) and updated General Response Guidelines accordingly Added Bomb Threat/Suspicious Object to Section 5: Response Guidelines. Updated all Visio diagrams with changes to form titles and EST position titles (EXI to ICF and Information Coordinator to Public Information Coordinator) Merged 2.3 Gas Control Notification with 2.7 Emergency Call-Out Procedure Updated and reformatted Roles and Responsibilities to form a checklist. Updated all Contact Information and separated Emergency Contacts into 4 appendices Updated overview maps for delivery header (#40022-08001 and #40023-08001) Updated hyperlinks for all internal section references Added Table of Contents to Roles and Responsibilities Section and Response Guidelines Section Removed acronyms Changed use of italics to forms only Moved Contracts Unit Leader into Logistics Section Altered ERP Overview Section to align with BCP and IMP Added ERP Quick Guide and Gas Control Manual to Reference List Updated Glossary and moved from Appendix E to beginning of ERP Updated References Morinville Area ERP – Removed EAPOUC Reference Sections 6 & 7 – Removed External Notifications (became HSE-DOCM-0001 through 0004) and Post-Emergency (moved to HSE-PRAC-0069) Morinville Area ERP – Added Fort Saskatchewan Meter Station Overview Section 6 – Added 6.8 Loss of SCADA Communications Section 5 – Added Operation Man Well (Loss of SCADA)</p>	
08	2013-03-15	<ul style="list-style-type: none"> Added Financial Approval Process to Roles & Responsibilities Added Doc Unit Leader email account info, and instructions to ask for documentation, to Roles & Responsibilities Updated HR/Claims Coordinator position to include immediate notification of family members if an employee is injured Revised Planning P (Section 2) to align with 6 steps Updated roles and responsibilities for HS&S Coord, Ops Section Coord, HR/Claims Unit, Public Information Coord, and Public Information Coord Assistant <p>Updated Pentane MSDS Fact Sheet</p>	
09	2013-12-11	<ul style="list-style-type: none"> Adding Roles and Responsibility for the Executive Changes to Emergency Management Personnel Diagram Deleted ICS forms 	

- Area ERPs: Edson moved from Whitecourt ERP to Morinville ERP
Maps: Added Tioga maps

10	2014-05-13	Under checklist for Executive changed #3 to read "Maintain your position log"	[REDACTED]
11	2014-10-23	Include post incident review 2.10.1	[REDACTED]
12	2014-11-09	Updated RACI	[REDACTED]
13	2015-06-10	Updated CEO and VP, Pipeline Operations and Engineering removing COO	[REDACTED]
14	2016-09-29	Moved Roles and Responsibilities to HSE-BUSPROC-0002, other minor revisions.	[REDACTED]
15	2018-08-08	Reformatted to new Doc Template. Changed ERP to EPM ... additional changes for Enbridge transition are pending/in process	[REDACTED]
16	2019-03-28	Misc. Corrective Action Plan changes from 2018 internal Audit Misc Changes as requested by Rose Marie Zanin 190311	[REDACTED]