GTM Core Emergency Response Plan

EM-51.100

Country: United States and Canada
Version Date: 2024-01-25
Version: 4.0

Plan

—

Business Unit: Gas Transmission and Midstream

Controlled/Published Location: GTM Governance Document Library

GTM GDL Function: Emergency Management

Table of Contents

List of Tables

List of Figures

GTM Core Emergency Response Plan

1. Purpose

The purpose of this Emergency Response Plan (ERP), when used in conjunction with the Area ERP Annexes, and ancillary documents is to ensure a prompt and effective comprehensive response preserving life safety and mitigating impacts to public health and the environment.

Response incident management system/procedures covered in this Plan are based on the National Incident Management System (NIMS), the Incident Command System (ICS), and ICS Canada.

2. Scope

The Emergency Response Plan is a cross border document. Where the Plan is specific to Canada or United States, only a flag will be used to identify applicability.

This Plan communicates the response capabilities available by the Company to respond to any gas release. This plan is not intended to limit the discretion of Company employees to select any sequence of actions or to take whatever time they deem necessary to maximize the effectiveness of the response, consistent with safety considerations.

The ERP represents a planning guide; response operations in any release event will be tailored to meet the actual circumstances.

This Plan contains information applicable to the Company. It applies to emergency response operations carried out by the Field Response Team, Regional Incident Management Team and Enbridge Enterprise Emergency Response Team (E3RT), as well as to any type or size of incident that may occur.

Contractors have not been pre-identified as having an active role in the emergency response (this is specifically true of the activation phase). Therefore, contractors will not be subject to ERP reviews, training or exercises. There are some circumstances where contactors may become involved after an emergency occurs.

- An emergency occurs while on a site. In this situation the contractor will follow the Site Safety Plans and project plans, if existing. They will not necessarily take an active role in mitigating the situation outside of the direction of Enbridge. They may be asked to take preventive actions (i.e., evacuate the area, provide roadblock assistance at exclusion zone, etc.)
- An emergency has occurred, and Enbridge needs specific assistance. Under this condition (most specifically the Operational Phase) Enbridge could contract for a service that would not necessarily be an active mitigation but in support. Some examples might include but not be limited to:
    - ICS technical Support/Expertise
    - Site Security

- Food and Lodging
- Lighting and other equipment

It is also accepted that contracting would occur in most recovery operations (after hazard has been mitigated).

The plan contains procedures to guide personnel in the event of a release or other emergency involving Company assets.

All emergency response operations encompassed in this plan involve actions taken during an incident that are designed to:

- Protect life safety and mitigate impact of the situation
- Ensure the life safety of responders, employees and public
- Establish unified command over the incident
- Develop plans of action
- Facilitate Communications

3. Objective

The specific objective of the Plan is to provide guidance to company personnel with immediate procedures to take in the event of an emergency response incident originating at any Enbridge area of gas operations by:

- Defining alert and notification procedures to be followed when an emergency response incident occurs.
- Documenting equipment, manpower, and other resources available to assist with an emergency response incident response.
- Describing response teams, assign individuals to fill the positions on the team, and define the roles and responsibilities of team members.
- Defining organizational lines of responsibility to be adhered to during an emergency response.
- Providing guidelines for handling an emergency response.

3.1. Plan Implementation

This ERP, the Field Response Team (FRT) and Incident Management Team (IMT) become effective immediately upon notification(s) of any type of release or hazard occurring at any Company operational area. Hazards may include natural disasters (i.e., earthquakes, floods, tornadoes, hurricanes, etc.), incidents involving civil unrest or terrorism or any other incident which could potentially adversely impact a Company asset resulting in the release of gas.

3.2. Plan Coverage

Table 1: Plan Coverage

Owner/Operator	Enbridge Gas Transmission and Midstream (GTM) 915 North Eldridge Parkway Suite 1100 Houston, TX 77079
Owner	Vector Pipeline LP 38705 Seven Mile Road, Suite 490 Livonia, MI 48152
Owner	Sabal Trail Transmission 6781 Osceola Polk Line Road Davenport, FL 33896

Plan coverage includes all facilities operated by Enbridge Gas Transmission. The ERP applies to the following:

- Algonquin Gas Transmission
- Alliance Pipeline
- Big Sandy Pipeline
- East Tennessee Natural Gas Pipeline
- Generation Pipeline
- Maritime and Northeast Pipeline (M&N)
- Nexus Gas Transmission
- Sabal Trail Transmission
- Texas Eastern Transmission (TETCO)
- Valley Crossing Pipeline
- Vector Pipeline
- Westcoast Energy
- Depleted Reservoir Storage Fields
- Accident, Steckman Ridge and Early Grove
- Salt Cavern Storage Fields
- Bobcat, Egan, Moss Bluff and Saltville
- Kingsport LNG
- Offshore (only where it pertains to onshore facilities)

Herein out, all references to any Enbridge company listed above will be referred as the “Company.”

Each geographic area, facility type and product characteristic has its own unique Emergency Response challenges; corresponding facility specific information will be found in the applicable Area ERP Annexes to this plan. Certain sites might also have special contingency plans developed because of the complexity of the response (i.e., Kingsport LNG).

4. Terms and Definitions

Table 2 lists the terms contained in this document and their definitions which are relevant only to Emergency Management.

Table 2: Terms and Definitions

TERM	DEFINITION
Critical Valves	"Critical Valves" is company vernacular and is not meant to denote Emergency Valves and should not be confused with critical facilities. These valves are only important in their nature.
Dedicated Emergency Equipment	Equipment that is dedicated to the initial response to a pipeline emergency
Emergency Operations Center (EOC)	A central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management functions are a strategic level during a response; and ensuring continuity of operations of a company.
Incident Action Plan (IAP)	Is initially prepared at the first meeting, contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period. When complete, the Incident Action Plans will include several attachments.
Incident Command Post (ICP)	The location at which the primary command functions are executed; may be collocated with the incident base.
Incident Command System (ICS)	A standardized on-scene emergency management system specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.
Incident Commander (IC)	Person responsible for all aspects of the response, including developing incident objectives and managing all incident operations. This means the most qualified person, not necessarily the most senior person, on scene.
Incident Log	A permanent written record of significant response actions and events that occurred during the emergency.
Incident Management Handbook (IMH)	The IMH is intended to be used as an easy reference job aid for responders; designed to assist responders in the use of the National Incident Management System (NIMS) Incident Command System (ICS) during response operations.
Incident Management Team (IMT)	A team who functions at and/or away from the incident scene to support tactical response operations, facilitate planning and address the concerns of public and government agencies.
Incident Objectives	Statements of guidance and direction necessary for the selection of appropriate strategies, and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.
Initial Notification	The process of notifying necessary company personnel and Federal/State/Local agencies that a release has occurred, including all pertinent available information surrounding the incident.
Life Safety	Top priority Response Objective which puts safety of Emergency Officials/ Responders, responding personnel, and affected public first.

TERM	DEFINITION
Operator Qualification	Individuals performing activities on regulated pipe or pipeline components shall possess the appropriate Operator Qualification for the applicable covered task(s). Refer to OQ-55.100, "GTM Operator Qualification Plan" for a complete list of GTM OQ covered tasks.
Unified Command	Emergency Officials and Responding Personnel Work together in the Command Post to coordinate a response.

5. Acronyms

Table 3 lists the acronyms used in this document and their full terms.

Table 3: Acronyms

ACRONYM	DEFINITION
3ERT	Enbridge Enterprise Emergency Response Team
AAR/IP	After Action Report/ Improvement Plan
AHJ	Authority Having Jurisdiction
CCRP	Crisis Communications and Response Plan
CCRT	Crisis Communications and Response Team
CER	Canada Energy Regulator
CMT	Crisis Management Team
EM	Emergency Management
EMP	Emergency Management Program
EO	Emergency Official
EOC	Emergency Operations Center
ERG	Emergency Response Guide
ERP	Emergency Response Plan Aka Emergency Response Procedures
FEMA	Federal Emergency Management Agency
FRT	Field Response Team
GDL	Governance Document Library
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IED	Improvised Explosive Device
IMH	Incident Management Handbook
IMT	Incident Management Team
LEL	lower explosive limit
PAC	Public Affairs and Communications
PEAR	People, Environment, Assets, Reputation
PHMSA	Pipeline and Hazardous Materials Administration
PIO	Public Information Officer
PLD	Pipeline Diagram
PPE	Personal Protective Equipment
TETCO	Texas Eastern Transmission
TFR	Temporary Flight Restriction
OQ	Operator Qualification

6. Roles and Responsibilities

Table 4 lists the roles and groups affected by this document and what their responsibilities are regarding this document.

Table 4: Roles and Responsibilities

ROLES	RESPONSIBILITIES
Emergency Management Team	• Maintain this document. Including annual comprehensive annual reviews and periodic content revisions as necessary • Conduct exercises to test this Emergency Response Plan • Provide for the accessibility of this plan to those that have need (specifically operations and those who are identified as having a role in emergency response) • Comply with regulations for Emergency Response manuals/plans
Operations	• Exercise this plan • Participate in reviewing this plan • Ensure distribution of this plan to those who have need (those identified as having a role in Emergency Response

7. Details: Initial Response and Assessment

The initial response is outlined in this section and closely follows FEMA's Planning P. It focuses largely on the third rung in the "Stem" of the Planning P which is the Initial Response and Assessment.

Initial response actions are those taken by local personnel immediately upon discovery of a release or emergency incident, and before the Incident Management Team (IMT) is formed and functioning. Timely implementation of initial actions is crucial, as they affect the success of the overall response operation.

Initial Response actions are required at the onset of an emergency response to protect life safety and the environment, mitigate the extent of a release, minimize the potential hazard, and implement an effective response. It is also important to act decisively and in doing so, create a professional working atmosphere among the organization and public officials. In other words, establish a unified command and work together providing mutual assistance to mitigate an emergency.

Notifying 911/PSAP (Public Safety Answering Point) will be the responsibility of the FRT (Field Response Team). This call shall be made immediately upon the notification/discovery of a potential rupture. This responsibility can be taken on by other entities (i.e., gas control) if the 911 call is impractical, communications limitations exist, or as other circumstances necessitate.

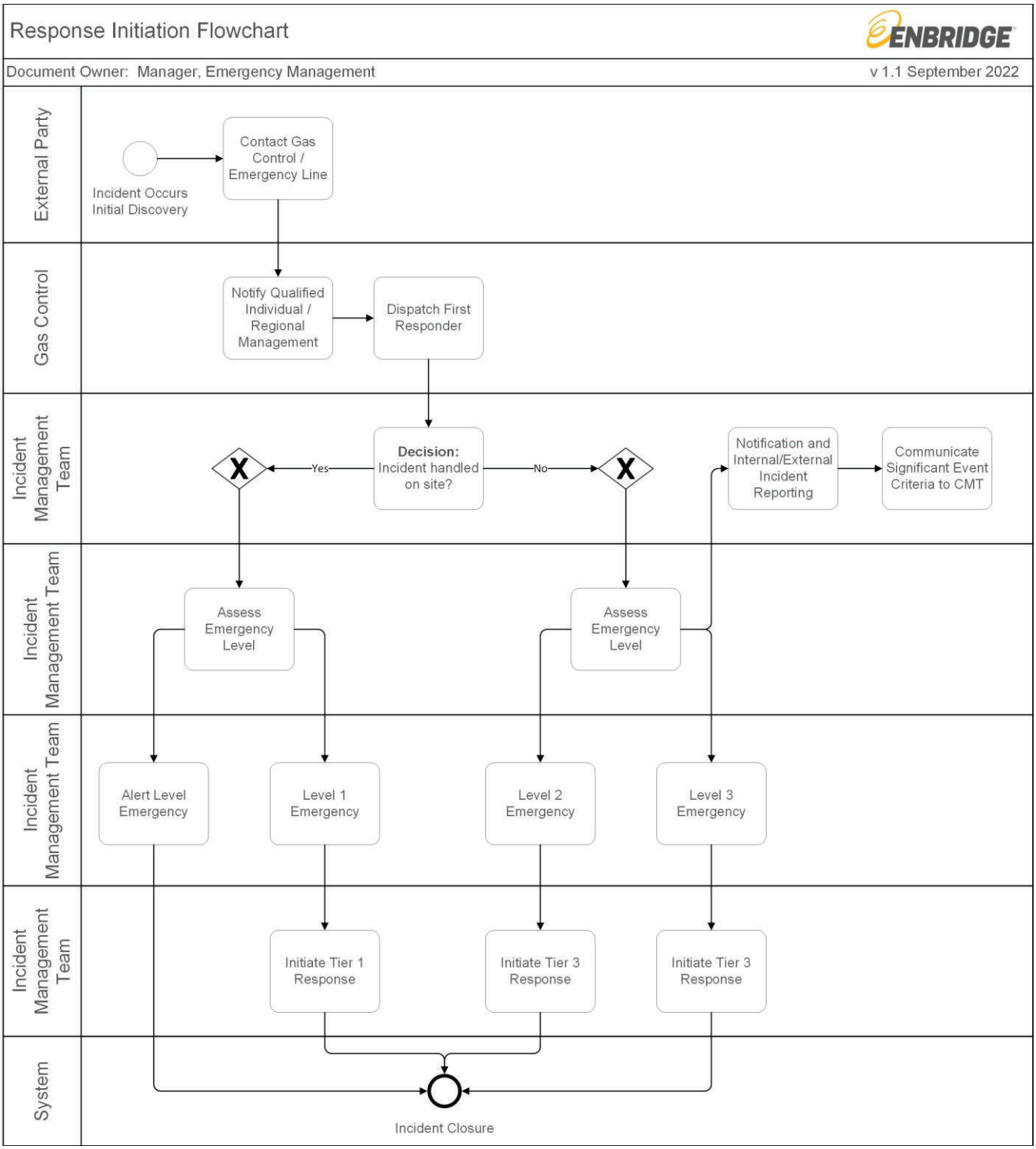


Figure 1: Response Initiation Flowchart

All incident response actions will follow the PEAR response priorities:

People	Life Safety is first. This includes First Responders, Affected Public and Employees.
Environment	Includes, air, water, and land.
Assets	Affected public, governmental and company property.
Reputation	Company Reputation.

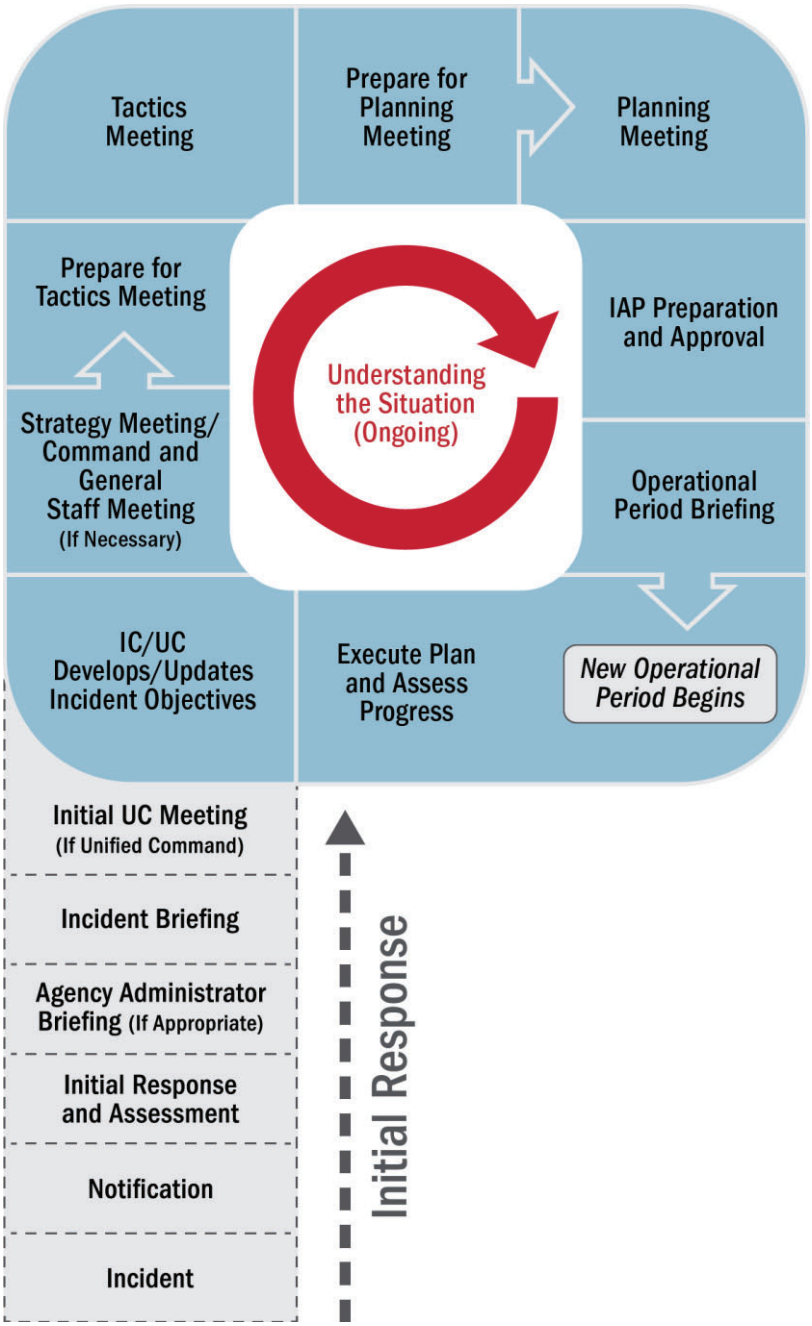


Figure 2: Planning Process

7.1. Incident Occurs

In all instances Gas Control will take the immediate actions up to and including, remote isolation and/or pressure reduction of pipeline segments and notifying emergency response personnel. The requirements and the sequence of actions to be taken by Control room Personnel in the event of an initial notification to Control Room Personnel from Company field personnel and/or third party (nearby pipeline or utility personnel, the public, local responders, or public authorities) of a potential emergency condition, including a potential rupture, on the pipeline of GTM assets are found in CRM-08.2010, "Initial Notification of Potential Emergency Procedure."

Actions can include:

- Contacting local police or local emergency services, as warranted, and if not already provided for by the Field Response Team(s).
- Reviewing remotely isolated pipe segments:

  ***Note**: Within 30 minutes of rupture identification, RMVs and AETs necessary to minimize the volume of gas released must be fully closed unless it has been previously established in operating procedures and it has been demonstrated to PHMSA in a notification that closing a rupture mitigating valve (RMV) or alternate equivalent technology (AET) would be detrimental to public safety. Leaving RMVs or AETs open must be coordinated and approved by emergency responders. The on-scene unified command will develop an ICP (Incident Action Plan) necessitating that valve(s) stay open or are reopened to allow for quicker dissipation away from the emergency site.*
- Contacting and activating appropriate level of emergency response team(s)
- Making notifications as identified in control center operations procedures
- Dispatching technicians to investigate a potential emergency
- Notifying Regional Operations if a technician/first responder has been dispatched
- Maintaining contact with the technicians, first responders and/or any other personnel in order to maintain situation status as the incident evolves

7.1.1. Pipeline Monitoring

All pipelines within the Company Pipeline System are monitored on a continuous basis through a SCADA system(s). Gas Control personnel monitor and control line pressures and product flow rate and operate remote controlled valves and compressor stations. Gas Control is operated on a 24-hour basis. Should a leak occur, Gas Control will dispatch “On Call” personnel to make an assessment and begin response efforts.

7.1.2. Observed by Operating personnel or by other company persons.

Field personnel to contact the control room when emergency conditions exist and notify 911.

7.1.3. Call Comes in From an Outside Source

Calls to the emergency number are routed to Gas Control. Gas Control will dispatch “On Call” personnel to make an assessment and begin response efforts.

7.2. Notification of Incident Occurring

When notifying or being notified of an emergency, the specific pieces of information should be exchanged, including:

- Description of incident
- Location of incident
- Product characteristics and hazards
- Safe Exclusion Zone(s)
- Incident Command Post location
- Contact information for Emergency Official (EO) incident commander and responding Enbridge personnel shall be exchanged for the purposes of establishing on-scene unified command.
- Incident Commanders should establish and maintain communications throughout the response. Though circumstances may necessitate alternate communication plans, direct communications between incident commanders is preferable to routes of communication going though dispatch centers (e.g., Gas Control, PSAP).

7.2.1. Safe Exclusion Zones for Pipeline Release

The minimum Safe Exclusion Zones referenced in this section are based upon twice the Potential Impact Radius (PIR). The PIR is a calculation based upon the commodity being natural gas, the diameter of the pipe and the pressure. This PHMSA definition of PIR can be found at Part 192.903.

In determining a safe evacuation distance the following table may be used for reference but may not be sufficient considering other factors such as, commodity transported (i.e., propane), Wind and weather conditions, gas buildup (areas/pockets of gas that are not directly venting to atmosphere), jet fires (venting straight up as opposed to jetting out sideways from the end of a ruptured pipe), elevations and other compounding influences (other hazards which may become implicated with a natural gas fueled fire) Site Assessment and considerations must be made to apply a safe exclusion zone in any circumstance.

Using the following table as a starting point. Knowing the size and pressure of the natural gas pipeline you can obtain a cross reference with the top number (in Red) as the PIR and the bottom number being double the PIR and the beginning of a safe exclusion zone. Knowing local conditions will help you determine if the initial safe exclusion zone is sufficient.

7.2.2. Establishing and Maintaining Communications with Emergency Personnel

The initial Incident Commander (FRT – Field Response Team) will be responsible to notify Emergency Services / 911 unless otherwise provided for or delegated.

At notification or the earliest practicable time of an incident, Enbridge must establish and maintain an adequate means of communication with appropriate fire, police, Authority Having Jurisdiction (AHJ), and other public officials. This can be accomplished by or through a combination of the following:

- Preferably by establishing a Unified Command at the ICP (develop a communication plan if necessary).
- Additionally or Alternatively by opening a line of communication between responding Enbridge and EO incident commanders until a unified command can be established on-scene
- Alternatively by opening a line of communication between Gas Control and the EO.
- Opening the Emergency Response Liaison conference line (Virtual Meeting):

[redacted]	[redacted]	[redacted]

7.2.3. Internal Notifications

Local teams will already have a notification protocol or methodology.

MIR3 may be used to activate addition teams and resources. Refer to subsequent sections for additional information.

7.3. Initial Response and Assessment

The Enbridge first on scene will act as Enbridge's initial Incident Commander (under the Incident Command System). The Field Response Team (FRT) assumes all responsibilities (including contacting 911) unless otherwise delegated purposefully or as defined by the roles within the Incident Command System.

7.3.1. Assessment

A person assessing a situation must evaluate the circumstances and identify hazards or potential hazards, to determine if an emergency situation exists and then respond accordingly.

The type of emergency most often thought of in pipeline and facility operations is the uncontrolled release of product. Released product presents a substantial hazard for fire until the product dissipates to a safe, non-combustible level.

Maintain constant or scheduled contact with the Gas Control.

Emergency Levels

The level of response is dependent upon the severity of the incident and what phase the response efforts are in (e.g., Initial Response, Operational Planning, Recovery). Incident classification and response efforts can be scaled up or down depending on incident needs. Company personnel will be familiar with the Emergency Response and Tiered Response table and how emergencies are classified.

For planning purposes, potential emergencies will be classified by emergency levels. The classification levels are necessary for determining an appropriate tiered response. Escalating levels result in increased required resources, notification requirements and potential increased response complexity to deal with the emergency.

Any type of incident of level 2 or greater will require notification to EOs. Alert Levels or Level 1 are optional. A courtesy notification should be made after situation is resolved.

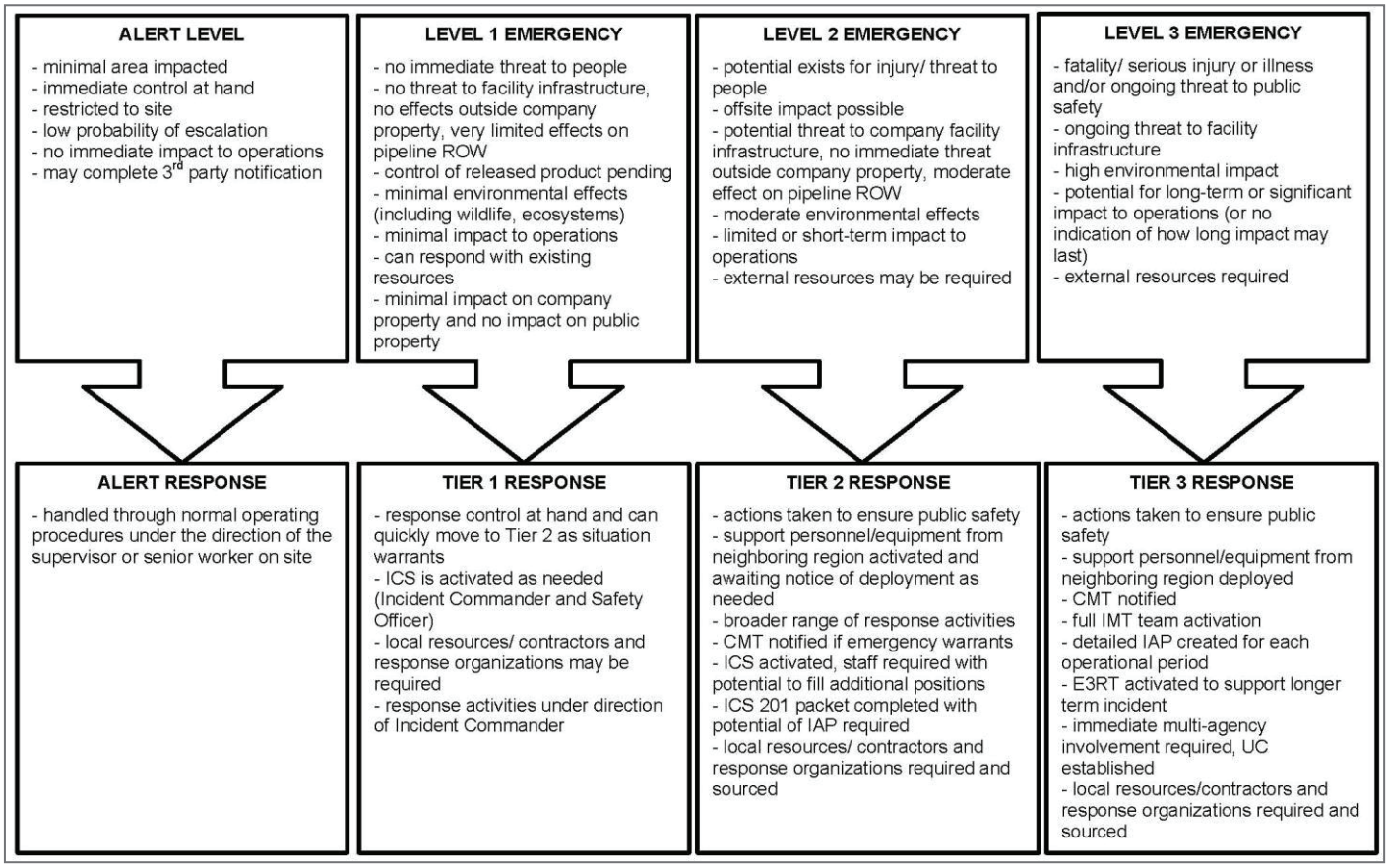


Figure 3: Emergency Levels

7.3.2. Initial Response

Initial Response actions taken immediately on site might include:

- Calling 911 (if not already provided for)
- Asking for pressure reduction, remote controlled valve shut-in and/or venting as required by incident
    - Pipeline Diagrams (PLDs) and Station Schematics can be referred to for Mainline Block Valve information including valves which can be remotely controlled
- Asking nearby persons or bystanders to evacuate
- Restricting entry

- Identifying a suitable Incident Command Post
- Identifying an appropriate exclusion zone
- Control ignition sources
- Monitor Atmosphere

Specific additional actions will be planned between responding AHJ/agencies under unified command.

Personnel responding to an incident should begin filling out the ICS Form 214a (Individual Activity Log) as soon as practicable. Situational awareness (for safety reasons) should not be compromised to fill out ICS forms.

Incident Command Post (ICP)

Preferably an ICP (Incident Command Post) will be chosen to facilitate a Unified Command. Enbridge and Emergency Officials should not have separate ICPs unless it is otherwise unavoidable. ICPs should be chosen where it will not be influenced by the emergency but is close enough to maintain situational awareness.

7.4. Agency Briefing

This section is appropriate only as time allows for. The on-site incident commander may delegate agency briefing to other(s). The first contact is initiated by contacting the On-Call Public Information Officer (24/7) at: 866-761-5400 or via email [redacted]

7.5. Incident Briefing

In many situations the Incident Briefing and the Unified Command Meeting will happen in quick concurrence or simultaneously. During the incident briefing responding AHJ/agencies will be appraised of the incident and situation.

Hazards and risks should be reiterated.

7.6. Unified Command Meeting

Establish a Unified Command if not already established. Enbridge initial responder (first on scene) will identify themselves and request to be part of the unified command.

7.6.1. Initial Incident Action Plan

An initial Incident Action Plan (IAP) will be developed under unified command and will set tactical objectives to mitigate the incident. The initial IAP will be directed toward protecting life safety first and the property and the environment. The initial IAP may be verbal or if the incident will become complex or extended into an Operational Cycle it should be recorded on the ICS Form(s) 201.

Providing mutual assistance is accounted for under the initial IAP. The following should occur:

- EOs should provide for immediate public safety needs (i.e., maintaining an exclusion zone; evacuation, road blocks and/or Shelter-In -Place).
- Pipeline Operations should focus on reducing the hazard (i.e., shutting in pipelines, venting).

Emergency Response may be terminated, and demobilization by EOs may occur rather quickly in a small incident where the initial incident action plan is sufficient to mitigate the situation and life Safety has been assured.

8. Operational Phase

When and where an incident becomes complex and where it will have an extended timeframe to resolve, the response will shift into an operational phase(s). This would be the top end of the Planning P.

This is addressed in the Incident Management Handbook (IMH). It is located on the Emergency Response App and the EM SharePoint site.

Safe restoration of service to Pipeline systems take out of service due to a significant incident or loss of containment will follow SOP 1-2021.

8.1. Specific Incident Type Response Procedures

The purpose of this section is to provide baseline response guidance based on the type of incident that could occur. This section is developed to assist field personnel to make sound decisions during the initial response of an incident.

This Emergency Response Plan is designed to be flexible and to support an all-hazards approach to emergency response and crisis management. Although the activation of the various emergency management teams is possible for any hazard of significant magnitude, it is most likely the teams will be activated to support the response to one of the top operational risks:

- Significant losses of containment
- Significant process safety incidents, including fires and explosions
- Significant equipment failures that result in significant loss of containment, ruptures, etc
- Significant natural disasters
- Significant business interruptions
- Cybersecurity or privacy breaches
- Significant compliance or reputation issues
- Substantial financial events
- Third party emergencies that impact the operation or integrity of Enbridge assets

8.1.1. Product Release

Immediate actions will be taken at the discovery or detection of release to mitigate the effects and carry out an effective and prompt response. Such actions include, but are not limited to:

- Shut-in the line, if possible and secure site using best methods available

  - Pipeline Diagrams (PLDs) and Station Schematics can be referred to for Mainline Block Valve information including valves which can be remotely controlled

- Notify the nearest compressor station and/or Gas Control
- Contact 911, set an exclusion zone and begin safe evacuations
- Taking measures to mitigate the impact of the emergency while maintaining the life safety of response personnel
- Coordinating with response personnel arriving at the site

The order of actions taken are dependent on incident circumstances.

Table 6: Product Release Checklist

PRODUCT RELEASE	
EXPLORE	
✓	Determine the wind direction and approach cautiously from upwind.
✓	Explore the suspected release area only when using/wearing PPE appropriate to the hazard (under the buddy system if possible).
✓	Ensure life safety of personnel in the area.
✓	Determine if there are third party people involved in rescue or evacuation. Are any identified Indigenous interests, schools, homes or commercial properties at risk and should they be evacuated or Shelter-in Place?
✓	Assess hazards for potential for fire, explosion and/or hazardous toxic vapors.
✓	Control potential ignition sources.
✓	Use intrinsically safe equipment (e.g., flashlights, two-way radios, gas detectors with audible alarms)
✓	Assess environmental hazards (e.g., weather, holes/ditches, cliffs, fast water).
✓	Should access to the area be restricted (roads blocked)? If so, assistance should be requested from AHJ and/or law enforcement agencies.
✓	Maintain regular/scheduled communication with Gas Control.
✓	Gas Control should be notified following an assessment of the release site, an evaluation should be made regarding the effect of downtime on product scheduling.
COMMUNICATIONS	
✓	Should access to the area be restricted (roads blocked)? If so, assistance should be requested from AHJ/law enforcement agencies.
✓	Maintain regular/scheduled communication with Gas Control.
✓	Gas Control should be notified following an assessment of the release site, an evaluation should be made regarding the effect of downtime on product scheduling.
SECURING INCIDENT SITE	
✓	Confirm identification of released material. Ensure AHJ and/or local authorities have been advised of the product's characteristics and precautions.
✓	Assess the release threat, site safety and parameters such as release volume, extent, and direction of movement
✓	Utilize air monitoring to confirm safe areas or to track plume movement
✓	Determine if pipeline(s) has (have) been shut in.
✓	Determine and monitor wind direction.
✓	Determine if valves have been locked out as necessary
OTHER CONSIDERATION	
✓	Confirm activities and events are being documented ICS 201, 214 and/or 214a.
✓	If possible, photograph the area for situational awareness taking into account ignition source hazards
✓	Once support has arrived, conduct transfer of command, and start preparing for tactical and planning meetings

8.1.2. Release Near or Inside a Building

Table 7: Release Near or Inside a Building Checklist

RELEASE NEAR OR INSIDE A BUILDING	
	Note: All operators must have a personal gas monitor or LEL (lower explosive limit) meter when entering the building.
✓	Immediately stop work activities.
✓	Protect life safety first.
✓	• Safely evacuate building if gas is detected inside building. The operator shall enter or remain in the building only if the environment is less than 20% of the LEL. The following conditions must be met before entering a building with an active LEL alarm: • Check all operating data and alarms to gain insight on the alarm • Notify Gas Control prior to entering the building. • If the Operator feels it is unsafe to proceed with determining the source of the gas leak, then appropriate action should be taken to isolate the piping manually or by activating the ESD system.
✓	Always look and listen for any signs of escaped gas.
✓	All open flames are to be extinguished. Eliminate ignition sources.
✓	Determine leak severity.
✓	Do not enter building with audible leaking gas.
✓	Test the environment to determine safe entry.
✓	Evacuate people from adjacent buildings.
✓	Shut off electrical power to building.
✓	After gas sources are shut off, utilize portable combustible gas indicator/detector to determine safe environment.

8.1.3. Fire

It is the Company's intention to comply with all applicable fire regulations. The objective of the emergency planning and response program is to produce a favorable outcome at the incident with minimal risk to the public, employees, contractors and emergency responders.

Table 8: Fire Checklist

FIRE	
✓	Personnel should immediately evacuate hazardous area.
✓	Extinguish fire – only if the fire is capable of being extinguished with equipment at hand and personnel training level.
✓	Call 911 and activate fire alarm.
✓	Eliminate any additional ignition sources.
✓	• Begin Emergency Shutdown if necessary and safe to do so. • Trip emergency shutdown control. • Close product supply valve if the emergency shutdown control fails. • Reduce product supply by: o Closing valves where possible o Close mainline fire gate valves on supervisor's orders if not in the fire area. If in the fire area, close the nearest upstream and downstream valves.
✓	• Account for all personnel in the unit or area where the fire occurred. • Search for and rescue missing, or injured personnel as directed by appropriate authority. • If there are injuries, refer to Medical Emergency Checklist • Evacuate all non-essential personnel, if necessary.
✓	Notify and establish communications with Gas Control.
✓	Conduct air monitoring to ensure life safety and determine appropriate PPE.
✓	Coordinate evacuation of nearby residents with local authorities.
✓	After the fire has been extinguished or controlled, permit only authorized personnel to go near location.

8.1.4. Wildfire

Table 9: Wildfire Checklist

WILDFIRE	
✓	Call the Authority(s) having Jurisdiction (refer to contacts in Area Annex).
✓	Call Supervisor
✓	Remove or place under cover any flammable material within facilities (i.e., wooden pallets, propane bottles etc.)
✓	Prepare any firefighting equipment for use; ensure water supply is topped up.
✓	Protect above ground facilities with sprinkler systems if available
✓	Shade any excavated pipe.
✓	Prepare to evacuate facility or site if necessary.
✓	Ensure evacuation route is secured; if route is in peril, evacuate immediately.
✓	If the facility is to be evacuated; consider the consequence of venting natural gas to atmosphere—aerial assets or ground crews may be in vicinity and gas could pose an additional hazard.
	If there is enough advance notice, remove vegetation from facilities; particularly wooden power or communication poles
	Prepare to assist with short notice pipeline crossings of ROW

8.1.5. Medical Emergency

Table 10: Medical Emergency Checklist

MEDICAL EMERGENCY	
Evacuation of seriously ill or injured persons should be conducted by ground or air ambulance only. Transportation by company or private vehicle should be discouraged, unless advised to do so by medical authorities. All medical emergencies should be documented, and applicable emergency notifications completed.	
✓	Call 911 to arrange for ground or air ambulance support if necessary.
✓	Do not move patient unless situation becomes dangerous in present location.
✓	If trained provide for first aid until EMS arrives.
✓	As situation warrants stop bleeding and continue to keep unobstructed breathing.
✓	Notify Supervisor as soon as possible.

8.1.6. Natural Disaster – Severe Weather

Severe weather may include, thunderstorms, high winds and/or flooding.

The following checklist identifies actions to be taken when the pipeline and/or its facilities are threatened by thunderstorms, producing lightning or high winds and tornados:

- Establish communications with Gas Control for weather updates.
- Sound the (severe weather) alarm.
- Have location personnel report to a designated area.
- Avoid all windows and proceed to an interior room on the lowest floor. Interior stairwells are one of the best shelters, if available.
- Seek shelter under a sturdy/heavy piece of furniture.
- Use your arms to protect the back of your head and neck.

Once the “all clear” has sounded:

- Account for all personnel
- Emergency Shut Down, if necessary. Notify Gas Control as needed
- If damage with release has occurred, close the nearest block valves on either side of the damaged location.
- Conduct visual inspection of the line(s)
- If necessary, preform a pressure test prior to resuming operations
- Inspect system integrity
- Check off-site areas for damage

Natural Disaster-Severe Weather-Flooding

Severe flooding can adversely affect the safe operation of a pipeline. Take the following actions to prevent and mitigate damage to pipeline facilities and ensure public and environmental safety in areas affected by flooding:

- Utilize experts in river flow, such as hydrologists or fluvial geomorphologists, to evaluate a river's potential for scour or channel migration at each pipeline river crossing.
- Evaluate each pipeline crossing a river to determine the pipeline's installation method and determine if that method (and the pipeline's current condition) is sufficient to withstand the risks posed by anticipated flood conditions, river scour, or river channel migration.
- Determine the maximum flow or flooding conditions at rivers where pipeline integrity is at risk in the event of flooding (e.g., where scour can occur) and prepare plans to shut down and isolate those pipelines when those conditions occur.
- Evaluate the accessibility of pipeline facilities and components that may be in jeopardy, such as valve settings, which are needed to isolate water crossings or other sections of pipelines.
- Extend regulator vents and relief stacks above the level of anticipated flooding as appropriate.
- Coordinate with emergency and spill responders on pipeline locations, crossing conditions, and the commodities transported. Provide maps and other relevant information to such responders so they can develop appropriate response strategies.
- Coordinate with other pipeline operators in flood areas and establish emergency response centers to act as a liaison for pipeline problems and solutions.
- Deploy personnel so that they will be in position to shut down, isolate, contain, or perform any other emergency action on an affected pipeline. Note that road access to sites may be impacted.
- Determine if facilities that are normally above ground (e.g., valves, regulators, relief sets, etc.) have become submerged and are in danger of being struck by vessels or debris and, if possible, mark such facilities with an appropriate buoy.
- Perform frequent patrols, including appropriate overflights, to evaluate right-of-way conditions at water crossings during flooding and after waters subside. Report any flooding, either localized or systemic, to integrity staff to determine if pipeline crossings may have been damaged or would be in imminent jeopardy from future flooding.
- Have open communications with local and state officials to address their concerns regarding observed pipeline exposures, localized flooding, ice dams, debris dams, and extensive bank erosion that may affect the integrity of pipeline crossings.

- Following floods, and when safe river access is first available, determine if flooding has exposed or undermined pipelines because of new river channel profiles. This is best done by a depth of cover survey.
- Where appropriate, surveys of underwater pipe should include the use of visual inspection by divers or instrumented detection. Pipelines in recently flooded lands adjacent to rivers should also be evaluated to determine the remaining depth of cover. You should share information gathered by these surveys with affected landowners. Agricultural agencies may help to inform farmers of potential hazards from reduced cover over pipelines.
- Ensure that line markers are still in place or are replaced in a timely manner. Notify contractors, highway departments, and others involved in post-flood restoration activities of the presence of pipelines and the risks posed by reduced cover.

8.1.7. Natural Disaster – Earthquake

During an earthquake personnel should drop, cover, and hold on. If outdoors minimize movements to a few steps to a nearby safe place and wait until shaking has stopped. If indoors, stay there until the shaking has stopped and exiting is safe.

Table 11: Earthquake Procedures

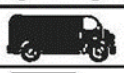
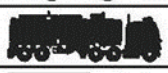
EARTHQUAKE PROCEDURES	
If Indoors	
✓	Stay calm.
✓	Drop to your hands and knees.
✓	Cover your head and neck with your arms.
✓	Only move if escaping danger from falling objects or seeking additional cover.
✓	Stay away from glass, windows, outside doors and walls and anything that could fall, such as light fixtures or furniture.
✓	Hold on to any sturdy shelter until the shaking stops.
✓	Stay inside until the earthquake has stopped and it is safe to exit.
✓	DO NOT use elevators.
✓	Be aware that the electricity may go out or sprinkler systems or fire alarms may turn on.
If Outdoors	
✓	Stay calm.
✓	Move away from buildings, streetlights, and utility wires.
✓	Out in the open, drop, cover, and hold on.
If In a Moving Vehicle	
✓	Stay calm.
✓	Stop as quickly as safety permits.
✓	Stay in the vehicle.
✓	Avoid stopping near or under buildings, trees, overpasses, utility wires.
✓	Proceed cautiously once the earthquake has stopped.
✓	Avoid roads, bridges or ramps that might have been damaged during the earthquake.

8.1.8. Bomb Threat – Improvised Explosive Device

Refer to Security Response and Awareness Plan for additional specific guidance.

To set an immediate exclusion zone there is reference in the 2020 North American Emergency Response Guide (ERG). This quick chart is copied below.

Table 12: Improvised Explosive Device Safe Stand-Off Distance (North American Emergency Response Guide)

Threat Description			Explosives Capacity[1]		Mandatory Evacuation Distance[2]		Shelter-in-Place Zone		Preferred Evacuation Distance[3]	
High Explosives (TNT Equivalent)		Pipe Bomb	5 lbs	2.3 kg	70 ft	21 m	71 - 1,199 ft	22 - 365 m	+1,200 ft	366 m
		Suicide Bomber	20 lbs	9 kg	110 ft	34 m	111 - 1,699 ft	35 - 518 m	+1,700 ft	519 m
		Briefcase/Suitcase	50 lbs	23 kg	150 ft	46 m	151 - 1,849 ft	47 - 563 m	+1,850 ft	564 m
		Car	500 lbs	227 kg	320 ft	98 m	321 - 1,899 ft	99 - 579 m	+1,900 ft	580 m
		SUV/Van	1,000 lbs	454 kg	400 ft	122 m	401 - 2,399 ft	123 - 731 m	+2,400 ft	732 m
		Small Delivery Truck	4,000 lbs	1,814 kg	640 ft	195 m	641 - 3,799 ft	196 - 1,158 m	+3,800 ft	1,159 m
		Container/Water Truck	10,000 lbs	4,536 kg	860 ft	263 m	861 - 5,099 ft	264 - 1,554 m	+5,100 ft	1,555 m
		Semi-Trailer	60,000 lbs	27,216 kg	1,570 ft	475 m	1,571 - 9,299 ft	476 - 2,834 m	+9,300 ft	2,835 m

[1] Based on the maximum amount of material that could reasonably fit into a container or vehicle. Variations possible.

[2] Governed by the ability of an unreinforced building to withstand severe damage or collapse.

[3] Governed by the greater of fragment throw distance or glass breakage/falling glass hazard distance. These distances can be reduced for personnel wearing ballistic protection. Note that the pipe bomb, suicide bomb, and briefcase/suitcase bomb are assumed to have a fragmentation characteristic that requires greater stand-off distances than an equal amount of explosives in a vehicle.

8.1.9. Large Scale Evacuations

This will be accomplished under the direct guidance of the Authority Having Jurisdiction (AHJ) as outlined in existing AHJ Mitigation Plans. Operations Section support unit will assist evacuated/displaced residents.

9. Notification Procedures

9.1. Communication Methods

Primary communications for Company response activities will consist of the following:

- Company mobile phones, hard line phones, faxes and Company intranet devices.
- Communications needs beyond primary communications devices will be supplied by Company.
- GETS (Government Emergency Telecommunications Service) and WPS (Wireless Priority Service) has been provided to personnel with emergency response functions.
- MIR3 (aka Enbridge Alert System)

9.2. Initial Notifications

The Incident Commander (IC) is accountable for assuring that all required notifications/reports are completed in a timely manner for all incidents. This responsibility can be delegated by the IC. All contacts with Federal, State, AHJ, and local regulatory agencies must be properly documented. Gas Control is a

24/7 support tool designed to provide communication assistance to the Incident Commander to facilitate a timely response to emergency situations.

9.3. Public Affairs and Communication

This section applies to response personnel communicating with the public, stakeholders or the media regarding an incident or potential incident.

During an incident or other emergency, communications with affected AHJ, landowners, nearby residents, community officials, legislators, employees and the media are vital in controlling hazards to life safety and the perceptions of risk, protecting the Company's reputation and gaining constructive involvement in the response.

The objective is to establish Enbridge as an early, credible source of information, reduce speculation and inaccuracies in reporting, and to ensure consistent messaging and information flow regardless of medium or audience. As outlined in the Company's Crisis Communications and Response Plan (CCRP), all public statements must be approved by the Public Information Officer (PIO), the Incident Commander (IC), the Legal Officer and the Senior Communications Officer. The CCRP is maintained by Enbridge's Public Affairs and Communications (PAC) team.

To alert PAC of any incident or potential incident that may attract attention from the public or the media, call or email the On-Call PIO.

This line is continuously monitored by PAC's on-call PIO, who is available and prepared to activate the Crisis Communications and Response Team (CCRT) in the event of an incident.

The area manager, or designee, should notify the on-call PIO of any incident or potential incident that may attract attention from the public or the media.

The on-call PIO will, in consultation with the IC, decide on whether personnel from the CCRT should be mobilized to provide on-site support for significant incidents involving injury, public safety threats, media coverage or political intervention or provide support remotely.

The Crisis Communications and Response Team (CCRT) is responsible for the development and execution of the communications response to an incident and is led by the PIO. The CCRT is aligned with the Incident Command System to provide communications support to Enbridge's emergency response teams.

Reference pocket/lanyard Tip Cards are available from Communications Dept. for quick reference.

Figure 4: Emergency Levels

9.4. Media/Public Relations

For all media and public inquiries, the following will be recorded:

- Date and time of the inquiry
- Name, employer and city of the media reporter
- Questions and answers provided
- Time and station of any media broadcasts
- Copies of articles regarding the incident should be kept in the Incident Log

10. Emergency Response Management System

10.1. Incident Command System Structure

The Company has adopted the Incident Command System (ICS) organization to allow the partnership of Unified Command to be developed when required in training, exercises or responses. Refer to the Incident Mangement Handbook for ICS roles and responsibilities.

10.2. Company Response Teams Organization – E3RT

Table 13: Company Response Team Organization

Enterprise Crisis Management Team – Strategic (EXTERNAL TO Emergency Management Program "EMP")
As identified in the Enterprise Crisis Management Plan (external to this framework and Emergency Management Program "EMP"): Responsible for "Actions taken away from the scene to support and assist the IST and [IMT] in planning, business recovery projects and address the implications of the problem and its potential on the Company's viability, operability, and credibility"
GTM Incident Support Team - Strategic
Actions taken at and/or away from the incident scene to support the IMT, facilitate planning and manage business recovery projects.
Incident Management Team – Tactical & Strategic (Regional)
Actions taken at and/or away from the incident scene to support tactical response operations, facilitate planning, and address the immediate concerns of the public and government agencies. Guiding Plan: Emergency Response Plan.
Actions taken at and/or away from the incident scene to support tactical response operations, facilitate planning and address the immediate concerns of the public and government agencies. Guiding Plan: Emergency Response Plan. GTM Membership – Enbridge Enterprise Emergency Response Team
At the request of the Regional Director, the GTM membership of E3RT will provide GTM mentorship to the IMT and/or fill substantive roles in the IMT. GTM members would deploy first, followed by the remainder of the E3RT membership for future operational periods.
Full Membership – Enbridge Enterprise Emergency Response Team
At the request of the Regional Director, the full membership of this cross-business unit team of individuals, who are specially trained to support significant incidents, will fill roles in the Incident Management Team (IMT).
Field Response Team – Tactical
Actions taken by responders at an incident scene to directly attack the problem and its consequences. Guiding Plans: Field Emergency Response Plan (Emergency Response Plan), Tactical Response Plan Maps, Pre-Fire Plan, and other tools

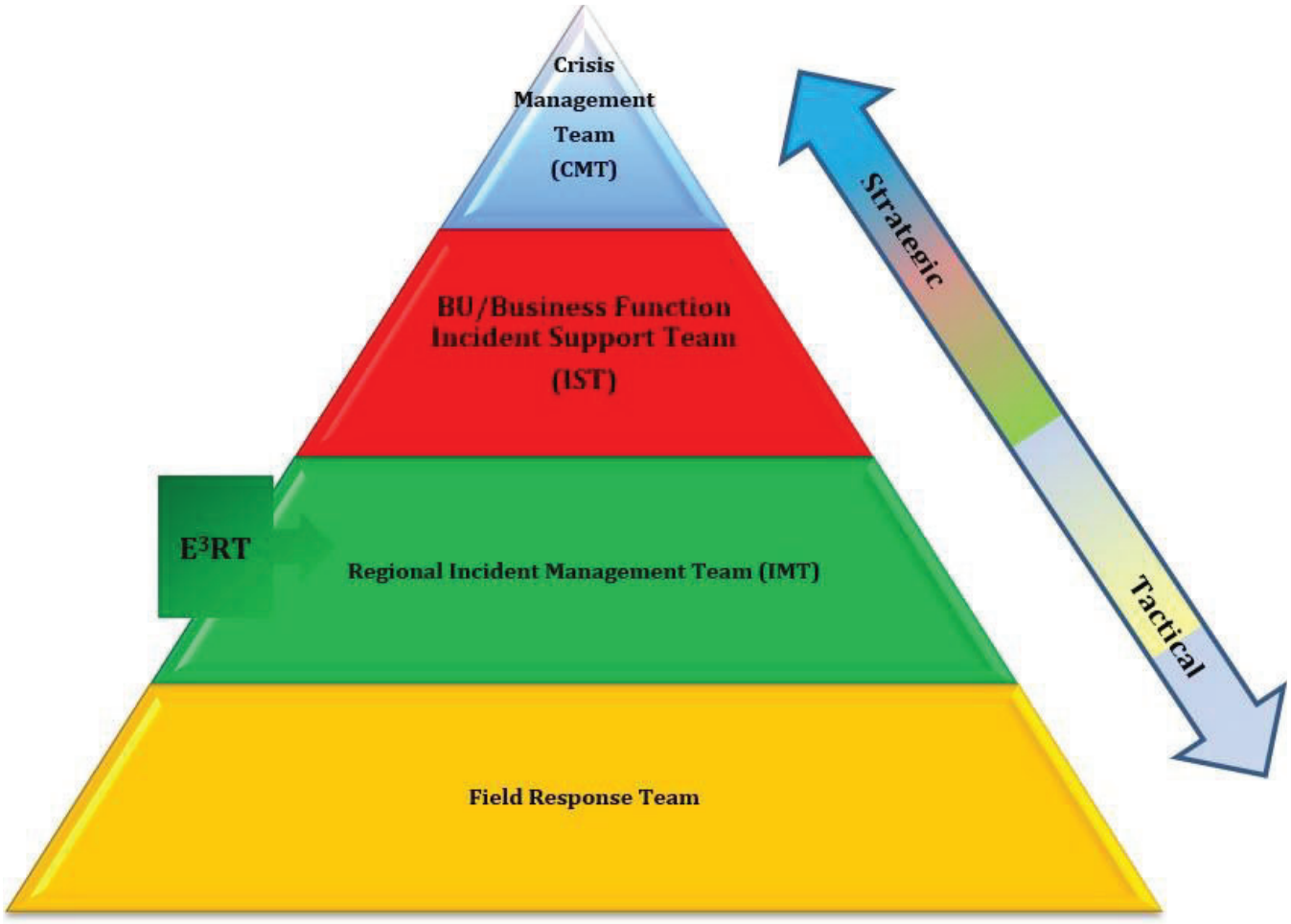


Figure 5: Emergency Response and Crises Management

10.3. Field Emergency Response Team

All area personnel are assigned to the Field Emergency Response Team.

Refer to Enbridge Emergency Response Application for updated personnel contact list(s).

All emergency on-call members must be prepared, available, and able to fulfil the responsibilities of their roles should an emergency occur. All positions may be remotely located (in relationship to the EOC) provided that personnel are able to adequately and effectively able to fulfill their roles and responsibilities.

If unable to fulfill their scheduled on-call role, all positions must make alternate coverage arrangements.

10.4. Incident Management Team (IMT)

The Incident Management Team (IMT) can be activated through MIR3 notifications. Complete IMT rosters can be accessed on the Emergency Management SharePoint site.

10.4.1. Enbridge Enterprise Emergency Management Team (E3RT)

At the request of the Regional Incident Management Team, E3RT, a cross-business unit team specially trained to support significant incidents, will fill roles in the IMT.

10.5. Incident Support Team (IST)

The Incident Support Team's function is to support the IMT facilitating planning and business recover projects.

10.6. MIR3 Activating Incident Management Teams and Incident Support Teams

The table below lists primary contact information for MIR 3 activation and support.

Table 14: Incident Management and Incident Support Teams Contact Information

FIRST NAME	LAST NAME	OFFICE	24 HR CONTACT
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

10.7. Crisis Management

To contact the on-call Crisis Communication line, call [redacted]. The following table lists the contact information for the Crisis Management Team activation. Refer to EPS SharePoint site for a full list of CMT members.

Table 15: Enterprise Crisis Management Team Activation

NAME	POSITION	OFFICE	24 HR. CONTACT	E-MAIL
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

10.8. Emergency Operations Center (EOC)

In the event of a significant incident for which local Company facilities are not adequate, an appropriate Emergency Operations Center (EOC) will be established. This EOC can be a physical location or virtual that will support on scene Incident Command and or the Operations Section.

Enbridge uses Microsoft Teams as a platform for conducting on scene support and communications from a virtual EOC: [redacted]

Other local teams may also have a virtual EOC for communication and coordination during the activation phase of an emergency.

Enbridge will also activate the internal conference call line.

Table 16: Conference Call Line

EOC CONFERENCE NUMBER	ACCESS CODE	EOC Teams Link
[redacted]	[redacted]	[redacted]

10.9. IAP Software™

To manage and document incident responses, Enbridge utilizes the Incident Action Plan (IAP) Software™ developed by The Response Group. The IAP Software™ is the incident and crisis management tool for all-hazards responses. The software includes integrated NIMS-compliant Incident Command System (ICS) forms and processes to facilitate incident management throughout all stages of an event.

During the beginning stages of an event, IAP Software™ will be initiated, any member of the Incident Management Team may do this, but typically is done by the participating member of the Emergency Management Team.

The IAP Software™ can be accessed here at https://webiap.iapsoftware.com/IAP6/Account/Login.

Use Enbridge Email and Client code: [redacted]

11. Site Security and Control

11.1. Site Security

Refer to Area Security Plans located in the Emergency Response Application or the EM SharePoint site.

The priority of all Enbridge personnel in any emergency is protecting life safety. Public access will be prevented from an emergency site while there is any danger of explosion, fire, hazardous vapors or other hazardous condition.

Security measures need to be established early in an incident response to:

- Protect life safety of the public, personnel and first responders, refer to the Recommended Exclusion Zones table for recommended distances.
- Limit public interference with response operations.
- Ensure access for authorized personnel and equipment to the incident access points, staging areas, ICP and other incident facilities.

Examples of site security measures:

- Routes into the emergency site will be sealed off and a security perimeter established.
- Local Authority Having Jurisdiction (AHJ) and/or police will be contacted to set up road blocks at all access points as applicable.
- Employees/contractors, police and/or security personnel can be used as well as physical barriers (e.g., barricades and reflective tape) to control access to hazardous areas.
- Establish Temporary Flight Restriction (TFR)*, as required.

- Contact other transportation routes, specifically railroad.
- Contact and coordinate with other adjacent pipeline operations.

***Note:** When airspace over an incident needs to be restricted, requests to the appropriate country's aviation authority, through the country's On-Scene Coordinator (OSC) or their designated representative, for a TFR will be made, as appropriate.*

12. Documentation

To ensure that all pertinent data and information are available for the incident report, documentation should commence immediately upon notification of a release and should continue until demobilization.,

All IMT personnel and any designated support personnel should keep notes on all significant occurrences, including details and time of occurrence. The ICS 214 Unit Log should be utilized to capture this information occurring within a function group or unit of the IMT. Individually, responders should maintain an ICS 214a Individual Log.

Notes are best kept in chronological log format, to be compiled later in the final report. Every contact, written or verbal, with AHJ and/or government personnel should be noted.

Situational awareness (for safety reasons) should not be compromised to fill out ICS forms.

12.1. 201 Forms Package – Initial Actions

If the incident will become complex or will extended into an Operational Cycle, the initial incident actions and conditions should be recorded on the ICS form(s) 201.

Refer to Incident Management Handbook for detailed guidance.

Table 17: Level 2 – ICS 201 Packet

LEVEL 2 – ICS 201 PACKET (INITIAL ACTION / REACTIVE PHASE)
Incident Report & Notifications
Incident Action Plan Cover Sheet
Weather Report
ICS 201- 1 Incident Map/Sketch
ICS 201- 2 Current Actions
ICS 201- 3 Organizational Chart
ICS 201- 4 Resources Summary
ICS 201- 5 Site Safety & Control

12.2. Other Records

12.2.1. Photographs

Photographs can be used to record the following information:

- Initial conditions at the release site

- Containment and response activities (chronological progression)
- Aerial photographs (if possible)
- Overall “panoramic” view of the site to tie-in permanent features
- Conditions at the end of the response operations
- Recovery of the area over time

The following information should be documented in a photo log:

- Release name and location
- Date and time
- Photographer’s name and contact number
- Location where the photograph was taken and direction the camera was facing (use copy of site sketch where possible)
- Specific information being documented

12.2.2. Video

Use video with a verbal commentary to supplement (not replace) photographs if appropriate. Verbal comments are only used to reference information pertaining to the release site and associate activities.

13. Demobilization

The IMT team should analyze resource and staffing needs as Initial Response moves into Operational Planning and each operational period and being demobilization process for personnel and equipment no longer needed.

Refer to Incident Management Handbook for detailed guidance.

13.1. Elements of a Demobilization Plan

- General information about the demobilization process
- Responsibilities for implanting the demobilization plan
- General resource release priorities
- Specific resource release procedure
- Evacuee return, cessation of Shelter in place, and opening road blocks
- Any applicable directions (e.g., maps, phone numbers

A demobilization plan may also include rest period requirements for personnel travel and communication procedures for personnel to call in to report arrival at point of origin. Demobilized personnel resources are still considered assigned to a response until they have returned to their pre-response point of origin.

13.2. Incident Debrief/Critique

Debriefing or an incident critique, at the end of a response is a vital tool to identify actions, staffing and policies that were effective and those requiring improvement. For smaller tiered responses the Incident Debriefing may occur in a group setting, often referred to as a “Hot Wash”. For large scale responses, it is recommended personnel identified for demobilization complete an incident debriefing with their IMT supervisor or another appropriate person prior to departing the incident.

Table 18: Discussion Points

DISCUSSION POINTS
Mandatory: Were response procedures effective and effectively followed by responding personnel?
Did the IMT practice effective management skills, (e.g., leadership, followership, decision making, situational awareness)?
Where there any staffing shortfalls? Was the IMT able to handle the incident workload and meet document deadlines of the Operational Period?
Did the IMT work well together?
Obtain information and feedback from each activated IMT Branch, Group and/or Unit.
Was any equipment damage and unsafe conditions requiring immediate attention or isolation for further evaluation?
Is more or new equipment needed?
Where there any deviations from operating procedures or this response plan? Identify gaps or areas of improvement in this plan or other applicable plans and policies.
Is there any additional training needed?
Assign information-gathering responsibilities for a After Action Report/Post-Incident Analysis (PIA) and critique.
Summarize the activities performed by the unit/group/individual, including topics for follow-up.
Reinforce positive aspects of the response and unit/group/individual’s contribution.

Information discussed at an Incident Debrief should be documented and become part of the incident documentation record; this information should also be considered when completing an Incident’s After-Action Report/ Post-Incident Analysis. Post incident analysis includes a step-by-step review of the incident to establish a clear picture of the events that took place during the incident as well as whether procedures were followed and effective.

A post incident analysis of the response is not the same as laboratory investigations conducted to establish the probable cause of the failure.

Response data is collected from IMT work products, including logs and incident reports; incident debriefing documentation, and any other applicable source (i.e., hotwash and after-action reviews). Once all available data has been assembled and a rough draft of an After-Action Report is developed. The After-Action Report should be reviewed by key IMT personnel to verify the available facts are arranged properly and accurately documented.

Once validated by the key IMT personnel the final draft of the After-Action Report should be distributed to appropriate management personnel to initiate for improvement to response capabilities.

14. Investigation of Failures

Procedures have been established for analyzing accidents and failures, including the selection of samples of the failed facility or equipment for laboratory examination, where appropriate, for the purpose of determining the cause(s) of the failure and minimizing the possibility of a reoccurrence.

Company personnel will be directed by management to participate in a failure investigation following an emergency that occurs in their area.

15. Emergency Response Equipment Inspections

Requirements for the emergency response equipment inspections are provided by the following programs:

- Safety Program – Fire Extinguishers: SAF-58.101, "GTM Health and Safety Manual" – Section 5
- Environmental Program – Spill Kits: CGTM - Spill Kit Inventory and Inspection SOP and UST-SOP 9 Spill Prevention, Reporting and Response
- Emergency Management Program – Storm Shelters: Maximo Job Plan 5833

Some operations equipment (i.e., light towers, excavators, haul trucks, air compressor trailers, stopples, hot tapping tools etc.) could be used during emergency response however not considered “dedicated” emergency response equipment since its primarily use for daily operational activities. This equipment is not managed as part of this inspection process.

16. Regulatory Reporting

16.1. Canada Regulatory Reporting

For regulatory reporting in Canada, refer to REG-73.801, “Canada Gas Transmission Midstream Incident Reporting Guide.”

16.2. U.S. Regulatory Reporting

Refer to 5-2060, "Department of Transportation Incident and Accident Reporting Procedure" for what constitutes a required notification as well as who to contact, in addition to the NRC.

Pipeline operators have regulatory reporting requirements under 49 CFR §191 and §195 of PHMSA’s pipeline safety regulations.

- Within one hour of a release of hazardous materials meeting reporting threshold operators must call the National Response Center (NRC), 800-424-8802
- Within 48-hours operators must submit an update to the NRC
- Within 30-days operators must submit a report on the relevant PHMSA form. Operators must submit the reports via the PHMSA portal.

The PHMSA portal can be accessed at: https://portal.phmsa.dot.gov/ .

17. Regulatory Compliance

17.1. Applicable Regulations

This ERP satisfies the requirements of the following regulations:

- 49 Code of Federal Regulations §192.615, §195.402, §193.2509, – Pipeline and Hazardous Materials Administration (PHMSA)
- Canadian Energy Regulator Onshore Pipeline Regulations (Section 32 to 36)
- Applicable State, Province, Territorial and Local regulations.

17.2. Plan Review and Update Procedures

Reviewing and updating this Plan shall be the responsibility of the Emergency & Security Management Department. Revisions to the Plan can occur at anytime and may result from:

- Scheduled annual reviews
- Audits and Inspections
- As a result of conducting formal drills and training exercises
- From a response to an accidental release
- A change configuration that materially alters the information included in the response plan
- As material changes within the Company which alters the required response capabilities and/or resources

The Plan is reviewed annually, not to exceed 15 months, and updated so that the Plan remains current and functional. All revisions to the Plan shall be made available to all Plan holders.

Annually, during the Company review cycle any of the following operational changes would be a cause for modification and update to the ERP:

- Extension of existing pipeline
- Construction of new pipeline
- Response Procedures
- Circumstances that may influence full implementation of the ERP
- Reviews or exercises with the authority(s) having jurisdiction

Required Annual Reviews to this document are tracked in the “Encompass” system.

Any material or significant changes at the facility that mandate a change in this Plan shall be submitted to the appropriate regulatory agencies.

To request a change to this Plan, follow Company document control procedures. Changes to this plan require redacting and posting to Enbridge's external website (CER requirement). Changes to this plan require notification and submittal to CER.

Emergency Response Plan Reviews with Emergency Officials / Authorities Having Jurisdiction that have substantially informed the Emergency Response Plans will be incorporated into this document and/or other EM documents. Refer to EM-51.103, "Emergency Response Liaison Plan".

18. Technical Training

The Technical Training course GTM EM: Emergency Response Plan is associated with the GTM Emergency Response Plan.

19. Document Control and Maintenance

This section details how this document will be controlled and maintained.

- Changes to this document and related documents will be conducted in accordance with GDM-81.201, "GTM IMS Document Management of Change Process."
- The archival, retention and disposition of this document and related documents will be conducted in accordance with the Records and Information Management (RIM) Governance Suite.

Table 19 outlines specific document control details.

Table 19: Document Controls

CONTROL	DESCRIPTION
Business Authority	[redacted]
Review Frequency	Annually, not to exceed 15 months.
Effective Date*	2021-11-24
Controlled/Published Location	[redacted]
GDL Document Number	[redacted]

*Effective Date is the date the document was initially put into service. If the date cannot be determined or is not known, it will be shown as 1900-01-01.

20. History of Changes

Changes made to this document are tracked below.

Table 20: History of Changes

DATE	VERSION*	SUMMARY	DOCUMENT SME
2021-11-24	1.0	This document has been reformatted, updated, completely reviewed, revised, and now placed in the GTM GDL, having transitioned from the Emergency Management SharePoint.	
2021-12-03	1.1	Emergency Management will use “EM” as the abbreviation for all EM documents. This Plan’s document number has been changed from ER-51.100 to EM-51.100.	
2022-10-05	2.0	• Section 6.1. Incident Occurs updated for new PHMSA valve rule • Minor edits throughout	
2023-04-04	3.0	• Annual Review Conducted (221220 - DSM). • Minor changes from review, miscellaneous requests for change, and from exercises lessons learned. • Added Flags, abbreviated title, address change, conf number changes, added links, minor wording changes, Inserted section 6.2.2, added virtual EOC.	
2023-04-11	3.1	Updated the publication date for Version 3.0 from 2022-04-04 to 2023-04-04	
2023-10-13	3.2	• Migrated document to SharePoint Online • Updated links to referenced documents • Updated IMS document references	
2024-01-25	4.0	• Annual Review	[redacted]

*The initial posting of a document in the GTM Governance Document Library will be denoted as Version 1.0.

Appendix A – Related Documents

Table 21 outlines documents related to the Core Emergency Response Plan and their locations.

NAME	[redacted]
Emergency Management Program (EMP)	
Incident Management Handbook (IMH)	
Forms	
Canadian GTM Incident Reporting Guide	
Emergency Response Liaison Practice	
Emergency Response Exercise Practice	
Emergency Response Plan Area Annexes	
Emergency Management Acronyms and Glossary	
Area Security Response and Awareness Procedures	
GTM Health and Safety Manual	
Spill Prevention Control and Countermeasure Plan	
Hazardous Waste Contingency Plan	
Crisis Communications and Response Plan	
Business Continuity Plan	
Hurricane Plan	

Appendix B – Complete Emergency Response Plan and References

This document is the Core Emergency Response plan and is applicable across the Enbridge gas transmission system. With the intent to distribute a complete compendium of Emergency Response documents, several other documents shall be included (see below). When the complete ERP is printed for use the following applicable documents must also be included after this document and preferably in the following order:

- Insert appropriate Area Emergency Response Plan Annexes.
- Insert applicable Area Contact List(s).
- Insert applicable Area Maps and/or Diagrams.
- Insert applicable Shutdown Procedures.

These documents can be found in the Emergency Response Application and the Annex plans can also be found on the [redacted] site.

Maritimes and Northeast Pipeline Canada

Emergency Response Plan Annexes

3/2024

Emergency Response Plan

Company: Enbridge Gas Transmission and Midstream

Owned by: Emergency Management

Controlled Location: GTM Emergency Management SharePoint

Published Location: GTM Emergency Management SharePoint and the ER Application.

Printed Hard Copy For Reference Only

Please Refer To:

[redacted]

For Up to Date Version

Table of Contents

1-1 Response Resources

1-1.1 RESPONSE EQUIPMENT INVENTORY AND LOCATION

Response Equipment – Nova Scotia

Response Equipment – Nova Scotia

Response Equipment – New Brunswick

Quantity	Asset	Location	Comments
[redacted]			

Response Equipment – New Brunswick

Quantity	Asset	Location	Comments
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	

1-1.2 MINIMUM EMERGENCY EQUIPMENT IN STANDBY VEHICLES

Minimum Emergency Equipment in Standby Vehicles	
Quantity	**Type**
1	24" Pipe Wrench
1	8" Pipe Wrench
1	12" Adjustable Wrench
1	H_71 Brass Hammer (8 lbs)
1	Flashlight
2	1" x 0.25" Bushing
2	0.75 x 0.25" Bushing
2	0-1500 psi Gauges in Case
1	Roll Teflon Tape
1	Pipeline Key
1	High Quality Bolt Cutter
1	Updated ERP
1	Vehicle Radio
1	First Aid Kit
1	Small Fire Extinguisher

1-1.3 PRE-IDENTIFIED EOC LOCATIONS

In the event of a Level 2 or 3 emergency, or where an event requires significant management support, this activity will take place in the Emergency Operations Center (EOC). The EOC is the facility at which head office emergency response is coordinated by the Emergency Manager/EOC Director. A basic EOC consists of a conference/boardroom area. In addition to the boardroom table, the room will include separate tables/workstations with direct phone lines to accommodate the Regional Incident Management Team (RIMT). Break out rooms are available on the fourth (4th) floor where work parties can meet or responders can work without disturbing or being disturbed by the other members of the RIMT (e.g., Liaison Coordinator contacting government agencies).

Emergency Operations Center Locations	
Name	**Location**
[redacted]	[redacted]
[redacted]	[redacted]

2-1 Area Management

2-1.1 AREA MANAGEMENT

Area Management		
Name	24 Hr. Contact	Alternate/Office
[redacted]		
[redacted]	[redacted]	[redacted]
[redacted]		
[redacted]		
[redacted]	[redacted]	[redacted]

2-2 Area Facilities

2-2.2 NEW BRUNSWICK AREA OFFICE

New Brunswick Area Office	
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

2-2.3 NOVA SCOTIA AREA OFFICE

Nova Scotia Area Office	
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

2-3 Gas Control

M&N Gas Control	888-444-6677

2-4 Field Emergency Response Team

All area personnel are assigned to the Field Emergency Response Team.

Refer to Enbridge Emergency Response Application for updated personnel contact list.

All emergency on-call members must be prepared, available, and able to fulfil the responsibilities of their roles should an emergency occur. All positions may be remotely located (in relationship to the EOC) provided that they are able to adequately and effectively fulfill their roles and responsibilities.

If unable to fulfill their scheduled on-call role, all positions must make alternate coverage arrangements.

2-5 Incident Management Team

The Incident Management Team (IMT) is activated through MIR3 notifications.

Complete IMT rosters can be accessed here:

[redacted]

To activate MIR 3 notification, contact a member of the Emergency Response and Security group

MIR3 Activation

First Name	Last Name	Office	24 Hr Contact
[redacted]			

2-6 E3RT and Internal Contacts

2-6.1 CRISIS MANAGEMENT

Enterprise Crisis Management Team Activation				
Name	Position	Office	24 Hr. Contact	E-mail
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Refer to EPS SharePoint for full CMT Membership.

2-6.2 INCIDENT SUPPORT TEAM

To Activate the IST, contact the Incident Support Team Coordinator.

Incident Support Team				
First Name	Last Name	Office	24 Hr. Contact	Alternate
[redacted]	[redacted]	[redacted]	[redacted]	

Conference Call		
[redacted]	[redacted]	[redacted]

Refer to Emergency Management and Security SharePoint for full IST Membership.

2-6.3 PUBLIC AFFAIRS AND COMMUNICATION

This section applies to response personnel communicating with the public, stakeholders or the media regarding an incident or potential incident.

During an incident or other emergency, communications with affected landowners, nearby residents, community officials, legislators, employees and the media are vital in controlling hazards to life safety and the perceptions of risk, protecting the Company's reputation and gaining constructive involvement in the response.

The objective is to establish Enbridge as an early, credible source of information, reduce speculation and inaccuracies in reporting, and to ensure consistent messaging and information flow regardless of medium or audience. As outlined in the Company's Crisis Communications and Response Plan (CCRP), all public statements must be approved by the Public Information Officer (PIO), the Incident Commander (IC), the Legal Officer, and the Senior Communications Officer. The CCRP is maintained by Enbridge's Public Affairs and Communications (PAC) team.

To alert PAC of any incident or potential incident that may attract attention from the public or the media, call or email the On-Call PIO.

On- Call Public Information Officer	
24- Hr. Contact	**Email**
866-761-5400	[redacted]

This line is continuously monitored by PAC's on-call PIO, who is available and prepared to activate the Crisis Communications and Response Team (CCRT) in the event of an incident.

The area manager, or designee, should notify the on-call PIO of any incident or potential incident that may attract attention from the public or the media.

The on-call PIO will, in consultation with the IC, make a determination on whether personnel from the CCRT should be mobilized to provide on-site support for significant incidents involving injury, public safety threats, media coverage or political intervention, or provide support remotely.

The Crisis Communications and Response Team (CCRT) is responsible for the development and execution of the communications response to an incident, and is led by the PIO. The CCRT is aligned with the Incident Command System to provide communications support to Enbridge's emergency response teams.

ALERTING PUBLIC AFFAIRS

Notify Public Affairs of any incident or event that may attract public, social media or news media attention by leaving a message here:

[redacted]

The Enbridge on-call Public Information Officer (PIO) will call you back.

Note: This is NOT the media line.

Please see reverse side.

Things you can always say following an incident:

- Our main focus is the safety of people and the protection of the environment
- We've activated our emergency response plan and we are working with first responders
- We will share information so that people are informed

INTERACTING WITH THE MEDIA

Follow these steps:

- Communicate with the reporter in a calm, professional and polite manner
- Show concern for their safety by making sure they stay in a safe location
- Get their name, affiliation and contact information (phone, email)
- Refer them to the media line – a media representative will respond
- As soon as feasible, call the Public Affairs Hotline and relay the information

ENBRIDGE

January 2022

2-6.4 REGIONAL CONTACTS

Not applicable to this Area.

2.6.5 ENTERPRISE SECURITY

WHEN TO ALERT: Enterprise Security actively monitors threat information from multiple sources. Enterprise Security must be informed any time that a security incident or potential incident poses a serious threat to the lives or safety of Enbridge staff. Enterprise Security will screen the threat against other sources to determine if a geographic notification is appropriate

HOW TO NOTIFY: Notify Enterprise Security 24/7 by calling the following number to be connected with the Enterprise Security on-call representative.

Enterprise Security (24-Hr)	[redacted]

ACTIONS TAKEN: When appropriate based on the results of the screening process, Enterprise Security will initiate a geographic based notification using the Enbridge Alert System.

2-7 Regulatory Notifications

Refer to the Canada **GTM Incident Reporting Guide** (located on the Governance Document Library) for all incident reporting criteria for internal company departments and external federal and provincial agencies. This guide also outlines the immediate written and verbal notification requirements for Enbridge staff when responding to an incident and any follow-up reporting requirements as a result of the initial notification.

[redacted]

2-7.1 LOCAL AUTHORITIES

Local Authority Contacts

County	Primary	Spill Phone	Reporting
County Contacts - Nova Scotia			
District of Guysborough	902-533-3705 ext. 231		sandrews@modg.ca
Inverness County	902-787-2274		
Pictou	902-485-4311	506-238-5973	inquiries@newglasgow.ca
Colchester	902-897-3160	866-728-5144	rlevine@truro.ca
Cumberland	902-667-2313	902-667-2358	info@cumberlandcounty.ns.ca
Halifax Regional	902-490-4210		hrmfire@halifax.ca
County Contacts - New Brunswick			
Westmoreland County EMO			
Queens County EMO	902-354-3453	902-354-3455	
Sunbury County EMO		800-561-4034	
York County EMO		800-670-4357	
Charlotte County EMO	941-833-4000	506-453-5513	
St. John County EMO	506-832-6000	506-658-2910	
Public Safety Answering Points (PSAP)			
Bedford Dispatch EHS	902-832-7044		
Canso Dispatch	902-625-0911		
EHS Lifeflight			
EHS Medical Comms	888-346-9999	844-424-5438	
Halifax Emergency Serv.	902-490-5020		
Joint Rescue Coord.	800-565-1582	902 427 8200	
Nova Scotia OCC	800-803-7267	902-720-5000	902-720-5000
RCMP Halifax	800-272-9569	902-893-1323	
RCMP Truro	800-272-9670	902-657-2040	
RCMP OCC	902-720-5000	800-803-7267	
Scotia Business Ctr.	902-543-9193	877-543-9393	
Shubie Radio	877-293-6977		
Stellarton Police	902-752-6161		

Strait Area Dispatch	902-625-0911	
Valley Comms 911	902-678-2100	877-679-8818

2-8 Government Contacts

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

Liaison Dedicated Line		
Toll Free Number	**Host**	**Participant**
1-888-619-1583	8704418	870441

2-8.1 FEDERAL AGENCY CONTACT LISTS

Federal Agency Contacts		
Agency	**Primary**	**Alternate**
Transportation Safety Board of Canada – Occurrence Coordinator	819-997-7887	
Transportation Safety Board of Canada – Nova Scotia Regional Office	902-426-2348	
Canada Energy Regulator - Incident Line	403-807-9473	
Canada Energy Regulator - Non-Emergency	403-292-4800	800-899-1265
NAV Canada – Flight Service Station	866-541-4106 (option 5)	
Environmental and Climate Change Canada	900-565-5555	800-565-1633
Canadian Coast Guard Operations Center	800-565-1633	
CANUTEC information	613-992-4624	
CANUTEC Emergency	888-226-8832	888-CANUTEC
Department of Fisheries and Oceans	800-565-1633 24 Hr	
RCMP Port Hawkesbury	902-625-2220	911

2-8.2 PROVINCIAL / TERRITORIAL AND LOCAL AGENCY CONTACTS

Provincial / Territorial and Local Agency Contacts		
Agency	**Primary**	**Area**
Provincial / Territorial Contacts - Nova Scotia		
Nova Scotia Emergency Measures Organization (EMO)		800-499-4636
Nova Scotia Operational Communication Centre (OCC)	800-803-7267	902-720-5000
Nova Scotia RCMP French Service		
All Counties / Municipalities Ambulances - Nova Scotia wide	902-832-7040	911
Guysborough County, NS		
Guysborough County	902-533-3705	902-533-3577
Goldboro Fire Department		902-328-2227
Guysborough Fire Department	902-533-2413	902-533-3577

Goshen Fire Department		
Erinville Fire Department	902-533-2163	
Sherbrooke Fire Department		
Aspen Fire Department		
Manchester/Boylston Fire Department		
Chedebucto/Queensport Fire Department		902-358-2007
Mulgrave Fire Department	902-747-3191	911
Sherbrooke Police Department	902-522-2200	
Guysborough Police Department		
Canso Police Department	902-366-2440	
Port Hawkesbury Police Department	902-625-2220	
Richmond / Inverness County, NS		
Inverness County (Strait of Canso)	902-787-2274	
Auld's Cove Fire Department		902-747-3280
Port Hastings Fire Department	902-625-2048	902-625-2303
Port Hawkesbury Fire Department	902-625-1313	902-625-2002
Port Hawkesbury Police Department	902-625-2220	
Pictou County, NS		
Pictou County	902-485-4311	inquiries@newglasgow.ca
East River St. Mary's Fire Department		902-833-2821
Eureka Fire Department	902-752-1665	902-923-2496
Bridgeville Fire Department		902-923-2851
Westville Fire Department	902-396-5347	902-396-5569
Alma Fire Department		902-396-5929
West River Fire Department		902-925-2295
Scotsburn Fire Department		902-485-1684
River John Fire Department	902-351-2223	902-351-2923
Sherbrooke Police Department	902-522-2200	
Stellarton Police Department	902-752-6160	
Westville/New Glasgow (town police)	902-755-8353	
Pictou Police Department	902-485-4333	
Tatamagouche Police Department	902-657-2040	
Colchester County, NS		
Colchester County	902-897-3160	
Tatamagouche Fire Department (Colchester Dispatch)	902-657-2321	902-657-3004
Brookfield Fire Department		
Stewiacke Fire Department (Colchester Dispatch)	902-639-2301	902-639-2126
Upper Stewiacke Fire Department (Colchester Dispatch)	902-671-2104	
Shubenacadie Fire Department (Colchester Dispatch)		902-758-3308
Tatamagouche Police Department	902-657-2040	
Bible Hill Police Department	902-893-6820	
Stewiacke Police Department	902-883-7077	
Enfield Police Department	902-883-7077	
Cumberland County, NS		
Cumberland County, NS	902-667-2313	
Wallace Fire Department (Colchester Dispatch)		902-257-2287
Pugwash Fire Department	902-243-2600	902-243-2333

Oxford Fire Department		
Wentworth Fire Department (Colchester Dispatch)		902-548-2221
Shinimacas Fire Department (Amherst Dispatch)		902-447-2864
Tidnish Fire Department (Amherst Dispatch)		902-661-8667
Amherst Fire Department (Amherst Dispatch)	902-667-2518	902-667-8383
Pugwash Police Department	902-243-2181	
Tatamagouche Police Department	902-657-2040	
Oxford Police Department	902-447-2525	
Amherst Police Department	902-667-3859	
Halifax County, NS		
Middle Musquodoboit, NS Fire Department	902-384-2072	902-384-2447 (Fire Chief)
Cooks Brook, NS Fire Department	902-758-3225	902-384-2394
Goffs, NS Fire Department	902-873-4774	902-860-1347
Lakeview-Windsor Junction, NS Fire Department		902-861-4689
Waverly, NS Fire Department	902-490-7306	902-860-1347
Halifax Regional Municipality	902-490-7306	911
Middle Musquodoboit Police Department	902-889-3300	
Waverly/Goffs Police Department	902-864-6000	
Provincial / Territorial Contacts - New Brunswick		
New Brunswick Provincial Fire Marshall	506-453-2004	506-238-5973
New Brunswick Emergency Measures Organization (EMO)	800-561-4034	800-565-1633
Work Safe - New Brunswick	800-222-9775	
All Counties / Municipalities Ambulances - New Brunswick wide	506-444-7320	911
Westmoreland County, NB		
Port Elgin Fire Department	506-538-2128	506-238-2110
Sackville Fire Department	506-536-4583	506-536-8444
Haute-Aboujajane Fire Department	506-532-5628	506-536-6110
Shediac Fire Department	506 532-7012	506-852-1149
Moncton Fire Department	506-857-8800	506-866-9357
Dieppe Fire Department	506-877-7970	506-850-4953
Riverview Fire Department	506-387-2217	506-380-3854
Havelock Fire Department (FD in King's Co..)	506-534-1818	506-756-0680
Shediac Police Department (Southwest District)	506-533-5151	
Codiac Police Department	506-857-2400	
Richiboucto Police Department (Southeast District)	506-523-4611	
Riverview Police Department (Southeast District Headquarters)	506-387-2222	
Oromocto Police Department (West District Headquarters)	506-357-4300	
Queens County, NB		
Havelock Fire Department (FD in King's Co..)	506-534-1818	506-756-0680
Grand Lake Fire Department	506-339-6676	506-476-7745
Sunbury County, NB		
Fredericton Fire Department	506-460-2540	506-449-1328
Fredericton Junction Fire Department	506-368-2628	506-368-7821

Oromocto Fire Department	506-357-2201	506-461-9445 / 506-460-2880
Harvey Station Fire Department	506-366-3503	506-366-8113
Oromocto Police Department (West District Headquarters)	506-357-4300	
York County, NB		
Harvey Station Fire Department	506-366-3503	506-366-8113
Oromocto Police Department (West District Headquarters)	506-357-4300	
Charlotte County, NB		
Harvey Station Fire Department	506-366-3503	506-366-8113
Lawrence Station Fire Department	506-635-3473	506-476-7109
St. George (Bonny River) Fire Department	506-466-7777	
St. George Fire Department	506-466-7777	506-754-2103
St. Stephen Fire Department	506-466-7779	506-467-5166
Oak Hill/Moores Mills Fire Department	506-635-3473	506-466-8336
Western Charlotte Fire Department	506-466-2977	506-635-3473
Oromocto Police Department (West District Headquarters)	506-357-4300	
St. George Police Department (West District)	506-755-1130	
Saint John County, NB		
Saint John Fire Department	506-649-6030	506-647-9381
Musquash Fire Department	506-635-3473	506-333-3478
Saint John Police Department	911	

2-8.3 FIRST NATION RESERVE OR TRADITIONAL TERRITORIES

Community and Indigenous Engagement Team

Contact	Primary	Alternate	E-Mail
[redacted]	[redacted]		
[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]		
[redacted]	[redacted]		

2-9 Industrial Contacts

Industrial Contacts		
Name	**Primary**	**Alternate**
Industrial		
Acuren (NDE) Dartmouth	800-218-7450	902-434-4405
Port Hawkesbury Public Works	902-625-1975	
Nu Star (Valero)	902-625-1711	
Tupper Industrial Development	902 625 1575	
Railroads - Nova Scotia		
Rail America (CB & CNS)	902-752-3357	
CB & CNS Rail Traffic Control Center (RTCC)	800-890-2812	
CN Railway	800-465-9239	
NB and Maine Railway Dispatch	877-838-6277	506-632-6314
Railroads - New Brunswick		
CN Railway	800-465-9239	
Gateway Ops	506-832-2857	
Irving NB Southern Rail (NBM Railways) - St. John, NB	877-838-6277	506-632-6314
NB and Maine Railway Dispatch	877-838-6277	506-632-6314
Customers - Nova Scotia		
Cabot Gypsum (Point Tupper Lateral)	902-6254547 Ext. 234	902-631-2957
Eastward Energy	866-313-3030	
Nova Scotia Power Incorporated (NSPI) Tufts Cove	902-428-7630	902-428-7630
Port Hawkesbury Pulp & Paper (Point Tupper Lateral)	902-625-2460	902-625-2460
Customers - New Brunswick		
Cavendish Farms	888-220-2168	888-220-2168
Emera, Bayside Station	506-694-1411	506-694-1411
Headwater Resources		800-880-5705
Irving Oil Waasis	855-661-8003	885-661-8003
Irving Paper Plant	506-633-3333	
Irving Refinery	506-202-3000	506-202-4013
Irving Tissue Plant	506-635-1525	506-635-7790
Liberty Utilities	506-444-7773	800-994-2762
Utopia Pulp Mill	506-755-3384	506-755-3384
Producers - New Brunswick		
Headwater Resources		800-880-5705

2-10 Support and Service Providers

2-10.1 MUTUAL AID PARTNERS

Not applicable to this Area.

2-10.2 RESPONSE CONTRACTORS

Response Contractors			
Agency	**Location**	**Primary**	**Alternate**
Air Plume and Trajectory Modeling			
The Response Group	13939 Telge Road Cypress, TX 77429	281-880-5000	985-400-5445
Trinity Consultants	12700 Park Central Drive Suite 2100 Dallas, TX 75251	972-661-8100	678-441-9977
Environmental Services			
Ampol	401 W Admiral Doyle Dr New Iberia, LA 70560	337-365-7847	
Clean Harbors Environmental Service Inc. (CHES)	1910 Russell St. Baltimore, MD 21230	800-645-8265	800-645-8265
GFL	NS & NB	800-567-7455	
MRR	, ON		
Stantec - Nova Scotia	, NS	866-782-6832	902-468-7777
Stantec - New Brunswick	Fredericton, NB	506-452-7000	506-451-1213
Security Services			
Merrill's Investigations and Security	Readfield, ME 04355	207-685-7309	
GIS Group	, AB	403-282-0026	403-560-6556

2-10.3 LOCAL SUPPORT AND SERVICE PROVIDERS

Support & Supply Contacts		
Agency	**Primary**	**Alternate**
Medical Facilities Nova Scotia - Annapolis and Kings Counties		
Annapolis Community Health Centre	902-532-2381	
Eastern Kings Memorial Community Health Centre	902-542-2266	
Soldiers Memorial Hospital	902-825-3411	
Valley Regional Hospital	902-678-7381	
Western Kings Memorial Health Centre	902-538-3111	

Medical Facilities Nova Scotia - Cape Breton, Northern and Central Inverness, and Victoria Counties	
Buchanan Memorial Community Health Centre	902-336-2200
Cape Brenton Post	902-563-3839
Glace Bay Health Care Facility	902-849-5511
Harbourview Hospital	902-736-2831
Inverness Consolidated Memorial Hospital	902-258-2100
New Waterford Consolidated Hospital	902-862-6411
Northside General Hospital	902-794-8521
Sacred Heart Community Health Centre	902-224-1500
Victoria County Memorial Hospital	902-295-2112
Medical Facilities Nova Scotia - Halifax Regional Municipality and Hants County	
Cobequid Community Health Centre	902-869-6100
Dartmouth General Hospital	902-465-8300
Eastern Shore Memorial Hospital	902-885-2554
Hants Community Hospital	902-792-2000
Musquodoboit Valley Memorial Hospital	902-384-2220
QEII Health Sciences Centre	902-473-2700
The Nova Scotia Hospital	902-464-3111
Twin Oaks Memorial Hospital	902-889-2200
IWK Health Centre	902-470-8888
Medical Facilities Nova Scotia - Colchester County and Municipality of East Hants	
Colchester East Hants Health Centre	902-893-5554
Lillian Fraser Memorial Hospital	902-657-2382
Medical Facilities Nova Scotia - Cumberland County	
All Saints Springhill Hospital	902-597-3773
Bayview Memorial Health Centre	902-392-2859
Cumberland Regional Health Care Centre	902-667-3361
North Cumberland Memorial Hospital	902-243-2521
South Cumberland Community Care Centre	902-254-2540
Medical Facilities Nova Scotia - Guysborough, Antigonish, Richmond, South Inverness Counties	
Eastern Memorial Hospital	902-366-2794
Guysborough Memorial Hospital	902-533-3702
St. Martha's Regional Hospital	902-867-4500
St. Mary's Memorial Hospital	902-522-2882
Medical Facilities Nova Scotia - Pictou County	
Aberdeen Hospital	902-752-7600
Sutherland Harris Memorial Hospital	902-485-4324
Medical Facilities Nova Scotia - Lunenburg and Queens Counties	
Fishermen's Memorial Hospital	902-634-8801
Queens General Hospital	902-354-3436
South Shore Regional Hospital	902-543-4603
Medical Facilities Nova Scotia - Digby, Shelburne and Yarmouth Counties	
Digby General Hospital	902-245-2501
Queens General Hospital	902-354-3436
Yarmouth Regional Hospital	902-742-3541

Pipeline Contractors - Nova Scotia		
Black & McDonald	902-468-3101	902-468-3101
Aecon	902-482-6500	
Pipeline Contractors - New Brunswick		
Black & McDonald	902-468-3101	902-468-3101
Aecon	902-482-6500	
Hazardous Waste - Nova Scotia		
GFL	800-567-7455	
MRR		
Hazardous Waste - New Brunswick		
GFL	800-567-7455	
MRR		
Rental Contractors - Nova Scotia		
United Rentals - Dartmouth	902-468-6668	
United Rentals – New Glasgow	902-755-6756	
United Rentals - Antigonish	902-863-6161	
United Rentals - Port Hawkesbury	902-625-2232	
United Rentals - Amherst	902-667-9850	
Rental Contractors - New Brunswick		
Atlantic Rentals	902-667-9850	
Hertz Equipment Rentals - Saint John	888-777-2700	506-645-2277
United Rentals - Moncton	506-857-1103	
Hertz Equipment Rentals - Moncton	506-382-2277	
A to Z Rental Centre	506-452-9758	
United Rentals - Fredericton	506-458-9383	
Hertz Equipment Rentals - Fredericton	506-472-2277	
Excavators/Dozers/Gravel - Nova Scotia		
Jack Russell Trucking & Excavating		
Aecon	902-482-6500	
Excavators/Dozers/Gravel - New Brunswick		
Jack Russell Trucking & Excavating		
Aecon	902-482-6500	
Booms/Cranes - Nova Scotia		
AW Leil Cranes	902-922-2300	
T. Fraser Crane	902-752-7734	
Irving Equipment	800-561-2726	506-635-5606
Booms/Cranes - New Brunswick		
Irving Equipment	800-561-2726	506-635-5606
Vacuum Trucks - Nova Scotia		
Pardy's Vacuum Truck	506-647-0068	506-633-8100

Vacuum Trucks - New Brunswick		
Envirosystems - Dartmouth/Debert		
Envirosystems - Moncton		
Pardy's Vacuum Truck	506-647-0068	506-633-8100
Communications - Nova Scotia		
Aliant Telecom	888 214-7896	
Nova Communications (Radios)	888 908 6682	
Communications - New Brunswick		
Nova Communications (Radios)	888 908 6682	
Power - Nova Scotia		
NS Power	877-428-6004	
Power - New Brunswick		
NB Power Outage Line	800-663-6272	
NDE - Nova Scotia		
Acuren Inspection Inc. - Halifax	902-497-3870	
NDE - New Brunswick		
Acuren Inspection Inc. - Saint John	506-633-8023	506-647-5092

Media Contacts - Nova Scotia

CTV Newsroom Halifax	902-453-4000	
CBC News Halifax	902-420-4350	
Global TV Halifax	902-481-7400	
CKDH-FM	902-667-3875	
CFTA-FM	902-660-1079	
CFXU-FM	902-867-2410	
CJFX-FM	902-863-4580	
CFEP-FM	902-469-6000	
CKDU-FM		
CHNS-FM	902-422-1651	
CBHA-FM	902-420-4320	
CBAX-FM	902-490-2574	
CFLT-FM	902-493-7200	
CJNI-FM	902-493-7200	
CKUL-FM	902-453-4004	
CKRH-FM	902-490-2574	
C100-FM	902-453-1000	
CJCH-FM	902-453-2524	902-453-2524
CHFX-FM	902-422-1651	
CKHZ-FM	902-429-1035	
CFRQ-FM	902-453-3777	
CKHY-FM	902-429-1035	
CIOE-FM	902-252-7975	
CKEC-FM	902-755-1320	
CKEZ-FM	902-755-1320	
CICR-FM	902-254-1021	
CIGO-FM	902-625-1220	
CKTY-FM	902-893-6397	
CKTO-FM	902-893-6397	
Amherst Daily News	902-661-5440	
Cape Brenton Post	902-563-3839	
New Glasgow Evening News	902-752-3000	
Truro Daily News	902-893-9405	
The Chronicle Herald	902-426-2811	
Allnovascotia.com	902-446-8292	
Metro Halifax	902-444-4444	
Canadian Press	902-422-8496	902-425-4675

Media Contacts - New Brunswick

MAX FM 103.9		506-858-1040
590 CJCW MBS	506-432-2529	
95.7 The Wolf	506-474-2795	
96.1 WQHR, 96.9WBPW, 101.9WOZI	506-375-4033	
99.3 The River	506-622-3311	
C-103/XL 96	506-858-5525	
CBA-CBC	506-853-6630	
CBD-CBC	506-632-7750	
CBZ-CBC	506-451-4004	506-451-4170
CFBO 90.7 FM	506-854-9690	
CFJU-FM 90.1		
CFRK-FM 92.3	506-455-7819	
CHHI 95.9 FM	506-622-3973	
CHNI 88.9 FM	506-635-6500	
CHQC-FM 105.7		
CHSJ/CHWV	506-648-3000	
CIHI-FM 93.1	506-455-7819	
CINB New Song FM	506-657-9600	
CIOK-FM, CFBC & CJYC-FM	506-658-5000	506-658-2322
CIXN-FM 96.5	506-454-9600	
CJ104	506-325-3030	506-328-1071
CJPN 90.5 FM	506-454-2576	
CJRI 104.5	506-472-0947	
CJSE	506-532-0080	
CKHJ & CFXY & CIBX	506-454-2444	506-451-9111
CKNI-FM 919	506-857-1900	
CKO FM 107.3	506-384-1009	
Choix 99.9	506-384-2469	
96.1 WQHR, 96.9WBPW, 101.9WOZI	506-375-4033	
CHTD 98.1	506-466-2222	
WCRQ 102.9, WQDY	207-454-7545	
CBAFT (SRC) - TV	506-853-6666	
CBC TV - Fredericton	506-451-4004	
CBC TV - Moncton	506-853-6630	506-853-6633
CBD-CBC TV	506-632-7750	
CHCO TV	506-529-8826	
CTV Atlantic - Fredericton	506-459-1010	902-444-1355
CTV Atlantic - Moncton	506-857-2610	506-857-2618
CTV Atlantic - Saint John	506-636-6068	506-636-1387
Global Television - Fredericton	506-450-4343	
Global Television - Moncton	506-862-5101	506-866-4794
Global Television - Saint John	506-642-6488	
Daily Gleaner Newspaper	506-458-6482	
Telegraph Journal Newspaper	877-389-6397	506-632-8888
Times Transcript Newspaper		
L'Acadie Nouvelle Newspaper - Dieppe	506-383-1955	
L'Acadie Nouvelle Newspaper - Fredericton	506-450-6103	506-470-2413

Canadian Press Newspaper	506-457-0746
Canadian Press Wireless	902-422-8496
Weather	
Environment Canada Weather Forecasts	900-565-5555
Environment Canada weather 24 Hour Weather - Climate Weather	900-565-1111
Environment Canada weather 24 Hour Weather - Marine Weather	900-565-6565
Environment Canada weather 24 Hour Weather - Spill Response (24 hours)	800-565-1633
StormGeo	845 223 9923

3.1 Asset Information

3-1.1 AREA OPERATIONS INFORMATION

Area Operations Information	
[redacted]	[redacted]

3-1.2 AREA FACILITIES

There are currently no compressor stations located in the Maritimes and Northeast Pipeline Area.

3-1.3 CRITICAL VALVES

Mainline Block – Nova Scotia

There are eight mainline block valves located within the Nova Scotia operation area. Each valve will automatically close if there is a pressure reduction. A Supervisory Control and Data Acquisition (SCADA) system monitored by Maritimes and Northeast Gas Control can close the valves remotely.

The mainline block valves located within the Nova Scotia area are listed on the following table:

[redacted]

Critical Valves – Mainline Block (Including Goldboro Meter Station) – Nova Scotia		
Valve #	Station Location	Coordinates
[redacted]	[redacted]	[redacted]

Critical Valves – Mainline Block (Including Goldboro Meter Station) – Nova Scotia

Valve #	Station Location	Coordinates
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	

Critical Valves – Mainline Block (Including Goldboro Meter Station) – Nova Scotia

Valve #	Station Location	Coordinates
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

[redacted]

Critical Valves – Point Tupper Lateral – Nova Scotia

Valve #	Station Location	Coordinates
[redacted]	[redacted]	[redacted]

[redacted]

Critical Valves – Halifax Lateral – Nova Scotia

Valve #	Station Location	Coordinates
[redacted]	[redacted]	[redacted]

Critical Valves – Halifax Lateral – Nova Scotia

Valve #	Station Location	Coordinates
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

Mainline Block – New Brunswick

There are 12 mainline block valves located within the New Brunswick operation area. A Supervisory Control and Data Acquisition (SCADA) system monitored by Maritimes and Northeast Gas Control can close the valves remotely.

The mainline block valves located within the New Brunswick area are listed on the following table:
MLV = Mainline Valve
CP = Cathodic Protection Point
PRS = Pressure Reducing Station

Critical Valves – Mainline Block – New Brunswick

Valve #	Station Location	Coordinates
[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	

Critical Valves – Mainline Block – New Brunswick

Valve #	Station Location	Coordinates
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

Critical Valves – Mainline Block – New Brunswick

Valve #	Station Location	Coordinates
[redacted]	[redacted]	[redacted]
[redacted]		
[redacted]	[redacted]	[redacted]

[redacted]

Critical Valves – Moncton Lateral – New Brunswick

Valve #	Station Location	Coordinates
[redacted]	[redacted]	[redacted]
[redacted]		
[redacted]	[redacted]	[redacted]

[redacted]

Critical Valves – Saint John, Utopia, and St. George Laterals – New Brunswick

Valve #	Station Location	Coordinates
Saint	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

Critical Valves – Saint John, Utopia, and St. George Laterals – New Brunswick

Valve #	Station Location	Coordinates
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

Critical Valves – Saint John, Utopia, and St. George Laterals – New Brunswick

Valve #	Station Location	Coordinates
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

Critical Valves – Saint John, Utopia, and St. George Laterals – New Brunswick

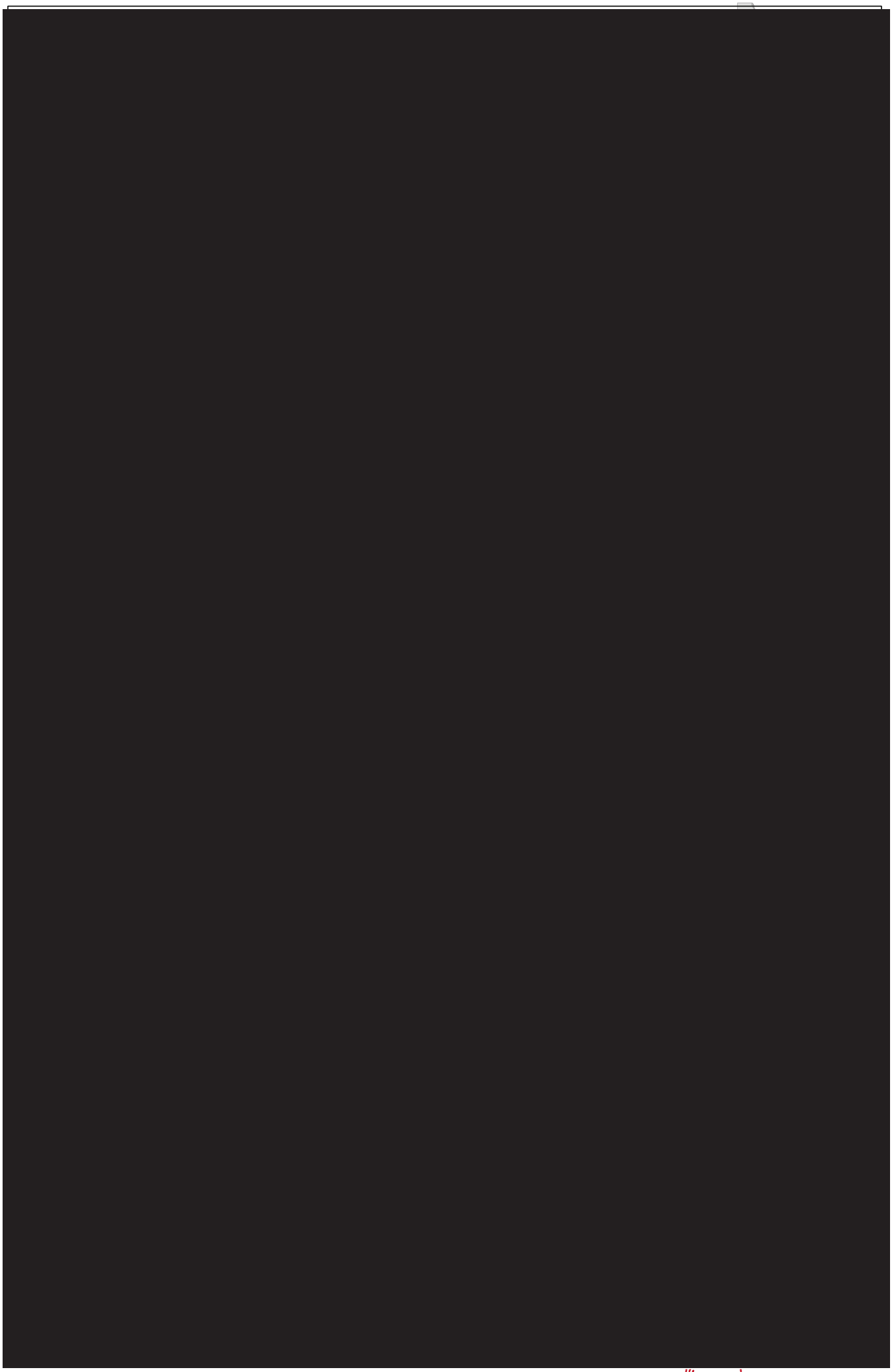
Valve #	Station Location	Coordinates
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

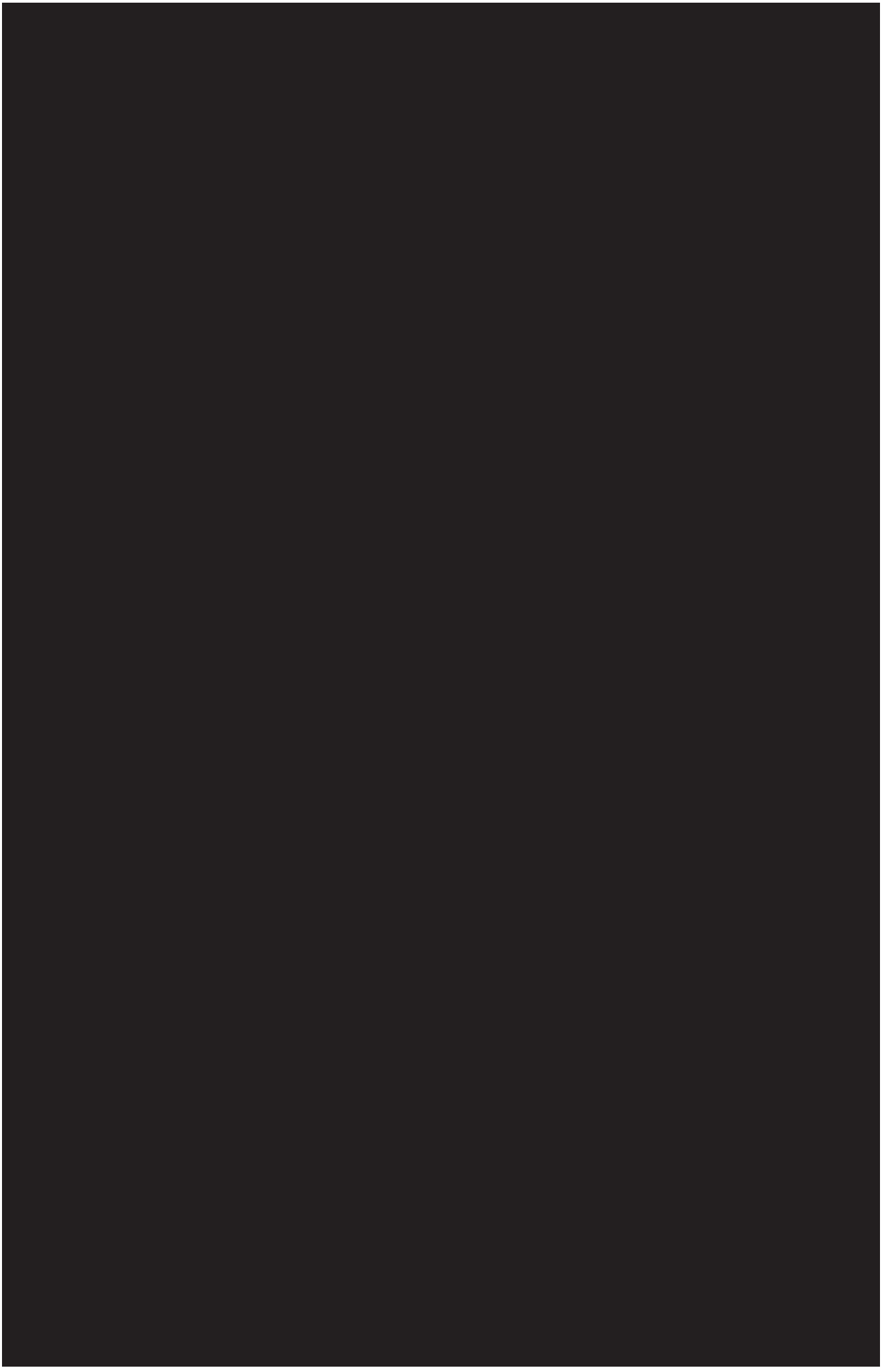
Critical Valves – Saint John, Utopia, and St. George Laterals – New Brunswick

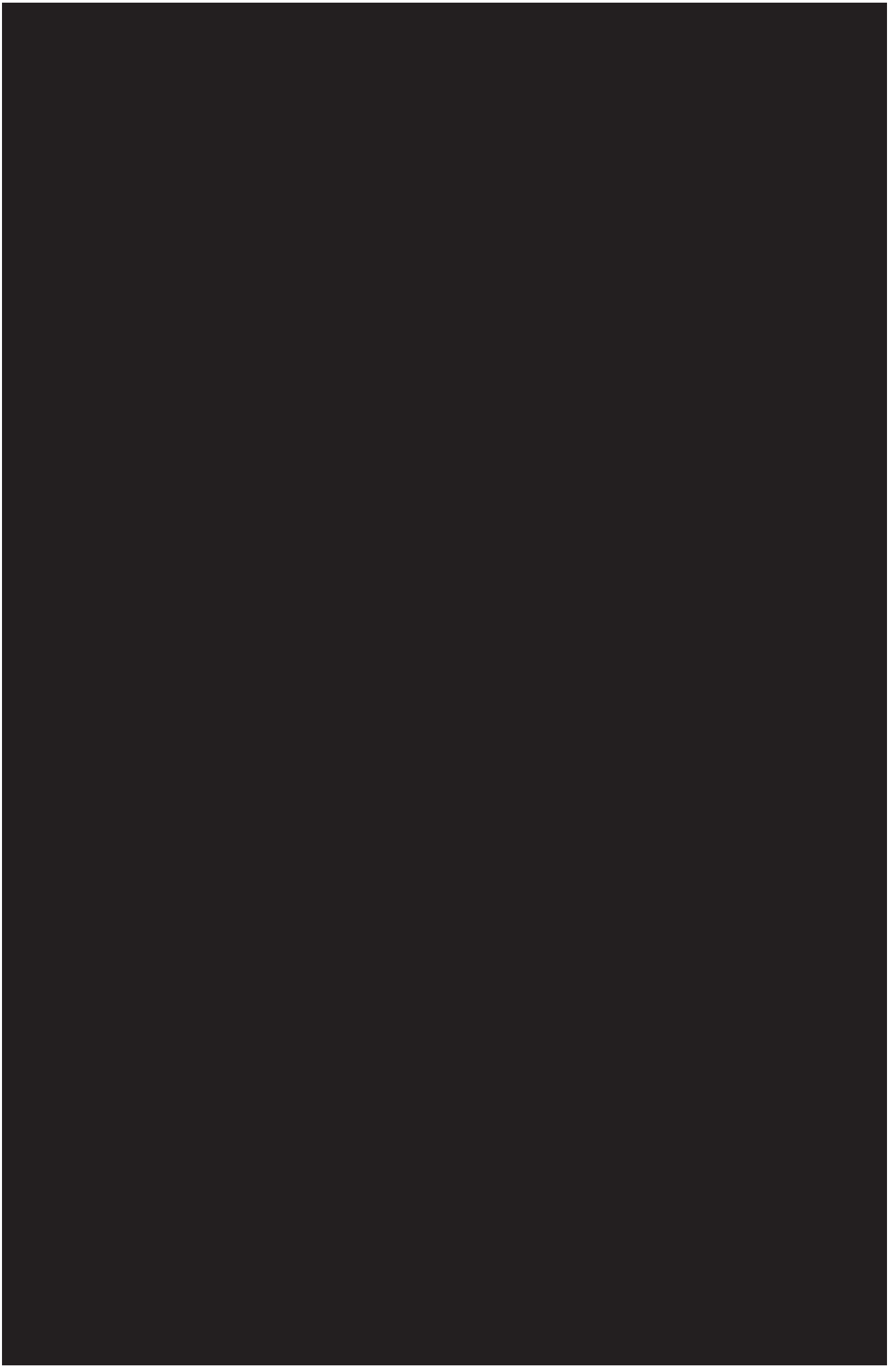
Valve #	Station Location	Coordinates
[redacted]	[redacted]	[redacted]

3.2 Facility Maps and Diagrams

3.2.1 AREA OVERVIEW MAP







[redacted]

Username: ERivera

Time: 1/18/2018

[redacted]

Username: ERivera

Time: 1/18/2018

[redacted]

Username: ERivera

Time: 1/18/2018

3-2.3 FACILITY DIAGRAM

Facilities Diagrams, including muster locations, evacuation routes, and location of safety equipment can be found in the applicable SPCC Plan and/or station EAP placards.

3-3 Hazard Evaluation and Identification

Safety Data Sheets for products handled can be accessed on the Enbridge SDS database at: [redacted]

Materials Handled
Natural Gas
Methanol
Mercaptan

3-3.1 EMERGENCY PLANNING ZONE

The Emergency Planning Zone (EPZ) is a priority area surrounding the facility or pipeline where immediate response actions are required in the event of an emergency.

For sweet gas pipelines, the principle off-site public safety hazard is thermal radiation resulting from ignition of a gas release. Other hazards, such as a vapour cloud explosion and damage from projectiles, pose a lesser public safety hazard.

The EPZ is the boundary outside of which an individual is not expected to be exposed to instantaneous thermal radiation higher than 5Kw/m². It is measured perpendicular to the centerline of the pipeline.

Maritimes and Northeast Pipeline Area EPZs	
Pipeline	**EPZ (m)**
762mm (30") Mainline Pipeline	800
305 mm (8") Moncton Lateral	250
406mm (16") Saint John Lateral (rural section)	450
406mm (16") Saint John Lateral (ubran section)	300
102mm (4") Utopia Lateral	100
51mm (2") St. George Lateral	100
305mm (12") Halifax Lateral (rural section)	400
305mm (12") Halifax Lateral (urban section)	250
203mm (8") Point Tupper Lateral (rural section)	200
152.4 (6") Point Tupper Lateral (urban section)	150

3-4 Worst Case Release and High Consequence Areas (HCA)

The worst-case release for the Area would be an unintended release of Natural Gas in a populated Area.

The High Consequence Areas and environmentally sensitivity information identified by the Company are available from our Environmental Department to ensure vulnerable areas and the environment are considered when the field team develops an action plan. If an incident occurs in, or near an HCS, an environmentally sensitive area or has the potential to cause adverse environmental effects, the Incident Commander will contact the Planning Section Coordinator.

Locations of HCA and Environmentally Sensitives areas can be accessed using eMap: [redacted]

3-4.3 ENVIRONMENTAL CONSIDERATIONS

Detailed locations of Environmentally Sensitive Areas can be accessed using eMap: [redacted]

3-4.3.1 Mainline – Nova Scotia

The pipeline corridor extends through six physiographic regions, between Country Harbour, NS and St. Stephen, NB.

The initial ±28 km of the pipeline corridor passes through the Atlantic Uplands in NS. In the coastal area of this region, the underlying igneous and metamorphic bedrock gives a hummocky terrain with little relief. Shallow bedrock impedes drainage development creating bogs. The topography is controlled by underlying bedrock and is undulating with frequent occurrence of swamps.

The next ±207 km of the pipeline corridor passes through three lowland areas: the Antigonish – Guysborough Lowlands, the Hants-Colchester Lowlands and Cumberland – Pictou Lowlands. All three lowland areas are part of the Maritime Plain. The pipeline corridor skirts around the Antigonish Highlands and Cobequid Highlands, where the topography is more varying and bedrock outcrops are more common than in the lowland areas. The boundaries between the uplands and lowlands are generally well defined. The elevation of the lowland areas ranges from sea level to 150 m (geodetic). The main topographic features of this region are low undulating hills which more or less reflect the topography of the underlying bedrock structure. In the transition area to the highlands, this low rolling topography blends with higher, more irregular terrain.

Mainline Environmental Considerations – Nova Scotia

Considerations/Features	Location (KP)
[redacted]	

Mainline Environmental Considerations – Nova Scotia

Considerations/Features	Location (KP)

3-4.3.2 Halifax Lateral – Nova Scotia

Halifax Lateral Environmental Considerations – Nova Scotia	
Considerations/Features	Location (KP)
[redacted]	

3-4.3.3 Point Tupper Lateral – Nova Scotia

Point Tupper Lateral Environmental Considerations – Nova Scotia	
Considerations/Features	Location (KP)
[redacted]	

3-4.3.4 Mainline – New Brunswick

The pipeline corridor extends through six physiographic regions, between Country Harbour, NS and St. Stephen, NB.

The Nova Scotia portion has ±235 km passing through various areas. The next ±269 km of the corridor passes through the New Brunswick Lowlands physiographic division, which is also part of the Maritime Plain. The topography of New Brunswick Lowlands is similar to that of the lowland area in Nova Scotia.

The remaining ±55 km section of the corridor passes through the Magaguadavic Highlands subdivision of the St. Croix Highlands. The Magaguadavic Highlands form a belt of relatively flat terrain lying between higher granite-cored hills to the south and north. Ridges are characteristically streamlined and aligned in a northwest-southeast direction, a result of glacial fluting and drumlinization. The alignment of most ridges and troughs due to intense glacial erosion has resulted in a parallel drainage pattern, except in poorly drained, broad depressions where it is deranged. The Magaguadavic and Digdeguash rivers drain most of this area.

Mainline Environmental Considerations – New Brunswick

Considerations/Features	Location (KP)

Mainline Environmental Considerations – New Brunswick

Considerations/Features	Location (KP)

Mainline Environmental Considerations – New Brunswick	
Considerations/Features	Location (KP)
[redacted]	

3-4.3.5 Moncton Lateral – New Brunswick

Moncton Lateral Environmental Considerations – New Brunswick	
Considerations/Features	Location (KP)
[redacted]	

3-4.3.6 Saint John, Utopia and St. George Laterals – New Brunswick

Saint John, Utopia and St. George Laterals Environmental Considerations – New Brunswick	
Considerations/Features	Location (KP)

Saint John, Utopia and St. George Laterals Environmental Considerations – New Brunswick

Considerations/Features	Location (KP)
[redacted]	[redacted]

3-5 Odorant Spill Response

This procedure deals with odorant spill response for Enbridge's East Canada operation. Odorants (e.g. mercaptan) are classified as **flammable liquids – category 2** under the Hazardous Products Regulation (SOR/2015-17), because it has a flashpoint below 22.8°C (73°F) and a boiling point below 37.8°C (100°F).

This procedure does not address other flammable and/or combustible materials found in the workplace. See **Flammable and Combustible SOP EC-HS-51** for the handling, use, storage, and transportation of all flammable and combustible materials in the workplace. This procedure covers possible spills and leaks from odorant storage tanks or systems at the East Canada operation.

3-5.1 RESPONSIBILITIES

3-5.1.1 Houston EHS/Emergency Management

Houston EHS/Emergency Management is responsible for:
Ensure the contents in this document are periodically updated and accurate;
Work collaboratively with regional management to ensure the contents of this document are adequate, to prevent and/or respond to odorant spill events;
Provide concepts on odorant spill response in accordance to the contents of this document;
Provide ideas on best available technologies (BAT/s) to properly handle, store, and respond to odorant spill incidents.

3-5.1.2 Area Management/Supervisor

Area Management/Supervisor is responsible for:
Ensure odorant products are stored in accordance to the content of this document, to prevent environmental or safety incidence;
Report to the spill site if required;
Ensure employees who work with odorant products are aware of the harm associated with this product;
Decide if a 3rd party spill service provider is needed or if it can be handled internally;
Ensure there are adequate spill control equipment available at all times;
Ensure employees complete the EIR form;
Work closely with Regional EHS Specialist to ensure the spilled area is properly cleaned up and remediated after a spill incidence
Ensure the appropriate government agencies (i.e. CER and/or provincial government) are notified as required;
Ensure periodic inspection of odorant storage area, to prevent spill incidence;
Ensure adequate resources are available to conduct all required preventative measures to protect employees, assets, the public and environment.

3-5.1.3 Employees

Employees are responsible for:
Comply to the contents of this document;
Put your safety and those of your co-workers above all else;
Ensure ignitable sources are not brought close to spilled area;
If possible, contain spill and ensure all sewers/drainage systems are covered to prevent odorant entry;
Participate in trainings and spill drills administered by area management;
Report any defects to odorant tanks or equipment to management immediately.

3-5.1.4 Regional Environmental Health & Safety

Regional Environmental Health & Safety is responsible for:
Ensure periodic inspection of areas, where odorant products are stored;
Ensure employees follow the content of this document;
Work closely with Houston EHS/Emergency Response department to update this document;
Provide direction or advice for spill clean-up;
Engage effectively on-site remediation and follow-up on spill impacted areas;
Participate in investigation to determine cause of spill and provide advice on corrective actions to be taken;
Ensure EIR form is completed after a spill event;
Enter spill events or near-miss into EPASS

3-5.2 GENERAL ODORANT SPILL PROCEDURES

Odorant spill will typically be accompanied with an odor that is deemed repulsive. It is imperative, employees are aware that an odor maybe as a result of a spill or gas leak. Therefore, the source of the odor must be investigated to determine if it is emanating from a spill. The required response will depend on the volume of the spill. Nova Scotia environmental regulatory requirements have a reportable spill amount threshold, while New Brunswick does not.

3-5.3 ODORANT NOTIFICATION

3-5.3.1 Notification Requirements for Minor Spills

See Appendix 2 for Notifications and Contact Lists.

Notification Requirements for Minor Spills
The employee should notify their immediate supervisor of the spill.
The environmental issues reporting (EIR) form should be completed with information about the spill, location, quantity, pictures, or diagram
The completed environmental issues reporting (EIR) form must be handed over to the Regional EHS Specialist.
The Regional EHS Specialist may perform a follow-up inspection of the spilled area, to ensure it was properly cleaned.
All odorant spills into watercourses, wetlands, or drainage systems must be reported immediately to the appropriate government agency, regardless of quantity/volume.

3-5.3.3 Notification Requirements for Major Spills

Notification Requirements for Major Spills
Follow all steps mentioned in the notification requirements for minor spills in 3-5.3.1 above;
The local environmental department within the province must be notified. Nova Scotia has a Reportable Release Substance Amount (see 3-5.3.3 – Any release greater than 100 Liters must be reported immediately. New Brunswick on the other hand, requires the reporting of all leaks and all spill events, regardless of the quantity.
All spills that are likely to create adverse environmental effects must be reported to the Canada Energy Regulator (CER).

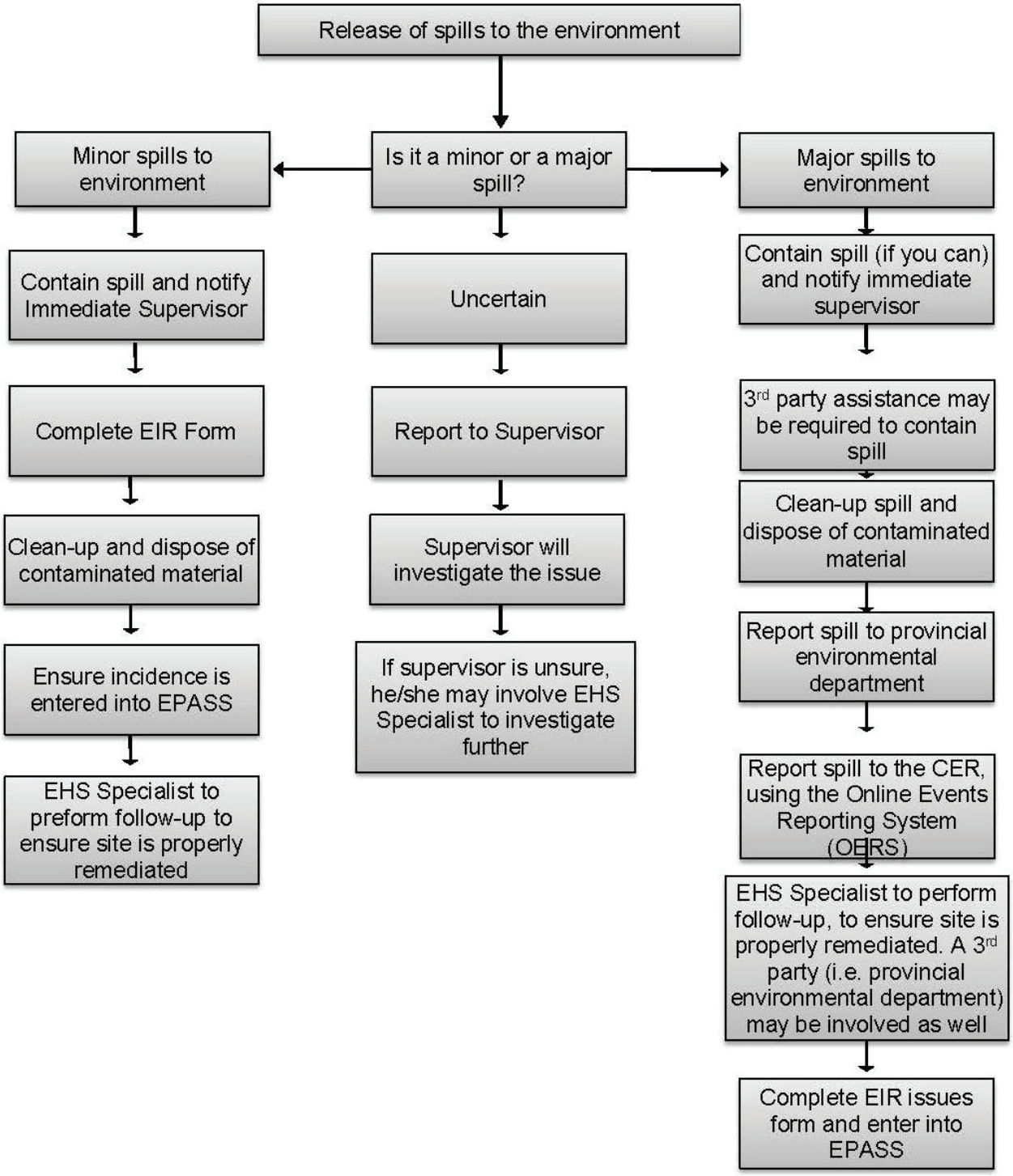
3-5.3.2 Nova Scotia Reportable Release Amount

Nova Scotia Reportable Release Amount			
Item No.	TDGA Class	Description of Containment	Amount Spilled
1	1	Explosives	Any amount
2	2.1	Compressed gas (flammable)	100 L
3	2.2	Compressed gas (non-corrosive, non-flammable)	100 L
4	2.3	Compressed gas (toxic)	Any amount
5	2.4	Compressed gas (corrosive)	Any amount
6	3	Flammable liquids	100 L
7	4.1	Flammable solids	25 kg
8	4.2	Spontaneously combustible solids	25 kg
9	4.3	Water reactant solids	25 kg
10	5.1	Oxidizing substances	50 L or 50 kg
11	5.2	Organic peroxides	1 L or 1 kg
12	6.1	Poisonous substances	5 L or 5 kg
13	6.2	Infectious substances	Any amount
14	7	Radioactive substances	Any amount
15	8	Corrosive substances	5 L or 5 kg
16	9.1 (in part)	Miscellaneous products or substances, excluding PCB mixtures	50 L or 50 kg
17	9.1 (in part)	PCB mixtures of 50 or more parts per million	0.5 L or 0.5 kg
18	9.2	Environmentally hazardous substances	1 L or 1 kg
19	9.3	Dangerous Wastes	5 L or 5 kg
20	None	Asbestos waste as defined in the **asbestos waste management regulations**	50 kg
21	None	Used oil as defined in the **used oil regulations**	100 L
22	None	Contaminated used oil as defined in the **used oil regulations**	5 L
23	None	A pesticide in concentrated form	5 L or 5 kg
24	None	A pesticide in diluted form	70 L
25	None	Unauthorized sewage discharge into fresh water or sensitive marine water	100 L

3-5.3.4 TDG Reportable Release Amount

TDG Reportable Release Amount		
Class	**Quantity**	**Emission Level**
1	Any quantity that: Could pose a danger to public safety or is greater than 50 kg; or Is included in Class 1.1, 1.2, 1.3 or 1.5 and is Not subject to special provision 85 or 86 but exceeds 10 kg net explosives quantity, or Subject to special provision 85 or 86 and the number of articles exceeds 1 000 **SOR/2008-34**	
2	Any quantity that could pose a danger to public safety or any sustained release of 10 minutes or more	
3	200 L	
4	25 kg	
5.1	50 kg or 50 L	
5.2	1 g or 1 L	
6.1	Any quantity **SOR/2008-34**	
7	Any quantity that could pose a danger to public safety	An emission level greater than the emission level established in section 20 of the **Packaging and Transport of Nuclear Substances**
8	5 kg or 5L	
9	25 kg or 25 L	

3-5.3.5 Reporting Spill Procedure Decision Flow Chart



3-5.4 ODORANT SPILL RESPONSE

3-5.4.1 Minor Odorant Spills

Minor spills are those due to their quantity/volume, location or area, are not likely to create adverse effects on the natural environment. For example, a 5-liter odorant spill into surface waterbody (with frequent fish visit), may result in adverse environmental effects compared to spills to ground. Minor spills do not require outside or emergency involvement. However, these spills must be reported and cleaned-up in a timely manner. Minor spills to ground or vegetation are not reportable spills in Nova Scotia, but are reportable in New Brunswick. However, all spills into watercourses or drainage systems must be reported immediately in both provinces. **See 3-5.3.4 for the federal TDG reportable spill volumes.** The TDG reportable spill volumes are typically used to differentiate between major and minor spill quantities.

Due to the repulsive odor given off, those in the immediate vicinity may become irritable. Spill responders may require the use of appropriate PPE to clean-up spills. **(See 3-5.6 Personal Protective Equipment for appropriate PPE to use).**

3-5.4.2 Clean-up of Minor Spills

Clean-up of Minor Spills
Ensure spill source is shut-off;
If spill is a result of a leak from the secondary containment, shrink wrap can be used to seal it off to prevent odorant hitting the ground;
Use designated spill kit to clean up odorant spills;
Remove all ignitable sources such as heat, cellphones, sparks, etc.;
If spill is within an enclosure such as a building, an "Activated Carbon Filter System", which creates negative pressure in the building can be used to remove the odor;
Heavy clear poly tarp can be placed over the spilled area (using planks to seal the sides), an activated carbon filter system can then be used to filter out the odorant gases or vapors;
Mask the odor by using bleach or other agents (i.e. Deomer). Bleach can cause damage to certain surfaces by oxidizing metal. Deomer is a good substitute to bleach for neutralizing odorant because it does not oxidize metal;
Ensure excavated contaminated soils, rags or spill pads are placed in properly sealed bags or drums to contain odor;
Ensure spill kit(s) is replaced or replenished.

3-5.4.2 Major Spill

These are spills due to its volume/quantity, location or response will require or initiate outside 3rd party involvement and/or create adverse environmental effects or safety concerns. In such situations, a local governmental spill response team may be dispatched to assist. Odorants are classified as class 3 flammable liquids within the federal TDG regulations.

Clean-up of Major Spills
Ensure the source of the spill is stopped or turned off;
Contain spill from spreading by using spill kit, such as absorbent pads or booms;
Remove all ignitable sources and sparks;
If spill is within an enclosure such as a building, an "Activated Carbon Filter System", which creates negative pressure in the building can be used to remove the odor;
Neutralize and mask the odor by using bleach or other masking agent. Care must be taken when bleach is used, especially on metal surfaces, because it is an oxidizing agent that causes rust. Deomer is a good substitute to bleach for neutralizing odorants, because it does not contain oxidizing agents.
Ensure dug-up contaminated soils, rags or spill pads are placed in properly sealed bags or drums to contain odor;
Heavy clear poly tarp can be placed over spilled areas using planks to seal the sides. An activated carbon filter system can then be used to filter out the odorant fumes under the clear poly tarp;
Ensure all sewers or drainage systems are covered;
If a third party such as a government agency has been contacted, they will have authority over the site;
Liquid Alive Bacteria products can also be sprayed on the affected areas to minimize or eliminate the offensive odor. Fire-fighting foam can also be used to eliminate or minimize odorant smell;
The area should be remediated to return the site to the pre-existing condition prior to the spill. This may include the removal of vegetation, topsoil, materials, or equipment.

3-5.4.3 Disposal

Disposal
All saturated soil, materials or equipment must be properly placed in a waterproof container;
Disposal or recyclable items must be sent to a certified 3rd party facility;
Ensure materials used to clean up spill such as spill kits and/or equipment are replaced;
Ensure proper documentation are completed and kept as records.

3-5.4.4 Spill Equipment

It is recommended to have spill equipment, which is adequate to contain a major spill.

Spill Equipment
30-gallon spill kit drum (this typically includes oil & chemical absorbent booms/pads)
Disposal plastic bags;
Spark proof shovel;
Neutralizing/masking agents (i.e. bleach, deomer, etc.);
Duct tape;
Knife'
Roll of pallet wrap;
Potable eye wash bottles (at least 32 oz. bottle); and
Fire extinguishers (ABC fire extinguishers for multiple use purposes are ideal)

3-5.4.5 Spills into Wetlands or Watercourses

Spills into wetlands, surface water, or other sensitive areas, regardless of the quantity must be reported to the provincial environmental department and the CER immediately.

3-5.5 PREVENTATIVE MEASURES

This section deals with requirements such as the handling, storage, containment, and inspection activities required to the prevent occupational illness, injuries, fire, and environmental degradation.

3-5.5.1 Occupational/Safety Precautionary Measures

Spill Equipment	
Inhalation	Employees assigned to work with odorants must ensure they do not breathe odorant vapors. **See 3-5.6 (PPE)** for more information.
Dermal/Skin Contact	In the event of contact with skin, employees are encouraged to rinse well with water. If odorant is spilled on clothes, remove immediately and dispose as contaminated/hazardous waste.
Ingestion	If ingested or swallowed, seek immediate medical attention.
Eye Contact	In the event of contact with eyes, flush with lots of water. If eye irritation persists, seek immediate medical attention.
Eating and Drinking	For personal protection purposes, eating and/or drinking must be prohibited in areas where odorants are stored or used.
Personal Health	Persons susceptible to skin sensitization problems such as asthma, allergies, and respiratory diseases should not be allowed in areas where odorant is used.

3-5.5.2 Odorant Filter/Pump Cabinets

When possible, place secondary containment (i.e. plastic container) under the odorant filter/pump cabinets. In the event the system fails or malfunctions, odorant can be collected in the secondary containment.

3-5.5.3 Containment

Section 3-9 – secondary containment requirements of the code, outlines the following requirements for secondary containment:
A single storage tank should have a volumetric capacity of not less than 110% of the capacity of the tank.
In a situation where there is more than one storage tank, the containment volumetric capacity should be one of the following:
110% of the capacity of the largest storage tank located in the contained space; or
The aggregate capacity of all other storage tanks located in the contained space.

3-5.5.4 Storage

Storage tank used for the storage of odorants must be designed and installed as recommended in **part 3 (Design and Installation of Aboveground Storage Tank Systems) of the "Environmental code of practice for aboveground and underground storage tank systems containing petroleumand allied petroleum products".**

Storage Tank Area

- Place tanks away from buildings (especially building exits) and ignition sources;
- Ensure there are physical separations between storage areas and buildings. Physical separation acts as a barrier against the spread of fire;
- Industrial Accident Prevention Association (IAPA) recommends the minimum distance between buildings to a storage tank containing flammable or combustible liquid should be at least 5 meters;
- Ensure the storage area is equipped with a Class B fire extinguisher;
- Ensure effective housekeeping; remove combustible materials from these areas; and
- Ensure emergency spill kits are available

Monthly Inspection

Section 136 (J) of the Canada Labor Code part II, mandates the following: "inspect each month all or part of the workplace, so that every part of the work place is inspected at least once each year". There are adequate operational controls in place to reduce the chances of failure, but it is recommended to inspect high risk areas such as the storage tank and odorant system areas at least once a month. Items to inspect include:

- Emergency, bypass, or other unused drain valves are locked;
- Egress pathways are clear;
- Valves are fit for continued service;
- Spill containment is clean and free of debris or snow;
- Evidence of stained soil or spills;
- Functionality of tank gauges;
- Check valves and/or pumps;
- Availability of spill response equipment; and
- Presence of fire extinguisher.

See "Odorant Storage Tank/Area Monthly Inspection Checklist" for all inspection items

4.1 Canada Energy Regulator (CER)/ CSA Z662

CANADA ENERGY REGULATOR ONSHORE PIPELINE REGULATIONS (OPR) AND CSAZ662		
THIS REGULATORY CHECKLIST FOLLOWS THE CHECKLIST ITEM FORMATTING ON THE CER EMERGENCY PROCEDURES MANUAL ASSESSMENT FORM, REVISED 2016-06-20		
§ 192.615	Brief Description	Location
1.0	Document Control and Design	--
1.1	Are procedures in place to:	--
	Approve	I-2.3, Annex
	Review	I-3
	Identify changes	I-3
	Identify revisions	I-3
	Control access	Annex
	Provide on-going oversight	I-3
	Identify who is responsible for the EPM/ICP	I-3
1.2	Were response organizations and other agencies consulted in the development of the EPM/ICP	Annex II-5
2.0	Definition and Levels of Emergency	--
2.1	Does the EPM include a definition and criteria for the determination of an emergency and triggers for various levels of response to emergency situations?	II-2.1
3.0	Initial Actions and Response	--
3.1	Does the EPM describe how emergencies are reported to the company?	II-1, II-2.4
3.2	Does the EPM describe how the appropriate company personnel and first responders will be notified?	II-2.4, II-2.5, II-2.6, II-3
3.3	Does the EPM describe how confirmation of an incident or release will occur?	II-2.4, II-2.5
3.4	Does the EPM describe the initial steps required to be taken for the identified emergency?	II-2.4, II-2.5, II-2.6, II-2.7
4.0	Organizations structure and Emergency Response Procedures	--
4.1	Does the EPM include an incident management system (e.g., true Incident Command System) to direct, control, and coordinate operations during and after an emergency?	II-4
4.2	Does the EPM include site-specific response information? (Including high risk/high consequence areas)?	Annex 1, Annex 2, Annex 3
4.3	Does the EPM include spill control procedures and locations of spill control points?	II-2.7.1, Annex 1-2, 1-3, 1-5
4.4	Does the EPM contain, or make reference to, shutdown procedures?	II-2.7
4.5	Does the EPM identify procedures for down-grading emergency response levels?	II-2.1.1, II-7

CANADA ENERGY REGULATOR ONSHORE PIPELINE REGULATIONS (OPR) AND CSAZ662		
THIS REGULATORY CHECKLIST FOLLOWS THE CHECKLIST ITEM FORMATTING ON THE CER EMERGENCY PROCEDURES MANUAL ASSESSMENT FORM, REVISED 2016-06-20		
§ 192.615	Brief Description	Location
4.6	Are public safety measures included or referenced in the EPM? (Notification, sheltering criteria, and instruction, ignition, evacuation, communications, and other measures)?	II-2.7.6
5.0	Roles and Responsibilities	--
5.1	Does the EPM have defined roles and responsibilities of the internal positions involved in an emergency response?	II-2.4, II-2.5
5.2	Does the company have defined roles and responsibilities of agencies in an emergency response?	II-4.1
5.3	Where a company relies on support from other organizations, (e.g., contracted response organizations); (for personnel or equipment) do mutual aid or other agreements exist? Are there copies of, or references to these agreements in the EPM?	Annex 1-7
5.4	Does the EPM include or make reference to the source location of response and contingency plans and other critical response information that may be utilized during and emergency?	I-4
6.0	Product Information	--
6.1	Does the EPM include product information	Annex 3
7.0	Hazards and Site Safety	--
7.1	Does he EPM address hazards identified in the company hazards inventory?	Annex 3
7.2	Does the company have documented risk evaluation processes available to the EM program?	Annex 3
7.3	Does the EPM have, or make reference the controls in place to prevent, manage, and mitigate the identified hazards and risks?	II-1.1
7.4	Are the procedures in place for site control and security during an incident?	II-5
7.5	Are area maps included in the EPM?	Annex 1-5, Annex 4
8.0	Communication	--
8.1	Does the EPM include how the company will manage the internal and external communication and flow of information?	II-2, II-3, II-4, Annex
8.2	Does the EPM include how the company will manage communication with first responders and other agencies on site?	II-3, II-4
8.3	Does this EPM include a public relations or media plan?	II-2.5.5
8.4	Are the actions taken and communications equipment available, sufficient to cover the operating area?	Annex 2
9.0	Emergency Response Equipment	--
9.1	Is there a list of emergency response equipment? (Including contact lists for suppliers and service providers)	Annex 1
9.2	Are all applicable personnel trained in the appropriate use of the equipment listed in questions 9.1? (Provide training records for the last 18 months).	III-1
10.0	Internal and External Notification and Reporting	--

CANADA ENERGY REGULATOR ONSHORE PIPELINE REGULATIONS (OPR) AND CSAZ662		
THIS REGULATORY CHECKLIST FOLLOWS THE CHECKLIST ITEM FORMATTING ON THE CER EMERGENCY PROCEDURES MANUAL ASSESSMENT FORM, REVISED 2016-06-20		
§ 192.615	**Brief Description**	**Location**
10.1	Does the EPM include current, verified, internal and external notification lists, including company employees, first responders, response organizations, contractors, mutual aid partners, Indigenous Peoples, and government officials?	II-3, Annex 2
10.2	Are there confirmed methods for contacting persons and businesses in the Emergency Planning Zone (EPZ)?	Annex 2
10.3	Are procedures in place for reporting incidents to the appropriate regulatory bodies?	II-3, Annex 2
11.0	Documentation	--
11.1	Does the EPM include procedures for record keeping during and following and emergency, including minimum record keeping requirements, a forms index and information that must be retained?	II-4, II-5
12.0	Continuing Education and Training	--
12.1	Are training procedures, specific to emergency response referenced in the EPM?	III-1
12.2	Are continuing education procedures included or referenced in the EPM?	III-1.4
12.3	Have all applicable individuals, agencies, contractors, etc. been provided training appropriate to their role regarding proper use of the EPM? (Including orientation and refresher requirements.)	III-1.3

5-1 Distribution List

Recipient	Address	Plan Type Held	
		Hard	Electronic / CD
ALL	Current ERP and All emergency response contact information is accessible on the GDL & in the Enbridge Emergency Response Application.		

5-2 Record of Revisions

Revision Date	Sections	Reason for Revision
11/1/2019	All	New plan implemented.
1/31/2021	All	Phone number verification and updated contacts.
10/1/2021	All	Added Annex 6 Hurricane Plan.
12/7/2022	Annexes	Updated personnel contact information and owner address.
2/2/2023	Annex 2: Notification and Contact Lists	Updated contact Ryan Tandy.
2/2/2023	Annex 2: Notification and Contact Lists	Updated contact Paul Kleist.
3/24/2023	Annex 3: Hazard Evaluation and Risk Assessment	Updated PLDs.
3/2/2024	All	Annual Review. Updated Personnel & Contact Numbers.

6-1 Hurricane Plan Introduction

Enbridge operates pipelines, platforms, and facilities along the Gulf of Mexico and Atlantic coastline. A hurricane is a very serious threat to the safety of all Enbridge personnel. The Area Supervisor/Area Manager will determine when to activate Enbridge's Hurricane Evacuation Plan. Enbridge's guidance for all weather information will be the National Weather Service. With this guidance, the Area Supervisor/Area Manager will decide when non-essential personnel will be removed from the facility.

All sites will be left to operate with remote monitoring from the Gas Control Center. Local safety protective devices will ESD the sites if pressures go above or below the device set points. All locations will communicate to the Gas Control Center prior to leaving their sites.

Local written procedures will be followed to secure the sites prior to any expected evacuations for hurricanes. These written procedures will define equipment to be removed from sites prior to hurricanes, equipment tie-down procedures, the required inventory in storage tanks and backup generators that will be pre-positioned, etc.

Our operating area is susceptible to severe weather resulting from Hurricanes in the Gulf of Mexico and the Atlantic Ocean. This plan provides guidance of what actions and resources are available as severe weather threatens our facilities. The purpose of our plan addresses the following objectives:

Hurricane Plan Objectives	
✓	Protection of company personnel and families
✓	Protection of company facilities and assets.
✓	Maintain emergency response capabilities.
✓	Maintain safe and reliable operations before, during, and after the event.

6-2 Saffir-Simpson Hurricane Intensity Scale

Saffir Simpson Hurricane Intensity Scale			
Hurricane Category	Wind Speed (mph)	Damage Potential	Storm Surge-feet (Above Normal)
1	74-95	Minimal	4-5
2	96-110	Moderate	6-8
3	111-130	Extensive	9-12
4	131-155	Extreme	13-18
5	> 155	Catastrophic	> 18

6-3 Hurricane Season Preparations

Hurricane season begins June 1 and runs through November 30, but August and September have the highest activity.

Prior to Hurricane Season	
The plan is broken out in Phases I-IV depending on the severity and trajectory of a storm. Certain precautions need to be taken as Hurricane season approaches on June 1st of each year. These include but are not limited to:	
✓	Review Hurricane Preparedness Plan and update as necessary.
✓	Update all emergency call lists and distribute to Region Management and Gas Control.
✓	Hold Safety Meeting with employees to discuss the plan.
✓	Test run emergency generators at area locations.
✓	Purchase gasoline for all storage tank facilities.
✓	Verify adequate on "Hurricane Shelf" at each compressor station: Portable generators are fueled and in running order. Trash pump and portable air compressor are in running condition. Plywood are secured and stored. 2 – way VHF radios at each station Verify emergency manuals are in all company trucks.
✓	Consumables to include but not limited to: Flashlights and batteries. Chainsaws, skill saws and drills. Gloves, face shields, ear plugs, chainsaw chaps, and any other PPE Duct tape and rope Tarps or plastic sheeting Garbage bags First-Aid kits (office and trucks). Drinking water. Gasoline cans.

6-4 Storm Preparations

6-4.1 PHASE 1

Phase 1: National Weather Service issues the name and location of a tropical storm in the Gulf or Mexico and Atlantic Ocean.

Phase 1 Area Supervisor/Area Manager Responsibilities:	
✓	Monitor the movement of the storm and provide updates to employees.
✓	Poll employees for potential evacuation plans should the trajectory target our area.
✓	Request emergency contact information for employees that have potential evacuation plans.
✓	Remind employees to have their company ID badge.
✓	Cancel all upcoming training that may require traveling out of state. Have employees who may be working out of town return to their home reporting location.
✓	Verify "Hurricane Shelf" inventory is accurate.
✓	Fuel all trucks and begin securing all equipment.
✓	Test all emergency generators at the meter stations to ensure operability.
✓	Check and adjust wastewater and condensate tanks at all facilities.
✓	Communicate alternate assembly points. Determine the need for evacuation hotel rooms and reserve as necessary.
✓	Begin discussions with intercompany officials and other industry leaders in area to advise of plans.

Area Supervisors will be responsible for ensuring signatures and dates on the relevant boxes on Hurricane Checklist (See Appendix 6.4.5).

6-4.2 PHASE 2

National Weather Service advises that trajectory for storm is within 72 hours of landfall near Company facilities.

Phase 2 Area Supervisor/Area Manager Responsibilities	
✓	Allow non-essential employees time to secure their personal property and prepare for hurricane.
✓	Increase communication with local officials (i.e., EMA, Sheriff's Department, adjacent plants and intercompany officials) to advise of evacuation plans.
✓	Poll employees for definite plans should the hurricane make landfall and update call lists. Initiate a reverse daily call-in time for all affected employees.
✓	Purchase gasoline for all storage tank facilities.
✓	Park all company vehicles and equipment inside of buildings or store them at other area locations.
✓	Secure all items in the plant (fire extinguishers, signs, ladders, work equipment, drum storage, and gates).
✓	Place equipment in safe mode (blown down and in manual) as applicable.

Area Supervisor will be responsible for ensuring signatures and dates on the relevant boxes on the Hurricane Checklist (see Appendix 6.4.5).

6-4.3 PHASE 3

National Weather Service advises that trajectory for storm is within 35 hours of landfall near Company facilities.

Phase 3 Area Supervisor/Area Manager Responsibilities	
✓	All non-essential employees will be released from work to finalize their preparations. On-call person will provide support to the facilities provided that an evacuation order has not been issued. **Personnel safety is the first priority.**
✓	All employees will provide a definite plan for evacuations.
✓	Doors to all facilities will be locked and alarms turned on prior to evacuation.
✓	Notifications will be made in accordance with Enbridge policy prior to evacuation.
✓	Employees will be asked to call their supervisor, if possible, and leave a voicemail or text message of their situation after the storm has made landfall.
✓	Area Manager to communicate situation with upper management, local industry leaders and Gas Control prior to landfall.

Area Manager will be responsible for ensuring signatures and dates on all boxes on the Hurricane Checklist (see Appendix 6.4.5).

6-4.4 PHASE 4

The storm has passed and there is not any threat to the immediate area.

Phase 4 After Storm Responsibilities	
✓	Employees should contact their Area Supervisor or Area Manager for further instructions about returning to work.
✓	Each employee will be asked to call Gas Control or leave a message on their Area Supervisor's cell phone either via voicemail or text message between 7:00 a.m. and 9:00 a.m. each day that they are away from work to advise of their situation.
✓	Local management will work with Region office to seek assistance if needed.
✓	Local management will work with other local industry leaders to seek or provide assistance if needed.
✓	Local management will work with employees to perform initial assessments and begin coordinating repair efforts if needed.
✓	Area personnel will assess communications and infrastructure and begin repair efforts if needed.
✓	Inspect all facilities (Stations, M&R's and MLV's) in the affected areas.
✓	Inspect all pipeline ROW's in the affected areas.
✓	Notifications will be made to Gas Control, Enbridge management, Risk Management, and Technical Services of assessments.
✓	Employees will prepare equipment for start-up operations in accordance with standard operating procedures.
✓	Coordinate with Gas Control in returning all Company facilities to normal operations.

6-4.5 HURRICANE CHECKLIST

Hurricane Checklist				
	Brief Description	**Date**	**By**	**N/A**
1	Is there adequate water, flashlight and batteries, and radios on site?			
2	Have all food and water supplies been checked and restocked?			
3	Are all materials required to secure loose items on hand?			
4	Have all loose items or debris that could become airborne been disposed of or secured around the facility and pig receiver/launcher?			
5	Have all open trash containers been emptied and secured?			
6	Have all fire extinguishers been tied down or moved inside?			
7	Have contractors secured all of their equipment or any items that could become airborne?			
8	Have all windows been taped to prevent flying glass in case of breakage? Have storm shutters been closed?			
9	Is the gasoline and/or diesel storage full?			
10	Have portable generators been started and in working condition? Is the generator tank full? Have you checked the antifreeze and oil levels?			
11	Are all vehicles fueled?			
12	Have all vehicles been parked inside the shop and shop doors secured?			
13	Have all vessels and fuel been blocked in?			
14	Have all wastewater and condensate tanks been drained?			
15	Have all sumps been pumped down?			
16	Do all vessels have sufficient levels to prevent them from blowing over or floating?			
17	If the facility is depressurized by blowing down – has Gas Control been notified?			
18	Has purchase power at breaker been turned off?			
19	Have all non-essential employees been released?			
20	Have all computers been placed flat on a desk and covered in plastic? Back up any work files that may be needed.			

Hurricane Checklist (cont'd)				
	Brief Description	**Date**	**By**	**N/A**
21	Are all portable radios turned off and inserted into chargers?			
22	Verify both plants on generator power.			
23	Has the facility been shut down in a safe and orderly manner?			
24	Has management been notified that the facility is shutting down?			
25	If evacuating from a Plant/Station, has Gas Control been notified and given them the on-call operator number? Has the Plant/Station Supervisor been notified you plan to evacuate?			
26	Has local law enforcement been notified of facility evacuation?			
27	Have you closed vents in the shop, except the one near the generator?			
28	Has facility security been checked? Have all offices, shops, and warehouses been locked?			
29	Have communication lists been handed out to employees prior to evacuation?			
30	Has management set up hotel rooms at a safe location for employees?			
31	Has a call-in meeting been set up for employees to give and receive updates?			
32	Have all remaining employees been released?			
Hurricane Checklist Site Specific				
****Additional lines to add site specific task to complete****				