

VERO ENERGY INC.

Section 3 – Emergency Response Planning



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3.0 CORPORATE EMERGENCY RESPONSE Plan

3.1 INTRODUCTION

Vero Energy Inc.'s Corporate Emergency Response Plan has been developed to facilitate an effective response by operations, management and support personnel to an emergency occurrence affecting the company. To ensure a state of emergency preparedness company-wide, Vero Energy Inc. has developed these emergency procedures to protect the public, employees, contract employees, property and the environment.

Where a site-specific Emergency Response Plan is required to address a hydrogen sulphide (H₂S) hazard, the Corporate Emergency Response Plan will serve to support the site-specific emergency response process.

Roles and responsibilities of Vero Energy Inc.'s Emergency Response Team members are outlined in Vero Energy Inc.'s Corporate Emergency Response Plan and Manual. It is imperative that all company and contract personnel involved in Vero Energy Inc. operations review this plan to ensure a complete understanding of their role in response to an emergency.

With development of the Corporate Emergency Response Plan, the company is prepared to:

- ❖ Ensure immediate, competent responses to, and effective handling of, an emergency occurrence;
- ❖ Minimize danger to the public, employees, contractors and the environment;
- ❖ Establish and maintain effective communications with all parties in an emergency; and
- ❖ Make maximum use of the combined resources of Vero Energy Inc., government agencies and other non-company services.

All personnel directly involved with Vero Energy Inc. operations, including both company and contract personnel, shall receive training in how to use the Emergency Response Plan.

3.2 Responsibilities

Emergency Response Coordinator

Responsible for

- ❖ Developing and implementing emergency response plans for the location.
- ❖ Reviewing annually location emergency response plan(s) for validity.
- ❖ Reviewing annually the emergency response plan roles and responsibilities with all location employees.
- ❖ Coordinating and / or conducting one emergency response drill per year and measure the effectiveness of the location emergency response plan(s).
- ❖ Coordinating and / or conducting emergency response plan(s) training for all location employees.
- ❖ Developing and implementing maintenance and inspection protocol for all emergency response equipment.
- ❖ Coordinating and / or leading emergency response team(s).
- ❖ Coordinating with internal and external agencies.

Floor Warden Responsible For

- ❖ Assessing the emergency to see if the situation poses an immediate threat to people, equipment, materials and/or environment.
- ❖ If possible isolate and control the emergency situation.
- ❖ Direct people out of building as required.
- ❖ Sweep their assigned area to ensure building is empty.

Employee

Responsible For

- ❖ Ensuring your own safety.
- ❖ Shut down all equipment and close all doors.
- ❖ Initiating the location emergency response alarm system.
- ❖ Evacuating location as directed by floor warden.

HSE Management Team

Responsible For

- ❖ Communicating with corporate and government agencies.
- ❖ Assisting the location manager and/or floor warden with media relations.
- ❖ Coordinating and / or conducting an investigation to determine root causes.
- ❖ Coordinating and / or assisting inpatient care management.

3.3 Procedure

This review has identified the health & safety risks and the environmental impacts for the specific building site.

The Office Manager will review the emergency plan and control measures as appropriate to the changing conditions on building and amend as necessary clearly identifying the changes and the reason for the change.

3.4 Emergency types and general control measures

The following is a list of emergencies that could potentially occur to the building. The list is not necessarily exhaustive and other potential emergency situations likely to be encountered to the building should be identified and managed.

- ❖ Fire & Explosion
- ❖ Spillage of Substances
- ❖ Extreme Weather Conditions (High Winds/Storm & Flooding)
- ❖ Release of SF₆ / CF₄ / N₂ Gases
- ❖ Bomb Scare
- ❖ Injuries to Personnel (Minor & Major)
- ❖ Workplace Violence

Fire and Explosion

Preparation

A fire risk assessment must be carried out for the site accommodation area with control measures implemented:

- ❖ Fire extinguishers
- ❖ Alarm process
- ❖ Muster point
- ❖ Persons trained in the use of fire extinguishers
- ❖ Persons trained in the action to take in the event of an emergency
- ❖ Fire proof storage facility for essential documents
- ❖ All hot works must be subject to the approval of detailed risk assessment and method statement – control measures must include fire extinguisher available at work location and check of work area 1 hour after the completion of hot works.
- ❖ All flammable or highly flammable substances must be stored in a secure container well away from sources of ignition and buildings or plant.
- ❖ All gas bottles must be stored in bottle rack with consideration given to segregation of substances and stored well away from sources of ignition and buildings or plant.

Response

- ❖ Raise alarm and ensure the evacuation of personnel
- ❖ Where applicable call the emergency services
- ❖ Where applicable arrange first aid care for injured
- ❖ Inform the clients representative, ensuring that the emergency services can access the site
- ❖ Inform the VERO Office manager
- ❖ Person trained to establish if the fire can be safely controlled using fire extinguisher
- ❖ Establish all persons present at the muster point
- ❖ Control access to the building

Spillage of Substances

Preparation

Risk assessments and method statements must be reviewed and approved for operations where there is any significant risk of spillage, examples are:

- ❖ Removal of oil from old equipment
- ❖ Transportation around site of oil and gases
- ❖ Transfer of oil and gases into new equipment
- ❖ Refueling equipment
- ❖ Water drains must be covered where there is a significant and foreseeable risk;
- ❖ All liquid substances should be in suitable containers (ex., double walls, holding tank) and correctly identified
- ❖ Copies of material safety data sheets and WHMIS assessments held on site and communicated to all
- ❖ Drip trays must be used to prevent ground contamination when re-fuelling
- ❖ Spill kits must be available on building to cover the activities and equipment with persons trained in their use

Response

In all the following cases the health and safety of personnel is the first priority and therefore the safety aspects must be verified before carrying out the actions.

Unknown Substance (Unlikely to be as a result of our activities):

- ❖ Inform the employees
- ❖ Where there is no risk to persons - apply drain covers and spill kits (Do not attempt to recover spill kits)
- ❖ Ensure that persons do not enter the affected area – cordon off

Known Substance (As a direct result of our activities):

- ❖ Where there is no risk to persons - apply drain covers and spill kits
- ❖ Ensure that persons do not enter the affected area – cordon off
- ❖ Inform the VERO building manager
- ❖ Wearing the correct PPE as per the Material Safety data sheet and WHMIS assessment collect the spill kit material and dispose in a suitable container
- ❖ Arrange for waste disposal via suitably authorized waste contractor (The waste may be classed as hazardous)
- ❖ Assist in the completion of subsequent incident investigation / report

Extreme Weather Conditions (High Winds/Storm & Flooding)

This section provides direction to building site management regarding the potential for dangerous site conditions related to severe weather including, thunderstorms and lightning, hot and cold temperature.

In the event that a thunderstorm with visible lightning is approaching the site, the building manager will determine when a storm is close enough for the lightning to pose a safety risk to the site personnel.

High Wind Precautionary Tips:

After a high wind advisory or high wind warning is issued workers should take the following precautions:

A wind direction indicator will be installed in a conspicuous location.

- ❖ Develop a windstorm emergency action plan
- ❖ Staff and train an emergency response team (ERT), whose members are willing to stay on site during a windstorm (if safe to do so). Ask for volunteers. Arrange for support/assistance during the storm for families of those who will remain at the facility. Also, notify local emergency preparedness authorities about your plans to have personnel on site.
- ❖ Designate a weather monitor, who will report weather conditions and keep the ERT leader up to date on conditions before, during and after a windstorm.

- ❖ Give the ERT leader the authority to implement the plan, based on predetermined checkpoints (e.g., when a storm is within a certain distance from a facility). This responsibility includes shutting down operations and sending personnel home.
- ❖ Order emergency supplies and maintain them throughout the windstorm season.
- ❖ Take shelter (where possible).
- ❖ Tune in to local weather forecasts and bulletins issued by the National Weather Service on local TV and radio stations.
- ❖ Bring in unsecured objects that could blow away and cause damage or injury.
- ❖ Postpone outdoor activities if a wind advisory or high wind warning has been issued
- ❖ Make sure you know the evacuation procedures or emergency procedures in your area

Wind Hazard Safety Tips

There are certain things that you can do to ensure your safety during high winds and these include:

- ❖ Stand clear of roadways or train tracks, as a gust may blow you into the path of an oncoming vehicle.
 - ❖ Wear fall protection and whatever specific safety gear is designed to protect workers in your field.
 - ❖ Anticipate strong winds when stepping out of a protected area into an open one.
 - ❖ Debris may be flying around – Stay aware of your surroundings
 - ❖ Make sure all structures you stand on or use (such as wooden steps, scaffolding and ladders) can withstand strong winds. The wind can fill a tarp and cause it to pull down an unstable structure.
 - ❖ Take cover next to a building or under a shelter.
 - ❖ Use handrails where available on outdoor walkways and avoid other elevated areas such as roofs without adequate railing.
 - ❖ Tie down any objects that can become airborne
 - ❖ Ensure you are not near trees or other objects that may fall
 - ❖ Remove any dead trees or overhanging branches near structures, loose roofing materials and objects that could blow away.
 - ❖ Ensure elevated surfaces such as catwalks and platforms have railings and toe boards to protect against falls.
 - ❖ Ask for help carrying objects that could be caught and sent airborne by the wind.
 - ❖ Wear eye protection to prevent dust and debris from blowing into your eyes.
 - ❖ Report any downed power lines to your electrical company – do not touch the lines
 - ❖ Do not touch anything that is in contact with a downed electrical line
 - ❖ Do not touch a person who may have been electrocuted and is in contact with electrical lines.
- Dial 9-1-1

If you are driving:

Strong winds can make driving difficult, especially for those driving high profile vehicles and anyone driving across bridges and overpasses.

- ❖ Maintain a firm grip on the wheel and keep a safe distance between vehicles.
- ❖ Keep both hands on the wheel and slow down.
- ❖ Turn on headlights while driving through blowing dust.
- ❖ Watch for objects blowing across the roadway and into your path.
- ❖ Keep a safe distance from cars in adjacent lanes as strong gusts could push a car outside its lane of travel.
- ❖ Take extra care in a high-profile vehicle such as a truck, van, SUV, or when towing a trailer, as these are more prone to be pushed or even flipped by high wind gusts.
- ❖ Campers, big rigs and trailers are more likely to overturn in high winds.
- ❖ If winds are severe enough to prevent safe driving, get onto the shoulder of the road and stop, making sure you are away from trees or other tall objects that could fall onto your vehicle.
- ❖ Stay in the car and turn on the hazard lights until the wind subsides.
- ❖ Listen to a radio to find out local information on the weather.

If electrical lines land on your vehicle, stay in it and don't touch any metal parts of the vehicle. Honk your horn to warn others and call 9-1-1.

Tornado / Severe Weather

Signs of a tornado may include, but are not limited to:

- ❖ Rapid change in weather
- ❖ Hail and or heavy rain
- ❖ Severe wind
- ❖ Blowing debris
- ❖ Large funnel emerging from the bottom of a dark cloud.

The following should be exercised if there is a possibility for a tornado to occur in your area:

- ❖ Listen to local radio for further updates.
- ❖ If you are outside, hurry to the lowest level of a nearby sturdy building or lie flat in a ditch, culvert or low-lying area.
- ❖ If you are in a vehicle, get out immediately and head for safety (as above).
- ❖ If you can not locate a building and are near an overpass, climb up underneath the overpass and wedge yourself against one of the support beams.
- ❖ Remain in your safe area until you have confirmed the storm has passed.
- ❖ Be aware of additional tornados in your area.

DO NOT:

- ❖ Try to outrun a tornado
- ❖ Remain in your vehicle
- ❖ Assume down power lines are dead if encountered
- ❖ Hide in a room where there are windows as the glass may break resulting in injury.

Floods

- ❖ Ensure your personal safety
- ❖ If it is safe to do so, shut down all mechanical and electrical equipment that may be affected by the flood.
- ❖ If water is impairing your ability to shut off the equipment, DO NOT attempt to walk through the water. Water will conduct electricity and may result in serious personal injury.
- ❖ Evacuate to the highest ground in your area and immediately notify VERO Energy Management of your current location and status.
- ❖ Remain at your location and maintain communication with VERO Energy Management unless the situation becomes unsafe.
- ❖ If you must evacuate to another area, DO NOT drive fast as this may force water into the engine, possibly stalling it.

Worksites

VERO Energy will assume the site specific ERP for every lease it is on. Vero is to enter their site specific ERP for Edson and Assinaboine.

Bomb Scare

Response

When a bomb threat is received by the telephone, the person taking the message should keep the caller talking as long as possible and make written notes of the following:

- ❖ The time and date of the call
- ❖ The assumed age and sex of the caller
- ❖ Any distinguishing speech characteristics
- ❖ What was said by the caller, as precisely and completely as possible
- ❖ Any background noise that may help identify the source of the call
- ❖ The phone number of the caller (if your phone is equipped with this function).

Notify the Police immediately by calling the emergency number, 9-1-1. Also inform your immediate supervisor or department head. Always be sure to give the name of the building, room number, your name and telephone extension number.

The Police will assign personnel to investigate the call and take whatever police action may be deemed necessary and reasonable for the safety of the campus community.

The Police will conduct a search of the building, or of specific locations in or around the building. When it is judged prudent and feasible to do so, the search will be conducted with the assistance and cooperation of the department head and/or building manager.

After an evaluation/assessment of the content of the bomb threat, the decision to evacuate or close a building shall be made jointly, whenever possible, by the Police and the department head and/or building manager.

If the decision is made to evacuate, the Police will, when indicated, inform the designated person in the affected departments, asking that they, in turn, notify their people to clear the offices, rest rooms, and work areas in their sections of the building. The Police will make every effort to be certain that all occupants of the building have been informed of the threat and evacuated from the building. Occupants should be directed to take personal belongings such as briefcases, purses, etc. with them. (If necessary, the Police Department may activate the building's audible fire alarm system to aid in the evacuation.)

An unusual or suspicious object should be reported immediately to the Police or to any immediate supervisor or administrative officer. Suspected objects or materials should NOT be touched or disturbed.

Every bomb threat or incident of a suspected explosive device should be considered valid until all reasonable precautions for public safety have been taken or until the danger to life and property is terminated.

Suspicious Packages

What to look for:

- ❖ Protruding wires/aluminum foil
- ❖ Oil stains/strange odor
- ❖ Uneven or lopsided package
- ❖ Pressure or resistance when removing contents from package
- ❖ Unprofessionally wrapped – ex. Using lots of tape
- ❖ Excess postage and packaging
- ❖ Endorsed with “Fragile” “Handle with Care” etc.
- ❖ Buzzing, ticking, or sloshing
- ❖ Inaccurate address
- ❖ Distorted writing on package
- ❖ No return address
- ❖ Unusual weight given the size of the package

What to do:

- ❖ Don't open, smell, or taste
- ❖ Handle with care – don't shake or bump
- ❖ Isolate package and evacuate immediate area
- ❖ Call 9-1-1
- ❖ Ensure that all individuals who came in contact with the package wash their hands thoroughly with soap and water
- ❖ Create a list of all persons who have touched the package – include contact information
- ❖ As soon as possible have all parties who came in contact shower. Have any clothes that were worn placed in plastic bags and have them available to law enforcement

Injured Personnel

Preparation

- ❖ Ensure that next of kin contact details are taken for everyone on site and that these are kept in a secure facility with access restricted to the office site manager and/ or nominated deputy
- ❖ Ensure that there is an adequate number of qualified first aid personnel on site in relation to the risk and the number of people on site
- ❖ Ensure that adequate first aid equipment is available – first aid kit and eye wash station
- ❖ Ensure that all persons on office are made aware of the details of the action to take in the event of an accident on site and the details of the first aid personnel
- ❖ The location of the local accident & emergency hospital is to be available

Response

Please see VERO listings for the up to date list of First Aid trained personnel.

Minor Injuries (Those not requiring Hospitalization)

- ❖ Make the area safe
- ❖ Arrange first aid to be provided to the injured person
- ❖ Report the accident to the VERO Management
- ❖ Complete the details in the Event Report Form and forwarding to the EHS Department;
- ❖ Assist in the completion of subsequent accident investigation / report

Fatality / Major Injuries (Requiring Hospitalization)

- ❖ Make the area safe
- ❖ Arrange first aid to be provided to the injured person
- ❖ Call police and ambulance (9-1-1)
- ❖ Report the accident to the VERO incident line
- ❖ Complete the details in the Event Report Form and forwarding to the EHS Department;
- ❖ Assist in the completion of subsequent accident investigation / report,

A person shall not disturb the scene of an accident reported except insofar as is necessary in:

- ❖ Attending to persons injured or killed;
- ❖ Preventing further injuries, and
- ❖ Protecting property that is endangered as a result of the accident.

Workplace Violence

Preparation

Vero Energy has developed policy and procedures respecting potential workplace violence. Specifically Vero recognizes the potential for workplace violence and other aggressive behaviour directed at our employees. Vero will not tolerate behaviour from anyone that intimidates, threatens, harasses, abuses, injures, or otherwise victimizes its employees and will take whatever steps are appropriate to protect its employees from the potential risks associated with workplace violence. Vero is committed to providing its employees with an appropriate level of protection from the risks associated with workplace violence.

Vero ensures workers are instructed in: (a) how to recognize workplace violence, (b) the policy, procedures, and workplace arrangements that effectively minimize or eliminate workplace violence, (c) the appropriate response to workplace violence, including how to obtain assistance, and (d) procedures for reporting, investigating, and documenting incidents of workplace violence.

Management Responsibilities

- ❖ Management will inform employees how to recognize workplace violence and any risks that are specific to that area
- ❖ Management will ensure that appropriate procedures are in place to minimize the risk to our employees from violence
- ❖ Management will make certain that every reported incident of workplace violence is investigated and that regular risk assessments are conducted to identify potential areas of improvement
- ❖ Management will provide 3rd party counseling through extended benefits plan

Employee Responsibilities

- ❖ Employees are required to be familiar with and follow the procedures that are in place to protect them from workplace violence
- ❖ Employees will refer to the Task Hazard Assessment form for instances where you may encounter violence
- ❖ Employees are also responsible for participating in work site risk assessments and implementing controls and procedures to control the associated risk
- ❖ Report violent or aggressive behavior to supervisor management

Management is to advise an employee to consult a health professional of the employees' choice for treatment if the worker reports an injury to adverse symptom resulting from workplace violence or is exposed to workplace violence.

Emergency Company Contact Numbers

Police	911
Fire	911
Ambulance	911

Emergency Management

Worker's Compensation Board

British Columbia	1-800-663-6623
Alberta	1-800-661-9608

Poison Control

British Columbia	1-800-567-8911
Alberta	1-800-332-1414

Provincial Environment

British Columbia	1-250-387-1161
Alberta	1-800-222-6514

3.5 Emergency Response Training

Comprehensive emergency response training is essential for the management of emergencies, mitigating further losses and minimizing consequences. VERO shall conduct two emergency response drills per year and measure the effectiveness of the location emergency response plan. Emergency response plan shall be reviewed annually with all employees. Emergency response roles and responsibilities shall be reviewed annually with all employees. Employees shall receive training in the use of emergency response equipment.

3.6 Emergency Response Equipment

Emergency response equipment must be maintained, inspected and ready to be used in the event of an emergency. All first aid facilities at the location shall be adequate and maintained to Provincial OH&S standards. All emergency response equipment shall be maintained and inspected as per manufacturer, provincial and/or federal legislative requirements. All first aid facilities and emergency response equipment will be visibly marked using industry requirements.

3.7 Source of Emergency Controls

All employees should be familiar with the location of all emergency control shut off devices to prevent the escalation of the emergency. All location emergency control / shutdown valves, switches, and other emergency shut-off devices shall be properly marked. All appropriate employees shall be familiar with the location of all emergency control / shut-off devices.

3.8 Emergency Communication

When an emergency occurs, notifying appropriate personnel and agencies play an important role in the initiation of the emergency response plan. All emergencies shall be reported as indicated by the company's Accident/Incident Notification Matrix. The Emergency Response Coordinator and Manager shall review all information with the HSE Management Team prior to issuing releases to the media and/or governmental agencies.

3.9 Post-Emergency Procedures

Investigation and Reports

In every case of an emergency, the President or his designate will be involved in the accident investigation.

When government agencies are on-scene to conduct investigations, full co-operation shall be given. Investigators are permitted to move freely about the worksite viewing evidence. Supervisors will warn investigators of any hazardous conditions present.

Work at the scene of a fatality will remain suspended until permission has been obtained from the President or his designate following consultation with regulators to recommence operations. Care must be taken to preserve evidence in its original state.

Return to Work

Once the President or his designate and regulatory agencies have determined that an emergency condition no longer exists and the investigation is complete, emergency personnel should proceed with the following:

- ❖ Determine the extent of damage.
- ❖ Isolate the damaged area and equipment.
- ❖ Take necessary steps to prevent further damage and control hazards in damaged areas.
- ❖ Recall non-essential personnel.
- ❖ Inform personnel and agencies that were informed of the emergency or evacuated that the situation has returned to normal.
- ❖ Commence worksite clean-up operations when safe to do so.

4.0 Training, Drills and Exercises

Annually, Managers shall prepare and co-ordinate a schedule of VERO Energy training, drills, and exercises.

The purpose and scope of drills are:

- ❖ To ensure personnel receive the hands-on practical training in the use of emergency equipment and facilities that they may be expected to use in the event of an emergency.
- ❖ To test a particular function, procedure and/or section of VERO Energy Emergency Response Plans.
- ❖ To practice emergency procedures and communications.
- ❖ To ensure emergency equipment is in a state of readiness.
- ❖ To verify and document improvements/changes made as a result of lessons learned.
- ❖ To test VERO Energy personnel, processes and their ability to respond to potential emergency events.
- ❖ To practice the ERP, including the effectiveness of the overall plan, individual components, contractors and external agencies.

Different types of drills and exercises shall be conducted ranging in scope from a simple notification drill to a tabletop training exercise to a full exercise involving external organizations and deployment of equipment.

Each drill and exercise shall be documented and the information analyzed. Drill effectiveness shall be determined and corrective actions carried out.

Training, drills and exercises shall be arranged for the following:

- ❖ Emergency evacuation
- ❖ First aid