CHIEF MOUNTAIN GAS CO-OP LTD.

PHONE 403 653-3011

EMERGENCY PROCEDURE MANUAL

Canada Energy Regulator License For 2 Inch Polyethylene Low Pressure Pipeline Serving USA Port of Piegan, Montana. – XG-C104-60-94

January 20, 2020

Table of Contents

1.0 Scope

This section deals with the policy, and/or procedures and standards related to Emergency Response Procedures

1.1 Roles and Responsibilities

The CEO of Chief Mountain Gas Co-op Ltd. is responsible for reviewing, updating and approving this EPM. A review is conducted annually with changes made as required.

Refer to Attachment “A” for Responsibilities and Roles of Chief Mountain staff.

1.2 Tools and Equipment

It is the responsibility of the Distributor to ensure that all equipment and protective apparel is maintained in good condition, and where applicable, calibrated in accordance with manufacturer’s specifications. At source of 2” pipeline is an isolation valve that can be turned off when a third party damage occurs. Map is attached as Attachment ”G”.

1.3 Definition of an Emergency in relation to CER License

The CER Line that this EPM refers to is an 80 PSI Polyethylene 2” Gas Line that serves Chief Mountain Customers and the USA Port of Piegan in Montana. The only emergency there would be would be a direct line hit caused by a third party. In the case of third party the EPM would suggest following section 3.3, 3.4 and 3.5 as procedures to handle this type of emergency. All associated parties identified in Attachment “E” would be notified of an occurrence. Because of this pipeline and its remote location the chance of third party damage is minimal. All emergencies would be handles as outlined in Attachment “A”. Only those Contacts on list who are impacted by such emergency would be contacted and included in Emergency by phone. Communication between office and field personnel is by two way radio or cell phone.

2.0 Documentation

Each Distributor shall establish and maintain the Emergency Response Procedures as the utility's minimum standard of practice. This document includes a commitment to Emergency Response training and the distribution of the appropriate task flow charts to employees trained in Emergency Response.
(CSA Z662-19 Clause 10.5.2 & Pipeline Rules 91/2005 Part 1, Clause 8 (1))

Copies of the Emergency Plan shall be provided to all employees, departments, or agencies having responsibility in the plan. A formal record of distribution and amendments shall be kept. A current distribution list of EPM is found in Attachment "E". (CSA Z662-19 Clause 10.5.2.3 & CSA Z731-03 (R2014) Clause 6.4)

The lines of responsibility are contained in Attachment "A". A copy of this flowchart shall be used by Chief Mountain to gather and list all pertinent internal and external emergency response personnel and alternates. All personnel will follow Personal Protection Equipment rules as per Chief Mountain Guidelines.

Revisions Log will be updated annually with changes updated and recorded. New copies of EPM will be sent to all on Attachment "E".

3.0 Emergency Response Procedures

The Distributor shall have an Emergency Response Plan and Third Party Agreements in place that will ensure an expedient response to natural disasters and or emergencies caused by human activity or system failure that may occur. Refer to Attachment “E” Response Team Contacts. (CSA Z662-19 Clause 10.5.2.3)

3.1 Procedures for Handling Emergency Telephone Calls

When a call is received alerting the Distributor of an emergency, it is the first critical stage in the emergency.

Emergency calls may be received at the office during normal working hours, or the 24-hour emergency operator (on call personnel). Office staff and emergency response personnel must be capable of handling emergency calls from a customer or a member of the public.

In dealing with emergency calls, particularly those involving gas odors at a customer's premises, the following points and procedures should be utilized:

General Questions

- Give the caller confidence in you by handling the call calmly but directly
- Avoid unnecessary discussion or detail - the time saved could prove to be valuable
- Record the nature of the call and the date and exact time it was received
- The caller will briefly describe the nature of the problem as soon as you answer the telephone. The type of problem will dictate the action you must take and the questions you will have to ask. In all cases, the caller's name and telephone number including cellular or alternate number, should be obtained first, along with information, which is pertinent to the situation.

Gas Odor Call

- If the problem concerns gas odor at a customer's premises, obtain and record the following specific information from the caller:
  - The address, legal land description or location at which the gas odor exists
  - Whether or not the caller is the customer
  - If necessary, adequate directions to the customer's premises
  - The caller's opinion where it appears to be coming from, if they are aware of what caused it and how much time has elapsed since it was first detected
  - Whether or not the caller has called 911

- Whether the caller has any other relevant information to add

Questions to the caller should be direct to avoid wasting time, but should not convey undue concern or panic. When you have completed your questioning, alert the caller that no open flames or electrical switches should be used. Additional advice should be given selectively and with extreme caution and discretion, since the caller is rarely experienced with natural gas. Options may include:

- Evacuating the premises to a safe location
- Ventilate the premises
- Shutting off the gas at the meter
- Do nothing and wait for emergency response personnel

If you suspect any degree of danger, direct the caller to evacuate the premises immediately to a safe location and to ensure that no one approaches or re-enters until advised to do so by emergency response personnel.

Fire, Explosion, Asphyxiation or CO Call

- If the problem concerns a fire, explosion, asphyxiation or carbon monoxide poisoning which has already occurred, obtain and record the following specific information from the caller:
  - Has the caller phoned 911
  - The address, legal land description or location at which the incident occurred
  - If necessary, adequate directions to the location of the incident
  - Are there any injuries and/or fatalities?
  - Whether or not any other persons may be exposed to further danger
  - Whether the caller has any other relevant information to add

Generally, advice to the caller in such situations will be limited to directing those persons affected by the incident to ensure themselves safe from further danger. The caller may be asked to provide further information pending the arrival of emergency response personnel, provided that obtaining such information will not expose the caller to hazardous circumstances.

- Staff receiving emergency calls will notify the nearest trained employee immediately and relay all pertinent information and then notify the Emergency Response Coordinator (ERC).
  - Where gas odor calls or gas leak calls suggest the possibility of a serious hazard, or in case of a reported fire, explosion, asphyxiation, or carbon monoxide poisoning, staff shall notify the following as appropriate to the circumstances.

- Emergency Response Coordinator and Administrative Support (AS)
- 911 (Police, Fire and ambulance)
- Canada Energy Regulator
- Rural Utilities Branch via a Leak Damage Report after the emergency is rectified
- Occupational Health & Safety (OH&S) (injury to workers)

- Emergency response personnel receiving emergency calls outside office hours should:
  - Advise the ERC or alternate
  - Attend scene and perform evaluation risk assessment
  - Secure scene and make area safe
  - Request assistance if required

- Do not discuss accidents or other emergencies with the media or the public at any time. Refer all media inquiries to the designated media spokesperson.

3.2 Procedures for Response to Gas Odor Calls in a Premise or Structure

The Distributor is required to respond to all gas odor complaints. The response procedures for gas odor calls, particularly those involving occupied buildings, shall be considered an emergency. All respondents should be trained in emergency response procedures.

The following procedures are appropriate for responding to a gas odor call:

1. Proceed to the location immediately.

2. Park at a safe distance from the premise or structure, record your time of arrival and perform a risk assessment (audio, visual & odor check) looking for evidence of contributing factors of a gas odor. Remove any sources of ignition that you may have (cellular, pager, etc.)

3. A combustible gas indicator (CGI) must be used. Proper PPE must be used.

4. Approach the premise or structure and continue to look for a possible source of a gas leak while continually monitoring the atmosphere with the CGI. Inspect the meter set or regulator at the structure including checking the riser at ground level for a possible underground leak. A spinning test dial may be an indication of a large leak on the downstream piping. If there is evidence of a leak, turn off the gas. If the source of the leak is not immediately evident, then proceed to the interior of the structure.

5. Knock on the door, do not ring the doorbell as it may be a source of ignition. Advise the occupants that all electrical devices and switches are not to be used as they could also be another source of ignition. Always err on the side of safety and consider evacuating the occupants while testing is performed.

   Note: Depending on circumstances, it is possible for electrical equipment to act as an ignition source while starting up, operating, or closing down. Accordingly, it is recommended that electrical circuits not be shut off when concentrations of gas to air exceed 20% LEL or 1% gas in air. If power needs to be shut off at the source, contact the power company to disconnect.

6. Continue to sample the atmosphere upon entering the premise. Concentrate on upper levels (e.g. ceilings, stairwells) where gas could be accumulating. Continue checking all upper and main level rooms for concentrations above 20% LEL or 1% gas in air before continuing down to the lower or basement levels. Try to determine source of leak, remembering there could be more than one leak source or location.

7. The next action taken will depend on the level of the concentration of gas. If you are getting readings close to 20% LEL or 1% gas in air, there is a very good possibility that the concentration at the source of the leak can be in the 5-15% gas in air explosive range

   - If gas concentrations are above 20% LEL or 1% gas in air, if not already done, evacuate all occupants including yourself from the premise immediately.
   - If below 20% LEL or 1% gas in air, proceed to determine if the leak is coming from the inside or migrating in from underground, outside of building. If the leak is inside, turn off the gas at source and if qualified, repair the leak. Otherwise instruct the owner to have the leak repaired by a qualified third party.
   - If it is determined that the gas is migrating in from an outside source, the exact location of the leak outside must be identified and repaired. (Refer to applicable Emergency Response Procedures for Repair of Pipelines)

8. If evacuation is deemed necessary (>20% LEL or >1% gas in air), direct all occupants to immediately remove themselves to a location. Do not permit occupants to approach or re-enter the affected premise or structure until the hazard has been eliminated.

9. After evacuation, use the following procedures
   - Restrict unauthorized personnel from entering the hazardous area
   - Request assistance in accordance with emergency response plan
   - Shut off the gas supply to the structure if safe to do so
   - If the source of the leak is not found in the premise, a thorough check and leak survey of the area and adjacent buildings should be taken. This may include bar hole testing for any underground leaks along the pipeline and around buildings (near foundation, footings etc) and the grounds around the buildings until the leak is located, eliminated and/or repaired.
   - Continue sampling until you are certain that all gas in the vicinity has dissipated below the 20% LEL or 1% gas in air levels.
   - Ventilate any premises where gas has collected when it is safe to do so.

WARNING

Be selective with ventilation procedures as cross ventilation may direct explosive mixtures to an ignition source. Gas concentrations above the explosive levels when ventilated can be lowered into the 5-15 % gas in air explosive range.

   - When certain that it is safe to do so, allow occupants to return to the premises.

10. Document your activities

3.3 Procedures for Response to Fires or Explosions

A gas-related fire or explosion may occur before the emergency telephone call is made to the Distributor, or it may occur before or after you arrive on the scene. The procedure is similar for either type of problem:

1. Perform a risk assessment, report to the Fire Chief or whoever is in charge on site and then call the Distributor's ERC for additional assistance as required.

2. Take immediate action to prevent any further gas-related fires or explosions from occurring by isolating the gas supply at a safe distance from the site.

3. When safe to do so, check the entire area to locate all possible gas leaks or leak migrations.

4. If a leak is found, inspect all adjacent buildings with the use of a CGI inside and by bar hole testing outside around the building (foundation, footings, etc) and the

grounds around the buildings. Follow odor call procedures and evacuate buildings, if necessary, in accordance with Procedure 3.2 - Procedures to Response to Gas Odor Calls.

5. Take photographs of the entire accident site

6. Complete an incident report. If odorant levels could be in question, odorant checks and a third party witness is advised in case of future litigation.

7. Refer all media inquiries to the designated media spokesperson

3.4 Procedures for Repair of Polyethylene (PE) Pipelines

The primary hazard in repairing a PE pipeline is the potential for accumulation of static electricity and its discharge (arcing) while an explosive gas/air mixture exists. See Procedure 3.12 - Precautions for Static Electricity Accumulation and Discharge for further details.

Full repair procedures for PE pipe may be summarized as follows:

1. Determine from as-builts the size of line and whether or not it is looped

2. Select equipment and approved materials and follow procedures to carry out the repair

3. Contact Alberta One-Call and notify all other underground facility owners effected by the ground disturbance. Follow an approved ground disturbance procedure. (Pipeline Act Part 6, Section 32 & Pipeline Rules Part 5, Section 60)

4. Determine lines and customers affected by repair. If any sensitive needs customers are affected, notify of outage and arrange for turn-off and turn-on as deemed necessary.

5. During pipeline repair excavation, the three-bell hole system must be used unless an alternate method can reduce the pressure to zero (less than 20% LEL or 1% gas in air) on both sides of the repair.

6. Follow manufacturer's recommended procedure for squeeze-off, and ensure that wall thickness stops are set properly. A back-up squeeze-off tool should be available and ready to be used in case of tool failure. Squeeze-off tools shall be equipped with grounding straps.

7. After rechecking the leak area with a CGI ensuring it is safe to enter, carefully expose damaged portion of pipe. Use recommended safeguards to avoid arcing of static electricity (see Procedure 3.12 - Precautions for Static Electricity Accumulation and Discharge). Expose sufficient pipe to permit slack and enough non-damaged pipe at each end needed for repair.

8. Cut out the damaged portion of pipeline as a cylinder using an approved cutting method (hacksaws should not be used) and install the replacement pipe. The following should be considered:

    - Fusion repair is strongly recommended for long-term security for all resin compatible pipe.
    - Mechanical fittings may be used for temporary repairs or joining non-compatible resins.
    - Split inserts are prohibited. Only rippled inserts should be used to strengthen the pipe wall.
    - Ensure that any exposed metal fittings are protected from corrosion.

9. After joining the replacement pipe or fitting, gradually open the squeeze-off tools and install pipe reinforcement permanently marking the squeeze-off location. (CSA Z662-19 Clause 12.10.9)

10. Test joints with an appropriate liquid solution, and repair tracer wire using similar metal connectors to provide a structurally sound joint and coated with a moisture proof sealant.

11. Backfill excavated area ensuring proper support of all exposed pipe and fittings has been completed, and clean up all surface areas.

12. Purge downstream gas lines and re-light affected customers, if necessary

13. Prepare and enter leak report into the Rural Utilities Branch's RGP System and maintain a record of the leak location in the Distributor's files. If requested, send a copy to Canada Energy Regulator. These records must be maintained for the life of the pipe (CSA Z662-19, Clause 10.4.4 & Pipeline Act Part 6, Section 35 & Pipeline Rules, Part 8, Section 76)

14. It is recommended to label and retain pipe and fittings that are a result of failures for a minimum five years to allow for future comparison of failures.

3.5 Procedures for Major Gas Outages

Determine if any affected customers have special requirements necessitating special action. Procedures to be followed in the event of a major outage are summarized as follows:

1. Commence the ERP. Determine the cause of the emergency and/or the extent of outage.

2. Determine how the outage or failure will be remedied. Proceed with necessary steps to undertake the remedy. Repairs should only be made when the emergency situation has been rendered safe.

3. Close isolation valves on the affected system.

4. Notify all customers affected by outage.

5. Where necessary advise appropriate local and municipal authorities.

6. When the repairs are completed, re-pressurize the system.

7. Flare or purge the system if the repair has trapped a large quantity of air.

8. Commence re-lighting procedures by purging at customer risers and relighting.

9. Prepare incident reports for regulatory authority (i.e., Rural Utilities Branch; Canada Energy Regulator).

3.6 Precautions Against Static Electricity Accumulation and Discharge

During installation, purging or repair of a plastic pipeline system, static electricity can accumulate and then discharge by arcing between two objects. If the arc occurs in a gas/air mixture, ignition can occur. The resulting explosion and fire can cause death or serious injury to persons working in the vicinity.

There is no practical method available to prevent accumulation of static electricity; however, simple methods are available to dissipate most if not all of the accumulated charge. The most effective way is to spray the pipe and the surrounding area with a mixture of water and mild detergent soap. This mixture will provide electrical continuity and permit static charges to flow safely to the ground. While a mild detergent is suitable, it is recommended that a special solution with a propylene glycol base be used. In extreme

4.0 Relevant Codes and Statutes

Source

CAN/CSA Z662-19: Oil and Gas Pipeline Systems

Clause 5.3.1	Aluminum piping
Clause 5.3.2	Polyethylene pipe & fittings
Clause 5.3.6	Reinforced composite pipe & fittings
Clause 7.8	Arc and gas welding - Qualification of welders
Clause 8.1.3	Pressure testing
Clause 10.4.4	Pipeline system incidents
Clause 10.5.2	Pipeline emergencies
Clause 10.5.2.3	Pipeline emergencies
Clause 10.11	Permanent repair methods
Clause 10.11.1.2	Permanent repair methods
Clause 10.11.1.4	Permanent repair methods
Clause 10.11.3	Piping replacements
Clause 12.10.9	Squeezing of polyethylene and polyamide pipe for pressure control purposes
Clause 12.10.11	Static electricity dissipation
Clause 13.1.10.1	Pipeline repairs
Clause 13.1.10.2	Pipeline repairs
Clause 13.1.10.3	Pipeline repairs

CSA Z731-03 (R2014) Emergency Preparedness and Response

Clause 6.4	Administration - Distribution

Occupational Health and Safety (OH&S) Code 2009

Part 4	Chemical Hazards, Biological Hazards and Harmful Substances
Section 16	Worker Exposure to Harmful Substances
Schedule 1	Chemical Substances
Table 2	Occupational Exposure Limits for Chemical Substances

Canada Energy Regulator Onshore Pipeline Regulations(OPR)

DISTRIBUTION SYSTEM OPERATIONS
AND MAINTENANCE GUIDELINES

Emergency Response Procedures **Page**

Pipeline Act

Part 6	General
Section 32	Ground Disturbance
Section 35	Leaks and Breaks

Pipeline Rules - AR 19/2005

Part 1	Administration
Clause 8 (1)	Emergency Response Plans
Part 5	Ground Disturbance
Section 60	Preparation for Ground Disturbance
Part 8	Release of Product
Section 76	Report of Leak, Break or Contact Damage

5.0 Attachment

"A" Emergency Response Team and Member's Responsibilities
"B" Emergency Response Communication Structure
"C" Decision Logic for Escaping Gas at an RMO
"D" Decision Logic for Explosion or Fire
"E" Response Team Contacts and Distribution List
"F" Revisions Log

EMERGENCY RESPONSE TEAM AND MEMBER'S RESPONSIBILITIES ATTACHMENT "A"

EMERGENCY RESPONSE CO-ORDINATOR

24 hour emergency number 403 653-3011

- CHIEF EXECUTIVE OFFICER

Name: DELBERT BEAZER Ph: (H)403 659-2766

- GENERAL MANAGER (1st Alternate)

Name: KEN OLDS Ph: 403 752-0027

Responsibilities

- responsible for overall remedial actions
- ensure communication
- transportation of emergency supplies, material & equipment
- contacting alternate emergency support personnel
- making consequential decisions on actions
- communicating with the media

BOARD OF DIRECTORS (REP)

- CHAIRMAN

Name: ED JANZEN Ph: 403 627-2293

- VICE-CHAIRMAN (First Alternate)

Name ; Jim Welsch Ph: 403 627-4698

Responsibilities

- Provide decision support for Co-Ordinator as requested
- Approving utility templates and procedures and policies that support emergency responses.

Incident Report Recorder

* OFFICE MANAGER

Name BARB SELK Ph: 403 653-3011

ADMIN SUPPORT (1st Alternate)

Name DONNA PRINCE Ph: 403 653-3011

Responsibilities

- record times, incidents, and statements as they happen

OFF SITE SUPPORT

- ADMIN SUPPORT STAFF

Name: BARB SELK Ph: 403 653-3205

- OPERATION SUPPORT STAFF (1st Alternate)

Name DONNA PRINCE Ph: 403 653-2289

Responsibilities

- Coordinate dispersion of information to customers
- ensure information dispersed to public is in distributors best interest.
- provide communication support for coordinator
- provide link between coordinator and media

** Supplement chart with a copy of emergency phone numbers from zone agreement & maps showing area of responsibility for local emergency services.

FIELD/ SITE SUPPORT STAFF

- OPERATIONS MANAGER

Name BRENNAN BEAZER Ph: 403 633-1563

- FIELD SUPPORT STAFF (1st Alternate/support)

Name: DAN VADNAIS Ph: 403 915-5525

FIELD SUPPORT STAFF (2nd Alternate/support)

Name: TIM ANDERSON Ph: 403 593-1978

Responsibilities

- take charge at scene of emergency (notify co-Ordinator of arrival)
- investigate and assess the emergency
- evacuate if required (ensure public safety)
- protect public property
- coordinate & monitor emergency activities
- communicate events to coordinator
- control the gas, repair and restore service
- investigate cause & report findings
- make notes on all pertinent events immediate after stabilization

EMERGENCY RESPONSE SUPPORT

- LOCAL POLICE & FIRE DEPARTMENTS DEPT. /Ph.'s **(911)**
- LOCAL AMBULANCE AUTHORITIES AUTH./Ph.'s **(911)**

ZONE AGREEMENT DISTRIBUTORS

Triple "W" Gas Ph:_ 403 328-6959

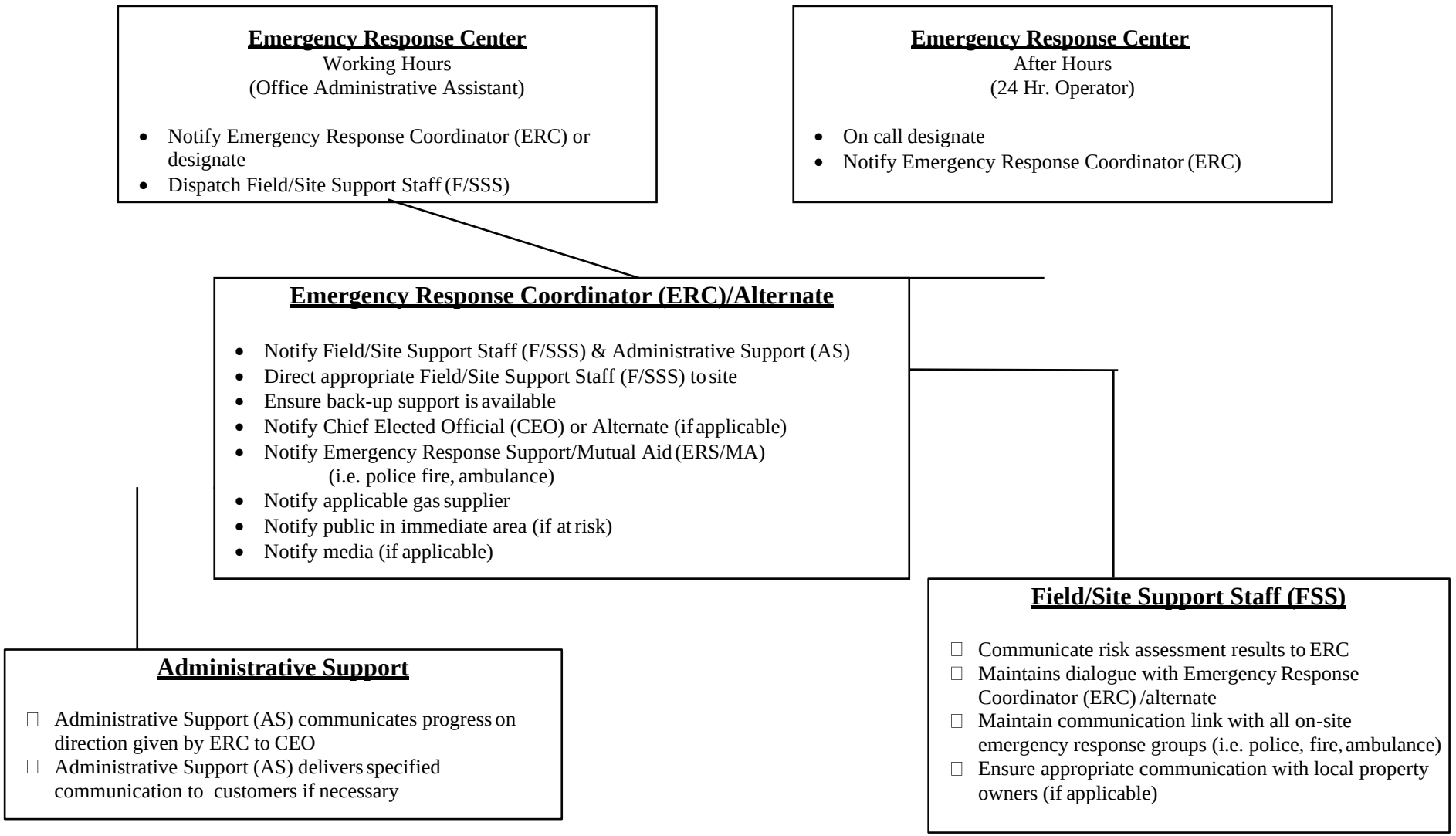
Chinook Gas Ph:_ 1-403 647-3588

- ATCO Pipeline Ph. # 1-877-924-9381
- Rural Utilities Ph. # 1-780-427-0125
- TCPL Provincial 24 Hr. Ph. # 1-403-920-2401
- CER-INCIDENT Ph. # 1-403 807-9473
- CER – TRANS SAFETY Ph.# 1 -819 997-7887
- Dgr. Goods (spill) Env. Ph # 1-800-222-6514
- Dgr. Goods (spill) Transp. Ph # 1-800-272-9600
- Odorant Supplier Ph.# 1-403 654-2233

Responsibilities

- evaluate & confirm available resources
- post available resources on emergency alert

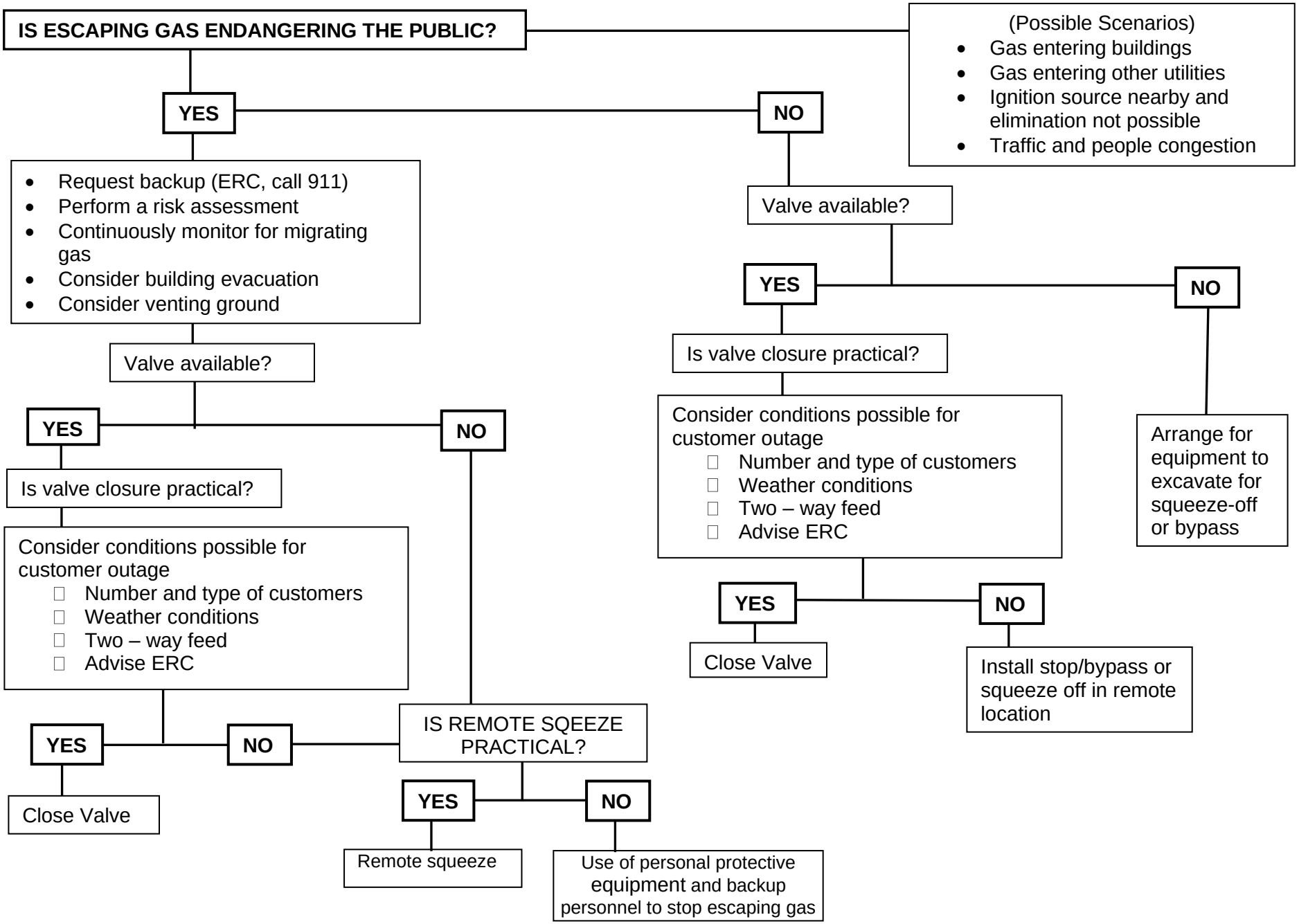
EMERGENCY RESPONSE COMMUNICATION STRUCTURE ATTACHMENT "B"



DECISION LOGIC FOR ESCAPING GAS AT AN RMO

ATTACHMENT"C"

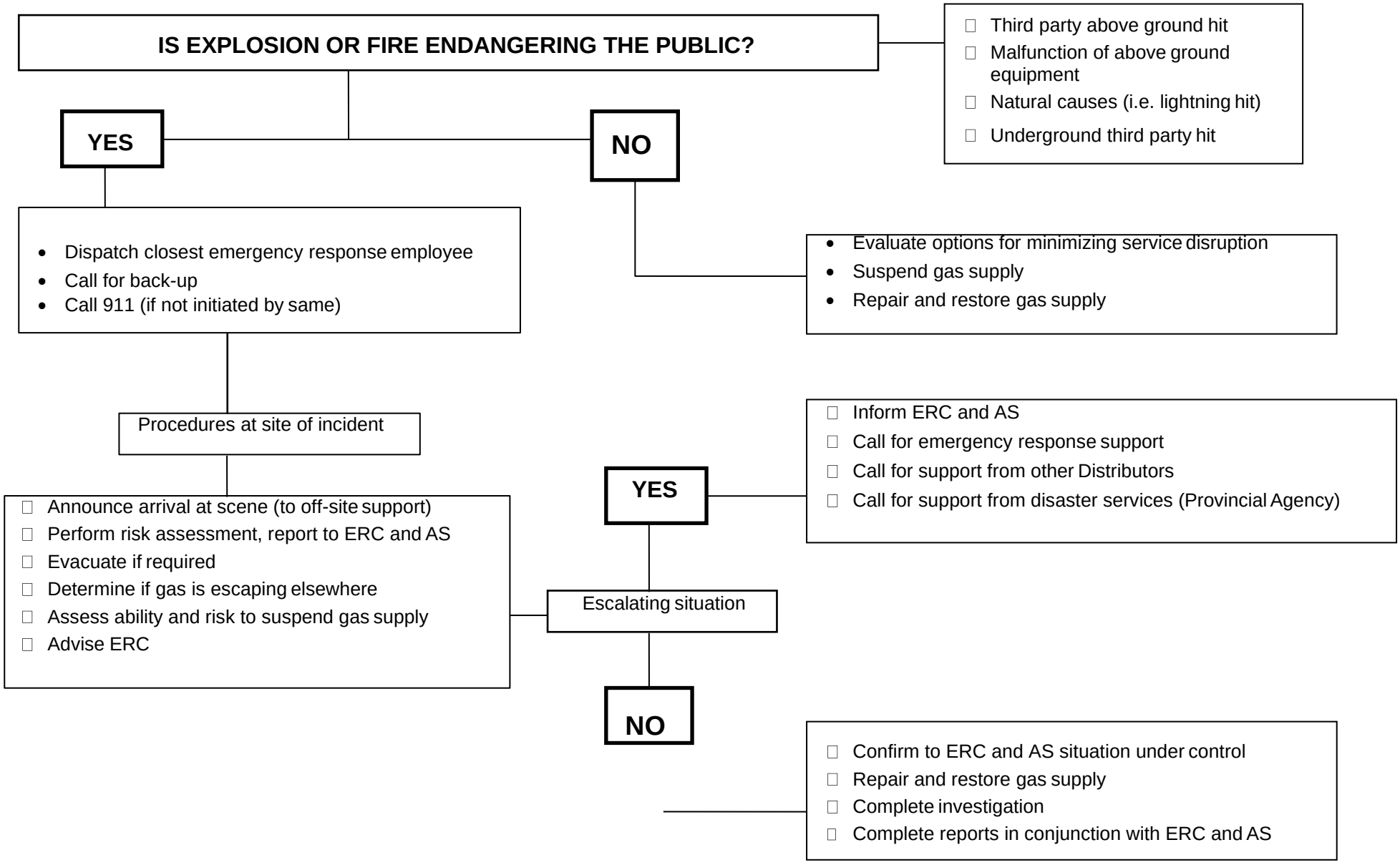
(Refer to Attachments "A" & "B: for Responsibilities and Communications Structure)



DECISION LOGIC FOR EXPLOSION OR FIRE

ATTACHMENT "D"

(Refer to Attachments "A" & "B" for Responsibilities and Communications Structure)



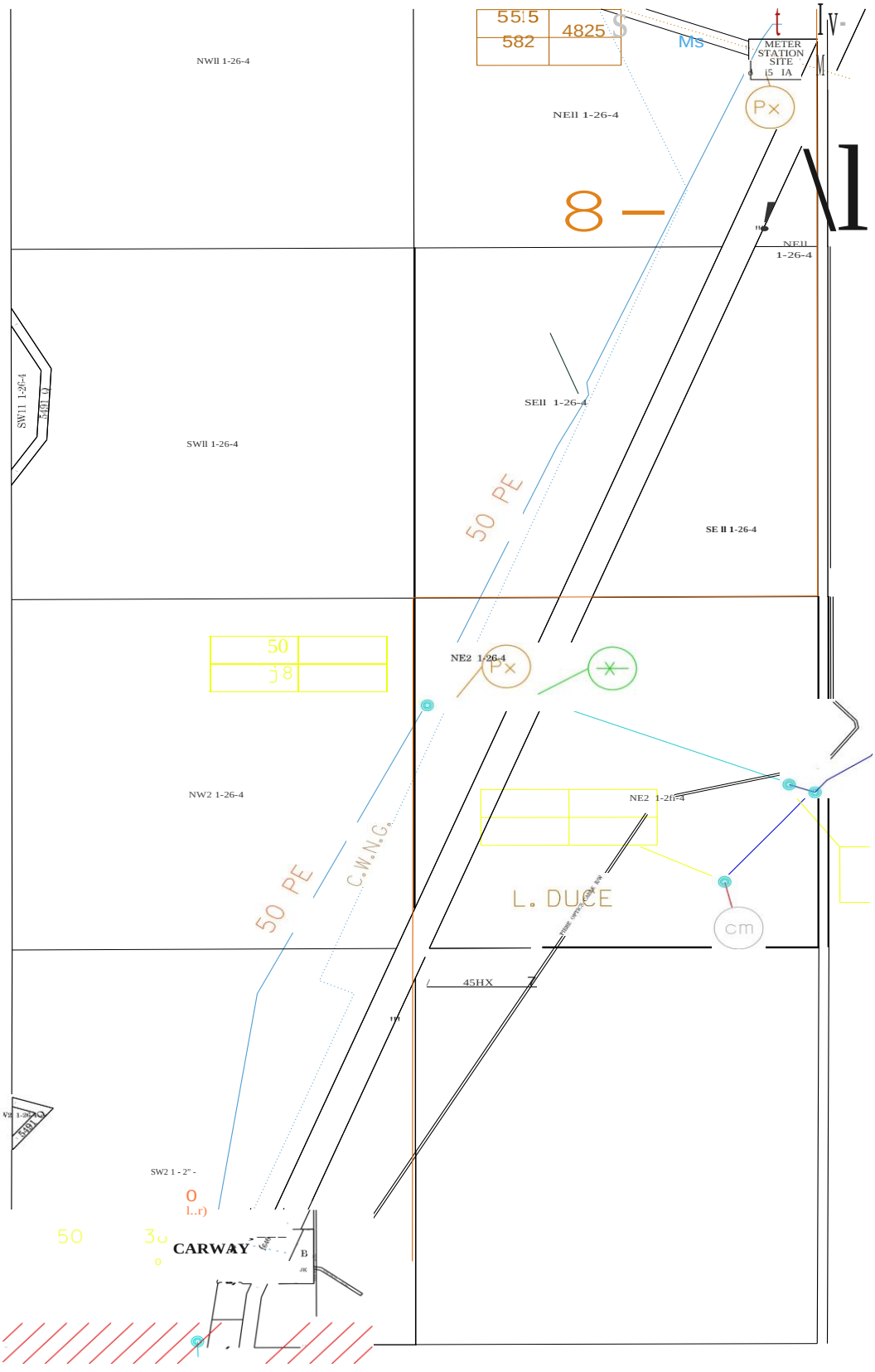
RESPONSE TEAM CONTACTS and DISTRIBUTION LIST ATTACHMENT "E"

Contact	Phone Number	Phone Number
Emergency Services, Police, Fire,	911	911
Hospital	Cardston 403 653-4411	Pincher Creek403 627-1234
Alberta Environment	1-800-222-6514	
Alberta Energy Regulator(AER)	1-403-527-3385	
Federation of Alberta Gas Coops Limited	1-780-416-6543	
Rural Utilities Branch	1-780-427-0125	
Piegan Border Services	1 406 732-9297	
Zone Agreement	Triple W 403 328-6959	Forty Mile 403 526-7718
Zone Agreement	Little Bow 403 757-3888	Bow River 403 654-2233
Odorant Distributor	Bow River 403 654-2233	Emergency 403 654-2239
Occupational Health and Safety	1-866-415-8690	
Neighboring Distributors	Atco 403 653-3959	Alta Gas 1-866-222-2068
Insurance	1-780-661-3943	
Trans Canada Pipelines	1-403-920-2401	
Atco Pipelines	1-877-496-9381	
County / MD	Cardston 403 653-4977	
Canada Energy Regulator	1 403 807-9473	Carway Border Gas Line

REVISIONS LOG **ATTACHMENT "F"**

Revision Date	Person Revised	Date
January 20, 2020	Delbert Beazer	January 20, 2020

ATTACHMENT"G"



ATTACHMENT"H"

CER Line Emergency Landowners Contacts

Landowners	Legal Description	Phone Number
USA Border Port Station/Offices/Residences	NE 14-37-1-W4	406 732-5982
Carway Border Crossing-CANADA – Main Office	Pt. SW 2-1-26-W4	403 653-3552?
Carway Gift Shop/Store/Residence	Pt. SW 2-1-26-W4	403 653-2229
Shane Duce/ Residence-2	NE 2-1-26-W4	403 448-0000
Brad Beazer/ Residence	SW 12-1-26-W4	403 382-8080
East Cardston Colony/ Residence	SE 3-1-26-W4	403 653-2451
Bare Landowners		
Brad Beazer	S ½ 2-1-26-W4, W ½ 1-1-26-W4	403 382-8080
East Cardston Colony	E ½ 3-1-26-W4, SW 11-1-26-W4	403 653-2451
Wyatt Cook	NW 11- 1-26-W4	403 894-8388
Shawn Cook	NW 12-1-26-W4	403 360-7609
Neighboring Distributors	Atco 403 653-3959	
TC ENERGY	1-403-920-2401	
County / MD	Cardston 403 653-4977	
Canadian Energy Regulator	1 403 807-9473	Carway Border Gas Line