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Emergency Response Plan



The Obsidian Energy Corporate ERP is reviewed at least annually and revision packages are distributed to all external manual holders. Though the entire manual is reviewed, only pages that have updated content are distributed with the annual revisions package.

List of Revisions

Date	Page	Revisions
Revisions prior to February 2014 are available through archived revisions lists. Contact erp@obsidianenergy.com for this historical information if required.		
February 2013	Section 7	Updated Corporate Emergency Contacts
May 2013	Section 7	Updated Corporate Emergency Contacts
Sept. 2013	Section 7	Updated Corporate Emergency Contacts
Nov. 2013	Section 7	Updated Corporate Emergency Contacts
March 2014	Section 7	Updated Corporate Emergency Contacts
July 2014	Section 7	Updated Corporate Emergency Contacts
Sept. 2014	Section 9	Forms updated with new logo
Nov. 2014	Sections 1, 2, 4, 7, 8 Section 6 p. 1-2, 9-10 Section 9 "Preparation of a Holding Statement"	Updates completed to the listed sections relating to regulator and/or resource name and data changes (e.g. ERCB to AER, LPG-ERC to ERAC), company name change (Penn West Exploration to Penn West) and personnel changes, and as a result of NEB Emergency Procedures Manual Review.
Sept 2015	Section 7	Updated Corporate Emergency Contacts
Oct 2015	Section 7	Updated Corporate Emergency Contacts
Dec 2015	Section 7	Updated Corporate Emergency Contacts
June 2016	Section 7	Updated Corporate Emergency Contacts
July 2016	Section 7	Updated Corporate Emergency Contacts
Nov 2016	Section 7	Updated Corporate Emergency Contacts
March 2017	Section 7	Updated Corporate Emergency Contacts
April 2017	Section 7	Updated Corporate Emergency Contacts
May 2017	Section 7	Updated Corporate Emergency Contacts
July 2017	Entire Manual	Updated ERP Manual with Company Name Change

As a manual holder, if you wish to suggest revisions / amendments to the Obsidian Energy Corporate ERP, please contact erp@obsidianenergy.com.



CORPORATE EMERGENCY RESPONSE PLAN

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CORPORATE EMERGENCY RESPONSE PLAN

1.0 OVERVIEW

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1.0 OVERVIEW

1.1 PURPOSE

1.1.1 SCOPE

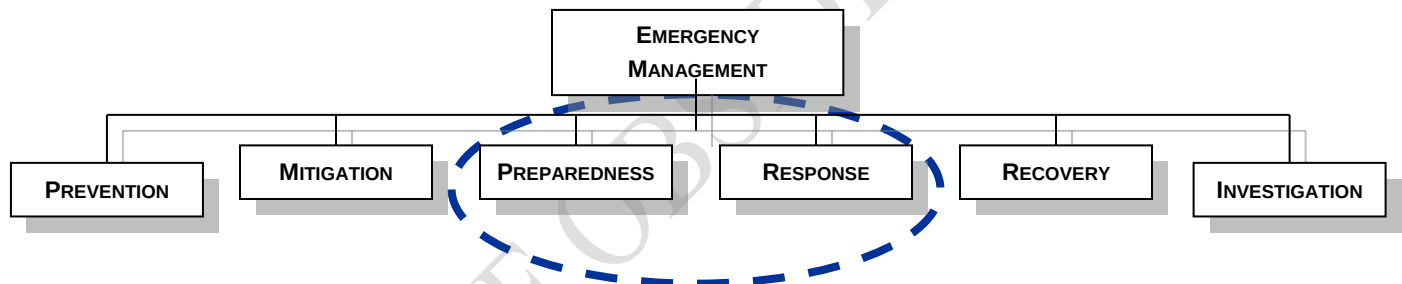
1.1.1.1 GOALS

The primary goal for Obsidian Energy's Emergency Management program is to maximize the use of Obsidian Energy, Government and outside resources in:

- ☐ Ensuring an immediate and competent response to an emergency.
- ☐ Rescue and treatment of casualties.
- ☐ Minimize danger to Obsidian Energy employees and the public.
- ☐ Minimizing damage to the environment and property.
- ☐ Initially containing and ultimately bringing the incident under control.
- ☐ Providing authoritative information to news media.
- ☐ Securing the safe rehabilitation of affected areas.
- ☐ Preserving relevant records and equipment for any subsequent inquiry into the cause and circumstances of the emergency.

1.1.1.2 INTENT

The intent of this plan is to provide the holder with practical tools that will assist them through the complexities of the **Preparedness** and **Response** principles of Emergency Management.



While the routine functions of most corporate departments are not of an emergency nature;

- ☐ All officers and employees of Obsidian Energy respond to all emergencies threatening life, the environment or property.
 - This entails a day-to-day obligation to assess and report the impact of an emergency or disaster event.
 - ▷ It requires monitoring conditions and analyzing information that could signal the onset of one of these events.

Emergencies will require departments to perform extraordinary functions.

- ☐ In these situations, every attempt will be made to preserve organizational integrity and assign tasks, which parallel the norm.
 - However, it may be necessary to draw on employee's basic capacities and use them in areas of greatest need.
 - ▷ Day-to-day functions that do not contribute directly to the emergency operation may be suspended or redirected for the duration of any emergency.

1.0 OVERVIEW

1.1 PURPOSE

1.1.1.3 PRIORITIES

Save Lives:

- ☐ Treat the injured and warn personnel and the public to avoid further casualties.
- ☐ Evacuate or shelter people from the effects of the emergency.
- ☐ Save animals.

Implement Protective Actions:

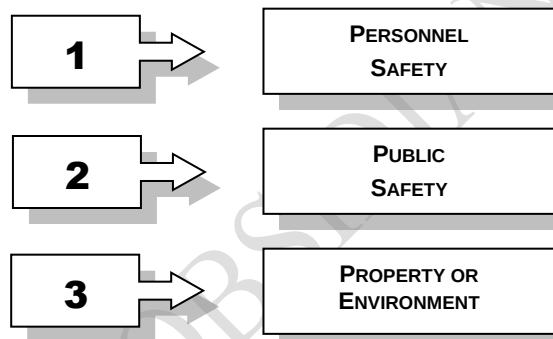
- ☐ Save the environment and property from destruction.
- ☐ Prevent further contamination to the environment or property.
- ☐ Provide security for property, especially in evacuated areas.

Restore Essentials:

- ☐ Utility, field and corporate operations infrastructure.
- ☐ Help restore economic basis of the community if impacted by release from a field facility.

Priority Sequence:

- ☐ To ensure a competent response to an emergency, any required actions will be conducted under the following priorities:



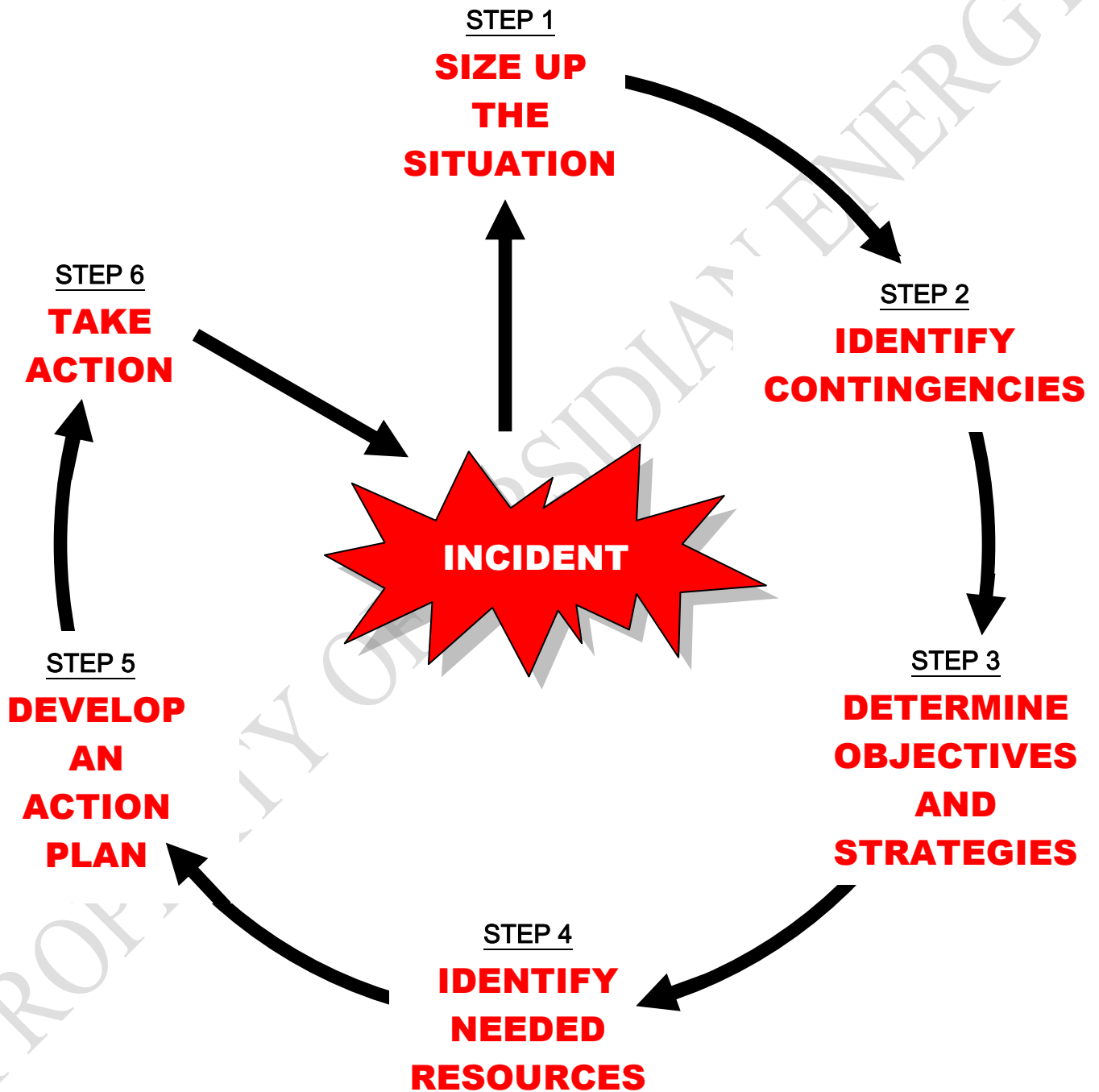
- ☐ This priority sequence follows the principal that in order for personnel to effectively respond, their safety must first be assured.

1.0 OVERVIEW

1.2 SIX STEP INCIDENT RESPONSE CYCLE

1.2.1 CYCLE DIAGRAM

- ☐ Initial objectives (tasks to be done), action plans and priorities will be determined through the universal Six Step Incident Response Cycle
- ☐ The Cycle has been incorporated into responder checklists, form tools and quick guides.



1.0 OVERVIEW

1.2 SIX STEP INCIDENT RESPONSE CYCLE

1.2.2 CYCLE DETAILS

STEP 1: **SIZE-UP THE SITUATION**

- ☐ What is the nature of the incident?
- ☐ What hazards are present?
- ☐ What resources are on site?
- ☐ What is the risk to response personnel and the public?
- ☐ Are there injured people who need to be treated or assisted?
- ☐ Are public warnings required (evacuation or shelter-in-place)?
- ☐ How large an area is involved?
- ☐ Will the area be isolated?
- ☐ What location would be an appropriate staging area?
- ☐ Identify appropriate entrance/exit routes (equipment and response personnel)?

STEP 2: **IDENTIFY CONTINGENCIES**

- ☐ What may have caused the incident to occur?
- ☐ What could happen to make the situation worse?

STEP 3: **DETERMINE OBJECTIVES AND STRATEGIES**

- ☐ What to do and Why (for what purpose)?
- ☐ How to do it?

STEP 4: **IDENTIFY NEEDED RESOURCES**

- ☐ What resources are needed?
- ☐ Where will they be obtained?
- ☐ How long will it take to obtain them?
- ☐ Request additional resources.

STEP 5: **DEVELOP AN ACTION PLAN** (may be verbal initially):

- ☐ Assign resources to tactical objectives (consider logistics).
- ☐ Ensure appropriate safety and personnel protective measures are implemented (organize with Span of Control not exceeding 1:7)
- ☐ Ensure that appropriate agencies or personnel with expertise and capability to carry out the Action Plan, have been or will be contacted, and establish who will make which contacts.

STEP 6: **TAKE ACTION**

- ☐ Implement plan, Supervise and Coordinate.
- ☐ Evaluate.

1.0 OVERVIEW

1.3 COMMAND AND CONTROL

1.3.1 INTRODUCTION

1.3.1.1 WHAT IS COMMAND AND CONTROL?

- ☐ The process of Command and Control is the means by which a commander:
 - Recognizes what needs to be accomplished and arrives at decisions.
 - Makes their will known and
 - Sees to it that appropriate actions are taken and completed.
- ☐ Command and Control is the most important activity in emergency response. It provides the best means of success in a complex, uncertain, and time-competitive environment:
 - Done well, it can bring success.
 - Without it, an organized emergency response is impossible.
- ☐ Though not a substitute for adequate resources, effective Command and Control provides focus, speed, harmony, and momentum to the actions of the command teams and allows commanders to make the most of what they have:
 - Time,
 - Equipment and Material, and most importantly,
 - People; they:
 - ▷ Gather information,
 - ▷ Make decisions and take action,
 - ▷ Communicate, and cooperate with one another in accomplishing a common goal.

1.3.1.2 IMPORTANT NOTES

- ☐ A defining feature of the Command and Control environment is uncertainty--about the incident, the surroundings, and even the status of our own response.
 - Command and Control aims to reduce to a reasonable level the amount of uncertainty.
- ☐ Equipment is but a means to an end and not the end itself.
- ☐ Real-time media saturation tends to accelerate the speed at which developing events take on crisis proportions requiring immediate action.
- ☐ Even though advancements in technology provide sophisticated capabilities, technology is not without its hazards, such as:
 - Over-reliance which can lead to information overload.
 - The tendency to believe, without questioning, the validity of information made available through advanced technology.
 - The reluctance to make decisions without high tech information.

1.0 OVERVIEW

1.3 COMMAND AND CONTROL

1.3.2 GUIDING PRINCIPALS

- Command and Control must serve the commander (not vice versa).
 - Again, Command and Control is the means by which a commander decides what action to take, delivers 'the Commander's intent' and sees that this intent is carried out at all levels of command.
 - The support structure does not exist for its own sake, but to enhance the ability of commanders at all levels to perform their duties so they do not get overloaded.
- Intuitive decision-making supported by analytic techniques.
 - Emergency response decision-making requires intuitive and analytical abilities to recognize the core of a problem and the ability to think up a practical solution.
 - ▷ Human decision-making is primarily an intuitive process.
 - ▷ This is expected of all of us in our day-to-day roles, to "make it happen".
- Initiative at all levels is taught and encouraged.
 - Initiative is an essential component of emergency response, which is based on the willingness of subordinates to act without exhaustive instructions.
 - Initiative requires that subordinates always keep the larger situation in mind and act in a way that is consistent with the commander's intent.
- Implicit understanding and communications are critical.
 - Commanders must be adept at expressing their intent clearly and strongly, ensuring that orders and plans are brief and simple.
 - ▷ The ability to communicate with minimal information exchange is fundamental.
- Information collection and presentation must be focused on providing relevant knowledge rather than volume.
 - Information is valuable only insofar as it contributes to understanding/decision-making.
 - It is not the amount of information that is critical, but rather key elements of intelligence, available when needed and in a useful form, which will improve the commander's knowledge of the situation.
- Rapid planning/response capabilities must be maintained and practiced.
 - Rapid planning/response facilitates higher tempo; however, complex operations are best developed by sound, detailed plans with rational courses of action.

1.0 OVERVIEW

1.4 EMERGENCY RESPONSE ORGANIZATION

1.4.1 INCIDENT COMMAND SYSTEM

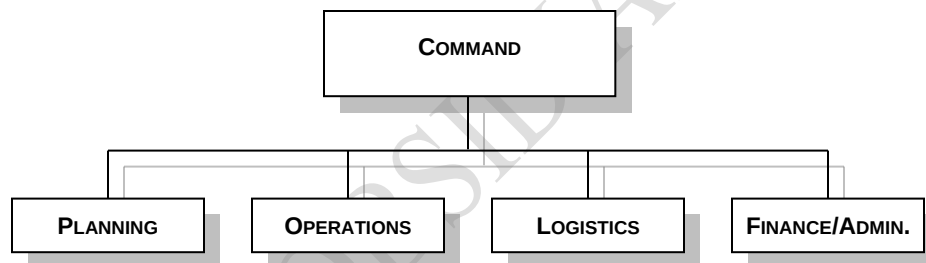
1.4.1.1 OVERVIEW

Obsidian Energy's organization and response to emergencies follows the concepts of the Incident Command System (ICS).

- ☐ The ICS design structure is applicable for all kinds of emergencies, and is suitable for both small day-to-day situations as well as very large and complex incidents.
- ☐ ICS is the combination of:
 - ☐ Facilities
 - ☐ Equipment
 - ☐ Personnel
 - ☐ Procedures
 - ☐ Communications

Operating within a common organization structure, designed to aid the management of resources at emergency incidents.

- ☐ The system has basic common elements in organization, terminology and procedures.
- ☐ The ICS organization is comprised around five major components:



- ☐ The following are key characteristics of ICS:
 - ▷ Adapts to any incident in which emergency agencies would be expected to respond.
 - ▷ Provides for single-jurisdiction/single-agency as well as multi-jurisdiction/multi-agency operational interaction.
 - ▷ Is applicable and acceptable to users throughout the world.
 - ▷ Readily adaptable to new technology.
 - ▷ Expands in a logical manner from an initial response into a major incident with basic common elements in organization, terminology and procedures.
 - ▷ When implemented, has the least possible disruption to existing systems

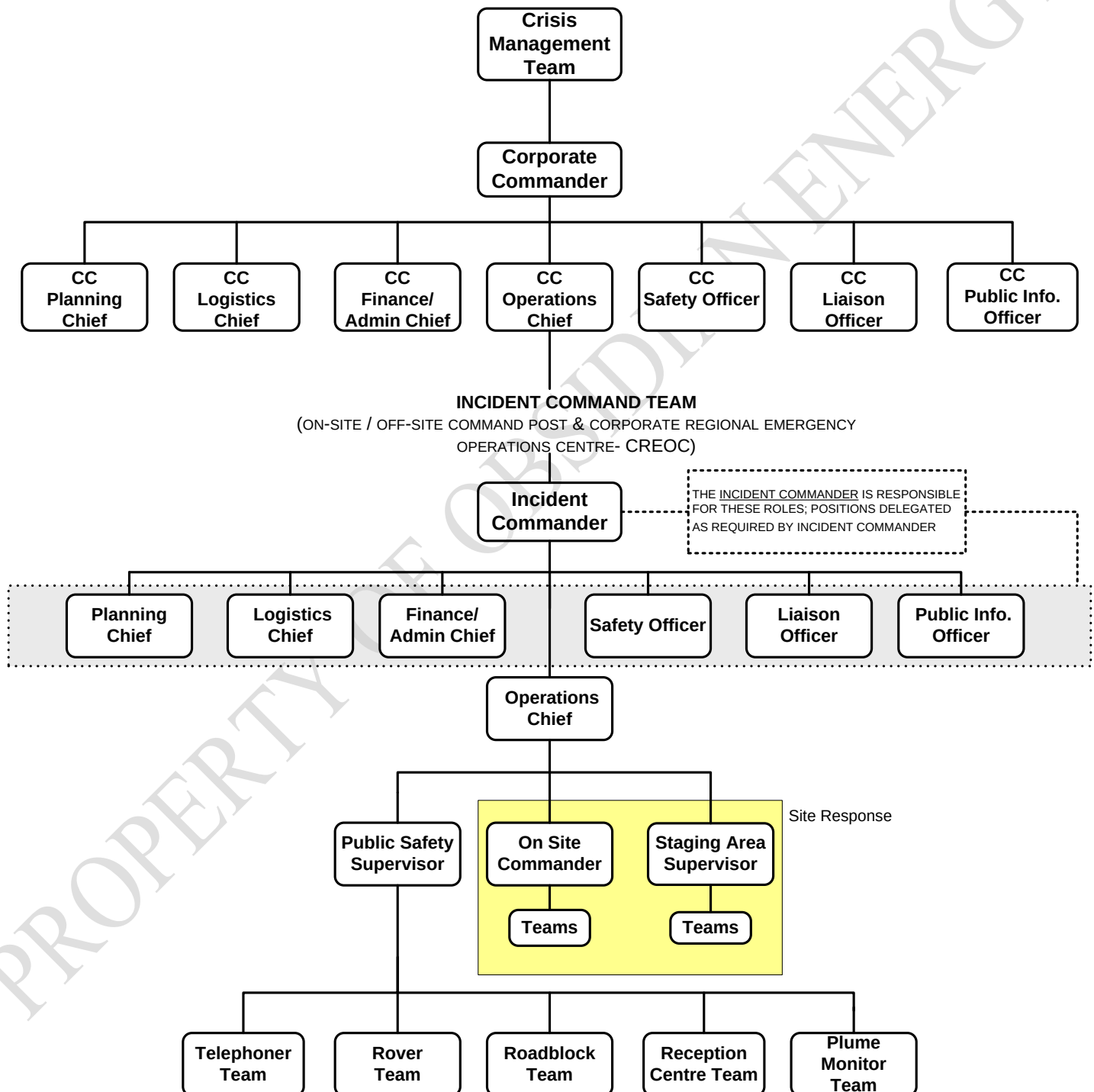
1.0 OVERVIEW

1.4 EMERGENCY RESPONSE ORGANIZATION

1.4.2 OBSIDIAN ENERGY RESPONSE TEAMS

1.4.2.1 TEAM STRUCTURES

CORPORATE COMMAND TEAM (CORPORATE EMERGENCY OPERATIONS CENTRE)



1.0 OVERVIEW

1.4 EMERGENCY RESPONSE ORGANIZATION

1.4.2.2 TEAM ACTIVATION

- ☐ At any level of emergency Obsidian Energy will employ two Teams.

LEVEL 1	LEVEL 2	LEVEL 3
INCIDENT COMMAND TEAM - On-Site Command Post (OSCP) - Corporate Regional Emergency Operations Centre (CREOC)	INCIDENT COMMAND TEAM - On-Site Command Post (OSCP) - Corporate Regional Emergency Operations Centre (CREOC)	INCIDENT COMMAND TEAM - On-Site Command Post (OSCP) - Corporate Regional Emergency Operations Centre (CREOC)*
CORPORATE COMMAND TEAM - Calgary Corporate Emergency Operations Centre (EOC)	CORPORATE COMMAND TEAM - Calgary Corporate Emergency Operations Centre (EOC)	CORPORATE COMMAND TEAM - Calgary Corporate Emergency Operations Centre (EOC)

1.4.2.3 INCIDENT COMMAND TEAM

- ☐ The Incident Command Team is directly involved in responding to emergencies at field sites.
 - They implement the site-specific Emergency Response Plan, and provide tactical command, focusing on public safety, site response and control measures.
 - ▷ The person in charge of the Incident Command Team is the "Incident Commander".
 - ▷ Key members are "on call" 24 hours.
 - ▷ The Incident Command Team convenes at an On-Site Command Post (OSCP) near the incident site as well as at a local office's Incident Command Centre (ICC).
- ☐ The majority of Obsidian Energy operations are covered under an area-specific Emergency Response Plan.
 - Each plan calls for the establishment of a specific field emergency response team (Incident Command Team) to effectively respond to an emergency situation.
 - ▷ Where Obsidian Energy operations are not regulated to have area-specific emergency response plans in place, operations will be supported by Obsidian Energy's Corporate ERP.
- ☐ Obsidian Energy personnel are likely to be the first on the scene of an emergency situation.
 - They will normally take charge and remain in charge of the incident until it is resolved, or others who have legal authority to do so assume responsibility.
 - ▷ They will seek guidance and direction from local officials and seek technical assistance from provincial/state and federal agencies where appropriate.
- ☐ In emergency situations where local jurisdictions or government agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure.

1.0 OVERVIEW

1.4 EMERGENCY RESPONSE ORGANIZATION

1.4.2.4 CORPORATE COMMAND TEAM

- ☐ The Corporate Command Team provides tactical direction for response and recovery operations.
 - They serve as the "lead" for regional emergencies, and serve as "advisory and support" to the Incident Command Team for field incidents.
 - ▷ The Corporate Command Team is comprised of regional management and staff.
 - ▷ The person in charge of the Corporate Command Team is the "Corporate Commander".
 - ▷ Key members are "on call" 24 hours.
 - ▷ Members of this team convene at Obsidian Energy's Calgary Corporate Emergency Operations Centre (EOC).
- ☐ They are responsible for monitoring and analyzing any situation that may threaten employees, public safety and Obsidian Energy property.
 - As emergency situations threaten or occur, On-call Team members convene to facilitate the process of evaluation and incident planning, and possible activation and implementation of emergency functions and resources.
- ☐ The Corporate Command Team will be responsible for regional media issues, incident management, any public safety issues (as applicable), liaison with other municipal primary responders and any legal matters pertaining to the documentation of any incident.



PROPERTY OF OBSIDIAN ENERGY



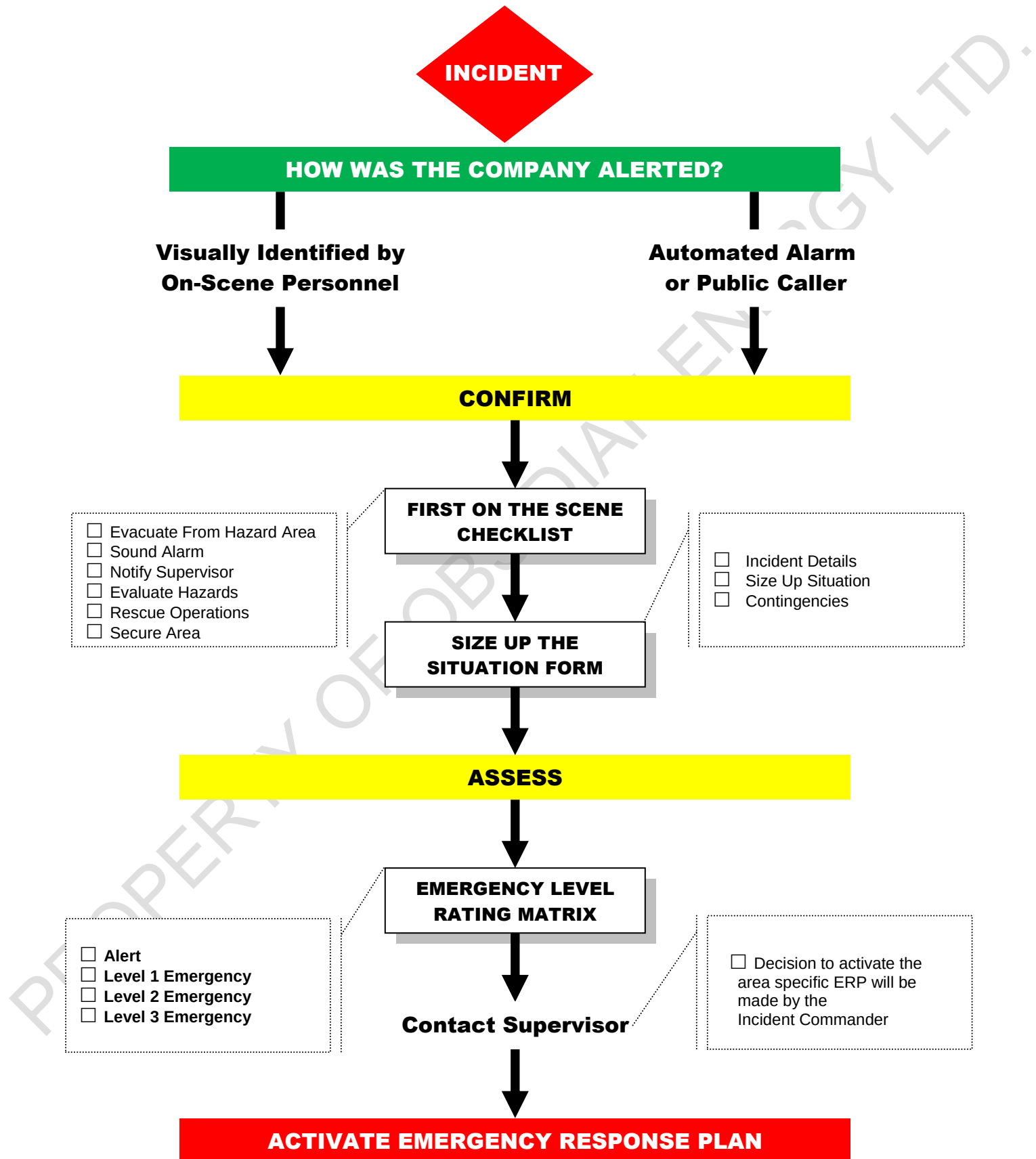
CORPORATE EMERGENCY RESPONSE PLAN

2.0 INITIAL RESPONSE

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2.0 INITIAL RESPONSE

2.1 RESPONSE FLOWCHART



2.0 INITIAL RESPONSE

2.2 FIRST ON THE SCENE CHECKLIST

INCIDENT PRIORITIES	☐ Protection of Responder and/or Worker. ☐ Protection of the Public. ☐ Protection of the Environment and/or Company Property.
FIRST ON THE SCENE	☐ EVACUATE ○ Remove yourself from the hazard and direct others to a designated safe area(s). ☐ SOUND THE ALARM ○ Alert other personnel and notify emergency services if required. ☐ NOTIFY SUPERVISOR ☐ EVALUATE THE HAZARDS ○ Resist the urge to rush in. ▷ Ensure you and the other responders are protected before initiating any rescue operations. ☐ INITIATE RESCUE OPERATIONS, when safe to do so. ○ Use the <u>buddy system</u>. ○ Put on protection equipment. ▷ Make sure detection equipment is functioning properly before entering the site. ○ Maintain contact with buddy. ○ Approach from an upwind or crosswind direction and rescue victim to safe area. ○ Revive victim and administer first aid. ○ Confirm that emergency services are on the way. ☐ SECURE THE AREA ○ Control entry into the hazard area. ○ Establish a Red Zone (closest to incident site where only qualified responders can enter) ○ Establish a Yellow Zone (potential staging area). ○ The On-Site Command Post will be established in a Green Zone (a safe area beyond the Red and Yellow zones). ☐ COMPLETE SIZE UP THE SITUATION FORM and contact Incident Commander (District Superintendent). ○ Based on the Size Up The Situation Form and the Emergency Level Rating Matrix, the Incident Commander will decide on the level of emergency and whether to activate the ERP. ○ Crisis Communications Team Lead must be contacted immediately if a fracing event. ☐ Be prepared to assume ON-SITE COMMANDER duties.
SOME HELPFUL HINTS	1. When traveling to site, you need to think about wind conditions to determine best way to access the site. 2. Identify egress and access routes and road conditions while on the way to the site. 3. Look for ESDs (Emergency Shutdown Devices) on the perimeter to isolate the problem or isolate power sources. 4. Always think of “communication” as this will determine your success or failure. 5. Maintain full control of the site at all times. 6. Ensure no information - including videos, photos or other information - is removed from the area; photos and videos are not to be disseminated. 7. Ensure that you identify all sources that feed into the site where upstream or downstream. 8. Remember you are the “Eyes and Ears” of the situation so insure that the information you pass on is correct. The information you pass on will be used to determine the level of emergency and the response actions that need to be taken as a result. Ensure that everyone is on the same page and on the same level of emergency.

2.0 INITIAL RESPONSE

2.3 SIZE UP THE SITUATION FORM

Basic Information	Name of Person Calling District Date Time (24 Hour) Caller's Location Telephone Number (for call back to where the caller can be contacted for the next ½ hour)		
Incident Details	Is the Site secured? Incident Location (i.e. LSD) Directions to Site		
Incident Details	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Type of Emergency ☐ Sweet Gas Release ☐ Sour Gas Release ☐ Explosion/Fire ☐ Liquid Spill ☐ Vehicle Accident ☐ Chemical Spill ☐ Other (provide description) </td> <td style="width: 50%; vertical-align: top;"> Type of Operation ☐ Well ☐ Completion/ Drilling ☐ Pipeline ☐ Gas Plant ☐ Battery ☐ Other (provide description) </td> </tr> </table>	Type of Emergency ☐ Sweet Gas Release ☐ Sour Gas Release ☐ Explosion/Fire ☐ Liquid Spill ☐ Vehicle Accident ☐ Chemical Spill ☐ Other (provide description)	Type of Operation ☐ Well ☐ Completion/ Drilling ☐ Pipeline ☐ Gas Plant ☐ Battery ☐ Other (provide description)
Type of Emergency ☐ Sweet Gas Release ☐ Sour Gas Release ☐ Explosion/Fire ☐ Liquid Spill ☐ Vehicle Accident ☐ Chemical Spill ☐ Other (provide description)	Type of Operation ☐ Well ☐ Completion/ Drilling ☐ Pipeline ☐ Gas Plant ☐ Battery ☐ Other (provide description)		
Emergency Response Details	Nature of the Incident (what may have caused the incident, site specifics, etc.) Is the incident related to fracing operations? If so, notification of the Critical Communications Team is required. Is the incident related to a water well? If so, notification of the Critical Communications Team is required. Are there alternate access routes to and from the site? Approximate distance to nearest resident (in meters) Is there an immediate risk to the public? (Do nearby residents need to be sheltered or evacuated right away?) Resources that are needed immediately Weather Conditions (incl. wind direction, speed- clear/rain/fog/snow- temperature) Can the incident be contained on site or is there a potential for the problem to go beyond the lease site? Any other comments		

2.0 INITIAL RESPONSE

2.4.1 EMERGENCY LEVEL RATING MATRIX

STEP 1 ESTIMATE CONSEQUENCES OR IMPACT RATING		
RATING	DESCRIPTOR	EXAMPLE OF DETAIL DESCRIPTION
1	Minor	No injuries, limited and localized environmental impact, nil press interest. First aid treatment, on-site release contained, short-term, temporary environmental impact, low press interest.
2	Moderate	Medical treatment required, on-site release contained with outside assistance, medium environmental impact, local and possibly regional media interest publicity.
3	Major	Public safety jeopardized, off-site release with significant and ongoing environmental impact, adverse national publicity.
4	Catastrophic	Fatality, toxic pollution, and off-site contamination with long term environmental impact, national and international publicity.

STEP 2 ESTIMATE LIKELIHOOD RATING		
RATING	DESCRIPTOR	DESCRIPTION
1	Unlikely	Incident contained/controlled / No chance of additional hazards / Ongoing monitoring required
2	Moderate	Imminent control of the hazard probable
3	Likely	Uncontrolled incident / Operator has capability to manage and control incident
4	Certain / Occurring	Uncontrolled incident / Improbable hazard will be controlled in near future / Third party assistance required

STEP 3 RISK RATING ESTIMATION BASED ON LIKELIHOOD AND CONSEQUENCES					
CONSEQUENCE RATING	Minor (1)	Alert	Alert	Level 1	Level 1
	Moderate (2)	Alert	Level 1	Level 1	Level 2
	Major (3)	Level 1	Level 1	Level 2	Level 3
	Catastrophic (4)	Level 1	Level 2	Level 3	Level 3
		Unlikely (1)	Moderate (2)	Likely (3)	Almost Certain (4)
LIKELIHOOD RATING					

STEP 4 EMERGENCY LEVEL DETERMINATION	
LEVEL	CONTROL CONSIDERATIONS
Alert	No ERP action required
Level 1	There is no danger outside company property or right-of-way. The situation can be handled entirely by company personnel. Immediate control of the hazard/source is possible No threat to public Minimal environmental impact Little or no media interest
Level 2	Potential for the emergency to extend beyond company property. Imminent control of the situation is probable; some threat to public; moderate environmental impact; local regional media interest.
Level 3	Uncontrolled hazard Public safety jeopardized Significant ongoing environment impact Significant media interest Immediate municipal and provincial government involvement Assistance from outside parties required

2.0 INITIAL RESPONSE

2.5 EMERGENCY LEVEL GENERAL RESPONSE MATRIX

RESPONSES	ALERT / MINOR	EMERGENCY LEVEL		
		LEVEL 1	LEVEL 2	LEVEL 3
COMMUNICATIONS				
Internal	☐ Discretionary, depending on licensee policy.	☐ Immediate notification of off-site management.	☐ Immediate notification of off-site management.	☐ Immediate notification of off-site management.
External public	☐ Courtesy at licensee discretion.	☐ Mandatory for individuals within the EPZ requiring notification.	☐ Planned and instructive as per the specific ERP.	☐ Planned and instructive as per 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	☐ Notify regulator if public contacted	☐ Notify regulator. Call local authority (incl. emergency services if required) and regional health authority	☐ Notify regulator. Call local authority (incl. emergency services if required) and regional health authority	☐ Notify regulator, local authority (incl. emergency services), and regional health authority
ACTIONS				
Internal	☐ On site, as required by licensee.	☐ On site, as required by licensee. Initial response undertaken as per specific or corporate-level ERP. Corporate management team alerted to support as required.	☐ Predetermined public safety actions are under way. Corporate management team fully engaged to support field level responders.	☐ Full implementation of incident management system.
External	☐ On site, as required by licensee.	☐ On site, as required by licensee, in accordance with specific or corporate-level ERP.	☐ 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.	☐ Establish 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.	☐ Assistance from government agencies/external support services, as required.	☐ Assistance from government agencies and external support services, as required.

2.0 INITIAL RESPONSE

2.6 INITIAL TEAM ACTIONS MATRIX

	LEVEL 1	LEVEL 2	LEVEL 3
INCIDENT COMMAND TEAM	On-Site Commander ☐ Uses First On The Scene Checklist ☐ Implements initial area public safety responses (i.e. site isolation) ☐ Attends to medical needs ☐ Supervises site responses and control measures ☐ Notifies the Operations Chief ☐ Establishes the On-Site Command Post (OSCP)	On-Site Commander ☐ Uses First On The Scene Checklist ☐ Implements initial area public safety responses (i.e. evacuation of IIZ) ☐ Attends to medical needs ☐ Implements site isolation measures ☐ Supervises site responses and control measures ☐ Notifies the Operations Chief ☐ Establishes the On-Site Command Post (OSCP)	On-Site Commander ☐ Uses First On The Scene Checklist ☐ Implements initial area public safety responses (i.e. evacuation of IIZ) ☐ Attends to medical needs ☐ Implements site isolation measures ☐ Supervises site responses and control measures ☐ Notifies the Operations Chief ☐ Establishes the On-Site Command Post (OSCP)
	Incident Commander ☐ Uses Sizes Up the Situation Form ☐ Confirms Level of Emergency with Regulator ☐ Activates Incident Command Team ☐ Determines and implements public safety measures (evacuation of special needs public in IIZ and PAZ) ☐ If Special Needs Public contacted, notifies Local Authority and Regional Health Authority ☐ Establishes Corporate Regional Emergency Operations Centre (CREOC) ☐ Notifies Corporate Commander	Incident Commander ☐ Uses Sizes Up the Situation Form ☐ Confirms Level of Emergency with Regulator ☐ Activates Incident Command Team ☐ Determines and implements public safety measures (evacuation of IIZ, evacuation and / or shelter-in-place of the PAZ) ☐ Notifies Local Authority and Regional Health Authority ☐ Establishes Corporate Regional Emergency Operations Centre (CREOC) ☐ Notifies Corporate Commander	Incident Commander ☐ Uses Sizes Up the Situation Form ☐ Confirms Level of Emergency with Regulator ☐ Activates Incident Command Team ☐ Determines and implements public safety measures (ignition, evacuation of IIZ, evacuation and / or shelter-in-place of the PAZ) ☐ Notifies Local Authority and Regional Health Authority ☐ Establishes Corporate Regional Emergency Operations Centre (CREOC) ☐ Notifies Corporate Commander
CORPORATE COMMAND TEAM	Corporate Commander ☐ Activates Corporate Command Team to support Incident Command Team ☐ Ensures personnel and public safety as required and/or as planned and instructive as per specific ERP Response Guides ☐ Ensures notification of applicable regulatory agency / local authority / other government agencies ☐ Reactive Media Management ☐ Notifies Crisis Management Team, as required	Corporate Commander ☐ Activates Corporate Command Team to support Incident Command Team ☐ Ensures personnel and public safety as required and/or as planned and instructive as per specific ERP Response Guides ☐ Ensures notification of applicable regulatory agency / local authority / other government agencies ☐ Reactive Media Management ☐ Notifies Crisis Management Team	Corporate Commander ☐ Activates Corporate Command Team to support Incident Command Team ☐ Ensures personnel and public safety as required and/or as planned and instructive as per specific ERP Response Guides ☐ Ensures notification of applicable regulatory agency / local authority / other government agencies ☐ Proactive Media Management ☐ Notifies Crisis Management Team

2.0 INITIAL RESPONSE

2.7 GOVERNMENT COMMUNICATIONS OVERVIEW

- ☐ The Regulator must be notified immediately at any level of emergency.
- ☐ Provincial regulators are:
 - AER- Alberta
- ☐ Federal regulators are:
 - NEB-federally regulated pipelines and facilities
 - CEPA-federally regulated substances as defined by E2 regulations
- ☐ Acronyms:

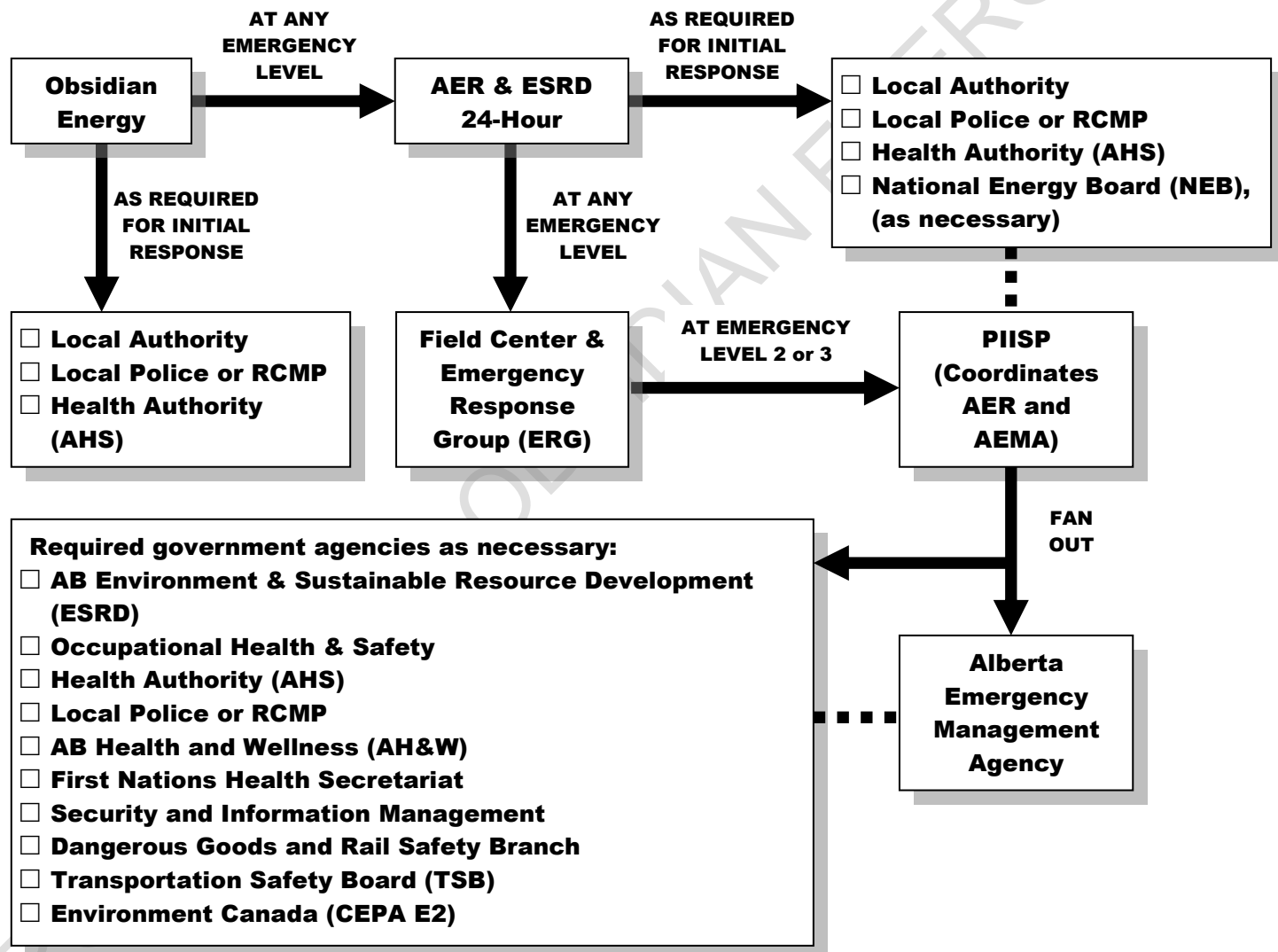
AE	Alberta Environment
AEMA	Albert Emergency Management Agency
AER	Alberta Energy Regulator
AHS	Alberta Health Services
CEPA	Canadian Environmental Protection Act (Environment Canada)
DFO	Department of Fisheries and Oceans
E2	Environmental Emergency Regulations (under CEPA)
ERAC	Emergency Response Assistance Canada
ERAP	Emergency Response Assistance Plan
ESRD	Alberta Environment & Sustainable Resource Development
NEB	National Energy Board
PEP	Provincial Emergency Program
PIISP	Petroleum Industry Incident Support Plan (Alberta)
RCMP	Royal Canadian Mounted Police
TSB	Transportation Safety Board

- ☐ The Level of Emergency is determined by Obsidian Energy, according to the criteria found in this plan, and confirmed through consultation with the AER & NEB.

2.0 INITIAL RESPONSE

2.7 GOVERNMENT COMMUNICATIONS OVERVIEW

- In Alberta, if required to assist with the initial response, Obsidian Energy must contact other agencies and services, such as the municipal disaster services, regional health (Alberta Health Services Environmental Public Health) and the RCMP.
- At a Level Two or Three, the AER works with the Alberta Emergency Management Agency under the Petroleum Industry Incident Support Plan (PIISP), which supports the operator and the local authority in bringing the incident under control.



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CORPORATE EMERGENCY RESPONSE PLAN

3.0 RESPONDER CHECKLISTS

INCIDENT COMMAND TEAM:

- ✓ INCIDENT COMMANDER
- ✓ SAFETY OFFICER
- ✓ LIAISON OFFICER
- ✓ PUBLIC INFO OFFICER
- ✓ OPERATIONS CHIEF
- ✓ PLANNING CHIEF
- ✓ LOGISTICS CHIEF
- ✓ FINANCE AND ADMIN CHIEF
- ✓ ON-SITE COMMANDER
- ✓ STAGING AREA SUPERVISOR
- ✓ PUBLIC SAFETY SUPERVISOR
- ✓ TELEPHONER TEAM
- ✓ ROVER TEAM
- ✓ ROADBLOCK TEAM
- ✓ RECEPTION CENTRE TEAM
- ✓ PLUME MONITORING TEAM

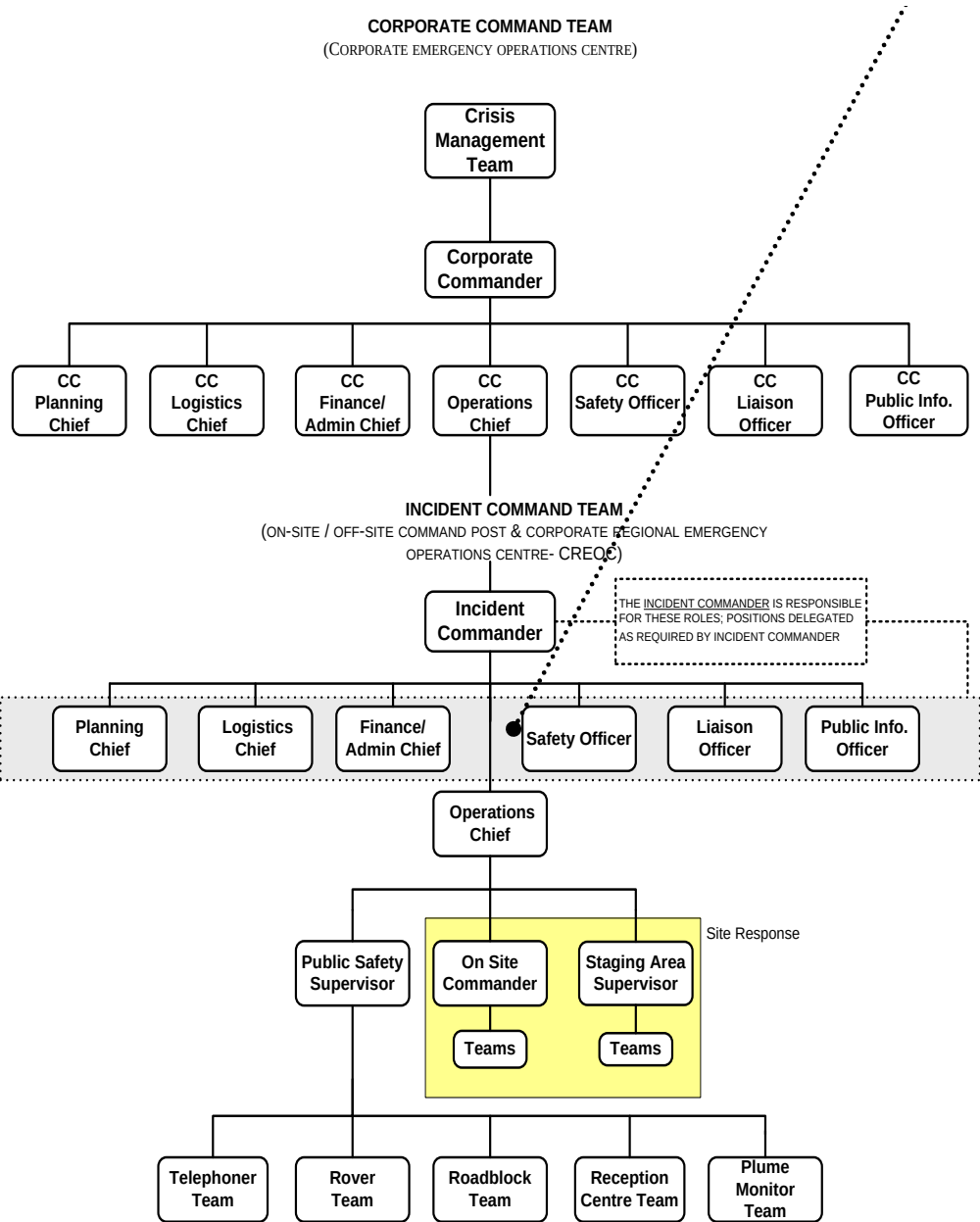
CORPORATE COMMAND TEAM:

- ✓ CORPORATE COMMANDER
- ✓ CC – SAFETY OFFICER
- ✓ CC – LIAISON OFFICER
- ✓ CC – PUBLIC INFO OFFICER
- ✓ CC – OPERATIONS CHIEF
- ✓ CC – PLANNING CHIEF
- ✓ CC – LOGISTICS CHIEF
- ✓ CC – FINANCE AND ADMIN CHIEF
- ✓ CRISIS MANAGEMENT TEAM

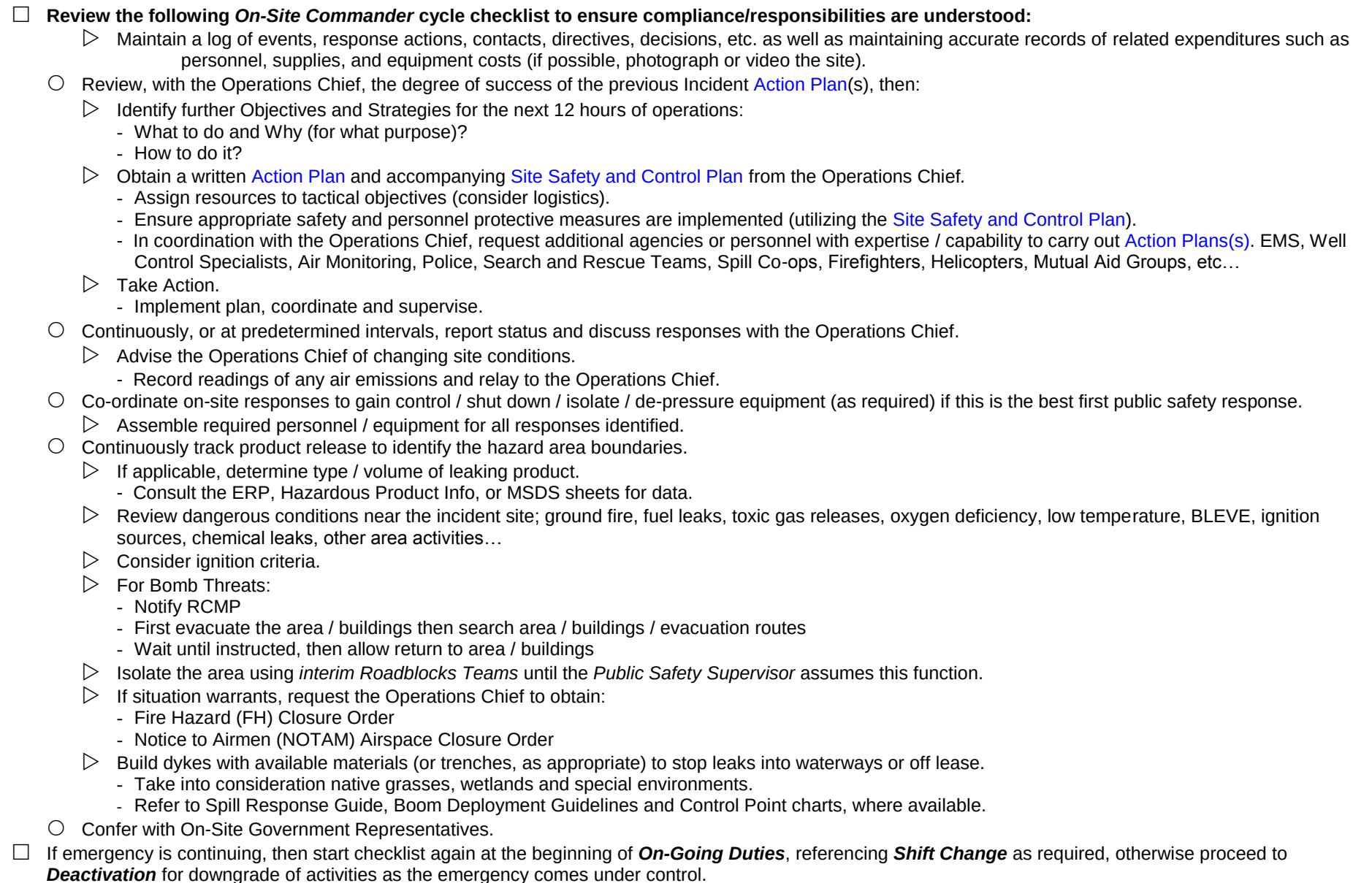


ON SITE COMMANDER

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RESPONSIBILITY
☐ Responsible for all response activities at the incident site. ☐ Responsible for initial area public safety responses (i.e. ignition if required), and then for the supervision of site responses and control measures. ☐ Is located at, or close to, the incident site. ☐ Reports to the Incident Command Operations Chief.
ACTIVATION DUTIES
☐ Assess situation and identify hazards; sound applicable emergency alarms. ☐ Personnel and public safety at or near incident site (refer to Section 4.0 Quick Guides). ▷ Ensure appropriate personnel safety and protective measures. ▷ Determine and implement public protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident. ▷ Consider ignition or other such control measure if conditions warrant. ☐ Attend to medical needs ▷ Rescue downed or injured personnel if/ as safe to do so. ▷ Request EMS services as required: Ambulance (air or ground) / Fire / Police. ☐ Isolate the scene. ▷ Evacuate immediate area around emergency site; release nonessential personnel. ▷ Warn the population in the area of the incident; provide emergency instructions. ▷ Implement site control arrangements in and around the incident scene (i.e. roadblocks, non-essential personnel). ▷ Maintain the accident scene undisturbed (as much as possible) if a fatality has occurred. ☐ Notify and establish communications link with the Operations Chief. ☐ Determine/discuss with the <i>Operations Chief</i> on-site and external communications capabilities and restrictions. ☐ Discuss the incident situation, identified hazards and actions taken with the Operations Chief, and: ▷ Identify initial Objectives and Strategies: - What to do and Why (for what purpose)? - How to do it? ▷ Develop an initial Action Plan (develop with the Operations Chief, <u>it may be verbal at this time</u>): - Assign resources to objectives (consider logistics). - Ensure appropriate safety and personnel protective measures are implemented (organize with Span of Control not exceeding 1:7) - Ensure that appropriate agencies or personnel with expertise and capability to carry out the Action Plan, have been or will be contacted, and who will make which contacts. ▷ Take Action. - Implement, supervise and coordinate action plan. - The <i>Incident Commander</i> may request that the <i>On-Site Commander</i> complete the Size Up The Situation Form. ☐ Ensure an On-Site Command Post (OSCP) is established, and on-scene responses to isolate the scene are underway. ☐ Determine your position's 24-hour staffing requirements and request additional support as required. ☐ Determine operating location within the OSCP and setup as necessary. ☐ Determine what job aids your position may require: ▷ Notification and Contact Lists / Emergency Response Plan / Maps ▷ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)



SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate responders, which will include the personnel reporting to you and the Operations Chief.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-up requirements are known.
 - ☐ Give your logs and records to your replacement.

DEACTIVATION

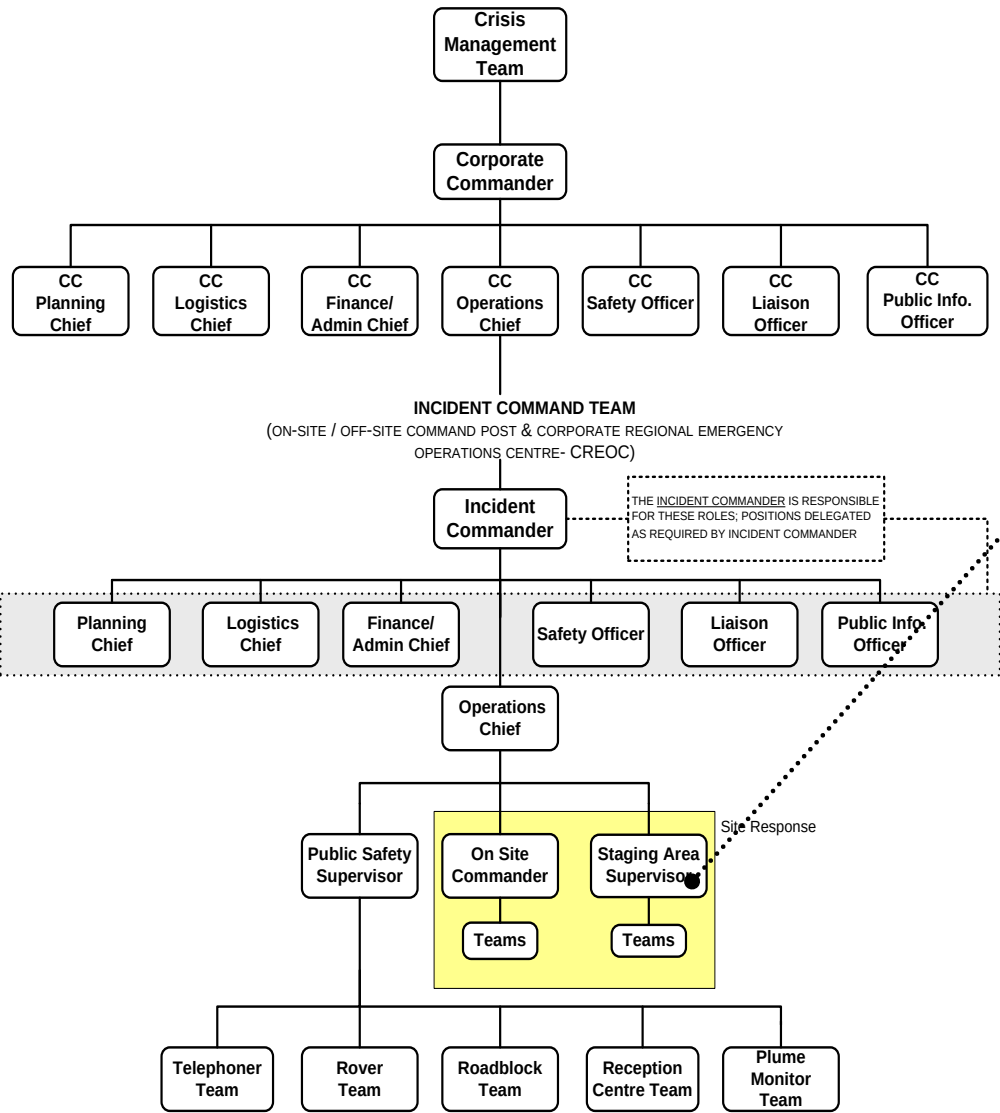
- ☐ Debrief crews assisting with control measures once emergency is over.
- ☐ Identify and implement Post-Incident Procedures.
- ☐ Deactivate your emergency response position and close out logs when authorized by the Operations Chief.
- ☐ Complete and submit all operational logs, reports, and documents to the *Incident Commander*.
 - ☐ Prepare necessary reports for the company and Government.
- ☐ Determine from the *Incident Commander* if your position will require any follow-up actions before leaving the OSCP.
- ☐ Assist with repairs, clean-up, refurbishing of equipment, etc.
- ☐ If you are leaving the site, leave a forwarding phone number where you can be reached.
- ☐ Be prepared to attend debriefing sessions as required.



STAGING AREA SUPERVISOR

PAGE 1 OF 1

CORPORATE COMMAND TEAM
(CORPORATE EMERGENCY OPERATIONS CENTRE)



RESPONSIBILITY

- ☐ **THE ON-SITE COMMANDER IS RESPONSIBLE FOR THIS ROLE, POSITION ACTIVATED AS REQUIRED.**
- ☐ Establishes staging areas and/or helicopter or fixed wing bases that can be used to locate resources assigned to operations awaiting a tactical assignment.
- ☐ **Reports to** the Operations Chief.

ACTIVATION DUTIES

- ☐ Once notified, if possible, assemble as directed by the Operations Chief, for briefing.
- ☐ Pick up your Staging Area / Air Base Kit (if applicable). If the Kit is not nearby, arrange to have it brought to you.
 - ☐ Each Kit should contain:
 - ☐ Personnel Protective Equipment (SCBA), H₂S and LEL Monitors (hand-held instruments) / Wind direction indicator / Radio communication / Illuminated Traffic Vest/Stop/Slow Signs/Flash Lights/Traffic Flashlight with Spare Batteries, Flares/Reflectors/Strobes / Road barriers, Flagging/Surveyor Tape, Stakes.
- ☐ Fill vehicle fuel tank if time permits and or if necessary, and travel to location.

ON-GOING DUTIES

- ☐ Once notified, if possible, assemble as directed by the *Operations Chief*, for briefing.
- ☐ Review the following with the Operations Chief :
 - ☐ The ERP map and the size of the hazard area, in relation to the Emergency Planning Zone (EPZ), sketch in the hazard area.
 - ☐ Review safety equipment needs and positioning in relation to the hazard area, product release rates, wind direction, the safest egress routes, etc. (make sure you will be safe, away from the hazard; do not enter the hazard area unless safe to do so)
 - ☐ The Operations Chief will direct you and determine your assignments; review appropriate staging areas, helibases and fixed wing bases.
 - ☐ Scheduled report-in times to the Operations Chief.
- ☐ *Staging Area Supervisor* equipment consists of the Personnel Protective Equipment (SCBA), H₂S and LEL monitors (hand-held instruments), Radio communication.
- ☐ Review vehicle requirements to carry out your assignment.
- ☐ Initially discuss area status with the *On-Site Commander* as you approach (the Operations Chief will control *Staging*).
 - ☐ Determine if there are any established interim staging areas, heli or fixed wing bases.
- ☐ Proceed to the proposed staging area(s) / air base(s).
 - ☐ Once arrived at the proposed staging area(s), confirm communications with the Operations Chief.
 - ☐ Ensure that staging area(s) / air base(s) will be well beyond the edge of the hazard area; *not too close*, but if possible deliver within a 3 minute availability.
 - ☐ Take air-monitoring readings periodically for your safety.
 - ☐ Set up the staging area(s) / air base(s) as follows:
 - ☐ Engage the four-way flashers on your vehicle and don illuminated traffic vest so you are visible to traffic.
 - ☐ In order to control/monitor traffic flow into and out of the staging area(s) / air base(s), place your vehicle in a highly visible area near the entrance.
 - ☐ Confirm set up with the Operations Chief.
 - ☐ Establish and maintains lists of personnel, supplies, and materials, located at the staging area(s).
 - ☐ Establish and maintains timekeeping lists of all aircraft, personnel, supplies, and materials, located at the air base(s).
 - ☐ Report any significant or unusual activities immediately to the Operations Chief , for example:
 - ☐ Observations or issues that would adversely impact orderly entrance or exit routes into staging area(s) or air base(s) by road or by air.
 - ☐ Any product release values obtained from monitoring using your portable detectors when in the EPZ.
 - ☐ Media questions (direct the media to the Operations Chief)
 - ☐ As requested by the Operations Chief, shut down/turn off any equipment/machinery that may cause possible ignition.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.

DEACTIVATION

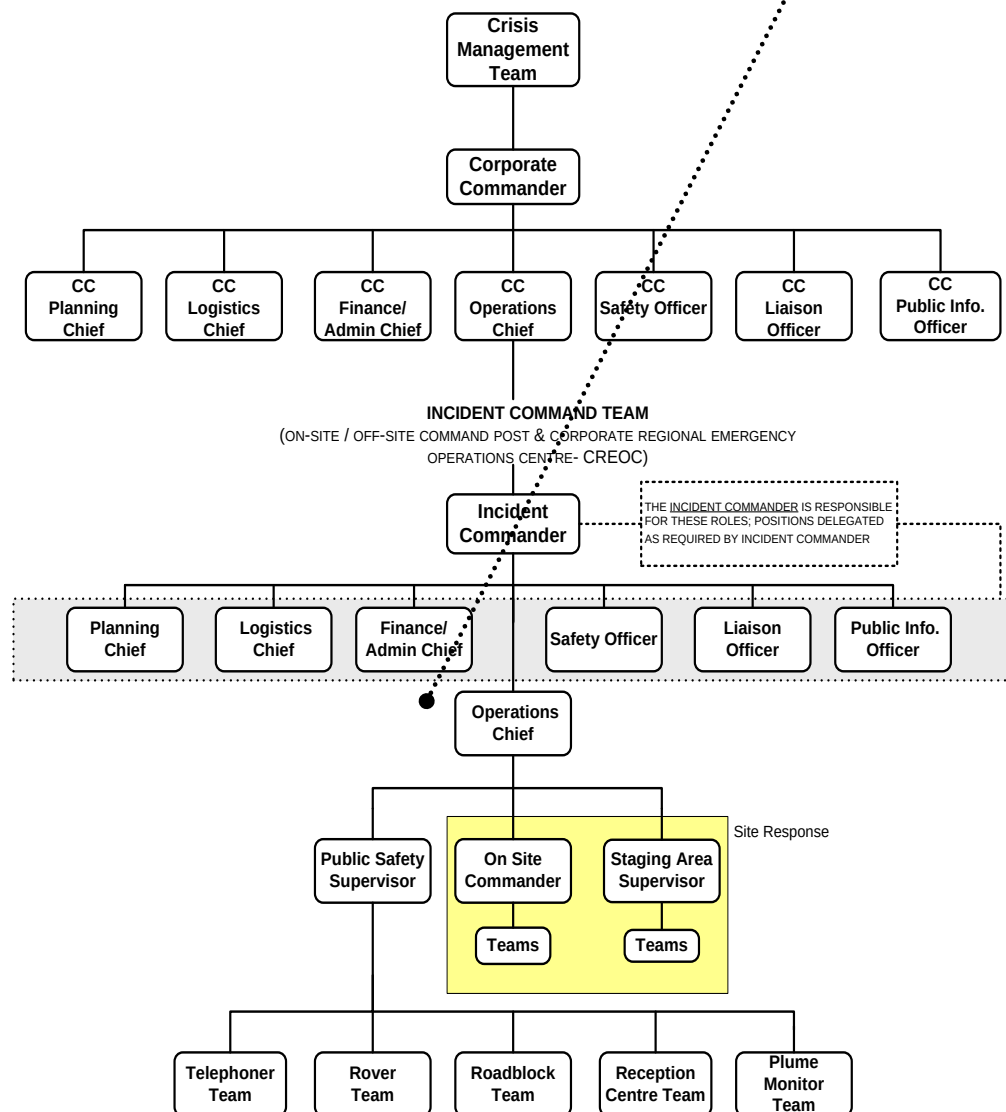
- ☐ Deactivate your position and close out logs when authorized by the Operations Chief .
- ☐ Complete and submit all operational logs, reports, and documents to the Operations Chief .
- ☐ Determine from the Operations Chief if your position will require any follow-up actions before you leave.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Be prepared to attend debriefing sessions as required.



PUBLIC SAFETY SUPERVISOR

PAGE 1 OF 1

CORPORATE COMMAND TEAM
(CORPORATE EMERGENCY OPERATIONS CENTRE)



RESPONSIBILITY

- ☐ Responsible for managing all aspects of public safety arising from an incident.
- ☐ Activates and directs the activities of the Telephoner Teams, Rover Teams, Roadblock Teams, Reception Center Teams and Plume Monitoring Team.
- ☐ May be located at a field office or at another suitable location.
- ☐ The *Public Safety Supervisor* must know at all times the status of notifications and evacuations for all members of the public who are affected by an incident.
- ☐ **Reports to** The Operations Chief.

ACTIVATION DUTIES

- ☐ Report to either the On-Site Command Post (OSCP) or the Corporate Regional Emergency Operations Centre (CREOC) as per emergency plan or when requested.
- ☐ Obtain a briefing on the situation (verbally followed by the [Size Up The Situation Form](#)) and incident objectives from the *Incident Commander* or the *Operations Chief*.
- ☐ Determine your position's 24-hour staffing requirements and request additional support as required:
 - ☐ Determine operating location and setup as necessary. Then determine what job aids your position may require:
 - ☐ Notification and Contact Lists / Emergency Response Plan / Maps
 - ☐ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)
- ☐ Make any priorities or special requests known.
- ☐ In consultation with the *Incident Commander* and the *Operations Chief*, determine and implement protective measures for the population in the immediate area of the incident (the *On-Site Commander* may have already dispatched personnel to establish roadblocks, begin evacuations or notifications to shelter-in-place). Refer to [Section 4.0 Quick Guides](#).
 - ☐ Review the ERP map and the size of the hazard area, in relation to the Emergency Planning Zone (EPZ), sketch in the hazard area.
 - ☐ Determine Roadblock positions.
 - ☐ Identify who will be "Evacuated" and who will be "Sheltered" until it is safe to evacuate
 - ☐ Develop the "Voluntary Evacuation Message", "Evacuation Message" or "Shelter Message" to be delivered to residents.
 - ☐ Develop Resident Notification Lists that will be allocated to *Telephoners*.
 - Instructions must be clear on which residents / businesses are to shelter and which residents / businesses are to evacuate and in which direction.
- ☐ As required, activate the following positions and, if practical, request their presence at the OSCP or CREOC for briefing:
 - ☐ *Reception Center Team Lead*: Issue Reception Centre Kits and dispatch *Reception Centre Team Lead* (and team) to the designated Reception Centre.
 - ☐ *Telephoner Team Lead and Telephoners*: Give Resident Notification Lists to *Telephoner Team Leads / Telephoners* (1 Telephoner to 7 Residences).
 - ☐ *Road Block Teams*: Assign to specific locations then dispatch them with a Roadblock kit.
 - ☐ *Plume Monitoring Teams*: Review plume path issues and direct them to rove and monitor plume activity.
 - ☐ *Rovers Teams*: Direct to assist with resident evacuations (based on information given by *Telephoners* from their resident contacts) and to rove/travel area roads.
 - ☐ Contact and direct the activities of a helicopter, if required, for evacuation purposes or to search for transients or recreational users in the EPZ.
- ☐ Maintain continuous reporting cycles with all public safety responders.
- ☐ Notify additional support personnel, such as Municipal Disaster Services Representatives or Mutual Aid Groups, as required.

ON-GOING DUTIES

- ☐ Review the following *Public Safety Supervisor* cycle checklist to ensure position compliance/responsibilities are understood:
 - ☐ Secure/notify addition staff as necessary
 - ☐ Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - ☐ Continuously, or at predetermined intervals, report status and discuss responses with the Operations Chief.
 - ☐ Communicate information between all responders as it becomes available.
 - ☐ Give clear instructions to all personnel and maintain a strong communications network.
 - ☐ Record all responses and chart progress of public safety responses.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change: Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.

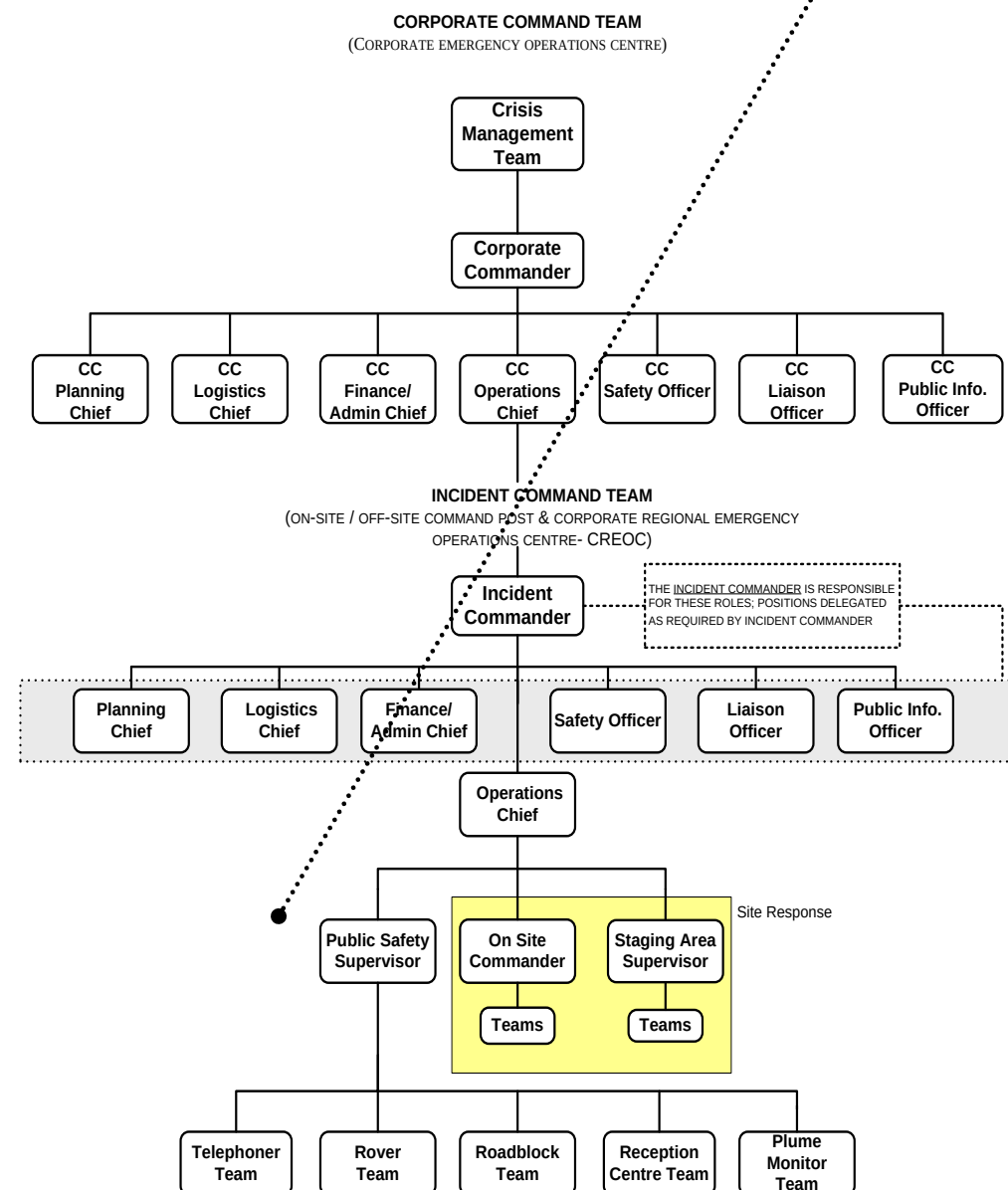
DEACTIVATION

- ☐ Debrief response personnel assisting with public safety measures once emergency is over.
- ☐ Deactivate your position and close out logs when authorized by the Operations Chief.
- ☐ Complete and submit all operational logs, reports, and documents to the *Incident Commander*.
- ☐ Determine from the *Incident Commander* if your position will require any follow-up actions before you leave the OSCP or CREOC.
- ☐ Leave forwarding phone number where you can be reached. Be prepared to attend debriefing sessions as required.



TELEPHONER TEAM

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RESPONSIBILITY

- ☐ To notify residents when "Shelter" or "Evacuation" is required.
 - ☐ 1 *Telephoner* to 7 Residences and 1 *Telephoner Team Lead* to 10 *Telephoners*.
- ☐ To maintain ongoing communication with "Sheltered" residents / businesses.
- ☐ To track evacuees arrival at the Reception Centre.
- ☐ **Reports to the Public Safety Supervisor**, or if activated, the *Telephoner Team Lead*.

ACTIVATION DUTIES

- ☐ Once notified, if possible, assemble as directed by the *Public Safety Supervisor* or *Telephoner Team Lead* for briefing.
- ☐ Review the following with the *Public Safety Supervisor* or *Telephoner Team Lead*:
 - ☐ The ERP map and the size of the hazard area, in relation to the Emergency Planning Zone (EPZ), sketch in the hazard area.
 - ☐ Identify who will be "Sheltered" and who will be "Evacuated".
 - ☐ The *Public Safety Supervisor* or *Telephoner Team Lead* will then allocate resident notification lists to *Telephoners* and track progress of notifications.
 - ☐ Scheduled report-in times to the *Public Safety Supervisor* or *Telephoner Team Lead*.

ON-GOING DUTIES

- ☐ Notifications
 - ☐ Review status of emergency and obtain the "Voluntary Evacuation Message", "Evacuation Message" or "Shelter Message" from the *Public Safety Supervisor* or *Telephoner Team Lead* to be delivered to residents.
 - ☐ Proceed to contact residents / businesses and give the appropriate message(s) as specified by the *Public Safety Supervisor* or *Telephoner Team Lead*.
 - Record data on forms.
 - Imagine your loved ones are receiving the information from a *Telephoner* telling them to shelter or evacuate. Try to imagine their circumstances - single, married, children, lonely, sick, other troubles, etc. What would you want them to hear, how would you want the information presented?
 - When utilizing the resident message scripts speaking slowly and confidently - **be calm**; trying not to alarm them. Although they were informed during the ERP update-resident visits that they may receive a call like this, they may still not know what to expect.
 - ☐ If you are successful in contacting the residents / businesses on your list and they understand their instructions, continue phoning duties.
 - After 4 contacts have been made, pass on the information to the *Public Safety Supervisor* or *Telephoner Team Lead*.
 - ☐ Notify the *Public Safety Supervisor* or *Telephoner Team Lead* immediately, of any problems, requirements or issues etc. arising from the resident / business notifications (i.e. no contact made, children at home alone, etc.).
 - ☐ Continue phoning through your list. When finished, pass on your information to the *Public Safety Supervisor* or *Telephoner Team Lead* and again review the status of each resident to confirm accurate information.
 - ☐ Standby to assist with other calls as required.
 - ☐ For Sheltered residents continuously monitor the status of residents assigned to you and keep them informed of changing conditions.
 - ☐ As directed by the *Public Safety Supervisor* or *Telephoner Team Lead*, notify Sheltered residents / businesses of a downgrade to the emergency status to where a safe evacuation can be accomplished if the emergency is not over and evacuation is still practical.
 - ☐ For Evacuated residents confirm Evacuees have registered at the Reception Centre.
 - ☐ Assist with Post-Emergency Response Notifications when directed by the *Public Safety Supervisor* or *Telephoner Team Lead*.
- ☐ Be prepared to fill the position in the Reception Centre Team, if requested.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.

DEACTIVATION

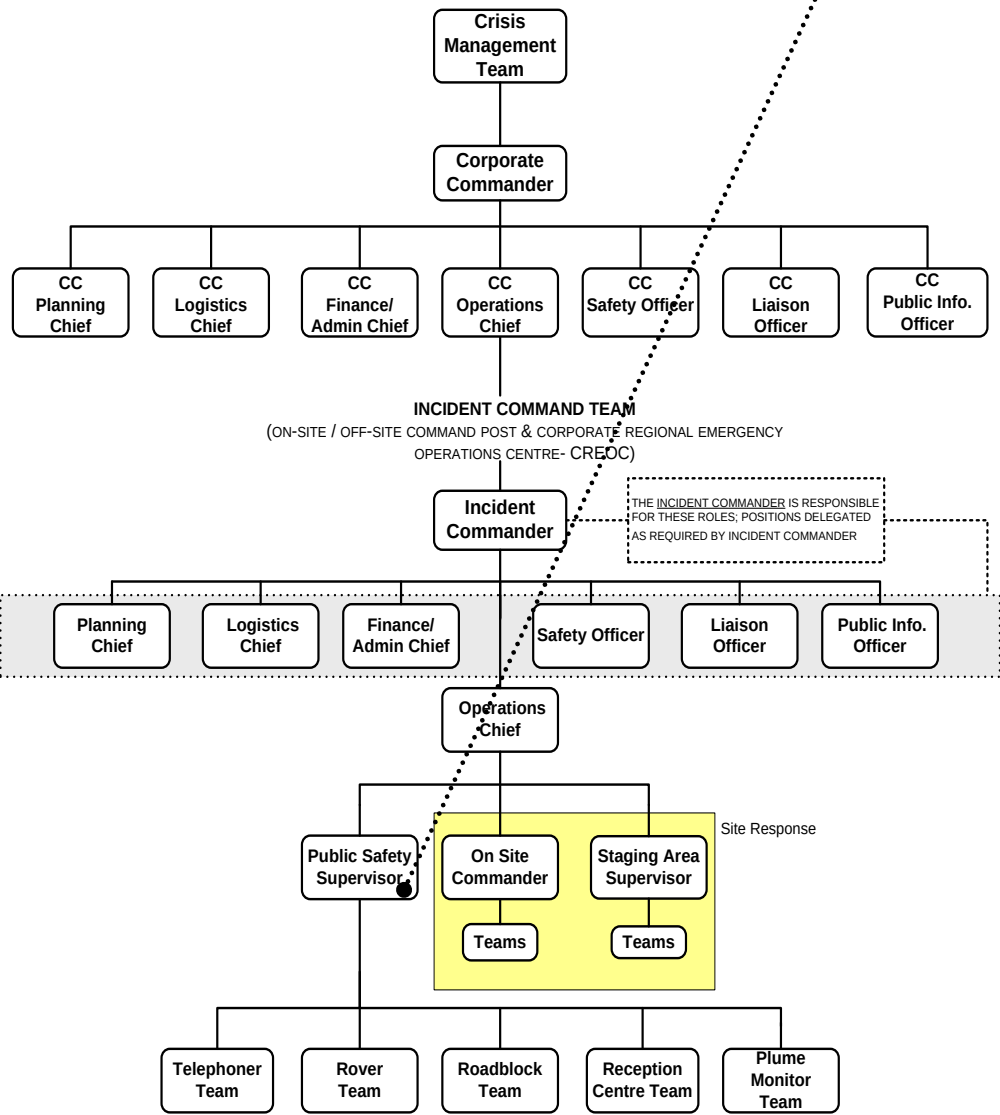
- ☐ Deactivate your position and close out logs when authorized by the *Public Safety Supervisor* or *Telephoner Team Lead*.
- ☐ Complete and submit all operational logs, reports, and documents to the *Public Safety Supervisor* or *Telephoner Team Lead*.
- ☐ Determine from the *Public Safety Supervisor* or *Telephoner Team Lead* if your position will require any follow-up actions before you leave.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Be prepared to attend debriefing sessions as required.



ROVER TEAM

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CORPORATE COMMAND TEAM
(CORPORATE EMERGENCY OPERATIONS CENTRE)



RESPONSIBILITY

- ☐ Assist those who need evacuation assistance, checking residences/businesses (where no phone contact has been made), transients, seasonal/casual area users.
- ☐ Post notices on empty vehicles, residences, businesses or other buildings notifying owners/occupants of an evacuation in progress.
- ☐ To rove and monitor activity within the hazard area.
- ☐ **Reports to the Public Safety Supervisor** or if activated, the *Rover Team Lead*.

ACTIVATION DUTIES

- ☐ Once notified, if possible, assemble as directed by the *Public Safety Supervisor* or the *Rover Team Lead*, for briefing.
- ☐ Review the following with the *Public Safety Supervisor* or the *Rover Team Lead* :
 - ☐ The ERP map and the size of the hazard area, in relation to the Emergency Planning Zone (EPZ), sketch in the hazard area.
 - ☐ Review safety equipment needs and positioning in relation to the hazard area, product release rates, wind direction, the safest egress routes, etc. (make sure you will be safe, away from the hazard; do not enter the hazard area unless safe to do so)
 - ☐ The *Public Safety Supervisor* or the *Rover Team Lead* will direct you and determine your assignments; review “Shelter” and “Evacuation” issues.
 - ☐ Scheduled report-in times to the *Public Safety Supervisor* or the *Rover Team Lead*.
- ☐ Rover equipment consists of the Personnel Protective Equipment (SCBA), H₂S and LEL monitors (hand-held instruments), Radio communication.
- ☐ Review vehicle requirements to carry out your assignment. Fill vehicle fuel tank and travel to location
- ☐ Initially discuss the area status with the *On-Site Commander* as you approach (the *Public Safety Supervisor* or the *Rover Team Lead* will control Rovers).

ON-GOING DUTIES

- ☐ Proceed with caution to the area (the *Public Safety Supervisor* or the *Rover Team Lead* may want you to monitor H₂S/LEL levels enroute).
 - ☐ Once arrived in the area, confirm communications with the *Public Safety Supervisor* or the *Rover Team Lead*.
 - ☐ Take air-monitoring readings periodically for your safety.
 - ☐ As requested, assist residents / transients / businesses who do not have transportation to evacuate the EPZ.
 - ▷ Review the Resident Contact List for the names of the residents who reside within the EPZ, to become familiar with them.
 - ▷ When contacting residents by phone, review their conditions, the timing of your arrival and if assisting in evacuation, the travel time to the Reception Centre:
 - Imagine your loved ones are receiving a call from a *Rover* about to evacuate them.
 - Try to imagine their circumstances - single, married, children, lonely, sick, other troubles, etc. What would you want them to hear, how would you want the information presented?
 - Identify yourself, speaking slowly and confidently - **be calm**. Tell them that you are there to help them evacuate. Try not to alarm them. Although they were informed during the ERP update-resident visits that they may receive a call like this, they may still not know what to expect.
 - Ask them if they are all accounted for or where other family members (not present) are. Are they expecting other visitors, friends, etc?
 - Ask them if they have any questions. Give them your name again and phone number in case they need to phone you before you arrive at their residence.
 - ▷ Check residents / businesses where no phone contact was made as well as checking for transients, seasonal or casual users of the area.
 - ▷ Once all resident contacts are made, assist, as requested, in securing the evacuated area and / or checking the evacuated area for transients and others.
 - ☐ Continue communications with *Public Safety Supervisor* or the *Rover Team Lead* on status, issues, ie: resident “shelter” or “evacuation” activities.
 - ☐ Monitor activities in the EPZ. Recording road conditions, weather, transient activities, etc.
 - ☐ Report any significant or unusual activities immediately to the *Public Safety Supervisor* or the *Rover Team Lead* , for example:
 - ▷ Observations or issues that would adversely impact orderly evacuations.
 - ▷ Any product release values obtained from monitoring using your portable detectors when in the EPZ.
 - ▷ Media questions (direct the media to the *Public Safety Supervisor* or the *Rover Team Lead*)
 - ☐ As requested by the *Public Safety Supervisor* or the *Rover Team Lead*, shut down/turn off any equipment/machinery that may cause possible ignition.
 - ☐ Post notices on empty vehicles and residences / businesses and other buildings, inside the EPZ, notifying their owners of an evacuation in progress.
 - ☐ Check all fields and vacant locations to ensure that they are empty.
- ☐ Be prepared to fill a position in the *Roadblock Team*, if requested.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.

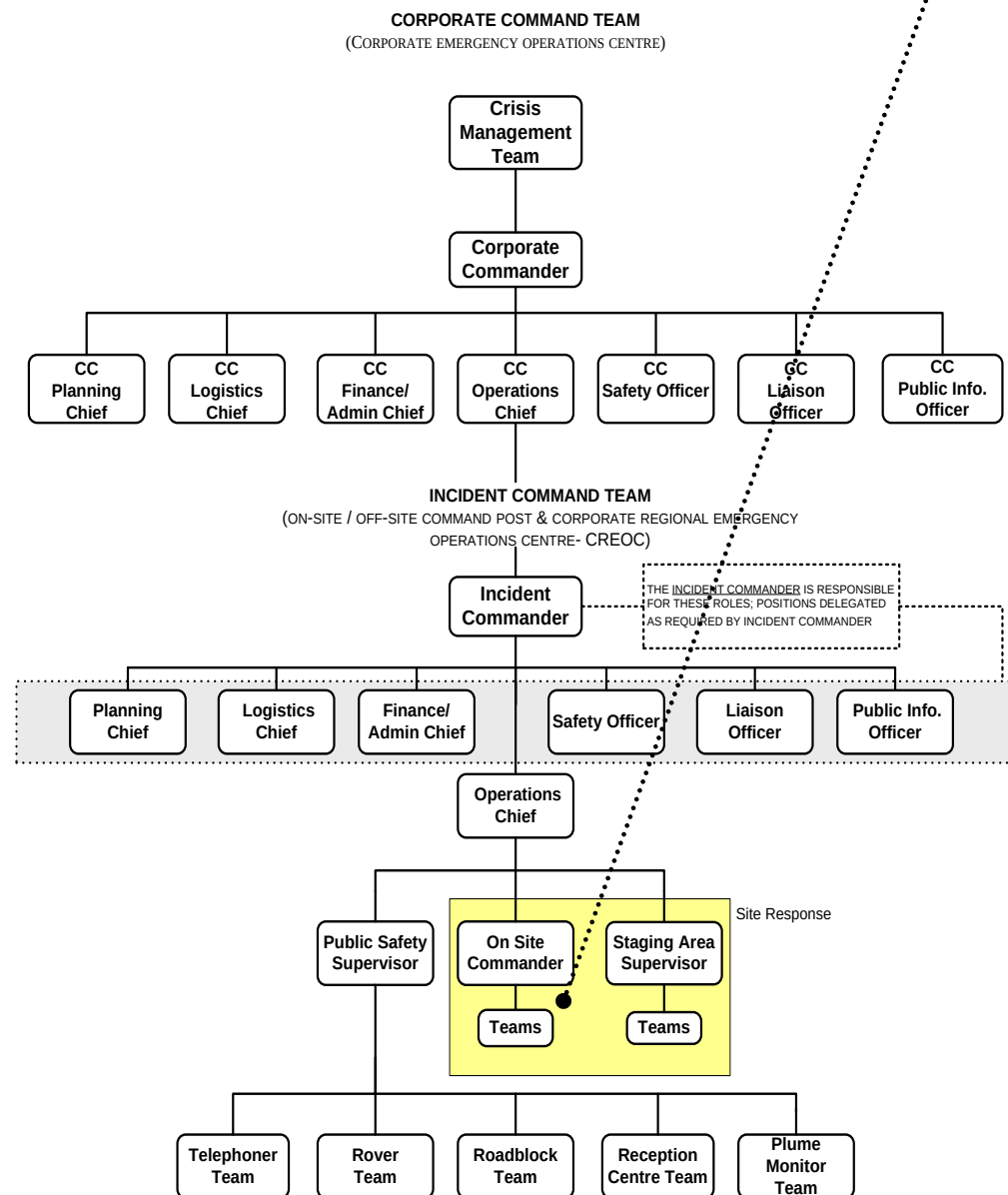
DEACTIVATION

- ☐ Deactivate your position and close out logs when authorized by the *Public Safety Supervisor* or the *Rover Team Lead* .
- ☐ Complete and submit all operational logs, reports, and documents to the *Public Safety Supervisor* or the *Rover Team Lead* .
- ☐ Determine from the *Public Safety Supervisor* or the *Rover Team Lead* if your position will require any follow-up actions before you leave.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Be prepared to attend debriefing sessions as required.



ROADBLOCK TEAM

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RESPONSIBILITY

- ☐ To secure the perimeter of the hazard area through road closures and monitoring.
- ☐ **Reports to the Public Safety Supervisor** or if activated, the *Roadblock Team Lead*.

ACTIVATION DUTIES

- ☐ Once notified, if possible, assemble as directed by the *Public Safety Supervisor* or *Roadblock Team Lead*, for briefing.
- ☐ Pick up your Roadblock Kit (if applicable). If the Roadblock Kit is not nearby, arrange to have it brought to you.
 - ☐ Each Roadblock Kit should contain:
 - ▷ Personnel Protective Equipment (SCBA), H₂S and LEL Monitors (hand-held instruments).
 - ▷ Wind direction indicator.
 - ▷ Radio communication.
 - ▷ Illuminated Traffic Vest/Stop/Slow Signs
 - ▷ Flash Lights/Traffic Flashlight with Spare Batteries, Flares/Reflectors/Strobes.
 - ▷ Road barriers, Flagging/Surveyor Tape, Stakes.
- ☐ Fill vehicle fuel tank if time permits and or if necessary, and travel to location.

ON-GOING DUTIES

- ☐ Proceed with caution to the roadblock site (the *Public Safety Supervisor* or *Roadblock Team Lead* may want you to monitor H₂S/LEL levels en route).
 - ☐ Once arrived at the proposed roadblock site, confirm communications with the *Public Safety Supervisor* or *Roadblock Team Lead*.
 - ▷ Ensure that your roadblock will be beyond the edge of the hazard area; *not too close!*
 - ☐ Take air-monitoring readings periodically for your safety.
 - ☐ Set up the roadblock as follows:
 - ▷ Engage the four-way flashers on your vehicle and don illuminated traffic vest so you are visible to traffic.
 - ▷ Place in a highly visible area to oncoming traffic (use intersecting crossroads as much as possible to maximize the monitoring of traffic flow).
 - ▷ Do not completely block the road - leave at least one lane open.
 - ☐ Confirm set up with the *Public Safety Supervisor* or *Roadblock Team Lead*.
 - ☐ Review the Resident Contact List for the names of the residents who reside within the hazard area, to become familiar with them.
 - ☐ Record road conditions, changes in evacuation routes and the names of residents/personnel arriving/leaving the hazard area, pass the info onto the *Public Safety Supervisor* or *Roadblock Team Lead*.
 - ▷ Ask residents leaving the hazard area, to proceed to and register at, the designated Reception Centre (which will be established to attend to their needs).
 - ▷ After registering, they are free to go to a relative's home, hotel or other safe place away from the emergency.
 - ☐ Report to the *Public Safety Supervisor* or *Roadblock Team Lead* at scheduled times (once every 30 minutes at a minimum).
 - ☐ Report any significant or unusual activities immediately to the *Public Safety Supervisor* or *Roadblock Team Lead*, for example:
 - ▷ If someone insists on proceeding through the roadblock despite your warnings.
 - ▷ Media questions (direct the media to the *Public Safety Supervisor* or *Roadblock Team Lead*).
 - ☐ Ensure that only personnel and equipment approved by the *Public Safety Supervisor* or *Roadblock Team Lead* are allowed to enter the secured area. Relay the names of personnel that pass through the roadblock to the *Public Safety Supervisor* or *Roadblock Team Lead*.
 - ☐ Maintain roadblock until relieved.
- ☐ Be prepared to fill a position in the *Rover Team*, if requested.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.

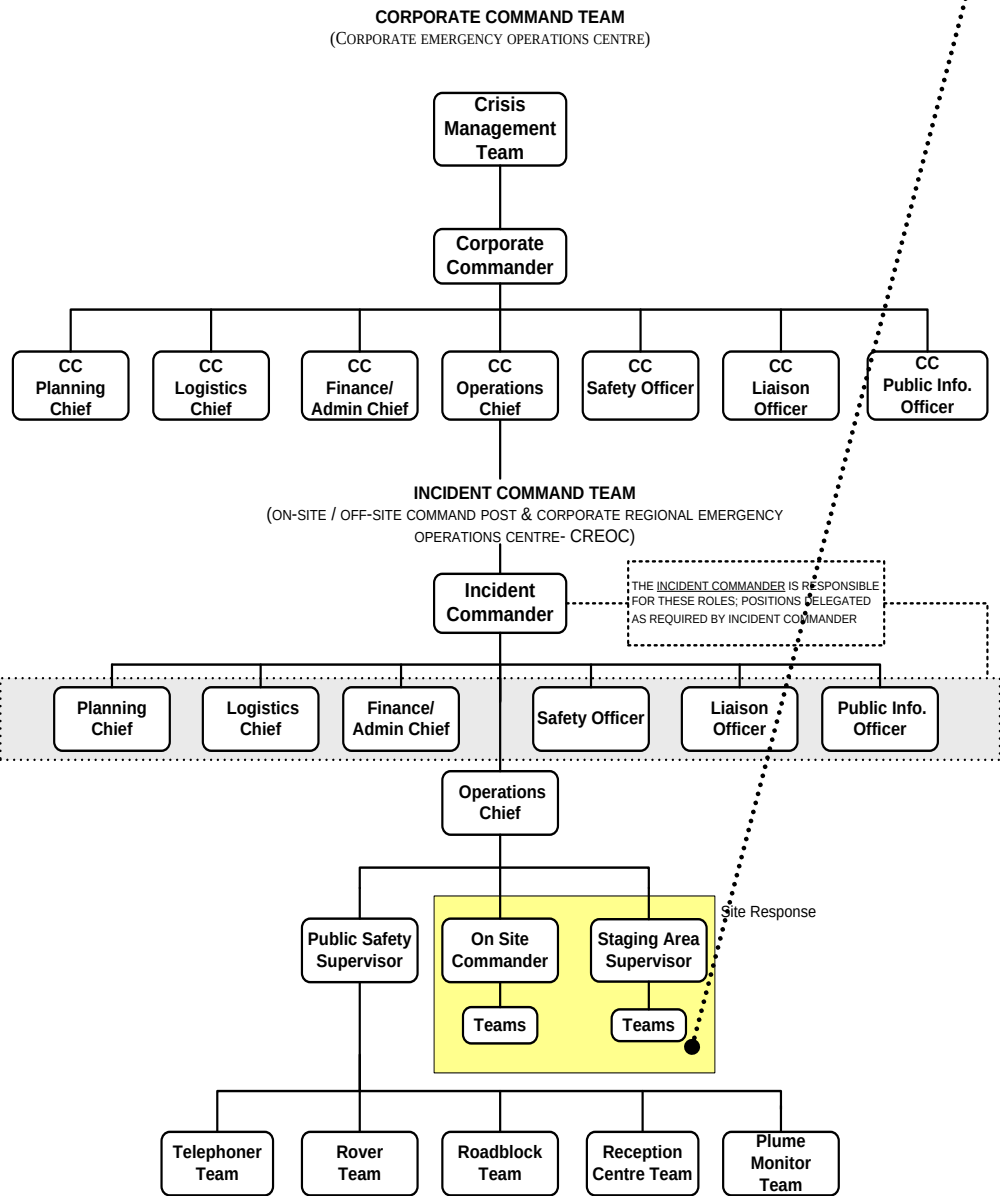
DEACTIVATION

- ☐ Deactivate your position and close out logs when authorized by the *Public Safety Supervisor* or *Roadblock Team Lead*.
- ☐ Remove everything from the roadblock site once the *Public Safety Supervisor* or *Roadblock Team Lead* has issued a stand down order.
- ☐ Complete and submit all operational logs, reports, and documents to the *Public Safety Supervisor* or *Roadblock Team Lead*.
- ☐ Determine from the *Public Safety Supervisor* or *Roadblock Team Lead* if your position will require any follow-up actions before you leave.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Be prepared to attend debriefing sessions as required.



RECEPTION CENTRE TEAM

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RESPONSIBILITY

- ☐ To receive/record evacuated residents/ transients.
- ☐ To track all family members of evacuated residences.
- ☐ To look after evacuees' needs for food/ shelter etc.
- ☐ **Reports to the Public Safety Supervisor.**

ACTIVATION DUTIES

- ☐ Once notified, if possible, assemble as directed by the *Public Safety Supervisor* for briefing.
 - ☐ Pick up Reception Centre Kit (if applicable).
 - ☐ 1 box Pens
 - ☐ 2 pads of paper
 - ☐ Tape and Stapler
 - ☐ Area Phone Book
 - ☐ Registration Forms (number of copies = total number of residents in EPZ x 2)
 - ☐ Title Badges/Vests
 - ☐ Contact additional personnel through the *Public Safety Supervisor* as needed to assist at the Reception Centre.

ON-GOING DUTIES

- ☐ Assemble at the designated Reception Centre.
 - ☐ Set up tables / chairs, etc. (as needed) to receive evacuated residents / transients.
 - ☐ Establish communications with the *Public Safety Supervisor*.
 - ☐ Receive evacuees, assess initial needs and begin to:
 - ☐ Register Evacuees.
 - ☐ Arrange for food and lodging.
 - ☐ Assist with problems and issues.
 - Representatives at the Reception Centre must be calm, sensitive, understanding, and express reassurance to evacuated people.
 - Obsidian Energy Representatives at the Reception Centre should project an attitude of confidence and positive expectations, as evacuees will be looking to Obsidian Energy 's Representative for assurance.
 - People who are arriving at the Reception Centre may be experiencing strong emotional reactions such as grief, fear, anxiety, helplessness, confusion and anger. These are all normal reactions under the circumstances.
 - Provide support to evacuees who may be emotionally upset (allow people to vent their emotions).
 - Ensure prompt, appropriate responses to people. Provide accurate, consistent and clear information on the status of the emergency compensation policies and guidelines.
 - Attempt to reunite families as quickly as possible;
 - Be prepared to listen to how people are feeling and what they have experienced;
 - Protect people who are experiencing anguish, grief, and terror from becoming the subject of media attention.
 - Document details of individuals who may have trouble coping with the incident so that prompt psychological follow-up can be directed to them
 - ☐ Discuss immediate expense issues.
- ☐ Reporting resident / transient status to the *Public Safety Supervisor* at scheduled times (once every 30 minutes at a minimum).
- ☐ Track evacuees for duration of emergency.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.

DEACTIVATION

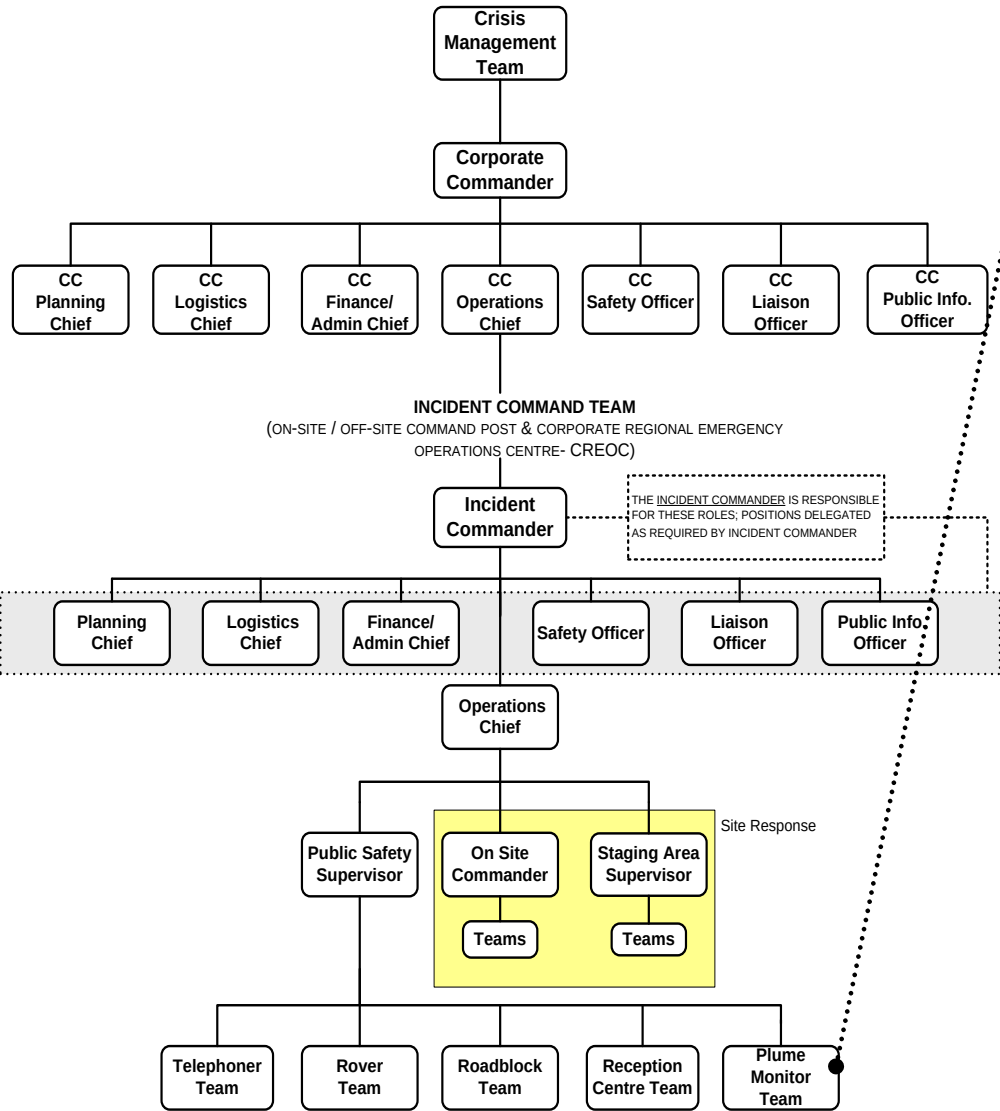
- ☐ Assist with Evacuee notifications as the emergency is downgraded.
- ☐ Deactivate your position and close out logs when authorized by the *Public Safety Supervisor* .
- ☐ Complete and submit all operational logs, reports, and documents to the *Public Safety Supervisor*.
- ☐ Determine from the *Public Safety Supervisor* if your position will require any follow-up actions before you leave the Reception Centre.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Be prepared to attend debriefing sessions as required.



PLUME MONITORING TEAM

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CORPORATE COMMAND TEAM
(CORPORATE EMERGENCY OPERATIONS CENTRE)



RESPONSIBILITY

- ☐ To rove and monitor plume activity.
- ☐ **Reports to the Public Safety Supervisor**, or if activated, the *Plume Monitoring Team Lead*.

ACTIVATION DUTIES

- ☐ Once notified, if possible, assemble as directed by the *Public Safety Supervisor or Plume Monitoring Team Lead*, for briefing.
- ☐ Review the following with the *Public Safety Supervisor or Plume Monitoring Team Lead* :
 - ☐ The ERP map and the size of the hazard area, in relation to the Emergency Planning Zone (EPZ), sketch in the hazard area.
 - ☐ Review safety equipment needs and positioning in relation to the hazard area, product release rates, wind direction, the safest egress routes, etc. (make sure you will be safe, away from the hazard; do not enter the hazard area unless safe to do so)
 - ☐ The *Public Safety Supervisor or Plume Monitoring Team Lead* will direct you and determine your assignments; review plume path issues.
 - ☐ Scheduled report-in times to the *Public Safety Supervisor or Plume Monitoring Team Lead*.
- ☐ Plume monitor equipment consists of the Personnel Protective Equipment (SCBA), H₂S and LEL monitors (hand-held instruments), Radio communication.
- ☐ Review vehicle requirements to carry out your assignment. Fill vehicle fuel tank and travel to location
- ☐ Initially discuss the area status with the *On-Site Commander* as you approach (the *Public Safety Supervisor or Plume Monitoring Team Lead* will control Monitors).

ON-GOING DUTIES

- ☐ Proceed with caution to the area utilizing your monitor(s) en route.
 - ☐ Once arrived in the area, confirm communications with the *Public Safety Supervisor or Plume Monitoring Team Lead*.
 - ☐ Take air-monitoring readings periodically for your safety and to track the plume perimeter.
 - ☐ Continue communications with *Public Safety Supervisor or Plume Monitoring Team Lead* on status of plume monitoring activities.
 - ☐ Also monitor activities in the EPZ. Recording road conditions, weather, transient activities, etc.
 - ☐ Report any significant or unusual activities immediately to the *Public Safety Supervisor or Plume Monitoring Team Lead* , for example:
 - ☐ Observations or issues that would adversely impact orderly evacuations.
 - ☐ Any product release values obtained from monitoring using your portable detectors when in the EPZ.
 - ☐ Media questions (direct the media to the *Public Safety Supervisor or Plume Monitoring Team Lead*)
 - ☐ As requested by the *Public Safety Supervisor or Plume Monitoring Team Lead*, shut down/turn off any equipment/machinery that may cause possible ignition.
- ☐ Be prepared to fill a position in the *Roadblock or Rover Teams*, if requested.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.

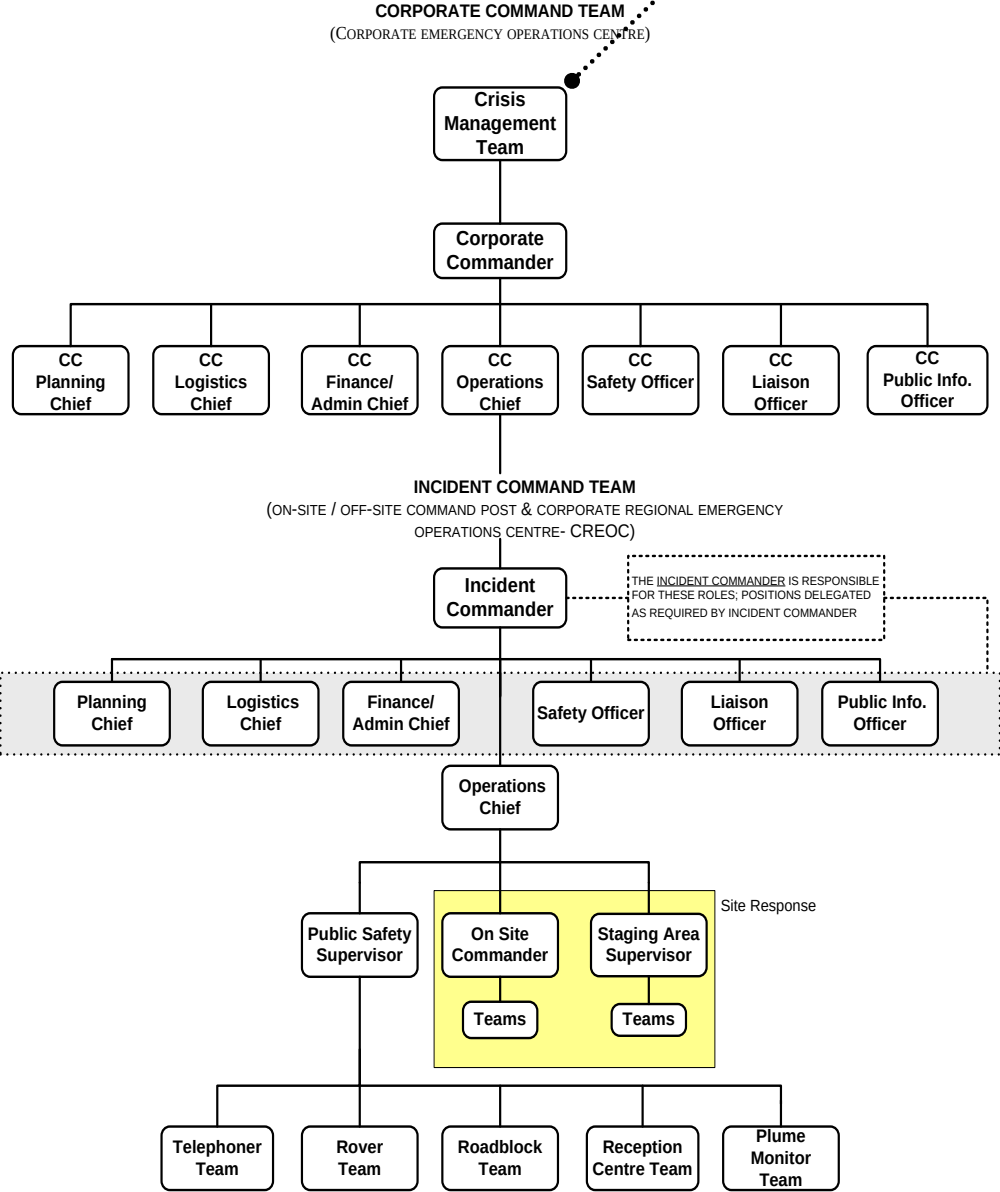
DEACTIVATION

- ☐ Deactivate your position and close out logs when authorized by the *Public Safety Supervisor or Plume Monitoring Team Lead* .
- ☐ Complete and submit all operational logs, reports, and documents to the *Public Safety Supervisor or Plume Monitoring Team Lead* .
- ☐ Determine from the *Public Safety Supervisor or Plume Monitoring Team Lead* if your position will require any follow-up actions before you leave.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Be prepared to attend debriefing sessions as required.



CORPORATE COMMANDER

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RESPONSIBILITY

- ☐ To assist and support the *Incident Commander* with advisory, financial, administration and personnel during an emergency.
- ☐ Although the *Corporate Commander* reports to the *Crisis Management Team*, the *Corporate Commander* (or designee) exercises overall response management responsibility.
- ☐ Ensures that the Corporate ERP is adhered to and that all company actions are accomplished within the priorities established.
- ☐ Responsible for making decisions necessary to manage incident activities, develop and implement strategic decisions, approve the ordering / releasing of resources.
- ☐ Establishes the appropriate level of Corporate Command Centre (CCC) organization; assembling personnel required to form the Corporate Command Team.
- ☐ Continuously monitor the effectiveness of that organization. Making changes as required.
- ☐ **Reports to *Crisis Management Team***

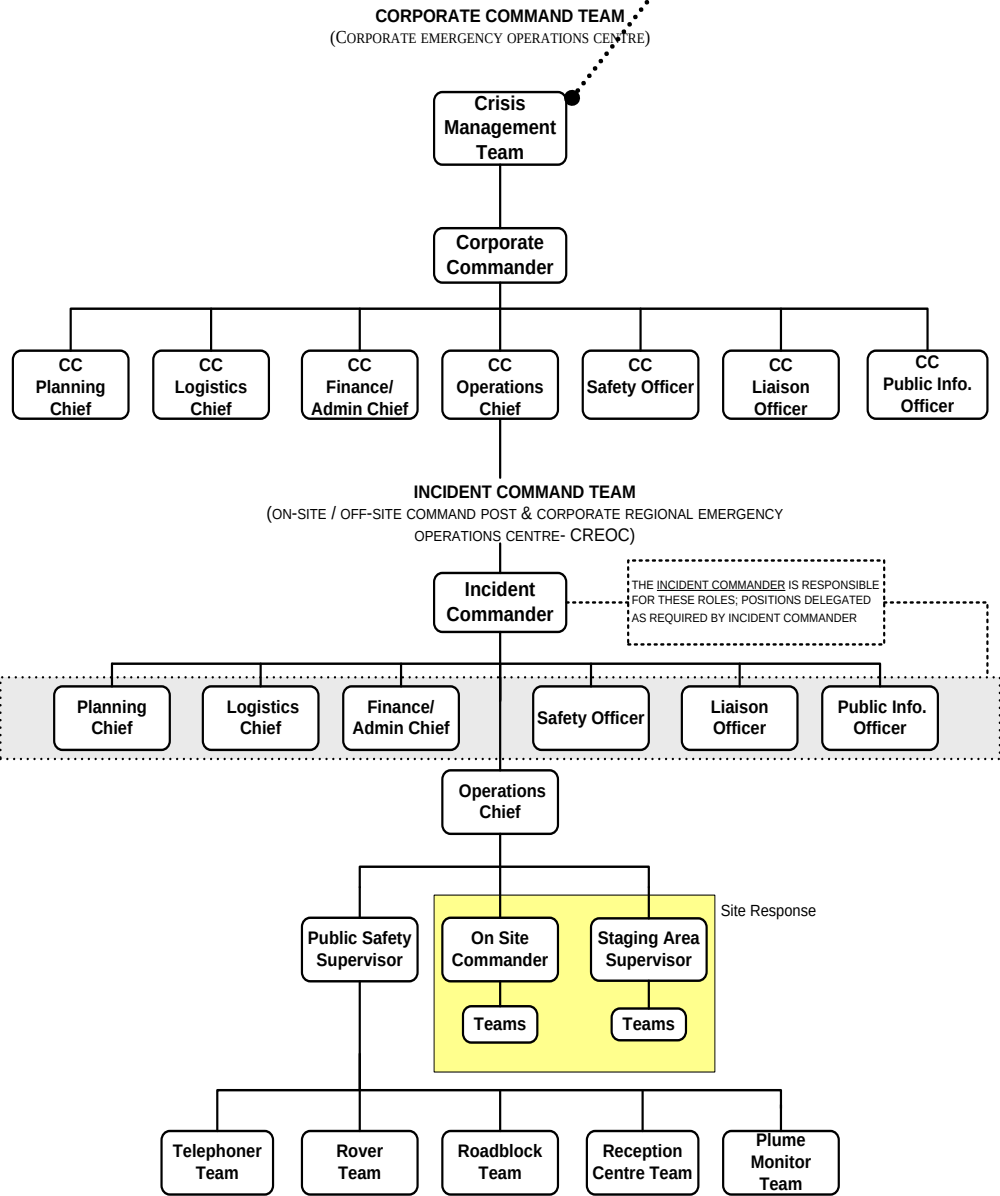
ACTIVATION DUTIES

- ☐ Establish communications link with the *Incident Commander*.
 - ☐ If not done so, declare appropriate level of emergency.
 - ▷ The level of emergency may be required to be declared in conjunction with a regulatory agency.
 - ☐ Determine/discuss with *Incident Commander* on-site and external communications capabilities and restrictions.
 - ☐ Ensure the *Incident Commander* has faxed a copy of the [Size Up The Situation Form](#) to the CCC.
 - ☐ Discuss the [Size Up The Situation Form](#), with the *Incident Commander*, and:
 - ▷ Identify initial Objectives and Strategies:
 - What to do and Why (for what purpose)?
 - How to do it?
 - ▷ Develop or discuss the initial [Action Plan](#) with the *Incident Commander* (the plan may be verbal at this time):
 - Assign resources to tactical objectives (consider logistics).
 - Ensure appropriate safety and personnel protective measures are implemented (organize with Span of Control not exceeding 1:7)
 - Ensure that appropriate agencies or personnel with expertise and capability to carry out the [Action Plan](#), have been or will be contacted, and who will make which contacts.
 - ▷ Take Action.
 - Where applicable assist the *Incident Commander* in implementation, supervision and coordination of the plan.
- ☐ Notify the on-call *CC-Planning Chief*.
- ☐ If required, proceed to the CCC or designated alternate location to direct Corporate Command actions.
 - ☐ Direct the *CC-Planning Chief* to notify and assemble primary and secondary Corporate Command response personnel (as required) at the CCC.
 - ☐ Sign in on CCC Sign In/Out Log.
 - ☐ If not already done, obtain the [Size Up the Situation Form](#) from *Incident Commander*.
 - ▷ Circulate the [Size Up the Situation Form](#).
 - ☐ Communicate information between all responders as it becomes available.
 - ☐ Check-in with the *CC-Planning Chief*:
 - ▷ Obtain a briefing and information on the CCC's Safety and Evacuation Plan.
 - ▷ Clarify any issues regarding your authority and assignment and what others in the organization do.
 - ▷ Determine your CCC position's 24-hour staffing requirements and request additional support as required.
 - ▷ Determine operating location within the CCC and setup as necessary.
 - ☐ Determine what job aids your position may require:
 - ▷ Emergency Response Plan / Notification and Contact Lists / Maps
 - ▷ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)
 - ☐ Make sure family members know where you are and how to contact you and vice versa.
 - ☐ Develop briefing on on-site and external communications capabilities and restrictions with the *CC-Liaison Officer*.
 - ▷ Establish operating procedure with for use of telephone and radio systems.
 - ▷ Make any priorities or special requests known.



CORPORATE COMMANDER

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ON-GOING DUTIES

- ☐ Review the following *Corporate Commander* cycle checklist to ensure position compliance/responsibilities are understood:
 - ☐ Direct the *CC-Planning Chief* to notify and assemble tertiary Corporate Command response personnel (as required) at the CCC.
 - ☐ Maintain a log of events, response actions, contacts, directives, decisions as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - ☐ Communicate information between all responders and teams as it becomes available.
 - ☐ Working with the, *CC-Planning Chief* and *Crisis Management Team*, establish workable procedures that will aid in the planning process by providing:
 - ▷ Current information that accurately describes the incident situation and resource status.
 - ▷ Predictions of the probable course of events in incident dynamics and mitigation.
 - ▷ Alternate strategies for all vital Incident Objectives.
 - ▷ Accurate, workable/realistic **Action Plan(s)** for the next operational period.
 - ☐ Review, with the *Incident Commander*, the degree of success of the previous **Action Plan(s)**, then:
 - ▷ Identify further Objectives and Strategies for the next 12 hours of operations:
 - What to do and Why (for what purpose)?
 - How to do it?
 - ▷ Assist the *CC-Planning Chief* in the development, evaluation and implementation of a written **Action Plan** and accompanying **Site Safety and Control Plan** for the *Incident Commander*:
 - Assign resources to tactical objectives (consider logistics).
 - Ensure appropriate safety and personnel protective measures are implemented (utilizing the **Site Safety and Control Plan**).
 - Ensure that appropriate agencies or personnel with expertise and capability to carry out the **Action Plan**, have been or will be contacted, and who will make which contacts (organize with Span of Control not exceeding 1:7).
 - Ensure the written **Action Plan** and **Site Safety and Control Plan** are forwarded to the *Incident Commander* for review/approval.
 - ▷ Take Action.
 - Where applicable assist the *Incident Commander* in implementation, supervision and coordination of the plan.
 - ☐ Periodically debrief all CCC personnel.
 - ☐ Ensure that any outstanding Government Agencies and other organizations contacts are being made.
 - ☐ Coordinate News Media inquiries / and required notifications with the *CC-Public Information Officer*.
 - ☐ Assist the *Crisis Management Team* in coordinating any Next-of-Kin notifications with the RCMP (if required).
 - ☐ Notify and request either standby status or activation of the following technical/ service resources of:
 - ▷ Safety / Risk Management / Emergency Planning / HR / Environment / Communication / Security / Legal / Medical / Travel / Stress / Equipment Specialists

DEACTIVATION

- ▷ Safety issues with *CC-Safety Officer*,
- ▷ Public or Media issues with *CC-Public Information Officer*,
- ▷ Planning issues with *CC-Planning Chief*
- ▷ Logistic issues with *CC-Logistics Chief*
- ▷ Insurance, Risk, Legal or Compensation with *CC-Finance and Admin. Chief*.
- ☐ Working with the *CC-Planning Chief*, notify and assemble replacement personnel for next shift, if incident lasts longer than one (1) day.
 - ▷ Emergency response team members may experience a wide array of stresses. They may have experienced the death or serious injury of a co-worker or witnessed distressing sights, such as mass casualties of workers or members of the public.
 - ▷ They are subject to ongoing occupational stresses such as time pressures, responsibility overload, physical demands, mental demands, emotional demands, limited resources and high expectations from others.
 - ▷ They may be exposed to extreme working conditions related to hazardous environments or extreme weather conditions.
 - ▷ During the emergency, workers in high-stress assignments should be routinely rotated. In cases where manpower is limited, team members should alternate from high-stress positions to lower-stress positions.
 - ▷ Fifteen to thirty-minute rest periods should be scheduled every two hours during an emergency situation for all team members. If possible, team members should be provided with:
 - A place to sit or lie down away from the scene.
 - Warm food, high protein snacks and juices.
 - Shelter from weather and dry clothes.
 - An opportunity to share their feelings with co-workers.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

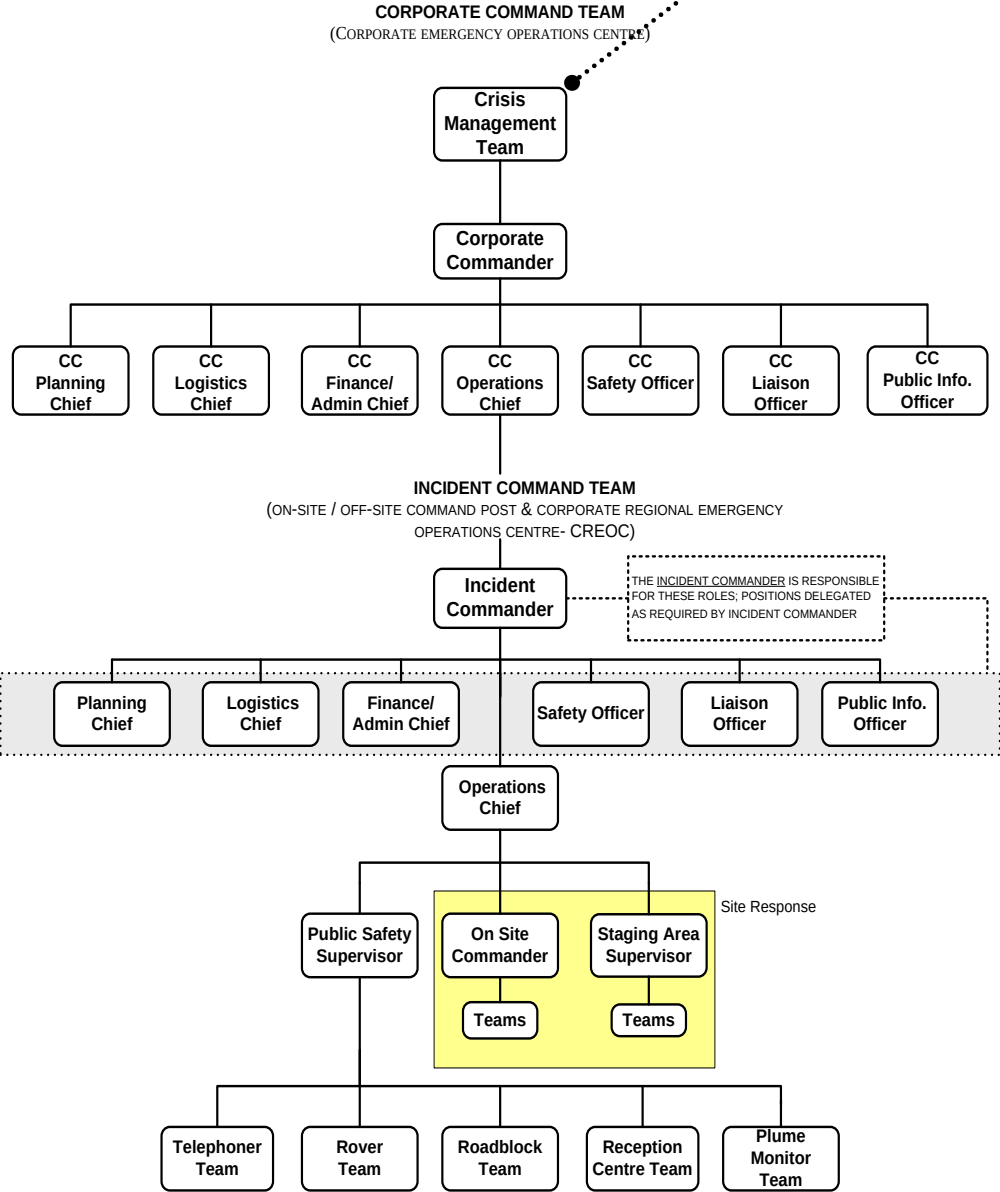
SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.
- ☐ If leaving the CCC, sign out on "CCC sign in/out log".



CORPORATE COMMANDER

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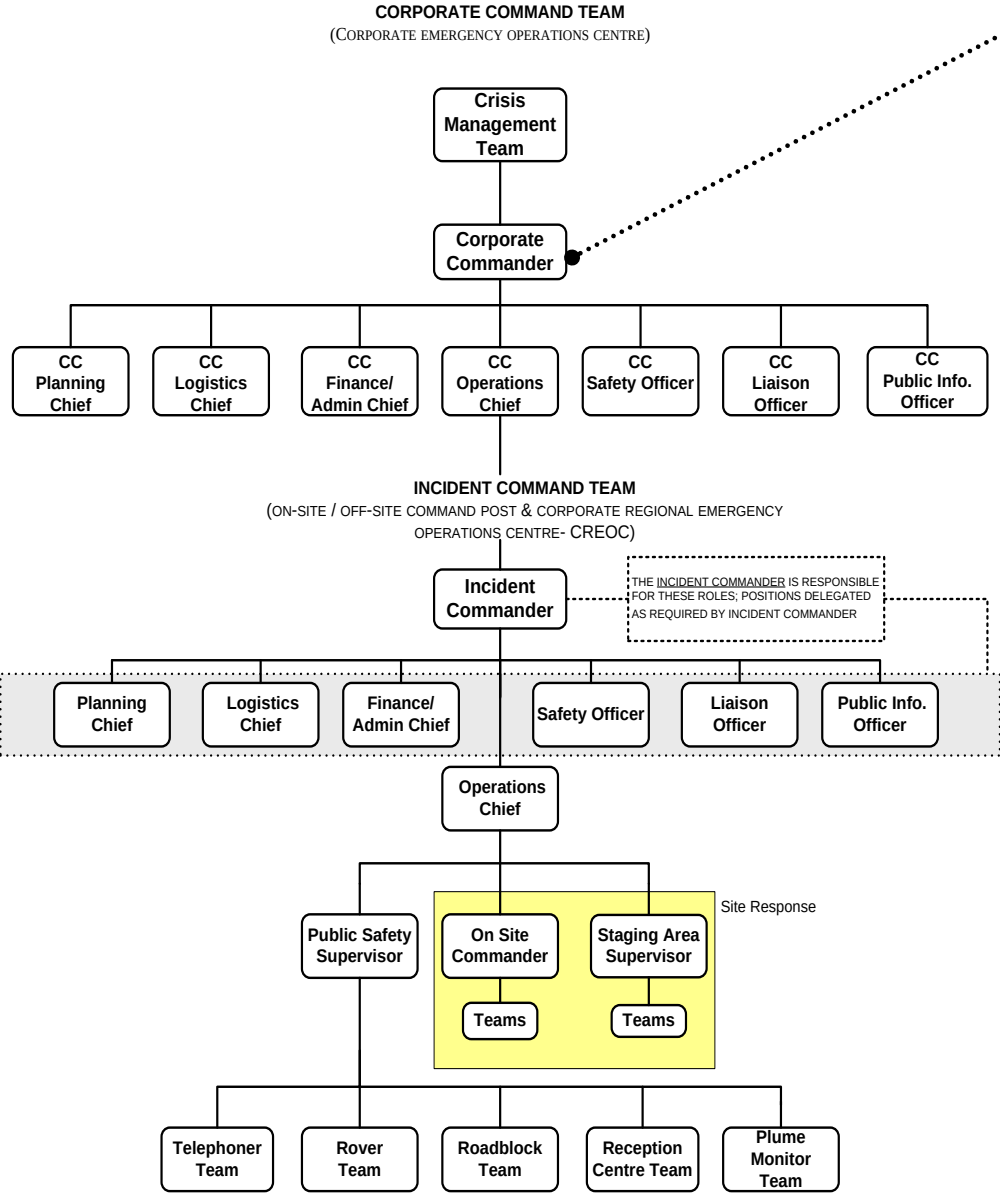


- ☐ Declare a downgrade of Level of Emergency as control / conditions permit, in consultation with the *Incident Commander* and Government Regulatory Agency Representative.
 - ☐ Follow through with Post Incident Procedures:
 - ☐ Emergency Calldown Notification
 - ▷ Give instructions “all-clear” notification to the CCC staff.
 - The *CC-Liaison Officer* will make remaining “all-clear” notifications.
 - ☐ Coordinate all records keeping (the gathering and writing of reports) with the *Legal Department*.
 - ☐ General Public Care and Assistance:
 - ▷ Prior to the "all clear" signal, confirm with the *Incident Commander* that all evacuated areas are safe to re-enter. This may involve such activities as:
 - Ensuring all equipment and debris are removed from public roadways.
 - Cordoning off the incident area to isolate any remaining hazards.
 - Checking low-lying areas/basements for contamination, if a toxic leak has occurred.
 - ▷ Ensure all evacuees are promptly notified once the call down is given.
 - ▷ Assist Incident Command staff in the co-ordination of the return of any evacuees to the area. Ensure the evacuees receive any assistance they may require.
 - ▷ Maintain security in any evacuated areas until the evacuees have returned and the residences / businesses in the area have been reoccupied.
 - ▷ Designate a senior Obsidian Energy representative as the liaison with the residents.
 - ▷ Ensure the affected residents are provided with post-incident company contacts and telephone numbers. If the emergency has impacted a large number of residents or has caused significant damage to private property or the environment, a temporary area Public Relations office should be established.
 - ▷ Schedule a follow-up meeting with the residents to clearly explain the cause of the incident and to address their concerns. Organize traumatic incident counselling as required.
 - ▷ Ensure resident expense / damage claims have been collected and are processed in a timely manner.
 - ☐ Cleanup and Repair Activities:
 - ▷ If a serious injury or death has occurred, the scene must be left undisturbed, as much as possible, until the appropriate authorities can complete an investigation of the site.
 - ▷ During Subsequent Cleanup Operations:
 - Ensure that the incident site is cordoned off; for any subsequent investigations by the police, insurance representatives or company personnel.
 - Ensure priority is given to clearing debris and restoring the site to normal operating conditions after government and company investigations are complete.
 - Ensure any roadblock or detour control locations are left in a clean condition and all safety equipment is returned.
 - Ensure all safety equipment is cleaned and inspected prior to returning it to its normal storage location.
 - Utilize all available staff for the cleanup and repair activities and resumption of normal operations.
 - ☐ Documentation, Collection and Storage:
 - ▷ Collect and file all documentation from the Corporate Command and Incident Command Team staff and contract services and forward to the *CC-Planning Chief*.
 - ▷ If practical, photograph or videos tape the incident site.
 - ▷ Ensure all statements, event logs; forms and documentation on the incident remain securely stored following the incident.
 - ☐ Critical Incident Stress Debriefing:
 - ▷ Under Obsidian Energy’s Employee and Family Assistance Program (EFAP), Janus Associates provides professional and confidential counselling services.
 - ▷ All Obsidian Energy employees are encouraged to use this service, which is covered under the Obsidian Energy Benefits Program.
 - ▷ Janus Associates services are available 24 hours 7 days a week; (403) 269-9600.
 - ▷ The Corporate and Incident Commanders will remind Incident and Corporate Command Team staff of the availability of this service.
- ☐ Be prepared to conduct debriefing sessions as required.
 - ☐ Deactivate your position and close out logs.
 - ☐ Complete and submit all operational logs, reports, and documents to the *CC-Planning Chief*.
 - ☐ Clean up your work area before you leave.
 - ☐ Determine from the *CC-Planning Chief* if your position will require any follow-up actions before you leave the CCC.
 - ☐ Leave forwarding phone number where you can be reached.
 - ☐ Sign out on " CCC Sign In/Out log".
 - ☐ Be prepared to attend debriefing sessions as required.



CORPORATE COMMANDER

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THIRD PARTY INVESTIGATIONS

☐ Third party investigators such as Police, government agencies and insurance companies may be required to investigate an incident site.

☐ It is important to co-operate with third party investigators. However, personnel should be aware of the corresponding corporate guidelines.

▷ Obtain the name, title, address and telephone number of all Inspectors from the *Incident Commander*.

▷ Ensure an Obsidian Energy representative accompanies the Inspector at all times.

- Never leave an Inspector unattended.

▷ Only give the inspectors the information they request.

- Avoid offering additional information.

- Limit the tour to the specific area the Inspector wishes to investigate.

▷ Document all items of evidence that the Inspector has retained.

- Where possible, keep copies of the evidence provided to the Inspectors.

▷ Wait until legal counsel is present before answering questions where the Inspector indicates that any statements may be used as evidence or indicates that you have the right to counsel.

POST INCIDENT INVESTIGATIONS

☐ Once the emergency status has been removed, the *Corporate Commander* will appoint a team to investigate the incident. This investigation team will consist of appropriate management and technical specialists as required.

☐ An Incident Summary and/or Post-Incident Report will be developed

☐ The objective of the incident summary and/or post-incident report will be to analyze and evaluate the incident in order to establish a cause, to provide advice on how to prevent a reoccurrence of the event and to make recommendations on procedures that will improve Obsidian Energy's emergency response efforts in the future.

☐ The incident summary and/or post-incident report should meet the requirements as outlined in [Section 4.0 Quick Guides](#) or at a minimum should include:

☐ A review of the events leading up to the incident,

☐ An analysis of the on-site remedial procedures, including an evaluation of the safety standards applied, the effectiveness of the notification and communications systems (internal and external).

☐ An appraisal of the effectiveness of any Media or Public Relations efforts,

☐ An assessment of any potential legal or environmental issues that may be raised as a result of the incident or as a result of Obsidian Energy's response efforts, and

☐ A summary of current and future costs.

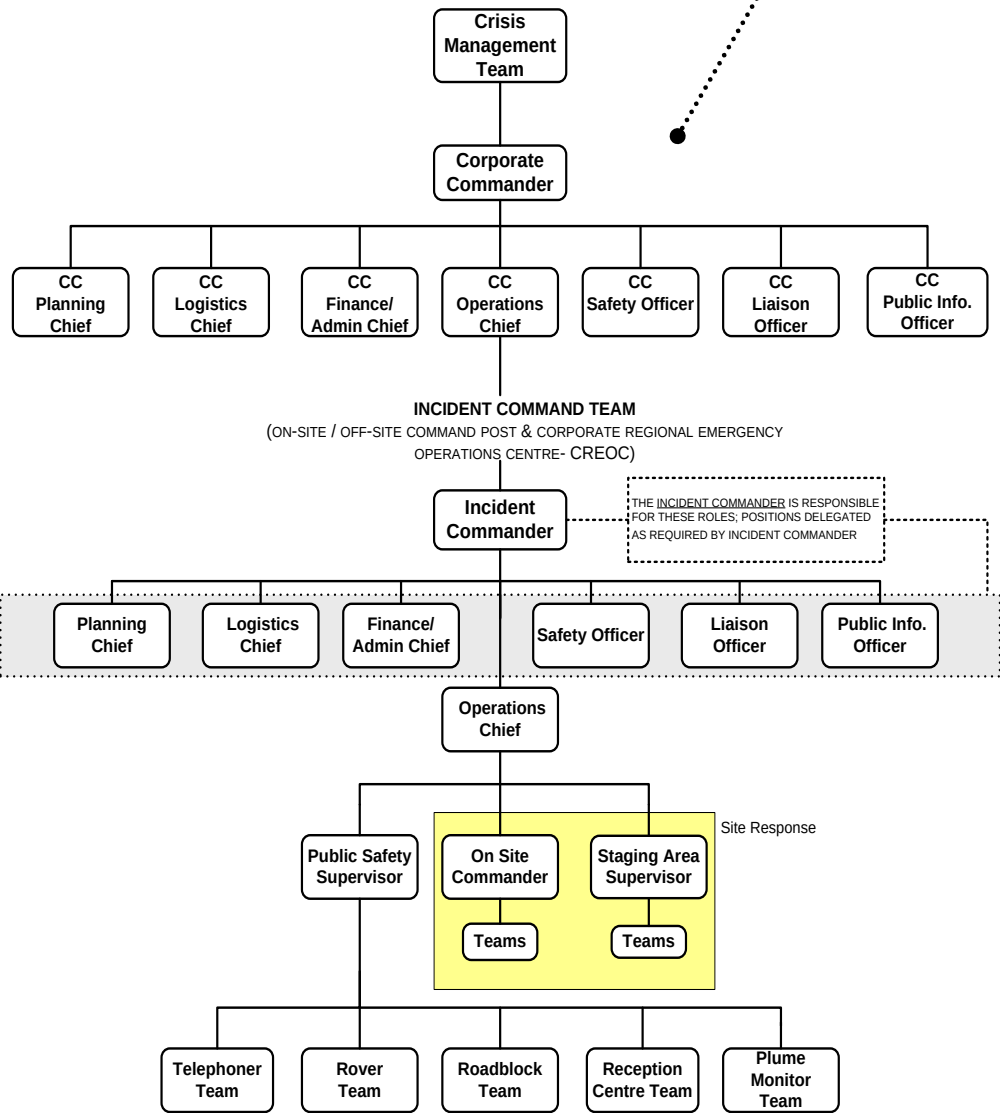
▷ The post-incident investigation report should outline the strengths and weaknesses of company's response. This report will be directed to the attention of the *Corporate Commander*. It will be their responsibility to ensure all recommendations for improvements to the Emergency Response Plan(s) are incorporated where appropriate and promptly communicated to Obsidian Energy staff.



CC SAFETY OFFICER

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CORPORATE COMMAND TEAM
(CORPORATE EMERGENCY OPERATIONS CENTRE)



RESPONSIBILITY

- ☐ Assess unsafe situations and develop measures for assuring Personnel safety. **The Safety Officer has the authority to stop and/or prevent unsafe acts.**
- ☐ Confirms safety authorities (WCB, OH&S/Workplace Health & Safety, etc.) and applicable departments have been notified.
- ☐ Ensures implementation of safety measures (worker evacuation, PPE, etc.) and monitoring and recording of personnel exposures to hazardous products.
- ☐ Oversees or supports accident investigations; recommends corrective action; prepares accident report and submit to *Corporate Commander*.
- ☐ **Reports to the Corporate Commander.**

PRE-ACTIVATION / ACTIVATION DUTIES

- ☐ Report to the EOC when requested and Sign in on the EOC Sign In/Out Log.
 - ☐ Check-in first with the *Corporate Commander*:
 - ▷ Obtain a briefing on the situation (verbally followed by the [Size Up The Situation Form](#)) and incident objectives from the *Corporate Commander*.
 - ☐ Check-in with the *CC-Planning Chief*:
 - ▷ Obtain a briefing and information on the EOC's Safety and Evacuation Plan.
 - ▷ Clarify any issues regarding your authority and assignment and what others in the organization do.
 - ☐ Determine your EOC position's 24-hour staffing requirements and request additional support as required.
 - ☐ Determine operating location within the EOC and setup as necessary.
 - ☐ Determine what job aids your position may require:
 - ▷ Notification and Contact Lists / Emergency Response Plan / Maps
 - ▷ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)
 - ☐ Make sure family members know where you are and how to contact you and vice versa.
 - ☐ Check-in with the *CC-Liaison Officer*.
 - ▷ Obtain briefing on on-site and external communications capabilities and restrictions and make any priorities or special requests known.

ON-GOING DUTIES

- ☐ Review the following *CC-Safety Officer* cycle checklist to ensure position compliance/responsibilities are understood:
 - ☐ Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - ☐ Communicate information to the *Corporate Commander* as it becomes available.
 - ☐ Determine possible hazard exposures to personnel and public.
 - ☐ Ensure appropriate departments and medical resources are notified of all reportable injuries and hazardous exposures to employees, contractors or the public.
 - ☐ Confirm safety authorities (WCB, OH&S/Workplace Health and Safety, etc.) have been notified.
 - ☐ Assist the *CC-Planning Chief* in the development, evaluation and implementation of a written [Action Plan](#) for the *Incident Commander*.
 - ☐ Prepare the [Site Safety and Control Checklist](#) based on the [Action Plan](#).
 - ☐ Ensure that the *Corporate Commander* has reviewed the [Site Safety and Control Checklist](#) with the *Incident Commander*.
 - ☐ Ensure monitoring and recording of personnel exposures to hazardous products.
 - ☐ Support other Departments in defining any remedial measures (confirm notification of environmental authorities / confirm environmental risk has been assessed).
 - ☐ Ensure that incident scene is undisturbed except for emergency remedial actions and is recorded by diagrams and / or photographs.
 - ☐ Assist Corporate Command team members as needed and assist with Post Emergency notifications.
 - ☐ Compile, submit situation reports in area of responsibility. Identify, prioritize, and forward to the *Corporate Commander*:
 - ▷ Potential threat to life, property or environment or heavy financial impact.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.
 - ▷ If leaving the EOC, sign out on EOC Sign In/Out Log.

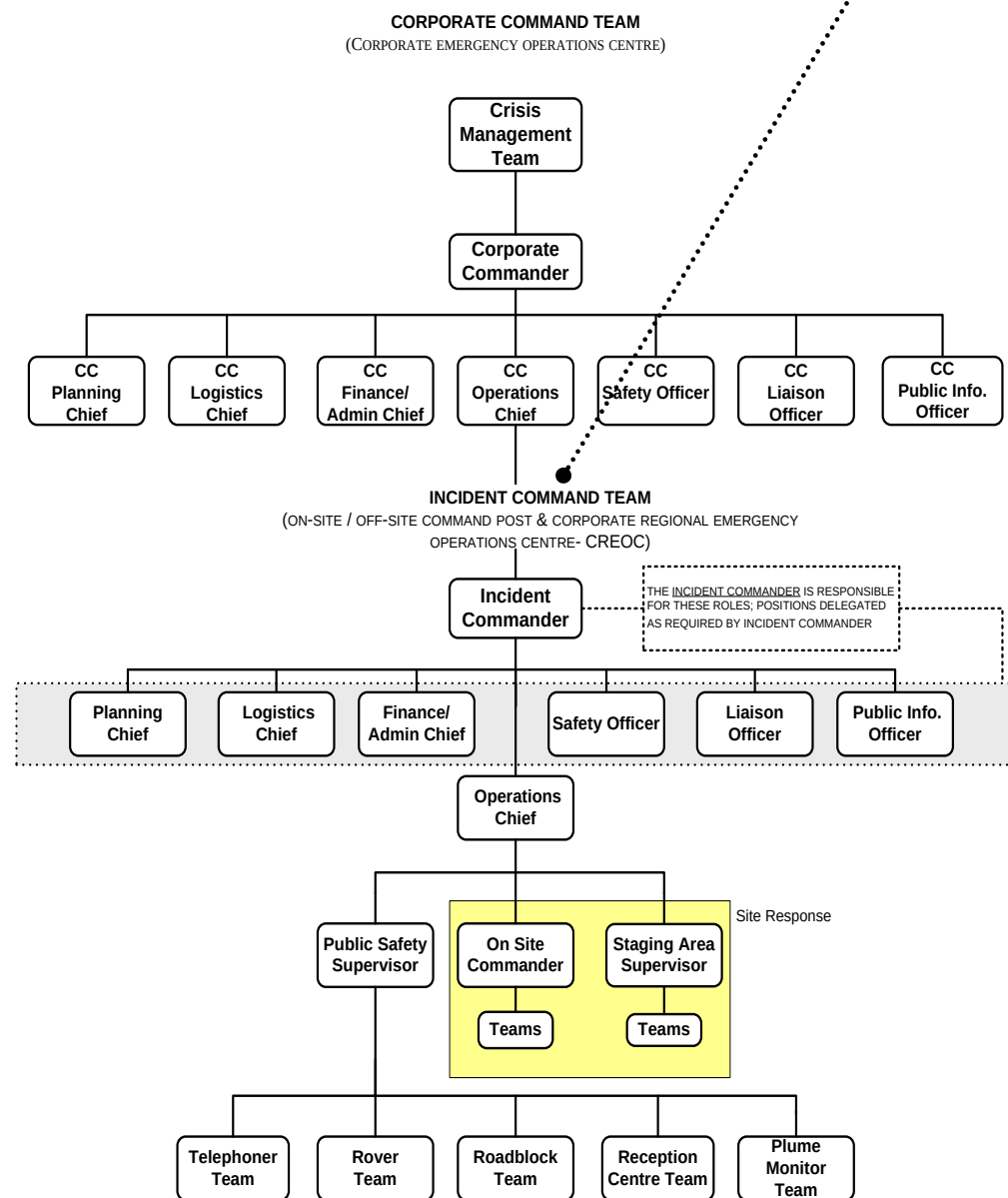
DEACTIVATION

- ☐ Deactivate your position and close out logs when authorized by the *Corporate Commander*.
- ☐ Complete and submit all operational logs, reports, and documents to the *Corporate Commander*.
- ☐ Clean up your work area before you leave.
- ☐ Determine from the *CC-Planning Chief* if your position will require any follow-up actions before you leave the EOC.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Sign out on EOC Sign In/Out Log.
- ☐ Be prepared to attend debriefing sessions as required



INCIDENT COMMANDER

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RESPONSIBILITY

- ☐ Responsible for the overall management of the field emergency response process (organize and delegate).
- ☐ Directs the activities of each of the key Incident Command Team Members.
- ☐ May be located at the On-Site Command Post (OSCP) or Corporate Regional Operations Centre (CREOC) or at another suitable location.
- ☐ All communications flow to and from the *Incident Commander* to ensure the accurate and timely flow of information.
- ☐ **Reports to** either the Corporate Commander or, if activated, the Corporate Command Operations Chief.
- ☐ The *Incident Commander* is responsible for either activating the identified Incident Command Team positions, or assuming the duties and responsibilities detailed for each position.

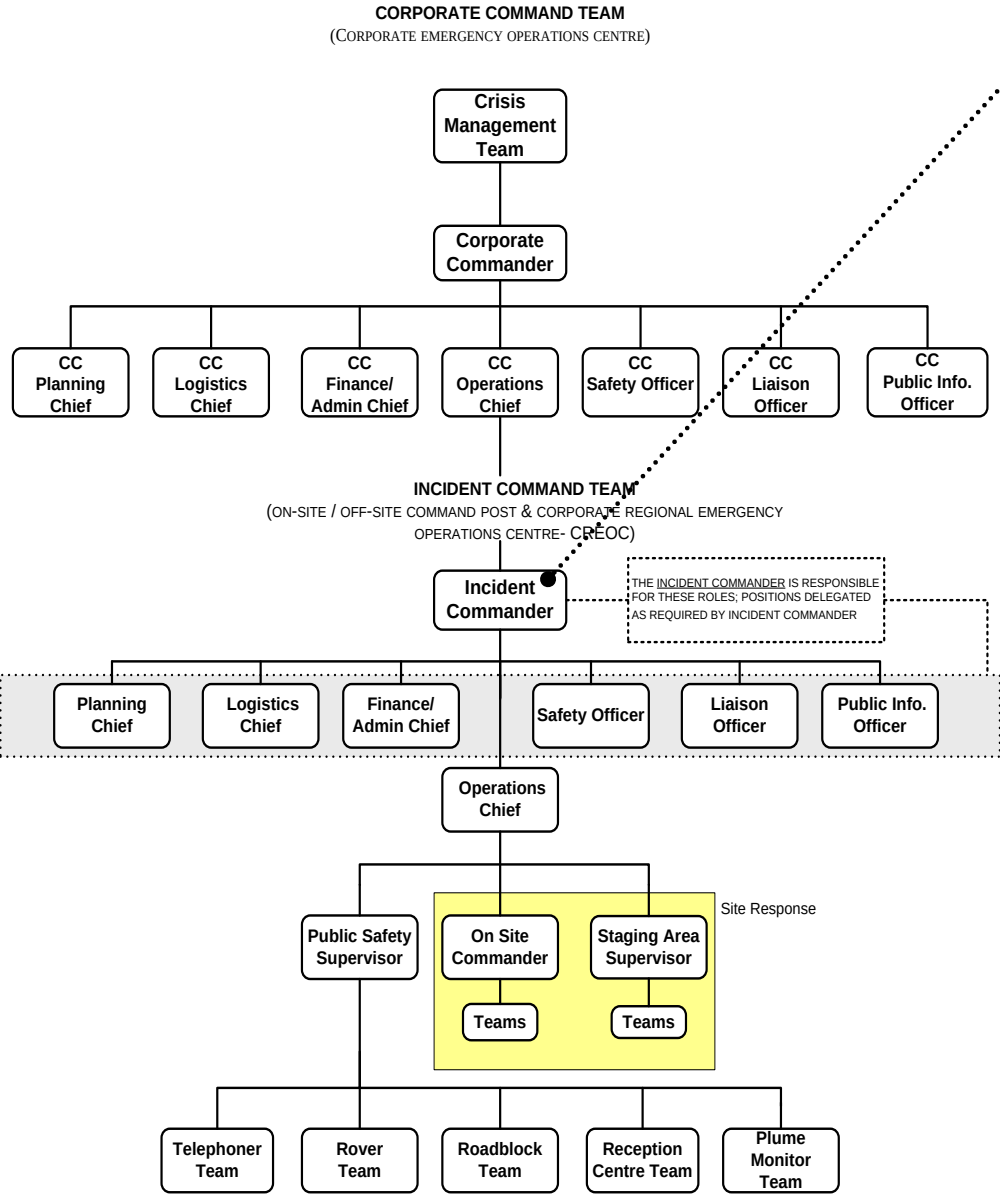
ACTIVATION DUTIES

- ☐ Confirm emergency situation and the following actions with the *Incident Command Operations Chief*:
 - ☐ Assess the situation and identify hazards.
 - ☐ Ensure an OSCP is established, and on-scene responses to isolate the scene are underway.
 - ▷ Implementing control arrangements in and around the incident scene (i.e. roadblocks, non-essential personnel, etc).
 - ☐ Discuss with the *Operations Chief* appropriate responses and declare a Level of Emergency if required; depending on the province, the level of emergency may be required to be declared in conjunction with a regulatory agency.
 - ▷ **Level One / Low Impact Incident**
 - ▷ **Level Two / Medium Impact Incident**
 - ▷ **Level Three / High Impact Incident**
 - ☐ Ensure the [Size Up The Situation Form](#) is completed.
- ☐ As required, assemble Incident Command response personnel at the OSCP or CREOC.
- ☐ In consultation with the *Operations Chief* and *Public Safety Supervisor*, confirm the protective measures to be taken (evacuation, shelter-in-place or ignition) for the population in the immediate area of the incident.
- ☐ Through the *Liaison Officer* coordinate, as appropriate, with other first responder agencies:
 - ☐ Ensure that appropriate agencies (government and private) have been / are being notified and kept informed of emergency responses.
- ☐ Notify and establish communications link with the *Corporate Commander* (forward the [Size Up The Situation Form](#) to Corporate Commander).
 - ☐ Determine/discuss with *Corporate Commander* on-site and external communications capabilities and restrictions
 - ☐ Discuss the [Size Up The Situation Form](#) , with the *Corporate Commander*, and:
 - ▷ Identify initial Objectives and Strategies:
 - What to do and Why (for what purpose)?
 - How to do it?
 - ▷ Develop or discuss the initial [Action Plan](#) with the *Corporate Commander* (the plan may be verbal at this time):
 - Assign resources to tactical objectives (consider logistics).
 - Ensure appropriate safety and personnel protective measures are implemented (organize with Span of Control not exceeding 1:7)
 - Ensure that appropriate agencies or personnel with expertise and capability to carry out the [Action Plan](#), have been or will be contacted, and who will make which contacts.
 - ▷ Take Action.
 - Implement, supervise and coordinate plan actions.
- ☐ Ensure the CREOC is established to compliment emergency response actions.
- ☐ Determine your position's 24-hour staffing requirements and request additional support as required.
- ☐ Determine what job aids your position may require:
 - ☐ Notification and Contact Lists / Emergency Response Plan / Maps
 - ☐ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)
- ☐ Develop briefing on on-site and external communications capabilities and restrictions with the *Liaison Officer*.
 - ☐ Establish an operating procedure for use of telephone and radio systems.
 - ▷ Make any priorities or special requests known.
 - ☐ Through the *Liaison Officer*:
 - ▷ Ensure that appropriate Government Agencies and other organizations have been / are being notified (as necessary).
 - ▷ Dispatch company representative(s) to the Government MEOC, REOC or COMOC, if established.



INCIDENT COMMANDER

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ON-GOING DUTIES

- ☐ Review the following *Incident Commander* cycle checklist to ensure position compliance/responsibilities are understood:
 - ☐ Secure/notify (verbally followed by [Size Up The Situation Form](#)) additional staff as necessary (ie: *Public Safety Supervisor*, *Liaison Officer* [if not already activated], *Safety Officer*, *Public Information Officer*, *Planning Chief*, *Logistics Chief* and *Finance and Administration Chief*.)
 - ☐ Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - ☐ Communicate information between all responders and teams as it becomes available.
 - ☐ Review progress of [Action Plan](#)(s) with Incident Command staff (use frequent breakout sessions):
 - ☐ Review, with the *Corporate Commander*, the degree of success of the previous [Action Plan](#)(s), then:
 - ▷ Identify further Objectives and Strategies for the next 12 hours of operations:
 - What to do and Why (for what purpose)?
 - How to do it?
 - ▷ Obtain a written [Action Plan](#) and accompanying [Site Safety and Control Plan](#) from the *Corporate Commander* (review and approve if appropriate).
 - Assign resources to tactical objectives (consider logistics).
 - Ensure appropriate safety and personnel protective measures are implemented (utilizing the [Site Safety and Control Plan](#)).
 - Ensure that appropriate agencies or personnel with expertise and capability to carry out the [Action Plan](#), have been or will be contacted, and who will make which contacts (organize with Span of Control not exceeding 1:7).
 - ▷ Take Action.
 - Implement plan, Coordinate and Supervise.
 - Evaluate.
 - ☐ Periodically conduct debrief with all OSCP and/or CREOC personnel.
 - ☐ Ensure that any outstanding Government Agencies and other organizations contacts are being made.
 - ☐ Coordinate News Media inquiries / and required notifications with the *Corporate Commander* or if activated the *Public Information Officer*.
 - ☐ Assist the *Corporate Commander* in coordinating any Next-of-Kin notifications with the RCMP (if required).
 - ☐ Notify and request either standby status or activation of the following technical/ service resources of:
 - ▷ Safety / Environment / Communication / Security / Medical / Travel / Equipment / Product Specialists.
 - ☐ Notify and assemble replacement personnel for next shift, if incident lasts longer than one (1) day.
 - ▷ Incident command team members may experience a wide array of stresses. They may have experienced the death or serious injury of a co-worker or witnessed distressing sights, such as mass casualties of workers or members of the public.
 - ▷ They are subject to ongoing occupational stresses such as time pressures, responsibility overload, physical demands, mental demands, emotional demands, limited resources and high expectations from others.
 - ▷ They may be exposed to extreme working conditions related to hazardous environments or extreme weather conditions.
 - ▷ During the emergency, workers in high-stress assignments should be routinely rotated. In cases where manpower is limited, team members should alternate from high-stress positions to lower-stress positions.
 - ▷ Fifteen to thirty-minute rest periods should be scheduled every two hours during an emergency situation for all team members. If possible, team members should be provided with:
 - A place to sit or lie down away from the scene.
 - Warm food, high protein snacks and juices.
 - Shelter from weather and dry clothes.
 - An opportunity to share their feelings with co-workers.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

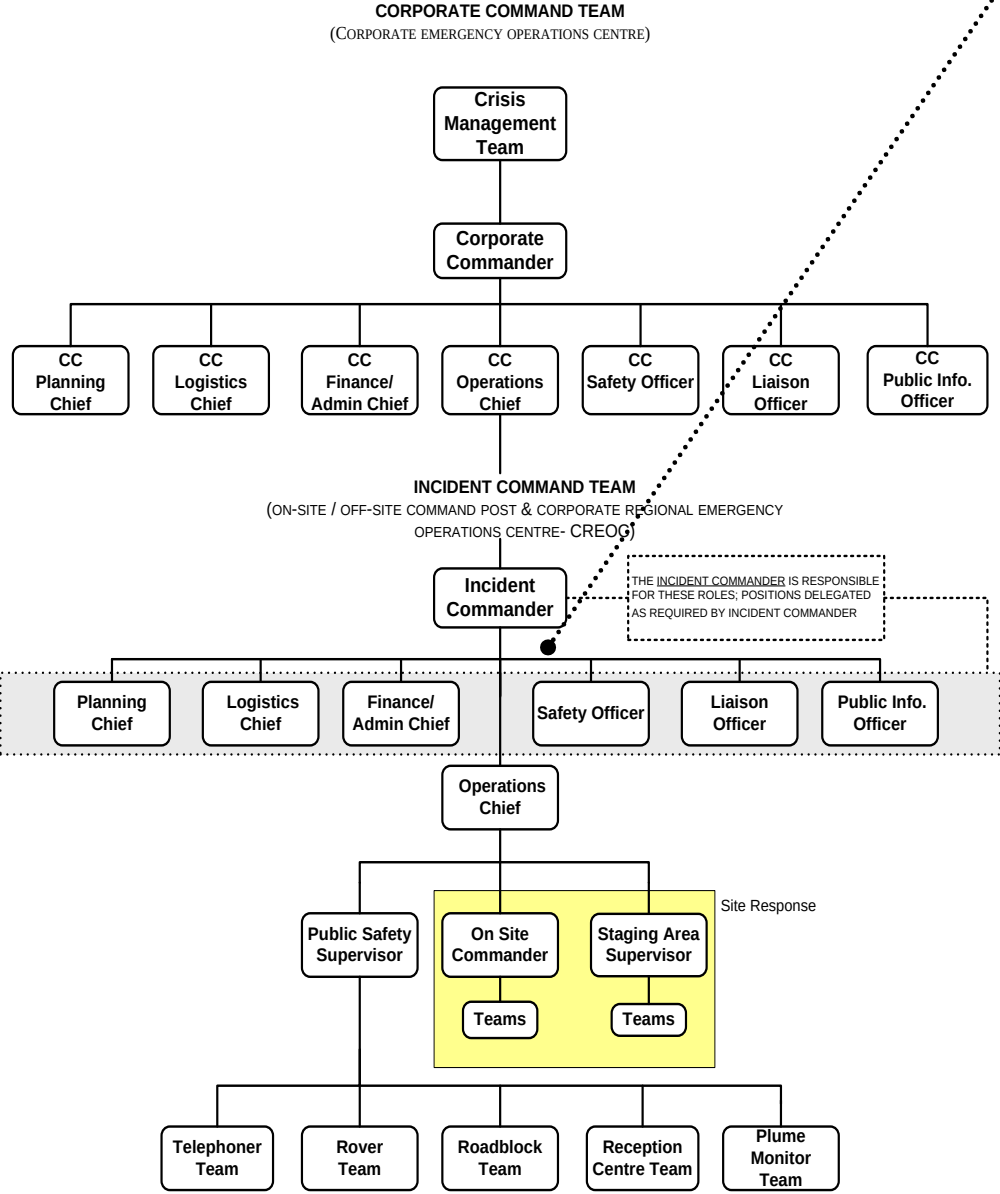
SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.



INCIDENT COMMANDER

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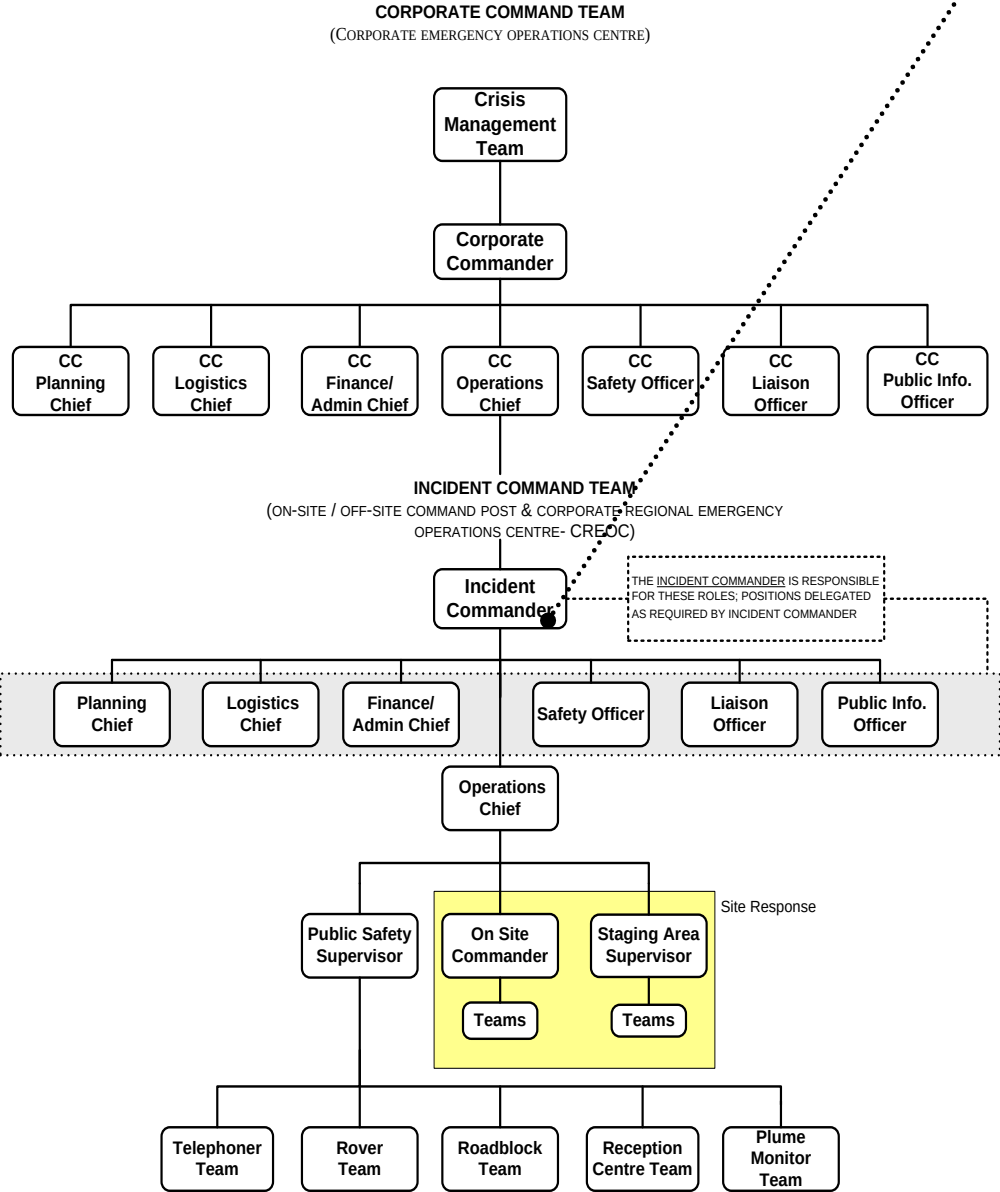
DEACTIVATION

- ☐ Declare a downgrade of Level of Emergency as control / conditions permit, in consultation with the *Corporate Commander* and Government Regulatory Agency Representative (for Level 2 and 3 emergencies, also consult with local/provincial disaster services and Regional Health Authority).
- ☐ Follow through with Post Incident Procedures:
 - ☐ Emergency Calldown Notification
 - ▷ Give instructions “all-clear” notification to the:
 - *Corporate Commander*
 - *Incident Command Team* staff
 - The *Liaison Officer* will make remaining “all-clear” notifications.
 - ☐ Coordinate all records keeping (the gathering and writing of reports) with *Corporate Commander*.
 - ☐ General personnel and public Care and Assistance:
 - ▷ Prior to the "all clear" signal, confirm that all evacuated areas are safe to re-enter. This may involve such activities as:
 - Ensuring emergency equipment or debris is removed.
 - Cordoning off the incident area to isolate any remaining hazards.
 - Checking low-lying areas for contamination, if a toxic leak has occurred.
 - ▷ Ensure all evacuees are promptly notified once the call down is given.
 - ▷ Co-ordinate the return of any evacuees to the area. Ensure the evacuees receive any assistance they may require.
 - ▷ Ensure any affected public are provided with post-incident company contacts and telephone numbers. If the emergency has impacted a large number of the public or has caused significant damage to private property or the environment, a temporary area Public Relations office should be established.
 - ▷ Schedule a follow-up meeting with the public to clearly explain the cause of the incident and to address their concerns.
 - ▷ Organize traumatic incident counselling as required.
 - ▷ Ensure any public expense / damage claims have been collected and are processed in a timely manner.
 - ☐ Cleanup and Repair Activities:
 - ▷ If a serious injury or death has occurred, the scene must be left undisturbed, as much as possible, until the appropriate authorities can complete an investigation of the site.
 - ▷ During Subsequent Cleanup Operations:
 - Cordon off the incident site for any subsequent investigations by the authorities, insurance representatives or Obsidian Energy personnel.
 - Ensure priority is given to clearing debris and restoring the site to normal operating conditions after government and Obsidian Energy investigations are complete.
 - Ensure all safety equipment is returned.
 - Ensure all safety equipment is cleaned and inspected prior to returning it to its normal storage location.
 - Utilize all available staff for the cleanup and repair activities and resumption of normal operations.
 - ☐ Documentation, Collection and Storage:
 - ▷ Collect and file all documentation from the incident command team members and contract services and forward to the *Corporate Commander* (if practical, photograph or videos tape the incident site).
 - ▷ Ensure all statements, event logs; forms and documentation on the incident remain securely stored following the incident.
 - ☐ Critical Incident Stress Debriefing:
 - ▷ Under Obsidian Energy's Employee and Family Assistance Program (EFAP), Janus Associates provides professional and confidential counselling services.
 - ▷ All Obsidian Energy employees are encouraged to use this service, which is covered under the Obsidian Energy Benefits Program.
 - ▷ Janus Associates services are available 24 hours 7 days a week; (403) 269-9600.
 - ▷ The Incident Commander will remind Incident Command Team staff of the availability of this service.
- ☐ Conduct debriefing of all personnel involved.
- ☐ Deactivate your position and close out logs when authorized by the *Corporate Commander*.
- ☐ Gather from the *Liaison Officer* (if position had been activated) all operational logs, reports, and documents and submit to the *Corporate Commander*.
- ☐ Determine from the *Corporate Commander* if your position will require any follow-up actions.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Be prepared to conduct debriefing sessions as required.



INCIDENT COMMANDER

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THIRD PARTY INVESTIGATIONS

- Third party investigators such as police, government agencies and insurance companies may be required to investigate an incident site. It is important to co-operate with third party investigators. However, company personnel should be aware of the corresponding corporate guidelines.
 - Obtain the name, title, address and telephone number of all Inspectors and immediately inform the *Corporate Commander* before proceeding with the investigation.
 - Ensure an Obsidian Energy representative accompanies the Inspector at all times. Never leave an Inspector unattended.
 - Only give the inspectors the information they request. Avoid offering additional information. Limit the tour to the specific area the Inspector wishes to investigate.
 - Document all items of evidence that the Inspector has retained. Where possible, keep copies of the evidence provided to the Inspectors.
 - Wait until legal counsel is present before answering questions where the Inspector indicates that any statements may be used as evidence or indicates that you have the right to counsel.

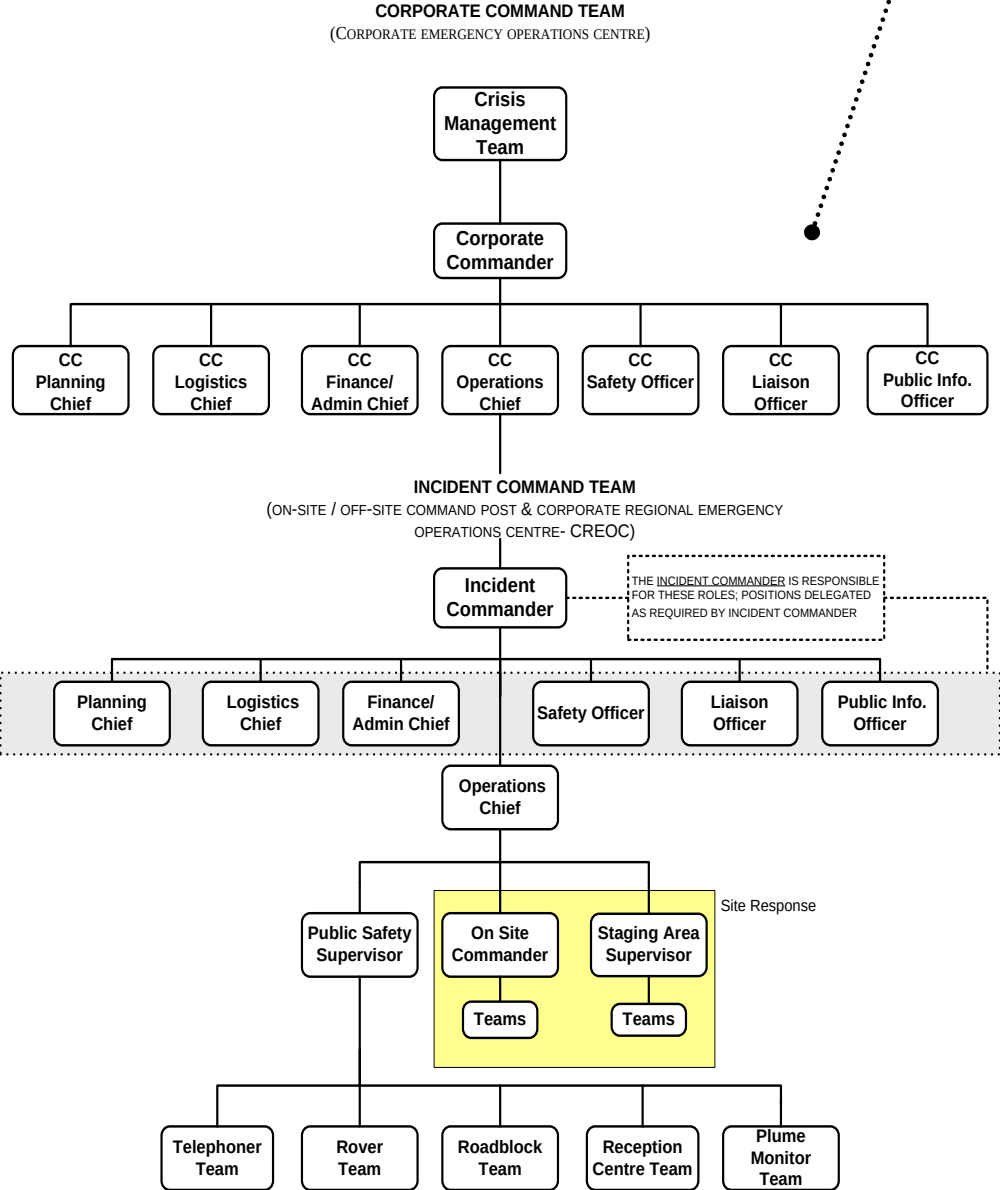
POST INCIDENT INVESTIGATIONS

- Once the emergency status has been removed, the *Corporate Commander* will appoint a team to investigate the incident. This investigation team will consist of appropriate management and technical specialists as required.
- An Incident Summary and/or Post-Incident Report will be developed
- The objective of the incident summary and/or post-incident report will be to analyze and evaluate the incident in order to establish a cause, to provide advice on how to prevent a reoccurrence of the event and to make recommendations on procedures that will improve Obsidian Energy's emergency response efforts in the future.
- The incident summary and/or post-incident report should meet the requirements as outlined in [Section 4.0 Quick Guides](#) or at a minimum should include:
 - A review of the events leading up to the incident,
 - An analysis of the on-site remedial procedures, including an evaluation of the safety standards applied, the effectiveness of the notification and communications systems (internal and external).
 - An appraisal of the effectiveness of any Media or Public Relations efforts,
 - An assessment of any potential legal or environmental issues that may be raised as a result of the incident or as a result of Obsidian Energy's response efforts, and
 - A summary of current and future costs.
- The post-incident investigation report should outline the strengths and weaknesses of company's response. This report will be directed to the attention of the *Corporate Commander*. It will be their responsibility to ensure all recommendations for improvements to the Emergency Response Plan(s) are incorporated where appropriate and promptly communicated to Obsidian Energy staff.



CC LIAISON OFFICER

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RESPONSIBILITY

- ☐ The *CC-Liaison Officer* is the point of contact with other agencies, and is responsible for overseeing all liaison and communication activities.
- ☐ Includes coordinating Agency Representatives assigned to the Corporate Emergency Operations Centre (EOC) as well as requests from other agencies for sending liaison personnel to other EOCs.
- ☐ Functions as a central location for incoming Agency Representatives; provides workspace and arranges for support as necessary.
- ☐ Determines and coordinates field liaison requirements.
- ☐ **Reports to the Corporate Commander.**

PRE-ACTIVATION / ACTIVATION DUTIES

- ☐ Report to the EOC when requested and Sign in on the EOC Sign In/Out Log.
 - ☐ Check-in first with the *Corporate Commander*:
 - ▷ Obtain a briefing on the situation (verbally followed by the [Size Up The Situation Form](#)) and incident objectives from the *Corporate Commander*.
 - ☐ Check-in with the *CC-Planning Chief*:
 - ▷ Obtain a briefing and information on the EOC's Safety and Evacuation Plan.
 - ▷ Clarify any issues regarding your authority and assignment and what others in the organization do.
 - ☐ Determine your EOC position's 24-hour staffing requirements and request additional support as required, then determine operating location within the EOC.
 - ▷ Determine what job aids your position may require such as Contact Lists / Emergency Response Plan / Maps
 - ▷ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)
 - ☐ Obtain briefing on on-site and external communications capabilities and restrictions from the *Corporate Commander*.
 - ▷ Establish operating procedure with the *CC-Planning Chief* for use of telephone and radio systems.
 - ☐ Make sure family members know where you are and how to contact you and vice versa.
 - ☐ As directed by the *Corporate Commander* coordinate, as appropriate, with other first responder agencies:
 - ▷ Ensure that appropriate agencies (government and private) have been / are being notified and kept informed of emergency responses.

ON-GOING DUTIES

- ☐ Review the following *CC-Liaison Officer* cycle checklist to ensure position compliance/responsibilities are understood:
 - ☐ Maintain Master Record of all Key EOC Staff and Field Staff Responses as well as a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - ☐ Communicate information to the *Corporate Commander* as it becomes available.
 - ☐ Contact additional staff / equipment and services.
 - ☐ Coordinate collection of all records at conclusion of the incident.
 - ☐ Update weather reports / call Environment Canada's One-On-One Weather Service 1-900-565-5555.
 - ☐ Maintain communications with all appropriate Agencies:
 - ▷ Police / Ambulance / Fire / Municipality Disaster Services / Provincial Emergency Measures / Workers Compensation/Health/Safety Boards / Environmental Protection / Local Health Unit / Municipal Services: water, sewer, power / telephone company / Other Agencies; Departments and Organizations.
 - ▷ Confirm if the Incident Command Team's Liaison Officer, if activated, has completed applicable regulatory reporting forms (i.e. in Alberta the [EUB Incident Information Form](#)) if not, begin action to complete forms
 - ☐ Coordinate Agency Reps. assigned to the OSCP, ICC or EOC as well as handling requests from agencies for sending Obsidian Energy liaison personnel to other EOCs.
 - ☐ Compile, submit situation reports in area of responsibility. Identify, prioritize, and forward to the *Corporate Commander*:
 - ▷ Potential threat to life, property or environment or heavy financial impact.
 - ☐ Assist Corporate Command team members as needed and assist with Post Emergency notifications.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.
 - ▷ If leaving the EOC, sign out on EOC Sign In/Out Log.

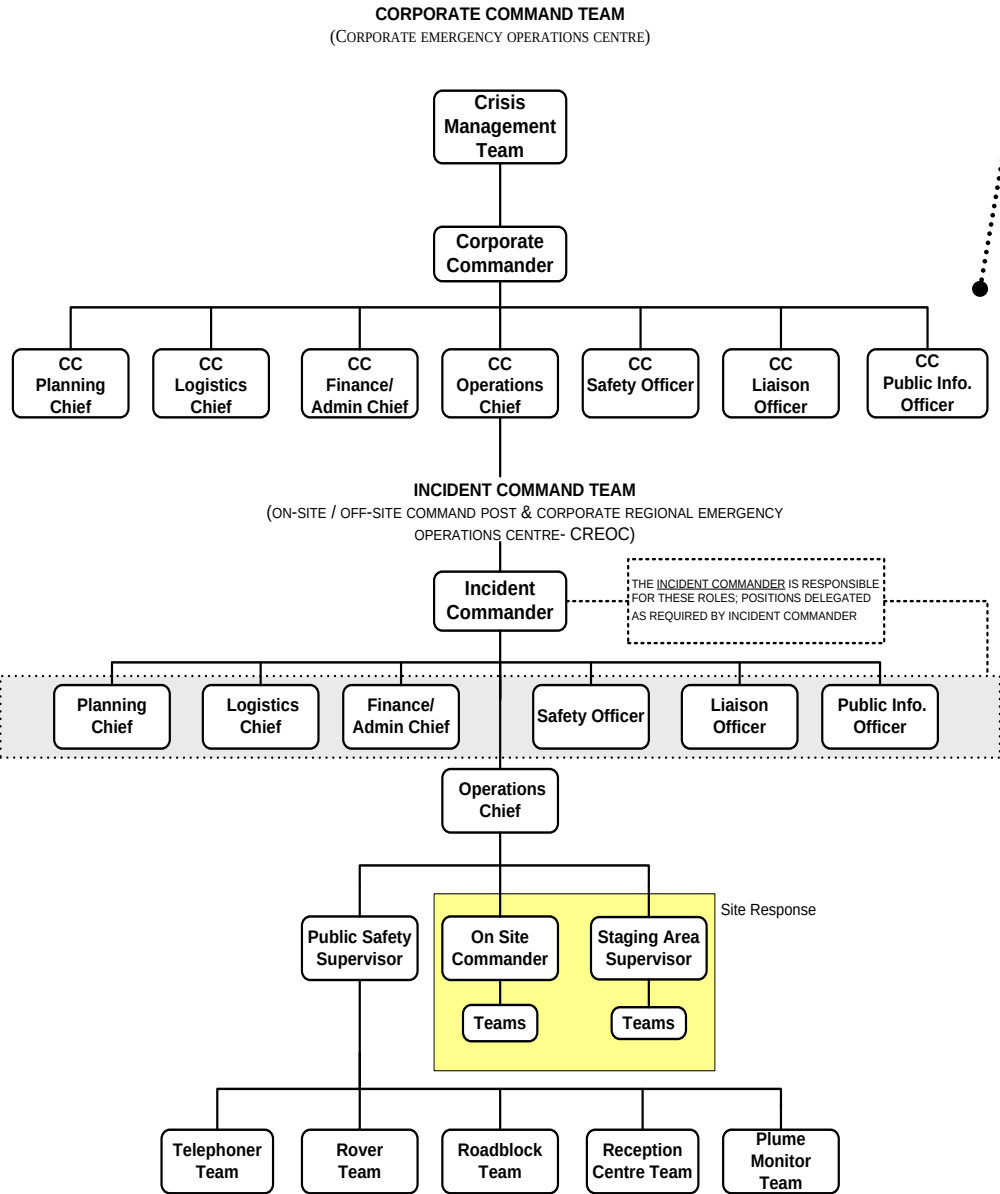
DEACTIVATION

- ☐ Deactivate your position and close out logs when authorized by the Corporate Commander.
- ☐ Complete and submit all operational logs, reports, and documents to the *Corporate Commander*.
- ☐ Clean up your work area before you leave.
- ☐ Determine from the *CC-Planning Chief* if your position will require any follow-up actions before you leave the EOC.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Sign out on EOC Sign In/Out Log.
- ☐ Be prepared to attend debriefing sessions as required



CC PUBLIC INFO OFFICER

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RESPONSIBILITY

- Implements Obsidian Energy’s Communications Plan; providing media information support and serving as the dissemination point for all Obsidian Energy media releases.
 - Ensures information releases are appropriate, consistent, accurate, and timely; and as necessary, ensures public within the affected area receives information about lifesaving procedures, health preservation instructions, relief programs and services, emergency status and other information.
- Reports to the Corporate Commander.

PRE-ACTIVATION / ACTIVATION DUTIES

- Report to the Corporate Emergency Operations Centre (EOC) when requested and Sign in on the EOC Sign In/Out Log.
 - Check-in first with the Corporate Commander:
 - Obtain a briefing on the situation (verbally followed by the Size Up The Situation Form) and incident objectives from the Corporate Commander.
 - Check-in with the CC-Planning Chief:
 - Obtain a briefing and information on the EOC’s Safety and Evacuation Plan.
 - Clarify any issues regarding your authority and assignment and what others in the organization do.
 - Determine your EOC position’s 24-hour staffing requirements and request additional support as required and determine operating location within the EOC and setup as necessary. Determine what job aids your position may require:
 - Notification and Contact Lists / Emergency Response Plan / Maps
 - Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)
 - Make sure family members know where you are and how to contact you and vice versa.
 - Check-in with the CC-Liaison Officer.
 - Obtain briefing on on-site and external communications capabilities and restrictions.
 - Make any priorities or special requests known.

ON-GOING DUTIES

- Review the following CC-Public Information Officer cycle checklist to ensure position compliance/responsibilities are understood:
 - Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - Implement the Obsidian Energy Communications Plan
 - Assign CC- Public Information Team roles and responsibilities; conduct call-out.
 - Ensure CC-Public Information Team has access to operations and technical information in a timely, accurate and anticipatory way so that inquiries can be answered and proactive statements can be made to build credibility with all audiences.
 - Direct media response and monitoring at Corporate Command.
 - Advise the Corporate Commander and Incident Command Public Information Officer on media, public and community affairs issues.
 - Facilitate the exchange of information between the Incident Command Public Information Officer and CC-Public Information Team.
 - Ensure media concerns are clearly and accurately identified / addressed.
 - Monitor communications-related issues and incorporate into communications plans and activities.
 - Ensure communication channels are established and maintained with appropriate stakeholders.
 - Ensure all other external requests are re-directed to appropriate recipient.
 - Assist Executive Group and RCMP in handling all aspects of notification of Next-of-Kin (company personnel).
 - Assist Corporate Command team members as needed and assist with Post Emergency notifications.
 - Compile, submit situation reports in area of responsibility. Identify, prioritize, and forward to the Corporate Commander:
 - Potential threat to life, property or environment or heavy financial impact.
- If emergency is continuing, then start checklist again at the beginning of On-Going Duties, referencing Shift Change as required, otherwise proceed to Deactivation for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- Prepare, submit situation report on your activities.
- Communicate your Shift Change to the appropriate above and below responders.
- Shift Change:
 - Fully brief your relief on events and status of actions being taken and ensure that in-progress activities are identified and follow-on requirements are known.
 - Give your logs and records to your replacement.
 - If leaving the EOC, sign out on EOC Sign In/Out Log.

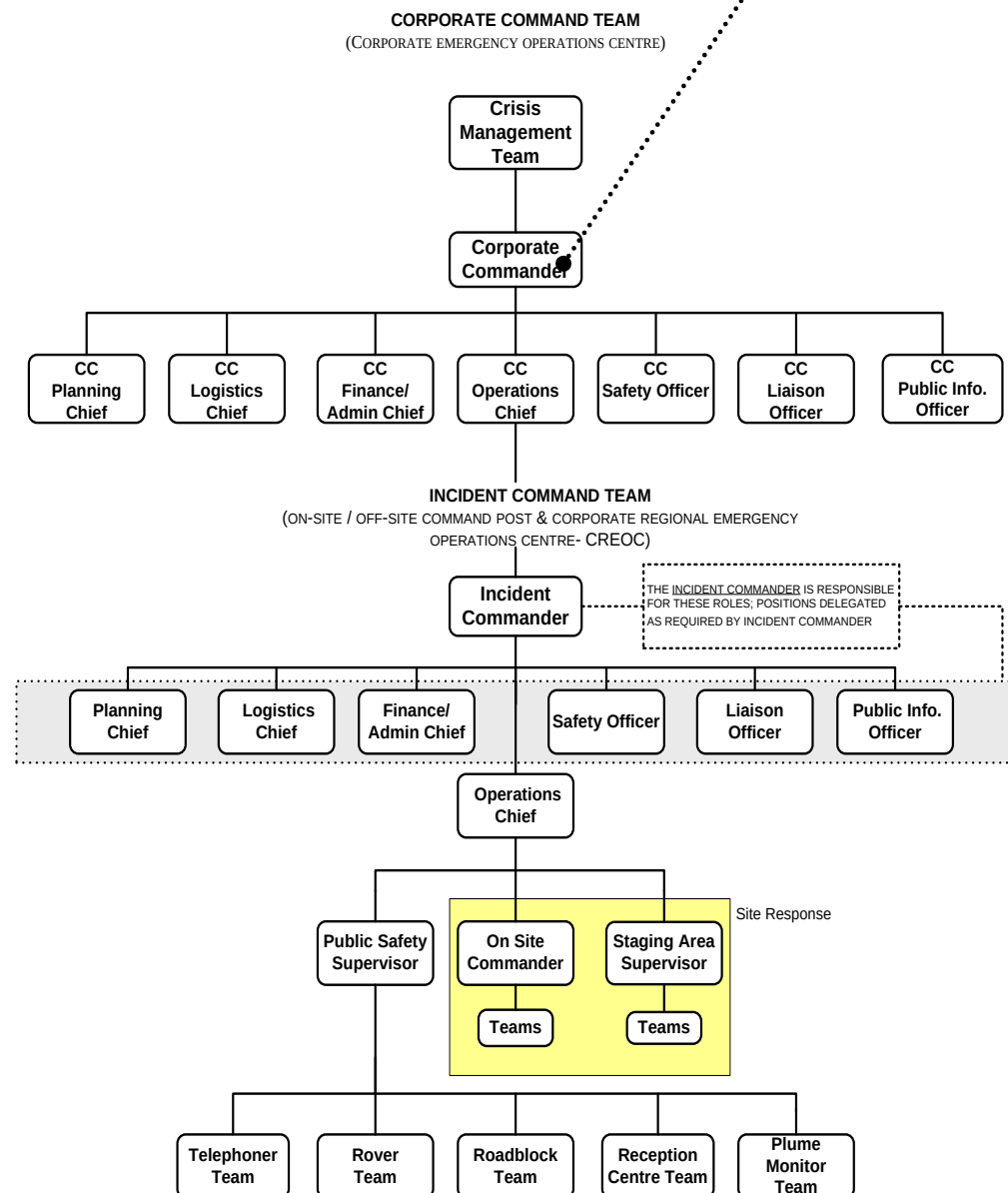
DEACTIVATION

- Deactivate your position and close out logs when authorized by the Corporate Commander.
- Complete and submit all operational logs, reports, and documents to the Corporate Commander then clean up your work area before you leave.
- Determine from the CC-Planning Chief if your position will require any follow-up actions before you leave the EOC.
- Leave forwarding phone number where you can be reached.
- Sign out on EOC Sign In/Out Log.
- Be prepared to attend debriefing sessions as required



CC OPERATIONS CHIEF

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RESPONSIBILITY

- ☐ Within policies and procedures established by the *Corporate Commander*, assumes responsibility for executing "approved" [Action Plan\(s\)](#).
- ☐ Responsible for all tactical command and coordination of incident response assets in the assistance and support of the field *Incident Commanders*.
- ☐ Ensure that operational objectives and assignments identified [Action Plan\(s\)](#) are carried out effectively.
- ☐ Monitors field operations; ensures necessary operational support is provided when and where required; allocates resources.
- ☐ **Reports to Corporate Commander**

ACTIVATION DUTIES

- ☐ Report to the Corporate Emergency Operations Centre (EOC) when requested and Sign in on the EOC Sign In/Out Log.
 - ☐ Check-in first with the *Corporate Commander*:
 - ▷ Obtain a briefing on the situation (verbally followed by the [Size Up The Situation Form](#)) and incident objectives from the *Corporate Commander*.
 - ☐ Check-in with the *CC-Planning Chief*:
 - ▷ Obtain a briefing and information on the EOC's Safety and Evacuation Plan.
 - ▷ Clarify any issues regarding your authority and assignment and what others in the organization do.
 - ☐ Determine your EOC position's 24-hour staffing requirements and request additional support as required.
 - ☐ Determine operating location within the EOC and setup as necessary.
 - ☐ Determine what job aids your position may require:
 - ▷ Notification and Contact Lists / Emergency Response Plan / Maps
 - ▷ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)
 - ☐ Make sure family members know where you are and how to contact you and vice versa.
 - ☐ Check-in with the *CC-Liaison Officer*.
 - ▷ Obtain briefing on on-site and external communications capabilities and restrictions.
 - ▷ Make any priorities or special requests known.

ON-GOING DUTIES

- ☐ Review the following *CC-Operations Chief* cycle checklist to ensure position compliance/responsibilities are understood:
 - ☐ Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - ☐ Communicate information to the *Corporate Commander* as it becomes available.
 - ☐ Review, with the *Incident Commander*, the degree of success of the previous [Action Plan\(s\)](#), then:
 - ▷ Identify further Objectives and Strategies for the next 12 hours of operations:
 - What to do and Why (for what purpose)?
 - How to do it?
 - ▷ Assist the *CC-Planning Chief* in the development, evaluation and implementation of a written [Action Plan](#) and accompanying [Site Safety and Control Plan](#) for the *Incident Commander*:
 - Assign resources to tactical objectives (consider logistics).
 - Ensure appropriate safety and personnel protective measures are implemented (utilizing the [Site Safety and Control Plan](#)). Ensure that appropriate agencies or personnel with expertise and capability to carry out the [Action Plan](#), have been or will be contacted, and who will make which contacts (organize with Span of Control not exceeding 1:7).
 - Forward the written [Action Plan](#) and [Site Safety and Control Plan](#) to the *Incident Commander* for review/approval.
 - ▷ Take Action.
 - Where applicable assist the *Incident Commander* in implementation, supervision and coordination of the plan.
 - ☐ Periodically debrief the *Corporate Commander*.
 - ☐ Notify and request either standby status or activation of the following technical/ service resources of:
 - ▷ Safety / Risk Management / Emergency Planning / HR / Environment / Communication / Security / Legal / Medical / Travel / Stress / Equipment Specialists
 - ☐ Review progress of [Action Plan\(s\)](#) with the *Corporate Commander*.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

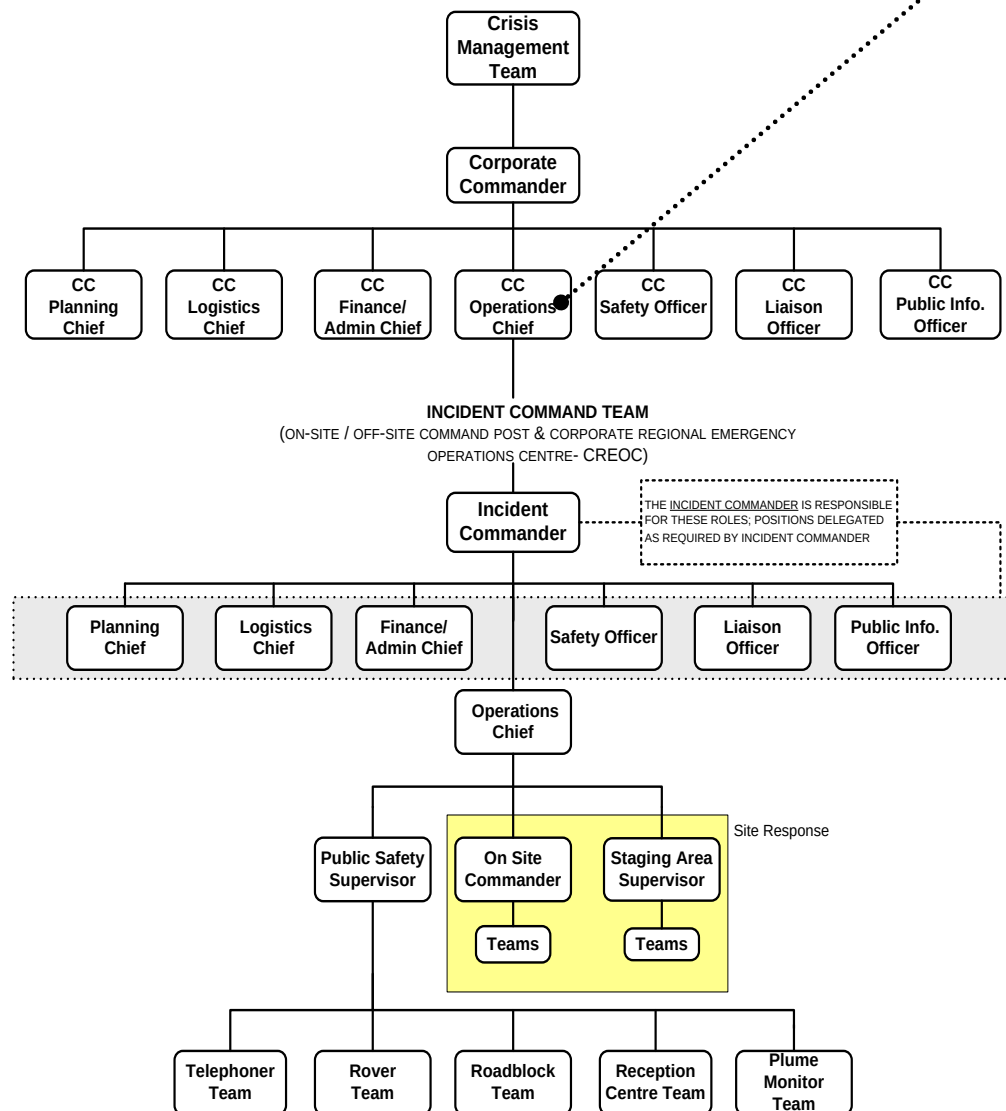
- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.
- ☐ If leaving the EOC, sign out on EOC Sign In/Out Log.



CC OPERATIONS CHIEF

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CORPORATE COMMAND TEAM
(CORPORATE EMERGENCY OPERATIONS CENTRE)



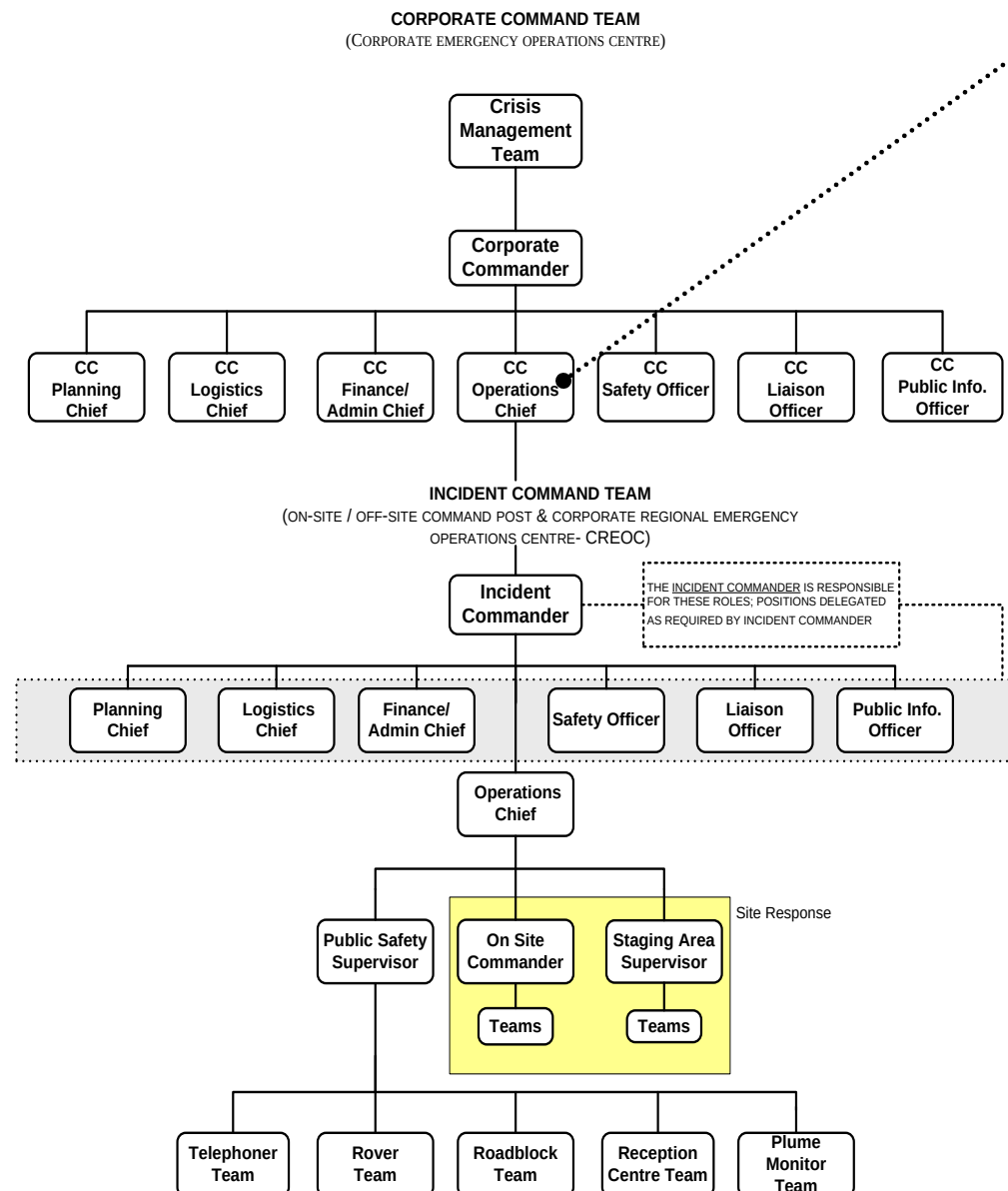
DEACTIVATION

- ☐ In consultation with the *Incident Commander* discuss if there are appropriate controls / conditions to justify a downgrade in Level of Emergency. If yes then,
 - ☐ Inform the possible declaration of a downgrade of Level of Emergency with the *Corporate Commander*.
- ☐ Follow through with Post Incident Procedures:
 - ☐ General Public Care and Assistance:
 - ☐ Prior to the "all clear" signal, confirm with the *Incident Commander* that all evacuated areas are safe to re-enter. This may involve such activities as:
 - Ensuring all equipment and debris are removed from public roadways.
 - Cordoning off the incident area to isolate any remaining hazards.
 - Checking low-lying areas/basements for contamination, if a toxic leak has occurred.
 - ☐ Ensure all evacuees are promptly notified once the call down is given.
 - ☐ Assist Incident Command staff in the co-ordination of the return of any evacuees to the area. Ensure the evacuees receive any assistance they may require.
 - ☐ Maintain security in any evacuated areas until the evacuees have returned and the residences / businesses in the area have been reoccupied.
 - ☐ Ensure that a senior Obsidian Energy representative will liaison with the residents.
 - ☐ Ensure the affected residents are provided with post-incident company contacts and telephone numbers. If the emergency has impacted a large number of residents or has caused significant damage to private property or the environment, a temporary area Public Relations office should be established.
 - ☐ Ensure that a follow-up meeting with the residents to clearly explain the cause of the incident and to address their concerns. Organize traumatic incident counselling as required.
 - ☐ Ensure resident expense / damage claims have been collected and are processed in a timely manner.
 - ☐ Cleanup and Repair Activities:
 - ☐ If a serious injury or death has occurred, the scene must be left undisturbed, as much as possible, until the appropriate authorities can complete an investigation of the site.
 - ☐ During Subsequent Cleanup Operations:
 - Ensure that the incident site is cordoned off; for any subsequent investigations by the police, insurance representatives or Obsidian Energy personnel.
 - Ensure priority is given to clearing debris and restoring the site to normal operating conditions after government and Obsidian Energy investigations are complete.
 - Ensure any roadblock or detour control locations are left in a clean condition and all safety equipment is returned.
 - Ensure all safety equipment is cleaned and inspected prior to returning it to its normal storage location.
 - Utilize all available staff for the cleanup and repair activities and resumption of normal operations.
 - ☐ Documentation, Collection and Storage:
 - ☐ Forward documentation to the *Corporate Commander*.
 - ☐ If practical, photograph or videos tape the incident site.
 - ☐ Ensure all statements, event logs; forms and documentation on the incident remain securely stored following the incident.
 - ☐ **Critical Incident Stress** Debriefing:
 - ☐ If required, participate in scheduled stress debriefings.
- ☐ Deactivate your position and close out logs when authorized by the Corporate Commander.
- ☐ Complete and submit all operational logs, reports, and documents to the *Corporate Commander*.
- ☐ Clean up your work area before you leave.
- ☐ Determine from the *CC-Planning Chief* if your position will require any follow-up actions before you leave the EOC.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Sign out on EOC Sign In/Out Log.
- ☐ Be prepared to attend debriefing sessions as required



CC OPERATIONS CHIEF

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THIRD PARTY INVESTIGATIONS

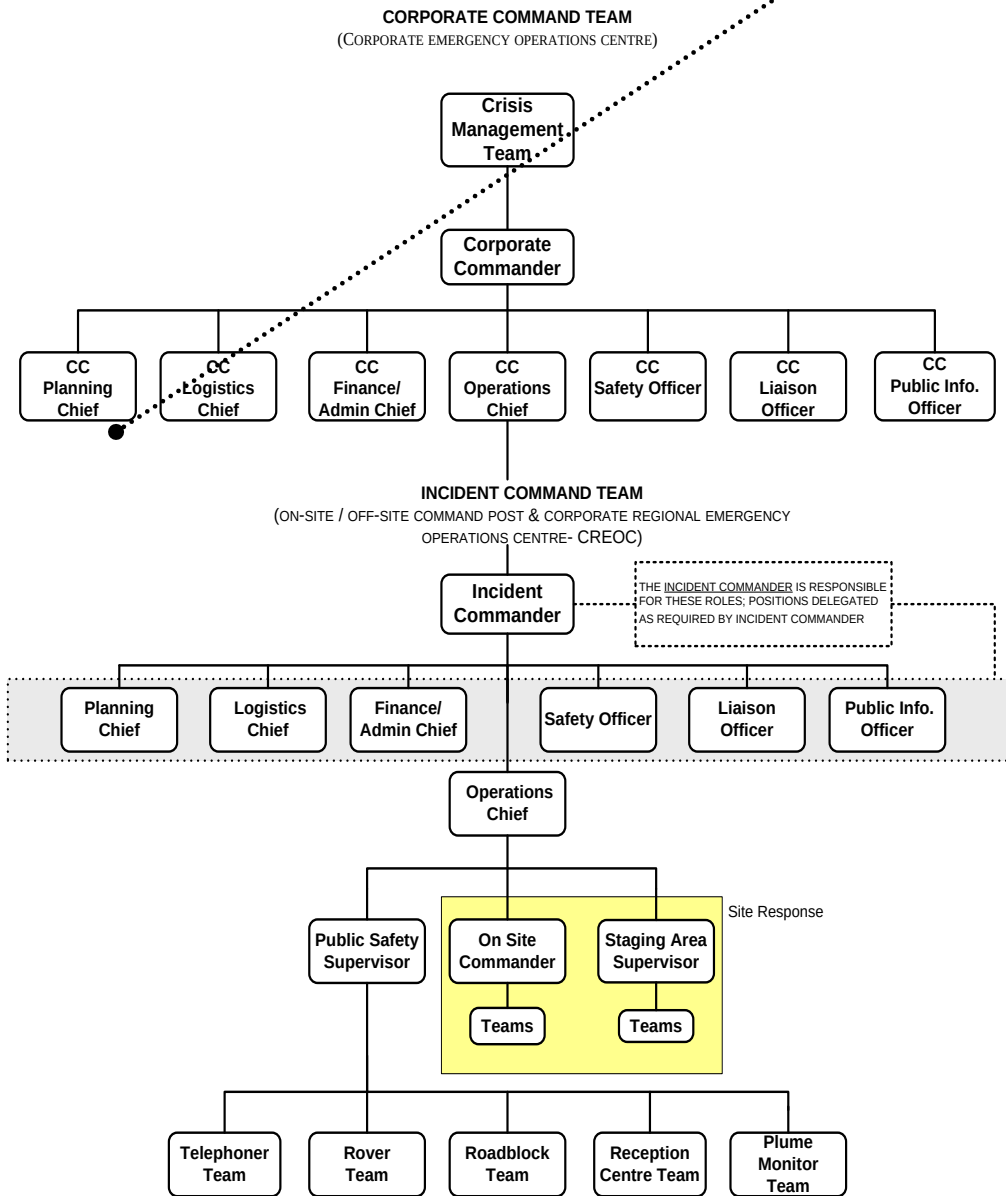
- ☐ Third party investigators such as Police, government agencies and insurance companies may be required to investigate an incident site.
 - ☐ It is important to co-operate with third party investigators. However, company personnel should be aware of the corresponding corporate guidelines.
 - ▷ Obtain the name, title, address and telephone number of all Inspectors from the *Incident Commander* and forward to the *Corporate Commander*.
 - ▷ Ensure an Obsidian Energy representative accompanies the Inspector at all times.
 - Never leave an Inspector unattended.
 - ▷ Only give the inspectors the information they request.
 - Avoid offering additional information.
 - Limit the tour to the specific area the Inspector wishes to investigate.
 - ▷ Document all items of evidence that the Inspector has retained.
 - Where possible, keep copies of the evidence provided to the Inspectors.
 - ▷ Wait until legal counsel is present before answering questions where the Inspector indicates that any statements may be used as evidence or indicates that you have the right to counsel.

POST INCIDENT INVESTIGATIONS

- ☐ Once the emergency status has been removed, the *Corporate Commander* will appoint a team to investigate the incident. This investigation team will consist of appropriate management and technical specialists as required.
- ☐ An Incident Summary and/or Post-Incident Report will be developed
- ☐ The objective of the incident summary and/or post-incident report will be to analyze and evaluate the incident in order to establish a cause, to provide advice on how to prevent a reoccurrence of the event and to make recommendations on procedures that will improve Obsidian Energy's emergency response efforts in the future.
- ☐ The incident summary and/or post-incident report should meet the requirements as outlined in [Section 4.0 Quick Guides](#) or at a minimum should include:
 - ☐ A review of the events leading up to the incident,
 - ☐ An analysis of the on-site remedial procedures, including an evaluation of the safety standards applied, the effectiveness of the notification and communications systems (internal and external).
 - ☐ An appraisal of the effectiveness of any Media or Public Relations efforts,
 - ☐ An assessment of any potential legal or environmental issues that may be raised as a result of the incident or as a result of Obsidian Energy's response efforts, and
 - ☐ A summary of current and future costs.
 - ▷ The post-incident investigation report should outline the strengths and weaknesses of company's response. This report will be directed to the attention of the *Corporate Commander*. It will be their responsibility to ensure all recommendations for improvements to the Emergency Response Plan(s) are incorporated where appropriate and promptly communicated to Obsidian Energy staff.



CC PLANNING CHIEF
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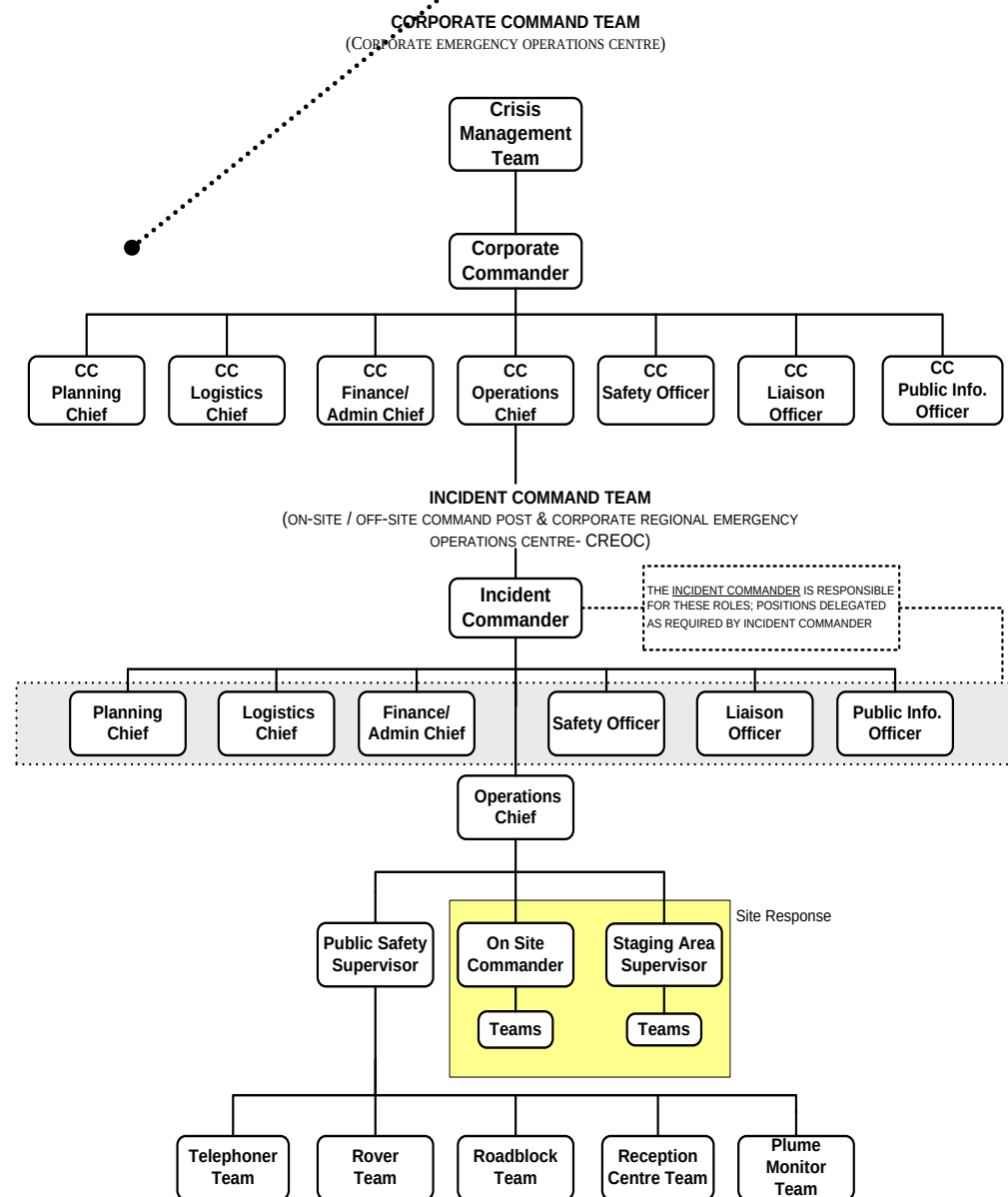


RESPONSIBILITY
Directs, supervises the Corporate Emergency Operations Centre (EOC) and the incident action planning process, typically thinking 12 to 36 hours ahead; anticipates future events and requirements and advises the <i>Corporate Commander</i> of what action needs to be taken; recommends priorities for allocating corporate resources. Records and displays data for information, planning and programming, allocation and justification; documents, maintains records of all EOC actions. Manages critical information requirements providing: Past information (collects, evaluates, disseminates, and documents information about the incident), Present information (compiles damage assessment) and Future information (develops recovery plans) about the situation and resources committed. Under the <i>CC-Planning Chief</i> the Planning Section may consist of the following units: EOC Support. Damage Assessment. Situation Analysis Unit. Documentation Unit. Extended Operations Planning. Demobilization. Technical Specialists. Reports to the <i>Corporate Commander</i>.
PRE-ACTIVATION / ACTIVATION DUTIES
Once notified by the on-call <i>Corporate Commander</i>. If required, proceed to the EOC or designated alternate location to direct Corporate Command actions. Notify and assemble primary and secondary Corporate Command response personnel (as required) at the EOC. Contact of the company Legal/Insurance Group – Finance and Administration Chief is mandatory for serious injury incidents which includes: An injury that results in death; Amputation other than a portion of a finger or toe; Loss of sight in an eye; Internal haemorrhage; Third degree burns; An injury that results in paralysis (permanent loss of function). Sign in on the EOC Sign In/Out Log. Check-in <u>first</u> with the <i>Corporate Commander</i>: Obtain a briefing on the situation (verbally followed by the Size Up The Situation Form) and incident objectives from the <i>Corporate Commander</i>. Determine operating location within the EOC and setup as necessary. Develop an EOC Safety and Evacuation Plan. Clarify any issues regarding Corporate Command Team member authority and assignments and what others in the organization do. Determine your EOC position's 24-hour staffing requirements and request additional support as required. Determine what job aids your position may require: Notification and Contact Lists / Emergency Response Plan / Maps Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.) Make sure family members know where you are and how to contact you and vice versa. Check-in with the <i>CC-Liaison Officer</i>. Obtain briefing on on-site and external communications capabilities and restrictions. Make any priorities or special requests known.



CC PLANNING CHIEF

PAGE 2 OF 2



ON-GOING DUTIES

- ☐ Review the following *CC-Planning Chief* cycle checklist to ensure position compliance/responsibilities are understood:
 - ☐ Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - ☐ As direct by the *Corporate Commander*, notify and assemble tertiary Corporate Command response personnel (as required) at the EOC.
 - ☐ Communicate information to the *Corporate Commander* as it becomes available.
 - ☐ Working with the, *Corporate Commander* and *Crisis Management Team*, establish workable procedures that will aid in the planning process by providing:
 - ☐ Current information that accurately describes the incident situation and resource status.
 - ☐ Predictions of the probable course of events in incident dynamics and mitigation.
 - ☐ Alternate strategies for all vital Incident Objectives.
 - ☐ Accurate, workable/realistic *Action Plan(s)* for the next operational period.
 - ☐ With the *Corporate Commander*, *CC-Operations Chief* and *CC-Safety Officer* develop a written *Action Plan* for the *Incident Commander*:
 - ☐ Understand the Situation / Understand Identified Contingencies / Determine Objectives / Determine Strategies / Identify Needed Resources
 - ☐ Develop the *Action Plan* with an accompanying *Site Safety and Control Plan*
 - Assign resources to tactical objectives (consider logistics).
 - Ensure appropriate safety and personnel protective measures are implemented (organize with Span of Control not exceeding 1:7)
 - Ensure that appropriate agencies or personnel with expertise and capability to carry out the *Action Plan*, have been or will be contacted, and who will make which contacts.
 - ☐ Ensure the *Corporate Commander* or *CC-Operations Chief* has forwarded the written *Action Plan* and accompanying *Site Safety and Control Plan* to the *Incident Commander* for review/approval.
 - ☐ Notify and request either standby status or activation of technical specialists as required.
 - ☐ Safety / Risk Management / Emergency Planning / Human Resources / Environment / Communication / Security / Legal / Medical / Travel / Critical Incident Stress Debriefing / Equipment / Product Specialists.
 - ☐ Review, with the *Corporate Commander* or *CC-Operations Chief*, the degree of success of the previous *Action Plan(s)*. Then discuss further objectives (tasks to be done), action plans and priorities for the next 12 hours of operations.
 - ☐ Assist the *Corporate Commander* with notifying and assembling replacement personnel for next shift(s), if incident lasts longer than one (1) day.
 - ☐ Assist Corporate Command team members as needed.
 - ☐ Assist with post emergency notifications.
 - ☐ Compile, submit situation reports in area of responsibility. Identify, prioritize, and forward to the *Corporate Commander*:
 - ☐ Potential threat to life, property or the environment or heavy financial impact.
 - ☐ Working with the *Corporate Commander*, notify and assemble replacement personnel for next shift, if incident lasts longer than one (1) day.
 - ☐ Emergency response team members may experience a wide array of stresses. They may have experienced the death or serious injury of a co-worker or witnessed distressing sights, such as mass casualties of workers or members of the public.
 - ☐ They are subject to ongoing occupational stresses such as time pressures, responsibility overload, physical demands, mental demands, emotional demands, limited resources and high expectations from others.
 - ☐ They may be exposed to extreme working conditions related to hazardous environments or extreme weather conditions.
 - ☐ During the emergency, workers in high-stress assignments should be routinely rotated. In cases where manpower is limited, team members should alternate from high-stress positions to lower-stress positions.
 - ☐ Fifteen to thirty minute rest periods should be scheduled every two hours during an emergency situation for all team members. If possible, team members should be provided with:
 - Shelter from weather / Dry clothes / A place to sit or lie down away from the scene / Warm food, high protein snacks and juices.
 - An opportunity to share their feelings with co-workers.
- ☐ If emergency is continuing, then start checklist again at the beginning of ***On-Going Duties***, referencing ***Shift Change*** as required, otherwise proceed to ***Deactivation*** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken and ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.
- ☐ If leaving the EOC, sign out on the EOC Sign In/Out log.

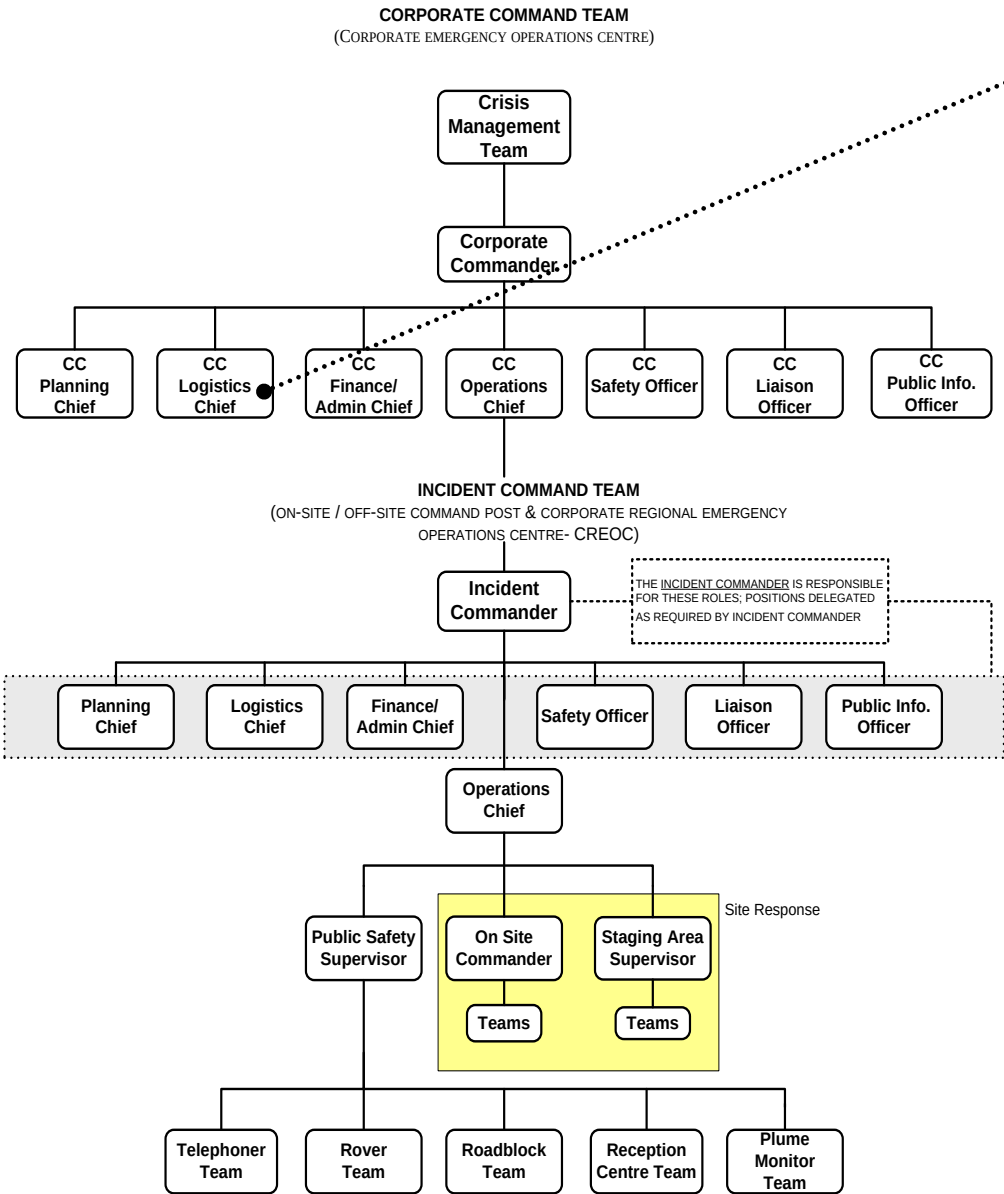
DEACTIVATION

- ☐ Deactivate your position and close out logs when authorized by the *Corporate Commander*.
- ☐ Gather and complete and submit all operational logs, reports, and documents from the *Corporate Commander*.
- ☐ Clean up your work area before you leave.
- ☐ Assign Corporate Command Team follow-up actions before team members leave the EOC.
- ☐ Leave forwarding phone number with the *Corporate Commander* where you can be reached.
- ☐ Sign out on EOC Sign In/Out log".
- ☐ Be prepared to attend debriefing sessions as required



CC LOGISTICS CHIEF

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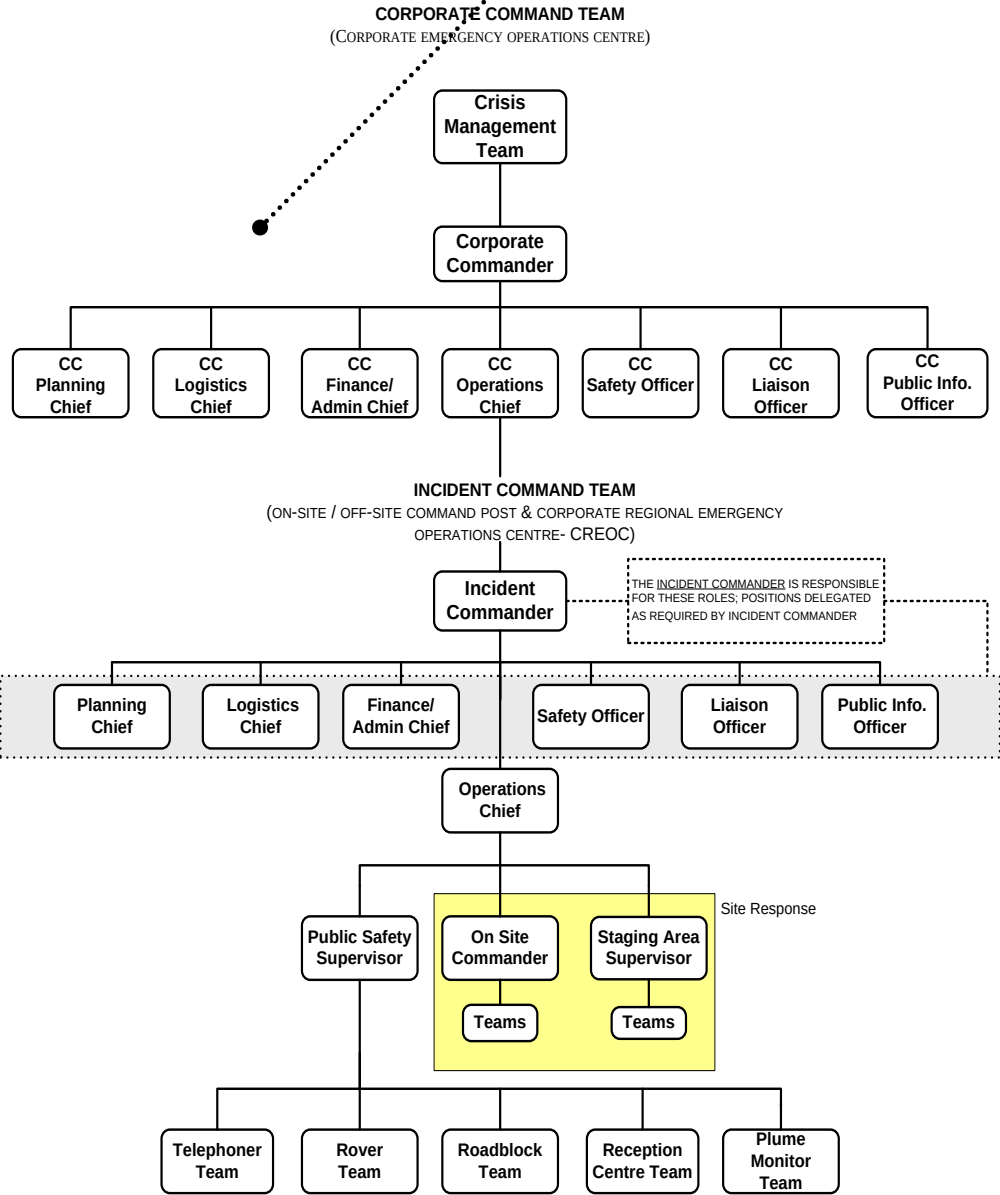


RESPONSIBILITY
☐ Develops logistics plan to support operations and provides overall resource support to emergency incident sites; includes ordering supplies, communications, facilities, equipment and personnel to all activities, and facilities making up the emergency operations system. ☐ Establishes and maintains lists of personnel, supplies, and materials, which might be required to support the emergency/disaster. ☐ Under the <i>CC-Logistics Chief</i> the Logistics Section may consist of the following branches and units: ☐ The Service Branch: Communications; Medical; Food or Travel Units. ☐ The Support Branch: Supply or Facilities Units. ☐ Reports to the Corporate Commander.
PRE-ACTIVATION / ACTIVATION DUTIES
☐ Report to the Corporate Emergency Operations Centre (EOC) when requested and Sign in on the EOC Sign In/Out Log. ☐ Check-in <u>first</u> with the <i>Corporate Commander</i>: ☐ Obtain a briefing on the situation (verbally followed by the Size Up The Situation Form) and incident objectives from the <i>Corporate Commander</i>. ☐ Check-in with the <i>CC-Planning Chief</i>: ☐ Obtain a briefing and information on the EOC's Safety and Evacuation Plan. ☐ Clarify any issues regarding your authority and assignment and what others in the organization do. ☐ Determine your EOC position's 24-hour staffing requirements and request additional support as required. ☐ Determine operating location within the EOC and setup as necessary. ☐ Determine what job aids your position may require: ☐ Notification and Contact Lists / Emergency Response Plan / Maps ☐ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.) ☐ Make sure family members know where you are and how to contact you and vice versa. ☐ Check-in with the <i>CC-Liaison Officer</i>. ☐ Obtain briefing on on-site and external communications capabilities and restrictions. ☐ Make any priorities or special requests known.



CC LOGISTICS CHIEF

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ON-GOING DUTIES

- Review the following *CC-Logistics Chief* cycle checklist to ensure position compliance/responsibilities are understood:
 - Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - Communicate information to the *Corporate Commander* as it becomes available.
 - Where required assign a *Service Branch Supervisor* to oversee the following:
 - Communications
 - Determine communication requirements.
 - Coordinates the requisition, acquisition, distribution and testing of communications equipment.
 - Coordinates maintenance of communications equipment.
 - Medical Aid
 - Ensure there are adequate medical aid capabilities and transportation for incident assigned injured and ill personnel.
 - Food
 - Determine food and water requirements (what is the number of personnel assigned to the incident).
 - Determine fixed-feeding locations.
 - Plan menus.
 - Coordinates food ordering.
 - Coordinates cooking facilities and cooking, servicing and general maintenance of the food service areas.
 - Travel/Transportation
 - Coordinates transportation assets for other services.
 - Coordinates transporting replacement personnel.
 - Where required assign a *Support Branch Supervisor* to oversee the following:
 - Supply
 - Determine supply and any special needs services requirements.
 - Recommends support and supply priorities and controlled supply rates.
 - Coordinates the requisition, acquisition, and storage of supplies and equipment, and the maintenance of material records.
 - Ensures adequate accountability and security of supplies and equipment.
 - Coordinates and monitors the collection and distribution of excess, surplus, and salvage supplies and equipment.
 - Distributing/coordinating donated goods and services.
 - Facilities
 - Provide and set up feeding areas.
 - Provide and set up sleeping/sheltering areas.
 - Provide and set up sanitation/shower areas.
 - Provide and set up lighting units, etc.
 - Maintenance
 - Monitors and analyzes the equipment-readiness status.
 - Determines maintenance workload requirements.
 - Coordinates equipment recovery and evacuation operations.
 - Determines maintenance time lines.
 - Assist Corporate Command team members as needed and assist with Post Emergency notifications.
 - Compile, submit situation reports in area of responsibility. Identify, prioritize, and forward to the *Corporate Commander*:
 - Potential threat to life, property or environment or heavy financial impact.
- If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- Prepare, submit situation report on your activities.
- Communicate your Shift Change to the appropriate above and below responders.
- Shift Change:
 - Fully brief your relief on events and status of actions being taken.
 - Ensure that in-progress activities are identified and follow-on requirements are known.
 - Give your logs and records to your replacement.
- If leaving the EOC, sign out on EOC Sign In/Out Log.

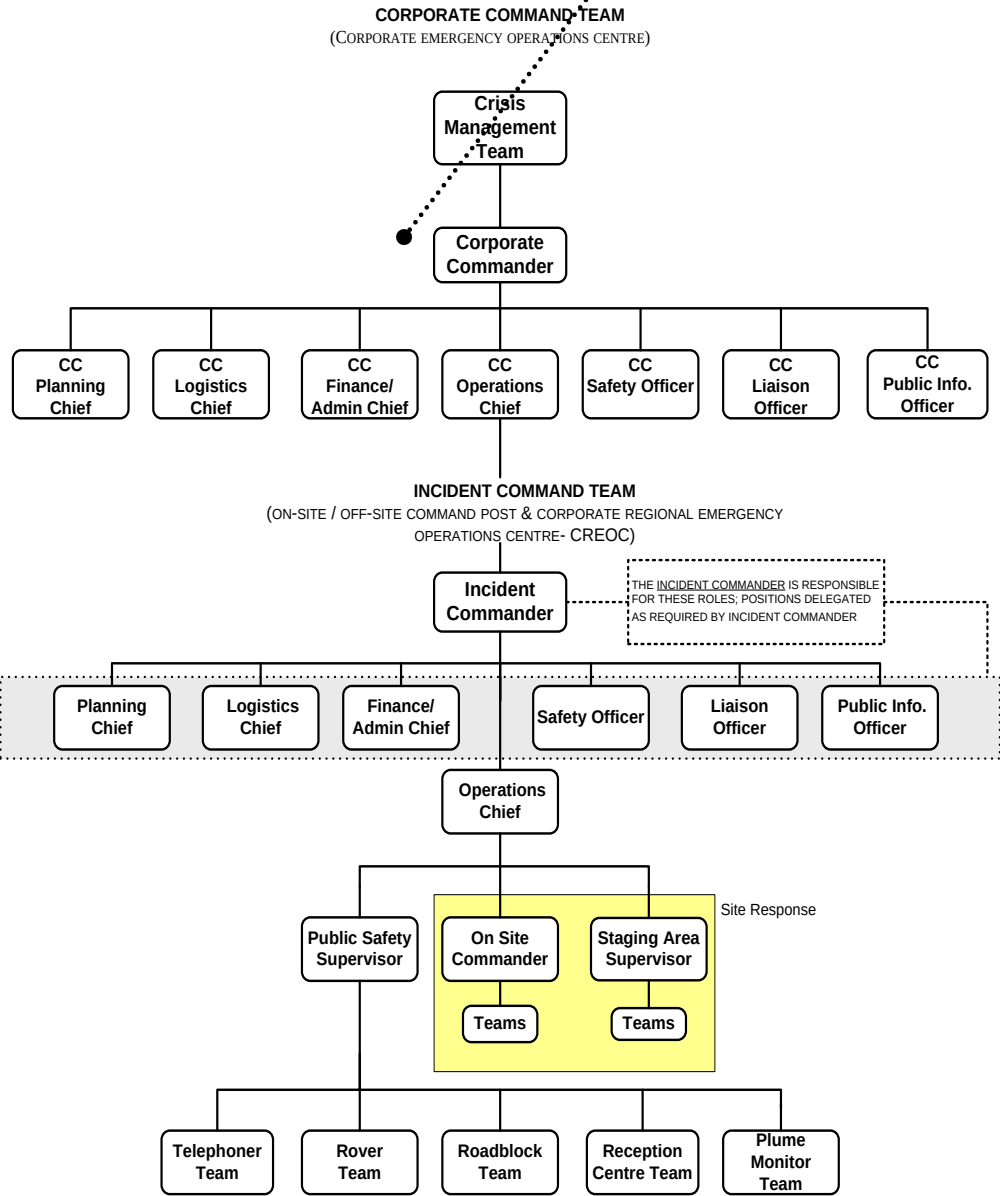
DEACTIVATION

- Deactivate your position and close out logs when authorized by the *Corporate Commander*.
- Complete and submit all operational logs, reports, and documents to the *Corporate Commander*.
- Clean up your work area before you leave.
- Determine from the *CC-Planning Chief* if your position will require any follow-up actions before you leave the EOC.
- Leave forwarding phone number where you can be reached.
- Sign out on EOC Sign In/Out Log.
- Be prepared to attend debriefing sessions as required.



CC FINANCE & ADMIN CHIEF

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RESPONSIBILITY

- ☐ Provides monetary, insurance, legal, risk and human resources related administrative functions to support emergency operations and to preserve vital records documenting work performed and associated costs in the event of disaster or major emergency.
- ☐ **Reports to the Corporate Commander.**

PRE-ACTIVATION / ACTIVATION DUTIES

- ☐ Report to the Corporate Emergency Operations Centre (EOC) when requested and Sign in on the EOC Sign In/Out Log.
 - ☐ Check-in first with the *Corporate Commander*:
 - ☐ Obtain a briefing on the situation (verbally followed by the [Size Up The Situation Form](#)) and incident objectives from the *Corporate Commander*.
 - ☐ Check-in with the *CC-Planning Chief*:
 - ☐ Obtain a briefing and information on the EOC's Safety and Evacuation Plan.
 - ☐ Clarify any issues regarding your authority and assignment and what others in the organization do.
 - ☐ Determine your EOC position's 24-hour staffing requirements and request additional support as required.
 - ☐ Determine operating location within the EOC and setup as necessary.
 - ☐ Determine what job aids your position may require:
 - ☐ Notification and Contact Lists / Emergency Response Plan / Maps
 - ☐ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)
 - ☐ Make sure family members know where you are and how to contact you and vice versa.
 - ☐ Check-in with the *CC-Liaison Officer*.
 - ☐ Obtain briefing on on-site and external communications capabilities and restrictions.
 - ☐ Make any priorities or special requests known.

ON-GOING DUTIES

- ☐ Review the following *CC-Finance and Administration Chief* cycle checklist to ensure position compliance/responsibilities are understood:
 - ☐ Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - ☐ Communicate information to the *Corporate Commander* as it becomes available.
 - ☐ Where required assign an Insurance, Risk, Legal, Human Resources or Compensation Unit Leader.
 - ☐ Implement resource control procedures and serve as the primary fund-certifying officer. Identify funding sources and ceilings for operations; control and distribute funding authority to subordinate business officers and ordering officers, and supervise disbursement of funds, expense (cost) factors, cost capturing, and statistics.
 - ☐ Provides assistance to the staff to ensure the most cost-advantageous and effective methods of purchasing commercial products and services within fiscal and regulatory constraints.
 - ☐ Coordinate / participate in external investigation/adjustment of all insurance claims involving injury, death, property, damage, loss or third party claims.
 - ☐ Define liabilities (civil and criminal) and prepare alternate decisions.
 - ☐ Coordinate proper record keeping for future legal use.
 - ☐ Provide legal counsel recommendations for Corporate Command Team / Employees (define legal obligations to Employees, Governments and Contractors).
 - ☐ Prepare appropriate paper work (insurance, regulatory, personnel, etc.).
 - ☐ Assist Corporate Command Team members as needed and assist with Post Emergency notifications.
 - ☐ Compile, submit situation reports in area of responsibility. Identify, prioritize, and forward to the *Corporate Commander*:
 - ☐ Potential threat to life, property or environment or heavy financial impact.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.
 - ☐ If leaving the EOC , sign out on EOC Sign In/Out Log.

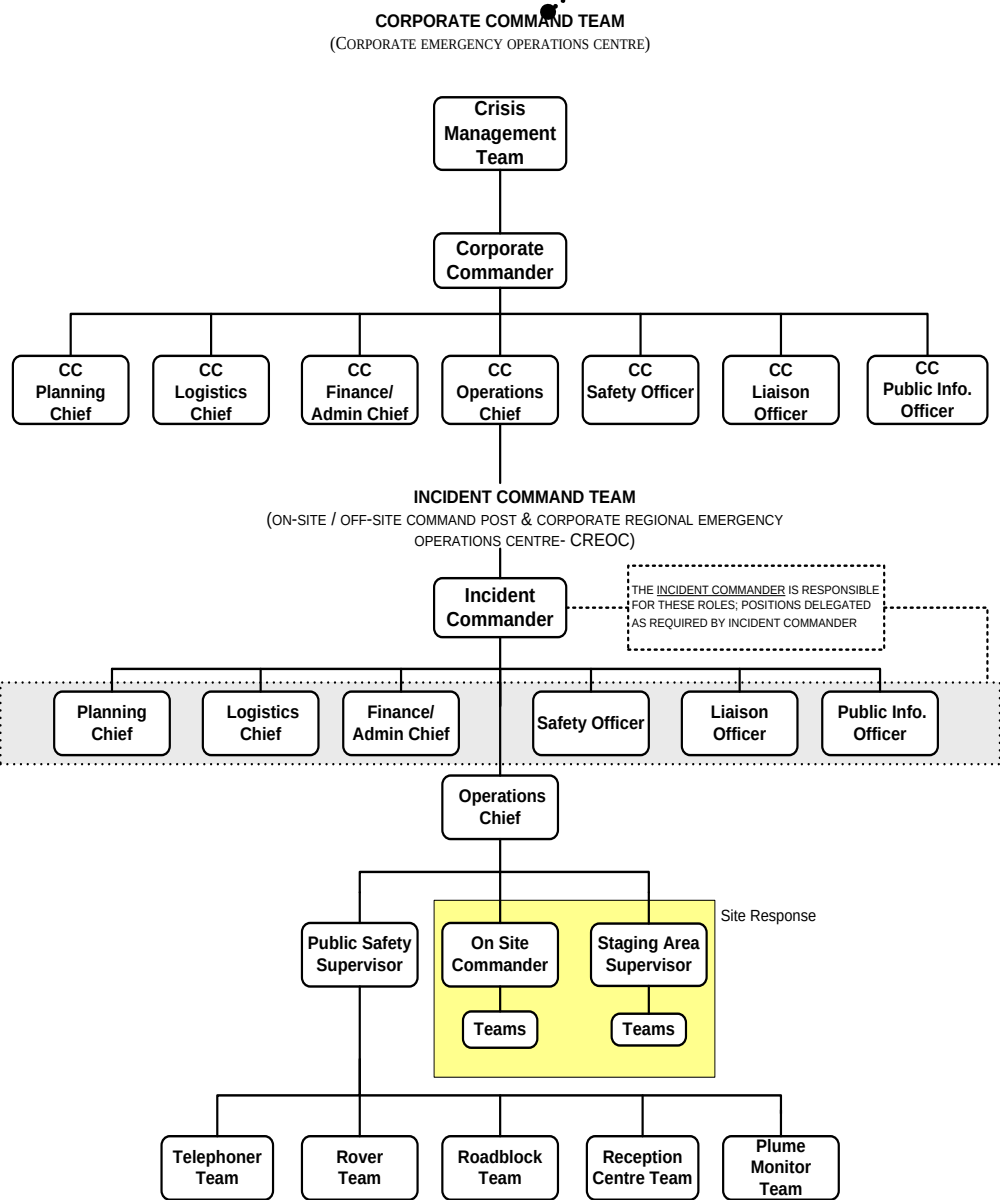
DEACTIVATION

- ☐ Deactivate your position and close out logs when authorized by the *Corporate Commander*.
- ☐ Complete and submit all operational logs, reports, and documents to the *Corporate Commander*.
- ☐ Clean up your work area before you leave.
- ☐ Determine from the *CC-Planning Chief* if your position will require any follow-up actions before you leave the EOC.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Sign out on EOC Sign In/Out Log.
- ☐ Be prepared to attend debriefing sessions as required



CRISIS MANAGEMENT TEAM

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RESPONSIBILITY

- ☐ The Crisis Management Team includes members of Senior Management.
- ☐ Develops, provides and disseminates policy guidance (media, VIPs, money, risk, etc.) and strategic direction for emergency response and recovery operations.
- ☐ Provides direction related to organizational emergencies
- ☐ Provides interface to the media and public, and liaison with provincial and federal officials as required.
- ☐ **Reports to Owners** (Parent Corporation, Board of Directors, or Shareholders) and upper management.

PRE-ACTIVATION / ACTIVATION DUTIES

- ☐ Report to the Corporate Command Centre (EOC) when requested.
- ☐ Sign in on the EOC Sign In/Out Log.
 - Check-in first with the *Corporate Commander*:
 - ▷ Obtain a briefing on the situation (verbally followed by the [Size Up The Situation Form](#)) and incident objectives from the *Corporate Commander*.
 - Check-in with the *CC-Planning Chief*:
 - ▷ Obtain a briefing and information on the EOC's Safety and Evacuation Plan.
 - ▷ Clarify any issues regarding your authority and assignment and what others in the organization do.
 - ▷ Determine your EOC position's 24-hour staffing requirements and request additional support as required.
 - ▷ Determine operating location within the EOC and setup as necessary.
 - Determine what job aids your position may require:
 - ▷ Notification and Contact Lists / Emergency Response Plan / Maps
 - ▷ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)
 - Make sure family members know where you are and how to contact you and vice versa.
 - Check-in with the *CC-Liaison Officer*.
 - ▷ Obtain briefing on on-site and external communications capabilities and restrictions.
 - ▷ Make any priorities or special requests known.

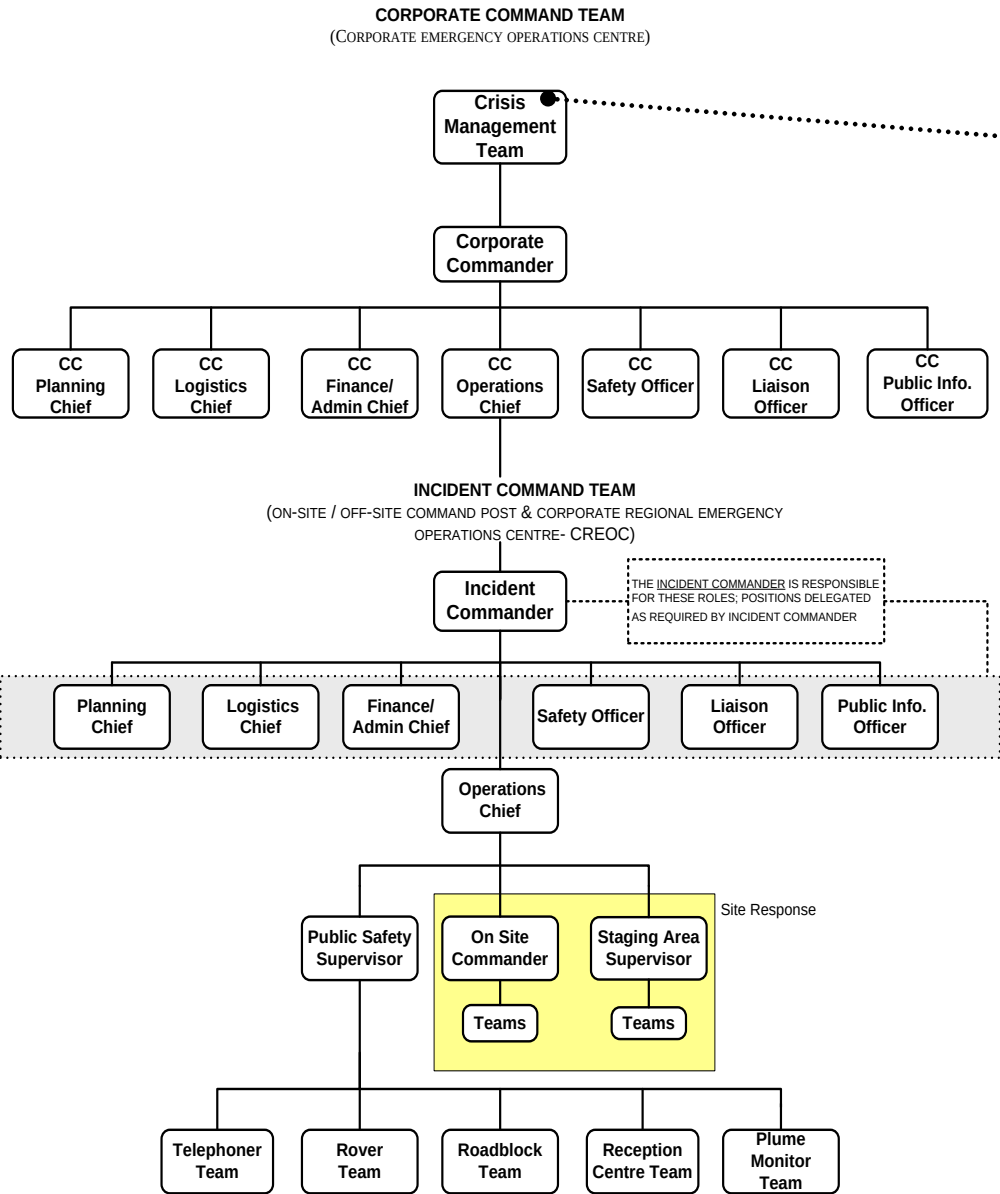
ON-GOING DUTIES

- ☐ Review the following *Crisis Management Team* cycle checklist to ensure position compliance/responsibilities are understood:
 - Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - Communicate information to the *Corporate Commander* as it becomes available.
 - Assist and provide direction to the *Corporate Commander* in decisions regarding overall field and corporate emergency management:
 - ▷ Direction, Control, and Coordination.
 - Working with the *Corporate Commander* and *CC-Planning Chief*, establish workable procedures that will aid in the planning process by providing:
 - ▷ Current information that accurately describes the incident situation and resource status.
 - ▷ Predictions of the probable course of events in incident dynamics and mitigation.
 - ▷ Alternate strategies for all vital Incident Objectives.
 - ▷ Accurate, workable/realistic [Action Plan\(s\)](#) for the next operational period.
 - Establish communication link with Obsidian Energy's President and CEO, and if directed by the Obsidian Energy President, with the Obsidian Energy Board of Directors.
 - Establish communication link with applicable contractor executives, provincial officials and federal officials as required.
 - Work with the *CC-Public Information Officer* in the development and subsequent distribution of holding statements/briefing notes/key messages to:
 - ▷ All levels of upper management
 - If required, fill the role of Obsidian Energy Spokesperson under the direction of the *CC-Public Information Officer*.
 - Assist RCMP in handling all aspects of notification of Next-of-Kin (Obsidian Energy personnel).
 - Compile, submit situation reports in area of responsibility. Identify, prioritize, and forward to the *Corporate Commander*:
 - ▷ Potential threat to life, property or the environment or heavy financial impact
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.



CRISIS MANAGEMENT TEAM

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SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.
- ☐ If leaving the EOC, sign out on EOC Sign In/Out Log.

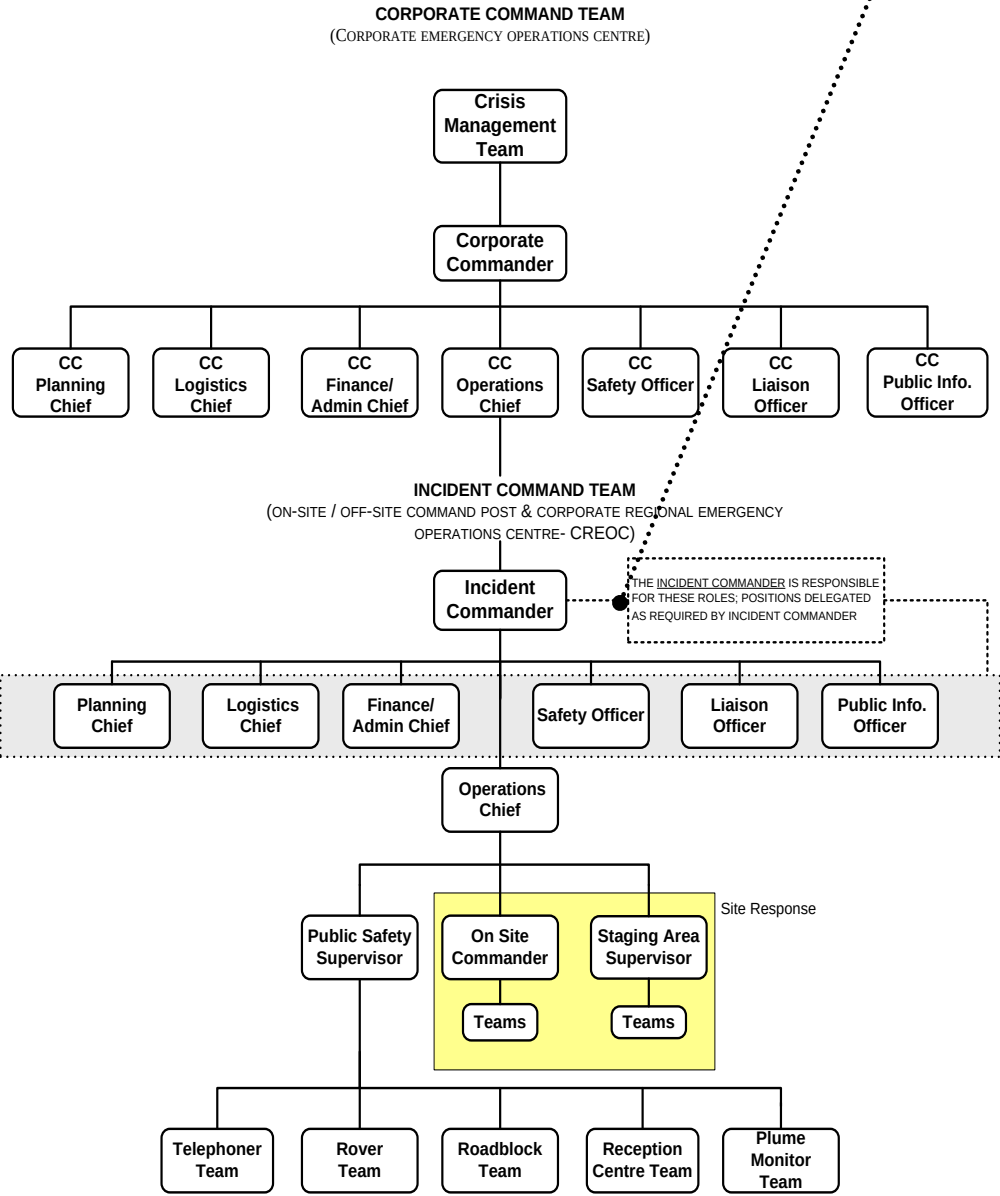
DEACTIVATION

- ☐ Follow through with Post Incident Procedures:
 - ☐ Critical Incident Stress Debriefing:
 - ▷ Under Obsidian Energy's Employee and Family Assistance Program (EFAP), Janus Associates provides professional and confidential counselling services.
 - ▷ All Obsidian Energy employees are encouraged to use this service, which is covered under the Obsidian Energy Benefits Program.
 - ▷ Janus Associates services are available 24 hours 7 days a week; (403) 269-9600.
 - ▷ Ensure the Corporate Commander has reminded Incident and Corporate Command Team staff of the availability of this service.
- ☐ Deactivate your position and close out logs when authorized by the *Corporate Commander*.
- ☐ Complete and submit all operational logs, reports, and documents to the *Corporate Commander*.
- ☐ Clean up your work area before you leave.
- ☐ Determine from the *CC-Planning Chief* if your position will require any follow-up actions before you leave the EOC.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Sign out on EOC Sign In/Out log.
- ☐ Be prepared to attend debriefing sessions as required



SAFETY OFFICER

PAGE 1 OF 1



RESPONSIBILITY

- ☐ **THE INCIDENT COMMANDER IS RESPONSIBLE FOR THIS ROLE, POSITION ACTIVATED AS REQUIRED.**
- ☐ Assess unsafe situations and develop measures for assuring Personnel safety. **The Safety Officer has the authority to stop and/or prevent unsafe acts.**
- ☐ Confirms safety authorities (WCB, OH&S / Workplace Health & Safety, etc.) and applicable departments have been notified.
- ☐ Ensures implementation of safety measures (worker evacuation, PPE, etc.) and monitoring and recording of personnel exposures to hazardous products.
- ☐ Supports accident investigations; recommends corrective action; preparation of accident report.
- ☐ **Reports to the Incident Commander.**

ACTIVATION DUTIES

- ☐ Report to the On-Site Command Post (OSCP) or Corporate Regional Emergency Operations Centre (CREOC) when requested.
 - ☐ Check-in first with the *Incident Commander*:
 - ▷ Obtain a briefing on the situation (verbally followed by the [Size Up The Situation Form](#)) and incident objectives from the *Incident Commander*.
 - ☐ Check-in with the *Planning Chief*, if activated:
 - ▷ Obtain a briefing and information on the OSCP's or CREOC's Safety and Evacuation Plan.
 - ▷ Clarify any issues regarding your authority and assignment and what others in the organization do.
 - ☐ Determine your position's 24-hour staffing requirements and request additional support as required.
 - ☐ Determine operating location and setup as necessary.
 - ☐ Determine what job aids your position may require:
 - ▷ Notification and Contact Lists / Emergency Response Plan / Maps
 - ▷ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)
 - ☐ Check-in with the *Liaison Officer*, if activated.
 - ▷ Obtain briefing on on-site and external communications capabilities and restrictions.
 - ▷ Make any priorities or special requests known.

ON-GOING DUTIES

- ☐ Review the following *Safety Officer* cycle checklist to ensure position compliance/responsibilities are understood:
 - ☐ Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - ☐ Communicate information to the *Incident Commander* as it becomes available.
 - ☐ Determine possible hazard exposures to personnel and public.
 - ☐ Ensure appropriate departments and medical resources are notified of all reportable injuries and hazardous exposures to employees, contractors or the public.
 - ☐ Confirm safety authorities (WCB, OH&S / Workplace Health and Safety, etc.) have been notified.
 - ☐ Assist the *Incident Commander* in the evaluation and implementation of a written [Action Plan](#).
 - ☐ Review the [Site Safety and Control Checklist](#) based on the [Action Plan](#).
 - ☐ Ensure that the *Incident Commander* has reviewed the [Site Safety and Control Checklist](#) with the *Operations Chief* or with the *On-Site Commander*.
 - ☐ Ensure monitoring and recording of personnel exposures to hazardous products.
 - ☐ Support other Departments in defining any remedial measures (confirm notification of environmental authorities / confirm environmental risk has been assessed).
 - ☐ Ensure that incident scene is undisturbed except for emergency remedial actions and is recorded by diagrams and / or photographs.
 - ☐ Assist Incident Command team members as needed and assist with Post Emergency notifications.
 - ☐ Compile, submit situation reports in area of responsibility. Identify, prioritize, and forward to the *Incident Commander*:
 - ▷ Potential threat to life, property or environment or heavy financial impact.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ▷ Give your logs and records to your replacement.

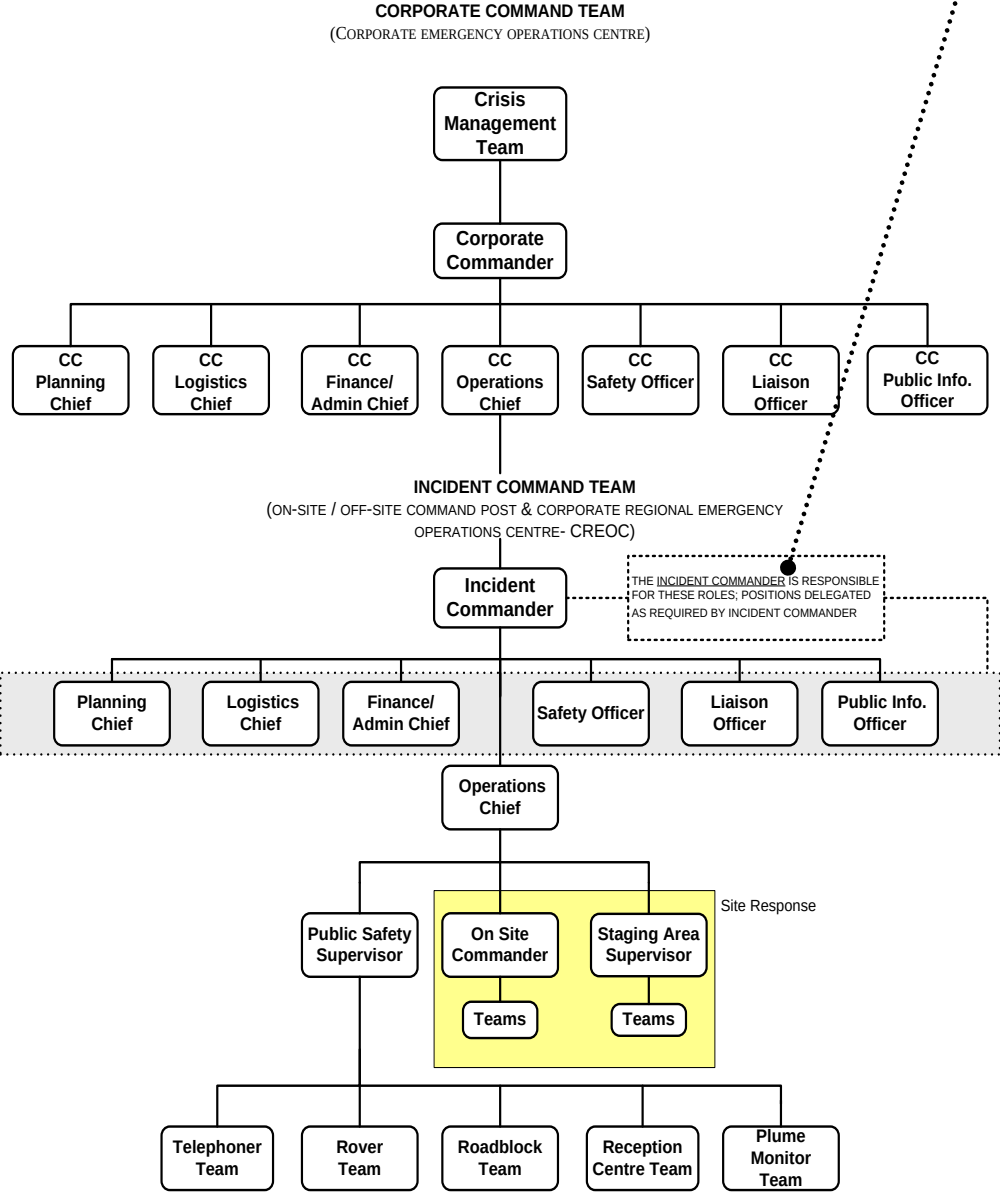
DEACTIVATION

- ☐ Deactivate your position and close out logs when authorized by the *Incident Commander*.
- ☐ Complete and submit all operational logs, reports, and documents to the *Incident Commander*.
- ☐ Clean up your work area before you leave.
- ☐ Determine from the *Incident Commander* if your position will require any follow-up actions before leaving the OSCP or CREOC.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Be prepared to conduct debriefing sessions as required.



LIAISON OFFICER

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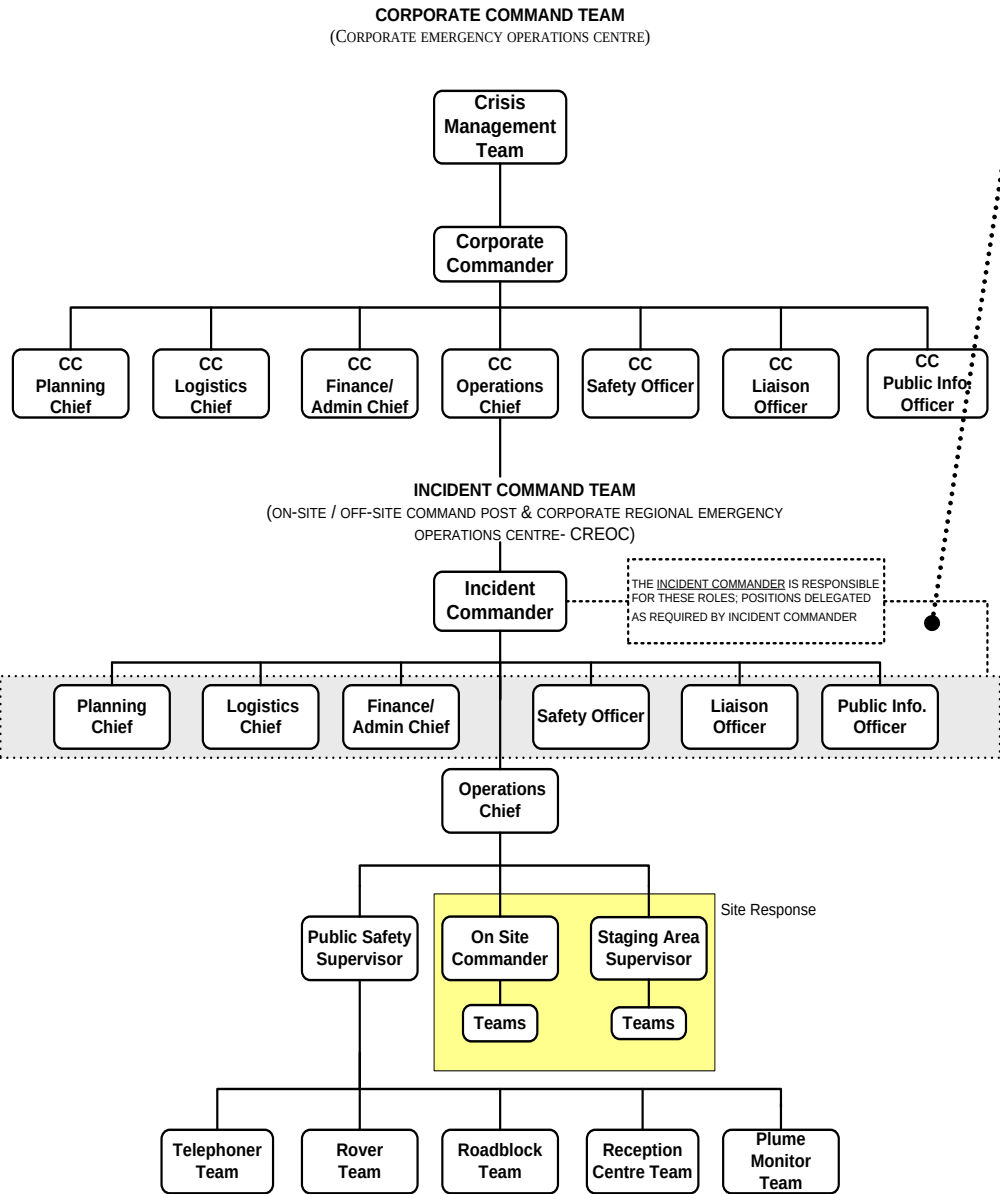


RESPONSIBILITY
☐ THE INCIDENT COMMANDER IS RESPONSIBLE FOR THIS ROLE, POSITION ACTIVATED AS REQUIRED. ☐ Identifies the assisting and cooperating companies and agencies, including communications link and location; provides list to the Corporate Command Centre (CCC). ☐ Functions as "point of contact" for assisting and cooperating agency representatives (private, local, provincial and federal government). ☐ Located at the On-Site Command Post (OSCP) or Corporate Regional Emergency Operations Centre (CREOC). ☐ Reports to the Incident Commander.
ACTIVATION DUTIES
☐ Report to the OSCP or CREOC when requested. ☐ Check-in <u>first</u> with the <i>Incident Commander</i>: ☐ Obtain a briefing on the situation (verbally followed by the Size Up The Situation Form) and incident objectives from the <i>Incident Commander</i>. ☐ Check-in with the <i>Planning Chief</i>, if activated: ☐ Obtain a briefing and information on the OSCP's or CREOC's Safety and Evacuation Plan. ☐ Determine your position's 24-hour staffing requirements and request additional support as required. ☐ Determine what job aids your position may require: ☐ Notification and Contact Lists / Emergency Response Plan / Maps ☐ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.) ☐ Develop briefing on on-site and external communications capabilities and restrictions with the <i>Incident Commander</i>. ☐ Establish operating procedure with the <i>Incident Commander</i> for use of telephone and radio systems. ☐ Make any priorities or special requests known. ☐ As directed by the <i>Incident Commander</i> coordinate, as appropriate, with other first responder agencies: ☐ Ensure that appropriate agencies (government and private) have been / are being notified and kept informed of emergency responses.
ON-GOING DUTIES
☐ Review the following <i>Liaison Officer</i> cycle checklist to ensure position compliance/responsibilities are understood: ☐ Maintain Master Record of all Key OSCP and/or CREOC personnel responses as well as a your log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs. ☐ Communicate information to the <i>Incident Commander</i> as it becomes available. ☐ Contact additional staff / equipment and services. ☐ Coordinate collection of all records at conclusion of the incident. ☐ Update weather reports / call Environment Canada's One-On-One Weather Service 1-900-565-5555. ☐ Maintain communications with all appropriate Agencies: ☐ Police / Ambulance / Fire / Municipality Disaster Services / Provincial Emergency Measures / Workers Comp./OH&S/Workplace Health and Safety / Environmental Protection / Local Health Unit / Municipal Services: water, sewer, power / telephone company / Other Agencies. ☐ Ensure regulatory reporting forms are completed (i.e. in Alberta the EUB Incident Information Form) ☐ Coordinate Agency Reps. assigned to the OSCP and/or CREOC as well as handling requests from other agencies for sending corporate liaison personnel to other EOCs such as the MEOC, REOC or COMOC. ☐ Compile, submit situation reports in area of responsibility. Identify, prioritize, and forward to the <i>Incident Commander</i>: ☐ Potential threat to life, property or environment or heavy financial impact. ☐ Assist Incident Command team members as needed and assist with Post Emergency notifications. ☐ If emergency is continuing, then start checklist again at the beginning of On-Going Duties, referencing Shift Change as required, otherwise proceed to Deactivation for downgrade of activities as the emergency comes under control.
SHIFT CHANGE
☐ Prepare, submit situation report on your activities. ☐ Communicate your Shift Change to the appropriate above and below responders. ☐ Shift Change: ☐ Fully brief your relief on events and status of actions being taken and ensure that in-progress activities are identified and follow-on requirements are known. ☐ Give your logs and records to your replacement.
DEACTIVATION
☐ Deactivate your position and close out logs when authorized by the <i>Incident Commander</i>. ☐ Complete and submit all operational logs, reports, and documents to the <i>Incident Commander</i>. ☐ Clean up your work area before you leave. ☐ Determine from the <i>Incident Commander</i> if your position will require any follow-up actions before leaving the OSCP or CREOC. ☐ Leave forwarding phone number where you can be reached. ☐ Be prepared to conduct debriefing sessions as required.



PUBLIC INFO OFFICER

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RESPONSIBILITY

- ☐ **THE INCIDENT COMMANDER IS RESPONSIBLE FOR THIS ROLE, POSITION ACTIVATED AS REQUIRED.**
- ☐ Implements the Obsidian Energy's Communications Plan; providing media information support and serving as the dissemination point for all Obsidian Energy media releases.
 - Ensures information releases are appropriate, consistent, accurate, and timely; and as necessary, ensures public within the affected area receives information about lifesaving procedures, health preservation instructions, relief programs and services, emergency status and other information.
- ☐ **Reports to the Incident Commander.**

ACTIVATION DUTIES

- ☐ Report to the On-Site Command Post (OSCP) or Corporate Regional Emergency Operations Centre (CREOC) when requested.
 - Check-in first with the *Incident Commander*:
 - Obtain a briefing on the situation (verbally followed by the [Size Up The Situation Form](#)) and incident objectives from the *Incident Commander*.
 - Check-in with the *Planning Chief*, if activated:
 - Obtain a briefing and information on the OSCP's or CREOC's Safety and Evacuation Plan.
 - Clarify any issues regarding your authority and assignment and what others in the organization do.
 - Determine your position's 24-hour staffing requirements and request additional support as required.
 - Determine operating location within the OSCP or CREOC and setup as necessary.
 - Determine what job aids your position may require:
 - Notification and Contact Lists / Emergency Response Plan / Maps
 - Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)
 - Check-in with the *Liaison Officer*.
 - Obtain briefing on on-site and external communications capabilities and restrictions.
 - Make any priorities or special requests known.

ON-GOING DUTIES

- ☐ Review the following *Public Information Officer* cycle checklist to ensure position compliance/responsibilities are understood:
 - Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - Implement Obsidian Energy's Communications Plan
 - Through the *Incident Commander*, ensure the *CC-Public Information Officer* has access to operations and technical information in a timely, accurate and anticipatory way so that inquiries can be answered and proactive statements can be made to build credibility with all audiences.
 - Direct media response and monitoring at the OSCP and/or CREOC.
 - Advise the *Incident Commander* on media, public and community affairs issues.
 - Ensure media concerns are clearly and accurately identified/addressed.
 - Monitor communications-related issues and incorporate into communications plans and activities.
 - Ensure communication channels are established and maintained with appropriate stakeholders.
 - Ensure all other external requests are re-directed to appropriate recipient.
 - Assist the *Incident Commander* and/or *Corporate Commander* and RCMP in handling all aspects of notification of Next-of-Kin (company personnel).
 - Assist Incident Command team members as needed and assist with Post Emergency notifications.
 - Compile, submit situation reports in area of responsibility. Identify, prioritize, and forward to the *Incident Commander*:
 - Potential threat to life, property or environment or heavy financial impact.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - Fully brief your relief on events and status of actions being taken.
 - Ensure that in-progress activities are identified and follow-on requirements are known.
 - Give your logs and records to your replacement.

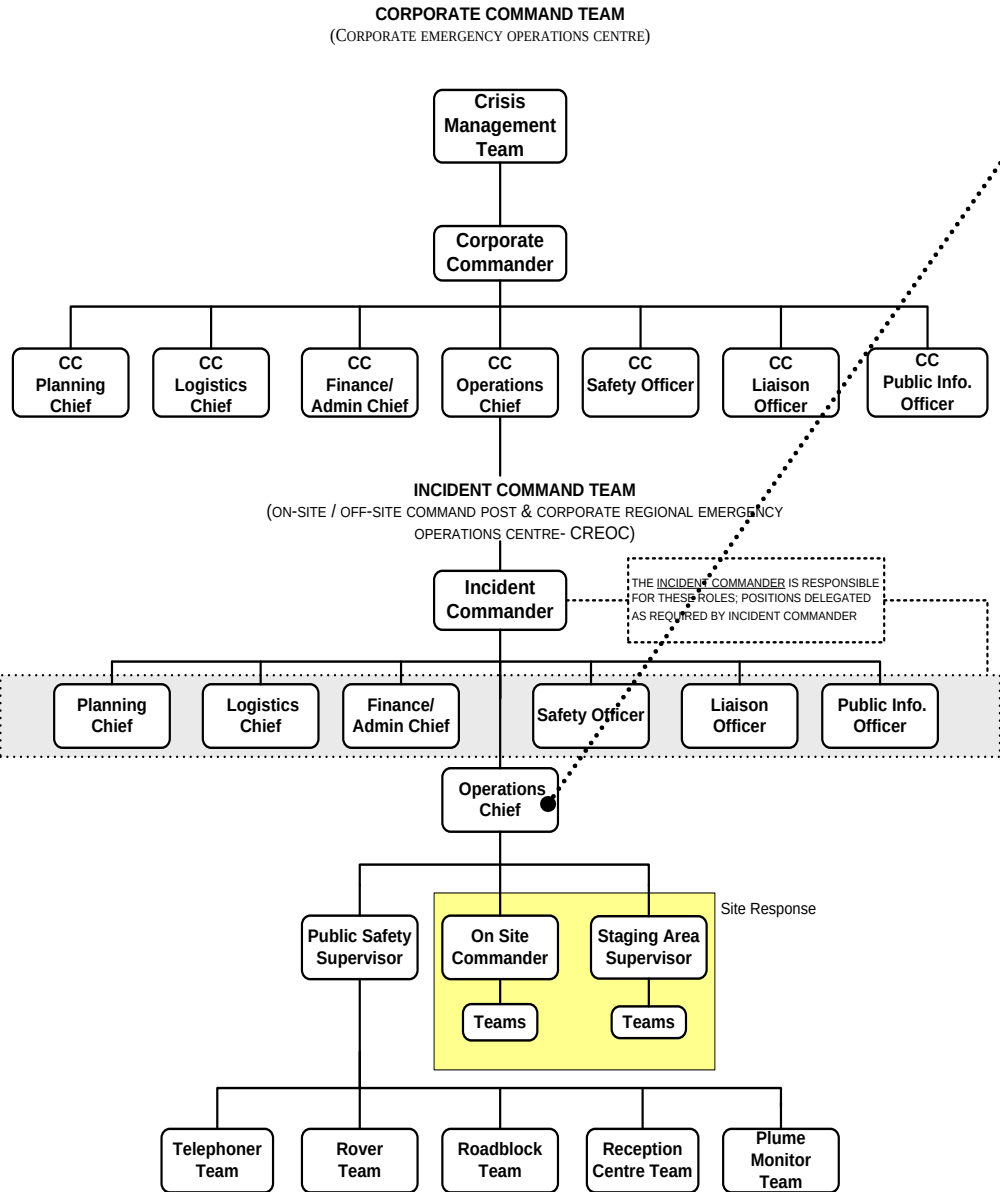
DEACTIVATION

- ☐ Deactivate your position and close out logs when authorized by the *Incident Commander*.
- ☐ Complete and submit all operational logs, reports, and documents to the *Incident Commander*.
- ☐ Clean up your work area before you leave.
- ☐ Determine from the *Incident Commander* if your position will require any follow-up actions before leaving the OSCP or CREOC.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Be prepared to conduct debriefing sessions as required.



OPERATIONS CHIEF

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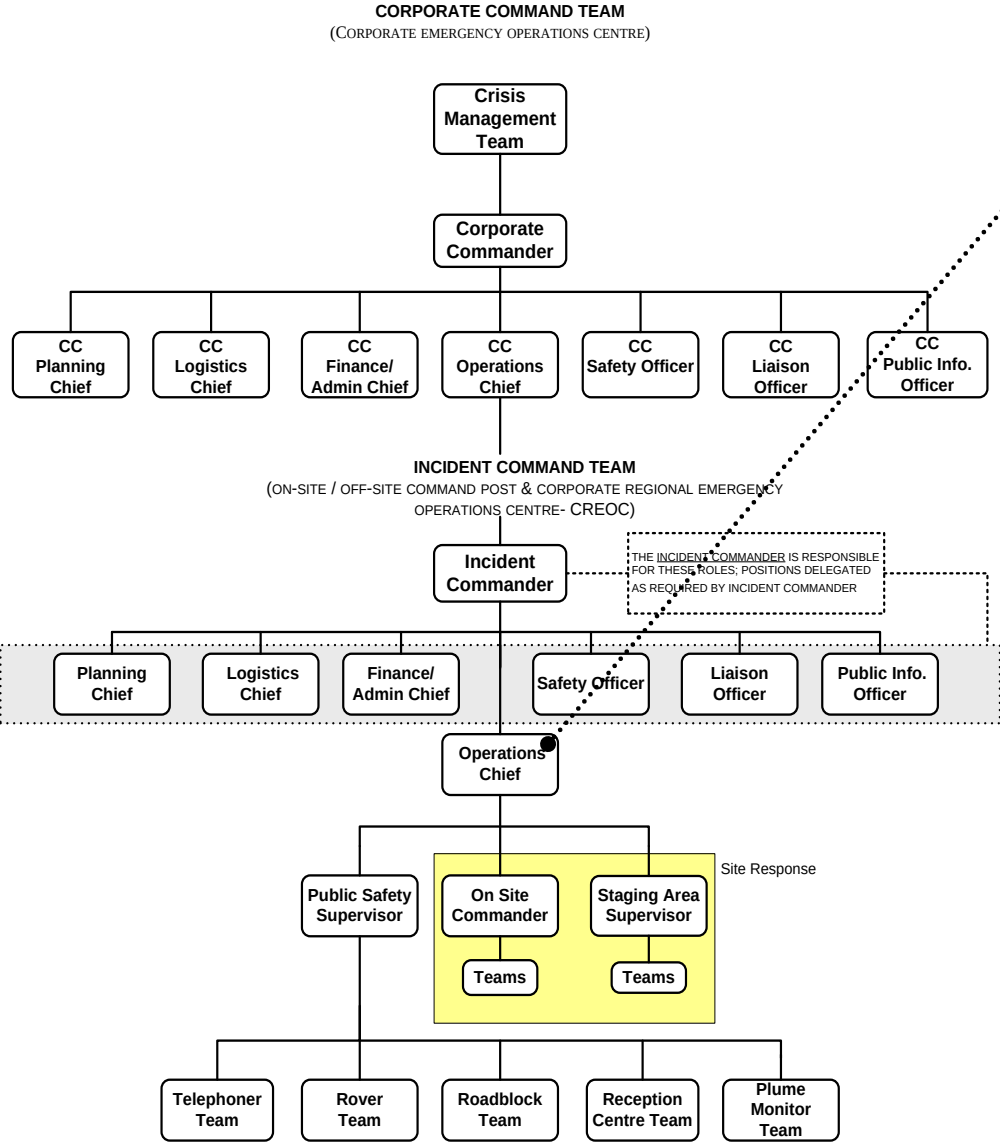


RESPONSIBILITY
Within policies and procedures established by the <i>Incident Commander</i>, assumes responsibility for executing "approved" Action Plan(s). Responsible for all tactical command and coordination of incident response assets in the assistance and support of the <i>On-Site Commander</i>, <i>Public Safety Supervisor</i> and <i>Staging Area Supervisor</i>. Ensure that operational objectives and assignments identified in Action Plan(s) are carried out effectively. Monitors operations; ensures necessary operational support is provided when and where required; allocates resources. Reports to <i>Incident Commander</i>.
ACTIVATION DUTIES
Check-in with the <i>Incident Commander</i>: Report to the On-Site Command Post (OSCP) or Corporate Regional Emergency Operations Centre (CREOC) when requested. Confirm emergency situation and the following actions with the <i>On Site Commander</i>:: Obtain a briefing on the situation (verbally followed by the Size Up The Situation Form) from the <i>On Site Commander</i> Assess the situation and identify hazards. Ensure an OSCP is established, and on-scene responses to isolate the scene are underway. Implementing control arrangements in and around the incident scene (i.e. roadblocks, non-essential personnel, etc). Discuss with the <i>Incident Commander</i> appropriate responses and declare a Level of Emergency if required; depending on the province, the level of emergency may be required to be declared in conjunction with a regulatory agency. The <i>Incident Commander</i> is responsible for activating the area specific ERP Level One / Low Impact Incident Level Two / Medium Impact Incident Level Three / High Impact Incident Complete the Size Up The Situation Form. and discuss incident objectives with the <i>Incident Commander</i> In consultation with the <i>Incident Commander</i> and <i>Public Safety Supervisor</i>, determine and implement protective measures (evacuation, shelter-in-place or ignition) for the population in the immediate area of the incident. Inform the <i>Public Safety Supervisor</i> (once activated) of established roadblocks for continuing coordination. Ensure that the population in the area of the incident has been warned; provide emergency instructions. Check-in with the <i>Planning Chief</i>, if activated: Obtain a briefing and information on the OSCP's or CREOC's Safety and Evacuation Plan. Clarify any issues regarding your authority and assignment and what others in the organization do. Determine your position's 24-hour staffing requirements and request additional support as required. Determine operating location and setup as necessary. Determine what job aids your position may require: Notification and Contact Lists / Emergency Response Plan / Maps Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.) Check-in with the <i>Liaison Officer</i>, if activated. Obtain briefing on on-site and external communications capabilities and restrictions. Make any priorities or special requests known.



OPERATIONS CHIEF

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ON-GOING DUTIES

- ☐ Review the following *Operations Chief* cycle checklist to ensure position compliance/responsibilities are understood:
 - ☐ Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - ☐ Communicate information to the *Incident Commander* as it becomes available.
 - ☐ Review, with the *On-Site Commander*, *Public Safety Supervisor* and *Staging Area Supervisor*, the degree of success of the previous *Action Plan*(s), then:
 - ▷ Identify further Objectives and Strategies for the next 12 hours of operations:
 - What to do and Why (for what purpose)?
 - How to do it?
 - ▷ Obtain a written *Action Plan* and accompanying *Site Safety and Control Plan* from the *Incident Commander*.
 - Assign resources to tactical objectives (consider logistics).
 - Ensure appropriate safety and personnel protective measures are implemented (utilizing the *Site Safety and Control Plan*).
 - Ensure that appropriate agencies or personnel with expertise and capability to carry out the *Action Plan*, have been or will be contacted, and who will make which contacts (organize with Span of Control not exceeding 1:7).
 - ▷ Take Action.
 - Where applicable assist the response *On-Site Commander*, *Public Safety Supervisor* and *Staging Area Supervisor* in Implementation, supervision and coordination of the *Action Plan*.
 - ☐ Periodically debrief the *Incident Commander*.
 - ☐ Notify and request either standby status or activation of the following technical/ service resources of:
 - ☐ Safety / Risk Management / Emerg. Planning / Human Resources / Environ. / Comms / Security / Legal / Medical / Travel / Stress / Equipment Specialists
 - ☐ Review progress of *Action Plan*(s) with the *Incident Commander*.
 - ☐ If emergency is continuing, then start checklist again at the beginning of ***On-Going Duties***, referencing ***Shift Change*** as required, otherwise proceed to ***Deactivation*** for downgrade of activities as the emergency comes under control.

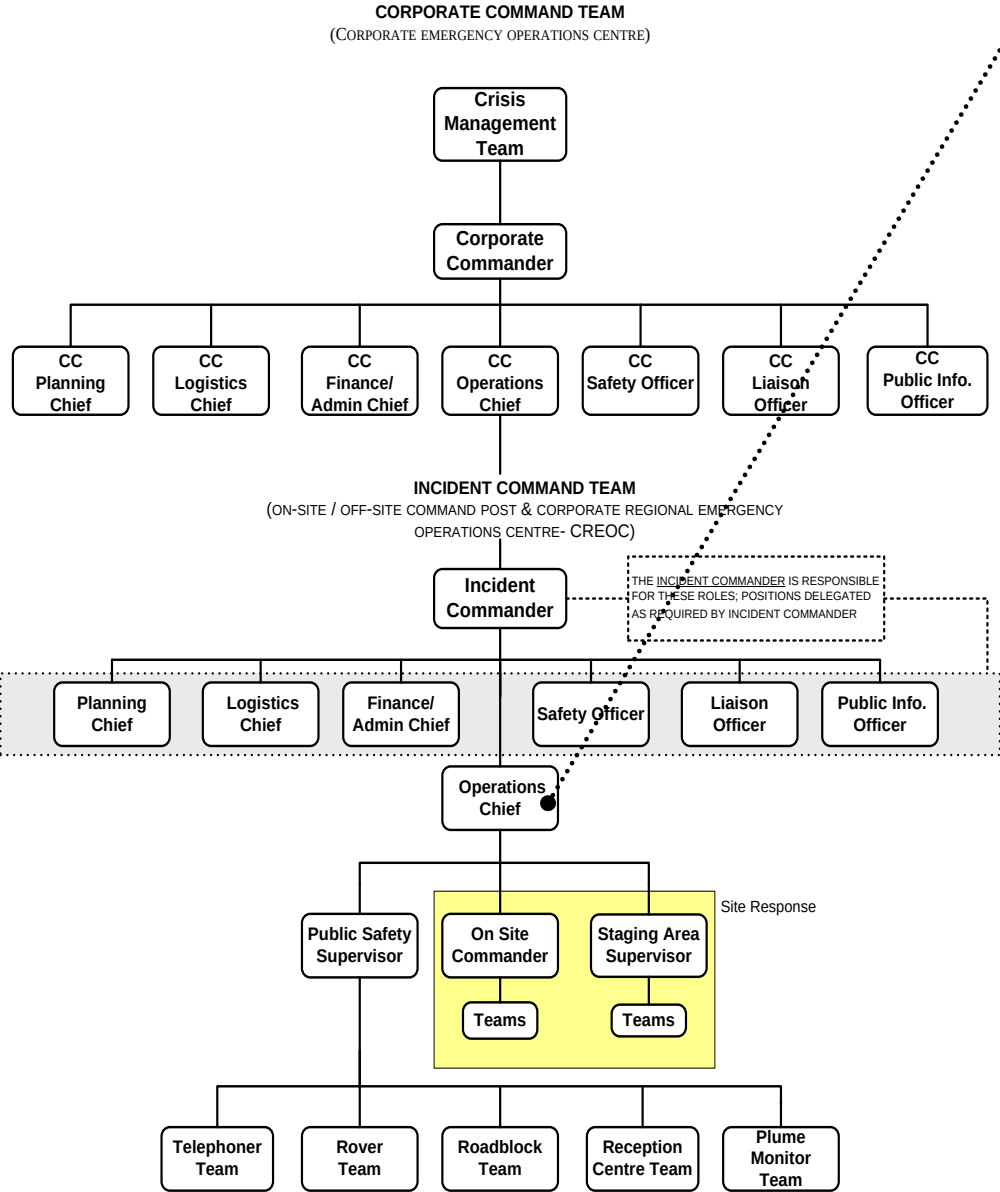
SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ▷ Give your logs and records to your replacement.



OPERATIONS CHIEF

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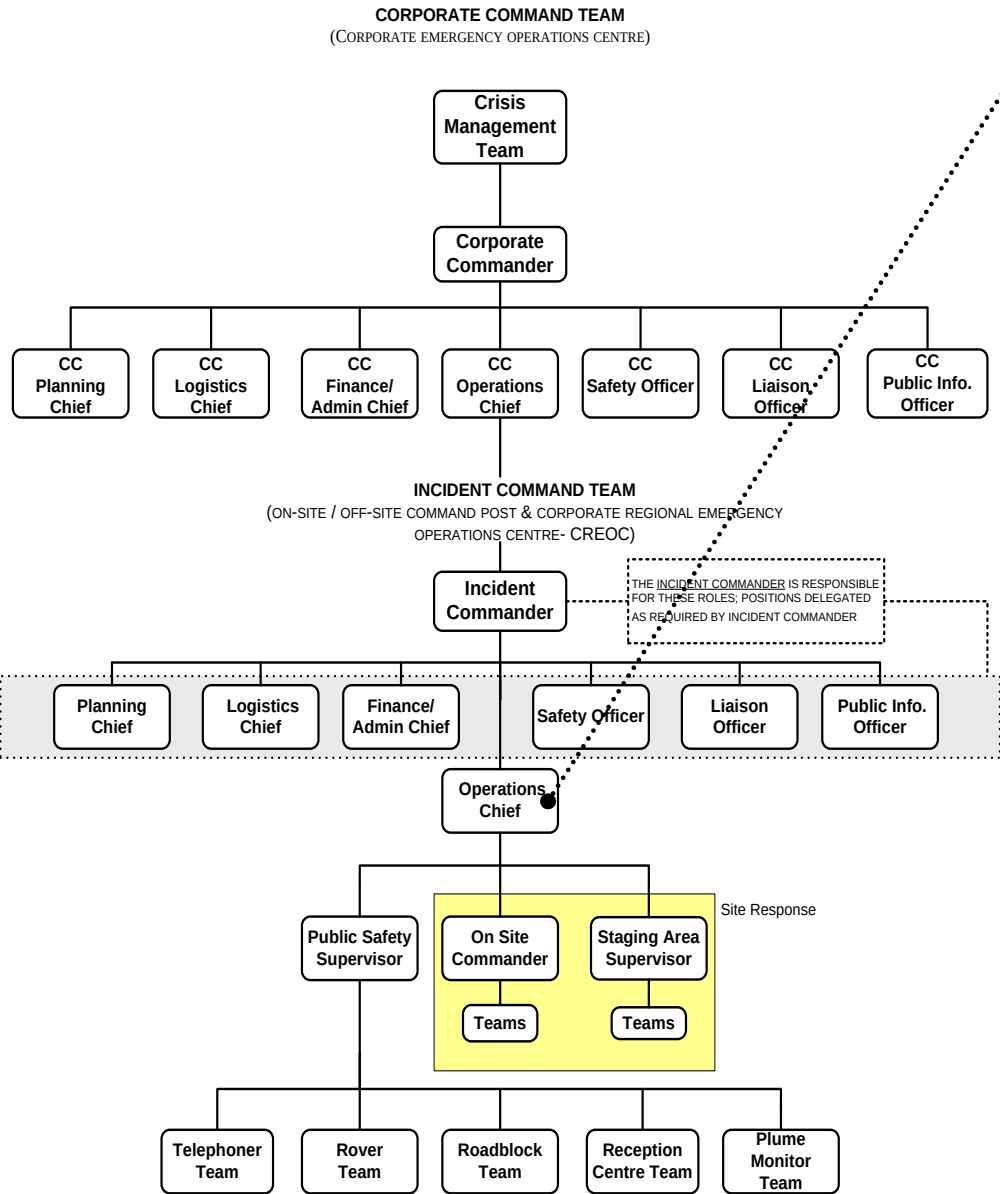
DEACTIVATION

- ☐ In consultation with the *On-Site Commander*, *Public Safety Supervisor* and *Staging Area Supervisor (s)* discuss if there are appropriate controls / conditions to justify a downgrade in Level of Emergency. If yes then,
 - ☐ Inform the possible declaration of a downgrade of Level of Emergency with the *Incident Commander*.
- ☐ Follow through with Post Incident Procedures:
 - ☐ General Public Care and Assistance:
 - ☐ Prior to the "all clear" signal, confirm with the *On-Site Commander*, *Public Safety Supervisor* and *Staging Area Supervisor* that all evacuated areas are safe to re-enter.
This may involve such activities as:
 - Ensuring all equipment and debris are removed from public roadways.
 - Cordoning off the incident area to isolate any remaining hazards.
 - Checking low-lying areas/basements for contamination, if a toxic leak has occurred.
 - ☐ Ensure all evacuees are promptly notified once the call down is given.
 - ☐ Assist Incident Command staff in the co-ordination of the return of any evacuees to the area. Ensure the evacuees receive any assistance they may require.
 - ☐ Maintain security in any evacuated areas until the evacuees have returned and the residences / businesses in the area have been reoccupied.
 - ☐ Ensure that a senior company representative will liaison with the residents.
 - ☐ Ensure the affected residents are provided with post-incident company contacts and telephone numbers. If the emergency has impacted a large number of residents or has caused significant damage to private property or the environment, a temporary area Public Relations office should be established.
 - ☐ Ensure that a follow-up meeting with the residents to clearly explain the cause of the incident and to address their concerns. Organize traumatic incident counselling as required.
 - ☐ Ensure resident expense / damage claims have been collected and are processed in a timely manner.
 - ☐ Cleanup and Repair Activities:
 - ☐ If a serious injury or death has occurred, the scene must be left undisturbed, as much as possible, until the appropriate authorities can complete an investigation of the site.
 - ☐ During Subsequent Cleanup Operations:
 - Ensure that the incident site is cordoned off; for any subsequent investigations by the police, insurance representatives or company personnel.
 - Ensure priority is given to clearing debris and restoring the site to normal operating conditions after government and company investigations are complete.
 - Ensure any roadblock or detour control locations are left in a clean condition and all safety equipment is returned.
 - Ensure all safety equipment is cleaned and inspected prior to returning it to its normal storage location.
 - Utilize all available staff for the cleanup and repair activities and resumption of normal operations.
 - ☐ Documentation, Collection and Storage:
 - ☐ Forward documentation to the *Incident Commander*.
 - ☐ If practical, photograph or videos tape the incident site.
 - ☐ Ensure all statements, event logs; forms and documentation on the incident remain securely stored following the incident.
 - ☐ **Critical Incident Stress** Debriefing:
 - ☐ If required, participate in scheduled stress debriefings.
- ☐ Deactivate your position and close out logs when authorized by the *Incident Commander*.
- ☐ Complete and submit all operational logs, reports, and documents to the *Incident Commander*.
- ☐ Clean up your work area before you leave.
 - ☐ Determine from the *Incident Commander* if your position will require any follow-up actions before leaving the OSCP or CREOC.
 - ☐ Leave forwarding phone number where you can be reached.
 - ☐ Be prepared to conduct debriefing sessions as required.



OPERATIONS CHIEF

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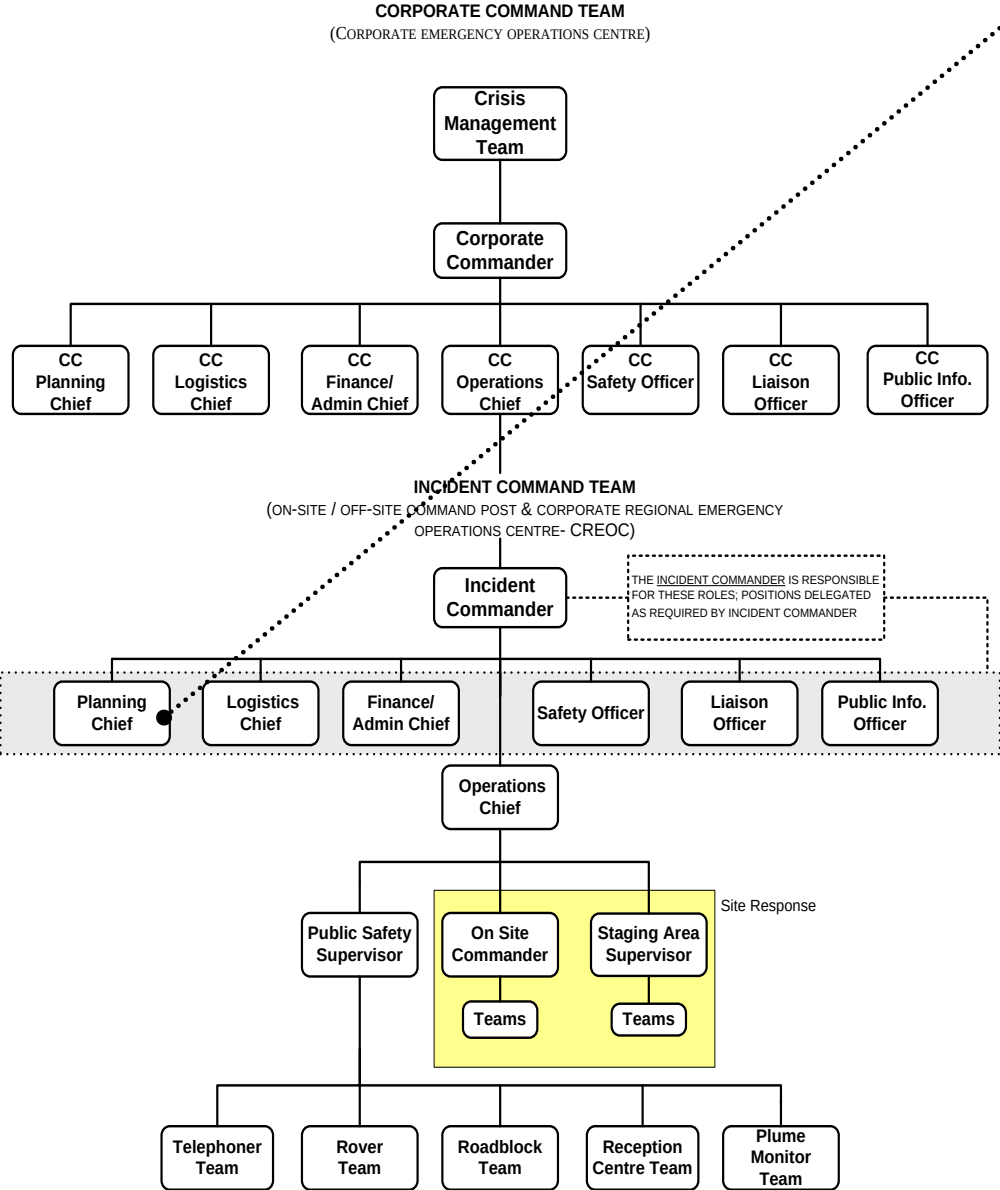


THIRD PARTY INVESTIGATIONS
☐ Third party investigators such as police, government agencies and insurance companies may be required to investigate an incident site. ☐ It is important to co-operate with third party investigators. However, company personnel should be aware of the corresponding corporate guidelines. ☐ Obtain the name, title, address and telephone number of all Inspectors from the <i>On-Site Commander</i>, <i>Public Safety Supervisor</i> and <i>Staging Area Supervisor</i> and forward to the <i>Incident Commander</i>. ☐ Ensure an Obsidian Energy representative accompanies the Inspector at all times. - Never leave an Inspector unattended. ☐ Only give the inspectors the information they request. - Avoid offering additional information. - Limit the tour to the specific area the Inspector wishes to investigate. ☐ Document all items of evidence that the Inspector has retained. - Where possible, keep copies of the evidence provided to the Inspectors. ☐ Wait until legal counsel is present before answering questions where the Inspector indicates that any statements may be used as evidence or indicates that you have the right to counsel.
POST INCIDENT INVESTIGATIONS
☐ Once the emergency status has been removed, the <i>Corporate Commander</i> will appoint a <i>Post-Incident Subcommittee</i> to investigate the incident. This subcommittee will consist of appropriate management and technical specialists as required. ☐ An Incident Summary and/or Post-Incident Appraisal will be developed ☐ The objective of the incident summary and/or post-incident appraisal will be to analyze and evaluate the incident in order to establish a cause, to provide advice on how to prevent a reoccurrence of the event and to make recommendations on procedures that will improve Obsidian Energy's emergency response efforts in the future. ☐ The incident summary and/or post-incident appraisal should meet the requirements as outlined in Section 4.0 Quick Guides or at a minimum should include: ☐ A review of the events leading up to the incident, ☐ An analysis of the on-site remedial procedures, including an evaluation of the safety standards applied, the effectiveness of the notification and communications systems (internal and external). ☐ An appraisal of the effectiveness of any Media or Public Relations efforts, ☐ An assessment of any potential legal or environmental issues that may be raised as a result of the incident or as a result of Obsidian Energy's response efforts, and ☐ A summary of current and future costs. ☐ The post-incident appraisal report should outline the strengths and weaknesses of company's response. This report will be directed to the attention of the <i>Corporate Commander</i>. It will be their responsibility to ensure all recommendations for improvements to the Emergency Response Plan(s) are incorporated where appropriate and promptly communicated to Obsidian Energy staff.



PLANNING CHIEF

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RESPONSIBILITY

- ☐ **THE INCIDENT COMMANDER IS RESPONSIBLE FOR THIS ROLE, POSITION ACTIVATED AS REQUIRED.**
- ☐ Directs / supervises the Corporate Regional Emergency Operations Center (CREOC), assists with the supervision of the On-Site Command Post (OSCP) and leads the incident action planning process, typically thinking 12 to 36 hours ahead; anticipates future events and requirements and advises the *Incident Commander* of what action needs to be taken; recommends priorities for allocating corporate resources.
- ☐ Records and displays data for information, planning and programming, allocation and justification; documents, maintains records of all OSCP and CREOC actions.
- ☐ Manages critical information requirements providing:
 - Past information (collects, evaluates, disseminates, and documents information about the incident),
 - Present information (compiles damage assessment) and
 - Future information (develops recovery plans) about the situation and resources committed.
 - Under the *Planning Chief* the Planning Section may consist of the following units:
 - ▷ Damage Assessment.
 - ▷ Situation Analysis Unit.
 - ▷ Documentation Unit.
 - ▷ Extended Operations Planning.
 - ▷ Demobilization.
 - ▷ Technical Specialists.
- ☐ **Reports to the Incident Commander.**

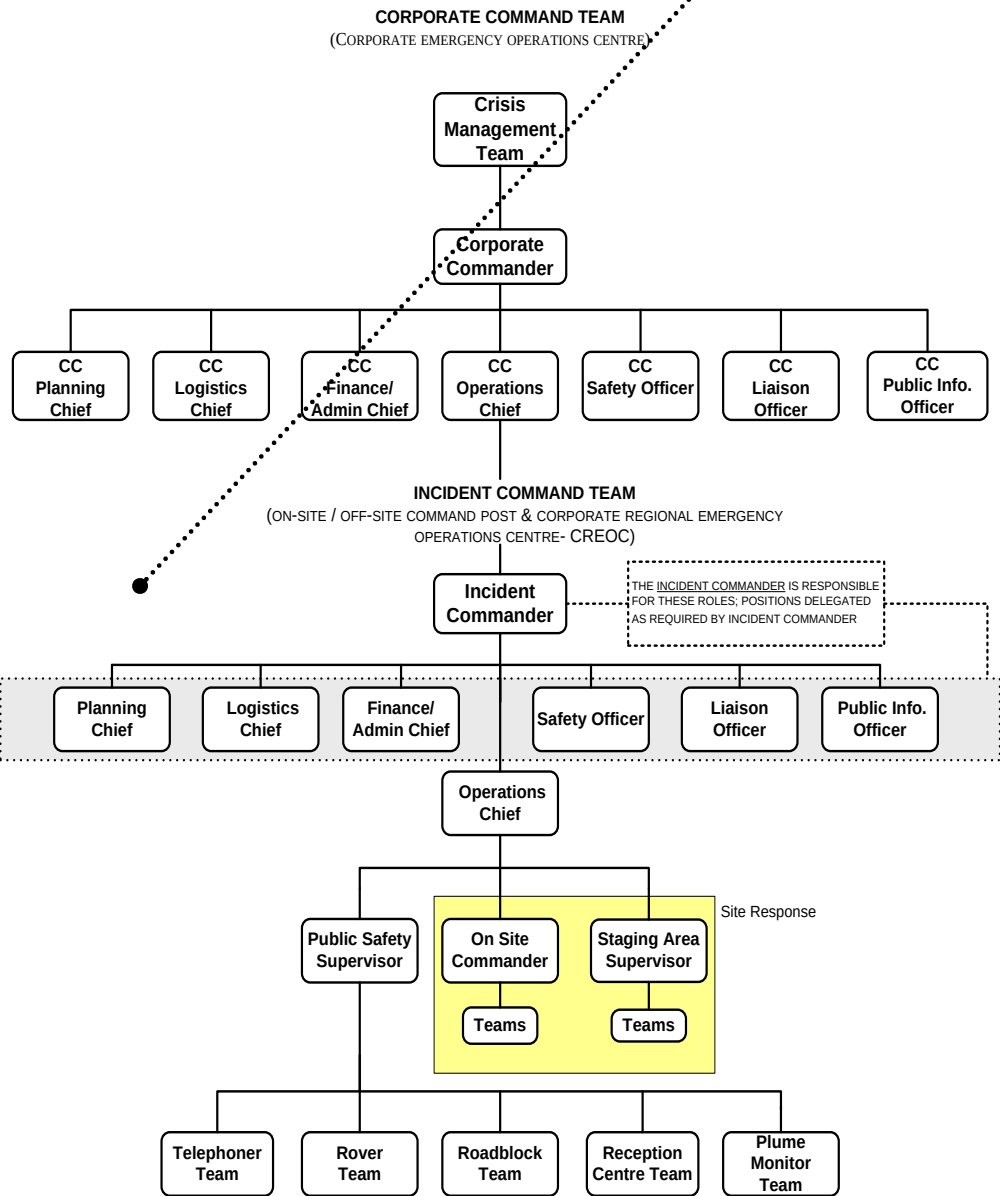
PRE-ACTIVATION / ACTIVATION DUTIES

- ☐ Report to the OSCP or CREOC when requested.
 - Check-in first with the *Incident Commander*:
 - ▷ Obtain a briefing on the situation (verbally followed by the [Size Up The Situation Form](#)) and incident objectives from the *Incident Commander*.
 - Determine operating location within the OSCP or CREOC and setup as necessary.
 - ▷ Develop a Safety and Evacuation Plan for the OSCP and CREOC.
 - ▷ Determine your position's 24-hour staffing requirements and request additional support as required.
 - Determine what job aids your position may require:
 - ▷ Notification and Contact Lists / Emergency Response Plan / Maps
 - ▷ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)
 - Check-in with the *Liaison Officer*.
 - ▷ Obtain briefing on on-site and external communications capabilities and restrictions.
 - ▷ Make any priorities or special requests known.



PLANNING CHIEF

PAGE 2 OF 2



ON-GOING DUTIES

- ☐ Review the following *Planning Chief* cycle checklist to ensure position compliance/responsibilities are understood:
 - ☐ Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - ☐ As direct by the *Incident Commander*, notify and assemble additional response personnel (as required) at the OSCP and/or CREOC.
 - ☐ Communicate information to the *Incident Commander* as it becomes available.
 - ☐ Working with the, *Incident Commander*, establish workable procedures that will aid in the planning process by providing:
 - ☐ Current information that accurately describes the incident situation and resource status.
 - ☐ Predictions of the probable course of events in incident dynamics and mitigation.
 - ☐ Alternate strategies for all vital Incident Objectives.
 - ☐ Evaluation of [Action Plan](#)(s) for the next operational period.
 - ☐ Ensure the *Incident Commander* has obtained the written [Action Plan](#) from the *Corporate Commander*.
 - ☐ Request that the *Incident Commander* request from the *Corporate Commander* either standby status or activation of technical specialists as required.
 - ☐ Safety / Risk Management / Emergency Planning / Human Resources / Environment / Communication / Security / Legal / Medical / Travel / Critical Incident Stress Debriefing / Equipment / Product Specialists.
 - ☐ Review, with the *Incident Commander* or *Operations Chief*, the degree of success of the previous [Action Plan](#)(s). Then discuss further objectives (tasks to be done), action plans and priorities for the next 12 hours of operations.
 - ☐ Assist the *Incident Commander* with notifying and assembling replacement personnel for next shift(s), if incident lasts longer than one (1) day.
 - ☐ Assist Incident Command team members as needed.
 - ☐ Assist with post emergency notifications.
 - ☐ Compile, submit situation reports in area of responsibility. Identify, prioritize, and forward to the *Incident Commander*:
 - ☐ Potential threat to life, property or the environment or heavy financial impact.
 - ☐ Working with the *Incident Commander*, notify and assemble replacement personnel for next shift, if incident lasts longer than one (1) day.
 - ☐ Emergency response team members may experience a wide array of stresses. They may have experienced the death or serious injury of a co-worker or witnessed distressing sights, such as mass casualties of workers or members of the public.
 - ☐ They are subject to ongoing occupational stresses such as time pressures, responsibility overload, physical demands, mental demands, emotional demands, limited resources and high expectations from others.
 - ☐ They may be exposed to extreme working conditions related to hazardous environments or extreme weather conditions.
 - ☐ During the emergency, workers in high-stress assignments should be routinely rotated. In cases where manpower is limited, team members should alternate from high-stress positions to lower-stress positions.
 - ☐ Fifteen to thirty minute rest periods should be scheduled every two hours during an emergency situation for all team members. If possible, team members should be provided with:
 - Shelter from weather / Dry clothes / A place to sit or lie down away from the scene / Warm food, high protein snacks and juices.
 - An opportunity to share their feelings with co-workers.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ Give your logs and records to your replacement.

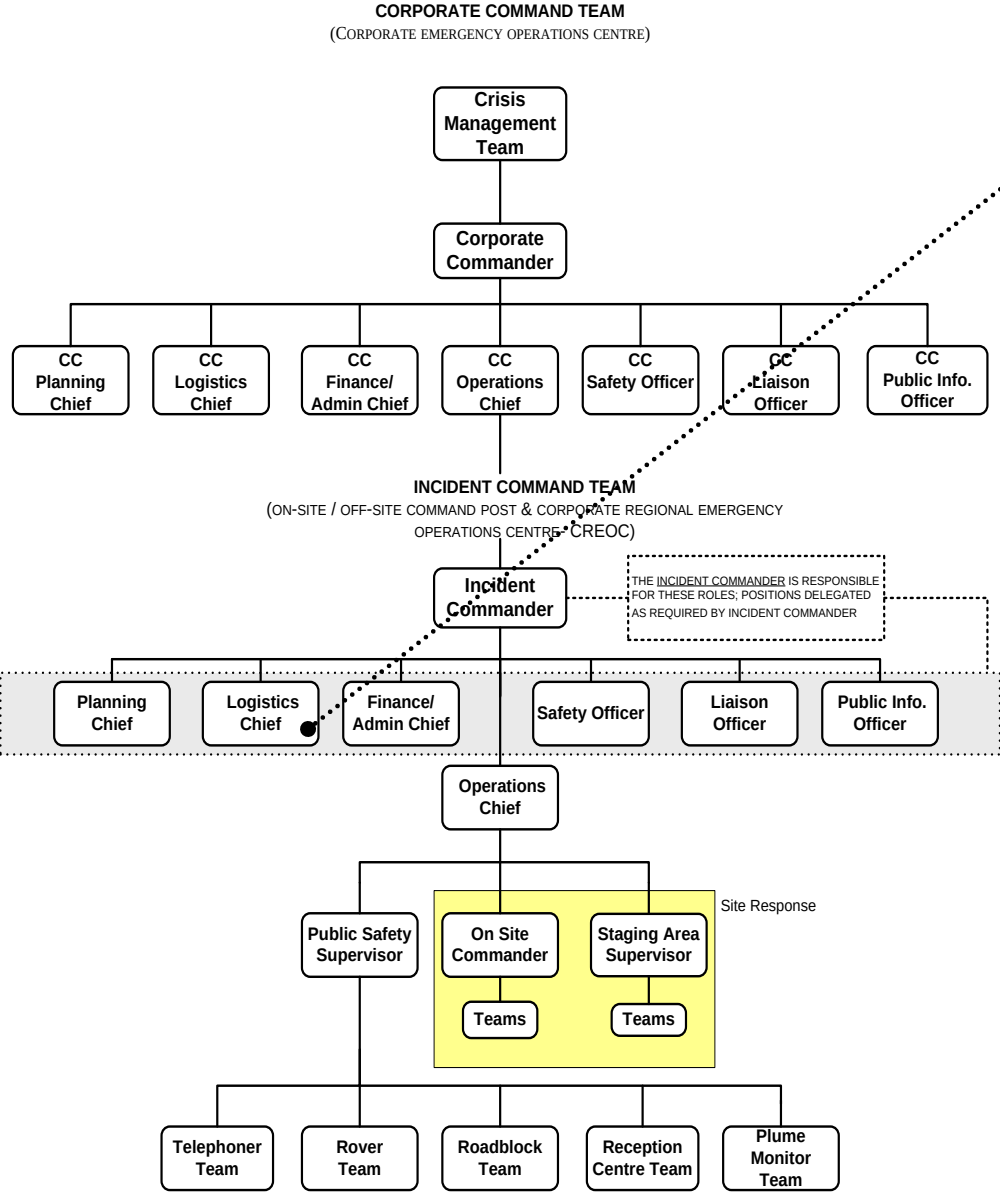
DEACTIVATION

- ☐ Deactivate your position and close out logs when authorized by the *Incident Commander*.
- ☐ Complete and submit all operational logs, reports, and documents to the *Incident Commander*.
- ☐ Clean up your work area before you leave.
- ☐ Determine from the *Incident Commander* if your position will require any follow-up actions before leaving the OSCP or CREOC.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Be prepared to conduct debriefing sessions as required.



LOGISTICS CHIEF

PAGE 1 OF 2

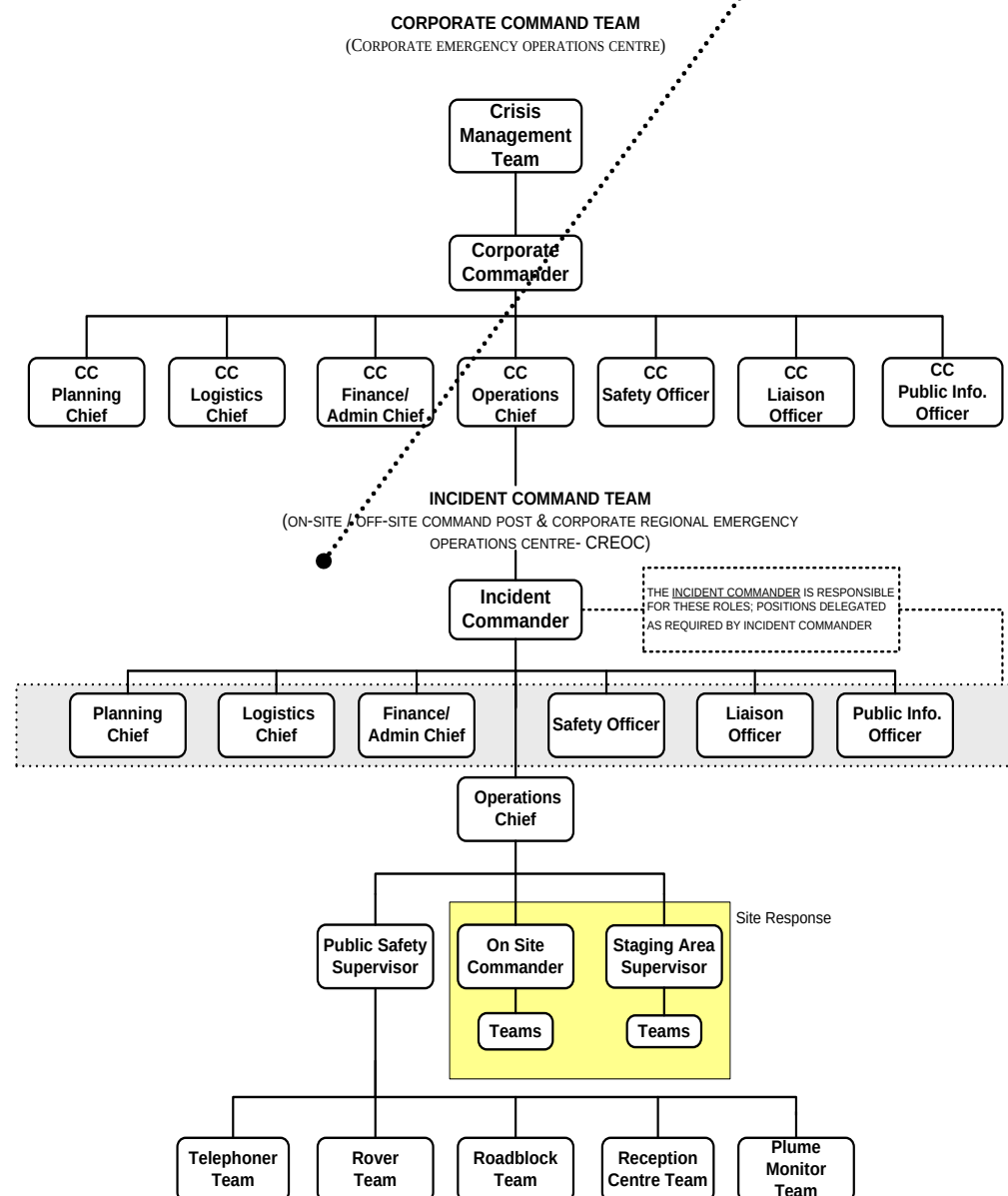


RESPONSIBILITY	
☐ THE INCIDENT COMMANDER IS RESPONSIBLE FOR THIS ROLE, POSITION ACTIVATED AS REQUIRED.	
☐ Develops logistics plan to support operations and provides overall resource support to emergency incident sites; includes ordering supplies, communications, facilities, equipment and personnel to all activities, and facilities making up the emergency operations system.	
☐ Establishes and maintains lists of personnel, supplies, and materials, which might be required to support the emergency/disaster.	
☐ Under the Logistics Chief the Logistics Section may consist of the following branches and units: ☐ The Service Branch: Communications; Medical; Food or Travel Units. ☐ The Support Branch: Supply or Facilities Units.	
☐ Reports to the Incident Commander.	
ACTIVATION DUTIES	
☐ Report to the On-Site Command Post (OSCP) or Corporate Regional Emergency Operations Centre (CREOC) when requested.	
☐ Check-in <u>first</u> with the <i>Incident Commander</i> : ▷ Obtain a briefing on the situation (verbally followed by the Size Up The Situation Form) and incident objectives from the <i>Incident Commander</i>.	
☐ Check-in with the <i>Planning Chief</i> , if activated: ▷ Obtain a briefing and information on the OSCP's or CREOC's Safety and Evacuation Plan. ▷ Clarify any issues regarding your authority and assignment and what others in the organization do.	
☐ Determine your position's 24-hour staffing requirements and request additional support as required.	
☐ Determine operating location and setup as necessary.	
☐ Determine what job aids your position may require: ▷ Notification and Contact Lists / Emergency Response Plan / Maps ▷ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)	
☐ Check-in with the <i>Liaison Officer</i> , if activated. ▷ Obtain briefing on on-site and external communications capabilities and restrictions. ▷ Make any priorities or special requests known.	



LOGISTICS CHIEF

PAGE 2 OF 2



ON-GOING DUTIES

- ☐ Review the following *Logistics Chief* cycle checklist to ensure position compliance/responsibilities are understood:
 - ☐ Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - ☐ Communicate information to the *Incident Commander* as it becomes available.
 - ☐ Where required assign a *Service Branch Supervisor* to oversee the following:
 - ▷ Communications
 - Determine communication requirements.
 - Coordinates the requisition, acquisition, distribution and testing of communications equipment.
 - Coordinates maintenance of communications equipment.
 - ▷ Medical Aid
 - Ensure there are adequate medical aid capabilities and transportation for incident assigned injured and ill personnel.
 - ▷ Food
 - Determine food and water requirements (what is the number of personnel assigned to the incident).
 - Determine fixed-feeding locations.
 - Plan menus.
 - Coordinates food ordering.
 - Coordinates cooking facilities and cooking, servicing and general maintenance of the food service areas.
 - ▷ Travel/Transportation
 - Coordinates transportation assets for other services.
 - Coordinates transporting replacement personnel.
 - ☐ Where required assign a *Support Branch Supervisor* to oversee the following:
 - ▷ Supply
 - Determine supply and any special needs services requirements.
 - Recommends support and supply priorities and controlled supply rates.
 - Coordinates the requisition, acquisition, and storage of supplies and equipment, and the maintenance of material records.
 - Ensures adequate accountability and security of supplies and equipment.
 - Coordinates and monitors the collection and distribution of excess, surplus, and salvage supplies and equipment.
 - Distributing/coordinating donated goods and services.
 - ▷ Facilities
 - Provide and set up feeding areas.
 - Provide and set up sleeping/sheltering areas.
 - Provide and set up sanitation/shower areas.
 - Provide and set up lighting units, etc.
 - ▷ Maintenance
 - Monitors and analyzes the equipment-readiness status.
 - Determines maintenance workload requirements.
 - Coordinates equipment recovery and evacuation operations.
 - Determines maintenance time lines.
 - ☐ Assist Incident Command team members as needed and assist with Post Emergency notifications.
 - ☐ Compile, submit situation reports in area of responsibility. Identify, prioritize, and forward to the *Incident Commander*:
 - ▷ Potential threat to life, property or environment or heavy financial impact.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ▷ Give your logs and records to your replacement.

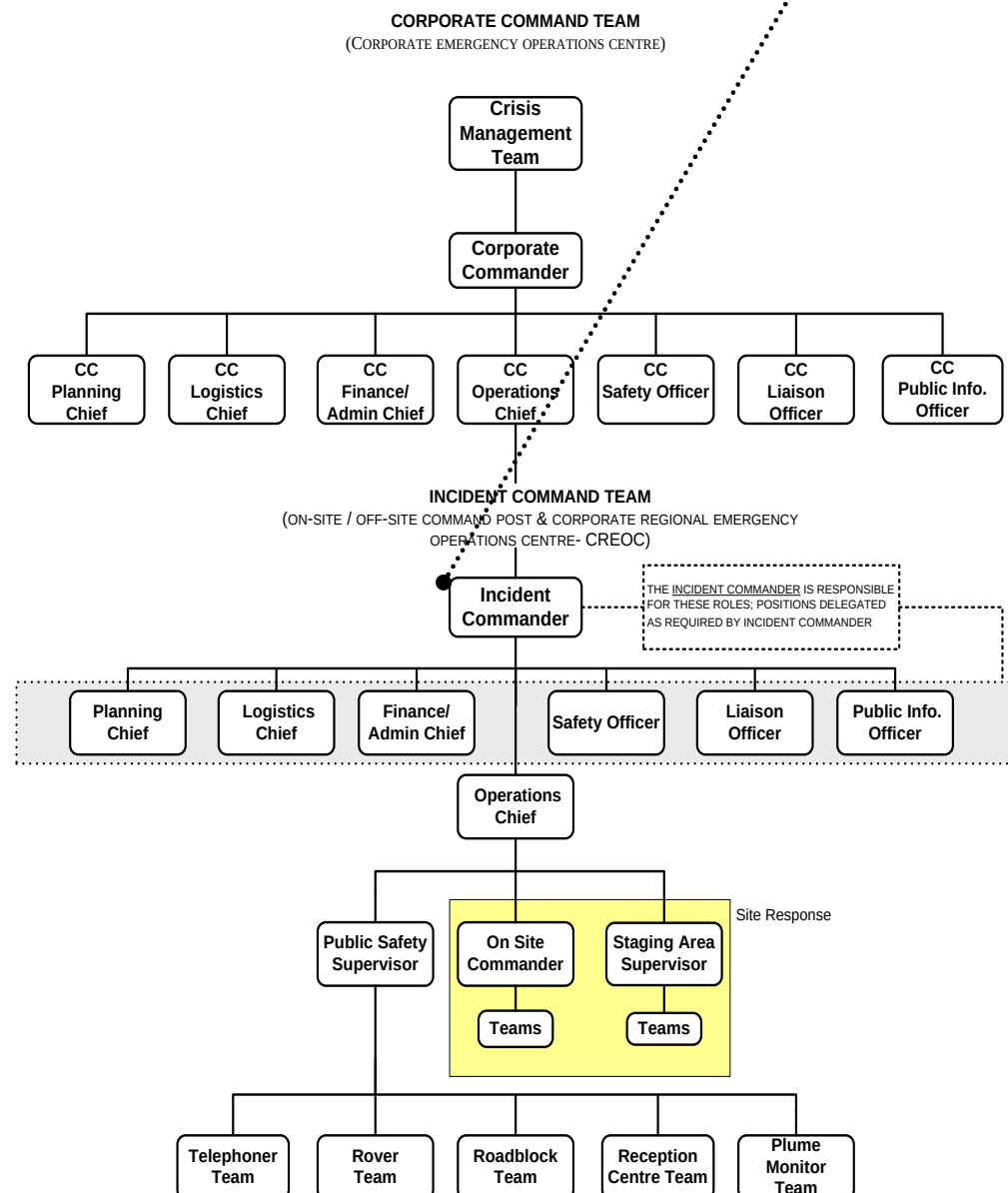
DEACTIVATION

- ☐ Deactivate your position and close out logs when authorized by the *Incident Commander*.
- ☐ Complete and submit all operational logs, reports, and documents to the *Incident Commander*.
- ☐ Clean up your work area before you leave.
 - ☐ Determine from the *Incident Commander* if your position will require any follow-up actions before leaving the OSCP or CREOC.
 - ☐ Leave forwarding phone number where you can be reached.
- ☐ Be prepared to conduct debriefing sessions as required.



FINANCE AND ADMIN CHIEF

PAGE 1 OF 1



RESPONSIBILITY

- ☐ **THE INCIDENT COMMANDER IS RESPONSIBLE FOR THIS ROLE, POSITION ACTIVATED AS REQUIRED.**
- ☐ Provides monetary, insurance, legal, risk and human resources related administrative functions to support emergency operations and to preserve vital records documenting work performed and associated costs in the event of disaster or major emergency.
- ☐ **Reports to the Incident Commander.**

ACTIVATION DUTIES

- ☐ Report to the On-Site Command Post (OSCP) or Corporate Regional Emergency Operations Centre (CREOC) when requested.
 - ☐ Check-in first with the *Incident Commander*:
 - ▷ Obtain a briefing on the situation (verbally followed by the [Size Up The Situation Form](#)) and incident objectives from the *Incident Commander*.
 - ☐ Check-in with the *Planning Chief*, if activated:
 - ▷ Obtain a briefing and information on the OSCP's or CREOC's Safety and Evacuation Plan.
 - ▷ Clarify any issues regarding your authority and assignment and what others in the organization do.
 - ☐ Determine your position's 24-hour staffing requirements and request additional support as required.
 - ☐ Determine operating location and setup as necessary.
 - ☐ Determine what job aids your position may require:
 - ▷ Notification and Contact Lists / Emergency Response Plan / Maps
 - ▷ Ensure sufficient supplies are available to do the job. (e.g. notepads, pens, pencils, forms, references, telephone, etc.)
 - ☐ Check-in with the *Liaison Officer*.
 - ▷ Obtain briefing on on-site and external communications capabilities and restrictions.
 - ▷ Make any priorities or special requests known.

ON-GOING DUTIES

- ☐ Review the following *Finance and Administration Chief* cycle checklist to ensure position compliance/responsibilities are understood:
 - ☐ Maintain a log of events, response actions, contacts, directives, decisions, etc. as well as maintaining accurate records of related expenditures such as personnel, supplies, and equipment costs.
 - ☐ Communicate information to the *Incident Commander* as it becomes available.
 - ☐ Where required assign an Insurance, Risk, Legal, Human Resources or Compensation Unit Leader.
 - ☐ Implement resource control procedures and serve as the primary fund-certifying officer. Identify funding sources and ceilings for operations; control and distribute funding authority to subordinate business officers and ordering officers, and supervise disbursement of funds, expense (cost) factors, cost capturing, and statistics.
 - ☐ Provides assistance to the staff to ensure the most cost-advantageous and effective methods of purchasing commercial products and services within fiscal and regulatory constraints.
 - ☐ Coordinate / participate in external investigation/adjustment of all insurance claims involving injury, death, property, damage, loss or third party claims.
 - ☐ Define liabilities (civil and criminal) and prepare alternate decisions.
 - ☐ Coordinate proper record keeping for future legal use.
 - ☐ Provide legal counsel recommendations for Incident Command Team / Employees (define legal obligations to Employees, Governments and Contractors).
 - ☐ Prepare appropriate paper work (insurance, regulatory, personnel, etc.).
 - ☐ Assist Incident Command team members as needed and assist with Post Emergency notifications.
 - ☐ Compile, submit situation reports in area of responsibility. Identify, prioritize, and forward to the *Incident Commander*:
 - ▷ Potential threat to life, property or environment or heavy financial impact.
- ☐ If emergency is continuing, then start checklist again at the beginning of **On-Going Duties**, referencing **Shift Change** as required, otherwise proceed to **Deactivation** for downgrade of activities as the emergency comes under control.

SHIFT CHANGE

- ☐ Prepare, submit situation report on your activities.
- ☐ Communicate your Shift Change to the appropriate above and below responders.
- ☐ Shift Change:
 - ☐ Fully brief your relief on events and status of actions being taken.
 - ☐ Ensure that in-progress activities are identified and follow-on requirements are known.
 - ▷ Give your logs and records to your replacement.

DEACTIVATION

- ☐ Deactivate your position and close out logs when authorized by the *Incident Commander*.
- ☐ Complete and submit all operational logs, reports, and documents to the *Incident Commander*.
- ☐ Clean up your work area before you leave.
- ☐ Determine from the *Incident Commander* if your position will require any follow-up actions before leaving the OSCP or CREOC.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Be prepared to conduct debriefing sessions as required.



CORPORATE EMERGENCY RESPONSE PLAN

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PROPERTY OF OBSIDIAN ENERGY

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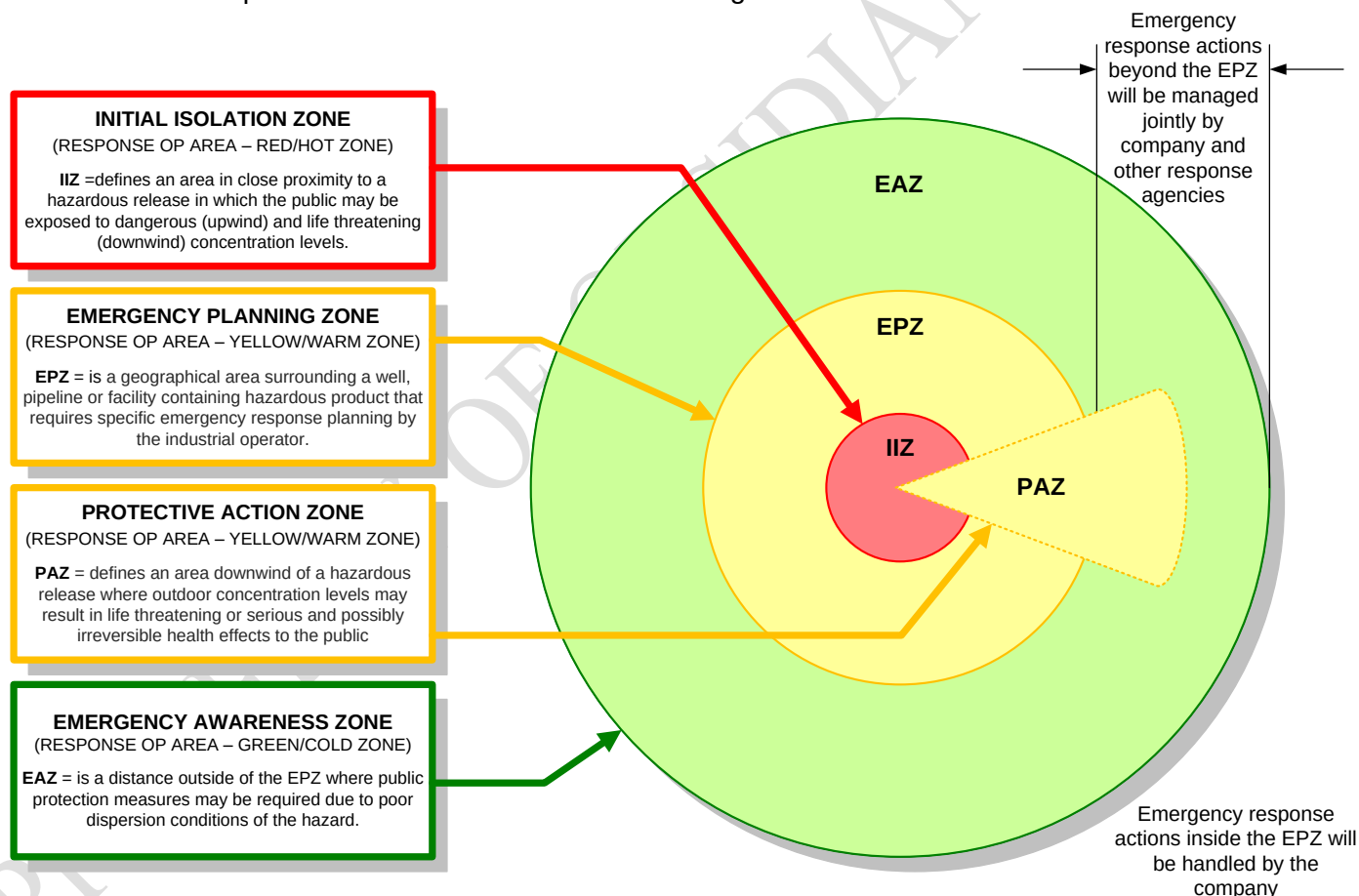
4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.1 DEFINING THE EMERGENCY HAZARD AREA

4.1.1.1 GAS RELEASE

- ☐ The calculated emergency planning zone (EPZ) and the actual hazard area may be quite different. Once the area of hazard concentration is defined, an Initial Isolation Zone (IIZ) and Protective Action Zone (PAZ) are established. The IIZ and PAZ may differ from the shape of the EPZ due to wind speed and direction, ambient temperature, topography and vegetation.
- ☐ The IIZs and PAZs depends upon:
 - Size of hole or rupture. Effects and danger vary widely from a small pinhole caused by corrosion, to a large rupture caused by equipment damage or earth movement.
 - Product flow rate. Pipeline flowing conditions, at the time of the failure, have a great affect on the initial conditions at the leak location, (e.g. even after block valves have been closed, line pack can contribute greatly to the volume of product released).
 - Meteorological conditions. Ambient temperature, wind speed, cloud cover, day or night, humidity, etc., all influence the speed of the vapour plume.
 - Terrain. Flat or undulating countryside affects the potential for hazardous accumulations of vapours to exist and remain for some length of time.



4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.1.2 HVP / LVP RELEASE

- ☐ For calm, no wind conditions, assume a hazard area of 800 -1200 metres* (1/2 to 3/4 mile) on either side of a pipeline and a 1500 metre (approximately one mile) radius for spheres and bullets (tanks) around the leak location.

** This distance is determined using the actual size and length of the pipeline.*

4.1.1.3 PRODUCT SPILL (REFER TO SECTION “5.0 SPILL RESPONSE” FOR DETAILED GUIDANCE)

- ☐ The type, estimated volume, hazards of the product, toxic gases and / or flammable vapours in addition to the potential or immediate impact to people, property and the environment are all characteristics to be assessed.
- ☐ Identification of the following site conditions must be made:
 - ☐ Areas where vapours are likely to accumulate and restrict access (i.e. downwind, low areas, confined spaces, etc.)
 - ☐ Hazards as they relate to shutting in the spill source and site specific conditions such as accessibility, presence of power lines, pipelines, fire hazard, etc.,
 - ☐ Site stability from both a manpower and equipment standpoint (i.e. steep slope, overhanging banks, unstable soil, thin ice, etc.),
 - ☐ Proximity to water bodies (i.e. streams, rivers, lakes, etc.)
- ☐ Identify the area impacted by the spill and implement control zones.
- ☐ Monitor weather conditions on a continuous basis to ensure that changes do not affect the safety of the Response Team and control operations.
- ☐ Hydrocarbon Liquids (Crude Oil)
 - ☐ Unless a release of hydrocarbons has occurred that contains toxins, or has entered into a watercourse, it is not considered a public safety hazard.
 - ☐ If a well has been stimulated (acidized), and is being flow tested to a surface facility and encounters an emergency situation (leak), public safety actions will be taken based on the level of emergency.
 - ☐ If a well contains flammable light crude (condensates C5+) and an emergency situation occurs, public safety actions will be taken.

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.2 DANGER CONDITIONS

4.1.2.1 FIRE / EXPLOSION

- ☐ The danger from fire / explosion exists when an escaping vapour mixes with air to within the upper explosive limit (U.E.L.).

4.1.2.2 IGNITION SOURCE

- ☐ Common sources of ignition to the gas / air mixture are from vehicles / equipment, electrical switches, hot water heaters / house furnaces (pilot lights), stones or rocks being moved violently against other hard objects near the escaping gas, and static electricity.

4.1.2.3 LOW TEMPERATURE

- ☐ Extremely low temperatures exist when liquids expand to the gaseous state.
- ☐ These temperatures can cause severe freezing to persons in close proximity,

4.1.2.4 OXYGEN DEFICIENCY

- ☐ A serious health hazard may exist due to the lack of oxygen in the area of the release

4.1.2.5 TOXICITY

- ☐ Exposure to dangerous chemicals may cause death (e.g. H₂S, chlorine gas, SO₂, etc.).

4.1.2.5 METEOROLOGICAL CONDITIONS

- ☐ Weather conditions must be monitored on a continuous basis to ensure that changes do not adversely affect the safety of the *Incident Command Team* and control operations

4.1.3 ISOLATING THE HAZARD AREA

4.1.3.1 CLOSURE ORDER AND NOTICE TO AIRMEN

- ☐ If an emergency situation occurs that requires isolation of the hazard, immediately contact the Provincial and / or Federal Oil & Gas Regulatory Agency to discuss issuance of a "Closure Order" (i.e. Fire Hazard (FH) Order or other).
- ☐ A NOTAM (Notice to Airmen) may also be requested.

4.1.3.2 ROADBLOCKS

- ☐ The area will be isolated by Roadblocks to prevent entry of unauthorized persons.
- ☐ Roadblocks will be established and manned by Obsidian Energy or contract personnel in conjunction with the POLICE/RCMP or Provincial (or Municipal) Transportation Authority.
- ☐ Each roadblock location will be supplied with:
 - Personnel Protective Equipment (SCBA), H₂S, LEL and O₂ Monitors (hand-held instruments).

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.3.2 Roadblocks continued...

- ☐ Wind direction indicator.
- ☐ Radio communication. Illuminated Traffic Vest. Stop/Slow Signs.
- ☐ Flash Lights/Traffic Flashlight with Spare Batteries, Flares/Reflectors/Strobes.
- ☐ Road barriers, Flagging/Surveyor Tape, Stakes.
- ☐ ERP - Maps and Checklists (names, times, etc.) of people entering / leaving the hazard area.
- ☐ If shelter or evacuation is necessary, roadblocks will be utilized to secure the hazard area initially and then expanded to the EPZ.
- ☐ The *Public Safety Supervisor* in consultation with the *Incident Commander* and *Operations Chief* will determine the number of roadblocks required to effectively isolate the area.
- ☐ Personnel stationed at the roadblock locations shall restrict access into the area to authorized personnel only and maintain a record of persons entering or leaving the area using the Roadblock Record Form.
 - ☐ Establishing a Roadblock does not provide any special powers to stop traffic or to search or seize goods.
 - ▷ It is an opportunity to warn residents, transients and others of an emergency situation and hopefully to persuade them to leave the hazard area. Residents leaving the hazard area should be asked to proceed to, and register at, the designated Reception Centre (which will have been established to attend to their needs and concerns).
 - ▷ **If someone chooses to proceed through the roadblock despite your warnings, report this to the *Public Safety Supervisor* immediately!**
 - ▷ **Do not attempt to stop them yourself.**
 - ▷ **The Police/RCMP will be called in to handle these types of situations.**

4.1.3.3 LOCAL AUTHORITY

- ☐ An ongoing situation will require the call out of additional safety personnel. A local Municipality, County or District can call a "Local State of Emergency".
- ☐ When contacting POLICE/RCMP, the following information shall be provided:
 - ☐ The nature, location and extent of the hazard area.
 - ☐ Suggest where to put up the roadblocks.
 - ☐ Wind speed and direction.
 - ☐ Number of people living within the hazard area.
 - ☐ Determine a mutually agreeable location to meet

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

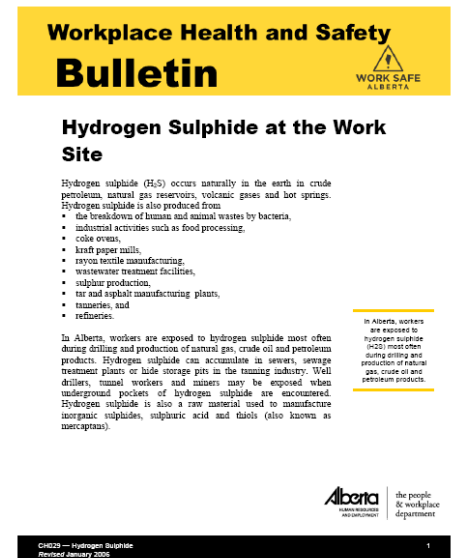
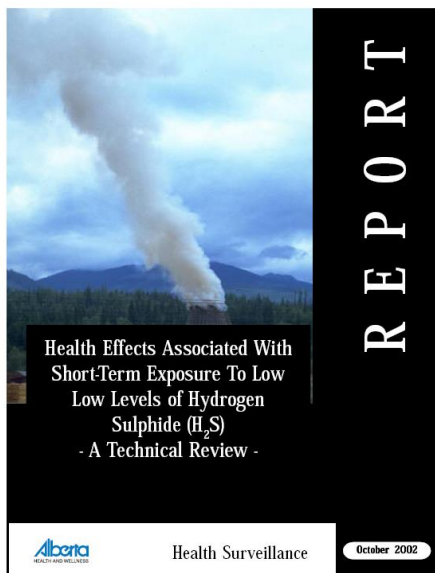
4.1.4 ENTRY INTO THE HAZARD AREA

4.1.4.1 GENERAL GUIDELINES

- ☐ Only personnel authorized by either the *Incident Commander, Operations Chief, On-Site Commander or Public Safety Supervisor* may enter the hazard area.
- ☐ Use the “Buddy System” where possible.
- ☐ Keep in contact with the On-Site Command Post (OSCP) using two-way radio or cellular phones.
 - Report in as often as is appropriate for the type of incident being responded to.
- ☐ Have available pressure demand Self-Contained Breathing Apparatus (SCBA).
- ☐ Continuously monitor the concentration of gases / toxins for the Lower Explosive Limit (LEL) and / or toxicity (H_2S).

4.1.5 HYDROGEN SULPHIDE (H_2S) AND SULPHUR DIOXIDE (SO_2) TOXICITY TABLES

- ☐ The tables on page 8, summarize H_2S and SO_2 toxicity information in the following reports:
 - “Alberta Health and Wellness Reports on the Health Effects Associated with Short-Term Exposure to Low Levels of Hydrogen Sulphide (H_2S)”
 - “Alberta Health and Wellness Reports on the Health Effects Associated with Short-Term Exposure to Low Levels of Sulphur Dioxide (SO_2)”
 - “Alberta Workplace Health and Safety Bulletin on Hydrogen Sulphide at the Work Site”



4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.5 H₂S AND SO₂ TOXICITY TABLES continued...

SUBSTANCE	CONCENTRATION	HEALTH EFFECT
HYDROGEN SULPHIDE (H ₂ S)	-	No reliable studies of the effects of short-term exposures to H ₂ S on human reproductive performance were identified. ¹
	0.01 - 0.3 ppm	Odour threshold. ²
	0-10 ppm	Young normal healthy adults can tolerate up to 10 ppm H ₂ S without significant adverse effects. ¹
	2 ppm	Based on observations from clinical studies involving the controlled exposure of individuals with mild to moderate asthma, short-term exposure to H ₂ S at a concentration of 2 ppm may be capable of inducing bronchial obstruction, based strictly on measures of pulmonary compliance (i.e., specific airway resistance and airway conductance). Since airway symptoms were absent, and the responses varied considerably between subjects, the overall clinical significance of the observations remains unclear. ¹
	>10 ppm	At concentrations above 10 ppm, the clinical studies reviewed were not of sufficient technical quality to permit meaningful assessment of the significance of the findings. ¹
	1-20 ppm	Offensive odour, possible nausea, tearing of the eyes or headaches with prolonged exposure. ²
	20-50 ppm	Nose, throat and lung irritation; digestive upset and loss of appetite; sense of smell starts to become fatigued; acute conjunctivitis may occur (pain, tearing and light sensitivity). ²
	100-200 ppm	Severe nose, throat and lung irritation; ability to smell odour completely disappears. ²
	250-500 ppm	Pulmonary edema (build up of fluid in the lungs). ²
	500 ppm	Severe lung irritation, excitement, headache, dizziness, staggering, sudden collapse (knockdown), unconsciousness and death within a few hours, loss of memory for the period of exposure. ²
	500-1000 ppm	Respiratory paralysis, irregular heartbeat, collapse and death without rescue. ²
SULPHUR DIOXIDE (SO ₂)	>1000 ppm	Rapid collapse and death. ²
	0.1 ppm	For exposures up to 30 minutes, asthmatics appear to demonstrate pulmonary effects at lower thresholds (0.1 ppm), although even in this population subgroup the clinical effects are transient and may or may not require intermittent pharmacologic intervention.
	0.75 ppm	Transitory effects may be observed at concentrations as low as 0.75 ppm.
	10 ppm (up to 30 min. exposure)	The weight of evidence for exposures up to 30 minutes suggests that healthy humans can experience exposures to SO ₂ up to 10 ppm with only transitory effects on pulmonary function, even under challenging conditions involving hyperventilation, mouth-only exposure, and heavy exercise.
	0.5 – 1 ppm (single exposures up to 4 hours and repeated exposures between 3 days and 3 weeks)	The weight of evidence for single exposures up to 4 hours and repeated exposures between 3 days and 3 weeks suggests that transitory pulmonary effects might be expected for asthmatics at exposure concentrations between 0.5 and 1 ppm, with some evidence for a concentration-dependent response in healthy subjects.
	0.75 – 25 ppm (single exposures up to 4 hours and repeated exposures between 3 days and 3 weeks)	The weight of evidence for single exposures up to 4 hours and repeated exposures between 3 days and 3 weeks suggests that transitory pulmonary effects might be expected for healthy humans between 0.75 and 25 ppm, with some evidence for a concentration-dependent response in healthy subjects.

¹ Alberta Health and Wellness Reports on the Health Effects Associated with Short-Term Exposure to Low Levels of Hydrogen Sulphide (H₂S) and Sulphur Dioxide (SO₂).

² Alberta Workplace Health and Safety Bulletin on Hydrogen Sulphide at the Work Site.

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.6 LPG EMERGENCY RESPONSE GUIDELINES

4.1.6.1 LPG Emergency Response Assistance Plan

- ☐ As a plan participant in ERAC, Obsidian Energy can call on assistance from the co-op to control and eliminate the source of a release from any stationary tank with a capacity of $\geq 0.4\text{m}^3$ (approximately 380 lbs or 240 kg), or for any transportation emergencies as required by the *"Transportation of Dangerous Goods Act"*.
- ☐ ERAC will respond to an incident if requested, but the decision to activate ERAC should be made by the Area Foreman based on:
 - ☐ the potential risks to people if the release is allowed to continue,
 - ☐ the possibility of accidentally igniting the vapour plume from an ignition source at the facility,
 - ☐ will local weather conditions promote dispersion of the gases,
 - ☐ potential secondary consequences if the storage vessel is likely to be exposed to elevated temperatures for prolonged periods, and
 - ☐ the volume of LPG in the tank affected.
- ☐ ERAC is a cooperative that provides emergency response technical and advisory services for incidents across Canada. ERAC has:
 - ☐ a Response Manager, located at a 24 hours/day Response Centre, who can be contacted through the Activation Number shown above and will activate and manage ERAC resources responding to an incident for the duration of the emergency,
 - ☐ technical resources to assist plan participants with managing an incident at a stationary storage facility or while LPGs are being transported by road from a facility to a receiving terminal, and
 - ☐ fully trained and equipped Response Advisers and/or a Response Team to assist plan participants with responding to and stabilizing an incident.
- ☐ In an emergency, ERAC acts in an advisory capacity for the On-Site Commander (or the Incident Commander if necessary) and will lead specialized response tasks if required. They **will not**:
 - ☐ assume responsibility for managing the incident, or
 - ☐ handle any media or regulatory reporting communications during and after an incident.

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.6 LPG EMERGENCY RESPONSE GUIDELINES continued...

- ☐ If the plan is activated, ERAC will deploy response personnel to the incident site as quickly as possible. ERAC will cover all travel and living costs of activated personnel directly but any specialized equipment or services required by ERAC personnel for response activities will be cleared with Obsidian Energy's Incident Commander and charged directly to Obsidian Energy.
- ☐ ERAC personnel will remain at the incident scene until the emergency has been stabilized and there is no further danger from the LPG.

4.1.6.2 LPG Transport by Road

- ☐ Although all Obsidian Energy's LPG production is sold to a marketer at our facility, Transport Canada requires Obsidian Energy, as producer of the LPGs, to have a registered emergency response assistance plan in place.
- ☐ The Obsidian Energy plan reference number and an activation number are included on all shipping manifests for LPG shipments by road originating from our facilities.
- ☐ In addition, Obsidian Energy's 24-hour emergency number (1-403-777-2500) must also be shown on the manifest. If an incident occurs and Obsidian Energy is contacted because the Obsidian Energy ERAP (Emergency Response Assistance Plan) number is on the manifest, a procedure has been developed to ensure that the trucking company and the marketers (the product owners) are notified as soon as possible and their emergency response plans are activated.
 - ☐ Obsidian Energy should not have to take any action beyond this initial notification. However, should the on-call person not be able to contact the trucking company, Obsidian Energy is a member of the Emergency Response Assistance Canada (ERAC) which will provide LPG emergency response assistance should it be required.

NOTE: These above ERAP requirements do not apply to propane being transported to Obsidian Energy locations for on-site heating or product processing.

Plan Activation

LPG Emergency Response Assistance Plan (ERAP)

Obsidian Energy's Membership Reference Number ERP2-0010-109

Activation Telephone Number: 1-800-265-0212

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.6 LPG EMERGENCY RESPONSE GUIDELINES continued...

- ☐ The ERAC could be activated by:
 - ☐ a direct call to the Response Centre by a First Responder (through Obsidian Energy's Area Foreman) using the ERAP Activation Number listed on the shipping manifest, or
 - ☐ a call to the Response Centre by Obsidian Energy on-call personnel who have been contacted by the First Responder at the accident scene.
- ☐ The Response Centre will contact Obsidian Energy if they receive a call from a First Responder to inform Obsidian Energy about the location of the incident and the response steps that have been initiated by ERAC.
- ☐ During an incident where Obsidian Energy does not own the product, on-scene ERAC personnel will not necessarily communicate directly with Obsidian Energy unless the Company has a designated representative at the scene.
- ☐ Normally, there should be no reason for the Area Foremen to become involved in responding to a transportation-related LPG incident. Communication with Obsidian Energy on-call personnel will be through the ERAC Response Manager or the General Manager.
- ☐ Because Obsidian Energy may be contacted if an incident occurs after the product leaves our facility, there are several steps that must be followed by Obsidian's on-call personnel to ensure that the proper contacts are made. These are as follows:

If initial call comes to Obsidian Energy from a First Responder:

1. Determine who the First Responder is, what has happened, where the accident has occurred, and whose truck is involved.
2. Notify ERAC using the Activation Number and place them on stand-by, pending contact with the trucking company.
3. Contact the trucking company emergency number and confirm they are aware of the accident and that they will be responding to the incident.
4. If the trucking company cannot be contacted or is unwilling to respond, leave a message or confirm that Obsidian Energy will be activating ERAC to respond to the incident. Indicate that they will be responsible for all costs incurred.
5. Advise ERAC to stand-down if the trucking company is responding. If not, activate the ERAC plan.

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.6 LPG EMERGENCY RESPONSE GUIDELINES continued...

6. If ERAC is activated, notify the Area Superintendent of the actions taken.
7. Confirm the actions taken with the First Responder who contacted Obsidian.
8. Keep a log of all telephone contacts.

If call comes from ERAC:

1. Determine what has happened, where the accident has occurred, and whose truck is involved.
2. Indicate to ERAC that Obsidian Energy will contact the trucking company to inform them about the incident and determine the actions they will or have taken. Place ERAC response on hold pending the outcome of contact with the trucking company.
3. If the trucking company cannot be contacted or is unwilling to respond, leave message or confirm that Obsidian Energy will contact ERAC to activate a response. Leave a message or confirm that the trucker and the product owner will be responsible for all costs incurred by Obsidian Energy.
4. Advise ERAC to activate the Response Plan.
5. If ERAC is activated, notify the Area Superintendent of the actions taken.
6. Keep a log of all telephone contacts.

4.1.6.3 LPG Response Guidelines for CEPA (Canadian Environmental Protection Agency)

- ☐ The LPG Response Guidelines are contained in LPG storage facility manuals developed for each location with storage facilities meeting Environment Canada's requirements.
- ☐ The primary concern in responding to an LPG release is to ensure the safety of on-site personnel, residents and transients that could be affected if the release increases in size or it is ignited. There are no residual environmental consequences associated with an LPG release. The principal concern is removing potential ignition sources to avoid detonation of the vapour plume. LPG vapours are heavier than air and will tend to collect in low lying areas (wells, cellars, and sumps) if winds are calm.

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.6 LPG EMERGENCY RESPONSE GUIDELINES continued...

- ☐ As a general principle, Obsidian Energy First Responders should:
 - ☐ Assess the situation and, if safe to do so, shut down any potential sources of ignition at the facilities,
 - ☐ Contact the Area Foreman and inform him of the situation, and
 - ☐ Confirm the steps needed to isolate the facility, establish roadblocks, and evacuate any residents or transients in the area.

4.1.6 LPG Emergency Response Guidelines continued...

- ☐ First Responders should not attempt to control the source of release unless it can be safely done by closing a valve. Propane bullets are fitted with self-closing valves. If a sudden drop in feeder line pressure occurs, the valve closes. However, a release may continue if it is a result of a small tear or pin hole in a line or fitting where the pressure drop is insufficient to actuate the valve. In this case, manually closing the valve may stop the release.
- ☐ Except for the large storage bullets, the most appropriate course of action, if the release cannot be safely stopped, is to isolate the release site and allow the LPG to escape and disperse in the atmosphere.
- ☐ The following information is compiled from the Guidebook for First Responder during the initial phase of a Dangerous Goods / Hazardous Materials Incident (Canutec 2000 Emergency Response Handbook) for each of the CEPA E2 Regulated substances owned or managed by Obsidian Energy. The information contained in this table also applies to mixtures of Liquefied Petroleum Gases.

Propane ID NO. 1978 - FLAMMABLE

1. Potential Hazards Fire or Explosion

- Extremely Flammable.
- Will be easily ignited by heat, sparks or flames.
- Will form explosive mixtures with air.
- Vapours from liquefied gas are initially heavier than air and spread along ground.
- Vapours may travel to a source of ignition and flash back.
- Containers may explode when heated.
- Ruptured cylinders may rocket.

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.6 LPG EMERGENCY RESPONSE GUIDELINES continued...

2. Health

- Vapours may cause dizziness or asphyxiation without warning.
- Some may be irritating if inhaled at high concentrations.
- Contact with gas or liquefied gas may cause burns, severe injury and/or frostbite.
- Fire may produce irritating and/or toxic gases.

3. Responder / Worker Safety

- ***Isolate spill or leak area immediately for at least 50 to 100 meters (160 to 330 feet) in all directions.***
- Keep unauthorized personnel away.
- Stay upwind.
- Many gases are heavier than air and will spread along ground and collect in low or confined areas (sewers, basements, tanks).
- Keep out of low areas.

4. Protective Clothing

- Wear positive pressure self-contained breathing apparatus (SCBA).
- Even Structural fire-fighters' protective clothing will only provide limited protection.
- Always wear thermal protective clothing when handling refrigerated/ cryogenic liquids.

5. Public Safety / Evacuation

Large Spill - Consider initial downwind evacuation for at least 800 meters (1/2 mile).

Fire- If Bullet, tank, rail car or tank truck is involved in a fire, ISOLATE for 1600 meters (1 mile) in all directions; also, consider initial evacuation for 1600 meters (1 mile) in all directions.

6. Emergency Response

Fire - Do not extinguish a leaking gas fire unless leak can be stopped.

Small Fires - Dry chemical or CO₂.

Large Fires - Water spray or fog.

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.6 LPG EMERGENCY RESPONSE GUIDELINES continued...

4.1.6.4 LPG Incident Notification Guideline

- ☐ A release of raw LPG must be reported to the designated regulatory agency and to Environment Canada if the release occurs at a registered facility.
- ☐ The volume thresholds for reporting spills or releases to the designated Provincial regulatory agency(s) vary and depend on whether the released material remains on the lease or drifts or flows off the location (see below).
- ☐ The LPG reporting limits shown in the second line are reporting thresholds for releases of propane or other refined LPGs from stationary tanks at any location within the reporting jurisdiction. Given this variability:

It is strongly recommended that ANY LPG release be reported, particularly if there is any possibility that the public could be affected or if there is a need to establish roadblocks to isolate a facility while the gases dissipate.

Government Notification

	BC	Alberta	Saskatchewan	Manitoba
Produced Liquids incl LPG				
on-lease	0.1 m ³	2 m ³	0.5 m ³	0.5 m ³
off-lease	any	any	any	any
LPGs (TDG Class 2.1)	10 kg	0.1 m ³	0.1 m ³	0.1 m ³

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.6 LPG EMERGENCY RESPONSE GUIDELINES continued...

- ☐ Depending upon the severity of the incident, the regulator may or may not want a written report covering the incident. These reports normally must be filed within 30 days.
- ☐ If a release of raw LPG occurs at a registered facility, verbal notification and written reports must also be filed with Environment Canada or a designated provincial department acting as their agent (see next page). Verbal notification must be made “as soon as possible” but it is recommended that notification be made to the telephone numbers listed in the following table within three hours of the initial identification of the incident; sooner if the public is or will be affected. A written report must be sent within 30 days to the contacts and addresses indicated in the following table.

4.1.6.5 Environment Canada Reporting Requirements

Contents of Verbal LPG Release Reporting from CEPA Registered Facilities

- ☐ The verbal report should include as much of the following information as is known at the time of the report:
 - ☐ Name of person reporting telephone number at which the reporting person can be immediately contacted
 - ☐ Name of the person who owns or has the charge, management or control of the substance immediately before the environmental emergency
 - ☐ Date and time of the release
 - ☐ Location of the release
 - ☐ Name/UN number of the substance released
 - ☐ Estimated quantity of the substance released
 - ☐ Means of containment (from which the substance was released) and a description of container condition
 - ☐ Number of deaths and injuries resulting from the environmental emergency
 - ☐ Surrounding area/environment affected and potential impact of the release (mobility of release and weather or geographic conditions at the site)
 - ☐ Description of the circumstances leading to the release
 - ☐ Cause of the release (if known & *if the accident investigation has been completed*)

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.6 LPG EMERGENCY RESPONSE GUIDELINES continued...

- Details of the actions taken or further actions contemplated (to contain, recover, clean up and dispose of the substance involved)
- Names of agencies notified or on-scene
- Other pertinent information

Contents of Written LPG Release Reporting from CEPA Registered Facilities

- ☐ Environment Canada prefers the content of the written report to include:
 - Name and address of the person who owns or has the charge, management or control of the substance involved in the environmental emergency. Telephone number, including the area code, at which the person may be contacted
 - Date, time and exact location of the release
 - Name/UN number of the substance released
 - Composition of the substance released showing, with respect to each substance involved, its concentration and total weight
 - Estimated quantity of the substance released and the total quantity of substance
 - Means of containment before the release
 - Duration of the release of the substance and its release rate
 - Means of containment (from which the substance was released) and a description of its condition
 - Number of deaths and injuries resulting from the environmental emergency
 - Surrounding area/environment affected and potential impact of release (mobility of release, weather or geographic conditions at the site, long-term environmental impacts)
 - Sequence of events before and after the environmental emergency (including the cause of the release, if known)
 - Names of agencies notified or on-scene at the time of the release
 - Measures taken to protect the environment and public safety
 - Notification to any member of the public adversely affected by the environmental emergency
 - All measures to be taken to prevent similar releases

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.6 LPG EMERGENCY RESPONSE GUIDELINES continued...

Federal CEPA E2 Planning Requirements

- ☐ The Canadian Environmental Protection Act (CEPA) requires persons¹ who own or manage specified toxic and hazardous substances at or above specified thresholds to provide specific information on the substance(s), their quantities and to prepare and implement environmental emergency plans.
- ☐ The Regulations contain a list of substances under the Canadian Environmental Protection Act, 1999 and other hazardous substances which, if they enter the environment as a result of an emergency:
 - ☐ have or may have an immediate or long-term harmful effect on the environment or its biological diversity
 - ☐ constitute or may constitute a danger to the environment on which human life depends
 - ☐ constitute or may constitute a danger in Canada to human life or health.
- ☐ All of the regulated substances owned or managed by Obsidian Energy in a quantity at, or over the prescribed minimum quantity have been reported to Environment Canada with information on the quantity of the substance, along with the facility location. (Section 12.3)
- ☐ CEPA regulations require that, when an environmental emergency occurs for any of the substances on the list established on Schedule 1 under the Environmental Emergency Regulations, any person who owns or has the charge, management or control of the substance immediately before the emergency shall, as soon as possible, notify an enforcement officer or any other person designated pursuant to the Regulations. In addition, this person must abide by a number of other requirements, such as taking all reasonable measures consistent with protection of the environment and public safety and providing a written report. (There are no environmental emergency notification and reporting thresholds associated with the 174 substances listed in Schedule 1 of the Regulations at this time.)

¹ The term 'person' may include a company, an individual, or a government body.

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.6 LPG EMERGENCY RESPONSE GUIDELINES continued...

Notification and Reporting of LPG Releases from CEPA Registered Facilities

Province	Verbal Notification 24-hour telephone line	Written Report Designated person
Alberta	1-800-222-6514 (accessible within province)	Director, Enforcement and Monitoring Branch Alberta Environment 11th Floor, Oxbridge Place 9820 106th Street Edmonton, AB T5K 2J6

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.6 LPG EMERGENCY RESPONSE GUIDELINES continued...

4.1.6.6 LPG Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS)

A copy of the Obsidian Energy LPG Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) is updated by Deerfoot Consulting on behalf of Obsidian Energy as per WHMIS requirements. The most recent copy was prepared December 10, 2014 and expires December 9, 2017. For access to this document, users can access <http://obsidianenergy.msdsbinders.com> (login: obsidianenergy / password: danger) or contact erp@obsidianenergy.com to request a copy of this document

ERAP #: ERP2-0010-109

ERAP Activation Telephone #: 1-800-265-0212

4.1.7 WILDFIRE EMERGENCY RESPONSE

4.1.7.1 Wildfire Response Guidelines

- ☐ The Industrial Wildfire Control and Prevention (IWCP) Plan is mandatory in Alberta under the *Forest Prairie and Protection Act*.
- ☐ The intent of this annually updated plan is to proactively identify and update Obsidian Energy operations that are potentially at risk during a wildfire and the wildfire prevention strategies in an effort to reduce the potentially negative impacts of wildfire during the annual fire season. Fire season is usually from April 1 to October 31.
- ☐ The Obsidian Energy annual IWCP plans are to be prepared and submitted to the local Forestry Division wildfire prevention officer(s) prior to the end of February of each year
- ☐ One company plan is to be submitted to Forestry Division's wildfire prevention officer in each of the ten Wildfire Management Areas (WMAs) in which Obsidian Energy operates.
- ☐ Refer to the specific IWCP plans for details regarding the manned facilities, available fire fighting equipment, and both continuous flaring and intermittent flaring operations within each WMA.

4.1.7.2 Wildfire Reporting Procedures

- ☐ Instructions when discovering a fire:
 - ☐ Contact Forest Protection Division office and Company personnel ASAP.
 - ☐ Convey pertinent fire information such as location, size and fire condition.
 - ☐ If safe to do so, take immediate suppression and fire containment action using all the resources reasonably and lawfully available in the vicinity.
 - ☐ If not personally threatened by the fire, remain on the scene until released.
 - ☐ If caller is not at fire site move down in direction of fire site

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.7 WILDFIRE EMERGENCY RESPONSE continued...

TO REPORT A WILDFIRE in ALBERTA, CALL: 310-FIRE

CALLER Name: _____
Telephone no: _____
Company: _____
Address: _____
In area because: Local resident _____ Recreation _____
Working _____ Other _____

LOCATION OF FIRE LSD _____ of section _____ Township _____ Range _____ W _____ Mer.
Or
Other description (GPS)

On site Information

Fire is burning in the:
Ground _____
Bush _____ -timber type?
Agricultural land _____ -stubble, windrows, etc?
Other _____
Rate of spread is:
Not moving _____
Moderate _____ less than a normal walk?
Fast _____ more than a normal walk?
Any people at the fire? Yes _____ No _____ Don't know _____
Is property threatened? Yes _____ No _____ Don't know _____
Is road access available? Yes _____ No _____ Don't know _____
How _____
Is water readily available? Yes _____ No _____ Don't know _____
Any other observations? _____
(Lightning, recreation, vehicles, children in area?)

Unable to see fire, only smoke visible:

Smoke Information

Colour: Light grey _____
Medium grey _____
Dark grey _____
Black _____

Column: Intermittent _____
Scattered _____
Light _____
Heavy _____

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.7 WILDFIRE EMERGENCY RESPONSE continued...

4.1.7.2 Wildfire Response Procedures

- ☐ Know your area and any fires that are in your area.
- ☐ If you have a fire and it is within 70 km of you, ensure that forestry is aware of the fire. Give them your longitude (or complete legal land description). Notify your area supervisor.
- ☐ If a fire is within 30 km of your plant – stay in constant touch with forestry, at least every 2 hours. Back up all computers files onto a disk. Pack up all personal effects but be prepared to take only essentials.
- ☐ **Set up procedure to:**
 - ☐ Shut down your facility. Plant must be left depressurized and isolated.
 - ☐ Evaluate isolation and depressurization of field vessels and pipelines.
 - ☐ Oil storage tanks (produced) should be emptied providing there is no risk involved.
 - ☐ Check on helicopter availability.
 - ☐ If a fire is within 10 km and moving towards the facility, discuss shutting in facility with supervisors and forestry.
 - ☐ Hold helicopter for evacuation.
 - ☐ Shut in facility.
 - ☐ Isolate wells that are safe to do so at wellhead. If not use SCADA.
 - ☐ Depressurize plant and isolate inlet and outlet.
 - ☐ Leave in total ESD state.
 - ☐ Take disks and important papers.
 - ☐ Move personal effects and vehicle to safe location.
- ☐ **GENERAL PROCEDURE FOR SHUTTING IN SUBMERSIBLE PRODUCERS**
 - ☐ Turn off radio.
 - ☐ Turn off switch in RTU.
 - ☐ Close ALL valves on wellhead and flow line, EXCEPT casing vent, which is to be left open.
 - ☐ Leave all doors and windows closed.

4.0 QUICK GUIDES

4.1 EMERGENCY HAZARD AREA INFORMATION

4.1.7 WILDFIRE EMERGENCY RESPONSE continued...

☐ **GENERAL PROCEDURE FOR SHUTTING IN PUMPJACKS**

- ☐ Turn switch off (or shut in motor) and pull brake.
- ☐ Close ALL valves on wellhead and flow line, EXCEPT casing vent, which is to be left open.
- ☐ Close radigans; close off propane tanks (if so equipped).

☐ **GENERAL PROCEDURE FOR SHUTTING IN WATER INJECTORS**

- ☐ Close ALL valves on wellhead and flow line, EXCEPT casing vent, which is to be left open.
- ☐ Ensure master valve is closed.
- ☐ Leave all doors and windows closed.

☐ **GENERAL PROCEDURE FOR SHUTTING IN SATELLITES**

- ☐ Bleed off test separator.
- ☐ Close all valves to gauge outside of satellite.
- ☐ Press ESD (if equipped).
- ☐ Leave all doors and windows closed.
- ☐ Place lids on drain barrels.
- ☐ Shut off radio.

☐ **GENERAL PROCEDURE FOR SHUTTING IN BATTERIES**

- ☐ Press ESD.
- ☐ Drain and depressurize vessels.
- ☐ Leave all doors and windows closed.
- ☐ Empty produced oil storage tanks.
- ☐ Place lids on drain barrels.
- ☐ Shut off radio.

☐ **GENERAL PROCEDURE FOR SHUTTING IN WATER PLANTS**

- ☐ Press ESD.
- ☐ Close valves for gas blankets to tanks.
- ☐ Leave all doors and windows closed.
- ☐ Place lids on drain barrels.
- ☐ Shut off radio.

#1 Priority – Get everybody out! Equipment can be replaced.

4.0 QUICK GUIDES

4.2 AIR MONITORING/PLUME MONITORING

4.2.1 GENERAL GUIDELINES

- ☐ Air quality monitoring for H₂S and SO₂, if ignition of the gas release has taken place, will be conducted at the incident site and throughout the hazard area and expanded to the EPZ or beyond as required.
- ☐ Personnel will maintain a record of the air monitoring results using the Air Monitoring Record Form and will report any H₂S / SO₂ detection to the *Public Safety Supervisor*.
- ☐ Two types of monitors will be used; personal H₂S monitors and a mobile air monitoring unit, that will be contacted at a Level 1 emergency and mobilized at a Level 2 emergency to monitor air quality downwind of the incident site.
- ☐ Mobile air monitoring will be deployed at a Level 1 emergency, if delivery will be greater than 8 hours.

4.2.2 LOCATIONS – WHEN MOBILE AIR MONITORING IS REQUIRED

4.2.2.1 DIRECTION

- ☐ The monitoring location is selected downwind of the well or other emissions source.
- ☐ The winds at the level of the emission plume (actual or potential) must be observed to determine the best direction.
 - ☐ If the emissions are from a flare or an ignited, uncontrolled release, the wind direction aloft, rather than near ground level must be considered.
 - ☐ Observation of the plume or elevated windsocks is useful in this regard.
- ☐ For ground level emissions, including unignited, uncontrolled releases of H₂S, the wind direction from the mobile monitor is a good indicator.
 - ☐ Under certain conditions H₂S may hug the ground and tend to follow topographic features. Topographic maps should be consulted to determine the most likely trajectory for the emissions.
- ☐ In calm winds, trial/error should be used to determine where the concentration is the strongest.

4.0 QUICK GUIDES

4.1 AIR MONITORING/PLUME MONITORING

4.2.2.2 DISTANCE

- ☐ The monitor should be located between the point of release (or impact at ground level) and the nearest public receptors such as residences, campsites, parks or highways.
 - An elevated release may travel for some distance before touching down.
- ☐ In practice, access is not always possible to the ideal monitoring location. However, the unit should be placed as close as practical.
- ☐ In addition to the downwind locations, some monitoring should be done upwind and at the wellhead to determine background concentrations.

4.2.3 ANALYZER RANGES

4.2.3.1 COMPLAINTS OR INVESTIGATING MONITORING

- ☐ The analyzers should be operated on the most sensitive range. The threshold for detection by the human nose for H₂S odour is in the part per billion range.

4.2.3.2 CRITICAL WELLS

- ☐ An H₂S analyzer should be operated on the 10, 20 or 50 parts per million (PPM) range to provide data for evaluation decisions in the event of uncontrolled, unignited releases.
- ☐ A second analyzer should be operated on the 100 parts per billion (PPB) range for the documentation of concentrations associated with odours (to aid in addressing public concerns).

4.0 QUICK GUIDES

4.3 IGNITION

4.3.1 IGNITION OVERVIEW

4.3.1.1 SCOPE

- ☐ Ignition of sour gas, sweet gas, liquid petroleum gas or other natural gas liquids will be considered as an alternative control measure when public health or safety is at risk.
 - It may be the primary control measure for High Vapour Pressure / Low Vapour Pressure leaks if they could present a risk to the public or the environment.

4.3.1.2 AUTHORITY

- ☐ The decision to ignite the release (if it is not an urgent situation and time permits) will be made in conjunction with the *Incident Commander*, *On-Site Commander* and the *Corporate Commander* (or Alternate), usually in consultation with regulatory authorities. Please note that Alberta has specific ignition criteria.
- ☐ **If an immediate threat to human life exists and there is not sufficient time to evacuate the hazard area or Emergency Planning Zone, Obsidian Energy personnel from the *Incident Command Team* are authorized to ignite the release, and their decision to ignite will be fully supported by Obsidian Energy.**

4.3.1.3 SOUR GAS IGNITION CRITERIA

- ☐ Refer to the Ignition Decision and Procedures Form.

4.3.1.4 HIGH VAPOUR PRESSURE / LOW VAPOUR PRESSURE / OTHER GASES IGNITION CRITERIA

- ☐ If there is an HVP / LVP release, the vapour plume size will generally be dependent on volume, exact composition, meteorological conditions and the topography of the area.
- ☐ As a control measure, it may be beneficial to ignite the leak when public health or safety is at risk.

4.3.1.5 IGNITION EQUIPMENT

- ☐ The following is a general listing of equipment that may be required for use by the Ignition Team for a proper and safe ignition:
 - ✓ **Shotgun or 2 Flare pistols / multiple flares**
 - ✓ **Safety harnesses with front D-Ring (or 2 Safety Belts with Rear D-Ring) complete with 30 m (100 ft) flame-resistant ropes**
 - ✓ **Pairs flame-resistant coveralls (if personnel do not have their own)**
 - ✓ **Hearing Protection (if personnel do not have their own)**
 - ✓ **Hard hats with Face Shields**
 - ✓ **4 Flame-resistant Hard Hat Liners, (balaclava or regular style)**
 - ✓ **L.E.L. / H₂S / O₂ Gas Detector**
 - ✓ **4 Self-Contained Breathing Apparatus (positive pressure) with 30 minute air supply**
 - ✓ **Radio-equipped Vehicle**

4.0 QUICK GUIDES

4.3 IGNITION

4.3.2 IGNITION DECISION AND PROCEDURES

STEP 1 DURING A RELEASE ASSESS THE FOLLOWING	
☐ Risk of exposure / injury to the public or response workers ☐ Proximity to residences, public facilities, towns or urban centres ☐ Status of evacuations ☐ Fire hazard after ignition in relation to adjacent forested or cropland area ☐ Safety of ignition team (hazard area identification, protective gear)	
STEP 2 DETERMINE IF ANY OF THE FOLLOWING IGNITION CRITERIA HAS BEEN MET	
☐ The release cannot be brought under control in the short term (ignition decision will be made in consultation with the regulator) ☐ Although required, evacuation of the IIZ and PAZ has not taken place ☐ Monitoring results indicate H ₂ S concentrations in excess of 10ppm over a 3-minute average in unevacuated parts of the EPZ IF MONITORED LEVELS ARE DECLINING THEN THE SITUATION NEEDS TO BE CONTINUOUSLY ASSESSED FOR IGNITION ☐ Monitoring result indicate H ₂ S concentrations in excess of 10 ppm over a 3 minute average in unevacuated parts of the EPZ ☐ Monitored H ₂ S concentrations exceed 1 ppm (1 hour average) in urban density developments ☐ Monitoring is not taking place due to weather or other unforeseen circumstances	
STEP 3 IF IGNITION CRITERIA IS MET, MUST IGNITE WITHIN 15 MINUTES OF THE DECISION TO IGNITE	
Pre-Ignition	☐ Prior to ignition, the <i>On-Site Commander</i> will: ☐ Determine post-ignition emergency service needs ☐ Assemble and brief the Ignition Team ☐ Ensure complete evacuation of non-essential personnel ☐ Isolate the hazard area using manned roadblocks ☐ Assemble Ignition Team (min 2 people) ☐ Ensure Ignition Team is protected with appropriate PPE. Cover any exposed skin ☐ Set up a windsock and streams (if time permits) ☐ Monitor the area for combustible gas ☐ Fully discuss ignition procedures ☐ Ensure radio communications are maintained
Approach	☐ Select position to attempt safe ignition which will: ☐ Allow for a safe retreat ☐ Be upwind of the gas leak (200 m minimum from the edge of the identified vapour plume, approach to no closer than 100 m for repeated ignition attempts) ☐ Be in an area where no combustible gas is detected
Attempt Ignition	☐ Fire flare gun to hit vapour cloud at the perimeter where air to fuel mixtures are correct for ignition (near outer edge and ground level) ☐ Turn away from target
Repeat Ignition	☐ Continue approach and repeat until successful (100 m minimum from edge of identified vapour plume) ☐ Do not proceed until Ignition Team is determined to be in a safe area.
Post Ignition	☐ Advise <i>Incident Commander</i> , or if activated, the <i>Operations Chief</i> ☐ Continue to monitor downwind for gas accumulations ☐ Maintain security around immediate area ☐ Assist emergency service crews with any fire control measures needed

4.0 QUICK GUIDES

4.3 IGNITION

4.0 QUICK GUIDES

4.4 EVACUATION AND SHELTER-IN-PLACE

4.4.1 EVACUATION CRITERIA

- ☐ Evacuation is the primary public protection measure for long-term releases.
- ☐ Evacuation of the public within EPZs must be initiated no later than a Level 2 emergency and should commence with those downwind and closest to the release (applicable in all provinces). Residents identified with special needs will be contacted at a level 1 emergency.

Evacuation Criteria for H₂S releases

- ☐ If safe to do so, members of the public within the Initial Isolation Zone (IIZ) will be evacuated in a priority manner; evacuation of the public will commence in the IIZ and will expand outward into the Protective Action Zone (PAZ) downwind of the release so that members of the public are not exposed to H₂S. Typically residents within the EPZ but outside of the PAZ will be notified to shelter-in-place pending further instructions. Residents identified with special needs will be contacted first. Evacuation of the public within the PAZ is based on monitored levels of H₂S as shown in following table:

☐ AER EVACUATION CRITERIA:

H ₂ S concentrations in unevacuated areas	Requirement
1 to 10 ppm (3 minute average)	Individuals who requested notification must be notified so that they can voluntarily evacuate before any exposure to H ₂ S.
Above 10 ppm (3 minute average)	Local conditions must be assessed and all persons must be advised to evacuate and /or shelter.
SO ₂ concentrations in unevacuated areas	Requirement
1 ppm (3-hour average) 5 ppm (15 minute average) 0.3 ppm (24 hour average)	Immediate evacuation of the area must take place.

4.4.1.2 HYDROGEN SULPHIDE (H₂S) CONCENTRATIONS IN UNEVACUATED AREAS OUTSIDE EPZs

- ☐ Monitored H₂S concentrations are an average of 1 to 10 ppm over a 3-minute time period:
 - ☐ Individuals who requested notification so that they can voluntarily evacuate before any exposure to H₂S must be notified. All other individuals should consider leaving the area and seek medical advice if health symptoms develop.
- ☐ Monitored H₂S concentrations exceed an average of 10 ppm over a 3-minute time period:
 - ☐ Local conditions must be assessed and all persons must be advised to evacuate.
 - ☐ Ignition of the release will be the primary consideration where safe evacuations cannot be conducted

4.0 QUICK GUIDES

4.4 EVACUATION AND SHELTER-IN-PLACE

4.4.1.2 SULPHUR DIOXIDE (SO₂) CONCENTRATIONS IN UNEVACUATED AREAS

- ☐ Monitored SO₂ concentrations are an average of 0.3 ppm over a 24-hour time period:
 - Immediate evacuation of the area must take place.
- ☐ Monitored SO₂ concentrations are an average of 1 ppm over a 3-hour time period:
 - Immediate evacuation of the area must take place.
- ☐ Monitored SO₂ concentrations are an average of 5 ppm over a 15-minute time period:
 - Immediate evacuation of the area must take place.

Note: all emergency response actions outside the EPZ will be implemented in coordination with the local authority.

4.4.1.3 HIGH VAPOUR / LOW VAPOUR PRESSURE (HVP / LVP) / OTHER GASES

- ☐ Each NGL hydrocarbon component has a minimum lower explosive limit (LEL) and a maximum upper explosive limit (UEL) below and above which combustion will not occur.
- ☐ For any uncontrolled Natural Gas Liquid (NGL) leak that exceeds the LEL, residents in the hazard will be evacuated or sheltered, as appropriate.
- ☐ Based on monitoring of the LEL, expand the evacuation area as safe conditions permit.
- ☐ If any leaking gas or other vapour release indicates a potential for toxicity, explosion or fire threat, all occupants of the hazard area will be notified and advised to evacuate voluntarily.

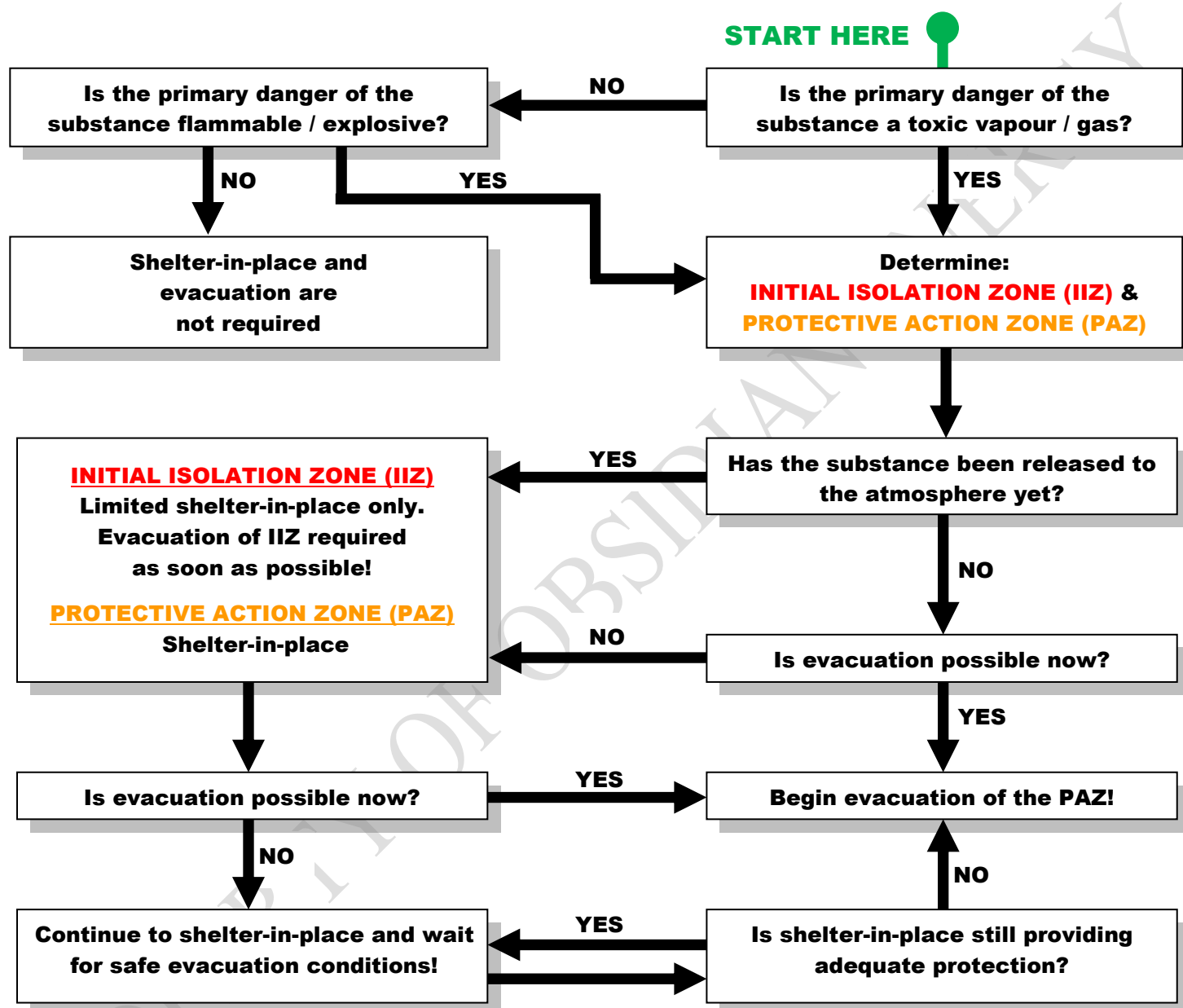
4.4.2 SHELTER-IN-PLACE CRITERIA

- ☐ **Sheltering must be considered a primary protective measure in limited circumstances when:**
 - There is not enough time or warning to safely evacuate the public that may be at risk.
 - Residents are waiting for evacuation assistance.
 - During a sour gas release of limited duration (ie. Pipeline rupture).
 - The location of a release has not been identified.
 - The public would be at higher risk if evacuated.

4.0 QUICK GUIDES

4.4 EVACUATION AND SHELTER-IN-PLACE

4.4.2.1 SHELTER-IN-PLACE DECISION TREE



4.0 QUICK GUIDES

4.4 EVACUATION AND SHELTER-IN-PLACE

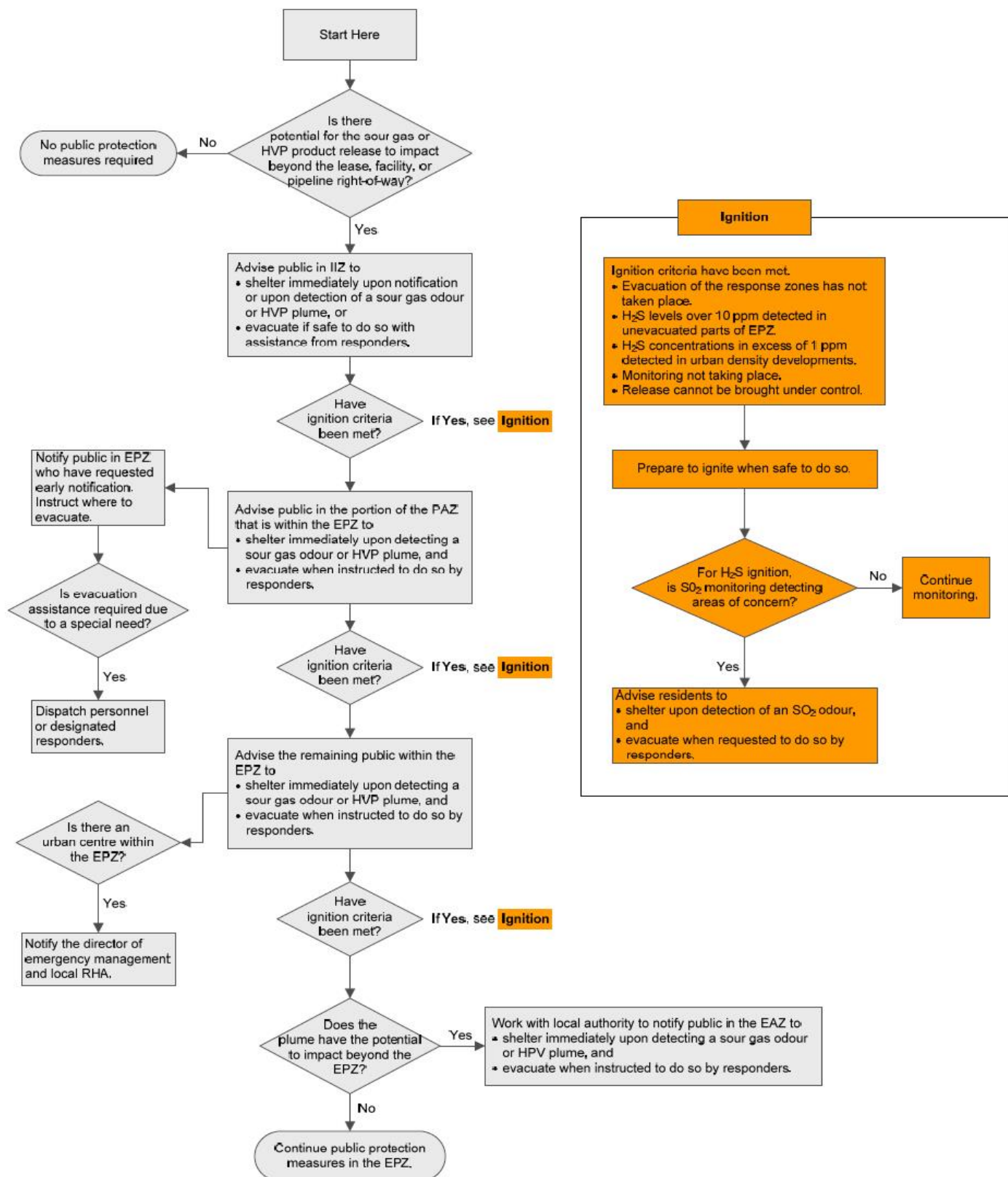
4.4.3 GENERAL PRINCIPALS

- ☐ All actions will be based on monitored data.
- ☐ All residences and businesses within or outside the hazard area or Emergency Planning Zone (EPZ) will be contacted and evacuated or sheltered-in-place as appropriate.
 - ☐ Emergency response actions inside the EPZ will be managed by Obsidian Energy.
 - ☐ Emergency response actions beyond the EPZ will be managed jointly by Obsidian Energy and other response agencies such as the local authority.
 - ☐ Those who are sheltered will be evacuated when safe to do so.
 - ▷ Issues to be considered at this time will include; planned ignition, safety during control operations, and long-term effects on the public and environmental hazards.
 - ☐ Those who can be evacuated must be given evacuation instructions which can be found in the Forms Section; that will help them to safely proceed to the Reception Centre, where they will be met by an Obsidian Energy representative; who will address their questions.
- ☐ *Rovers* will be dispatched to assist public, inside or outside the hazard area or EPZ, at any level, having no means of transportation and who require evacuation assistance.
 - ☐ Casual users and transients will be contacted in person by a *Rover* travelling throughout the area or by helicopter via a loud hailer and will be asked to evacuate the affected area (the Telephoner Call Record Form can be used to record names)

4.0 QUICK GUIDES

4.4 EVACUATION AND SHELTER-IN-PLACE

4.4.3.1 DECISION TREE FOR PUBLIC PROTECTION MEASURES



4.0 QUICK GUIDES

4.5 CARE OF PERSONNEL AND EVACUATED PUBLIC

4.5.1 PERSONNEL

- ☐ Response members may experience a wide array of stresses which may include the death or serious injury of a co-worker, witnessing distressing sights, time pressures, responsibility overload, physical demands, mental demands, emotional demands, limited resources and high expectations from others, hazardous environments or extreme weather conditions.
- ☐ In high-stress assignments, responders should be routinely rotated. Where manpower is limited, responders should alternate from high-stress positions to lower-stress positions.
 - ☐ Fifteen to thirty minute rest periods should be scheduled every two hours during an emergency situation for all responders; and if possible, provided with:
 - ▷ Shelter from weather, dry clothes and a place to sit or lie down away from the scene.
 - ▷ Warm food, high protein snacks and juices.
 - ▷ An opportunity to share their feelings with co-workers.

4.5.2 EVACUATED PUBLIC

- ☐ Representatives at the Reception Centre must be sensitive, understanding, and express reassurance to evacuated people. In addition, they must be organized to:
 - ☐ Receive evacuees and assess initial needs.
 - ☐ Provide support to evacuees who may be emotionally upset.
 - ☐ Ensure prompt, appropriate responses to people.
 - ☐ Provide accurate, consistent and clear information on the status of the emergency.
 - ☐ Compensation policies and guidelines.
- ☐ The *Reception Centre Team* must maintain ongoing communication with the *Public Safety Supervisor* so that together they can quickly relay information from evacuees that may require field response actions and keep up-to-date about the emergency status.
- ☐ Obsidian Energy representatives at the Reception Centre must project an attitude of confidence and positive expectations, as evacuees will be looking to the Obsidian Energy representative for assurance.
- ☐ People who are arriving at the Reception Centre may be experiencing strong emotional reactions such as grief, fear, anxiety, helplessness, confusion and anger. These are all normal reactions under the circumstances. The *Reception Centre Team* must:
 - ☐ Establish contact with the people in a calm manner;
 - ☐ Attempt to reunite families as quickly as possible;
 - ☐ Be prepared to listen to how people are feeling and what they have experienced;
 - ☐ Protect people from becoming the subject of media attention;
 - ☐ Document details of individuals who may have trouble coping with the incident so that prompt psychological follow-up can be directed to them;
 - ☐ Recognize that anger is a normal appropriate reaction and allow people to vent their emotions.

4.0 QUICK GUIDES

4.6 NOTIFICATION OF NEXT-OF-KIN

4.6.1 POLICIES

In the event of an accident involving death or serious injury of an **Obsidian Energy employee**, it is the responsibility of the *Corporate Commander* to notify the Human Resources Representative and discuss the appropriate procedure for notifying the family.

- ☐ **A fatality is deemed a suspicious death until the RCMP have completed their investigation and determined otherwise.**
 - ☐ **Therefore family notification will be conducted following consultation with RCMP.**
 - ▷ **Serious industrial accidents are subject to the Magisterial Enquiry Act. Information required and procedures outlined take this responsibility into consideration.**
- ☐ Death is never presumed, and first aid must be administered until relieved by a paramedic.
- ☐ No telephone or radio discussion is to take place regarding the name(s) of the injured.
- ☐ Secure the On-Site Command Post for investigation purposes including any equipment and/or materials involved in the incident or personal belongings for example.
 - ☐ All material related to the incident is to remain **untouched**.
- ☐ Obtain the names of all witnesses to the accident and make any note that may assist in obtaining written statements from witnesses.
- ☐ RCMP, Medical Examiner, WH&S/OH&S or WCB, Obsidian Energy Representative and Insurance Representative will travel to the site to meet with the *On-Site Commander* and witnesses.
- ☐ Notification to next-of-kin is not to occur until the casualty has been pronounced dead by a medical doctor or medical examiner
 - ☐ Document the belongings of the deceased and obtain a signed receipt from the Medical Examiner
- ☐ Under no circumstances are the names of casualties or missing persons to be released before the next-of-kin are notified.
 - ☐ Obsidian Energy Management in consultation with the RCMP is permitted to release any victim name(s) only after the next-of-kin has granted permission.
 - ☐ In the case of an incident that results in the death of or serious injury to an Obsidian Energy employee or contract person, or where an Obsidian Energy employee or contract person is missing, it will be the responsibility of the *Corporate Command Team* to ensure the immediate family is notified, in person, as quickly as possible.

4.0 QUICK GUIDES

4.6 NOTIFICATION OF NEXT-OF-KIN

4.6.1 RCMP Continued...

- ▷ In person next-of-kin notifications will normally be coordinated through the RCMP.
- ▷ Senior level of Management and the most senior Obsidian Energy Field representative, preferably, in the presence of fellow employees known to the family of the deceased will assist the RCMP as required.
- ☐ If the incident involves **contract personnel**, the *Incident Commander* will inform the contractor's management who will be responsible for assisting the RCMP in notifying the next-of-kin.
 - ☐ Some independent contractors may not have a head office. In such cases, the *Incident Commander* is responsible for assisting the RCMP in next-of-kin notifications, as if the contract person were an employee.
- ☐ If the incident involves a member of the public, the Local Police/RCMP will be contacted by the *Incident Commander* and asked to notify the next-of-kin.
- ☐ An intermediary will be assigned by the *Corporate Command Team* to keep the families informed of activities and if required to shield these families from any Media harassment.

4.6.2 NOTIFICATION AND INTERACTION GUIDELINES

- ☐ The first contact with the next-of-kin will be very difficult, but very important. Notification of a death or serious injury will set off a highly emotional situation. Helpful points include:
 - ☐ Triple check the victim's identity before notifying the family.
 - ☐ Confirm the relationship of the victim to the relative being notified.
 - ☐ If possible, someone familiar to the family such as a friend should accompany the Obsidian Energy representative, when assisting the RCMP or Police with the notification.
 - ☐ Identify the time and location of the accident and the current location of the casualty.
 - ☐ Provide the relatives with as much information as possible; too few details can cause excessive worry.
 - ▷ **Present facts only; do not speculate.**
 - ▷ **Do not discuss personal perceptions of liability or fault.**
 - ☐ Offer assistance, such as transportation to the hospital, if necessary.
 - ☐ Leave your name and telephone number with the family members.
 - ☐ Advise the family that a senior Obsidian Energy representative will be contacting them to discuss any immediate and future needs. Follow up on this commitment.
 - ☐ Ensure that individuals **are not left alone.**

4.0 QUICK GUIDES

4.7 POST INCIDENT OVERVIEW

4.7.1 POST-INCIDENT PROCEDURES

Up to five varying activities may be involved, some of which are coordinated by the *Incident Commander* and on-site personnel. The *Corporate Command Team* will be responsible for any corporate and government contacts, media information, as well as the overall evaluation. The activities involved are:

- ☐ Emergency call-down notification
- ☐ Assist public
- ☐ Site cleanup and/or repairs
- ☐ Incident records management
- ☐ Investigation and report (see section 4.7.1.6 for reporting requirements)

4.7.1.1 EMERGENCY CALL DOWN NOTIFICATION

- ☐ The *Incident Commander*, in consultation with the *Corporate Commander*, the AER/OGC/SIR, the appropriate Local and Provincial Disaster Service Authorities, and Regional Health Authority, will be responsible for the downgrading of a level-2 or -3 emergency or ordering a "Return to Normal" status.
- ☐ All response team members and on-site personnel, including contract personnel and emergency services will be notified.
- ☐ All previous contacts including public, government and industrial operators must also be notified.
- ☐ Ensure a media statement is prepared.
- ☐ Debriefings with Obsidian Energy personnel (i.e. insurance, legal, human resources) should be conducted.
- ☐ Document all "Return to Normal" activities.

4.7.1.2 ASSIST PUBLIC

- ☐ Prior to the "Return to Normal" signal, ensure that all evacuated areas are safe to re-enter.
- ☐ Ensure evacuees are promptly notified and assistance in returning to their homes is provided.
- ☐ Maintain security until all residents have returned to their homes.
- ☐ Ensure resident expense/damage claims are promptly collected and processed.
- ☐ Arrange to communicate with the resident further to answer questions and address concerns.
- ☐ Document assistance activities

4.0 QUICK GUIDES

4.7 POST INCIDENT OVERVIEW

4.7.1.3 SITE CLEANUP AND/OR REPAIRS

- ☐ If serious injury or death has occurred, the scene must be left undisturbed.
- ☐ Secure the incident site for any ongoing investigation.
- ☐ Once the investigation has been completed and authorization by RCMP has been given to re-enter the area, begin clean-up activities.
- ☐ If an investigation is NOT imminent, prioritize cleanup activities and restore the site to normal operating condition utilizing all available staff and resources.
- ☐ If the incident involves any pressure vessel and piping, Obsidian Energy's Chief Inspector with the Technical Services Department will be notified; he in turn will notify the appropriate provincial regulatory agency as soon as reasonably possible after the incident occurs.
 - ☐ Alberta – Alberta Boilers Safety Association (ABSA)
 - ☐ Saskatchewan – Saskatchewan Corrections and Public Safety (Licensing and Inspections Department)
- ☐ Conduct any safety or environmental inspections.
- ☐ Document all cleanup activities.

4.7.1.4 INVESTIGATION AND REPORT

- ☐ The *Incident Commander* and *Corporate Command Team* may appoint a Post Incident Review Committee. The committee will consist of appropriate technical, management, and external consulting and Government specialists as the incident dictates and be responsible for completing the incident summary.
- ☐ Analyze and review all documentation and physical evidence to establish probable cause of incident.
- ☐ Review effectiveness of response procedures including, safety standards utilized, media and public relations actions and environmental control measures. Identify the strengths and areas that require improvement.
- ☐ Evaluate effectiveness of internal and external communications systems and notification call-down efforts.
- ☐ Identify the legal and environmental consequences resulting from the incident or response.
- ☐ Estimate current and future expenses.
- ☐ Prepare a comprehensive corporate report recommending incident prevention measures, improvements to emergency response procedures and required company policy changes.
- ☐ Ensure all employees, contractors, and members of Government and community agencies are recognized for their efforts.

4.0 QUICK GUIDES

4.7 POST INCIDENT OVERVIEW

4.7.1.5 INCIDENT RECORDS MANAGEMENT

- ☐ The *Incident Commander* will collect all documentation from all field, contract services and corporate response members.
- ☐ Photograph, video as much information as possible.
- ☐ Ensure all statements, time and event logs, forms etc. are indexed and stored for five years

4.7.1.6 INCIDENT SUMMARY

- ☐ An Incident Summary Report must be submitted to the AER within 30 days for a Level Two or Three Emergency.
- ☐ Reporting Forms:
 - **Alberta First Call Communication Form (Appendix 9 – Directive 71)**
 - **National Energy Board (NEB) Detailed Incident Report (Appendix 1)**
 - **Refer to Section 4.1.6 for details regarding CEPA incident reporting requirements**
 - ▷ The Operator Incident Summary should be structured as indicated below, with the details outlined included as appropriate.
 - ▷ The AER requires two copies of the summary.
 - ▷ If the operator does not address all requested information, the Regulator will request a revised report from the operator through written correspondence.
- **Contents**
 - **Executive Summary**
 - ▷ Incident location; map of the area, including the unique well identifier, if applicable
 - ▷ Occurrence date and time
 - ▷ Duration of the incident
 - ▷ Contractor(s), if applicable
 - ▷ Summary of event
 - ▷ Estimated cost of the incident and control
 - ▷ Type and volume of lost production

4.0 QUICK GUIDES

4.7 POST INCIDENT OVERVIEW

4.7.1.6 INCIDENT SUMMARY continued...

- **Recommendations**
 - ▷ Actions to improve existing operations
 - ▷ Actions to prevent future occurrences
 - ▷ Actions to inform affected public of outcomes and findings
- **Background to the Incident**
 - ▷ Operator history in the area including details of any previous nearby incidents
 - ▷ Summary and assessment of conditions and events immediately preceding the incident
 - ▷ Copy of the specific ERP, if in effect or the corporate ERP, with comment on how well the plan worked or where improvements could be made
- **Description of the Incident**
 - ▷ Summary of the event
 - ▷ Details of internal and external notification; response and control measures
 - ▷ Details of any monitoring programs (air, water, soils), including their results
 - ▷ Security and safety measures for the site and potentially affected area
 - ▷ Use of contractors
 - ▷ Communications program and media involvement, including an assessment of their effectiveness, what worked well, and where improvements can be made
 - ▷ Actual or suspected cause, the rationale used to determine the cause, and if applicable, the progression from a kick to a blow to a blowout
- **Copy of the drilling plan**
 - ▷ If applicable, include an overview of geology relative to the well in question.
- Also required is a summary sheet of well data, such as:
 - ▷ The STICK diagram
 - ▷ Mud weight at the time of incident
 - ▷ Formation name, depth, and pressure; H₂S content
 - ▷ Reservoir releases (gas, oil, condensate, water) and flow rates
 - ▷ Initial release point at surface
 - ▷ Release geometry (horizontal, vertical, diffused, etc.)
 - ▷ Restricted (valve partially closed, etc.) or unrestricted flow
 - ▷ Details of any relief wells
 - ▷ List of equipment losses

4.0 QUICK GUIDES

4.7 POST INCIDENT OVERVIEW

4.7.1.6 INCIDENT SUMMARY continued...

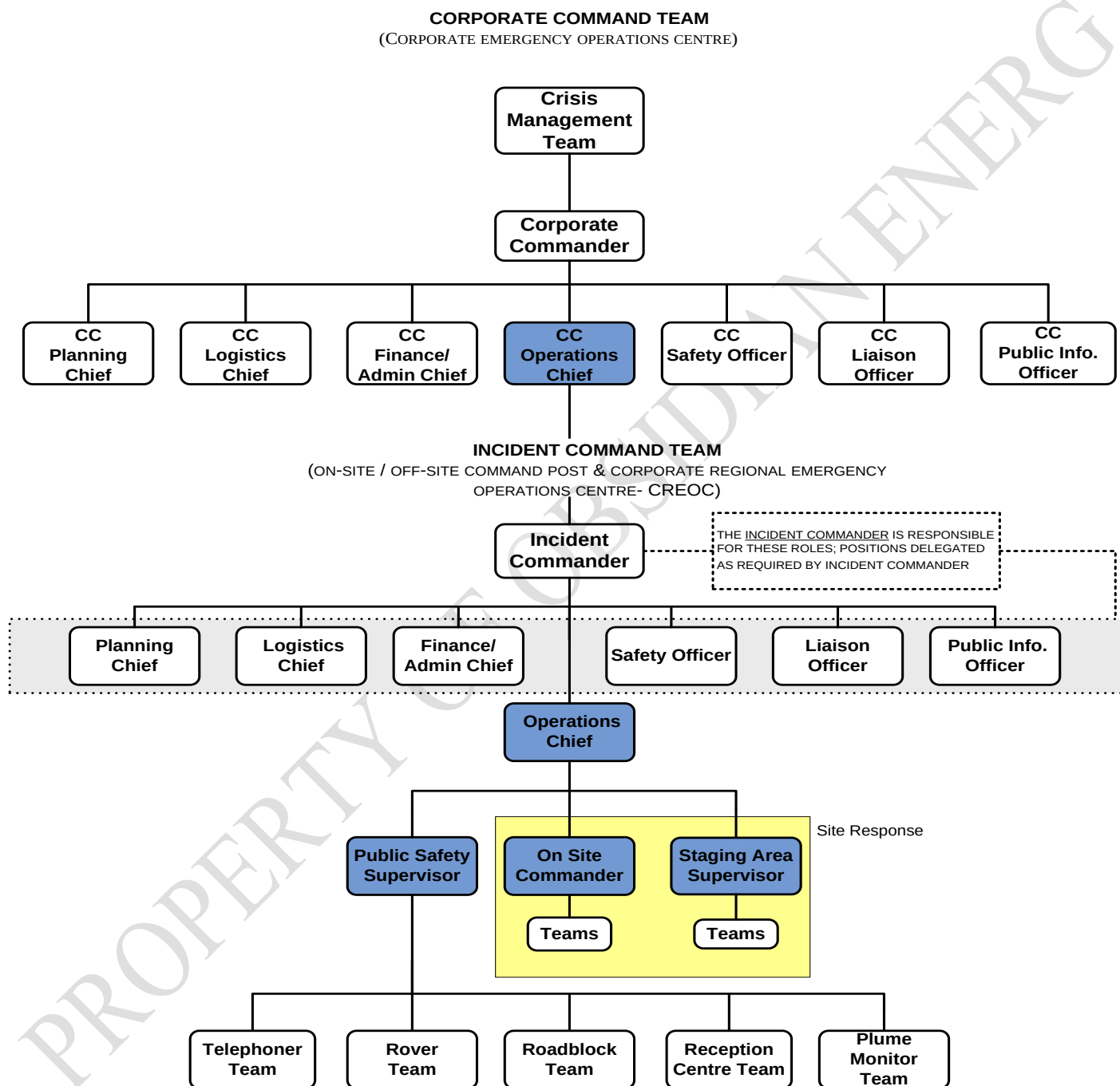
- **Description of all potential impacts and steps taken** during the incident to monitor and minimize the effects on
 - ▷ Public
 - ▷ Workers
 - ▷ Environment
 - ▷ Animals (domestic and wild)
- **A copy of or sufficient detail respecting appropriate maintenance and operating programs** related to the incident (e.g., SCADA systems, pipeline corrosion program, ESD valve operating conditions and maintenance programs, tour reports, drilling recorder and mud volume information, blowout preventer test and inspection report, employee certifications)
- **All third-party analyses of any pipeline or equipment failures** (e.g., metallurgical reports), if applicable
- **Copy of personnel statements**, if available
- **Conclusions respecting the incident**, with emphasis on
 - ▷ How the knowledge gained from this incident will be shared with other operators
 - ▷ Timeline to implement actions, including measurement points that will be used to ensure actions are followed up, resulting in lasting improvement
- *The information contained in the report may be the subject of a request for information pursuant to the Freedom of Information and Protection of Privacy Act (FOIP).*
 - ▷ *Identify those portions of your report that you believe contain confidential information and explain, within the report, why you believe the information to be confidential*

4.0 QUICK GUIDES

4.8 DRILLING AND COMPLETIONS

4.8.1 EMERGENCY RESPONSE ORGANIZATION FOR DRILLING INCIDENT

- In the event of a drilling-related emergency, the following response organization will be implemented in accordance with the Obsidian Energy corporate-level emergency response guidelines:



4.0 QUICK GUIDES

4.8 DRILLING AND COMPLETIONS

4.8.1 EMERGENCY RESPONSE ORGANIZATION FOR DRILLING INCIDENT continued...

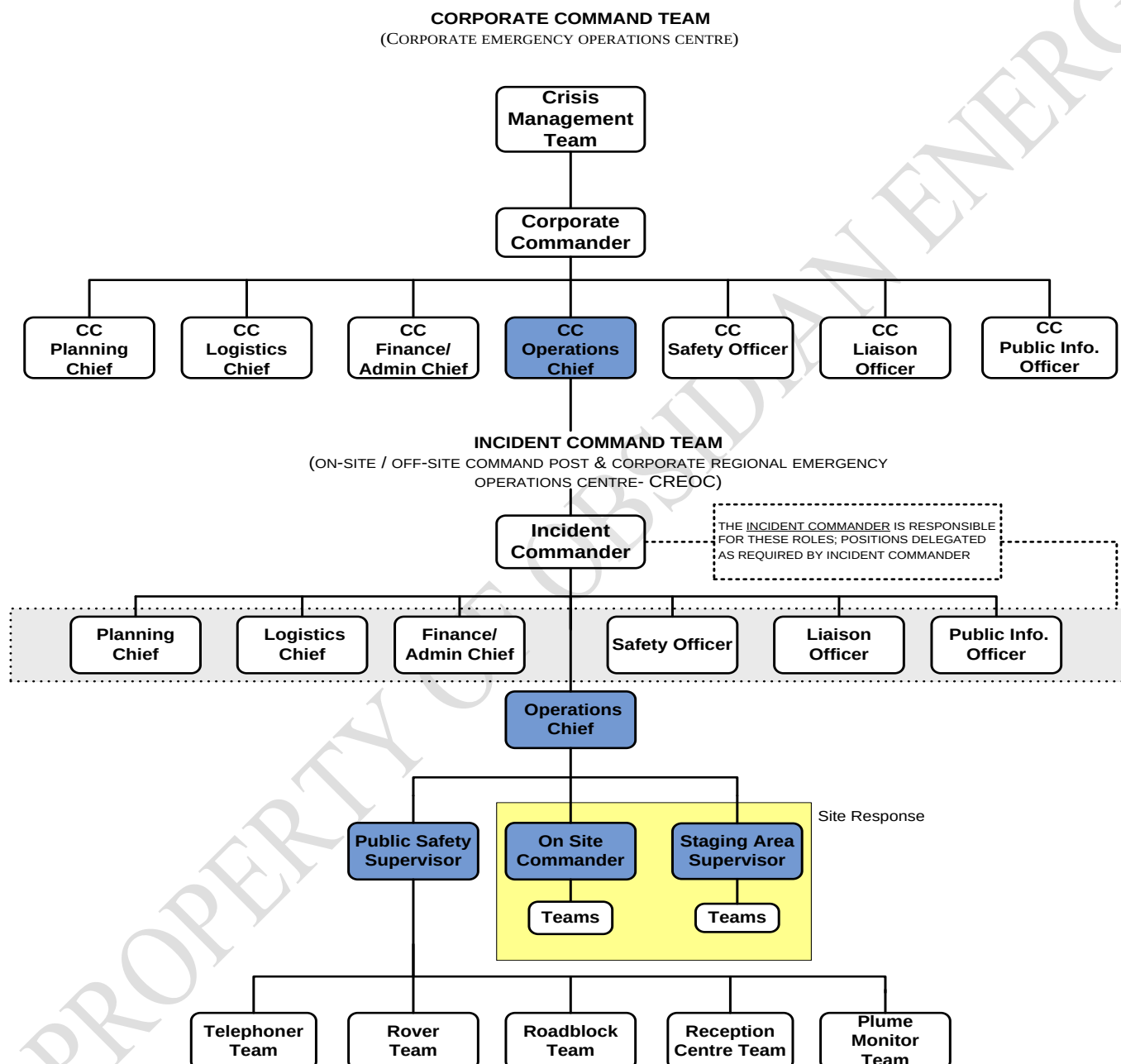
- ☐ Corporate Command (CC) Operations Chief will be the Drilling Manager or alternate. The Incident Commander (Operations Superintendent or alternate) will be responsible for reporting to the CC Operations Chief.
- ☐ Incident Command Operations Chief will be the Drilling Superintendent or alternate. This position will communicate directly with the Incident Commander and will be responsible for all tactical command and coordination of incident response assets in the assistance and support of the On-Site Commander, Public Safety Supervisor and Staging Area Supervisor.
- ☐ On-Site Commander will be the Well Site Supervisor who will report directly to the Operations Chief. This position will be responsible for managing the site response. The On-Site Commander is responsible for the duties assigned to the Staging Area Supervisor or will delegate as necessary.
- ☐ The Public Safety Supervisor will be assumed by the Health & Safety personnel assigned to the Drilling group.

4.0 QUICK GUIDES

4.8 DRILLING AND COMPLETIONS

4.8.1 EMERGENCY RESPONSE ORGANIZATION FOR COMPLETIONS/ WELL SERVICING INCIDENT

- ☐ In the event of a completions/well servicing-related emergency, the following response organization will be implemented in accordance with the Obsidian Energy corporate-level emergency response guidelines:



4.0 QUICK GUIDES

4.8 DRILLING AND COMPLETIONS

4.8.1 EMERGENCY RESPONSE ORGANIZATION FOR COMPLETIONS/ WELL SERVICING INCIDENT continued...

- ☐ Corporate Command (CC) Operations Chief will be the Completions Manager or alternate. The Incident Commander (Operations Superintendent or alternate) will be responsible for reporting to the CC Operations Chief.
- ☐ Incident Command Operations Chief will be the Completions Superintendent or alternate. This position will communicate directly with the Incident Commander and will be responsible for all tactical command and coordination of incident response assets in the assistance and support of the On-Site Commander, Public Safety Supervisor and Staging Area Supervisor.
- ☐ On-Site Commander will be the Well Site Supervisor who will report directly to the Operations Chief. This position will be responsible for managing the site response. The On-Site Commander is responsible for the duties assigned to the Staging Area Supervisor or will delegate as necessary.
- ☐ The Public Safety Supervisor will be assumed by the Health & Safety personnel assigned to the Completions group.

4.0 QUICK GUIDES

4.9 BUILDING EVACUATION

4.9.1 FIRE WARDEN RESPONSIBILITIES FOR OBSIDIAN ENERGY BUILDINGS (CALGARY)

Please review the attached information on emergency procedures for Obsidian Energy Office Buildings located at 207-9th Ave S.W.

Floor plans are located in the main lobby of each floor in both buildings, you are asked to familiarize yourself with the offices you are responsible for evacuating.

In the event of an alarm:

- ☐ All Fire Wardens should meet in your floor's elevator lobby and then fan out to start evacuation procedures.
- ☐ Check all offices and close the doors.
- ☐ Do not lock any doors.
- ☐ Check all washrooms, meeting rooms, file rooms and common areas to make sure no one is in them.
- ☐ If full evacuation is required, evacuate the floor via the stairwells. Do not use the elevator. Have staff evacuate the stairwell on the right hand side.
- ☐ If you have mobility challenged staff on your floor:
 - Assist the person to the mobility challenged muster point and notify the Chief Fire Warden of the number and position of people remaining on the floor.
 - If told to evacuate your floor, wait for the main flow of traffic to pass before starting to descend to the nearest crossover floor. If safe to do so, contact the security desk from the crossover floor to notify them of the number and position of people relocated to the floor.
- ☐ Upon evacuation, each Chief Fire Warden must check in with the Security Desk on the main floor to give the "all clear" on their floor.

4.0 QUICK GUIDES

4.9 BUILDING EVACUATION

4.9.2 OBSIDIAN ENERGY FIELD BUILDINGS EVACUATION PROCEDURES

Please review and familiarize yourself with the Emergency Building/Site Plans for the Obsidian Energy facility you are in. Building/Site plans are located in the main office and control room of each facility and will show: emergency equipment, emergency shut downs, evacuation routes and muster points.

In the event of an alarm:

- ☐ Proceed to the nearest exit and follow the evacuation routes
- ☐ Be observant of those around you and ensure all in your area have heard the alarm and are evacuating.
- ☐ Once outside proceed to the designated muster point for that facility (be observant of the wind and avoid going downwind).
- ☐ Once at the muster point take a head count and ensure all are accounted for
- ☐ Ensure emergency services have been contacted.

4.0 QUICK GUIDES

4.10 OTHER EVENTS

4.10.1 MOTOR VEHICLE EVENTS

- ☐ This section addresses potential emergencies associated with a **Motor Vehicle Event** if:
 - ☐ An Obsidian Energy employee or contractor is involved;
 - ☐ The accident occurs on a company operated road;
 - ☐ Vehicle is transporting Obsidian Energy owned products (e.g., Crude oil, produced water).
- ☐ **Initial Response Actions / Objectives**
 - ☐ Provide emergency First Aid and arrange transportation to a treatment facility.
 - ☐ Call for assistance
 - ☐ Notify police
 - ☐ Isolate the accident location.
 - ☐ If accident involves a tank truck, provide information on any hazardous product present to emergency responders such as police and fire fighters.
- ☐ **Initial Notification**

The table below lists the initial government contact requirements in each of the four jurisdictions if a motor vehicle event occurs and support services are required.

Notification of Government Agencies (Vehicle Accidents)

	Alberta
Emergency Support	▪ RCMP ▪ Emergency Service Providers
Notification injured personnel	▪ Work Place Health & Safety
Hazardous materials	▪ AESRD

4.10.2 LOST/OVERDUE PERSONNEL/AIRCRAFT

- ☐ This section addresses potential emergencies associated with Obsidian Energy personnel (employee or contractor) who may become **lost or stranded** during the course of normal workplace activities. It also identifies initial actions if contact is lost with an aircraft chartered to transport Obsidian Energy personnel or material, or the aircraft is overdue.

4.0 QUICK GUIDES

4.10 OTHER EVENTS

4.10.2 LOST/OVERDUE PERSONNEL/AIRCRAFT continued...

- ☐ When working alone in isolated areas, the worker is required to contact the designated contact person at the following times:
 - ☐ When leaving for the work site, the estimated time of arrival, during work activities through the day and at the estimated time of departure;
 - ☐ When a deviation to the planned travel route or work schedule has occurred,
 - ☐ Prior to and upon completion of any identified or unidentified hazardous jobs (e.g.; tank gauging, etc.);
 - ☐ When work site conditions change and the Safe Work Permit is cancelled; and
 - ☐ During any emergency.
- ☐ **Initial Response Actions / Objectives**
 - ☐ Attempt to establish and maintain contact with personnel or aircraft.
 - ☐ Dispatch personnel to rescue / assist personnel if conditions permit and general location known.
 - ☐ Notify civil authorities and provide details on known or last known location.
 - ☐ Notify families of personnel involved.
 - ☐ Secure additional resources to assist civil / military search and rescue operations.
- ☐ **Initial Notification**

The table below lists the initial government contact requirements if personnel become lost or stranded or a charter aircraft is overdue in each of the four jurisdictions.

Initial Notification - Personnel Lost or Stranded

	Alberta
Personnel	▪ RCMP ▪ Workplace Health and Safety
Aircraft	▪ NavCanada ▪ Transport Canada

4.0 QUICK GUIDES

4.10 OTHER EVENTS

4.10.3 SECURITY EVENTS

- ☐ This section addresses a real or potential **security incident** involving Obsidian Energy personnel or an Obsidian Energy facility. Security incidents could include:
 - ☐ A hostage taking,
 - ☐ A bomb or hazardous material threat or incident,
 - ☐ Occupation of a field office or facility,
 - ☐ Vandalism placing Obsidian Energy personnel or facilities at risk, or
 - ☐ A combination of these occurrences.

- ☐ **Initial Response Actions / Objectives**
 - ☐ If possible, move personnel and public away from location.
 - ☐ Contact RCMP immediately. **Please note that for an unknown threat or hazard, the RCMP will initiate a 1 mile evacuation radius.**
 - ☐ Isolate the threat area including shutting in production.
 - ☐ Provide written details of threat as soon as possible.

The table below lists the initial government contact requirements if a security incident occurs in each of the four jurisdictions.

	Alberta
Incident Notification	RCMP
Lead Agency (if incident threatens operating facility)	AER

4.10.4 NATURAL EVENT

- ☐ This section addresses potential emergencies associated with a natural event threatening, or directly affecting, an Obsidian Energy facility or activities. These events could include:
 - ☐ Tornadoes
 - ☐ Grass or Forest Fires
 - ☐ Floods
 - ☐ Lightning Strikes

4.0 QUICK GUIDES

4.10 OTHER EVENTS

4.10.4 NATURAL EVENT continued...

☐ **Initial Response Actions / Objectives**

- ☐ Monitor location, speed and direction of the event.
- ☐ Monitor location of all employees and Obsidian Energy contractors in the area.
- ☐ Assure that no personnel are trapped by the event.
- ☐ Shut in and isolate all threatened equipment and facilities, de-pressure as practical.
- ☐ Provide information to response agencies to assure safety of emergency responders such as police and fire fighters.

☐ **Initial Notification**

The table below lists the initial government contact requirements in each of the four jurisdictions if a natural event creates an emergency at an Obsidian Energy facility or associated with an Obsidian Energy operation. ***All notifications to volunteer fire departments should include a warning not to approach any industrial fire.***

	Alberta
Responsible Government Authority	AESRD
Emergency Support	Local Governments RCMP

PROPERTY OF OBSIDIAN ENERGY



CORPORATE EMERGENCY RESPONSE PLAN

5.0 SPILL RESPONSE

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5.0 SPILL RESPONSE

5.1 General Information

5.1.1 PURPOSE

The complete contents of the Obsidian Energy's corporate Spill Management Program, including all decision trees, spill classification matrices, and stakeholder contacts, are available within a stand-alone document. That document is intended to directly support Obsidian Energy's Corporate ERP. Below is a summary of key points from this document.

5.1.2 SPILL MANAGEMENT PROGRAM

The goal of the Spill Management Program is to:

- ☐ Minimize Obsidian Energy's environmental and financial liability resulting from pipeline and facility spills;
- ☐ Bring closure to all spill projects; and,
- ☐ Ensure compliance with regulatory reporting requirements surrounding spills.

To achieve this goal, the spill program will provide:

- ☐ A framework for rapid, efficient and cost effective response to spills;
- ☐ Clear direction on the roles, responsibilities and expectations of key stakeholders responding to a spill;
- ☐ A process to close all spill projects; and,
- ☐ Regulatory requirements concerning spills.

5.1.3 CORPORATE SPILL REPORTING & RESPONSE

- ☐ When a spill occurs it will be up to the **first Obsidian Energy's employee** (herein referred to as the **Initial Responder**) who discovers or is notified of the spill to initiate immediate action to control the situation, minimize any potential impact to nearby on-lease and off-lease receptors, and initiate the necessary internal and external notifications.
- ☐ All spills, regardless of type or severity, must be recorded as an event within Obsidian Energy.

5.1.3 CORPORATE SPILL REPORTING & RESPONSE continued...

- ☐ Depending on the size of the spill or receptors that may have been or are likely to be impacted by the spill, additional support for spill response can come from the Obsidian Energy Spill Coordinator and/or one of their designated spill response consultants.
- ☐ Obsidian Energy's Corporate Spill Management Program is based on the premise that all spills can be placed into one of several categories. The appropriate category is determined by several factors including; the substance released, the location of the spill, the severity of its effects, and the potential for negative corporate exposure to the general public. All subsequent actions and involvement by stakeholders is determined by the spill category.
- ☐ In general, it is the intent of the spill program to utilize and rely solely on the Initial Responder to handle all small non-reportable spills. For larger reportable spills, the Initial Responder maintains responsibility for the immediate containment and recovery aspects of a spill project but then delegates the subsequent remedial work and reporting requirements to the appropriate Spill Coordinator and Spill Consultant.
- ☐ **The Spill Coordinator must be notified immediately of all reportable spills.** It is imperative that the Spill Coordinator is engaged on all such spills because of the regulatory involvement in those spills. One of the primary functions of the Spill Coordinator is to facilitate spill closure with all applicable regulatory agencies. **The contact information for each Spill Coordinator, along with the areas they cover, can be found in Section 7.**
- ☐ It is also important to note the Emergency Level Classification Matrix (Section 2.4 of the Obsidian Energy Corporate ERP) must be applied to all reportable spills as to determine whether the spill has triggered a level of emergency that would require the Obsidian Energy Corporate ERP to be activated.



CORPORATE EMERGENCY RESPONSE PLAN

6.0 MEDIA

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PROPERTY OF OBSIDIAN ENERGY

6.0 MEDIA

6.1 NEWS MEDIA RELATIONS

6.1.1 GENERAL

6.1.1.1 BACKGROUND

- ☐ **Any incident that affects the environment, the health and safety of individuals, or causes extensive property damage will potentially be of interest to the news media.**
- ☐ When such an incident occurs, the media should be provided with complete and factual information promptly, guided by reason, safety and practicality.
- ☐ Particularly during emergencies, reporting facts is less damaging to Obsidian Energy than unwanted rumor or speculation.
 - It should be recognized that the Media plays a very important role in portraying Obsidian Energy's image and in conveying accurate information and instructions to the public.
- ☐ The main goal of the Media is to get a story. News organizations report disasters in terms of loss of life, injury; persons left homeless, cost, etc. They will push very hard for this sort of information to be made available.
 - The Media also work in a competitive industry and are expected to deliver news articles within established deadlines; therefore, be prepared to feed information to the Media as it becomes available.
- ☐ If Media representatives are not provided with the basic information, they will fill the gap with material from other less reliable sources.
- ☐ **Be aware at all times that it is possible for the Media or others to be monitoring your radio, cellular phone, or telephone conversations.**

6.1.1.2 GOALS

- ☐ Obsidian Energy's main goal for dealing with the Media in an emergency is to build trust and credibility in Obsidian Energy's handling of the situation.
- ☐ This can be achieved by treating everyone courteously, demonstrating empathy and concern for those impacted by the incident, giving out as much RELEVANT information as possible about how we are responding, and demonstrating Obsidian Energy's commitment to operating at the highest standard through the implementation of an effective Emergency Response Plan.
 - The essence of effective Media management is preparation in advance of any Media contact.
 - This ensures Obsidian projects an image of managerial competence, organization, and that we are actively responding to the situation.
 - Endeavour to establish good rapport with the Media early in the life of the emergency.

6.0 MEDIA

6.1 NEWS MEDIA RELATIONS

6.1.1 GENERAL (CONTINUED)

6.1.1.2 GOALS (CONTINUED)

- Open and honest communication will help to create favourable public opinion and could help to prevent the public from overreacting to the incident.
- **Remember:** The physical severity of the incident doesn't necessarily dictate the level of communication response.
- Public perception, media attention or political issues may escalate the level of response required.
- Monitoring media coverage is a useful source of feedback on the effectiveness of Obsidian Energy's emergency response efforts.
- The Media will likely be quick to recognize and exploit any weakness in your response.

6.2 POLICIES

6.2.1 OVERVIEW

6.2.1.1 AT THE ONSET

- ☐ At the onset of any emergency that affects the public, the environment or which causes significant property damage:
 - Obsidian Energy will provide the Media with factual information promptly, and on an ongoing basis as new details become available.
 - ▷ The policy recognizes that, particularly during emergencies, reporting facts is less damaging to Obsidian Energy than unwanted rumor or speculation.

6.2.1.2 MEDIA INTERACTION

- ☐ All interaction with the Media during an emergency situation, including:
 - Reading Holding Statements
 - Issuing News Releases
 - Conducting interviews,will be referred to and co-ordinated by Obsidian Energy's designated *Public Information Officer* or by the *Critical Communications Team* in the case of a non-operational critical event.
- ☐ The purpose of this one-window approach is to avoid issuing confusing, speculative or inaccurate information to the public.

6.0 MEDIA

6.2 POLICIES

6.2.1 OVERVIEW (CONTINUED)

6.2.1.3 STATEMENT DEVELOPMENT

- ☐ The *Incident Commander* will prepare a summary of the incident to be used by the *Public Information Officer* when addressing inquiries from the Media.
- ☐ In the case of a non-operational critical event, the *Critical Communications Team Lead* will develop media statements (see section 6.6).
 - ☐ All statements should include only factual information on:
 - ▷ Time
 - ▷ Place
 - ▷ Number of known injured (no names should be released until next-of-kin are notified)
 - ▷ Description of the incident and summary of the remedial actions being taken

6.2.1.4 STATEMENT APPROVAL

- ☐ The *Corporate Commander* should approve all Holding Statements or News Releases issued by the designated *Public Information Officer*, and a copy forwarded to the *Incident Commander*.
- ☐ In the case of a non-operational critical event, the *Critical Communications Team Lead* will develop media statements to be approved by senior management (see section 6.6).
- ☐ The designated *Public Information Officer* should be advised of any information or comments that may have been provided to the Media by company representatives.

6.2.1.5 STATEMENT ISSUANCE

- ☐ The designated *Public Information Officer* will issue official company Statements to both the Media and company employees, and will keep the senior employees at the emergency site informed and provide direction and advice in the handling of the Media.
- ☐ In the case of a non-operational critical event, the *Critical Communications Team Lead* will act as spokesperson (see section 6.6).

6.2.1.6 STATEMENT FOLLOW-UP

- ☐ In most circumstances, a company statement on the incident should be prepared and issued by the designated *Public Information Officer*, as soon as possible after it is first reported or immediately after an emergency is declared.

6.0 MEDIA

6.3 MEDIA INTERVIEWS

6.3.1 CONSIDERATIONS

6.3.1.1 COMPANY IMAGE

- ☐ The way in which Obsidian Energy's representative handles an interview will reflect on how the Media and the Public will perceive Obsidian Energy.
- ☐ During a Media interview, it is important that Obsidian Energy conveys the following image:
 - ☐ Appears fully aware of the incident and its extent
 - ☐ Has recognized the significance and consequences of the situation
 - ☐ Is organized and committed in its response

6.3.1.2 INTERIM STATEMENT

- ☐ If Media have arrived at the emergency site and the designated *Public Information Officer* is not yet available, only the Incident Commander, or his designate can act as the Obsidian Energy spokesperson (with the exception of a non-operational critical event, in which case the *Critical Communications Team Lead* will act as spokesperson), and may give the following statement:

"My name is _____.

And I am _____.

(Indicate your position and provide your business card)

We are currently dealing with the situation to ensure the safety of:

- ☐ Personnel,
- ☐ Property and the
- ☐ Environment.

The cause has not been determined at this time.

A statement will be released by Obsidian Energy once the facts are established.

If you would like to leave your telephone number or business card with me, you will be provided with additional information as it becomes available."

6.0 MEDIA

6.3 MEDIA INTERVIEWS

6.3.1 CONSIDERATIONS (CONTINUED)

6.3.1.3 CONTACTING THE MEDIA

- ☐ As with Government agencies, consideration should be given to contacting local Media agencies. The decision to proactively contact media will be made by the *Corporate Commander* in consultation with the *Public Information Officer* (with the exception of a non-operational critical event, in which case the *Critical Communications Team* will make this determination).
- ☐ News Releases will be issued from using an external organization to ensure targeted dissemination of the information.

Canada Newswire Ltd., Calgary 24 Hours (403) 269-7605 Facsimile (403) 263-7888

6.3.1.4 INTERVIEW GUIDELINES

- ☐ **The following specific interview guidelines should be considered prior to a Media interview:**
- ☐ Determine the facts. Do not speculate on cause or possible damage.
- ☐ Prepare a brief statement and be sure it is not too complicated.
- ☐ Attempt to address the five basic questions of Who?, What?, Where?, When? and Why?
- ☐ Provide factual comprehensive information as it becomes available.
- ☐ Do not hoard information or release it bit by bit to the Media if the full picture is known.
- ☐ Anticipate the kinds of questions you are going to be asked and know how to answer them.
- ☐ Make sure you understand Obsidian Energy's plan for correcting the situation.
- ☐ Be prepared to explain technical terms. Be familiar with the terms being used.
- ☐ To avoid losing credibility, do not make comments that alter from original statements.
- ☐ Avoid a "free-for-all". Take control and respond only to an orderly question and answer session.
- ☐ Document the complete interview for records (if you are recording the interview, advise all parties that a recording is being made).
- ☐ Listen carefully to the question put to you; do not race ahead formulating an answer.
- ☐ Listen to your answer as you give it.

6.0 MEDIA

6.3 MEDIA INTERVIEWS

6.3.1 CONSIDERATIONS (CONTINUED)

6.3.1.4 INTERVIEW GUIDELINES (CONTINUED)

- ☐ Be brief; summarize your thoughts in terms of three brief key messages.
- ☐ Ask for clarification if you do not understand the question.
- ☐ Always assume you are being taped in a telephone interview.
- ☐ If you do not know an answer, refer the question to the appropriate company expert or tell the reporter that you will get back to them with the information. Keep all commitments.
- ☐ If you do not yet have information, say: *"I am about to be briefed. As soon as I know what facts are available, I will pass them on to you. Until then, it would be inappropriate to speculate."*
- ☐ Do not become defensive, as you could lose control of the situation.
- ☐ Never repeat negative comments, even to refute them.
- ☐ If presented with a long list of complaints or grievances, pick one and deal with it.
- ☐ Do not be trapped in an "either-or" question. The best answer is neither.
- ☐ Never comment on rumours or speculation. Obsidian Energy's response will be: *"As a matter of policy, we do not comment on rumours or speculation of that nature."*
- ☐ Avoid using the names of people and companies.
- ☐ If it is unavoidable, ensure the correct full name is typed and the information is accurate.
- ☐ Never go "off the record" or voice a personal opinion. Assume all statements are "on the record".
- ☐ Document and follow up on all commitments to provide further information to the Media

6.4 MEDIA AT THE SITE

6.4.1 GENERAL PROCEDURES

6.4.1.1 REPORTERS

- ☐ Reporters sent to the scene are expected to get a story.
 - ☐ If there is no significant information provided to them, they will search for material.
 - ☐ Their search will likely include looking for someone to blame or may focus on determining blame for perceived inadequacies in the response.
- ☐ In any case, if left to their own, the Media will be able to find someone who has complaints.

6.0 MEDIA

6.4 MEDIA AT THE SITE

6.4.1 GENERAL PROCEDURES (CONTINUED)

6.4.1.2 PUBLIC INFORMATION CENTRE

- ☐ In order to address the needs of the Media at the site, consider the following guidelines:
 - If Media proceed to the incident site, a Public Information Centre should be set up in proximity. The *CC-Public Information Officer* will be responsible for setting a Public Information Centre, should one be required. In the case of a non-operational critical event the *Critical Communications Team* will make this determination.
 - Inform the Media that this will be the place where onsite information bulletins will be issued.
 - ▷ A Public Information Centre is only likely to be needed if there is major national / international interest in the story where numerous media descend on the head office or at the incident site.
 - ▷ During an emergency situation, Media access to company property affected by the incident is to be strictly prohibited unless the *Incident Commander* or *Critical Communications Team* has given approval.
 - ▷ If access is granted, Media personnel must be escorted while on company property and, for their safety, denied access to dangerous areas.
- ☐ Following are general statements to respond to inquiries regarding the establishment of a company Public Information Centre:
 - **Response 1 – If a Public Information Centre not yet established:**
 - ▷ “We are in the process of setting up our Public Information Centre which will be open for media inquiries shortly. Please leave your name and telephone number and we will call you back as soon as the centre opens.”
 - **Response 2 - If Public Information Centre is established:**
 - ▷ “A Public Information Centre has been established and is now taking media inquiries. Please either call (xxx) _____, or proceed to the centre located _____.”
- ☐ With the exception of providing the prepared company statement, any requests by the Media for information or interviews should be referred to the *Public Information Officer*.

6.0 MEDIA

6.5 GOVERNMENT COMMUNICATIONS

6.5.1 GENERAL

6.5.1.1 DEMANDS ON GOVERNMENT

- ☐ In an emergency, the Public and Media will demand a response from Government agencies. Government disaster plans are in place to ensure protection of the public and assist Obsidian Energy.
 - ☐ Therefore, it is imperative that the Government agencies be informed of Obsidian Energy's response to an emergency situation.
 - ☐ All media releases must be coordinated with the affected regulator prior to release to ensure consistency of information.

6.5.1.2 AT LEVEL 1 EMERGENCIES

- ☐ The *Incident* or *Corporate Commander* will ensure that the appropriate Provincial and/or Federal oil and gas regulatory authority is advised of the situation and Obsidian Energy's response activities.
 - ☐ For Alberta the Alberta Energy and Utilities Board
 - ▷ As time allows, other appropriate Government agencies will be notified.

6.5.1.3 AT LEVEL 2 AND 3 EMERGENCIES

- ☐ Obsidian Energy will dispatch representatives to the regulator's Emergency Operations Centre if established.
 - ☐ The representatives, including senior personnel from management, operations, and stakeholder/investor relations groups, support the Government emergency response (including media and public information releases) at/during Level 2 and 3 incidents/emergencies.

6.0 MEDIA

6.5 GOVERNMENT COMMUNICATIONS

6.5.1 GENERAL (CONTINUED)

6.5.1.4 AER DIRECTIVE 71 REQUIREMENTS FOR PUBLIC COMMUNICATION DURING AN INCIDENT

Appendix 9 Information Disseminated to the Public at the Onset of and During an Incident

To the affected public—at the onset	To the affected public—during
• type and status of the incident • location and proximity of the incident to people in the vicinity • public protection measures to follow, evacuation instructions, and any other emergency response measures to consider • actions being taken to respond to the situation, including anticipated time period • contacts for additional information	• description of the products involved and their short-term and long-term effects • effects the incident may have on people in the vicinity • areas impacted by the incident • actions the affected public should take if they experience adverse effects
To the general public—during	
• type and status of the incident • location of the incident • areas impacted by the incident • description of the products involved • contacts for additional information • actions being taken to respond to the situation, including anticipated time period	

6.0 MEDIA

6.6 CRITICAL COMMUNICATIONS PLAN

6.6.1 PURPOSE

The Obsidian Energy Critical Communications plan is a process with sufficient details (i.e., roles of specific individuals, clear procedures, contact information, and resources) to enable quick and effective internal and external communications relating to critical events outside of or in conjunction with an ERP (emergency response) situation.

Some critical events can be predicted and prevented, and those that cannot be avoided can be minimized if handled properly. Aside from tangible damage, a critical event can also impact Obsidian Energy's reputation. The longer an event goes on, the more impact it can have on public support, employee morale, and investor confidence; therefore it is necessary to handle crises in a timely, organized manner.

Different types of critical events call for different responses. It is important to identify these situations while they are still in the early stages. Obsidian Energy's response will depend upon the circumstances.

6.6.1.1 DEFINITION: CRITICAL EVENT

A critical event is an unplanned situation that may interfere with normal operations, jeopardize the image of Obsidian Energy's, its management team, staff and/or operations, escalate in intensity, and fall under the close scrutiny of the public, including media and government.

Examples may include the following:

- Natural disasters, fire and extreme weather
- Accidents, explosions, and spills
- Fracing incidents
- Sabotage
- Health related pandemics
- Power and energy disruptions
- Communications, transportation, safety and service sector failure
- Cyber attacks and hacker activity, computer security breaches
- Corporate or Senior management implication in illegal activity
- Bomb threats
- Major crime-suicides, shootings, arson
- General investigation
- Public Protests
- Equal employment or other employee issues
- External Stakeholder issues
- Any situation that demands a public response

6.0 MEDIA

6.6 CRITICAL COMMUNICATIONS PLAN

6.6.2 OBJECTIVES

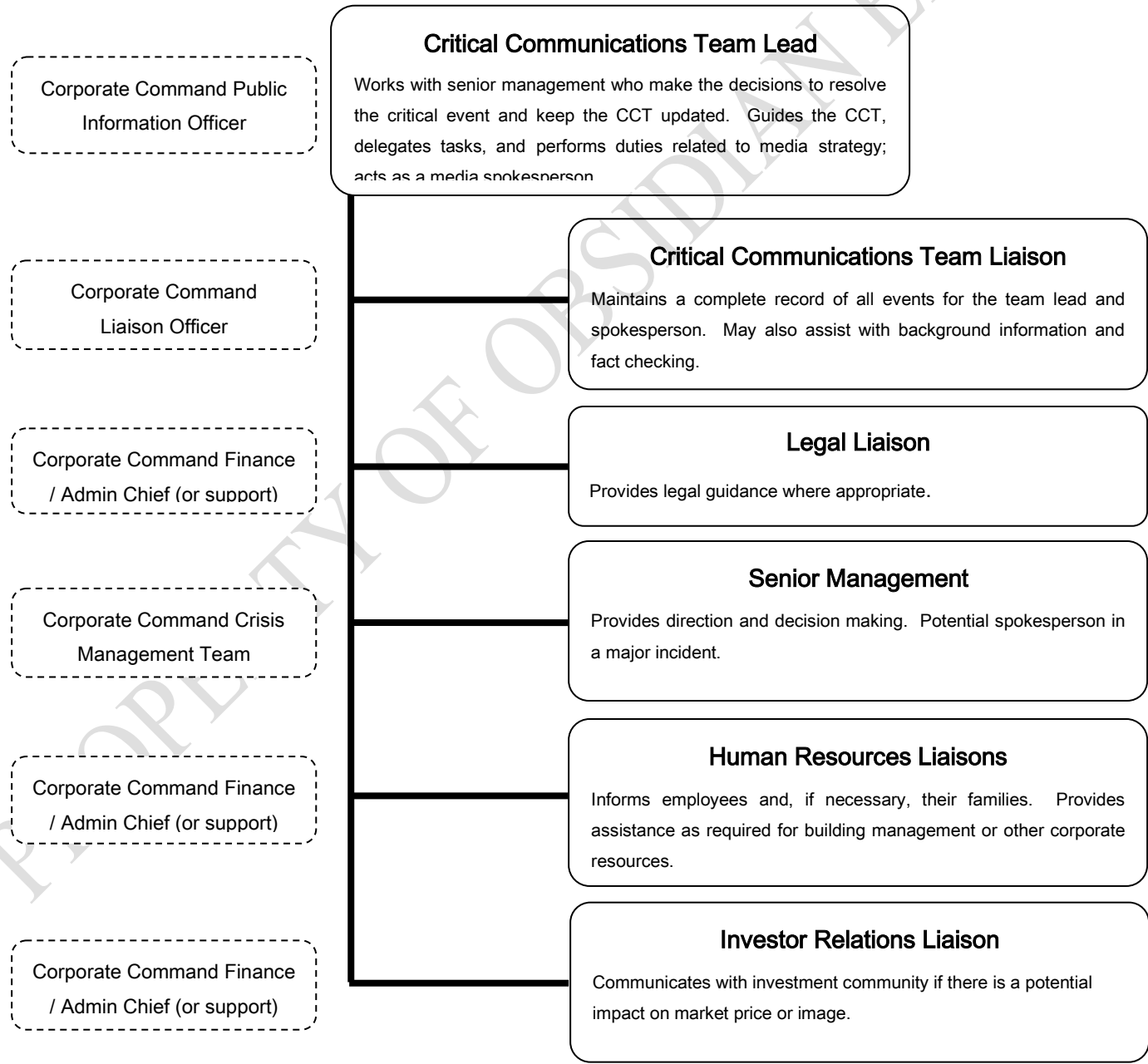
1. To factually assess the situation and determine whether a communications response is warranted.
2. To assemble the named members of the Critical Communication Team (“CCT”) that will make recommendations on appropriate responses.
3. To implement immediate action to:
 - Identify those parties that should be informed about the situation.
 - Communicate facts about the critical event.
 - Minimize rumors and shape the corporate message.
 - Restore order and/or confidence

6.0 MEDIA

6.6 CRITICAL COMMUNICATIONS PLAN

6.6.3 CRITICAL COMMUNICATIONS TEAM

The below diagram outlines the structure of the Critical Communications Team (CCT) and the roles and responsibilities of team members, along with (in the dashed boxes) the applicable roles of Critical Communications team members in the event of an ERP activation. Section 7 of the Obsidian Energy Corporate ERP details specific Critical Communications Team Members and contact information. Each member has at least one alternate support person in the event they are not available.



6.0 MEDIA

6.6 CRITICAL COMMUNICATIONS PLAN

6.6.4 CRITICAL COMMUNICATIONS PROCESS

1. Contact the Team Lead

In the event of a critical event, the Team Lead should be immediately contacted. The Team Lead will then assess the information and notify the members of the CCT as appropriate. In the event of ERP activation, the Team Lead will take on the role of Corporate Command Public Information Officer, and the Critical Command Team members may be called upon to play roles in the CCT.

2. Identify a Single Point for Release of Information:

The Team Lead is the single point for release of information to the various audiences identified in this Plan, so that release via multiple means (e.g., e-mail, Web postings, phone messages, etc.) is coordinated and consistent. The Team Lead will authorize the release of information, once verified and approved by senior management. In terms of media interviews, a spokesperson shall be named at the time as determined by the nature of the critical event.

3. Develop and Release of Information:

- 1) Verification: If a critical event occurs, the CCT shall define and document in writing a concise summary of the incident to include:

- Incident Details (What?, Who?, When?, Where?, How?)
- What communications actions are necessary, and who shall carry them out?
- What external expertise and skills are necessary for a Critical Communications Team to carry out these actions?

The CCT Liaison will track a running chronology of facts and actions, documents and communications including a list of which contacts have been sent what information.

- 2) Communication Strategy:

- Provide the facts of the situation (5 W's)
- Where appropriate, express empathy and caring early on
- Identify all affected stakeholders
- What internal and external stakeholders are affected, who shall be notified, when, and by what means?
- Provide maximum disclosure with minimum delay
- Schedule communication follow up with the identified Stakeholder group

6.0 MEDIA

6.6 CRITICAL COMMUNICATIONS PLAN

6.6.4 CRITICAL COMMUNICATIONS PROCESS (CONTINUED)

3) Disclosure Committee:

- Investor Relations will work with Legal to determine when to refer to the Disclosure Committee

4. Respond to Media Inquiries and Requests for Comments:

All news media requests are to be promptly forwarded to the Team Lead. During both an ERP activation and a critical event that does not necessitate ERP activation, the CCT shall determine the degree of on-site access available to news media representatives. Access shall be granted to the extent that it does not interfere with the conduct of emergency treatment and critical event management efforts. Additional tasks will include the following:

- a. A **spokesperson and back up** will be designated based on availability and severity of the event. In the case of a significant crisis or loss of life, the President or a member of the Senior Executive will be the spokesperson. Where details are evolving and periodic updates are necessary, the Team Lead can serve as the spokesperson.
- b. A **draft fact sheet** will be prepared that includes all known details that can be released publicly. Material developed to explain the critical event will be based on what is known about the event, will express empathy and caring early on, and will answer what the stakeholders are affected by and those interested in the event will want to know.
- c. **Media Information** - The CCT will select the appropriate method for working with the media, i.e., whether a media release or news conference or other means is appropriate. The Team Lead will also establish ground rules for working with the media, such as a timeline and deadlines. The Obsidian Energy switchboard operators shall be notified to direct media calls to the Team Lead.
- d. **Public Information** – Media releases will be posted to both the intranet and internet sites. It may be necessary to route incoming calls from audiences separately; for example, family members of employees may be directed to an HR contact
- e. **Key external stakeholders** will be notified via the most appropriate medium as determined at the time (e-mail, web postings, public meetings, bulletin boards, and TV, radio, Web and print media).

6.0 MEDIA

6.6 CRITICAL COMMUNICATIONS PLAN

6.6.4 CRITICAL COMMUNICATIONS PROCESS (CONTINUED)

- f. **Internal Communications** - A copy of the media release will be posted to the intranet.

5. Post-Event Debriefing and Evaluation:

When the critical event is determined to be over, the CCT will reconvene to review actions, the results of their actions, document significant events, and make suggestions for improvement and modification of this plan. Key staff, stakeholders, and external resources such as communications organizations may be consulted as well.



CORPORATE EMERGENCY RESPONSE PLAN

7.0 EMERGENCY CONTACTS

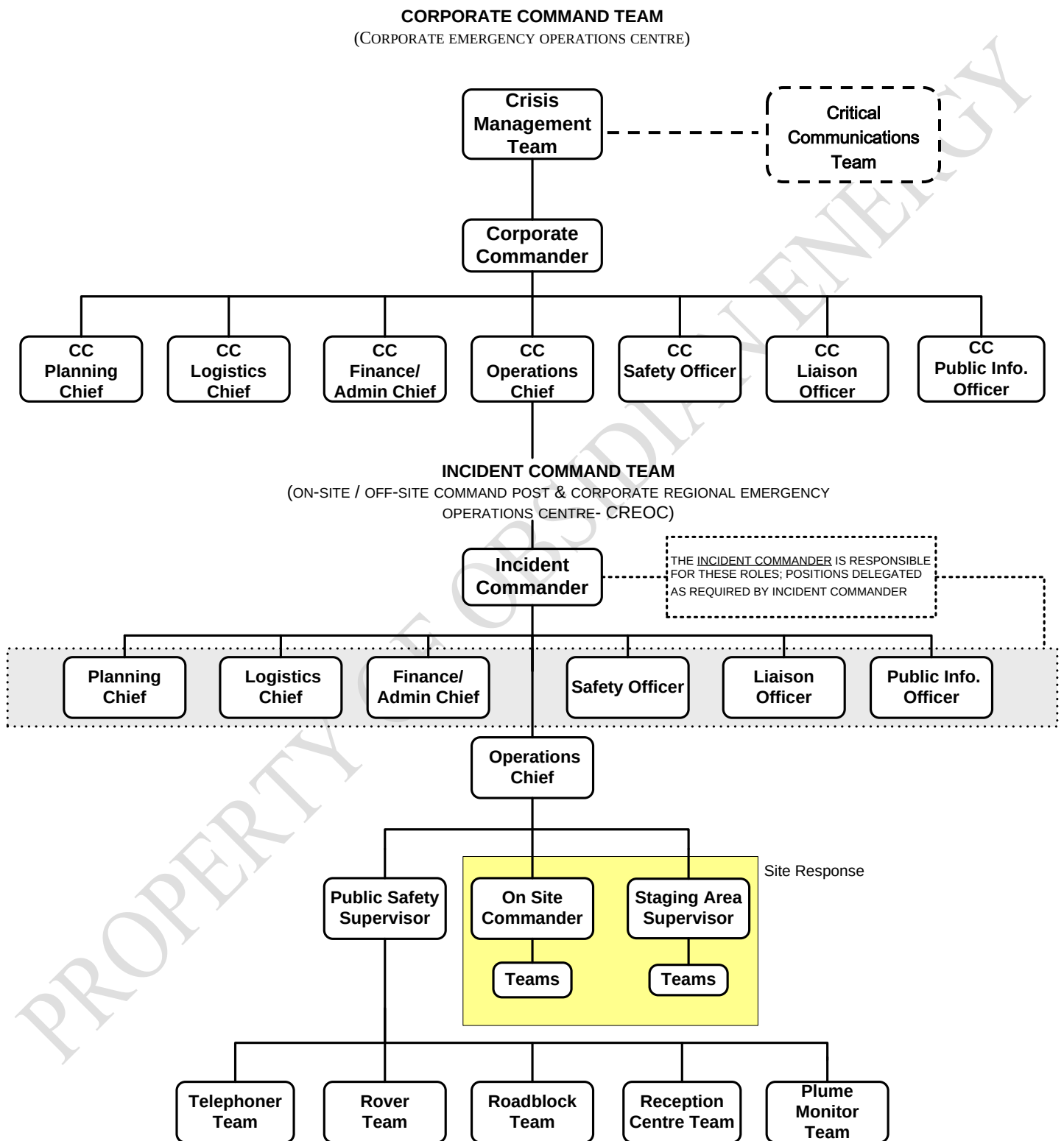
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7.0 EMERGENCY CONTACTS

7.1 EMERGENCY RESPONSE ORGANIZATION



7.0 EMERGENCY CONTACTS

7.2 INTERNAL EMERGENCY CONTACTS

24 Hour Emergency Contact: 1- 877-792-2990

Main Switchboard Calgary Main: 403-777-2500 Fax: 403-777-2699

[The remainder of 7.2 Internal Emergency Contacts pp. 3-5 has
been redacted as it contains personal information]

7.0 EMERGENCY CONTACTS

[REDACTED]

[REDACTED]

PROPERTY OF OBSIDIAN ENERGY

[REDACTED]

7.3 OUTSIDE AGENCIES AND RESOURCES

Contact Name	Location	Business	Outside of Province
Ambulance			
STARS Air Ambulance	Alberta	888-888-4567	
Alberta Provincial Air Ambulance	Alberta-Wide	800-661-3822	
Chemical Spills			
CANUTEC (Transport Canada)	Canada-Wide	1-888-CAN-UTEC 1-888-226-8832	
Community Crisis Resource Team			
Janus Associates	Calgary	403-269-9600	
Provincial Disaster Services Agency			
Alberta Emergency Management Agency (AEMA)	Alberta-Wide	866-618-2362	
Environmental Agency			
Alberta Environment & Sustainable Resource Development (Alberta Environment Support & Emergency Response Team (ASERT))	Alberta-Wide Calgary	800-222-6514 800-272-9600	
Alberta Dangerous Goods Incident			
Fire		911	
Alberta Forest Fire Reporting	Alberta-Wide	310-FIRE (3473)	*3473 – from Cellular
Fish & Wildlife			
Alberta – Report a Poacher	Alberta-Wide	800-642-3800	
Government Agencies / Departments			
Alberta Workplace Health & Safety	Alberta-wide	866-415-8690	
Alberta Workers Compensation Board	Alberta-Wide	866-922-9221	
Boilers & Pressure Vessel Safety	Calgary	403-297-5753	
Building & Fire Safety	Calgary	311	
Medical Examiner's Office	Calgary	403-297-8123	
Sheriff's Office (Contact ASERT)	Calgary	800-222-6514	

Alberta Health Services – Environmental Public Health			
Northern Zone (Aspen, Northern Lights, Peace Health Regions) Manager, Northern Zone (Emergency Contact) Edmonton Zone (Capital Health Region) Manager, Edmonton Zone (Emergency Contact)	Lac La Biche Edmonton	1-800-723-8981 Primary Daytime: 780-735-1800 (between 08:00-16:30 hrs - Ask for Director) Primary After-Hours: 780-493-1963 (between 16:30-08:00 hrs -Ask for Inspector On- Call) Secondary: 780-566-0545 (to be used if contact was not made with primary telephone numbers) 1-866-654-7890	
Central Zone (East Central & David Thompson Health Regions) Manager, Central Zone (Emergency Contact) Calgary Zone (Calgary Health Region) Environmental Health Advisor (Emergency Contact) South Zone (Palliser and Chinook Health Regions) Manager, South Zone (Emergency Contact) <i>Note: For Health Services contact information in other provinces, please refer to area ERPs</i>	Red Deer Calgary Lethbridge	403-264-5615 403-388-6111	
Labour Relations Board			
Alberta	Calgary	403-297-4334	

National Energy Board (NEB)			
For general information - Toll free For emergencies Pipeline Emerg.- Transportation Safety Board 24-hr hot line	Canada-Wide	800-899-1265 403-807-9473 819-997-7887	
Liquid Petroleum Gas (LPG)			
Emergency Response Assistance Canada (ERAC) LPG Emergency Response Assistance Plan (ERAP) Obsidian's Energy Membership Number	Canada-Wide ERP2-0010-109	800-265-0212	
Poison Control			
Alberta	Calgary	800-332-1414	
Police – Provincial Control Points			
Alberta – Division K	Edmonton	780-412-5300	
Provincial Regulatory Authority			
Alberta Energy Regulator (AER)	24 Hour Response Line: Calgary Bonnyville Drayton Valley Grande Prairie High Level Medicine Hat Midnapore (Calgary South) Red Deer St. Albert Wainwright	800-222-6514 403-297-8303 780-826-5352 780-542-5182 780-538-5138 780-926-5399 403-527-3385 403-297-8303 403-340-5454 780-460-3800 780-842-7570	
Spill Reporting			
Alberta District	Alberta-Wide	403-499-2432	
Transportation			
Alberta Transportation	Alberta-Wide	800-272-9600	
Transport Canada (NOTAM)			
Flight Service Centre for Alberta	Edmonton	866-541-4102	



CORPORATE EMERGENCY RESPONSE PLAN

8.0 OTHER

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PROPERTY OF OBSIDIAN ENERGY

8.0 OTHER

8.1 TRAINING

8.1.1 POLICY

8.1.1.1 OVERVIEW

- ☐ To maintain the company's preparedness standards, the company provides its employees with ongoing training in safety, first aid, emergency response, spill prevention, ignition, environmental protection, H₂S, LPG, and HVP characteristics and control procedures, as required.
- ☐ Training exercises are an integral part of the training process.
 - Exercises, which may involve mutual aid partners and regulatory agencies, allow responders to practice their roles and identify opportunities to improve preparedness.
- ☐ The individual(s) charged with Safety will:
 - Review training requirements for all personnel involved in the operation of a facility.
 - Review the contents of the applicable Emergency Response Plan (ERP) with all appropriate personnel to familiarize them with their duties and responsibilities.
 - Review the ERP at safety meetings.
 - Conduct practice drills to train personnel and ensure responsibilities are understood to carry out the correct response to an emergency condition.

8.1.1.2 TABLE TOP EXERCISE

- ☐ Exercises conducted in a conference room setting.
 - Involves company field responders.
 - Participants discuss the responses to various scripted scenarios.
 - Tabletops can involve small or complex emergencies (Level One, Two or Three) or any combination or escalation of incidents, including product spills.

8.1.1.3 COMMUNICATION TEST (EQUIPMENT/PROTOCOL)

- ☐ Exercises that require responders to play their roles from assigned locations using the communication equipment that would normally be deployed in a real emergency.
 - Involves company field responders.
 - There is little or no mobilization of resources other than company personnel.

8.0 OTHER

8.1 TRAINING

8.1.1.5 FULL SCALE EXERCISE

- ☐ Exercises that validate the major aspects of Obsidian Energy's emergency preparedness program and involve all levels of the organization and other stakeholders, agencies and regulators.

8.1.2 TRAINING SCHEDULE

- ☐ Recommended training procedure is first to ensure all personnel are thoroughly drilled in their designated duties, then to ensure they are capable of interchange as far as possible.
 - Supervisors are to explain responsibilities in emergency situations.

TRAINING FREQUENCY / ACTION	AS REQUIRED	WEEKLY	MONTHLY	ANNUALLY	EVERY THIRD YEAR
Personnel Orientation	✓				
Response Discussion During Pre-Job Meetings	✓				
Communication Test				✓	
Table Top Exercise				✓	
Full Scale Exercise					✓
Post-Incident Review	✓				

- ☐ Post-incident reviews will be conducted as required based on severity and/or effectiveness of the response. The Incident Commander and/or Corporate Commander are responsible for conducting and documenting this review where required, with support of Health & Safety. Feedback/comments as a result of the debrief will be incorporated into ERP revisions when identified.
- ☐ **Federal CEPA E2 Exercise Requirements**
 - Obsidian Energy must conduct an annual emergency response exercise for each of the regulated facilities (listed in Section 5.2). The simulation exercise (test) procedures are not specified by Environment Canada therefore we understand that this annual requirement could be a table-top exercise or a field simulation exercise.
 - The Federal Environment Canada CEPA regulations state that responding to an actual incident is not usually a valid or appropriate test of the emergency plan. An actual incident may be considered a test of the plan only if it includes the appropriate agencies, proper debriefing and evaluation, corrective actions and documentation as in a typical exercise.
 - The Minister may request that a random and targeted selection of environmental emergency plans prepared under Part 8 of CEPA 1999 be submitted to the Department for review as part of an ongoing auditing process.
 - ***The results of CEPA environmental emergency plan reviews and exercises must be documented and kept for no less than five years.***

8.0 OTHER

8.2 ADMINISTRATION

8.2.1 RESPONSIBILITY

- In addition to the responsibilities outlined in the Emergency Preparedness Matrix, further responsibilities for maintaining this Emergency Response Plan (ERP) are as follows:
 - All manual recipients are responsible for ensuring that their assigned manuals are current.
 - ▷ Any errors or omissions and/or any requests for revisions should be brought to the attention of the Obsidian Energy Health & Safety Department directly or via erp@obsidianenergy.com for approval and implementation.

8.2.1.1 OPERATIONAL MODIFICATIONS

- Before any operational modifications are made and/or brought on-stream, relevant data will be added/revised in the ERP.
 - It is the responsibility of the Operations Group and the designated Emergency Response Planning Supervisor responsible for coordinating Obsidian Energy's ERP Program to ensure that this data is included.
 - Company personnel and contractors will attend emergency response plan review meetings before major facility modifications are commissioned.

8.0 OTHER

8.2 ADMINISTRATION

8.2.1.2 CORPORATE EMERGENCY PREPAREDNESS MATRIX

- ☐ The coordination, maintenance and review of the below emergency preparedness elements is the responsibility of the Supervisor of Emergency Response Plan or designate:

ELEMENT	SPECIFICS
Emergency Response Plan (ERP)	Corporate ERP
	Production ERPs
	Drilling & Completions ERPs
Overall Preparedness	Master Schedule
Emergency Planning Zone Calculations	New Wells
	Existing Wells
	All Pipelines
Simplified Process Flow Diagram	Schematics & P/L Info
	Well Information
ERP Map	All Facilities
ERP Map Ground-Proofing	New Sour / HVP Facilities
	Sweet Facilities or Existing Sour/HVP Facilities
Agency/Public/Resident Contacts	Handouts
	Initial Visits – New Facilities
	Annual Visits – Existing Facilities
Risk Estimations	New and Existing Facilities
Incident Command Team Charts	New and Existing Facilities
Mutual Aid	Government Agencies / Industrial / Contractor
ERP Area Specific Information Gathering	Operating Information
	Communications
	Emergency Equipment
	Facility Chemical List
	Waterway control points
ERP Site-Specific Section Development	Plan Information / Contents
ERP Internal Review	Plan Information / Contents
Regulatory – Submission and Approval	All Facilities
ERP Distribution	Field
	Office
	External Agencies
Responder Training	ERP Orientations
	Table Top Exercises
	Communication Tests
	Full Scale Exercises
Internal Audits/Assessments	Overall Preparedness
Senior Management Approval	Overall Preparedness

8.0 OTHER

8.3 ALBERTA GOVERNMENT ROLES

8.3.1 ALBERTA PETROLEUM INDUSTRY INCIDENT SUPPORT PLAN

8.3.1.1 ALBERTA ENERGY REGULATOR (AER)

- ☐ Receive information pertaining to petroleum industry incidents.
- ☐ Determine the emergency level of an incident through consultation with the licensee.
- ☐ Dispatch AER representative to the site of the incident, as required.
- ☐ Confirm that local resources have been notified as appropriate.
- ☐ Request initial provincial resources required to respond to the support the incident, to be coordinated at the regional level if necessary.
- ☐ Confirm, plan and/ or implement public safety actions taken to ensure the safety of the public and the environment, including issuing fire hazard orders or requesting Notice to Airmen (NOTAM)s.
- ☐ Provide Situation Reports to Alberta Emergency Management Agency (AEMA) if requested.
- ☐ Send an AER representative to the ICP.
- ☐ Establish a Regional EOC at the local AER Field Centre until the licensee or local authority establishes a local EOC. AER Regional EOC will be expanded if a local EOC is not established.
- ☐ Dispatch an AER Liaison Officer to the local EOC when it opens and closes down the Field Centre EOC. Close down the AER Regional EOC.
- ☐ Establish a media centre at the Regional or local EOC and issue timely media releases in conjunction with the licensee.
- ☐ Request, through EMA, the deployment of other provincial Government department staff members to be sent to the AER regional EOC or the local municipal or licensee's EOC.
- ☐ Request a local authority liaison officer to be present at the regional EOC if necessary.
- ☐ Provide timely situation reports, through EMA, to other Government departments activated by this plan.
- ☐ Notify all participants when the event has concluded and there is no longer any hazard to the public.

8.0 OTHER

8.3 ALBERTA GOVERNMENT ROLES

8.3.1.2 ALBERTA EMERGENCY MANAGEMENT AGENCY (AEMA)

- ☐ Coordinate requests for provincial/federal response resources.
- ☐ Conduct notification as per the Petroleum Industry Incident Support Plan.
- ☐ Obtain a situation report from the AER, licensee or the local authority and confirm level.
- ☐ Activate the AEMA Operations Centre (EMAOC) as required.
- ☐ Notify the appropriate provincial officials as per standard operating procedures.
- ☐ Provide ongoing situation reports or briefing notes to appropriate provincial officials.
- ☐ Notify partners and stakeholders when the event is over.

8.3.1.3 EMPLOYMENT, IMMIGRATION AND INDUSTRY (EIR)

- ☐ Monitor the health and safety aspects of applicable occupations within the hazard area to ensure that the necessary precautions are taken to protect the workers' safety.

8.3.1.4 ALBERTA ENVIRONMENT & SUSTAINABLE RESOURCE DEVELOPMENT (ESRD)

- ☐ Provide oversight role in ensuring air monitoring needs and activities associated with public safety around the event site are adequately addressed by the proponent.
- ☐ Ensure the air-monitoring log is being maintained.
- ☐ Participate in the incident evaluation and the potential area at risk from product releases.
- ☐ Provide assistance in monitoring discharges and ensuring appropriate mitigation and response actions are taken to reduce the impact of liquid releases for land based spills and to ensure watercourses are protected.
- ☐ Notify SRD staff in the area of the event and assist the industrial operator and/or the local authority in establishing and maintaining roadblocks.
- ☐ Assist in notifying forestry personnel and Fish and Wildlife personnel of the hazard.
- ☐ Assist in locating transients for evacuation in cooperation with licensee and local authority.
- ☐ Inform transients within the hazard area of the released contaminants and safety measures to take including evacuation details as applicable.
- ☐ Provide advice to mitigate the release in the "green area" and fight any fires started as the result of the product release within the Forest Protection Area.

8.3.1.5 ALBERTA HEALTH SERVICES (AHS)

- ☐ Ensure that Alberta Health Services health region and/or First Nations Inuit Health Branch (FNIHB) have been notified of the incident, provide medical subject matter expertise as requested and as appropriate provide support to AHS.

8.0 OTHER

8.3 ALBERTA GOVERNMENT ROLES

8.3.1.6 SUSTAINABLE RESOURCE DEVELOPMENT (SRD)

8.3.1.7 INFRASTRUCTURE AND TRANSPORTATION ALBERTA (INFTRA)

- ☐ Handle inter-departmental communication as needed during small events.
- ☐ Maintain ability to process calls for new incidents.

8.3.1.8 PUBLIC AFFAIRS BUREAU

- ☐ Coordinate public messaging with Communications staff from AER.
- ☐ Advise EMA if media boardroom will be required for media events.

8.3.1.9 SOLICITOR GENERAL

- ☐ Notify Government departments of concerns arising from effects of the incident on critical infrastructure.
- ☐ Advise other Government departments of modifications to procedures if the incident was intentionally caused.
- ☐ Provide technical expertise to all stakeholders in the event of an intentional incident.

8.0 OTHER

8.4 FIRST NATIONS ROLES

8.4.1 FIRST NATIONS

First Nations' lands are considered "Federal Lands", and are (generally) not subject to many of the provincial jurisdictions that apply for neighbouring areas. This results in a different set of overlying rules, regulations and procedures. A brief summary of the roles provided by different groups and agencies is given below.

☐ **BAND COUNCIL AND BAND CHIEF**

The manner in which First Nations' communities are governed varies across Western Canada. Most often, the governing body is made up of the Chief and Band Council. The Chief and Band Council are the Local Authority for First Nation land and the community. During emergencies or times of crisis, the community members will often turn to the Council members and Chief for an indication of how severe the situation is, as well as what the overall response should be. These individuals are also key individuals within the Band that would be contacted to help explain the situation, as well as to help communicate the appropriate messages to the individual band members and to arrange for various forms of assistance.

☐ **INDUSTRY LEAD AGENCIES**

While there are jurisdictional issues dealing with the authority and power of provincial and federal regulating bodies, including the AER or NEB, on First Nation land, they do play a significant role in regulating the industry and their emergency responses. For all intents and purposes, the notification procedures and regulated response required by these agencies during emergencies on provincial land will be enforced on First Nation land.

☐ **EMERGENCY RESPONSE STRUCTURE**

First Nation communities have a variety of overall emergency response organizational structures on First Nation land. Their infrastructure, communications system, culture and history of incidents in the area could result in different emergency response structures than would be found in the nearby counties.

8.0 OTHER

8.4 FIRST NATIONS ROLES

8.4.1 FIRST NATIONS continued...

Where the neighbouring counties have designated Directors of Disaster Services, formal mutual aid agreements, and pre-determined roles and response structures, the First Nations communities may be less rigidly organized and rely on individuals within the communities to provide required emergency services. (Examples include individuals providing bussing services, or individuals from the community being called upon to act as First Nation Liaisons.)

While the emergency response structure may be less rigid than those in the neighbouring counties, they do require the active participation of the Band Chief and Council.

The Bands can ask for assistance or guidance in emergency response procedures from the Emergency Management Alberta representative.

☐ INDIAN AND NORTHERN AFFAIRS

Indian and Northern Affairs have no active involvement in emergency response activities. They do, however, require notification so that internal / federal government notices can be issued. Indian and Northern Affairs have contracted Emergency Management Alberta to provide emergency response management and advice to the First Nations in Alberta.

☐ FIRST NATIONS AND INUIT HEALTH BRANCH

The First Nations and Inuit Health Branch support the delivery of public health and health promotion services on First Nations land. They are to be notified of any emergency and may become actively involved in responses dealing with public health issues.

☐ INDIAN OIL AND GAS

Indian Oil and Gas requires notification of emergencies, but will not become involved in any emergency response.

☐ NEIGHBOURING LOCAL AUTHORITY

It should not be assumed that local authorities (counties, municipal districts or towns) will have mutual aid agreements with First Nations, nor that support involving deployment of Public Works vehicles / employees or other forms of assistance will be provided readily.

☐ RCMP

The RCMP is a federal government agency. During an emergency the RCMP will provide assistance to First Nations for roadblocks, evacuation and security. Some First Nation communities have RCMP district offices established within the community to provide additional traffic and control, security, and law and order services.

8.0 OTHER

8.5 NATIONAL ENERGY BOARD

8.5.1 FEDERAL GOVERNMENT AGENCY – NATIONAL ENERGY BOARD

- ☐ Interprovincial pipelines (AB/BC & AB/SK) and international pipelines (AB/USA) are regulated by the National Energy Board (NEB) under the National Energy Board Onshore Pipeline Regulations (OPR). On NEB-regulated pipelines and facilities, operators are required to comply with Federal Acts, Regulations and Standards
- ☐ The goal of the NEB is the safety and security of NEB-regulated facilities throughout their lifecycles.
- ☐ The NEB holds a regulated company responsible for anticipating, preventing, mitigating and managing incidents of any size or duration. To meet the EPR program requirements set out in Sections 32 and 35 of the NEB Onshore Pipeline Regulations (OPR-99), companies must:
 - ☐ Have an up-to-date emergency procedures manual.
 - ☐ Regularly review and update the manual.
 - ☐ File the emergency procedures manual and all updates with the NEB.
 - ☐ Establish and maintain liaison with all parties that may be involved in an emergency.
 - ☐ Ensure that all affected parties are aware of the applicable procedures to be followed in an emergency and that the procedures are consistent with those in the emergency procedures manual.
 - ☐ Have a continuing education program for all appropriate agencies, organizations and the public adjacent to their pipeline to inform them of the location of the facilities, potential emergencies and emergency procedures to be followed.

Event Reporting and Investigation

- ☐ For any incident on an NEB-regulated facility (interprovincial pipeline), Obsidian Energy will report the to the appropriate 24-hour incident line such as the:
 - ☐ The TSB Canada Wide Emergency Number: **1-819-997-7887** (the TSB will then make contact with the NEB.)
 - ☐ For minor incidents and communication, the NEB may be contacted directly through their 24-hour Incident Number: **1-403-807-9473**
- ☐ Both the reporting company and the NEB will determine the Level of Emergency (I, II or III) and determine the appropriate response.
- ☐ The priority of the NEB is to make sure that people are safe and secure, and that property and the environment are protected in an emergency. During an incident on an NEB-regulated facility or pipeline, NEB staff may oversee response activities on site and hold the company responsible for responding appropriately in terms of: emergency management, safety, security, environment, operational integrity and energy supply.
- ☐ As the lead federal regulatory agency during a multi-jurisdictional emergency, the NEB will play a coordinating role by liaising with stakeholders to ensure their concerns are considered as part of the decision-making process.
- ☐ Although the NEB is the lead federal agency for incidents relating to NEB-regulated operations, the TSB may investigate an incident on an NEB-regulated pipeline. In these incidents the TSB will complete the sole investigation determining the cause and contributing factors while the NEB conducts a concurrent compliance investigation. When the TSB does not investigate, the NEB will act as the lead investigator.

8.0 OTHER

8.6 GLOSSARY

Air quality monitoring - measurement of atmospheric concentrations of a hazardous substance such as H₂S and SO₂.

Alert - immediate control of the hazard with progressive resolution of the situation.

Consequence Management Operations Centre (COMOC) - the provincial Consequence Management Operations Centre that will have the necessary personnel, expertise, communications, and facilities required for the coordination of a provincial response.

Critical sour well - an AER designation of a well for drilling purposes that identifies a well with an H₂S release rate greater than 2.0 m³/second or certain wells containing H₂S of a lesser release rate in close proximity to an urban centre as defined in ID 98-6.

Emergency - a present or imminent event outside the scope of normal operations that requires prompt coordination of resources to protect the health, safety, and welfare of people and to limit damage to property and the environment.

Emergency awareness zone (EAZ) - The Emergency Awareness Zone (EAZ) is a distance outside of the EPZ where public protection measures may be required due to poor dispersion conditions of the hazard.

Emergency operations centre (EOC) - an operations centre established in a suitable location to manage the larger aspects of the emergency. In a high-impact emergency there may be a number of EOCs established to support the response. These may include the AER Field Centre ICS command post, corporate EOCs (regional, headquarters), a municipal EOC (MEOC), and the provincial government COMOC.

*For the purpose of this ERP Obsidian Energy's Head Office EOC is referred to as the **Corporate Emergency Operations Centre (EOC)** and Obsidian Energy's local field EOCs are referred to as the **Corporate Regional Emergency Operations Centre (CREOC)**.*

Emergency planning zone (EPZ) – An Emergency Planning Zone (EPZ) is a geographical area surrounding a well, pipeline or facility containing hazardous product that requires specific emergency response planning by the industrial operator.

Emergency response plan (ERP) - a comprehensive plan to protect the public, including criteria for assessing an emergency situation and procedures for mobilizing response personnel and agencies and establishing communications and coordination which is to be followed by all persons in the event of an incident.

Facility - any building, structure, installation, or equipment over which the AER has jurisdiction and that is connected to or associated with the recovery, development, production, handling, processing, treatment, or disposal of hydrocarbon-based resources or any associated substances or wastes. This does not include wells or pipelines.

Fire Hazard Order (FH Order) - an order issued by the AER during an emergency to restrict public access to a specified area.

Gathering system - the network of pipelines, pumps, tanks, and other equipment that carry oil and gas to a processing plant or to other separation equipment.

High vapour pressure (HVP) pipeline - a pipeline system conveying hydrocarbons mixtures or hydrocarbon mixtures in the liquid or quasi-liquid state with a vapour pressure greater than 110 kPa absolute at 38°C, as determined using the Reid method (see ASTM D 323). Some examples are liquid ethane, ethylene, propane, butanes, and pentanes plus.

8.0 OTHER

8.6 GLOSSARY

Hydrogen sulphide (H₂S) – a naturally occurring gas found in a variety of geological formations and also formed by the natural decomposition of organic matter in the absence of oxygen. H₂S is colourless, has a molecular weight that is heavier than air, and is extremely toxic. In small concentrations it has a rotten egg smell and causes eye and throat irritation. Depending on the particular gaseous mixture, gas properties, and ambient conditions, a sour gas release may be:

- ✓ Heavier than air so that the gas cloud will tend to drop towards the ground with time (dense),
- ✓ Lighter than air so the gas cloud will tend to rise with time (buoyant), or
- ✓ About the same weight as air so that it tends to neither rise nor drop but disperses (neutrally buoyant).

Incident - an unexpected occurrence or event that requires action by emergency personnel to prevent or minimize the impact on the safety and health of people and on property and the environment.

Initial Isolation Zone (IIZ) - defines an area in close proximity to a hazardous release in which the public may be exposed to dangerous (upwind) and life threatening (downwind) concentration levels.

Level-1 emergency - immediate control of the hazard becomes progressively more complex because of deteriorating conditions.

Level-2 emergency - imminent and/or intermittent control of the hazard is possible.

Level-3 emergency - imminent control of the hazard is not possible.

Licensee – For the purpose of this directive, the term licensee is used to designate the responsible duty holder (e.g., licensee, operator, company, applicant, approval holder, or permit holder) as specified in legislation.

Local authority

- (i) council of a city, town, village, or municipal district;
- (ii) in the case of an improvement district or special area, the Minister of Municipal Affairs;
- (iii) the settlement council of a settlement under the Métis Settlements Act;
- (iv) the band council of an Indian band if an agreement has been entered into with the Government of Canada in which it is agreed that the band council is a local authority for the purposes of the Disaster Services Act.

Lower explosive/flammable limit (LEL/LFL) - the lowest concentration of gas or vapour (per cent by volume in air) that burns or explodes if an ignition source is present at ambient temperatures.

Major (full scale/full-blown) exercise - as described in CAN/CSA Z831-03, an exercise involving emergency response agencies, the licensee, and the deployment of all resources required to test the licensee's ERP and intended to provide a realistic simulation of an emergency response.

Mobile air quality monitoring - use of sophisticated portable equipment capable of measuring meteorological conditions and tracking substances such as H₂S or SO₂ and of measuring very low (ppb) atmospheric concentrations.

Municipal emergency operations centre (MEOC) - the centre from which responsible municipal officials manage and support emergency operations within their jurisdiction, as well as formulate protective actions and provide public information. The centre has adequate workspace, maps, status boards, and communications capability.

8.0 OTHER

8.6 GLOSSARY

Municipal emergency plan - the emergency plan of the local authority required under Section 8 of the Disaster Services Act.

Mutual aid understandings - an understanding between two or more public and/or private facilities or operations to provide assistance to the persons of the agreement. Such an agreement is between two or more persons such as oil and gas companies, service companies, and local authorities.

Oil Effluent Product Containing H₂S - any fluid produced from an oil well liquid that contains measurable amounts of H₂S.

On-Site Command Post (OSCP) - an emergency operations centre established in the immediate vicinity of the incident to provide immediate and direct response to the emergency and initially staffed by Obsidian Energy personnel.

Protective Action Zone (PAZ) - defines an area downwind of a hazardous release where outdoor concentration levels may result in life threatening or serious and possibly irreversible health effects to the public.

Public - the group of people who may be or are impacted by an emergency (e.g., employees, contractors, residents, emergency response organizations, government departments and agencies, the media, appointed or elected officials, visitors, customers, etc., as appropriate).

Publicly used facility - places where the presence of people can be anticipated. Examples include places of business, cottages, campgrounds, churches, and other locations created for use by the public.

Residence - full-time or part-time dwelling.

Shelter-in-place - remaining indoors for short-term protection from exposure to toxic gas releases.

Sour gas - generic term used to describe natural gas that contains measurable amounts of H₂S.

Sour facility – generic term for any facility that handles or processes fluids containing measurable amounts of H₂S.

Sour pipeline – generic term for any pipeline transmitting oil effluent product containing measurable amounts of H₂S in the gas phase or pipelines transmitting natural gas including solution gas with measurable H₂S.

Sour well – generic term used for any well that produces fluids containing measurable amounts of H₂S in the gas phase.

Special needs - those persons for whom early response actions must be taken for reasons such as requiring evacuation assistance, requesting early notification, not having telephones, requiring transportation assistance, or experiencing a language or comprehension barrier or those with medical needs. Special needs also include those who decline to give information during the public consultation process.

Sulphur dioxide (SO₂) - a colourless, water-soluble, suffocating gas formed by burning sulphur in air; also used in the manufacture of sulphuric acid. SO₂ has a pungent smell similar to a burning match. SO₂ is extremely toxic at higher concentrations. The molecular weight of SO₂ is heavier than air; however, typical releases are related to combustion therefore making the gaseous mixture lighter than air (buoyant).

8.0 OTHER

8.6 GLOSSARY

Surface development - occupied permanent or part-time dwellings, publicly used facilities including campgrounds, places of business, and any other surface development where the public may gather on a regular basis.

Table Top exercise - as described in CAN/CSA Z-831, an informal exercise generally used to review resource allocation, roles, and procedures and for orientation of new personnel to emergency operations without the stress and time constraints of a full-scale exercise.

Urban centre - A city, town, village, summer village, hamlet, with not less than 50 separate buildings, each of which must be an occupied dwelling; other incorporated centres or any similar development the AER may designate as an urban centre.

Urban density development - A town, village, summer village, hamlet, group of residences or subdivisions with less than 50 separate buildings that are in close enough proximity to each other such that additional public safety actions are warranted. Each separate building must be an occupied dwelling. An urban density development does not affect the license category of a sour well (i.e. proximity critical sour wells) but the enhanced public safety requirements must meet the emergency response planning requirements of a critical sour well.

Well with H₂S - any oil or gas well expected to encounter formations bearing natural gas containing H₂S during drilling or any oil or gas well capable of producing natural gas containing H₂S.



9.0 FORMS

9.1 FORM TOOL USAGE OVERVIEW

FORM TOOL	COMPLETED BY DURING RESPONSE		SENT TO DURING RESPONSE			
TIME AND EVENT LOG	1) All team members		N/A			
THREAT CHECKLIST	1) Any personnel whom may receive the threat directly		2) Incident Commander	3) CC Operations Chief or Corporate Commander		4) CC Planning Chief
FIRST ON THE SCENE CHECKLIST	1) Personnel first at the scene of an incident.		2) Incident Commander	3) CC Operations Chief or Corporate Commander		4) CC Planning Chief
IGNITION DECISION AND PROCEDURES	1) Personnel first at the scene whom may need to ignite a release					
SIZE UP THE SITUATION FORM	1) Incident Commander		2) CC Operations Chief or Corporate Commander		3) CC Planning Chief	
ACTION PLAN	1) CC Planning Chief		2) Corporate Commander	3) CC Operations Chief	4) Incident Commander	
SITE SAFETY & CONTROL PLAN	1) CC Safety Officer		2) Corporate Commander	3) CC Operations Chief	4) Incident Commander	
AIR MONITORING RECORD	1) Rover Team		2) Public Safety Supervisor	3) Incident Commander	4) CC Operations Chief or Corporate Commander	5) CC Planning Chief
	1) Plume Monitoring Team		2) Public Safety Supervisor	3) Incident Commander	4) CC Operations Chief or Corporate Commander	5) CC Planning Chief
	1) All site personnel with personal air monitoring equipment or responsible for reporting stationary monitoring results		2) Public Safety Supervisor	3) Incident Commander	4) CC Operations Chief or Corporate Commander	5) CC Planning Chief
TELEPHONER CALL RECORD	1) Telephoner		2) Public Safety Supervisor	3) Incident Commander	4) CC Operations Chief or Corporate Commander	5) CC Planning Chief
VOLUNTARY EVACUATION PHONE MESSAGE	1) Telephoner		2) Surface Developments (VERBALLY ONLY)			
EVACUATION PHONE MESSAGE	1) Telephoner		2) Surface Developments (VERBALLY ONLY)			
SHELTER-IN-PLACE PHONE MESSAGE	1) Telephoner		2) Surface Developments (VERBALLY ONLY)			
EVACUATION NOTICE – UNATTENDED VEHICLES	1) Rover Team		2) Surface Developments / Vehicles			
EVACUATION NOTICE – UNATTENDED RESIDENCE	1) Rover Team		2) Surface Developments / Vehicles			
ROADBLOCK RECORD	1) Roadblock Team		2) Public Safety Supervisor	3) Incident Commander	4) CC Operations Chief or Corporate Commander	5) CC Planning Chief
RECEPTION CENTRE REGISTRATION FORM	1) Reception Centre Team		2) Public Safety Supervisor	3) Incident Commander	4) CC Operations Chief or Corporate Commander	5) CC Planning Chief
INCIDENT SUMMARY	1) CC Public Information Officer		2) Corporate Commander and Executive Group		3) Executives and head office	
HOLDING STATEMENT	1) CC Public Information Officer	2) Corporate Commander and Executive Group	3) Executives and head office	4) CC Operations Chief	5) Incident Commander	6) Media
MEDIA INFORMATION REQUEST	1) Any personnel whom may receive a media inquiry		2) Incident Commander	3) CC Operations Chief or Corporate Commander	4) CC Public Info Officer	
PUBLIC INFORMATION CENTRE	1) CC Public Information Officer	2) Corporate Commander and Executive Group	3) Executives and head office	4) CC Operations Chief	5) Incident Commander	6) Media
EUB INCIDENT INFORMATION FORM	1) Liaison Officer		2) Incident Commander	3) CC Operations Chief or Corporate Commander	4) CC Liaison Officer	
TDG SHIPPING DOCUMENT FOR ROAD TRANSPORT	1) As required, as per Section 5.0 Spill Response					



(Rev. July 2017)



POLICY	☐ This form is to be used as provided by company policy in the event of any threatening call (e.g., bomb threat, extortion attempt, etc.).
	☐ It is to be filled out as completely as possible either during the call, or immediately afterward.
THREAT BACKGROUND	☐ Do not hang up.
	☐ Attempt to remain calm.
	1. The call was received on (month/day/year): _____
	2. Phone number at which call was received: _____
	3. The above-noted phone number is: ☐ Listed ☐ Unlisted
	4. The call was possibly: ☐ Local ☐ Long Distance ☐ Cellular
GENERAL CHECKLIST ITEMS	5. The call began at (time): _____ The call ended at (time): _____
	6. Did the caller state a code word?: ☐ Yes: _____ ☐ No: _____
	7. Check any critical words the caller may have used. This may indicate if the threat is real:
	☐ Det Cord ☐ Explosives ☐ Plastic ☐ Initiation ☐ C-4 ☐ Nitro
	☐ Detonate ☐ Switch ☐ Detonator ☐ Explosion ☐ 808 ☐ Trip
	☐ Fuse ☐ Booby Trap ☐ Safety Fuse ☐ Timer ☐ Shrapnel ☐ T.N.T
	☐ Initiate ☐ Trigger ☐ Semtex ☐ Trip Wire ☐ Dynamite ☐ P.EA
	☐ Plastic Explosive ☐ Power Source ☐ Chemical Fuse ☐ Dirty Bomb ☐ Biological
	8. Was the caller reading from a "text"?: ☐ Yes: _____ ☐ No: _____
	The caller's exact words were as follows: _____

	9. Immediately upon completion of the call, initiate call trace:
	a. Hang up.
	b. Listen for dial tone.
	c. Press *69 (touch tone)
	d. Listen for a voice mail message confirming the trace.
	Questions to Ask
10. When will the bomb go off? _____	
11. Where is the bomb right now? _____	
12. What does the bomb look like? _____	
13. What kind of bomb is it? _____	
14. What will cause the bomb to explode? _____	
15. Why did you plant the bomb? _____	
16. Do you want to hurt people? _____	
17. Who are you? _____	
18. The caller's sex was: ☐ Male ☐ Female	
19. The caller's age seemed to be about? _____	



GENERAL CHECKLIST ITEMS

20. Background Noise(s) - Check One or More:

- | | | | |
|---------------------------------------|-----------------------------------|--|--|
| ☐ House Noises | ☐ Voices | ☐ Clear | ☐ Crockery |
| ☐ PA System | ☐ Motors | ☐ Traffic | ☐ Bar Sounds |
| ☐ Kids Crying | ☐ Aircraft | ☐ Music | ☐ Office Machinery |
| ☐ Trains | ☐ Static | ☐ Animal Noises | ☐ Factory Machinery |

Other – Specify _____

21. The Caller's Accent Was:

- | | | | |
|--|---------------------------------------|--------------------------------------|--------------------------------|
| ☐ English (Canadian) | ☐ Scandinavian | ☐ Polish | ☐ Greek |
| ☐ English (British) | ☐ French | ☐ Russian | ☐ Asian |
| ☐ English (American) | ☐ Spanish | ☐ Italian | |
| ☐ English (Australian) | ☐ Caribbean | ☐ East Indian | |
| ☐ English (South African) | ☐ German | ☐ Arabic | |

Other – Specify _____

22. The Caller Seemed to Be:

- | | | | |
|------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|
| ☐ Calm | ☐ Drugged | ☐ Crying | ☐ Frightened |
| ☐ Excited | ☐ Irrational | ☐ Immature | |
| ☐ Emotional | ☐ Cool | ☐ Intoxicated | |

Other – Specify _____

23. The Caller's Manner of Speech Was:

- | | | | |
|-------------------------------------|--|-------------------------------------|--|
| ☐ Ragged | ☐ Obscene | ☐ Slow | ☐ Clearing Throat |
| ☐ Incoherent | ☐ Out of Breath | ☐ Stuttering | ☐ Deep Breathing |
| ☐ Lispering | ☐ Polite | ☐ Rude | ☐ Cracking Voice |
| ☐ Defective | ☐ Taped | ☐ Frightened | |
| ☐ Slurred | ☐ Normal | ☐ Disguised | |
| ☐ Fast | ☐ Well Spoken/ Educated | ☐ Whispering | |

Other – Specify _____

24. Was the caller's voice familiar? ☐ Yes: _____ ☐ No: _____

25. Who might the caller have been? _____

PREPARED BY

26. This Form Was Completed By:

Your Name: _____

Your Position/Title: _____

Date Form Completed: _____

Time Form Completed: _____



FIRST ON THE SCENE CHECKLIST

INCIDENT PRIORITIES	☐ Protection of Responder and/or Worker. ☐ Protection of the Public. ☐ Protection of the Environment and/or Company Property.
FIRST ON THE SCENE	☐ EVACUATE ☐ Remove yourself from the hazard and direct others to a designated safe area(s). ☐ SOUND THE ALARM ☐ Alert other personnel and notify emergency services if required. ☐ NOTIFY SUPERVISOR ☐ EVALUATE THE HAZARDS ☐ Resist the urge to rush in. ▷ Ensure you and the other responders are protected before initiating any rescue operations. ☐ INITIATE RESCUE OPERATIONS, when safe to do so. ☐ Use the <u>buddy system</u>. ☐ Put on protection equipment. ▷ Make sure detection equipment is functioning properly before entering the site. ☐ Maintain contact with buddy. ☐ Approach from an upwind or crosswind direction and rescue victim to safe area. ☐ Revive victim and administer first aid. ☐ Confirm that emergency services are on the way. ☐ SECURE THE AREA ☐ Control entry into the hazard area. ☐ Establish a Red Zone (closest to incident site where only qualified responders can enter) ☐ Establish a Yellow Zone (potential staging area). ☐ The On-Site Command Post will be established in a Green Zone (a safe area beyond the Red and Yellow zones). ☐ COMPLETE SIZE UP THE SITUATION FORM and contact Incident Commander (District Superintendent). ☐ Based on the Size Up The Situation Form and the Emergency Level Rating Matrix, the Incident Commander will decide on the level of emergency and whether to activate the ERP. ☐ Crisis Communications Team Lead must be contacted immediately if a fracing event. ☐ Be prepared to assume ON-SITE COMMANDER duties.
SOME HELPFUL HINTS	1. When traveling to site, you need to think about wind conditions to determine best way to access the site. 2. Identify egress and access routes and road conditions while on the way to the site. 3. Look for ESDs (Emergency Shutdown Devices) on the perimeter to isolate the problem or isolate power sources. 4. Always think of “communication” as this will determine your success or failure. 5. Maintain full control of the site at all times. 6. Ensure no information - including videos, photos or other information - is removed from the area; photos and videos are not to be disseminated. 7. Ensure that you identify all sources that feed into the site where upstream or downstream. 8. Remember you are the “Eyes and Ears” of the situation so insure that the information you pass on is correct. The information you pass on will be used to determine the level of emergency and the response actions that need to be taken as a result. Ensure that everyone is on the same page and on the same level of emergency.



IGNITION DECISION AND PROCEDURES

STEP 1 DURING A RELEASE ASSESS THE FOLLOWING	
☐ Risk of exposure / injury to the public or response workers ☐ Proximity to residences, public facilities, towns or urban centres ☐ Status of evacuations ☐ Fire hazard after ignition in relation to adjacent forested or cropland area ☐ Safety of ignition team (hazard area identification, protective gear)	
STEP 2 DETERMINE IF ANY OF THE FOLLOWING IGNITION CRITERIA HAS BEEN MET	
☐ The release cannot be brought under control in the short term (ignition decision will be made in consultation with the regulator) ☐ Although required, evacuation of the response zones has not taken place. ☐ Monitoring results indicate H₂S concentrations in excess of 10ppm over a 3-minute average in unevacuated parts of the EPZ. ☐ IF MONITORED LEVELS ARE DECLINING THEN THE SITUATION NEEDS TO BE CONTINUOUSLY ASSESSED FOR IGNITION. ☐ Monitoring result indicate H₂S concentrations in excess of 10 ppm over a 3 minute average in unevacuated parts of the EPZ ☐ Monitored H₂S concentrations exceed 1 ppm (1 hour average) in urban density developments ☐ Monitoring is not taking place due to weather or other unforeseen circumstances	
STEP 3 IF IGNITION CRITERIA IS MET, MUST IGNITE WITHIN 15 MINUTES OF THE DECISION TO IGNITE	
Pre-ignition	☐ Prior to ignition, the On-Site Commander will: ☐ Determine post-ignition emergency service needs ☐ Assemble and brief the Ignition Team ☐ Ensure complete evacuation of non-essential personnel ☐ Isolate the hazard area using manned roadblocks ☐ Assemble Ignition Team (min 2 people) ☐ Ensure Ignition Team is protected with appropriate PPE. Cover any exposed skin ☐ Erect windsock and streams (if time permits) ☐ Monitor the area for combustible gas ☐ Fully discuss ignition procedures ☐ Ensure radio communications are maintained
Approach	☐ Select position to attempt safe ignition which will: ☐ Allow for a safe retreat ☐ Be upwind of the gas leak (200 m minimum from the edge of the identified vapour plume, approach to no closer than 100 m for repeated ignition attempts) ☐ Be in an area where no combustible gas is detected
Attempt Ignition	☐ Fire flare gun to hit vapour cloud at the perimeter where air to fuel mixtures are correct for ignition (near outer edge and ground level) ☐ Turn away from target
Repeat Ignition	☐ Continue approach and repeat until successful (100 m minimum from edge of identified vapour plume) ☐ Do not proceed until Ignition Team is determined to be in a safe area.
Post Ignition	☐ Advise Incident Commander, or if activated, the Operations Chief ☐ Continue to monitor downwind for gas accumulations ☐ Maintain security around immediate area ☐ Assist emergency service crews with any fire control measures needed



SIZE UP THE SITUATION FORM

Basic Information	Name of Person Calling: District: Date: Time (24 Hour): Caller's Location: Telephone Number (for call back to where the caller can be contacted for the next ½ hour):																
	Is the Site secured? Incident Location (i.e. LSD): Directions to Site:																
Incident Details	<table border="0"><thead><tr><th>Type of Emergency</th><th>Type of Operation</th></tr></thead><tbody><tr><td>☐ Sweet Gas Release</td><td>☐ Well</td></tr><tr><td>☐ Sour Gas Release</td><td>☐ Completion/ Drilling</td></tr><tr><td>☐ Explosion/Fire</td><td>☐ Pipeline</td></tr><tr><td>☐ Liquid Spill</td><td>☐ Gas Plant</td></tr><tr><td>☐ Vehicle Accident</td><td>☐ Battery</td></tr><tr><td>☐ Chemical Spill</td><td>☐ Other (provide description)</td></tr><tr><td>☐ Other (provide description)</td><td></td></tr></tbody></table>	Type of Emergency	Type of Operation	☐ Sweet Gas Release	☐ Well	☐ Sour Gas Release	☐ Completion/ Drilling	☐ Explosion/Fire	☐ Pipeline	☐ Liquid Spill	☐ Gas Plant	☐ Vehicle Accident	☐ Battery	☐ Chemical Spill	☐ Other (provide description)	☐ Other (provide description)	
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☐ Vehicle Accident	☐ Battery																
☐ Chemical Spill	☐ Other (provide description)																
☐ Other (provide description)																	
Emergency Response Details	Nature of the Incident (what may have caused the incident, site specifics, etc.) Is the incident related to fracing operations? If so, notification of the Critical Communications Team is required. Is the incident related to a water well? If so, notification of the Critical Communications Team is required. Are there alternate access routes to and from the site? Approximate distance to nearest resident (in meters) Is there an immediate risk to the public? (Do nearby residents need to be sheltered or evacuated right away?) Resources that are needed immediately Weather Conditions (incl. wind direction, speed- clear/rain/fog/snow- temperature) Can the incident be contained on site or is there a potential for the problem to go beyond the lease site? Any other comments																



ACTION PLAN

GENERAL	Incident Area Name:	Date (YYYY/MM/DD):	Time (am/pm):
	Prepared By (Print Name and Initial):	Response Team Position:	
OBJECTIVES	What to do and Why – For what purpose?		
STRATEGIES	How to do it?		
RESOURCE ALLOCATION			
ATTACHED SITE SAFETY AND CONTROL CHECKLIST	General Safety Message:		



SITE SAFETY AND CONTROL PLAN

GENERAL	Incident Area Name:	Date (YYYY/MM/DD):	Time (am/pm):
	Prepared By (Print Name and Initial):		Response Team Position:
ASSESSMENT PAGE 1 OF 2			
1. Have you determined wind direction across incident (toward or away from your position) _____		☐ Yes	☐ No
2. Are people injured or trapped?			
Injured?		☐ Yes	☐ No
Trapped?		☐ Yes	☐ No
3. Have unessential personnel been removed from the site?		☐ Yes	☐ No
4. Are there any immediate signs of potential hazards?			
a. Electrical line down or overhead?		☐ Yes	☐ No
b. Could hazardous materials migrate under snow or foliage cover?		☐ Yes	☐ No
c. Quantity of unidentified liquid or solid products estimated?		☐ Yes	☐ No
d. Has the area for explosive mixture been identified?		☐ Yes	☐ No
e. Has the toxic plume range been identified?		☐ Yes	☐ No
f. Have sources of ignition been identified?		☐ Yes	☐ No
g. Holes, caverns, deep ditches, fast moving water, cliffs nearby?		☐ Yes	☐ No
h. Has the spill zone been clearly identified?		☐ Yes	☐ No
i. Other Hazards (slippery ground, uneven terrain, water, hypothermia, heat stress, animals, etc.)		☐ Yes	☐ No
5. Have you established control of the area involved in the incident?			
a. Access and Egress?		☐ Yes	☐ No
b. Emergency Escape Route (identified and communicated)?		☐ Yes	☐ No
c. Muster Points?		☐ Yes	☐ No
d. Manpower Count?		☐ Yes	☐ No
e. Appropriate Warning Signage?		☐ Yes	☐ No
f. Medical Plan for the Site? (also see #10)		☐ Yes	☐ No
g. Process for ongoing monitoring of hazards?		☐ Yes	☐ No
6. Have you determined the necessity for any of the following:			
a. Security?		☐ Yes	☐ No
b. Hazardous material identification (products involved or could potentially become involved)?		☐ Yes	☐ No
c. Site for decontamination center?		☐ Yes	☐ No
d. Site for command center?		☐ Yes	☐ No
e. Number of personnel needed to control the situation? _____		☐ Yes	☐ No
f. Types and quantity of safety equipment you will need to eliminate the problems?		☐ Yes	☐ No
7. Based on evaluation of hazards, what PPE should be designated for applicable work areas or tasks?			
a. Fully encapsulated suit?		☐ Yes	☐ No
b. SCBA?		☐ Yes	☐ No
c. SABA?		☐ Yes	☐ No
d. Splash gear (appropriate for product)?		☐ Yes	☐ No
e. Full Face Canister Respirator?		☐ Yes	☐ No
f. Fall Protection?		☐ Yes	☐ No
g. Life Lines?		☐ Yes	☐ No
h. Fire Protective Clothing?		☐ Yes	☐ No
i. Hearing Protection?		☐ Yes	☐ No
j. Hand Protection?		☐ Yes	☐ No
k. Floatation Devices?		☐ Yes	☐ No
l. Foot Protection?		☐ Yes	☐ No
m. Eye Protection?		☐ Yes	☐ No
n. Head Protection?		☐ Yes	☐ No
o. Disposable Coveralls?		☐ Yes	☐ No



SITE SAFETY AND CONTROL PLAN

ASSESSMENT

PAGE 2 OF 2

8. Decontamination Equipment and Materials Required:

9. Decontamination Guidelines:

	a. Ensure that personnel leaving the site will be thoroughly decontaminated.	☐ Yes	☐ No
	b. Ensure that contaminated clothing will not leave the spill area without a plan for their decontamination or their disposal later.	☐ Yes	☐ No
	c. Decontamination will include a shower where any significant contamination occurs.	☐ Yes	☐ No
	d. Ensure that sanitary facilities will be provided to facilitate cleanup before eating or using washroom facilities.	☐ Yes	☐ No
	e. Ensure that equipment, which comes in contact with spilled material, will be cleaned before it leaves the site. If this is not possible, ensure that steps are taken to prevent the spread of spilled material and to have the equipment cleaned as soon as possible.	☐ Yes	☐ No

10. Emergency Medical Care (Before initiating any response, ensure that resources for medical aid are identified in the event of injury):

	a. Qualified First Aid Staff onsite.	☐ Yes	☐ No
	b. Appropriate Emergency Medical equipment and transportation is available?	☐ Yes	☐ No
	c. Local EMS contact numbers?	☐ Yes	☐ No
	d. Local Air/Ground Medical Evacuation contact numbers?	☐ Yes	☐ No
	e. Local Hospital contact numbers	☐ Yes	☐ No

11. Additional Actions:



AIR MONITORING RECORD

GENERAL	Incident Area Name:			Date (YYYY/MM/DD):		Time (am/pm):
	Prepared By (Print Name and Initial):					Response Team Position:
TIME	H ₂ S READING (PPM)	LEL READING (%)	SO ₂ READING (PPM)	WIND CONDITIONS		READING LOCATION DESCRIPTION:
				FROM DIRECTION	SPEED	



TELEPHONER CALL RECORD

Incident Area Name:		Date Prepared (YYYY/MM/DD):	Time (am/pm):
Prepared By (Print Name and Initial):		Response Team Position:	
Resident Map #	Resident Name:	Phone Number(s):	
Date:	Initial Contact: Notification ☐ Shelter ☐ Voluntary Evacuation ☐ Evacuation ☐ Current Occupants: (Adults)____ (Children)____		
	Number of Children in School: _____ Rover Assistance or Contact Required: _____		
Time:	Other Details:		
Time:	Additional Contact Details:		
Time:	Additional Contact Details:		
Resident Map #	Resident Name:	Phone Number(s):	
Date:	Initial Message: Notification ☐ Shelter ☐ Voluntary Evacuation ☐ Evacuation ☐ Current Occupants: (Adults)____ (Children)____		
	Number of Children in School: _____ Rover Assistance or Contact Required: _____		
Time:	Other Details:		
Time:	Additional Contact Details:		
Time:	Additional Contact Details:		
Resident Map #	Resident Name:	Phone Number(s):	
Date:	Initial Message: Notification ☐ Shelter ☐ Voluntary Evacuation ☐ Evacuation ☐ Current Occupants: (Adults)____ (Children)____		
	Number of Children in School: _____ Rover Assistance or Contact Required: _____		
Time:	Other Details:		
Time:	Additional Contact Details:		
Time:	Additional Contact Details:		
Resident Map #	Resident Name:	Phone Number(s):	
Date:	Initial Message: Notification ☐ Shelter ☐ Voluntary Evacuation ☐ Evacuation ☐ Current Occupants: (Adults)____ (Children)____		
	Number of Children in School: _____ Rover Assistance or Contact Required: _____		
Time:	Other Details:		
Time:	Additional Contact Details:		
Time:	Additional Contact Details:		



VOLUNTARY EVACUATION PHONE MESSAGE

Level 1 Emergency

- ☐ Before calling, determine a safe evacuation route for the residents to travel, away from the emergency hazard area towards the Reception Centre.

HELLO, THIS IS (YOUR NAME) _____ CALLING FROM OBSIDIAN.

IS THIS THE (NAME) _____ RESIDENCE AT (RESIDENCE TELEPHONE NUMBER) _____?

OBSIDIAN ENERGY IS EXPERIENCING SOME OPERATIONAL DIFFICULTIES IN THE _____ AREA.

YOU ARE IN NO DANGER AT THIS TIME.

ALL EFFORTS ARE BEING MADE TO SOLVE THESE PROBLEMS AND THIS PHONE CALL IS ONLY TO INFORM YOU AND PROVIDE YOU WITH AN EARLY NOTIFICATION.

HOW MANY PEOPLE ARE AT YOUR RESIDENCE NOW? ADULTS _____ CHILDREN _____.

IS THERE ANYONE OUTSIDE WHO YOU CANNOT EASILY CONTACT? NO / YES _____.

- ☐ If yes, determine location of person(s) and assure resident you will be sending someone to find them ASAP.

DO YOU UNDERSTAND THIS MESSAGE? YES / NO _____.

DO YOU HAVE YOUR OWN TRANSPORTATION? YES / NO _____.

DO YOU PLAN TO LEAVE IMMEDIATELY FOR THE EVACUATION CENTRE? YES / NO _____.

- ☐ If Yes:

PLEASE PROCEED (SPECIFY DIRECTION TO TRAVEL AWAY FROM THE HAZARD AREA) TO THE RECEPTION CENTRE AT THE _____.

- ☐ If No:

IF YOU ARE NOT GOING TO THE EVACUATION CENTRE, IS THERE A TELEPHONE NUMBER WHERE YOU CAN BE REACHED? _____.

- ☐ Not Evacuating:

IF YOU ARE NOT LEAVING YOUR HOME NOW, PLEASE AVOID THE USE OF YOUR TELEPHONE AS MUCH AS POSSIBLE SO THAT WE MAY CONTACT YOU AGAIN WITH ADDITIONAL INFORMATION.

- ☐ If School is in Session:

YOUR CHILD(REN)'S SCHOOL(S) WILL BE REDIRECTING THEM TO THE EVACUATION CENTRE LOCATED AT THE _____ BY THEIR REGULAR BUS DRIVER WHEN THE SCHOOL DAY IS OVER. YOU MAY MEET THEM THERE.

IF YOU HAVE URGENT QUESTIONS, PLEASE CALL ME BACK AT _____ (YOUR CELL NUMBER).

THANK YOU FOR YOUR CO-OPERATION.

Record this information in your Time and Event Log.

Report all information to your Telephoner Team Leader or Public Safety Supervisor: _____.



EVACUATION PHONE MESSAGE

Level 2 or 3 Emergency

- ☐ Before calling, determine a safe evacuation route for the residents to travel, away from the hazard area towards the Reception Centre.
- ☐ Imagine your loved ones are receiving information telling them to evacuate. Try to imagine their circumstances.
- ☐ Speak slowly and confidently - **be calm**.
- ☐ Try not to alarm them; they are aware you might call, but they really don't know completely what to expect.

HELLO, THIS IS (YOUR NAME) _____ CALLING FROM OBSIDIAN.

IS THIS THE (NAME) _____ RESIDENCE AT (RESIDENCE TELEPHONE NUMBER) _____?

**OBSIDIAN ENERGY IS RESPONDING TO A SERIOUS PROBLEM AT A SITE IN THE
_____ AREA.**

I MUST BE BRIEF (5 MINUTES OR LESS) AS I HAVE OTHER RESIDENTS TO CALL.

**FOR YOUR SAFETY IT IS EXTREMELY IMPORTANT THAT YOU LEAVE YOUR RESIDENCE IMMEDIATELY AND
GO TO OUR EVACUATION CENTRE LOCATED AT THE _____.**

HOW MANY PEOPLE ARE AT YOUR RESIDENCE NOW? ADULTS _____ CHILDREN _____.

IS THERE ANYONE OUTSIDE WHO YOU CANNOT EASILY CONTACT? NO / YES _____.

- ☐ If yes, determine location of person(s) and assure resident you will be sending someone to find them ASAP.

DO YOU HAVE YOUR OWN TRANSPORTATION? YES / NO _____.

- ☐ If No:

PLEASE STAY INDOORS AND CLOSE DOORS AND WINDOWS UNTIL A OBSIDIAN ROVER ARRIVES.

- ☐ If Yes:

**PLEASE PROCEED (SPECIFY SAFE DIRECTIONS FROM THE HOME AWAY AND IF POSSIBLE UPWIND FROM
THE HAZARD) TO THE RECEPTION CENTRE AT THE _____.**

- ☐ If School is in Session:

**YOUR CHILD(REN)'S SCHOOL(S) WILL BE REDIRECTING THEM TO THE RECEPTION CENTRE LOCATED AT
THE _____ BY THEIR REGULAR BUS DRIVER WHEN
THE SCHOOL DAY IS OVER. YOU MAY MEET THEM THERE.**

DO YOU UNDERSTAND THIS MESSAGE? YES / NO _____.

ARE YOU LEAVING IMMEDIATELY FOR THE EVACUATION CENTRE? YES / NO _____.

- ☐ If Yes:

PLEASE REPEAT BACK THE LOCATION OF AND THE DIRECTIONS TO THE RECEPTION CENTRE.

IF YOU FIND YOU ARE UNABLE TO LEAVE, PLEASE CALL ME BACK AT (YOUR NUMBER) _____.

REMEMBER MY NAME IS (YOUR NAME) _____. THANK YOU FOR YOUR CO-OPERATION.

Record this information in your Time and Event Log.

Report all information to your Telephone Team Leader or Public Safety Supervisor:_____.



SHELTER-IN-PLACE PHONE MESSAGE

Level 1, 2 or 3 Emergency

- ☐ Give to residents where it is deemed UNSAFE to initially evacuate.
- ☐ Imagine your loved ones are receiving information telling them to shelter. Try to imagine their circumstances.
- ☐ Speak slowly and confidently - **be calm**.
- ☐ Try not to alarm them; they are aware you might call, but they really don't know completely what to expect.

HELLO, THIS IS (*responder's name*) _____ CALLING FROM OBSIDIAN ENERGY.

IS THIS THE (*name of residence/business*) _____ AT (*telephone number*) _____ ?

OBSIDIAN ENERGY IS RESPONDING TO A (*potential*) EMERGENCY IN THE _____ AREA.

FOR YOUR SAFETY, IT IS EXTREMELY IMPORTANT THAT YOU, AND THOSE WITH YOU, STAY INDOORS UNTIL THE POTENTIAL HAZARD NO LONGER EXISTS, OR YOU ARE ADVISED TO EVACUATE.

TO HELP US UNDERSTAND YOUR IMMEDIATE NEEDS WE NEED TO KNOW:

- ☐ HOW MANY PEOPLE ARE AT YOUR LOCATION NOW? (*adults*) _____ (*children*) _____
- ☐ IS THERE ANYONE YOU CANNOT CONTACT TO GET INDOORS? (*yes/no*) _____
 - ☐ If yes, ask the resident WHAT IS THE LOCATION OF THE PERSON(S)? _____
 - ▷ Then tell the resident BE ASSURED WE WILL BE SENDING SOMEONE TO FIND THE PERSON(S) AS SOON AS POSSIBLE.
- ☐ DO YOU HAVE CHILDREN IN SCHOOL AT THIS TIME? (*yes/no*) _____
 - ☐ If yes, ask the resident WHAT CHILDREN ARE IN WHICH SCHOOL(S)? _____
 - ▷ Then tell the resident BE ASSURED THE SCHOOL(S) WILL BE CONTACTED AND INSTRUCTED TO KEEP THE CHILDREN AT SCHOOL, OR TO RETURN THE BUS BACK TO THE SCHOOL.
- ☐ DO YOU HAVE THE "SHELTER-IN-PLACE" INSTRUCTIONS PREVIOUSLY GIVEN TO YOU? (*yes/no*) _____
 - ☐ If no, request the resident to PLEASE TAKE THE FOLLOWING ACTIONS IMMEDIATELY:
 1. GATHER EVERYONE INDOORS AND STAY THERE
 2. CLOSE AND KEEP CLOSED ALL WINDOWS AND OUTSIDE DOORS
 3. TURN YOUR FURNACE DOWN TO ITS MINIMUM SETTING AND TURN OFF AIR CONDITIONERS
 4. TURN OFF OTHER FANS, APPLIANCES OR EQUIPMENT THAT EITHER:
 - ▷ USES INDOOR AIR,
 - ▷ BLOWS OUT INDOOR AIR OR;
 - ▷ SUCKS IN OUTSIDE AIR
 5. PLEASE AVOID THE USE OF YOUR TELEPHONE, SO WE CAN CONTACT YOU AGAIN WITH ADDITIONAL INFORMATION
 - ☐ If yes, request the resident to PLEASE FOLLOW THE "SHELTER-IN-PLACE" INSTRUCTIONS.

IF YOU HAVE URGENT QUESTIONS, CALL ME AT (*responder's telephone number*) _____.

THANK YOU FOR YOUR COOPERATION.

Record this information in your Time and Event Log.

Report all information to your Telephoner Team Leader or Public Safety Supervisor: _____.



VOLUNTARY EVACUATION PHONE MESSAGE

Level 1 Emergency

- ☐ Before calling, determine a safe evacuation route for the residents to travel, away from the emergency hazard area towards the Reception Centre.

HELLO, THIS IS (YOUR NAME) _____ CALLING FROM OBSIDIAN.

IS THIS THE (NAME) _____ RESIDENCE AT (RESIDENCE TELEPHONE NUMBER) _____?

OBSIDIAN ENERGY IS EXPERIENCING SOME OPERATIONAL DIFFICULTIES IN THE _____ AREA.

YOU ARE IN NO DANGER AT THIS TIME.

ALL EFFORTS ARE BEING MADE TO SOLVE THESE PROBLEMS AND THIS PHONE CALL IS ONLY TO INFORM YOU AND PROVIDE YOU WITH AN EARLY NOTIFICATION.

HOW MANY PEOPLE ARE AT YOUR RESIDENCE NOW? ADULTS _____ CHILDREN _____.

IS THERE ANYONE OUTSIDE WHO YOU CANNOT EASILY CONTACT? NO / YES _____.

- ☐ If yes, determine location of person(s) and assure resident you will be sending someone to find them ASAP.

DO YOU UNDERSTAND THIS MESSAGE? YES / NO _____.

DO YOU HAVE YOUR OWN TRANSPORTATION? YES / NO _____.

DO YOU PLAN TO LEAVE IMMEDIATELY FOR THE EVACUATION CENTRE? YES / NO _____.

- ☐ If Yes:

PLEASE PROCEED (SPECIFY DIRECTION TO TRAVEL AWAY FROM THE HAZARD AREA) TO THE RECEPTION CENTRE AT THE _____.

- ☐ If No:

IF YOU ARE NOT GOING TO THE EVACUATION CENTRE, IS THERE A TELEPHONE NUMBER WHERE YOU CAN BE REACHED? _____.

- ☐ Not Evacuating:

IF YOU ARE NOT LEAVING YOUR HOME NOW, PLEASE AVOID THE USE OF YOUR TELEPHONE AS MUCH AS POSSIBLE SO THAT WE MAY CONTACT YOU AGAIN WITH ADDITIONAL INFORMATION.

- ☐ If School is in Session:

YOUR CHILD(REN)'S SCHOOL(S) WILL BE REDIRECTING THEM TO THE EVACUATION CENTRE LOCATED AT THE _____ BY THEIR REGULAR BUS DRIVER WHEN THE SCHOOL DAY IS OVER. YOU MAY MEET THEM THERE.

IF YOU HAVE URGENT QUESTIONS, PLEASE CALL ME BACK AT _____ (YOUR CELL NUMBER).

THANK YOU FOR YOUR CO-OPERATION.

Record this information in your Time and Event Log.

Report all information to your Telephoner Team Leader or Public Safety Supervisor: _____.



EVACUATION PHONE MESSAGE

Level 2 or 3 Emergency

- ☐ Before calling, determine a safe evacuation route for the residents to travel, away from the hazard area towards the Reception Centre.
- ☐ Imagine your loved ones are receiving information telling them to evacuate. Try to imagine their circumstances.
- ☐ Speak slowly and confidently - **be calm**.
- ☐ Try not to alarm them; they are aware you might call, but they really don't know completely what to expect.

HELLO, THIS IS (YOUR NAME) _____ CALLING FROM OBSIDIAN.

IS THIS THE (NAME) _____ RESIDENCE AT (RESIDENCE TELEPHONE NUMBER) _____?

**OBSIDIAN ENERGY IS RESPONDING TO A SERIOUS PROBLEM AT A SITE IN THE
_____ AREA.**

I MUST BE BRIEF (5 MINUTES OR LESS) AS I HAVE OTHER RESIDENTS TO CALL.

**FOR YOUR SAFETY IT IS EXTREMELY IMPORTANT THAT YOU LEAVE YOUR RESIDENCE IMMEDIATELY AND
GO TO OUR EVACUATION CENTRE LOCATED AT THE _____.**

HOW MANY PEOPLE ARE AT YOUR RESIDENCE NOW? ADULTS _____ CHILDREN _____.

IS THERE ANYONE OUTSIDE WHO YOU CANNOT EASILY CONTACT? NO / YES _____.

- ☐ If yes, determine location of person(s) and assure resident you will be sending someone to find them ASAP.

DO YOU HAVE YOUR OWN TRANSPORTATION? YES / NO _____.

- ☐ If No:

PLEASE STAY INDOORS AND CLOSE DOORS AND WINDOWS UNTIL A OBSIDIAN ROVER ARRIVES.

- ☐ If Yes:

**PLEASE PROCEED (SPECIFY SAFE DIRECTIONS FROM THE HOME AWAY AND IF POSSIBLE UPWIND FROM
THE HAZARD) TO THE RECEPTION CENTRE AT THE _____.**

- ☐ If School is in Session:

**YOUR CHILD(REN)'S SCHOOL(S) WILL BE REDIRECTING THEM TO THE RECEPTION CENTRE LOCATED AT
THE _____ BY THEIR REGULAR BUS DRIVER WHEN
THE SCHOOL DAY IS OVER. YOU MAY MEET THEM THERE.**

DO YOU UNDERSTAND THIS MESSAGE? YES / NO _____.

ARE YOU LEAVING IMMEDIATELY FOR THE EVACUATION CENTRE? YES / NO _____.

- ☐ If Yes:

PLEASE REPEAT BACK THE LOCATION OF AND THE DIRECTIONS TO THE RECEPTION CENTRE.

IF YOU FIND YOU ARE UNABLE TO LEAVE, PLEASE CALL ME BACK AT (YOUR NUMBER) _____.

REMEMBER MY NAME IS (YOUR NAME) _____. THANK YOU FOR YOUR CO-OPERATION.

Record this information in your Time and Event Log.

Report all information to your Telephone Team Leader or Public Safety Supervisor:_____.



SHELTER-IN-PLACE PHONE MESSAGE

Level 1, 2 or 3 Emergency

- ☐ Give to residents where it is deemed UNSAFE to initially evacuate.
- ☐ Imagine your loved ones are receiving information telling them to shelter. Try to imagine their circumstances.
- ☐ Speak slowly and confidently - **be calm**.
- ☐ Try not to alarm them; they are aware you might call, but they really don't know completely what to expect.

HELLO, THIS IS (*responder's name*) _____ CALLING FROM OBSIDIAN ENERGY.

IS THIS THE (*name of residence/business*) _____ AT (*telephone number*) _____ ?

OBSIDIAN ENERGY IS RESPONDING TO A (*potential*) EMERGENCY IN THE _____ AREA.

FOR YOUR SAFETY, IT IS EXTREMELY IMPORTANT THAT YOU, AND THOSE WITH YOU, STAY INDOORS UNTIL THE POTENTIAL HAZARD NO LONGER EXISTS, OR YOU ARE ADVISED TO EVACUATE.

TO HELP US UNDERSTAND YOUR IMMEDIATE NEEDS WE NEED TO KNOW:

- ☐ HOW MANY PEOPLE ARE AT YOUR LOCATION NOW? (*adults*) _____ (*children*) _____
- ☐ IS THERE ANYONE YOU CANNOT CONTACT TO GET INDOORS? (*yes/no*) _____
 - ☐ If yes, ask the resident WHAT IS THE LOCATION OF THE PERSON(S)? _____
 - ▷ Then tell the resident BE ASSURED WE WILL BE SENDING SOMEONE TO FIND THE PERSON(S) AS SOON AS POSSIBLE.
- ☐ DO YOU HAVE CHILDREN IN SCHOOL AT THIS TIME? (*yes/no*) _____
 - ☐ If yes, ask the resident WHAT CHILDREN ARE IN WHICH SCHOOL(S)? _____
 - ▷ Then tell the resident BE ASSURED THE SCHOOL(S) WILL BE CONTACTED AND INSTRUCTED TO KEEP THE CHILDREN AT SCHOOL, OR TO RETURN THE BUS BACK TO THE SCHOOL.
- ☐ DO YOU HAVE THE "SHELTER-IN-PLACE" INSTRUCTIONS PREVIOUSLY GIVEN TO YOU? (*yes/no*) _____
 - ☐ If no, request the resident to PLEASE TAKE THE FOLLOWING ACTIONS IMMEDIATELY:
 1. GATHER EVERYONE INDOORS AND STAY THERE
 2. CLOSE AND KEEP CLOSED ALL WINDOWS AND OUTSIDE DOORS
 3. TURN YOUR FURNACE DOWN TO ITS MINIMUM SETTING AND TURN OFF AIR CONDITIONERS
 4. TURN OFF OTHER FANS, APPLIANCES OR EQUIPMENT THAT EITHER:
 - ▷ USES INDOOR AIR,
 - ▷ BLOWS OUT INDOOR AIR OR;
 - ▷ SUCKS IN OUTSIDE AIR
 5. PLEASE AVOID THE USE OF YOUR TELEPHONE, SO WE CAN CONTACT YOU AGAIN WITH ADDITIONAL INFORMATION
 - ☐ If yes, request the resident to PLEASE FOLLOW THE "SHELTER-IN-PLACE" INSTRUCTIONS.

IF YOU HAVE URGENT QUESTIONS, CALL ME AT (*responder's telephone number*) _____.

THANK YOU FOR YOUR COOPERATION.

Record this information in your Time and Event Log.

Report all information to your Telephoner Team Leader or Public Safety Supervisor: _____.



EVACUATION NOTICE UNATTENDED VEHICLES

EMERGENCY LEVEL 1, 2, or 3

Location

DATE: _____ TIME: _____

ROVER ⇒ *Place on unattended vehicles in the Emergency Planning Zone (EPZ) and/or Protective Action Zone (PAZ) during a Level 2 or 3 emergency - any area where the public is being evacuated. Record vehicle details (make, model, colour, licence number) and pass onto the Public Safety Supervisor.*

Obsidian Energy has a potential problem at _____ location. The location, road system and affected area (Emergency Planning Zone) are shown on the map attached to this notice.

Obsidian Energy requests that anyone (trappers, loggers, campers, etc.) who does not live in the Emergency Planning Zone (EPZ) leave the area. This will enable Obsidian Energy to concentrate their efforts on monitoring and protecting the safety of residents who live in the affected area.

Thank you for your co-operation. If you require additional information, please contact one (1) of the following numbers for Obsidian Energy or the Alberta Energy Resources Conservation Board:

_____ **Gas Plant** **Bus ()** _____

Obsidian Energy Calgary Office

24-Hr 1-877-792-2990

Public Safety Supervisor _____ **Bus ()** _____

Alberta Energy Regulator

_____ **Field Centre** **Bus ()** _____



EVACUATION NOTICE UNATTENDED RESIDENCE

EMERGENCY LEVEL 1, 2 or 3

Location

DATE: _____ TIME: _____

ROVER ⇒ *Place on door at residence if no one is home during a Level 1, 2 or 3 emergency; applicable for all residences in the Emergency Planning Zone (EPZ) and/or Protective Action Zone (PAZ) - any area where the public is being evacuated.*

Obsidian Energy has encountered a problem located at _____.

As a safety precaution, Obsidian Energy requests you proceed to the Reception Centre located at _____ location.

An Obsidian Energy representative will be available at the Reception Centre to assist you and to address any concerns you may have.

Thank you for your co-operation. If you require additional information, please contact one (1) of the following numbers for Obsidian Energy or the Alberta Energy Resources Conservation Board:

_____ Gas Plant Bus () _____

Obsidian Energy Calgary Office 24-Hr 1-877-792-2990

Public Safety Supervisor _____ Bus () _____

Alberta Energy Regulator

_____ Field Centre Bus () _____



ROADBLOCK RECORD

Incident Name:		Date Prepared (YYYY/MM/DD):	Time (am/pm)
Prepared By (Print Name and Initial):		Response Team Position:	

		ERP Map #
Date: (YY/MM/DD) Time: ☐ AM ☐ PM	Name of Driver:	
# of People:	Entering or Leaving Planning Zone:	
Resident of EPZ: Yes / No	License Plate #: Province:	Vehicle Make:

		ERP Map #
Date: (YY/MM/DD) Time: ☐ AM ☐ PM	Name of Driver:	
# of People:	Entering or Leaving Planning Zone:	
Resident of EPZ: Yes / No	License Plate #: Province:	Vehicle Make:

		ERP Map #
Date: (YY/MM/DD) Time: ☐ AM ☐ PM	Name of Driver:	
# of People:	Entering or Leaving Planning Zone:	
Resident of EPZ: Yes / No	License Plate #: Province:	Vehicle Make:

		ERP Map #
Date: (YY/MM/DD) Time: ☐ AM ☐ PM	Name of Driver:	
# of People:	Entering or Leaving Planning Zone:	
Resident of EPZ: Yes / No	License Plate #: Province:	Vehicle Make:

		ERP Map #
Date: (YY/MM/DD) Time: ☐ AM ☐ PM	Name of Driver:	
# of People:	Entering or Leaving Planning Zone:	
Resident of EPZ: Yes / No	License Plate #: Province:	Vehicle Make:



RECEPTION CENTRE REGISTRATION FORM

GENERAL	Incident Area Name:		Date (YYYY/MM/DD):		Time (am/pm):	
	Prepared By (Print Name and Initial):			Response Team Position:		
EVACUEE INFORMATION						
ERP Map #		Last Name:		First Name:		Middle Initial:
Sex:	Age:	Permanent Address:				
City:			Province:		Telephone: ()	
List only those family members <u>who are with you and who have the same last name as you</u>. Fill out separate cards for other persons.						
First Name		Initial	Relationship to above		Sex	Age
Alternate Address and Telephone Number:						
Special Medical Needs:						
Additional Information:						
Arrival Time:				Departure Time:		



INCIDENT SUMMARY

GENERAL	Incident Area Name:		Date (YYYY/MM/DD):	Time (am/pm):
	Prepared By (Print Name and Initial):		Response Team Position:	
INCIDENT DETAILS	Location:			
	Facility Involved:			
	Reported By:		Contact Number(s):	
	Number of Known Injured:			
	Incident Description:			
ACTIONS SUMMARY				



PREPARATION OF A HOLDING STATEMENT

GENERAL	Incident Area Name:	Date (YYYY/MM/DD):	Time (am/pm):
	Prepared By (Print Name and Initial):	Response Team Position:	
HOLDING STATEMENT PREPARATION GUIDELINES	Purpose: Verbal response to any inquiries made to Obsidian Energy prior to issuing a media advisory or news release. Do not: Release names of injured, and do not report fatalities unless confirmed by RCMP. The holding statement shall contain: ☐ Nature of the Emergency - General description of what happened. ☐ Do not give an opinion as to the cause. ☐ Do not speculate. ☐ Use non-technical language. ☐ Where, When - Location of the site from the nearest major centre and the time the incident began. ☐ Injuries/Fatalities/Damage - No opinions shall be given as to the extent of damage or injuries. ☐ State the number of people receiving treatment. ☐ No names are to be released until after notification of family. ☐ Status - Indicate the nature of the situation. ☐ Who is doing what. ☐ When to expect more Information - The designated Public Information Officer will issue further information to the Media.		
ROUGH NOTES			



HOLDING STATEMENT

GENERAL	Incident Area Name:	Date (YYYY/MM/DD):	Time (am/pm):
	Prepared By (Print Name and Initial):	Response Team Position:	

STATEMENT TO BE READ	My name is: _____ My job title is: _____
	At _____ on _____ a(n) _____ occurred at (time: am/pm) (date) (nature of incident)
	_____ which is approximately _____ km _____ (location) (north/south/east/west)
	from _____. The weather was _____. (name of nearest major centre) (weather conditions, prevailing winds, etc.)
	The number of _____ are _____. (injuries and fatalities) (zero / actual number/ yet to be confirmed).
	Names will not be released until families are contacted.
	Our emergency response plan has been activated and emergency response personnel are _____ (directing emergency response procedures, responding to the incident, controlling the fire, etc.)
	The _____ have also been notified and are _____ the scene. (NEB, RCMP, Coast Guard, other) (on their way to /at)
	Our priorities are to contain the incident and protect the health and safety of our employees, the public and the environment.
	Company officials have also alerted _____. (identify third party stakeholders)
The cause of the _____ is not yet known and no estimate of (fire, explosion, spill, etc.)	
damage is available. This is all the information available at this time.	
We are in the process of setting up our Public Information Centre.	
Please leave your name and telephone number and we will call you back as soon as the Public Information Centre opens.	
Our Public Information Officer will issue more information becomes available.	
Company representatives can be reached at () _____.	



MEDIA INFORMATION REQUEST RECORD

GENERAL	Incident Area Name:		Date (YYYY/MM/DD):	Time (am/pm):
	Prepared By (Print Name and Initial):		Response Team Position:	
MEDIA INFORMATION REQUEST(S) - TELEPHONE CONVERSATION TRACKING				
Response Required:		Call Received (YYYY/MM/DD):	Call Received Time (am/pm):	
☐ Yes ☐ No				
Urgent:		Deadline Response Date (YYYY/MM/DD):	Deadline Response Time (am/pm):	
☐ Yes ☐ No				
Call Received From (Name/Organization):			Contact Number:	
Call Received By (Print Name and Initial):			Response Team Position:	
Message:				
Response Required:		Call Received (YYYY/MM/DD):	Call Received Time (am/pm):	
☐ Yes ☐ No				
Urgent:		Deadline Response Date (YYYY/MM/DD):	Deadline Response Time (am/pm):	
☐ Yes ☐ No				
Call Received From (Name/Organization):			Contact Number:	
Call Received By (Print Name and Initial):			Response Team Position:	
Message:				



PUBLIC INFORMATION CENTRE

GENERAL	Incident Area Name:	Date (YYYY/MM/DD):	Time (am/pm):
	Prepared By (Print Name and Initial):	Response Team Position:	
LOCATION / DIRECTION DETAILS	Note: Do not identify or establish a Public Information Centre location that is in close proximity/adjacent to displaced landowners/near local evacuation centre.		
	Location		
	Address		
	City / Town		
	Contact Name		
	Office #		
	Home #		
Map or Directions to Site:			





First Call Communication



This form is to be used when taking information for spills/releases. It will assist in consistent gathering of data and should be attached to the FIS record.

General Incident Information			
AER contact:		Field centre:	
Licensee:	Caller:	Phone:	
E-mail address for release report:			
Licence #:	Pipeline line #:	Approval #:	
Incident location: ____ / ____ / ____ / ____ W ____ M			
Emergency level:			
Serious event? ☐ Yes ☐ No			
If yes, what kind of serious event? ☐ Blowout ☐ Explosion ☐ Fire ☐ Other control loss ☐ Fracking ☐ Casing failure			
Land type (jurisdiction): ☐ Freehold ☐ First Nations ☐ Métis ☐ CFB ☐ Crown – Disposition #:			
Agencies notified:		Date:	
FIRST duty office (DO) contacted: ☐ Yes ☐ No If yes, date & time DO was contacted:			
DO contact name:			

Release Details			
Volumes			
Substance*	Released (m ³ /10 ³ m ³)	Recovered (m ³ /10 ³ m ³)	Disposal/storage location
* For emulsion, break down oil & water if possible.			
Description of how the release volume was determined and verified (including calculations; e.g., spill length × width × depth):			
Area affected (length × width): m ²			
How was the area affected determined? (Aerial survey, perimeter walk, range finder, samples taken, etc.):			
Who delineated the spill area (environmental technologist, operator, etc.) and what process was used?			

☐ Reminded licensee to update the AER immediately if release volumes or area changes from what was originally reported.		
☐ Asked for the immediate submission of photos of the entire spill site to the AER and communicated that photos of the cleanup will need to be submitted with the release report.		
Cause of release (suspected or actual):		

Impact		
Release off lease? ☐ Yes ☐ No (pipeline right-of-way is off lease)		
If yes, was the landowner notified? ☐ Yes ☐ No Name of landowner/agency:		
Release within disposition boundary? ☐ Yes ☐ No		
Outside disposition – was leaseholder notified? ☐ Yes ☐ No Name of leaseholder:		
☐ If outside disposition, reminded licensee that they will need a TFA.		
Actual incident H ₂ S concentration (if applicable): % / ppm / mol/kmol		
Nearest town:	Distance and direction to town:	
Environment affected: ☐ Air ☐ Land ☐ Water		
Distance of release to the nearest water body, watercourse, or waterway:		
How was this distance determined?		
Wildlife/waterfowl/livestock affected: ☐ None ☐ Habitat affected ☐ Animals injured/killed		
Notes/description:		
Confirm how the release has been or will be contained:		
Confirm how the release has been or will be cleaned up:		
Evacuees (#):	People injured (#):	Fatalities (#):
Were members of the public affect? ☐ Yes ☐ No		
If yes, indicate if they were		
☐ notified ☐ instructed to shelter in place ☐ advised to evacuate		

Notes/description:		
Media interest? ☐ None ☐ Local ☐ Regional ☐ National		
Damage to public property? ☐ Minor/no damage ☐ Substantial (home covered in oil) ☐ Extensive (home destroyed)		

Pipeline Specific		
Hit? ☐ Yes ☐ No	Line #:	Test failure? ☐ Yes ☐ No
Normal operating pressure: kPa	Maximum operating pressure: kPa	
Is the pipeline shut in, depressured, and isolated? ☐ Yes ☐ No		
If yes, date & time:		
What is the total volume of liquid in the pipeline?		
Are there isolation valves? ☐ Yes ☐ No If yes, have they been activated? ☐ Yes ☐ No		
Are there any other pipelines that tie into the failed line? ☐ Yes ☐ No If yes, have they been shut in/isolated? ☐ Yes ☐ No		
☐ Reminded the company to contact the AER before excavating the pipeline.		
☐ Reminded, advised, or directed the company that the pipeline is not to be returned to service without the AER's permission.		
Right-of-way (ROW)		
☐ Licensee has confirmed when the pipeline ROW and well were last checked. Date:		
How was the ROW surveillance conducted (from the air, by quad, on foot, using infrared, etc.)?		
☐ Requested that daily production volumes for the well/pipeline be submitted within 24 hours.		
Investigation information		
What operations are currently taking place (containment, sampling, line locating, retaining contractors/consultants, pipeline excavation, repair, site access, EM survey, etc.)?		





TRANSPORTATION OF DANGEROUS GOODS (TDG)

Dangerous Goods Shipping Document for Road Transport

CONSIGNOR Name: _____ Address: _____				DESTINATION (City-Town) Name: _____ Address: _____		
Name of Carrier		Prepaid ☐	Collect ☐	Transport Unit Number		
Point of Origin				Shipping Date	Shipper's No.	
REGULATED DANGEROUS GOODS						
UN Number	Shipping Name	Primary Class	Subsidiary Class	Packing Group	Quantity	Packages Requiring Labels
24-Hour Number: _____ ERAP Reference _____ and Telephone Number _____						
Consignor's Certification I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the Transportation of Dangerous Goods Regulations. Name of Consignor: _____						
Special Instructions _____						
NON-REGULATED GOODS						
Packages	Description of Articles				Weight	
Received in apparent good order				_____ Shipper's Signature		
Received in Apparent Good Order	_____ Driver's Signature				_____ Driver's No.	

Please note that this sample shipping document contains some information that is not required in the TDG Regulations. The additional information reflects current industry practices.