



NORTHWEST CALGARY CONNECTOR PIPELINE

Emergency Procedure Information Package

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ATCO

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EMERGENCY PROCEDURE INFORMATION PACKAGE

NORTHWEST CALGARY CONNECTOR

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1.0 PURPOSE

This project specific Emergency Procedure Information Package (EPIP) for the Northwest Calgary Connector (NWCC) Pipeline Project describes the pertinent information about ATCO's natural gas facilities and provides important information including a route map, emergency contacts, and precautions to be taken in the unlikely event of an emergency.

This EPIP is intended to provide information regarding procedures and responses to emergencies that may arise from natural gas operations including repairs, construction and normal operation of the natural gas pipeline.

2.0 RESPONSIBILITIES AND AUTHORITY – NATURAL GAS INCIDENTS

When receiving a call requesting assistance, the ATCO Natural Gas Division will assume primary responsibility for response to any natural gas emergencies and will coordinate actions with local emergency response agencies. **The appropriate local emergency response agencies will be contacted by ATCO Dispatch in the event of a pressure upset alarm to inform them of the emergency and that ATCO has dispatched personnel en route** (ATCO has 24/7 monitoring at its Control Centre).

3.0 GENERAL INFORMATION

3.1 ATCO Natural Gas Facility & Infrastructure Information

The NWCC Pipeline is a 14.3 km long, 508 mm outside diameter (NPS 20 inch) carbon steel sweet high pressure natural gas pipeline that originates at ATCO's Bearspaw Control Station (located at the intersection of Shriners Road and 101 Street NW within LSD 05-04-025-02-W5M) and terminates at ATCO's Big Hill Springs Control Station (located just north of the intersection of Township Road 261A and Range Road 23 within LSD 12-10-026-02-W5M). The map in section 3.3. shows the alignment of the pipeline between those two points which is primarily located either within the Calgary Transportation Utility Corridor (TUC) or is adjacent to 85th Street NW / Range Road 23.

There are two metering and regulating stations along the route that serve the purpose of measuring the natural gas flow through the station as well as reducing the natural gas pressure to lower distribution pressures. These stations are the Crowfoot Gate Station (located next to the Tuscany CTrain Station Parking Lot off of Tuscany Springs Boulevard NW within LSD 09-17-025-02-W5M) and the Nolan Hill Gate Station (located north of the intersection of 144th Avenue and 85th Street NW within LSD 08-04-026-02-W5M). Both of these stations are shown on the map provided in section 3.3.

3.2 Contact Information

3.2.1 ATCO Non-Emergency Contact Information

ATCO Natural Gas General Inquiries: 310-5678 (within Alberta)
1 (888) 511-7550 (outside Alberta)

ATCO Website: <https://www.atco.com/en-ca/contact-us/natural-gas-canada.html>

3.2.2 ATCO Emergency Contact Information

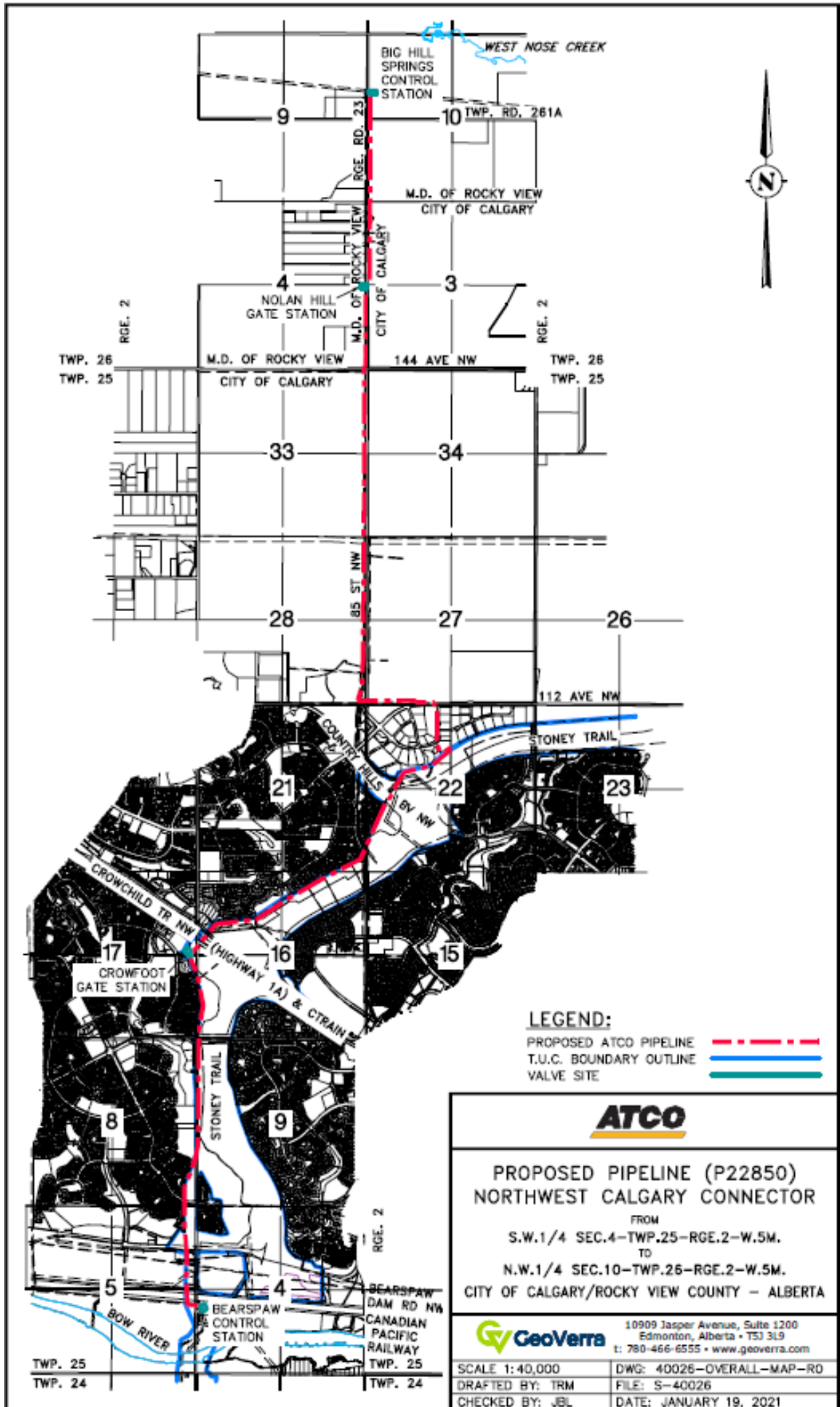
All Emergencies: 1-800-511-3447 (toll-free)

ATCO Primary Control Center: 1-877-496-9380

Table 1: Additional Emergency Contact Information

	Ambulance	Fire	Police
Community	9-1-1		
STARS	STARS Emergency Link Center: 1-888-888-4567 or 403-299-0932		

3.3 NWCC Route Map



4.0 RECOMMENDED PRECAUTIONS FOR THE UNCONTROLLED RELEASE OF NATURAL GAS

Emergency situations can occur at any time. Stay safe by being prepared.

Natural gas is a colorless, odorless, non-toxic gas that is lighter than air and will rise quickly if released to the atmosphere. A pungent, rotten egg odour is added to natural gas so that it may be detected for safety reasons.

If you smell gas inside a building:

- Leave immediately.
- Leave lights and appliances alone.
- Call ATCO or 911 once you are outside.

If you smell gas outside a building:

- Call ATCO or 911 immediately.
- Keep people away from the area.
- Do not smoke or light any flames.

Elimination of Ignition Sources: All ignition sources must be eliminated if it is safe to do so. Depending on the extent of the release, this may include shutting down the regional power grid (with the cooperation of the regional power supplier) and setting up roadblocks to prevent vehicular access to the hazardous area.

When in an emergency, call **9-1-1** and the ATCO Natural Gas Emergency Line 24 hours a day:

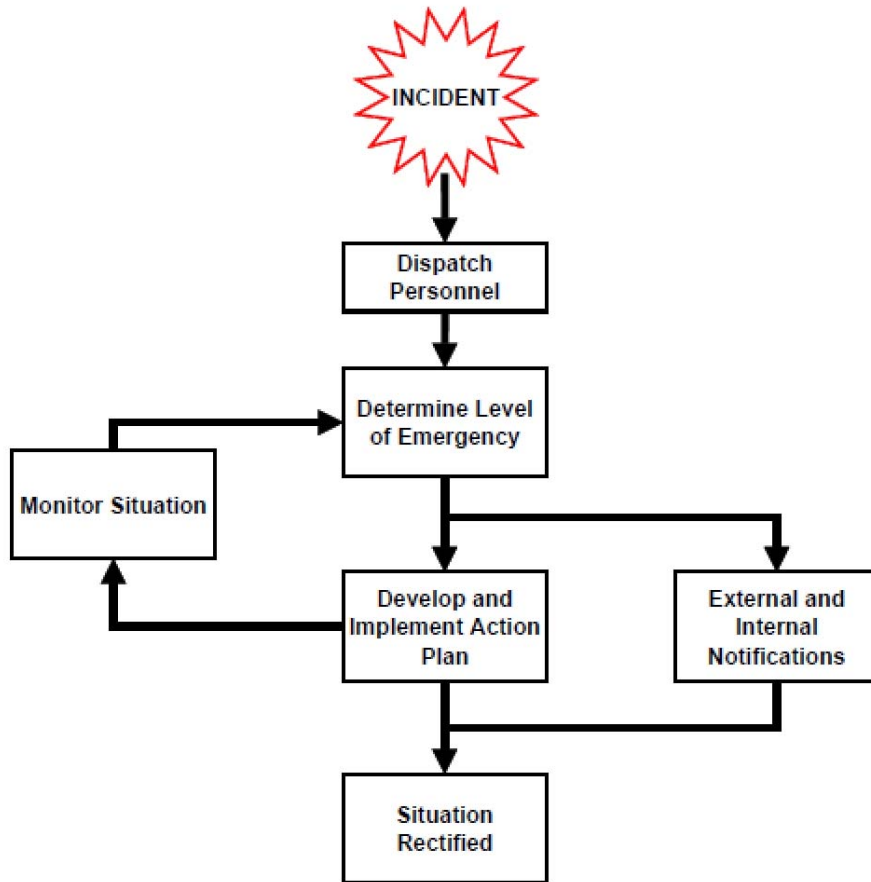
1-800-511-3447

Or

ATCO Pipeline System Control Centre: 1-877-496-9380 (toll free)

5.0 ATCO PROCEDURE

5.1 ATCO Response to Natural Gas Incidents



Incident – The incident may be reported by a facility alarm, operator observation, contractor, customer or a member of the public.

Dispatch of Personnel – ATCO personnel (Responder) shall be dispatched to the site to investigate and evaluate the situation. Upon arriving at the site, the Responder shall take on the role of the Incident Commander if the situation requires an emergency response. The Incident Commander shall take reasonable steps to bring the situation under control and shall report the situation to the ATCO Control Centre or ATCO Operations Dispatch. If required, additional resources may be requested and an Emergency Operations Center (EOC) may be activated.

Level of Emergency – Based on the initial assessment of the situation, the emergency shall be classified per Table 2.

Table 2 – Incident Classification

Level	Activation	Response Details
Alert	No EOC Activation	<ul style="list-style-type: none"> • Incident managed by responding parties • First Responder acts as the Incident Commander and contacts Control Centre • The Control Centre contacts the Emergency Manager to inform of incident
Level 1	Coordination between EOC members	<ul style="list-style-type: none"> • Additional resources may be required • The Control Centre contacts the Emergency Manager • The Emergency Manager determines the Emergency Response Level and the necessary EOC activation
Level 2	Partial/Full EOC activation	
Level 3	Full EOC activation	

Action Plan – The action plan shall be developed per ATCO emergency response procedures.

Notifications – All emergency response agency and regulatory notifications shall be made as per ATCO emergency notification practices.

Monitor Situation – The emergency shall be continuously monitored by ATCO personnel and reclassified (if conditions warrant). The decision to upgrade or downgrade an emergency shall be made by the ATCO Incident Commander in consultation with any Emergency Response Agencies present.

Situation Rectified – The Incident Commander shall ensure that all personnel and public directly involved or impacted in the emergency be informed of the termination of the emergency and how additional information is obtained. Often recovery activities resulting from the emergency continue beyond the termination of the emergency portion of the response.

5.2 Incident Communications

As appropriate to the situation, ATCO will communicate with the following when receiving an emergency call:

- Fire and Ambulance - Emergency Services at 911.
- Police (RCMP) at 911.

And, in the event of a major release of natural gas, ATCO will contact the following:

- AER (a field representative must be notified directly when contacting the AER);
- Alberta Environment and Parks (AEP).

ATCO will also

- Document all the initial call information on an Emergency Call Report.
- Confirm ATCO response by notifying the appropriate customers of ATCO plans.
- Document all steps taken.

5.3 Response Action Plan

This section summarizes ATCO's emergency response actions:

1. The ATCO Incident Commander shall classify the incident
2. The ATCO Incident Commander shall:
 - Take reasonable steps to ensure the safety of all personnel at the incident location.
 - If required, safely perform an Emergency Shut Down (ESD) of the ATCO facilities.
 - Take a head count of all personnel on site and search/account for any missing personnel.
 - Ask all personnel deemed non-essential in resolving the emergency to proceed to a muster point the safest way possible, avoiding the hazard at all costs.
 - Contact the ATCO Primary Control Center and inform them of the situation and to request any appropriate assistance.
 - If required, meet the emergency response crews (police, fire, and ambulance) at pre-determined area and direct them into the site.
 - Ensure that the area around the incident is properly secured.
 - Ensure evidence is not tampered with until an investigation has been completed.
3. Communications will be completed as per the Communications section of this document.

6.0 PRECAUTIONS WORKING AROUND NATURAL GAS PIPELINES

Many emergency situations can be avoided by exercising safe work practices. Provincial regulations established by the Alberta Energy Regulator (AER) and the Alberta Utilities Commission (AUC) require Pipeline Operators to be notified of any planned ground disturbance activity within 30 m of a high-pressure pipeline. ATCO additionally requires the proponent of work to obtain written permission for these activities (excluding normal agricultural activities) when they occur within our right-of-way boundaries:

- Crossing the pipeline with a vehicle or equipment at a point that is not within the upgraded and traveled portion of a roadway.
- Adding of fill material.
- Landscaping.
- Paving.
- Building construction.

If you are unsure if your planned activity requires permission, please contact ATCO at 1-888-420-3464 or email landadmin@atco.com or fax at 780-420-7411.

And, Call or Click Before You Dig:

- <http://albertaonecall.com>
- 1-800-242-3447 or cellular *3447 (no airtime charge)

ATCO does employ the use of pipeline crossing signs at road and rail crossings of critical infrastructure such as high-pressure pipelines and low-pressure distribution mains. These signs do provide contact information for ATCO if you have questions regarding the infrastructure in your area or if you are planning any digging activities. The lack of a pipeline warning sign does not mean that there is nothing there, always contact Alberta One Call (Call or Click Before You Dig) before proceeding with any digging activity.

7.0 ADDITIONAL SAFETY INFORMATION

For additional information regarding staying safe around natural gas please go to:

- <https://www.atco.com/en-ca/for-home/natural-gas/safety.html>